

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
Tuesday, February 28, 2023, 7:00pm  
Library Meeting Room and Zoom  
502 State St, Hood River  
Jean Sheppard President

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 |
| i. <b>Minutes from the January 17, 2023 meeting</b>                                 |          |
| ii. <b>Invoice Trane</b>  |          |
| IV. <b>Open forum for the general public</b>  | Sheppard |
| V. <b>Reports</b>   |          |
| i. <b>Friends update</b>  | Fox      |
| ii. <b>Foundation update</b>  | Fox      |
| iii. <b>January 2023 Financial Statements</b>                                       | Fox      |
| iv. <b>Director's Report</b>  | Fox      |
| VI. <b>New Business</b>   |          |
| i. <b>Programming Policy (ACTION)</b>   | Fox      |
| ii. <b>Renew contract legal counsel Ruben Cleaveland (ACTION)</b>                   | Fox      |
| iii. <b>Budget calendar, Budget Committee, and Budget Officer Approval (ACTION)</b> | Fox      |
| iv. <b>Insurance renewal and approve invoice (ACTION)</b>                           | Fox      |
| VII. <b>Agenda items for next meeting</b>   | Sheppard |
| VIII. <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 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

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

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| III. <b>Consent agenda (ACTION)</b>                        | Sheppard |
| i. <b>Minutes from the January 17, 2023 meeting</b>        |          |
| • Attachment: III.i. Minutes from January 17, 2023 meeting |          |
| ii. <b>Invoice Trane</b>                                   |          |
| • Attachment: III.ii. Trane invoice                        |          |

We have experiencing issues with heating and cooling of the building that our current company Hunter Davisson could not fix. I called in Trane to investigate. Trane was able to advise us to make adjustments to our online controls to ensure the building was heating properly by the time we opened to the public. We also discovered issues with three of our VAV units inside the building which heat areas both upstairs and downstairs. They have completed all the repairs over three visits. The total invoice exceeds my spending authority. I ask the board for approval.

- |  |          |
|--|----------|
| IV. <b>Open forum for the general public</b> | Sheppard |
|--|----------|

- |   |     |
|---|-----|
| V. <b>Reports</b>   |     |
| i. <b>Friends update</b>  | Fox |
| • The Friends will hold their annual book sale on Thursday, June 1, Friday, June 2, and Saturday June 3.  |     |
| • The Friends postponed their annual holiday party and have rescheduled it to Sunday, February, 26, 2pm at the Hood River Library. Library Board members are invited to attend. |     |
| • The Friends of the Library planned to promote the Friends of the Library Pat Hazlehurst Endowment during their Hood River Reads Program. The endowment will                   |     |

grant \$12,000 to the Library District this year. They will be seeking donations to build up the endowment.

- The Friends of the Library will be the recipient of a fundraiser by Gorge Speakeasy held at The Ruins on Wednesday, March 1, 7-9pm. The Gorge Speakeasy is a monthly storytelling event. People are encouraged to share their story or listen to others.
- The Hood River County Reads Events
  - This year's selection is *Rough House* by Tina Ontiveros. In her gripping and courageous debut memoir, author Tina Ontiveros tells the story of her experience as a young girl growing up in Pacific Northwest logging camps and working-class towns amidst her family's intergenerational trauma and poverty. Ontiveros lives in Hood River County and teaches at Columbia Gorge Community College.
  - Events
    - Saturday, March 4. **Kick-OFF** Program, Book Distribution: Hood River Library 2pm; Book Distribution only at the Parkdale & Cascade Locks Libraries 10am-2pm.
    - Saturday, March 25. (For Youth) Collage Project: What Does Home Mean to Me? 10:30am-12:30pm. Led by Artist Courtney Richards. Sign-up needed.
    - Saturday, April 1.
      - (Adults) Storytelling Workshop: Bringing our stories to Life with Will Hornyak. 10am-12pm. Meeting Room. Sign-up needed.
      - (All Ages) Fool's Gold! Stories of Unlikely Gifts with Will Hornyak. 1 pm. Reading Room.
    - Tuesday, April 4. Challenged Lives: Help and Hope in our Community. Panelists and resource information from various local social service agencies. 12pm. FISH Food Bank Community Room.
    - Wednesday, April 12. Hood River Library Book Club: *Rough House*. 12:30pm. Meeting Room and Zoom.
    - Saturday, April 15. Writing Workshop with Tina Ontiveros. 10-11:30am. Meeting Room. Sign-up needed.
    - Sunday, April 16. Public Presentation by author Tina Ontiveros. 2pm. Hood River Library.

## ii. Foundation update

Fox

- The Library Foundation Board has a new member Bill Weiler. Bill has recently joined the staff at the Hood River Library, has a long history of volunteerism in the Gorge, and has 35 years of grant experience.
- The Foundation is focusing on planning the Feast of Words which will take place Saturday, May 6<sup>th</sup>, 6-8pm.

## iii. January 2023 Financial Statements

Fox

Attachments:

- V.iii January 2023 Financial Statements

We are tracking well in all our line items. The planned transfer of \$20,000 was made from the General Fund into the Capital Equipment Reserve Fund.

I will present a FY 2023-24 budget preview at the March Library Board meeting.

As mentioned at the Library Board meeting in November 2023, we received the October tax assessment for FY 2022-23 and we will receive \$38,949 more in tax revenue than we anticipated. Each year in March, I work with Hood River County regarding the amount of property tax we will receive for the following fiscal year. We use this estimate to set our annual budget. I will look at the budget and determine where to allocate the additional funds. I will present the plan to the Board at the March meeting.

