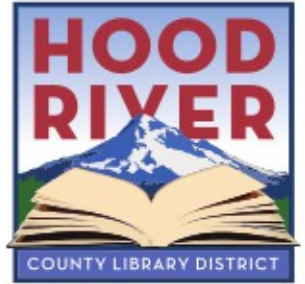


**Budget Committee
Meeting Agenda**
Tuesday, May 26, 2015, 6.00p
Columbia Room
502 State St, Hood River
Budget officer: Buzzy Nielsen



- | | |
|--|---------|
| I. Nomination and election of Chair | Chair |
| II. Additions/deletions from the agenda (ACTION) | Chair |
| III. Conflicts or potential conflicts of interest | Chair |
| IV. Budget message | Nielsen |
| V. Presentation of proposed budget | Nielsen |
| i. General Fund | |
| ii. Capital Equipment Reserve Fund | |
| iii. Grants Fund | |
| iv. Sage Library System Fund | |
| VI. Public comment | Chair |
| VII. Budget Committee questions and deliberations | Chair |
| VIII. Approval of budget (ACTION) [if applicable] | Chair |
| IX. Recess or adjournment | Chair |

**GENERAL FUND
RESOURCES**

Hood River County Library District

	Historical Data				RESOURCES DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD actuals 3/31/15					
1	393,884	530,626	733,199	500,000	Available cash on hand	550,000	550,000	
2	12,486	10,704	12,545	15,000	Previously levied taxes estimated to be received	15,000	15,000	
3	5,660	3,836	2,168	4,000	Interest	4,000	4,000	
4	11,599	12,333	9,926	10,400	Fines and fees	11,700	11,700	
5	46,471	950	325	500	Donations	500	500	
6	30,915	37,753	40,329	62,375	Intergovernmental revenue	-	-	
7	826	100	-	500	Miscellaneous revenue	500	500	
8								
9	501,841	596,302	798,492	592,775	Total resources, except taxes to be levied	581,700	581,700	-
10				734,957	Taxes estimated to be received	764,441	764,441	
11	704,442	728,349	727,317		Taxes collected in year levied			
12	1,206,283	1,324,651		1,327,733	TOTAL RESOURCES	1,346,141	1,346,141	-

GENERAL FUND
Requirements

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					PERSONAL SERVICES			
2					Salaries			
3		2,925	5,158	9,473	Library Clerk I	5,494		
4	60,246	49,486	33,306	62,803	Library Clerk II	81,631		
5	33,906	65,559	60,490	74,608	Library Assistant I	78,443		
6	52,768	95,900	51,181	67,633	Library Assistant II	75,470		
7	52,886	24,536	47,225	68,787	Librarian I	30,261		
8	29,277	36,085	36,783	49,334	Librarian II	51,076		
9	61,022	62,915	48,786	65,296	Library Director	72,643		
10	290,105	337,405	282,928	397,934	Total Salaries	395,019		-
11								
12					Benefits			
13	17,006	22,072	20,897	29,309	Retirement	27,710		
14	22,193	25,812	21,604	29,113	FICA	30,219		
15	265	2,520	140	1,200	Workers' compensation insurance	1,200		
16	57,593	53,303	48,462	96,000	Health insurance	60,125		
17	9,575	6,375	4,541	6,850	Unemployment insurance	7,110		
18	106,632	110,082	95,644	162,472	Total benefits	126,365		-
19								
20	396,737	447,487	378,572	560,406	TOTAL PERSONAL SERVICES	521,383		-
21								

