

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

Tuesday, October 21, 2025, 7:00pm  
Library Meeting Room and Zoom  
502 State St, Hood River

**Library Board:**

*Board President:* Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik 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

|              | <b>Agenda Items</b>                                                                                                                                                                       | <b>Action</b> | <b>Responsible</b> |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| <b>I.</b>    | <b>Call to Order</b>                                                                                                                                                                      |               | Sara Marsden       |
| <b>II.</b>   | <b>Roll call</b>                                                                                                                                                                          |               | Rachael Fox        |
| <b>III.</b>  | <b>Approval of the agenda</b><br><b>(additions/corrections/deletions)</b>                                                                                                                 | <b>Motion</b> | Sara Marsden       |
| <b>IV.</b>   | <b>Approval of the consent agenda</b> <ul style="list-style-type: none"><li><b>i. Minutes from the September 16, 2025 regular board meeting</b></li><li><b>ii. Sage invoice</b></li></ul> | <b>Motion</b> | Sara Marsden       |
| <b>V.</b>    | <b>Actual or potential conflicts of interest</b>                                                                                                                                          |               | Sara Marsden       |
| <b>VI.</b>   | <b>Citizen comment (3 minutes each)</b>                                                                                                                                                   |               | Sara Marsden       |
| <b>VII.</b>  | <b>Library staff presentation: Bookmobile Librarian Jasmin Martinez</b>                                                                                                                   |               |                    |
| <b>VIII.</b> | <b>Reports</b>                                                                                                                                                                            |               | Jasmin Martinez    |
|              | <b>i. July, August, and September 2025 Financial Statements</b>                                                                                                                           |               | Rachael Fox        |
|              | <b>ii. Friends update</b>                                                                                                                                                                 |               | Rachael Fox        |
|              | <b>iii. Foundation update</b>                                                                                                                                                             |               | Rachael Fox        |
|              | <b>iv. Director's report</b>                                                                                                                                                              |               | Rachael Fox        |
| <b>IX.</b>   | <b>Old Business</b>                                                                                                                                                                       |               |                    |
|              | <b>i. Gift and donation policy update</b>                                                                                                                                                 | <b>Motion</b> | Sara Marsden       |

|              |                                                                                                              |               |              |
|--------------|--------------------------------------------------------------------------------------------------------------|---------------|--------------|
| <b>X.</b>    | <b>New Business</b>                                                                                          |               |              |
|              | <b>i. Resolution No. 2025-26.03 authorizing vendors for online and automatic payment of bills in 2025-26</b> | <b>Motion</b> | Sara Marsden |
|              | <b>ii. Snow Removal Contract</b>                                                                             | <b>Motion</b> | Sara Marsden |
|              | <b>iii. District Building Preventative Maintenance Policy update</b>                                         | <b>Motion</b> | Sara Marsden |
|              | <b>iv. Special Districts Association Oregon (SDAO) Best Practices checklist review</b>                       |               | Sara Marsden |
|              | <b>vi. Library Board member application review</b>                                                           | <b>Motion</b> | Sara Marsden |
| <b>X.</b>    | <b>Announcements</b>                                                                                         |               |              |
|              | <b>i. Comments from board members</b>                                                                        |               | All          |
|              | <b>ii. Requests/Comments from Library Director</b>                                                           |               | Rachael Fox  |
| <b>XIII.</b> | <b>Agenda items for next meeting</b>                                                                         |               | Sara Marsden |
| <b>IX.</b>   | <b>Adjournment regular meeting</b>                                                                           |               | Sara Marsden |

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, October 16, 2025, 7:00pm  
 Library Meeting Room and Zoom  
 502 State St, Hood River

**Library Board:**

*Board President:* Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik 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:

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|             | <b>Agenda Items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Action</b> | <b>Responsible</b> |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| <b>I.</b>   | <b>Call to Order</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               | Sara Marsden       |
| <b>II.</b>  | <b>Roll call</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               | Rachael Fox        |
| <b>III.</b> | <b>Approval of the agenda (additions/corrections/deletions)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Motion</b> | Sara Marsden       |
| <b>IV.</b>  | <b>Approval of the consent agenda</b><br><b>i. Minutes from the September 16, 2025 Regular Board Meeting</b><br>Attachment:<br><ul style="list-style-type: none"> <li>IV.i. Minutes from the September 16, 2025 Regular Board Meeting</li> </ul> <b>ii. Sage Invoice</b><br>Attachment:<br><ul style="list-style-type: none"> <li>IV.ii. SAGE system invoice</li> </ul> <p>This membership connects us to our 77 consortium libraries, which we share materials. This funds technical staff who create an infrastructure, policies and technical support for our integrated library system software Evergreen. It also funds our courier system which runs five days per week.</p> <p>The cost has increased 11% since last fiscal year. SAGE is adjusting the cost of the fees for member libraries to a usage based system based upon service population</p> | <b>Motion</b> | Sara Marsden       |

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|              | instead of a flat rate applied to all the member libraries. I anticipated the potential increase and my estimate was \$21,000. The invoice for \$20,317 exceeds my spending authority, so I'm asking for Board approval.                                                                                                                                                                                                                                                    |  |                 |
| <b>V.</b>    | <b>Actual or potential conflicts of interest</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Sara Marsden    |
| <b>VI.</b>   | <b>Citizen comment (3 minutes each)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Sara Marsden    |
| <b>VII.</b>  | <b>Library staff presentation: Bookmobile Librarian Jasmin Martinez</b>                                                                                                                                                                                                                                                                                                                                                                                                     |  | Jasmin Martinez |
| <b>VIII.</b> | <b>Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                 |
|              | <b>i. July, August, and September 2025 Financial Statements</b><br>Attachment <ul style="list-style-type: none"> <li>◦ VIII.i.a. July Financial Statements</li> <li>◦ VIII.i.b. August Financial Statements</li> <li>◦ VIII.i.c. September Financial Statements</li> </ul> We are tracking well with \$512,562 in the General Fund, \$123,045 in the Grants Fund, and \$175,926 in the Capital Equipment Reserve Fund. The bulk of the tax revenue will arrive in November. |  | Rachael Fox     |
|              | <b>ii. Friends update</b> <ul style="list-style-type: none"> <li>• The Friends will be holding their annual holiday gathering on Sunday, December 7, 2-4pm in the Reading Room of the Hood River Library.</li> <li>• The Friends will be holding a one day book sale this spring.</li> </ul>                                                                                                                                                                                |  | Rachael Fox     |
|              | <b>iii. Foundation update</b> <ul style="list-style-type: none"> <li>• The Library Foundation will host a Fall Donor Thank You event on Monday, November 17 for Library Foundation donors at the Hood River Library.</li> <li>• The Library Foundation has designated Saturday, April 11, 5:30-8:00 PM for their annual Feast of Words Fundraiser.</li> </ul>                                                                                                               |  | Rachael Fox     |
|              | <b>iv. Director's report</b><br><br><b><u>Administration</u></b> <ul style="list-style-type: none"> <li>• I recently learned the Oregon Ethics Commission issued an advisory opinion prohibiting the provision of food and beverages to employees by their government employer unless such items are part of their official compensation package. The commission cited ORS 244.040, which</li> </ul>                                                                        |  | Rachael Fox     |

prohibits public employees from using their public position for financial gain.

This is a new restriction for government entities and other government entities are trying to make sense of it. This opinion has been “challenged” and to date there is not an absolute answer. This new restriction has caused issues and will be discussed in the next legislative session in Oregon. I have consulted with our legal counsel Ruben Cleaveland and have been advised to wait until the issue is sorted out in the legislative session before implementing a new policy. HR Answers will provide a template policy for entities after the legislative session. For the time being, the District cannot purchase any food or beverages for employees. This also applies to library board members, too.

- **New Children’s Services Assistant**

- We're happy to announce that Mia Farmer is joining our team as the new Children's Services Assistant. Mia brings valuable experience working with children of all ages that will greatly benefit our community. Mia holds degrees in Environmental Studies and International Affairs. Her diverse background includes working on organic farms, teaching bilingual ski lessons in Spanish to children and adults at Mt. Hood Meadows, and working at the US Forest Service, where she designed programs and provided bilingual support to Spanish-speaking community members. Mia has also assisted with our local Next Door Program, *Libros con Amigos*, and helped establish a USFS partnership with *Viento y Agua*, a bilingual camp through the Hood River Migrant Education Program. Mia will start in her new position in January. We're excited to welcome her to our team!

- **Program and events**

- **Hispanic Heritage Month**



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.

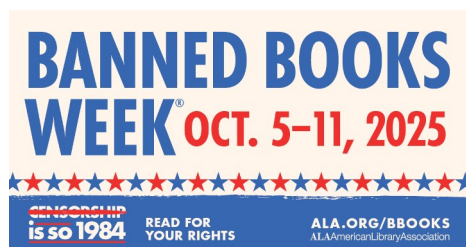
The Hood River County Library District provides free and equitable access to cultural and educational experiences. The library celebrates ideas, promotes creativity, connects people, and enriches lives, with an emphasis on promoting literacy and equity in library collections, services, and programs

Sept. 15 through Oct. 15 marks National Hispanic Heritage Month, which celebrates the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America.

The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period. The day of Sept. 15 is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico and Chile celebrate their independence days on Sept. 16 and Sept.18, respectively. Also, Columbus Day or Día de la Raza, which is Oct. 12, falls within this 30 day period.

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

○ **Banned Books Week**



[Banned Books Week](#) is an annual event to celebrate the freedom

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|  | <p>to read and to highlight attempts to censor books in schools and libraries. The American Library Association (ALA) established the event in 1982 in response to an increase in challenges to books in libraries, bookstores, and schools. The event brings together the book community, including librarians, teachers, publishers, booksellers, and readers, to support the freedom to read, publish, and express ideas. Banned Books Week focuses on efforts to remove or restrict access to books across the country to draw attention to the harms of censorship.</p> <p>The ALA Office for Intellectual Freedom (OIF) tracks these attempts and compiles a list of the <a href="#">Top Ten Most Challenged Books</a> to inform the public. In 2024, the OIF documented 2,452 demands to censor library books and resources.</p> <ul style="list-style-type: none"> <li>○ <b>Family Movie Matinee: Coco</b>, Saturday, October 25th, 2:00pm, Hood River Library Theater. Join us in the Hood River Library Theater for a family movie matinee. We'll provide popcorn and plenty of room to spread out and get cozy.</li> <li>○ <b>Adult programs</b> <ul style="list-style-type: none"> <li>▪ <b>Puzzle Competition</b>, Thursday, October 9th, 5:30pm-7:30pm, Hood River Library Reading Room. Teams of 2-4 adults raced to finish a 500 piece puzzle in less than 120 min. Recommended for Ages 16+. In Collaboration with Hood River Hobbies &amp; Ravensburger.</li> <li>▪ <b>Fall Yoga</b>, Saturday, October 4th, 10:30am-11:30am, Saturday, November 1st, 10:30am-11:30am, Saturday, December 13th, 10:30am-11:30am. Oct &amp; Nov - Meeting Room and Dec - Reading Room. In collaboration with Wild Bloom Yoga.</li> <li>▪ <b>Master Gardener's Table</b>, 1<sup>st</sup> Saturday of the Month (March-October), 10am-12pm, Hood River Library. Connect with local Master</li> </ul> </li> </ul> |  |  |
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|  | <p>Gardener volunteer at the Hood River Library.</p> <ul style="list-style-type: none"> <li>▪ <b>Hood River Book Club</b> meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room &amp; <a href="#">Zoom</a>.</li> <li>▪ <b>Cascade Locks Book Club</b> meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library.</li> <li>▪ <b>Writing Group:</b> 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).</li> <li>▪ <b>Tween and Teen programs</b> <ul style="list-style-type: none"> <li>• <b>Teen Book Club:</b> Friday, October 17th, 4:00pm-5:00pm <b><i>An Embroidery of Souls by Ruby Martinez. Read the book, then come to the library for snacks and a lively discussion!</i></b> Teen Book Club will meet the third Friday of each month, with a new book chosen by our Teen Council members for each meeting. All tweens and teens welcome!</li> <li>• <b>Teen Halloween Party,</b> Friday, October 24th, 6:00pm-9:00pm Hood River Library. Come to the Hood River Library for some spooky fun with friends! We'll watch Hocus Pocus 1 &amp; 2, play Halloween games, make crafts, and have a glow in the dark dance party. Wear a costume for the chance to win a gift card to one of your favorite Hood River haunts! Middle and High School aged students welcome!</li> <li>• <b>Club Ghibli,</b> Saturday, October 25th, 3:00pm, Hood River Library Theater. Do you love the films of Studio Ghibli? Join us for a monthly meet-up to watch the beloved films of</li> </ul> </li> </ul> |  |  |
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|  | <p>Hayao Miyazaki and other animators from this award-winning Japanese studio. We'll also make an easy Ghibli related craft and enjoy a themed snack. Sept. 27th: My Neighbor Totoro 3pm, Nov. 1: Kiki's Delivery Service 3pm, Nov. 29th: Howl's Moving Castle 3pm.</p> <ul style="list-style-type: none"> <li>• <b>Teen Council and volunteer hours</b>, 1st &amp; 3rd Saturday of the month, 10am-12pm, Hood River Library Teen Area. Meet-up with other teen readers and our Teen Services Librarian on the last Saturday of every month to help plan library events and give input on books and materials you would like to see at the library!</li> <li>• <b>Magic: the Gathering</b>, Every Friday at 4pm in the Library Theater. Program provided by <a href="#">Hood River Hobbies</a>.</li> <li>• <b>Dungeons and Dragons</b>, Wednesdays, October 8th &amp; 22th, 4-6pm, Hood River Library Theater. Beginner Dungeons and Dragons group for tweens and teens, led by experienced Dungeon Masters.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Children's programs</b> <ul style="list-style-type: none"> <li>▪ <b>Ashley Erdely: Wildflower of the Pacific Northwest for Kids &amp; Adults</b>, Saturday, October 18th, 2:00pm-3:00pm, Hood River Library Reading Room.</li> <li>▪ <b>Hood River Library Halloween Party</b>, Friday, October 31st, 4:00pm-6:00pm Hood River Library. Get ready for a spooktacular night of thrills at our Halloween Party in the library! Join us for an eerie evening of creative crafts and activities, chilling ice cream floats, and free boooooooks. We will be taking over both floors of the library!</li> <li>▪ <b>Storytimes</b> <ul style="list-style-type: none"> <li>• <b>Family Storytime – Hood River Library Thursdays at 10:30 a.m.</b> <ul style="list-style-type: none"> <li>○ The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the</li> </ul> </li> </ul> </li> </ul> </li> </ul> |  |  |
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heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading!

