

Board of Directors
Regular Meeting Agenda
Tuesday, December 20, 2022, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River
Jean Sheppard President

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| IV. Open forum for the general public | |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. October 2022 Financial Statements | Fox |
| iv. Director's Report | Fox |
| VI. Old Business | |
| i. SDAO Annual Conference | Fox |
| VII. New Business | |
| i. Exhibits Policy (ACTION) | Fox |
| ii. Paid holiday benefit – Employee Handbook (ACTION) | Fox |
| VIII. Agenda items for next meeting | Sheppard |
| IX. Adjournment | Sheppard |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00 to 9:00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, December 20, 2022, 7:00pm
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| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from the November 15, 2022 meeting | |
| • Attachment: III.i. Minutes from November 15, 2022 meeting | |
| ii. Oregon Corrections Enterprises invoice | |
| • Attachment: III.ii. Oregon Corrections Enterprise invoice | |

At the June 22, 2022 Library Board meeting, the Board approved a quote for new furniture from Oregon Corrections Enterprises. The Friends of the Library donated \$8,500 to the Library District to purchase the new furniture. We needed new furniture in the Children's Library and Teen Area to support our patrons.

The invoice exceeds my spending authority. I ask for board approval of the invoice in the amount of \$8,008.

IV. Open forum for the general public

V. Reports

- | | |
|--|-----|
| i. Friends update | Fox |
| • The Friends do not meet in the month of December. | |
| • The Friends postponed their annual holiday party due to inclement weather. | |
| ii. Foundation update | Fox |
| • The Hood River County Library Foundation is looking forward to hosting the Feast of Words Gala again in the spring of 2023. They have selected Saturday, May 6 th , 6:00-8:00pm. The Foundation needs help to make this fundraiser successful so they can | |

continue to fund special projects for the Library District. They are seeking members for the Feast of Words Planning Committee. Please contact: Foundation@hoodriverlibrary.org to learn more.

- The annual brick order for 2022 has arrived and been installed in the Gardens.

iii. October 2022 Financial Statements

Fox

Attachments:

- V.iii. October 2022 Financial Statements

We are tracking well with \$678,428 in the General Fund, \$71,157 in the Grants Fund, and \$119,597 in the Capital Equipment Reserve Fund. The bulk of the tax revenue will arrive this month.

The District received \$109,254 of the tax revenue during the month of October. The bulk of the remaining tax revenue arrived in November.

iv. Director's Report

Fox

Administration

- At the request of the staff members themselves, Bill Weiler and Lauren McNeely will be swapping positions. So congratulations to our new Public Service Clerk Lauren McNeely and our new Substitute Public Service Clerk Bill Weiler! Their new positions will take effect in January.
- Safety Grant – We have received the safety grant we applied for from Special Districts Insurance Services. It's a 50/50 matching grant. Originally I asked for \$4,191 to install camera system in the Cascade Locks and Parkdale locations. I recently consulted with the Hood River County School District and they will install a camera system in the Cascade Locks Library for free and connect it to their monitoring system. This will take place after the first of the year. I have requested the grant be modified and we will spend \$4,191 to install a monitoring system in Parkdale and the grant will cover \$2095.50.
- The City of Hood River is exploring creating a Westside Urban Renewal District. They are conducting a Feasibility study over the next few months. City Administrator Abigail Elder and the consultant will present to the Library Board at our Tuesday, February 21, pm. They will discuss how this will effect our District. I met with Abigail and we briefly discussed projections but they will not have exact figures until February. I also learned the Waterfront Urban Renewal District will be dissolving and those funds will return to the Library District.
- I will be on vacation from Thursday, December 22 through Monday, January 2. Assistant Director Mo Burford will be Person In Charge of the Library District. I will be available for emergencies.

Programs and Services

- Open Call for Artists
 - The Hood River Library is looking for artists to display their work for 1-2 months in the Hood River Library's Jeanne Marie Gaulke Community Meeting Room. Please send all inquiries to Mo Burford (mo@hoodriverlibrary.org).

