

Board of Directors
Regular Meeting Agenda
Tuesday, February 16, 2016, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Suzanne VanOrman, President



- | | |
|---|-------------------|
| I. Additions/deletions from the agenda (ACTION) | VanOrman |
| II. Conflicts or potential conflicts of interest | VanOrman |
| III. Consent agenda (ACTION) | VanOrman |
| i. Minutes of January 19 meeting | |
| ii. 2016 property and liability bill | |
| iii. Legal updates to sick leave, pay transparency, and trial period policies | |
| IV. Open forum for the general public | VanOrman |
| V. Reports | |
| i. Friends update | VanOrman |
| ii. Foundation update | Snyder |
| iii. December and January financial statements | Nielsen |
| iv. Director's report | Nielsen |
| VI. Previous business | |
| i. Strategic plan update | Nielsen |
| VII. New business | |
| i. SDAO conference report | Nielsen/Schoppert |
| ii. Oregon ethics law training | Nielsen |
| iii. Ethics revisions to Governance and Personnel Policies (ACTION) | Nielsen |
| iv. 2016-17 budget | Nielsen |
| v. Update to controlled substances policy (ACTION) | Nielsen |
| VIII. Agenda items for next meeting | VanOrman |
| IX. Adjournment | VanOrman |

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. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Board of Directors
Regular Meeting Agenda, Supplementary Info

Tuesday, February 16, 2016, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Library Director Buzzy Nielsen



I. Additions/deletions from the agenda (ACTION)

VanOrman

II. Conflicts or potential conflicts of interest

VanOrman

III. Consent agenda (ACTION)

VanOrman

To make meetings quicker, I'd like to implement a consent agenda. With this, items that likely won't involve much discussion can be approved all at once. Items on the consent agenda can still be discussed, such as correcting the minutes. They can even be pulled into the regular agenda. This method just allows for faster meetings. Motions can be made to approve the entire consent agenda, rather than individual motions.

i. Minutes of January 19, 2016 meeting

Attachments:

- III.i. Minutes of January 19, 2016, meeting

ii. 2016 property and liability bill

Attachments:

- III.ii. Insurance invoice from Special Districts Insurance Services

This invoice is for our annual property and liability insurance. The bill is approximately \$400 more than last year, primarily due to general increases and insuring more property than last year. We will need to revise our insurance as of July 1, when we assume ownership of the Hood River property. However, our insurance agent recommends updating that closer to when the transfer occurs. Based on a recent assessment of building, property, and contents, our annual insurance bill with the Hood River building and property is anticipated to increase by around \$5,000, much lower than I expected. We received a ten percent discount on insurance thanks to our work on Special Districts Association of Oregon (SDAO) best practices recommendations.

iii. Updates to sick leave, pay transparency, and trial period policies

Attachments:

- III.iii.a. Personnel policy updates for sick leave and pay transparency
- III.iii.b. Employee Health Care Benefits Policy revision

As discussed at the last meeting, Oregon has passed a new sick leave law requiring leave for all employees. The District already offered this benefit, but we needed to bring some of our policies in line with the new law, as well as to simplify administration. Here are the changes:

- Changing all hourly employees to hourly accrual basis rather than FTE accrual basis.

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- Clarifying wording on accrual for salaried employees, including noting that they receive their full accrual if they have any payable hour in a month. Eight hours per month and one hour per 21.5 worked are approximately equivalent.
- Simplifying wording on when sick leave can be used.
- Increasing the lead time employees need to give their supervisor when calling in sick.

The federal and state governments are making some updates regarding pay transparency. Among those updates are having a statement in Personnel Policies. This statement is adapted from Oregon State University's. We also will be including a pay transparency statement on our applications.

Finally, given legal workplace protections, our trial period policy had too strong wording regarding the District's ability to terminate a trial employee. Even with at-will employment, the District still must have a documented reason for terminating an employee in a trial period. Our legal counsel recommends removing it. I also have clarified the wording of our delay period for benefits to note that benefits will start on the first day of the month after sixty days have elapsed following the hire date. This clarification also needed to be made in the Employee Health Care Benefits Policy.

District legal counsel Jeff Baker is reviewing these policies.

IV. Open forum for the general public

VanOrman

V. Reports

i. Friends update

VanOrman

During their February meeting, the Friends participated in a focus group conducted by strategic planning consultant Penny Hummel. Hummel said that they gave a lot of useful ideas. The Friends also set the dates for their annual booksale: May 12-14.

ii. Foundation update

Snyder

Some Foundation members, along with District Board members, also participated in a focus group with Hummel. Once again, she said that the information she received was very helpful. The Foundation's primary efforts right now are focused on the Feast of Words, which is on Saturday, March 12, from 6.00-9.00p. This year, fundraising efforts focus on updating the children's area at Hood River Library. The Foundation also has been revising their new strategic plan. After things settle down following the Feast of Words, the Foundation hopes to revive efforts to expand and formalize procedures for their endowment, which is kept at the Gorge Community Foundation.

iii. December and January financial statements

Nielsen

Attachments:

- V.iii.a. December 2015 financial statements
- V.iii.b. January 2016 financial statements

The District is tracking well for most line items for this time of year. As of the end of January, we have over \$900,000 in Hood River County's investment pool. This money gets transferred into the District's checking account as needed. We will be going over budget on the accounting and auditing line item because the accounting invoices from the last two quarters of last fiscal year weren't received until this fiscal year.

iv. Director's report

Nielsen

Attachments:

- V.iv.a. January 2016 statistics
- V.iv.b. January 2016 programs

Programs and services

- The Library District once again is competing against the Pendleton Public Library and a combined team of the Harney and Lake County Libraries in the Million Page Challenge. The first library whose patrons read a million pages wins! The challenge runs from February 1-March 14. As of Monday the 8th, HRCLD is in second place with 18,968 pages.
- January checkouts were 3.3% higher than last February. Program involvement was up 73%.
- We once again are distributing tax forms. We carry the 1040, 1040A, and 1040EZ forms as well as their instructions. We can print nearly any of the IRS and Oregon Department of Revenue's forms from their websites. The libraries are an important source of forms and instructions for people who don't submit taxes online. AARP Tax-Aide once again is providing free tax preparation services for seniors and low-income families. They are at Hood River Library on Mondays from 2-6p and at the Hood River Valley Adult Center on Thursdays from 2-6p.
- We have started partnering with the Port of Cascade Locks to offer and promote more programming in the community. Recent and upcoming events include knitting and storytelling workshops and a showing of *Home Alone*.
- The White Salmon Library is being renovated. It will be closed all of February through early March. We are seeing increased use at Hood River Library, which we are prepared to handle.

Facilities

- Hood River Library recently was rekeyed, as the locks were wearing out. We slightly redid which keys opened what to make things more convenient for volunteers, such as the Friends and Foundation, while still maintaining proper security. We also are adding locks to some staff offices that previously lacked them.
- Hood River property transfer documents are now in the County's hands for review. The changeover is anticipated to happen on July 1. Hood River Library recently was re-appraised in anticipation of this.
- The City of Hood River is spearheading comprehensive park planning among multiple agencies. The Library District was invited to be on the steering committee. I turned down the offer, as there are many other organizations that could offer better input, but I let them know that we support the effort and are happy to supply information about our Gardens.
- I plan to expand the scope of work for our janitorial contract to include weekly service at Parkdale Library.
- Next fiscal year, I hope to replace the older sidewalk along Oak Street at Hood River Library. It is in very poor condition. I am talking with the City to see if there are additional projects they might want to do when that project happens. If I'm able to fit the replacement into the 2016-17 budget, I plan for the work to be done in September or October.

VI. Previous business

i. Strategic plan update

Nielsen

Strategic planning consultant Penny Hummel has conducted all of her focus groups and interviews. She held focus groups with staff, seniors, Spanish speakers, Friends of the Library, teens, and Library

Foundation/District Board members. Attendance at the seniors group was small, but Hummel said that she got excellent results from all of the groups. She's also been pleased with the individual interviews which she's conducted or has scheduled with County Administrator David Meriwether, former Hood River Mayor Arthur Babitz, Foundation and former Board member Heather Staten, The Next Door Director Janet Hamada, school superintendent Dan Goldman, Radio Tierra director Gale Arnold, and owner of Lorang's Fine Art Debora Lorang. I am working with Penny to finalize the invitation and invitees to the community meeting on April 2, 8.30a-3.00p, at the Hood River Library.

VII. New business

i. SDAO conference report

Nielsen/Schoppert

Schoppert and I attended the SDAO conference on February 4-7 in Sunriver. Schoppert will report on the sessions he attended at the meeting. I attended the following sessions:

- Supervising within the law: The session focused on best practices for handling and documenting personnel issues. I came away with many helpful tips and procedures.
- What do these laws really mean to us: The presenter discussed recent human resources related legal changes such as Oregon's new sick leave law, minimum wage, pay transparency, and others.
- Top ten ethics real-life role plays: This session gave an overview of Oregon ethics laws and gave some actual examples of violations and complications.
- Generational diversity: The presentation discussed differences among the Traditionalist, Boomer, Generation X, and Millennial generations. There was a good discussion among attendees.
- Enlisting volunteers: This session looked promising, but unfortunately it mainly focused on fire districts and was not terribly useful. I left early and attended a session describing what happens when SDAO must defend districts in court.

ii. Oregon ethics law training

Nielsen

This year, SDAO's best practices recommendations focus on Oregon ethics laws. One of their requirements is that the Board watch a 15-minute training about ethics law through SDAO's online program SafePersonnel. Watching the video will give us a 2% discount on our insurance bill next year.

iii. Ethics revisions to Governance and Personnel Policies (ACTION)

Nielsen

Attachments:

- VII.iii.a. Proposed revisions to Board Governance Policy
- VII.iii.b. Resolution 2015-16.09, amending the Board Governance Policy
- VII.iii.c. New ethics law provisions for the Personnel Policies

As I mentioned, SDAO is focusing on government ethics law this year, including updating districts' policies. In looking at our Board Governance Policy, I noticed that it only had two provisions relating to public official ethics. I based the attached revisions on SDAO's sample ethics policy, with some revisions for clarity.

Employees and volunteers acting in their official capacities also are subject to Oregon government ethics law. However, our Personnel Policies lacked anything other than a reference to the laws. I've included a draft policy. District counsel is reviewing both ethics revisions.

iv. 2016-17 budget

Nielsen

Attachments:

- VII.iv. Draft 2016-17 budget calendar

With the start of the new year comes the start of the next fiscal year's budget process. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members. Budget committee members are appointed to 3-year terms. We have two budget committee members whose terms ended in 2015: Jen Bayer and Nate DeVol. Bayer agreed to serve another term, but DeVol declined. Thus, we need to find a replacement. I have received confirmation from all of the other members that they'll continue and can attend the meetings as scheduled in the budget calendar. Currently, our Budget Committee is Jen Bayer (assuming the Board reappoints her), Monica Zorza Hockett, Nick Hogan, and Erick VonLubken. Once we find another committee member, we can approve the new and expiring members and appoint the Budget Officer, which typically is the Library Director.