- **Bookmobile Route**

- 1st Thursday, 5:00p-6:30pm, Pine Grove, Early Intervention 2405 Eastside Rd
- 2nd Thursday, HOOD RIVER
  - 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
  - 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
  - 3p-4p Rockford Grange
- 2nd & 4th Saturday, ODELL
  - 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

- **Community Outreach**

- **Children's Fair**, Saturday, October 4th, 10am-2pm, Mid-Valley Elementary. The Hood River Library sponsored this year's Children's Fair. This event is hosted by Child Care Partners from CGCC. The purpose of the Children's Fair is was to provide a fun and free community event where families can enjoy activities together at no cost.
- **Pumpkin Parade, Saturday, October 25, 11:30am.** Our bookmobile will be in the Parkdale Pumpkin Parade with staff and

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|            | <p>volunteer handing out candy.</p> <ul style="list-style-type: none"> <li>▪ We also provide monthly visits for seniors at <a href="#">Providence Dethman Manor</a>, <a href="#">Providence Down Manor</a>, and <a href="#">Hawk's Ridge</a>, as well as for children and families at OCDC Oregon Child Development Coalition in Odell. We regularly partner with <a href="#">Hood River County School District</a> for classroom visits, school visits to the library, and library card registration drives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |              |
| <b>IX.</b> | <b>Old Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |              |
|            | <p><b>i. Gift and donation policy update</b><br/>Attachment</p> <ul style="list-style-type: none"> <li>◦ IX.i. Gift and donation policy</li> </ul> <p>We aim to review and update our policies each month. This policy was last reviewed on December 15, 2020. I worked with legal counsel Ruben Cleveland to make two key updates. First, we added our new mission statement to align the policy. Second, we expanded the library board's authority to serve as final decision maker for all art donations, not just garden art, which creates consistency and clarity across all donations regardless of location.</p> <p>At last month's library board meeting, the board requested the ability to decline gifts that would not benefit the District or would be burdensome to sell. After consulting with Cleveland, we added specific language at the beginning of the policy to address this concern, "The District has sole discretion to accept or decline any gift presented to the District, regardless of the nature of the gift."</p> <p>I request we review and approve the updated policy.</p> | <b>Motion</b> | Sara Marsden |
| <b>X.</b>  | <b>New Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |              |
|            | <p><b>i. Resolution No. 2025-26.03 authorizing vendors for online and automatic payment of bills in 2025-26</b><br/>Attachment</p> <ul style="list-style-type: none"> <li>◦ X.i. Resolution No. 2025-26.03 authorizing vendors for online and automatic payment of bills in 2025-26</li> </ul> <p>We need to update the list to reflect changes we have made to online and automatic payment of bills since we approved the resolution in June 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Motion</b> | Sara Marsden |

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|  | <p>We have removed the following:</p> <ul style="list-style-type: none"> <li>• Providence (medical and vision) <ul style="list-style-type: none"> <li>◦ We have a new insurance company we pay by check.</li> </ul> </li> <li>• T Mobile (Parkdale Wifit patron units) <ul style="list-style-type: none"> <li>◦ We discontinued and replaced with same units we use in Hood River and Cascade Locks.</li> </ul> </li> <li>• Umpqua Bank (bank fees, payroll deposits, and employee reimbursements) <ul style="list-style-type: none"> <li>◦ Columbia Bank purchased Umpqua Bank.</li> </ul> </li> <li>• Add: <ul style="list-style-type: none"> <li>◦ Columbia Bank (bank fees, payroll deposits, and employee reimbursements)</li> <li>◦ Columbia Bank - Elan Financial Services (credit card) <ul style="list-style-type: none"> <li>▪ I'm requesting we add our credit card vendor to the list. We consistently struggle to meet payment deadlines due to a lengthy process: the invoice must be coded and sent to the accountant, who then cuts a check that requires signatures from both the Library Director or Assistant Director and Board President or Vice President before being mailed. Once mailed it can take up to five days for the payment to post to our account after the vendor receives it.</li> </ul> </li> <li>◦ Costco (annual membership)</li> <li>◦ Squarespace (program scheduling software)</li> </ul> </li> <li>• Correction: <ul style="list-style-type: none"> <li>◦ Removed Solutions Yes (copier lease) and replaced with Solutions Yes (copies)</li> </ul> </li> </ul> <p>The Library Board President or Vice President will review invoices on the list monthly in addition to the Library Director. I will consult with Marsden to develop a procedure, which will be implemented by November.</p> |               |              |
|  | <p><b>ii. Snow Removal Contact</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>◦ X.ii.a. Snow Removal Contract 2025-26</li> <li>◦ X.ii.b. Snow Removal Contract 2025-26 Appendix A</li> <li>◦ X.ii.c. Snow Removal Contract 2025-26 Appendix B</li> </ul> <p>We have worked with Neal Creek Forest Products for two years and would like to renew their contract. Their pricing structure remains unchanged:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Motion</b> | Sara Marsden |

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| <p><b>Hood River location:</b></p> <ul style="list-style-type: none"> <li>• \$800 per visit for standard snow removal</li> <li>• \$1,000 per visit when snow accumulation reaches 6 inches or more</li> <li>• \$0.65 per pound for de-icing materials applied after snow removal</li> </ul> <p><b>Parkdale Library:</b></p> <ul style="list-style-type: none"> <li>• \$150 per hour for walkway maintenance</li> <li>• We provide our own de-icing service</li> </ul> <p>Our legal counsel has prepared a new contract maintaining the same prices as last year. Although the total contract value cannot be predetermined due to the unpredictable nature of winter weather, I am seeking board approval as a precautionary measure. Since contracts exceeding \$5,000 require board authorization, and our snow removal expenses could potentially surpass this threshold over the course of the year, advance approval will help us respond quickly to winter weather conditions.</p> |  |              |
| <p><b>iii. District Building Preventative Maintenance Policy update</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>• X.iii.District Building Preventative Maintenance Policy</li> </ul> <p>This policy was created in 2018 as part of the SDAO Best Practices program to help ensure the Library District conducts regular maintenance and safety checks. I worked with Ruben Cleveland to make the minor updates noted in the policy.</p> <p>I request we review and approve the updated policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Sara Marsden |
| <p><b>iv. Special Districts Association Oregon (SDAO) Best Practices checklist review</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>◦ X.iv. SDAO Best Practice Checklist 2026</li> </ul> <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 2026 policy year. Each year Special District's has a theme for the Best Practices</p>                                                                                                                                                                                                                                                                                                                     |  | Sara Marsden |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |              |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------|
|  | <p>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 the 10% discount. Please see the attachment for full details.</p> <ul style="list-style-type: none"> <li>• Affiliate Organization Membership – Credit 2% <ul style="list-style-type: none"> <li>◦ Oregon Library Association</li> </ul> </li> <li>• SDAO/SDIS training – Credit 2% <ul style="list-style-type: none"> <li>◦ Management - Rachael Fox (SDAO Public Meeting Law training and SDAO annual conference)</li> <li>◦ Library Board members Karen Bureker (SDAO annual conference), Megan Janik (SDAO Public Meeting Law training and Sara Marsden SDAO Public Meeting Law training)</li> </ul> </li> <li>• Checklist – Credit 2% <ul style="list-style-type: none"> <li>◦ Completed – Rachael Fox</li> </ul> </li> <li>• Policy Requirement – Credit 2% <ul style="list-style-type: none"> <li>◦ Paid Leave Oregon policy located with Employee Handbook. Last updated: January 21, 2025.</li> </ul> </li> <li>• Online training– Credit 2% <ul style="list-style-type: none"> <li>◦ Management-Rachael Fox and Mo Burford have completed the online training, Discrimination: Avoiding Discriminatory Practices.</li> </ul> </li> </ul> |  |              |
|  | <p><b>v. Library Board member application review</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>• IX.v.a. Library Board member application: Yesenia Rojas</li> <li>• IX.v.b. Library Board member application: Jeannie Troxel</li> </ul> <p>The library board will fill the open position. According to our Board Governance policy section 2.4 Vacancies</p> <p>“As provided by ORS 198.320, if a board member should resign from the board before their term is up, the vacancy shall be filled by appointment decided by a simple majority vote of the remaining board members. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Hood River County will appoint a replacement. The appointed replacement shall serve until the next regular election of board members.”</p> <p>Brian Hackett served for eight years with the first two years he</p>                                                                                                                                                                                                                                                                                                                                                                                                               |  | Sara Marsden |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |               |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|
|              | <p>was appointed (2017) and filled the remaining term of another board member who resigned. He was reelected two times in 2019 and 2023 and had two years remaining in his term. The appointee to fill his term would serve until June 30, 2027.</p> <p>As recommended by Special District Association Oregon, we advertised the vacancy for two weeks and let interested candidates apply. This practice fosters transparency, encourages citizens to engage in the civic process.</p> <p>We received two applications. The Library Board will discuss the applicants and select the new board member at our Tuesday, October 21, 2025 meeting. Fox will notify both candidates afterward. The new board member will be formally appointed at the Tuesday, November 18, 2025 meeting.</p> |  |               |
| <b>XI.</b>   | <b>Announcements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |               |
|              | <b>i. Comments from board members</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Board members |
|              | <b>ii. Requests/Comments from Library Director</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | Rachael Fox   |
| <b>XII.</b>  | <b>Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Staff presentation: Teen and Tween Services Librarian Elizabeth Backer</li> <li>• Policy review</li> <li>• Janitorial Services contract renewal</li> <li>• Appointment of Library Board member</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Sara Marsden  |
| <b>XIII.</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.

**Library Board of Directors**  
**Regular Meeting Minutes**

Tuesday, September 16, 2025, 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   |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| <b>I.</b>    | <b>Call to Order</b><br>Library Board President Brian Hackett called the meeting to order at 7:00pm.                                                                                                                                   |               | Brian Hackett |
| <b>II.</b>   | <b>Roll call</b><br>Fox conducted a roll call. Brian Hackett, Sara Marsden, Megan Janik and Jean Sheppard were present. Library Director Rachael Fox and Assistant Director Mo Burford were present. One community member was present. |               | Rachael Fox   |
| <b>III.</b>  | <b>Approval of the agenda (additions/corrections/deletions)</b><br>Sheppard moved to approve the agenda. Janik seconded the motion. The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard.  | <b>Motion</b> | Brian Hackett |
| <b>IV.</b>   | <b>Approval of the consent agenda</b><br>A motion to approve the consent agenda was made by Marsden and seconded by Janik. The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard.           | <b>Motion</b> | Brian Hackett |
| <b>V.</b>    | <b>Actual or potential conflicts of interest</b><br>None stated                                                                                                                                                                        |               | Brian Hackett |
| <b>VI.</b>   | <b>Citizen comment (3 minutes each)</b><br>No comment                                                                                                                                                                                  |               | Brian Hackett |
| <b>VII.</b>  | <b>Reports</b>                                                                                                                                                                                                                         |               |               |
|              | <b>i. July and August 2025 Financial Statements</b><br>There was nothing to add to the written report.                                                                                                                                 |               | Rachael Fox   |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |               |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
|              | <b>ii. Friends update</b><br>There was nothing to add to the written report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               | Rachael Fox   |
|              | <b>iii. Foundation update</b><br>There was nothing to add to the written report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               | Rachael Fox   |
|              | <b>iv. Director's report</b><br><p>Fox explained that she believed the 60% increase in youth reading hours was due to Children's Librarian Annelisa Gebhard's engagement with every elementary school in the Hood River County School District. Gebhard promoted summer reading either through assemblies or videos shared with students and she distributed reading logs to every elementary student at each school.</p> <p>Fox also noted that 82 teens participated in summer reading, including 25 who utilized the CAT bus prize program. Hackett stated that the increase in teen involvement was a direct result of their recent hiring. Fox agreed, explaining that their Teen and Tween Librarian has strong community connections through the Mid-Valley PTO and Wy'east. The librarian has gone above and beyond to ensure a wide variety of programs and services for teens.</p> <p>Fox confirmed that Marsden, Janik, and Hackett can attend the Public Meeting Law SDAO training on September 29, 2025, at the Hood River Library. Sheppard is unable to attend but will participate in a webinar instead.</p> |               | Rachael Fox   |
| <b>VIII.</b> | <b>Old Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |               |
| <b>IX.</b>   | <b>New Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |               |
|              | <b>i. Library Board Member Resignation</b><br><p>Hackett stated he would like to resign from his position and it's something he has been thinking about for a long time. It felt it was the moment for him. No reason and no agenda and what he is doing in his family and other commitments. Hackett thanked everyone and said it was one of the most rewarding things he has done in his life and to be involved with an organization like this and to think he can contribute. He enjoyed working together with the board. Fox presented Hackett with a card from the board and a gift certificate of appreciation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               | Brian Hackett |
|              | <b>ii. Board officer election – Library Board President</b><br><p>Fox opened officer elections. Sheppard inquired about doing this before appointing a new board member. Fox stated it was important to have another check signer for the District since they would not have another board member for several</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Motion</b> | Fox           |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |         |
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|  | <p>months. Sheppard asked if they would fill the remainder of the fiscal year. Fox confirmed they elect a board president every July.</p> <p>Sheppard wanted to confirm with Hackett the reason for his departure. Hackett explained he was looking at his commitments and that the last election was heartening to see the quality of candidates who stepped up. He said he looked at this board and knew it would be in good hands and they would continue their work with the respect and progress made. The board has done more than needed to move forward a library that is representative of their community.</p> <p>The board reflected on how they went from the library being closed in 2011 to now having over 75,000 visitors at all locations last fiscal year. Visits have increased every year except during COVID but the comeback from COVID and outreach to all community members has been strong. The procurement of the bookmobile was particularly successful.</p> <p>Marsden asked if they could vote with Karen not present and whether her presence was required. Fox stated she would like to get another check signer and suggested they could wait until next month. Janik could not serve because she lives in Cascade Locks. Fox recalled that Bureker said she could be president but it would be difficult with her job commitments. Sheppard stated she had more time but would only be a caretaker of the position.</p> <p>Sheppard inquired if the vote could happen again after until new board member joins. Fox stated she could ask SDAO if they could hold another election mid-year after the new board member begins. Sheppard asked if this would be until July, and Fox confirmed yes.</p> <p>Marsden stated she could be president. Sheppard nominated Marsden to be the new president of the library board and authorized the following check signers: Library Board President Sara Marsden, Vice President Karen Bureker, Library Director Rachael Fox, and Assistant Director Mo Burford. Janik seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, and Sheppard.</p> |  |         |
|  | <p><b>iii. Library Board Open Position</b></p> <p>Sheppard read the board policies and stated they should definitely advertise the position. Fox consulted with SDAO and they recommended advertising the position for at least two weeks. Fox said she would need one week to pull everything together and wants to create an online form. The</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Marsden |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |               |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
|            | <p>advertisement can be included in the newsletter.</p> <p>Fox recommends no longer than three weeks due to the timeline already in place, which involves the board discussing applicants at the October board meeting and swearing in the new member at the November board meeting.</p> <p>Sheppard asked where the position would be posted. Fox stated it would include a press release, social media, newsletter, and website. SDAO released a board recruitment packet with advertising suggestions, covering the standard places they advertise. The Library Board approved the timeline of September 23 through October 7.</p>                               |               |               |
|            | <p><b>iv. Library Foundation liaison discussion</b></p> <p>Fox stated they can wait if needed since it's not an immediate need like having a check signer. Fox corrected the meeting time to 4:00-5:30. Sheppard stated she can be the liaison.</p>                                                                                                                                                                                                                                                                                                                                                                                                                 |               | Marsden       |
|            | <p><b>v. Gift and donation policy review</b></p> <p>Sheppard mentioned they should have the policy address large donations like a car and they should add a provision for donations of significant value. Fox stated she would consult with legal counsel and bring the policy back next month for approval.</p> <p>The board discussed that accepting donations for Library Things is handled on a case-by-case basis due to old and outdated equipment being donated in the past. The District allows drop off of any donated puzzles and games. Staff typically accept new LOT items or items in excellent condition that are not already in the collection.</p> | <b>Motion</b> | Marsden       |
|            | <p><b>vi. Executive Session discussion</b></p> <p>Fox read the information from the packet regarding who can attend the executive sessions. The board now has a statement they can read at the beginning of executive sessions. Sheppard inquired if the participant at their last executive session would qualify and Fox confirmed they would qualify.</p>                                                                                                                                                                                                                                                                                                        |               | Marsden       |
| <b>XI.</b> | <b>Announcements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |               |
|            | <p><b>i. Comments from board members</b></p> <p>None stated</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               | Board members |
|            | <p><b>ii. Requests/Comments from Library Director</b></p> <p>Fox stated she had the Library Board Member Code of Ethics form for Sheppard to sign. This form is signed annually by board members and since Sheppard did not attend the July 2025 meeting when the rest of the board signed the form, she</p>                                                                                                                                                                                                                                                                                                                                                        |               | Fox           |

|              |                                                                                                                                                                                                                                                                                                                                      |  |         |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------|
|              | can complete it now. Fox also distributed the Certificate of Election for Library Board members Sara Marsden and Megan Janik.                                                                                                                                                                                                        |  |         |
| <b>XII.</b>  | <b>Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Staff presentation: Bookmobile Librarian Jasmin Martinez</li> <li>• 2025 Special District Association Oregon Best Practices Program</li> <li>• District Building Preventative Maintenance Policy review</li> <li>• Gift and Donation Policy</li> </ul> |  | Marsden |
| <b>XIII.</b> | <b>Adjournment regular meeting</b><br>The meeting was adjourned at 7:34pm.                                                                                                                                                                                                                                                           |  | Marsden |

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.

