

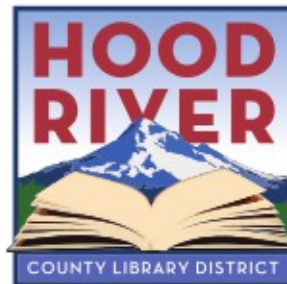
**Board of Directors
Regular Meeting Agenda**

Tuesday, June 17, 2014, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Sara Duckwall Snyder, President



- | | |
|---|----------|
| I. Additions/deletions from the agenda (ACTION) | Snyder |
| II. Conflicts or potential conflicts of interest | Snyder |
| III. Approval of minutes from May 20 & Budget Committee meeting (ACTION) | Snyder |
| IV. Open forum for the general public | Snyder |
| V. Reports | |
| i. Friends update | VanOrman |
| ii. Foundation update | Foley |
| iii. May financial statements | Nielsen |
| iv. Director's report | Nielsen |
| VI. Previous business | |
| i. Personnel versus materials costs analysis | Nielsen |
| VII. New business | |
| i. Cascade Locks Library IGA (ACTION) | Nielsen |
| ii. 2014-15 budget approval (ACTION) | Nielsen |
| iii. 2014-15 Board President discussion | Snyder |
| iv. Sage contract for Systems Librarian (ACTION) | Nielsen |
| v. Resolution approving recurring payments in 2014-15 (ACTION) | Nielsen |
| vi. Design work for Cascade Locks and Parkdale (ACTION) | Nielsen |
| vii. 2014-15 regular meeting day/time | Nielsen |
| VIII. Agenda items for next meeting | Snyder |
| IX. Adjournment | Snyder |

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon.

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Hood River - OR 97031

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Board of Directors Regular Meeting Agenda

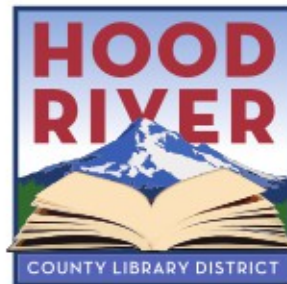
Tuesday, June 17, 2014, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Sara Duckwall Snyder, President

Notes prepared by Library Director Buzzy Nielsen



I. Additions/deletions from the agenda (ACTION)

Snyder

II. Conflicts or potential conflicts of interest

Snyder

III. Approval of minutes from May 20 & Budget Committee meeting (ACTION)

Snyder

Attachments:

- III.a. May 20, 2014, regular meeting minutes
- III.b. May 13, 2014, Budget Committee meeting minutes

IV. Open forum for the general public

Snyder

V. Reports

i. Friends update

VanOrman

The Friends met on Tuesday, June 10th. They reported a very successful booksale. It raised about \$1,800, \$500 more than last year. In addition to supporting new people counters for Hood River Library, the Friends also agreed to buy handheld "shopping" baskets for people to use while in the libraries. The annual Friends summer potluck will be on August 12 at 6:00 at 505 Eugene St. in Hood River. Please RSVP at 541-386-3748 or jeanpaul33@charter.net.

ii. Foundation update

Foley

For their annual contribution, the Foundation has agreed to support the Cascade Locks and Parkdale move and renovation projects as well as purchasing all periodical and electronic resource subscriptions for the library. They have decided to use a printed foam-core board for donor recognition in the lobby. The recognition board will be designed to mesh with the Hood River Library lobby and will also be easily and inexpensively updated.

iii. May financial statements

Nielsen

The financial statements were unavailable at the time the meeting packet was distributed. They will be sent out separately.

iv. Director's report

Nielsen

Attachments:

- V.iv.a. Teen summer reading program events
- V.iv.b. Adult summer reading program events
- V.iv.c. May statistics. Circulation was 8.5% lower than last year.
- V.iv.d. May programs

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Facilities

- Work continues on the State Street urban renewal project. The street in front of the Hood River Library is generally open, and there are parking spaces in front of the library. However, work is heavy on the State & 6th intersection, still limiting library access. I have been told that work will soon begin on pouring sidewalks in front of the library.
- While the new HVAC control system is working well, cooling on the HVAC hardware wasn't working. Trane Oregon came out to resolve the issue, and the system is now working well.
- Columbia Tree Service trimmed the linden and maple trees in the Georgiana Smith Memorial Park to make them look attractive and maintain neighbors' views.
- The motors that operate the atrium windows in Hood River Library are burnt out. Staff are investigating replacements and potential improvements. The previous motors were slow and unreliable.

Programs & services

- Starting July 1, the library will begin offering a new online resource called Pronunciator. This is a language-learning resource available from home that helps people learn over 45 different languages. It also has a significant ESOL component for native speakers of several languages.
- The Summer Reading program begins the week of June 17th. The kids program kicks off with these great parties!
 - Cascade Locks, Friday, June 20th, 1:00 pm: Featuring outrageous comedy with Alex Zerbe.
 - Hood River, Friday, June 20th, 5:30 pm: Featuring popcorn, giant bubbles, hot rods and outrageous comedy by a professional zaniac. Sponsored by DelCarpine Automotive.
 - Parkdale, Wednesday, June 25th, 1:00 pm: Award-winning puppetry about diverse cultures, performed by Tears of Joy Puppets. The performance will be at the Parkdale Community Church.
- Hood River Library will be hosting a Latino Open House on June 27th at 6.00p to welcome the Hispanic community.

VI. Previous business

i. Personnel versus materials costs analysis

Nielsen

Attachments:

- VI.i. Expenditure data and analysis on public library personnel costs

Using the 2012-13 public library statistical data from the Oregon State Library, I investigated the proportion that similarly-sized libraries spend on personnel versus overall library expenditures. There were 36 libraries in the sample I analyzed, including HRCLD. During that fiscal year, the average percentage of expenditures spent on staff by the analyzed libraries was 71.08% (median: 71.23%). HRCLD's percentage for that year was significantly lower at 58.53%. HRCLD's percentage of budget spent on collection development (11.3%) was also higher than average (9.79%).

I used HRCLD's budgeted 2014-15 figures to estimate our personnel cost as a percentage of expenditures. I made a few assumptions in calculating this number:

1. We wouldn't spend our contingency.
2. Capital projects and expenditures weren't counted. This is consistent with the way
3. Special grant projects (other than Friends, Foundation, and Patty's position) weren't counted.

4. We would completely spend all other budgeted amounts.
5. The costs for the Sage position we hire weren't counted.

With these assumptions in mind, Our estimated staff percentage is still 58.65%, still significantly lower than average.

VII. New business

i. Cascade Locks Library IGA (ACTION)

Nielsen

Attachments:

- VII.i.a. Intergovernmental Agreement with City of Cascade Locks
- VII.i.b. Cascade Locks Community School Concept
- VII.i.c. Memorandum of Understanding between City of Cascade Locks and Hood River County

While we plan to move into the new Cascade Locks branch sometime in 2014-15, we will still need to spend some time in the City of Cascade Locks City Hall. This IGA renews our agreement with the City to keep the branch there. Our rent is \$1,600 annually, pro-rated based on how long we'll actually be staying there. The two appendices are documents the Cascade Locks City Council wished to have appended to the agreement when it was originally signed three years ago. I recommend leaving the document as-is. The Cascade Locks City Council will approve the IGA on the consent agenda at their June 23rd meeting.

ii. 2014-15 budget approval (ACTION)

Nielsen

Attachments:

- VII.ii.a 2014-15 budget
- VII.ii.b. Resolution 2013-14.009, adopting 2014-15 budget

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2014-15 budget, as approved by the Budget Committee at their May 13 meeting, is attached. It has only one change from the budget approved by the Budget Committee: I have added an additional \$10,000 in expenditures in the Capital Equipment Reserve Fund to account for item VII.vi below, which I neglected to include. Since the additional amount does not exceed 10% of the fund total, it does not require taking back to the Budget Committee.

Final 2014-15 budget approval requires passage of Resolution 2013-14.009. Following approval, I submit the proper paperwork to the County and State.

iii. 2014-15 Board President discussion

Snyder

At the July meeting, the Board will elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to do those position.

iv. Sage contract for Systems Librarian (ACTION)

Nielsen

Attachments:

- VII.iv. Intergovernmental Agreement between BCLD and HRCLD

HRCLD hosts an employee who works on behalf of all Sage libraries. His name is Brent Mills, and his

current position is Sage Library System Technical Support Specialist. He works out of Hood River Library and is an HRCLD employee. As you know, Sage is changing fiscal agents from Eastern Oregon University to Baker County Library District. To provide continuity, Sage wishes for Brent to remain at HRCLD. However, we needed to rewrite the agreement to match the new reality at Sage. In addition, Sage wishes to upgrade Brent's position to a full-time Systems Librarian position, in recognition of Brent's excellent work and his recently-completed master's degree.

This intergovernmental agreement has no financial impact on HRCLD; all costs associated with the position are reimbursed by Sage. These include salary, health benefits, retirement, workers' compensation, and payroll taxes. Travel and conference costs are paid through Sage as well.

This agreement is based on the agreement we had with the Hood River County Commission on Children and Families for shared position, so it has been vetted by legal counsel.

v. Resolution approving recurring payments in 2014-15 (ACTION)

Nielsen

Attachments:

- VII.v. Resolution 2013-14.010, authorizing online payments

Our auditors, Pauly Rogers & Co., recommend that the Board annually authorize the specific list of vendors whom we pay online and/or automatically. The attached resolution provides this authorization. Online payments save time and money for the District, so I recommend passage of this resolution.

vi. Design work for Cascade Locks and Parkdale (ACTION)

Nielsen

Attachments:

- VII.vi. Design proposal from FFA Architecture & Interiors

The success of the Cascade Locks and Parkdale projects depends on good design work. I've been speaking with a few architecture and design firms who could do design for us. After reviewing options, I recommend approving the attached bid. FFA is a well-respected firm that actually did the design for the Hood River Library expansion. They have worked on smaller library projects such as ours. They also have several positive reviews from other Oregon libraries. The \$14,290 cost will come from the Capital Equipment Reserve Fund in the 2014-15 fiscal year.

vii. 2014-15 regular meeting day/time

Snyder

The Board's current regular meeting time is the third Tuesday of the month at 7.00p. Annually the Board must adopt a resolution setting its regular meeting time. The Board will discuss the best meeting times so that a resolution can be passed during the July meeting.

VIII. Agenda items for next meeting

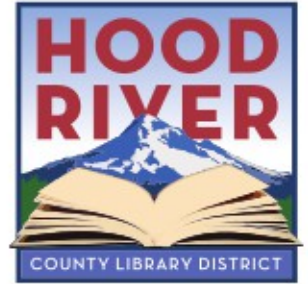
Snyder

- Cascade Locks move
- Officer elections
- Resolution setting regular meeting time

IX. Adjournment

Snyder

Board of Directors
Regular Meeting Minutes
Tuesday, May 20, 2014, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Duckwall Snyder, President



Present: Mary-Ethel Foley, Buzzy Nielsen (staff), Mike Oates, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION) Snyder
President Snyder called the meeting to order at 7.00p. Foley moved to approve the agenda as presented. Oates seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest Snyder
None stated.

III. Approval of minutes from April 15 meeting (ACTION) Snyder
Foley noted that the April 15th minutes had a mistake. Under VII.i (Foundation), the donor recognition display would be going in the foyer, not the meeting room. Oates moved to approve the minutes as amended. Foley seconded. The motion carried unanimously.

IV. Open forum for the general public Snyder
No members of the public present.

V. Reports
i. Friends update VanOrman
VanOrman noted that the Friends actually supported Summer Reading for \$3,200, not \$3,000 as Nielsen said in his notes. Nielsen said that the people counters he requested may cost slightly more than the \$2,000 the Friends agreed to support. Nielsen also said that new electrical outlets would need to be installed by the doors to power the people counters..

ii. Foundation update Foley
The Board discussed the Foundation's options for tasteful donor recognition displays. They agreed that an electronic display would be easier to update, but the Board wants to make sure that it meshes with the overall ambiance at Hood River Library. The Foundation is still selling bricks for the park.

iii. April financial statements Nielsen
The Board reviewed the April financial statements. There were no comments.

iv. Director's report Nielsen
In addition to his written report, Nielsen noted the following:
• Hood River will host the annual Evergreen conference in May of 2015. This conference is for users and developers of the software all Sage libraries use to run their library operations. The

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- software is used worldwide.
- AARP Tax-Aide volunteers saw nearly 300 people in their Monday sessions held at Hood River Library February-April 15.0
- The new chess club at the Hood River Library has proven popular in its first few weeks.
- Nielsen asked the Board if they'd be open to providing a few out-of-Sage interlibrary loans for free to patrons. The Board seemed open to the idea. Staff will explore the idea.
- Nielsen noted that the downtown businesses are looking for places where street vendors could locate during First Fridays. Nielsen thought that it might be possible to put nonprofit organizations in the Georgiana Smith Memorial Park. The Board was open to the idea.
- Nielsen stated that the District will get language learning software by the end of the fiscal year.
- Nielsen demonstrated the new control system for the Hood River Library HVAC.

VI. Previous business

i. Hood River Library inventory for transfer agreement

Nielsen

The Board reviewed the draft transfer agreement. They said it looked good. They noted that the Library District and County should create an intergovernmental agreement regarding the VOIP telephone system that the County provides for the District.

ii. Park trees

Nielsen

Nielsen noted that Marion McNew has some shorter trees that could be put in place of the large trees that eventually will need to be replaced in the park. Nielsen will contact McNew sometime this summer to begin discussing when and what to replace. Nielsen will work to try to develop a communication plan regarding the trees' removal.

