

Board of Directors
Regular Meeting Agenda
Tuesday, August 28, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President



Notes prepared by Arwen Ungar and Rachael Fox

- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Conflicts or potential conflicts of interest | Sheppard |
| III. Consent Agenda (ACTION) | Sheppard |
| i. Minutes from July 17, 2018 meeting | |
| • III.i. Minutes from July 17, 2018 meeting | |
| ii. Estimate for repairs to HVAC and boiler | |
| • III.ii.a. Northwest control estimate repairs to HVAC unit | |
| • III.ii.b. Northwest control estimate repairs to boiler | |
| iii. Invoice Northwest Control Company | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Ungar |
| ii. Foundation update | Ungar |
| iii. July financial statements | Ungar |
| V.iii. July financial statements | |
| iv. Director's report | Ungar |
| VI. Previous business | |
| i. Interim Library Director contract (ACTION) | Sheppard |
| VII. New business | |
| i. Capital and Foundation funded projects (ACTION) | Sheppard |
| • VII.i. Quote Michael Peterson-Love estimates projects | |
| 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

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

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 info
Tuesday, August 28, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President



Notes prepared by Arwen Ungar and Rachael Fox

I. Additions/deletions from the agenda (ACTION)

Sheppard

II. Conflicts or potential conflicts of interest

Sheppard

III. Consent Agenda (ACTION)

Sheppard

i. Minutes from July 17, 2018 meeting

Attachments:

- III.i. Minutes from July 17, 2018 meeting

ii. Estimate for repairs to HVAC and boiler

Attachments:

- III.ii.a. Northwest control estimate repairs to HVAC unit
- III.ii.b. Northwest control estimate repairs to boiler

Northwest controls has recommended replacing an old transformer in the HVAC system, which has caused the breaker to trip two times on the unit. Each time, we have to call Northwest Control to turn the system back on.

Northwest Controls has also recommended upgrading our software system which allows staff to access the unit to controls to change temperature and see if the unit is working properly.

Last winter Northwest Controls identified part of the refractory in the boiler had fallen off and was laying close to the burner. This could possibly cause intermittent ignition problems. They recommended removing the burner and repairing the system after the heating season was over.

These estimate exceeds my spending authority. I'm asking the board approve the estimate.

iii. Invoice Northwest Control Company

Attachments:

- III.iii. Northwest control invoice

This invoice is for the emergency replacement of two compressors in the HVAC. The invoice is for \$18,637 and exceeds my spending authority. I ask for board approval.

This fiscal year, we carried over \$32,425 more than anticipated in General Fund. This purchase will not effect the FY 2018-19 budget.

IV. Open forum for the general public

Sheppard

V. Reports

502 State Street
Hood River - OR 97031
541 386 2535

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i. Friends update

Ungar

The Friends of the Library is on break and will resume their meetings in September.

ii. Foundation update

Ungar

The Library Foundation is also on break for the summer and will resume their meetings in September.

iii. July financial statements

Ungar

Attachment: V.iii. July financial statements

The District is tracking well for our first month of the fiscal year.

iv. Director's report

Ungar

Administration

- Fox decided to postpone approving the Preventative Maintenance policy. This policy is required to receive part of the 10% discount on the Library District liability insurance policy from Special District Insurance Services. As long as the policy is approved by January 1, 2019, we will receive the discount. Fox considers this an important policy and would like more time to make sure the policy is well written and covers all the areas to make sure we are on top of caring for our facilities. Fox will also bring the Hood River County Library District Comprehensive Facilities Review conducted by Architecture & Planning Richard P. Turi during the 2014 Annual Board planning session. This will be a good time to review both items and discuss long term planning to fund HVAC, boiler and roof replacement. Fox will bring both items to the December 2018 meeting.

-

Facilities

- After Michael Peterson-Love and Shepherd Electric were unable to repair the electrical in the hall, Gorge Electric has been contracted to repair those lights. They are more costly than the alternatives but were the company that originally installed the lights.
- Peterson-Love has also completed the refinishing of the Gazebo project and installation of a sink and counter top in the Makerspace
- Peterson-Love has also completed painting Library Lane.

