

Board of Directors
Regular Meeting Agenda
Supplementary information
 Tuesday, May 16, 2023, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Library Board:

Board President: Jean Sheppard, *Board Vice-President:* Karen Bureker, *Board members:* Brian Hackett, Megan Janik, Sara Marsden.

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

Agenda Items		Action	Responsible
I.	Call to Order		Jean Sheppard
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Jean Sheppard
III.	Approval of the consent agenda	Motion	Jean Sheppard
IV.	Actual or potential conflicts of interest		Jean Sheppard
V.	Public comment (3 minutes each)		Jean Sheppard
VI.	Reports		
	i. Friends update		Rachael Fox
	ii. Foundation update		Rachael Fox
	iii. March Financial Statements		Rachael Fox
	iv. Director's report		Rachael Fox
VII.	Old Business		
VIII.	New Business		
	i. 2023-24 salary schedule	Motion	Rachael Fox
	ii. Hood River County Library Facade Restoration	Motion	Rachael Fox
	iii. Library Board Code of Ethics	Discussion	Rachael Fox
	iv. Bookmobile Specialist job description	Motion	Rachael Fox
	v. Executive Session: Library Director Evaluation		Jean Sheppard
IX.	Announcements		
	i. Comments from board members		All
	ii. Requests from Library Director		Rachael Fox
	ii. Agenda items for next meeting		Jean Sheppard

X.	Adjournment regular meeting		Jean 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 7:00pm to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda
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Library Board:

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Agenda Items		Action	Responsible
I.	Call to Order		Jean Sheppard
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Jean Sheppard
III.	Approval of the consent agenda i. Minutes from the April 18, 2023 meeting <ul style="list-style-type: none"> Attachment: III.i. Minutes from April 18, 2023 meeting 	Motion	Jean Sheppard
IV.	Actual or potential conflicts of interest		Jean Sheppard
V.	Public comment (3 minutes each)		Jean Sheppard
VI.	Reports		
	i. Friends update <ul style="list-style-type: none"> The Friends will hold their annual book sale on Thursday, June 1, Friday, June 2, and Saturday June 3. The Friends and Foundation are currently in the initial stages of a discussion with their members about a possible merger. 		Rachael Fox
	ii. Foundation update <ul style="list-style-type: none"> The Library Foundation's Feast of Words fundraiser was a tremendous success. The event raised more than \$35,000, increasing the Library Foundation's total amount raised to over \$635,000 since we became a Library District in 2011. 		Rachael Fox

	<p>With these funds, we are excited to expand our library services to make them more accessible and engage our communities at their point of need. Our plan is to extend our services to outdoor spaces, such as covered seating areas in our library gardens with charging stations and free public phones for easy access. Additionally, we will expand our Bookmobile services to reach underserved areas of our community.</p> <ul style="list-style-type: none"> • The Friends and Foundation are currently in the initial stages of a discussion with their members about a possible merger. 		
	<p>iii. March Financial Statements Attachment: VI.iii March Financial Statements</p> <p>As of May 31, 2023, we have received \$1,126,786 this year in total tax revenue (current and previous years) for the General Fund.</p> <p>Tax payers have the option of making their property tax payments in three installments and the third installment was due on May 15, 2023. I anticipate an additional \$42,000 from the third installment. We are tracking well for this time of year.</p> <p>The April financial statements were not ready when the board packet was released.</p>		Rachael Fox
	<p>iv. Director's report</p> <p><u>Administration</u></p> <ul style="list-style-type: none"> • Four candidates have filed for Library Board members positions on the May ballot. The candidates are Travis Chapman, Brian Hackett, Carol Hoffman, and Jean Sheppard. The election will take place Tuesday, May 16, 2023. <p><u>Facilities/Gardens</u></p> <ul style="list-style-type: none"> • We will be installing a water bottle refill station in the Hood River Library next to the public restrooms. <p><u>Programs and Services</u></p> <ul style="list-style-type: none"> • The Hood River County Reads program concluded on 		Rachael Fox

