

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**

Tuesday, July 16, 2024, 7:00pm  
Library Meeting Room and Zoom  
502 State St, Hood River

**Library Board:**

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

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/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

<b>Agenda Items</b>		<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b>		Brian Hackett
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b>	<b>Motion</b>	Brian Hackett
<b>III.</b>	<b>Board Officer Elections</b>	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Approval of the consent agenda</b> <b>i. Minutes from the June 18, 2024 regular board meeting</b>	<b>Motion</b>	President
<b>V.</b>	<b>Actual or potential conflicts of interest</b>		President
<b>VI.</b>	<b>Public comment (3 minutes each)</b>		President
<b>VII.</b>	<b>Reports</b>		
	<b>i. Friends update</b>		Rachael Fox
	<b>ii. Foundation update</b>		Rachael Fox
	<b>iii. May and June 2024 Financial Statements</b>		Rachael Fox
	<b>iv. Director's report</b>		Rachael Fox

<b>VIII. Old Business</b>		
<b>IX. New Business</b>		
<b>i. Resolution establishing a regular meeting day, time, and location for 2024-25</b>	<b>Motion</b>	President
<b>ii. Appointing agents of record</b>	<b>Motion</b>	President
<b>iii. Hood River County Library District Code of Ethics for Members of the Board of Directors</b>		President
<b>iv. Bid for Electrical Work</b>	<b>Motion</b>	President
<b>v. Photocopier lease agreement</b>	<b>Motion</b>	President
<b>vi. Technology Policy</b>	<b>Motion</b>	President
<b>vii. Health Insurance Renewal</b> Last year, we renewed early (September 1) due to PacificSource no longer having Providence in-network. We will renew again on September 1. Our insur		President
<b>viii. Discussion of Friends of the Library and Library Foundation liaisons</b>		
<b>X. Announcements</b>		Rachael Fox
<b>i. Comments from board members</b>		All
<b>ii. Requests/Comments from Library Director</b>		Rachael Fox
<b>XI. Agenda items for next meeting</b>		President
<b>XII. Adjournment regular meeting</b>		President

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**  
**Supplementary information**  
 Tuesday, July 16, 2024, 7:00pm  
 Library Meeting Room and Zoom  
 502 State St, Hood River


**Library Board:**

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

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/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

<b>Agenda Items</b>		<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b>		Brian Hackett
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b>	<b>Motion</b>	Brian Hackett
<b>III.</b>	<p><b>Board Officer Elections</b></p> <p>Annually, the Board elects a President and Vice President, as delineated in the Board Governance Policy. Nominations can be taken from the floor. Successful candidates require a majority of the vote in favor.</p> <p>If there are any changes, the newly elected President will need to state the new President, Vice President, Library Director Rachael Fox and Assistant Director Mo Burford are authorized to sign checks for the District and then Fox will alert the district bank to update the bank signature card.</p>	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<p><b>Approval of the consent agenda</b></p> <p><b>i. Minutes from the June 18, 2024 regular board meeting</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>• IV.i. Minutes from the June 18, 2024 regular Library Board meeting</li> </ul>	<b>Motion</b>	President
<b>V.</b>	<b>Actual or potential conflicts of interest</b>		President

<b>VI. Public comment (3 minutes each)</b>		President
<b>VII. Reports</b>		
<p><b>i. Friends update</b></p> <ul style="list-style-type: none"> <li>The new bookshelves purchased by the Friends of the Library for the entryway book sale area were installed this month. The additional height and width of the new shelves allow a greater number of books to be displayed and sold.</li> </ul>  <ul style="list-style-type: none"> <li>The Friends of the Library reelected Vice President – Rebecca Abrams and elected a new Secretary – Karen Jaeger. Secretary. Erma Hickman resigned from the role of Secretary after many years of service Hickman will remain active with the Friends of the Library.</li> <li>The Friends do not meet in July or August.</li> </ul>		Rachael Fox
<p><b>ii. Foundation update</b></p> <ul style="list-style-type: none"> <li>The Library Foundation requested a project for the Feast of Words 2025. I recommended two projects:           <ol style="list-style-type: none"> <li><b>1. RFID (Radio Frequency Identification).</b> There are benefits of RFID:               <ul style="list-style-type: none"> <li>Shelf Management Library staff can run a handheld RFID reader along each shelf without pulling items off to detect items with exception statuses (e.g., lost, trace, missing, claimed returned) and they can search within specific parameters</li> </ul> </li> <li>Patron Self Service and Increased Efficiency for Library Staff               <ul style="list-style-type: none"> <li>RFID self-checkout is 3-4 times faster than barcode self-checkout</li> </ul> </li> </ol> </li> </ul>		Rachael Fox

	<ul style="list-style-type: none"> <li>○ Patrons can process small stacks of items simultaneously on an RFID antenna</li> <li>○ Security bit within RFID tag automatically turns off upon checkout</li> <li>• <b>Item Identification and Security</b> <ul style="list-style-type: none"> <li>• Single tag contains circulation information and security bit</li> <li>• No extra steps to activate or deactivate security when charging items</li> <li>• RFID gates can register item's barcode if alarm is triggered</li> <li>• System compiles log of item titles and statistics for replacement management</li> </ul> </li> </ul> <p><b>2. New Website</b></p> <p>We found a vendor that specializes in library websites. They created The Dalles Wasco Library website. The new website will have a cleaner interface and a great calendar tool for easy viewing of scheduled library programs</p> <p>The Library Foundation wants to raise funds for both projects, with a total cost of \$50,000. I welcome the Library Board's thoughts on these two proposed projects.</p> <ul style="list-style-type: none"> <li>• The Library Foundation will host a donor event at the library on Monday, October 7pm, 2024. Library staff will assist with event.</li> <li>• The Library Foundation sells bricks to be laid along the path of the Georgiana Smith Memorial Garden. Bricks are sold once a year at the cost of \$75 each and inscribed with the wording of the donor's choice. Visit the <a href="#">Library Foundations website</a> for more information, or pick up a brick order form at the Hood River Library.</li> <li>• The Library Foundation does not meet in July or August.</li> </ul>		
	<p><b>iii. May and June 2024 Financial Statements</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>• VII.iii. May 2024 Financial Statements</li> <li>• VII.iii. June 2024 Financial Statements</li> </ul> <p>The May 2024 Financial Statements reflect a correction of funds that were deducted from the March financial statements.</p>		Rachael Fox

	<p>The new finance director of Hood River County provided an explanation for this discrepancy:</p> <p>The former finance director made an entry in March that negatively affected all Districts. This error was related to a bond call on March 31st, which was in float between the investment account and the main operating account. The new director has since reversed this entry and collaborated with an outside CPA to resolve the issue, resulting in the addition of funds shown in the May 2024 statements.</p> <p>At the end of the 2024-25 fiscal year, the District's General Fund ended with \$926,692. This is \$16,692 more than I estimated in our annual budget.</p>		
	<p><b>iv. Director's report</b></p> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>We plan to enhance security at the Hood River Library by installing cameras, an idea discussed at our library board meeting on April 16, 2024.</li> </ul> <p>The process involves two phases. In the temporary phase, we will place cameras with SD card memory storage at service desks. For the permanent phase, we are seeking a quote from a local company to install a high-tech camera system, with cameras at service desks and building entrances/exits. These cameras will provide footage of incidents with patrons, allowing us to obtain images of trespassed individuals for our library team and supply information to authorities when necessary.</p> <p>The Cascade Locks and Parkdale libraries already have camera systems in place. This camera setup will improve our ability to monitor and respond to security concerns effectively.</p> <p>Additionally, we are exploring the installation of panic buttons at our Hood River service desks for added security.</p> <ul style="list-style-type: none"> <li>I am still working with HR Answers to update our job descriptions and employee evaluation process and anticipate. Moving forward, we will use job descriptions as a tool that can be used in many areas including compensation, ADA, Worker's compensation, training/development, and evaluations. We have not</li> </ul>		<p>Rachael Fox</p>

updated our evaluation process since the District was formed in 2011. The new evaluation process will align more with fulfilling one's job descriptions.