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

Fox

##### **Administration**

- Upcoming projects and focus for FY 2023-24.
  - Restoration front entrance building – funded by Library Foundation and Library District. I will be seeking bids from three firms this month and bring the proposals to the March Library Board meeting for approval.
  - Launch our new strategic plan
    - At our March Library Board Meeting I will present our new Strategic Goals and a detailed list of proposed action items for fiscal year 2023-24. I have listed a few major actions items below. I look forward to hearing input from the Library Board.
    - We are already working on several goals and action items. Library staff have identified specific projects we will focus our attention on this year.
    - Revitalizing Parkdale and Cascade Locks locations
      - Shifting hours at the Parkdale and Cascade Locks locations to align with community needs. The Library Board discussed at their September 20, 2022 Library Board changing the hours in spring 2023.
      - New staff desks
    - Improving outdoor spaces and all locations – funded by Feast of Words 2023 fundraiser.
      - New signage at all our locations
      - Covered seating area in Hood River
      - Outdoor charging stations
      - And more
    - Expanding Bookmobile services
      - Hire additional staff and/or expand staffing hours for fiscal year 2023-24

- Create and implement service plan
- We are currently conducting an hours survey Cascade Locks and Parkdale locations. I had hoped to present recommended changes to the Parkdale and Cascade Locks location hours this month. I would like to receive more responses from our survey. Library staff will analyze the data from the survey and people counters to determine the best possible hours for our community. I will present the proposed changes to the Library Board at the March staff meeting. I would like to start the new hours on Tuesday, April 4.
- I am updating all our job descriptions. Special Districts Association of Oregon provided a new format which involves employees signing their job descriptions.
- The Collection Development Team worked together to create weeding procedures. I consulted with the American Library Association Office of Intellectual freedom for guidance. We created our procedure by looking at other libraries procedures and organizations the guide libraries with the process.
- I will call the Hood River County Elections office on Tuesday, February 21 to see if any community members have filed to run in the May election. Persons wanting to file candidacy for board positions may begin filing February 4, 2023 and the last day to file for candidacy is March 16, 2023 by 5:00pm. You may file by filing out the SEL 190 form at our Hood River County Elections office (601 State Street) or on the [hoodrivercounty.gov/elections](https://hoodrivercounty.gov/elections) website. This information above is located on the [Board of Director page](#) on our website.
- Columbia Gorge News article on the Hood River County Library District Bookmobile. The newspaper ran an article about the bookmobile in their January 25, 2023 issue.
  - Attachment: V.iv Columbia Gorge News Bookmobile article
- We are sending five staff members to the Oregon Librarian Association Conference in April. Due to the pandemic, we have not had many staff members attend the conference over the past few years. Bilingual Outreach Librarian Yeli Vargas-Boots and I will be presenting a conference session.
  - Meeting Communities: A Bookmobile Dream.
    - The Hood River County Library District has come a long way since the closure of the library in 2010 and reopening in 2011. In the city of Odell, our staff have gone through various outreach efforts and programs. From the trunks of cars, to a library express bus, pop up libraries, to a lending library bus, back to the trunks of our cars; and finally raising funds through our own community and state grants to purchase our very own bookmobile. Now the bookmobile has arrived we see the difference it is already making in our community. Take a tour of the bookmobile and learn about the steps we have taken to make this dream a reality!

### **Facilities/Vehicles**

- It is time to have our trees trimmed in the Gardens. I have hired a Certified Arborist to identify any issues that could affect the health or safety of the trees. He did not see any imminent hazards. I have hired him to trim several of the trees for beauty and health of the trees. To be certain there are no other issues he and his crew will ascend the large trees for complete inspection. This work will take place in February.

- The Library District Bookmobile was in a small accident in January. A snowbank in the middle of the road caused a dent in the drivers side. A local shop will repair the damage at the end of April. Our insurance company, Special Districts Insurance Services, has issued a check for repairs. The District will pay the \$1,000 deductible.

## **Programs and Services**

- Library staff are working together to add a fish tank to the Hood River Library. Many libraries have pets which are enjoyed by their patrons.
- **Bookmobile**
- Schedule & Route:
  - Odell Mobile Home park - Saturdays, 10:00am-12:00pm. For residents only. The Bookmobile goes door-to-door offering children a selection of books, a craft bag, and a snack. Contact: yeli@hoodriverlibrary.org or 541-387-7068 for more details.
  - Odell Community Park (Tamarack Rd.), Saturdays 12:30pm-1:30pm. Visit the Odell Community Park to check out library materials, pick up holds, and received.
- The program staff have been working hard to provide creative programming for this winter. Please check out newsletter for a full list of February programs.
  - **Celebrating Black History Month**
    - While Black history is being made every day, the United States offers a special tribute of Black history each February. The Hood River County Library District honors Black history, celebrates its culture and community, and recognizes the achievements as well as the ongoing struggles of Black Americans. In celebration of Black History Month, we are hosting several thought provoking programs across age groups, as well as offering curated recommended reading and viewing displays for all age groups and resources for further exploration.
  - **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.
    - **Family Movie Matinees, Hood River Library, February 11 and 25, 2pm.** Cozy up for an afternoon at the Library! All ages are welcome to the library's monthly Movie Matinee. Snacks and drinks will be provided.
  - **Adult programs**
    - **Black History Films**
      - Wed. Feb. 1st: John Lewis: Good Trouble and Wed. Feb 15th: Malcolm X.
      - Celebrate Black History Month at the library with a documentary celebrating the life of John Lewis and the Spike Lee film looking at the life of Malcolm X. Both films will be shown in our newly remodeled theater. Popcorn, candy and soft drinks will be provided.