- Bookmobile
 - The Bookmobile will be at the Hood River Holiday Parade on Friday, December 2. We gave away over 300 books. We had several excited patrons that took tours of the Bookmobile.
 - **Schedule & Route:**
 - **Odell Mobile Home park - Saturdays, 10:00am-12:00pm. For residents only.** The Bookmobile goes door-to-door offering children a selection of books, a craft bag, and a snack. Contact: yeli@hoodriverlibrary.org or 541-387-7068 for more details.
 - **Odell Community Park (Tamarack Rd.), Saturdays 12:30pm-1:30pm.** Visit the Odell Community Park to check out library materials, pick up holds, and receive free craft bags!
 - Library staff have almost spent the \$75,000 grant we received from the State Library to stock the bookmobile with library materials, technology, Library of Things items, free books, and crafts kits. We will complete the purchases by the deadline of December 31, 2022.
- The program staff have been working hard to provide creative programming for this winter. Please check out the [newsletter](#) for a full list of December programs.
 - All Ages
 - Arcade Night! The first Saturday of the month from 4 to 6 p.m. for rad retro cabinet arcade games and other electronic offerings for fans of all ages to enjoy.
 - Library staff will read an excerpt from The Christmas Carol by Charles Dickens Tuesday, December 20 – Saturday, December 24 on Instagram.
 - Adult programs
 - Book Club - Hood River Library Book Club Wednesday, January 11 at 2:00 p.m. Hood River Library Meeting Room & [Zoom](#). They will be reading *Something to Hold* by Katherine Schlick Noe.
 - Cascade Locks Book Club meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. It will be patron lead and free for all to join.
 - Writing Group: Every Thursday at 3 pm in the Hood River Library Columbia Room. Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).
 - A Guide to Mushroom Hunting by Krista Cushman, Saturday, January 14th, 2pm. Learn the basics of the identification process, what it takes to forage on your own and which Spring mushrooms will be coming up before you know it.

- Teen programs
 - LTC: Every Saturday at 11 a.m. Open to teens and tweens ages 12 to 19, the Library Teen Council is a volunteer group that helps plan library services, leads programming and assists the Teen Librarian.
 - Teen Game Nights, Saturdays, 4-6p.m. Switch, Jackbox, board games, legos. Time to play! Open to ages 12 to 20, games will be in the Theater room.
 - Winter Solstice Mini-golf Wednesday, December 21st at 8pm Hood River Library. Late night mini-golf on the shortest day of the year! Teens can compete for bragging rights and prizes. Mini-golf course will be set up around the library and snacks provided. Open to ages 11 to 18, [registration by a parent or guardian required.](#)
- Children's programs
 - Holiday party! Come join us Thursday, December 22 at the Hood River Library Children's area from 3 to 5pm for lots of holiday fun! Crafts, treats, games *and perhaps a surprise visit from Santa*. We will also have fun parties in our Cascade Locks and Parkdale locations on Wednesday, December 21 from 11am to 1pm!
 - Family Storytime at the Hood River Library! Thursdays at 10:30 a.m. The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading!
 - Makerspace crafting hours at the Hood River Library. The hours are Tuesdays-Thursdays 2-7pm, Fridays 2-6pm and Saturdays from 10am-6pm. There are a variety of craft supplies to create a masterpiece.
 - The Cascade Locks and Parkdale branches have open crafting every Saturday from 10am-2pm. We offer a variety of supplies and the only thing required is their imagination!
 - Family Movie Matinee at the Cascade Locks Library on Saturday, December 17th, 3pm. Families can watch a movie at the library!
 - We are adding more children's programs starting in January!
 - Baby storytime – Tuesdays, 10:30am, Hood River Library
 - Playgroups at Parkdale and Cascade Locks Locations!
 - Each Friday from 10:30-11:30 parents are invited to come with their children to explore the library, help kids build social skills, and make new friends. And on the first Friday of the month in Parkdale, and the last Friday of the month in Cascade Locks we will have a librarian led storytime. The first storytimes will be Fri, January 6th @ 10:30a in Parkdale and Fri, Jan. 27 @10:30 in Cascade Locks.
 - Yoga storytime (ages 3-6) – Wednesdays, 10:30am, Hood River Library. Six week session, starting January 11.

- Yoga storytime (ages 7-10) – Fridays, 3:30am, Hood River Library. Six week session, starting January 13.

VI. Old Business

i. SDAO Annual Conference

Fox

The SDAO annual conference will be held February 9-12 in Sunriver, Oregon. In the past, we have sent one board member and one staff member. I highly recommend attending the conference. They have a variety of sessions geared toward board members. I'd like to discuss a board member possibly attending the conference this year. Visit <https://www.sdao.com/annual-conference> for 2022 Annual Conference Brochure.

