

Board of Directors
Regular Meeting Agenda
Tuesday, October 17, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President



- | | |
|---|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from September 19, 2017 meeting | |
| ii. Invoice OCLC | |
| IV. Open forum for the general public | Sheppard |
| V. Staff presentation: Teen Services Librarian, Rachel Timmons | Timmons |
| VI. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. August and September financial statements | Fox |
| iv. Director's report | Fox |
| VII. Previous business | |
| i. Report Community ID meeting | Sheppard |
| VIII. New business | |
| i. Training day for staff discussion | Fox |
| ii. Cascade Locks Library lease with Hood River County School District (ACTION) | Sheppard |
| IX. Agenda items for next meeting | Sheppard |
| X. Adjournment | Sheppard |

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
Tuesday, October 17, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



I. Additions/deletions from the agenda (ACTION)

Sheppard

II. Actual or potential conflicts of interest

Sheppard

III. Consent agenda (ACTION)

Sheppard

i. Minutes from September 19, 2017 meeting

Attachment: III.i. Minutes from September 19, 2017 meeting

ii. Invoice OCLC

Attachment: III.ii. Invoice OCLC

The District uses OCLC to purchase our electronic cataloging records for our library materials and for our Out-Of-Sage interlibrary loans. The invoice exceeds my spending authority. I'm asking permission from the Board to approve payment of the invoice \$3,029.21.

IV. Open forum for the general public

Sheppard

V. Staff presentation: Teen Services Librarian, Rachel Timmons

Timmons

VI. Reports

i. Friends update

Fox

The Friends of the Library approved their budget for the year. They will be giving the District \$7,000 to support Summer Reading Programs for kids and teens and \$2,000 to support new technology at all locations. Library staff have not determined the technology needs yet, but will determine the needs for all branches and Odell, as they work on their Makerspace programming.

The Friends have created two committees, one will work on creating a new Mission Statement and the other is a membership committee.

Library staff met with the Friends donation committee. The goal was to clarify the staff and Friends role and how to streamline things to make it more efficient and create ease for everyone. It was a productive and positive meeting.

The procedures for donations involved the staff sorting through all the donations to determine if items can be added to the collection. The Friends sort items to either sell, place on the library free shelves, or ship to Thrift Books in Portland.

The Friends will hold their annual holiday potluck on Tuesday, December 5th, 6pm, at the Hood River Adult Center, 2010 Sterling Place, Hood River. The District Board is invited. It's a fun gathering with plenty of good food for all.

ii. Foundation update

Fox

The Library Foundation is working on their end of year donation request letter. The group has a committee who is working on creating an event and literature to promote planned giving. The

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Foundation Board will determine the focus of the Feast of Words at the November meeting.

The Foundation is helping raise funds for the Min Yasui Legacy Garden. Maija Yasui is still gathering quotes for the project, but she thinks they have enough to cover the creation of the garden. The additional fundraising, will go towards ongoing maintenance of the area.

iii. August and September financial statements

Fox

Attachments: Vi.iii.a. August financial statements

The August financial statements reflect the Arvilla Armstrong donation of \$82,945 and the Library Foundation contribution of \$51,266 to FY 2017-18.

Attachments: Vi.iii.b. September financial statements

We are tracking well. We will start receiving more tax revenue next month, with the bulk of the revenue arriving in November.

iv. Director's report

Fox

Administration

- Staff have implemented a new marketing plan this month. We are focusing on consistency across all our departments. Programming staff are creating press releases, flyers, monthly eNewsletter, digital signage, posting on online calendars and social media and targeted marketing. We will offer surveys at all our events to gain insight into where people are getting their information, what additional programming they would like to see and to sign up people for our electronic newsletter. In addition, we will have a donation jar available for attendees to donate to the Friends of the Library, who gives the money back to the library for programs.
- Library staff are meeting together in team meetings monthly or quarterly. The teams are Collection Development, Program/Marketing, and Person-In-Charge. We share ideas, discuss procedures, and support each other.
- Since the Library District serves many people in our community who are experiencing homelessness, I'm hoping to get connected to others so we can provide better services to our patrons. I have reached out to the new Executive Director Laura Westmeyer, of the Hood River Shelter Services, formerly known as the Warming Shelter. Westmeyer has invited me to participate in a conversation about homelessness in our community that started in March. The meeting included individuals from Providence, Hood River Mayor Paul Blackburn, Sheriff Matt English and other members of our community. I would like to see increased communication between organizations who serve those experiencing homelessness. Westmeyer and I also discussed creating a handout to give our patrons directing them to resources in our community.
- I'm working on a method of tracking staff training. In addition, Assistant Director Arwen Ungar and I are working to make sure staff receive specific online trainings during the year through the Special Districts Association of Oregon and staff are able to attend training tailored to their individual departments. For example, Children's Services staff member Jana Hannigan will be attending a two day conference geared towards children's services and makerspaces. Hannigan is also taking a month long intensive online course on makerspaces.
- We are forming a committee to review health insurance plans for the District. The District has used PacificSource for six years and staff would like to explore all our options. I'll provide their suggestions at the next board meeting for board approval.