Baker Co Library District - Sage Fund  
Sage Library System  
2400 Resort Street  
Baker City, OR 97814

Invoice

| Date      | Invoice #   |
|-----------|-------------|
| 10/6/2025 | M2025-26-17 |

|                                    |
|------------------------------------|
| Bill To:                           |
| Hood River County Library District |

| Terms            |
|------------------|
| Due upon receipt |

| Quantity                                                         | Description                   | Rate        | Amount       |
|------------------------------------------------------------------|-------------------------------|-------------|--------------|
|                                                                  | 2025-2026 Sage Membership fee | \$20,317.00 | \$20,317.00  |
| Please make your check payable to: Baker County Library District |                               | Total Due   | \$ 20,317.00 |

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements July 31, 2025

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

---

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

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

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 July 31, 2025, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month 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.*  
August 20, 2025

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**July 31, 2025**

**ASSETS**

|                             | General<br>Fund  | Grants<br>Fund   | Capital<br>Equipment<br>Reserve<br>Fund | Total              |
|-----------------------------|------------------|------------------|-----------------------------------------|--------------------|
| Current Assets:             |                  |                  |                                         |                    |
| Cash in bank - Umpqua Bank  | \$239,356        |                  |                                         | \$239,356          |
| Cash with Hood River County | 460,948          | \$122,853        | \$177,843                               | 761,644            |
| Petty cash                  | 416              |                  |                                         | 416                |
| Total Current Assets        | <u>700,720</u>   | <u>122,853</u>   | <u>177,843</u>                          | <u>1,001,416</u>   |
| TOTAL ASSETS                | <u>\$700,720</u> | <u>\$122,853</u> | <u>\$177,843</u>                        | <u>\$1,001,416</u> |

**LIABILITIES & FUND BALANCES**

|                                   |                  |                  |                  |                    |
|-----------------------------------|------------------|------------------|------------------|--------------------|
| Liabilities                       |                  |                  |                  |                    |
| Current Liabilities               |                  |                  |                  |                    |
| Payroll liabilities               | \$841            |                  |                  | \$841              |
| Total Current Liabilities         | <u>841</u>       | <u>0</u>         | <u>0</u>         | <u>841</u>         |
| Total Liabilities                 | <u>841</u>       | <u>0</u>         | <u>0</u>         | <u>841</u>         |
| Fund Balances:                    |                  |                  |                  |                    |
| Unassigned                        | <u>699,879</u>   | <u>122,853</u>   | <u>177,843</u>   | <u>1,000,575</u>   |
| TOTAL LIABILITIES & FUND BALANCES | <u>\$700,720</u> | <u>\$122,853</u> | <u>\$177,843</u> | <u>\$1,001,416</u> |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the One Month Ended July 31, 2025**

|                                                                                  | General Fund     | Grants Fund     | Capital<br>Equipment<br>Reserve<br>Fund | Total            |
|----------------------------------------------------------------------------------|------------------|-----------------|-----------------------------------------|------------------|
| <b>Revenues:</b>                                                                 |                  |                 |                                         |                  |
| Donations and grants                                                             | \$0              | \$1,335         |                                         | \$1,335          |
| Property tax revenues - current year                                             | 2,018            |                 |                                         | 2,018            |
| Property tax revenues - prior year                                               | 453              |                 |                                         | 453              |
| Fines and fees                                                                   | 305              |                 |                                         | 305              |
| Intergovernmental revenue                                                        | 0                |                 |                                         | 0                |
| Interest revenue                                                                 | 1,937            |                 | \$884                                   | 2,821            |
| Grants and donations                                                             | 0                |                 |                                         | 0                |
| Miscellaneous                                                                    | 0                |                 |                                         | 0                |
| <b>Total Revenues</b>                                                            | <b>4,713</b>     | <b>1,335</b>    | <b>884</b>                              | <b>6,932</b>     |
| <b>Expenditures:</b>                                                             |                  |                 |                                         |                  |
| Personal services:                                                               |                  |                 |                                         |                  |
| Wages and salaries                                                               | 44,849           |                 |                                         | 44,849           |
| Employee benefits                                                                | 29,383           |                 |                                         | 29,383           |
| <b>Total Personal Services</b>                                                   | <b>74,232</b>    | <b>0</b>        | <b>0</b>                                | <b>74,232</b>    |
| Materials and services:                                                          |                  |                 |                                         |                  |
| Bank charges                                                                     | 24               |                 |                                         | 24               |
| Bookmobile                                                                       | 129              |                 |                                         | 129              |
| Building rental                                                                  | 2,000            |                 |                                         | 2,000            |
| Building maintenance                                                             | 5,293            | 1,675           |                                         | 6,968            |
| HVAC                                                                             | 1,781            |                 |                                         | 1,781            |
| Elevator                                                                         | 211              |                 |                                         | 211              |
| Telephone                                                                        | 1,127            |                 |                                         | 1,127            |
| Internet                                                                         | 239              |                 |                                         | 239              |
| Collection development                                                           | 11,777           | 7,852           |                                         | 19,629           |
| Technology                                                                       | 3,358            |                 |                                         | 3,358            |
| Accounting and auditing                                                          | 0                |                 |                                         | 0                |
| Courier                                                                          | 241              |                 |                                         | 241              |
| Custodial services                                                               | 5,850            |                 |                                         | 5,850            |
| Technical services                                                               | 3,892            |                 |                                         | 3,892            |
| Library consortium                                                               | 0                |                 |                                         | 0                |
| Copiers                                                                          | 711              |                 |                                         | 711              |
| Elections expense                                                                | 3,258            |                 |                                         | 3,258            |
| Furniture and equipment                                                          | 943              | 50              |                                         | 993              |
| Insurance                                                                        | 0                |                 |                                         | 0                |
| Georgiana Smith Memorial Garden                                                  | 6,404            |                 |                                         | 6,404            |
| Legal services                                                                   | 483              |                 |                                         | 483              |
| Professional services                                                            | 2,131            |                 |                                         | 2,131            |
| Dues and subscriptions                                                           | 455              |                 |                                         | 455              |
| Miscellaneous                                                                    | 1,485            |                 |                                         | 1,485            |
| Postage and freight                                                              | 133              |                 |                                         | 133              |
| Printing                                                                         | 0                |                 |                                         | 0                |
| Programs                                                                         | 0                | 18,453          |                                         | 18,453           |
| Advertising                                                                      | 262              |                 |                                         | 262              |
| Supplies - office                                                                | 2,914            |                 |                                         | 2,914            |
| Travel                                                                           | 0                |                 |                                         | 0                |
| Training                                                                         | 104              |                 |                                         | 104              |
| Board development                                                                | 0                |                 |                                         | 0                |
| Electricity                                                                      | 1,831            |                 |                                         | 1,831            |
| Garbage                                                                          | 179              |                 |                                         | 179              |
| Natural gas                                                                      | 150              |                 |                                         | 150              |
| Water & sewer - building                                                         | 465              |                 |                                         | 465              |
| <b>Total Materials and Services</b>                                              | <b>57,830</b>    | <b>28,030</b>   | <b>0</b>                                | <b>85,860</b>    |
| Capital outlay                                                                   | 0                | 0               | 6,872                                   | 6,872            |
| <b>Total Expenditures</b>                                                        | <b>132,062</b>   | <b>28,030</b>   | <b>6,872</b>                            | <b>166,964</b>   |
| <b>Revenues Over (Under) Expenditures</b>                                        | <b>(127,349)</b> | <b>(26,695)</b> | <b>(5,988)</b>                          | <b>(160,032)</b> |
| Other Financing Sources (Uses)                                                   |                  |                 |                                         |                  |
| Operating transfers in                                                           |                  |                 | 0                                       | 0                |
| Operating transfers out                                                          | 0                |                 |                                         | 0                |
| <b>Total Other Financing Sources (Uses)</b>                                      | <b>0</b>         | <b>0</b>        | <b>0</b>                                | <b>0</b>         |
| <b>Revenues and Other Financing Sources<br/>(Uses) Over (Under) Expenditures</b> | <b>(127,349)</b> | <b>(26,695)</b> | <b>(5,988)</b>                          | <b>(160,032)</b> |
| Fund Balance - July 1, 2025                                                      | 827,228          | 149,548         | 183,831                                 | 1,160,607        |
| Fund Balance - July 31, 2025                                                     | \$699,879        | \$122,853       | \$177,843                               | \$1,000,575      |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2025**

|                                | Current Period<br>Actual | Year to Date<br>Actual | Annual<br>Budget |
|--------------------------------|--------------------------|------------------------|------------------|
| <b>Revenues:</b>               |                          |                        |                  |
| Tax revenues - current         | \$2,018                  | \$2,018                | \$1,278,547      |
| Tax revenues - prior year      | 453                      | 453                    | 10,000           |
| Interest revenue               | 1,937                    | 1,937                  | 30,000           |
| Fines and fees                 | 305                      | 305                    | 4,000            |
| Intergovernmental revenue      | 0                        | 0                      | 0                |
| Grants and donations           | 0                        | 0                      | 0                |
| Miscellaneous                  | 0                        | 0                      | 0                |
| <b>Total Revenues</b>          | <b>4,713</b>             | <b>4,713</b>           | <b>1,322,547</b> |
| <b>Expenditures:</b>           |                          |                        |                  |
| Personal services:             |                          |                        |                  |
| Wages and salaries:            |                          |                        |                  |
| Library clerk I                | 779                      | 779                    | 12,464           |
| Library clerk II               | 10,029                   | 10,029                 | 155,334          |
| Library assistant I            | 4,277                    | 4,277                  | 83,437           |
| Library assistant II           | 0                        | 0                      | 0                |
| Librarian I                    | 15,239                   | 15,239                 | 244,155          |
| Librarian II                   | 6,155                    | 6,155                  | 77,147           |
| Library director               | 8,370                    | 8,370                  | 104,894          |
| Payroll taxes and benefits:    |                          |                        |                  |
| Retirement                     | 3,616                    | 3,616                  | 52,962           |
| Social security                | 3,373                    | 3,373                  | 51,847           |
| Workers' compensation          | 239                      | 239                    | 1,500            |
| Health insurance               | 21,531                   | 21,531                 | 152,490          |
| Unemployment insurance         | 624                      | 624                    | 8,449            |
| Paid family and medical leave  | 0                        | 0                      | 0                |
| <b>Total Personal Services</b> | <b>74,232</b>            | <b>74,232</b>          | <b>944,679</b>   |
| Materials and services:        |                          |                        |                  |
| Bank charges                   | 24                       | 24                     | 500              |
| Bookmobile                     | 129                      | 129                    | 5,000            |
| Building rental                | 2,000                    | 2,000                  | 20,000           |
| Building maintenance           | 5,293                    | 5,293                  | 30,000           |
| HVAC                           | 1,781                    | 1,781                  | 20,000           |
| Elevator                       | 211                      | 211                    | 3,500            |
| Telephone                      | 1,127                    | 1,127                  | 8,000            |
| Internet                       | 239                      | 239                    | 8,000            |
| Collection development         | 11,777                   | 11,777                 | 80,000           |
| Technology                     | 3,358                    | 3,358                  | 20,000           |
| Accounting and auditing        | 0                        | 0                      | 35,000           |
| Courier                        | 241                      | 241                    | 4,200            |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2025**

|                                             | Current Period<br>Actual  | Year to Date<br>Actual    | Annual<br>Budget          |
|---------------------------------------------|---------------------------|---------------------------|---------------------------|
| Custodial services                          | 5,850                     | 5,850                     | 37,000                    |
| Technical services                          | 3,892                     | 3,892                     | 4,500                     |
| Library consortium                          | 0                         | 0                         | 21,000                    |
| Copiers                                     | 711                       | 711                       | 8,000                     |
| Elections expense                           | 3,258                     | 3,258                     | 0                         |
| Furniture and equipment                     | 943                       | 943                       | 5,000                     |
| Insurance                                   | 0                         | 0                         | 29,000                    |
| Georgiana Smith Memorial Garden             | 6,404                     | 6,404                     | 20,000                    |
| Legal services                              | 483                       | 483                       | 5,000                     |
| Professional services                       | 2,131                     | 2,131                     | 5,000                     |
| Membership dues                             | 455                       | 455                       | 5,000                     |
| Miscellaneous                               | 1,485                     | 1,485                     | 4,000                     |
| Postage and freight                         | 133                       | 133                       | 2,000                     |
| Printing                                    | 0                         | 0                         | 2,000                     |
| Programs                                    | 0                         | 0                         | 13,000                    |
| Advertising                                 | 262                       | 262                       | 2,500                     |
| Office supplies                             | 2,914                     | 2,914                     | 20,000                    |
| Travel                                      | 0                         | 0                         | 5,000                     |
| Training                                    | 104                       | 104                       | 3,000                     |
| Board development                           | 0                         | 0                         | 1,500                     |
| Parking reimbursement                       | 0                         | 0                         | 500                       |
| Electricity                                 | 1,831                     | 1,831                     | 22,000                    |
| Garbage                                     | 179                       | 179                       | 2,300                     |
| Natural gas                                 | 150                       | 150                       | 10,000                    |
| Water & sewer - building                    | 465                       | 465                       | 6,000                     |
| <b>Total Materials and Services</b>         | <u>57,830</u>             | <u>57,830</u>             | <u>467,500</u>            |
| Capital Outlay                              | <u>0</u>                  | <u>0</u>                  | <u>0</u>                  |
| Contingency                                 | <u>0</u>                  | <u>0</u>                  | <u>100,000</u>            |
| <b>Total Expenditures</b>                   | <u>132,062</u>            | <u>132,062</u>            | <u>1,512,179</u>          |
| <b>Other Financing Sources (Uses)</b>       |                           |                           |                           |
| Operating transfers In                      | 0                         | 0                         | 0                         |
| Operating transfers out                     | 0                         | 0                         | (50,000)                  |
| <b>Total Other Financing Sources (Uses)</b> | <u>0</u>                  | <u>0</u>                  | <u>(50,000)</u>           |
| <b>Change in Fund Balance</b>               | <u><u>(\$127,349)</u></u> | <u><u>(\$127,349)</u></u> | <u><u>(\$239,632)</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 One Month Ended**  
**July 31, 2025**