VII. New Business

i. Exhibits Policy and Policy review schedule (ACTION)

Fox

Attachment

- VII.i. Exhibits Policy

There are two changes to the policy. The first involves adding the circulation area as a designated display area in the library. The second change involves have exhibitors sign the policy. This was recommended by our lawyer Ruben Cleaveland.

At the August 16, 2022 board meeting we discussed revising our policy review plan to compile twenty policies into six policies. The goal was to make it easier for patrons to find the information they are needing. I would like to revise our strategy and keep separate policies. I think it's more efficient to review 1-2 policies per month instead of a few large policies each which will be more time consuming for the Library Board and administration staff. I recall library board members mentioned the same concerns. I think we can achieve the same goal if we revamp the policy page on our website to create six categories and list all the policies under the categories. See the categories below. The website should be updated by next month.

- Board Governance Policy
- Code of Conduct Policy (Ordinance No. 1)
- Employee Handbook (Personnel Policies)
- Financial Management Policy
- Operations Policies
- Volunteer Policy

ii. Paid holiday benefit – Employee Handbook (ACTION)

Fox

Attachments

- VII.ii.a. Paid holiday benefit section – Employee Handbook

I would like to request the Library Board make two amendments to our Paid Holiday Benefits section in our Employee Handbook.

I would like to request the Library District close for a full day for Christmas Eve. We currently are open from 10am-2pm. Most libraries close on Christmas Eve including our neighbor libraries Multnomah County, Fort Vancouver Regional Library District, and The Dalles Wasco County Library District. Historically we have low traffic on this day. I think our staff would be grateful to be able to spend the entire day with their families. I recommend this goes into effect immediately.

We are closed the day after Thanksgiving each year. I would like to change our policy to state we are honoring Native American Heritage Day instead of stating we are closed the day after Thanksgiving. This would not be an additional closure since we are already closed. Many libraries and other government entities observe Native American Heritage Day.

VIII. Agenda items for next meeting

Sheppard

- Audit report FY 2020-21
- Policy

IX. Adjournment

Sheppard

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

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Board of Directors
Regular Meeting Minutes
Supplementary information
Tuesday, October 18, 2022, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River
Jean Sheppard President

Present: Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Rachael Fox (staff), Bill Weiler (staff).
Strategic Planning Committee: Mo Burford (staff), Michele Dearing (staff), Nadine Klebba (Friends of the Library President)

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<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

I. Additions/deletions from the agenda (ACTION) Bureker

Vice President Karen Bureker called the meeting to order at 7:00pm. Marsden made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest Bureker

None stated.

III. Consent agenda (ACTION) Bureker

Hackett made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

IV. Library Strategic Plan approval (ACTION) Strategic Planning Team

We have identified five priorities and three goals for each priority.

Over the next seven months we will focus primarily on the Bookmobile. The Library Team will also work together to develop action steps for each goal. This will be an annual process that will help shape our budget each year.

Marsden made a motion to approved the Library Strategic Plan. Janik seconded. The motion carried unanimously.

V. Open forum for the general public Bureker

None present.

VI. Reports

i. Friends update Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. August 2022 Financial Statements

Fox

There was nothing to add to the written report.

iv. Director's Report

Fox

Fox mentioned a child was struck by a car that attended a library program at the Odell Community Park this summer..The child rode their bike into the roade The child was not seriously hurt. Fox mentioned purchasing cones. Bureker stated there are collapsible cones and she recommended flashing lights and reflective vests. Fox stated she would purchase them.

VII. Old Business

i. Feast of Words project discussion

Fox

The Board approved of the updates in the Hood River Library Gardens and outside the Parkdale and Cascade Locks locations.

ii. Best Practice Program discussion

Fox

Brian Hackket enrolled in the Board Member Education Program. Karen Bureker said she enrolled 1-2 years ago. Fox will contact SDAO and see if that fulfills our requirement.

Fox mentioned a patron expressed their dislike of the content of a children's book due to it's stereotypical depiction of the characters. The book was written 1930's. Fox has reached out to the patron to discuss the matter further and inform them of the Collection Development Policy and Request for Reconsideration. Fox will also be consulting with the Collection Development Team to discuss this further.