VII. New business

i. Resolution creating Capital Reserve Fund (ACTION)

Nielsen

VanOrman moved to adopt resolution 2013-14.008, creating the Capital Equipment Reserve Fund. Vaivoda seconded. The motion carried unanimously.

ii. Accounting contract (ACTION)

Nielsen

Oates moved to accept the bid for accounting services from Onstott, Broehl, & Cyphers, P.C. Foley seconded. The motion carried unanimously.

iii. Automotive policies (ACTION)

Nielsen

In preparation for having a District-owned courier vehicle and having personal vehicles used for District business, Nielsen presented a draft Driving Policy, to be included as section 12.8 in the Personnel Policies. The policy had been reviewed by District legal counsel. VanOrman moved to approved the Driving Policy as amended and attached. Oates seconded. Vaivoda seconded. The motion carried unanimously.

iv. 2014-15 salary schedule (ACTION)

Nielsen

A Board member asked if Nielsen had ever given more than a one step increase in a review period. Nielsen stated that he had based on an employee finishing an education degree and having excellent performance. Some Board members expressed concern at the percentage of personnel costs versus materials and services in the budget. Nielsen will look at the Oregon public library statistical report to see how we compare. Oates moved to accept salary schedule as presented. Foley seconded. Motion

carried unanimously.

v. Code of Conduct revision (ACTION)

Nielsen

Nielsen presented a revision to the Code of Conduct to bring the unattended minors age in line with Oregon law (ten, rather than eleven). Foley moved to revise the Code of Conduct as presented. Oates seconded. The motion carried unanimously.

vi. Executive session: Library Director evaluation

Snyder

Snyder moved board into executive session at 8.12p per ORS 192.660 (1) (i) Personnel. The Board came out of executive session at 8.21p.

vii. Library director job contract (ACTION)

Nielsen

Nielsen had some recommendations to improve the evaluation process next year. Those should be kept in mind during next year's evaluation. Snyder spoke with District legal counsel Jeff Baker. She heard in an SDAO training that it might be wise to keep the director's personnel file with the attorney. Baker does not hold any personnel files of directors for any districts that he represents. Snyder doesn't feel there's an issue. The rest of the Board agreed providing that there's a good paper trail and the evaluation process is made public. Board members can look at the Director's personnel file any time they want. It is kept in the Director's office with other personnel files.

Oates moved to adopt the library director contract with an increase in salary for Nielsen to Step 4 (\$65,296/year). Foley seconded. The motion carried unanimously.

VIII. Agenda items for next meeting

Snyder

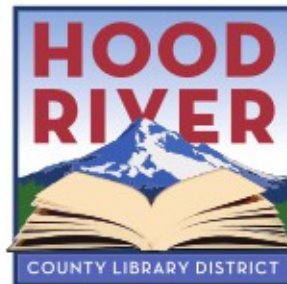
- Cascade Locks move
- 2014-15 budget approval
- Library Director contract
- Sage contract for technical support librarian
- 2014-15 Board President discussion
- Resolution on vendors that are allowed to be paid online and via auto-pay.

IX. Adjournment

Snyder

The meeting adjourned at 8.37p.

**Budget Committee
Meeting Minutes**
Tuesday, May 13, 2014, 6.00p
Columbia Room Room
502 State St, Hood River
Budget officer: Buzzy Nielsen



Present: Jen Bayer, Mary-Ethel Foley, Nick Hogan, Buzzy Nielsen (staff), Mike Oates, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Election of chair

District Board President Oates called the meeting to order at 6.04p. Snyder nominated Hogan as Budget Committee Chair. Bayer seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Hogan

Snyder moved to accept the agenda as presented. Vaivoda seconded. The motion carried unanimously.

III. Budget message

Nielsen

Nielsen presented the budget message. He stated that the 2014-15 budget assumes the same levels of service, with some additions, specifically expanded public programming. The budget also includes costs of the move and remodel of the Cascade Locks and Parkdale Libraries.

Per the Hood River County Assessor, the assessed value of property in the county is up 3.8% over last year. Nielsen's proposed tax revenue is based on this and previous collection rates.

Nielsen is anticipating another strong year, with a good carryover that is ample to get the District through next November, when taxes start to arrive again. He actually believes that carryover will be higher than budgeted, as his estimates for ongoing costs are high.

Nielsen conducted a salary survey and is increasing salaries for two classifications, Library Assistant I and II, to put them on par with peers at similarly-sized public libraries. For other positions, he is proposing a 1.5% cost of living increase based on the Western Region CPI.

IV. Presentation of proposed budget

Nielsen

Nielsen went over each line item, as presented in the meeting materials.

V. Public comment

Hogan

There was no public comment.

VI. Budget Committee deliberations

Hogan

The Budget Committee had several questions:

- Is it normal to have personnel cost over 70% of the library budget? It is when compared to similar libraries. Public libraries are service-based organizations, which tend to be heavy on staff. It's also important to properly compensate staff. The library still is relatively short on hours. Long-term is to add more public open hours. However, the current strategic plan calls for more of a focus on outreach.

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- Is the roof and other parts of the building okay? Yes, the roof is fine, although a part of it is being replaced (the atrium). The HVAC is more problematic, although it is getting under control.
- Is the amount of maintenance sufficient? Nielsen believes that it is.
- What are the projects budgeted for the Capital Fund? They include replacing the sidewalk in front of Hood River Library as part of the State Street project, installing fire and public address systems at Hood River Library, and other unanticipated capital costs. Budget Committee members recommended increasing the transfer from the General Fund to the Capital Reserve Fund to \$50,000.
- Why did the personnel costs increase over what we sent out in the meeting packet? Sage Library System decided that they wanted to upgrade the position they hire through HRCLD from a technical support specialist to a Systems Librarian. This change has no monetary impact on HRCLD.
- Why did the programming budget increase so much? That category is one that likely will be overspent in the 2013-14 fiscal year. The library district provides a lot of programming, and the increased money reflects that. Programming has proven very popular.
- How are step increases determined for personnel? They are determined during the annual evaluation process and if employees achieve further education.
- Are insurance levels sufficient (liability, worker's compensation, etc.)? Yes, all insurance is at levels recommended by our insurance agent.

VII. Approval of budget (ACTION)

Hogan

Oates moved to approve Exhibit A, which adopts the budget in the following amounts:

- General Fund: \$1,327,733
- Grants Fund: \$302,440
- Capital Equipment Reserve Fund: \$108,400

It also adopts a tax rate of \$0.39 per \$1,000 of assessed property value to support the General Fund.

Foley seconded the motion. The motion carried unanimously.

VIII. Recess or adjournment

Hogan

The meeting adjourned at 6.55p.

Hood River County Library District
Balance Sheet - Cash Basis
 May 31, 2014

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$122,616			\$122,616
Cash with Hood River County	503,238	\$25,441	\$72,249	600,928
Petty cash	416			416
Employee draws	2,050			2,050
Total Current Assets	<u>628,320</u>	<u>25,441</u>	<u>72,249</u>	<u>726,010</u>
TOTAL ASSETS	<u>\$628,320</u>	<u>\$25,441</u>	<u>\$72,249</u>	<u>\$726,010</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,630			\$1,630
Total Current Liabilities	<u>1,630</u>	<u>0</u>	<u>0</u>	<u>1,630</u>
Total Liabilities	<u>1,630</u>	<u>0</u>	<u>0</u>	<u>1,630</u>
Fund Balances:				
Unassigned	<u>626,690</u>	<u>25,441</u>	<u>72,249</u>	<u>724,380</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$628,320</u>	<u>\$25,441</u>	<u>\$72,249</u>	<u>\$726,010</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Eleven Months Ended May 31, 2014

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$450	\$46,467		\$46,917
Property tax revenues	733,697			733,697
Fines and fees	11,244			11,244
Intergovernmental revenue	33,777			33,777
Interest revenue	3,574		\$431	4,005
Miscellaneous	100			100
Total Revenues	782,842	46,467	431	829,740
Expenditures:				
Personal services:				
Wages and salaries	308,967			308,967
Employee benefits	101,905			101,905
Total Personal Services	410,872	0	0	410,872
Materials and services:				
Bank charges	162			162
Building lease	3,700			3,700
Building maintenance	20,049			20,049
Telecommunications and bandwidth	7,565			7,565
Collection development	71,181	12,160		83,341
Technology	10,592	2,146	8,608	21,346
Accounting and auditing	14,985			14,985
Courier	0			0
Custodial services	18,988			18,988
Library consortium	4,200			4,200
Technical services	1,697			1,697
Copiers	942			942
Elections expense	0			0
Furniture and equipment	8,988	3,654		12,642
Insurance	3,497			3,497
Landscape maintenance	2,369			2,369
Legal services	2,275			2,275
Dues and subscriptions	2,921			2,921
Miscellaneous	700			700
Postage and freight	527			527
Printing	525	198		723
Programs	15,133	6,681		21,814
Advertising	1,095			1,095
Supplies - office	20,875	52		20,927
Training	1,262	312		1,574
Travel	4,690			4,690
Board development	461			461
Utilities	31,527			31,527
Total Materials and Services	250,906	25,203	8,608	284,717
Capital outlay	0	21,346		21,346
Total Expenditures	661,778	46,549	8,608	716,935
Revenues Over Expenditures	121,064	(82)	(8,177)	112,805
Other Financing Sources (Uses)				
Operating transfers in			25,000	25,000
Operating transfers out	(25,000)			(25,000)
Total Other Financing Sources (Uses)	(25,000)	0	25,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	96,064	(82)	16,823	112,805
Fund Balance - July 1, 2013	530,626	25,523	55,426	611,575
Fund Balance - May 31, 2014	\$626,690	\$25,441	\$72,249	\$724,380

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

General Fund

Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and Eleven Months Ended

May 31, 2014

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenues:							
Donations and grants	\$350	\$167	\$183	\$450	\$1,834	(\$1,384)	\$2,000
Tax revenues	21,440	60,274	(38,834)	733,697	663,013	70,684	723,287
Fines and fees	1,138	833	305	11,244	9,166	2,078	10,000
Intergovernmental revenue	3,980	2,949	1,031	33,777	32,446	1,331	35,395
Interest revenue	111	333	(222)	3,574	3,666	(92)	4,000
Miscellaneous	0	0	0	100	0	100	
Total Revenues	27,019	64,556	(37,537)	782,842	710,125	72,717	774,682
Expenditures:							
Personal services:							
Wages and salaries	30,431	29,864	(567)	308,967	328,496	19,529	358,356
Payroll taxes and benefits:							
Retirement	2,072	2,082	10	20,102	22,905	2,803	24,987
Social security	2,328	2,285	(43)	23,636	25,130	1,494	27,414
Workers' compensation	33	250	217	1,330	2,750	1,420	3,000
Health insurance	4,267	7,125	2,858	49,950	78,375	28,425	85,500
Unemployment insurance	(599)	985	1,584	6,887	10,841	3,954	11,826
Total Personal Services	38,532	42,591	4,059	410,872	468,497	57,625	511,083
Materials and services:							
Bank charges	6	8	2	162	91	(71)	100
Building lease	0	417	417	3,700	4,584	884	5,000
Building maintenance	145	1,667	1,522	20,049	18,334	(1,715)	20,000
Telecommunications and bandwidth	533	908	375	7,565	9,991	2,426	10,900
Collection development	6,924	5,000	(1,924)	71,181	55,000	(16,181)	60,000
Technology	79	917	838	10,592	10,084	(508)	11,000
Accounting and auditing	0	1,800	1,800	14,985	19,800	4,815	21,600
Courier	0	83	83	0	916	916	1,000
Custodial services	0	1,808	1,808	18,988	19,885	897	21,693
Library consortium	0	1,017	1,017	4,200	11,184	6,984	12,200
Technical services	0	333	333	1,697	3,666	1,969	4,000
Copiers	70	104	34	942	1,145	203	1,250
Elections expense	0	0	0	0	0	0	0
Furniture and equipment	0	583	583	8,988	6,416	(2,572)	7,000
Insurance	0	333	333	3,497	3,666	169	4,000
Landscape maintenance	20	333	313	2,369	3,666	1,297	4,000
Legal services	0	208	208	2,275	2,291	16	2,500
Dues and subscriptions	922	292	(630)	2,921	3,209	288	3,500

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund**

**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis
For the One Month and Eleven Months Ended
May 31, 2014**

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Miscellaneous	100	83	(17)	700	916	216	1,000
Postage and freight	72	167	95	527	1,834	1,307	2,000
Printing	41	83	42	525	916	391	1,000
Programs	550	917	367	15,133	10,084	(5,049)	11,000
Advertising	80	167	87	1,095	1,834	739	2,000
Supplies - office	304	1,667	1,363	20,875	18,334	(2,541)	20,000
Training	190	167	(23)	1,262	1,834	572	2,000
Travel	1,083	333	(750)	4,690	3,666	(1,024)	4,000
Board development	262	83	(179)	461	916	455	1,000
Utilities	2,444	3,125	681	31,527	34,375	2,848	37,500
Total Materials and Services	13,825	22,603	8,778	250,906	248,637	(2,269)	271,243
Capital Outlay	0	0	0	0	0	0	0
Transfer to Equipment Reserve	0	2,083	2,083	25,000	22,916	(2,084)	25,000
Contingency	0	100,000	100,000	0	100,000	100,000	100,000
Total Expenditures	52,357	167,277	114,920	686,778	840,050	153,272	907,326
Change in Fund Balance	(\$25,338)	(\$102,721)	\$77,383	\$96,064	(\$129,925)	\$225,989	(\$132,644)

HOOD RIVER COUNTY LIBRARY DISTRICT

Grants Fund

Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and Eleven Months Ended

May 31, 2014

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenues:							
Donations and grants	\$3,200	\$12,416	(\$9,216)	\$46,467	\$136,582	(\$90,115)	\$149,000
Total Revenues	<u>3,200</u>	<u>12,416</u>	<u>(9,216)</u>	<u>46,467</u>	<u>136,582</u>	<u>(90,115)</u>	<u>149,000</u>
Expenditures:							
Personal services	0	2,833	2,833	0	31,166	31,166	34,000
Materials and services:	4,636	4,167	(469)	25,203	45,834	20,631	50,000
Capital outlay	0	4,167	4,167	21,346	45,834	24,488	50,000
Total Expenditures	<u>4,636</u>	<u>11,167</u>	<u>6,531</u>	<u>46,549</u>	<u>122,834</u>	<u>76,285</u>	<u>134,000</u>
Change in Fund Balance	<u><u>(\$1,436)</u></u>	<u><u>\$1,249</u></u>	<u><u>(\$2,685)</u></u>	<u><u>(\$82)</u></u>	<u><u>\$13,748</u></u>	<u><u>(\$13,830)</u></u>	<u><u>\$15,000</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis
For the One Month and Eleven Months Ended
May 31, 2014