Programs

- Summer Reading culminated with our annual Unity Picnic, which featured music by Seis del Rio, food, raffle prizes and more than 300 attendees. This year's picnic was entirely outside and the district received hot dogs, chips, salsa and more in donations from businesses around the community. We will have participation statistics at an upcoming meeting

Personnel

- Rachael began maternity leave on August 8th. She gave birth to Clara Jane on August 9th.

VI. Previous business

i. Interim Library Director contract (ACTION)

Sheppard

Attachment:

- VI.i. Interim Library Director contract

District lawyer Ruben Cleaveland has recommended the board approve a contract for Arwen Ungar to serve as interim library director.

VII. New business

i. Capital and Foundation funded projects (ACTION)

Sheppard

Attachments:

- VII.i. Quote Michael Peterson-Love estimates projects

This year we budgeted for the following projects which will be paid from the capital fund.

- Repairing benches gardens - \$5,000
- Cleaning and sealing areas of the exterior building - \$5,000
- Painting historic windows exterior building - \$5,000
- Painting damaged areas (regular use) of the interior building - \$5,000

The Library Foundation has given the Library District for FY 2018-19 - \$3,400 for the painting of damaged areas (regular use) of the interior building.

I contacted our maintenance person Michael Peterson-Love to produce a quote. He does excellent work and did the painting and repairs at the Parkdale and Cascade Locks branches.

Quote – Michael Peterson-Love

- Exterior windows and doors (\$3,275)
- Remove moss from outdoor window sills, ledger, and walls (\$1,100)
- Paint meeting room (\$3,300)
- Paint stairwell (\$1,100)

Project expenses and funds available:

- Repairing benches gardens - \$5,000 (Estimate to replace 18 benches x \$500 (\$9,000) = - **\$4,000. Please see details below.**
- Cleaning and sealing areas of the exterior building - \$5,000 - \$1,100 = **\$3,900**
- Painting historic windows exterior building - \$5,000 - \$3,275 = **\$1,725**
- Painting damaged areas (regular use) of the interior building - \$5,000 (Capital Fund) + \$3,400 (Library Foundation) = \$8,400 - \$340 (Library Lane) - \$4,400 = **\$3,460.**
- Gazebo repairs = **-\$2450**

\$2,835 left for projects

Projects recently completed

- Gazebo – Michael Peterson-Love is treating it with sealer. It is badly weathered and raw wood exposed. (\$2,450)
- Painting Library Lane hallway (\$310)

Projects Fox will work on when she returns from parental leave:

- Benches – The new benches were purchased when the Georgiana Smith Memorial Garden was renovated in 2005. Peterson-Love stated they are poorly made. Many are rotting and the design, where wood attaches to metal frame, is not made to hold up over time. We can fix them but the wood would need to be replaced again in 10 years. The estimate for replacing all the wood would cost \$550 per bench. It would cost \$100 more per bench to reinforce the

attachment of wood to metal frame, which may extend life beyond 10 years. Peterson-Love recommended purchasing metal benches to replace them, which Fox agrees with. It would likely cost less per bench than repairing each of them. Fox would also like to replace the teak benches at the same time, since we will run into the same issue with having to repair them. Fox will present a proposal when she returns from parental leave.

- Sealing exterior building and fixing masonry – Fox will apply for a state grant.

This quote exceeds my spending authority, I am asking the board to approve the quote for \$8,775.

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

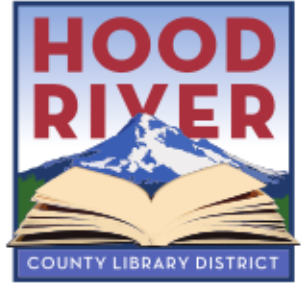
ORS 192.660 (1) (e) Property

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 Minutes
Tuesday, July 17, 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

President Jean Sheppard called meeting to order at 7:04pm. Burker moved to approve the agenda as presented. Janik seconded. The motion passed unanimously.

II. Conflicts or potential conflicts of interest Sheppard

None stated.