	<p>a high note with an author presentation by Tina Ontiveros on Sunday, April 16th, which drew an audience of 100 people. Many participants enjoyed the opportunity to connect with the author. The program was a resounding success overall!</p> <ul style="list-style-type: none"> • The celebration of Dia de los niños took place on April 29th at the Mid Valley Elementary School/Gymnasium and was attended by 600 people. Día is a festive occasion that celebrates children of all ages and promotes literacy. The event featured various activities for the whole family, including games, face painting, a live DJ, and community resources, ensuring a fun-filled experience. Every child received a free brand new book, treats, and prizes. Lunch and beverages were also provided. Many community partners were present at the event. • Bookmobile <ul style="list-style-type: none"> ◦ Schedule & Route: <ul style="list-style-type: none"> • 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 spring. <ul style="list-style-type: none"> ◦ All Ages <ul style="list-style-type: none"> • Comic Con <ul style="list-style-type: none"> • The Hood River County Library District is thrilled to announce its upcoming Comic Con event on Saturday, May 13th from 2pm to 6pm at the Hood River Library. This event is open to all ages and is free to attend. 		
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	<p>The event will feature a range of activities and events for attendees of all ages. From 2pm to 3pm, children can enjoy a performance by The Zaniac Alex Zerbe, a world class prop comic entertainer in the Reading Room. The Zaniac has appeared on three national television shows and holds two Guinness World Records! From 3pm to 4:30pm, there will be a Zine/Comic Workshop for teenagers and adults in the Meeting Room, with registration required.</p> <p>From 4pm to 6pm, the event will offer a variety of activities including Hood River Hobbies Board Games in the Reading Room, free comics in the Library of Things area, a casual costume contest, a photo booth, and a raffle. Attendees can also make their own buttons using the button machine.</p> <ul style="list-style-type: none"> ○ Adult programs <ul style="list-style-type: none"> • Author Linda Meanus, Saturday, May 27, 2pm, Hood River Library. <p>LINDA MEANUS (Confederated Tribes of Warm Springs) is an educator; she shares her knowledge on traditional Indian foods at events across the American West, from elementary schools to the National Indian Child Welfare Association. This is her first book.</p> <p><i>My Name is LaMoosh</i> is the life story of Warm Springs Tribal Elder Linda Meanus. She grew up with her grandma Flora Thompson and grandpa Chief Tommy Thompson near Celilo Falls, a mighty fishery on the Columbia that was flooded in 1957 by the construction of The Dalles Dam. Linda persevered through this historic trauma and life's challenges to teach young people about the Indigenous ways of the Columbia River.</p> <ul style="list-style-type: none"> • Hood River Book Club meets the second Wednesday of the month at 12:30 p.m. Hood 		
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	<p>River Library Meeting Room & Zoom. June book selection is <i>Sweetness at the Bottom of the Pie</i> by Alan Bradley.</p> <ul style="list-style-type: none"> • Cascade Locks Book Club meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. • Writing Group: Every Wednesday 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 <ul style="list-style-type: none"> • Library Teen Council: 1st week of the month on Wednesdays and Saturdays. The council will plan the month's projects and programs. Teens are welcome to meet up, work on projects, and earn volunteer hours any time during the month. Teen Librarian Rachel will be available to meet with, help out, suggest ideas, and get snacks for teens throughout the month. Projects will be posted in the Teen Space and on the Teen Discord. • Magic the Gathering game night, 2nd and 4th Friday, 4:00pm in the Library Theater. Play Magic the Gathering. Sponsored by Hood River Hobbies. ○ Children's programs <ul style="list-style-type: none"> • Storytimes <ul style="list-style-type: none"> • Family Storytime – Hood River Library Thursdays at 10:30 a.m. <ul style="list-style-type: none"> ○ 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! 		
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	<ul style="list-style-type: none"> • Lapsit Storytime – Hood River Library, Tuesdays 10:30am <ul style="list-style-type: none"> ◦ 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 <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> ◦ Wednesdays 10:30am, ages 3-6 ◦ Fridays 3:30pm, ages 6-12 <ul style="list-style-type: none"> ▪ 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 		
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	branches have open crafting every Saturday from 10am-2pm. We offer a variety of supplies and the only thing required is their imagination!		
VII.	Old Business		
VIII.	New Business		
	i. 2023-24 salary schedule <i>Attachments:</i> <ul style="list-style-type: none"> VIII.i. 2023-24 and 2022-23 salary schedule <p>I propose the attached salary schedule for next fiscal year, which requires Board approval. This salary schedule gives all employees a 3.2% cost-of-living increase. The budget committee approved the budget with the current salary schedule at their meeting on May 9, 2023.</p>	Motion	Rachael Fox
	ii. Hood River County Library Facade Restoration <p>Attachment: VIII.ii. Proposal Northwest Restoration</p> <p>In accordance with Oregon's public contracting rules, I sought three bids for the restoration of the historic entrance to the Hood River County Library. We received one bid of \$18,800 from Northwest Restoration, a Milwaukie-based company. This bid includes washing all concrete surfaces, removing loose concrete and previously installed patches, and re-patching with new materials that match the original. All work will adhere to the standards for the treatment of historical properties.</p> <p>Back in 2019, we received a quote for this project from another company, which came in at \$25,000. However, thanks to the Library Foundation's fundraising efforts last fiscal year, we have secured \$12,000 for the restoration. The remaining \$6,800 will be covered by the Capital Equipment Reserve Fund.</p> <p>I recommend that we accept the bid from Northwest Restoration for \$18,800. Please note that this amount exceeds my spending authority, and I request board approval for this purchase.</p>	Motion	Rachael Fox
	iii. Library Board Code of Ethics <p>I suggest that we discuss the possibility of implementing a Library Board Code of Ethics. Many libraries across the nation have already adopted such codes that affirm their Board member's commitment to advocate for library services. The proposed code could include statements on adhering to</p>	Discussion	Rachael Fox