I've also attached a draft budget calendar. Please let me know if these dates work for you.

v. Update to controlled substances policy (ACTION)

Nielsen

Attachments:

- VII.v. Proposed and current personnel policies on drugs

One of the presentations at the SDAO conference discussed marijuana. While I did not attend, I did review the handout and spoke with a colleague about the presentation. After looking at it and SDAO's sample drug policies, I updated our controlled substances policies to give more detail and enable the District to ensure safety of employee's and the public. District legal counsel is reviewing the changes.

VIII. Agenda items for next meeting

VanOrman

- Strategic planning update
- Final budget committee and calendar approval
- Cascade Locks lease agreement for new facility
- Reviewing library Director evaluation questions
- Renewing Hood River Library janitorial contract

IX. Adjournment

VanOrman

Board of Directors
Regular Meeting Minutes
Tuesday, January 19, 2016, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Suzanne VanOrman, President



Present: Jen Bayer (Foundation), Rachael Fox (staff), Penny Hummel (consultant), Patty Lara-Martinez (staff), Buzzy Nielsen (staff), John Schoppert, Jean Sheppard, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION)

VanOrman

President VanOrman called the meeting to order at 7.00p. Snyder moved to approve the agenda as presented. Vaivoda seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest

VanOrman

None stated.

III. Approval of minutes from December 15 meeting (ACTION)

VanOrman

Snyder noted a mistake in the director's report section of the minutes and a grammatical error in the section discussing strategic planning, Sheppard also noted that she was at the meeting. Snyder moved to accept the minutes as corrected. Schoppert seconded. The motion carried unanimously.

IV. Open forum for the general public

VanOrman

There was no public present

V. Strategic planning

Hummel

Penny Hummel, library consultant from Portland, attended the meeting to brainstorm names to invite to a day-long strategic planning retreat. The intent of the retreat is to hear from the community about their interests for the future direction of the library district. Hummel recently lead such a meeting for the library district in Florence.

Hummel asked what each person present wanted to get out of the strategic planning process. Responses included getting the word out about the modernized library, learning from the community, embracing and "engulfing" non-users, making the library district an invaluable part of the community, getting goods ideas from the many people who use the libraries regularly, finding what needs we are or are not addressing, making the libraries more accessible, involving seniors, continuing outreach efforts to the Latino community, and seeing what the next steps are after reopening the libraries.

Board members and staff will invite people individually to the retreat, which will be on Saturday, April 2, from 8.30a-4.00p at Hood River Library. The library will close to the public. The Board and staff brainstormed several possible people to invite. Hummel will look over the list and work with staff to finalize it. Participants will be mailed invitations, which will be followed up by personal calls.

The Board, along with the Foundation, will be participating in a focus group on Tuesday, February 9,

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7.00p, at Hood River Library.

Hummel anticipates having a draft plan by the April 19th board meeting, which will have final approval in May. Hummel also will work with staff on an implementation plan.

VI. Reports

i. Friends update

VanOrman

There were no further updates from the Friends of the Library other than the written report. VanOrman and Snyder both commented how much they liked *Martin Marten*, the 2016 Hood River County Reads selection.

ii. Foundation update

Bayer

In addition to the written report, Bayer noted that long-time Foundation supporter Meg Euwer died recently. Her family has designated the Library Foundation for memorial contributions.

iii. November and December financial statements

Nielsen

The Board reviewed the November 2015 financial statements and had no questions. The December financial statements were unavailable at the meeting.

iv. Director's report

Nielsen

In addition to his written report, Nielsen noted the following:

- Staff recently ordered new clocks to replace the aging ones throughout the Hood River Library building.
- Hood River Library is getting rekeyed.
- A Percy Manser painting previously semi-hidden in a study room at Hood River Library will be given a place of prominence in the Reading Room
- Nielsen identified companies to replace the broken window and handicapped door openers at Hood River Library.

VII. Previous business

There was no previous business.

VIII. New business

i. 2014-15 audit

Nielsen

The Board reviewed and discussed the 2014-15 audit report. Board members felt that a presentation by the auditors, Pauly Rogers and Co., was not necessary. They would like to see a copy of the checklist for monitoring district finances, however. Nielsen will request it. Nielsen also described some of the District's internal controls in response to a question by a Board member.

ii. Increasing maximum late fine (ACTION)

Nielsen

The Board discussed increasing the maximum late fine per item from \$1.00 to \$3.00. The daily late would remain \$0.10, but the cap would be higher. Staff requested this change to encourage people to return their items in a more timely fashion. Snyder moved to pass Resolution 2015-16.08, amending the fines and fees schedule to increase the maximum late fine. Sheppard seconded. The motion carried unanimously.

iii. Sick leave for variable-schedule employees (ACTION)

Nielsen

Several questions arose about what the new Oregon sick leave law requires, so this agenda item was tabled. Nielsen will come back to the next meeting with revisions. Employees already are accruing sick leave in compliance with the new law.

iv. Minoru Yasui Day (ACTION)

Nielsen

Schoppert moved to support the efforts in the Oregon Legislature to establish March 28 as Minoru Yasui Day, honoring the Presidential Medal of Freedom winner's accomplishments as well as celebrating the First Amendment. Sheppard seconded. The motion carried unanimously.

IX. Agenda items for next meeting

VanOrman

- Strategic planning update
- Sick leave policies

X. Adjournment

VanOrman

The meeting adjourned at 8.53p.

Date: 15-Jan-16

Named Participant: Hood River County Library District
502 State St
Hood River, OR 97031

Agent: Columbia River Insurance
P.O. Box 500
Hood River, OR 97031-0059

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
31P26994-4482	26994	01-Jan-16	31-Dec-16	15-Jan-16

**2016 Longevity
Credit Amount****

\$205.50

Coverage	Contribution
General Liability	
General Liability Contribution	\$2,140
Less Best Practices Credit	(\$214)
Less Multi-Line Discount Credit	(\$86)
Adjusted Contribution	\$1,840
Auto Liability	
Auto Liability Contribution	\$0
Less Best Practices Credit	\$0
Adjusted Contribution	\$0
Non-owned and Hired Auto Liability	\$150
Auto Physical Damage	\$0
Hired Auto Physical Damage	\$107
Excess Liability	\$586
Property	
Property Contribution	\$1,233
Less Best Practices Credit	(\$128)
Adjusted Contribution	\$1,105
Earthquake	\$0
Flood	\$0
Equipment Breakdown / Boiler and Machinery	\$0
Crime	\$466

Total: \$4,254

**Eligible districts must sign and return the attached Longevity Credit and Rate Lock Guarantee Agreement to receive the indicated Longevity Credit Amount

Coverage is provided for only those coverages indicated above for which a contribution is shown or that are indicated as "included." Your payment evidences "acceptance" of this renewal. Please use the payment coupon on the following page to help us apply your payment correctly.

Payment instructions are on the following page.



Special Districts Insurance Services

Liability Coverage Declarations

Certificate Number: 31P26994-4482

Coverage Period: 1/1/2016 through 12/31/2016

Named Participant:

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

Agent of Record:

Columbia River Insurance
P.O. Box 500
Hood River, OR 97031-0059

Coverage is provided for only those coverages indicated below for which a contribution is shown or that the contribution is indicated as "included."

Coverage	Per Occurrence Limit	Annual Aggregate	Deductible	Contribution
Public Entity Liability Coverage including:	\$500,000	None	N/A	\$1,840.00
Increased Limits of Liability	\$4,500,000	None	N/A	\$586.00
Total Limit of Liability	\$5,000,000	None	N/A	N/A
Tort Liability - Coverage A	Included	Included	None	Included
Federal Acts Liability - Coverage B	Included	Included	None	Included
Other Jurisdictions - Coverage C	Included	Included	None	Included
Employee Benefits Liability	Included	Included	None	Included
Wrongful Acts/Public Officials	Included	Included	None	Included
Employment Practices (see below)	Included**	\$5,000,000	See Below**	Included
Sexual Molestation	Included	Included	None	Included
Emergency Operations Pollution	Included	Included	None	Included
Potable Water Treatment Pollution	Included	Included	None	Included
Auto Liability	No Coverage	No Coverage	None	No Coverage
Non-Owned/Hired Auto Liability	Included	Included	None	\$150.00
Additional Coverages				
Unless otherwise indicated in Section III. ADDITIONAL COVERAGES of the SDIS Liability Coverage Document, the following Additional Coverages will not be in addition to the Total Limit of Liability identified above.				
Ethics Complaint Defense	\$2,500	\$5,000	None	Included
EEOC/BOLI Defense Costs	\$50,000	\$50,000	None	Included
Lead Liability Defense Costs	\$50,000	\$50,000	None	Included
Certified Acts of Terrorism	\$500,000	\$500,000	None	Included
OSHA Defense Costs	\$5,000	\$5,000	None	Included
Premises Medical Expense	\$5,000	\$5,000	None	Included
Limited Pollution Coverage	\$100,000	\$100,000	None	Included
Applicators Pollution Coverage	\$50,000	\$50,000	None	Included
OCITPA/ Credit Monitoring Expense Reimbursement	\$100,000	\$100,000	None	Included
Data Disclosure Liability	\$1,000,000	\$1,000,000	None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000	None	Included
Criminal Defense Costs	\$100,000	\$100,000	None	Included
Uninsured/Underinsured Motorist	No Coverage	No Coverage	None	No Coverage
Auto Physical Damage	No Coverage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	\$50,000	None	\$100 Comp/\$500 Coll	\$107.00

**** \$25,000,000 maximum per Occurrence limit for all SDIS Trust Participants involved in the same Occurrence.**
\$5,000,000 maximum per Occurrence and annual aggregate limit for all Employment Practices related Claims.
\$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.
\$10,000 controlled burn deductible if BPSST guidelines are not followed.