- I will be working on the Feast of Words projects from 2023 and 2024. This involves new signage at the Hood River, Cascade Locks, and Parkdale libraries. The projects also includes a covered outdoor area in Hood River and the installation of new circulation desks in the Hood River Library.

### **Facilities**

- **Videoconferencing system:** The Hood River Library meeting room, used by over 400 groups annually, offers hybrid meetings. Our current system was designed for a smaller space, which makes it difficult for in-person and remote participants to communicate effectively during hybrid meetings. Thanks to the Library Foundation we will be installing a new system with a centrally located camera and microphone, speakers in each corner, and a control unit. This upgrade will significantly enhance the patron experience. We have started the process and should expect installation to be completed this summer.

### **Programs and Services**

- **Magazines Now Available in Libby**

The magazine collection includes access to over 4,000 different titles — which are always available, meaning no holds and no waiting.

The program staff have been working hard to provide creative programming for this spring. Here is a list of July programs.

- **Summer Reading Began Tuesday, June 22nd**  
Summer reading sign-up and all program dates and details are available on our [website](#). We'll have performers and events at Hood River, Cascade Locks, Parkdale locations and the community of Odell throughout the summer! Prizes for all ages. We have over 800 children signed up for our summer reading program. This is almost double the amount we had participate last year.
- Every month, we will highlight nationally recognized heritage months and holidays at our library, providing a

platform for celebration and exploration. Many libraries across the nation also participate in honoring these same occasions.

The Hood River County Library District provides free and equitable access to cultural and educational experiences. The library celebrates ideas, promotes creativity, connects people, and enriches lives, with an emphasis on promoting literacy and equity in library collections, services, and programs.

Discover the diverse range of materials available in our collection. Visit the library, search our online catalog, download ebooks and audiobooks or stream movies.

Disability Pride Month is celebrated every July to honor the disability community's history, achievements, experiences, and struggles. It originated in the United States in 1990 to commemorate the passage of the Americans with Disabilities Act (ADA) on July 26.

- **Adult programs**

- **Water-Wise Gardening with the Columbia Gorge Master Gardeners**, Saturday, July 13 at 10:00am, Hood River Library Garden. Discover water-wise gardening tips from Columbia Gorge Master Gardeners at the Hood River Library Garden on July 13 at 10am.
- **Get to Know Your Library of Things: Mandolin Slicer & Fermentation Crock**, Tuesday, July 23 at 5:30pm, Hood River Library Reading Room. Join us for a demonstration by an expert from the OSU Extension Services on the many uses of a mandolin slicer and fermentation crock, along with instruction for how to make sauerkraut using these versatile items. This presentation is part of a larger series of classes offered at the Hood River and Cascade Locks libraries to help patrons safely and efficiently use some of the food preparation equipment in our Library of Things collection.
- **Yoga for adults**, Saturdays, 10:30am-11:30am, Hood River Library Meeting Room. Join our weekly yoga classes taught by Snapdragon Yoga, beginning June 1st. Open to adults, the program is available as



a drop-in course every Saturday through August 31st.

- Hood River Book Club meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & [Zoom](#).
- **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**

- **Science Lab** with Talewise Science, Thursday, July 11 at 3:00pm, Hood River Library Meeting Room. Get hands on with some science this summer. Experiments include things such as confetti cannons and other activities with common (and uncommon) items.
- **Tie+Dye Workshop** with Studio AWESome, Thursday, July 18 at 3:00pm, Hood River Library Meeting Room. Create fun and beautiful works of tie+dye art led by teacher and artist Kim. Supplies provided for up to 20 participants.
- **Movie Nights: Cats and Ratatouille** July 19th and 20th, at 5 pm in the Library Theater. July movie nights will be a flip of a coin to see which comes first: A really great movie or an infamously bad one. Snacks provided. Ages 13 and up.
- **Teen Lock-in**, Saturday, July 27th, 7 to 11 pm. After-hours party with karaoke, games, snacks, and the entire library to go moderately wild in. Ages 13 to 18.
- **Nature Painting with Jordan**, Tuesday, July 30th at 3 pm in the Library Gardens. Enjoy some creative time and the summertime at the same time with nature painting in the Library Gardens. Cool drinks, painting supplies, and guidance provided. All

artistic skill levels are welcome. Ages 13 to 18.

- **Teen programs are held in the Library Theater Saturdays at 2 pm.** Pick one or all that look fun and be creative, volunteer, play games, discuss books and eat snacks. Open to ages 12 to 18, please ask Teen Librarian Rachel for more info.
  - [Creative Writing Group](#), 1st Saturday of the month at 2pm
  - [Library Teen Council](#), 2nd Saturday of the month at 2pm. Teen Council will meet on the 2nd Saturday of the month to plan, prepare and participate in teen programs while earning volunteer hours and eat snacks.
  - [Gaming](#), 3rd Saturday of the month at 2pm
  - [Graphic Novel/Manga Book Group](#). 4th Saturday of the month at 2pm
- **Magic the Gathering**, 2nd and 4th Fridays of the month at 4pm in the Library Theater.
- **Children's programs**
  - **July Events - Wednesdays at 5:30pm**
    - 7/3 - Louie Foxx Magic
    - 7/10 - Oregon Bird Man
    - 7/17 - All Ages Foam Party
    - 7/24 - Messy Field Day
  - **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!
    - **Weekly playgroup and monthly storytime – Parkdale and Cascade Locks**
      - We have playgroups at our Cascade Locks and Parkdale Libraries! Each Friday from

	<p>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.</p> <ul style="list-style-type: none"> <li>• The first Friday of the month in Parkdale and the third Friday of the month in Cascade Locks we will have a librarian led storytime.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Bookmobile route</b> <ul style="list-style-type: none"> <li>• <b>Pine Grove</b>, 1st Thursday of the month           <ul style="list-style-type: none"> <li>• Early Intervention Pine Grove School 5:30pm-6:30pm</li> </ul> </li> </ul> </li> <li>○ <b>Hood River</b> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Thursday of the month, 2:30-6:00pm</li> <li>• Neighborhoods behind Rosauers           <ul style="list-style-type: none"> <li>• 2:30p-3:30p Pacific Ave (street parking)</li> <li>• 3:30p-4:30p Sieverkropp Dr (street parking)</li> <li>• 5:00p-6:00p Wyeast Vista Apartments 1800 8th st.</li> </ul> </li> </ul> </li> <li>○ <b>Hood River</b> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Thursday of the month, 2:30-6:00pm           <ul style="list-style-type: none"> <li>○ 2:30p-3:30p Walmart parking lot</li> <li>○ 3:30-4:30p Hood River Crossings Apartments 3145 Cascade Ave.</li> <li>○ 5:00p-6:00p Columbia View Apartments 1695 Oak St.</li> </ul> </li> </ul> </li> <li>○ <b>Hood River</b> <ul style="list-style-type: none"> <li>• Every 4<sup>th</sup> Thursday of the month           <ul style="list-style-type: none"> <li>• 3:00-4:00pm Hood River Rockford Grange</li> <li>• 5-7pm Mercado del Valle, Odell (2nd and 4th Thursday)</li> </ul> </li> </ul> </li> <li>○ <b>Senior facilities</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Friday of the month, 10am-12:30pm</li> </ul> </li> <li>○ <b>Odell</b> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> and 4<sup>th</sup> Saturdays           <ul style="list-style-type: none"> <li>• 10:30a-12:00p Mobile Home Park/AGA RD</li> <li>• 12:30p-1:30p Community Park 3163 Tamarack Rd.</li> <li>• 2:30p-3:30p W'yeast Middle School 3000 Wyeast Rd.</li> </ul> </li> </ul> </li> </ul>		
<b>VIII. Old Business</b>			
<b>IX. New Business</b>			