	<p>professional ethical codes, rules, and guidelines set by the American Library Association (ALA) and complying with the ALA Library Bill of Rights, as required by Oregon law and public library standards. Additionally, the code could emphasize representing all patrons and potential patrons fairly and equally and protecting library users' privacy and confidentiality.</p> <p>We can discuss examples of other libraries that have implemented such codes during our meeting and decide if it is something the Library Board wants to pursue.</p>		
	<p>iv. Bookmobile Specialist job description Attachment: VIII.iii. Bookmobile Specialist job description</p> <p>The budget committee has given its approval to the budget which includes funds for hiring a new Bookmobile Specialist. The position will cater to patrons of all ages throughout the county and will involve driving and maintaining the bookmobile, as well as providing library services for individuals ranging from babies to seniors. Additionally, the Bookmobile Specialist will collaborate with the Program Services Team to develop and offer a variety of services, programs, and events.</p> <p>I look forward to any questions or comments regarding this new position.</p>	Motion	Rachael Fox
	v. Executive Session: Library Director Evaluation		Jean Sheppard
IX.	Announcements		
	i. Comments from board members		All
	ii. Requests from Library Director		Rachael Fox
	<p>ii. Agenda items for next meeting</p> <ul style="list-style-type: none"> • 2023-24 budget approval • Approval of recurring payments for 2023-24 • Discussion of 2023-24 President and Vice-President positions • Discussion of 2023-24 regular meeting time • Library Director Contract approval 		Jean Sheppard
X.	Adjournment regular meeting		Jean Sheppard

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

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Board of Directors
Regular Meeting Minutes
Tuesday, April 18, 2023, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Members present: Brian Hackett, Megan Janik, and Sara Marsden

Members absent: Karen Bureker, Jean Sheppard

Staff present: Library Director Rachael Fox and Assistant Director Mo Burford

Public: None present

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

Agenda Items		Action	Responsible
I.	Call to Order Library Director Rachael Fox called the meeting to order at 7:02pm. The Board President and Vice President were unable to attend. Marsden nominated Hackett as the temporary Presiding Officer. Janik seconded. The motion carried unanimously.	Motion	Rachael Fox
II.	Approval of the agenda (additions/corrections/deletions) Janik made a motion to approve the agenda. Marsden seconded. The motion carried unanimously.	Motion	Brian Hackett
III.	Approval of the consent agenda Janik made a motion to approve the agenda. Marsden seconded. The motion carried unanimously.	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest None stated.		Brian Hackett
V.	Public comment (3 minutes each) None present.		Brian Hackett
VI.	Reports		
	i. Friends update There was nothing to add to the written report.		Rachael Fox
	ii. Foundation update There was nothing to add to the written report.		Rachael Fox
	iii. March Financial Statements Fox received the statements before the meeting but wasn't able to review them beforehand. However, they will be included in the Budget Committee Packet, and she'll present them at the upcoming board meeting. When Hackett asked about the delay,		Rachael Fox