Facilities

- Parkdale Library will be closed Tuesday, November 7 through Saturday, November 18 to

complete the remodel.

- Plans are underway to get price quotes for the shelving, furniture, carpet and paint for the Cascade Locks branch.
- The new furniture for the Hood River Library will hopefully be ordering in the next month or two. I should have a price quote ready for Board approval at the November meeting.
- The Min Yasui Legacy Garden project will hopefully be completed by March 28, 2018, which is Min Yasui day in the State of Oregon. While the installation of the stones might be completed this year, it depends upon the schedule of the designer.

Personnel

- Staff will be interviewing five candidates for the Children's Services position. I'll provide an update at the Board meeting. We hope to have the new staff member in place by the end of the month.
- Cataloging Specialist Anna Lim has been selected by our consortium SAGE to be trained in Cataloging I status. This is the highest level of cataloging status in our system. Lim was the only applicant chosen this year out of the entire SAGE consortium. Lim will complete six months of training. Lim excels in her position and we are proud of her and the work she does for the District.

Programs

- I was approached last month by the Library Director of the Wilsonville Public Library Patrick Duke, regarding the Dolly Parton Imagination Library. This program was created by Dolly Parton with the goal to provide children ages 0-5 with a free book each month, which is mailed to their home. It will cost \$25 per year to sign up each child. The rules state a 501c3 must be the fiscal agent for the program. Duke's Library Foundation is the fiscal agent and they have been successful in signing up 60% of the children ages 0-5 in their community. This is the average for all communities who use this program.

The Rippey Foundation, which is a private foundation, has offered to pay half the cost for up to three years for all rural communities in Oregon who would like to implement this program. Patrick Duke, Pam Husaker (Dolly Foundation Regional Coordinator), Jan Rippey (Wilsonville Library Foundation member) came to Hood River and gathered Mayor Paul Blackburn, United Way Executive Director Jarrod Holmes, Jan Veldhuisen/Dirk Virk, community member Jeff Rippey, and myself to discuss getting this program started in the community. Veldhuisen/Dirk Virk has volunteered to be the champion for the program and lead this effort. The Library Foundation has been asked to be the fiscal agent and they are gathering more information regarding their responsibility before committing. Veldhuisen/Dirk Virk is exploring other fiscal agents like The Next Door. Veldhuisen/Dirk Virk will also be raising the funds, which several members of the community are already interested in donating.

Staff are excited to be part of this program and we look forward to signing up all our patrons ages 0-5.

VII. Previous business

i. Report Community ID meeting

Sheppard

Jean Sheppard is attending a meeting with the Hood River County Board of Commissioners on Monday, October 16 to discuss the Community ID card. Sheppard will report to the Board.

VIII. New business

i. Training day for staff discussion

Fox

Some libraries close one day per year conduct staff training. This allows all staff to attend and ensure they are receiving critical training like emergency procedures, dealing with difficult patrons, and training geared toward the library profession. I'd like to discuss the Hood River County Library District close one day to the public to do staff training. I'm envisioning this would occur in the early spring.

ii. Cascade Locks Library lease with Hood River County School District (ACTION)

Sheppard

Attachments:

- VIII.ii.a. Updated Draft IGA Hood River County School District – Appendix A
- VIII.ii.b. Original IGA Hood River County School District – Appendix A

At the July 18, 2017 meeting the District Board approved an IGA with the Hood River County School District. After the approval, School District Finance manager Saundra Buchanan and I discovered we had different copies of the Appendix A. This project was started over four years ago and the copy I had in my system did not make theirs.

I met with Hood River County School District Superintendent Dan Goldman and Saundra Buchanan to discuss the changes. I agree with all the changes they recommended and have included the Appendix A for Board approval. The main change involves limiting staff and public from using the space during school hours except for the Wednesday and Friday day hours. They want to create a safe space for students by limiting the days and hours which the general public can be on campus. I appreciate their willingness to accommodate our request for day hours during the school week.

IX. Agenda items for next meeting

Sheppard

- Staff presentation by Assistant Director Arwen Ungar
- Auditing proposals
- Medical insurance renewal

X. Adjournment

Sheppard

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
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Board of Directors
Regular Meeting Agenda, Supplementary
Tuesday, September 19, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President



Present: Jean Sheppard, Megan Janik, Brian Hackett, Sara Marsden

I. Additions/deletions from the agenda (ACTION)

Sheppard

President Jean Sheppard called the meeting to order at 7:01pm. Fox requested moving the discussion on Community ID cards to after the Technology Replacement and Maintenance discussion, since Mark Thomas was present to discuss the cards. Marsden moved to approve the amended agenda. Hackett seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from August 15, 2017 meeting

Hackett moved to approve the minutes of the August 15, 2017, meeting as presented. Janik seconded. The motion carried unanimously.

