

Board of Directors
Regular Meeting Agenda
Tuesday, June 19, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President

- | | |
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| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from May 15, 2018 budget committee meeting | |
| ii. Minutes from May 29, 2018 meeting | |
| iii. Invoice Onstott, Broehl, & Cyphers | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. May financial statements | Fox |
| iv. Director's report | Fox |
| VI. Previous business | |
| i. Discussion of wage for Assistant Director during Library Director FMLA | Fox |
| VII. New business | |
| i. 2018-19 Budget approval (ACTION) | Sheppard |
| I. Budget hearing | |
| ii. Approval of emergency services and materials (ACTION) | Sheppard |
| iii. Approval of recurring payments for 2018-19 (ACTION) | Sheppard |
| iv. Discussion of 2018-19 President and Vice-President positions | Sheppard |
| v. Discussion of regular meeting time | Sheppard |
| vi. Library Director contract renewal (ACTION) | Sheppard |
| VIII. Agenda items for next meeting | Sheppard |
| IX. 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.

Board of Directors
Regular Meeting Agenda, Supplementary

Tuesday, June 19, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox

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| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |

i. Minutes from May 15, 2018 budget committee meeting

Attachments:

- III.i. May 15, 2018, budget committee meeting minutes

ii. Minutes from May 29, 2018 meeting

Attachments:

- III.ii. May 29, 2018, regular meeting minutes

iii. Invoice Onstott, Broehl, & Cyphers

Attachments:

- III.i.c. Invoice Onstott, Broehl, & Cyphers

This invoice \$9,800 is for our accounting services from October 17, 2017 through April 18, 2018. We currently are under contract with Onstott, Broehl & Cyphers through June 30, 2020 at the rate of \$1,400 per month. I am requesting approval to pay the invoice because it is beyond my spending authority.

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| IV. Open forum for the general public | Sheppard |
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V. Reports

- | | |
|--------------------------|-----|
| i. Friends update | Fox |
|--------------------------|-----|

Attachment:

- *V.i. Hood River County Reads 2018 report*
 - The Friends of the Library made over \$1,400 at their annual book sale. They did a tremendous amount of work and it went smoothly.
 - The Friends also have a volunteer who takes books to Thrift books in Portland. Thrift books sells the items online. Last year, they brought in \$1,324. In only four months, they have already brought in \$800, so they expect the grand total for the year to be much higher than last year.
 - The Hood River Reads Committee is looking for more volunteers for the committee to help from small to large tasks. It usually involves monthly meetings and additional time during March – April for the event.

- The Hood River Reads Committee put together a report for the 2018 program. Please see the attachment in the packet.
- The Friends do not meet during July and August. They have set a date for their annual summer picnic. It will be held Tuesday, August 7, 6pm, at Jean Harmon's house in Hood River. The entire Library District Board is invited and should receive an invitation later this summer.

ii. Foundation update

Fox

- The Foundation Board is working on a board manual which should be completed by October.
- The Foundation will be inviting all the Feast of Words 2014 and 2018 donors to the Cascade Locks Grand Opening Celebration in July.
- The Foundation will also host a donor recognition event on Monday, October 22, 8-9:30am at the Hood River Library. There will be food and a tour of the library to see all the work that has been done with the donor funds.
- The Foundation will host a brick cleaning and reset the bricks in the Gardens on Saturday, July 14, 8am to noon. The bricks have settled creating a hazard for foot traffic, which the Special District Insurance Services has recommended be fixed. Thankfully, Dale Hill, Library Foundation Board member is organizing a volunteer work crew for this project.
- The Foundation is also on break and will not have board meetings in July or August.

iii. May financial statements

Fox

Attachments: V.iii. May financial statements

We received the check from the Library Foundation in the amount \$71,003.05, which will appear on the June financial statements.

The Capital Equipment Reserve Fund will be decreased up to \$27,987 for shelving at the new Cascade Locks Space and to pay for our new sidewalks at the Hood River Library. This puts us above our target to carry over \$100,581 into the next fiscal year.

We are tracking well with June as our last month in this fiscal year. We had \$733,648 in the General Fund as of May 31, 2018. I estimated we would carry over at least \$615,000 into FY 2018-19. I'll provide a report in the next board packet regarding our carry over and expenditures for this fiscal year.

iv. Director's report

Fox

Administration

- The auditors made their interim visit to the District Wednesday, June 13. They stated everything looked good. They will do their final visit in November, when I return from parental leave.

Facilities

- Cascade Locks Branch
 - The new shelving will be installed in the Cascade Locks Library the week of June 18.
 - The new tables and chairs have arrived.
 - The Cascade Locks Library will be closed Tuesday, June 19 – Thursday, July 5.
 - The Grand Opening party for the Cascade Locks Library will be Saturday, July 7, 2018, 5:30pm.
 - The total cost of this project will be around \$50,000. The Library Foundation raised over \$38,000 between Feast of Words 2014 and 2018. The rest of the funds will be from the Library District and a donation by the Columbia Gorge Lionesses of Cascade Locks.
- Odell
 - Bilingual Outreach Specialist Yeli Boots and I are looking into a location for the weekly mobile library to operate in Odell starting in October. Currently, Boots is holding the mobile library at the Mercado in Odell June through September. Boots reports she has heard many members of our community say Odell needs a community center for a library, ESL, GED and technology classes. There is also a large need for wi-fi and computer access in the community. We plan to have an update by the next board meeting.

Marketing

- Assistant Director Arwen Ungar suggested providing the board with updates on our marketing tools. Each month, she will provide the statistics to include in the board packet.
- Statistics past 30 days
 - Facebook
 - Page Followers – increase 25%
 - Page Views – 164, increase 2%
 - Newsletter
 - The library's monthly June newsletter outperformed the industry standard for open rates by 10.5% and click rate by 4.1%. June 2018 total open rate 37.4% and click rate 7.3%.

Personnel

- We have hired two teens to support the Odell bus services from June – August. Their salaries are funded by the Oregon State Library Ready to Read grant.
 - Montserrat Pedroza lives in Odell, is bilingual, and is going to be a senior next year.
 - Mari S. Chijate Coyte (Sandy) lives in Odell, is bilingual, and graduated from Hood River Valley High School this year and will be going to college in the fall.

Programs

- Odell bus – For the third year, the children's and outreach staff used Ready to Read State Grant funds to provide bus service and services to the citizens of Odell. The bus picks up patrons in Odell at 10am and leaves Hood River at 1pm. Patrons will enjoy a snack, storytime, and a movie while at the Hood River Branch.
 - Two new change was made this year. The first was to hire two teenagers who live in Odell to assist with transporting patrons, marketing the program, and helping with storytime. The second change involves patrons signing release forms to send children age 3-18 to the library under the supervision of library staff. This request was made multiple times by parents over the past two years because parents often worked on the weekend.

We've had a huge response! On Saturday, June 9 there were 38 people riding the bus. On average we had nine people on the bus in the previous years.

- The library district started a bi-monthly mobile library June through September at the Mercado (downtown farmer's market) in Odell. The mobile library offers library items to checkout and a summer reading program for kids (featuring two performers during the summer). At the opening night, Boots signed up 27 kids in Odell for Summer Reading and opened new library cards for patrons, and checked out materials.
- We started our fabulous Summer Reading Program! We started sign ups on Friday, June 8. The all ages kick off event will be held on Saturday, June 16. We'll have programs and performers in Hood River, Cascade Locks, Parkdale, and Odell throughout the summer. Our end of year bash, the Unity Picnic, will take place Saturday, August 18. Our website and events calendar were updated Friday, June 8 with all our programs and instructions. The Friends of the Library paid for all our summer reading performers and the all ages Kick-Off and Unity Picnic.

VI. Previous business

i. Discussion of wage for Assistant Director during Library Director FMLA Fox

I will be taking Family Medical Leave from August 8 – October 31. Assistant Director Arwen Ungar will be conducting the duties of the Library Director and Assistant Director during my absence. There will be staff who will be assisting Ungar with the scheduling duties, which will help free up her time for the additional duties.

I have six weeks of paid leave (sick leave and vacation hours) and then will use six weeks of unpaid leave during this time. Due to the increase in duties and responsibilities during my absence, I am requesting the board approve paying Ungar the Library Director wage step 1 during my absence. In fiscal year 2018-19, I budgeted for an entire years salary for the Library Director and Assistant Director. During this time period, I will be unpaid for \$9,261.26 and Ungar would be paid, in addition to her regular salary, \$4,269.25. Ungar is a hard worker and will take excellent care of the District in my absence.

VII. New business

i. 2018-19 Budget approval (ACTION)

Sheppard

I. Budget hearing

Attachments:

VII.i.a. Proposed 2018-19 budget

VII.i.b. Resolution 2017-18.08, adopting the budget and imposing taxes

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2018-19 budget, as approved by the Budget Committee at their May 15 meeting, is attached. There are no additional proposed changes from what the Budget Committee approved, unless Board members have recommendations. Final 2018-19 budget approval requires passage of Resolution 2017-18.08. Following approval, I will submit the proper paperwork to the County and State.

Before budget approval, the Chair must open the Budget Hearing, which gives the public an opportunity to comment on the budget. Notice was published in the June 9th, 2018 edition of the *Hood River News*.

ii. **Approval of emergency services and materials (ACTION)** Sheppard

Attachment:

- VII.ii.a. Resolution No. 2017-18.09 - Resolution purchase of emergency services and materials
- VII.ii.b. Financial Management Policy
- VII.ii.c Quote from NW Control

Our HVAC system is no longer working to it's full capacity. There are two compressors on the roof and one failed sending acid into the second compressor. Both compressors need to be replaced and the unit needs to be completely cleaned. This will be a major project to replace these units. The company can not get a crane to lift the 5,000 pound compressors from the street. They have to pull into the driveway and lift each compressor onto the roof and then place them each on a dolly and move to the other side of the library. It involves lifting and lowering the units over the area where the atrium is located. We hope to have the system fixed by the end of this month.