|                                | <u>Current Period</u><br><u>Actual</u> | <u>Year to Date</u><br><u>Actual</u> | <u>Annual</u><br><u>Budget</u> |
|--------------------------------|----------------------------------------|--------------------------------------|--------------------------------|
| <b>Revenues:</b>               |                                        |                                      |                                |
| Interest revenue               | \$884                                  | \$884                                | \$6,000                        |
| <b>Other Financing Sources</b> |                                        |                                      |                                |
| Transfer from General Fund     | 0                                      | 0                                    | 50,000                         |
| <b>Total Revenues and</b>      |                                        |                                      |                                |
| <b>Other Sources</b>           | <u>884</u>                             | <u>884</u>                           | <u>56,000</u>                  |
| <b>Expenditures:</b>           |                                        |                                      |                                |
| Materials and services         | 0                                      | 0                                    | 0                              |
| Capital outlay                 | 6,872                                  | 6,872                                | 75,000                         |
| <b>Total Expenditures</b>      | <u>6,872</u>                           | <u>6,872</u>                         | <u>75,000</u>                  |
| <b>Change in Fund Balance</b>  | <u><u>(\$5,988)</u></u>                | <u><u>(\$5,988)</u></u>              | <u><u>(\$19,000)</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 One Month Ended**  
**July 31, 2025**

|                                     | <u>Current Period</u><br><u>Actual</u> | <u>Year to Date</u><br><u>Actual</u> | <u>Annual</u><br><u>Budget</u> |
|-------------------------------------|----------------------------------------|--------------------------------------|--------------------------------|
| <b>Revenues:</b>                    |                                        |                                      |                                |
| Donations and grants                | \$1,335                                | \$1,335                              | \$320,000                      |
| Intergovernmental revenue           | 0                                      | 0                                    | 0                              |
| <b>Total Revenues</b>               | <u>1,335</u>                           | <u>1,335</u>                         | <u>320,000</u>                 |
| <b>Expenditures:</b>                |                                        |                                      |                                |
| Personal services:                  |                                        |                                      |                                |
| Wages and salaries:                 |                                        |                                      |                                |
| Library clerk I                     | 0                                      | 0                                    | 4,000                          |
| Library clerk II                    | 0                                      | 0                                    | 4,400                          |
| Library assistant II                | 0                                      | 0                                    | 0                              |
| Payroll taxes and benefits:         |                                        |                                      |                                |
| Social security                     | 0                                      | 0                                    | 750                            |
| Workers' compensation               | 0                                      | 0                                    | 250                            |
| Unemployment insurance              | 0                                      | 0                                    | 100                            |
| Other personal services             |                                        |                                      | 500                            |
| <b>Total Personal Services</b>      | <u>0</u>                               | <u>0</u>                             | <u>10,000</u>                  |
| Materials and services:             |                                        |                                      |                                |
| Building maintenance                | 1,675                                  | 1,675                                | 0                              |
| Internet                            | 0                                      | 0                                    | 0                              |
| Collection development              | 7,852                                  | 7,852                                | 75,000                         |
| Technology                          | 0                                      | 0                                    | 50,000                         |
| Programs                            | 18,453                                 | 18,453                               | 100,000                        |
| Furniture and equipment             | 50                                     | 50                                   | 60,000                         |
| Office supplies                     | 0                                      | 0                                    | 0                              |
| Other materials and services        | 0                                      | 0                                    | 60,000                         |
| <b>Total Materials and Services</b> | <u>28,030</u>                          | <u>28,030</u>                        | <u>345,000</u>                 |
| Capital outlay                      | 0                                      | 0                                    | 100,000                        |
| <b>Total Expenditures</b>           | <u>28,030</u>                          | <u>28,030</u>                        | <u>455,000</u>                 |
| <b>Change in Fund Balance</b>       | <u><u>(\$26,695)</u></u>               | <u><u>(\$26,695)</u></u>             | <u><u>(\$135,000)</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 One Month Ended July 31, 2025

|                              | Newspaper<br>Digitization | Foundation<br>Grants | Other<br>Grants | Friends of<br>the Library | Pat<br>Hazelhurst | CARES Act | R2R 2025 | Dollar<br>General | Total     |
|------------------------------|---------------------------|----------------------|-----------------|---------------------------|-------------------|-----------|----------|-------------------|-----------|
| <b>Revenues:</b>             |                           |                      |                 |                           |                   |           |          |                   |           |
| Donations and grants         | \$0                       | \$0                  | \$1,335         | \$0                       | \$0               | \$0       | \$0      | \$0               | \$1,335   |
| Intergovernmental revenue    |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Total Revenues               | 0                         | 0                    | 1,335           | 0                         | 0                 | 0         | 0        | 0                 | 1,335     |
| <b>Expenditures:</b>         |                           |                      |                 |                           |                   |           |          |                   |           |
| Personal services:           |                           |                      |                 |                           |                   |           |          |                   |           |
| Wages and salaries           |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Employee benefits            |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Total Personal Services      | 0                         | 0                    | 0               | 0                         | 0                 | 0         | 0        | 0                 | 0         |
| Materials and services:      |                           |                      |                 |                           |                   |           |          |                   |           |
| Building maintenance         |                           | 1,675                |                 |                           |                   |           |          |                   | 1,675     |
| Internet                     |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Collection development       |                           | 7,729                | 72              | 51                        |                   |           |          |                   | 7,852     |
| Technology                   |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Furniture and equipment      |                           |                      |                 | 50                        |                   |           |          |                   | 50        |
| Miscellaneous                |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Programs                     |                           | 7,846                | 242             | 5,406                     | 52                |           | 3,255    | 1,652             | 18,453    |
| Office supplies              |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Total Materials and Services | 0                         | 17,250               | 314             | 5,507                     | 52                | 0         | 3,255    | 1,652             | 28,030    |
| Capital outlay               | 0                         | 0                    | 0               | 0                         | 0                 | 0         | 0        | 0                 | 0         |
| Total Expenditures           | 0                         | 17,250               | 314             | 5,507                     | 52                | 0         | 3,255    | 1,652             | 28,030    |
| Net Change in Fund Balance   | 0                         | (17,250)             | 1,021           | (5,507)                   | (52)              | 0         | (3,255)  | (1,652)           | (26,695)  |
| Fund Balance - July 1, 2025  | 338                       | 122,175              | 6,194           | 4,285                     | 10,958            | 1,781     | 3,817    | 0                 | 149,548   |
| Fund Balance - July 31, 2025 | \$338                     | \$104,925            | \$7,215         | (\$1,222)                 | \$10,906          | \$1,781   | \$562    | (\$1,652)         | \$122,853 |

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements August 31, 2025

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

## **Certified Public Accountants**

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

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

### OFFICE:

100 EAST FOURTH STREET  
THE DALLES, OREGON 97058  
Telephone: (541) 296-9131  
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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 August 31, 2025, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and two 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*  
September 24, 2025

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**August 31, 2025**

**ASSETS**

|                              | General<br>Fund         | Grants<br>Fund          | Capital<br>Equipment<br>Reserve<br>Fund | Total                   |
|------------------------------|-------------------------|-------------------------|-----------------------------------------|-------------------------|
| Current Assets:              |                         |                         |                                         |                         |
| Cash in bank - Columbia Bank | \$168,496               |                         |                                         | \$168,496               |
| Cash with Hood River County  | 462,512                 | \$130,683               | \$176,186                               | 769,381                 |
| Petty cash                   | 416                     |                         |                                         | 416                     |
| Total Current Assets         | <u>631,424</u>          | <u>130,683</u>          | <u>176,186</u>                          | <u>938,293</u>          |
| TOTAL ASSETS                 | <u><u>\$631,424</u></u> | <u><u>\$130,683</u></u> | <u><u>\$176,186</u></u>                 | <u><u>\$938,293</u></u> |

**LIABILITIES & FUND BALANCES**

|                                   |                         |                         |                         |                         |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Liabilities                       |                         |                         |                         |                         |
| Current Liabilities               |                         |                         |                         |                         |
| Payroll liabilities               | \$4,066                 |                         |                         | \$4,066                 |
| Total Current Liabilities         | <u>4,066</u>            | <u>0</u>                | <u>0</u>                | <u>4,066</u>            |
| Total Liabilities                 | <u>4,066</u>            | <u>0</u>                | <u>0</u>                | <u>4,066</u>            |
| Fund Balances:                    |                         |                         |                         |                         |
| Unassigned                        | 627,358                 | 130,683                 | 176,186                 | 934,227                 |
| TOTAL LIABILITIES & FUND BALANCES | <u><u>\$631,424</u></u> | <u><u>\$130,683</u></u> | <u><u>\$176,186</u></u> | <u><u>\$938,293</u></u> |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Two Months Ended August 31, 2025**

|                                                                              | General Fund     | Grants Fund      | Capital<br>Equipment<br>Reserve<br>Fund | Total            |
|------------------------------------------------------------------------------|------------------|------------------|-----------------------------------------|------------------|
| <b>Revenues:</b>                                                             |                  |                  |                                         |                  |
| Donations and grants                                                         | \$0              | \$14,435         |                                         | \$14,435         |
| Property tax revenues - current year                                         | 4,804            |                  |                                         | 4,804            |
| Property tax revenues - prior year                                           | 2,138            |                  |                                         | 2,138            |
| Fines and fees                                                               | 699              |                  |                                         | 699              |
| Intergovernmental revenue                                                    | 237              |                  |                                         | 237              |
| Interest revenue                                                             | 4,303            |                  | \$1,550                                 | 5,853            |
| Grants and donations                                                         | 0                |                  |                                         | 0                |
| Miscellaneous                                                                | 0                |                  |                                         | 0                |
| <b>Total Revenues</b>                                                        | <b>12,181</b>    | <b>14,435</b>    | <b>1,550</b>                            | <b>28,166</b>    |
| <b>Expenditures:</b>                                                         |                  |                  |                                         |                  |
| Personal services:                                                           |                  |                  |                                         |                  |
| Wages and salaries                                                           | 97,908           |                  |                                         | 97,908           |
| Employee benefits                                                            | 33,523           |                  |                                         | 33,523           |
| <b>Total Personal Services</b>                                               | <b>131,431</b>   | <b>0</b>         | <b>0</b>                                | <b>131,431</b>   |
| Materials and services:                                                      |                  |                  |                                         |                  |
| Bank charges                                                                 | 39               |                  |                                         | 39               |
| Bookmobile                                                                   | 217              |                  |                                         | 217              |
| Building rental                                                              | 2,000            |                  |                                         | 2,000            |
| Building maintenance                                                         | 8,906            | 1,674            |                                         | 10,580           |
| HVAC                                                                         | 3,042            |                  |                                         | 3,042            |
| Elevator                                                                     | 423              |                  |                                         | 423              |
| Telephone                                                                    | 1,298            |                  |                                         | 1,298            |
| Internet                                                                     | 478              |                  |                                         | 478              |
| Collection development                                                       | 16,890           | 8,747            |                                         | 25,637           |
| Technology                                                                   | 5,159            |                  |                                         | 5,159            |
| Accounting and auditing                                                      | 0                |                  |                                         | 0                |
| Courier                                                                      | 498              |                  |                                         | 498              |
| Custodial services                                                           | 8,775            |                  |                                         | 8,775            |
| Technical services                                                           | 3,892            |                  |                                         | 3,892            |
| Library consortium                                                           | 0                |                  |                                         | 0                |
| Copiers                                                                      | 1,407            |                  |                                         | 1,407            |
| Elections expense                                                            | 3,258            |                  |                                         | 3,258            |
| Furniture and equipment                                                      | 1,020            | 50               |                                         | 1,070            |
| Insurance                                                                    | 0                |                  |                                         | 0                |
| Georgiana Smith Memorial Garden                                              | 7,535            |                  |                                         | 7,535            |
| Legal services                                                               | 588              |                  |                                         | 588              |
| Professional services                                                        | 3,401            |                  |                                         | 3,401            |
| Dues and subscriptions                                                       | 455              |                  |                                         | 455              |
| Miscellaneous                                                                | 1,813            | 32               |                                         | 1,845            |
| Postage and freight                                                          | 310              |                  |                                         | 310              |
| Printing                                                                     | 0                |                  |                                         | 0                |
| Programs                                                                     | (140)            | 22,797           |                                         | 22,657           |
| Advertising                                                                  | 262              |                  |                                         | 262              |
| Supplies - office                                                            | 3,570            |                  |                                         | 3,570            |
| Travel                                                                       | 0                |                  |                                         | 0                |
| Training                                                                     | 104              |                  |                                         | 104              |
| Board development                                                            | 0                |                  |                                         | 0                |
| Electricity                                                                  | 3,912            |                  |                                         | 3,912            |
| Garbage                                                                      | 335              |                  |                                         | 335              |
| Natural gas                                                                  | 245              |                  |                                         | 245              |
| Water & sewer - building                                                     | 928              |                  |                                         | 928              |
| <b>Total Materials and Services</b>                                          | <b>80,620</b>    | <b>33,300</b>    | <b>0</b>                                | <b>113,920</b>   |
| Capital outlay                                                               | 0                | 0                | 9,195                                   | 9,195            |
| <b>Total Expenditures</b>                                                    | <b>212,051</b>   | <b>33,300</b>    | <b>9,195</b>                            | <b>254,546</b>   |
| <b>Revenues Over (Under) Expenditures</b>                                    | <b>(199,870)</b> | <b>(18,865)</b>  | <b>(7,645)</b>                          | <b>(226,380)</b> |
| Other Financing Sources (Uses)                                               |                  |                  |                                         |                  |
| Operating transfers in                                                       |                  |                  | 0                                       | 0                |
| Operating transfers out                                                      | 0                |                  |                                         | 0                |
| <b>Total Other Financing Sources (Uses)</b>                                  | <b>0</b>         | <b>0</b>         | <b>0</b>                                | <b>0</b>         |
| <b>Revenues and Other Financing Sources (Uses) Over (Under) Expenditures</b> | <b>(199,870)</b> | <b>(18,865)</b>  | <b>(7,645)</b>                          | <b>(226,380)</b> |
| Fund Balance - July 1, 2025                                                  | 827,228          | 149,548          | 183,831                                 | 1,160,607        |
| Fund Balance - August 31, 2025                                               | <u>\$627,358</u> | <u>\$130,683</u> | <u>\$176,186</u>                        | <u>\$934,227</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 Two Months Ended**  
**August 31, 2025**