IV. Open forum for the general public

Sheppard

Ken Jacobs, IT support for the Library District and Mark Thomas from Providence Memorial Hospital were present.

V. Board officer elections (ACTION)

Sheppard

Hackett moved to elect Bureker as vice president of the Board of Directors for the 2017-18 fiscal year. Janik seconded. The motion carried unanimously. By statute, the Board's secretary is the Library Director. Sheppard stated the authorized people who can sign on the account are Jean Sheppard as President of the District Board, Karen Bureker as Vice President of the Board, Rachael Fox as Library Director and Arwen Ungar as Assistant Director.

VI. Technology Replacement and Maintenance Schedule

Fox and Jacob

Ken Jacobs was present to answer any questions from the Board. Fox recommend the monitors be replaced as needed, instead of including them in the 5 year replacement cycle. Hackett asked where the funds will come from, if several monitors expire. Fox stated there is currently \$2,500 unallocated in the fund to cover replacement of various items like monitors, scanners, printer and Jacobs fees. Sheppard also stated their in \$100,000 contingency funds, in case of emergency. Hackett and Sheppard both stated they liked having the monitors built into the replacement schedule to ensure their were funds available. Sheppard stated we can replace monitors as needed and reassess at a later date.

VII. Reports

i. Friends update

Fox

There was noting to add to the written report.

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ii. Foundation update

Fox

Fox stated there was nothing to add to the written report, but later added the Foundation is working on promoting planned giving to the Foundation.

iii. August financial statements

Fox

Sheppard asked who left Onstott Broehl & Cyphers. Fox stated Brian O'Shaunnessy took a position at another organization. Hackett asked if the board will receive August and September financial statements at the next board meeting and Fox confirmed they should.

iv. Director's report

Fox

- Fox stated, Pike Awning will replace the damaged awning on the east end of the Hood River Library building. The awning will have sheet metal covering instead of the existing extruded aluminum with powder coated finish.
- Fox estimates the Parkdale remodel will cost up to \$10,000
 - \$2,500 Paint and refinishing furniture
 - \$2,500 Carpet
 - \$440 Florescent signs, bulletin board, toys for children's area
 - \$665 Lounge chair with tablet
 - Fox is still working on price quotes for chairs, signage building, new bookcase.

VIII. Previous business

IX. New business

i. Discussion Supplemental Budget

Sheppard

Fox stated she would like to reassess this year's expenditures, since we recently reduced a full time position to 32 hours per week and she would like to double check her figures. Hackett expressed he thought spending funds for areas like collection and branch remodel is best instead of personnel costs which would be an ongoing cost, which would carry over to the next fiscal year. Fox will present another proposal to the Board in the next month or two.

ii. Discussion Community ID card

Sheppard

Mark Thomas from Providence Memorial Hospital explained the idea of Community ID cards. The hope is to support individuals who have difficulty obtaining photo ID, like the elderly, those experiencing homelessness, teenagers, undocumented individuals. Thomas stated he like the idea of the Library District since there are multiple locations and people trust the library. Thomas stated he will be requested Hood River County will be the entity behind the card but envisioned a Library District staff member or members would process the cards. Thomas stated all funds would be paid for through fundraising efforts, which includes a \$10 charge for the cards.

Fox stated it would be beneficial to increase services to the Latino/Hispanic residents in Hood River County. Fox also stated there are residents who fear the library because it is a government entity, it would be difficult to train all staff members to process the cards at all locations, costs would have to include administration and staff salary, she would have to confirm with District lawyer we can accept funds on behalf of another organization. Fox also had concerns this could become a political issue.

Sheppard stated the card would ideally be issued to any age resident and have benefits by local businesses. Sheppard also stated it would not be feasible for all staff to be trained, it would have to be one member with set hours, and the District would have to hire an employee. Sheppard stated no funds could be spent from the District. Sheppard also stated ideally it would be a county employee and the District could offer the space in the meeting room.

Hackett expressed concern this could be a political issue and wanted to make sure the library is protected.

All board members express the benefit it could provide by bringing in people to the library and we could possibly issue a library card, too.

The board agreed to consider a proposal in the future but preferred the county have an employee and the District offer a space. Sheppard agreed to attend the Hood River County Board of Commissioners meeting on Monday, October 16, and report to the board at the board meeting on Tuesday, October 17.