	Fox explained that it hinged on when Hood River County releases the tax information and how much time the accountant requires to process the financials.		
	iv. Director's report There was nothing to add to the written report.		Rachael Fox
VII.	Old Business		
VIII.	New Business		
	i. Security Camera Policy Marsden nominated Hackett as the temporary Presiding Officer. Janik seconded. The motion carried unanimously.	Motion	Hackett
	ii. Budget preview discussion Hackett expressed his satisfaction with the proposed budget, which indicated that the District is regularly covering expenses instead of relying on uncertain sources like grants or Feast of Words. Fox acknowledged this fact but also mentioned that the Friends and Foundation cover certain expenses, such as a portion of the Bookmobile and other items. However, both organizations can raise the necessary funds for these expenses annually.	Discussion	Rachael Fox
	iii. Capital Equipment purchases Hackett and Marsden voiced their concern about leaving the old heating/cooling unit in the Columbia Gorge History room. They suggested looking into the cost of removing the unit and repairing the roof. It was proposed that the project could be completed when the flat roof is replaced. Fox agreed that this was a good strategy. Hackett also recommended considering the removal of the two small units and connecting them to the rooftop AC unit when it's replaced in twenty years. Fox noted that she would make a record in the District's files to explore this possibility in the future. Janik made a motion to approve the purchase of the Mitsubishi indoor heating and cooling unit and the drinking fountain/bottle filler unit. Marsden seconded. The motion carried unanimously.	Motion	Rachael Fox
IX.	Announcements		
	i. Comments from board members No comments.		All
	ii. Requests from Library Director No requests.		Rachael Fox
	ii. Agenda items for next meeting <ul style="list-style-type: none"> Tuesday, May 10, 2022, 6:00-8:00p: First Budget Committee meeting 		Hackett

	<ul style="list-style-type: none"> • Tuesday May 17, 2022, 6.00-7.00p: Second Budget Committee meeting, if needed. • Policy • Library Director evaluation 		
X.	Adjournment regular meeting The meeting was adjourned at 7:45pm.		Hackett

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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements March 31, 2023

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

KENNETH L. ONSTOTT, c.p.a.
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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 March 31, 2023, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and nine 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
April 14, 2023

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$101,936			\$101,936
Cash with Hood River County	1,069,712	\$74,513	\$138,028	1,282,253
Petty cash	416			416
Total Current Assets	<u>1,172,064</u>	<u>74,513</u>	<u>138,028</u>	<u>1,384,605</u>
TOTAL ASSETS	<u>\$1,172,064</u>	<u>\$74,513</u>	<u>\$138,028</u>	<u>\$1,384,605</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,580			\$2,580
Total Current Liabilities	<u>2,580</u>	<u>0</u>	<u>0</u>	<u>2,580</u>
Total Liabilities	<u>2,580</u>	<u>0</u>	<u>0</u>	<u>2,580</u>
Fund Balances:				
Unassigned	1,169,484	74,513	138,028	1,382,025
TOTAL LIABILITIES & FUND BALANCES	<u>\$1,172,064</u>	<u>\$74,513</u>	<u>\$138,028</u>	<u>\$1,384,605</u>