Special Districts Insurance Services Property Coverage Declarations

Certificate Number: 31P26994-4482

Coverage Period: 1/1/2016 through 12/31/2016

Named Participant:

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

Agent of Record:

Columbia River Insurance
P.O. Box 500
Hood River, OR 97031-0059

Scheduled Property Values:

\$0	Buildings, Other Structures and Scheduled Outdoor Property
\$1,177,953	Personal Property
	Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

\$1,177,953	The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
\$300,000,000	SDIS Per Occurrence Aggregate Loss Limit

Sublimits (Per Occurrence):

The subjects of coverage listed below are sub-limited within the "occurrence" Total Limit of Indemnification shown above. The limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Sublimits for Covered Property:

(Reference Section VIII - Covered Property in the SDIS Property Coverage Document)

\$250,000	Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment
\$100,000	Property of Employees/Volunteers - (subject to a \$5,000 maximum per person)
\$100,000	Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days
\$10,000	Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

Sublimits for Additional Coverages:

(Reference Section X - Additional Coverages in the SDIS Property Coverage Document)

\$5,000,000	Debris Removal - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)
\$50,000	Pollutant Clean-up and Removal From Land or Water- (Sublimit is \$50,000 or 20% of the scheduled location(s) value whichever is less)
\$10,000	Fungus as a Result of a "Covered Cause of Loss" - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)
\$10,000	Preservation of Undamaged Covered Property - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)
\$250,000	Professional Services - (Sublimit is \$250,000 or 10% of the covered portion of the loss whichever is less)
\$25,000	Fire Department Service Charge
\$10,000	Recharging of Fire Extinguishing Equipment
\$10,000	Arson Reward
\$5,000,000	Increased Cost of Construction - Enforcement of Ordinance or Law - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)
\$500,000	Increased Cost of Construction - Cost Resulting From Unforeseen Delay - (Sublimit is \$500,000 or 25% of loss, whichever is less)

Sublimits for Additional Coverages - Business Income and Extra Expense:

(Reference Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document)

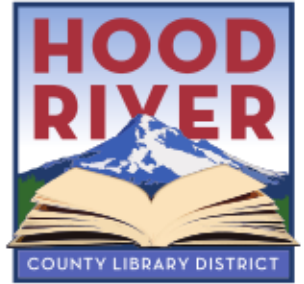
\$1,000,000	Business Income
\$1,000,000	Extra Expense
\$25,000	Enforcement of Order by Government Agency or Authority
\$25,000	Business Income from Dependent Property
\$100,000	Interruption of Utility Services
\$25,000	Inability to Discharge Outgoing Sewage

Sublimits for Coverage Extensions:

(Reference Section XII - Coverage Extensions in the SDIS Property Coverage Document)

\$2,000,000	Property in the Course of Construction. (If you have not complied with all of the notification requirements set forth in Section XII.A. within 60 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 60 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction).
\$500,000	Newly Acquired or Constructed Property. (No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 60 days after the dates specified in section XII. A.)
\$25,000	Unscheduled Outdoor Property
\$250,000	Vandalism and Malicious Mischief to Tracks and Artificial Turf Fields
\$250,000	Property in Transit
\$250,000	Accounts Receivable
\$50,000	Property Damaged by Overflow of Sewers or Drains
\$100,000	Covered Leashold Interest - (Sublimit is lesser of amount listed here, or an amount pro-rated based on time between the Loss and the earlier of: Lease Expiration; Re-occupancy of leased property; or lease of new property)
\$250,000	Valuable Papers and Records - (Sublimit is lesser of: Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced; or amount of sublimit listed here)
\$25,000	Property Damaged by Computer Virus
\$250,000	Miscellaneous Property Damaged by Specified Cause of Loss or Theft - (Sublimit lesser of: Appraised Value; Fair Market Value; or Sublimit listed here)

Employee Health Care Benefits Policy



In an effort to ensure a healthy, productive, and talented workforce, the Hood River County Library District provides health care benefits to eligible employees. This policy establishes those benefits, how they are selected, and what types of health care benefits are provided by the District.

Eligibility

Any regular employee who is scheduled in any capacity at any site to work for the District at least twenty hours per week is deemed to be eligible for health care benefits as defined in this policy.

Health care benefits shall be available two months after an employee's start date on the first day of the month that occurs after sixty days from the hire date.

Health Care Benefits

The District shall contribute to the cost of health care benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,000 per month. In future years, the amount of the District's monthly contribution may be set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. Employees shall not be compensated for any amount under the monthly cap not being spent, except as provided below in "In-Lieu Health Care Benefits".

The health care benefits provider shall be selected by the employees, with guidance and limitations established by the Board of Directors, and may include medical, vision, dental, and mental health coverage. If given the option by the benefits provider(s), employees may elect whether or not to participate in the different types of insurance, thereby electing how they would like to spend their District-provided monthly health care benefits cap.

In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan. For employees participating in the HRA VEBA plan, the District shall contribute a monthly amount equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap. This contribution shall be prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

Other Considerations

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place their own limits and conditions on employee eligibility and benefits, so these restrictions, if any, must be considered as well.

502 State Street
Hood River · OR 97031
541 386 2535

Personnel Policies – Proposed revisions

8.1 Trial Period

All employees are subject to a six month trial period, which begins on their initial hire date. The trial period is intended to give new employees the opportunity to demonstrate their ability, achieve satisfactory performance, and determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. During the trial period, vacation leave will not be granted. Sick and vacation leave will accrue from the first day of work. Eligible employees may enroll in the health care and retirement benefits on the first day of the month that occurs after sixty days from the hire date. after a three-month waiting period. Completion of the trial period does not modify an employee's at-will employment status.

~~Either the employee or the District may end the employment relationship at will at any time during or after the trial period, with or without cause or advance notice.~~ Any significant absence will automatically extend a trial period by the length of the absence. If the Library Director~~employee's supervisor~~ determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee's performance, the trial period may be extended for a specified period.

10.6 Pay Transparency

The District will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the District's legal duty to furnish information, including public records requests.

11.8 Sick Leave

Upon employment, hourly employees shall ~~accrue~~be granted sick leave ~~of at a rate of 1 hour per 21.5 worked, rounded to the nearest quarter-hour.~~ Salaried employees shall accrue eight sick leave hours per month, prorated based on a forty-hour workweek. Salaried employees shall receive their full sick leave accrual during any month in which they have payable hour. Sick leave shall accrue during earned vacation, holiday, and other paid leave. Sick leave accrual shall be limited to four hundred hours for employees who are regularly scheduled for twenty hours a week or more, and capped at ~~eighty~~forty-eight hours for employees who are regularly scheduled for fewer than twenty hours a week. Accrued sick leave shall not be compensated upon termination or death of an employee.

Employees may ~~use~~utilize ~~their allowances of~~ sick leave when unable to perform their work duties due to illness or injury; pregnancy and childbirth; medical or dental care; mental health issues; handling issues of domestic violence, harassment, sexual assault, or stalking; or exposure to contagious disease ~~that could be spread to the public or coworkers under circumstances under which the health of employees or members of the public with whom the employee associates would be endangered by the attendance of the employee.~~ Sick leave may also be used in the event of medical, dental, or mental health issues~~illness~~ of an immediate family member, defined as spouse, parent, sibling, child, grandparent, parent-in-law, stepchild, or domestic partner.

Employees who will be absent from work for sick leave shall:

1. Notify their supervisor within at least one-half hour of the start of their workday when possible;
2. Specify the cause for their absence; and
3. Indicate estimated date of return, if possible.

In the event that an employee is off work more than five successive workdays under this section, the employee may be required to provide a physician's statement, upon their supervisor's request, as to the nature of the illness, the need for the employee's absence, and the estimated duration of the absence. Prior to allowing the employee to return to work, the employee's supervisor may require a doctor's release stating that the employee may return to their normal duties without risk of aggravating the illness or injury. When an employee is, by reason of illness or injury, unable to perform their job with the regularity, efficiency, or degree of safety necessary and/or when the employee's illness is at a stage where it may present an unreasonable risk of infection to others, the employee's supervisor may require that the employee absent themselves and take further sick leave.

Hood River County Library District
Balance Sheet - Cash Basis
December 31, 2015

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Current Assets:					
Cash in bank - Columbia State Bank	\$86,067				\$86,067
Cash with Hood River County	894,011	\$51,240	\$65,703	\$8,291	1,019,245
Petty cash	416				416
Employee draws	1,800				1,800
Total Current Assets	<u>982,294</u>	<u>51,240</u>	<u>65,703</u>	<u>8,291</u>	<u>1,107,528</u>
TOTAL ASSETS	<u>\$982,294</u>	<u>\$51,240</u>	<u>\$65,703</u>	<u>\$8,291</u>	<u>\$1,107,528</u>

LIABILITIES & FUND BALANCES

Liabilities					
Current Liabilities					
Payroll liabilities	\$1,758				\$1,758
Total Current Liabilities	<u>1,758</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,758</u>
Total Liabilities	<u>1,758</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,758</u>
Fund Balances:					
Unassigned	<u>980,536</u>	<u>51,240</u>	<u>65,703</u>	<u>8,291</u>	<u>1,105,770</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$982,294</u>	<u>\$51,240</u>	<u>\$65,703</u>	<u>\$8,291</u>	<u>\$1,107,528</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Six Months Ended December 31, 2015

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Revenues:					
Donations and grants	\$0	\$23,210			\$23,210
Property tax revenues - current year	720,881				720,881
Property tax revenues - prior year	12,450				12,450
Fines and fees	7,052				7,052
Intergovernmental revenue		15,295		\$30,076	45,371
Interest revenue	1,379		\$285		1,664
Miscellaneous					0
Total Revenues	741,762	38,505	285	30,076	810,628
Expenditures:					
Personal services:					
Wages and salaries	168,267	9,154		19,771	197,192
Employee benefits	55,802	4,191		1,786	61,779
Total Personal Services	224,069	13,345	0	21,557	258,971
Materials and services:					
Bank charges	96				96
Building rental	500				500
Building maintenance	8,587	3,216			11,803
HVAC	4,551				4,551
Elevator	902				902
Telephone	2,679				2,679
Internet	2,550				2,550
Collection development	33,742	4,880			38,622
Technology	1,483				1,483
Accounting and auditing	14,880				14,880
Courier	965				965
Custodial services	10,488				10,488
Technical services	3,014				3,014
Library consortium	11,340				11,340
Copiers	532				532
Elections expense	0				0
Furniture and equipment	881	4,684			5,565
Insurance	0				0
Georgiana Smith Memorial Garden	3,308	7,505			10,813
Legal services	1,725				1,725
Professional services	0				0
Dues and subscriptions	1,474				1,474
Miscellaneous	190				190
Postage and freight	405				405
Printing	245				245
Programs	6,508	2,997			9,505
Advertising	295				295
Supplies - office	7,036				7,036
Travel	2,158			228	2,386
Training	344				344
Board development	483				483
Electricity	9,257				9,257
Garbage	691				691
Natural gas	1,156				1,156
Water & sewer - building	2,032				2,032
Total Materials and Services	134,497	23,282	0	228	158,007
Capital outlay	0	12,648	32,412		45,060
Total Expenditures	358,566	49,275	32,412	21,785	462,038
Revenues Over Expenditures	383,196	(10,770)	(32,127)	8,291	348,590
Other Financing Sources (Uses)					
Operating transfers in			0		0
Operating transfers out	0				0
Total Other Financing Sources (Uses)	0	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	383,196	(10,770)	(32,127)	8,291	348,590
Fund Balance - July 1, 2015	597,340	62,010	97,830	0	757,180
Fund Balance - December 31, 2015	\$980,536	\$51,240	\$65,703	\$8,291	\$1,105,770