X. Agenda items for next meeting

Sheppard

- Presentation by Teen Services Librarian Rachel Timmons
- Auditing proposals
- Report community ID meeting with Hood River County Board of Commissioners

XI. Adjournment

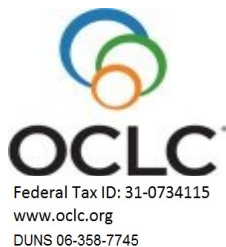
Sheppard

The meeting was adjourned at 8:23pm.

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Federal Tax ID: 31-0734115
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DUNS 06-358-7745

INVOICE

Invoice Number: 0000547802

Invoice Date: 07/31/2017
Due Date: 09/14/2017

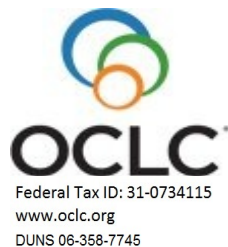
Page: 1

BUZZY NIELSEN
LIBRARY DIR
HOOD RIVER CNTY LIBR DIST
502 STATE ST
HOOD RIVER, OR 97031-2042

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
<u>Cataloging and Metadata</u>				
FIX9835	Cataloging and Metadata Sub-Annual	1	2,135.06	2,135.06
<u>Resource Sharing and ILL</u>				
FIX9839	WorldShare ILL Subscription-Annual	1	894.15	894.15
	Subtotal:			3,029.21
	Tax:			
	<u>TOTAL AMOUNT DUE</u>			3,029.21
	<u>PROMPT PAY DISCOUNT:</u> IF PAYMENT IS RECEIVED BY 08/30/2017 YOU MAY DEDUCT \$2.42 FOR A NET BALANCE DUE OF \$3,026.79 DISCOUNT CALCULATION EXCLUDES IFM CHARGES			

For Key Terms and Definitions, please see the last page of the invoice.
For an OCLC invoice overview, please see "Understanding your OCLC Invoice" at: <http://oc.lc/ujNwgF>
Account Number: 01OCLC19932474 and OCLC symbol: OR4

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INVOICE

Invoice Number: 0000547802

Invoice Date: 07/31/2017
Due Date: 09/14/2017

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Key terms and definitions

Cataloging and Metadata Subscription

Represents your bill for the OCLC Cataloging and Metadata Subscription. This subscription enables unlimited access to WorldCat for the purposes of copy cataloging, original cataloging and metadata management for licensed, digital and physical materials.

WorldShare ILL Subscription

Represents your bill for the WorldShare ILL subscription. This subscription enables unlimited access to WorldCat for the purposes of borrowing and lending licensed, digital and physical materials.

IFM (ILL Fee Management) Transactions

IFM library-to-library borrowing debit represent charges your library incurred from other libraries for borrowing items. IFM library-to-library lending credit represent credits your library receives from other libraries for items you supplied through ILL. Borrower IFM transaction charges are a transaction fee added to each borrowing request filled through IFM. This small fee supports OCLC's investments in expanding the use of IFM by OCLC ILL members.

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements August 31, 2017

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

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

WILLIAM S. ROOPER, c.p.a. retired

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

OFFICES:

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

1313 BELMONT STREET
HOOD RIVER, OREGON 97031
Telephone: (541) 386-6661
Fax: (541) 308-0178

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of August 31, 2017, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and two months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
September 21, 2017

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Hood River County Library District
Balance Sheet - Cash Basis
August 31, 2017

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$243,081			\$243,081
Cash with Hood River County	248,235	\$94,769	\$103,235	446,239
Petty cash	416			416
Total Current Assets	<u>491,732</u>	<u>94,769</u>	<u>103,235</u>	<u>689,736</u>
TOTAL ASSETS	<u><u>\$491,732</u></u>	<u><u>\$94,769</u></u>	<u><u>\$103,235</u></u>	<u><u>\$689,736</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,780			\$1,780
Total Current Liabilities	<u>1,780</u>	<u>0</u>	<u>0</u>	<u>1,780</u>
Total Liabilities	<u>1,780</u>	<u>0</u>	<u>0</u>	<u>1,780</u>
Fund Balances:				
Unassigned	<u>489,952</u>	<u>94,769</u>	<u>103,235</u>	<u>687,956</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$491,732</u></u>	<u><u>\$94,769</u></u>	<u><u>\$103,235</u></u>	<u><u>\$689,736</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Two Months Ended August 31, 2017