- **Hood River Book Club** meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & [Zoom](#). March book selection is *Braiding Sweetgrass* by Robin Wall Kimmerer.
- **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. March book club selection is *Midnight at the Bright Ideas Bookstore* by Matthew Sullivan.
- **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**
  - **The Most Dangerous Game Night**, Saturday, February 11, 4pm, Hood River Library. Solve a mystery, be the murder, guess the truth! It's time for a killer good time with games of mystery and mayhem. Open to ages 11 to 20.
  - **Percy Jackson & Friends Trivia Night**, Friday, February 24, 5pm, Hood River Library. Trivia goes old school! Show off your book learning and earn monster prizes as we cover the events of the original Percy Jackson series, as well as Heroes of Olympus, and maybe even spend some time with Apollo. Open to ages 11 to 20, please bring a phone or other device to play.
  - **Library Teen Council:** 1<sup>st</sup> and 3<sup>rd</sup> Saturday at 11am and 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 5pm. 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.
  - **Magic the Gathering game night**, 2<sup>nd</sup> and 4<sup>th</sup> Friday, 4:00pm. Play Magic the Gathering. Sponsored by Hood River Hobbies.
- **Children's programs**
  - **Valentine Take-Home-Craft**
    - Take home crafts were distributed Tuesday, February 14 at all our locations and the Bookmobile on Saturday, February 18.
  - **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-June**
  - Wednesdays 10:30am, ages 3-6
  - Fridays 3:30pm, ages 6-12
    - Due to popular demand, we have extended our 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!

## VI. New Business

### i. Programming Policy (ACTION)

Fox

Attachment

- 
- VI.i.a. Programming Policy [2023-02-21]
- VI.i.b. Programming Policy [2014-10-21]

I have updated the Programming Policy to align with our current mission, vision, and values. I have included our new and old policy for comparison. Our lawyer Ruben Cleaveland has reviewed and approved the policy.

### ii. Renew contract legal counsel Ruben Cleaveland (ACTION)

Fox

Attachment:

- VI.ii.a. Contract Ruben Cleaveland
- VI.ii.b. Contract Ruben Cleaveland Exhibit A

Our legal contract with VanKoten and Cleaveland for legal services expires February 28, 2023. Ruben Cleaveland took over providing service to the District in 2016. Cleaveland's services have been invaluable, and he has also been easy to work with. Cleaveland has informed us, that he has been

providing attorney services at his current municipal rate for many years and he has reviewed the rate to keep up with economic changes. He stated, due to the costs of goods and services that have risen in the past few years, it has equated to a rising cost for him to provide qualified and experienced legal services. Cleaveland has not raised his rate in seven years.

The current municipal rate was \$175/hour for the Library District. The rate has increased to \$210 per hour. I recommend we renew the contract for an additional year at his new rate. Fox

**iii. Budget calendar, Budget Committee, and Budget Officer Approval (ACTION) Fox**

Attachment:

**iv. VI.iii Proposed 2023-24 budget calendar**

With the start of the new year comes the start of the next fiscal year's budget process. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members. Budget committee members are appointed to 3-year terms. Currently, our Budget Committee is Jen Bayer, Andrea Krol, Angela Schock, Lani Roberts and Monica Zora. There are no open positions on the committee this year and the current committee members have confirmed they can serve this year. The Budget Officer is Rachael Fox, Library Director.

I'm asking the board to approve the budget calendar, budget committee members and the budget officer.

**v. Insurance renewal and approve invoice (ACTION)**

Fox

Attachments: VI.v. 2023 SDAO Property and Liability insurance invoice

This invoice is for our annual property and liability insurance. The invoice is \$18,433, approximately \$3,260 more than last year. We will reduce our premium by \$1,101 with our contract for the longevity credit. Our policy is up 8%. We received a ten percent discount on insurance thanks to our work on Special Districts Association of Oregon (SDAO) best practices recommendations.

Our exposures increased with the addition of the Bookmobile as did the total coverage on the building and content of the collections at Hood River, Parkdale, and Cascade Locks. The Hood River building was accessed last year by SDIS and the property value was adjusted at all three locations.

Our Insurance Broker Jon Davies at Columbia River Insurance stated that compared his other districts, Hood River County Library's increase of 8% is quite good as other Districts are seeing 12-18% increases.

I anticipated this increase and budgeted up to \$21,000 for property and liability insurance.

I ask the board for approval for the renewal and invoice for \$18,433.

**VII. Agenda items for next meeting**

Sheppard

- Policy
- Library District Strategic Goals and proposed action items for fiscal year 2023-24
- Budget preview
- Library Director evaluation timeline approval

- **Reminder:**The Library Board meeting will take place Tuesday, March 28. The Library Board members decided to move the date of the meeting at the January 17, 2023.

## VIII. **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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**Board of Directors**  
**Regular Meeting Minutes**  
**Supplementary information**  
Tuesday, January 17, 2023, 7:00pm  
Library Meeting Room and Zoom  
502 State St, Hood River  
Jean Sheppard President

Present: Karen Bureker, Brian Hackett, Megan Janik, Jean Sheppard, Rachael Fox (staff), Tiffany Elvrum (Pauly Rogers and Co Auditing firm)

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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 7:04pm. Hackett made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. **Actual or potential conflicts of interest** Sheppard  
None stated.

III. **Consent agenda (ACTION)** Sheppard  
Hackett made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

IV. **Audit presentation** Kamp  
Tiffany Elvrum from our auditing firm Pauly, Rogers, and Co. attended the January library board meeting by Zoom. The District Board received a Letter to the Governing Board and the audit report which included financial statements. Elvrum gave the District a clean opinion with no reservations and there were no separate management issues. Elvrum stated overall it was great. She reported no difficulties in performing the audit.

V. **Open forum for the general public**  
None present.

VI. **Reports**

i. **Friends update** Fox  
There was nothing to add to the written report.

ii. **Foundation update** Fox  
There was nothing to add to the written report.

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

Fox

There was nothing to add to the written report.

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

Fox

Fox stated there was an accident with the Bookmobile. There was a snow bank in the middle of the road in the Odell Mobile Home park. The staff member ran over the bank while turning the corner, which created a dent on the driver's side. Fox reported the accident to Special Districts Insurance Service.

## **VII. New Business**

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

Fox

Fox read through the new additional and changes in the policies. The Board agreed with the changes and the new policy. Janik made a motion to approve the agenda. Bureker seconded. The motion carried unanimously.

