

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
Tuesday, January 17, 2023, 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. <b>Additions/deletions from the agenda (ACTION)</b>   | Sheppard |
| II. <b>Actual or potential conflicts of interest</b>   | Sheppard |
| III. <b>Consent agenda (ACTION)</b>  | Sheppard |
| IV. <b>Audit presentation</b>  | Kamp     |
| V. <b>Open forum for the general public</b>  |          |
| VI. <b>Reports</b>   |          |
| i. <b>Friends update</b>   | Fox      |
| ii. <b>Foundation update</b>   | Fox      |
| iii. <b>November and December 2022 Financial Statements</b>  | Fox      |
| iv. <b>Director's Report</b>   | Fox      |
| VII. <b>New Business</b>   |          |
| i. <b>Collection Development Policy, Request for Reconsideration Policy, and Request for Reconsideration form (ACTION)</b> | Fox      |
| ii. <b>Board member positions discussion</b>   | Fox      |
| iii. <b>March 2023 Library Board meeting discussion</b>  | Fox      |
| VIII. <b>Agenda items for next meeting</b>   | Sheppard |
| IX. <b>Adjournment</b>   | Sheppard |

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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 (I) (d) Labor Negotiations
- ORS 192.660 (I) (e) Property
- ORS 192.660 (I) (h) Legal Rights
- ORS 192.660 (I) (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.

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| III. <b>Consent agenda (ACTION)</b>                          | Sheppard |
| i. Minutes from the December 20, 2022 meeting                |          |
| • Attachment: III.i. Minutes from December 20, 2022 meeting  |          |
| IV. <b>Audit presentation</b>                                | Kamp     |
| Attachments:   |          |
| i. IV.i. Audit 2021-22 – Communication to the governing body |          |
| ii. IV.ii. Audit 2021-22 – Financial report                  |          |

Tiffany Elvrum of Pauly Rogers and Co., PC, will present the District's 2021-22 fiscal year audit via Zoom. The audit documents are attached (the letter to the governing body and the financial report). There are also bound copies for District Board members available at the main circulation desk at the Hood River Library.

The letter to the governing body is an overview of the findings of the audit, while the financial report is the detailed findings and numbers themselves. Please bring any questions you have to the meeting.

V. **Open forum for the general public**

VI. **Reports**

- |  |     |
|--|-----|
| i. <b>Friends update</b>   | Fox |
| • The Friends will hold their spring book sale June 1, 2, 3.   |     |
| • The Friends postponed their annual holiday party and have rescheduled it to Sunday, February, 26, 2pm at the Hood River Library. |     |
| ii. <b>Foundation update</b>   | Fox |

- The Foundation did not meet in December.

### **iii. November and December 2022 Financial Statements**

Fox

Attachments:

- VI.iii.a. November 2022 Financial Statements
- VI.iii.b. December 2022 Financial Statements

With the November property tax deadline, the District now has received about 92% of the current taxes for the 2022-23 fiscal year. We will receive the rest of the funds in two installments in February and May when tax payers complete their payment plans. As of January 1, 2023 we have \$1,601,129 in total current assets. This includes \$1,432,584 for the General Fund, \$51,449 for the Grants Fund, and \$117,096 for the Capital Equipment Reserve fund.

We are tracking well in all our line items this year. This month we will transfer the \$20,000 planned transfer from the General Fund into the Capital Equipment Reserve Fund. The transfer will be reflected on the January financial statements.

### **iv. Director's Report**

Fox

#### **Administration**

- The Cascade Locks Library had a new camera installed on Friday, January 13. This camera was installed due to security issues. The system is connected to the school district system and the police department has access to all the footage.
- The Cascade Locks Library has a new staff desk. The new desk has been set up near the staff storage area and is configured in an L shape. It is professional and creates a designated area for staff which has easy access to the staff storage area. The old table which served as a desk was removed which allowed us to expand the children's area.

#### **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 has been attending community events!
    - The Bookmobile was at the Hood River Holiday Parade on Friday, December 2. We distributed 300 books.
    - The Bookmobile participated in the Hood River County Christmas Project. We distributed 700 free books.

- **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 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.
- The program staff have been working hard to provide creative programming for this winter. Please check out the [newsletter](#) below for a full list of January 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.
  - **Brian Rohr Storyteller, Saturday, January 28<sup>th</sup>, Children's program 3-4pm, Teens/Adults 6-7:30pm.** Brian Rohr is a Storyteller, Writer, and Poet who has shared myth and stories with national and international audiences for decades. Brian focuses on the old stories – the myths, folktales and fairy tales - from many different cultures, knowing that these old stories are alive, vital and can inform us on how to live our lives as authentic human beings, helping to make sense and meaning of the living world we are a part of. For his events at the library he will be focusing on tales from Jewish folklore.
  - **Cascade Locks Movie Matinee, Saturday, January 28, 3pm.** Cozy up for an afternoon at the Library! All ages are welcome to the library's monthly Movie Matinee. Pizza, snacks and drinks will be provided. Generously Sponsored by the city of Cascade Locks.
- **Adult programs**
  - **A Guide to Mushroom Hunting,** Saturday, January 14, 2pm, Hood River Library Meeting Room. Learn the basics of the identification process with Krista Cushman, what it takes to forage on your own and which Spring mushrooms will be coming up before you know it.
  - **A Century of Wonder: Peter Marbach Photography,** Saturday, January 28, 2pm. Hood River Library Meeting Room. In May 2020, Marbach began a two year project with the Oregon Historical Society to document the best of Oregon's state park system timed to celebrate the centennial in 2022 of Oregon's treasured parks. Peter will show photos from this project and talk more about his experience with this project.
  - **Book Club - Hood River Library Book Club** Wednesday, February 8, at 2:00 p.m.

Hood River Library Meeting Room & [Zoom](#) This month's book club selection is *Life After Life* by Kate Atkinson.

- **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. February's book club selection is *Sea of Tranquility* by Emily St. John Mandel.
- **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).
- **Teen programs**
  - **Lord of the Rings Movies Nights**, Fridays, Jan. 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>, 4pm, Hood River Library Theater. In honor of J.R.R. Tolkein's birthday we will be watching The Lord of the Rings over three Fridays in January. Snacks will be provided. For Teens and Adults.
  - **Summer in January**, Saturday, January 21, 11am. Hood River Library. Miss the sun and the sand? It's still gone, but pretending is always an option! Play beach games, eat snacks and watch a beach themed movie. Open to ages 11 to 18.
  - **Library Teen Council:** 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.
- **Children's programs**
  - **Storytimes**
    - **Family Storytime – 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!
    - **Lapsit Storytime – Hood River Library, Tuesdays 10:30am**

A new weekly storytime aimed at our littlest members! Lapsit storytimes are a great way to introduce babies (0-18 months) to the joys of reading and songs in a fun atmosphere. This storytime is designed so the child will be in their caregiver's lap and the grownup is actively involved in the program.
  - **Weekly playgroup and monthly storytime – Cascade Locks and Parkdale**

- Looking for something fun to do with your children that haven't yet started school? We are starting playgroups at our Parkdale and Cascade Locks Branches! Each Friday from 10:30-11:30 we invite parents to come with their children to explore the library, help kids build social skills, and make new friends.
- 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.
- **Snap Dragon Yoga with Nicole, Hood River Library – January 11-March 3**
  - Wednesdays 10:30am, ages 3-6
  - Fridays 3:30pm, ages 6-12
    - We are excited to announce an 8 week run of yoga classes for kids at the library! Yoga is a great way for little ones to build strength, spirit, and self-esteem. These classes will feature a lot of movement and potentially a craft and story or two. Caregivers are welcome to participate and yoga mats are provided.
- **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!

## VII. New Business

### i. Collection Development Policy, Request for Reconsideration Policy, and Request for Reconsideration form (ACTION) Fox

Attachment

- VII.i. Collection Development Policy
- VII.ii. Request for Reconsideration Policy
- VII.iii. Request for Reconsideration form

I have revised the Collection Development Policy working in collaboration with our Collection Development Committee. The policy has been expanded and updated. The most significant change involves creating a separate policy for a Request for Reconsideration. The reason we have a separate policy is to expand it to include programs and displays. I think it is extremely beneficial to follow the same procedures whether there are objections to materials in the library, displays or programs. This way we know we are thoroughly evaluating each response by a committee of professional librarians.

In addition, the Request for Reconsideration form has also been updated and expanded to reflect the new Request for Reconsideration policy.

Our lawyer Ruben Cleaveland has reviewed and approved both policies and the form.

### ii. Board member positions discussion Fox

Two board member positions will end on June 30, 2023. These positions are currently occupied by Jean Sheppard and Brian Hackett. Persons wanting to file for candidacy for board positions may begin filing February 4, 2023 and the last day to file for candidacy is in March 16, 2023.

### **iii. March 2023 Library Board meeting discussion**

Fox

The March 2023 board meeting is scheduled during the Hood River County School District spring break. I would like to discuss if Library Board members are able to attend and the possibility of holding the meeting a different week, if needed.

### **VIII. Agenda items for next meeting**

Sheppard

- Policy
- Budget Officer, Budget Committee and Budget Calendar approval

### **IX. Adjournment**

Sheppard

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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**  
Tuesday, December 20, 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, Jean Sheppard, Rachael Fox (staff)

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Meeting ID: 889 8794 2233

**I. Additions/deletions from the agenda (ACTION)** Sheppard

Board President Jean Sheppard called the meeting to order at 7:01pm. Marsden made a motion to approve the agenda. Hackett seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest** Sheppard

None stated.

**III. Consent agenda (ACTION)** Sheppard

Marsden made a motion to approve the consent agenda. Hackett seconded.

