

Library Board of Directors
Regular Meeting Agenda

Tuesday, November 19, 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?](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09)

[wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09), Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the September 17, 2024 regular board meeting	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Cascade Locks Library discussion		Cascade Locks City Administrator Jordan Bennett
VIII.	Reports		
	i. September and October 2024 Financial Statements		Rachael Fox
	ii. Friends update		Rachael Fox
	iii. Foundation update		Rachael Fox
	iv. Director's report		Rachael Fox
IX.	Old Business		
	i. Best Practices Checklist		

	ii. Public Meeting Policy	Motion	Brian Hackett
X.	New Business		
XI.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XII.	Agenda items for next meeting		Brian Hackett
XIII.	Adjournment regular meeting		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.

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

Tuesday, November 19, 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.

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Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the September 17, 2024 regular board meeting Attachment: <ul style="list-style-type: none"> ◦ IV.i. Minutes from the September 17, 2024 regular Library Board meeting 	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Cascade Locks Library discussion Cascade Locks Library discussion, City Administrator Jordan Bennett will join via Zoom to discuss an opportunity to incorporate the library into a new city hall building. The city has secured funding to explore conceptual designs for a multi-jurisdictional facility that would serve as a one-stop government center.		Cascade Locks City Administrator Jordan Bennett
VIII.	Reports		
	i. September and October 2024 Financial Statements Attachment: <ul style="list-style-type: none"> ◦ VIII.i.a. September 2024 financial statements 		Rachael Fox

	<ul style="list-style-type: none"> ○ VIII.i.b. October 2024 financial statements <p>We are tracking well with \$465,359 in the General Fund, \$114,523 in the Grants Fund, and \$202,957 in the Capital Equipment Reserve Fund. The bulk of the tax revenue will arrive this month.</p>		
	<p>ii. Friends update</p> <ul style="list-style-type: none"> • The Friends of the Library holiday social gathering will take place Sunday, December 8, 2-4pm in the Reading Room. The Library Board is invited to attend. • The Friends group is in flux with a new set of rules for Thriftbooks. This is the vendor which sells donated books online. They are looking into alternative vendors to sell their items. • The Friends of the Library Pat Hazlehurst Endowment has \$12,000 funds available for grants. Last year, the committee decided the funds each year would be allocated to library programs. In addition, a small portion is usually allocated towards the Hood River County Reads program. The committee comprised of a member of the Gorge Community Foundation, Friends of the Library President and Library Director will meet to approve the distribution of this money. • The Friends will not be meeting in December. 		Rachael Fox
	<p>iii. Foundation update</p> <ul style="list-style-type: none"> • The Library Foundation will host a donor appreciation Monday, November 18, 6pm in the Hood River Library Reading room. • The Library Foundation sold 68 bricks this year during their annual brick campaign. • The Library Foundation approved their annual fundraising plan. They have earmarked \$3,000 for HR Reads, and \$89,500 for the Library District. • The Library Foundation will not be meeting in December. 		Rachael Fox
	<p>iv. Director's report</p> <p><u>Administration</u></p> <ul style="list-style-type: none"> • We have hired Dana Pricher as our new Public Service Clerk. Dana has worked as a Public Service Clerk Substitute at the Library District for over a year. Prior to joining us, Dana worked in the non-profit sector for the Scappoose Bay Watershed Council and Native Plant Nursery. Her background includes a degree in wildlife 		Rachael Fox