### **ii. Board member positions discussion**

Fox

Sheppard stated she believed in term limits and would not be running again since she had served eight years on the Library Board. Hackett stated he would be running again. Sheppard stated it would be ideal to recruit a member from the Parkdale and/or Odell community. She had a few people she thought might be good candidates and would reach out to Bilingual Outreach Librarian Yeli Vargas-Boots to discuss it further.

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

Fox

The Library Board decided to move the next meeting to March 28, 2023.

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

Sheppard

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

## **IX. Adjournment**

Sheppard

The meeting was adjourned at 7:46pm.

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**TRANE®**

Trane U.S. Inc.  
3600 Pammel Creek Road  
La Crosse, WI 54601-7599  
United States

# Invoice

For questions please contact:

Portland TCS SO, OR

Tel: 503-620-8031

Fax: 503-639-1454

**Remit Payment To**

Trane U.S. Inc.  
P. O. Box 98167  
CHICAGO, IL 60693

Invoice Number **313295047**Invoice Date **18-JAN-2023**Customer No. **725202**

Reference No.

Internal Account **4157781**Payment Terms **NET 30**Payment Due Date **17-Feb-2023**

Discount Date

**Bill To**

HOOD RIVER COUNTY LIBRARY DISTRICT  
502 STATE STREET  
HOOD RIVER, OR 97031  
UNITED STATES

Customer Tax ID

Inco Terms

Supply Location **Portland TCS SO, OR**

Shipping Method

Tracking No.

Freight Terms

Bill of Lading

**Sold To**

HOOD RIVER COUNTY LIBRARY DIST  
502 STATE STREET  
HOOD RIVER, OR 97031  
UNITED STATES

**Ship To**

HOOD RIVER LIBRARY  
502 STATE STREET  
HOOD RIVER, OR 97031

<https://www.tranetechnologies.com/customer>  
**CERTifyTax** - for submittal of tax exemption certificates.

**iReceivables** - access invoice copies, account balances & make payments.

Tax/GST ID: 25-0900465 State Tax: 0.00 0.0000% County Tax: 0.00 0.0000% City Tax: 0.00 0.0000% District Tax: 0.00 0.0000%  
PST/QST ID: OR HOOD RIVER HOOD RIVER HOOD RIVER 910939852

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	8577.02	0.00	0.00	0.00	8577.02

**Special Instructions** Call 1-888-832-5266 with credit card payments. FOR SERVICE CONTACT 503-620-8031  
See Appendix for additional notes.

Contract/Call No.	Order Date	Ship Date	Purchase Order
22-9466872		18-JAN-2023	Rachael Fox

Date	Description	Quantity	UOM	Unit Price	Extended Price
12/02/2022	*Company Parts SENSOR; PRESSURE; LOW DIFFEREN	1	EA	186.040	186.04
				Subtotal	186.04
11/14/2022	*Repair - Installation Labor ST TAYLOR GETTLE	7	HRS	264.500	1,851.50
12/01/2022	ST TAYLOR GETTLE	8	HRS	264.500	2,116.00
01/09/2023	ST TAYLOR GETTLE	9.25	HRS	292.000	2,701.00
				Subtotal	6,668.50
12/02/2022	*Materials QUOTE# 20318290	1	EA	554.200	554.20
12/08/2022	MICONTROLS INC. -22-9466872_A	1	EA	258.720	258.72
12/08/2022	HOOD RIVER OR - PASSPO -22-946	1	EA	13.000	13.00
01/12/2023	HOOD RIVER SUPPLY -22-9466872	1	EA	35.960	35.96
01/12/2023	HOOD RIVER SUPPLY -22-9466872	1	EA	159.600	159.60
01/13/2023	HOOD RIVER OR - PASSPO -22-946	1	EA	13.000	13.00
01/13/2023	HOOD RIVER OR - PASSPO -22-946	1	EA	13.000	13.00
				Subtotal	1,047.48
01/13/2023	*Other TRIP ENERGY ENVIRO. aSAFETY	3	EA	225.000	675.00
				Subtotal	675.00

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements January 31, 2023

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

## **Certified Public Accountants**

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JAMES T. BROEHL, c.p.a.  
RICK M. CYPHERS, c.p.a.

MEMBERS:  
American Institute of c.p.a.'s  
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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 January 31, 2023, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and seven 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.*  
February 10, 2023