**IV. Open forum for the general public**

None present.

**V. 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. October 2022 Financial Statements** Fox

There was nothing to add to the written report.

**iv. Director's Report** Fox

Fox stated the consultant and City Administrator would present at the February 21, 2023 meeting regarding the Westside Urban Renewal District. Fox stated the District will most likely last 20-30 years, take effect Jan. 1, 2024, cover 445 acres valued at 154 million. The focus of the funds for the District will be transportation, housing, and parks.

## **VI. Old Business**

### **i. SDAO Annual Conference**

Fox

Library Board member Brian Hackett will attend the conference. The other board members were unable to attend.

## **VII. New Business**

### **i. Exhibits Policy and Policy review schedule (ACTION)**

Fox

Janik made a motion to approve the Exhibits Policy. Bureker seconded. The motion carried unanimously.

### **ii. Paid holiday benefit – Employee Handbook (ACTION)**

Fox

Marsden asked how many paid holidays the District currently observes. Fox stated eleven. Bureker stated the Fire District where she works observes around the same amount of holidays. Bureker made a motion to approve the amendments to the Paid Holiday Benefit section of the Employee Handbook. Janik seconded.

Library Board President Jean Sheppard stated she and Vice President Karen Bureker received a request to reclassify a Young Adult series *A Court of Thorns and Roses* by Sarah Maas. Sheppard forwarded the information to Library Director Rachael Fox to inform the patron of the procedure.

Fox shared the procedure with the patron. The Library Board reviewed the procedure below.

Whenever a patron objects to the presence of an item, s/he will be referred to the Library Director.

If the patron wishes the District to remove or reclassify the material, s/he must complete the "Request for Reconsideration of Library Material" form. The Collection Development Committee will examine the item in question, check reviews, and determine whether it conforms to the standards of this policy. The Library Director will decide whether or not to withdraw the material in question and will write to the patron, giving the reasons for the decision. If the patron is not satisfied by the Library Director's decision, the item will be referred to the Board of Directors for further review. Materials subject to complaint shall not be removed from use pending final action.

Fox stated she spoke to the District lawyer Ruben Cleveland regarding our policy and plan to consult with the Collection Development Committee, the American Library Association Office of Intellectual Freedom and the Oregon Library Association if we receive a completed form.

Sheppard stated we have a good policy in place to address these concerns. Marsden recommended reviewing the Collection Development policy at the next board meeting since it has not been reviewed since 2014. Fox agreed she had already planned to have the Collection Development Team review the policy and the Request for Reconsideration form and she would bring the updated items to the January meeting. Sheppard stated the District lawyer should also review it. Fox states she has the lawyer review all the policies.

## **VIII. Agenda items for next meeting**

Sheppard

- Audit report FY 2020-21
- Policy

## IX. **Adjournment**

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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.

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PAULY, ROGERS AND CO., P.C.  
12700 SW 72<sup>nd</sup> Ave. ♦ Tigard, OR 97223  
(503) 620-2632 ♦ (503) 684-7523 FAX  
www.paulyrogersandcocpas.com

November 9, 2022

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

We have audited the basic financial statements of the governmental activities and each major fund of the Hood River County Library District for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### **Purpose of the Audit**

Our audit was conducted using sampling, inquiries and analytical work to opine on the fair presentation of the basic financial statements and compliance with:

- Modified Cash Basis of Accounting and Generally Accepted Auditing Standards
- the Oregon Municipal Audit Law and the related administrative rules

### **Our Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the basic financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with the modified cash basis of accounting. Our audit of the basic financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

Our responsibility for the supplementary information accompanying the basic financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the basic financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Planned Scope and Timing of the Audit**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements; therefore, our audit involved judgment about the number of transactions examined and the areas to be tested.

Our audit included obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the basic financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. We also communicated any internal control related matters that are required to be communicated under professional standards.

### **Results of Audit**

1. Audit opinion letter - an unmodified opinion on the basic financial statements has been issued. This means we have given a “clean” opinion with no reservations.
2. State minimum standards – We found no exceptions or issues requiring comment.
3. No separate management letter was issued.

### **Significant Audit Matters**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in Note 1 to the basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2022. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the basic financial statements in the proper period.

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. A sensitive estimate affecting the basic financial statements were Management’s estimate of Accounts Receivable which is based on estimated collectability of receivables. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements or determined that their effects are immaterial. In addition, there were no uncorrected misstatements noted during the audit which were discussed with management. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even if, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the basic financial statements or the auditors’ report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the basic financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to our retention as the auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Supplementary Information*

We were engaged to report on the supplementary information, which accompany the basic financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

*Other Information*

We were not engaged to report on the other information, which accompanies the basic financial statements but is not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

**Other Matters – Future Accounting and Auditing Issues**

In order to keep you aware of new auditing standards issued by the American Institute of Certified Public Accountants and accounting statements issued by the Governmental Accounting Standards Board (GASB), we have prepared the following summary of the more significant upcoming issues:

**GASB 91 – CONDUIT DEBT OBLIGATIONS**

This Statement is effective for fiscal years beginning after December 15, 2021, as extended by GASB 95. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

**GASB 96 – SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS**

The effective date for this Statement is for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA.

**GASB 97 – CERTAIN COMPONENT UNIT CRITERIA, AND ACCOUNTING AND FINANCIAL REPORTING FOR INTERNAL REVENUE CODE SECTION 457 DEFERRED COMPENSATION PLANS – AN AMENDMENT OF GASB 14 & 84, AND A SUPERSESSION OF GASB 32**

The requirements of this Statement that (1) exempt primary governments that perform the duties that a governing board typically performs from treating the absence of a governing board the same as the appointment of a voting majority of a governing board in determining whether they are financially accountable for defined contribution pension plans, defined contribution OPEB plans, or other employee benefit plans and (2) limit the applicability of the financial burden criterion in paragraph 7 of Statement 84 to defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement 67 or paragraph 3 of Statement 74, respectively, are effective immediately. The requirements of this Statement that are related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021.

The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

**GASB 99 – OMNIBUS 2022**

The requirements of this Statement that are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance.
- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees.

Pauly, Rogers and Co., P.C.

This information is intended solely for the information and use of the Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Tara M. Kamp, CPA". The signature is written in a cursive, flowing style.

Tara M. Kamp, CPA  
PAULY, ROGERS AND CO., P.C.



**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**HOOD RIVER COUNTY, OREGON**

**For the Year Ended June 30, 2022**

**FINANCIAL REPORT**



12700 SW 72nd Ave.  
Tigard, OR 97223

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

2021-22

FINANCIAL REPORT

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HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

2021-22

BOARD OF DIRECTORS

TERM EXPIRES

Karen Bureker, Vice President

June 30, 2025

Brian Hackett

June 30, 2023

Jean Sheppard, President

June 30, 2023

Sara Marsden

June 30, 2025

Megan Janik

June 30, 2025

All Board members receive mail at the District office address below:

REGISTERED OFFICE

Rachael Fox, Library Director  
Hood River County Library District  
502 State Street  
Hood River, Oregon 97031

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY

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**PAULY, ROGERS AND CO., P.C.**  
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(503) 620-2632 ♦ (503) 684-7523 FAX  
www.paulyrogersandcocpas.com

November 9, 2022

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

### INDEPENDENT AUDITORS' REPORT

#### **Opinions**

We have audited the accompanying modified cash basis financial statements of the governmental activities and each major fund of Hood River County Library District as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and each major fund of Hood River County Library District, as of June 30, 2022, and the respective changes in modified cash basis financial position for the year then ended in accordance with the basis of accounting as described in Note 1.

#### **Basis for Opinions**

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Hood River County Library District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Emphasis of Matter – Basis of Accounting**

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note 1, and for determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Hood River County Library District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Hood River County Library District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

## **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the listing of board members containing their term expiration dates, located before the table of contents, but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

## **Report on Other Legal and Regulatory Requirements**

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated November 9, 2022, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

A handwritten signature in black ink that reads "Tara M. Kamp, CPA". The signature is written in a cursive, flowing style.

Tara M. Kamp, CPA  
PAULY, ROGERS AND CO., P.C.

# MANAGEMENT’S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2022

As management of Hood River County Library District (the District), we offer the readers of the District’s financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2022. The analysis focuses on significant financial issues, major financial activities and resulting changes in financial position, budget changes, and variances from the budget. We encourage readers to consider the information presented here in conjunction with the District’s Financial Statements and Notes to Financial Statements, which follow this Management’s Discussion and Analysis.

## FINANCIAL HIGHLIGHTS

During the year, the District's net position decreased by \$100,039, from \$1,260,244 to \$1,160,205. At June 30, 2022, the District’s governmental funds reported combined ending fund balances of \$1,150,544.

## OVERVIEW OF THE FINANCIAL STATEMENTS

Management has determined that the modified cash basis of accounting is appropriate for the District due to its lack of complexity and the necessity to account for, and plan for, the cash needed to operate the District.

The District’s basic financial statements consist of three components:

1. Government-wide financial statements,
2. Fund financial statements, and
3. Notes to the basic financial statements.

This report also contains supplementary information in addition to the basic financial statements themselves.

### Government-wide Financial Statements.

The government–wide financial statements are designed to provide readers with a broad overview of the District’s finances, in a manner similar to a private-sector business. These statements include:

*The Statement of Net Position:* The statement of net position presents information on all of the assets and liabilities of the District at year-end. Net position are what remain after the liabilities have been paid or otherwise satisfied. Over time, increases or decreases in net position serve as a useful indicator of whether the financial position of the District is improving or deteriorating. It also provides the basis for evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District.