	<p>biology and a master's degree in agriculture. We are excited to have Dana continue as a larger part of our organization.</p> <ul style="list-style-type: none"> • We have opened a new position at the District which replaces our former Teen Services Librarian position. <ul style="list-style-type: none"> ◦ The Teen and Tween Services Librarian is responsible for developing, implementing, and evaluating comprehensive library services and programs for tweens ages 10-12 and teens ages 13-18 across all branches and community locations. This position plays a crucial role in engaging young adults through innovative programming, curated collections, volunteering, and community outreach, while also collaborating with the children's services librarian to serve tweens, ensuring a smooth transition between youth and teen services. The librarian champions the library's mission by providing welcoming, inclusive services that support adolescent development, promote literacy and learning, and foster a lifelong appreciation for libraries among tween and teen patrons, while serving as a bridge between the library and local schools, organizations, and teen-focused groups. <p>We are currently interviewing candidates for this position. I will provide an update at the library board meeting.</p> <ul style="list-style-type: none"> ◦ Hood River County has been working on a Natural Hazard Mitigation Plan (NHMP). As part of this effort, I worked with the county and the University of Oregon to have the library district create a jurisdictional addendum for the plan. This process makes our district eligible for significant additional federal funding for hazard mitigation work. ◦ We had over 1,000 people attend our Halloween event at the Hood River Library. We gave away over 400 books! We want to extend a huge thank you to the Friends of the Library for the funding they provided, which allowed us to host this successful event and give away the free books. ◦ Library staff are currently working on Feast of Words projects. As part of this work, we are installing two new weatherproof charging stations in the Georgiana Smith Memorial Gardens on Tuesday, November 13. 		
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	<p>The charging stations will be located in the circular seating area near the library book drop, and in the pergola on the northwest side of the gardens. We are in the process of finalizing the plans for new circulation desks on the upper and lower levels of the library. We anticipate installation of the desks to be completed in March 2025.</p> <ul style="list-style-type: none"> ○ New videoconferencing system – Hood River Library meeting room <p>We have a new state-of-the-art videoconferencing system in the library meeting room, which is available for both patrons and staff to use. The system features speakers and microphones installed in the ceiling, as well as a new camera system. We would like to express our gratitude to the Library Foundation for supporting this project.</p> <ul style="list-style-type: none"> ○ Every two years, the Hood River City Council sets its goals and priority projects. The current and incoming City Council members will be meeting Dec 6-7 to create a new work plan for 2025-27. The City Council is interested in hearing from our agency about our priorities, how our agency and the City can partner, and what items we recommend Council consider for its 2025-27 work plan. The Hood River City Council is asking for comments by November 27. I can provide comments by Nov 27 by sending a memo to Abigail Elder a.elder@cityofhoodriver.gov. We can discuss this further at the meeting. In addition, the city is encouraging our staff, volunteers, and board members to fill out their one-question survey online: https://cityofhoodriver.gov/feedback-requested-council-priorities/. ○ This fiscal year, three library board member terms will expire, creating three open positions. These positions are currently held by Karen Bureker, Megan Janik, and Sarah Marsden. At the meeting, we can discuss whether current members plan to run for another term. At the December 17, 2024 meeting, I will present information about a new board recruitment toolkit provided by SDAO (Special Districts Association of Oregon). This toolkit can be used to assist with future board recruitment efforts. <p><u>Programs and services</u></p>		
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	<ul style="list-style-type: none"> • Free passes to cultural and educational institutions <p>Discover and Go is a partnership between the Libraries of Eastern Oregon, member libraries, and local arts, culture, history, and recreation organizations to offer free educational and cultural experiences to library patrons across the LEO service area.</p> <p>Discover and Go provides online access to free tickets donated by local cultural attractions. You can visit the Columbia Gorge Museum, High Desert Museum, Maryhill Museum of Art, OMSI, Oregon State Parks (pass is a parking permit covering parking/day use fees), and the Tamástslikt Cultural Institute.</p> <p>Visit the website and choose Hood River County Library District from the pull-down menu in order to log in.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Discover the diverse range of materials available in our collection. Visit the library, search our online catalog, download ebooks and audiobooks or stream movies.</p> <ul style="list-style-type: none"> ○ Native American Heritage Month <p>Native American Heritage Month, celebrated every November in the United States, is a time to recognize and honor the rich cultures, traditions, and histories of Native American and Alaska Native peoples, acknowledging their contributions to the country as its original inhabitants while also addressing the historical challenges they have faced through colonization and other hardships; it was officially designated by Congress in 1990 as</p>		
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	<p>"National Native American Heritage Month" under President George H.W. Bush.</p> <ul style="list-style-type: none"> ○ Family programs <ul style="list-style-type: none"> • Family Arcade Night, First Saturday of the month at 4:00pm Hood River Library Theater. Join us for rad retro cabinet arcade games and other electronic offerings for fans of all ages to enjoy. • Family Movie Matinee, Saturday, November 23rd at 2:00pm Hood River Library Theater. Beat the chilly fall weather with a cozy afternoon at our Family Movie Matinee. Enjoy free popcorn and ample space to relax in the library theater. While we can't disclose the movie title here, visit our website for more information. A perfect opportunity for family bonding and entertainment during the chilly season. ○ Adult programs <ul style="list-style-type: none"> • Life is a Cabaret! Saturday, November 16th at 4:30pm Hood River Library Reading Room. Presented by Greathouse of Music, "Life is a Cabaret" offers a captivating glimpse into the world of cabaret performers. This electrifying show combines glitz, glamour, and behind-the-scenes realities, promising an evening of entertainment and intrigue. Experience the essence of cabaret life through dazzling performances and intimate backstage moments. • 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. This month's book club selection is <i>Dirty Thirty</i> by Janet Evanovich. • Writing Group: Every Wednesday at 3 pm in the Hood River Library Columbia Room. Creative 		
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	<p>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).</p> <ul style="list-style-type: none"> ○ Teen programs <ul style="list-style-type: none"> • Magic the Gathering, Every Friday of the month at 4pm in the Library Theater. ○ Children's programs <ul style="list-style-type: none"> • Grab & Go Thanksgiving Crafts, November 26-30 Celebrate the season of gratitude with our Thanksgiving/Harvest Season Craft Take Home Bag! Inside you'll find everything you need to create heartwarming crafts that capture the spirit of the season. Unleash your creativity and share in the joy of celebration! Available in: Hood River, Cascade Locks, Parkdale and the Bookmobile! • Storytimes <ul style="list-style-type: none"> • Family Storytime – Hood River Library Thursdays at 10:30 a.m. <ul style="list-style-type: none"> ○ The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading! • Weekly playgroup and monthly storytime – Parkdale and Cascade Locks <ul style="list-style-type: none"> • Looking for something fun to do with your children that haven't yet started school? We have playgroups at our Cascade Locks and Parkdale Libraries! Each Friday from 10:30-11:30 we invite parents to come with their children to explore the library, help kids build social skills, and make new friends. • The first Friday of the month in Parkdale we 		
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	<p>will have a librarian led storytime.</p> <ul style="list-style-type: none"> ○ Bookmobile Route <ul style="list-style-type: none"> • 1st Thursday, 5:00p-6:30pm, Pine Grove, Early Intervention 2405 Eastside Rd • 2nd Thursday, HOOD RIVER <ul style="list-style-type: none"> • 2:30-3:30p Pacific Ave (street parking) • 3:30-4:30 Mercado Guadalajara • 5:00-6:00p Wyeast Vista Apartments 1800 8th st. • 3rd Thursday, HOOD RIVER <ul style="list-style-type: none"> • 2:30p-3:30p Walmart Parking Lot • 3:30-4:30p Hood River Crossings Apartments 3145 Cascade Ave. • 5:00p-6:00p Columbia View Apartments 1695 Oak St. • 4th Thursday, HOOD RIVER/ODELL <ul style="list-style-type: none"> • 3p-4p Rockford Grange • 2nd & 4th Saturday, ODELL <ul style="list-style-type: none"> • 10:30a-12:00p Mobile Home Park/AGA RD • 12:30p-1:30p Community Park 3163 Tamarack Rd. • 2:30p-3:30p Mid Valley Market 		
IX.	Old Business		
	<p>i. Best Practices Checklist</p> <p>Attachment:</p> <ul style="list-style-type: none"> • IX.i. SDAO Best Practice Checklist 2025 <p>The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Our district annually receives credits on our property/casualty insurance contributions and takes 10% off our district's general liability, auto liability, and property insurance contributions for the 2025 policy year. Each year Special District's has a theme for the Best Practices Program. This year, the theme and requirements revolves around Public Meetings.</p> <p>SDAO requests the checklist be reviewed with the governing board. I have completed the checklist and we have qualified for</p>		