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**January 31, 2023**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$177,609			\$177,609
Cash with Hood River County	1,125,615	\$68,092	\$140,368	1,334,075
Petty cash	416			416
Total Current Assets	<u>1,303,640</u>	<u>68,092</u>	<u>140,368</u>	<u>1,512,100</u>
TOTAL ASSETS	<u><u>\$1,303,640</u></u>	<u><u>\$68,092</u></u>	<u><u>\$140,368</u></u>	<u><u>\$1,512,100</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$878			\$878
Total Current Liabilities	<u>878</u>	<u>0</u>	<u>0</u>	<u>878</u>
Total Liabilities	<u>878</u>	<u>0</u>	<u>0</u>	<u>878</u>
Fund Balances:				
Unassigned	<u>1,302,762</u>	<u>68,092</u>	<u>140,368</u>	<u>1,511,222</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,303,640</u></u>	<u><u>\$68,092</u></u>	<u><u>\$140,368</u></u>	<u><u>\$1,512,100</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Seven Months Ended January 31, 2023**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$0	\$13,101		\$13,101
Property tax revenues - current year	1,061,546			1,061,546
Property tax revenues - prior year	24,082			24,082
Fines and fees	2,294			2,294
Intergovernmental revenue	0	66,655		66,655
Interest revenue	10,106		\$1,346	11,452
Miscellaneous	0			0
<b>Total Revenues</b>	<b>1,098,028</b>	<b>79,756</b>	<b>1,346</b>	<b>1,179,130</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	317,675	1,026		318,701
Employee benefits	99,990	99		100,089
<b>Total Personal Services</b>	<b>417,665</b>	<b>1,125</b>	<b>0</b>	<b>418,790</b>
Materials and services:				
Bank charges	112			112
Bookmobile	945	588		1,533
Building rental	10,301			10,301
Building maintenance	12,028	2,770		14,798
HVAC	16,677			16,677
Elevator	940			940
Telephone	2,934			2,934
Internet	4,659			4,659
Collection development	42,152	29,933		72,085
Technology	10,307	1,783		12,090
Accounting and auditing	23,552			23,552
Courier	407			407
Custodial services	19,281			19,281
Technical services	3,479			3,479
Library consortium	15,236			15,236
Copiers	2,019			2,019
Elections expense	0			0
Furniture and equipment	4,100	23,981		28,081
Insurance	18,433	508		18,941
Georgiana Smith Memorial Garden	11,183			11,183
Legal services	1,015			1,015
Professional services	18,862			18,862
Dues and subscriptions	2,058			2,058
Miscellaneous	1,921			1,921
Postage and freight	855			855
Printing	553			553
Programs	11,125	57,520		68,645
Advertising	1,899			1,899
Supplies - office	8,590	223		8,813
Travel	1,290			1,290
Training	700			700
Board development	472			472
Parking reimbursement	0			0
Electricity	9,694			9,694
Garbage	971			971
Natural gas	3,563			3,563
Water & sewer - building	2,890			2,890
<b>Total Materials and Services</b>	<b>265,203</b>	<b>117,306</b>	<b>0</b>	<b>382,509</b>
Capital outlay	0	3,990	13,163	17,153
<b>Total Expenditures</b>	<b>682,868</b>	<b>122,421</b>	<b>13,163</b>	<b>818,452</b>
<b>Revenues Over Expenditures</b>	<b>415,160</b>	<b>(42,665)</b>	<b>(11,817)</b>	<b>360,678</b>
Other Financing Sources (Uses)				
Operating transfers in			20,000	20,000
Operating transfers out	(20,000)			(20,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(20,000)</b>	<b>0</b>	<b>20,000</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>395,160</b>	<b>(42,665)</b>	<b>8,183</b>	<b>360,678</b>
Fund Balance - July 1, 2022	907,602	110,757	132,185	1,150,544
Fund Balance - January 31, 2023	<u>\$1,302,762</u>	<u>\$68,092</u>	<u>\$140,368</u>	<u>\$1,511,222</u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Seven onths Ended**  
**January 31, 2023**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$13,773	\$1,061,546	\$1,103,210
Tax revenues - prior year	846	24,082	20,000
Interest revenue	2,425	10,106	7,000
Fines and fees	203	2,294	3,000
Intergovernmental revenue	0	0	0
Miscellaneous	0	0	0
<b>Total Revenues</b>	<b>17,247</b>	<b>1,098,028</b>	<b>1,133,210</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	606	4,417	8,767
Library clerk II	13,072	79,951	121,026
Library assistant I	6,218	40,908	69,862
Library assistant II	5,886	40,081	67,725
Librarian I	9,176	60,825	143,676
Librarian II	5,540	38,146	66,477
Library director	7,682	53,347	92,186
Payroll taxes and benefits:			
Retirement	3,737	25,308	45,765
Social security	3,669	24,146	43,583
Workers' compensation	22	917	1,300
Health insurance	7,524	47,133	153,660
Unemployment insurance	623	2,486	5,128
Paid family and medical leave	0	0	2,848
<b>Total Personal Services</b>	<b>63,755</b>	<b>417,665</b>	<b>822,003</b>
Materials and services:			
Bank charges	16	112	300
Bookmobile	76	945	5,000
Building rental	2,231	10,301	15,200
Building maintenance	1,129	12,028	20,000
HVAC	10,358	16,677	15,000
Elevator	0	940	2,315
Telephone	579	2,934	5,200
Internet	444	4,659	5,840
Collection development	7,475	42,152	90,000
Technology	842	10,307	13,000
Accounting and auditing	0	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 Seven onths Ended**  
**January 31, 2023**

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	4,749	19,281	30,000
Technical services	0	3,479	4,000
Library consortium	0	15,236	15,400
Copiers	229	2,019	3,500
Elections expense	0	0	3,000
Furniture and equipment	690	4,100	4,000
Insurance	18,433	18,433	21,000
Georgiana Smith Memorial Garden	7,063	11,183	20,000
Legal services	227	1,015	4,000
Professional services	0	18,862	25,000
Membership dues	245	2,058	4,000
Miscellaneous	316	1,921	1,500
Postage and freight	46	855	1,000
Printing	101	553	500
Programs	1,341	11,125	20,000
Advertising	20	1,899	2,000
Office supplies	1,198	8,590	14,000
Travel	0	1,290	4,000
Training	0	700	3,000
Board development	472	472	1,500
Parking reimbursement	0	0	500
Electricity	1,365	9,694	20,000
Garbage	142	971	2,000
Natural gas	1,886	3,563	10,000
Water & sewer - building	395	2,890	5,600
<b>Total Materials and Services</b>	<b>62,068</b>	<b>265,203</b>	<b>422,655</b>
Capital Outlay	0	0	0
Contingency	0	0	100,000
<b>Total Expenditures</b>	<b>125,823</b>	<b>682,868</b>	<b>1,344,658</b>
<b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	(20,000)	(20,000)	(20,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>(20,000)</b>
<b>Change in Fund Balance</b>	<b>(\$128,576)</b>	<b>\$395,160</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 Seven onths Ended**  
**January 31, 2023**