*The Statement of Activities:* The statement of activities presents information showing how the net position of the District changed over the year, tracking revenues, expenses and other transactions that increase or reduce net position. All changes in net position are reported at the timing of the cash flows.

In the government-wide financial statements the District’s activities are shown in one category:

*Governmental activities:* The District’s basic functions are shown here, such as personal services and materials & services. These activities are financed primarily through local, state, and federal grants, fees charged for services, intergovernmental agreements, and property taxes.



## Fund Financial Statements

The fund financial statements provide more detailed information about the District's funds, focusing on its most significant funds, not the District as a whole. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are governmental funds.

## Governmental Funds

The governmental funds are used to account for essentially the same functions reported as governmental activities, in the governmental-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the governmental fund Balance Sheet & Statement of Revenues and Expenditures & Changes in Fund Balance are reconciled to the government-wide Statements of Net Position & Statement of Activities.

The District maintained three individual governmental funds: General Fund, Grants Fund, Capital Equipment Reserve Fund.

## Notes to the Basic Financial Statements

The notes provide additional disclosures required by governmental accounting standards and provide information to assist the reader in understanding the District's financial condition.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

A condensed statement of net position for 2021 and 2022 is listed below:

The revenues and expenses below explain the change in net position for the fiscal year ended June 30, 2022.

### Net Position

	2021	2022
<b>ASSETS:</b>		
Cash and cash equivalents	\$1,226,078	\$1,150,715
Employee draws	\$0	\$0
Property Taxes Receivable	\$54,525	\$29,832
<b>Total Assets</b>	<b>\$1,280,603</b>	<b>\$1,180,547</b>
<b>LIABILITIES:</b>		
Compensated absences	\$16,866	\$20,171
Payroll liabilities	\$3,493	\$171
	<b>\$20,359</b>	<b>\$20,342</b>
<b>NET POSITION:</b>		
	<b>\$1,260,244</b>	<b>\$1,160,205</b>

**Changes in Net Position**

	Activities 2020-21	% of total	Activities 2021-22	% of total
<b>Operating Revenues:</b>				
Charges for services	\$1,087	0.1%	\$3,361	0.3%
Operating Grants and Contributions	\$181,365	13.9%	\$84,607	7.1%
<b>Total Operating Revenues</b>	<b>\$182,452</b>	<b>14.00%</b>	<b>\$87,968</b>	<b>7.37%</b>
<b>General Revenues:</b>				
Property Taxes	\$1,081,078	83.0%	\$1,090,118	91.3%
Interest on Investments	\$7,136	0.5%	\$6,810	0.6%
Other Revenues	\$32,119	2.5%	\$8,768	0.7%
Total General Revenues	\$1,120,333	86.0%	\$1,105,696	92.6%
<b>Total Revenues</b>	<b>\$1,302,785</b>		<b>\$1,193,664</b>	
<b>Operating Expenditures:</b>				
General Operations	\$982,193	100.00%	\$1,293,703	100.00%
<b>Total Operating Expenditures</b>	<b>\$982,193</b>		<b>\$1,293,703</b>	
Changes in Net Position	\$320,592		(100,039)	
Net Position, Beginning	\$939,652		\$1,260,244	
Net Position, Ending	\$1,260,244		\$1,160,205	

**Revenues**

During the 2021-22 fiscal year, 7.1% of the cost of the District's operations were funded by operating grants and contributions, compared to 13.9% in 2020-21. The remaining 92.9% came from property taxes, user fees, intergovernmental agreements, and other sources.

**Fund Financial Analysis**

The focus of the governmental funds is to provide information on inflows, outflows, and balances of spendable resources. Unreserved fund balance measures the District's net resources available to spend in the next fiscal year. These amounts are available to use, in accordance with applicable restrictions on the nature of the expenditures.

As of June 30, 2022, the District's governmental funds reported combined unassigned ending fund balance of \$907,602 an increase of \$62,149 compared to 2021. It was \$278,149 more than the \$629,453 unappropriated ending fund balance budgeted for the 2021-22 fiscal year.

The General Fund had revenue and expenditures of \$1,127,859 and \$1,040,710 respectively. Revenues increased 2.4% and expenditures increased 14.7% over the 2020-21 fiscal year. Overall, the General Fund balance increased from \$845,453 to \$907,602.

In addition, a transfer of \$25,000 was made to the Capital Equipment Reserve Fund.

The Grant Fund had revenues and expenditures of \$89,728 and \$230,765 respectively, leaving a fund balance of \$110,757.

The Capital Equipment Reserve Fund received a transfer from the General Fund of \$25,000. In addition, there was \$770 in interest revenue and expenditures were \$18,923, leaving a fund balance of \$132,185.

**Requests for Information**

Our financial report is designed to provide our taxpayers, Hood River County residents, investors and creditors with an overview of the District's finances and to demonstrate District's accountability. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Hood River County Library District, 502 State Street Hood River, OR 97031, 541-387-7062, [info@hoodriverlibrary.org](mailto:info@hoodriverlibrary.org).



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Rachael Fox, Library Director  
Hood River County Library District

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

BASIC FINANCIAL STATEMENTS

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

STATEMENT OF NET POSITION – MODIFIED CASH BASIS  
June 30, 2022

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ASSETS

Cash and cash equivalents	\$ 1,150,715
Property taxes receivable	<u>29,832</u>
 Total Assets	 <u>1,180,547</u>

LIABILITIES:

Payroll liabilities	171
Compensated absences	<u>20,171</u>
 Total Liabilities	 <u>20,342</u>

NET POSITION:

Restricted	242,942
Unrestricted	<u>917,263</u>
 Total Net Position	 <u><u>\$ 1,160,205</u></u>

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

STATEMENT OF ACTIVITIES – MODIFIED CASH BASIS  
For the Year Ended June 30, 2022

FUNCTIONS	DISBURSEMENTS	PROGRAM RECEIPTS		NET (DISBURSEMENT) RECEIPT AND CHANGES IN NET POSITION
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	
General Operations	\$ 1,293,703	\$ 3,361	\$ 84,607	\$ (1,205,735)
Total Governmental Activities	<u>\$ 1,293,703</u>	<u>\$ 3,361</u>	<u>\$ 84,607</u>	<u>(1,205,735)</u>
General Receipts:				
Property taxes				1,090,118
Interest and investment earnings				6,810
Other receipts				8,742
Miscellaneous				<u>26</u>
Total General Receipts				<u>1,105,696</u>
Changes in Net Position				(100,039)
Net Position - Beginning				<u>1,260,244</u>
Net Position - Ending				<u>\$ 1,160,205</u>

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

BALANCE SHEET – MODIFIED CASH BASIS – GOVERNMENTAL FUNDS  
June 30, 2022

	GENERAL	GRANTS FUND	CAPITAL EQUIPMENT RESERVE FUND	TOTAL
ASSETS:				
Cash and investments	\$ 907,773	\$ 110,757	\$ 132,185	\$ 1,150,715
Property taxes receivable	29,832	-	-	29,832
Total Assets	<u>\$ 937,605</u>	<u>\$ 110,757</u>	<u>\$ 132,185</u>	<u>\$ 1,180,547</u>
LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE:				
Liabilities:				
Payroll liabilities	\$ 171	\$ -	\$ -	\$ 171
Total Liabilities	<u>171</u>	<u>-</u>	<u>-</u>	<u>171</u>
Deferred Inflows:				
Unavailable revenue	29,832	-	-	29,832
Total Deferred Inflows	<u>29,832</u>	<u>-</u>	<u>-</u>	<u>29,832</u>
Fund Balance:				
Restricted	-	110,757	132,185	242,942
Unassigned	907,602	-	-	907,602
Total Fund Balance	<u>907,602</u>	<u>110,757</u>	<u>132,185</u>	<u>1,150,544</u>
Total Liabilities, Deferred Inflows, and Fund Balance	<u>\$ 937,605</u>	<u>\$ 110,757</u>	<u>\$ 132,185</u>	<u>\$ 1,180,547</u>

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

Reconciliation of the Governmental Funds  
Balance Sheet to the Statement of Net Position  
June 30, 2022

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Total Fund Balances - Governmental Funds	\$ 1,150,544
Delinquent property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's disbursements, and therefore are unavailable in the funds.	29,832
Accrued compensated absences are not due and payable in the current period and accordingly are not reported as a fund liability.	<u>(20,171)</u>
Net Position	<u><u>\$ 1,160,205</u></u>

See accompanying notes to basic financial statements



HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES – MODIFIED CASH BASIS –  
GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2022

	GENERAL	GRANTS FUND	CAPITAL EQUIPMENT RESERVE FUND	TOTAL
RECEIPTS:				
From Local Sources:				
Taxes	\$ 1,114,811	\$ -	\$ -	\$ 1,114,811
Earnings On Investments	6,040	-	770	6,810
Donations and Grants	87	84,520	-	84,607
Other Local Sources	6,895	5,208	-	12,103
Miscellaneous	26	-	-	26
Total Receipts	1,127,859	89,728	770	1,218,357
DISBURSEMENTS:				
Personal Services	672,975	-	-	672,975
Materials and Services	367,735	46,545	-	414,280
Capital Outlay	-	184,220	18,923	203,143
Total Disbursements	1,040,710	230,765	18,923	1,290,398
Excess of Receipts Over, (Under) Disbursements	87,149	(141,037)	(18,153)	(72,041)
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	25,000	25,000
Transfers Out	(25,000)	-	-	(25,000)
Total Other Financing Sources (Uses)	(25,000)	-	25,000	-
Net Change in Fund Balance	62,149	(141,037)	6,847	(72,041)
Fund Balance, Beginning	845,453	251,794	125,338	1,222,585
Fund Balance, Ending	\$ 907,602	\$ 110,757	\$ 132,185	\$ 1,150,544

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

Reconciliation of the Governmental Funds  
Statement of Receipts, Disbursements, and Changes in Fund Balances  
to the Statement of Activities  
For the Year Ended June 30, 2022

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Total Net Changes in Fund Balances - Governmental Funds	\$	(72,041)
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Delinquent property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's disbursements, and therefore are unavailable in the funds.		(24,693)
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Compensated absences are recognized as disbursements in the governmental funds when they are paid. In the Statement of Activities, these liabilities are recognized as disbursements when earned.		<u>(3,305)</u>
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Change in Net Position of Governmental Activities	\$	<u><u>(100,039)</u></u>
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See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Hood River County Library District (the District) have been prepared on the modified cash basis which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

A. THE FINANCIAL REPORTING ENTITY

The District is a municipal corporation established under ORS 357 and 198, and is governed by an elected five member board. Generally accepted accounting principles in the United States of America require that these basic financial statements present the District (the primary government) and all component units, if any. Component units, as established by the Government Accounting Standards Board (GASB) Statement No. 61, are separate organizations that are included in the District's reporting entity because of the significance of their operational or financial relationships with the District and a financial benefit/burden. All significant activities and organizations with which the District exercises oversight responsibility have been considered for inclusion in the basic financial statements. There are no component units.