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$82,945	\$51,266		\$134,211
Property tax revenues - current year	2,303			2,303
Property tax revenues - prior year	2,933			2,933
Fines and fees	3,116			3,116
Intergovernmental revenue		-		-
Interest revenue	896		\$240	1,136
Miscellaneous	0			0
Total Revenues	92,193	51,266	240	143,699
Expenditures:				
Personal services:				
Wages and salaries	73,731			73,731
Employee benefits	25,908			25,908
Total Personal Services	99,639	0	0	99,639
Materials and services:				
Bank charges	32			32
Building rental	0			0
Building maintenance	1,527			1,527
HVAC	235			235
Elevator	320			320
Telephone	591			591
Internet	912			912
Collection development	9,255	4,602		13,857
Technology	1,708			1,708
Accounting and auditing	0			0
Courier	381			381
Custodial services	3,646			3,646
Technical services	0			0
Library consortium	0			0
Copiers	196			196
Elections expense	0			0
Furniture and equipment	146			146
Insurance	0			0
Georgiana Smith Memorial Garden	3,955			3,955
Legal services	615			615
Professional services	0			0
Dues and subscriptions	340			340
Miscellaneous	55			55
Postage and freight	199			199
Printing	0			0
Programs	2,741	3,291		6,032
Advertising	108			108
Supplies - office	2,718			2,718
Travel	324			324
Training	425			425
Board development	284			284
Parking reimbursement	200			200
Electricity	3,689			3,689
Garbage	240			240
Natural gas	403			403
Water & sewer - building	381			381
Total Materials and Services	35,626	7,893	0	43,519
Capital outlay	0	0	0	0
Total Expenditures	135,265	7,893	0	143,158
Revenues Over Expenditures	(43,072)	43,373	240	541
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(43,072)	43,373	240	541
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
Fund Balance - August 31, 2017	\$489,952	\$94,769	\$103,235	\$687,956

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Two Months Ended
August 31, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$1,009	\$2,303	\$834,953
Tax revenues - prior year	2,115	2,933	15,000
Fines and fees	1,352	3,116	12,000
Interest revenue	470	896	4,000
Donations	82,945	82,945	0
Miscellaneous	0	0	0
Total Revenues	87,891	92,193	865,953
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	451	994	6,858
Library clerk II	7,090	15,021	88,353
Library assistant I	5,604	9,564	48,751
Library assistant II	8,622	17,418	89,302
Librarian I	5,019	10,328	65,957
Librarian II	4,416	8,746	52,998
Library director	5,888	11,660	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,913	5,693	34,364
Social security	2,826	5,618	32,350
Workers' compensation	25	50	1,072
Health insurance	5,237	13,687	99,000
Unemployment insurance	407	860	5,497
Total Personal Services	48,498	99,639	595,160
Materials and services:			
Bank charges	16	32	250
Building rental	0	0	9,000
Building maintenance	1,527	1,527	15,000
HVAC	0	235	12,000
Elevator	320	320	2,000
Telephone	24	591	4,000
Internet	486	912	5,500
Collection development	5,094	9,255	55,000
Technology	371	1,708	10,000
Accounting and auditing	0	0	25,000
Courier	167	381	3,000
Custodial services	1,823	3,646	24,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Two Months Ended
August 31, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Technical services	0	0	4,000
Library consortium	0	0	12,000
Copiers	89	196	1,500
Elections expense	0	0	0
Furniture and equipment	40	146	2,000
Insurance	0	0	11,500
Georgiana Smith Memorial Garden	987	3,955	21,000
Legal services	315	615	3,000
Professional services	0	0	0
Dues and subscriptions	0	340	4,000
Miscellaneous	55	55	1,000
Postage and freight	116	199	1,000
Printing	0	0	1,000
Programs	1,245	2,741	20,000
Advertising	0	108	1,000
Supplies - office	446	2,718	15,000
Travel	218	324	5,000
Training	350	425	1,500
Board development	185	284	1,500
Parking reimbursement	0	200	1,000
Electricity	1,887	3,689	20,000
Garbage	120	240	1,500
Natural gas	273	403	10,000
Water & sewer - building	0	381	4,700
Total Materials and Services	16,154	35,626	307,950
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	64,652	135,265	1,003,110
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(28,000)
Total Other Financing Sources (Uses)	0	0	(28,000)
Change in Fund Balance	\$23,239	(\$43,072)	(\$165,157)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Two Months Ended
August 31, 2017

	<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	\$50,583	\$51,266	\$226,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>50,583</u>	<u>51,266</u>	<u>226,000</u>
Expenditures:			
Personal services	0	0	0
Materials and services:	5,032	7,893	125,000
Capital outlay	0	0	146,000
Total Expenditures	<u>5,032</u>	<u>7,893</u>	<u>271,000</u>
Change in Fund Balance	<u><u>\$45,551</u></u>	<u><u>\$43,373</u></u>	<u><u>(\$45,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Two Months Ended
August 31, 2017