	<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	\$9,501	\$13,101	\$320,000
Intergovernmental revenue	43,503	66,655	0
<b>Total Revenues</b>	<u>53,004</u>	<u>79,756</u>	<u>320,000</u>
<b>Expenditures:</b>			
Personal services	0	1,125	11,600
Materials and services:	36,362	117,306	278,400
Capital outlay	0	3,990	100,000
<b>Total Expenditures</b>	<u>36,362</u>	<u>122,421</u>	<u>390,000</u>
<b>Change in Fund Balance</b>	<u><u>\$16,642</u></u>	<u><u>(\$42,665)</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 Seven onths Ended**  
**January 31, 2023**

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
<b>Revenues:</b>			
Interest revenue	\$373	\$1,346	\$1,000
<b>Other Financing Sources</b>			
Transfer from General Fund	20,000	20,000	20,000
<b>Total Revenues and Other Sources</b>	<u>20,373</u>	<u>21,346</u>	<u>21,000</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	(2,899)	13,163	125,000
<b>Total Expenditures</b>	<u>(2,899)</u>	<u>13,163</u>	<u>125,000</u>
<b>Change in Fund Balance</b>	<u><u>\$23,272</u></u>	<u><u>\$8,183</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 Seven Months Ended January 31, 2023**

	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	Cascade Locks	HR Cultural Trust	Total
<b>Revenues:</b>														
Donations and grants	\$0	\$0	\$1,101	\$12,000	\$0	\$0	\$0	\$5,154	\$0	\$80,027	\$1,474	\$0	\$0	\$13,101
Intergovernmental revenue														66,655
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>1,101</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,154</b>	<b>0</b>	<b>60,027</b>	<b>1,474</b>	<b>0</b>	<b>0</b>	<b>79,756</b>
<b>Expenditures:</b>														
Personal services:														
Wages and salaries									1,026					1,026
Employee benefits									99					99
<b>Total Personal Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,125</b>
Materials and services:														
Bookmobile		2,770								568				568
Building maintenance										223				223
Supplies - office		9,493		2,944	2,940					13,082	1,474			29,933
Collection development										1,783				1,783
Technology							2,737		2,125	40,764		221		57,520
Programs		4,572	1,801	5,002	298					5,632				23,981
Furniture & equipment		9,384		8,965						508				508
Property and liability insurance														
<b>Total Materials and Services</b>	<b>0</b>	<b>26,219</b>	<b>1,801</b>	<b>16,911</b>	<b>3,238</b>	<b>0</b>	<b>2,737</b>	<b>0</b>	<b>2,125</b>	<b>62,560</b>	<b>1,474</b>	<b>221</b>	<b>0</b>	<b>117,306</b>
Capital outlay	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,990</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,990</b>
<b>Total Expenditures</b>	<b>0</b>	<b>26,219</b>	<b>1,801</b>	<b>16,911</b>	<b>3,238</b>	<b>0</b>	<b>2,737</b>	<b>0</b>	<b>3,250</b>	<b>66,570</b>	<b>1,474</b>	<b>221</b>	<b>0</b>	<b>122,421</b>
Net Change in Fund Balance	<b>0</b>	<b>(26,219)</b>	<b>(700)</b>	<b>(4,911)</b>	<b>(3,238)</b>	<b>0</b>	<b>(2,737)</b>	<b>5,154</b>	<b>(3,250)</b>	<b>(6,543)</b>	<b>0</b>	<b>(221)</b>	<b>0</b>	<b>(42,665)</b>
Fund Balance - July 1, 2022	<b>338</b>	<b>71,752</b>	<b>2,041</b>	<b>16,208</b>	<b>10,150</b>	<b>1,781</b>	<b>2,737</b>	<b>0</b>	<b>3,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>110,757</b>
<b>Fund Balance - January 31, 2023</b>	<b>\$338</b>	<b>\$45,533</b>	<b>\$1,341</b>	<b>\$11,297</b>	<b>\$6,912</b>	<b>\$1,781</b>	<b>\$0</b>	<b>\$5,154</b>	<b>\$0</b>	<b>(\$6,543)</b>	<b>\$0</b>	<b>(\$221)</b>	<b>\$2,500</b>	<b>\$68,092</b>

See Independent Accountants' Compilation Report



[https://www.columbiagorgenews.com/news/bookmobile-meets-people-where-they-are/article\\_e2fb8630-9c20-11ed-a339-632297e5b7cd.html](https://www.columbiagorgenews.com/news/bookmobile-meets-people-where-they-are/article_e2fb8630-9c20-11ed-a339-632297e5b7cd.html)

FEATURED

## Bookmobile meets people where they are

By Trisha Walker, Columbia Gorge News  
Jan 25, 2023



Hood River County Library District partnered with Hood River Christmas Project in December, bringing the bookmobile to the fairgrounds' pick up location one day so families could pick out free books and have a snack; the other two days, they had a table inside the Community Building. It was so popular that "we had to drop off more books and more snacks," said Bilingual Outreach Librarian Yelitza Vargas-Boots.

Contributed photo

ODELL — You can walk into Hood River County Library District's fourth branch, but you must wait until it comes to a complete stop.

The library district received its long-awaited bookmobile — a little over a year after its purchase, thanks to supply chain issues — at the end of October. Now it brings books, crafts, resource materials, wifi and even snacks to visitors at the Odell Community Park on Tamarack Road each Saturday from 12:30-1:30 p.m.

A team of three — Bilingual Outreach Librarian Yelitza Vargas-Boots, Children's Services Librarian Annelisa Gebhard and Children's Services Assistant Oralia Diaz — take turns driving. They also make a stop at a mobile home park, which is for residents of that area only.

"The idea is that we are starting in Odell, but we want to expand to other neighborhoods and places in the county," said Library Director Rachael Fox. "We want to work with community partners, figure out where the needs are and what model works best for each community.

"It'll take time to develop, and I know folks are eager to see the bookmobile, or it hasn't come to their neighborhoods, but we are definitely still working on it," Fox said.

"We're still very much in the planning stages," added Vargas-Boots. "We're still getting things onto the bookmobile."