B. BASIS OF PRESENTATION - FUND ACCOUNTING

Financial operations are accounted for in the following funds:

GENERAL FUND

This fund accounts for all financial revenues and expenditures, except those required to be accounted for in another fund. The principal revenue source is property taxes.

GRANTS FUND

This fund accounts for revenue and expenditures for specific educational projects or programs. Principal revenue sources are donations and grants.

CAPITAL EQUIPMENT RESERVE FUND

The capital projects fund accounts for all resources to be used for the construction or acquisitions of designated capital assets.

C. BASIS OF ACCOUNTING

The modified cash basis of accounting is followed. Under the modified cash basis of accounting, revenue are recorded when received and expenditures are recorded as paid in cash or by check. Modifications to the cash basis include: (1) Property taxes uncollected at year-end are shown as a receivable but are not included in revenues, and are offset by a liability entitled unavailable property taxes receivable, and (2) payroll-related items are considered to be a liability when incurred. This basis of accounting is applied to both the government-wide financial statements and the fund financial statements uniformly.

This basis of accounting is not equivalent to the generally accepted accounting principles (GAAP) basis of accounting. Under GAAP the fund financial statements require that revenues be recorded as they become susceptible to accrual (i.e. when they become measurable and available) and expenditures recorded as goods

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. BASIS OF ACCOUNTING (CONTINUED)

and services received. For the government-wide statements GAAP requires that the accrual basis of accounting be applied. Under the accrual basis of accounting the cost of capital assets are capitalized and depreciated over their estimated useful lives, debt is recorded as incurred, revenues are recorded when earned irrespective of the collection of cash, and expenses, including depreciation, are recorded when incurred. Management believes the modified cash basis of accounting is preferable due to the District's small size and the necessity of assessing available cash resources. The modified cash basis of accounting is allowed under Oregon Local Budget Law (ORS 294.445).

D. GOVERNMENT-WIDE FUND FINANCIAL STATEMENTS

The government-wide statements report information irrespective of fund activity.

The statement of activities demonstrates the degree to which the direct expenditure of a given function or segments is offset by program revenues. Direct expenditures are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

E. CASH AND CASH EQUIVALENTS

The cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Fair Value Inputs and Methodologies and Hierarchy

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based up on the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

Level 1 – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each Fund has the ability to access

Level 2 – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market-corroborated inputs)

Level 3 – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund's own assumptions used in determining the fair value of investments)

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. CASH AND CASH EQUIVALENTS (CONTINUED)

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

F. BUDGET

A budget is prepared and legally adopted for each fund on the modified cash basis of accounting in the main program categories required by the Oregon Local Budget Law. The budget process begins early in each fiscal year with the establishment of the budget committee. Recommendations are developed through late winter with the budget committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The Board may amend the budget prior to adoption; however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is adopted and appropriations are made no later than June 30.

Expenditure budgets are appropriated at the following levels for each fund:

LEVEL OF CONTROL

Personal Services  
Materials and Services  
Capital Outlay  
Operating Contingency  
Transfers

Expenditures cannot legally exceed the appropriation levels. Appropriations lapse at fiscal year end. Supplemental appropriations may occur if the board approves them due to a need which was not determined at the time the budget was adopted.

Budget amounts shown in the financial statements reflect the original and final budgeted amounts. Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2022.

G. PROPERTY TAXES RECEIVABLE

Ad valorem property taxes are a lien on all taxable property as of July 1. Property taxes are payable on November 15. Collection dates are November 15, February 15, and May 15. Discounts are allowed if the amount due is received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent by management.

Uncollected property taxes are shown in the combined balance sheet. Uncollected taxes are deemed by management to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established. The remaining balance of taxes receivable is recorded as unavailable revenue because it is not deemed available to finance operations of the current period.

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. ACCRUED COMPENSATED ABSENCES

It is Hood River County Library District's policy to permit employees to accumulate earned but unused vacation time. Liabilities for unused vacation pay are recorded in the Statement of Net Position when vested or earned by employees. A liability for these amounts is reported in governmental funds only if it has matured, for example, because of employee resignations or retirements.

I. UNAVAILABLE REVENUES

Property taxes receivable are recorded as assets, but are offset by a corresponding unavailable revenues liability and, accordingly, have not been recognized as revenue in the governmental funds.

J. RETIREMENT PLANS

All of the full time employees are participants in the District's 403(b) plan. Contributions to the 403(b) plan are made on a current basis as required by the plan and are charged to expenditures as funded.

K. FUND BALANCE

In March 2009, the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated, and unreserved/undesignated were replaced with five new classifications – nonspendable, restricted, committed, assigned, and unassigned.

- Nonspendable fund balance represents amounts that are not in a spendable form.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body. Authority has not been assigned.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

There were no nonspendable, restricted and committed fund balances at year end.

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. FUND BALANCE (CONTINUED)

The following order of spending is used regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and unassigned.

L. INTERFUND TRANSACTIONS

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. Operating interfund transactions are reported as transfers.

M. ESTIMATES

The preparation of financial statements in conformity with modified cash basis of accounting requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

N. DEFERRED INFLOWS OF RESOURCES

In addition to liabilities, the governmental balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has one type of item, which arises under modified cash basis of accounting, which qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenue from one source: property taxes. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

2. CASH AND INVESTMENTS

DEPOSITS

Deposits with financial institutions include bank demand deposits. Oregon Revised Statutes require deposits to be adequately covered by federal depository insurance or deposited at an approved depository as identified by the Treasury.

CREDIT RISK – DEPOSITS

In the case of deposits, this is the risk that in the event of a bank failure, deposits may not be returned. As of June 30, 2022, the District had deposits of \$183,782, of which \$183,782 is insured by FDIC.

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

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2. CASH AND INVESTMENTS (CONTINUED)

INVESTMENTS

State statutes governing cash management are followed. Statutes authorize investing in banker's acceptances, time certificates of deposit, repurchase agreements, obligations of the United States and its agencies and instrumentalities, and the Hood River County's Investment Pool.

Cash and Investments at June 30, 2022, (recorded at fair value) consisted of:

	2022
Bank Demand Deposits - Checking	\$ 163,294
Investments	987,005
Petty Cash	416
	<hr/>
Total	\$ 1,150,715

<u>Investment Type</u>	Investment Maturities (in months)		
	<u>Fair Value</u>	<u>Less than 3</u>	<u>More than 3</u>
Hood River County's Investment Pool	\$ 987,005	\$ 987,005	\$ -
Total	\$ 987,005	\$ 987,005	\$ -

INTEREST RATE RISK

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. There were no investments that have a maturity date beyond three months.

CREDIT RISK

Oregon Revised Statutes does not limit investments as to credit rating for securities purchased from US Government Agencies or USGSE.

CUSTODIAL CREDIT RISK

In the case of deposits, this is the risk that in the event of bank failure, the deposits may not be returned. There is no deposit policy for custodial risk. As of June 30, 2022, none of the bank balance was exposed to custodial credit risk because it was either insured or collateralized.

INVESTMENTS

Investments in the Hood River County pooled cash and investments include the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7-like external investment pool, and is not registered with the U.S. Securities and Exchange



HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

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2. CASH AND INVESTMENTS (CONTINUED)

INVESTMENTS (CONTINUED)

Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund's compliance with all portfolio guidelines can be found in their annual report when issued. The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool. We intend to measure these investments at book value since it approximates fair value. The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. The audited financial reports of the Oregon Short Term Fund can be found here:

[http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx)

If the link has expired please contact the Oregon Short Term Fund directly. Other investments held by the County include municipal bonds, high level corporate bonds and US Agency securities in line with the State and County's investment policies. These investments are reported at level one fair value.

CONCENTRATION OF CREDIT RISK

At June 30, 2022, 100% of total investments were in the Hood River County's Investment Pool. State statutes do not limit the percentage of investments in this instrument. Oregon Revised Statutes require no more than 25 percent of the moneys of local government to be invested in bankers' acceptances of any qualified financial institution. At June 30, 2022, there was compliance with all percentage restrictions.

3. DEFERRED COMPENSATION PLAN

Employees are offered a deferred compensation plan created in accordance with Internal Revenue Code Section 403. An employee may enter into an agreement to defer a portion of their compensation, subject to certain limitations provided by law, by means of payroll deduction. Contributions to the plan and earnings thereon are deferred until the employee is separated from service. The District has no liability for losses under the plan. A third party holds the assets for the exclusive benefit of plan participants and their beneficiaries.