III. Board officer elections (ACTION) Sheppard

Burker moved to elect Sheppard as president of the Board of Directors for the 2017-18 fiscal year. Hackett second. The motion carried unanimously. Sheppard moved to elect Bureker as vice president of the Board of Directors for the 2017-18 fiscal year. Marsden seconded. The motion passed unanimously. By statute, the Board's secretary is the Library Director.

IV. Consent Agenda (ACTION) Sheppard

i. Minutes from June 19, 2018 meeting

ii. Minutes from June 19, 2018 meeting, planning session

iii. Invoice Pauly, Rogers, and Co., P.C.

Marsden moved to approve the consent agenda. Janik seconded. The motion passed unanimously.

V. Open forum for the general public Sheppard

None present.

VI. Reports

i. Friends update Fox

There was nothing to add to the written report.

ii. Foundation update Fox

There was nothing to add to the written report.

iii. June financial statements Fox

Sheppard asked if the invoice for the recent replacement of the compressors to the HVAC system had been paid. Fox stated the invoice had not been paid yet.

iv. Director's report Fox

The board discussed the status of Odell. Sheppard suggested the fair grounds, Bureker suggested

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contacting Odell fire department, contacting the port and perhaps looking into renting land and placing a trailer or pod.

Fox stated she thinks the branch needs to be downtown since many of the target population will need to be within walking distance. Fox stated she will contact the fire department. Fox asked permission from the board to wait until November when she returns from parental leave to check in again with the school district regarding a possible location and if that is no longer an option, Fox will pursue other options in the downtown area first.

Sheppard stated she and Fox have been in touch with the Hood River Valley Parks and Recreation District (HRVPRD) about being included in the master plan for the parks in Hood River County and the possibility of the them taking over the cost of maintenance. Fox sent the director of the HRVPRD Mark Hickok the expenditures for the past two fiscal years for the Gardens maintenance.

VII. Previous business

i. Policy review schedule 2018-19

The board approved of the policy review schedule which will start November 2018.

ii. Board planning session recommendation review

The board reviewed the recommendations and suggested employee satisfaction survey. Fox will work on sending out a survey when she returns from parental leave in November. The board also suggested encouraging employees to fill out director review. Fox will email employees multiple times. She sent out an email to staff prior to them receiving the survey. Fox will also announce the survey at the staff meeting prior to sending out the survey. Fox will also explore incentives for completing survey.

VIII. New business

i. Appointing agents of record (ACTION)

Sheppard

Marsden moved to adopt Resolution 2018-19.01, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as HUB International Northwest. Hackett seconded. The motion carried unanimously.

Bureker noted the Resolution number in the board packet was incorrect 2018-19.01. Fox updated the resolution number to 2018-19.01 on the document Fox and Sheppard signed.

Fox stated we were gathering quotes for insurance services next year and would present them at the October board meeting. Fox stated staff have had multiple issues with the current providers of United Healthcare. Sheppard stated she had concerns with rising prices and United Healthcare might be the least expensive. Sheppard asked Fox if she was satisfied with HUB services. Fox stated she was satisfied and was not sure if was another option in the gorge. Sheppard stated there is another service in The Dalles and might be worth exploring if Fox was not satisfied this year with HUB.

ii. Establishing regular meeting time (ACTION)

Sheppard

Bureker moved to adopt Resolution 2018-19.02, establishing the regular Board of Directors meeting as the 3rd Tuesday of the month at the Hood River Library. Janik seconded. The motion carried unanimously.

iii. Discussion of Friends of the Library and Library Foundation liaisons

Sheppard

Janik will be the liaison for the Library Foundation and Karen Burkner and Sara Marsden will be the liaison for the Library Foundation for the fiscal year 2017-18.

IX. Agenda items addressed when Fox returns from parental leave

Sheppard

X. Agenda items for next meeting

Sheppard

XI. Adjournment

Sheppard

The meeting was adjourned at 7:43pm.