	<p><b>i. Resolution establishing a regular meeting day, time, and location for 2024-25</b></p> <ul style="list-style-type: none"> <li>• Attachments: IX.i. Resolution 2024-25.01, establishing a regular meeting day, time, and location for 2024-25</li> </ul> <p>The Board's regular meeting time, date, and location needs to be established annually. At the June regular meeting, Board members agreed that the third Tuesday from 7:00-9:00p was a good time for regular monthly meetings.</p>	<b>Motion</b>	President
	<p><b>ii. Appointing agents of record</b></p> <ul style="list-style-type: none"> <li>• Attachments: IX.ii. Resolution 2024-25.02, appointing agents of record</li> </ul> <p>The District must appoint its insurance agents of record. We have two agents. Columbia River Insurance assists the district with general liability and property insurance, which we currently get through Special Districts Insurance Services. Century Insurance Group, LLC of Bend, Oregon assists us with employee benefits such as health insurance, which we currently get through Providence (medical and vision) and Delta Insurance for dental insurance). Both agents have been helpful. The attached resolution affirms these companies as our agents of record for the coming year.</p>	<b>Motion</b>	President
	<p><b>iii. Hood River County Library District Code of Ethics for Members of the Board of Directors</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>• IX.iii. Hood River County Library District Code of Ethics for Members of the Board of Directors</li> </ul> <p>Last year at the June 20, 2023 Library Board meeting, the Library Board approved a Code of Ethics for Members of the Library Board of Directors.</p> <p>This Code of Ethics was adopted by the Board of Directors to affirm the Board's commitment to advocate for library services while maintaining the highest standards of truth, honor, and integrity which applies to all members of the Board. Board members must affirm their commitment by signing this form within 30 days of being sworn into office and reaffirm at the first board meeting of each fiscal year.</p> <p>As this is the first Library Board meeting of the year, I request that each member reaffirm their commitment to the Board's Code of Ethics. I will provide each member with a copy of the Code to sign.</p>		President

<p><b>iv. Bid for Electrical Work</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>IX.iv. Gorge Electric bid to install snow melt heat cables</li> </ul> <p>The heat cable in two of the library's roof gutters is no longer functioning. This cable, an insulated electrical wire, is designed to prevent ice buildup inside the gutters along the roof's edge.</p> <p>Last year, a roofer and historic restoration company investigated a leak in the children's library. They determined that the leak was caused by water seeping through the brick due to improper gutter drainage during cold weather.</p> <p>To address this issue, I obtained bids from two companies:</p> <ul style="list-style-type: none"> <li>Gorge Electric: \$9,680.37</li> <li>Hire Electric Inc: \$11,418.00</li> </ul> <p>We have a positive eight-year working relationship with Gorge Electric and have been satisfied with their service.</p> <p>This bid exceed my spending authority. I request board approval to hire Gorge Electric to install new snow melt heat cable on the affected roof gutters.</p>	<p><b>Motion</b></p>	<p>President</p>
<p><b>v. Photocopier lease agreement</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>IX.v.a. Equipment order form</li> <li>IX.v.b. Lease Agreement</li> </ul> <p>Our current photocopier/scanner lease with Solutions Yes has reached the end of its five-year term. Solutions Yes has offered to provide us with an updated version of the same model for another five-year lease period. We have been satisfied with both the service and copy quality provided by Solutions Yes. We also currently lease three other smaller units from Solutions Yes. The lease is 63 months with a total lease cost of \$10,962.</p> <p>Our legal counsel, Ruben Cleveland, has reviewed and approved the contract. As the total cost exceeds my spending authority, I am requesting board approval to proceed with this new lease agreement with Solutions Yes.</p>	<p><b>Motion</b></p>	<p>President</p>
<p><b>vi. Technology Policy</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>IX.vi. Technology Policy</li> </ul> <p>I collaborated with our legal counsel, Ruben Cleaveland, to update the Technology Policy with the most current information for the District. The recommended changes are as follows:</p>	<p><b>Motion</b></p>	<p>President</p>

	<ol style="list-style-type: none"> <li>1. Incorporated our new mission statement.</li> <li>2. Updated internet access information: <ul style="list-style-type: none"> <li>• Added Cascade Locks Library as a provider of filtered internet.</li> <li>• Removed reference to "computers designated for children's use," as we no longer have a computer in the Hood River children's library.</li> </ul> </li> <li>3. Enhanced the "Access by Minors" section with language regarding parent and guardian responsibilities.</li> <li>4. Expanded the "Rules Governing Use" section with additional information.</li> <li>5. Added a statement on user responsibility: "It is the responsibility of the library patron to clear the content of their session and verify personal information has been deleted at the end of their session."</li> </ol>		
	<p><b>vii. Health Insurance Renewal</b></p> <p>Last year, we renewed early (September 1) due to PacificSource no longer having Providence in-network. We will renew again on September 1.</p> <p>Our insurance broker, Century Insurance Group, has obtained new price quotes. The top two companies are listed below.</p> <ol style="list-style-type: none"> <li>1. Providence (Current provider) <ul style="list-style-type: none"> <li>• 7% price increase</li> <li>• Better benefits: <ul style="list-style-type: none"> <li>• 20% coinsurance</li> <li>• \$6,000 individual out-of-pocket maximum</li> <li>• \$12,000 family out-of-pocket maximum</li> </ul> </li> </ul> </li> <li>2. Regence: <ul style="list-style-type: none"> <li>• 3% price increase</li> <li>• Less favorable benefits: <ul style="list-style-type: none"> <li>• 30% coinsurance</li> <li>• \$10,000 individual out-of-pocket maximum</li> <li>• \$20,000 family out-of-pocket maximum</li> </ul> </li> </ul> </li> </ol> <p>I am requesting Board approval to continue with the Providence Health Network because:</p> <ul style="list-style-type: none"> <li>• Its 7% increase is within our budgeted 10% increase for this fiscal year.</li> <li>• It offers a better benefit package compared to Regence.</li> <li>• It is our current provider, which would maintain continuity of care and minimize transition issues.</li> </ul>		President
	<p><b>viii. Discussion of Friends of the Library and</b></p>		

	<p><b>Library Foundation liaisons</b></p> <p>Each year, the District Board designates liaisons to attend the monthly meetings for the Friends of the Library and the Library Foundation. Past Board members have found attending the meetings is appreciated by our support groups, which are a valuable asset to the library through their financial and volunteer support. I also attend all the meetings and report to the Board.</p> <ul style="list-style-type: none"> <li>• Friends of the Library – meet second Tuesday of each month from 11:00-12:00pm. They do not meet in July, August, or December.</li> <li>• Library Foundation – They are in the process of selecting a new meeting day and time. They do not meet in July, August or December.</li> </ul>		
<b>X.</b>	<b>Announcements</b>		Rachael Fox
	<b>i. Comments from board members</b>		All
	<b>ii. Requests/Comments from Library Director</b>		Rachael Fox
<b>XI.</b>	<p><b>Agenda items for next meeting</b></p> <ul style="list-style-type: none"> <li>• Social Media Policy review and update</li> </ul>		President
<b>XII.</b>	<b>Adjournment regular meeting</b>		President

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 Minutes**  
 Tuesday, June 18, 2024, 7:00pm  
 Library Meeting Room and Zoom  
 502 State St, Hood River

**Present:** Board President: Brian Hackett, Board Vice-President: Karen Bureker, Board members: Megan Janik, and Sara Marsden. Library staff: Rachael Fox

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/89745812618?pwd=NFBFT0xUVjFSN0dDVGNIzTVsNDQ2dz09>, Meeting ID: 897 4581 2618

	<b>Agenda Items</b>	<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b> Board President Brian Hackett called the meeting to order at 7:02pm.		Brian Hackett
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b> Marsden made a motion to approve the agenda with the addition of adding motions to the agenda for the Approval of the Recurring Payments for 2024-25 and the Library Director contract renewal. Janik seconded the motion. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
<b>III.</b>	<b>Approval of the consent agenda</b> Marsden made a motion to approve the consent agenda, which included the following minutes: the May 14, 2024 budget committee meeting, the May 21, 2024 Library Board meeting, and the June 10, 2024 Library Budget committee meeting. Janik seconded the motion. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Actual or potential conflicts of interest</b> None stated		Brian Hackett
<b>V.</b>	<b>Public comment (3 minutes each)</b> None present		Brian Hackett
<b>VI.</b>	<b>Reports</b>		
	<b>i. Friends update</b> There was nothing to add to the written report.		Rachael Fox