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenues:							
Interest revenue	\$18	\$12	\$6	\$431	\$138	\$293	\$150
Other Financing Sources							
Transfer from General Fund	0	2,083	(2,083)	25,000	22,916	2,084	25,000
Total Revenues and Other Sources	<u>18</u>	<u>2,095</u>	<u>(2,077)</u>	<u>25,431</u>	<u>23,054</u>	<u>2,377</u>	<u>25,150</u>
Expenditures:							
Materials and services	8,609	417	(8,192)	8,608	4,584	(4,024)	5,000
Capital outlay	0	2,083	2,083	0	22,916	22,916	25,000
Total Expenditures	<u>8,609</u>	<u>2,500</u>	<u>(6,109)</u>	<u>8,608</u>	<u>27,500</u>	<u>18,892</u>	<u>30,000</u>
Change in Fund Balance	<u>(\$8,591)</u>	<u>(\$405)</u>	<u>(\$8,186)</u>	<u>\$16,823</u>	<u>(\$4,446)</u>	<u>\$21,269</u>	<u>(\$4,850)</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Eleven Months Ended May 31, 2014

	RTR 2013 Grant	RTR 2014 Grant	JCD Grant	Foundation Atrium Remodel	Newspaper Digitization	SDAO Safety 2014	Foundation Grants	Friends of the Library	Total
Revenues:									
Donations and grants	\$0	\$4,425	\$10,000	\$0	\$1,640	\$3,000	\$20,000	\$7,402	\$46,467
Total Revenues	<u>0</u>	<u>4,425</u>	<u>10,000</u>	<u>0</u>	<u>1,640</u>	<u>3,000</u>	<u>20,000</u>	<u>7,402</u>	<u>46,467</u>
Expenditures:									
Personal services:									
Wages and salaries	0	0	0	0	0	0	0	0	0
Employee benefits	0	0	0	0	0	0	0	0	0
Total Personal Services	<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:									
Collection development	1,901	2,886					4,667	2,706	12,160
Technology							1,372	774	2,146
Printing	198								198
Programs	909	1,487						4,285	6,681
Furniture and equipment				3,654					3,654
Supplies - office		52							52
Training							312		312
Total Materials and Services	<u>3,008</u>	<u>4,425</u>	<u>0</u>	<u>3,654</u>	<u>0</u>	<u>0</u>	<u>6,351</u>	<u>7,765</u>	<u>25,203</u>
Capital outlay	0	0	10,000	11,346	0	0	0	0	21,346
Total Expenditures	<u>3,008</u>	<u>4,425</u>	<u>10,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>6,351</u>	<u>7,765</u>	<u>46,549</u>
Net Change in Fund Balance	(3,008)	0	0	(15,000)	1,640	3,000	13,649	(363)	(82)
Fund Balance - July 1, 2013	3,008	0	0	15,000	3,800	0	315	3,400	25,523
Fund Balance - May 31, 2014	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,440</u>	<u>\$3,000</u>	<u>\$13,964</u>	<u>\$3,037</u>	<u>\$25,441</u>

See Independent Accountants' Compilation Report

Whats happening this summer

Hood River Library:

Friday, 6/20: *Summer of Reading Begins!*

Friday, 6/27 2PM: *Scavenger Hunt*

Tuesday, 7/01 2PM: *Teen Craft- FrankenBears*

Thursday, 7/10 5PM: *Knight of Veritas-Live Sword Fighting*

Tuesday, 7/15 2PM: *Teen Craft- Melted Crayon Art*

Tuesday, 7/22 2PM: *Teen Craft- Mini-weapons of
Mass Destruction*

Friday, 8/01 2PM: *Water Party*

Tuesday, 8/05 2PM: *Teen Craft- Photograms*

Saturday, 8/16 7PM: *Library Lock-in*

Tuesday, 8/19 2PM: *Teen Craft- Comic Book Remix*

Cascade Locks:

Saturday, 7/12 1PM: *Teen Craft- FrankenBears*

Saturday, 7/19 1PM: *Teen Craft- Melted Crayon Art*

Saturday, 8/08 1PM: *Teen Craft- Mini-weapons of
Mass Destruction*

Saturday, 8/23 1PM: *Teen Craft- Comic Book Remix*

Parkdale:

Join us every week for Friday Funday all summer long.

Spark a Reaction



Teen Summer of Reading
@ Hood River Library

Spark a Reaction

Summer Reading

at the

Hood River County Library District

How does it work?

For every 5 hours you read, you'll get a prize.

If you read 15 hours, you'll be entered
into the grand prize raffle.

After you read 15 hours, for each 5 hours more you read,
you'll be entered into the grand prize raffle.

The last day to turn in reading logs for prizes is August 31st

What are the prizes?

Read 5 hours and win candy.

Read 10 hours and win a new book.

Read 15 hours and win a single scoop at Mike's Ice Cream
and an entry into the grand prize raffle.

3 grand prize raffle winners get a \$50 gift card!

Thank you to our sponsors!

Apple Valley BBQ • Cascade Locks Ale House • Char Burger of Cascade Locks
Columbia Market • Columbia State Bank • DelCarpine Automotive • Diamond Fruit
Dog River Coffee • Duckwall Fruit • Friends of the Library • G. Williker's
Hood River Hobbie • Hood River County Park and Rec • Lorang Fine Art
McIssac's • Mike's Ice Cream • Mother's Market Place
Parkdale Community Church • Pine Street Bakery • Skylight Theater
Solera Brewery • Volcanic Bottle Shoppe • Waucoma Books!

Spark a Reaction

Date	Title	Time Read
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Total time spent reading

Spark a Reaction

Date Title Time Read

Total time spent reading

Spark a Reaction

Date Title Time Read

Total time spent reading

Events

Spark a Reaction

Crafts

Scavenger Hunt: Join us with your group of up to four, for a scavenger hunt throughout downtown. Find odd objects and solve cryptic clues, the winning team will receive movie passes to Hood River Cinemas

Knights of Veritas: The Knights of Veritas will be performing a live sword fighting demonstration. Decked out in medieval armor, take in the exhilaration of classic warfare and gallantry.

Water Party: Cool down at Georgiana Smith Park at our Water Party. Show your might and appetite with our watermelon eating contest, then vanquish your foes with a round of water balloon capture the flag. Don't forget your towel.

Library Lock-in: The lock-in is our most popular event of the summer. Bring your friends and camp out at the Hood River Library. Food, games, and music at this all night library party. You must pre-register for the lock-in. Permission slips will be available at the library starting in July.

Minecraft Server: The Library will be hosting a Minecraft server for the summer. Team up with your friends and help us create epic builds on this modded minecraft server. Limit of 25 participants, you must pre-register to join our server.

Teen Zine: Show off your writing, artwork, & graphic design in the Hood River Library's quarterly teen created magazine. Submissions are always welcome in person or email at harley@hoodriverlibrary.org. We will meet throughout the summer and teens will learn the basics of layout and design. Copies of our Zine will be available to check-out later this summer

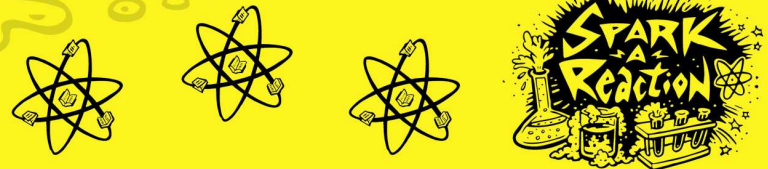
Frankenbears: Have you ever wondered what a teddy bear would look like with Barbie arms and T-Rex legs, well now you can with our FrankenBear craft. Dismantle old stuffed animals and dolls and remake them into gruesome new creations.

Melted Crayon Art: Our melted crayon art will have teens melting crayons on canvas to create a unique and colorful piece of art.

Mini weapons of mass destruction: MacGyver would be proud of our craft, mini-weapons of mass destruction. Based on the popular book series, you will learn how to build a trebuchet out of paperclips, a clothes pin catapult, or a whole mini-arsenal out of a variety of household objects.

Photogram: Join us in exploring historic photographic techniques, and witness the magic of photography as your image develops before your eyes. We will be making photograms using cyanotype paper and the sun.

Comic book remix: Deconstruct old comic books to tell a brand new story. We will be remixing these old stories into our own original creations.



Teen Speak: Join us on the first Saturday of every month for our teen library council. Let your voice be heard. Brain storm ways to make the library a better place for teens. Create, plan and execute activities that you would like to see at the library.



Adult Summer Reading

at the
Hood River County Library District

How does it work?

For every **book** or **audiobook**, that you read, or listen to you and every **Adult Summer Program** you attend you will be entered into the prize raffle!

Come into the library to get a stamp for each book, audiobook or program.
Each stamp is one entry into the raffle.

The last day to enter for the prize raffle is August 30th.

What are the prizes?

Hood River: Dog River Coffee gift cards, Volcanic Bottle Shoppe gift certificate, movie passes to the Skylight Theater, and e-Reader!

Cascade Locks: Cascade Locks Ale House gift certificate, art from Lorang Fine Art & e-Reader!

Parkdale: Solera Brewery and Apply Valley BBQ gift certificates & e-Reader!

Thank you to our prize sponsors!

Apply Valley BBQ, Cascade Locks Ale House, Dog River Coffee, Lorang Fine Art, Skylight Theater, Solera Brewery and Volcanic Bottle Shoppe!

What's going on this summer

For Cascade Locks and Parkdale events, see back page.

Hood River Library

June  July  August

Wednesday, June 18, 7.00p – Author Reading: Sean Davis – Wax Bullet War
Sean is a visual artist whose memoir, *The Wax Bullet War*, chronicles his experiences in the Iraq War shortly after 9/11.

Saturday, June 28, 4.00p – Local Author Reading: Austin Smith
Smith's books include *Evil Sanctum* an adult horror tale based here in Hood River and *Dragon's Tear*, a fantasy novel that takes place in the great Northwest. Bring a non-perishable food donation for FISH and receive a signed t-shirt!

Thursday, July 3, 6.30p – Library book club – The Orchardist by Amanda Coplin
Amanda Coplin evokes a powerful sense of place, mixing tenderness and violence as she spins an engrossing tale of a solitary orchardist who provides shelter to two runaway teenage girls in the untamed American West.

Saturday, July 12, 12.00p – Ancient Cataclysmic Floods in the Pacific Northwest: Ancestors to the Missoula Floods
Erika Medley and Scott Burns from the Department of Geology at Portland State University will present on the Ice Age Floods that left erosional and depositional features and preceded the Missoula Floods in the Pacific Northwest. Sponsored by the Columbia Gorge Chapter of the Ice Age Floods Institute.

Saturday, July 19, 2.00p – Oregon Humanities Conversation Program Beyond Human? Science, technology and the future of human nature. Join Prakash Chenjeri, a professor of philosophy and director of the Philosophy Program at Southern Oregon University to discuss - in the future, will technology fundamentally change what it means to be human? Co-sponsored by the Gorge Technology Alliance and the Hood River Library.

Thursday, July 24, 7.00p – Unbroken Web: The Art of Ellen and Lucy Begay, Traditional Navajo Weavers
Author Gary Beaudoin will present the art of mother and daughter, Lucy and Ellen Begay. Their textiles of extraordinary beauty and complexity are both a personal accomplishments and a testament to an important heritage. In their weaving both Lucy and Ellen push these geometric variations and strive to create "something different" with each piece; drawing inspiration from the environment around them.

Saturday, August 2, 12.00p – Megafloods on Earth, Mars, and beyond
Come hear University of Arizona Regents' Professor Victor R. Baker, who for the past 40 years has been studying the most spectacular and immense flood phenomena that are currently known to occur anywhere in the solar system. Sponsored by the Columbia Gorge Chapter of the Ice Age Floods Institute.

Thursday, August 7, 6.30p – Library book club – Too Much Happiness by Alice Munro
With clarity and ease, Alice Munro renders complex, difficult events and emotions into ten superb stories about the unpredictable ways in which men and women accommodate and often transcend what happens in their lives.

Tuesday, August 12, 7.00p – Folk Music Concert – Adam Miller
Don't miss folksinger, storyteller and autoharp virtuoso Adam Miller.

All programs are free and open to the public

What's going on this summer?

For Hood River events, see previous page.



June



July



August



Cascade Locks Library:

Thursday, June 19, 7.00p – Beginning Beekeeping

Taught by OSU Master Gardener John Ihle. John will bring a live display hive for viewing.

Thursday, July 10, 7.00p – History of the Bonneville Dam

Join Park Ranger Ron Woodall from the US Army Corp of Engineers for a visual presentation of the history of Bonneville Dam.

Thursday, August 5, 7.00p – Hiking Cascade Locks trails and tales from the Pacific Crest Trail

Jason Waicunas, professional photography and owner of Outdoor Viewfinder, will give a talk on his exciting adventures hiking the Pacific Crest Trail. Waicunas will also give tips on how to find the best hiking trails around Cascade Locks.



Parkdale Library:

Tuesday, June 17, 7.00p – Beginning Beekeeping

Taught by OSU Master Gardener John Ihle. John will bring a live display hive for viewing.

Tuesday, July 29, 7.00p – History of the Cloud Cap Inn

Cloud Cap Inn started out as an elite mountain retreat and is now a search and rescue base for the Hood River Crag Rats (the oldest search and rescue organization in the United States). Ron Kikel, information assistant for the U.S. Forest Service Hood River, will give a slide show history.