	<p>the 10% discount. Please see the attachment for full details.</p> <ul style="list-style-type: none"> • Affiliate Organization Membership – Credit 2% <ul style="list-style-type: none"> ◦ Oregon Library Association • Public Meeting Checklist – Credit 2% <ul style="list-style-type: none"> ◦ Completed (Management - Rachael Fox) • Public Meeting Policy – Credit 2% <ul style="list-style-type: none"> ◦ We will approve our new Public Meeting Policy at the November 19, 2024 Library Board Meeting • Public Meeting Online training – Credit 2% <ul style="list-style-type: none"> ◦ Every board member has watched the SDAO online training. • SDAO/SDIS Safepersonnel Training– Credit 2% <ul style="list-style-type: none"> ◦ Our Library Board member Karen Bureker attending the annual SDAO conference in February 2024. 		
	<p>ii. Public Meeting Policy</p> <p>Attachment</p> <ul style="list-style-type: none"> • IX.ii. Public Meeting Policy <p>The Library Board discussed a new Public Meetings Policy at their October 15, 2024 board meeting, where two key questions were raised. Library Director Fox consulted with SDAO and District legal counsel Ruben Cleveland for clarification.</p> <p>Regarding virtual-only meetings, SDAO confirmed that the District is not required to provide public computer access. The only requirement is including access information in the public notice, whether that's a phone number for conference calls or a link for videoconferencing.</p> <p>On the second matter of quorum language, legal counsel Ruben Cleveland advised that the phrase "If only a quorum is present, a unanimous vote shall be required to take final action" has been handled differently across jurisdictions, particularly in city charters, and the decision to include it rests with the library board.</p> <p>The Public Meeting Policy has been included for Library Board review. The policy will be discussed at the upcoming board meeting. Comments both for and against the requirement change can be found in the October 15, 2024 meeting minutes in the Library Board packet.</p>	Motion	Brian Hackett
X.	New Business		
XI.	Announcements		
	i. Comments from board members		All

	ii. Requests/Comments from Library Director		Rachael Fox
XII.	Agenda items for next meeting <ul style="list-style-type: none"> Employee Handbook Policy review Library Director job description review Janitorial bids 		Brian Hackett
XIII.	Adjournment regular meeting		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

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Library Board of Directors Regular Meeting Minutes

Tuesday, October 15, 2024, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

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

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	Agenda Items	Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:01pm.		Brian Hackett
II.	Roll call Fox conducted a roll call. Brian Hackett, Karen Bureker, Sara Marsden, and Jean Sheppard were present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) Fox stated she would like to add discussion of the Teen and Tween Services job description in the section on job description updates. A motion to approve the agenda with the addition was made by Marsden and seconded by Sheppard. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard.	Motion	Brian Hackett
IV.	Approval of the consent agenda Hackett inquired about the increase related to the budget. Fox replied the actual cost was estimated at \$700 more than budgeted. A motion to approve the consent agenda, which included the September 17, 2024 Library Board meeting minutes and the SAGE invoice was made by Sheppard and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard.	Motion	Brian Hackett
V.	Actual or potential conflicts of interest None stated		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett

	None present		
VII. Reports			
i. September 2024 Financial Statements There was nothing to add to the written report.			Rachael Fox
ii. Friends update There was nothing to add to the written report.			Rachael Fox
iii. Foundation update <ul style="list-style-type: none"> There will be a donor appreciation event for library foundation donors on Monday, November 18, 6pm in the library Reading Room. The Feast of Words will be held Saturday, April 26, 2024. 			Rachael Fox
iv. Director's report There was nothing to add to the written report.			Rachael Fox
VIII. Old Business			
IX. New Business			
i. Best Practices Checklist There was nothing to add to the written report.			Rachael Fox
ii. Public Meetings Law training Karen Bureker, Brian Hackett, Sara Marsden, Jean Sheppard, Rachael Fox, and Mo Burford completed the sixteen minute training at the meeting. Fox stated Janik was unable to attend the meeting and would complete the training by the end of the month.	Motion		Brian Hackett
iii. Public Meetings Policy Fox presented proposed policy changes. Sheppard asked whether virtual-only meetings would require providing public computer access. Fox will seek legal counsel's guidance. Hackett opposed having different rules based on quorum status, expressing concern that members might strategically choose meetings to advance specific agendas. Marsden and Sheppard clarified that under the new rule, decisions made with minimum quorum (three members) would require unanimous agreement. Sheppard explained this requirement prevents minority rule, as without it, two members of a three-person quorum could bind the entire board and advance a specific agenda, and noted this might be a legal requirement. Fox recommended postponing policy approval pending additional guidance from legal counsel. Hackett inquired about	Motion		Brian Hackett

	maintaining SDAO discount eligibility despite the delay. Fox stated SDAO has historically been supportive when requirements are in progress and did not expect this delay to be an issue. She would contact SDAO the next day to inquire and email the board. Fox will consult with both SDAO and legal counsel and present an updated policy at the next meeting.		
	iv. Snow Removal contract renewal Sheppard made a motion to approve the extension of personal services contract with Neal Creek forest products and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard.	Motion	Brian Hackett
	v. Job description updates and classification changes Fox discussed changes listed in the packet. The changes will cost roughly \$6,600 for job description changes and more hours for the Children's Services Librarian. Sheppard made a motion to approve the new job description and classification change for the Cataloging Librarian, Collection Development Librarian and the increase in 2 hours per week for the Children's Librarian and Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard. Fox informed the Library Board the job posting for the Teen Services Librarian position is closed. We did not hire a candidate at this time. Fox reported that the Teen Services position is being reimagined to begin engaging patrons at a younger age. The new vision expands services to include tweens, aiming to maintain their involvement through the high school years via programs, services, and volunteer opportunities. The job description will be updated to serve ages 10-18. This broadens the previous 13-18 age range. The new name of the position is Teen and Tween Services Librarian Sheppard and Marsden suggested increasing hours or pay for the expanded role. Fox explained that current budget constraints prevent additional hours, and the pay aligns with other Librarian I positions. The board supported changing the position to serve ages 10-18 and approved the new position title. Fox will provide an update at the next meeting.	Motion	Brian Hackett
X.	Announcements		
	i. Comments from board members		All