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$141	\$240	\$400
Other Financing Sources			
Transfer from General Fund	0	0	28,000
Total Revenues and			
Other Sources	<u>141</u>	<u>240</u>	<u>28,400</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	0	60,000
Total Expenditures	<u>0</u>	<u>0</u>	<u>60,000</u>
Change in Fund Balance	<u><u>\$141</u></u>	<u><u>\$240</u></u>	<u><u>(\$31,600)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Two Months Ended August 31, 2017

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Programs Fund	Friends of the Library	MCMC Grant	RTR 2017	Total
Revenues:								
Donations and grants	\$0	\$0	\$50,083	\$783	\$400	\$0	\$0	\$51,266
Intergovernmental revenue								0
Total Revenues	<u>0</u>	<u>0</u>	<u>50,083</u>	<u>783</u>	<u>400</u>	<u>0</u>	<u>0</u>	<u>51,266</u>
Expenditures:								
Personal services:								
Wages and salaries:								0
Library assistant II								0
Employee benefits:								0
Retirement								0
FICA								0
Workers compensation								0
Health insurance								0
Unemployment insurance								0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Materials and services:								
Building maintenance								0
Collection development			2,786		1,354		462	4,602
Technology								0
Programs				143	825		2,323	3,291
Furniture and equipment								0
Georgiana Smith Memorial Garden								0
Office supplies								0
Miscellaneous								0
Printing								0
Total Materials and Services	<u>0</u>	<u>0</u>	<u>2,786</u>	<u>143</u>	<u>2,179</u>	<u>0</u>	<u>2,785</u>	<u>7,893</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>2,786</u>	<u>143</u>	<u>2,179</u>	<u>0</u>	<u>2,785</u>	<u>7,893</u>
Net Change in Fund Balance	<u>0</u>	<u>0</u>	<u>47,297</u>	<u>640</u>	<u>(1,779)</u>	<u>0</u>	<u>(2,785)</u>	<u>43,373</u>
Fund Balance - July 1, 2017	<u>2,642</u>	<u>3,000</u>	<u>33,876</u>	<u>523</u>	<u>6,798</u>	<u>50</u>	<u>4,507</u>	<u>51,396</u>
Fund Balance - August 31, 2017	<u>\$2,642</u>	<u>\$3,000</u>	<u>\$81,173</u>	<u>\$1,163</u>	<u>\$5,019</u>	<u>\$50</u>	<u>\$1,722</u>	<u>\$94,769</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements September 30, 2017

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

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

WILLIAM S. ROOPER, c.p.a. retired

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

OFFICES:

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

1313 BELMONT STREET
HOOD RIVER, OREGON 97031
Telephone: (541) 386-6661
Fax: (541) 308-0178

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of September 30, 2017, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and three months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

The supplementary information contained on pages 4 through 9 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Onstott, Broehl & Cyphers, P.C.
October 12, 2017

Hood River County Library District
Balance Sheet - Cash Basis
September 30, 2017

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$168,145			\$168,145
Cash with Hood River County	255,001	\$94,043	\$99,435	448,479
Petty cash	416			416
Total Current Assets	<u>423,562</u>	<u>94,043</u>	<u>99,435</u>	<u>617,040</u>
TOTAL ASSETS	<u><u>\$423,562</u></u>	<u><u>\$94,043</u></u>	<u><u>\$99,435</u></u>	<u><u>\$617,040</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,345			\$2,345
Total Current Liabilities	<u>2,345</u>	<u>0</u>	<u>0</u>	<u>2,345</u>
Total Liabilities	<u>2,345</u>	<u>0</u>	<u>0</u>	<u>2,345</u>
Fund Balances:				
Unassigned	<u>421,217</u>	<u>94,043</u>	<u>99,435</u>	<u>614,695</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$423,562</u></u>	<u><u>\$94,043</u></u>	<u><u>\$99,435</u></u>	<u><u>\$617,040</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Three Months Ended September 30, 2017