|                                | Current Period<br>Actual | Year to Date<br>Actual | Annual<br>Budget |
|--------------------------------|--------------------------|------------------------|------------------|
| <b>Revenues:</b>               |                          |                        |                  |
| Tax revenues - current         | \$96                     | \$4,804                | \$1,278,547      |
| Tax revenues - prior year      | 1,685                    | 2,138                  | 10,000           |
| Interest revenue               | 2,366                    | 4,303                  | 30,000           |
| Fines and fees                 | 394                      | 699                    | 4,000            |
| Intergovernmental revenue      | 237                      | 237                    | 0                |
| Grants and donations           | 0                        | 0                      | 0                |
| Miscellaneous                  | 0                        | 0                      | 0                |
| <b>Total Revenues</b>          | <b>4,778</b>             | <b>12,181</b>          | <b>1,322,547</b> |
| <b>Expenditures:</b>           |                          |                        |                  |
| Personal services:             |                          |                        |                  |
| Wages and salaries:            |                          |                        |                  |
| Library clerk I                | 689                      | 1,468                  | 12,464           |
| Library clerk II               | 14,034                   | 24,063                 | 155,334          |
| Library assistant I            | 5,223                    | 9,500                  | 83,437           |
| Library assistant II           | 0                        | 0                      | 0                |
| Librarian I                    | 18,069                   | 33,308                 | 244,155          |
| Librarian II                   | 6,302                    | 12,458                 | 77,147           |
| Library director               | 8,741                    | 17,111                 | 104,894          |
| Payroll taxes and benefits:    |                          |                        |                  |
| Retirement                     | 4,084                    | 7,700                  | 52,962           |
| Social security                | 2,712                    | 6,085                  | 51,847           |
| Workers' compensation          | (1,611)                  | (1,372)                | 1,500            |
| Health insurance               | (1,750)                  | 19,781                 | 152,490          |
| Unemployment insurance         | 706                      | 1,329                  | 8,449            |
| Paid family and medical leave  | 0                        | 0                      | 0                |
| <b>Total Personal Services</b> | <b>57,199</b>            | <b>131,431</b>         | <b>944,679</b>   |
| Materials and services:        |                          |                        |                  |
| Bank charges                   | 16                       | 39                     | 500              |
| Bookmobile                     | 88                       | 217                    | 5,000            |
| Building rental                | 0                        | 2,000                  | 20,000           |
| Building maintenance           | 3,613                    | 8,906                  | 30,000           |
| HVAC                           | 1,261                    | 3,042                  | 20,000           |
| Elevator                       | 211                      | 423                    | 3,500            |
| Telephone                      | 171                      | 1,298                  | 8,000            |
| Internet                       | 239                      | 478                    | 8,000            |
| Collection development         | 6,160                    | 16,890                 | 80,000           |
| Technology                     | 1,800                    | 5,159                  | 20,000           |
| Accounting and auditing        | 0                        | 0                      | 35,000           |
| Courier                        | 258                      | 498                    | 4,200            |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Two Months Ended**  
**August 31, 2025**

|                                             | Current Period    | Year to Date       | Annual             |
|---------------------------------------------|-------------------|--------------------|--------------------|
|                                             | Actual            | Actual             | Budget             |
| Custodial services                          | 2,925             | 8,775              | 37,000             |
| Technical services                          | 0                 | 3,892              | 4,500              |
| Library consortium                          | 0                 | 0                  | 21,000             |
| Copiers                                     | 696               | 1,407              | 8,000              |
| Elections expense                           | 0                 | 3,258              | 0                  |
| Furniture and equipment                     | 77                | 1,020              | 5,000              |
| Insurance                                   | 0                 | 0                  | 29,000             |
| Georgiana Smith Memorial Garden             | 1,131             | 7,535              | 20,000             |
| Legal services                              | 105               | 588                | 5,000              |
| Professional services                       | 1,270             | 3,401              | 5,000              |
| Membership dues                             | 0                 | 455                | 5,000              |
| Miscellaneous                               | 328               | 1,813              | 4,000              |
| Postage and freight                         | 177               | 310                | 2,000              |
| Printing                                    | 0                 | 0                  | 2,000              |
| Programs                                    | 0                 | (140)              | 13,000             |
| Advertising                                 | 0                 | 262                | 2,500              |
| Office supplies                             | 656               | 3,570              | 20,000             |
| Travel                                      | 0                 | 0                  | 5,000              |
| Training                                    | 0                 | 104                | 3,000              |
| Board development                           | 0                 | 0                  | 1,500              |
| Parking reimbursement                       | 0                 | 0                  | 500                |
| Electricity                                 | 2,082             | 3,912              | 22,000             |
| Garbage                                     | 156               | 335                | 2,300              |
| Natural gas                                 | 95                | 245                | 10,000             |
| Water & sewer - building                    | 463               | 928                | 6,000              |
| <b>Total Materials and Services</b>         | <b>23,978</b>     | <b>80,620</b>      | <b>467,500</b>     |
| <b>Capital Outlay</b>                       | <b>0</b>          | <b>0</b>           | <b>0</b>           |
| <b>Contingency</b>                          | <b>0</b>          | <b>0</b>           | <b>100,000</b>     |
| <b>Total Expenditures</b>                   | <b>81,177</b>     | <b>212,051</b>     | <b>1,512,179</b>   |
| <b>Other Financing Sources (Uses)</b>       |                   |                    |                    |
| Operating transfers in                      | 0                 | 0                  | 0                  |
| Operating transfers out                     | 0                 | 0                  | (50,000)           |
| <b>Total Other Financing Sources (Uses)</b> | <b>0</b>          | <b>0</b>           | <b>(50,000)</b>    |
| <b>Change in Fund Balance</b>               | <b>(\$76,399)</b> | <b>(\$199,870)</b> | <b>(\$239,632)</b> |

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 Two Months Ended**  
**August 31, 2025**

|                                | <u>Current Period</u><br><u>Actual</u> | <u>Year to Date</u><br><u>Actual</u> | <u>Annual</u><br><u>Budget</u> |
|--------------------------------|----------------------------------------|--------------------------------------|--------------------------------|
| <b>Revenues:</b>               |                                        |                                      |                                |
| Interest revenue               | \$665                                  | \$1,550                              | \$6,000                        |
| <b>Other Financing Sources</b> |                                        |                                      |                                |
| Transfer from General Fund     | 0                                      | 0                                    | 50,000                         |
| <b>Total Revenues and</b>      |                                        |                                      |                                |
| <b>Other Sources</b>           | <u>665</u>                             | <u>1,550</u>                         | <u>56,000</u>                  |
| <b>Expenditures:</b>           |                                        |                                      |                                |
| Materials and services         | 0                                      | 0                                    | 0                              |
| Capital outlay                 | 2,323                                  | 9,195                                | 75,000                         |
| <b>Total Expenditures</b>      | <u>2,323</u>                           | <u>9,195</u>                         | <u>75,000</u>                  |
| <b>Change in Fund Balance</b>  | <u><u>(\$1,658)</u></u>                | <u><u>(\$7,645)</u></u>              | <u><u>(\$19,000)</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 Two Months Ended**  
**August 31, 2025**

|                                     | <u>Current Period</u><br><u>Actual</u> | <u>Year to Date</u><br><u>Actual</u> | <u>Annual</u><br><u>Budget</u> |
|-------------------------------------|----------------------------------------|--------------------------------------|--------------------------------|
| <b>Revenues:</b>                    |                                        |                                      |                                |
| Donations and grants                | \$13,100                               | \$14,435                             | \$320,000                      |
| Intergovernmental revenue           | 0                                      | 0                                    | 0                              |
| <b>Total Revenues</b>               | <u>13,100</u>                          | <u>14,435</u>                        | <u>320,000</u>                 |
| <b>Expenditures:</b>                |                                        |                                      |                                |
| Personal services:                  |                                        |                                      |                                |
| Wages and salaries:                 |                                        |                                      |                                |
| Library clerk I                     | 0                                      | 0                                    | 4,000                          |
| Library clerk II                    | 0                                      | 0                                    | 4,400                          |
| Library assistant II                | 0                                      | 0                                    | 0                              |
| Payroll taxes and benefits:         |                                        |                                      |                                |
| Social security                     | 0                                      | 0                                    | 750                            |
| Workers' compensation               | 0                                      | 0                                    | 250                            |
| Unemployment insurance              | 0                                      | 0                                    | 100                            |
| Other personal services             |                                        |                                      | 500                            |
| <b>Total Personal Services</b>      | <u>0</u>                               | <u>0</u>                             | <u>10,000</u>                  |
| Materials and services:             |                                        |                                      |                                |
| Building maintenance                | 0                                      | 1,674                                | 0                              |
| Internet                            | 0                                      | 0                                    | 0                              |
| Collection development              | 895                                    | 8,747                                | 75,000                         |
| Technology                          | 0                                      | 0                                    | 50,000                         |
| Programs                            | 4,343                                  | 22,797                               | 100,000                        |
| Furniture and equipment             | 0                                      | 50                                   | 60,000                         |
| Miscellaneous                       | 32                                     | 32                                   | 0                              |
| Office supplies                     | 0                                      | 0                                    | 0                              |
| Other materials and services        | 0                                      | 0                                    | 60,000                         |
| <b>Total Materials and Services</b> | <u>5,270</u>                           | <u>33,300</u>                        | <u>345,000</u>                 |
| Capital outlay                      | 0                                      | 0                                    | 100,000                        |
| <b>Total Expenditures</b>           | <u>5,270</u>                           | <u>33,300</u>                        | <u>455,000</u>                 |
| <b>Change in Fund Balance</b>       | <u><u>\$7,830</u></u>                  | <u><u>(\$18,865)</u></u>             | <u><u>(\$135,000)</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 Two Months Ended August 31, 2025

|                                | Newspaper<br>Digitization | Foundation<br>Grants | Other<br>Grants | Friends of<br>the Library | Pat<br>Hazelhurst | CARES Act | R2R 2025 | Dollar<br>General | Total     |
|--------------------------------|---------------------------|----------------------|-----------------|---------------------------|-------------------|-----------|----------|-------------------|-----------|
| <b>Revenues:</b>               |                           |                      |                 |                           |                   |           |          |                   |           |
| Donations and grants           | \$0                       | \$0                  | \$1,335         | \$13,100                  | \$0               | \$0       | \$0      | \$0               | \$14,435  |
| Intergovernmental revenue      |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Total Revenues                 | 0                         | 0                    | 1,335           | 13,100                    | 0                 | 0         | 0        | 0                 | 14,435    |
| <b>Expenditures:</b>           |                           |                      |                 |                           |                   |           |          |                   |           |
| Personal services:             |                           |                      |                 |                           |                   |           |          |                   |           |
| Wages and salaries             |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Employee benefits              |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Total Personal Services        | 0                         | 0                    | 0               | 0                         | 0                 | 0         | 0        | 0                 | 0         |
| Materials and services:        |                           |                      |                 |                           |                   |           |          |                   |           |
| Building maintenance           |                           | 1,674                |                 |                           |                   |           |          |                   | 1,674     |
| Internet                       |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Collection development         |                           | 8,624                | 72              | 51                        |                   |           |          |                   | 8,747     |
| Technology                     |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Furniture and equipment        |                           |                      |                 | 50                        | 32                |           |          |                   | 50        |
| Miscellaneous                  |                           |                      |                 |                           | 161               |           |          |                   | 32        |
| Programs                       |                           | 9,671                | 297             | 7,315                     |                   |           | 3,701    | 1,652             | 22,797    |
| Office supplies                |                           |                      |                 |                           |                   |           |          |                   | 0         |
| Total Materials and Services   | 0                         | 19,969               | 369             | 7,416                     | 193               | 0         | 3,701    | 1,652             | 33,300    |
| Capital outlay                 | 0                         | 0                    | 0               | 0                         | 0                 | 0         | 0        | 0                 | 0         |
| Total Expenditures             | 0                         | 19,969               | 369             | 7,416                     | 193               | 0         | 3,701    | 1,652             | 33,300    |
| Net Change in Fund Balance     | 0                         | (19,969)             | 966             | 5,684                     | (193)             | 0         | (3,701)  | (1,652)           | (18,865)  |
| Fund Balance - July 1, 2025    | 338                       | 122,175              | 6,194           | 4,285                     | 10,958            | 1,781     | 3,817    | 0                 | 149,548   |
| Fund Balance - August 31, 2025 | \$338                     | \$102,206            | \$7,160         | \$9,969                   | \$10,765          | \$1,781   | \$116    | (\$1,652)         | \$130,683 |

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements September 30, 2025

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

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

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

OFFICE:

100 EAST FOURTH STREET  
THE DALLES, OREGON 97058  
Telephone: (541) 296-9131  
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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, 2025, 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 9, 2025

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**September 30, 2025**

**ASSETS**

|                              | General<br>Fund         | Grants<br>Fund          | Capital<br>Equipment<br>Reserve<br>Fund | Total                   |
|------------------------------|-------------------------|-------------------------|-----------------------------------------|-------------------------|
| Current Assets:              |                         |                         |                                         |                         |
| Cash in bank - Columbia Bank | \$197,176               |                         |                                         | \$197,176               |
| Cash with Hood River County  | 323,675                 | \$123,045               | \$175,926                               | 622,646                 |
| Petty cash                   | 416                     |                         |                                         | 416                     |
| Total Current Assets         | <u>521,267</u>          | <u>123,045</u>          | <u>175,926</u>                          | <u>820,238</u>          |
| TOTAL ASSETS                 | <u><u>\$521,267</u></u> | <u><u>\$123,045</u></u> | <u><u>\$175,926</u></u>                 | <u><u>\$820,238</u></u> |