One of the compressors had been replaced in 2016 and was still under warranty. The estimate for the replacement is \$16,637, plus \$2,000 for cleaning the unit with a suction line filter dryer.

In addition, I learned from NW Control the HVAC unit has about 10 years left before it will need to be replaced. The units usually do not completely stop working. They age and eventually it's more expensive to keep replacing all the parts then invest in a new unit. The estimated cost will be \$115,000. We can start planning on saving funds each year to purchase this new unit.

According to our Financial Management Policy, purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed \$3,000. Such purchases must be approved by the Board President and comply with Oregon Revised Statutes (ORS). There is an exemption in the Oregon Revised Status which allows the District for forgo the quote process required for purchases over \$10,0000. I contacted our legal counsel Ruben Cleaveland and he confirmed this qualifies as a purchase of emergency services and materials because it's reasonable to say our HVAC is tied to health, safety, and welfare. Especially the health and welfare but also safety as we are a designated cooling shelter. Cleaveland also confirmed the exemption in the ORS to forgo the quote process. Cleveland stated the District Board needs to pass a resolution regarding the situation. I contacted Board

President Jean Sheppard on June 2, 2018 for approval of the emergency purchase and authorization.

I'm asking the board to approve the Resolution No. 2017-18.09 - Resolution purchase of emergency services and materials.

I'm also asking the board to approve the estimate for NW Control for up to \$19,000.

I recommend we deduct this purchase from the Capital Equipment Reserve Fund. We will carry over \$5,000 more than anticipated and the Foundation has donated \$3,400 towards the painting for the Hood River interior which we budgeted \$5,000 for this year. If we complete all our projects discussed during the budget committee meeting, this means we will end the fiscal year with \$89,400, which we can increase the transfer next year to the fund, especially since we will also want to start saving for the replacement of the HVAC and roof replacement.

iii. **Approval of recurring payments for 2018-19 (ACTION)** Sheppard
Attachment:

- VII.iii. Resolution No. 2017-18.10 - approving recurring and online payments for 2018-19

Our auditors, Pauly Rogers & Co., recommend that the Board annually authorize the specific list of vendors whom we pay online and/or automatically. This mainly includes utilities and regular contract payments. The attached resolution provides this authorization. Online payments save significant time and money for the District. I would like to add one company, Constant Contact, which provides our eNewsletter service.

iv. **Discussion of 2018-19 President and Vice-President positions** Sheppard
At the July meeting, the Board will elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to do those positions.

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

vi. **Library Director contract renewal (ACTION)** Sheppard
Attachments:

- VII.vi. Library Director contract [2018-2019]

The Library Director is the only District employee who works directly for the Board and also is the District's only contract employee. The contract typically is renewed annually. My contract is due to expire on June 30. With our legal counsel, I drafted a contract with the following changes. I changed the salary to \$74,090 per year, which is the salary of my current step (2) on the 2018-19 salary scale. As discussed when approving the scale, this includes a 2.8% cost of living increase, which all District employees will receive this fiscal year and the promotion given by the District Board to step 2. Ruben Cleaveland also had me add the year to my initial hire date, which is 2011.

VIII. Agenda items for next meeting Sheppard

- Review of strategic goals
- Board officer elections
- Appointing agents of record

- Resolution establishing regular meeting time
- Discussion Board Library Friends and Foundation liaisons

IX. 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

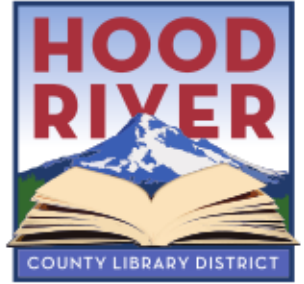
ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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**Budget Committee
Meeting Minutes**

Tuesday, May 15, 2018, 6.00p
Jean Marie Gaulke Meeting Room
502 State St, Hood River
Committee Chair: Jean Sheppard
Budget officer: Rachael Fox



Present: Rachael Fox (staff), Jen Bayer, Amber Bello, Brian Hackett, Megan Janik, Sara Marsden, Lani Roberts, Jean Sheppard, Arwen Ungar (staff)

I. Nomination and election of Chair

Board President Jean Sheppard called the meeting to order at 6.05p. Bayer nominated Sheppard to serve as Committee Chair. Roberts seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Sheppard

Marsden moved to approve the agenda as presented. Hackett seconded. The motion carried unanimously.

III. Conflicts or potential conflicts of interest

Sheppard

None stated.

IV. Budget message

Fox

Fox reviewed the budget message from the meeting packet.

V. Presentation of proposed budget

Fox

i. General Fund

Fox reviewed the different funds of the proposed budget.

Marsden asked if the District had to stick to the fulfilling the Strategic Goals or could spend funds on other projects. She also asked if we could add to the goals. Fox stated the District hires a consultant to help create the goals, which is a \$13,000 cost, so these goals do not change during those five years. Fox stated the current goals are the focus but the District can also chose to spend it's funds on other projects and create new goals as well.

Hackett stated that by eliminating the entry level position we might run into an issue where new people are hired at the same rate and current staff who have been working in the position for a longer period of time. Fox stated we only have one position at twelve hours which is entry level. All of our other positions have a required two-year college degree [Fox reviewed the job description and the recommendation is high school diploma and two years customer service]. By shifting the lowest paid position Clerk I to Clerk II we can add duties which would justify the same salary as the rest of the Clerk II positions. Clerk I is a single position created because we used volunteers as shelvers but found we had to fill in the gaps because volunteers are not always able to show up to work. Sheppard asked if we would have volunteers take over shelving and Fox stated we would have the staff member continue with shelving too.

Fox stated she hoped we could offer a Cost of Living increases over the next four years, which would bring out lowest paid position into the fourteen dollar range, putting more distance from the entry level

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rate of \$13.50, since our Clerk II position was set higher than the minimum wage when the increases began in fiscal year 2016-17.

Fox stated we budgeted for all staff members to have a pay increase, although, we would not be giving an increase to all staff. Marsden asked if the board makes the decision on staff pay increases and Fox stated she and Assistant Director Arwen Ungar make that decision. Fox stated they did not know at this time who would receive the increase. Bayer stated this made sense so we would not have to create supplemental budget when we made decision on pay increases.

Sheppard asked why we are budgeting for the maximum of health care benefits when the current staff are not using them. Fox stated we need to have money in the category in case staff changes or current staff want to add people to their benefits. Fox stated we currently prorate health insurance benefits based upon hours worked. Right now we only have three positions, which the District covers the staff member's entire family. Seven employees receive benefits for a single person or VEBA benefits. Sheppard stated we would most likely not have all staff use the max amount of benefits. Fox stated if we did not budget extra funds, we would need to create a supplemental budget to increase the category.

Fox stated we should have additional funds in the Personal Services categories in case we want to make increases through the year and we would not have create a supplemental budget.

Roberts stated she had concerns of eliminating a full-time position and this sounded like this publicly funded institution is being run by a corporation because it was stated money was saved on paying benefits. Hackett stated I believe we are confined by our current tax rate and need to stay within that budget. Sheppard stated I believe this change also helped with scheduling for vacation and sick leave.

Fox stated both are true. Fox stated a large increase in personnel expenses were made in the two years prior to her assuming as director. These included increase in the director salary, assistant director salary increase to accommodate the exempt salary floor changes proposed by the Obama administration, combining four part-time positions to two full-time which included benefit packages for the two employees and other changes [Fox researched the additional increases which included salary scale changes made to have higher salaries for higher classifications to acknowledge differences in required skills and experience and absorbing Bilingual Outreach Specialist as a full-time position, which was previously half funded by a grant.] Due to this large increase we needed to cut back which included reducing two positions to 30 and 32 hour week position and eliminating the full-time position.

The other difficult issue with having a full-time Clerk II position involved finding coverage for the position during vacation or sick leave. During absences we need to cover 7 hours of desk shifts. Since we reduced the substitute budget last fiscal year, other staff often had to fill in creating stress when their other work can not be completed. This was the number one complaint Fox heard from staff during the year, that we were short-handed. We now will have less hours of coverage to find if a staff member is absent and we also have more funds allocated to the substitute budget. Hopefully, increasing the overall well being of the staff and organization. Sheppard stated she also thought solving this issue would help the job satisfaction of staff.

Fox also stated if we do not make these changes to personnel budget we will have to make cuts in services which she would be willing to look at. In addition, we are hoping to add another branch in Odell so we need to prepare for the increase in costs for another location.

Bayer stated the development in Hood River is increasing which should increase our tax revenue. Fox also that in addition we will be having in increase in funds from the former Urban Renewal District and

we can hopefully help support all our new developments, upkeep on the facility and staff expenses.

Hackett stated it would be helpful to have an explanation for the increase in personnel expenses and the Cost of Living increases. Hackett asked it's mainly due to the minimum wage increases for the State of Oregon and we need to have a justification by using a system like the Cost of Living Increases. Fox stated yes, and we will see how we would like to adjust this increases and or change course based upon the increase in tax revenue over the next few years.