See Independent Accountants' Compilation Report

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

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$16,310		\$16,310
Property tax revenues - current year	1,101,421			1,101,421
Property tax revenues - prior year	25,365			25,365
Fines and fees	3,008			3,008
Intergovernmental revenue	0	81,600		81,600
Interest revenue	16,567		\$1,905	18,472
Miscellaneous	0			0
Total Revenues	1,146,361	97,910	1,905	1,246,176
Expenditures:				
Personal services:				
Wages and salaries	412,826	1,026		413,852
Employee benefits	128,727	99		128,826
Total Personal Services	541,553	1,125	0	542,678
Materials and services:				
Bank charges	144			144
Bookmobile	1,173	588		1,761
Building rental	11,416			11,416
Building maintenance	15,946	2,770		18,716
HVAC	20,461			20,461
Elevator	940			940
Telephone	3,981			3,981
Internet	5,174			5,174
Collection development	57,140	34,833		91,973
Technology	13,610	1,783		15,393
Accounting and auditing	23,552			23,552
Courier	407			407
Custodial services	24,558			24,558
Technical services	3,479			3,479
Library consortium	15,236			15,236
Copiers	2,522			2,522
Elections expense	0			0
Furniture and equipment	8,640	28,090		36,730
Insurance	16,255	508		16,763
Georgiana Smith Memorial Garden	15,408			15,408
Legal services	1,207			1,207
Professional services	18,862			18,862
Dues and subscriptions	2,015			2,015
Miscellaneous	2,313			2,313
Postage and freight	1,009			1,009
Printing	553			553
Programs	14,724	60,244		74,968
Advertising	1,881			1,881
Supplies - office	11,729	223		11,952
Travel	1,600			1,600
Training	2,100			2,100
Board development	752			752
Parking reimbursement	0			0
Electricity	12,498			12,498
Garbage	1,254			1,254
Natural gas	6,658			6,658
Water & sewer - building	3,729			3,729
Total Materials and Services	322,926	129,039	0	451,965
Capital outlay	0	3,990	16,062	20,052
Total Expenditures	864,479	134,154	16,062	1,014,695
Revenues Over Expenditures	281,882	(36,244)	(14,157)	231,481
Other Financing Sources (Uses)				
Operating transfers in			20,000	20,000
Operating transfers out	(20,000)			(20,000)
Total Other Financing Sources (Uses)	(20,000)	0	20,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	261,882	(36,244)	5,843	231,481
Fund Balance - July 1, 2022	907,602	110,757	132,185	1,150,544
Fund Balance - March 31, 2023	\$1,169,484	\$74,513	\$138,028	\$1,382,025

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2023

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$7,627	\$1,101,421	\$1,103,210
Tax revenues - prior year	482	25,365	20,000
Interest revenue	3,625	16,567	7,000
Fines and fees	185	3,008	3,000
Intergovernmental revenue	0	0	0
Miscellaneous	0	0	0
Total Revenues	11,919	1,146,361	1,133,210
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	578	5,683	8,767
Library clerk II	13,226	109,616	121,026
Library assistant I	5,328	51,755	69,862
Library assistant II	5,316	51,116	67,725
Librarian I	7,789	76,720	143,676
Librarian II	5,540	49,225	66,477
Library director	7,682	68,711	92,186
Payroll taxes and benefits:			
Retirement	6,912	32,220	45,765
Social security	3,430	31,329	43,583
Workers' compensation	20	958	1,300
Health insurance	6,324	60,717	153,660
Unemployment insurance	314	3,143	5,128
Paid family and medical leave	0	0	2,848
Other employee benefits	360	360	0
Total Personal Services	62,819	541,553	822,003
Materials and services:			
Bank charges	16	144	300
Bookmobile	228	1,173	5,000
Building rental	1,115	11,416	15,200
Building maintenance	3,618	15,946	20,000
HVAC	2,104	20,461	15,000
Elevator	0	940	2,315
Telephone	703	3,981	5,200
Internet	258	5,174	5,840
Collection development	7,184	57,140	90,000
Technology	1,083	13,610	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 Nine Months Ended
March 31, 2023

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	2,592	24,558	30,000
Technical services	0	3,479	4,000
Library consortium	0	15,236	15,400
Copiers	330	2,522	3,500
Elections expense	0	0	3,000
Furniture and equipment	1,315	8,640	4,000
Insurance	(2,178)	16,255	21,000
Georgiana Smith Memorial Garden	838	15,408	20,000
Legal services	88	1,207	4,000
Professional services	0	18,862	25,000
Membership dues	(201)	2,015	4,000
Miscellaneous	27	2,313	1,500
Postage and freight	36	1,009	1,000
Printing	0	553	500
Programs	1,019	14,724	20,000
Advertising	(157)	1,881	2,000
Office supplies	1,342	11,729	14,000
Travel	0	1,600	4,000
Training	0	2,100	3,000
Board development	0	752	1,500
Parking reimbursement	0	0	500
Electricity	1,396	12,498	20,000
Garbage	142	1,254	2,000
Natural gas	1,103	6,658	10,000
Water & sewer - building	407	3,729	5,600
Total Materials and Services	24,408	322,926	422,655
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	87,227	864,479	1,344,658
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(20,000)	(20,000)
Total Other Financing Sources (Uses)	0	(20,000)	(20,000)
Change in Fund Balance	(\$75,308)	\$261,882	(\$231,448)