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Six Months Ended
December 31, 2015

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$0	\$0	\$500
Tax revenues - current	7,437	720,881	764,441
Tax revenues - prior year	752	12,450	15,000
Fines and fees	893	7,052	11,700
Interest revenue	230	1,379	4,000
Miscellaneous	(1,830)	0	500
Total Revenues	<u>7,482</u>	<u>741,762</u>	<u>796,141</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	218	2,293	5,494
Library clerk II	4,686	30,697	81,631
Library assistant I	5,752	38,160	78,443
Library assistant II	5,527	34,383	75,470
Librarian I	2,049	13,414	30,261
Librarian II	4,174	13,615	51,076
Library director	6,053	35,705	72,643
Payroll taxes and benefits:			
Retirement	2,502	14,062	27,710
Social security	2,177	12,872	30,219
Workers' compensation	5	1,062	1,200
Health insurance	(95)	25,512	60,125
Unemployment insurance	337	2,294	7,110
Total Personal Services	<u>33,385</u>	<u>224,069</u>	<u>521,382</u>
Materials and services:			
Bank charges	16	96	300
Building rental	0	500	8,100
Building maintenance	5,077	8,587	15,000
HVAC	4,461	4,551	6,000
Elevator	155	902	2,100
Telephone	583	2,679	5,340
Internet	425	2,550	5,400
Collection development	7,097	33,742	70,000
Technology	396	1,483	10,000
Accounting and auditing	0	14,880	22,200
Courier	145	965	3,000
Custodial services	1,723	10,488	21,000
Technical services	212	3,014	4,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Six Months Ended
December 31, 2015

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Library consortium	11,340	11,340	12,000
Copiers	87	532	1,100
Elections expense	0	0	0
Furniture and equipment	641	881	5,000
Insurance	0	0	4,000
Georgiana Smith Memorial Garden	234	3,308	20,000
Legal services	163	1,725	2,500
Professional services	0	0	15,000
Dues and subscriptions	205	1,474	3,500
Miscellaneous	0	190	1,000
Postage and freight	141	405	1,000
Printing	0	245	1,000
Programs	1,114	6,508	25,000
Advertising	0	295	1,000
Supplies - office	1,856	7,036	17,000
Travel	518	2,158	5,000
Training	230	344	2,000
Board development	230	483	1,000
Electricity	1,277	9,257	20,500
Garbage	115	691	1,500
Natural gas	405	1,156	11,500
Water & sewer - building	346	2,032	4,400
Total Materials and Services	39,192	134,497	327,440
Capital Outlay	0	0	0
Transfer to Equipment Reserve	0	0	50,000
Contingency	0	0	90,000
Total Expenditures	72,577	358,566	988,822
Change in Fund Balance	(\$65,095)	\$383,196	(\$192,681)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Six Months Ended
December 31, 2015

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$1,830	\$23,210	\$276,000
Intergovernmental revenue	6,635	15,295	0
Total Revenues	<u>8,465</u>	<u>38,505</u>	<u>276,000</u>
Expenditures:			
Personal services	1,835	13,345	17,340
Materials and services:	3,345	23,282	90,000
Capital outlay	3,000	12,648	175,000
Total Expenditures	<u>8,180</u>	<u>49,275</u>	<u>282,340</u>
Change in Fund Balance	<u><u>\$285</u></u>	<u><u>(\$10,770)</u></u>	<u><u>(\$6,340)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Six Months Ended
December 31, 2015

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$20	\$285	\$400
Other Financing Sources			
Transfer from General Fund	0	0	50,000
Total Revenues and Other Sources	<u>20</u>	<u>285</u>	<u>50,400</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	14,706	32,412	50,000
Total Expenditures	<u>14,706</u>	<u>32,412</u>	<u>50,000</u>
Change in Fund Balance	<u><u>(\$14,686)</u></u>	<u><u>(\$32,127)</u></u>	<u><u>\$400</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Sage Library System Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Six Months Ended
December 31, 2015

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Intergovernmental revenue	\$3,917	\$30,076	\$65,875
Total Revenues	<u>3,917</u>	<u>30,076</u>	<u>65,875</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Librarian I	3,043	19,771	40,953
Payroll taxes and benefits:			
Retirement	0	0	3,686
Social security	233	1,512	3,133
Workers' compensation	3	18	66
Health insurance	0	0	6,000
Unemployment insurance	0	256	737
Total Personal Services	<u>3,279</u>	<u>21,557</u>	<u>54,575</u>
Materials and services:			
Dues and subscriptions	0	0	300
Miscellaneous	0	0	2,000
Travel	228	228	3,000
Training	0	0	1,000
Total Materials and Services	<u>228</u>	<u>228</u>	<u>6,300</u>
Contingency	0	0	5,000
Total Expenditures	<u>3,507</u>	<u>21,785</u>	<u>65,875</u>
Change in Fund Balance	<u><u>\$410</u></u>	<u><u>\$8,291</u></u>	<u><u>\$0</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis

Grants Funds

For the Six Months Ended December 31, 2015

	Newspaper Digitization	SDAO Safety 2014	Foundation Grants	Friends of the Library	Foster Donation	LSTA Outreach 2015	MCMC Grant	GCF Nichols	RTR 2016	RTR 2015	Total
Revenues:											
Donations and grants	\$1,000	\$0	\$15,000	\$6,001	\$0	\$10,681	\$379	\$830	\$4,614	\$0	\$27,824
Intergovernmental revenue											10,681
Total Revenues	1,000	0	15,000	6,001	0	10,681	379	830	4,614	0	38,505
Expenditures:											
Personal services:											9,155
Wages and salaries:											824
Library assistant II											700
Employee benefits:											144
Retirement											2,515
FICA											8
Workers compensation											
Health insurance											
Unemployment insurance											
Total Personal Services	0	0	0	0	0	13,346	0	0	0	0	13,346
Materials and services:											3,216
Building maintenance											4,880
Collection development			2,488	3,001	215		170			1,227	0
Technical services				995							2,996
Programs				1,700	1,785					1,296	4,684
Furniture and equipment				2,899							7,505
Georgiana Smith Memorial Garden			7,505								
Total Materials and Services	0	0	9,993	8,595	2,000	0	170	0	0	2,523	23,281
Capital outlay	0	3,000	9,648	0	0	0	0	0	0	0	12,648
Total Expenditures	0	3,000	19,641	8,595	2,000	13,346	170	0	0	2,523	49,275
Net Change in Fund Balance	1,000	(3,000)	(4,641)	(2,594)	(2,000)	(2,665)	209	830	4,614	(2,523)	(10,770)
Fund Balance - July 1, 2015	642	3,000	52,688	3,926	2,000	(2,826)	0	0	0	2,580	62,010
Fund Balance - December 31, 2015	\$1,642	\$0	\$48,047	\$1,332	\$0	(\$5,491)	\$209	\$830	\$4,614	\$57	\$51,240

See Independent Accountants' Compilation Report

Hood River County Library District
Balance Sheet - Cash Basis
January 31, 2016

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Current Assets:					
Cash in bank - Columbia State Bank	\$117,017				\$117,017
Cash with Hood River County	788,900	\$66,454	\$61,924	\$9,385	926,663
Petty cash	416				416
Total Current Assets	<u>906,333</u>	<u>66,454</u>	<u>61,924</u>	<u>9,385</u>	<u>1,044,096</u>
TOTAL ASSETS	<u>\$906,333</u>	<u>\$66,454</u>	<u>\$61,924</u>	<u>\$9,385</u>	<u>\$1,044,096</u>

LIABILITIES & FUND BALANCES

Liabilities					
Current Liabilities					
Payroll liabilities	\$1,088				\$1,088
Total Current Liabilities	<u>1,088</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,088</u>
Total Liabilities	<u>1,088</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,088</u>
Fund Balances:					
Unassigned	905,245	66,454	61,924	9,385	1,043,008
TOTAL LIABILITIES & FUND BALANCES	<u>\$906,333</u>	<u>\$66,454</u>	<u>\$61,924</u>	<u>\$9,385</u>	<u>\$1,044,096</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Seven Months Ended January 31, 2016

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Revenues:					
Donations and grants	\$0	\$37,533			\$37,533
Property tax revenues - current year	726,685				726,685
Property tax revenues - prior year	13,768				13,768
Fines and fees	7,763				7,763
Intergovernmental revenue		21,922		\$35,059	56,981
Interest revenue	1,655		\$306		1,961
Miscellaneous					0
Total Revenues	749,871	59,455	306	35,059	844,691
Expenditures:					
Personal services:					
Wages and salaries	199,979	10,729		23,328	234,036
Employee benefits	71,552	4,941		2,118	78,611
Total Personal Services	271,531	15,670	0	25,446	312,647
Materials and services:					
Bank charges	112				112
Building rental	500				500
Building maintenance	8,879	3,216			12,095
HVAC	4,551				4,551
Elevator	1,057				1,057
Telephone	3,020				3,020
Internet	2,975				2,975
Collection development	43,276	5,117			48,393
Technology	1,893				1,893
Accounting and auditing	19,700				19,700
Courier	965				965
Custodial services	12,211				12,211
Technical services	3,014				3,014
Library consortium	11,340				11,340
Copiers	673				673
Elections expense	0				0
Furniture and equipment	1,787	4,684			6,471
Insurance	4,254				4,254
Georgiana Smith Memorial Garden	5,174	7,505			12,679
Legal services	1,725				1,725
Professional services	4,362				4,362
Dues and subscriptions	1,643				1,643
Miscellaneous	224				224
Postage and freight	421				421
Printing	245				245
Programs	8,854	6,171			15,025
Advertising	295				295
Supplies - office	7,855				7,855
Travel	2,245			228	2,473
Training	344				344
Board development	761				761
Electricity	10,684				10,684
Garbage	806				806
Natural gas	2,208				2,208
Water & sewer - building	2,382				2,382
Total Materials and Services	170,435	26,693	0	228	197,356
Capital outlay	0	12,848	36,212		48,860
Total Expenditures	441,966	55,011	36,212	25,674	558,863
Revenues Over Expenditures	307,905	4,444	(35,906)	9,385	285,828
Other Financing Sources (Uses)					
Operating transfers in			0		0
Operating transfers out	0				0
Total Other Financing Sources (Uses)	0	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	307,905	4,444	(35,906)	9,385	285,828
Fund Balance - July 1, 2015	597,340	62,010	97,830	0	757,180
Fund Balance - January 31, 2016	\$905,245	\$66,454	\$61,924	\$9,385	\$1,043,008