VIII. Agenda items for next meeting

Bureker

- Policy review
- SDAO Best Practices Checklist
- Statistics

IX. Adjournment

Bureker

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INVOICE



03-637
Friends
\$8008.00
Rachael
12-6-22

INVOICE DATE:	CUSTOMER NO:	INVOICE NO:
11/16/2022	0088197	0157076-IN

**PLEASE MAKE ALL CHECKS PAYABLE TO
AND MAIL TO**

OREGON CORRECTIONS ENTERPRISES
P.O. BOX 12849
SALEM, OR 97309
PHONE: (503) 428-5500 FAX: (503) 363-4170

SOLD TO:

HOOD RIVER COUNTY LIBRARY DIST
502 STATE ST
HOOD RIVER OR 97031

SHIP TO:

HOOD RIVER COUNTY LIBRARY DIST
502 STATE ST
HOOD RIVER OR 97031

Comment:

CUSTOMER P.O.		ORDER DATE		SALESPERSON:		SHIP DATE:		SALES ORDER NUMBER	
		7/20/2022		1028		11/16/2022		0126914	
SHIP VIA		F.O.B.		TERMS		CONFIRM TO		PHONE NUMBER	
				NET 30 DAYS		RACHAEL FOX		541-378-7061	
ORDERED	SHIPPED	BACK ORD	UNIT	ITEM # / DESCRIPTION			UNIT PRICE	EXTENDED PRICE	
2.00	2.00		EA	207-080-04 SETTEE, BEAVERCREEK, 1 PL, CURVED ARMS, 33x34x35x18 SH, WOOD/STAIN: FABRIC: GRADE 2 WOOD: RED OAK, FINISH: CLEAR, FABRIC: GRD 2 SHERPA SHIRE CORDON BLUE			843.0000	1,686.00	
2.00	2.00		EACH	300-056-01 GROMMET, POWER, RECT, 2 USB/1 PWR, 5-1/32x3x6' CORD, BLACK, PCS49/USB FROM SEATED POSITION: RIGHT			303.0000	606.00	
1.00	1.00		EA	207-100-99 SETTEE, MOD, 1 PL, RNB, ARMLESS, 2" SHAKER FOOT, 24x31x31x18 SH WOOD: RED OAK, FINISH: CLEAR, FABRIC: GRD 2 SHERPA PURPLE VELVET			469.0000	469.00	
1.00	1.00		EACH	99907202201 TABLE, CHILDREN'S, 40x16x24, RECT, 4-LEG, VENEER TOP, SANTIAM WOOD: RED OAK, FINISH: BORDER - CLEAR, CENTER - WALNUT			309.0000	309.00	
1.00	1.00		EA	207-080-05 SETTEE, BEAVERCREEK, 2 PL, CURVED ARMS, 55x34x35x18 SH WOOD: RED OAK, FINISH: CLEAR, FABRIC: GRD 2 SHERPA GARGOYLE			1,182.0000	1,182.00	

Continued

INVOICE



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		7/20/2022		1028		11/16/2022		0126914	
SHIP VIA		F.O.B.		TERMS		CONFIRM TO		PHONE NUMBER	
				NET 30 DAYS		RACHAEL FOX		541-378-7061	
ORDERED	SHIPPED	BACK ORD	UNIT	ITEM # / DESCRIPTION			UNIT PRICE	EXTENDED PRICE	
1.00	1.00		EACH	300-056-01 GROMMET,POWER,RECT,2 USB/1 PWR,5-1/32x3x6' CORD,BLACK,PCS49/USB FROM SEATED POSITION: RIGHT			303.0000	303.00	
1.00	1.00		EA	207-080-06 SETTEE,BEAVERCREEK,3 PL,CURVED ARMS, 78x34x35x18 SH WOOD: RED OAK, FINISH: CLEAR, FABRIC: GRD 2 SHERPA GARGOYLE			1,568.0000	1,568.00	
1.00	1.00		EACH	300-056-01 GROMMET,POWER,RECT,2 USB/1 PWR,5-1/32x3x6' CORD,BLACK,PCS49/USB FROM SEATED POSITION: RIGHT			303.0000	303.00	
1.00	1.00		EA	207-126-99 TABLE,END,MOD,18x31x24,UPH BODY, LAM TOP,1/4 CHAMFER,2" SHAKER FOOT WOOD: RED OAK, FINISH: CLEAR, LAM: FUSION MAPLE #7909-60, FABRIC: GRD 2 SHERPA GARGOYLE			392.0000	392.00	
1.00	1.00		EACH	300-056-01 GROMMET,POWER,RECT,2 USB/1 PWR,5-1/32x3x6' CORD,BLACK,PCS49/USB FROM SEATED POSITION: RIGHT			303.0000	303.00	
1.00	1.00		EACH	99911271707T END TABLE,26X22X26,RED OAK,MISSION STYLE			357.0000	357.00	