4. RISK MANAGEMENT

There is exposure to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, injuries to employees and natural disasters. Commercial insurance is purchased to minimize exposure to these risks. Settled claims have not exceeded this commercial coverage for any of the past three years.

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

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5. PROPERTY TAX LIMITATIONS

The State of Oregon imposes a constitutional limit on property taxes for schools and non-school government operations. The limitation provides that property taxes for non-school operations are limited to \$10.00 for each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation bonded debt.

The State further reduced property taxes by replacing the previous constitutional limits on tax bases with a rate and value limit in 1997. This reduction was accomplished by rolling property values back to their 1995-96 values less 10% and limiting future tax value growth of each property to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The State Constitution sets restrictive voter approval requirements for most tax and many fee increases and new bond issues.

6. POSTEMPLOYMENT LIABILITY

Management has determined that no material implicit rate subsidy exists and therefore is no OPEB obligation for implicit post-employment benefits.

7. OPERATING LEASES

The District has three operating leases – the first operating lease is with Parkdale Community Center for the space currently used for the Parkdale Branch Library. The lease term ends in 2024 and has a yearly payment of \$2,000.

The second lease the District entered into is a lease with the Hood River County School District Library Branch of the Hood River County Library District. The lease began July,1 2021 and ends June 30, 2023 and the monthly payment is \$1,115.

The third lease the District entered into a printer lease with the Solutions Yes, LLC. The lease began August 2019 and ends August 2024, and the monthly payment is \$160.

The total lease expense as of June 30, 2022 is \$14,403.

Future lease payments are as follows:

<u>FYE</u>	<u>Minimum Payment</u>
2022-2023	17,304
2023-2024	3,919
2024-2025	160
Total	<u>\$ 21,383</u>

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

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8. INTERFUND TRANSFERS

Operating transfers between funds were made to fund various programs and activities as follows:

	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ -	\$ 25,000
Capital Equipment Reserve Fund	<u>25,000</u>	<u>-</u>
	<u>\$ 25,000</u>	<u>\$ 25,000</u>

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

SUPPLEMENTARY INFORMATION

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE –  
 MODIFIED CASH BASIS – ACTUAL AND BUDGET  
 For the Year Ended June 30, 2022

	<u>GENERAL FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET</u>
RECEIPTS:				
Property Taxes	\$ 1,106,490	\$ 1,106,490	\$ 1,114,811	\$ 8,321
Interest	10,000	10,000	6,040	(3,960)
Intergovernmental	-	-	3,534	3,534
Fees & Fines	4,000	4,000	3,361	(639)
Donations and Grants	-	-	87	87
Miscellaneous	-	-	26	26
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total Receipts	\$ 1,120,490	\$ 1,120,490	\$ 1,127,859	\$ 7,369

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE –  
MODIFIED CASH BASIS – ACTUAL AND BUDGET  
For the Year Ended June 30, 2022

	<u>GENERAL FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET</u>
DISBURSEMENTS:				
Personal Services	\$ 766,227	\$ 766,227 (1)	\$ 672,975	\$ 93,252
Materials and Services	417,810	417,810 (1)	367,735	50,075
Special Payment	12,000	12,000 (1)	-	12,000
Contingency	100,000	100,000 (1)	-	100,000
	<u>1,296,037</u>	<u>1,296,037</u>	<u>1,040,710</u>	<u>255,327</u>
Total Disbursements				
Excess of Receipts Over, (Under) Disbursements	(175,547)	(175,547)	87,149	262,696
OTHER FINANCING SOURCES (USES)				
Transfers Out	(25,000)	(25,000) (1)	(25,000)	-
	<u>(25,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>-</u>
Total Other Financing Sources, (Uses)				
Net Change in Fund Balance	(200,547)	(200,547)	62,149	262,696
Fund Balance - Beginning	830,000	830,000	845,453	15,453
Fund Balance - Ending	<u>\$ 629,453</u>	<u>\$ 629,453</u>	<u>\$ 907,602</u>	<u>\$ 278,149</u>
(1) Appropriation Level				

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE –  
 MODIFIED CASH BASIS – ACTUAL AND BUDGET  
 For the Year Ended June 30, 2022

	<u>GRANTS FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET</u>
RECEIPTS:				
Donations and Grants	\$ 290,000	\$ 290,000	\$ 84,520	\$ (205,480)
Intergovernmental	-	-	5,208	5,208
Total Receipts	<u>290,000</u>	<u>290,000</u>	<u>89,728</u>	<u>(200,272)</u>
DISBURSEMENTS:				
Personal Services:	16,600	16,600 (1)	-	16,600
Materials and Services	268,400	268,400 (1)	46,545	221,855
Capital Outlay	<u>250,000</u>	<u>250,000 (1)</u>	<u>184,220</u>	<u>65,780</u>
Total Disbursements	<u>535,000</u>	<u>535,000</u>	<u>230,765</u>	<u>304,235</u>
Net Change in Fund Balance	(245,000)	(245,000)	(141,037)	103,963
Fund Balance - Beginning	<u>245,000</u>	<u>245,000</u>	<u>251,794</u>	<u>6,794</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 110,757</u>	<u>\$ 110,757</u>
(1) Appropriation Level				

HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE –  
MODIFIED CASH BASIS – ACTUAL AND BUDGET  
For the Year Ended June 30, 2022

CAPITAL EQUIPMENT RESERVE FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET</u>
RECEIPTS:				
Interest Earnings	\$ 2,000	\$ 2,000	\$ 770	\$ (1,230)
Total Receipts	<u>2,000</u>	<u>2,000</u>	<u>770</u>	<u>(1,230)</u>
DISBURSEMENTS:				
Capital Outlay	<u>100,000</u>	<u>100,000</u> (1)	<u>18,923</u>	<u>81,077</u>
Total Disbursements	<u>100,000</u>	<u>100,000</u>	<u>18,923</u>	<u>81,077</u>
Excess of Receipts Over, (Under) Disbursements	(98,000)	(98,000)	(18,153)	79,847
OTHER FINANCING SOURCES (USES)				
Transfers In	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Total Other Financing Sources, (Uses)	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Net Change in Fund Balance	(73,000)	(73,000)	6,847	79,847
Fund Balance - Beginning	<u>120,000</u>	<u>120,000</u>	<u>125,338</u>	<u>5,338</u>
Fund Balance - Ending	<u>\$ 47,000</u>	<u>\$ 47,000</u>	<u>\$ 132,185</u>	<u>\$ 85,185</u>

(1) Appropriation Level



HOOD RIVER COUNTY LIBRARY DISTRICT  
HOOD RIVER COUNTY, OREGON

INDEPENDENT AUDITORS' REPORT REQUIRED BY OREGON STATE REGULATIONS



PAULY, ROGERS, AND CO., P.C.  
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(503) 620-2632 (503) 684-7523 FAX  
www.paulyrogersandcocpas.com

November 9, 2022

### **Independent Auditors' Report Required by Oregon State Regulations**

We have audited the basic financial statements of the Hood River County Library District as of and for the year ended June 30, 2022, and have issued our report thereon dated November 9, 2022. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

### **Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the Hood River County Library District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

### **OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting. This report is intended solely for the information and use of the Board of Directors and management and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

*Tara M. Kamp, CPA*

Tara M. Kamp, CPA  
PAULY, ROGERS AND CO., P.C.

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements November 30, 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

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100 EAST FOURTH STREET  
THE DALLES, OREGON 97058  
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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 November 30, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and five 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.*  
December 21, 2022