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$82,945	\$52,091		\$135,036
Property tax revenues - current year	2,775			2,775
Property tax revenues - prior year	4,265			4,265
Fines and fees	4,379			4,379
Intergovernmental revenue				0
Interest revenue	1,233		\$340	1,573
Miscellaneous	0			0
Total Revenues	95,597	52,091	340	148,028
Expenditures:				
Personal services:				
Wages and salaries	110,853			110,853
Employee benefits	36,309			36,309
Total Personal Services	147,162	0	0	147,162
Materials and services:				
Bank charges	83			83
Building rental	0			0
Building maintenance	1,677			1,677
HVAC	5,245			5,245
Elevator	320			320
Telephone	915			915
Internet	1,339			1,339
Collection development	13,743	5,311		19,054
Technology	2,108			2,108
Accounting and auditing	0			0
Courier	600			600
Custodial services	5,469			5,469
Technical services	3,029			3,029
Library consortium	0			0
Copiers	274			274
Elections expense	0			0
Furniture and equipment	253	295		548
Insurance	0			0
Georgiana Smith Memorial Garden	6,196		3,900	10,096
Legal services	1,053			1,053
Professional services	0			0
Dues and subscriptions	779			779
Miscellaneous	105			105
Postage and freight	320			320
Printing	0			0
Programs	3,759	3,838		7,597
Advertising	141			141
Supplies - office	2,862			2,862
Travel	570			570
Training	807			807
Board development	284			284
Parking reimbursement	200			200
Electricity	5,897			5,897
Garbage	360			360
Natural gas	403			403
Water & sewer - building	1,451			1,451
Total Materials and Services	60,242	9,444	3,900	73,586
Capital outlay	0	0	0	0
Total Expenditures	207,404	9,444	3,900	220,748
Revenues Over Expenditures	(111,807)	42,647	(3,560)	(72,720)
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(111,807)	42,647	(3,560)	(72,720)
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
Fund Balance - September 30, 2017	<u>\$421,217</u>	<u>\$94,043</u>	<u>\$99,435</u>	<u>\$614,695</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$472	\$2,775	\$834,953
Tax revenues - prior year	1,332	4,265	15,000
Fines and fees	1,263	4,379	12,000
Interest revenue	337	1,233	4,000
Donations	0	82,945	0
Miscellaneous	0	0	0
Total Revenues	3,404	95,597	865,953
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	626	1,621	6,858
Library clerk II	7,710	22,731	88,353
Library assistant I	2,780	12,344	48,751
Library assistant II	10,307	27,725	89,302
Librarian I	5,393	15,721	65,957
Librarian II	4,417	13,163	52,998
Library director	5,888	17,548	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,453	8,146	34,364
Social security	2,822	8,439	32,350
Workers' compensation	(287)	(237)	1,072
Health insurance	5,020	18,707	99,000
Unemployment insurance	395	1,254	5,497
Total Personal Services	47,524	147,162	595,160
Materials and services:			
Bank charges	51	83	250
Building rental	0	0	9,000
Building maintenance	150	1,677	15,000
HVAC	5,010	5,245	12,000
Elevator	0	320	2,000
Telephone	324	915	4,000
Internet	427	1,339	5,500
Collection development	4,489	13,743	55,000
Technology	400	2,108	10,000
Accounting and auditing	0	0	25,000
Courier	219	600	3,000
Custodial services	1,823	5,469	24,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Technical services	3,029	3,029	4,000
Library consortium	0	0	12,000
Copiers	78	274	1,500
Elections expense	0	0	0
Furniture and equipment	107	253	2,000
Insurance	0	0	11,500
Georgiana Smith Memorial Garden	2,240	6,196	21,000
Legal services	437	1,053	3,000
Professional services	0	0	0
Dues and subscriptions	439	779	4,000
Miscellaneous	50	105	1,000
Postage and freight	121	320	1,000
Printing	0	0	1,000
Programs	1,018	3,759	20,000
Advertising	33	141	1,000
Supplies - office	145	2,862	15,000
Travel	246	570	5,000
Training	382	807	1,500
Board development	0	284	1,500
Parking reimbursement	0	200	1,000
Electricity	2,208	5,897	20,000
Garbage	120	360	1,500
Natural gas	0	403	10,000
Water & sewer - building	1,070	1,451	4,700
Total Materials and Services	<u>24,616</u>	<u>60,242</u>	<u>307,950</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
Total Expenditures	<u>72,140</u>	<u>207,404</u>	<u>1,003,110</u>
Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	0	0	(28,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>(28,000)</u>
Change in Fund Balance	<u><u>(\$68,736)</u></u>	<u><u>(\$111,807)</u></u>	<u><u>(\$165,157)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2017

	<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	\$825	\$52,091	\$226,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>825</u>	<u>52,091</u>	<u>226,000</u>
Expenditures:			
Personal services	0	0	0
Materials and services:	1,551	9,444	125,000
Capital outlay	0	0	146,000
Total Expenditures	<u>1,551</u>	<u>9,444</u>	<u>271,000</u>
Change in Fund Balance	<u><u>(\$726)</u></u>	<u><u>\$42,647</u></u>	<u><u>(\$45,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2017

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$100	\$340	\$400
Other Financing Sources			
Transfer from General Fund	0	0	28,000
Total Revenues and			
Other Sources	<u>100</u>	<u>340</u>	<u>28,400</u>
Expenditures:			
Materials and services	3,900	3,900	0
Capital outlay	0	0	60,000
Total Expenditures	<u>3,900</u>	<u>3,900</u>	<u>60,000</u>
Change in Fund Balance	<u><u>(\$3,800)</u></u>	<u><u>(\$3,560)</u></u>	<u><u>(\$31,600)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis