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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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

July 17, 2018

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

Attn: Rachael

Re: Transformer #2 replacement and upgrade software on JACE to version 3.8

Scope of work:

- Tridium 3.8 software version
- Transformer #2 replacement
- All work to be done during normal business hours

Total for this proposal is -----\$3,216.00

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

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

August 3, 2018

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

Attn: Rachael

Re: Weil McClain boiler blanket repair and ignitor replacement

Scope of work:

- Fiberglass wool blanket and cement as needed for the repair
- Removal of the burner and get into the firebox to make all needed repairs
- Reinstallation of the burner and replacement of the ignitor assembly
- Fire up boiler and test out, run combustion analyzer when finished
- All work to be done during normal business hours

Total for this proposal is -----\$2,500.00

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

Northwest Control Company, Inc.
PO Box 22919
Milwaukie, OR 97269

Invoice

02-703

Invoice Date
07-31-2018

Customer ID
HOOD1

Invoice No.
3828

Keehan

NCC Job Number
18-2650-OR

Work Order

Purchase Order

8-3-18

To:

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

Job Location:
Hood River Library-Compressors
502 State Street
Hood River, OR 97031

	<u>Description</u>	<u>Amount</u>
1	Replace (2) Compressors on Main Trane Unit Per Proposal (includes Suction Line Filter Dryer)	18,637.00

Amount Billed \$18,637.00
Total Tax

Retainage Held

Due Date 08-30-2018

Amount Due \$18,637.00

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements July 31, 2018

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

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

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

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

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THE DALLES, OREGON 97058
Telephone: (541) 296-9131
Fax: (541) 296-6151

1313 BELMONT STREET
HOOD RIVER, OREGON 97031
Telephone: (541) 386-6661
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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 July 31, 2018, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
August 17, 2018

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$233,214			\$233,214
Cash with Hood River County	332,672	\$77,622	\$100,985	511,279
Petty cash	416			416
Prepaid payroll taxes	7,730			7,730
Accounts receivable	1,714			1,714
Total Current Assets	<u>575,746</u>	<u>77,622</u>	<u>100,985</u>	<u>754,353</u>
TOTAL ASSETS	<u>\$575,746</u>	<u>\$77,622</u>	<u>\$100,985</u>	<u>\$754,353</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$0			\$0
Total Current Liabilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Liabilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balances:				
Unassigned	<u>575,746</u>	<u>77,622</u>	<u>100,985</u>	<u>754,353</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$575,746</u>	<u>\$77,622</u>	<u>\$100,985</u>	<u>\$754,353</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the One Month Ended July 31, 2018

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$500		\$500
Property tax revenues - current year	2,663			2,663
Property tax revenues - prior year	1,054			1,054
Fines and fees	1,526			1,526
Intergovernmental revenue		-		0
Interest revenue	893		\$219	1,112
Miscellaneous	0			0
Total Revenues	6,136	500	219	6,855
Expenditures:				
Personal services:				
Wages and salaries	35,129	749		35,878
Employee benefits	11,346	44		11,390
Total Personal Services	46,475	793	0	47,268
Materials and services:				
Bank charges	16			16
Building rental	944			944
Building maintenance	3,088	291		3,379
HVAC	1,400			1,400
Elevator	165			165
Telephone	390			390
Internet	327			327
Collection development	6,170	4,225		10,395
Technology	1,481	5,182		6,663
Accounting and auditing	3,400			3,400
Courier	207			207
Custodial services	1,823			1,823
Technical services	0			0
Library consortium	0			0
Copiers	89			89
Elections expense	0			0
Furniture and equipment	1,005	3,904		4,909
Insurance	3,344			3,344
Georgiana Smith Memorial Garden	1,459			1,459
Legal services	630			630
Professional services	0			0
Dues and subscriptions	378			378
Miscellaneous	(11)			(11)
Postage and freight	(57)			(57)
Printing	148			148
Programs	1,340	1,686		3,026
Advertising	45			45
Supplies - office	826	320		1,146
Travel	(23)			(23)
Training	415			415
Board development	(63)			(63)
Parking reimbursement	0			0
Electricity	1,684			1,684
Garbage	120			120
Natural gas	0			0
Water & sewer - building	600			600
Total Materials and Services	31,340	15,608	0	46,948
Capital outlay	0	0	0	0
Total Expenditures	77,815	16,401	0	94,216
Revenues Over Expenditures	(71,679)	(15,901)	219	(87,361)
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(71,679)	(15,901)	219	(87,361)
Fund Balance - July 1, 2018	647,425	93,523	100,766	841,714
Fund Balance - July 31, 2018	<u>\$575,746</u>	<u>\$77,622</u>	<u>\$100,985</u>	<u>\$754,353</u>