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**November 30, 2022**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$99,792			\$99,792
Cash with Hood River County	1,423,094	\$60,734	\$119,688	1,603,516
Petty cash	416			416
Total Current Assets	<u>1,523,302</u>	<u>60,734</u>	<u>119,688</u>	<u>1,703,724</u>
TOTAL ASSETS	<u><u>\$1,523,302</u></u>	<u><u>\$60,734</u></u>	<u><u>\$119,688</u></u>	<u><u>\$1,703,724</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,154			\$1,154
Total Current Liabilities	<u>1,154</u>	<u>0</u>	<u>0</u>	<u>1,154</u>
Total Liabilities	<u>1,154</u>	<u>0</u>	<u>0</u>	<u>1,154</u>
Fund Balances:				
Unassigned	<u>1,522,148</u>	<u>60,734</u>	<u>119,688</u>	<u>1,702,570</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,523,302</u></u>	<u><u>\$60,734</u></u>	<u><u>\$119,688</u></u>	<u><u>\$1,703,724</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Five Months Ended November 30, 2022**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$0	\$3,600		\$3,600
Property tax revenues - current year	1,037,542			1,037,542
Property tax revenues - prior year	22,675			22,675
Fines and fees	1,816			1,816
Intergovernmental revenue	0	17,490		17,490
Interest revenue	5,634		\$666	6,300
Miscellaneous	0			0
<b>Total Revenues</b>	<b>1,067,667</b>	<b>21,090</b>	<b>666</b>	<b>1,089,423</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	222,334	1,026		223,360
Employee benefits	71,138	99		71,237
<b>Total Personal Services</b>	<b>293,472</b>	<b>1,125</b>	<b>0</b>	<b>294,597</b>
Materials and services:				
Bank charges	80			80
Bookmobile	0	103		103
Building rental	6,955			6,955
Building maintenance	9,506	2,770		12,276
HVAC	1,781			1,781
Elevator	940			940
Telephone	1,864			1,864
Internet	4,076			4,076
Collection development	28,630	23,664		52,294
Technology	6,875	1,783		8,658
Accounting and auditing	8,680			8,680
Courier	407			407
Custodial services	11,241			11,241
Technical services	3,479			3,479
Library consortium	15,236			15,236
Copiers	1,438			1,438
Elections expense	0			0
Furniture and equipment	3,069	10,064		13,133
Insurance	0	508		508
Georgiana Smith Memorial Garden	3,342			3,342
Legal services	665			665
Professional services	18,862			18,862
Dues and subscriptions	957			957
Miscellaneous	1,134			1,134
Postage and freight	601			601
Printing	264			264
Programs	9,261	26,883		36,144
Advertising	1,848			1,848
Supplies - office	5,837	223		6,060
Travel	1,290			1,290
Training	700			700
Board development	0			0
Parking reimbursement	0			0
Electricity	7,017			7,017
Garbage	688			688
Natural gas	863			863
Water & sewer - building	2,063			2,063
<b>Total Materials and Services</b>	<b>159,649</b>	<b>65,998</b>	<b>0</b>	<b>225,647</b>
Capital outlay	0	3,990	13,163	17,153
<b>Total Expenditures</b>	<b>453,121</b>	<b>71,113</b>	<b>13,163</b>	<b>537,397</b>
<b>Revenues Over Expenditures</b>	<b>614,546</b>	<b>(50,023)</b>	<b>(12,497)</b>	<b>552,026</b>
<b>Other Financing Sources (Uses)</b>				
Operating transfers in	0		0	0
Operating transfers out	0		0	0
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>614,546</b>	<b>(50,023)</b>	<b>(12,497)</b>	<b>552,026</b>
Fund Balance - July 1, 2022	907,602	110,757	132,185	1,150,544
<b>Fund Balance - November 30, 2022</b>	<b>\$1,522,148</b>	<b>\$60,734</b>	<b>\$119,688</b>	<b>\$1,702,570</b>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Five Months Ended**  
**November 30, 2022**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Tax revenues - current	\$927,991	\$1,037,542	\$1,103,210
Tax revenues - prior year	1,426	22,675	20,000
Interest revenue	2,931	5,634	7,000
Fines and fees	227	1,816	3,000
Intergovernmental revenue	0	0	0
Miscellaneous	0	0	0
<b>Total Revenues</b>	<u>932,575</u>	<u>1,067,667</u>	<u>1,133,210</u>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	640	3,212	8,767
Library clerk II	13,533	53,537	121,026
Library assistant I	5,728	28,895	69,862
Library assistant II	5,539	28,489	67,725
Librarian I	8,249	43,152	143,676
Librarian II	5,540	27,066	66,477
Library director	7,682	37,983	92,186
Payroll taxes and benefits:			
Retirement	(10,103)	17,636	45,765
Social security	3,566	16,892	43,583
Workers' compensation	20	1,069	1,300
Health insurance	3,245	33,694	153,660
Unemployment insurance	534	1,847	5,128
Paid family and medical leave	0	0	2,848
<b>Total Personal Services</b>	<u>44,173</u>	<u>293,472</u>	<u>822,003</u>
Materials and services:			
Bank charges	16	80	300
Bookmobile	0	0	5,000
Building rental	0	6,955	15,200
Building maintenance	1,088	9,506	20,000
HVAC	0	1,781	15,000
Elevator	188	940	2,315
Telephone	330	1,864	5,200
Internet	320	4,076	5,840
Collection development	5,985	28,630	90,000
Technology	2,410	6,875	13,000
Accounting and auditing	250	8,680	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 Five Months Ended**  
**November 30, 2022**

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	192	11,241	30,000
Technical services	0	3,479	4,000
Library consortium	0	15,236	15,400
Copiers	357	1,438	3,500
Elections expense	0	0	3,000
Furniture and equipment	585	3,069	4,000
Insurance	0	0	21,000
Georgiana Smith Memorial Garden	1,128	3,342	20,000
Legal services	35	665	4,000
Professional services	7,480	18,862	25,000
Membership dues	241	957	4,000
Miscellaneous	283	1,134	1,500
Postage and freight	18	601	1,000
Printing	0	264	500
Programs	2,226	9,261	20,000
Advertising	21	1,848	2,000
Office supplies	1,857	5,837	14,000
Travel	(363)	1,290	4,000
Training	700	700	3,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,278	7,017	20,000
Garbage	142	688	2,000
Natural gas	211	863	10,000
Water & sewer - building	401	2,063	5,600
<b>Total Materials and Services</b>	<b>27,379</b>	<b>159,649</b>	<b>422,655</b>
Capital Outlay	0	0	0
Contingency	0	0	100,000
<b>Total Expenditures</b>	<b>71,552</b>	<b>453,121</b>	<b>1,344,658</b>
<b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	0	0	(20,000)
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>(20,000)</b>
<b>Change in Fund Balance</b>	<b>\$861,023</b>	<b>\$614,546</b>	<b>(\$231,448)</b>

See Independent Accountants' Compilation Report



**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Five Months Ended**  
**November 30, 2022**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$0	\$3,600	\$320,000
Intergovernmental revenue	4,946	17,490	0
<b>Total Revenues</b>	<u>4,946</u>	<u>21,090</u>	<u>320,000</u>
<b>Expenditures:</b>			
Personal services	0	1,125	11,600
Materials and services:	15,369	65,998	278,400
Capital outlay	0	3,990	100,000
<b>Total Expenditures</b>	<u>15,369</u>	<u>71,113</u>	<u>390,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$10,423)</u></u>	<u><u>(\$50,023)</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 Five Months Ended**  
**November 30, 2022**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Interest revenue	\$91	\$666	\$1,000
<b>Other Financing Sources</b>			
Transfer from General Fund	0	0	20,000
<b>Total Revenues and</b>			
<b>Other Sources</b>	<u>91</u>	<u>666</u>	<u>21,000</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	0	13,163	125,000
<b>Total Expenditures</b>	<u>0</u>	<u>13,163</u>	<u>125,000</u>
<b>Change in Fund Balance</b>	<u><u>\$91</u></u>	<u><u>(\$12,497)</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 Five Months Ended November 30, 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
<b>Revenues:</b>												
Donations and grants	\$0	\$0	\$100	\$3,500	\$0	\$0	\$0	\$0	\$16,016	\$1,474	\$0	\$3,600
Intergovernmental revenue												17,490
<b>Total Revenues</b>	<u>0</u>	<u>0</u>	<u>100</u>	<u>3,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>16,016</u>	<u>1,474</u>	<u>0</u>	<u>21,090</u>
<b>Expenditures:</b>												
Personal services:												
Wages and salaries								1,026				1,026
Employee benefits								99				99
<b>Total Personal Services</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,125</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,125</u>
Materials and services:												
<b>Bookmobile</b>									103			103
Building maintenance		2,770										2,770
Supplies - office		6,318		2,944	2,940							2,223
Collection development										1,474		23,664
Technology							2,737	2,125				1,783
Programs		3,816	1,625	5,002	298							28,883
Furniture & equipment		8,940		911								10,064
Property and liability insurance												508
<b>Total Materials and Services</b>	<u>0</u>	<u>21,844</u>	<u>1,625</u>	<u>8,857</u>	<u>3,238</u>	<u>0</u>	<u>2,737</u>	<u>2,125</u>	<u>24,098</u>	<u>1,474</u>	<u>0</u>	<u>65,998</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,990</u>	<u>0</u>	<u>0</u>	<u>3,990</u>
<b>Total Expenditures</b>	<u>0</u>	<u>21,844</u>	<u>1,625</u>	<u>8,857</u>	<u>3,238</u>	<u>0</u>	<u>2,737</u>	<u>3,250</u>	<u>28,088</u>	<u>1,474</u>	<u>0</u>	<u>71,113</u>
Net Change in Fund Balance	0	(21,844)	(1,525)	(5,357)	(3,238)	0	(2,737)	(3,250)	(12,072)	0	0	(50,023)
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
<b>Fund Balance - November 30, 2022</b>	<u>\$338</u>	<u>\$49,908</u>	<u>\$516</u>	<u>\$10,851</u>	<u>\$6,912</u>	<u>\$1,781</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$12,072)</u>	<u>\$0</u>	<u>\$2,500</u>	<u>\$60,734</u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY  
LIBRARY DISTRICT**

**Compiled Financial Statements  
December 31, 2022**

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# **Onstott, Broehl & Cyphers, P.C.**

## **Certified Public Accountants**

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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

### OFFICE:

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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 December 31, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and six 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*  
January 12, 2023

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

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$184,055			\$184,055
Cash with Hood River County	1,248,113	\$51,449	\$117,096	1,416,658
Petty cash	416			416
Total Current Assets	<u>1,432,584</u>	<u>51,449</u>	<u>117,096</u>	<u>1,601,129</u>
TOTAL ASSETS	<u><u>\$1,432,584</u></u>	<u><u>\$51,449</u></u>	<u><u>\$117,096</u></u>	<u><u>\$1,601,129</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,246			\$1,246
Total Current Liabilities	<u>1,246</u>	<u>0</u>	<u>0</u>	<u>1,246</u>
Total Liabilities	<u>1,246</u>	<u>0</u>	<u>0</u>	<u>1,246</u>
Fund Balances:				
Unassigned	<u>1,431,338</u>	<u>51,449</u>	<u>117,096</u>	<u>1,599,883</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,432,584</u></u>	<u><u>\$51,449</u></u>	<u><u>\$117,096</u></u>	<u><u>\$1,601,129</u></u>