Continued

INVOICE



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SHIP VIA		F.O.B.		TERMS		CONFIRM TO		PHONE NUMBER	
				NET 30 DAYS		RACHAEL FOX		541-378-7061	
ORDERED	SHIPPED	BACK ORD	UNIT	ITEM # / DESCRIPTION			UNIT PRICE	EXTENDED PRICE	

1.00

1.00

WOOD: RED OAK, FINISH: CHERRY
EA /701.52
SHIPPING & HANDLING

530.0000

530.00

A surcharge of 3% will be added to the transaction amount of all VISA, Mastercard, and American Express credit card products. The surcharge is not greater than our cost of acceptance. Invoices over 30 days old will be subject to a 1.5% finance charge.

Net Invoice: 8,008.00
Freight: 0.00

Invoice Total: 8,008.00

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements October 31, 2022

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Onstott, Broehl & Cyphers, P.C.
Certified Public Accountants

KENNETH L. ONSTOTT, c.p.a.
JAMES T. BROEHL, c.p.a.
RICK M. CYPHERS, c.p.a.

MEMBERS:
American Institute of c.p.a.'s
Oregon Society of c.p.a.'s

OFFICES:

100 EAST FOURTH STREET
THE DALLES, OREGON 97058
Telephone: (541) 296-9131
Fax: (541) 296-6151

Board of Directors
Hood River County Library District
Hood River, Oregon

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of October 31, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and four months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures and the statement of cash flows ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, equity, revenues, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained on pages 4 through 8 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Onstott, Broehl & Cyphers, P.C.
November 15, 2022

Hood River County Library District
Balance Sheet - Cash Basis
October 31, 2022

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$47,687			\$47,687
Cash with Hood River County	630,325	\$71,157	\$119,597	821,079
Petty cash	416			416
Total Current Assets	<u>678,428</u>	<u>71,157</u>	<u>119,597</u>	<u>869,182</u>
TOTAL ASSETS	<u><u>\$678,428</u></u>	<u><u>\$71,157</u></u>	<u><u>\$119,597</u></u>	<u><u>\$869,182</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$17,557			\$17,557
Total Current Liabilities	<u>17,557</u>	<u>0</u>	<u>0</u>	<u>17,557</u>
Total Liabilities	<u>17,557</u>	<u>0</u>	<u>0</u>	<u>17,557</u>
Fund Balances:				
Unassigned	<u>660,871</u>	<u>71,157</u>	<u>119,597</u>	<u>851,625</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$678,428</u></u>	<u><u>\$71,157</u></u>	<u><u>\$119,597</u></u>	<u><u>\$869,182</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Four Months Ended October 31, 2022