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$2,663	\$2,663	\$876,286
Tax revenues - prior year	1,054	1,054	15,000
Fines and fees	1,526	1,526	13,500
Interest revenue	893	893	7,000
Donations	0	0	0
Miscellaneous	0	0	0
Total Revenues	6,136	6,136	911,786
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	552	552	7,195
Library clerk II	8,324	8,324	97,865
Library assistant I	3,957	3,957	52,294
Library assistant II	6,545	6,545	86,051
Librarian I	5,446	5,446	69,170
Librarian II	4,417	4,417	55,557
Library director	5,888	5,888	74,090
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,485	2,485	32,647
Social security	2,692	2,692	33,830
Workers' compensation	25	25	1,200
Health insurance	5,446	5,446	99,500
Unemployment insurance	463	463	5,749
Other employee benefits	235	235	
Total Personal Services	46,475	46,475	615,148
Materials and services:			
Bank charges	16	16	300
Building rental	944	944	14,000
Building maintenance	3,088	3,088	15,000
HVAC	1,400	1,400	15,000
Elevator	165	165	2,300
Telephone	390	390	4,300
Internet	327	327	6,400
Collection development	6,170	6,170	78,000
Technology	1,481	1,481	11,000
Accounting and auditing	3,400	3,400	26,000
Courier	207	207	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 One Month Ended
July 31, 2018

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	1,823	1,823	25,000
Technical services	0	0	4,000
Library consortium	0	0	12,300
Copiers	89	89	1,400
Elections expense	0	0	3,200
Furniture and equipment	1,005	1,005	4,000
Insurance	3,344	3,344	12,000
Georgiana Smith Memorial Garden	1,459	1,459	24,000
Legal services	630	630	3,000
Professional services	0	0	0
Dues and subscriptions	378	378	4,000
Miscellaneous	(11)	(11)	1,000
Postage and freight	(57)	(57)	1,000
Printing	148	148	500
Programs	1,340	1,340	20,000
Advertising	45	45	1,500
Supplies - office	826	826	15,000
Travel	(23)	(23)	5,000
Training	415	415	3,000
Board development	(63)	(63)	1,500
Parking reimbursement	0	0	1,000
Electricity	1,684	1,684	21,000
Garbage	120	120	1,600
Natural gas	0	0	10,000
Water & sewer - building	600	600	5,000
 Total Materials and Services	 31,340	 31,340	 355,300
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 77,815	 77,815	 1,070,448
 Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(30,000)
 Total Other Financing Sources (Uses)	 0	 0	 (30,000)
 Change in Fund Balance	 (\$71,679)	 (\$71,679)	 (\$188,662)

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$500	\$500	\$225,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>500</u>	<u>500</u>	<u>225,000</u>
Expenditures:			
Personal services	793	793	7,500
Materials and services:	15,608	15,608	150,000
Capital outlay	0	0	112,500
Total Expenditures	<u>16,401</u>	<u>16,401</u>	<u>270,000</u>
Change in Fund Balance	<u><u>(\$15,901)</u></u>	<u><u>(\$15,901)</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 One Month Ended
July 31, 2018

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$219	\$219	\$1,000
Other Financing Sources			
Transfer from General Fund	0	0	25,000
Total Revenues and Other Sources	<u>219</u>	<u>219</u>	<u>26,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	0	75,000
Total Expenditures	<u>0</u>	<u>0</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$219</u></u>	<u><u>\$219</u></u>	<u><u>(\$49,000)</u></u>