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HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2023

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$3,209	\$16,310	\$320,000
Intergovernmental revenue	0	81,600	0
Total Revenues	<u>3,209</u>	<u>97,910</u>	<u>320,000</u>
Expenditures:			
Personal services	0	1,125	11,600
Materials and services:	1,751	129,039	278,400
Capital outlay	0	3,990	100,000
Total Expenditures	<u>1,751</u>	<u>134,154</u>	<u>390,000</u>
Change in Fund Balance	<u><u>\$1,458</u></u>	<u><u>(\$36,244)</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 Nine Months Ended
March 31, 2023

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$342	\$1,905	\$1,000
Other Financing Sources			
Transfer from General Fund	0	20,000	20,000
Total Revenues and Other Sources	<u>342</u>	<u>21,905</u>	<u>21,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	16,062	125,000
Total Expenditures	<u>0</u>	<u>16,062</u>	<u>125,000</u>
Change in Fund Balance	<u><u>\$342</u></u>	<u><u>\$5,843</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 Nine Months Ended March 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	Safety Grant	Total
Revenues:															
Donations and grants	\$0	\$0	\$2,214	\$12,000	\$0	\$0	\$0	\$5,154	\$0	\$74,972	\$1,474	\$0	\$0	\$2,096	\$16,310
Intergovernmental revenue															81,600
Total Revenues	0	0	2,214	12,000	0	0	0	5,154	0	74,972	1,474	0	0	2,096	97,910
Expenditures:															
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	0	0	1,125
Materials and services:															
Bookmobile										588					588
Building maintenance		2,770													2,770
Supplies - office		10,756		2,944	3,828					223					223
Collection development										15,831	1,474				34,833
Technology										1,783					1,783
Programs			2,127	5,393	478		2,737		2,125	41,264		221			60,244
Furniture & equipment		9,681		8,965						9,444					28,090
Property and liability insurance										508					508
Total Materials and Services	0	29,106	2,127	17,302	4,306	0	2,737	0	2,125	69,641	1,474	221	0	0	129,039
Capital outlay															
	0	0	0	0	0	0	0	0	0	3,990	0	0	0	0	3,990
Total Expenditures	0	29,106	2,127	17,302	4,306	0	2,737	0	3,250	73,631	1,474	221	0	0	134,154
Net Change in Fund Balance	0	(29,106)	87	(5,302)	(4,306)	0	(2,737)	5,154	(3,250)	1,341	0	(221)	0	2,096	(36,244)
Fund Balance - July 1, 2022	338	71,752	2,041	16,208	10,150	1,781	2,737	0	3,250	0	0	0	2,500	0	110,757
Fund Balance - March 31, 2023	\$338	\$42,646	\$2,128	\$10,906	\$5,844	\$1,781	\$0	\$5,154	\$0	\$1,341	\$0	(\$221)	\$2,500	\$2,096	\$74,513

See Independent Accountants' Compilation Report

Salary Schedule, 2023-24

Steps:	1	2	3	4	5	6	7
Clerk I		\$14.21 \$29,557	\$14.49 \$30,139	\$14.78 \$30,742	\$15.08 \$31,366	\$15.38 \$31,990	\$15.69 \$32,635
Clerk II	\$16.03 \$33,342	\$16.35 \$34,008	\$16.68 \$34,694	\$17.01 \$35,381	\$17.35 \$36,088	\$17.70 \$36,816	\$18.05 \$37,544
Library Assistant I	\$19.26 \$38,813	\$19.65 \$40,872	\$20.04 \$41,683	\$20.44 \$42,515	\$20.85 \$43,368	\$21.27 \$44,242	\$21.70 \$45,136
Library Assistant II	\$22.13 \$44,595	\$22.57 \$46,946	\$23.02 \$47,882	\$23.48 \$48,838	\$23.95 \$49,816	\$24.43 \$50,814	\$24.92 \$51,834
Librarian I	\$26.55 \$53,526	\$27.08 \$56,326	\$27.62 \$57,450	\$28.17 \$58,594	\$28.73 \$59,758	\$29.30 \$60,944	\$29.89 \$62,171
Librarian II	\$32.33 \$65,156	\$32.98 \$68,598	\$33.64 \$69,971	\$34.31 \$71,365	\$35.00 \$72,800	\$35.70 \$74,256	\$36.41 \$75,733
Library Director	\$43.10 \$86,875	\$43.96 \$91,437	\$44.84 \$93,267	\$45.74 \$95,139	\$46.65 \$97,032	\$47.58 \$98,966	\$48.53 \$100,942