Tuesday, August 26, 7.00p – Photography of Peter Marbach

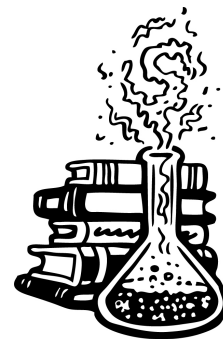
Peter Marbach specializes in outdoor photography — primarily wilderness, farming and outdoor recreation. Marbach lives in Hood River and has published three books featuring photos of the Hood River Valley and Mt. Hood.

www.hoodriverlibrary.org

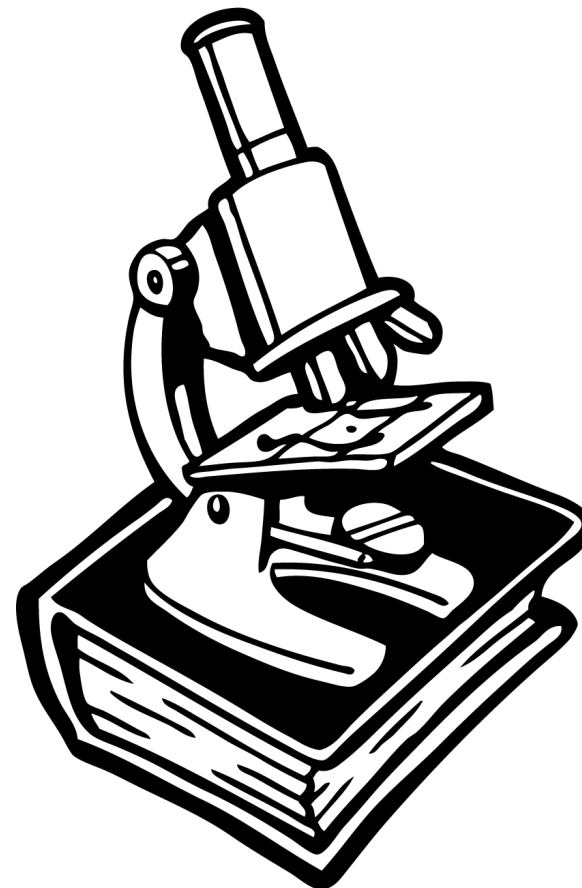
Hood River: 541-386-2535

Cascade Locks: 541-374-9317

Parkdale: 541-352-6502



Literary ELEMENTS



Adult Summer Reading

at the



Hood River County Library District

Circulation, 2013-14

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	453	400	350	459	351	352	359	326	429	426	374		4,279
Video	1,370	1,548	1,155	1,616	1,333	1,185	1,494	1,141	1,303	1,204	1,291		14,640
Fiction	1,230	1,092	976	998	877	836	1,089	935	874	940	907		10,754
Large print	77	39	56	66	39	64	69	63	49	56	68		646
Nonfiction	876	846	757	866	793	714	970	749	815	830	789		9,005
Spanish	82	65	84	90	73	74	105	92	68	76	55		864
Magazines	331	315	275	214	205	180	137	151	221	268	227		2,524
New books	879	845	789	857	637	676	867	749	716	753	747		8,515
Graphic novels	23	44	37	54	48	41	69	34	64	57	52		523
Devices	4	7	4	3	4	5	2	0	1	4	5		39
Miscellaneous	54	62	52	57	33	16	23	19	23	27	20		386
Young adult collection	351	313	245	196	180	194	230	232	241	193	177		2,552
Children's audio	191	192	155	128	164	124	155	127	177	198	143		1,754
Children's new books	542	532	441	463	474	353	441	316	323	444	480		4,809
Board Books	208	158	135	161	157	111	195	145	191	200	128		1,789
Children video	792	876	718	732	655	612	711	611	713	489	580		7,489
Children's fiction	1,276	1,176	674	728	646	531	581	468	563	530	605		7,778
Children's nonfiction	364	371	385	410	346	196	368	252	396	314	285		3,687
Picture books	916	1,078	961	896	868	573	971	847	884	627	715		9,336
Readers	404	313	304	348	403	211	283	199	225	212	245		3,147
Holiday books	43	33	45	155	122	194	61	61	41	41	12		808
Children's graphic novels	216	222	149	187	157	151	169	147	202	165	184		1,949
Children's Spanish	65	53	69	122	76	71	113	120	168	127	145		1,129
Theme bags & book kits	2	2	7	8	1	3	6	4	2	2	5		42
TOTAL	10,749	10,582	8,823	9,814	8,642	7,467	9,468	7,788	8,689	8,183	8,239	0	98,444

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	0	0	1	4	2	2	2	4	9	5		31
Video	19	25	22	33	11	7	45	48	38	10	38		296
Fiction	27	34	31	34	38	23	27	26	32	25	42		339
Large print	0	1	0	0	1	0	0	1	5	0	0		8
Nonfiction	13	21	18	13	23	7	11	22	12	9	18		167
Spanish	0	0	0	0	0	0	0	0	0	0	0		0
Magazines	4	4	5	1	0	0	19	1	0	0	1		35
New books	5	9	3	5	12	9	9	12	8	11	17		100
Graphic novels	0	0	1	1	0	1	1	0	0	0	0		4
Devices	1	0	0	0	0	1	1	0	0	0	0		3
Miscellaneous	0	0	0	1	0	0	0	0	0	0	0		1
Young adult collection	3	5	6	6	4	5	6	1	8	2	7		53
Children's audio	0	0	3	0	0	0	1	1	0	0	2		7
Children's new books	2	1	2	3	4	2	7	0	4	1	2		28
Board Books	12	19	3	12	4	2	6	11	8	7	12		96
Children video	19	3	2	0	3	8	35	17	11	7	18		123
Children's fiction	19	6	4	14	6	7	11	7	3	1	5		83
Children's nonfiction	11	11	1	3	2	4	5	8	4	3	2		54
Picture books	11	17	7	6	4	7	15	9	12	6	6		100
Readers	4	5	3	1	2	5	8	6	8	15	5		62
Holiday books	0	0	0	6	5	6	1	0	4	1	1		24
Children's graphic novels	2	1	0	0	1	1	1	2	2	3	8		21
Children's Spanish	0	0	0	0	0	0	2	1	0	0	0		3
Theme bags	0	0	0	0	0	0	0	0	0	0	0		0
TOTAL	154	162	111	140	124	97	213	175	163	110	189	0	1,638

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	3	0	0	1	0	0	1	0	0	0	0		5
Video	30	42	30	37	51	30	22	12	25	30	40		349
Fiction	42	79	52	81	45	35	35	49	24	66	16		524
Large print	2	5	1	13	7	1	5	7	2	2	0		45
Nonfiction	5	15	18	12	4	6	18	10	11	17	15		131
Spanish	7	6	6	1	7	8	4	4	5	9	22		79
Magazines	2	13	6	6	8	10	22	13	22	22	13		137
New books	8	16	10	28	8	7	5	3	3	10	3		101
Graphic novels & comics	2	1	1	0	2	0	0	0	3	0	0		9
Devices	0	0	0	0	0	0	0	0	0	0	0		0
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0		0
Young adult collection	11	5	5	9	16	7	9	4	2	5	3		76
Children's audio	0	2	0	0	0	3	0	0	4	0	0		9
Children's new books	6	2	0	3	1	2	3	1	0	1	1		20
Board Books	13	4	11	6	3	3	4	2	4	5	4		59
Children video	29	34	18	8	25	24	20	18	51	23	30		280
Children's fiction	64	29	11	25	14	16	3	14	17	10	7		210
Children's nonfiction	11	22	5	7	11	4	14	2	20	5	16		117
Picture books	57	67	31	24	19	36	26	37	77	41	39		454
Readers	11	8	19	22	11	10	3	5	25	11	15		140
Holiday books	5	1	2	5	4	12	3	0	0	3	0		35
Children's graphic novels	11	4	1	1	2	0	2	0	5	0	7		33
Children's Spanish	8	8	8	11	1	6	5	5	16	7	18		93
Theme bags	0	0	0	0	0	0	0	0	0	0	0		0
TOTAL	327	363	235	300	239	220	204	186	316	267	249	0	2,906

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	458	400	350	461	355	354	362	328	433	435	379	0	4,315
Video	1,419	1,615	1,207	1,686	1,395	1,222	1,561	1,201	1,366	1,244	1,369	0	15,285
Fiction	1,299	1,205	1,059	1,113	960	894	1,151	1,010	930	1,031	965	0	11,617
Large print	79	45	57	79	47	65	74	71	56	58	68	0	699
Nonfiction	894	882	793	891	820	727	999	781	838	856	822	0	9,303
Spanish	89	71	90	91	80	82	109	96	73	85	77	0	943
Magazines	337	332	286	221	213	190	178	165	243	290	241	0	2,696
New books	892	870	802	890	657	692	881	764	727	774	767	0	8,716
Graphic novels & comics	25	45	39	55	50	42	70	34	67	57	52	0	536
Devices	5	7	4	3	4	6	3	0	1	4	5	0	42
Miscellaneous	54	62	52	58	33	16	23	19	23	27	20	0	387
Young adult collection	365	323	256	211	200	206	245	237	251	200	187	0	2,681
Children's audio	191	194	158	128	164	127	156	128	181	198	145	0	1,770
Children's new books	550	535	443	469	479	357	451	317	327	446	483	0	4,857
Board Books	233	181	149	179	164	116	205	158	203	212	144	0	1,944
Children video	840	913	738	740	683	644	766	646	775	519	628	0	7,892
Children's fiction	1,359	1,211	689	767	666	554	595	489	583	541	617	0	8,071
Children's nonfiction	386	404	391	420	359	204	387	262	420	322	303	0	3,858
Picture books	984	1,162	999	926	891	616	1,012	893	973	674	760	0	9,890
Readers	419	326	326	371	416	226	294	210	258	238	265	0	3,349
Holiday books	48	34	47	166	131	212	65	61	45	45	13	0	867
Children's graphic novels	229	227	150	188	160	152	172	149	209	168	199	0	2,003
Children's Spanish	73	61	77	133	77	77	120	126	184	134	163	0	1,225
Theme bags	2	2	7	8	1	3	6	4	2	2	5	0	42
TOTAL	11,230	11,107	9,169	10,254	9,005	7,784	9,885	8,149	9,168	8,560	8,677	0	102,988

Interlibrary loans, 2013-14

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Sent to Sage	367	380	390	401	362	318	406	410	466	444	503		4,447
Borrowed from Sage	669	731	620	756	639	563	693	641	640	633	511		7,096
Sage difference	-302	-351	-230	-355	-277	-245	-287	-231	-174	-189	-8	0	-2,649

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Sent to Sage	19	13	18	21	21	10	17	27	23	31	29		229
Borrowed from Sage	65	76	55	60	50	63	84	65	72	80	75		745
Sage difference	-46	-63	-37	-39	-29	-53	-67	-38	-49	-49	-46	0	-516

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Sent to Sage	22	14	19	15	8	6	19	18	10	16	27		174
Borrowed from Sage	40	45	47	112	92	88	11	51	94	56	70		706
Sage difference	-18	-31	-28	-97	-84	-82	8	-33	-84	-40	-43	0	-532

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Sent to Sage	408	407	427	437	391	334	442	455	499	491	559	0	4,850
Borrowed from Sage	774	852	722	928	781	714	788	757	806	769	656	0	8,547
Sage difference	-366	-445	-295	-491	-390	-380	-346	-302	-307	-278	-97	0	-3,697
Sent to non-Sage	20	17	15	25	21	14	32	17	17	33	18		229
Borrowed from non-Sage	5	3	3	9	2	3	7	4	4	0	6		46
Non-Sage difference	15	14	12	16	19	11	25	13	13	33	12	0	183

Computer use, 2013-14

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	1,091	1,425	991	999	827	654	975	688	827	1,035	870		10,382
Cascade Locks	139	180	108	211	111	96	138	83	97	96	135		1,393
Parkdale	275	215	118	116	87	61	63	58	55	72	86		1,203
TOTAL	1,505	1,820	1,217	1,326	1,025	810	1,176	829	979	1,202	1,091	0	12,978

Electronic resource use, 2013-14

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
<i>Searches</i>	N/A	0	31	143	42	0	71	85	66	152	0		590
<i>Image views</i>	N/A	0	10	17	11	0	3	2	3	5	0		51
<i>Text views</i>	N/A	0	15	49	14	0	25	26	14	51	0		194
Answerland													
<i>Patron questions</i>	0	0	0	0	0	0	0	0	0	0	0		0
<i>Questions answered</i>	6	7	6	5	6	9	2	12	4	14	18		89
Auto Repair Ref Ctr	N/A	N/A	12	5	4	0	2	2	2	0	12		39
Facebook													
<i>Posts</i>	23	20	10	19	8	3	10	14	8	9	9		133
<i>New likes</i>	9	17	20	29	4	5	28	22	12	13	27		186
<i>Post views</i>	3,184	3,071	1,570	4,332	1,388	452	775	1,032	754	1,442	879		18,879
<i>Post feedback</i>	176	166	119	545	82	55	62	94	163	136	52		1,650
<i>Total likes</i>	739	756	767	791	793	799	813	828	839	845	861		N/A
Gale databases													
<i>In library</i>	44	44	32	40	0	5	85	83	0	22	41		396
<i>Remote</i>	95	2	6	6	64	47	7	93	3	10	10		343
Heritage Quest													
<i>Searches</i>	N/A	8	227	84	187	17	133	141	277	37	5		1,116
<i>Citations views</i>	N/A	2	448	69	285	26	511	604	1,883	29	1		3,858
hoodriverlibrary.org													
<i>Visits</i>	2,496	2,640	2,402	2,878	3,085	2,848	3,627	3,303	3,624	3,320	3,197		33,420
<i>Unique visitors</i>	1,521	1,783	1,526	1,785	1,881	1,719	2,185	2,076	2,345	2,142	2,125		N/A
<i>Pageviews</i>	5,143	5,148	4,705	5,886	6,642	5,641	7,848	6,848	6,960	6,892	6,605		68,318
Instagram													
<i>Posts</i>	N/A	N/A	N/A	10	2	2	2	6	4	2	4		32
<i>Followers</i>	N/A	N/A	N/A	8	8	10	19	24	N/A	N/A	34		N/A
LearningExpress	1	1	0	0	0	0	0	3	3	3	6		17
Library2go													
<i>EPUB e-books</i>	83	92	80	90	112	112	170	158	110	142	80		1,229
<i>PDF e-books</i>	3	5	10	9	7	10	2	7	8	13	5		79
<i>Kindle e-books</i>	97	134	136	122	96	140	185	136	117	107	135		1,405
<i>Read online</i>	2	7	6	9	19	14	25	21	17	8	16		144
<i>MP3 audiobooks</i>	132	155	154	115	172	136	140	167	169	127	137		1,604
<i>WMA audiobooks</i>	86	78	67	70	62	66	87	75	57	57	60		765