	<b>ii. Foundation update</b> There was nothing to add to the written report.		Rachael Fox
	<b>iii. May 2024 Financial Statement</b> There was nothing to add to the written report.		Rachael Fox
	<b>iv. Director's report</b> There was nothing to add to the written report.		Rachael Fox
<b>VII.</b>	<b>Old Business</b>		
<b>VIII.</b>	<b>New Business</b>		
	<b>i. 2024-25 Budget approval and Budget Hearing</b> We opened the budget hearing at 7:15pm. There were no members of the public present. The hearing closed at 7:16pm. Marsden made a motion to approve the proposed 2024-25 budget and Resolution 2023-24.04, adopting the budget and imposing taxes. Bureker seconded. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
	<b>ii. Approval of recurring payments for 2024-25</b> Janik made a motion to approve the Resolution No. 2023-24.05 - approving recurring and online payments for 2024-25. Marsden seconded. The motion carried unanimously.		Brian Hackett
	<b>iii. Discussion of 2024-25 President and Vice-President positions</b> Brian Hackett and Karen Bureker have expressed willingness to continue serving in their current roles as Library Board President and Vice President for the upcoming fiscal year.		Brian Hackett
	<b>iv. Discussion of regular meeting time</b> The Board agreed to keep the same date and time for next fiscal year.		Brian Hackett
	<b>v. Salary Schedule 2024-25</b> Janik made a motion to approve the salary schedule for 2024-25. Marsden seconded the motion. It carried unanimously.	<b>Motion</b>	Brian Hackett
	<b>vi. Conference system</b> Janik made a motion to approve the conference bid in the amount of \$13,445.95 to Gorge Audio Video. Janik seconded. The motion carried unanimously.	<b>Motion</b>	Rachael Fox
	<b>vii. Library Director contract renewal</b> Marsden made a motion to approve the Library Director contract for 2024-25 as presented in the packet. Janik seconded. The motion carried unanimously.		Brian Hackett
<b>IX.</b>	<b>Announcements</b>		Rachael Fox

	<b>i. Comments from board members</b> None stated		All
	<b>ii. Requests/Comments from Library Director</b> None stated		Rachael Fox
<b>X.</b>	<b>Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Board officer elections</li> <li>• Appointing agents of record</li> <li>• Resolution establishing regular meeting time</li> <li>• Discussion Board Library Friends and Foundation liaisons</li> <li>• Technology Use Policy</li> </ul>		Brian Hackett
<b>XI.</b>	<b>Adjournment regular meeting</b> The meeting was adjourned at 7:28pm.		Brian Hackett

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.

**HOOD RIVER COUNTY  
LIBRARY DISTRICT**

**Compiled Financial Statements  
May 31, 2024**

TABLE OF CONTENTS

Independent Accountants' Compilation Report . . . . .	1
Balance Sheet – Cash Basis . . . . .	2
Statement of Revenues, Expenditures and Changes in Fund Balances – Cash Basis. . . . .	3
Supplementary Information:	
Statement of Revenues and Expenditures – Cash Basis:	
General Fund. . . . .	4-5
Grants Fund. . . . .	6
Capital Equipment Reserve Fund . . . . .	7
Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds. . . . .	8

# Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

---

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

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

OFFICE:

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

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

Management is responsible for the accompanying interim financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of May 31, 2024, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eleven 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*  
June 19, 2024

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**May 31, 2024**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$241,599			\$241,599
Cash with Hood River County	759,548	\$65,223	\$110,382	935,153
Petty cash	416			416
Total Current Assets	1,001,563	65,223	110,382	1,177,168
TOTAL ASSETS	\$1,001,563	\$65,223	\$110,382	\$1,177,168

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,089			\$2,089
Total Current Liabilities	2,089	0	0	2,089
Total Liabilities	2,089	0	0	2,089
Fund Balances:				
Unassigned	999,474	65,223	110,382	1,175,079
TOTAL LIABILITIES & FUND BALANCES	\$1,001,563	\$65,223	\$110,382	\$1,177,168

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Eleven Months Ended May 31, 2024**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$3,801	\$34,005		\$37,806
Property tax revenues - current year	1,198,963			1,198,963
Property tax revenues - prior year	9,513			9,513
Fines and fees	3,804			3,804
Intergovernmental revenue	640	5,281		5,921
Interest revenue	35,251		\$4,890	40,141
Grants and donations	0			-
Miscellaneous	100			100
<b>Total Revenues</b>	<u>1,252,072</u>	<u>39,286</u>	<u>4,890</u>	<u>1,296,248</u>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	587,026			587,026
Employee benefits	188,323			188,323
<b>Total Personal Services</b>	<u>775,349</u>	<u>0</u>	<u>0</u>	<u>775,349</u>
Materials and services:				
Bank charges	392			392
Bookmobile	1,207	649		1,856
Building rental	15,608			15,608
Building maintenance	24,801	439		25,240
HVAC	7,382			7,382
Elevator	2,912			2,912
Telephone	6,421	29		6,450
Internet	6,653			6,653
Collection development	79,846	34,721		114,567
Technology	12,746			12,746
Accounting and auditing	37,790			37,790
Courier	3,266			3,266
Custodial services	23,193			23,193
Technical services	3,627			3,627
Library consortium	16,309			16,309
Copiers	5,988			5,988
Elections expense	2,637			2,637
Furniture and equipment	3,044	6,796		9,840
Insurance	20,671			20,671
Georgiana Smith Memorial Garden	17,944			17,944
Legal services	19,556			19,556
Professional services	5,310			5,310
Dues and subscriptions	4,556			4,556
Miscellaneous	3,039	56		3,095
Postage and freight	1,261			1,261
Printing	869			869
Programs	16,342	50,610		66,952
Advertising	345			345
Supplies - office	17,296	479		17,775
Travel	3,741			3,741
Training	2,544			2,544
Board development	1,369			1,369
Electricity	17,134			17,134
Garbage	1,739			1,739
Natural gas	6,319			6,319
Water & sewer - building	4,697			4,697
<b>Total Materials and Services</b>	<u>398,554</u>	<u>93,779</u>	<u>0</u>	<u>492,333</u>
Capital outlay	0	14,318	26,664	40,982
<b>Total Expenditures</b>	<u>1,173,903</u>	<u>108,097</u>	<u>26,664</u>	<u>1,308,664</u>
Revenues Over Expenditures	<u>78,169</u>	<u>(68,811)</u>	<u>(21,774)</u>	<u>(12,416)</u>
Other Financing Sources (Uses)				
Operating transfers in			10,000	10,000
Operating transfers out	(10,000)			(10,000)
<b>Total Other Financing Sources (Uses)</b>	<u>(10,000)</u>	<u>0</u>	<u>10,000</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	68,169	(68,811)	(11,774)	(12,416)
Fund Balance - July 1, 2023	931,305	134,034	122,156	1,187,495
<b>Fund Balance - May 31, 2024</b>	<u>\$999,474</u>	<u>\$65,223</u>	<u>\$110,382</u>	<u>\$1,175,079</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 Eleven Months Ended**  
**May 31, 2024**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Tax revenues - current	\$63,182	\$1,198,963	\$1,199,267
Tax revenues - prior year	610	9,513	25,000
Interest revenue	1,597	35,251	10,000
Fines and fees	326	3,804	3,500
Intergovernmental revenue	136	640	0
Grants and donations	0	3,801	0
Miscellaneous	0	100	0
<b>Total Revenues</b>	<u>65,851</u>	<u>1,252,072</u>	<u>1,237,767</u>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	1,363	10,607	9,042
Library clerk II	9,625	131,598	142,958
Library assistant I	6,172	71,364	72,945
Library assistant II	9,200	90,579	108,829
Librarian I	12,046	131,631	149,488
Librarian II	5,717	62,705	69,971
Library director	8,086	88,542	94,644
Payroll taxes and benefits:			
Retirement	0	47,657	51,473
Social security	3,931	44,055	49,965
Workers' compensation	20	539	1,300
Health insurance	9,772	89,666	125,750
Unemployment insurance	771	6,406	4,572
Paid family and medical leave	0	0	0,479
<b>Total Personal Services</b>	<u>66,703</u>	<u>775,349</u>	<u>887,416</u>
Materials and services:			
Bank charges	16	392	300
Bookmobile	298	1,207	5,000
Building rental	1,227	15,608	17,500
Building maintenance	2,192	24,801	25,000
HVAC	0	7,382	15,000
Elevator	0	2,912	2,500
Telephone	184	6,421	6,300
Internet	737	6,653	8,000
Collection development	5,100	79,846	90,000
Technology	836	12,746	14,000
Accounting and auditing	0	37,790	32,000
Courier	210	3,266	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 Eleven Months Ended**  
**May 31, 2024**