Range approved by the Board of Directors,
Steps established by Library Director, May 9, 2023

Salary Schedule, 2022-23

Steps:	1	2	3	4	5	6	7
Clerk I	\$13.50 \$28,080	\$13.77 \$28,642	\$14.05 \$29,224	\$14.33 \$29,806	\$14.62 \$30,410	\$14.91 \$31,013	\$15.21 \$31,637
Clerk II	\$15.53 \$32,302	\$15.84 \$32,947	\$16.16 \$33,613	\$16.48 \$34,278	\$16.81 \$34,965	\$17.15 \$35,672	\$17.49 \$36,379
Library Assistant I	\$18.66 \$38,813	\$19.03 \$39,582	\$19.41 \$40,373	\$19.80 \$41,184	\$20.20 \$42,016	\$20.60 \$42,848	\$21.01 \$43,701
Library Assistant II	\$21.44 \$44,595	\$21.87 \$45,490	\$22.31 \$46,405	\$22.76 \$47,341	\$23.22 \$48,298	\$23.68 \$49,254	\$24.15 \$50,232
Librarian I	\$25.73 \$53,526	\$26.24 \$54,579	\$26.76 \$55,661	\$27.30 \$56,784	\$27.85 \$57,928	\$28.41 \$59,093	\$28.98 \$60,278
Librarian II	\$31.33 \$65,156	\$31.96 \$66,477	\$32.60 \$67,808	\$33.25 \$69,160	\$33.92 \$70,554	\$34.60 \$71,968	\$35.29 \$73,403
Library Director	\$41.76 \$86,875	\$42.60 \$88,608	\$43.45 \$90,376	\$44.32 \$92,186	\$45.21 \$94,037	\$46.11 \$95,909	\$47.03 \$97,822

Range approved by the Board of Directors,
Steps established by Library Director, May 10, 2022

NORTHWEST MASONRY RESTORATION LLC

5691 SE International Way Ste. E, Milwaukie, OR 97222

Phone: 503-653-0700 Fax: 503-653-0701 Web: nwmasonryrest.com CCB# 213528

April 26, 2023

Hood River County Library District
Attn: Rachael Fox
502 State St.
Hood River, OR 97031
Ph: 541-387-7062

Estimator / Phone
Rick McAdams / 503-318-7638

Proposal / Agreement

I propose to supply all labor and materials necessary to complete the following at the **Hood River County Library**:

Concrete Patching at Front Entry

- Wash all concrete surfaces of front entrance using commercial detergents where required.
- Remove loose concrete and patch back to original configuration, color and consistency.
- Remove and previously installed concrete patches and re-patch with new materials to match original building configuration, color and consistency.
- All new work to conform to standards for the treatment of historical properties.
- All work to be performed during normal business hours. Front entry may need to be closed during some of the repairs.
- Includes labor, materials, scaffolding, and lifts necessary to complete work.
- Excludes work at any location other than front entry.

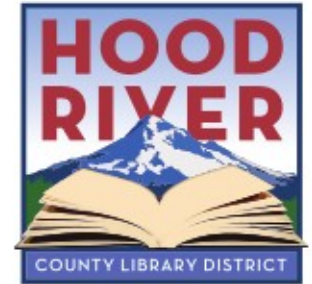
All of the above to be completed in a substantial and workman like manner according to standard practices for the sum of: \$18,800.00

Dated: 4-26-23



Rick McAdams - Northwest Masonry Restoration LLC

Job Description



Position Title: Bookmobile Specialist

Classification: Library Assistant II (Full-time 32 hours per week)

Exempt/Non-exempt: Non-exempt

Salary Range: \$21.44 to \$24.15

Benefits: Health, Retirement, Paid Leave

General Statement of Duties

The Bookmobile Specialist is responsible for operating and managing the library's bookmobile and providing a range of library services to patrons at various community locations. This position requires excellent customer service skills, knowledge of library procedures, and the ability to work independently and collaboratively with other staff.