	None stated		
	ii. Requests/Comments from Library Director None stated		Rachael Fox
XI.	Agenda items for next meeting <ul style="list-style-type: none"> • Public Meeting Policy • Discussion Teen and Tween Services position • SDAO Best Practices checklist review 		Brian Hackett
XII.	Adjournment regular meeting Marsden made a motion to adjourn the meeting and Sheppard seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard.		Brian Hackett

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**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
September 30, 2024**

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

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

MEMBERS:
American Institute of c.p.a.'s
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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 September 30, 2024, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and three 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.
October 15, 2024

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$135,485			\$135,485
Cash with Hood River County	367,368	\$103,117	\$202,821	673,306
Petty cash	416			416
Total Current Assets	<u>503,269</u>	<u>103,117</u>	<u>202,821</u>	<u>809,207</u>
TOTAL ASSETS	<u>\$503,269</u>	<u>\$103,117</u>	<u>\$202,821</u>	<u>\$809,207</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$3,786			\$3,786
Total Current Liabilities	<u>3,786</u>	<u>0</u>	<u>0</u>	<u>3,786</u>
Total Liabilities	<u>3,786</u>	<u>0</u>	<u>0</u>	<u>3,786</u>
Fund Balances:				
Unassigned	<u>499,483</u>	<u>103,117</u>	<u>202,821</u>	<u>805,421</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$503,269</u>	<u>\$103,117</u>	<u>\$202,821</u>	<u>\$809,207</u>

See Independent Accountants' Compilation Report

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

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$800		\$800
Property tax revenues - current year	4,137			4,137
Property tax revenues - prior year	5,320			5,320
Fines and fees	1,311			1,311
Intergovernmental revenue	265			265
Interest revenue	7,586		\$968	8,554
Grants and donations	0			0
Miscellaneous	0			0
Total Revenues	18,619	800	968	20,387
Expenditures:				
Personal services:				
Wages and salaries	167,219	2,455		169,674
Employee benefits	67,674	227		67,901
Total Personal Services	234,893	2,682	0	237,575
Materials and services:				
Bank charges	284			284
Bookmobile	263			263
Building rental	6,752			6,752
Building maintenance	11,680			11,680
HVAC	7,824			7,824
Elevator	805			805
Telephone	1,424			1,424
Internet	3,363			3,363
Collection development	20,079	10,688		30,767
Technology	3,286	1,408		4,694
Accounting and auditing	10,290			10,290
Courier	882			882
Custodial services	6,745			6,745
Technical services	3,757			3,757
Library consortium	0			0
Copiers	1,616			1,616
Elections expense	0			0
Furniture and equipment	2,986			2,986
Insurance	0			0
Georgiana Smith Memorial Garden	3,489			3,489
Legal services	5,944			5,944
Professional services	1,170			1,170
Dues and subscriptions	684			684
Miscellaneous	1,960	213		2,173
Postage and freight	378			378
Printing	230			230
Programs	0	22,435		22,435
Advertising	863			863
Supplies - office	3,602			3,602
Travel	715			715
Training	1,250			1,250
Board development	0			0
Electricity	5,562			5,562
Garbage	498			498
Natural gas	521			521
Water & sewer - building	2,033			2,033
Total Materials and Services	110,935	34,744	0	145,679
Capital outlay	0	6,723	9,680	16,403
Total Expenditures	345,828	44,149	9,680	399,657
Revenues Over (Under) Expenditures	(327,209)	(43,349)	(8,712)	(379,270)
Other Financing Sources (Uses)				
Operating transfers in			100,000	100,000
Operating transfers out	(100,000)			(100,000)
Total Other Financing Sources (Uses)	(100,000)	0	100,000	0
Revenues and Other Financing Sources (Uses) Over (Under) Expenditures	(427,209)	(43,349)	91,288	(379,270)
Fund Balance - July 1, 2024	926,692	146,466	111,533	1,184,691
Fund Balance - September 30, 2024	\$499,483	\$103,117	\$202,821	\$805,421

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2024

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$775	\$4,137	\$1,244,834
Tax revenues - prior year	352	5,320	10,000
Interest revenue	601	7,586	25,000
Fines and fees	259	1,311	3,500
Intergovernmental revenue	0	265	0
Grants and donations	0	0	0
Miscellaneous	0	0	0
Total Revenues	<u>1,987</u>	<u>18,619</u>	<u>1,283,334</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	765	2,855	9,741
Library clerk II	9,707	30,847	150,946
Library assistant I	10,967	26,816	79,885
Library assistant II	8,498	27,387	116,765
Librarian I	10,926	36,346	157,818
Librarian II	6,155	18,141	73,861
Library director	8,370	24,827	100,443
Payroll taxes and benefits:			
Retirement	4,390	22,542	54,450
Social security	4,178	12,615	52,744
Workers' compensation	21	65	1,500
Health insurance	1,585	30,163	164,190
Unemployment insurance	744	2,289	6,205
Paid family and medical leave	0	0	6,895
Total Personal Services	<u>66,306</u>	<u>234,893</u>	<u>975,443</u>
Materials and services:			
Bank charges	267	284	300
Bookmobile	120	263	5,000
Building rental	2,701	6,752	20,000
Building maintenance	4,870	11,680	25,000
HVAC	1,781	7,824	15,000
Elevator	403	805	3,500
Telephone	620	1,424	8,000
Internet	2,822	3,363	5,000
Collection development	9,203	20,079	80,000
Technology	1,146	3,286	15,000
Accounting and auditing	10,290	10,290	33,000
Courier	379	882	3,200