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$3,600		\$3,600
Property tax revenues - current year	109,254			109,254
Property tax revenues - prior year	21,249			21,249
Fines and fees	1,589			1,589
Intergovernmental revenue	0	12,544		12,544
Interest revenue	2,703		\$575	3,278
Miscellaneous	298			298
Total Revenues	135,093	16,144	575	151,812
Expenditures:				
Personal services:				
Wages and salaries	175,422	1,026		176,448
Employee benefits	73,876	99		73,975
Total Personal Services	249,298	1,125	0	250,423
Materials and services:				
Bank charges	64			64
Building rental	6,955			6,955
Building maintenance	8,418	2,770		11,188
HVAC	1,781			1,781
Elevator	752			752
Telephone	1,534			1,534
Internet	3,756			3,756
Collection development	22,645	20,431		43,076
Technology	4,465	1,783		6,248
Accounting and auditing	8,430			8,430
Courier	407			407
Custodial services	11,049			11,049
Technical services	3,479			3,479
Library consortium	15,236			15,236
Copiers	1,081			1,081
Elections expense	0			0
Furniture and equipment	2,484	9,566		12,050
Insurance	0	508		508
Georgiana Smith Memorial Garden	2,215			2,215
Legal services	630			630
Professional services	11,382			11,382
Dues and subscriptions	716			716
Miscellaneous	851			851
Postage and freight	583			583
Printing	264			264
Programs	7,035	15,571		22,606
Advertising	1,826			1,826
Supplies - office	3,980			3,980
Travel	1,654			1,654
Training	0			0
Board development	0			0
Parking reimbursement	255			255
Electricity	5,739			5,739
Garbage	546			546
Natural gas	652			652
Water & sewer - building	1,662			1,662
Total Materials and Services	132,526	50,629	0	183,155
Capital outlay	0	3,990	13,163	17,153
Total Expenditures	381,824	55,744	13,163	450,731
Revenues Over Expenditures	(246,731)	(39,600)	(12,588)	(298,919)
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0		0	0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(246,731)	(39,600)	(12,588)	(298,919)
Fund Balance - July 1, 2022	907,602	110,757	132,185	1,150,544
Fund Balance - October 31, 2022	<u>\$660,871</u>	<u>\$71,157</u>	<u>\$119,597</u>	<u>\$851,625</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$105,691	\$109,254	\$1,103,210
Tax revenues - prior year	1,157	21,249	20,000
Interest revenue	755	2,703	7,000
Fines and fees	248	1,589	3,000
Intergovernmental revenue	0	0	0
Miscellaneous	0	298	0
Total Revenues	107,851	135,093	1,133,210
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	585	2,571	8,767
Library clerk II	9,234	40,005	121,026
Library assistant I	6,018	23,167	69,862
Library assistant II	5,669	22,950	67,725
Librarian I	8,844	34,902	143,676
Librarian II	5,540	21,526	66,477
Library director	7,682	30,301	92,186
Payroll taxes and benefits:			
Retirement	6,931	27,739	45,765
Social security	3,311	13,326	43,583
Workers' compensation	19	1,049	1,300
Health insurance	7,847	30,448	153,660
Unemployment insurance	286	1,314	5,128
Paid family and medical leave	0	0	2,848
Total Personal Services	61,966	249,298	822,003
Materials and services:			
Bank charges	16	64	300
Bookmobile	0	0	5,000
Building rental	1,115	6,955	15,200
Building maintenance	1,337	8,418	20,000
HVAC	1,781	1,781	15,000
Elevator	188	752	2,315
Telephone	75	1,534	5,200
Internet	300	3,756	5,840
Collection development	6,705	22,645	90,000
Technology	694	4,465	13,000
Accounting and auditing	0	8,430	29,000
Courier	0	407	2,300

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,123	11,049	30,000
Technical services	0	3,479	4,000
Library consortium	15,236	15,236	15,400
Copiers	291	1,081	3,500
Elections expense	0	0	3,000
Furniture and equipment	(280)	2,484	4,000
Insurance	0	0	21,000
Georgiana Smith Memorial Garden	778	2,215	20,000
Legal services	35	630	4,000
Professional services	0	11,382	25,000
Membership dues	320	716	4,000
Miscellaneous	176	851	1,500
Postage and freight	120	583	1,000
Printing	0	264	500
Programs	1,785	7,035	20,000
Advertising	643	1,826	2,000
Office supplies	857	3,980	14,000
Travel	947	1,654	4,000
Training	0	0	3,000
Board development	0	0	1,500
Parking reimbursement	255	255	500
Electricity	1,377	5,739	20,000
Garbage	142	546	2,000
Natural gas	135	652	10,000
Water & sewer - building	420	1,662	5,600
Total Materials and Services	<u>37,571</u>	<u>132,526</u>	<u>422,655</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
Total Expenditures	<u>99,537</u>	<u>381,824</u>	<u>1,344,658</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(20,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>(20,000)</u>
Change in Fund Balance	<u><u>\$8,314</u></u>	<u><u>(\$246,731)</u></u>	<u><u>(\$231,448)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2022