Patron statistics, 2013-14

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month	1,890	1,910	1,602	1,755	1,673	1,413	1,642	1,571	1,632	1,624	1,570		N/A
New patrons	151	153	123	122	107	76	99	90	92	120	105	0	1,238
<i>Hood River</i>	98	110	83	93	74	63	78	65	63	88	70		885
<i>Cascade Locks</i>	9	5	4	2	2	0	4	3	3	1	8		41
<i>Odell</i>	2	3	0	3	0	0	2	1	0	1	2		14
<i>Parkdale</i>	12	10	14	9	3	6	3	13	7	11	8		96
<i>MIX libraries</i>	23	23	20	14	25	5	11	5	15	15	15		171
<i>Sage libraries</i>	5	1	1	1	3	2	1	3	2	4	1		24
<i>Passport libraries</i>	0	0	1	0	0	0	0	0	0	0	1		2
<i>Other</i>	2	1	0	0	0	0	0	0	2	0	0		5

Program statistics, 2013-14

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	9	4	8	3	7	1	8	13	21	24	16		114
<i>Attendees</i>	96	142	167	315	233	50	250	369	838	973	544		3,977
Children's programs													
<i>Number</i>	30	30	16	21	19	14	25	18	19	20	18		230
<i>Attendees</i>	1,215	916	470	944	614	509	679	547	663	915	531		8,003
Young adult programs													
<i>Number</i>	16	11	12	15	9	7	17	15	16	13	16		147
<i>Attendees</i>	72	115	361	501	71	99	320	445	427	556	552		3,519
TOTAL													
<i>Number</i>	55	45	36	39	35	22	50	46	56	57	50	0	491
<i>Attendees</i>	1,383	1,173	998	1,760	918	658	1,249	1,361	1,928	2,444	1,627	0	15,499

Program statistics, May 2014

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Outreach to Zumba class		Odell	May 1,5,8,12,19,29	250
Citizenship classes	Sponsors organized to Assist Refugees	Hood River	May 5,12,19,26	34
Spanish movie night	St. Francis House	Odell	May 2	40
Slavery in the Oregon Territory	History Museum of HRC Waucoma Bookstore	Hood River	May 10	25
Author reading: Brian Doyle	Waucoma Bookstore Friends of the Library	Hood River	May 13	68
Creative nonfiction writing with Jay Ponteri	Literary Arts	Hood River	May 14	9
Migrant parent meeting	HRC Commission on Children & Families	Odell	May 22	100
Presentation to Kindergarten parents	Mid-Valley Elementary	Odell	May 27	18
Total				544
<i>CHILDREN'S PROGRAMS</i>				
Storytime (Wed)		Hood River	May 7,14	68
Storytime (Thu)		Hood River	May 8,15,22,29	51
Outreach storytime: Learning Farm Preschool		Hood River	May 6,13,20,27	200
Outreach storytime: Westside Elementary		Hood River	May 9,21	46
Lego Club		Cascade Locks	May 31	5
Lego Club class visit		Cascade Locks	May 15	60
Parkdale School visits to library		Parkdale	May 27,30	75
Chess Club		Hood River	May 20,27	26
Total				531
<i>YOUNG ADULT PROGRAMS</i>				
Teen Advisory Committee		Hood River	May 3	8
Test prep classes		Hood River	May 1,8,15,22,29	13
Literary Trivia Challenge: Maximum Ride		Hood River	May 2	20
Literary Trivia Challenge class visits		Hood River	May 1,13,23,28,31	483
Literary Trivia Challenge meetings		Hood River	May 10,17,24,31	28
Total				552

Oregon public library data For FY 2012-2013	Population	Staff expenditures	% staff expenses	Collection expenses	% collection expenses	Total expenditures	Expenditures per capita
Scappoose Public Library	12,279	\$172,185	59.93%	\$34,308	11.94%	\$287,308	\$23.40
Fern Ridge Library District	12,615	\$367,023	71.46%	\$88,655	17.26%	\$513,598	\$40.71
St. Helens Public Library	12,920	\$383,303	64.74%	\$55,076	9.30%	\$592,028	\$45.82
Independence Public Library	13,242	\$240,907	76.76%	\$19,779	6.30%	\$313,859	\$23.70
Cornelius Public Library	13,435	\$307,407	88.57%	\$27,126	7.82%	\$347,088	\$25.83
Chetco Community Public Library	13,710	\$327,572	69.24%	\$34,234	7.24%	\$473,099	\$34.51
Driftwood Public Library	13,754	\$537,097	79.04%	\$52,948	7.79%	\$679,492	\$49.40
Monmouth Public Library	15,046	\$457,639	73.60%	\$70,846	11.39%	\$621,756	\$41.32
Lebanon Public Library	15,660	\$341,141	65.48%	\$56,753	10.89%	\$520,949	\$33.27
Baker County Library District	16,210	\$639,111	69.39%	\$96,976	10.53%	\$920,986	\$56.82
North Bend Public Library	16,699	\$578,935	73.68%	\$57,388	7.30%	\$785,752	\$47.05
Estacada Public Library	16,789	\$383,432	70.41%	\$65,750	12.07%	\$544,607	\$32.44
Siuslaw Public Library District	17,176	\$543,565	66.85%	\$93,178	11.46%	\$813,162	\$47.34
Newport Public Library	18,045	\$706,481	75.13%	\$69,163	7.36%	\$940,336	\$52.11
Jefferson County Library District	18,212	\$272,809	48.47%	\$56,887	10.11%	\$562,831	\$30.90
La Grande Public Library	19,694	\$360,933	71.00%	\$56,893	11.19%	\$508,383	\$25.81
Gladstone Public Library	20,402	\$560,184	77.66%	\$94,839	13.15%	\$721,373	\$35.36
Crook County Library	20,650	\$430,339	71.93%	\$64,820	10.83%	\$598,260	\$28.97
The Dalles-Wasco County Library	21,925	\$594,827	68.63%	\$87,648	10.11%	\$866,668	\$39.53
Sherwood Public Library	22,172	\$651,659	59.98%	\$96,680	8.90%	\$1,086,410	\$49.00
Molalla Public Library	22,323	\$349,436	67.48%	\$66,865	12.91%	\$517,827	\$23.20
Dallas Public Library	22,627	\$326,000	83.39%	\$25,000	6.39%	\$390,950	\$17.28
Wilsonville Public Library	22,821	\$1,146,327	77.59%	\$171,216	11.59%	\$1,477,409	\$64.74
Hood River Co Library District	22,875	\$368,536	58.53%	\$71,141	11.30%	\$629,690	\$27.53
Pendleton Public Library	23,554	\$429,350	73.88%	\$43,000	7.40%	\$581,150	\$24.67
Canby Public Library	23,567	\$617,058	68.30%	\$91,074	10.08%	\$903,405	\$38.33
Hermiston Public Library	23,950	\$496,092	85.86%	\$29,197	5.05%	\$577,815	\$24.13
Coos Bay Public Library	24,837	\$838,220	78.32%	\$69,603	6.50%	\$1,070,196	\$43.09
Tillamook County Library	25,305	\$1,642,513	65.00%	\$225,344	8.92%	\$2,527,050	\$99.86
Ontario Library District	26,235	\$262,054	61.37%	\$69,476	16.27%	\$427,002	\$16.28
Forest Grove City Library	27,494	\$812,094	84.96%	\$80,429	8.41%	\$955,811	\$34.76
Tualatin Public Library	28,784	\$1,380,961	78.59%	\$211,093	12.01%	\$1,757,130	\$61.05
West Linn Public Library	29,411	\$1,267,006	58.13%	\$143,430	6.58%	\$2,179,436	\$74.10

Oregon public library data For FY 2012-2013	Population	Staff expenditures	% staff expenses	Collection expenses	% collection expenses	Total expenditures	Expenditures per capita
Sandy Public Library	30,123	\$768,924	76.73%	\$95,677	9.55%	\$1,002,112	\$33.27
Silver Falls Library District	30,801	\$564,895	75.92%	\$78,117	10.50%	\$744,093	\$24.16
Newberg Public Library	34,396	\$708,980	63.04%	\$68,350	6.08%	\$1,124,627	\$32.70
Lowest	12,279	\$172,185	48.47%	\$19,779	5.05%	\$287,308	\$16.28
Highest	34,396	\$1,642,513	88.57%	\$225,344	17.26%	\$2,527,050	\$99.86
Average	20,826	\$578,750	71.08%	\$78,304	9.79%	\$821,212	\$38.96
Median	21,288	\$516,595	71.23%	\$69,320	10.09%	\$654,591	\$34.64
State median	7,920	\$240,907	71.03%	\$27,209	9.70%	\$324,819	\$48.82
State average	27,577	\$902,555	70.00%	\$131,540	9.95%	\$1,355,484	\$41.87
HRCLD 2014-15 expenses	22,875	\$525,406	58.65%	\$83,000	9.26%	\$895,873	\$39.16

Intergovernmental Agreement
 between the
City of Cascade Locks, Oregon
 and the
Hood River County Library District (HRCLD)
 regarding space for the
Cascade Locks Branch of the Hood River County Library District

This Agreement is entered into this 23rd day of June, by and between the City of Cascade Locks of Hood River County, Oregon, and the Hood River County Library District of Hood River County, Oregon. The EFFECTIVE DATE of this Agreement is July 1, 2014.

RECITALS

- A. ORS 190.010 permits units of local government to enter into intergovernmental agreement for the performance of any or all functions that a party to the agreement has authority to perform; and
- B. ORS 357.410(3) permits units of local government to provide jointly a public library or public library services or share in the use of facilities, under such terms and conditions as may be agreed upon.
- C. The City of Cascade Locks in Hood River County, OR agrees to continue to provide the current space occupied by the Cascade Locks Library Branch in the Cascade Locks City Hall, 140 SE Wa-Na-Pa St., Cascade Locks, OR, 97014, to the Hood River County Library District for branch library services in Cascade Locks. The Hood River County Library District agrees to continue branch library services to the City of Cascade Locks, OR, in the space provided except as provided in (D) below.
- D. The Hood River County Library District is currently in conversations with the Hood River County School District to move the Cascade Locks Library Branch to the Cascade Locks School, as part of Cascade Locks Community School Concept, as approved by Cascade Locks Downtown Revitalization Steering Committee on March 29, 2012, and attached in Appendix A. Should this move occur, the Cascade Locks Branch Library could move out of the space at 140 SE Wa-Na-Pa St, prior to expiration of this Agreement.

THEREFORE, IT IS AGREED: No. 1 HRCLD voluntary addition, changes to nos. 4, & 5 per CL request.

- A. The Hood River County Library District will:
 - 1. pay an annual rent of \$1,600 to the City of Cascade Locks for the Cascade Branch Library space in the City Hall. The rent will be due on January 1, 2015. Should the Cascade Locks Branch Library be moved as provided in Recital D above, the Library District shall pay a rent prorated based on the number of months in the year the space was occupied.
 - 2. provide adult and children's library branch services in the space described in Recital C above.
 - 3. provide staff for library operations.
 - 4. provide at least 15 hours/week of open time.
 - 5. maintain equipment relating to library operations – computers, printers and the items comprising the library collection housed in the Cascade Locks Branch Library.
- B. The City of Cascade Locks will:
 - 1. provide the space currently occupied by the Cascade Locks Library Branch in the City Hall of Cascade Locks to the Hood River County Library District for continued use as the Cascade Locks Branch Library, except as provided in Recital D.
 - 2. provide utilities, phone and Internet service required to operate the Cascade Locks Branch Library while it occupies the space at 140 Wa-Na-Pa St.
 - 3. provide janitorial and maintenance services for the Cascade Locks Branch Library while it occupies the space at 140 Wa-Na-Pa St.

REVENUE

- A. The Hood River County Assessor's Office estimates that the property tax revenue that will be paid to the Hood River Library District by the property owners of the City of Cascade Locks in November, 2014 will be \$30,534.
- B. All fees, fines and charges, collected by the Hood River County Library District, shall be the property of the Hood River County Library District. [ORS 190.020(1)(b)].

REAL OR PERSONAL PROPERTY

- A. There shall be no transfer of title or possession to any real or personal property pursuant to this to this Agreement at the time this Agreement is entered into by the City of Cascade Locks and the Hood River County Library District:
- B. The City of Cascade Locks is the owner of the Cascade Locks Branch Library space in the City Hall of Cascade Locks.
- C. The Hood River County Library District is the owner of all the computers, printers and the library collection materials in the branch library space, including but not limited to books, AV, furniture, shelves and other library equipment.

DURATION [ORS 190.020(1)(E)]

The term of this Agreement shall begin on July 1, 2014, and after approval and execution by both parties, and shall expire on June 30, 2015.

The Hood River County Library District approves of the terms of the Memorandum of Understanding that was agreed to and approved by the City of Cascade Locks and Hood River County on December 20, 2009. This includes the section that states, "If the City adopts the resolution consenting to formation of the proposed library district, and the district decided to close the Cascade Locks branch at some future date, Cascade Locks could be withdrawn from the district pursuant to ORS 198.870 and would thereafter be free from assessments and taxes levied by the district." A copy of this Memorandum of Understanding is attached hereto as Appendix B and incorporated herein by this reference.

TERMINATION

- A. **TERMINATION By Mutual Consent:** This Agreement may be terminated by any time by mutual consent of both parties.
- B. **TERMINATION for Default or Breach:** Either District or City may terminate this contract in the event of a breach of the contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice. The rights and remedies of the parties provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this contract. Moving of the Cascade Locks Branch Library as provided in Recital D shall not be considered a breach of contract.

AMENDMENTS

This agreement may be amended only by an instrument in writing executed by both parties, which writing must refer to this instrument.

INDEMNIFICATION

Hood River County Library District agrees to defend, hold harmless and indemnify City of Cascade Locks from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the District while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for

activities arising out of this contract.