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Custodial services	2,295	23,193	29,000
Technical services	0	3,627	4,000
Library consortium	0	16,309	16,500
Copiers	1,095	5,988	7,000
Elections expense	0	2,637	0
Furniture and equipment	540	3,044	4,000
Insurance	0	20,671	20,000
Georgiana Smith Memorial Garden	1,713	17,944	20,000
Legal services	4,316	19,556	25,000
Professional services	0	5,310	6,000
Membership dues	84	4,556	4,000
Miscellaneous	154	3,039	2,500
Postage and freight	304	1,261	1,500
Printing	0	869	1,000
Programs	0	16,342	20,000
Advertising	122	345	2,500
Office supplies	952	17,296	20,000
Travel	1,920	3,741	4,000
Training	0	2,544	3,000
Board development	70	1,369	1,500
Parking reimbursement	0	0	500
Electricity	1,448	17,134	20,000
Garbage	152	1,739	2,000
Natural gas	452	6,319	10,000
Water & sewer - building	398	4,697	5,600
<b>Total Materials and Services</b>	<u>26,815</u>	<u>398,554</u>	<u>447,500</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	0	0	100,000
<b>Total Expenditures</b>	<u>93,518</u>	<u>1,173,903</u>	<u>1,434,916</u>
<b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	0	(10,000)	(10,000)
<b>Total Other Financing Sources (Uses)</b>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>
<b>Change in Fund Balance</b>	<u><u>(\$27,667)</u></u>	<u><u>\$68,169</u></u>	<u><u>(\$207,149)</u></u>

See Independent Accountants' Compilation Report



**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Eleven Months Ended**  
**May 31, 2024**

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$11,035	\$34,005	\$270
Intergovernmental revenue	0	5,281	0
<b>Total Revenues</b>	<u>11,035</u>	<u>39,286</u>	<u>270</u>
<b>Expenditures:</b>			
Personal services	0	0	11,000
Materials and services:	17,598	93,779	269,000
Capital outlay	0	14,318	100,000
<b>Total Expenditures</b>	<u>17,598</u>	<u>108,097</u>	<u>380,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$6,563)</u></u>	<u><u>(\$68,811)</u></u>	<u><u>(\$379,730)</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 Eleven Months Ended**  
**May 31, 2024**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Interest revenue	\$557	\$4,890	\$2,000
<b>Other Financing Sources</b>			
Transfer from General Fund	0	10,000	10,000
<b>Total Revenues and Other Sources</b>	<u>557</u>	<u>14,890</u>	<u>12,000</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	0	26,664	75,000
<b>Total Expenditures</b>	<u>0</u>	<u>26,664</u>	<u>75,000</u>
<b>Change in Fund Balance</b>	<u><u>\$557</u></u>	<u><u>(\$11,774)</u></u>	<u><u>(\$63,000)</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 Eleven Months Ended May 31, 2024**

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2023	R2R 2024	HR Cultural Trust	Safety Grant	Total
<b>Revenues:</b>											
Donations and grants	\$0	\$0	\$5,263	\$17,742	\$11,000	\$0	\$0	\$5,281	\$0	\$0	\$34,005
Intergovernmental revenue											5,281
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>5,263</b>	<b>17,742</b>	<b>11,000</b>	<b>0</b>	<b>0</b>	<b>5,281</b>	<b>0</b>	<b>0</b>	<b>39,286</b>
<b>Expenditures:</b>											
Personal services:											
Wages and salaries											0
Employee benefits											0
<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>0</b>	<b>0</b>	<b>0</b>
Materials and services:											
Bookmobile		649									649
Building maintenance		439									439
Telephone					29						29
Supplies - office		266	155	57							479
Collection development		21,011	1,389	5,280	4,056		485		2,500		34,721
Programs		18,726	6,731	13,730	6,754		4,869				50,610
Furniture & equipment		5,724	65		530					476	6,796
Miscellaneous					56						56
<b>Total Materials and Services</b>	<b>0</b>	<b>46,815</b>	<b>8,342</b>	<b>19,067</b>	<b>11,425</b>	<b>0</b>	<b>5,154</b>	<b>0</b>	<b>2,500</b>	<b>476</b>	<b>93,779</b>
Capital outlay	0	14,318	0	0	0	0	0	0	0	0	14,318
<b>Total Expenditures</b>	<b>0</b>	<b>61,133</b>	<b>8,342</b>	<b>19,067</b>	<b>11,425</b>	<b>0</b>	<b>5,154</b>	<b>0</b>	<b>2,500</b>	<b>476</b>	<b>108,097</b>
Net Change in Fund Balance	0	(61,133)	(3,079)	(1,325)	(425)	0	(5,154)	5,281	(2,500)	(476)	(68,811)
Fund Balance - July 1, 2023	338	102,259	3,052	4,381	14,033	1,781	5,154	0	2,500	476	134,034
<b>Fund Balance - May 31, 2024</b>	<b>\$338</b>	<b>\$41,126</b>	<b>(\$27)</b>	<b>\$3,056</b>	<b>\$13,638</b>	<b>\$1,781</b>	<b>\$0</b>	<b>\$5,281</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,223</b>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY  
LIBRARY DISTRICT**

**Compiled Financial Statements  
June 30, 2024**

TABLE OF CONTENTS

Independent Accountants' Compilation Report . . . . .	1
Balance Sheet – Cash Basis . . . . .	2
Statement of Revenues, Expenditures and Changes in Fund Balances – Cash Basis. . . . .	3
Supplementary Information:	
Statement of Revenues and Expenditures – Cash Basis:	
General Fund. . . . .	4-5
Grants Fund. . . . .	6
Capital Equipment Reserve Fund .. . . .	7
Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds. . . . .	8

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

---

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

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

OFFICE:

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

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

Management is responsible for the accompanying interim financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of June 30, 2024, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and twelve 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*  
July 11, 2024

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**June 30, 2024**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$249,177			\$249,177
Cash with Hood River County	697,034	\$146,466	\$111,533	955,033
Petty cash	416			416
Total Current Assets	946,627	146,466	111,533	1,204,626
TOTAL ASSETS	\$946,627	\$146,466	\$111,533	\$1,204,626

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$19,935			\$19,935
Total Current Liabilities	19,935	0	0	19,935
Total Liabilities	19,935	0	0	19,935
Fund Balances:				
Unassigned	926,692	146,466	111,533	1,184,691
TOTAL LIABILITIES & FUND BALANCES	\$946,627	\$146,466	\$111,533	\$1,204,626