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$3,500	\$3,600	\$320,000
Intergovernmental revenue	10,378	12,544	0
Total Revenues	<u>13,878</u>	<u>16,144</u>	<u>320,000</u>
Expenditures:			
Personal services	0	1,125	11,600
Materials and services:	8,041	50,629	278,400
Capital outlay	3,990	3,990	100,000
Total Expenditures	<u>12,031</u>	<u>55,744</u>	<u>390,000</u>
Change in Fund Balance	<u><u>\$1,847</u></u>	<u><u>(\$39,600)</u></u>	<u><u>(\$70,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2022

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$163	\$575	\$1,000
Other Financing Sources			
Transfer from General Fund	0	0	20,000
Total Revenues and Other Sources	<u>163</u>	<u>575</u>	<u>21,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	13,163	125,000
Total Expenditures	<u>0</u>	<u>13,163</u>	<u>125,000</u>
Change in Fund Balance	<u><u>\$163</u></u>	<u><u>(\$12,588)</u></u>	<u><u>(\$104,000)</u></u>

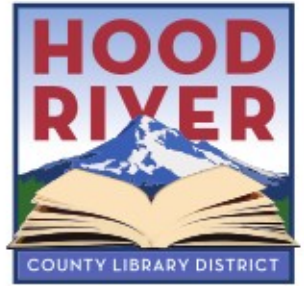
See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Four Months Ended October 31, 2022

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2022	Teen Intern	State Library	State Library Newspaper	HR Cultural Trust	Total
Revenues:												
Donations and grants	\$0	\$0	\$100	\$3,500	\$0	\$0	\$0	\$0	\$11,070	\$1,474	\$0	\$3,600
Intergovernmental revenue												12,544
Total Revenues	0	0	100	3,500	0	0	0	0	11,070	1,474	0	16,144
Expenditures:												
Personal services:												
Wages and salaries								1,026				1,026
Employee benefits								99				99
Total Personal Services								1,125				1,125
Materials and services:												
Building maintenance		2,770										2,770
Collection development		5,814		2,509	646					1,474		20,431
Technology				4,970	298		2,737	2,125	9,988			1,783
Programs		3,816	1,625	626					1,783			15,571
Furniture & equipment		8,940										9,566
Property and liability insurance									508			508
Total Materials and Services		21,340	1,625	8,105	944	0	2,737	2,125	12,279	1,474	0	50,629
Capital outlay	0	0	0	0	0	0	0	0	3,990	0	0	3,990
Total Expenditures	0	21,340	1,625	8,105	944	0	2,737	3,250	16,269	1,474	0	55,744
Net Change in Fund Balance	0	(21,340)	(1,525)	(4,605)	(944)	0	(2,737)	(3,250)	(5,199)	0	0	(39,600)
Fund Balance - July 1, 2022	338	71,752	2,041	16,208	10,150	1,781	2,737	3,250	0	0	2,500	110,757
Fund Balance - October 31, 2022	\$338	\$50,412	\$516	\$11,603	\$9,206	\$1,781	\$0	\$0	(\$5,199)	\$0	\$2,500	\$71,157

See Independent Accountants' Compilation Report

Exhibits Policy



Hood River County Library District welcomes art exhibits and displays. Exhibit areas are made available to individuals and community groups in an effort to enrich the educational and cultural resources of the community. District staff may offer exhibits that promote library services.

The District has four three primary exhibit spaces in the Hood River Library: the walls of the Jeanne Marie Gaulke Community Meeting Room, the showcase in the lower level, the tables near the main circulation desk, and the Library Lane hallway.

The District provides the use of these exhibit spaces at no charge on a space-available, advance reservation basis to individuals, nonprofit organizations, government agencies, and groups engaged in educational, civic, cultural, and intellectual activities.

Scheduling of the exhibits is coordinated by the Library Director or designee. It is the responsibility of the exhibitor to set up and remove the exhibits at scheduled times. Exhibitors should check exhibit spaces well in advance of exhibits.

Publicity

At its discretion, the District may choose to publicize exhibits itself. The exhibitor will be asked for information about the exhibit at least three weeks in advance. This may include an exhibitor's statement and biography, description of the works on exhibit, and information about the exhibiting group. It is highly recommended that exhibitors provide a high quality photo of the exhibitor and/or of the exhibitor's work. Exhibitors also are encouraged to label their works of art to aid and educate the public.