The City of Cascade Locks agrees to defend, hold harmless and indemnify Hood River County Library District from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the City while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for activities arising out of this contract.

MEDIATION

The Parties agree that, before resorting to any formal dispute resolution process concerning any dispute arising from or in any way relating to this Agreement (a "Dispute"), they will first attempt to engage in good faith negotiations in an effort to find a solution that serves their respective and mutual interests, including their continuing business/professional relationship. Party-principals agree to participate directly in the negotiations. Unless otherwise agreed in writing, the Parties shall have five (5) business days from the date the questioning party gives Notice (defined below) of the particular issue to begin these negotiations and 15 business days from the Notice date to complete these negotiations concerning the Dispute.

If the negotiations do not take place within the time provided above, or if the negotiations do not conclude with a mutually agreed upon solution within that time frame (or its agreed upon extension), the Parties agree to mediate any Dispute. If the Parties cannot agree upon a mediator, each shall select one name from a list of mediators maintained by any bona fide dispute resolution provider or other private mediator; the two selected shall then choose a third person who will serve as mediator. The Parties agree to have the principals participate in the mediation process, including being present throughout the mediation session(s). The Parties shall have 45 days within which to commence the first mediation session following the conclusion of their good faith negotiations or expiration of the time within which to negotiate (as stated above). The Parties agree that any mediated settlement agreement may be converted to an arbitration award or judgment (or both) and enforced according to the governing rules of Oregon civil procedure. The Parties further confirm their motivating purpose in selecting mediation is to find a solution that serves their respective and mutual interests, including their continuing business/professional relationship.

City of Cascade Locks, Oregon

Hood River County Library District

Tom Cramblett
Mayor of Cascade Locks

Sara Snyder
Board President, Hood River County Library District

Date: _____, 2014

Date: _____, 2014

Attest: _____

Attest: _____

City of Cascade Locks
Downtown Steering Committee
Magnet School Concept
3/20/12

The Cascade Locks Community School Concept

(Approved March 29, 2012 by the DRSC)

Purpose: To make greater use of local school facilities to educate citizens of all ages, to meet job training needs and to take advantage of all resources available to the community while enhancing the quality of life in the community for citizens of all ages. **Initial focus will be on children and families.**

1. Get the Downtown Revitalization Steering Committee to include the school and education in the community VISION process and statement.
2. Under the umbrella of the Downtown Revitalization Steering Committee, create a “Community School” concept.
3. Create a “Sub-Committee” of the Steering Committee to take the lead to create a plan and program to make more positive use of the school resources.
4. Bring MHCC, CGCC, CGRA (sailing), the SBDC’s, environmental groups, the Hood River County School District Community Education Program, Hood River County Health Department, Commission on Children and Families, Boys and Girls Club, FFA, 4H, Scouts, Work Source Oregon (employment service), Hood River County United Way, County Library District, City Recreation Program, SMART and other resources into a sub-committee effort to design the program and services.
5. Meet with all the resources and design the action plan.
6. Bring a proposal back to the Steering Committee for action.
7. Publicize and promote the services and programs throughout the community.

How We Will Measure Success: 1. The school will better utilized. 2. Programs and services will be provided for citizens of all ages. 3. School use will enhance downtown revitalization. 4. The community will have a written plan for the school and grounds.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) dated December 20, 2009 is by and between HOOD RIVER COUNTY, a home rule county and political subdivision of the State of Oregon (the “**County**”) and the City of Cascade Locks, a municipal corporation of the State of Oregon (the “**City**”) for the purpose of setting forth the parties’ understanding of their respective rights and obligations pursuant to the provisions of ORS 198.870 relating to withdrawal of territory from a district. County and City are referred to herein as the **Parties**.

RECITALS:

- A. The County intends to form a county-wide library district pursuant to ORS Chapter 198 and ORS Chapter 357, whose boundaries would include the cities of Hood River and Cascade Locks;
- B. ORS 198.835 provides that if any part of the territory subject to formation of a district is within a city, the order initiating formation of the district shall be accompanied by a certified copy of a resolution of the governing body of the city approving the order;
- C. The County has requested such a resolution from the City, recognizing that the City’s consent is required for inclusion in the proposed library district;
- D. The City has expressed reservation that its citizens would be subject to assessments and taxes levied by the district without any guarantee that it would continue to receive library services from the district at its local branch;

E. The County understands the City's concerns regarding the future of its library services and has therefore offered to enter into this MOU to acknowledge the City's right to withdraw from the district in the event the City no longer received library services from the district.

NOW THEREFORE, THE PARTIES ACKNOWLEDGE AND AGREE AS FOLLOWS:

1. If the City adopts the resolution consenting to formation of the proposed library district, and the district decided to close the Cascade Locks branch at some future date, Cascade Locks could be withdrawn from the district pursuant to ORS 198.870 and would thereafter be free from assessments and taxes levied by the district.

2. Pursuant to the requirements set forth in ORS 198.755(3), a petition for withdrawal must be signed by not less than 15 percent of the electors, or 100 electors, whichever is the lesser, registered within the district, or in the alternative, 15 owners of land or the owners of 10 percent of the acreage, whichever is the greater number of signers, within the district. The petition would be filed with the County board.

3. Pursuant to the criteria set forth in ORS 198.870(4), the County must approve the petition "[i]f it has not been, or is not or would not be, feasible for the territory described in the petition to receive services from the district."

4. The County recognizes that closure of the library branch in Cascade Locks would satisfy these criteria.

5. The City recognizes that an election on a withdrawal petition may or may not be required pursuant to the provisions of ORS 198.875.

6. The Parties recognize that if withdrawn, the City's electors would thereafter be free from assessments and taxes levied by the district pursuant to the provisions of ORS 198.880

and ORS 198.882.

7. The County further agrees to consult with the City should a dispute over allocation of resources or level of service at the Cascade Locks branch arise between the City and the district.

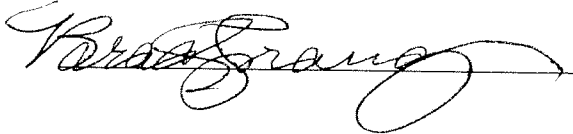
8. This MOU constitutes a statement of the current intent of the Parties, who acknowledge that it does not create a binding agreement and may not be relied upon as a basis for a contract by estoppel or serve as a basis for a claim based on detrimental reliance or any other theory.

9. Either party may terminate this MOU in writing stating the reasons for such termination.

10. This MOU shall be effective as of the date and year written above.

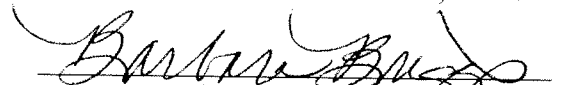
AGREED AND APPROVED:

City of Cascade Locks

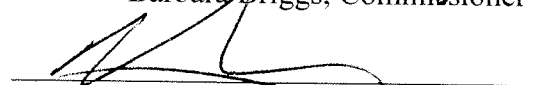


Hood River County

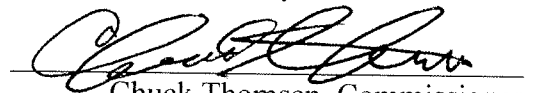
Ron Rivers, Chair




Barbara Briggs, Commissioner



Maui Meyer, Commissioner



Chuck Thomsen, Commissioner



Les Perkins, Commissioner

A public meeting of the Hood River County Library District Board of Directors will be held on June 17, 2014 at 7.00p pm in the Meeting Room of Hood River Library, 502 State St, Hood River, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2014 as approved by the Hood River County Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Hood River Library (502 State St, Hood River), Cascade Locks Library (140 SE Wa-Na-Pa St, Cascade Locks), or Parkdale Library (7300 Clear Creek Rd, Parkdale) during regular library hours or viewed online at <http://www.hoodriverlibrary.org/about-us/budget.html>. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Buzzy Nielsen

Telephone: 541-387-7062

Email: buzzy@hoodriverlibrary.org**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount 2012-13	Adopted Budget This Year 2013-14	Approved Budget Next Year 2014-15
Beginning Fund Balance/Net Working Capital	\$426,462	\$538,000	\$566,440
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	\$11,599	\$10,000	\$10,400
Federal, State and all Other Grants, Gifts, Allocations and Donations	\$76,785	\$151,000	\$294,500
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements	\$25,000	\$25,000	\$50,000
All Other Resources Except Current Year Property Taxes	\$50,834	\$54,545	\$82,275
Current Year Property Taxes Estimated to be Received	\$703,786	\$708,287	\$734,957
Total Resources	\$1,294,466	\$1,486,832	\$1,738,573

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	\$396,737	\$511,083	\$588,473
Materials and Services	\$261,154	\$326,243	\$335,468
Capital Outlay	\$0	\$75,000	\$275,000
Debt Service			
Interfund Transfers	\$25,000	\$25,000	\$50,000
Contingencies	\$0	\$100,000	\$100,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	\$611,575	\$415,506	\$389,632
Total Requirements	\$1,294,466	\$1,452,832	\$1,738,573

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE)
BY ORGANIZATIONAL UNIT OR PROGRAM ***

Name of Organizational Unit or Program FTE for that unit or program			
Hood River County Library District			
FTE	10.625	10.375	10.938

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

--

PROPERTY TAX LEVIES

	Rate Imposed 2012-13	Rate Imposed This Year 2013-14	Rate Approved Next Year 2014-15
Permanent Rate Levy (rate limit \$0.39 per \$1,000)	0.39	0.39	0.39
Local Option Levy	0.00	0.00	0.00
Levy For General Obligation Bonds	0.00	0.00	0.00

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$0	\$0

	Historical Data				RESOURCE DESCRIPTION	Budget for Next Year 2014-15		
	Actual			Adopted Budget This Year 2013-14		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2011-12	First Preceding Year 2012-13	YTD 3/31/14					
1		\$393,884	\$530,626	\$495,000	Available cash on hand* (cash basis) or	\$500,000	\$500,000	
2					Net working capital (accrual basis)			
3		\$13,142	\$10,114	\$15,000	Previously levied taxes estimated to be received	\$15,000	\$15,000	
4	\$1,813	\$5,660	\$3,347	\$4,000	Interest	\$4,000	\$4,000	
5					Transferred IN, from other funds			
6	\$9,426	\$11,599	\$8,663	\$10,000	Fines and fees	\$10,400	\$10,400	
7	\$106,346	\$46,471	\$100	\$2,000	Donations	\$500	\$500	
8		\$30,915	\$24,321	\$35,395	Intergovernmental revenue	\$62,375	\$62,375	
9	\$4,950	\$826	\$100		Miscellaneous revenue	\$500	\$500	
10								
11	\$122,535	\$502,497	\$577,271	\$561,395	Total resources, except taxes to be levied	\$592,775	\$592,775	\$0
12				\$708,287	Taxes estimated to be received	\$734,957	\$734,957	
13	\$668,445	\$703,786	\$694,227		Taxes collected in year levied			
14	\$790,980	\$1,206,283	\$1,271,498	\$1,269,682	32. TOTAL RESOURCES	\$1,327,733	\$1,327,733	\$0

	Historical Data				REQUIREMENTS DESCRIPTION	FTE	Budget for Next Year 2014-15		
	Actual			Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2011-12	First Preceding Year 2012-13	YTD 3/31/2014	This Year 2013-14					
1					PERSONAL SERVICES				
2					Salaries				
3					Library Clerk I	0.4375	\$9,473	\$9,473	
4	\$17,474	\$60,246		\$61,628	Library Clerk II	2.5	\$62,803	\$62,803	
5	\$14,939	\$33,906		\$60,730	Library Assistant I	2.375	\$74,608	\$74,608	
6	\$28,997	\$52,768		\$95,904	Library Assistant II	1.875	\$67,633	\$67,633	
7	\$9,388	\$52,886		\$29,374	Librarian I	1.75	\$68,787	\$68,787	
8		\$29,277		\$47,652	Librarian II	1	\$49,334	\$49,334	
9	\$34,325	\$61,022		\$63,069	Library Director	1	\$65,296	\$65,296	
10	\$105,124	\$290,105	\$252,199	\$358,356	<i>Total Salaries</i>	10.938	\$397,934	\$397,934	
11									
12					Benefits				
13	\$10,413	\$17,006		\$24,987	Retirement		\$29,309	\$29,309	
14	\$15,081	\$22,193		\$27,414	Social Security		\$29,113	\$29,113	
15	\$1,775	\$265		\$3,000	Workers Compensation		\$1,200	\$1,200	
16	\$22,832	\$57,593		\$85,500	Health Insurance		\$96,000	\$96,000	
17	\$7,170	\$9,575		\$11,826	Unemployment Insurance		\$6,850	\$6,850	
18	\$57,271	\$106,632	\$83,880	\$152,727	<i>Total Benefits</i>		\$162,472	\$162,472	
19									
20	\$162,395	\$396,737	\$336,079	\$511,083	TOTAL PERSONAL SERVICES		\$560,406	\$560,406	
21					MATERIALS AND SERVICES				
22	\$280	\$75	\$151	\$100	Bank charges		\$200	\$200	
23	\$3,700	\$3,700	\$3,700	\$5,000	Building Lease		\$8,100	\$8,100	
24	\$5,282	\$14,389	\$19,678	\$20,000	Building Maintenance		\$20,000	\$20,000	
25	\$7,585	\$7,378	\$6,577	\$10,900	Telecommunications		\$9,600	\$9,600	
26	\$57,210	\$69,333	\$57,518	\$60,000	Collection Development		\$63,000	\$63,000	
27	\$5,306	\$13,375	\$9,820	\$11,000	Technology		\$11,000	\$11,000	
28	\$11,550	\$23,315	\$14,985	\$21,600	Accounting and Auditing		\$22,400	\$22,400	
29	\$21,650	\$20,707	\$15,542	\$21,693	Custodial Services		\$21,693	\$21,693	
30	\$1,182	\$3,574	\$1,070	\$4,000	Technical Services		\$4,000	\$4,000	
31	\$8,600	\$10,500	\$4,200	\$12,200	Library Consortium		\$11,500	\$11,500	
32	\$545	\$1,019	\$802	\$1,250	Copiers		\$1,250	\$1,250	
33		\$2,416	\$0		Elections Expense		\$3,000	\$3,000	