**LIABILITIES & FUND BALANCES**

|                                   |                         |                         |                         |                         |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Liabilities                       |                         |                         |                         |                         |
| Current Liabilities               |                         |                         |                         |                         |
| Payroll liabilities               | \$8,705                 |                         |                         | \$8,705                 |
| Total Current Liabilities         | <u>8,705</u>            | <u>0</u>                | <u>0</u>                | <u>8,705</u>            |
| Total Liabilities                 | <u>8,705</u>            | <u>0</u>                | <u>0</u>                | <u>8,705</u>            |
| Fund Balances:                    |                         |                         |                         |                         |
| Unassigned                        | 512,562                 | 123,045                 | 175,926                 | 811,533                 |
| TOTAL LIABILITIES & FUND BALANCES | <u><u>\$521,267</u></u> | <u><u>\$123,045</u></u> | <u><u>\$175,926</u></u> | <u><u>\$820,238</u></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, 2025**

|                                                                                  | General Fund     | Grants Fund      | Capital<br>Equipment<br>Reserve<br>Fund | Total            |
|----------------------------------------------------------------------------------|------------------|------------------|-----------------------------------------|------------------|
| <b>Revenues:</b>                                                                 |                  |                  |                                         |                  |
| Donations and grants                                                             | \$0              | \$14,435         |                                         | \$14,435         |
| Property tax revenues - current year                                             | 5,770            |                  |                                         | 5,770            |
| Property tax revenues - prior year                                               | 2,409            |                  |                                         | 2,409            |
| Fines and fees                                                                   | 1,341            |                  |                                         | 1,341            |
| Intergovernmental revenue                                                        | 237              |                  |                                         | 237              |
| Interest revenue                                                                 | 5,689            |                  | \$2,193                                 | 7,882            |
| Grants and donations                                                             | 0                |                  |                                         | 0                |
| Miscellaneous                                                                    | 0                |                  |                                         | 0                |
| <b>Total Revenues</b>                                                            | <b>15,446</b>    | <b>14,435</b>    | <b>2,193</b>                            | <b>32,074</b>    |
| <b>Expenditures:</b>                                                             |                  |                  |                                         |                  |
| Personal services:                                                               |                  |                  |                                         |                  |
| Wages and salaries                                                               | 149,367          |                  |                                         | 149,367          |
| Employee benefits                                                                | 65,173           |                  |                                         | 65,173           |
| <b>Total Personal Services</b>                                                   | <b>214,540</b>   | <b>0</b>         | <b>0</b>                                | <b>214,540</b>   |
| Materials and services:                                                          |                  |                  |                                         |                  |
| Bank charges                                                                     | 133              |                  |                                         | 133              |
| Bookmobile                                                                       | 442              |                  |                                         | 442              |
| Building rental                                                                  | 2,000            |                  |                                         | 2,000            |
| Building maintenance                                                             | 10,913           | 1,674            |                                         | 12,587           |
| HVAC                                                                             | 9,371            |                  |                                         | 9,371            |
| Elevator                                                                         | 634              |                  |                                         | 634              |
| Telephone                                                                        | 1,926            |                  |                                         | 1,926            |
| Internet                                                                         | 717              |                  |                                         | 717              |
| Collection development                                                           | 24,181           | 9,711            |                                         | 33,892           |
| Technology                                                                       | 6,898            |                  |                                         | 6,898            |
| Accounting and auditing                                                          | 5,145            |                  |                                         | 5,145            |
| Courier                                                                          | 720              |                  |                                         | 720              |
| Custodial services                                                               | 11,700           |                  |                                         | 11,700           |
| Technical services                                                               | 3,892            |                  |                                         | 3,892            |
| Library consortium                                                               | 0                |                  |                                         | 0                |
| Copiers                                                                          | 2,019            |                  |                                         | 2,019            |
| Elections expense                                                                | 3,258            |                  |                                         | 3,258            |
| Furniture and equipment                                                          | 1,380            | 50               |                                         | 1,430            |
| Insurance                                                                        | 0                |                  |                                         | 0                |
| Georgiana Smith Memorial Garden                                                  | 8,835            |                  |                                         | 8,835            |
| Legal services                                                                   | 966              |                  |                                         | 966              |
| Professional services                                                            | 3,497            |                  |                                         | 3,497            |
| Dues and subscriptions                                                           | 764              |                  |                                         | 764              |
| Miscellaneous                                                                    | 2,007            | 32               |                                         | 2,039            |
| Postage and freight                                                              | 466              |                  |                                         | 466              |
| Printing                                                                         | 60               |                  |                                         | 60               |
| Programs                                                                         | (140)            | 29,471           |                                         | 29,331           |
| Advertising                                                                      | 262              |                  |                                         | 262              |
| Supplies - office                                                                | 5,142            |                  |                                         | 5,142            |
| Travel                                                                           | 0                |                  |                                         | 0                |
| Training                                                                         | 104              |                  |                                         | 104              |
| Board development                                                                | 0                |                  |                                         | 0                |
| Electricity                                                                      | 6,113            |                  |                                         | 6,113            |
| Garbage                                                                          | 491              |                  |                                         | 491              |
| Natural gas                                                                      | 268              |                  |                                         | 268              |
| Water & sewer - building                                                         | 1,408            |                  |                                         | 1,408            |
| <b>Total Materials and Services</b>                                              | <b>115,572</b>   | <b>40,938</b>    | <b>0</b>                                | <b>156,510</b>   |
| Capital outlay                                                                   | 0                | 0                | 10,098                                  | 10,098           |
| <b>Total Expenditures</b>                                                        | <b>330,112</b>   | <b>40,938</b>    | <b>10,098</b>                           | <b>381,148</b>   |
| <b>Revenues Over (Under) Expenditures</b>                                        | <b>(314,666)</b> | <b>(26,503)</b>  | <b>(7,905)</b>                          | <b>(349,074)</b> |
| <b>Other Financing Sources (Uses)</b>                                            |                  |                  |                                         |                  |
| Operating transfers in                                                           |                  |                  | 0                                       | 0                |
| Operating transfers out                                                          | 0                |                  |                                         | 0                |
| <b>Total Other Financing Sources (Uses)</b>                                      | <b>0</b>         | <b>0</b>         | <b>0</b>                                | <b>0</b>         |
| <b>Revenues and Other Financing Sources<br/>(Uses) Over (Under) Expenditures</b> | <b>(314,666)</b> | <b>(26,503)</b>  | <b>(7,905)</b>                          | <b>(349,074)</b> |
| Fund Balance - July 1, 2025                                                      | 827,228          | 149,548          | 183,831                                 | 1,160,607        |
| <b>Fund Balance - September 30, 2025</b>                                         | <b>\$512,562</b> | <b>\$123,045</b> | <b>\$175,926</b>                        | <b>\$811,533</b> |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Three Months Ended**  
**September 30, 2025**

|                                | Current Period<br>Actual | Year to Date<br>Actual | Annual<br>Budget |
|--------------------------------|--------------------------|------------------------|------------------|
| <b>Revenues:</b>               |                          |                        |                  |
| Tax revenues - current         | \$966                    | \$5,770                | \$1,278,547      |
| Tax revenues - prior year      | 270                      | 2,409                  | 10,000           |
| Interest revenue               | 1,386                    | 5,689                  | 30,000           |
| Fines and fees                 | 642                      | 1,341                  | 4,000            |
| Intergovernmental revenue      | 0                        | 237                    | 0                |
| Grants and donations           | 0                        | 0                      | 0                |
| Miscellaneous                  | 0                        | 0                      | 0                |
| <b>Total Revenues</b>          | <b>3,264</b>             | <b>15,446</b>          | <b>1,322,547</b> |
| <b>Expenditures:</b>           |                          |                        |                  |
| Personal services:             |                          |                        |                  |
| Wages and salaries:            |                          |                        |                  |
| Library clerk I                | 803                      | 2,271                  | 12,464           |
| Library clerk II               | 13,252                   | 37,315                 | 155,334          |
| Library assistant I            | 3,888                    | 13,388                 | 83,437           |
| Library assistant II           | 0                        | 0                      | 0                |
| Librarian I                    | 18,472                   | 51,780                 | 244,155          |
| Librarian II                   | 6,303                    | 18,760                 | 77,147           |
| Library director               | 8,741                    | 25,853                 | 104,894          |
| Payroll taxes and benefits:    |                          |                        |                  |
| Retirement                     | 0                        | 7,700                  | 52,962           |
| Social security                | 3,879                    | 9,964                  | 51,847           |
| Workers' compensation          | 137                      | (1,234)                | 1,500            |
| Health insurance               | 26,960                   | 46,741                 | 152,490          |
| Unemployment insurance         | 674                      | 2,002                  | 8,449            |
| Paid family and medical leave  | 0                        | 0                      | 0                |
| <b>Total Personal Services</b> | <b>83,109</b>            | <b>214,540</b>         | <b>944,679</b>   |
| Materials and services:        |                          |                        |                  |
| Bank charges                   | 93                       | 133                    | 500              |
| Bookmobile                     | 225                      | 442                    | 5,000            |
| Building rental                | 0                        | 2,000                  | 20,000           |
| Building maintenance           | 2,007                    | 10,913                 | 30,000           |
| HVAC                           | 6,328                    | 9,371                  | 20,000           |
| Elevator                       | 211                      | 634                    | 3,500            |
| Telephone                      | 627                      | 1,926                  | 8,000            |
| Internet                       | 239                      | 717                    | 8,000            |
| Collection development         | 7,292                    | 24,181                 | 80,000           |
| Technology                     | 1,740                    | 6,898                  | 20,000           |
| Accounting and auditing        | 5,145                    | 5,145                  | 35,000           |
| Courier                        | 222                      | 720                    | 4,200            |

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, 2025**

|                                             | Current Period     | Year to Date       | Annual             |
|---------------------------------------------|--------------------|--------------------|--------------------|
|                                             | Actual             | Actual             | Budget             |
| Custodial services                          | 2,925              | 11,700             | 37,000             |
| Technical services                          | 0                  | 3,892              | 4,500              |
| Library consortium                          | 0                  | 0                  | 21,000             |
| Copiers                                     | 612                | 2,019              | 8,000              |
| Elections expense                           | 0                  | 3,258              | 0                  |
| Furniture and equipment                     | 360                | 1,380              | 5,000              |
| Insurance                                   | 0                  | 0                  | 29,000             |
| Georgiana Smith Memorial Garden             | 1,300              | 8,835              | 20,000             |
| Legal services                              | 378                | 966                | 5,000              |
| Professional services                       | 96                 | 3,497              | 5,000              |
| Membership dues                             | 309                | 764                | 5,000              |
| Miscellaneous                               | 195                | 2,007              | 4,000              |
| Postage and freight                         | 156                | 466                | 2,000              |
| Printing                                    | 60                 | 60                 | 2,000              |
| Programs                                    | 0                  | (140)              | 13,000             |
| Advertising                                 | 0                  | 262                | 2,500              |
| Office supplies                             | 1,572              | 5,142              | 20,000             |
| Travel                                      | 0                  | 0                  | 5,000              |
| Training                                    | 0                  | 104                | 3,000              |
| Board development                           | 0                  | 0                  | 1,500              |
| Parking reimbursement                       | 0                  | 0                  | 500                |
| Electricity                                 | 2,201              | 6,113              | 22,000             |
| Garbage                                     | 156                | 491                | 2,300              |
| Natural gas                                 | 23                 | 268                | 10,000             |
| Water & sewer - building                    | 479                | 1,408              | 6,000              |
| <b>Total Materials and Services</b>         | <b>34,951</b>      | <b>115,572</b>     | <b>467,500</b>     |
| Capital Outlay                              | 0                  | 0                  | 0                  |
| Contingency                                 | 0                  | 0                  | 100,000            |
| <b>Total Expenditures</b>                   | <b>118,060</b>     | <b>330,112</b>     | <b>1,512,179</b>   |
| <b>Other Financing Sources (Uses)</b>       |                    |                    |                    |
| Operating transfers In                      | 0                  | 0                  | 0                  |
| Operating transfers out                     | 0                  | 0                  | (50,000)           |
| <b>Total Other Financing Sources (Uses)</b> | <b>0</b>           | <b>0</b>           | <b>(50,000)</b>    |
| <b>Change in Fund Balance</b>               | <b>(\$114,796)</b> | <b>(\$314,666)</b> | <b>(\$239,632)</b> |

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, 2025**

|                                             | <u>Current Period<br/>Actual</u> | <u>Year to Date<br/>Actual</u> | <u>Annual<br/>Budget</u> |
|---------------------------------------------|----------------------------------|--------------------------------|--------------------------|
| <b>Revenues:</b>                            |                                  |                                |                          |
| Interest revenue                            | \$644                            | \$2,193                        | \$6,000                  |
| <b>Other Financing Sources</b>              |                                  |                                |                          |
| Transfer from General Fund                  | 0                                | 0                              | 50,000                   |
| <b>Total Revenues and<br/>Other Sources</b> | <u>644</u>                       | <u>2,193</u>                   | <u>56,000</u>            |
| <b>Expenditures:</b>                        |                                  |                                |                          |
| Materials and services                      | 0                                | 0                              | 0                        |
| Capital outlay                              | 903                              | 10,098                         | 75,000                   |
| <b>Total Expenditures</b>                   | <u>903</u>                       | <u>10,098</u>                  | <u>75,000</u>            |
| <b>Change in Fund Balance</b>               | <u><u>(\$259)</u></u>            | <u><u>(\$7,905)</u></u>        | <u><u>(\$19,000)</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 Three Months Ended**  
**September 30, 2025**

|                                     | <u>Current Period</u><br><u>Actual</u> | <u>Year to Date</u><br><u>Actual</u> | <u>Annual</u><br><u>Budget</u> |
|-------------------------------------|----------------------------------------|--------------------------------------|--------------------------------|
| <b>Revenues:</b>                    |                                        |                                      |                                |
| Donations and grants                | \$0                                    | \$14,435                             | \$320,000                      |
| Intergovernmental revenue           | 0                                      | 0                                    | 0                              |
| <b>Total Revenues</b>               | <u>0</u>                               | <u>14,435</u>                        | <u>320,000</u>                 |
| <b>Expenditures:</b>                |                                        |                                      |                                |
| Personal services:                  |                                        |                                      |                                |
| Wages and salaries:                 |                                        |                                      |                                |
| Library clerk I                     | 0                                      | 0                                    | 4,000                          |
| Library clerk II                    | 0                                      | 0                                    | 4,400                          |
| Library assistant II                | 0                                      | 0                                    | 0                              |
| Payroll taxes and benefits:         |                                        |                                      |                                |
| Social security                     | 0                                      | 0                                    | 750                            |
| Workers' compensation               | 0                                      | 0                                    | 250                            |
| Unemployment insurance              | 0                                      | 0                                    | 100                            |
| Other personal services             |                                        |                                      | 500                            |
| <b>Total Personal Services</b>      | <u>0</u>                               | <u>0</u>                             | <u>10,000</u>                  |
| Materials and services:             |                                        |                                      |                                |
| Building maintenance                | 0                                      | 1,674                                | 0                              |
| Internet                            | 0                                      | 0                                    | 0                              |
| Collection development              | 964                                    | 9,711                                | 75,000                         |
| Technology                          | 0                                      | 0                                    | 50,000                         |
| Programs                            | 6,674                                  | 29,471                               | 100,000                        |
| Furniture and equipment             | 0                                      | 50                                   | 60,000                         |
| Miscellaneous                       | 0                                      | 32                                   | 0                              |
| Office supplies                     | 0                                      | 0                                    | 0                              |
| Other materials and services        | 0                                      | 0                                    | 60,000                         |
| <b>Total Materials and Services</b> | <u>7,638</u>                           | <u>40,938</u>                        | <u>345,000</u>                 |
| Capital outlay                      | 0                                      | 0                                    | 100,000                        |
| <b>Total Expenditures</b>           | <u>7,638</u>                           | <u>40,938</u>                        | <u>455,000</u>                 |
| <b>Change in Fund Balance</b>       | <u><u>(\$7,638)</u></u>                | <u><u>(\$26,503)</u></u>             | <u><u>(\$135,000)</u></u>      |