Fox also discussed the increase for the Outreach Specialist to work 32 hours per week instead of 30 hours. Fox stated she would like the District to increase marketing by posting more on social media and possible other ways. Sheppard asked if this staff member would be doing these things and Fox state he would.

Fox went through each line item in the General Fund budget.

Bello stated we might not receive the same amount of funds in the line item for previously levied taxes due to recent changes in the law. Sheppard agreed.

Sheppard stated the retirement package is generous and Fox agreed.

Bello asked about the statewide transit tax and if the District was exempt. Fox stated she was not sure. Bellow stated it would most likely cost the District a few thousand dollars per year. Fox stated she would follow up with the accountant regarding the new tax.

Fox stated IT Specialist Ken Jacobs was able to find computers and monitors at a reasonable rate, so the District was able to fulfill it's goal of replacing a specific amount of monitors and computers each year as planned.

Sheppard stated more advertising could be done to promote music programs. Marsden also mentioned the school newsletter would be a good place to advertise events.

Marsden asked if the \$57,945 from the Armstrong donation was in addition to the Unappropriated Ending Fund balance. Fox stated this donation went into the General Fund and is part of the Unappropriated Ending Fund balance.

Hackett stated it might be helpful to have a clearer explanation of the Unappropriated Ending Fund Balance, to let the general public know we are not saving money but this is actually money we use to operate from July to November, when the bulk of our tax revenue will be receiving. Fox stated the term is defined for the Oregon Department of Revenue. Bayer also stated she agree it was the correct term. Fox stated she agreed with Hackett it could also be explained as he defined it.

ii. Capital Equipment Reserve Fund

Fox noted the proposed projects for the Capital Equipment Reserve Fund: cleaning and sealing areas of the exterior building, painting historic windows of the exterior building, and painting the damaged areas of the interior building.

Bello stated she thought the quote for replacing the library roof may have gone up significantly since 2014. Fox stated she would like to have another Facilities Maintenance Plan review. Bellow stated we could just call roofers and have them give a quote. Fox stated that was a good idea and she would proceed with contacting local roofers.

iii. Grants Fund

Fox said that the Grants Fund is an aspirational fund, as it's budgeted for several grants for various projects. If the grants are not received, the funds won't be spent.

Bayer thought the requirements section categories might need to be increased because of the Foundation donations. Fox stated the board did a supplemental budget this fiscal year which increased the resources and requirements section to be able to spend the Foundation Feast of Words donation this fiscal year, which she planned to do. Bayer stated that made sense if we spent the money this year.

iv. Sage Library System Fund

The District used this fund to employ a staff member, the Sage Systems Librarian, who actually worked for the library consortium, Sage Library System. Sage operates through fiscal agents, primarily Baker County Library District. Fox stated, the Systems Librarian left his position in February 2017, and the Baker Country Library District will now be the fiscal agent for the position. Since the fund is dormant, it will be dissolved by resolution by the end of this fiscal year and any remaining funds will be transferred to the General Fund.

VI. Public comment

Sheppard

No public present

VII. Budget Committee questions and deliberations

Sheppard

Bayer stated she was pleased with the way the District is allocating the funds and the services provided. Other committee members agreed.

VIII. Approval of budget (ACTION)

Sheppard

Roberts moved to approve the budget resolution approving the 2018-19 budget, including the tax rate of 0.39 per \$1,000 of assessed property value. The budget was set at the following amounts:

- General Fund: \$1,526,786
- Capital Equipment Reserve Fund: \$121,000
- Grants Fund: \$270,000
- Sage Library System Fund: \$0
- *Total: \$1,917,786*

Hackett seconded. The motion carried unanimously.

IX. Recess or adjournment

Sheppard

The meeting adjourned at 8:45pm.

Board of Directors
Regular Meeting Minutes

Tuesday, May 29, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President

Present: Rachael Fox (Staff), Jean Sheppard, Brian Hackett, Karen Bureker, Megan Janik,
Sara Marsden, Arwen Ungar (Staff)

I. Additions/deletions from the agenda (ACTION)

Sheppard

Fox stated the agenda needed to be changed to include the Second Reading of Ordinance No. 1 as an action item. Fox also state the Executive session packet was incomplete and the board did not receive all the surveys and Fox handed out a new packet.

Marsden moved to approve the agenda as amended. Hackett seconded. The motion passed unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

- i. Minutes from April 17, 2018 meeting**
- ii. Burkner motion, seconded.**

Hackett moved to approve the consent agenda. Bureker seconded. The motion passed unanimously.

IV. Open forum for the general public

Sheppard

No public present.

V. Reports

- i. Friends update**

- ii. Foundation update**

Fox

- iii. April financial statements**

Fox

- iv. Director's report**

Fox

Fox stated there is the Annual Board Planning Session: Board Practices Assessment (BPA) Tuesday, June 19, 5:00-6:30pm. This is consulting service offered by SDAO at no charge and qualifies a district for a 4% insurance premium credit. The BPA is conducted in a 90-minute on-site meeting with the full board. This is not a training program or presentation by SDAO. It

is a facilitated self-assessment discussion and format designed to help boards improve their effectiveness in six Key Performance Areas that make the difference between high risk and low risk districts. Boards receive a follow-up summary of their self-assessment along with the facilitator's notes from the meeting and recommendations for improvement.

Sheppard asked about the Odell library. Fox stated Hood River County School District Superintendent Dan Goldman has asked for a minimum and maximum space. The Board decided the minimum would be 700 ft. (current size of Parkdale Library) and maximum size would be 2400 sq. ft. (size of new Cascade Locks Branch). Fox stated she would email Goldman.

Sheppard asked what library service in Odell would look like the rest of the year. Fox stated staff is still looking for alternate location. Fox state FISH might be an option or another business. Marsden stated the supermarket might be an option. Other Board members agreed with this. It might be appealing because it would increase traffic.

VI. Previous business

VII. New business

i. 2018-19 salary schedule (ACTION)

Sheppard

Board members discussed the salary schedule and the Cost of Living (COL) increases. Sheppard stated it was high and was surprised. Fox stated she used the average of the Western CPI for 2017. Fox stated Hood River County has to work with four unions and they voted to use December of each year and for this year it would mean 3.1% COL. Marsden made a motion to approve the salary schedule for 2018-19. Bureker seconded. The motion passed unanimously.

ii. Second reading of Ordinance No. 1, Code of Conduct

Fox

I. Public hearing on Ordinance No. 1

Sheppard read the title of Ordinance No. 1. "An ordinance regulating conduct on Library District property." Sheppard opened the public hearing on the ordinance at 7:23pm. There were no public comment. Bureker requested the text be increased. Fox stated she would do that and it would be on two pages. The hearing was closed at 7:24pm. Hackett moved to adopt Ordinance No. 1 as amended and attached. Bureker seconded. The motion carried unanimously.

iii. Executive session: Library Director evaluation

Sheppard

The Board moved into executive session at 7:26pm. The board closed executive session at 8:05pm.

VIII. Agenda items for next meeting

Sheppard

IX. Adjournment

Sheppard

The meeting adjourned at 8:06pm.

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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Onstott, Broehl & Cyphers, P. C.

Certified Public Accountants

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01-018
Revised RY
5-29-18

HOOD RIVER COUNTY LIBRARY
502 STATE STREET
HOOD RIVER, OREGON 97031

5/23/2018

Description	Amount
ACCOUNTING SERVICES FROM OCTOBER 17 THROUGH APRIL 2018	9,800.00
THANK YOU	

Total \$9,800.00

June 6, 2018

To

From: Pat Schmuck and Helen James

Re: Hood River County Reads 2018, Final Report

Organization: Hood River County Reads/Friends of the Hood River County Library

Contact Persons:

Helen James

Pat Schmuck

THE GOAL: The goal of Hood River County Reads is to engage county residents, students and adults in reading and discussing the same book(s). The books chosen have relevance to the history and environs of our community today. We have completed 12 years of reading together.

CHOSEN BOOKS AND AUTHORS:

This year we chose **Moreno. Prieto. Brown.** (Brown, Browner, Brown), a book of poetry and memoir by Alejandro Jimenez. HRVHS teachers Nan Noteboom and Mandy Webster along with the other literature teachers recommended the book as one compelling to students and the Hood River community. Jimenez came to Hood River in 1995, 8 years old and undocumented. He attended Hood River schools, graduating from HRVHS in 2005 and then, now documented, graduated from Willamette University. He is a winning slam poet and TEDxMileHigh speaker. He lives in Denver, working with students. We distributed 660 free books (282 to schools, 378 to community).

We also offered a second poetry/memoir book, **Black Girl Dreaming**, by Jacqueline Woodson, the National Ambassador for Young People's Literature. We gave away 357 books (202 to community, 155 to schools).

We distributed total of 1017 free books to the community, HRC Library collection, HRC middle and high schools and four elementary schools. Community readers were encouraged to pass the book to another reader or return it to the Library.

PROGRAMS FOR HOOD RIVER SCHOOLS/ LIBRARY AND COMMUNITY:

March 17 – May 5, 2018

--Community Kickoff at HRC Library: book distribution, reading of proclamation, HRVHS Phoenix Theater students dance presentation, and HRVHS art class presentation of posters. HRVHS teacher Nan Noteboom's talked about her experience as Jimenez' teacher.

--Additional book distributions at Cascade Locks and Parkdale libraries.

--Poetry posts

--Art class posters displayed around town, HRC Library and Columbia Center for the Arts.

--Bridging Culture - Our Neighbors' Stories: A Panel of 5 Gorge residents representing four different cultures.
- HRC library Book Club for both books.
-Down Manor Book Club for both books.