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Twelve Months Ended June 30, 2024**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$100	\$135,106		\$135,206
Property tax revenues - current year	1,213,323			1,213,323
Property tax revenues - prior year	10,630			10,630
Fines and fees	4,221			4,221
Intergovernmental revenue	640	5,281		5,921
Interest revenue	38,506		\$6,041	44,547
Grants and donations	0			-
Miscellaneous	0			0
<b>Total Revenues</b>	<u>1,267,420</u>	<u>140,387</u>	<u>6,041</u>	<u>1,413,848</u>
<b>Expenditures:</b>				
<b>Personal services:</b>				
Wages and salaries	643,529			643,529
Employee benefits	198,129			198,129
<b>Total Personal Services</b>	<u>841,658</u>	<u>0</u>	<u>0</u>	<u>841,658</u>
<b>Materials and services:</b>				
Bank charges	438			438
Bookmobile	1,207	649		1,856
Building rental	15,608			15,608
Building maintenance	24,946	439		25,385
HVAC	7,382			7,382
Elevator	2,912			2,912
Telephone	7,039	29		7,068
Internet	6,955			6,955
Collection development	83,794	38,802		122,596
Technology	15,238			15,238
Accounting and auditing	37,790			37,790
Courier	3,644			3,644
Custodial services	25,488			25,488
Technical services	3,627			3,627
Library consortium	16,309			16,309
Copiers	6,532			6,532
Elections expense	2,637			2,637
Furniture and equipment	3,333	6,956		10,289
Insurance	20,671			20,671
Georgiana Smith Memorial Garden	19,434			19,434
Legal services	22,812			22,812
Professional services	5,310			5,310
Dues and subscriptions	4,616			4,616
Miscellaneous	3,265	56		3,321
Postage and freight	1,261			1,261
Printing	869	1,041		1,910
Programs	17,982	60,480		78,462
Advertising	399			399
Supplies - office	18,789	479		19,268
Travel	3,741			3,741
Training	2,544			2,544
Board development	1,369			1,369
Electricity	18,821			18,821
Garbage	1,891			1,891
Natural gas	6,626			6,626
Water & sewer - building	5,096			5,096
<b>Total Materials and Services</b>	<u>420,375</u>	<u>108,931</u>	<u>0</u>	<u>529,306</u>
Capital outlay	0	19,024	26,664	45,688
<b>Total Expenditures</b>	<u>1,262,033</u>	<u>127,955</u>	<u>26,664</u>	<u>1,416,652</u>
Revenues Over Expenditures	5,387	12,432	(20,623)	(2,804)
<b>Other Financing Sources (Uses)</b>				
Operating transfers in			10,000	10,000
Operating transfers out	(10,000)			(10,000)
<b>Total Other Financing Sources (Uses)</b>	<u>(10,000)</u>	<u>0</u>	<u>10,000</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	(4,613)	12,432	(10,623)	(2,804)
Fund Balance - July 1, 2023	931,305	134,034	122,156	1,187,495
<b>Fund Balance - June 30, 2024</b>	<u>\$926,692</u>	<u>\$146,466</u>	<u>\$111,533</u>	<u>\$1,184,691</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 Twelve Months Ended**  
**June 30, 2024**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Tax revenues - current	\$14,360	\$1,213,323	\$1,199,267
Tax revenues - prior year	1,117	10,630	25,000
Interest revenue	3,255	38,506	10,000
Fines and fees	417	4,221	3,500
Intergovernmental revenue	0	640	0
Grants and donations	0	100	0
Miscellaneous	0	0	0
<b>Total Revenues</b>	<u>19,149</u>	<u>1,267,420</u>	<u>1,237,767</u>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	1,060	11,667	9,042
Library clerk II	10,971	142,570	142,958
Library assistant I	7,562	78,926	72,945
Library assistant II	9,957	100,536	108,829
Librarian I	13,150	144,781	149,488
Librarian II	5,717	68,421	69,971
Library director	8,086	96,628	94,644
Payroll taxes and benefits:			
Retirement	3,858	51,516	51,473
Social security	4,259	48,314	49,965
Workers' compensation	22	560	1,300
Health insurance	832	90,498	125,750
Unemployment insurance	835	7,241	4,572
Paid family and medical leave	0	0	6,479
<b>Total Personal Services</b>	<u>66,309</u>	<u>841,658</u>	<u>887,416</u>
Materials and services:			
Bank charges	46	438	300
Bookmobile	0	1,207	5,000
Building rental	0	15,608	17,500
Building maintenance	145	24,946	25,000
HVAC	0	7,382	15,000
Elevator	0	2,912	2,500
Telephone	619	7,039	6,300
Internet	302	6,955	8,000
Collection development	5,948	83,794	90,000
Technology	2,492	15,238	14,000
Accounting and auditing	0	37,790	32,000
Courier	378	3,644	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 Twelve Months Ended**  
**June 30, 2024**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Custodial services	2,295	25,488	29,000
Technical services	0	3,627	4,000
Library consortium	0	16,309	16,500
Copiers	545	6,532	7,000
Elections expense	0	2,637	0
Furniture and equipment	289	3,333	4,000
Insurance	0	20,671	20,000
Georgiana Smith Memorial Garden	1,489	19,434	20,000
Legal services	3,256	22,812	25,000
Professional services	0	5,310	6,000
Membership dues	60	4,616	4,000
Miscellaneous	226	3,265	2,500
Postage and freight	0	1,261	1,500
Printing	0	869	1,000
Programs	1,640	17,982	20,000
Advertising	54	399	2,500
Office supplies	1,494	18,789	20,000
Travel	0	3,741	4,000
Training	0	2,544	3,000
Board development	0	1,369	1,500
Parking reimbursement	0	0	500
Electricity	1,686	18,821	20,000
Garbage	152	1,891	2,000
Natural gas	307	6,626	10,000
Water & sewer - building	398	5,096	5,600
<b>Total Materials and Services</b>	<u>23,821</u>	<u>420,375</u>	<u>447,500</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	0	0	100,000
<b>Total Expenditures</b>	<u>90,130</u>	<u>1,262,033</u>	<u>1,434,916</u>
<b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	0	(10,000)	(10,000)
<b>Total Other Financing Sources (Uses)</b>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>
<b>Change in Fund Balance</b>	<u><u>(\$70,981)</u></u>	<u><u>(\$4,613)</u></u>	<u><u>(\$207,149)</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Twelve Months Ended**  
**June 30, 2024**

	<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	\$97,300	\$135,106	\$270
Intergovernmental revenue	0	5,281	0
<b>Total Revenues</b>	<u>97,300</u>	<u>140,387</u>	<u>270</u>
<b>Expenditures:</b>			
Personal services	0	0	11,000
Materials and services:	13,152	108,931	269,000
Capital outlay	4,706	19,024	100,000
<b>Total Expenditures</b>	<u>17,858</u>	<u>127,955</u>	<u>380,000</u>
<b>Change in Fund Balance</b>	<u><u>\$79,442</u></u>	<u><u>\$12,432</u></u>	<u><u>(\$379,730)</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 Twelve Months Ended**  
**June 30, 2024**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Interest revenue	\$1,151	\$6,041	\$2,000
<b>Other Financing Sources</b>			
Transfer from General Fund	0	10,000	10,000
<b>Total Revenues and Other Sources</b>	<u>1,151</u>	<u>16,041</u>	<u>12,000</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	0	26,664	75,000
<b>Total Expenditures</b>	<u>0</u>	<u>26,664</u>	<u>75,000</u>
<b>Change in Fund Balance</b>	<u><u>\$1,151</u></u>	<u><u>(\$10,623)</u></u>	<u><u>(\$63,000)</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 Twelve Months Ended June 30, 2024**

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2023	R2R 2024	HR Cultural Trust	Safety Grant	Teen Intern	Total
<b>Revenues:</b>												
Donations and grants	\$0	\$78,000	\$12,364	\$29,742	\$11,000	\$0	\$0	\$5,281	\$0	\$0	\$4,000	\$135,106
Intergovernmental revenue												5,281
<b>Total Revenues</b>	<u>0</u>	<u>78,000</u>	<u>12,364</u>	<u>29,742</u>	<u>11,000</u>	<u>0</u>	<u>0</u>	<u>5,281</u>	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>140,387</u>
<b>Expenditures:</b>												
Personal services:												
Wages and salaries												0
Employee benefits												0
<b>Total Personal Services</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Materials and services:												
Bookmobile		649										649
Building maintenance		439										439
Collection development		23,010	3,369	5,363	4,055		485		2,500	476		38,802
Furniture & equipment		5,724	226		530							6,956
Miscellaneous					56							56
Printing			1,041									1,041
Programs		23,172	6,731	15,093	10,815		4,669					60,480
Supplies - office		267	156	56								479
Telephone					29							29
<b>Total Materials and Services</b>	<u>0</u>	<u>53,261</u>	<u>11,543</u>	<u>20,512</u>	<u>15,485</u>	<u>0</u>	<u>5,154</u>	<u>0</u>	<u>2,500</u>	<u>476</u>	<u>0</u>	<u>108,931</u>
Capital outlay												
		19,024	0	0	0	0	0	0	0	0	0	19,024
<b>Total Expenditures</b>	<u>0</u>	<u>72,285</u>	<u>11,543</u>	<u>20,512</u>	<u>15,485</u>	<u>0</u>	<u>5,154</u>	<u>0</u>	<u>2,500</u>	<u>476</u>	<u>0</u>	<u>127,955</u>
<b>Net Change in Fund Balance</b>	<u>0</u>	<u>5,715</u>	<u>821</u>	<u>9,230</u>	<u>(4,485)</u>	<u>0</u>	<u>(5,154)</u>	<u>5,281</u>	<u>(2,500)</u>	<u>(476)</u>	<u>4,000</u>	<u>12,432</u>
<b>Fund Balance - July 1, 2023</b>	<u>338</u>	<u>102,259</u>	<u>3,052</u>	<u>4,381</u>	<u>14,093</u>	<u>1,781</u>	<u>5,154</u>	<u>0</u>	<u>2,500</u>	<u>476</u>	<u>0</u>	<u>134,034</u>
<b>Fund Balance - June 30, 2024</b>	<u>\$338</u>	<u>\$107,974</u>	<u>\$3,873</u>	<u>\$13,611</u>	<u>\$9,608</u>	<u>\$1,781</u>	<u>\$0</u>	<u>\$5,281</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,000</u>	<u>\$146,466</u>