See Independent Accountants' Compilation Report

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

For the One Month Ended July 31, 2018

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Programs Fund	CL Branch	Friends of the Library	Makerspace Grant	RTR 2018	Total
Revenues:									
Donations and grants	\$0	\$0	\$500	\$0		\$0	\$0	\$0	\$500
Total Revenues	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>
Expenditures:									
Personal services:									
Wages and salaries:									
Library clerk II								458	458
Library assistant II						290		1	290
Employee benefits:								9	9
Retirement									0
FICA								35	35
Workers compensation								1	1
Health insurance								0	0
Unemployment insurance								9	9
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>290</u>	<u>0</u>	<u>503</u>	<u>793</u>
Materials and services:									
Building maintenance			291						291
Collection development			2,526	(661)		2,360	151		4,225
Technology			5,031					172	5,182
Programs			217		793	504			1,686
Furniture and equipment			2,995		288	621			3,904
Office supplies			320						320
Total Materials and Services	<u>0</u>	<u>0</u>	<u>11,380</u>	<u>(661)</u>	<u>1,081</u>	<u>3,485</u>	<u>151</u>	<u>172</u>	<u>15,608</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>0</u>	<u>0</u>	<u>11,380</u>	<u>(661)</u>	<u>1,081</u>	<u>3,775</u>	<u>151</u>	<u>675</u>	<u>16,401</u>
Net Change in Fund Balance	0	0	(10,880)	661	(1,081)	(3,775)	(151)	(675)	(15,901)
Fund Balance - July 1, 2018	825	3,000	79,678	(607)	1,304	4,021	997	4,305	93,523
Fund Balance - July 31, 2018	<u>\$825</u>	<u>\$3,000</u>	<u>\$68,798</u>	<u>\$54</u>	<u>\$223</u>	<u>\$246</u>	<u>\$846</u>	<u>\$3,630</u>	<u>\$77,622</u>

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Agreement. While not required, the Board of the District may develop a Work Plan to outline necessary functions of each position and prioritize the work needed to ensure essential functions are completed without substantially increasing the work load of Employee. The Work Plan shall be at the discretion of the District Board and implemented if/when deemed necessary to maintain continuity of operations. If a Work Plan is developed, Employee shall obey the Work Plan.

2. **Term.** This Agreement becomes effective on the ____ day of August, 2018, and will continue until the current District Director returns to work, unless this Contract is terminated sooner in accordance with its terms.
3. **Compensation.** Employee will be compensated during her term as Interim District Director at the Library Director's Step 1 Salary Rate set forth in District's current salary schedule. Partial months worked as Interim District Director shall be paid on a pro-rata basis of the Salary Rate stated above. District will reimburse Employee for reasonable business expenses incurred pursuant to her duties as Interim District Director.
4. **Termination.** This Agreement may be terminated by either party by giving 10 days written notice to the other party.
5. **Merger Clause; Waiver.** This Agreement and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind all parties unless in writing and signed by both parties and all necessary approvals have been obtained.

EMPLOYEE:

DISTRICT:

Arwen Ungar

Jean Sheppard, President

Michael Peterson-Love
DBA Remodeling Hood River CCB# 201175
2199 Maggie Lane Hood River OR 97031
info@remodelinghoodriver.com
www.remodelinghoodriver.com
541-490-5547

August 1, 2018

Rachael Fox, HRCPL Director

Re: Cost Estimates for Projects Discussed

Rachael,

Below are the cost estimates for the projects we discussed:

- Repair as needed/treat/seal and paint all exterior windows (x21--all exterior windows on the old section of the library) *and* the exterior on the front doors (These doors need repair but for now a coat of paint will be nice). *These windows and doors have tested positive for lead paint and will require lead paint mitigation during the prep phase. Also included are the exterior rear double-entry doors and the stairwell door near the garbage containers, the main staff entrance). \$3,275 (includes cost for mitigating lead paint per law).
- Remove moss from window sills, ledger, and walls: \$1,100
- Paint the meeting room (ceiling strip included) and kitchen nook (including ceiling) (approximately 1100 square feet (10'8' walls)), and baseboards. repair wall damage as needed, one color, two coats: \$3,300
- Paint stairwell between the children's library and the top floor. Paint up to 8' high on the north and east walls, bannisters, trim. \$1,100

Michael Peterson-Love