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2016

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Revenues:			
Donations and grants	\$0	\$0	\$500
Tax revenues - current	5,803	726,685	764,441
Tax revenues - prior year	1,318	13,768	15,000
Fines and fees	712	7,763	11,700
Interest revenue	276	1,655	4,000
Miscellaneous	0	0	500
Total Revenues	8,109	749,871	796,141
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	301	2,594	5,494
Library clerk II	5,735	36,432	81,631
Library assistant I	6,537	44,697	78,443
Library assistant II	6,706	41,089	75,470
Librarian I	2,206	15,620	30,261
Librarian II	4,174	17,789	51,076
Library director	6,053	41,758	72,643
Payroll taxes and benefits:			
Retirement	2,902	16,964	27,710
Social security	2,426	15,298	30,219
Workers' compensation	6	1,059	1,200
Health insurance	9,892	35,404	60,125
Unemployment insurance	533	2,827	7,110
Total Personal Services	47,471	271,531	521,382
Materials and services:			
Bank charges	16	112	300
Building rental	0	500	8,100
Building maintenance	292	8,879	15,000
HVAC	0	4,551	6,000
Elevator	155	1,057	2,100
Telephone	341	3,020	5,340
Internet	425	2,975	5,400
Collection development	9,535	43,276	70,000
Technology	410	1,893	10,000
Accounting and auditing	4,820	19,700	22,200
Courier	0	965	3,000
Custodial services	1,723	12,211	21,000
Technical services	0	3,014	4,000

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HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2016

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Library consortium	0	11,340	12,000
Copiers	141	673	1,100
Elections expense	0	0	0
Furniture and equipment	906	1,787	5,000
Insurance	4,254	4,254	4,000
Georgiana Smith Memorial Garden	1,866	5,174	20,000
Legal services	0	1,725	2,500
Professional services	4,362	4,362	15,000
Dues and subscriptions	168	1,643	3,500
Miscellaneous	33	224	1,000
Postage and freight	16	421	1,000
Printing	0	245	1,000
Programs	2,346	8,854	25,000
Advertising	0	295	1,000
Supplies - office	819	7,855	17,000
Travel	87	2,245	5,000
Training	0	344	2,000
Board development	278	761	1,000
Electricity	1,427	10,684	20,500
Garbage	115	806	1,500
Natural gas	1,053	2,208	11,500
Water & sewer - building	350	2,382	4,400
Total Materials and Services	35,938	170,435	327,440
Capital Outlay	0	0	0
Transfer to Equipment Reserve	0	0	50,000
Contingency	0	0	90,000
Total Expenditures	83,409	441,966	988,822
Change in Fund Balance	(\$75,300)	\$307,905	(\$192,681)

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2016

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$14,323	\$37,533	\$276,000
Intergovernmental revenue	6,627	21,922	0
Total Revenues	<u>20,950</u>	<u>59,455</u>	<u>276,000</u>
Expenditures:			
Personal services	2,324	15,670	17,340
Materials and services:	3,412	26,693	90,000
Capital outlay	0	12,648	175,000
Total Expenditures	<u>5,736</u>	<u>55,011</u>	<u>282,340</u>
Change in Fund Balance	<u><u>\$15,214</u></u>	<u><u>\$4,444</u></u>	<u><u>(\$6,340)</u></u>

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HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2016

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$21	\$306	\$400
Other Financing Sources			
Transfer from General Fund	0	0	50,000
Total Revenues and			
Other Sources	<u>21</u>	<u>306</u>	<u>50,400</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	3,801	36,212	50,000
Total Expenditures	<u>3,801</u>	<u>36,212</u>	<u>50,000</u>
Change in Fund Balance	<u><u>(\$3,780)</u></u>	<u><u>(\$35,906)</u></u>	<u><u>\$400</u></u>

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HOOD RIVER COUNTY LIBRARY DISTRICT
Sage Library System Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2016

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Intergovernmental revenue	\$4,983	\$35,059	\$65,875
Total Revenues	<u>4,983</u>	<u>35,059</u>	<u>65,875</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Librarian I	3,557	23,328	40,953
Payroll taxes and benefits:			
Retirement	0	0	3,686
Social security	272	1,785	3,133
Workers' compensation	3	21	66
Health insurance	0	0	6,000
Unemployment insurance	57	312	737
Total Personal Services	<u>3,889</u>	<u>25,446</u>	<u>54,575</u>
Materials and services:			
Dues and subscriptions	0	0	300
Miscellaneous	0	0	2,000
Travel	0	228	3,000
Training	0	0	1,000
Total Materials and Services	<u>0</u>	<u>228</u>	<u>6,300</u>
Contingency	0	0	5,000
Total Expenditures	<u>3,889</u>	<u>25,674</u>	<u>65,875</u>
Change in Fund Balance	<u><u>\$1,094</u></u>	<u><u>\$9,385</u></u>	<u><u>\$0</u></u>

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HOOD RIVER COUNTY LIBRARY

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis Grants Funds

For the Seven Months Ended January 31, 2016

	Newspaper Digitization	SDAO Safety 2014	SDAO Safety 2016	Foundation Grants	Friends of the Library	Foster Donation	LSTA Outreach 2015	MCMC Grant	GCF Nichols	RTR 2016	RTR 2015	Total
Revenues:												
Donations and grants	\$1,000	\$0	\$3,000	\$15,000	\$17,324	\$0	\$10,681	\$379	\$830	\$11,241	\$0	\$37,533
Intergovernmental revenue												21,922
Total Revenues	<u>1,000</u>	<u>0</u>	<u>3,000</u>	<u>15,000</u>	<u>17,324</u>	<u>0</u>	<u>10,681</u>	<u>379</u>	<u>830</u>	<u>11,241</u>	<u>0</u>	<u>59,455</u>
Expenditures:												
Personal services:												
Wages and salaries:							10,729					10,729
Library assistant II							966					966
Employee benefits:							821					821
Retirement							169					169
FICA							2,976					2,976
Workers compensation							9					9
Health insurance												
Unemployment insurance												
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,670</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,670</u>
Materials and services:												
Building maintenance						215						3,216
Collection development				2,488	3,001			170			1,227	5,117
Technical services					1,232							0
Programs					4,275	1,785				600	1,296	6,171
Furniture and equipment					2,899							4,684
Georgiana Smith Memorial Garden				7,505								7,505
Total Materials and Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,993</u>	<u>11,407</u>	<u>2,000</u>	<u>0</u>	<u>170</u>	<u>0</u>	<u>600</u>	<u>2,523</u>	<u>26,693</u>
Capital outlay	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>9,648</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,648</u>
Total Expenditures	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>19,641</u>	<u>11,407</u>	<u>2,000</u>	<u>15,670</u>	<u>170</u>	<u>0</u>	<u>600</u>	<u>2,523</u>	<u>55,011</u>
Net Change in Fund Balance	1,000	(3,000)	3,000	(4,641)	5,917	(2,000)	(4,989)	209	830	10,641	(2,523)	4,444
Fund Balance - July 1, 2015	642	3,000	0	52,688	3,926	2,000	(2,826)	0	0	0	2,580	62,010
Fund Balance - January 31, 2016	<u>\$1,642</u>	<u>\$0</u>	<u>\$3,000</u>	<u>\$48,047</u>	<u>\$9,843</u>	<u>\$0</u>	<u>(\$7,815)</u>	<u>\$209</u>	<u>\$830</u>	<u>\$10,641</u>	<u>\$57</u>	<u>\$66,454</u>

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Circulation, 2015-16

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	420	402	393	509	401	425	423						2,973
Video	1,361	1,464	1,652	1,719	1,527	1,974	2,068						11,765
Fiction	1,201	1,082	1,009	993	863	954	953						7,055
Large print	54	67	84	117	107	65	76						570
Nonfiction	928	887	885	852	767	841	863						6,023
Spanish	92	69	79	99	79	58	99						575
Magazines	188	239	190	231	262	265	293						1,668
New books	961	866	863	862	822	854	850						6,078
Graphic novels	98	98	74	69	75	52	63						529
Miscellaneous	29	25	24	24	28	20	17						167
Young adult collection	396	362	232	191	179	215	202						1,777
Children's audio	356	298	213	236	253	228	611						2,195
Children's new books	414	418	418	360	344	337	457						2,748
Board Books	299	221	244	205	172	215	147						1,503
Children video	954	794	672	709	667	753	720						5,269
Children's fiction	1,288	962	714	762	739	631	641						5,737
Children's nonfiction	538	419	401	396	389	345	572						3,060
Picture books	1,051	970	809	756	703	533	911						5,733
Readers	405	363	287	382	353	326	343						2,459
Holiday books	22	6	80	177	237	362	65						949
Children's graphic novels	217	289	147	153	173	154	154						1,287
Children's Spanish	159	143	91	144	100	116	171						924
Theme bags & book kits	16	15	23	20	18	20	30						142
TOTAL	11,447	10,459	9,584	9,966	9,258	9,743	10,729	0	0	0	0	0	71,186

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	3	2	5	8	6	5	6						35
Video	71	22	42	33	23	36	29						256
Fiction	40	20	23	30	10	22	22						167
Large print	1	0	0	0	0	1	3						5
Nonfiction	21	28	15	27	3	7	19						120
Spanish	0	0	0	0	0	0	0						0
Magazines	2	8	7	6	3	4	13						43
New books	9	13	11	28	8	9	11						89
Graphic novels	4	1	5	1	2	2	2						17
Miscellaneous	0	1	0	0	0	0	0						1
Young adult collection	8	6	10	3	0	5	8						40
Children's audio	3	0	2	0	3	0	1						9
Children's new books	3	3	2	11	1	1	4						25
Board Books	1	1	6	2	6	5	2						23
Children video	31	17	27	26	14	37	8						160
Children's fiction	15	3	5	3	10	13	4						53
Children's nonfiction	11	6	12	6	2	8	8						53
Picture books	16	1	10	1	18	13	3						62
Readers	2	2	0	6	11	15	1						37
Holiday books	1	0	0	0	6	20	3						30
Children's graphic novels	15	1	12	9	8	4	0						49
Children's Spanish	0	1	6	0	1	0	0						8
Theme bags & book kits	0	0	0	0	0	0	0						0
TOTAL	257	136	200	200	135	207	147	0	0	0	0	0	1,282