See Independent Accountants' Compilation Report

**Resolution No. 2024-25.01**

**Resolution establishing a regular meeting  
day, time, and location for 2024-25**

RESOLVED, that the Board of Directors of the Hood River County Library District shall meet monthly on the third Tuesday of the month from 7:00 to 9:00p in the Jeanne Marie Gaulke Community Meeting Room of the Hood River Library during the 2024-25 fiscal year.

Adopted by the Board of Directors of Hood River County Library District this 16<sup>th</sup> day of July, 2024.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Rachael Fox, Secretary

**Resolution No. 2024-25.02**

**Resolution adopting Insurance and  
Employee Benefits Agents of Record**

WHEREAS, special districts need to annually affirm their agents of record;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors appoints Columbia River Insurance of Hood River, Oregon, as the District's Insurance Agent of Record; and

RESOLVED, that the Board appoints Century Insurance Group, LLC of Bend, Oregon, as the District's Employee Benefits Agent of Record.

Adopted by the Board of Directors of Hood River County Library District this 16th day of July, 2024.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Rachael Fox, Secretary

## **Addendum A**

### **Hood River County Library District Code of Ethics for Members of the Board of Directors**

Members of the Board of Directors of the Hood River County Library District (HRCLD) are accountable for HRCLD resources and ensure the provision of quality library services. This Code of Ethics was adopted by the Board of Directors to affirm the Board's commitment to advocate for library services while maintaining the highest standards of truth, honor, and integrity which applies to all members of the Board. Board members must affirm their commitment by signing this form within 30 days of being sworn into office and reaffirm at the first board meeting of each fiscal year.

#### **Members of the Board of Directors of HRCLD commit to:**

- adhere to American Library Association (ALA) professional ethical codes, rules and guidelines, as required by Oregon law;
- adhere to ALA Library Bill of Rights as required by Oregon law and public library standards;
- be familiar with the history and formation of HRCLD and in compliance with HRCLD policies;
- respect the opinions of other Board members, even in cases of disagreement or opposing views;
- acknowledge and support the formal position of the Board in public forums;
- support the efforts of librarians in resisting censorship of library materials by groups or individuals;
- represent all patrons and potential patrons of HRCLD fairly and equally;
- protect library users' rights to privacy and confidentiality; and
- immediately disqualify themselves whenever the appearance of or a conflict of interest exists.

#### **Members of the Board of Directors of HRCLD pledge not to:**

- present personal philosophies or interests as those of HRCLD, including on social media;
- interfere with the Library Director's management duties or supervision of staff and volunteers;
- be swayed by partisan interests, public pressure, or fear of criticism in fulfilling Board duties;
- engage in discrimination of any kind; or
- use Board member status to gain unwarranted privileges or advantages for themselves or others.

Members of the Board of Directors graciously commit the time and energy to ensure HRCLD provides the best library services possible. If a Board member believes another Board member acted unethically, they may call it to vote. If a majority of the Board determines a breach of ethics occurred,

the Board may select a Board member to craft a resolution of censure. A resolution of censure is an official statement of disapproval from the Board of Directors.

Board Member:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ALA Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

ALA Professional Ethics: <https://www.ala.org/tools/ethics>

Oregon Public Library Standards: <https://www.olaweb.org/pld-standards>

Minimum Conditions for Public Libraries (ORS 357.405)

Official Recognition of Public Libraries (Oregon State Library Administrative Rule 543-010-0036)

Adopted by the Board of Directors: June 20, 2023

Last amended: June 20, 2023

Last reviewed: June 20, 2023





# PROPOSAL

DATE	Reference
3/13/2024	Snow Melt

P.O. Box 806 Hood River, OR 97031 (541)386-2468  
 fax:(541)386-8944  
 OR: CCB 111706 WA GORGEIO43D1

Hood River County Library District  
 502 State Street  
 Hood River, OR 97031

ARCHITECT	DESCRIPTION	DRWGS. Dated
Design Build	Snow Melt	03/06/2024
We hereby submit the following proposal		TOTAL
<p>Proposal is for the following electrical work to be completed at 502 State Street, Hood River, OR</p> <p>Install snow melt heat cable on roof gutters.</p> <ul style="list-style-type: none"> <li>- Snow melt controller to be installed using existing 120V circuit at junction box on roof for control to (4) ea runs of heat tape down separate downspouts.</li> <li>- Install new conduit, conductor, and junction box for power to west down spouts.</li> <li>- Heat cable to use (2) ea existing 240V 30A circuits at existing junction box on roof.</li> <li>- EMT to be surface mounted and lay in roof valleys for heat cable support</li> </ul> <p>**Existing circuits are labeled 'Protected by GFCI Circuit Breakers'. If labeling is not accurate, installation of additional (2) ea GFCI breakers will be required at an additional cost, estimated at \$680 for (2) ea breakers and installation.</p> <p>Heat Cable, Contactor, Controller, Enclosure and misc parts</p> <p>Labor for installation</p> <p>State Inspection and Permit Costs</p> <p>Oregon Activity Tax CAT</p>		<p>5,275.50</p> <p>4,200.00</p> <p>150.00</p> <p>54.87</p>

Accepted By: \_\_\_\_\_

**TOTAL** \$9,680.37

*Thank-you, We Appreciate Your Business*

Price is valid for 30 days from date of proposal. Work to be completed in a timely and professional manner. In accepting this proposal and attached contract addendum the above named customer agrees to pay in full the amount listed.



8300 SW Hunziker st  
 Portland, OR 97223  
 (503) 597-0YES  
 fax: (503) 213-1235

### EQUIPMENT ORDER FORM

<b>BILL</b>	Hood River County Library District		<b>SHIP</b>	Hood River County Library District	
	502 State St			502 State St	
	Hood River, OR 97031			Hood River, OR 97031	
<b>TO</b>	CONTACT NAME	PHONE NUMBER	<b>TO</b>	LOCATION CONTACT NAME	PHONE NUMBER
				Rachel Fox	541-387-7062

CUSTOMER PO NUMBER	SALES ORDER NUMBER	ORDERED BY	SOLD BY

Q U I P M E N T & A C C E S S O R I E S	QTY	ITEM #	DESCRIPTION	NET AMOUNT
	1	TA3554ci	Brand New Kyocera TA3554ci Color Copier, Copy, Print and Scan	\$174.00 month
			Comes with 3,000 sheet Large Capacity Tray	
			Solutions Yes will honor current Equipment Support Agreement on TA3553ci and roll it over to the TA3554ci.	
			Solutions Yes will return old TA3553ci to leasing company for FREE	
			Included delivery, setup, installation, connectivity and training	
			All Parts, Labor and Toner included with Equipment Support Agreement	

<b>SERVICE AGREEMENT:</b>  BASE CHARGE: \$ <u>0</u> IMAGE ALLOWANCE - BK: <u>0</u>  IMAGE ALLOWANCE - CL: <u>0</u>  OVERAGE RATE - CL: \$ <u>  </u> BILLING CYCLE:	SUB-TOTAL	
	DELIVERY	-
	NETWORK INSTALLATION	
	TAX	
	ACCEPTANCE: This agreement is not valid unless accepted by authorized signor of Solutions YES, LLC. By signing this Contract, "Customer" acknowledges and agrees to the following terms: (1) this Contract is NON-CANCELABLE; (2) this Contract is the entire agreement between Customer and Solutions YES, LLC, as it pertains to the equipment and services described above; (3) to fully understand all terms and conditions as stated herein; (4) can be changed only by written agreement and must be signed by Customer and Solutions YES, LLC.	SUBTOTAL LESS DEPOSIT <b>TOTAL</b>

CUSTOMER ACCEPTANCE	TITLE	DATE
CUSTOMER - PRINT NAME		
SOLUTIONS YES, LLC. ACCEPTANCE	TITLE	DATE
SOLUTIONS YES, LLC.		