April 28-April 30 –Alejandro Jimenez's visit included three public presentations, a poetry workshop, a formal presentation at the library and a Spanish presentation at Mid Valley Elementary School. He made two presentations in the Bowe Theater at HRVHS, two presentations at Hood River Middle, and one presentation at Wy'east. He also attended a dinner in his honor with HRR committee members and other volunteers.

NUMBER OF COMMUNITY/SCHOOL PARTICIPANTS: There were a total of 1207 attendees. 349 attended various community events. At HRC Schools 858 students were present at five different author presentations.

BUDGET:

Expenses:

\$ 2,530.00	Author Fee and Travel
\$ 6,956.34	Books
\$ 335.00	Art Class Posters and Printing
\$1,073.00	Author Spanish Presentation at Mid Valley Elementary
<u>\$ 500.00</u>	Program Expenses, including printing,
\$11,394.34	Total Expenses

Sponsoring Organizations and Individuals:

\$ 2500	HRC Library Foundation
\$ 2500	Starseed Foundation
\$ 2000	HRC Education Foundation
\$ 1500	HR Cultural Trust
\$ 1000	Friends of the HRC Library
\$ 500	Pat Hazlehurst Endowment Fund
<u>\$ 200</u>	Leighton Hazlehurst
\$10,250	Total Grants and Donations

IN-KIND CONTRIBUTIONS:

Gorge Press, Radio Tierra, HRC School District, HR News, Columbia Center for the Arts, Providence Down Manor, Waucoma Books, Mole and Tom Schaefer, Starbucks, Ryan's Juice and many volunteers.

HOOD RIVER READS COMMITTEE:

Rachael Fox (Library Director), Arwen Ungar (Assistant Library Director), Yeli Boots (Bilingual Outreach Specialist), Jean Sheppard (Library District Board President), Helen James (Chair), Fran Finney, Elizabeth Garber, Jean Harmon, Laurie Macdonald, Mole Schaefer, Matthew Gerlick, Pat Schmuck.

TEACHER FEEDBACK

Re: Moreno.Prieto.Brown

Nan Noteboom, HRVHS

I taught the entire book to 25 students... many kids wanted to take it home for their parents to read, and I let them. I will also use extra copies for my summer school program this summer. It was awesome, such a valuable, affirming message for so many of our kids! Thank you for choosing it!

Ann McDonald, Hood River Middle School

This is a very powerful book of poems to use when paired with reading books like Enrique's Journey or Into the Beautiful North. My students particularly liked the poems about his struggles being from our community, as well as his voice to speak up. Most 8th graders were exposed to the book in some form, a poem or two, then provided an opportunity to come to a pizza lunch two days where they got the book—they loved getting to keep it, and he even signed most of them!—discuss his poetry, then spend about 50 minutes with him in a writing poetry workshop! (We sat in a circle on the floor so it was perfect, intimate, and they were entranced.) It was the perfect size of a group and his easy going yet passionate approach was ideal! (about 33 8th graders). Then he spent about 45 minutes presenting his poems and discussing his poetry with about 90 8th graders. Overall, it was super successful! We would love any leftover or returned books for a school set to use in the future since this year's went to the kids in the book club. I love having this as a resource we can use in the coming years, too!!! I also felt it was a great homecoming for the author! Thank you for all the work you do!!!!

Re: Brown Girl Dreaming

Anne Gehrig, Westside Elementary

I read Jacqueline Woodson's book with my 23 book club students... My group of students struggle with reading and comprehension, so I was also worried that they might not understand or appreciate the book. We read it aloud chorally and I supplemented it with plenty of background information about the civil rights movement. Bottom line: they loved it! Several went home and told their parents about it; one parent asked to borrow the book to read at home. When we finished the book some kids asked if they could write a letter to the author. All in all, it was a very successful reads.

Rebecca Schwartzentruher, Wy'east: My class is still reading Brown Girl Dreaming. I have 30 5th graders in the class. We are really enjoying it. Many of the students are very literal and they do not get the subtleties of the poetic form. It makes for great discussion. I wish we could meet the author but all of the youtube links help personalize the book. I think it is good for the kids to be exposed to other minorities and their struggles. I'm looking forward to doing a cumulative project at the end of the book. At that point I will have a clearer understanding of how much my students are getting out of the book. Thank you so much for providing each of my students with a book. I hope my class next year will enjoy the same opportunity.

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements May 31, 2018

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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 May 31, 2018, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eleven 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.
June 8, 2018

Hood River County Library District
Balance Sheet - Cash Basis
May 31, 2018

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$198,688			\$198,688
Cash with Hood River County	532,830	\$40,379	\$128,568	701,777
Petty cash	416			416
Accounts receivable	1,714			1,714
Total Current Assets	<u>733,648</u>	<u>40,379</u>	<u>128,568</u>	<u>902,595</u>
TOTAL ASSETS	<u><u>\$733,648</u></u>	<u><u>\$40,379</u></u>	<u><u>\$128,568</u></u>	<u><u>\$902,595</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,850			\$1,850
Total Current Liabilities	<u>1,850</u>	<u>0</u>	<u>0</u>	<u>1,850</u>
Total Liabilities	<u>1,850</u>	<u>0</u>	<u>0</u>	<u>1,850</u>
Fund Balances:				
Unassigned	<u>731,798</u>	<u>40,379</u>	<u>128,568</u>	<u>900,745</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$733,648</u></u>	<u><u>\$40,379</u></u>	<u><u>\$128,568</u></u>	<u><u>\$902,595</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Eleven Months Ended May 31, 2018

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$82,945	\$68,020		\$150,965
Property tax revenues - current year	858,928			858,928
Property tax revenues - prior year	13,351			13,351
Fines and fees	14,062			14,062
Intergovernmental revenue		4,965		4,965
Interest revenue	9,671		\$1,683	11,354
Miscellaneous	0			0
Total Revenues	978,957	72,985	1,683	1,053,625
Expenditures:				
Personal services:				
Wages and salaries	377,532			377,532
Employee benefits	123,037			123,037
Total Personal Services	500,569	0	0	500,569
Materials and services:				
Bank charges	140			140
Building rental	7,263			7,263
Building maintenance	8,047	13,014		21,061
HVAC	13,130			13,130
Elevator	1,791			1,791
Telephone	3,781			3,781
Internet	4,753			4,753
Collection development	54,545	20,167		74,712
Technology	4,555	2,149		6,704
Accounting and auditing	16,930			16,930
Courier	1,533			1,533
Custodial services	20,053			20,053
Technical services	3,504			3,504
Library consortium	11,914			11,914
Copiers	1,113			1,113
Elections expense	0			0
Furniture and equipment	1,346	34,669		36,015
Insurance	10,760			10,760
Georgiana Smith Memorial Garden	19,917		3,900	23,817
Legal services	1,910			1,910
Professional services	96			96
Dues and subscriptions	2,617			2,617
Miscellaneous	566			566
Postage and freight	892			892
Printing	145			145
Programs	11,811	13,929		25,740
Advertising	662			662
Supplies - office	11,979	74		12,053
Travel	3,458			3,458
Training	2,540			2,540
Board development	614			614
Parking reimbursement	400			400
Electricity	17,216			17,216
Garbage	1,320			1,320
Natural gas	5,469			5,469
Water & sewer - building	4,844			4,844
Total Materials and Services	251,614	84,002	3,900	339,516
Capital outlay	0	0	210	210
Total Expenditures	752,183	84,002	4,110	840,295
Revenues Over Expenditures	226,774	(11,017)	(2,427)	213,330
Other Financing Sources (Uses)				
Operating transfers in	0		28,000	28,000
Operating transfers out	(28,000)			(28,000)
Total Other Financing Sources (Uses)	(28,000)	0	28,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	198,774	(11,017)	25,573	213,330
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
Fund Balance - May 31, 2018	\$731,798	\$40,379	\$128,568	\$900,745

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eleven Months Ended
May 31, 2018

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$24,736	\$858,928	\$834,953
Tax revenues - prior year	742	13,351	15,000
Fines and fees	1,157	14,062	12,000
Interest revenue	1,149	9,671	4,000
Donations	0	82,945	82,945
Miscellaneous	0	0	0
Total Revenues	27,784	978,957	948,898
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	497	5,522	6,858
Library clerk II	8,433	81,573	88,353
Library assistant I	3,705	40,162	48,751
Library assistant II	6,372	79,926	89,302
Librarian I	5,047	57,200	65,957
Librarian II	4,417	48,495	52,998
Library director	5,888	64,654	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	(2,563)	24,568	34,364
Social security	2,495	28,621	32,350
Workers' compensation	25	(46)	1,072
Health insurance	5,446	65,128	99,000
Unemployment insurance	426	4,296	5,497
Other employee benefits	235	470	
Total Personal Services	40,423	500,569	595,160
Materials and services:			
Bank charges	41	140	250
Building rental	944	7,263	9,000
Building maintenance	838	8,047	15,000
HVAC	856	13,130	12,000
Elevator	330	1,791	2,000
Telephone	568	3,781	4,000
Internet	427	4,753	5,500
Collection development	6,416	54,545	62,000
Technology	147	4,555	10,000
Accounting and auditing	0	16,930	25,000
Courier	196	1,533	3,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eleven Months Ended
May 31, 2018