Grants Funds

For the Three Months Ended September 30, 2017

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Programs Fund	Friends of the Library	MCMC Grant	RTR 2017	Total
Revenues:								
Donations and grants	\$0	\$0	\$50,083	\$1,008	\$1,000	\$0	\$0	\$52,091
Intergovernmental revenue								0
Total Revenues	0	0	50,083	1,008	1,000	0	0	52,091
Expenditures:								
Personal services:								
Wages and salaries:								0
Library assistant II								0
Employee benefits:								0
Retirement								0
FICA								0
Workers compensation								0
Health insurance								0
Unemployment insurance								0
Total Personal Services	0	0	0	0	0	0	0	0
Materials and services:								
Building maintenance					1,952		462	5,310
Collection development			2,896					0
Technology				243	1,116		2,353	3,839
Programs			127					295
Furniture and equipment			295					0
Georgiana Smith Memorial Garden								0
Office supplies								0
Miscellaneous								0
Printing								0
Total Materials and Services	0	0	3,318	243	3,068	0	2,815	9,444
Capital outlay	0	0	0	0		0	0	0
Total Expenditures	0	0	3,318	243	3,068	0	2,815	9,444
Net Change in Fund Balance	0	0	46,765	765	(2,068)	0	(2,815)	42,647
Fund Balance - July 1, 2017	2,642	3,000	33,876	523	6,798	50	4,507	51,396
Fund Balance - September 30, 2017	\$2,642	\$3,000	\$80,641	\$1,288	\$4,730	\$50	\$1,692	\$94,043

See Independent Accountants' Compilation Report

LONG TERM AGREEMENT

2016/17/18

APPENDIX A

This attachment is pertaining to the use of the Cascade Locks School, Rooms 11 & 13 for Hood River County Library District for the 2016/17/18 through 2020/2022-2021/22 School Years, beginning ~~July~~ January 1, 2017/18 through June 30, 2022/23. The DISTRICT and the HRCLD ~~shall have~~ mutually determined ~~proposed~~ public hours of use for the ~~building~~ Library. It is mutually agreed that the public will not access the Library or associated services on the Cascade Locks School campus outside the following hours of operation during the school calendar:

- Tuesday: 2:30 pm to 9 pm
- Wednesday: 10 am to 9 pm
- Thursday: 2:30 pm to 9 pm
- Friday 10 am to 9 pm
- Saturday: 8 am to 9 pm
- Sunday: 8 am to 9 pm

~~in an addendum to this agreement once HRCLD has made the necessary changes to the space to offer services to the public.~~

In addition, summer library programming may occur Tuesday through Sunday 8 am to 9 pm outside of the school calendar.

A. The DISTRICT'S obligations:

B.

- a. Provide Internet access/web filtering service and Wi-fi
- b. Modify filtering for HRCLD equipment and networks as necessary for HRCLD to serve the general public
- c. Telephone service
- d. Rooms will be keyed separately; senior HRCSD staff will retain access for emergency purposes.

C. HRCLD Obligations:

D.

- a. Optional: Removal of sink and countertop, room #13 SW corner
- b. Optional: Removal of Wall Covering
- c. Interior painting
- d. Replace carpet
- e. Install library shelving in accordance with regulatory standards
- f. Optional: Glass wall enclosure for study area
- g. Provide screen and projector
- h. Signage for HRCLD, including hours of operation
- i. Computers and printers
- j. Create an emergency plan with protocols for obtaining emergency services and share with HRCSD
- k. Ensure the library is staffed appropriately at all operational times

Initials: _____
Date: _____

Initials: _____
Date: _____

**LONG TERM
2018****AGREEMENT****APPENDIX A**

This attachment is pertaining to the use of the Cascade Locks School, Rooms 11 & 13 for Hood River County Library District for the 2018 through 2021-2022 School Years, beginning July 1, 2016 through June 30, 2021. The DISTRICT and the HRCLD shall mutually determine proposed public hours of use for the building in an addendum to this agreement once HRCLD has made the necessary changes to the space to offer services to the public.

A. The DISTRICT'S obligations:

- a. Provide Internet access/web filtering service and Wi-fi
- b. Modify filtering for HRCLD equipment and networks as necessary for HRCLD to serve the general public
- c. Telephone service
- d. Rooms will be keyed separately

B. HRCLD Obligations:

- a. Removal of sink and countertop, room #13 SW corner
- b. Removal of Wall Covering
- c. Interior painting
- d. Replace carpet
- e. Install library shelving in accordance with regulatory standards
- f. Glass wall enclosure for study area
- g. Provide screen and projector
- h. Signage for HRCLD
- i. Computer and printers

Hood River
County Library
District

Hood River County School District

Initials: _____
Date: _____

Initials: _____
Date: _____