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	0	3	5	1	2	1						14
Video	83	43	31	18	42	54	84						355
Fiction	79	68	50	54	18	34	35						338
Large print	5	6	15	16	4	4	0						50
Nonfiction	26	12	22	23	13	11	21						128
Spanish	9	12	10	9	4	4	1						49
Magazines	6	9	1	0	2	0	8						26
New books	23	24	5	12	17	0	11						92
Graphic novels & comics	1	0	1	0	0	0	0						2
Miscellaneous	1	0	2	0	0	0	0						3
Young adult collection	12	9	3	2	1	2	4						33
Children's audio	2	3	3	0	1	3	0						12
Children's new books	2	0	3	0	0	0	1						6
Board Books	16	19	7	12	6	6	13						79
Children video	32	18	21	30	22	34	58						215
Children's fiction	5	43	25	18	8	5	16						120
Children's nonfiction	10	14	15	42	18	18	22						139
Picture books	48	31	48	42	15	12	17						213
Readers	11	8	5	11	14	31	4						84
Holiday books	2	3	4	1	1	13	5						29
Children's graphic novels	13	10	8	7	1	7	10						56
Children's Spanish	1	7	6	6	3	3	0						26
Theme bags	0	0	0	0	0	0	0						0
TOTAL	389	339	288	308	191	243	311	0	0	0	0	0	2,069

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	425	404	401	522	408	432	430	0	0	0	0	0	3,022
Video	1,515	1,529	1,725	1,770	1,592	2,064	2,181	0	0	0	0	0	12,376
Fiction	1,320	1,170	1,082	1,077	891	1,010	1,010	0	0	0	0	0	7,560
Large print	60	73	99	133	111	70	79	0	0	0	0	0	625
Nonfiction	975	927	922	902	783	859	903	0	0	0	0	0	6,271
Spanish	101	81	89	108	83	62	100	0	0	0	0	0	624
Magazines	196	256	198	237	267	269	314	0	0	0	0	0	1,737
New books	993	903	879	902	847	863	872	0	0	0	0	0	6,259
Graphic novels & comics	103	99	80	70	77	54	65	0	0	0	0	0	548
Miscellaneous	30	26	26	24	28	20	17	0	0	0	0	0	171
Young adult collection	416	377	245	196	180	222	214	0	0	0	0	0	1,850
Children's audio	361	301	218	236	257	231	612	0	0	0	0	0	2,216
Children's new books	419	421	423	371	345	338	462	0	0	0	0	0	2,779
Board Books	316	241	257	219	184	226	162	0	0	0	0	0	1,605
Children video	1,017	829	720	765	703	824	786	0	0	0	0	0	5,644
Children's fiction	1,308	1,008	744	783	757	649	661	0	0	0	0	0	5,910
Children's nonfiction	559	439	428	444	409	371	602	0	0	0	0	0	3,252
Picture books	1,115	1,002	867	799	736	558	931	0	0	0	0	0	6,008
Readers	418	373	292	399	378	372	348	0	0	0	0	0	2,580
Holiday books	25	9	84	178	244	395	73	0	0	0	0	0	1,008
Children's graphic novels	245	300	167	169	182	165	164	0	0	0	0	0	1,392
Children's Spanish	160	151	103	150	104	119	171	0	0	0	0	0	958
Theme bags	16	15	23	20	18	20	30	0	0	0	0	0	142
TOTAL	12,093	10,934	10,072	10,474	9,584	10,193	11,187	0	0	0	0	0	74,537

Interlibrary loans, 2015-16

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	861	768	861	946	797	967	1,035						6,235
Borrowed from Sage	795	668	684	716	713	832	845						5,253
<i>Sage difference</i>	66	100	177	230	84	135	190	0	0	0	0	0	982

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	39	55	54	59	43	53	34						337
Borrowed from Sage	62	47	53	75	43	62	61						403
<i>Sage difference</i>	-23	8	1	-16	0	-9	-27	0	0	0	0	0	-66

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	35	37	35	40	22	36	42						247
Borrowed from Sage	16	19	23	28	16	23	28						153
<i>Sage difference</i>	19	18	12	12	6	13	14	0	0	0	0	0	94

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	935	860	950	1,045	862	1,056	1,111	0	0	0	0	0	6,819
Borrowed from Sage	873	734	760	819	772	917	934	0	0	0	0	0	5,809
<i>Sage difference</i>	62	126	190	226	90	139	177	0	0	0	0	0	1,010
Checked out by non-Sage	29	20	27	27	21	19	24						167
Borrowed from non-Sage	4	6	11	7	0	7	6						41
<i>Non-Sage difference</i>	25	14	16	20	21	12	18	0	0	0	0	0	126

Computer use, 2015-16

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	1,018	924	850	768	535	565	645						5,306
Cascade Locks	129	135	135	112	62	70	57						701
Parkdale	39	22	36	23	24	11	50						205
TOTAL	1,185	1,082	1,021	904	621	647	752	0	0	0	0	0	6,211

Electronic resource use, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
<i>Searches</i>	476	195	508	78	140	3	360						1,760
<i>Item views</i>	274	172	258	32	31	0	248						1,015
Auto Repair Ref Ctr	7	4	0	16	0	13	5						45
Facebook													
<i>Posts</i>	5	13	12	21	15	20	25						111
<i>Post reach</i>	830	2,466	2,792	1,756	3,618	3,315	4,272						19,049
<i>Post engagement</i>	56	219	297	93	468	268	305						1,706
<i>Total likes</i>	1,022	1,044	1,056	1,068	1,078	1,085	1,107						N/A
Gale databases													
<i>In library</i>	38	1	0	41	202	158	38						478
<i>Remote</i>	43	1	3	4	45	2	1						99
Heritage Quest													
<i>Searches</i>	22	30	46	9	148	0	0						255
<i>Item views</i>	13	30	39	6	129	0	0						217
hoodriverlibrary.org													
<i>Visits</i>	1,019	N/A	N/A	N/A	N/A	N/A	N/A						1,019
<i>Unique visitors</i>	741	N/A	N/A	N/A	N/A	N/A	N/A						N/A
<i>Pageviews</i>	1,882	N/A	N/A	N/A	N/A	N/A	N/A						1,882
Instagram													
<i>Posts</i>	4	7	4	4	3	3	2						27
<i>Post feedback</i>	7	24	20	20	18	12	17						118
<i>Followers</i>	110	121	127	132	142	152	156						110
LearningExpress	0	0	0	0	0	0	0						0
Library2go													
<i>ebooks</i>	372	327	301	375	354	378	376						2,483
<i>Audiobooks</i>	347	286	311	372	348	301	358						2,323
Newsletter													
<i>Subscribers</i>	680	680	680	680	680	680	680						680
<i>Messages sent</i>	0	0	0	0	0	0	0						0
<i>Opened</i>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						0.0%
<i>Click rate</i>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						0.0%
Pronunciator													
<i>Registrations</i>	1	16	2	10	2	14	26						71
<i>Logins</i>	2	157	9	31	5	31	87						322
TumbleBooks	514	20	2,805	3,521	2,028	2,512	4,602						16,002
Twitter													
<i>Tweets</i>	5	12	6	8	7	7	4						49
<i>Tweet impressions</i>	873	2,430	1,402	1,011	1,589	1,982	1,314						10,601
<i>Mentions</i>	2	1	1	0	3	3	2						12
<i>Total followers</i>	417	435	443	447	449	453	464						N/A

Patron statistics, 2015-16

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month		2,089	2,020	1,897	1,905	1,903	1,834	1,936						N/A
New patrons		134	138	124	104	94	86	103	0	0	0	0	0	783
Hood River		93	108	95	74	65	59	71						565
Cascade Locks		17	2	1	5	3	2	2						32
Odell		3	5	0	0	3	2	1						14
Parkdale		5	7	8	1	7	6	12						46
MIX libraries		14	12	14	21	16	14	15						106
Sage libraries		1	1	5	3	0	2	2						14
Passport libraries		0	0	0	0	0	0	0						0
Other		1	3	1	0	0	1	0						6

Metropolitan Interlibrary eXchange (MIX) statistics, 2015-16

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Circulation	First circs	423	349	402	507	406	612	601	0	0	0	0	0	3,300
	Camas	0	0	0	0	0	0	0						0
	Clackamas Co.	0	1	0	0	0	4	8						13
	Fort Vancouver	409	333	376	481	381	577	534						3,091
	Multnomah Co.	11	2	19	24	11	31	56						154
	Washington Co.	3	13	7	2	14	0	3						42
	Renewals	250	162	182	244	209	327	268	0	0	0	0	0	1,642
	Camas	0	0	0	0	0	0	0						0
	Clackamas Co.	0	0	0	0	0	0	4						4
	Fort Vancouver	248	162	165	237	191	318	254						1575
	Multnomah Co.	1	0	1	7	18	9	10						46
	Washington Co.	1	0	16	0	0	0	0						
	TOTALS	673	511	584	751	615	939	869	0	0	0	0	0	4942

Program statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	6	8	12	13	12	11	11						73
<i>Attendees</i>	124	248	349	383	916	390	553	0	0	0	0	0	2,963
Kids programs													
<i>Number</i>	61	36	19	25	21	26	26						214
<i>Attendees</i>	4,726	2,157	1,632	1,176	1,027	1,840	2,568	0	0	0	0	0	15,126
Teen programs													
<i>Number</i>	12	16	13	16	12	4	8						81
<i>Attendees</i>	162	326	488	649	439	12	37	0	0	0	0	0	2,113
TOTAL													
<i>Number</i>	79	60	44	54	45	41	45	0	0	0	0	0	368
<i>Attendees</i>	5,012	2,731	2,469	2,208	2,382	2,242	3,158	0	0	0	0	0	20,202

Program statistics, January (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Odell Coalition meeting presenting	Odell Coalition	Odell	Jan 6	8
Recursos Informativos radio Show	Radio Tierra	The Gorge	Jan 6,20	400
Book Club: <i>The Invention of Wings</i>		HR Library	Jan 7	6
Odell Book Mobile/Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	Jan 11,21,28	75
History of Herbal Medicine		HR Library	Jan 16	11
ATOD (Alcohol,Tobacco, and Other Drugs) meeting presentation	Hood River Prevention Coalition	HR Library	Jan 20	10
Grave Matters: Movie screening of <i>Still Alice</i>		HR Library	Jan 22	30
Twining weaving class	Libraries of Eastern Oregon	HR Library	Jan 30	13
Adult total				553
KIDS PROGRAMS				
Movie: <i>Peter and the Wolf</i>		HR Library	Jan 2	35
Puppet workshop		HR Library	Jan 2,9,23, 30	32
Outreach storytimes: Mid-Valley Elementary kindergarteners	Mid-Valley Elementary	Odell	Jan 4,25	50
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	HR Library	Jan 5,12,19,26	180
La Hora Infantil radio show	Radio Tierra	The Gorge	Jan 6,13,20,27	2,000
Outreach: Rinconcito trailer park	Rinconcito trailer park	Hood River	Jan 6.20,27	18
Storytime (preschool)		HR Library	Jan 7,14,21	68
Storytime (baby/toddler)		HR Library	Jan 7,14,21	80
Cookies and books		CL Library	Jan 19	30
Storytime (combined)		HR Library	Jan 28	75
Kids total				2,568
TEEN PROGRAMS				
Literary Trivia Challenge meetings			Jan 2,9,16,23,30	31
Young Writers Club			Jan 14,21,28	6
Teen total				37

Notes from focus groups and interviews

Subject: Notes from focus groups and interviews
From: Penelope Hummel <penny@pennyhummel.com>
Date: 02/13/2016 12:41 PM
To: Buzzy Nielsen <buzzy@hoodriverlibrary.org>

Hi, Buzzy—I still have two interviews to go next week, but, mindful of your board meeting on Tuesday night, I wanted to give you some notes to share with your board on what I've heard so far—since these are very much a first pass and are a work in progress, I would rather you just read off this rather than distribute it. (Feel free to share selectively rather than going through the whole list.) There is other data I will share with you directly that is more operational (particularly from staff).