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	1,823	20,053	24,000
Technical services	0	3,504	4,000
Library consortium	0	11,914	12,000
Copiers	317	1,113	1,500
Elections expense	0	0	0
Furniture and equipment	0	1,346	2,000
Insurance	0	10,760	11,500
Georgiana Smith Memorial Garden	1,155	19,917	21,000
Legal services	123	1,910	3,000
Professional services	0	96	0
Dues and subscriptions	139	2,617	4,000
Miscellaneous	50	566	1,000
Postage and freight	219	892	1,000
Printing	0	145	1,000
Programs	1,190	11,811	20,000
Advertising	320	662	1,000
Supplies - office	1,093	11,979	15,000
Travel	1,228	3,458	5,000
Training	20	2,540	1,500
Board development	0	614	1,500
Parking reimbursement	0	400	1,000
Electricity	1,316	17,216	20,000
Garbage	120	1,320	1,500
Natural gas	727	5,469	10,000
Water & sewer - building	391	4,844	4,700
 Total Materials and Services	 20,994	 251,614	 314,950
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 61,417	 752,183	 1,010,110
 Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(28,000)	(28,000)
 Total Other Financing Sources (Uses)	 0	 (28,000)	 (28,000)
 Change in Fund Balance	 (\$33,633)	 \$198,774	 (\$89,212)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eleven Months Ended
May 31, 2018

	<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	\$1,077	\$68,020	\$252,000
Intergovernmental revenue	0	4,965	0
Total Revenues	<u>1,077</u>	<u>72,985</u>	<u>252,000</u>
Expenditures:			
Personal services	0	0	1,000
Materials and services:	1,117	84,002	150,000
Capital outlay		0	146,000
Total Expenditures	<u>1,117</u>	<u>84,002</u>	<u>297,000</u>
Change in Fund Balance	<u><u>(\$40)</u></u>	<u><u>(\$11,017)</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 Eleven Months Ended
May 31, 2018

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$268	\$1,683	\$400
Other Financing Sources			
Transfer from General Fund	0	28,000	28,000
Total Revenues and Other Sources	<u>268</u>	<u>29,683</u>	<u>28,400</u>
Expenditures:			
Materials and services	0	3,900	0
Capital outlay	210	210	60,000
Total Expenditures	<u>210</u>	<u>4,110</u>	<u>60,000</u>
Change in Fund Balance	<u><u>\$58</u></u>	<u><u>\$25,573</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 Eleven Months Ended May 31, 2018

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Programs Fund	CL Branch	Friends of the Library	MCMC Grant	RTR 2017	RTR 2018	Total
Revenues:										
Donations and grants	\$0	\$0	\$50,433	\$4,695	\$1,369	\$11,523	\$0	\$0	\$0	\$68,020
Intergovernmental revenue								4,965	4,965	4,965
Total Revenues	<u>0</u>	<u>0</u>	<u>50,433</u>	<u>4,695</u>	<u>1,369</u>	<u>11,523</u>	<u>0</u>	<u>0</u>	<u>4,965</u>	<u>72,985</u>
Expenditures:										
Personal services:										0
Wages and salaries:										0
Library assistant II										0
Employee benefits:										0
Retirement										0
FICA										0
Worker's 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>	<u>0</u>	<u>0</u>
Materials and services:										13,014
Building maintenance			13,014							20,167
Collection development	1,817		11,876	300		5,662	50	462		2,149
Technology			129	1,500		520				13,929
Programs			1,214	2,186		6,484		4,045		34,669
Furniture and equipment			34,100			569				0
Georgiana Smith Memorial Garden										74
Office supplies			74							0
Miscellaneous										0
Printing										0
Total Materials and Services	<u>1,817</u>	<u>0</u>	<u>60,407</u>	<u>3,986</u>	<u>0</u>	<u>13,235</u>	<u>50</u>	<u>4,507</u>	<u>0</u>	<u>84,002</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>1,817</u>	<u>0</u>	<u>60,407</u>	<u>3,986</u>	<u>0</u>	<u>13,235</u>	<u>50</u>	<u>4,507</u>	<u>0</u>	<u>84,002</u>
Net Change in Fund Balance	<u>(1,817)</u>	<u>0</u>	<u>(9,974)</u>	<u>709</u>	<u>1,369</u>	<u>(1,712)</u>	<u>(50)</u>	<u>(4,507)</u>	<u>4,965</u>	<u>(11,017)</u>
Fund Balance - July 1, 2017	<u>2,642</u>	<u>3,000</u>	<u>33,876</u>	<u>523</u>	<u>0</u>	<u>6,798</u>	<u>50</u>	<u>4,507</u>	<u>0</u>	<u>51,396</u>
Fund Balance - May 31, 2018	<u>\$825</u>	<u>\$3,000</u>	<u>\$23,902</u>	<u>\$1,232</u>	<u>\$1,369</u>	<u>\$5,086</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,965</u>	<u>\$40,379</u>

See Independent Accountants' Compilation Report

GENERAL FUND
Resources

Hood River County Library District

	Historical Data				RESOURCES DESCRIPTION	Budget for Next Year 2018-19		
	Actual			Adopted Budget This Year 2017-18		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD actuals 3/31/18					
1	597,340	597,340	807,890	515,000	Available cash on hand	615,000	615,000	
2	23,619	23,619	10,035	15,000	Previously levied taxes estimated to be received	15,000	15,000	
3	4,565	4,565	3,938	4,000	Interest	7,000	7,000	
4	13,061	13,061	10,224	12,000	Fines and fees	13,500	13,500	
5	-	-	-	82,945	Donations	-	-	-
6	-	-	-	-	- Intergovernmental revenue	-	-	-
7	-	-	-	-	- Miscellaneous revenue	-	-	
8								
9	638,585	638,585	832,087	628,945	Total resources, except taxes to be levied	650,500	650,500	-
10				834,953	Taxes estimated to be received	876,286	876,286	
11	788,107	788,107	783,678		Taxes collected in year levied			
12	1,426,692	1,426,692		1,463,898	TOTAL RESOURCES	1,526,786	1,526,786	-

GENERAL FUND
Detailed Requirements

	Historical Data				REQUIREMENTS FOR: Hood River County Library District	Budget for Next Year 2018-19		
	Actual			Adopted Budget This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD 3/31/2018					
					LIBRARY OPERATIONS			
1					PERSONAL SERVICES			
2					Salaries			
3	4,979	5,788	4,434	6,858	Library Clerk I	7,195	7,195	-
4	71,363	75,799	65,355	88,353	Library Clerk II	97,865	97,865	-
5	81,946	49,923	32,156	48,751	Library Assistant I	52,294	52,294	-
6	83,810	102,124	66,730	89,302	Library Assistant II	86,051	86,051	-
7	30,751	50,372	46,572	65,957	Librarian I	69,170	69,170	-
8	41,581	44,621	39,662	52,998	Librarian II	55,557	55,557	-
9	76,065	65,630	52,877	70,658	Library Director	74,090	74,090	-
10	390,495	394,257	307,786	422,877	Total Salaries	442,222	442,222	-
11								
12					Benefits			
13	27,775	33,253	24,402	34,364	Retirement	32,647	32,647	-
14	27,860	32,239	23,437	32,350	FICA	33,830	33,830	-
15	1,122	2,607	(97)	1,500	Workers' compensation insurance	1,200	1,200	-
16	66,258	68,074	54,236	99,000	Health insurance	99,500	99,500	-
17	4,666	5,300	3,412	5,497	Unemployment insurance	5,749	5,749	-
18	127,681	141,473	105,390	172,711	Total benefits	172,926	172,926	-
19				-				
20	518,176	535,730	413,176	595,588	TOTAL PERSONAL SERVICES	615,148	615,148	-
21					Total Full Time Equivalent (FTE)*	11.075	11.075	
					LIBRARY OPERATIONS			

22					MATERIALS AND SERVICES			
23	193	265	83	250	Bank charges	300	300	
24	3,700	4,800	5,375	9,000	Building rental	14,000	14,000	
25	11,627	6,696	7,111	15,000	Building maintenance	15,000	15,000	
26	11,691	14,057	10,875	12,000	HVAC	15,000	15,000	
27	1,830	2,090	1,460	2,000	Elevator	2,300	2,300	
###	4,819	3,602	2,879	4,000	Telephone	4,300	4,300	
###	5,099	5,121	3,900	5,500	Internet	6,400	6,400	
###	77,905	66,889	41,798	62,000	Collection development	78,000	78,000	
###	4,911	8,073	4,068	10,000	Technology	11,000	11,000	
###	29,300	21,612	16,475	25,000	Accounting and auditing	26,000	26,000	
###	1,475	2,121	1,164	3,000	Courier	3,000	3,000	
###	20,891	22,879	16,407	24,000	Custodial services	25,000	25,000	
###	3,015	2,927	3,562	4,000	Technical services	4,000	4,000	
###	11,340	11,567	11,914	12,000	Library consortium	12,300	12,300	
###	976	1,240	722	1,500	Copiers	1,400	1,400	
###	-	3,063	-	-	Elections	3,200	3,200	
###	3,167	1,513	561	2,000	Furniture and equipment	4,000	4,000	
###	4,254	10,874	8,192	11,500	Property and liability insurance	12,000	12,000	
###	16,472	28,539	16,847	21,000	Georgiana Smith Memorial Gardens	24,000	24,000	
###	2,575	2,815	1,788	3,000	Legal Services	3,000	3,000	
###	12,307	-	96	-	Professional services	-	-	
###	3,323	3,393	2,456	4,000	Membership dues	4,000	4,000	
###	451	3,417	516	1,000	Miscellaneous	1,000	1,000	
###	685	846	657	1,000	Postage/freight	1,000	1,000	
###	659	607	145	1,000	Printing	500	500	
###	18,727	22,028	7,631	20,000	Programs	20,000	20,000	
###	1,154	635	342	1,000	Advertising	1,500	1,500	
###	13,477	14,088	9,055	15,000	Office supplies	15,000	15,000	
###	5,759	5,385	1,988	5,000	Travel	5,000	5,000	
###	1,546	1,472	2,520	1,500	Training	3,000	3,000	
###	1,127	-	614	1,500	Board development	1,500	1,500	
###	-	-	400	1,000	Parking reimbursement	1,000	1,000	
###	17,203	17,717	14,779	20,000	Electricity	21,000	21,000	
###	1,387	1,804	1,080	1,500	Garbage	1,600	1,600	
###	5,497	5,729	4,017	10,000	Natural gas	10,000	10,000	
###	4,173	4,259	4,034	4,700	Water and sewer (building)	5,000	5,000	
###								
###	302,715	302,123	205,511	314,950	TOTAL MATERIALS & SERVICES	355,300	355,300	-