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2024

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,450	6,745	29,000
Technical services	0	3,757	4,000
Library consortium	0	0	17,500
Copiers	492	1,616	7,000
Elections expense	0	0	3,000
Furniture and equipment	1,363	2,986	4,000
Insurance	0	0	25,000
Georgiana Smith Memorial Garden	1,240	3,489	20,000
Legal services	1,743	5,944	4,000
Professional services	0	1,170	0
Membership dues	89	684	4,000
Miscellaneous	1,445	1,960	3,000
Postage and freight	0	378	1,500
Printing	230	230	1,500
Programs	0	0	10,000
Advertising	539	863	2,000
Office supplies	1,504	3,602	17,000
Travel	505	715	5,000
Training	0	1,250	3,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,766	5,562	20,000
Garbage	194	498	2,300
Natural gas	92	521	10,000
Water & sewer - building	1,229	2,033	5,800
 Total Materials and Services	 49,483	 110,935	 413,600
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 115,789	 345,828	 1,489,043
 Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	0	(100,000)	(100,000)
 Total Other Financing Sources (Uses)	 0	 (100,000)	 (100,000)
 Change in Fund Balance	 <u>(\$113,802)</u>	 <u>(\$427,209)</u>	 <u>(\$305,709)</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 Three Months Ended
September 30, 2024

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$0	\$800	\$345,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>0</u>	<u>800</u>	<u>345,000</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I			4,400
Library clerk II		2,455	0
Library assistant II			5,000
Payroll taxes and benefits:			
Social security		188	750
Workers' compensation		2	250
Unemployment insurance		37	100
Other personal services			500
Total Personal Services	<u>0</u>	<u>2,682</u>	<u>11,000</u>
Materials and services:			
Collection development	3,959	10,688	80,000
Technology	1,408	1,408	40,000
Programs	1,369	22,435	80,000
Furniture and equipment			70,000
Other materials and services	137	213	96,000
Total Materials and Services	<u>6,873</u>	<u>34,744</u>	<u>366,000</u>
Capital outlay	0	6,723	100,000
Total Expenditures	<u>6,873</u>	<u>44,149</u>	<u>477,000</u>
Change in Fund Balance	<u><u>(\$6,873)</u></u>	<u><u>(\$43,349)</u></u>	<u><u>(\$132,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2024

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$152	\$968	\$3,000
Other Financing Sources			
Transfer from General Fund	0	100,000	100,000
Total Revenues and Other Sources	<u>152</u>	<u>100,968</u>	<u>103,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	9,680	9,680	75,000
Total Expenditures	<u>9,680</u>	<u>9,680</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$9,528)</u></u>	<u><u>\$91,288</u></u>	<u><u>\$28,000</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 Three Months Ended September 30, 2024

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2024	Teen Intern	Fish Foundation	Total
Revenues:										
Donations and grants	\$0	\$0	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$800
Intergovernmental revenue										0
Total Revenues	0	0	800	0	0	0	0	0	0	800
Expenditures:										
Personal services:										
Wages and salaries								2,455		2,455
Employee benefits								227		227
Total Personal Services	0	0	0	0	0	0	0	2,682	0	2,682
Materials and services:										
Collection development		8,480		1,261	947			1,408		10,688
Technology					77			136		1,408
Miscellaneous		8,179	(541)	3,184	6,308		5,207		98	22,435
Programs										
Total Materials and Services	0	16,659	(541)	4,445	7,332	0	5,207	1,544	98	34,744
Capital outlay	0	6,723	0	0	0	0	0	0	0	6,723
Total Expenditures	0	23,382	(541)	4,445	7,332	0	5,207	4,226	98	44,149
Net Change in Fund Balance	0	(23,382)	1,341	(4,445)	(7,332)	0	(5,207)	(4,226)	(98)	(43,349)
Fund Balance - July 1, 2024	338	107,974	3,873	13,611	9,608	1,781	5,281	4,000	0	146,466
Fund Balance - September 30, 2024	\$338	\$84,592	\$5,214	\$9,166	\$2,276	\$1,781	\$74	(\$226)	(\$98)	\$103,117

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
October 31, 2024**

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

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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 October 31, 2024, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and four months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
November 13, 2024

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$182,195			\$182,195
Cash with Hood River County	282,748	\$114,523	\$202,957	600,228
Petty cash	416			416
Total Current Assets	<u>465,359</u>	<u>114,523</u>	<u>202,957</u>	<u>782,839</u>
TOTAL ASSETS	<u><u>\$465,359</u></u>	<u><u>\$114,523</u></u>	<u><u>\$202,957</u></u>	<u><u>\$782,839</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$3,144			\$3,144
Total Current Liabilities	<u>3,144</u>	<u>0</u>	<u>0</u>	<u>3,144</u>
Total Liabilities	<u>3,144</u>	<u>0</u>	<u>0</u>	<u>3,144</u>
Fund Balances:				
Unassigned	<u>462,215</u>	<u>114,523</u>	<u>202,957</u>	<u>779,695</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$465,359</u></u>	<u><u>\$114,523</u></u>	<u><u>\$202,957</u></u>	<u><u>\$782,839</u></u>