See Independent Accountants' Compilation Report

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

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$0	\$3,600		\$3,600
Property tax revenues - current year	1,047,772			1,047,772
Property tax revenues - prior year	23,235			23,235
Fines and fees	2,092			2,092
Intergovernmental revenue	0	23,152		23,152
Interest revenue	7,681		\$972	8,653
Miscellaneous	0			0
<b>Total Revenues</b>	<b>1,080,780</b>	<b>26,752</b>	<b>972</b>	<b>1,108,504</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	269,494	1,026		270,520
Employee benefits	84,416	99		84,515
<b>Total Personal Services</b>	<b>353,910</b>	<b>1,125</b>	<b>0</b>	<b>355,035</b>
Materials and services:				
Bank charges	96			96
Bookmobile	868	588		1,456
Building rental	8,070			8,070
Building maintenance	10,899	2,770		13,669
HVAC	6,319			6,319
Elevator	940			940
Telephone	2,356			2,356
Internet	4,214			4,214
Collection development	34,676	26,085		60,761
Technology	9,465	1,783		11,248
Accounting and auditing	23,552			23,552
Courier	407			407
Custodial services	14,532			14,532
Technical services	3,479			3,479
Library consortium	15,236			15,236
Copiers	1,790			1,790
Elections expense	0			0
Furniture and equipment	3,411	21,032		24,443
Insurance	0	508		508
Georgiana Smith Memorial Garden	4,120			4,120
Legal services	788			788
Professional services	18,862			18,862
Dues and subscriptions	1,813			1,813
Miscellaneous	1,604			1,604
Postage and freight	809			809
Printing	452			452
Programs	9,784	27,956		37,740
Advertising	1,879			1,879
Supplies - office	7,392	223		7,615
Travel	1,290			1,290
Training	700			700
Board development	0			0
Parking reimbursement	0			0
Electricity	8,329			8,329
Garbage	829			829
Natural gas	1,678			1,678
Water & sewer - building	2,495			2,495
<b>Total Materials and Services</b>	<b>203,134</b>	<b>80,945</b>	<b>0</b>	<b>284,079</b>
Capital outlay	0	3,990	16,061	20,051
<b>Total Expenditures</b>	<b>557,044</b>	<b>86,060</b>	<b>16,061</b>	<b>659,165</b>
<b>Revenues Over Expenditures</b>	<b>523,736</b>	<b>(59,308)</b>	<b>(15,089)</b>	<b>449,339</b>
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0		0	0
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>523,736</b>	<b>(59,308)</b>	<b>(15,089)</b>	<b>449,339</b>
Fund Balance - July 1, 2022	907,602	110,757	132,185	1,150,544
<b>Fund Balance - December 31, 2022</b>	<b>\$1,431,338</b>	<b>\$51,449</b>	<b>\$117,096</b>	<b>\$1,599,883</b>

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$10,230	\$1,047,772	\$1,103,210
Tax revenues - prior year	560	23,235	20,000
Interest revenue	2,048	7,681	7,000
Fines and fees	275	2,092	3,000
Intergovernmental revenue	0	0	0
Miscellaneous	0	0	0
<b>Total Revenues</b>	<b>13,113</b>	<b>1,080,780</b>	<b>1,133,210</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	599	3,811	8,767
Library clerk II	13,342	66,879	121,026
Library assistant I	5,795	34,690	69,862
Library assistant II	5,706	34,194	67,725
Librarian I	8,498	51,649	143,676
Librarian II	5,540	32,606	66,477
Library director	7,682	45,665	92,186
Payroll taxes and benefits:			
Retirement	3,935	21,572	45,765
Social security	3,585	20,477	43,583
Workers' compensation	(173)	896	1,300
Health insurance	5,915	39,608	153,660
Unemployment insurance	15	1,863	5,128
Paid family and medical leave	0	0	2,848
<b>Total Personal Services</b>	<b>60,439</b>	<b>353,910</b>	<b>822,003</b>
Materials and services:			
Bank charges	16	96	300
Bookmobile	868	868	5,000
Building rental	1,115	8,070	15,200
Building maintenance	1,393	10,899	20,000
HVAC	4,538	6,319	15,000
Elevator	0	940	2,315
Telephone	492	2,356	5,200
Internet	138	4,214	5,840
Collection development	6,046	34,676	90,000
Technology	2,590	9,465	13,000
Accounting and auditing	14,872	23,552	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 Six Months Ended**  
**December 31, 2022**

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	3,291	14,532	30,000
Technical services	0	3,479	4,000
Library consortium	0	15,236	15,400
Copiers	352	1,790	3,500
Elections expense	0	0	3,000
Furniture and equipment	342	3,411	4,000
Insurance	0	0	21,000
Georgiana Smith Memorial Garden	778	4,120	20,000
Legal services	122	788	4,000
Professional services	0	18,862	25,000
Membership dues	856	1,813	4,000
Miscellaneous	470	1,604	1,500
Postage and freight	208	809	1,000
Printing	188	452	500
Programs	523	9,784	20,000
Advertising	31	1,879	2,000
Office supplies	1,554	7,392	14,000
Travel	0	1,290	4,000
Training	0	700	3,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,312	8,329	20,000
Garbage	142	829	2,000
Natural gas	815	1,678	10,000
Water & sewer - building	432	2,495	5,600
 Total Materials and Services	 43,484	 203,134	 422,655
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 <b>Total Expenditures</b>	 103,923	 557,044	 1,344,658
 <b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	0	0	(20,000)
 Total Other Financing Sources (Uses)	 0	 0	 (20,000)
 <b>Change in Fund Balance</b>	 (\$90,810)	 \$523,736	 (\$231,448)

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Donations and grants	\$0	\$3,600	\$320,000
Intergovernmental revenue	5,662	23,152	0
<b>Total Revenues</b>	<u>5,662</u>	<u>26,752</u>	<u>320,000</u>
<b>Expenditures:</b>			
Personal services	0	1,125	11,600
Materials and services:	14,946	80,945	278,400
Capital outlay	0	3,990	100,000
<b>Total Expenditures</b>	<u>14,946</u>	<u>86,060</u>	<u>390,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$9,284)</u></u>	<u><u>(\$59,308)</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 Six Months Ended**  
**December 31, 2022**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Interest revenue	\$306	\$972	\$1,000
<b>Other Financing Sources</b>			
Transfer from General Fund	0	0	20,000
<b>Total Revenues and Other Sources</b>	<u>306</u>	<u>972</u>	<u>21,000</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	2,899	16,061	125,000
<b>Total Expenditures</b>	<u>2,899</u>	<u>16,061</u>	<u>125,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$2,593)</u></u>	<u><u>(\$15,089)</u></u>	<u><u>(\$104,000)</u></u>

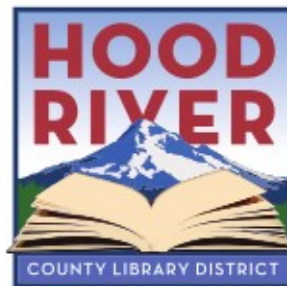
See Independent Accountants' Compilation Report

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

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2022	R2R 2023	Teen Intern	State Library	State Library Newspaper	HR Cultural Trust	Total
<b>Revenues:</b>													
Donations and grants	\$0	\$0	\$100	\$3,500	\$0	\$0	\$0	\$5,154	\$0	\$16,524	\$1,474	\$0	\$3,600
Intergovernmental revenue													23,152
Total Revenues	0	0	100	3,500	0	0	0	5,154	0	16,524	1,474	0	26,752
<b>Expenditures:</b>													
Personal services:													
Wages and salaries									1,026				1,026
Employee benefits									99				99
Total Personal Services	0	0	0	0	0	0	0	0	1,125	0	0	0	1,125
Materials and services:													
Bookmobile		2,770								588			588
Building maintenance										223			223
Supplies - office		6,873		2,944	2,940					11,854	1,474		26,085
Collection development										1,783			1,783
Technology		4,088	1,688	5,002	298		2,737		2,125	12,018			27,966
Programs		8,940		8,965						3,127			21,032
Furniture & equipment										508			508
Property and liability insurance													
Total Materials and Services	0	22,671	1,688	16,911	3,238	0	2,737	0	2,125	30,101	1,474	0	80,945
Capital outlay	0	0	0	0	0	0	0	0	0	3,990	0	0	3,990
Total Expenditures	0	22,671	1,688	16,911	3,238	0	2,737	0	3,250	34,091	1,474	0	86,060
Net Change in Fund Balance	0	(22,671)	(1,588)	(13,411)	(3,238)	0	(2,737)	5,154	(3,250)	(17,567)	0	0	(59,308)
Fund Balance - July 1, 2022	338	71,752	2,041	16,208	10,150	1,781	2,737	0	3,250	0	0	2,500	110,757
Fund Balance - December 31, 2022	\$338	\$49,081	\$453	\$2,797	\$6,912	\$1,781	\$0	\$5,154	\$0	(\$17,567)	\$0	\$2,500	\$51,449

See Independent Accountants' Compilation Report

# Collection Development Policy



Hood River County Library District recognizes that its patrons are diverse. The District further recognizes that public libraries provide free and convenient access to informational, cultural, educational, and recreational materials. The District provides carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure and the creative use of leisure time.

The District aims to provide equal access to all people. To achieve this goal, the District must ensure that its collections remain current and responsive to the needs of its patrons and that materials are easily accessible through appropriate technology.

## Intellectual Freedom

The District believes that the right to access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, the District favors no viewpoint and endorses the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access to Libraries for Minors statement.

## Authority and Responsibility for Selection

The responsibility for the library collection lies with the Library Director, who may designate other staff who are qualified through education and training to participate in selection tasks. The Board of Directors determines the policies for collection development set forth in this document. The policy is carried out by a Collection Development Committee composed of staff responsible for selecting materials, developing procedures, and setting annual goals as determined by the Library Director. All staff members and the general public are encouraged to recommend materials for consideration as well.