22					MATERIALS AND SERVICES			
23	75	183	175	200	Bank charges	300		
24	3,700	3,700	3,700	8,100	Building rental	8,100		
25	14,389	24,028	19,070	20,000	Building maintenance	15,000		
26					HVAC	6,000		
27					Elevator	2,100		
28	7,378	8,878	8,110	9,600	Telecommunications	-		
29					Telephone	5,340		
30					Internet	5,400		
31	69,333	70,508	46,664	63,000	Collection development	70,000		
32	13,375	10,104	4,445	11,000	Technology	10,000		
33	23,315	25,025	12,260	22,400	Accounting and auditing	22,200		
34		-	1,430	1,000	Courier	3,000		
35	20,707	20,711	15,507	21,693	Custodial services	21,000		
36	3,574	1,697	5,867	4,000	Technical services	4,000		
37	10,500	4,200	10,500	11,500	Library consortium	12,000		
38	1,019	1,012	754	1,250	Copiers	1,100		
39	2,416	-	-	3,000	Elections	-		
40	5,659	6,682	2,599	3,000	Furniture and equipment	5,000		
41	3,237	3,497	3,872	4,000	Property and liability insurance	4,000		
42	1,917	3,072	10,831	8,000	Georgiana Smith Memorial Gardens	20,000		
43	1,813	3,587	1,475	2,500	Legal Services	2,500		
44					Professional services	15,000		
45	2,824	3,286	2,372	3,500	Membership dues	3,500		
46	336	700	404	1,000	Miscellaneous	1,000		
47	1,307	693	660	1,500	Postage/freight	1,000		
48	568	1,056	556	1,000	Printing	1,000		
49	6,213	15,715	9,988	25,000	Programs	25,000		
50	855	1,095	523	1,000	Advertising	1,000		
51	4,867	-			Supplies, programs	-		
52	16,369	24,750	13,320	17,500	Office supplies	17,000		
53	2,957	4,087	3,842	4,000	Travel	5,000		
54	1,837	1,337	904	2,000	Training	2,000		
55		461	764	1,000	Board development	1,000		

56	33,380	33,718	28,631	38,725	Utilities	-		
57					Electricity	20,500		
58					Garbage	1,500		
59					Natural gas	11,500		
60					Water and sewer (building)	4,400		
61								
62	253,920	273,782	209,223	290,468	TOTAL MATERIALS & SERVICES	327,440		-
63								
64	25,000	25,000	50,000	50,000	TRANSFER TO CAPITAL RESERVE	50,000		
65								
66	-	-	-	100,000	CONTINGENCY	90,000		
67								
68	675,657	746,269	637,795	1,000,873	Total expenditures	988,823		-
69								
70	-	-	-	-	Vacation Reserve	10,000		
71	530,626	578,382			Ending Balance (Prior Years)			
72				326,860	UNAPPROPRIATED ENDING FUND BALANCE	347,318		-
73	1,206,283	746,269		1,327,733	TOTAL REQUIREMENTS	1,346,141		-

FORM

LB-11

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 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					RESOURCES			
2	30,135	55,426	98,301	58,000	Cash on hand	78,301		
3	291	475	273	400	Interest	400		
4	25,000	25,000	50,000	50,000	Transfer from General Fund	50,000		
5								
6	55,426	80,901	148,574	108,400	TOTAL RESOURCES	128,701		-
7								
8					REQUIREMENTS			
9	-	23,328	9,545	60,000	Capital outlay	50,000		
10								
11	55,426	57,573			Ending balance (prior years)			
12				48,400	RESERVED FOR FUTURE EXPENDITURE	78,701		-
13	55,426	80,901		108,400	TOTAL REQUIREMENTS	128,701		-

GRANTS FUND

Resources and Requirements

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					RESOURCES			
2	2,443	12,869	42,444	8,440	Cash on hand	35,000		
3	30,314	23,021	23,331	243,000	Grants (specific purposes)	250,000		
4	-	10,449	8,350	10,000	Friends of the Library donations	10,000		
5	-	20,000	40,000	40,000	Library Foundation donations	15,000		
6	-	-	-	1,000	Pat Hazelhurst Fund donations	1,000		
7								
8	32,757	66,339	114,125	302,440	TOTAL RESOURCES	311,000		-
9								
10					REQUIREMENTS			
11					Personal services			
12					Salaries			
13	-	2,636	11,351	17,376	Library Assistant II	12,239		
14								
15	-	1,320	5,270	-	Benefits			
16	-	-	-	1,564	Retirement	1,102		
17	-	-	-	6,000	Health insurance	4,000		
18								
19	-	-	-	3,128	Other personal services	-		
20								
21	-	3,956	16,621	28,068	Total personal services	17,340		-
22								
23					Materials and services			
24	1,808	23,247	14,221	20,000	Collection development	20,000		
25	-	2,663	-	-	Technology	5,000		
26	3,352	8,031	5,152	10,000	Programs	10,000		
27	104	-	-	-	Travel			
28	-	6,319	1,294	10,000	Furniture and equipment	25,000		
29	1,970	562	4,798	5,000	Other materials and services	30,000		
30								
31	7,234	40,822	25,465	45,000	Total materials and services	90,000		-