See Independent Accountants' Compilation Report

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

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$14,800		\$14,800
Property tax revenues - current year	75,562			75,562
Property tax revenues - prior year	6,812			6,812
Fines and fees	1,969			1,969
Intergovernmental revenue	3,822			3,822
Interest revenue	7,898		\$1,104	9,002
Grants and donations	0			0
Miscellaneous	0			0
Total Revenues	96,063	14,800	1,104	111,967
Expenditures:				
Personal services:				
Wages and salaries	216,222	2,455		218,677
Employee benefits	91,160	227		91,387
Total Personal Services	307,382	2,682	0	310,064
Materials and services:				
Bank charges	300			300
Bookmobile	263			263
Building rental	8,103			8,103
Building maintenance	12,650			12,650
HVAC	8,556			8,556
Elevator	1,006			1,006
Telephone	2,044			2,044
Internet	3,665			3,665
Collection development	24,204	11,773		35,977
Technology	5,115	1,408		6,523
Accounting and auditing	10,290			10,290
Courier	1,147			1,147
Custodial services	8,745			8,745
Technical services	3,757			3,757
Library consortium	18,239			18,239
Copiers	1,961			1,961
Elections expense	0			0
Furniture and equipment	2,546			2,546
Insurance	0			0
Georgiana Smith Memorial Garden	5,158			5,158
Legal services	6,049			6,049
Professional services	4,708			4,708
Dues and subscriptions	1,078			1,078
Miscellaneous	2,397	213		2,610
Postage and freight	594			594
Printing	474			474
Programs	0	23,944		23,944
Advertising	1,040			1,040
Supplies - office	5,872			5,872
Travel	865			865
Training	1,250			1,250
Board development	0			0
Electricity	7,343			7,343
Garbage	650			650
Natural gas	651			651
Water & sewer - building	2,438			2,438
Total Materials and Services	153,158	37,338	0	190,496
Capital outlay	0	6,723	9,680	16,403
Total Expenditures	460,540	46,743	9,680	516,963
Revenues Over (Under) Expenditures	(364,477)	(31,943)	(8,576)	(404,996)
Other Financing Sources (Uses)				
Operating transfers in			100,000	100,000
Operating transfers out	(100,000)			(100,000)
Total Other Financing Sources (Uses)	(100,000)	0	100,000	0
Revenues and Other Financing Sources (Uses) Over (Under) Expenditures	(464,477)	(31,943)	91,424	(404,996)
Fund Balance - July 1, 2024	926,692	146,466	111,533	1,184,691
Fund Balance - October 31, 2024	<u>\$462,215</u>	<u>\$114,523</u>	<u>\$202,957</u>	<u>\$779,695</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2024

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$71,424	\$75,562	\$1,244,834
Tax revenues - prior year	1,492	6,812	10,000
Interest revenue	313	7,898	25,000
Fines and fees	658	1,969	3,500
Intergovernmental revenue	3,557	3,822	0
Grants and donations	0	0	0
Miscellaneous	0	0	0
Total Revenues	77,444	96,063	1,283,334
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	581	3,437	9,741
Library clerk II	8,790	39,637	150,946
Library assistant I	7,342	34,158	79,885
Library assistant II	5,982	33,369	116,765
Librarian I	11,782	48,128	157,818
Librarian II	6,155	24,296	73,861
Library director	8,370	33,197	100,443
Payroll taxes and benefits:			
Retirement	0	22,542	54,450
Social security	3,689	16,304	52,744
Workers' compensation	17	82	1,500
Health insurance	19,187	49,350	164,190
Unemployment insurance	594	2,882	6,205
Paid family and medical leave	0	0	6,895
Total Personal Services	72,489	307,382	975,443
Materials and services:			
Bank charges	16	300	300
Bookmobile	0	263	5,000
Building rental	1,351	8,103	20,000
Building maintenance	970	12,650	25,000
HVAC	733	8,556	15,000
Elevator	201	1,006	3,500
Telephone	620	2,044	8,000
Internet	302	3,665	5,000
Collection development	4,124	24,204	80,000
Technology	1,829	5,115	15,000
Accounting and auditing	0	10,290	33,000
Courier	264	1,147	3,200

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2024

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	2,000	8,745	29,000
Technical services	0	3,757	4,000
Library consortium	18,239	18,239	17,500
Copiers	345	1,961	7,000
Elections expense	0	0	3,000
Furniture and equipment	(440)	2,546	4,000
Insurance	0	0	25,000
Georgiana Smith Memorial Garden	1,669	5,158	20,000
Legal services	105	6,049	4,000
Professional services	3,538	4,708	0
Membership dues	394	1,078	4,000
Miscellaneous	436	2,397	3,000
Postage and freight	217	594	1,500
Printing	244	474	1,500
Programs	0	0	10,000
Advertising	177	1,040	2,000
Office supplies	2,270	5,872	17,000
Travel	150	865	5,000
Training	0	1,250	3,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,781	7,343	20,000
Garbage	152	650	2,300
Natural gas	130	651	10,000
Water & sewer - building	405	2,438	5,800
Total Materials and Services	42,222	153,158	413,600
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	114,711	460,540	1,489,043
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(100,000)	(100,000)
Total Other Financing Sources (Uses)	0	(100,000)	(100,000)
Change in Fund Balance	(\$37,267)	(\$464,477)	(\$305,709)

See Independent Accountants' Compilation Report

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

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$14,000	\$14,800	\$345,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>14,000</u>	<u>14,800</u>	<u>345,000</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I			4,400
Library clerk II		2,455	0
Library assistant II			5,000
Payroll taxes and benefits:			
Social security		188	750
Workers' compensation		2	250
Unemployment insurance		37	100
Other personal services			500
Total Personal Services	<u>0</u>	<u>2,682</u>	<u>11,000</u>
Materials and services:			
Collection development	1,085	11,773	80,000
Technology	0	1,408	40,000
Programs	1,509	23,944	80,000
Furniture and equipment			70,000
Other materials and services	0	213	96,000
Total Materials and Services	<u>2,594</u>	<u>37,338</u>	<u>366,000</u>
Capital outlay	0	6,723	100,000
Total Expenditures	<u>2,594</u>	<u>46,743</u>	<u>477,000</u>
Change in Fund Balance	<u><u>\$11,406</u></u>	<u><u>(\$31,943)</u></u>	<u><u>(\$132,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2024