Supervision Received

Works under the general supervision of the Library Director.

Supervision Exercised

Directs the activities of staff and volunteers assisting with bookmobile responsibilities. Supervision of employees not involved with bookmobile is not a normal function of this position. This position may also be assigned to be the Person-in-Charge of the building, in the absence of the Library Director, Librarians, and other senior staff.

Essential Duties and Responsibilities

- Safely and effectively operate the Sprinter Van bookmobile while driving to various community locations.
- Provides access to library services and materials to those who may not be able to visit the physical library. This includes reaching out to and serving underserved populations, such as Spanish-speaking families, youth and seniors.
- Provide friendly and courteous customer service to patrons from diverse backgrounds and cultures.
- Promote library services and programs to bookmobile patrons and at community events.
- Perform circulation, reader's advisory, and reference services for patrons.
- Select materials from other library locations to rotate into the bookmobile collection.
- Offer reference and technology support to patrons.
- Collaborate with the Bilingual Outreach Librarian to develop and execute bookmobile outreach programs and events, including organizing and presenting storytimes and other engaging activities that promote literacy and learning in the community.
- Collaborates effectively with the Program Services Team.
- Establish and maintain relationships with community partner organizations.
- Coordinate the bookmobile route with partner organizations, and evaluate and update the route as needed.
- Perform regular maintenance and cleaning of the bookmobile, including minor repairs and restocking of materials.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

- Keep accurate records of bookmobile circulation, vehicle maintenance, program attendance, and patron feedback.

Secondary Duties:

- May be in charge of the building in the absence of other supervisory staff.
- Serve on assigned committees as required.
- Attend meetings and training seminars as necessary.
- Engage in continuous professional development.
- Support and contribute to special projects as needed.
- Perform additional job-related duties as assigned.

Knowledge, Skills and Abilities

- Possess knowledge of library classification systems, such as the Dewey Decimal Classification.
- Proficiency in using integrated library system software, public catalogs, and bibliographic utilities.
- Familiarity with various types of literature and audiovisual materials, both contemporary and classical.
- Basic computer skills, including knowledge of the Internet and common office applications such as word processors.
- Ability to process and repair library materials in various formats.
- Fluency in English, with proficiency in spoken and written Spanish being preferred.
- Proficiency in reading, writing, and interpreting routine documents such as reports, correspondence, policies, and procedures.
- Effective communication skills both verbally and in writing to interact with the public and staff.
- Ability to handle a variety of practical problems and unpredictable situations, especially while working at the public service desk.
- Visual acuity including close vision, distance vision, color vision, peripheral vision, and depth perception, with the ability to adjust focus.
- Capability to perform essential job functions with or without accommodation.

Required Qualifications

- Two years experience working in customer service, preferably in a public library.
- Valid driver's license and the ability to meet the Library District's driving standards; willingness to drive a Mercedes Sprinter Van.

Desired/Preferred Education, Experience and Qualifications

- Bachelor's degree from an accredited institution, or equivalent.
- Any equivalent combination of education and experience satisfying the above.

Essential Physical Abilities and Working Conditions

- The Library Assistant II is a full-time position, 32 hours per week. Some weekend and evening hours are required.
- Stands or walks 50% of the time, 75% of the time when assigned to the bookmobile.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Moves back and forth between all areas of the library.

- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- May be asked to work at any library branch within the district.
- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.

Tools and equipment used

Personal computer, including the Internet, general office applications, and integrated library system software; book carts; copy machines; telephones; book bins, magazine storage racks and boxes; microfilm readers; general office tools; calculators; media players; e-readers; smart phones; tablets; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Appointees will be subject to completion of a standard 90 day trial period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____ Date: _____

Direct Supervisor/Manager: _____ Date: _____

Effective Date: May 16, 2023

Last revised: May 16, 2023