## Access

The library makes materials available in a variety of formats to provide inclusive and equitable access to resources for all community members, such as print, audio, and digital materials including books, audio books, electronic books, research and subscription databases, and web resources on community information needs.

Except where noted elsewhere in this policy, all materials are freely and easily accessible to the public in accordance with the ALA Free Access to Libraries Minors Statement.

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Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public in accordance with the ALA Free Access to Libraries for Minors statement. Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

The use of rare and scholarly items, or items frequently subject to damage or theft, may be controlled to protect the materials for future patrons.

### **Labeling**

Librarians employ objective professional judgment through selection, cataloging, classification, and readers' services to make available the information that library users want or need. Cataloging decisions, labels, or ratings applied in an attempt to restrict or discourage access to materials or to suggest moral or doctrinal endorsement is a violation of the First Amendment and the Library Bill of Rights.

Labeling systems in the library are employed as a means of organizing resources, providing guidance to users, and are viewpoint-neutral. Labels are used as directional aides and may include broad categories such as children's fiction and nonfiction, reference materials, etc.

### **Selection Criteria**

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to primary sources, such as AASA Science Books and Films, ALA Booklist, American Film & Video Association Evaluations, Horn Book Guide, Kirkus, Library Journal, New York Times Best Sellers lists, Pacific Northwest Independent Bestseller List, School Library Journal, and others.

The main points considered in the selection of materials are:

- Favorable reviews found in standard selection sources
- Reputation and significance of the author, producer, and publisher
- Current and historical significance
- Validity, currency, and appropriateness of material
- Contribution of representative viewpoints on controversial issues
- High degree of potential user appeal
- Community needs and interest
- High artistic quality and/or literary style

- Quality and variety of format
- Diverse authors and perspectives
- Value commensurate with cost and/or need
- Timeliness or permanence
- Budget and space considerations
- Integrity

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

- Materials in the children's collection are selected to serve the needs of youth from birth through elementary school age.
- Materials in the young adult collection are selected to serve the needs of individuals from middle school through high school age.
- Suggestions from patrons are welcomed and considered using the standards outlined in this policy.
- The library will acquire materials in languages commonly spoken at home by Hood River County Library District patrons, including English and Spanish.
- The library makes a special effort to select and retain items of local significance and history. Usual weeding practices do not apply to local historical materials.
- Final decisions are based on the value and interest of the item to the public, regardless of selectors' personal tastes. These standards apply equally to purchased and donated materials.
- The District does not attempt to acquire textbooks or other curriculum-related materials unless such materials also serve the general public.
- Since the District's collection cannot be totally comprehensive, special interest items may have to be borrowed through interlibrary loan.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.

### **Suggest a Purchase**

Hood River County Library District welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a Suggest a Purchase online or print form, and all such suggestions will be considered for acquisition in accordance with the Collection Development Policy.

### **Gifts and Donations**

The District gratefully accepts gifts and donations of materials but reserves the right to evaluate and dispose of such gifts (see *Gift and Donation Policy*).

### **Local and Archival Collections**

To preserve the area's unique history and meet the needs of local researchers, the District collects

and maintains materials pertaining to Oregon and the local area. These items may be kept in protected areas or be restricted to use only in the library. Copies may also be available in the circulating collection. Items in this collection include the following:

- Histories for Hood River County, the Columbia Gorge, the Columbia River, and Mount Hood and surrounding areas;
- Materials relevant to the unique commercial, industrial, cultural, and civic enterprises of Hood River County and the Columbia River Gorge.
- Newspapers within Hood River County;
- Directories covering Hood River County;
- Yearbooks for schools within Hood River County;
- Historical works on other regions of Oregon or Oregon generally;
- Documents from governmental entities operating within Hood River County or the Columbia Gorge with historical value for District patrons;
- Works in areas useful for genealogical research specific to Hood River County, the Columbia Gorge, or Oregon;
- Rare and unusual fiction with historical value for Hood River County patrons.

As a rule, the District limits selection to documents pertaining to the local area. Photographs, memorabilia and other artifacts are collected by museums within Hood River County.

### **Collection Maintenance**

In order to keep the collection vital and useful and to use space efficiently, the library will regularly remove items from the collection that are worn, outdated, of little historical significance, or no longer in demand. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs. Library staff use professional judgment and expertise to decide which materials to retain, replace, repair, or remove.

The library makes every effort to rehome discarded material; however, withdrawn materials will be handled in a similar manner and under the same authority as donated materials (see *Gift and Donation Policy*)

### **Request for Reconsideration of Library Material**

Patrons wishing to express concerns about materials already in the collection may formally request that Hood River County Library District reconsider its classification or possession of an item or engagement in programs or displays by submitting a Request for Reconsideration of Library Material and Services to the library director. (See the *Request for Reconsideration Policy* for complete details).

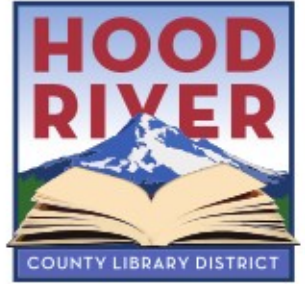
Approved by the Board of Directors, October 21, 2014



Last reviewed: Tuesday, January 17, 2023

Last updated: Tuesday, January 17, 2023

## Request for Reconsideration Policy



Patrons wishing to express concerns about materials already in the collection or library services such as programs and displays may formally request that Hood River County Library District reconsider its classification or possession of an item or engagement in programs or displays by submitting a Request for Reconsideration of Library Material and Services to the library director.

The library director will convene the Collection Development/Program Services Team to review the questioned material or service and make a written recommendation concerning the material or service to the library director. In consultation with appropriate staff, the library director will render a decision as to appropriate action. Challenged resources and services will remain in or with the library and available for lending or participation during the reconsideration process.

It is recommended that patrons submitting a request for reconsideration take the time to read, view, or participate in the entire work or program. The Collection Development/Program Services team will draft a written response to the requester as approved by the library director.

Should the patron wish to pursue the matter further, they may ask that the library director bring the matter before the Hood River County Library District Board of Directors at their next regular board meeting. The board will consider the request and recommendations at the following regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the patron submitting the request.

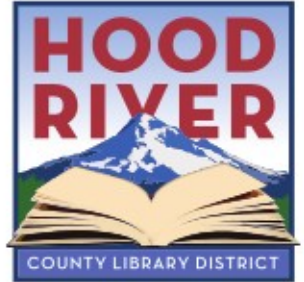
Patron input is limited to residents within the library district service area as stakeholders in public library services.

Approved by the Board of Directors; Tuesday, January 17, 2023

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## Request for Reconsideration of Library Materials and Services Form



The library recognizes that some materials and services are controversial and that any given item, program, or display may offend some patrons. Selection of materials and services will not be made on the basis of anticipated approval or disapproval but solely the basis of the principles set forth in our collection development policy, strategic plan, Oregon Library Association Public Library Standards, and American Library Association, Library Bill of Rights. These documents are available on our website, [hoodriverlibrary.org](http://hoodriverlibrary.org), or upon request.

Patrons may use this form to express concerns about materials that are in the Hood River County Library District collection or provided as a service by the District. Items and subjects that are reviewed pursuant to this request will remain in or with the library and available for lending or participation during the review process. In order to request a review, please provide the following information:

Name of person making request: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Whom do you represent? (please check one): ☐ Self ☐ Organization ☐ Child

If you represent a child residing in Hood River County, are you the legal guardian?

☐ Yes ☐ No

Name (if applicable): \_\_\_\_\_

Have you read the American Library Association Library Bill of Rights, the library's strategic plan, and the library's operations policy for collection development, programs, and displays?

☐ Yes ☐ No

These documents are available on our website, [hoodriverlibrary.org](http://hoodriverlibrary.org), or upon request.

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Item requested for reconsideration:

Title of work or program, or description of display: \_\_\_\_\_

Author, artist, or presenter: \_\_\_\_\_

Format:   ☐ Printed book   ☐ Audiobook   ☐ DVD   ☐ Program   ☐ Display   ☐ Other

---

Material designed for:   ☐ Adult   ☐ Young Adult   ☐ Child

Please answer the following questions to the best of your ability.

1. Did you read, view, or listen to the material in its entirety? ☐ Yes   ☐ No
2. If not, which part did you read or see, listen to, or otherwise use?
3. Have you read or heard reviews of this material or service? ☐ Yes   ☐ No
4. If yes, please name review source: \_\_\_\_\_
5. To what in the material/s or of the service do you object? Please be specific. Please include page numbers if applicable.
6. What do you feel might be the result of reading, viewing, hearing or participating in this work?
7. For what age group would you recommend this material or service?
8. Is there anything good about the material or service?

9. What do you see as the purpose of this material **or service**?

10. What other material **or service**, serving substantially the same purpose, would you recommend in place of this material?

11. What would you like the District to do about this material **or service**?

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Please return this form, with the date and your signature written below, to the Hood River County Library District at 502 State St., Hood River, OR 97031, [info@hoodriverlibrary.org](mailto:info@hoodriverlibrary.org). If you have questions, please call us at 541-386-2535.

**Thank you for taking the time to fill out this request. A response will be mailed when a review of the material or service is completed. Additional information regarding requests for reconsideration is available on our website, [hoodriverlibrary.org](http://hoodriverlibrary.org), or upon request.**

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Signature of patron

Date

Approved by the Board of Directors: October 21, 2014

Last updated: January 17, 2023

Last reviewed: January 17, 2023