DETAILED REQUIREMENTS
General Fund

	Historical Data				REQUIREMENTS DESCRIPTION	FTE	Budget for Next Year 2014-15		
	Actual			Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2011-12	First Preceding Year 2012-13	YTD 3/31/2014	This Year 2013-14					
34	\$3,772	\$3,237	\$3,497	\$4,000	Insurance		\$4,000	\$4,000	
35	\$686	\$1,917	\$2,327	\$4,000	Landscape Maintenance		\$8,000	\$8,000	
36	\$4,662	\$1,813	\$2,275	\$2,500	Legal Services		\$2,500	\$2,500	
37	\$2,532	\$2,824	\$1,878	\$3,500	Dues and Subscriptions		\$3,500	\$3,500	
38	\$860	\$1,307	\$360	\$2,000	Postage/Freight		\$1,500	\$1,500	
39	\$3,963	\$568	\$484	\$1,000	Printing		\$1,000	\$1,000	
40	\$2,860	\$6,213	\$13,490	\$11,000	Programs		\$25,000	\$25,000	
41	\$2,706	\$855	\$1,015	\$2,000	Advertising		\$1,000	\$1,000	
42	\$2,944	\$4,867	\$0		Supplies, Programs				
43	\$11,146	\$16,369	\$19,251	\$20,000	Supplies, Office		\$17,500	\$17,500	
44	\$2,379	\$2,957	\$2,002	\$4,000	Travel		\$4,000	\$4,000	
45	\$3,651	\$1,837	\$1,072	\$2,000	Training		\$2,000	\$2,000	
46			\$199	\$1,000	Board Development		\$1,000	\$1,000	
47	\$29,796	\$33,380	\$26,312	\$37,500	Utilities		\$38,725	\$38,725	
48		\$336	\$600	\$1,000	Miscellaneous		\$1,000	\$1,000	
49		\$5,659	\$8,988	\$7,000	Furniture and Equipment		\$3,000	\$3,000	
50				\$1,000	Courier		\$1,000	\$1,000	
51									
52	\$194,847	\$253,920	\$217,793	\$271,243	TOTAL MATERIALS & SERVICES		\$290,468	\$290,468	

53	\$9,854				CAPITAL OUTLAY		\$0	\$0	
54									
55	\$30,000	\$25,000	\$25,000	\$25,000	TRANSFER TO CAPITAL RESERVE		\$25,000	\$50,000	
56									
57			\$0	\$100,000	CONTINGENCY		\$100,000	\$100,000	
58									
59	\$397,096	\$675,657	\$578,872	\$907,326	Total Expenditures		\$975,873	\$1,000,873	
60									
61	\$393,884	\$530,626			Ending balance (prior years)				
62				\$362,356	UNAPPROPRIATED ENDING FUND BALANCE		\$351,860	\$326,860	
63				\$1,269,682	TOTAL REQUIREMENTS		\$1,327,733	\$1,327,733	

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Grants Fund**

Hood River County Library District

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-15		
	Actual			Adopted Budget This Year 2013-14		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2011-12	First Preceding Year 2012-13	YTD 3/31/2014					
					RESOURCES			
1	\$11,888	\$2,443	\$25,523	\$3,000	Cash on hand * (cash basis), or	\$8,440	\$8,440	
2					Working Capital (accrual basis)			
3					Previously levied taxes estimated to be received			
4					Interest			
5					Transferred IN, from other funds			
6	\$94,665	\$8,042	\$19,065	\$113,000	Grants (specific purpose grants)	\$243,000	\$243,000	
7		\$6,613	\$4,202	\$10,000	Friends of the Library donations	\$10,000	\$10,000	
8		\$15,659	\$20,000	\$25,000	Library Foundation donations	\$40,000	\$40,000	
9			\$0	\$1,000	Pat Hazelhurst fund donations	\$1,000	\$1,000	
10								
11	\$106,553	\$32,757	\$43,267	\$152,000	Total Resources, except taxes to be levied	\$302,440	\$302,440	\$0
12					Taxes estimated to be received			
13					Taxes collected in year levied			
14	\$106,553	\$32,757	\$43,267	\$152,000	TOTAL RESOURCES	\$302,440	\$302,440	\$0

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Grants Fund**

Hood River County Library District

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-15		
	Actual			Adopted Budget This Year 2013-14		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2011-12	First Preceding Year 2012-13	YTD 3/31/2014					
15					REQUIREMENTS			
16	\$89,962				Personal services	\$28,068	\$28,068	
17					Salaries			
18				\$3,000	Library Clerk II			
19				\$8,072	Library Assistant II	\$17,376	\$17,376	
20								
21					Benefits			
22				\$726	Retirement	\$1,564	\$1,564	
23				\$3,000	Health insurance	\$6,000	\$6,000	
24								
25				\$19,202	Other personal services	\$3,128	\$3,128	
26								
27	\$14,148	\$7,234		\$50,000	Materials and services	\$45,000	\$45,000	
28		\$1,808	\$7,906	\$20,000	Collection development	\$20,000	\$20,000	
29			\$1,628	\$3,000	Technology			
30		\$3,352	\$4,040	\$3,000	Programs	\$10,000	\$10,000	
31		\$104	\$0	\$1,000	Travel			
32			\$3,654	\$3,000	Furniture and equipment	\$10,000	\$10,000	
33		\$1,970	\$562	\$20,000	Other materials and services	\$5,000	\$5,000	
34								
35			\$21,346	\$50,000	Capital outlay	\$225,000	\$225,000	
36								
37	\$2,443	\$25,523			Ending balance (prior years)			
38				\$18,000	UNAPPROPRIATED ENDING FUND BALANCE	\$4,372	\$4,372	
39	\$106,553	\$39,991		\$236,000	TOTAL REQUIREMENTS	\$302,440	\$302,440	\$0

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number 2013-14.008 on (date) May 20, 2014 for the following specified purpose: capital outlay for land acquisition, building construction/improvements, installation and repair of major building systems, and depreciable equipment.

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment. Review Year: 2020-21

Capital Equipment Reserve Fund

Hood River County Library District

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-15		
	Actual			Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2011-12	First Preceding Year 2012-13	YTD 3/31/2014	This Year 2013-14				
					RESOURCES			
1		\$30,135	\$55,426	\$40,000	Cash on hand* (cash basis) or	\$58,000	\$58,000	
2					Working Capital (accrual basis)			
3					Previously levied taxes estimated to be received			
4	\$135	\$291	\$398	\$150	Interest	\$400	\$400	
5	\$30,000	\$25,000	\$25,000	\$25,000	Transferred IN, from other funds	\$25,000	\$50,000	
6								
7	\$30,135	\$55,426	\$80,824	\$65,150	Total Resources, except taxes to be levied	\$83,400	\$108,400	
8					Taxes estimated to be received			
9					Taxes collected in year levied			
10	\$30,135	\$55,426	\$80,824	\$65,150	TOTAL RESOURCES	\$83,400	\$108,400	
11					REQUIREMENTS			
12			\$0		Personal Services			
13								
14			\$0	\$5,000	Materials & Services			
15								
16			\$0	\$25,000	Capital Outlay	\$50,000	\$50,000	\$60,000
17								
18	\$30,135	\$55,426			Ending balance (prior years)			
19				\$35,150	RESERVED FOR FUTURE EXPENDITURE	\$33,400	\$58,400	
20	\$30,135	\$55,426		\$65,150	TOTAL REQUIREMENTS	\$83,400	\$108,400	

Resolution No. 2013-14.009

**Resolution adopting the budget, making appropriations,
imposing taxes, and categorizing taxes**

Adopting the budget

Be it RESOLVED, that the Board of Directors of the Hood River County Library District hereby adopts the budget for the fiscal year 2014-15 in the total of \$1,738,574, now on file in the Hood River Library

Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2014, are hereby appropriated for the purposes shown on page 2 (except General Fund "Unappropriated Ending Fund Balance / Reserve" is not appropriated.

Imposing the tax

Be it further RESOLVED, that the Board of Directors of the Hood River County Library District hereby imposes the taxes as provided for in the adopted budget at the rate of \$0.3900 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for the tax year 2014-15 upon the assessed value of all taxable property within the District as follows:

Categorizing the tax

	<u>General government limitation</u>	<u>Excluded from limitation</u>
General Fund	\$0.3900 / \$1,000	\$0.00

Adopted by the Board of Directors of Hood River County Library District this 17th day of June, 2014.

ATTEST:

President

Library Director (Secretary)

Resolution No. 2013-14.009
2014-15 budget adoption

<i>FUND:</i>	<i>Personal Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
<i>General Fund</i>	\$560,406	\$290,468	\$0	\$0	\$50,000	\$100,000	\$0	\$326,860	\$1,327,734
<i>Grants fund</i>	\$28,068	\$45,000	\$225,000	\$0	\$0	\$0	\$0	\$4,372	\$302,440
<i>Capital Reserve Fund</i>	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$48,400	\$108,400
<i>TOTALS</i>	\$588,474	\$335,468	\$285,000	\$0	\$50,000	\$100,000	\$0	\$379,632	\$1,738,574

**INTERGOVERNMENTAL AGREEMENT BETWEEN
BAKER COUNTY LIBRARY DISTRICT
(on behalf of Sage Library System)
AND
THE HOOD RIVER COUNTY LIBRARY DISTRICT
FOR LIBRARY DISTRICT EMPLOYEE SERVICES**

DATE: June 17, 2014

PARTIES: BAKER COUNTY LIBRARY DISTRICT ("BCLD")
2400 Resort Street
Baker City, OR 97814

HOOD RIVER COUNTY LIBRARY DISTRICT ("HRCLD")
502 State Street
Hood River, OR 97031

THIS AGREEMENT by and between **BAKER COUNTY LIBRARY DISTRICT**, a library district organized under the laws of the State of Oregon, acting by and through its District Board on behalf of Sage Library System (hereinafter "BCLD"), and the **HOOD RIVER COUNTY LIBRARY DISTRICT**, a library district organized under the laws of the State of Oregon, acting by and through its District Board (hereinafter "HRCLD").

RECITALS:

WHEREAS, ORS 190.010 authorizes governmental entities to enter into written agreements for the performance of any or all functions and activities that either party, its officers, or agencies has the authority to perform on its own; and

WHEREAS, the Sage Library System has funds available to hire a Systems Librarian; and

WHEREAS, BCLD acts as Sage Library System's fiscal agent; and

WHEREAS, HRCLD currently hosts Sage's Technical Support Specialist; and

WHEREAS, Sage Library System desires to upgrade that position to Systems Librarian; and

WHEREAS, Sage Library System wishes to continue hiring the Systems Librarian position through HRCLD.

NOW, THEREFORE, in consideration of the recitals above and the mutual covenants, terms, and provisions set forth below, the parties agree as follows:

I. **PURPOSE.** The purpose of this Agreement is to establish the responsibilities of the parties

with respect to the hiring and compensation of a full-time HRCLD employee that will provide services on behalf of Sage Library System. This Agreement sets forth the responsibilities of the parties herein and the conditions under which the Agreement shall be executed.

2. DURATION AND EFFECTIVE DATE. The term of this Agreement shall commence on July 1, 2014 and shall terminate on June 30, 2014. The Agreement may be extended by mutual written agreement of the parties.

3. BCLD OBLIGATIONS:

- A. BCLD, on behalf of Sage Library System, will compensate HRCLD for the cost of hiring a Systems Librarian, including the employee's salary, benefits, payroll taxes, and workers' compensation. The amount of salary and benefits is to be set by HRCLD and agreed to by BCLD and the Sage Library System User Council, in an amount not to exceed \$60,000 total for the duration of the agreement.
- B. BCLD, on behalf of Sage Library System, will provide for travel and conference reimbursement for the employee through its policies and procedures.

4. HRCLD OBLIGATIONS:

- A. HRCLD will provide a full-time Systems Librarian, who will work to benefit all Sage Library System members.
- B. The employee is an employee of HRCLD and not an employee of BCLD. HRCLD is responsible for all employee personnel functions including, but not limited to, all final determinations on hiring, firing, and employee evaluations. HRCLD agrees to solicit input from the Sage Library System User Council when making these decisions.
- C. The employee will work under the supervision of the Library Director of HRCLD.
- D. HRCLD will provide suitable office space, supplies, and technology for the employee.
- E. The employee shall perform work as outlined in the Job Description, attached hereto as Exhibit A and incorporated herein by this reference.

5. TERMINATION. This Agreement may be terminated in whole or in part as to any party hereto on thirty (30) days written notice by that party given to the other party.

6. MISCELLANEOUS:

- A.** Nothing in this Agreement, express or implied, is intended or shall be construed to confer on any person, other than the parties to this Agreement any right, remedy, or claim under or with respect to this Agreement.
- B.** This Agreement may be amended only by an instrument in writing executed by the parties, which writing must refer to this instrument.
- C.** This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.
- D.** This Agreement shall be governed and construed in accordance with the laws of Baker County, Hood River County, and the State of Oregon without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit or proceeding (collectively, "claim") between the parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court for the District of Oregon.

IN WITNESS WHEREOF, the County and Library District have caused this Agreement to be executed by their respective principal officers on the day and year written below.

BCLD:

BAKER COUNTY LIBRARY
DISTRICT BOARD

By _____
Gary Dielman, Board President

Date: _____, 2014

HRCLD:

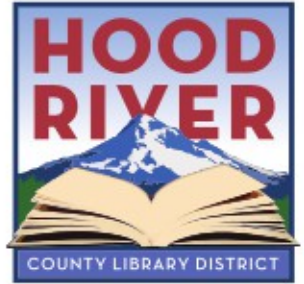
HOOD RIVER COUNTY LIBRARY
DISTRICT BOARD

By _____
Sara Duckwall Snyder, Board President

Date: _____, 2014

EXHIBIT A

Job Description Sage Library Systems Librarian



Summary

Provides technical support and services to Sage Library System member institutions. Works closely with the Sage Library System Manager to manage, configure, and train member institutions to use Sage's integrated library system (ILS).