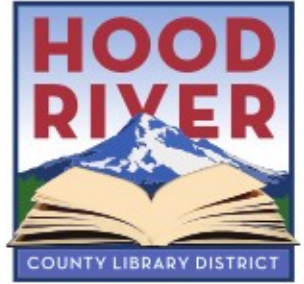
See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
Schedule of Revenues, Expenditures, and  
Changes in Fund Balance - Cash Basis  
Grants Funds  
For the Three Months Ended September 30, 2025

|                                          | Newspaper<br>Digitization | Foundation<br>Grants | Other<br>Grants | Friends of<br>the Library | Pat<br>Hazelhurst | CARES Act      | R2R 2025       | Dollar<br>General | Total            |
|------------------------------------------|---------------------------|----------------------|-----------------|---------------------------|-------------------|----------------|----------------|-------------------|------------------|
| <b>Revenues:</b>                         |                           |                      |                 |                           |                   |                |                |                   |                  |
| Donations and grants                     | \$0                       | \$0                  | \$1,335         | \$13,100                  | \$0               | \$0            | \$0            | \$0               | \$14,435         |
| Intergovernmental revenue                |                           |                      |                 |                           |                   |                |                |                   | 0                |
| <b>Total Revenues</b>                    | <u>0</u>                  | <u>0</u>             | <u>1,335</u>    | <u>13,100</u>             | <u>0</u>          | <u>0</u>       | <u>0</u>       | <u>0</u>          | <u>14,435</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>         |
| Materials and services:                  |                           |                      |                 |                           |                   |                |                |                   |                  |
| Building maintenance                     |                           | 1,674                |                 |                           |                   |                |                |                   | 1,674            |
| Internet                                 |                           |                      |                 |                           |                   |                |                |                   | 0                |
| Collection development                   |                           | 9,588                | 72              | 51                        |                   |                |                |                   | 9,711            |
| Technology                               |                           |                      |                 |                           |                   |                |                |                   | 0                |
| Furniture and equipment                  |                           |                      |                 | 50                        |                   |                |                |                   | 50               |
| Miscellaneous                            |                           | 14,865               | 558             | 8,307                     | 32                |                |                |                   | 32               |
| Programs                                 |                           |                      |                 |                           | 336               |                | 3,701          | 1,704             | 29,471           |
| Office supplies                          |                           |                      |                 |                           |                   |                |                |                   | 0                |
| <b>Total Materials and Services</b>      | <u>0</u>                  | <u>26,127</u>        | <u>630</u>      | <u>8,408</u>              | <u>368</u>        | <u>0</u>       | <u>3,701</u>   | <u>1,704</u>      | <u>40,938</u>    |
| Capital outlay                           | <u>0</u>                  | <u>0</u>             | <u>0</u>        | <u>0</u>                  | <u>0</u>          | <u>0</u>       | <u>0</u>       | <u>0</u>          | <u>0</u>         |
| <b>Total Expenditures</b>                | <u>0</u>                  | <u>26,127</u>        | <u>630</u>      | <u>8,408</u>              | <u>368</u>        | <u>0</u>       | <u>3,701</u>   | <u>1,704</u>      | <u>40,938</u>    |
| <b>Net Change in Fund Balance</b>        | <u>0</u>                  | <u>(26,127)</u>      | <u>705</u>      | <u>4,692</u>              | <u>(368)</u>      | <u>0</u>       | <u>(3,701)</u> | <u>(1,704)</u>    | <u>(26,503)</u>  |
| <b>Fund Balance - July 1, 2025</b>       | <u>338</u>                | <u>122,175</u>       | <u>6,194</u>    | <u>4,285</u>              | <u>10,958</u>     | <u>1,781</u>   | <u>3,817</u>   | <u>0</u>          | <u>149,548</u>   |
| <b>Fund Balance - September 30, 2025</b> | <u>\$338</u>              | <u>\$96,048</u>      | <u>\$6,899</u>  | <u>\$8,977</u>            | <u>\$10,590</u>   | <u>\$1,781</u> | <u>\$116</u>   | <u>(\$1,704)</u>  | <u>\$123,045</u> |

See Independent Accountants' Compilation Report

# Gift and Donation Policy



The Hood River County Library District welcomes and encourages gifts and donations which are consistent with the District's Mission Statement: We reach out, supporting everyone to learn, create, and grow.

All gifts and donations accepted by the Library District become the property of the District and may be sold or discarded as the Library Director and Library District Board see fit. The District has sole discretion to accept or decline any gift presented to the District, regardless of the nature of the gift.

## Print and non-print materials

The Hood River County Library District accepts donations of print (books) and non-print (DVDs, Audiobook CD, etc) in good condition which meet current collection development criteria. Items in poor physical condition, outdated material formats, condensed/abridged titles, textbooks, and encyclopedias will not generally be accepted for donation.

The District's acceptance of a donated item does not constitute an agreement to add it to the collection; the District will make all necessary decisions as to the retention, location, cataloging and other considerations related to the use, disposition and disposal of all donations. Unused donations cannot be returned to the donor.

All donations are accepted with the understanding that if the District is unable to use the materials, they will be donated to the Friends of the Library Book Sale.

The District does not assess the value of gifts made to the library. Valuation should be determined by the donor.

## Monetary Donations

Monetary donations may be made to the Hood River County Library District Foundation, the Hood River Friends of the Library, or the District. Donations to the Library Foundation or the Friends of the Library will be administered by the receiving organization subject to its own policies.

## Other gifts

Gifts and donations other than items which can be used in the District's collection (such as furniture, etc.) must be discussed with the Library Director. The Library Director will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the District's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

502 State Street  
Hood River - OR 97031

541 386 2535

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

## **Art donation**

The District has only a limited ability to store or display art and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists.

The District will decide if an artwork is to be accepted for inclusion in the Hood River County Libraries art collection and displayed in a library setting or on District grounds. Criteria for acceptance of donation to be considered:

1. Artist's connection with the local community and/or with the gorge region
2. Art conforms to the general architecture of the building and/or grounds
3. Relevance of the subject
4. Artistic merit/reputation of the artist
5. Cultural content
6. Reflection/celebration of diverse community
7. Suitability for display in proposed location/space required
8. Condition of the work/display ready
9. Financial cost to the Libraries e.g. installation/maintenance cost
10. Any health and safety issues

The final determination of the acceptability of art donations for the Hood River Library Gardens lies with the District Library Board.

## **Naming procedures**

The naming of equipment or a tangible item such as a brick or furniture is intended to be in place for the useful life of the equipment or tangible item that is named.

As part of capital campaigns or fund raising efforts, the Library Foundation may offer to the community opportunities to receive recognition for contributions of various amounts through naming opportunities. The Library Foundation will consult with the Library Director regarding the naming opportunities.

## **Gifts to Library Staff**

Individual District staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the District as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

Approved by the Board of Directors, December 15, 2020

Last revised: ~~October 21, 2025~~, December 15, 2020

Last reviewed: ~~October 21, 2025, September 16, 2025~~ December 15, 2020

**Resolution No. 2025-26.03**  
**Resolution authorizing vendors for**  
**online and automatic payment of bills in 2025-26**

WHEREAS, many companies allow paying for products and services electronically; and

WHEREAS, paying online and automatically rather than by paper check would save the Hood River County Library District time and money; and

WHEREAS, Hood River County Library District's Financial Management policy allows for such online payments;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors authorizes the following vendors for online payments and deposits in 2025-26.

- Amazon (Prime shipping benefits)
- AT&T (telecommunications)
- Canva (marketing software)
- CenturyLink (telecommunications)
- City of Hood River (water)
- Columbia Bank (bank fees, payroll deposits, and employee reimbursements)
- Columbia Bank-Elan Financial Services (Credit Card)
- Costco (annual membership)
- Constant Contact (eNewsletter)
- Delta Dental (dental insurance)
- Dropbox (Cloud storage)
- Facebook (Advertising)
- GoogleSuite (Email)
- Hood River Electric Co-op (telecommunications)
- Hostwinds (Web and email hosting)
- HRA VEBA (employee in-lieu health benefits)
- Mobile Text Alerts (texting for library programs)
- NW Natural (natural gas)
- Oregon Department of Revenue (state taxes)
- Pacific Power (electricity)
- SLACK (Messaging software)
- Solutions Yes (Copies)
- Stamps.com (postage)
- Squarespace (program scheduling software)
- T. Rowe Price (employee retirement)
- ThyssenKrup Elevator Corp. (building maintenance)
- US Bank (copier lease)
- US Treasury (federal taxes)
- Verde (FSA deductions)
- Waiverfile (Online forms)
- Waste Connections/Hood River Garbage (garbage/recycling)
- Zoom (Video conferencing software)

Adopted by the Board of Directors of Hood River County Library District this 17th day of June 2025.

ATTEST:

\_\_\_\_\_  
Sara Marsden, President

\_\_\_\_\_  
Rachael Fox, Library Director



## **5. Compensation:**

**a.** Contractor shall be paid as set forth in Exhibits "A" and "B." If any terms of this contract differ from those set forth in Exhibits "A" and "B" this contract shall control.

**b.** Contractor shall submit monthly invoices to the District for Work performed. The invoices shall describe all Work performed with particularity and shall itemize and explain all expenses that this Contract requires District to pay and for which Contractor claims reimbursement. Each invoice also shall include the total amount invoiced to date by Contractor prior to the current invoice. Contractor shall send invoices to the District by the tenth of the month for work completed in the prior month. Payments shall be made within 30 days of the date of the invoice. Should the Contract be prematurely terminated, payments will be made for work completed and accepted to date of termination.

**6. Ownership of Documents:** All documents and other work product created by Contractor pursuant to this Contract shall be the property of District.

**7. Indemnification:** EXCEPT FOR PROPERTY DAMAGE AS SET FORTH IN EXHIBITS "A" and "B" CONTRACTOR SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY THE DISTRICT AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEYS FEES, RESULTING FROM, ARISING OUT OF, OR RELATING TO THE ACTIVITIES OF CONTRACTOR OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS CONTRACT. Contractor shall not be held responsible for any claims, suit, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of District.

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

## **9. Independent Contractor Status:**

**a.** Contractor shall perform all Work as an independent Contractor. The District reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product, however, the District may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.

**b.** Contractor understands and agrees that it is not an "officer", "employee", or "agent" of the District, as those terms are used in ORS 30.265.

**c.** Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, District will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social

security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

**10. Insurance.** Contractor shall maintain General Liability insurance with a combined single limit, or the equivalent, of not less than 2 million dollars for each occurrence, and 3 million dollars in the aggregate, for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the District, its officers and its employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract.

**11. Assignment and SubContracts:** Contractor shall not assign this Contract or subContract any portion of the work without the written consent of District. Any attempted assignment or subContract without written consent of District shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subContractors and of all persons employed by them, and the approval by District of any assignment or subContract shall not create any Contractual relation between the assignee or subContractor and District.

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

**13. Merger Clause; Waiver.** This Contract and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained.

**14. Amendments.** No amendment to this Contract is effective unless it is in writing signed by the parties.

**15. Attorney Fees.** In the event of any action or proceeding to enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursement, at arbitration, trial, and on appeal.

**16. No Third Party Beneficiaries.** The signatories to this Contract are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such persons are individually identified by name herein.

///

**18. Counterparts.** This Contract may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR:

DISTRICT:

\_\_\_\_\_  
By:\_\_\_\_\_  
Title:\_\_\_\_\_

\_\_\_\_\_  
Rachael Fox  
District Director

## Exhibit "A"



# Neal Creek Forest Products, LLC

541-645-5605 | lily@nealcreek.com | www.nealcreekfp.com

### RECIPIENT:

**Hood River Library**  
502 State Street  
Hood River, Oregon 97031

### Quote #22

Sent on Oct 02, 2025

**Total \$800.65**

| Product/Service | Description                                                                  | Qty. | Unit Price | Total    |
|-----------------|------------------------------------------------------------------------------|------|------------|----------|
| Snow Plow       | Plowing and shoveling after 4 inches of accumulation per visit               | 1    | \$800.00   | \$800.00 |
| Ice- Melt       | Application of salt due to ice conditions and freezing temperatures @ .65/lb | 1    | \$0.65     | \$0.65   |

**Total \$800.65**

6" + is \$1000 per visit

This quote is valid for the next 15 days, after which values may be subject to change.

NCFP Snow Removal Contract

Winter Season: November 15, 2025 – April 1, 2026

This Agreement is between Neal Creek Forest Products, LLC ("NCFP" or "Provider") and the undersigned Customer for snow removal services during the 2025–2026 winter season. NCFP will provide snow removal at the Customer's property, including plowing of driveways and parking lots, salting as needed, and emergency snow removal. Services will begin when 4 to 6 inches of new snow has accumulated, and steep areas will be cleared only when safe. Service times may vary due to weather or staff availability and are at NCFP's discretion.

The Agreement is effective from November 15, 2025, to April 1, 2026. Services may be delayed or postponed due to unsafe conditions, access issues, or severe weather.

Payments are due by the 10th of each month for monthly contracts. Late payments over 30 days will incur a 10% late fee, and service may be suspended until full payment is received. Any additional requested services require a separate mutually approved agreement.

The Customer must keep driveways clear of sleds, shovels, firewood, trash, or other obstacles, and ensure that tenants or guests do not leave items in the driveway. Snow stakes or visible markers must be used to identify hidden hazards. A 24–36 inch buffer from garage doors, vehicles, and structures is required, as these areas may not be plowed to prevent damage. Packed snow caused by vehicles may not be fully removed. Customers may be held financially responsible for equipment damage caused by debris.

NCFP will repair or reimburse for damages caused by its negligence or equipment, provided the damage is reported in writing within 24 hours and the area is visible and accessible. NCFP is not responsible for damage from piled snow, hidden objects, or minor surface marks from chains or equipment. Repairs will be made when weather allows and surfaces are exposed.

NCFP is not liable for delays due to extreme weather, impassable roads, or damage caused by pre-existing conditions or natural wear and tear on driveways and parking areas.

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

## Exhibit "B"



# Neal Creek Forest Products, LLC

541-645-5605 | lily@nealcreek.com | www.nealcreekfp.com

### RECIPIENT:

#### Hood River Library

7300 Clear Creek Road  
Mount Hood, Oregon 97041

### Quote #23

Sent on Oct 16, 2025

**Total \$150.00**

| Product/Service | Description                                                                         | Qty. | Unit Price | Total    |
|-----------------|-------------------------------------------------------------------------------------|------|------------|----------|
| Snow Plow       | Walkway after 4 inches of accumulation per hour, 1 hour minimum (Snow Removal ONLY) | 1    | \$150.00   | \$150.00 |

**Total \$150.00**

This quote is valid for the next 15 days, after which values may be subject to change.

#### NCFP Snow Removal Contract

Winter Season: November 15, 2025 – April 1, 2026

This Agreement is between Neal Creek Forest Products, LLC ("NCFP" or "Provider") and the undersigned Customer for snow removal services during the 2025–2026 winter season. NCFP will provide snow removal at the Customer's property, including plowing of driveways and parking lots, salting as needed, and emergency snow removal. Services will begin when 4 to 6 inches of new snow has accumulated, and steep areas will be cleared only when safe. Service times may vary due to weather or staff availability and are at NCFP's discretion.

The Agreement is effective from November 15, 2025, to April 1, 2026. Services may be delayed or postponed due to unsafe conditions, access issues, or severe weather.

Payments are due by the 10th of each month for monthly contracts. Late payments over 30 days will incur a 10% late fee, and service may be suspended until full payment is received. Any additional requested services require a separate mutually approved agreement.