32								
33	-	21,346	-	225,000	Capital outlay	175,000		
34								
35	25,523	12,869			Ending balance (prior years)			
36				18,000	UNAPPROPRIATED ENDING FUND BALANCE	28,660		-
37	7,234	66,124		298,068	TOTAL REQUIREMENTS	311,000		-

SAGE LIBRARY SYSTEM FUND

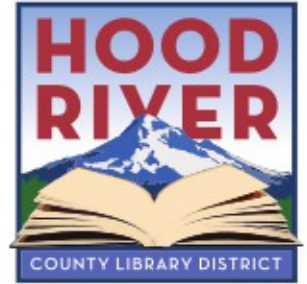
Resources and Requirements

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					RESOURCES			
2	-	-	-	-	Cash on hand	-		
3	-	-	-	-	Intergovernmental revenue	65,875		
4								
5	-	-	-	-	TOTAL RESOURCES	65,875		-
6								
7					REQUIREMENTS			
8					Personal Services			
9					Salaries			
10	-	-	-	-	Librarian I	40,953		
11								
12					Benefits			
13	-	-	-	-	Retirement	3,686		
14	-	-	-	-	FICA	3,133		
15	-	-	-	-	Workers' compensation insurance	66		
16	-	-	-	-	Health insurance	6,000		
17	-	-	-	-	Unemployment insurance	737		
18								
19	-	-	-	-	Total personal services	54,575		-
20								
21					Materials and services			
22	-	-	-	-	Membership dues	300		
23	-	-	-	-	Travel	3,000		
24	-	-	-	-	Training	1,000		
25	-	-	-	-	Other materials and services	2,000		
26								
27	-	-	-	-	Total materials and services	6,300		-
28								

29	-	-	-	-	Contingency	5,000		
30								
31	-	-			Ending balance (prior years)			
32				-	UNAPPROPRIATED ENDING FUND BALANCE	-		-
33	-	-		-	TOTAL REQUIREMENTS	65,875		-

2015-16 budget notes
May 26, 2015
Prepared by Budget Officer Buzzy Nielsen



Thank you all for agreeing to serve once again on the Library District Budget Committee. Our Budget Committee is composed of the Library District Board of Directors plus five additional individuals. The members are Jen Bayer, Nate DeVol, Mary-Ethel Foley, Monica Zorza Hockett, Nick Hogan, Mike Oates, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman, and Erick VonLubken.

Our current fiscal year is composed of three funds:

- *General Fund:* This fund is where most of the action happens. It includes most of the District's major income (namely, tax revenue) and its expenses.
- *Grants Fund:* This fund is used for special-purpose grants, such as those given to us by foundations, as well as donations from our two affiliate nonprofit support groups: the Friends of the Hood River County Library and the Hood River County Library Foundation. Expenditures from this fund are for purposes outlined in the grants or donations. Typically, this fund is estimated high to take advantage of potential grant opportunities.
- *Capital Equipment Reserve Fund:* This fund is used for major capital improvements or purchases or physical items that have lasting value beyond just a few years. These could include significant building repairs, renovations, furniture, shelving, or large equipment. Examples of recent purchases out of this fund are replacement for a small section of our roof, replacement of our HVAC's control box, shelving, and new networking equipment.

There is a fourth fund that I recommend creating which I'll explain in the budget message. The fund would be used for services the District provides to our library consortium, Sage Library System.