The district has been looking to open an Odell location for several years, Fox said. They partnered with Wy'East Community Church to bring a pop-up library to the downtown area, but it was lightly attended. Next, they partnered with Gorge Grown, which hosts Mercado del Valle in Odell twice a month during the summer. That was successful, but still not ideal, given that the library could only provide outreach for a short window of time.

"That's when we started to educate the



Hood River County Library District Director Rachael Fox and Bilingual Outreach Librarian Yelitza Vargas-Boots are in the process of expanding the new bookmobile route into other neighborhoods, but for now, it comes to Odell every



community about the library,” said Vargas-Boots. “I did a lot of one-on-one: This is what the library is, this is what it does.

Saturday.

Trisha Walker photo

Especially since most libraries now aren’t just what you’d typically think — you come in and get a book. There’s so many other things we offer.”

What they learned from this outreach was, while people were interested in the library and its services, there were obstacles to getting there. Some families don’t have transportation; for others, the cost of gas is too high. Odell itself is made up of farmland and is separated by Highway 35.

“There are so many financial barriers to coming directly to the library,” Vargas-Boots said. And not everyone feels comfortable coming to the Hood River location, “because it’s right in front of other big, official buildings,” she added. “Just the idea of downtown Hood River is still scary — I think for a lot of folks, especially a lot of Hispanic and immigrant households, it is just intimidating.”

To eliminate the transportation issue, the library district began busing patrons from Odell to the Hood River site on Saturdays, in partnership with Mt. Hood Meadows and, later, Columbia Gorge Express. Though it was successful — and ran for five years — it ultimately became clear it was not the solution.





Library patrons check out the new bookmobile during a wet November open house.

Trisha Walker photo

“We were still just reaching the kids,” said Vargas-Boots. “Not entire families, or other adults, or teens. There was still a large community of folks we still weren’t reaching. And then the pandemic hit.”

Fox said the idea for the bookmobile stemmed from Vargas-Boots’ outreach work. “People want us to bring items where they are; they want us to meet them where they are,” Fox said. “So we thought, ‘Bookmobile!’”

“This is something that we kept hearing for years and years — from the moment I hit the streets of Odell,” Vargas-Boots said. “(We saw) what other libraries were doing; there are a few other libraries that do have bookmobiles. And I think that’s where the idea also sparked from, that we can totally do this.”

Remarkably, it only took about two months — during the pandemic, no less — to raise the \$184,000 to needed to purchase and customize the vehicle.

“The Library Foundation, the Friends of the Library and the district all agreed to raise funds to purchase a bookmobile,” said Fox. “At the same time, we also applied for a grant that the State Library was offering for \$75,000. But to our surprise, within two months, we raised all the money — the entire community came together, and we raised all the funds before we even received the grant.”

“I just think there’s something really special about that,” said Vargas-Boots. “What community does that, you know what I mean? Especially during the pandemic.”

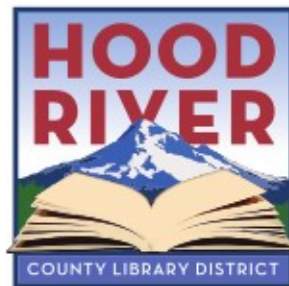
Thanks to the grant, the library district has been able to purchase books to give away free of charge. “We partnered with the (Hood River County) School District and gave them out quarterly during the pandemic,” she said, adding that more than half of the books the library has purchased to give away have been in Spanish due to demand.

They’ve also been able to purchase the snacks, crafts and personal care items that are also

distributed free of charge from the bookmobile.

“Myself, coming from a low-income migrant family household, I wasn’t always able to experience a lot of the book fairs, so I just want to make sure that every child, no matter their income status, that they’re always getting something for free from the library,” said Vargas-Boots. “I think that’s really, really important. And it sets the tone in the child’s mind, and the family’s.”

## Programming Policy



Library-sponsored programs promote the use of library materials, facilities, or services and offer the community an informational, entertaining, or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. Hood River County Library District strives to offer a variety of programs that reflect the broad range of community interests. Library-sponsored programs generally are free and open to the public, though exceptions can be made. Programs are not allowed to serve as a platform for generating income for any group or individual, other than funds for the District, the Friends of the Hood River County Library, the Hood River County Library Foundation, or partnering nonprofit or governmental organizations whose missions align with the District's mission, vision, and values. Attendance shall not be restricted because of age, gender, race, background, or beliefs.

Program presenters may be asked to provide a summary of their proposed program, with references, reviews, and relevant supporting material, such as books, brochures, photos, videos, or CDs. Programs should fit Hood River County Library District mission, programming objectives, themes, budget, and schedule. The decision to sponsor or present a program rests with Hood River County Library District staff.

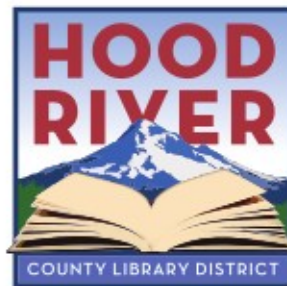
The Hood River County Library District wants to encourage reading, writing, and the appreciation of culture. Books, recordings, and writings may be sold within an hour after a library program. If appropriate, program materials may include names and information about partnering and sponsoring entities, including mentions on promotional materials, in program introductions, and distribution of materials immediately before or after the program. This does not constitute endorsement, merely acknowledgment. Press releases and other promotional materials should be approved by the Hood River County Library District library director or designee.

Approved by the Board of Directors, October 21, 2014  
Last reviewed, February 21, 2023  
Last updated, February 21, 2023

502 State Street  
Hood River - OR 97031  
**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

## Programming Policy



Hood River County Library District presents programs that serve its mission to provide access to the power of information and imagination. These programs often are presented in cooperation with other private and public entities.

As part of the District's role as an educational and cultural community center, programs are designed to meet the interests and needs of the community. Programs help the District meet information needs, enhance and extend the library collections, and provide entertainment.