###								
###	50,000	40,000	28,000	28,000	TRANSFER TO CAPITAL RESERVE	30,000	30,000	
###								
###	-	-	-	100,000	CONTINGENCY	100,000	100,000	
###								
###	870,891	877,853	646,687	1,038,538	Total expenditures	1,100,448	1,100,448	-
###								
###		3,499	3,499	13,400	Vacation Reserve	12,000	12,000	
###	555,801	533,024			Ending Balance (Prior Years)			
###				411,960	UNAPPROPRIATED ENDING FUND BALANCE	414,338	414,338	-
###	1,426,692	1,410,877		1,463,898	TOTAL REQUIREMENTS	1,526,786	1,526,786	-

CAPITAL EQUIPMENT RESERVE FUND**Resources and Requirements**

This fund is authorized and established by Resolution No. 2013-14.008 on May 20, 2014, for the following specified purposes: capital outlay for land acquisition, building construction/improvements, installation and repair of major building systems, and depreciable equipment.

Fund review year: 2021

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2018-19		
	Actual			Adopted Budget This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD 3/31/2018					
1					RESOURCES			
2	97,830	103,636	99,095	100,000	Cash on hand	95,000	95,000	-
3	654	804	1,169	400	Interest	1,000	1,000	-
4	50,000	40,000	28,000	28,000	Transfer from General Fund	25,000	25,000	-
5								
6	148,484	144,440	128,264	128,400	TOTAL RESOURCES	121,000	121,000	-
7								
8					REQUIREMENTS			
9	44,848	41,445	3,900	60,000	Capital outlay	75,000	75,000	-
10								
11	103,636	102,995			Ending balance (prior years)			
12				68,400	RESERVED FOR FUTURE EXPENDITURE	46,000	46,000	-
13	148,484	144,440		128,400	TOTAL REQUIREMENTS	121,000	121,000	-

SPECIAL FUND
Resources and Requirements
GRANTS FUND

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2018-19		
	Actual			Adopted Budget This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD 3/31/2018					
1					RESOURCES			
2	62,010	88,140	51,396	45,000	Cash on hand	45,000	45,000	-
3	33,062	7,292	8,583	150,000	Grants (specific purposes)	100,000	100,000	-
4	17,674	6,850	10,800	15,000	Friends of the Library donations	20,000	20,000	-
5	60,045	2,017	50,433	85,000	Library Foundation donations	100,000	100,000	-
6	-	-	-	2,000	Pat Hazelhurst Fund donations	5,000	5,000	-
7								
8	172,791	104,299	121,212	297,000	TOTAL RESOURCES	270,000	270,000	-
9								
10					REQUIREMENTS			
11					Personal services			
12					- Salaries			-
13	12,210	69	-		- Library Assistant II	2,000	2,000	-
				1,000	Clerk I	5,000	5,000	
1	1,099	-			Benefits			
2	930	-			- Retirement	-	-	-
3	3,408	-			- Health insurance	-	-	-
4								
5	204	-			- Other personal services	500	500	-
6								
7	17,851	69	-	1,000	Total personal services	7,500	7,500	-
8								
9					Materials and services			
10	12,479	15,414	17,283	29,000	Collection development	30,000	30,000	-
11	-	-	-	7,000	Technology	15,000	15,000	-
12	11,214	9,105	12,600	15,000	Programs	25,000	25,000	-
13	4,684	5,199	25,756	55,000	Furniture and equipment	40,000	40,000	-
14	12,964	9,896	13,217	44,000	Other materials and services	40,000	40,000	-
15								-
16	41,341	39,614	68,856	150,000	Total materials and services	150,000	150,000	-

17								
18	25,459	13,220	-	146,000	Capital outlay	112,500	112,500	-
19								
20	88,140	51,396			Ending balance (prior years)			
21				-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
22	172,791	104,299		297,000	TOTAL REQUIREMENTS	270,000	270,000	-

SAGE LIBRARY SYSTEM FUND

Resources and Requirements

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2018-19		
	Actual			Adopted Budget This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD 3/31/2018					
1					RESOURCES			
2	-	3,878	-	-	Cash on hand	-		
3	56,839	46,459	-	-	Intergovernmental revenue	-		
4								
5	56,839	50,337	-	-	TOTAL RESOURCES			
6								
7					REQUIREMENTS			
8					Personal Services			
9					Salaries			
10	39,876	35,660	-	-	Librarian I	-		
11								
12					Benefits			
13	3,885	2,884	-	-	Retirement	-		
14	3,028	2,706	-	-	FICA	-		
15	102	27	-	-	Workers' compensation insurance	-		
16	4,958	3,331	-	-	Health insurance	-		
17	513	403	-	-	Unemployment insurance	-		
18								
19	52,362	45,011	-	-	Total personal services	-		
20								
21					Materials and services			
22	-	-	-	-	Membership dues	-		
23	599	-	-	-	Travel	128		
24	-	128	-	-	Training	-		
25	-	-	-	-	Other materials and services	-		
26								
27	599	128	-	-	Total materials and services	-		
28								
29	-	-	-	-	Contingency	-		
30								
31	599	-			Ending balance (prior years)			

32				-	UNAPPROPRIATED ENDING FUND BALANCE	-		
33	52,961	45,139		-	TOTAL REQUIREMENTS	-		

Resolution No. 2017-18.08

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

Adopting the budget

Be it RESOLVED, that the Board of Directors of the Hood River County Library District hereby adopts the budget for the fiscal year 2018-19 in the total of \$1,917,786, now on file in the Hood River Library

Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2018, are hereby appropriated for the purposes shown on page 2 (except General Fund "Unappropriated Ending Fund Balance / Reserve" is not appropriated).

Imposing the tax

Be it further RESOLVED, that the Board of Directors of the Hood River County Library District hereby imposes the taxes as provided for in the adopted budget at the rate of \$0.3900 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for the tax year 2018-19 upon the assessed value of all taxable property within the District as follows:

Categorizing the tax

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

Adopted by the Board of Directors of Hood River County Library District this 19th day of June, 2018.

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

Resolution No. 2017-18.08
2018-19 budget adoption

<i>FUND:</i>	<i>Personal Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
<i>General Fund</i>	\$615,148	\$359,900	\$0	\$0	\$25,000	\$100,000	\$12,000	\$414,738	\$1,526,786
<i>Capital Reserve Fund</i>	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$46,000	\$121,000
<i>Grants fund</i>	\$7,500	\$150,000	\$112,500	\$0	\$0	\$0	\$0	\$0	\$270,000
<i>Sage Library System Fund</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>TOTALS</i>	\$622,648	\$509,900	\$187,500	\$0	\$25,000	\$100,000	\$12,000	\$460,738	\$1,917,786

Resolution No. 2017-18.09

Resolution purchase of emergency services and materials

WHEREAS, the District needed to authorize an emergency repair to their HVAC system due to failure of two compressors which did not allow for proper heating or cooling of the facility with an estimated cost of \$18,637;

WHEREAS, the District needed to repair the unit immediately due to protecting the health, safety, and welfare of the occupants, especially since the District building is a designated cooling shelter for the community;

WHEREAS, the District finds that this failure could not have been reasonably foreseen; created a substantial risk of interruption of services; created a substantial risk to public health, safety, and welfare; and required prompt execution of a contract to remedy the condition;

WHEREAS, the District selected a contractor whom the District has worked with and provides regular repairs and maintenance on the system. The contractor was able to honor a warranty on part of the unit and get the new parts ordered quickly. The contractor has performed this complicated replacement in the past and will send skilled technicians to complete the job; and

WHEREAS, this purchase is in compliance with ORS 279B.080 regarding emergency procurements.

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors authorizes the above described purchase of emergency services and materials.

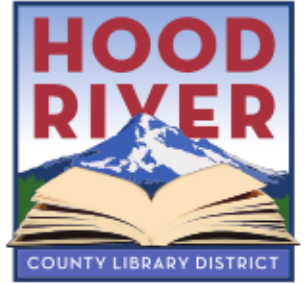
Adopted by the Board of Directors of Hood River County Library District this 19^h day of June, 2018.

ATTEST:

Jean Sheppard, President

Rachael Fox, Secretary

Financial Management Policy



I. Accounting System

The District's accounting system shall be designed specifically to:

1. Assemble information on all finance-related transactions and events.
2. Provide the ability to analyze all data collected.
3. Classify data according to the chart of accounts.
4. Record data in the appropriate books of accounts.
5. Report data to management and outside parties in an appropriate format and in a timely manner.
6. Maintain accountability of assets.
7. Retain data according to the State of Oregon's retention schedule for special districts.