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$136	\$1,104	\$3,000
Other Financing Sources			
Transfer from General Fund	0	100,000	100,000
Total Revenues and			
Other Sources	<u>136</u>	<u>101,104</u>	<u>103,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	9,680	75,000
Total Expenditures	<u>0</u>	<u>9,680</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$136</u></u>	<u><u>\$91,424</u></u>	<u><u>\$28,000</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Four Months Ended October 31, 2024

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2024	Teen Intern	Fish Foundation	Total
Revenues:										
Donations and grants	\$0	\$0	\$800	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,800
Intergovernmental revenue										0
Total Revenues	0	0	800	14,000	0	0	0	0	0	14,800
Expenditures:										
Personal services:										
Wages and salaries								2,455		2,455
Employee benefits								227		227
Total Personal Services	0	0	0	0	0	0	0	2,682	0	2,682
Materials and services:										
Collection development		9,339		1,487	947					11,773
Technology					77			1,408		1,408
Miscellaneous			175	3,974	6,214		5,207	136		213
Programs		8,374								23,944
Total Materials and Services	0	17,713	175	5,461	7,238	0	5,207	1,544	0	37,338
Capital outlay	0	6,723	0	0	0	0	0	0	0	6,723
Total Expenditures	0	24,436	175	5,461	7,238	0	5,207	4,226	0	46,743
Net Change in Fund Balance	0	(24,436)	625	8,539	(7,238)	0	(5,207)	(4,226)	0	(31,943)
Fund Balance - July 1, 2024	338	107,974	3,873	13,611	9,608	1,781	5,281	4,000	0	146,466
Fund Balance - October 31, 2024	\$338	\$83,538	\$4,498	\$22,150	\$2,370	\$1,781	\$74	(\$226)	\$0	\$114,523

See Independent Accountants' Compilation Report

SDIS 2025 Best Practices Survey

SDIS 2025

Entity Name

Hood River County Library District

Contact Name

Rachael Fox

Contact Email

rachael@hoodriverlibrary.org

Contact Phone

541-387-7062

Total Discount %

10

Check Yes if completed

Yes

Help

More Information

Affiliate Membership - 2% Credit. Is your organization a member of:

1

Oregon Fire District Directors Association (OFDDA)?

☐

i

(http://www.ofdda.com)

2

Oregon Fire Chiefs Association (OFCA)?

☐

i

(http://www.ofca.org)

3

Oregon Water Resources Congress (OWRC)?

☐

i

(https://www.owrc.org/)

4

Oregon Mosquito and Vector Control Association?

☐

i

(http://www.omvca.org)

5

Oregon Recreation and Park Association (ORPA)?

☐

i

(https://www.orpa.org)

6

Oregon Public Ports Association (OPPA)?

☐

i

(http://www.oregonports.com)

7

Oregon Association of Clean Water Agencies

☐

i

(http://www.oracwa.org)

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Contact Us (/Resources/Support)













FAQ (/Pages?page=_NewSiteFAQMember)



IX.i. SDAO Best Practice Checklist 2025





35

1 of 4

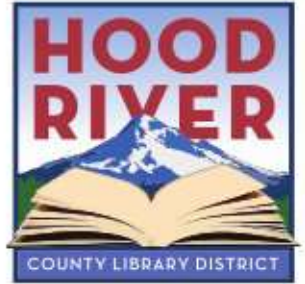
10/28/2024, 1:20 PM

	Check Yes if completed	SDAO.com (https://sdao.com)	Yes	Help	More Information
8	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>			 (https://oacd.org)
9	Cemetery Association of Oregon?	<input type="checkbox"/>			 (http://www.oregoncemeteries.com)
10	Oregon APCO-NENA?	<input type="checkbox"/>			 (http://www.oregonapconena.org/)
11	Oregon Transit Association (OTA)?	<input type="checkbox"/>			 (http://www.oregontransit.com)
12	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>			 (http://www.opuda.org/)
13	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>			 (http://www.oawu.net)
14	Oregon Library Association (OLA)?	<input checked="" type="checkbox"/>			 (http://www.olaweb.org)
15	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>			 (http://www.oedd.org/)
16	Oregon PRIMA?	<input type="checkbox"/>		?	 (http://orprima.org)
17	Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>			 (http://www.oahhs.org/)
18	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>			 (http://www.policechief.org)
19	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>			 (https://orha.wildapricot.org)
Public Meeting Checklist - 2% Credit.					
20	Does your district give notice of the time and place of all regular, special and emergency meetings, including an agenda of the principal topics to be discussed?	<input checked="" type="checkbox"/>			
21	Does your district give notice for executive sessions and include a citation of the specific authority granted by statute under which the session is being held?	<input checked="" type="checkbox"/>			

	Check Yes if completed	Yes	Help	More Information
22	Are your public meetings held in places that are accessible to individuals with mobility and other impairments?	<input checked="" type="checkbox"/>		
23	Does your district provide, or try to provide in good faith effort, an interpreter for hearing-impaired persons?	<input checked="" type="checkbox"/>		
24	Is your Board familiar with the Americans with Disabilities Act (ADA) and ensuring it is acting within accordance with any additional requirements of the ADA beyond that of state law?	<input checked="" type="checkbox"/>		
25	Do you try to provide members of the public an opportunity (if possible) to access and attend your meetings virtually?	<input checked="" type="checkbox"/>		
26	Does your district have one of the following record keeping options of your meetings, including executive sessions; Written minutes, video or digital recording?	<input checked="" type="checkbox"/>		
27	Does your district conduct regular monthly meetings?	<input checked="" type="checkbox"/>		
28	Per the new training requirement from HB 2805, has EACH board member attended a public meetings law training at least once during their term? *Leave blank if your district has less than \$1 million of total expenditure during the fiscal year.*	<input checked="" type="checkbox"/>		
Public Meeting Policy - 2% Credit.				
29	Does your district have a current policy in place that meets the criteria of the new public meetings laws?	<input checked="" type="checkbox"/>		 (https://www.sdao.com/public-meetings-law-training-requirement-update)
Public Meeting Training- Online - 2% Credit.				
30	Have ALL members of the Board of Directors completed the customized SDIS public meeting training offered on Vector Solutions (formerly SafePersonnel). This training is located only under the SDIS custom tab and should be accessible through your personalized district training website.	<input checked="" type="checkbox"/>	?	 (https://www.sdao.com/vector-solutions-formerly-safepersonnel)