Classification: Librarian I

Essential duties and responsibilities

1. Troubleshoots technical problems related to the integrated library system (ILS) and other consortium-related technology with Sage member institutions.
2. Creates and runs reports in the ILS.
3. Configures users, permissions, and settings in the ILS for Sage member institutions.
4. Trains Sage member institutions to use the ILS and other consortium-related technology.
5. Assists in migration and setup of consortium-related technology for new Sage member institutions.
6. Writes, organizes, and disseminates technical information to Sage member institutions.
7. Assists in cleanup, standardization, and cataloging of database records within the ILS.
8. Assists Sage Library System Manager to monitor and maintain Sage system servers.
9. Assists Sage Library System Manager in designing, updating, and maintaining the Sage Library System public catalog.
10. Recommends and implements changes to Sage technology systems and services.

Peripheral duties

1. Attends meetings and training seminars as required.
2. Attends relevant Sage Library System committee and Council meetings.
3. Performs other job-related duties as assigned.

Supervision received

Works under the general supervision of the Library Director, who assigns and reviews work to serve all Sage Library System member institutions. Works closely with the Sage Library System Manager, who may assign projects with input from the Library Director and Sage Library System User Council, prioritized by overall impact to the Sage consortia.

Supervision exercised

Supervision of other employees is not a normal function of this position. However, this position may oversee the work of volunteers.

Desired minimum qualifications

Education and experience:

1. Master's degree in library and information science from an American Library Association-accredited institution, or a master's degree in a technology-related field.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

2. One year experience working with database and customer management software, preferably integrated library systems.
3. Two years experience working in technology support, preferably in a library.
4. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Experience in technology troubleshooting for a wide variety of hardware and software. Experience using Linux-based operating systems preferred.
2. Experience using integrated library system software, public catalogs, and bibliographic utilities.
3. Knowledge of MARC and AACR2 metadata standards. Familiarity with Dublin Core and RDA standards desirable.
4. Understanding of basic programming structures demonstrated by ability to outline the flow of simple routines.
5. Understanding of database fundamentals, including field, record, and index concepts.
6. Ability to type 35 words per minute.
7. Familiarity with the Internet and basic office applications, especially word processors.
8. Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
9. Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
10. Ability to communicate effectively vocally to the public and staff.
11. Ability to communicate technical information simply, clearly, and understandably.
12. Ability to perform basic mathematical functions.
13. Ability to respond to a wide variety of practical problems and unpredictable circumstances.
14. Ability to possess a driver's license valid in the State of Oregon.
15. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
16. Ability to perform essential job functions with or without accommodation.

Tools and equipment used

Internet, general office applications, design software, and integrated library system; computer hardware and peripherals; book carts; copy machine; telephone; typewriters; fax machines; general office tools; calculators; media players; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Working conditions

1. Stands or walks 50% of the time.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the library.
4. May be asked to travel to other libraries within the Sage Library System.
5. Stares at computers screens and monitors regularly while carrying out essential job functions.
6. Normal office exposure to noise, stress, and disruptions.
7. Full-time position, 40 hours per week. Some weekend and evening hours are required.

Selection guidelines

Formal application, rating of education and experience, oral interview, reference check, job-related tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Library Director

Approval: _____
Board President

Approval: _____
Sage User Council Chair

Effective Date: June 17, 2014

Last revised: June 17, 2014

Resolution No. 2014-15.010

Resolution authorizing vendors for online and automatic payment of bills in 2014-15

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 2014-15.

- CenturyLink (telecommunications)
- City of Hood River (water)
- Columbia Bank (bank fees)
- Gorge.net (telecommunications)
- Guardian Life Insurance Company of America (dental insurance)
- Hood River Electric Coop (telecommunications)
- Hood River Garbage (garbage)
- HRA VEBA, Meritain Health (employee in-lieu health benefits)
- NW Natural (natural gas)
- Oregon Department of Revenue (state taxes)
- Pacific Power (electricity)
- PacificSource (dental insurance)
- T. Rowe Price (employee retirement)
- US Bank (copier lease)
- US Treasury (federal taxes)

Adopted by the Board of Directors of Hood River County Library District this 17th day of June, 2014.

ATTEST:

President

Library Director (Secretary)

May 12, 2014

Buzzy Nielsen, Library Director
Hood River County Library
502 State St
Hood River, OR 97031

Re: Hood River County Library District
Space Planning and Recommendations for the Parkdale and Cascade Locks Branches
Phase I Planning

Dear Buzzy,

Thank you very much for your time and the tour of the Parkdale and Cascade Locks Library Branches last week. What beautiful locations! We are very excited about the opportunity to work with you and your staff to plan an environment at both branches that is efficient, comfortable and inspiring.

Based on our meeting, we have summarized our understanding of FFA's scope of work for this planning study as follows:

- Initial meetings with the Library Management Team and other stakeholders to confirm existing issues and needs for the Parkdale Branch:
 - Updated space plan, including furniture and equipment
 - Relocate service desk near exit to be more convenient for courier service
 - Create more defined children's area
 - Co-locate computers in one area (6)
 - Reconfigure shelving layout: all but wall shelving to be low and mobile
 - New furniture
 - Provide more electrical outlet coverage
 - Updated finishes: floor, walls, and ceiling
 - Lighting improvements
 - Study possibility of reconfiguring exterior exit/ramp to be ADA accessible
- For the Cascade Locks Branch:
 - Space planning including furniture, equipment and shelving layout for new location
 - New furniture
 - Updated finishes: floor, walls
 - Possible limited lighting improvements
 - Possible enclosed study room options
- Based on the availability of Autocad building plan drawings and copies of original plans, further existing site verification and measurements may be required as a base for our space planning efforts.
- Provide and present initial plan concepts (up to three) as well as other related interior design recommendations to the Library Management team and stakeholders for review and input.
- Based on input above, develop the preferred concept in order for Hood River County Library District to obtain construction cost estimates, conduct fundraising and allocate appropriate funds to proceed with the building improvements.
- Present the developed concepts and recommendations to the Library Management Team and stakeholders.

Once the scope of work and funding have been finalized and approved, FFA will be happy to provide a proposal for Phase II final design, construction documentation and construction administration services for your review and approval.

Attached is a detailed outline of FFA's proposed scope of work.

FFA proposes a fixed fee for the Phase I scope of work to be \$14,290.00. In order to economize on travel time, this fee assumes that both branches will be covered at each meeting that will be held at a common location and time.

Reimbursable expenses for items such as copies, printed reports, travel expenses and renderings are in addition to the fee, and will be billed FFA's direct expense.

Additional meetings, such as presentations to City Council, the Library Board or other associations would be an additional service and will be billed at FFA's hourly rates (please see attached).

If this proposal meets with your approval, please sign below and return a copy to us. We appreciate this opportunity to work with you.

Sincerely,

FFA Architecture and Interiors, Inc.



Troy Ainsworth, AIA
Principal



Brenda Katz, AIA
Associate

Approved by

Date

cc: Diana Simmons, FFA

Hood River County Library District - Parkdale and Cascade Locks Branch Upgrades
FFA Proposed Scope of Work - Phase I

PROJECT TASKS	GOAL
<p>PARKDALE BRANCH</p> <p>Study plan options and other interior recommendations. Study options for ADA accessible exterior exit/ramp. Set up drawing format and plan(s) - Based on either Autocad or hard-copy drawings to be provided by Hood River County Library District. Prepare graphics for Meeting No. 1. Gather examples of general finish options. Gather options and prepare furniture option sheet(s). Research alternatives to existing power pole conditions. Gather options and prepare lighting option sheet. Study possibility of reconfiguring exterior exit/ramp to be ADA accessible.</p>	<p>Study plan options and other interior recommendations, develop options to present to Library Management Team and stakeholders, along with related product cut sheets.</p>
<p>Meeting No. 1: Initial meeting with the Library Management Team and other stakeholders to confirm existing issues, needs and goals regarding:</p> <ul style="list-style-type: none"> ▫ Updated space plan, including furniture and equipment ▫ Relocate service desk near exit to be more convenient for courier service ▫ Create more defined children's area ▫ Co-locate computers in one area (6) ▫ Reconfigure shelving layout: all but wall shelving to be low and mobile ▫ New furniture ▫ Provide more electrical outlet coverage ▫ Updated finishes: floor, walls, ceiling ▫ Lighting improvements ▫ Study possibility of reconfiguring exterior exit/ramp to be ADA accessible <p>Presentation/discussion of preliminary plan/layout sketch options (up to 3 options) Confirm counts: tables/chairs, lounge seats, shelving, computers/equipment Presentation/discussion of general finish options Follow-up with meeting notes.</p>	<p>The goal of this meeting is to get input from the Library Management team regarding preliminary design direction and to gain consensus regarding a preferred concept which can be further developed.</p>
<p>Verify existing conditions (measurements & additional photography as needed) - same visit as above</p>	<p>Based on the availability of Autocad building plan drawings and copies of original plans, further existing site verification and measurements may be required as a base for our space planning efforts.</p>

**Hood River County Library District - Parkdale and Cascade Locks Branch Upgrades
FFA Proposed Scope of Work - Phase I**

	PROJECT TASKS	GOAL
PARKDALE BRANCH	Update preferred plan option and other interior recommendations based on input from the Library Management team at Meeting No. 1. Update graphics for Meeting No. 2. Prepare preliminary furniture budget	Update and prepare preferred plan option and graphics as well as documentation for other interior recommendations to present at Meeting No. 2.
	Meeting No. 2: Follow up meeting with the Library Management Team and other stakeholders: <ul style="list-style-type: none"> ▫ Present refined preferred space plan option, as well as other related design recommendations which includes finishes, furniture and equipment layouts, lighting and ADA accessibility accommodations. ▫ Present preliminary furniture budget for preferred space plan ▫ Present refined configuration of ADA exit/ramp. Follow-up with meeting notes.	The goal of this meeting is to gain consensus from the Library Management team that the design recommendations are ready to be developed into a final deliverable drawings/report.
	Prepare final recommendation study deliverables and submit to Hood River County Library District: <ul style="list-style-type: none"> ▫ Floor Plan(s) of preferred space plan option as well as other related design recommendations which includes finishes, furniture and equipment layouts, lighting and ADA accessibility accommodations. ▫ Preliminary furniture budget. 	The preferred concept final deliverables will be developed in such a manner that HRCLD will be able to obtain either a professional cost estimate or a construction estimate from a general contractor.
CASCADE LOCKS BRANCH	Study plan options and other interior recommendations. Set up drawing format and plan(s) - Based on either Autocad or hard-copy drawings to be provided by Hood River County Library District. Prepare graphics for Meeting No. 1. Gather examples of general finish options. Gather options and prepare furniture option sheet(s).	Study plan options and other interior recommendations, develop options to present to Library Management Team and stakeholders, along with related product cut sheets.

**Hood River County Library District - Parkdale and Cascade Locks Branch Upgrades
FFA Proposed Scope of Work - Phase I**

	PROJECT TASKS	GOAL
CASCADE LOCKS BRANCH	<p>Meeting No. 1: Initial meeting with the Library Management Team and other stakeholders to confirm existing issues and needs regarding:</p> <ul style="list-style-type: none"> ▫ Space planning including furniture, equipment and shelving layout for new location ▫ New furniture ▫ Updated finishes: floor, walls ▫ Possible limited lighting improvements ▫ Possible enclosed study room options <p>Presentation/discussion of preliminary plan/layout sketch options (up to 3 options) Confirm counts: tables/chairs, lounge seats, shelving, computers/equipment Presentation/discussion of general finish options Follow-up with meeting notes.</p>	<p>The goal of this meeting is to get input from the Library Management team regarding preliminary design direction and to gain consensus regarding a preferred concept which can be further developed.</p>
	<p>Verify existing conditions (measurements & additional photography as needed) - same visit as above</p>	<p>Based on the availability of Autocad building plan drawings and copies of original plans, further existing site verification and measurements may be required as a base for our space planning efforts.</p>
	<p>Update preferred plan option and other interior recommendations based on input from the Library Management team at Meeting No. 1. Update graphics for Meeting No. 2. Prepare preliminary furniture budget</p>	<p>Update and prepare preferred plan option and graphics as well as documentation for other interior recommendations to present at Meeting No. 2.</p>
	<p>Meeting No. 2: Follow up meeting with the Library Management Team and other stakeholders:</p> <ul style="list-style-type: none"> ▫ Present refined preferred space plan option, as well as other related design recommendations which includes finishes, furniture and equipment layouts. ▫ Present preliminary furniture budget for preferred space plan <p>Follow-up with meeting notes.</p>	<p>The goal of this meeting is to gain consensus from the Library Management team that the design recommendations are ready to be developed into a final deliverable drawings/report.</p>
	<p>Prepare final recommendation study deliverables and submit to Hood River County Library District:</p> <ul style="list-style-type: none"> ▫ Floor Plan(s) of preferred space plan option as well as other related design recommendations which includes finishes, furniture and equipment layouts. ▫ Preliminary furniture budget. 	<p>The preferred concept final deliverables will be developed in such a manner that HRCLD will be able to obtain either a professional cost estimate or a construction estimate from a general contractor.</p>



FFA Architecture and Interiors, Inc. 2014 Standard Billing Rates

Principal	175.00 per hour
Senior Project Manager	150.00 per hour
Project Manager	130.00 per hour
Architectural Designer	130.00 per hour
Architectural Staff 1	110.00 per hour
Architectural Staff 2	90.00 per hour
Architectural Staff 3	80.00 per hour
Specification Writer 1	130.00 per hour
Specification Writer 2	110.00 per hour
Director, Interior Design	125.00 per hour
Interior Designer 1	110.00 per hour
Interior Designer 2	90.00 per hour
Administrative	70.00 per hour

Reimbursable expenses such as reproductions, postage/delivery, photographs, print and plots, etc. are billed at direct cost. Mileage is billed at the current IRS rate.

Cost of engineering services, e.g., structural, mechanical, electrical, etc. are billed at direct cost.

Fees for services will be billed monthly and are due and payable upon receipt. Amounts outstanding after 30 days will incur service charges of one and one-half percent per month.