The accounting system shall include:

1. A general ledger.
2. Subsidiary journals as necessary, including revenue, expenditures, and payroll.
3. Written documentation supporting, authorizing, and explaining individual financial transactions including invoices, bank statements, purchase orders, payroll, transfers, etc.
4. Any other data deemed necessary to prepare financial statements.

II. Control Policies and Procedures

The District follows these policies and procedures to ensure control and an effective accounting system:

1. All financial transactions shall conform to standard accounting procedures and Oregon Revised Statutes and Administrative Regulations (ORS).
2. All transactions are authorized properly.
3. Duties are segregated. As much as is practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, and (3) take custody of the assets resulting from the transaction.
4. Accounting records and documentation are designed and maintained properly.
5. Access to assets and records is controlled.
6. Accounting data is reviewed periodically and compared to underlying records.
7. All financial records are retained and secured in accordance with ORS .
8. Records no longer required to be retained are destroyed securely.
9. Payroll records and processing are reviewed periodically.
10. Physical assets are reviewed periodically and an inventory is maintained.
11. The Library Director shall submit the prior month's financial report to the Board of Directors with the packet for the regular monthly meeting.
12. Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
13. Annual audits shall be performed in compliance with ORS and generally accepted accounting principles (GAAP) for governmental entities.

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

14. The Library Director and any other staff significantly involved in District financial procedures shall be required to take a vacation of at least five consecutive business days.
15. Financial duties shall be rotated to staff not normally involved in financial procedures for at least a consecutive two-week period. This rotation may coincide with the Library Director and other financial staff's mandatory absence.

III. Cash and Purchasing

The District shall follow these specific policies for cash and purchasing:

1. Cash disbursement:
 - Check-signing authority is limited to the Library Director, Assistant Director, Board President, and Board Vice-President.
 - Two signatures are required on each check: the signature of the Board President or Vice-President and the signature of the Library Director or Assistant Director.
 - Some regularly-recurring bills and payments may be paid electronically by the Library Director or designee. Bills and payments authorized to be paid electronically shall be established annually by Board resolution. Invoices must be retained and reviewed by the Board President or Vice-President.
 - Authorization of payment is required by the Library Director or designee.
 - Original invoices shall be attached to checks before signing.
 - Pre-signing any check is prohibited.
 - Blank checks are prohibited.
 - Checks shall be numbered sequentially.
 - The check stock shall contain security safeguards to prevent fraud.
 - The check stock shall be secured and use shall be documented.
 - Voided checks shall be defaced and retained in the financial records.
 - Signature stamps are prohibited.
2. Cash handling
 - Daily cash counts shall be performed.
 - Deposits shall be performed weekly or when cash to be deposited exceeds \$500, whichever comes first.
 - Cash till control and reconciliation shall be standard policy.
3. Management shall review bank account reconciliations monthly.
4. Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds.
5. Banking shall be conducted according to ORS and applicable accounting practices.
6. Purchasing
 - Original invoices shall be required.
 - Employees of the District shall not serve as independent contractors to the District.
 - Employees of the District shall not accept consideration from an outside entity while performing District duties.
7. Vacation reserve
 - The District shall retain a vacation reserve of at least 75 percent of all employees' outstanding vacation and holiday accrual.
8. Expenditures approval
 - The Board of Directors shall approve all expenditures for supplies, materials,

equipment, or any contract obligating the District in excess of \$3,000 with the following exceptions:

- Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed \$3,000. Such purchases must be approved by the Board President and comply with ORS.
- Purchases that exceed \$3,000 but cannot be delayed until the next Board meeting because such delay would cause unnecessary hardship or financial detriment to the District; provided, the purchase is made after approval by the Library Director and the Board President.
- Payments of monthly statements, composed of individual invoices not exceeding \$3,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
- Regular payments on contracts that have been pre-approved by the Board of Directors.
- The Library Director shall authorize all expenditures or contracts up to \$3,000 except Contracts for legal services.
 - Total expenditures within a budgetary fund category (e.g. Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board of Directors.

IV. Credit Cards

The Library Director is authorized to apply for credit cards in the name of the District. District credit cards are subject to the following restrictions and controls:

1. Only the following officials and staff members shall be listed on the District's general purchasing credit card agreements as authorized users:
 - Board President
 - Library Director; and
 - Staff explicitly authorized by the Director.
2. If the District has credit cards used to purchase fuel for District vehicles, only employees who have been approved as drivers may utilize the cards.
3. District credit cards shall only be used for transactions in which writing a check in advance is either difficult or would delay delivery of goods or services during a time of emergency. District credit cards also may be used to facilitate travel by employees and officials on District business. Any use of the credit cards comply with shall the District's Financial Management Policy and travel reimbursement procedures.
4. Use of District credit cards for personal purchases is prohibited.
5. Any official or employee who uses District credit cards shall submit to the Library Director or designee original receipts for all purchases made as soon as practical after the purchase. Each month, the Library Director or designee shall reconcile the receipts submitted with the monthly credit card statements to ensure proper card usage.
6. The Library Director shall ensure that credit card statements are paid in full each month so that no finance charges are incurred. Copies of credit card statements shall be made available to the Board of Directors upon request.

V. Personnel

Employment policies shall include procedures that reasonably protect District assets:

1. Employment applications shall include:
 - A statement that false information or misrepresentation can be cause for disqualification or dismissal.
 - A criminal background check with candidate's written approval.
 - Reference checks.
2. Appropriate staff supervision.
3. Rotation of duties/cross-training.
4. Communication and confirmation of policies and ethics.
5. Employee and financial contractor fidelity coverage (bonding) is required (when applicable).

VI. District Assets and Capital Outlay

The Library Director shall not allow assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, s/he may not:

1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses.
2. Subject facilities to improper use or insufficient maintenance.
3. Unnecessarily expose the District, its Board, or staff to claims of liability.
4. Make any purchase (1) contrary to state statutes and regulations concerning conflicts of interest; (2) of over \$500 without having obtained comparative prices and quality; (3) of over \$3,000 without evaluating a balance of long-term quality and cost.
5. Fail to protect intellectual property, information, and files from loss or damage.
6. Receive, process, or disburse funds under insufficient controls to meet the Board-appointed auditor's standards.
7. Fail to follow state law regarding investment of capital assets in secure instruments.

Capital outlay shall include expenditures on the following:

1. Land acquisition or improvement, including improvements and installations on the grounds;
2. Building construction, expansion, or remodeling;
3. Installation, addition, or replacement of major building systems such as heating and cooling, electrical, plumbing, and other services;
4. Shelving;
5. Depreciable equipment, which includes items that have an anticipated useful life exceeding one year, cost \$5,000 or more, retain their original shape and use, and are nonexpendable.

Equipment, including nonexpendable equipment costing less than \$5,000, must be inventoried.

VII. Surplus Property

The Library Director or designee may declare property surplus that is deemed no longer useful to the District. Such property may include all tangible assets such as equipment, materials, supplies, and furniture. Surplus property shall be disposed in the following order of

preference:

1. *Recycled internally:* Staff should first deem whether property has use for District purposes other than its original use.
2. *Sold or traded:* If property is deemed to have significant value, it shall be sold or traded for something of equivalent value. Property shall be sold “as is”. If property is deemed of particular use to a library, it shall first be offered for sale to other libraries in the District's consortium or in Oregon. Funds received from sale of property shall be considered miscellaneous income into the fund from which the property was or would have been purchased.
3. *Donated:* If property is deemed to have little value, it shall be offered for donation if it is not cumbersome to do so. Property also may be donated rather than sold if the donation would provide significant good will benefits to the District. If property is deemed of particular use to a library, it shall first be offered for donation to other libraries in the District's consortium or in Oregon. Unless they are considered of particular value, discarded collection materials shall be donated to the Friends of the Hood River County Library.
4. *Discarded:* Property that has no value or cannot be sold, traded, or donated shall be discarded. The District prefers to discard property with a service that recycles all or a portion of the property. Otherwise, the District shall discard property through its regular waste disposal service.
 - Hazardous substances shall be discarded in accordance with proper safety procedures.

Any electronic equipment that stores documents, licensed software, copyrighted material, personal information about District patrons, staff, or Board members, or other sensitive information shall be erased before being disposed per this policy.

Approved by the Board of Directors, March 15, 2011
Last revised, August 15, 2017

N.C.C.

NORTHWEST CONTROL COMPANY, INC.

PO Box 22919 8750 SE McLoughlin Blvd Milwaukie, OR 97269
Phone: (503) 656-9205 Fax: (503) 656-7609 CCB # 54300

June 6, 2018

Hood River County Library
582 State Street
Hood River, OR 97031

Attn: Rachael

RE: Main Trane unit 2 each compressors change out

Scope of work:

- 2 Trane OEM compressors CSHA-140A-0, sweat braze, mineral oil, crankcase heaters, and contactors. Liquid line dryers
- Recovery of all old refrigerant and disposal as the compressors are a burn out and need to be
- Disconnection of the old compressors, removal of the contactors
- Get old compressors out of the unit and move access the roof to the lower level, get the crane to lift the new compressors up and the old ones down
- Get the new compressors up and into the unit
- Replacement of the liquid line filter core shell , and the compressor contactors
- Reconnection of the compressors
- Leak check the system
- Pull vacuum on the system
- Add new R427A refrigerant to the system (old R-22 has very high acid content and will need to be replaced with new refrigerant
- All work to be done during normal business hours
- Three year parts warranty labor from Trane factory and 30 days labor from NCC
- We will let the system run and then check it again for acid if acid is still present then we should add a suction line filter shell and filter (see option adder below)

Total for this proposal is-----\$19,837.00

Old compressor under factory warrenty for one year longer - -----\$3,200.00

Total is -----\$16,637.00

Suction line filter dryer add if needed-----\$2,000.00

Thank you for allowing Northwest Control Company this opportunity in providing you with this estimate.
If you have any questions please feel free to call me at 503-656-9205 or my cell at 503-793-2880.