Exhibitors are encouraged to hold a reception in the meeting room during the time of the exhibit. The exhibitor is solely responsible for this event, for providing refreshments (if desired), and contacting the District to reserve the room. No alcohol is permitted within the facility.

Rules and restrictions

Displays usually last for no more than one month, from the first to the final day of each month. It is not the intent of the District to provide permanent or continuous exhibits. The exhibit areas are available on a first-come, first-served basis.

Due to space constraints, the District generally does not permit free-standing exhibits, since they may interfere with access or present a safety hazard.

No exhibits may be mounted outside of the exhibit spaces defined here without approval of the Library Director. Works should be mounted using the display mechanisms provided.

Exhibits in all District display spaces can be viewed by adults and children with a variety of outlooks, beliefs, and interests. The District requests that exhibitors consider the public nature of the library when selecting art or other material. The District does not endorse or advocate the viewpoints of

502 State Street
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541 386 2535

www.hoodriverlibrary.org

exhibits or exhibitors.

Written complaints regarding exhibits will be reviewed by the Library Director, with referral to the Board of Directors as necessary.

Sale of artwork

The District does not act as a business agent for exhibitors. The exhibitor may leave a price list and contact information for the public to use. The purchase of art shall be a private transaction made directly between the exhibitor and the buyer. The District does not take a commission in connection with the sale of exhibit items.

Sold works may not be removed until the end of the exhibit period unless the seller coordinates this with the Library Director.

No Responsibility of Library

The District is not responsible for theft or damage of any items. The District, its agents, employees, and elected officials do not assume responsibility or liability for materials displayed by exhibitor. The provision of display space for public use does not constitute library endorsement of the beliefs or viewpoint of topics exhibited. Items displayed will not be insured by District. It is recommended that items on loan for display will be covered under an insurance policy held by the exhibitor.

THE EXHIBITOR, _____ ACKNOWLEDGES RECEIPT
OF THIS POLICY AND ACCEPTS THE TERMS AND CONDITIONS ENUMERATED
HEREIN.

Exhibitor Signature: _____

Date Signed: _____

Approved by the Board of Directors, October 18, 2011

Last amended, December 20, 2022 ~~August 8, 2019~~

Last reviewed, December 20, 2022 ~~August 8, 2019~~

PAID HOLIDAY BENEFIT

Hood River County Library District observes the following holidays each year and the library will be closed on the identified day or a prior or subsequent designated day.

All regular full-time employees will receive the day off with pay on each of the recognized holidays. Employees working fewer than forty hours per week will receive a prorated amount based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four 4 hours of holiday pay because 50% of a full-time schedule is worked.

All District branches shall be closed on the following full-day holidays:

New Year's Day: January 1

Martin Luther King, Jr., Day: Third Monday in January

Presidents' Day: Third Monday in February

Memorial Day: Last Monday in May

Juneteenth: June 19

Independence Day: July 4

Labor Day: First Monday in September

Veterans Day: November 11

Thanksgiving Day: Fourth Thursday in November

~~Native American Heritage Day: Fourth Friday in November Day After Thanksgiving Day~~

~~Christmas Eve: December 24~~

Christmas Day: December 25

District branches shall close early, the time to be determined by the Library Director, on the following days:

~~Christmas Eve: December 24~~

New Year's Eve: December 31

No employee will be scheduled to work on a holiday. If an employee is required to work on any holiday observed by the district, the employee will be paid or given compensatory time for all hours worked at the rate of one-and-one half times the regular rate of pay.

Leave Policy: Hood River County Library District - Floating Holiday Benefit

All part-time and full-time, regular employees that have normal workdays that fall outside of days for which the Hood River Library District observes paid holidays on will be provided a HRCLD Floating Holiday for that day.

These floating holidays may be used at the employee's discretion (based on scheduling needs of the organization, advance request notification and managerial pre-approval) for an alternate day off during which a time that the Hood River Library District would normally remains open.

Floating holidays are available after the date the "missed" observed holiday has occurred.

Employees must specify the date(s) for which they are requesting to use their floating holiday(s). The request must be scheduled and approved in advance by the employee's immediate supervisor.

Floating holidays will not be carried over to the next fiscal year, nor may they be cashed out if not taken or paid upon termination of employment.

Created: April 19 2022

Last Revised: ~~April 19~~, December 20 2022

Last Reviewed: ~~April 19~~December 20, 2022