Lease Agreement

APPLICATION NO.

AGREEMENT NO.

8300 SW Hunziker Street • Portland, OR 97223 • Phone: 503.597.0937 • Fax: 503.213.1235

The words "Lessee," "you" and "your" refer to Customer. The words "Lessor," "we," "us" and "our" refer to Solutions Yes, LLC.

CUSTOMER INFORMATION

Form with fields for FULL LEGAL NAME, STREET ADDRESS, CITY, STATE, ZIP, PHONE, FAX, BILLING NAME, BILLING STREET ADDRESS, CITY, STATE, ZIP, E-MAIL, and EQUIPMENT LOCATION.

EQUIPMENT DESCRIPTION

Form with fields for MAKE/MODEL/ACCESSORIES and SERIAL NO., containing the entry TA3554ci.

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries. See attached Schedule A

TERM AND PAYMENT INFORMATION

Form with fields for 63 Payments\* of \$ 174.00, If you are exempt from sales tax, attach your certificate., \*plus applicable taxes, The payment ("Payment") period is monthly unless otherwise indicated., and Purchase Option: FMV

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

LESSOR ACCEPTANCE

Form for Lessor Acceptance with fields for Solutions Yes, LLC, LESSOR, SIGNATURE, TITLE, and DATED.

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

Form for Customer Acceptance with fields for Hood River County Library District, CUSTOMER (as referenced above), SIGNATURE, TITLE, DATED, and FEDERAL TAX I.D. #.

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects.

Form for Delivery & Acceptance Certificate with fields for Hood River County Library District, CUSTOMER (as referenced above), SIGNATURE, TITLE, and ACCEPTANCE DATE.

1. **AGREEMENT:** You agree to lease from us the goods ("Equipment") and, if applicable, finance certain software, software license(s), software components and/or professional services in connection with software (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You represent and warrant that you will use the Equipment for business purposes only. You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. The term shall start on the date we pay Supplier. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month (the "Scheduled Due Date") unless a different due date is mutually agreed to by us and you. If the parties agree to adjust the Payment due date (an "Adjusted Due Date"), in addition to all Payments and other amounts due hereunder, you will pay an interim payment in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Scheduled Due Date and the Adjusted Due Date. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law.

2. **OWNERSHIP; PAYMENTS; TAXES AND FEES:** We own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. **You will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever.** If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or, if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its lease, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. You agree to pay us a yearly processing fee of up to \$50 for personal property taxes we pay related to the Equipment. You agree to pay us a fee of up to \$50 for filing and/or searching costs required under the Uniform Commercial Code ("UCC") or other laws. You agree to pay us an origination fee of up to \$125 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move it unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement or any other agreement with us ("Other Agreements"), except amounts under Other Agreements which are secured by land and/or buildings. You authorize and ratify our filing of any financing statement(s) to show our interest. You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, to do so as provided in either (A) or (B) below, as determined in our discretion: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. In addition, you agree to pay us our standard fees in connection with obtaining such insurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum. (B) We may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. **NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT.** We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, leasing, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

5. **ASSIGNMENT; YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. **You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us.** This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or fail to perform or pay under any material agreement with any other entity; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. **WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. **You waive all rights under sections 2A-508 through 522 of the UCC.** If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.

7. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.

8. **END OF TERM:** At the end of the initial term, this Agreement shall renew for successive 12-month renewal term(s) under the same terms hereof unless you send us written notice between 90 and 150 days before the end of the initial term or at least 30 days before the end of any renewal term that you want to purchase all but not less than all of the Equipment for the Fair Market Value or return the Equipment, and you timely purchase or return the Equipment. Fair Market Value ("FMV") means the value of the Equipment in continued use. You shall continue making Payments and paying all other amounts due until the Equipment is purchased or returned. As long as you have given us the required written notice, if you do not purchase the Equipment, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. **YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.**

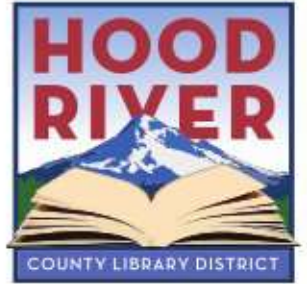
9. **USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.

10. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance.

11. **WARRANTY DISCLAIMERS:** WE ARE LEASING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. **YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS. SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.**

12. **LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the principal place of business of Lessor or its assignee. You consent to jurisdiction and venue of any state or federal court in the state the Lessor or its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

# Technology Use Policy



Hood River County Library District provides technology to the public. The District makes this service available as part of its mission to reach out, supporting everyone to learn, create, and grow. enrich the community by providing access to the power of information and imagination. In keeping with its value of intellectual freedom, the District provides unfiltered Internet access on most of its networks, with the exception of the computers designated for children's use Cascade Locks Library which is located within an elementary school.

## Choosing and Evaluating Sources

While the Internet enhances resources the District already provides, the District cannot control information available over the Internet and is not responsible for its content. Internet content could be inaccurate, incomplete, outdated, offensive, disturbing, or illegal.

To assist patrons, staff curate electronic resources on selected topics. District staff review resources regularly but, due to the ever-changing nature of the Internet, cannot guarantee that they remain valid. Similarly, the District cannot be responsible for content changes in the resources it suggests. Users are encouraged to evaluate the validity of information. Staff may be able to assist with locating appropriate resources, basic Internet use, and use of technology, but trained staff may not always be available. User guides and reference books are available.

## Access by Minors

The District upholds the right of each individual to access constitutionally-protected material. The District also affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of library resources and the Internet. To assist Accordingly, parents and guardians are solely in their responsibility for supervision of their children's use of the internet. To assist parents in their responsibility, the District provides specially-select the District provides specially-selected resources for children and young adults, although access by minors is not restricted to these resources. Library-provided technology designated for children's use have content filters installed, but children are not restricted to using technology with filtered network access.

## Rules Governing Use

Library technology and Internet access are provided to meet the informational, educational, cultural, and recreational needs and interests of patrons. However, District prohibits the following:

- Damaging, altering, or installing equipment, systems, or software;
- Displaying, printing, or sending any material that is obscene, libelous, defamatory, threatening, harassing, or otherwise illegal, as defined by relevant laws;
- Downloading, installing, or creating any harmful programs.

502 State Street  
Hood River - OR 97031

541 386 2535

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

- Violating intellectual property laws or software licensing agreements.
- Viewing material that could reasonably be considered pornography, as determined by District staff.
- Exposing children to obscene materials.

The Library is not responsible for any information a patron accesses using a WIFI hotspot or any actions they take while online. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state or municipal law will result in the revocation of hotspot borrowing privileges and potentially criminal prosecution.

Library staff cannot assist with connections or configurations of patron's computers.

In addition to violating this policy, many of the listed activities may violate local, state, or federal laws.

In order to provide equitable access to technology, patrons may be asked to comply with signup and time limitations and other restrictions as deemed necessary by staff.

Because technology is located in public areas and the District serves people of all ages, what is displayed on screens is not confidential, and patrons should use discretion when choosing what to view. It is the responsibility of the library patron to clear the content of their session and verify personal information has been deleted at the end of their session. There is no guarantee that data will be cleared after each use.

Refusal to comply with these rules may result in loss of technology privileges, ejection from District property, or summoning of law enforcement, as determined by the Library Use Restrictions Policy.

Approved by the Board of Directors: July 19, 2011

Last amended: 7/8/24, 10/15/19~~October 15, 2019~~

~~Last reviewed: October 15, 2019~~