Let me know if you want me to phone in to present this Tuesday night. If I were to do so, basically the thing I would emphasize is that people are very, very happy with the library these days. They think you and the staff are doing an excellent job, the district is a huge success and that the library is providing a good value for the dollar. That alone is reason to celebrate. Yay!

The things that show up as challenges/opportunities are in many cases next steps after what people say is already going well, and I would encourage you and your board to take them in that spirit. I put "parking and accessibility" on the list primarily because the former came up very strongly with the FOL (not so much elsewhere) and accessibility is very important to your board chair, and I want to make sure they all feel heard.

Let me know if you have any questions before Tuesday night, and if you want me to phone in and share this info. Thanks—

Penny Hummel
Penny Hummel Consulting
penny@pennyhummel.com
503.890.0494

www.pennyhummel.com

— Attachments: —

SOME NOTES FROM HOOD RIVER INTERVIEWS AND FOCUS GROUPS.docx

81.6 KB

NOTES “SO FAR” FROM HOOD RIVER INTERVIEWS AND FOCUS GROUPS (as of 2/12/16)

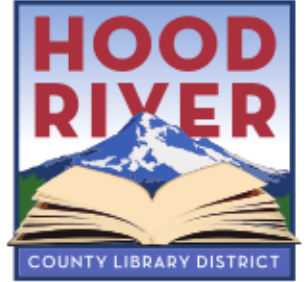
Areas where the library is doing well:

- Meeting community’s diverse service needs
- High quality services to children and teens
- Effective outreach to Spanish speakers
- Library programming, esp. Hood River Reads
- Prioritization of funding, particularly with respect to open hours
- Providing a beautiful and much-needed community center in Hood River
- Partnerships with other community organizations
- Highly appreciated and helpful staff, including dynamic leadership provided by current library director

Challenges/Opportunities:

- Maintaining high level of services with available funding
- Improving facilities and services at the branches
- Serving Odell and the county’s Spanish speaking community (adults as well as children)
- Keeping up with technology
- Providing training and support on how to use the library
- Parking and accessibility at Hood River library
- Increasing visibility to both users and non-users
- Involving more teens in library activities, and addressing their space needs at the Hood River library (teens want a place where they can “be teens”, i.e. louder, and one that is not used by adults.)
- Providing services to needy seniors
- Continuing to nurture a relevant and well-used collection

Board Governance Policy



I. Membership

A. *Composition*

- I. The Directors of the District are a Board of five members elected by the electors of the District. (ORS 357.226-357.236).
- II. Any elector residing within the District is qualified to serve as a Board member (ORS 357.226). Current District employees or officers may not serve as Board members.
- III. Board members are elected at large.

B. *Term of office*

Board members shall serve staggered four-year terms or until election and qualification of a successor (ORS 357.231).

C. *Vacancies*

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

D. *Interaction Agreement*

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The Board shall listen carefully to one another and strive to hear the best elements of a suggestion. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions. The Board shall speak carefully to respect the time and feelings of its volunteer colleagues. The Board shall celebrate its successes and persevere through difficult times.

E. *Board Candidates*

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the District.

F. *Orientation of new Board members*

The Board and District staff shall assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal & ethical responsibilities before s/he takes office.

II. Ethics

A. *Education*

Board members should be aware of the requirements of the Oregon Government Ethics laws and all other laws and policies pertaining to the District and ethical standards expected of members. Members are required regularly to attend or view conferences, and other trainings relevant to District business.

B. *Financial Gain*

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Board members are prohibited from using their position to receive certain financial benefits if the opportunity for the benefit would not otherwise be available but for their position, including benefits for themselves, a relative as defined by Oregon law, a member of the Board member's household, or a business with which the board member, a relative, or a member of the Board member's household is associated.

C. Compensation

Board members may receive official compensation, expense reimbursement, honorariums, unsolicited awards for professional achievement, and some gifts.

~~Board members may be reimbursed for expenses incurred in the performance of their duties. (ORS 357.460(2)).~~

D. Gifts

No Board member shall solicit or receive any gifts with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the member's official actions. A gift is defined as something of value for which the Board member does not pay an equal value, including entertainment. This provision only restricts gifts from sources that have an administrative or legislative interest in the Board member's actions; unlimited gifts may be accepted from a source that does not have a legislative or administrative interest.

E. Conflict of interest

Board members must declare actual or potential conflicts of interest and their nature.

- I. Actual conflicts occur when the Board member's action would affect financial interest as denoted in section B above. Following announcement, Board members with actual conflicts may not participate in the official action that gave rise to the conflict.
- II. Potential conflicts when the Board member's action could affect financial interest as denoted in section B above. Following announcement, Board members with potential conflicts may participate in the official action that gave rise to the conflict.
- III. If a Board member has an actual conflict and their vote is necessary to meet the minimum required for official action, the board member may vote. They must make the required announcement and refrain from any discussion, but may participate in the vote. This provision only applies in circumstances when all Board members are present and the number of members who must refrain due to actual conflicts make it impossible for the Board to take official action.

~~No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District. (ORS 357.460(1)).~~

- IV. ~~In the event of a potential conflict of interest, a Board member shall declare such conflict but may participate in discussions and vote. If any Board member has had any ex parte contact in a quasi-judicial matter, the member shall declare such contact prior to discussing the matter.~~

III. Officers

F. Officers and duties.

- I. The officers of the Board shall be a President, Vice President, and Secretary.
- II. The President shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The President's role as presiding officer of the

Resolution No. 2015-16.09

Resolution revising and adding ethics law provisions to the Board Governance Policy

WHEREAS, the Board Governance Policy has few Oregon public ethics law provisions; and

WHEREAS, there have been revisions to Oregon public ethics law since the Board Governance Policy was initially drafted;

Now, therefore be it RESOLVED, that the Board amends the Board Governance Policy as presented in the attached document and discussed and revised during the Board's meeting of February 16, 2016.

Adopted by the Board of Directors of Hood River County Library District this 16th day of February, 2016.

ATTEST:

Suzanne VanOrman, President

Buzzy Nielsen, Library Director

Personnel Policies

Proposed revisions – Ethics

7.11 Ethics

District employees and volunteers are considered public officials per Oregon law and are subject to Oregon Government Ethics Laws. When acting in their official capacity, employees and volunteers may not use District time, equipment, or services for personal benefit for themselves, a relative as defined by Oregon law, a member of the employee or volunteer's household, or a business with which the employee or volunteer, a relative, or a member of the employee or volunteer's household is associated.

When not acting in their official capacity, employees and volunteers are welcome to use District services with the same privileges and responsibilities as the general public. They also may not use information they learned through their official capacity for personal gain unless that information is available to the general public. In matters of personal interest, employees and volunteers should conduct themselves so as not to impair their working relationship with other employees, volunteers, officials, or the public.

7.11.1 Gifts

No employee or volunteer shall solicit or receive any gifts with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the employee or volunteer's official actions. A gift is defined as something of value for which the employee or volunteer does not pay an equal value, including entertainment. This provision only restricts gifts from sources that have an administrative or legislative interest in the employee or volunteer's actions; unlimited gifts may be accepted from a source that does not have a legislative or administrative interest.

7.11.2 Conflicts of Interest

The District shall make every reasonable effort to transfer decision-making responsibility to another District official if an employee or volunteer, in their official capacity, has to make a decision that would or could affect the personal interests of the themselves, a relative as defined by Oregon law, a member of the employee or volunteer's household, or a business with which the employee or volunteer, a relative, or a member of the employee or volunteer's household is associated.

II. Board Governance Policy

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III. Ethics

A. *Education*

Board members should be aware of the requirements of the Oregon Government Ethics laws and all other laws and policies pertaining to the District and ethical standards expected of members. Members are expected to~~required regularly to~~ attend or view conferences, and other trainings relevant to District business.

B. *Financial Gain*

Board members are prohibited from using their position to receive certain financial benefits if the opportunity for the benefit would not otherwise be available but for their position, including benefits for themselves, a relative as defined by Oregon law, a member of the Board member's household, or a business with which the board member, a relative, or a member of the Board member's household is associated.

C. *Compensation*

Board members may receive official compensation, expense reimbursement, honorariums, unsolicited awards for professional achievement, and some gifts as allowed by Oregon Government Ethics laws.

~~Board members may be reimbursed for expenses incurred in the performance of their duties. (ORS-357.460(2)).~~

D. *Gifts*

No Board member shall solicit or receive any gifts with a total value of more than \$50 from any single source who could reasonably ~~be known to~~ have a financial interest in the member's official actions .A gift is defined as something of value for which the Board member does not pay an equal value, including entertainment. This provision only restricts gifts from sources that have an administrative or legislative interest in the Board member's actions; unlimited gifts may be accepted from a source that does not have a legislative or administrative interest.

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- II. Potential conflicts when the Board member's action could affect financial interest as defined in section B above. Following announcement of the potential conflict, Board members with potential conflicts may participate in the official action that gave rise to the conflict.
- III. If a Board member has an actual conflict and his/her/their vote is necessary to meet the minimum number of votes required for official action, the board member may vote. Prior to consideration of the matter, the Board member~~They~~ must make the required announcement and refrain from any discussion, but may participate in the vote. This provision only applies in circumstances when all Board members are present and the number of members who must refrain due to actual conflicts make it impossible for the Board to take official action.
~~No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District. (ORS 357.460(1)).~~
- IV. ~~In the event of a potential conflict of interest, a Board member shall declare such conflict but may participate in discussions and vote. If any Board member has had any ex parte contact in a quasi-judicial matter, the member shall declare such contact prior to discussing the matter.~~

...