Check Yes if completed		Yes	Help	More Information
SDAO/SDIS Training- At least one (1) representative of the district must complete a SDAO/SDIS training: - 2% Credit.				
31	Has anyone from your district completed any of our Regional Trainings- Board/HR/Legal or Risk Management?	<input type="checkbox"/>		 (https://www.sdao.com/calendar)
32	Did a representative from your district attend the 2024 SDAO Annual Conference?	<input checked="" type="checkbox"/>		 (https://www.sdao.com/calendar)
33	Has anyone from your district attended a 2024 Metro Breakfast?	<input type="checkbox"/>		 (https://www.sdao.com/calendar)
34	Has your board completed a Board Practices Assessment Training?	<input type="checkbox"/>	?	 (https://www.sdao.com/sdao-consulting-services-program-board-practices-assessment-and-board-governance-questionnaire)

PUBLIC MEETING POLICY



Preparation for Board Meetings

Distribution of Materials to Board Members

The agenda, Library Director's report and financial statements shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Library Director or the Director's designee shall provide members with detailed information relative to the agenda, including existing District Policy pertinent to Agenda items.

Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

Board Meeting Agenda

The Library Director shall draft the agenda after conferring with the president of the Board. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Roll call by Library Director or designee
- Approval of the minutes
- Citizen comment
- Financial report
- Library Director's report
- Old business
- New business
- Agenda suggestions for future meetings from Board members and District personnel
- Adjournment
- Executive Session (*include citation to statutory authority*)

Notice and Location of Meetings

Application

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board, if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

502 State Street
Hood River - OR 97031
541 386 2535

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

Regular Meetings

The Board shall hold regular monthly meetings on the third Tuesday of each month. Such meetings shall be held at the Hood River Library 502 State Street Hood River, at 7:00pm, or at such other places and times as the Board may designate from time to time.

Special Meetings

The Board may hold special meetings at the request of the President; the Vice-President in the absence of the President; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the minutes. Only business related directly to the emergency shall be conducted at an emergency meeting. If the Board determines that the reasons for calling the meeting are

insufficient, the meeting shall be immediately adjourned.

Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published or posted at the following locations within the District: Hood River, Parkdale and Cascade Locks Libraries.

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The Library Director shall be responsible for developing and maintaining a list of qualified interpreters and is responsible for arranging for attendance of an interpreter at

any meeting for which an interpreter is requested.

Board Meeting Conduct

Presiding Officer

The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, the remaining members shall select a board member to preside.

Conduct of Meetings

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any procedural decision of the presiding officer regarding the conduct of the meeting may be overridden by a majority vote of the Board.

Public Comment

Public comment and public participation is at the sole discretion of the Board. If public comment or participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business by making a motion for the Board to reconsider the issue and conduct a new vote. Such motion must be seconded and approved by the Board in the usual manner of business. If the motion to reconsider is approved, then Board members may recast their votes accordingly.

Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action. If there are

vacancies on the Board such that a quorum cannot be obtained, fewer than a quorum may meet and take action in accordance with ORS 198.320.

Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating the reason for their vote or abstention.

Conflict of Interest/Ex Parte Contacts

Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

Smoking

Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

Adjournment

Upon completion of the entire agenda, or at an hour pre-determined for the meeting to end, a board member shall make a motion to adjourn the meeting. Another board member shall second the motion, and the board chair (or acting board chair) shall declare the meeting adjourned.

Special circumstances: in the case of emergency circumstances (medical emergency, threat to public safety, etc.), the meeting may be adjourned without motion or preamble. If a loss of board quorum occurs for any reason during the course of the meeting, the meeting is considered adjourned at that point. The minutes of the meeting shall reflect how and why the meeting was adjourned.

Executive Sessions

Notice

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

No Final Decisions

The Board may fully discuss board members' views but may not make any final decisions during any executive session.

Authorized Purposes

Executive sessions shall be held only for the following purposes:

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

- A. The District has advertised the vacancy;
- B. The Board has adopted regular hiring procedures;
- C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
- D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

- (1) The filling of a vacancy in an elective office.
- (2) The filling of a vacancy on any public committee, commission or other advisory group.
- (3) The consideration of general employment policies.
- (4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

ORS 192.660(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ORS 192.660(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

ORS 192.660(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

ORS 192.660(n). To discuss information about review or approval of programs relating to the security of any of the following:

- (A) A nuclear-powered thermal power plant or nuclear installation.
- (B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.
- (C) Generation, storage or conveyance of:
 - (i) Electricity;
 - (ii) Gas in liquefied or gaseous form;
 - (iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);
 - (iv) Petroleum products;
 - (v) Sewage; or
 - (vi) Water.
- (D) Telecommunication systems, including cellular, wireless or radio systems.
- (E) Data transmissions by whatever means provided.

ORS 192.660(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

ORS 192.660(3). Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in

executive session are not subject to the notification requirements of ORS 192.640.

Conduct of Executive Session

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole. Board members shall only discuss the subject matter of the executive session, and shall not discuss other topics or general District policy.

Minutes of Board Meetings

Minutes

The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio recording, and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

Disclosure of Executive Session Minutes

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

Adopted by the Board of Directors: October 15, 2024