Sincerely,
Mike Jones
Northwest Control Company

APPROVED: *Jean Stephens*
PRESIDENT, LIBRARY DISTRICT

Resolution No. 2017-18.10

Resolution authorizing vendors for online and automatic payment of bills in 2018-19

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

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

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

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors authorizes the following vendors for online payments and deposits in 2018-19.

- AT&T (telecommunications)
- CenturyLink (telecommunications)
- City of Hood River (water)
- Columbia Bank (bank fees, payroll deposits, and employee reimbursements)
- Constant Contact (eNewsletter)
- Gorge.net (telecommunications)
- Guardian Life Insurance Company of America (dental insurance)
- Harland Clarke (bank checks, deposit slips, and other documents)
- Hood River Electric Co-op (telecommunications)
- HRA VEBA (employee in-lieu health benefits)
- NW Natural (natural gas)
- Oregon Department of Revenue (state taxes)
- Pacific Power (electricity)
- Ricoh (copier lease)
- Stamps.com (postage)
- T. Rowe Price (employee retirement)
- ThyssenKrup Elevator Corp. (building maintenance)
- UnitedHealthcare (medical and vision insurance)
- US Treasury (federal taxes)
- Waste Connections/Hood River Garbage (garbage/recycling)

Adopted by the Board of Directors of Hood River County Library District this 19th day of June, 2018.

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

HOOD RIVER COUNTY LIBRARY DISTRICT LIBRARY DIRECTOR CONTRACT

PARTIES:

Hood River County Library District, an
Oregon Special District
502 State Street
Hood River, OR 97031

("District")

Rachael Fox
1461 Sunset Road
Hood River, OR 97031

("Director")

RECITALS:

I. The District desires to employ Rachael Fox as Director and Rachael Fox desires employment as Director for the District.

II. The parties desire to create an agreement that comprehensively details the terms and conditions of the Director's employment with the District.

TERMS CONDITIONS AND COVENANTS:

A. Employment.

1. The District agrees to employ Rachael Fox as Director to perform the functions and duties of Director as specified in the position description, policies and procedures, rules, and regulations of the District, as may be prescribed by the Board of the District ("District Board" or "Board") periodically. The District Board vests in the Director day-to-day control of District operations, and reserves to the District Board sole policy making authority and exclusive control over matters of fiscal policy, budget, and financial matters of the District.

2. The authority of the Director shall include, without limitation, the following: (a) management, administration, and direction of District operations; (b) hiring, disciplining and discharging of District employees, and volunteers; (c) execution and administration of District policies within budget appropriations pursuant to District policy, ordinance, or resolution; (d) policy advice to District Board; and (e) such additional and further duties as the District Board may require from time to time.

B. Performance Goals and Evaluation. The District Board shall meet with the Director annually during the month before the yearly anniversary of Rachael Fox's initial hire date of June 29, 2011 to establish performance goals for the coming year and to evaluate and assess the performance of the Director in meeting goals of the past year and progress toward achieving the District's current strategic plan.

C. Hours of Work and Outside Activities.

1. Director's Time. The parties acknowledge that the performance of the duties of Director constitutes a full-time job. It is recognized that the Director must devote time outside of normal office hours to the business of the District and, to that end, the parties recognize that the Director is exempt as a professional from the overtime provisions of the Federal Fair Labor Standards Act, and its counterpart in Oregon law.

2. Outside Business. The Director shall not be engaged in teaching, consulting, or other non-district related business without the prior written approval of the District Board. In this event, the District Board approves this non-district related business, the Director must, to the greatest extent possible, utilize his/her vacation or other leave time to perform such outside business.

3. Civic Involvement. The parties agree it is necessary for the Director to be an active participant in community activities, and the Director agrees to be actively involved in community and civic organizations.

D. Term of Employment.

1. The term of this Agreement is for 12 months, beginning on the 1st day of July, 2018, and continuing through the 30th day of June, 2019, unless sooner terminated as provided herein. In the event this contract is renewed, the parties anticipate that the renewal term will be for a twelve-month term from July 1 to June 30 each year hereafter.

2. Nothing in this Agreement shall grant the Director a property right in his/her position, nor prevent, limit, or otherwise interfere with the right of the District to terminate the services of the Director at any time, with or without cause, subject only to the provisions of this Agreement pertaining to termination and severance pay. The Director is an at-will employee of the District.

3. The Board may suspend the Director with full pay and benefits at any time during the term of this Agreement if it deems that this action is in the best interests of the District and reasonably necessary.

E. Continuing education

1. Fox shall be required to take coursework for the American Library Association (ALA) Allied Professionals Association (APA) Certified Public Library Administrator (CPLA) program.

2. The District shall compensate Fox for tuition, textbooks, travel, and other costs directly associated with coursework in the CPLA program.

3. Fox shall be required to complete the CPLA program and receive her certification by July 1, 2021.

4. Upon receipt of the CPLA certification, Fox shall receive a salary step increase to go into effect the month the certification was received.

F. Termination and severance.

1. Termination without Cause. This Agreement may be terminated either by the District or the Director for any reason whatsoever upon the giving of sixty (60) days written notice to the other party.

2. Termination For Cause. This Agreement may be terminated immediately at the discretion of the District upon a determination by the Board that:

- a. The Director failed or has refused to comply with the policies, standards or regulations of the District.
 - b. There is probable cause to believe that the Director is guilty of fraud, dishonesty, or misappropriation of funds, embezzlement, or other act of misconduct or dishonesty in the rendering of the services on behalf of the District.
 - c. The Director has failed or refused to perform his/her duties as provided for in this Agreement.
3. Severance Pay. If the District terminates the Director without cause before the expiration of the initial term of employment as set forth in paragraph A (1) and while the Director is willing and able to perform assigned duties, then in that event the District agrees to pay the Director a lump sum equal to two (2) months pay (computed upon current annual salary).
4. Severance for Termination with Cause. Upon termination for cause by the District the Director shall not be entitled to receive any severance pay. The Director will be entitled to receive compensation for all earned but unused vacation leave and accrued holidays, subject to the general guidelines of the District.

G. Compensation.

1. Salary. The base salary for the Director shall be \$74,090 per year, payable by the District on a monthly basis.
- a. The District agrees to review the base salary and other benefits of the Director at the Director's annual performance review with any salary increase to be effective if and when determined by the District Board.
 - b. Based upon the review, the parties will negotiate any desired changes, subject to the economic realities facing the District and the results of the performance evaluation. Raises will be based on merit and availability of funds.
2. Automobile. The Director may submit mileage reimbursement requests for business-related automobile use, which, following approval by the Board, will be paid per District policy.
3. General Reimbursements. The District may reimburse the Director for expenses of non-personal and job-related nature that are incurred, upon receipt of expense vouchers or receipts, accompanied by a written explanation.
4. Professional Development and Organizations. In accordance with District policy and subject to available funds, the District may budget and pay reasonable registration, travel, and subsistence expenses of the Director for professional and official travel, meetings, and occasions deemed necessary or desirable by the Board to continue the professional development of the Director and to carry out official functions of the District.
5. Membership Dues for Professional Organizations: The District will pay for the Director's membership dues in the Oregon Library Association, American Library Association, and other organizations, subject to the Board's approval.

6. Membership dues for Civic Organizations: The District encourages the Director to be involved in civic activities and organizations if such involvement advances the District's mission, vision, and values. Accordingly, the District may reimburse the Director for expenses associated with the Director's membership in one or more civic organizations.

H. Benefits. The Director shall receive the benefits as the District has provided and may hereafter provide during the term of this contract and any renewals thereof. These benefits include include all of those offered to full-time, exempt District employees, as delineated in the Personnel Policies.

I. General Provisions.

1. If any provision of this Agreement is held to be invalid or unenforceable, the remainder of this Agreement shall be deemed severable and shall not be affected but shall remain in full force and effect.

2. This contract embodies the entire agreement between the parties and, except as expressly provided herein, it cannot be varied except by written agreement of the parties. Amendments to this Agreement shall be in writing and signed by both parties.

3. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Oregon, and the venue of any action brought hereunder shall be exclusively in the Circuit Court, County of Hood River, State of Oregon. If any suit or action is brought to enforce the terms of this Agreement, the prevailing party shall be awarded reasonable costs and attorney fees, at arbitration, if any, trial and on appeal.

4. Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement, or such other address as a party may provide by written notice to the other party.

5. By the Director's signature below, the Director acknowledges that he/she is an at will employee and that his or her employment may be terminated without cause by the District Board, at any time.

6. The Director's employment shall also be governed by the terms and conditions of the District's Personnel Policies to the extent the policies therein are not contrary to the foregoing terms and conditions. In the event of a conflict between the policies and this Agreement, the terms and conditions of this Agreement shall control.

7. The failure of either party to enforce any provision of this Agreement will not be construed as a waiver or limitation of that party's right subsequently to enforce and compel strict compliance with every provision of this Agreement.

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

Approved by the Hood River County Library District at an open, public meeting on the 19th day of June, 2018.

Hood River County Library District:

Jean Sheppard , Board President

Date _____

Director:

Rachael Fox

Date _____

Approved as to form:

Ruben Cleaveland
Library District Legal Counsel

Date _____