2016-2017 Budget Calendar



Wednesday, April 27, 2016

Publish 1st Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Wednesday, May 4, 2016

Publish 2nd Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Tuesday, May 10, 2016, 6.00 - 8.00p, at Hood River Library

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

Tuesday, May 17, 2016, 6.00 - 7.00p, at Hood River Library

Second Budget Committee Meeting

(if necessary)

- Budget Committee deliberations and questions

Saturday, June 11, 2016

Publish financial summaries and Notice of Budget Hearing

(one publication, 5 – 30 days before hearing)

Tuesday, June 21, 2016, 7.00p, at Hood River Library

Public hearing

- Meeting to adopt budget, appropriate funds, and levy property taxes

Tuesday, July 5, 2016

Deliver notice of property tax form LB-50 to County Tax Assessor

(by July 15)

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Cascade Centers, Inc. – EAP Rate Sheet

Behavioral Health Services – 3 visits or 5 visits

- In person, telephone, or live online video sessions per employee/ family unit, per incident, per year for intake, assessment, short-term problem solving and referral
- Crisis Coverage (24 hours/day 365 days/year – accredited by the American Association of Suicidology)

Employer Services

- Unlimited Supervisor Consultation
- Management Referral Case Management
- Online Supervisor EAP Support Portal
- HR Webinar Series
- Reduction in Force Support
- Benefit Integration

EAP Support

- Utilization Report (monthly and online)
- Customizable Promotional Calendar
- Dedicated Account Manager
- EAP review and analysis

EAP Promotion

- Wallet Cards
- Brochures
- Posters with Tear Offs
- Monthly Service Flyers
- Health and Benefit Fairs
- Online Orientation Video
- Monthly Webinars
- Monthly E-Newsletter
- Wellness Campaigns
- Wellness Challenge Website

Employee Assistance Services

- EAP Life Pilot – Mobile Application
- Instant Chat / Text Connect
- Career Development Services
- Online Legal/ Financial Tools
- Free Simple Will Kit
- Tax Resolution Assistance
- E-support: Live online Video Sessions
- Life Coaching

Work / Family / Life Balance Services

- Financial Coaching Program
- Concierge
- Childcare/ Eldercare
- Legal Consultations
- Identity Theft Services
- Home Ownership Program

Cascade Personal Advantage – Interactive Website

- Video , Articles, and Assessments
- Training Courses and Webinars
- Customizable Benefit Integration
- Financial Calculators and Legal Forms

Cascade Personal Wellness – Wellness Coaching Program

- Personal Wellness Coaching
- Member's only online resources
- Health Risk Assessment (HRA)
- Wellness Trackers

On-site Services – \$210 per hour

- EAP Employee Orientations
- Supervisor Training
- EAP Seminars
- Critical Incident Stress Management

Proposed Rates

1-3 visits
***\$5.10**

1-5 visits
***\$6.75**

**Per employee per month*

Rate guaranteed for two years

Personnel Policy drug policy updates

Proposed

12.4 Controlled Substances

Pursuant to the Drug Free Workplace Act of 1988, the District is responsible to provide safe environments for employees and the public, unencumbered by performance-impairing substances. Misuse of such substances can impair employee health and performance, and it may jeopardize employee and public safety. Employees shall not report to work if they are impaired by controlled substances, including medical prescriptions. It is the employee's responsibility to determine with a medical professional if a prescription could affect job performance and to inform their supervisor accordingly. Employees also are expected to report facts and circumstances of controlled substance convictions to their supervisor no later than five days after conviction.

Use of alcohol, marijuana, medical prescriptions, or other legal controlled substances off-duty is not controlled by this policy.

Tobacco/smoke free workplace

The District supports a tobacco and smoke-free workplace. Employees are expected to refrain from smoking or using tobacco products while on duty. Employees wishing to stop smoking or using tobacco products are encouraged to seek advice, information, and assistance voluntarily from their supervisor, the Library Director, any Board member, or through the District's Employee Assistance Program (EAP).

Employee assistance

The District assists employees to overcome drug or alcohol related problems through appropriate treatment. Proactive training and information about controlled substance use shall be annually by the District periodically. All District employees are encouraged to seek advice, information, and assistance voluntarily from their supervisor, the Library Director, any Board member, or through the District's EAP. Medical confidentiality will be maintained, consistent with this policy. An employee who seeks drug treatment voluntarily and not under adverse employment circumstances may use sick leave while attending rehabilitation.

Testing

The District may ask employees to submit to controlled substance tests to ensure safety. Such tests may include blood, urine, breath, or other methods deemed scientifically accurate. Employees shall sign a form consenting to such tests before they are given.

All employees are subject to the following controlled substance testing:

1. Post-accident: Employees shall be tested in the event of a motor vehicle accident either with a District-owned vehicle or a personal vehicle being used to conduct District business if the accident involved loss of human life, injury requiring medical treatment, disabling damage incurred to a vehicle, or receipt of a citation for a moving violation arising from the accident.
2. Reasonable suspicion: A supervisor may order a test if they have reasonable suspicion that an employee is under the influence of a performance-impairing substance while on the job and such impairment poses a danger to the public or other employees.

An employee whose position is considered "safety sensitive" may also be asked to submit to

pre-employment or random drug testing or return-to-duty drug testing following an incident prohibited by this policy. The dates for random tests will not be announced and will be spread throughout the calendar year.

Tests shall be given by certified individuals who document chain of evidence and respect employees' privacy. Positive results may only be disclosed to the employee, the appropriate EAP administrator, the appropriate District management officials, or a court of law or administrative tribunal in any adverse personnel action. Any other disclosures require written consent of the employee, court order, or otherwise as permitted by law. Positive test results shall require a confirmatory test from the same sample using a different testing method.

Employees who refuse to submit to testing or who test positive shall be subject to discipline. Employees may request a representative to witness the test, but absence of a representative shall not be considered grounds for refusal to consent.

The employee shall be notified of all test results conducted pursuant to this policy. Employees who test positive shall be afforded an opportunity to provide medical or other information that may explain the result. If a question exists, the available information will be reviewed by a licensed physician with training in forensic drug testing. Following a positive result, employees also may conduct independent tests at their own expense at labs approved by the District

Discipline

An employee may be subject to discipline from controlled substance abuse on the basis of any appropriate evidence including, but not limited to direct observation, evidence obtained from an arrest or criminal conviction, a verified positive test result, or an employee's voluntary admission. In such a case, the employee may be subject to discipline up to and including immediate dismissal.

As part of the discipline arising from impairment by controlled substances while on the job, an employee may be directed to consult with health care providers, utilize the District's EAP, or participate in a treatment program as a condition of continued employment. When an employee is required to undergo treatment under the policy, the employee may be required to authorize District monitoring of the employee's participation and/or submission to random controlled substance testing for a specific period of time not to exceed thirty-six months. When an employee voluntarily enters a treatment program, which is not associated with District intervention, testing and monitoring by the District will not be required. Medical confidentiality shall be preserved, subject to rights granted by the employee to the District and applicable medical privacy laws.

Current

12.4 Illegal Drugs, Alcohol, and Tobacco

It is the District's intent and obligation to provide a drug-free, healthy, safe, and secure work environment. To satisfy these responsibilities and to be compliant with the Drug-Free Work Place Act of 1988, the District will maintain a work environment where employees are free from the effects of illegal drugs, alcohol, or other job-impairing substances.

It is also the policy of the District to ensure a tobacco/smoke-free environment through positive and educational messaging that promotes the long-term health and safety of District employees and the

public.

All employees are expected and required to report for work in a mental and physical condition that promotes a productive, safe, healthy, secure and drug-free work environment.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, alcohol, or tobacco product on all District property is prohibited to employees or to the public.

The District recognizes drug, alcohol, and tobacco dependency as an illness and a major health problem. The District also recognizes drug, alcohol, or tobacco abuse as a potential health, safety and security problem.

Employees needing help in dealing with such problems are encouraged to seek assistance from the Library Director or from any Board member. Any voluntary effort to seek help shall be kept confidential among parties responsible for helping the employee and may not be used in any manner whatsoever as a basis for demotion or termination.

Reassignment, demotion, or termination due to an employee's inability to perform the terms of his or hire due to substance abuse shall be based solely on the continued ability of that employee to function properly in the workplace. Proper function implies the willingness to seek help and involvement in a rehabilitation program. The District retains the right to expect an employee to take a leave of absence for rehabilitation if the Board of Directors deems it necessary or if such rehabilitation occurs at a location distant from the workplace. The leave may be covered by any earned vacation or sick leave. If such leave is exhausted, the employee may take unpaid leave until rehabilitation is complete.

The employee may not be terminated except as the employee shall fail to make reasonable progress toward rehabilitation. The judgment as to what constitutes reasonable progress shall be the province of the Board.

All employees must, as a condition of employment, abide by the terms of the above policy. Conviction of an employee under a criminal drug statute must be reported by that employee to the Library Director and the Board within five days of such conviction.

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Pursuant to the Drug Free Workplace Act of 1988, the District is responsible to provide safe environments for employees and the public, unencumbered by performance-impairing substances. Misuse of such substances can impair employee health and performance, and ~~it~~ may jeopardize employee and public safety. Employees shall not report to work if they are impaired by controlled substances, including medical prescriptions. It is the employee's responsibility to determine with a medical professional if a prescription could affect job performance and to inform their supervisor accordingly. Employees also are expected to report facts and circumstances of controlled substance convictions to their supervisor no later than five days after conviction.

Use of alcohol, marijuana, medical prescriptions, or other legal controlled substances off-duty is not controlled by this policy, unless such use affects the employees' performance of their required job duties.

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2. Reasonable suspicion: A supervisor may order a test if they have reasonable suspicion that an employee is under the influence of alcohol, marijuana, or a controlled a performance-impairing substance while on the job and such impairment poses a danger to the public or other employees.

An employee whose position is considered “safety sensitive” may also be asked to submit to pre-employment or random drug testing or return-to-duty drug testing following an incident prohibited by this policy. The dates for random tests will not be announced and will be spread throughout the calendar year.

Tests shall be given by certified individuals who document chain of evidence and respect employees' privacy. Positive results may only be disclosed to the employee, the appropriate EAP administrator, the appropriate District management officials, or a court of law or administrative tribunal in any adverse personnel action. Any other disclosures require written consent of the employee, court order, or otherwise as permitted by law. Positive test results shall require a confirmatory test from the same sample using a different testing method.

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Discipline

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As part of the discipline arising from impairment by controlled substances while on the job, an employee may be directed to consult with health care providers, utilize the District's EAP, or participate in a treatment program as a condition of continued employment. When an employee is required to undergo treatment under the policy, the employee may be required to authorize District monitoring of the employee's participation and/or submission to random controlled substance testing for a specific period of time not to exceed thirty-six months. When an employee voluntarily enters a treatment program, which is not associated with District intervention, testing and monitoring by the District will not be required. Medical confidentiality shall be preserved, subject to rights granted by the employee to the District and applicable medical privacy laws.