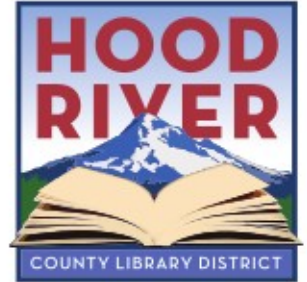
The Customer must keep driveways clear of sleds, shovels, firewood, trash, or other obstacles, and ensure that tenants or guests do not leave items in the driveway. Snow stakes or visible markers must be used to identify hidden hazards. A 24–36 inch buffer from garage doors, vehicles, and structures is required, as these areas may not be plowed to prevent damage. Packed snow caused by vehicles may not be fully removed. Customers may be held financially responsible for equipment damage caused by debris.

NCFP will repair or reimburse for damages caused by its negligence or equipment, provided the damage is reported in writing within 24 hours and the area is visible and accessible. NCFP is not responsible for damage from piled snow, hidden objects, or minor surface marks from chains or equipment. Repairs will be made when weather allows and surfaces are exposed.

NCFP is not liable for delays due to extreme weather, impassable roads, or damage caused by pre-existing conditions or natural wear and tear on driveways and parking areas.

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

# District Building Preventative Maintenance Policy



## Purpose

To define clear expectations for the preventative maintenance of District buildings. This policy will include critical areas to be inspected and a schedule of when to conduct these inspections. The District will decide who will conduct these inspections and provide training as necessary.

## Schedule

District buildings will be inspected periodically throughout the year. Such inspections will be conducted that will include daily, monthly, quarterly and during inclement weather in accordance with the following schedule:-

- Daily – Daily inspections should be conducted by all employees. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and ensuring such conditions are reported. making sure to report it.-
- Monthly – Monthly inspections will be conducted by Library Director or other designated staff member. This inspection should be comprehensive and documented. The District will provide a checklist of items that should be viewed. Any recommendations or conditions that require correction will be made to the Library Director.
- Quarterly – The safety committee will conduct quarterly inspections of the buildings per OSHA Rule 437-001-0765 (7). Once they have completed their inspections, these inspections shall should be compared to the monthly inspections. Any recommendations or conditions that require correction will be made to the Library Director District Manager.
- Inclement Weather – When the District is aware of a forecasted storm, the Library Director or other designated staff will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the designated staff will conduct another inspection to identify any damage or repairs that are required or recommended. need to be made.- Any recommendations for repairs will be made to the Library Director.

## Building Maintenance

The following areas should be examined looked-at during the documented inspections:

### Outdoors

- Roof
- Gutters/sScuppers
- Downspouts - direct water away from the building
- Doors/sSeals/cCaulking
- Exterior wWall conditions/hHoles/pPaint/sSiding
- Foundation
- Exposed pPiping
- Exterior lLighting
- Parking areas/lLight pPoles

502 State Street  
Hood River - OR 97031

541 386 2535

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

- Vegetation trimmed away from buildings
- Combustibles away from buildings
- Drain free of blockages
- Handicap doors functioning properly
- Walkways and sidewalks
- Gardens

### Indoors

- Emergency Lighting
- HVAC System/Boiler/Filters
- Water Intrusion/Moisture Issues
- Storage Areas
- Bathrooms
- Lighting
- Flooring
- Interior Wall Conditions
- Electrical Panels
- Basement

### Training

The District will conduct annual training for staff that includes refreshing staff of items to be viewed and a review of any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.

Adopted by the Board of Directors: December 18, 2018

Last amended: December 18, 2018, October 21, 2025.



# SDIS 2026 Best Practices Survey

SDIS 2026

**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)?  | <input type="checkbox"/> |  ( <a href="http://www.ofdda.com">http://www.ofdda.com</a> )             |
| 2 | Oregon Fire Chiefs Association (OFCA)?               | <input type="checkbox"/> | ?  ( <a href="http://www.ofca.org">http://www.ofca.org</a> )             |
| 3 | Oregon Water Resources Congress (OWRC)?              | <input type="checkbox"/> |  ( <a href="https://www.owrc.org/">https://www.owrc.org/</a> )           |
| 4 | Oregon Mosquito and Vector Control Association?      | <input type="checkbox"/> |  ( <a href="http://www.omvca.org">http://www.omvca.org</a> )             |
| 5 | Oregon Recreation and Park Association (ORPA)?       | <input type="checkbox"/> |  ( <a href="https://www.orpa.org">https://www.orpa.org</a> )             |
| 6 | Oregon Public Ports Association (OPPA)?              | <input type="checkbox"/> |  ( <a href="http://www.oregonports.com">http://www.oregonports.com</a> ) |
| 7 | Oregon Association of Clean Water Agencies (ORACWA)? | <input type="checkbox"/> |  ( <a href="http://www.oracwa.org">http://www.oracwa.org</a> )           |
- © 2025 SDIS? [Contact Us \(/Resources/Support\)](#) [FAQ \(/Pages?page=\\_NewSiteFAQMember\)](#)

|                                                                       | Check Yes if completed                                                                                                                                                                                                                                                                                                                                  | SDAO.com (https://sdao.com)         | Yes | Help | More Information                                                        |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----|------|-------------------------------------------------------------------------|
| 8                                                                     | Oregon Association of Conservation Districts (OACD)?                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/>            |     |      | <b>i</b> (https://oacd.org)                                             |
| 9                                                                     | Cemetery Association of Oregon?                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>            |     |      | <b>i</b> (http://www.oregoncemeteries.com)                              |
| 10                                                                    | Oregon APCO-NENA?                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/>            |     |      | <b>i</b> (http://www.oregonapconena.org/)                               |
| 11                                                                    | Oregon Transit Association (OTA)?                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/>            |     |      | <b>i</b> (http://www.oregontransit.com)                                 |
| 12                                                                    | Oregon People's Utility Districts Association (OPUDA)?                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>            |     |      | <b>i</b> (http://www.opuda.org/)                                        |
| 13                                                                    | Oregon Association of Water Utilities (OAWU)?                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>            |     |      | <b>i</b> (http://www.oawu.net)                                          |
| 14                                                                    | Oregon Library Association (OLA)?                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> |     |      | <b>i</b> (http://www.olaweb.org)                                        |
| 15                                                                    | Oregon Economic Development District Association (OEDD)?                                                                                                                                                                                                                                                                                                | <input type="checkbox"/>            |     |      | <b>i</b> (http://www.oedd.org/)                                         |
| 16                                                                    | Oregon PRIMA?                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>            |     | ?    | <b>i</b> (http://orprima.org)                                           |
| 17                                                                    | Oregon Association of Hospitals and Health Systems (OAHHS)?                                                                                                                                                                                                                                                                                             | <input type="checkbox"/>            |     |      | <b>i</b> (http://www.oahhs.org/)                                        |
| 18                                                                    | Oregon Association Chiefs of Police (OACP)?                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/>            |     |      | <b>i</b> (http://www.policechief.org)                                   |
| 19                                                                    | Oregon Rural Health Association (ORHA)?                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/>            |     |      | <b>i</b> (https://orha.wildapricot.org)                                 |
| <b>Employment Practices/Supervisory Training- Online - 2% Credit.</b> |                                                                                                                                                                                                                                                                                                                                                         |                                     |     |      |                                                                         |
| 20                                                                    | Have ALL managers/supervisors of the district completed an online employment practices/ supervisory training offered on Vector Solutions (formerly SafePersonnel)? These trainings are located in the course library and can be found by searching for Employment Practices/Supervisory in the search box. Any trainings in this category can be taken. | <input checked="" type="checkbox"/> |     | ?    | <b>i</b> (https://www.sdao.com/vector-solutions-formerly-safepersonnel) |
| <b>Paid Leave Oregon Checklist - 2% Credit.</b>                       |                                                                                                                                                                                                                                                                                                                                                         |                                     |     |      |                                                                         |

|                                                                                                                             | Check Yes if completed                                                                                                                                                               | Yes                                 | Help | More Information                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21                                                                                                                          | Is your district aware of/knowledgeable of OFLA, FMLA and Paid Leave Oregon (PLO) rules and laws and how they impact your organization?                                              | <input checked="" type="checkbox"/> |      |  ( <a href="https://paidleave.oregon.gov/">https://paidleave.oregon.gov/</a> )                                                                                           |
| 22                                                                                                                          | Does your organization abide by the rules of OFLA and FMLA depending on how many employees you have and/or if it is listed as a benefit in your employee handbook?                   | <input checked="" type="checkbox"/> |      |  ( <a href="https://paidleave.oregon.gov/">https://paidleave.oregon.gov/</a> )                                                                                           |
| 23                                                                                                                          | Has your district updated the employee handbook since July 2024 to incorporate changes to OFLA and PLO?                                                                              | <input checked="" type="checkbox"/> |      |  ( <a href="https://paidleave.oregon.gov/">https://paidleave.oregon.gov/</a> )                                                                                           |
| 24                                                                                                                          | Does your district have current postings as required by law regarding OFLA, FMLA, and PLO?                                                                                           | <input checked="" type="checkbox"/> |      |  ( <a href="https://paidleave.oregon.gov/">https://paidleave.oregon.gov/</a> )                                                                                           |
| 25                                                                                                                          | Does your district provide training to management/supervisors regarding protected leave such as OFLA, FMLA and Paid Leave Oregon and the responsibilities of the manager/supervisor? | <input checked="" type="checkbox"/> |      |  ( <a href="https://paidleave.oregon.gov/">https://paidleave.oregon.gov/</a> )                                                                                           |
| 26                                                                                                                          | When you have new hires do you have a packet of information that you give them regarding OFLA, FMLA and PLO?                                                                         | <input checked="" type="checkbox"/> |      |  ( <a href="https://paidleave.oregon.gov/">https://paidleave.oregon.gov/</a> )                                                                                          |
| 27                                                                                                                          | Are new district employees required to work for at least 12 months before being eligible for FMLA leave?                                                                             | <input type="checkbox"/>            |      |  ( <a href="https://paidleave.oregon.gov/">https://paidleave.oregon.gov/</a> )                                                                                         |
| <b>Paid Leave Oregon Policy - 2% Credit.</b>                                                                                |                                                                                                                                                                                      |                                     |      |                                                                                                                                                                                                                                                             |
| 28                                                                                                                          | Has your district adopted or have a current policy in place (updated within the last two years) in regard to Paid Leave Oregon?                                                      | <input checked="" type="checkbox"/> |      |  ( <a href="https://sdaoresourcelibrary.com/download/paid-leave-oregon-sample-policy/">https://sdaoresourcelibrary.com/download/paid-leave-oregon-sample-policy/</a> ) |
| <b>SDAO/SDIS Training- At least one (1) representative of the district must complete a SDAO/SDIS training: - 2% Credit.</b> |                                                                                                                                                                                      |                                     |      |                                                                                                                                                                                                                                                             |
| 29                                                                                                                          | Has anyone from your district completed any of our Regional Trainings- Board, HR/Legal or Risk Management?                                                                           | <input checked="" type="checkbox"/> |      |  ( <a href="https://www.sdao.com/calendar">https://www.sdao.com/calendar</a> )                                                                                         |
| 30                                                                                                                          | Did a representative from your district attend the 2025 SDAO Annual Conference?                                                                                                      | <input checked="" type="checkbox"/> |      |  ( <a href="https://www.sdao.com/calendar">https://www.sdao.com/calendar</a> )                                                                                         |

| Check Yes if completed |                                                                | Yes                      | Help | More Information                                                                                                                                                                                                                                                                                                                              |
|------------------------|----------------------------------------------------------------|--------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31                     | Has anyone from your district attended a 2025 Metro Breakfast? | <input type="checkbox"/> |      |  ( <a href="https://www.sdao.com/calendar">https://www.sdao.com/calendar</a> )                                                                                                                                                                             |
| 32                     | Has your board completed a Board Practices Assessment?         | <input type="checkbox"/> | ?    |  ( <a href="https://www.sdao.com/sdao-consulting-services-program-board-practices-assessment-and-board-governance-questionnaire">https://www.sdao.com/sdao-consulting-services-program-board-practices-assessment-and-board-governance-questionnaire</a> ) |

**Subject:** New submission from Library Board member application  
**From:** "billing@hoodriverlibrary.org" <billing@hoodriverlibrary.org>  
**Date:** 9/29/2025, 5:33 PM  
**To:** rachael@hoodriverlibrary.org

**Name**

Yesenia Rojas

**Date**

09/29/2025

**Address**

4210 Belmont Dr  
Hood River, OR 97031  
[Map It](#)

**Phone**

5413999603

**Email**

[yesirojas05@icloud.com](mailto:yesirojas05@icloud.com)

**Are you a resident of our district (Hood River County)?**

- Yes

**Are you a registered voter?**

- Yes

**Why do you want to serve on the Hood River County Library District Board?**

I want to bring a diverse perspective that amplifies the voices of Latino families in our community, ensuring their experiences and needs are represented. I also believe in the importance of fostering inclusivity and strengthening connections between the library and the broader community.

**Describe past experiences or positions held that would assist you as a board member.**

- Local Business Owner – Successfully operated a business in Hood River for 11 years.
- Cultural Engagement – Traveled extensively across the U.S. and internationally to gain a deeper understanding of different cultures.
- Community Advocate – Actively engaged in local initiatives that support underserved populations.

**Outline strengths, abilities and talents that you would bring to the board.**

- Strong ability to listen, engage with diverse populations, and develop effective solutions.

- Bilingual in English and Spanish, with a deep connection to my Mexican heritage and traditions.
- Experienced in building relationships and fostering collaboration across different community groups.

**In your opinion, what is the most important role of a board member?**

- Create an inclusive environment where everyone feels safe and encouraged to share their thoughts.
- Increase public awareness of the library's programs, resources, and events.
- Encourage youth and families to take greater advantage of the library's educational and cultural offerings.

**If appointed, would you be able to serve the entire term (November 18, 2025 to June 30, 2027)?**

- Yes

**Subject:** New submission from Library Board member application  
**From:** "billing@hoodriverlibrary.org" <billing@hoodriverlibrary.org>  
**Date:** 10/1/2025, 9:43 AM  
**To:** rachael@hoodriverlibrary.org

**Name**

Jeannie Troxel

**Date**

10/01/2025

**Address**

5026 Woodworth Drive

Parkdale, OR 97041

[Map It](#)

**Phone**

541-399-2740

**Email**

[troxelj11@gmail.com](mailto:troxelj11@gmail.com)

**Are you a resident of our district (Hood River County)?**

- Yes

**Are you a registered voter?**

- Yes

**Why do you want to serve on the Hood River County Library District Board?**

The library is an important component of our community and I would love to volunteer my time and talents to ensure the library continues on sound fiscal footing.

**Describe past experiences or positions held that would assist you as a board member.**

I am a retired nurse manager (both hospital and clinic). Managing staff (and my kids) for years honed my skills to lead with confidence and concern for the welfare of others, to manage a budget, set policy and foster creative solutions.

**Outline strengths, abilities and talents that you would bring to the board.**

I would enjoy working with others to find practical and responsible solutions to the library Board's agenda. In addition to my nursing degree I have a MBA (management focus) so I'm also familiar with financial reports as well parliamentary procedure.

**In your opinion, what is the most important role of a board member?**

Ensure accountability of fiscal resources in order to ensure library services are available to all Hood River county residents.

**If appointed, would you be able to serve the entire term (November 18, 2025 to June 30, 2027)?**

- Yes