Programs may represent the wide range of ideas and views contained, and the programs will reflect the District's philosophy of free access to information. The ultimate responsibility for selection of library programs rests with the Library Director or designees.

District-sponsored programs generally are free and open to the public, though exceptions can be made. Programs are not allowed to serve as a platform for generating income for any group or individual, other than funds for the District, the Friends of the Hood River County Library, the Hood River County Library Foundation, or partnering nonprofit or governmental organizations whose missions align with the District's mission, vision, and values.

Products or services shall not be sold during presentations. Exceptions are authors, performers, directors/producers, and artists who present programs in cooperation with the library. Those individuals may sell materials related to the presentation immediately before or after the program.

If appropriate, program materials may include names and information about partnering and sponsoring entities, including mentions on promotional materials, in program introductions, and distribution of materials immediately before or after the program. This does not constitute endorsement, merely acknowledgment.

Approved by the Board of Directors, October 21, 2014

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**HOOD RIVER COUNTY LIBRARY DISTRICT  
ATTORNEY SERVICES CONTRACT**

**PARTIES:**

Hood River County Library District ("Client")  
502 State Street  
Hood River, OR 97031

VanKoten & Cleaveland LLC ("Contractor")  
417 Sherman Ave., Ste. 7  
Hood River, OR 97031

**RECITALS**

Contractor is being engaged to provide legal services as set forth in the attached Exhibit "A."

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

**1. Statement of Work:** Contractor shall provide the services set forth in Exhibit "A" (the "Work"). Contractor shall perform the Work under the supervision of specific individuals as designated by Client and in accordance with the terms and conditions of this Contract. Ruben Cleaveland shall serve as the lead attorney.

**2. All Costs by Contractor:** Contractor shall, at its own risk and expense, perform the Work described above and, except as provided in this Contract, furnish all labor, equipment and materials required for the proper performance of the Work.

**3. Qualified to Provide Work:** Contractor has represented, and by entering into this Contract now represents, that Contractor is fully qualified to perform the service to which he will be assigned in a skilled and workmanlike manner. Contractor is responsible for maintaining active "good standing" status as a member of the Oregon State Bar Association.

**4. Contract Term; Renewal:**

**a.** This Contract is effective on the date it is executed by the last signing party. The initial term of this Contract is from March 1, 2023, through February 29, 2024. Unless this Contract is terminated in accordance with its terms or extended, this contract ends February 29, 2024. Contract termination does not extinguish or prejudice Client's right to enforce this Contract with respect to any default by Contractor that has not been cured.

**b.** This Contract may be extended for up to two (2) additional one (1) year terms by mutual consent of the parties. Consent may be inferred by Client's continued request for services and Contractor's performance of such services.

**5. Compensation:** Contractor shall be paid for the Work performed, and include allowable expenses, at the rate of \$210.00 per hour. Contractor shall submit monthly invoices to Client for



Work performed. The invoices shall describe all Work performed and shall itemize and explain all expenses that this Contract requires Client to pay and for which Contractor claims reimbursement. The description of all Work performed shall be in sufficient detail to show the amount of time spent and services provided during each month preceding submission of the invoice. Client shall pay Contractor within 30 days of receipt of Contractor's invoice.

**6. Insurance:** Contractor shall maintain professional liability insurance as required by the Oregon State Bar for Work performed under this Contract. Any attorney that travels to Client or any other location on behalf of Client shall have in effect and maintain automobile liability insurance.

**7. Termination:** This Contract may be terminated by either party by giving 30 days written notice to the other party.

**8. Independent Contractor Status:**

- a. Contractor shall perform all Work as an independent Contractor. Client reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product; however, Client may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.
- b. Contractor understands and agrees that it is not an "officer" or "employee" of Client, as those terms are used in ORS 30.265.
- c. Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, Client will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

**9. Assignment and Subcontracts:** Contractor shall not assign this Contract or subcontract any portion of the work without the written consent of Client, which consent may be withheld in Client's sole discretion. Any attempted assignment or subcontract without written consent of Client shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by Client of any assignment or subcontract shall not create any contractual relation between the assignee or subcontractor and Client.

**10. Governing Law; Venue; Consent to Jurisdiction.** This Contract shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between Client and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of the county in which Client is located, or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

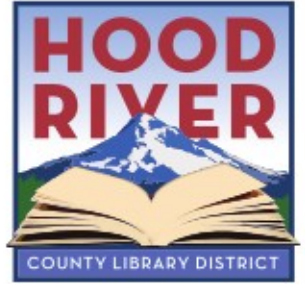


## **EXHIBIT “A”**

### **STATEMENT OF WORK**

Contractor will provide legal representation and services as requested by the Hood River County Library District.

## 2023-2024 Budget Calendar



### **Wednesday, April 19, 2023**

Publish Website Notice of First Budget Committee Meeting  
(5 - 30 days before hearing)

### **Wednesday, April 26, 2023**

Publish Newspaper Notice of First Budget Committee Meeting  
(5 - 30 days before hearing, at least 5 days apart)

### **Tuesday, May 9, 2023, 6:00 – 8:00pm, Zoom and/or in-person meeting**

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

### **Tuesday, May 16, 2023, 6:00 – 7:00pm, Zoom and/or in-person meeting**

Second Budget Committee Meeting (if necessary)

- Budget Committee deliberations and questions

### **Wednesday, May 31, 2023**

Publish financial summaries and Notice of Budget Hearing  
(one publication, 5 – 30 days before hearing)

### **Tuesday, June 20, 2023, 7:00pm, Zoom and/or in-person meeting**

Public hearing

- Meeting to adopt budget, appropriate funds, and levy property taxes

### **Friday, June 30, 2023**

Deliver notice of property tax form LB-50 to County Tax Assessor  
(by July 15)

- LB-50 (2 copies)
- Resolution passing budget (2 copies with original signatures)
- Budget (2 copies)
- Affidavits of publication (Budget Committee meeting & Budget Hearing)

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