Each fund is divided into at least two sections: resources (i.e. income) and requirements (i.e. expenditures). Those are then divided into individual line items, such as fines & fees or taxes (for income) or office supplies or building maintenance (for expenditures).

The attached budget sheets are made on forms provided by the State of Oregon and are submitted once they are approved. The budget process is as follows:

1. The budget is prepared by District staff.
2. It is presented to the Budget Committee by the Budget Officer (me).
3. You recommend changes to the Budget and pass a resolution formally recommending the Budget to the Board of Directors.
4. The Board of Directors makes changes to the budget and then formally approves it in June.
5. The final adopted budget is submitted to the appropriate authorities.

We have one Budget Committee meeting scheduled for Tuesday, May 26, 2015, 6.00-8.00p in the

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Columbia Room of Hood River Library.

For your assistance, following the budget message, I go through the budget line-by-line below, noting rationales for the numbers as well as the reason for any changes. In addition to the budget and these notes, I have included several attachments to help you evaluate the proposed budget:

- *Attachment I:* The District's Strategic Goals for 2012-16.
- *Attachment II:* Data from a salary analysis of similarly-sized Oregon public libraries.
- *Attachment III:* Current and proposed salary schedules.
- *Attachment IV:* 2015-16 proposed personnel costs.
- *Attachment V:* Historical utility use.
- *Attachment VI:* Our most recent financial statements, March 2015
- *Attachment VII:* A recommended motion to approve the budget.
- *Attachment VIII:* Financial Management Policy

Please let me know if you have any questions or would like additional information to help with your deliberations. I can be contacted at buzzy@hoodriverlibrary.org or 971-270-0527.

Budget message

The 2015-16 fiscal year is Hood River County Library District's fifth operational year. The District has come a long way since it first reopened in July 2011. It features a wide range of services including free public Internet, programs for all ages, a vibrant and growing collection, an actively-used meeting room, and much more. Compared to similarly-sized libraries, our District was among the top performers for programs, attendance at programs, additions and expenditures on the collection, and efficient use of limited funds. This budget helps ensure that we continue and add to our success of recent years.

Strategic goals

The budget is crafted chiefly to ensure that the District meets its strategic goals. To guide the District through its early years, the Board of Directors adopted a five-year strategic plan. It focused on six key areas: promotion of District services, outreach to a variety of populations, being involved and important in people's lives, having current materials and technology, ensuring access to District services, and being a critical part of the community. Each of these areas had several goals within them, which you can review on the plan. I am happy to report that the District has achieved nearly all of these goals, making the goals for our next five-year plan wide open. The budget is the framework within which these goals are met, providing the resources for the staff and materials to carry on the District's mission. In the 2015-16 budget, I am proposing money to hire a consultant to assist in crafting this 2016-21 plan.

The 2015-16 budget looks both backward to our previous five-year plan and forward to our new one. My main goals in crafting this budget were to continue the elements that have made the District successful thus far, work toward meeting the strategic goals we had not yet met in our current plan, and determine the next strategic direction of the District. You will see much of the budget is status quo in terms of staffing and programming, ensuring a steady level of service.

The two unmet goals in the current strategic plan are 1) having regular library service in Odell and 2) updating the collection after years of neglect preceding closure. To assist with serving Odell, I have

increased the Courier and Travel line items in the General Fund while contributing the same funding toward Odell-based programming. I also have increased the money for collections from \$83,000 in 2014-15 to \$90,000 in 2015-16. (Collection Development is split between the General and Grants Funds, as our two affiliate groups, the Friends of the Library and Library Foundation, contribute funds toward collection materials). The public often has commented on the quality of our collection since the libraries reopened thanks to the investments we've made into it over the last several years. I intend to continue that trend.

Finally, in planning for the future, I added a line for "Professional Services". This money will be used to hire a consultant to assist the District in writing a 2016-21 strategic plan. Our first strategic plan was written with some haste and mostly only with the Board's input, as we needed a guiding document in our early tenure. This time, we can involve more stakeholders in determining what kind of libraries our community wants.

Georgiana Smith Memorial Gardens

There are many aspects of the budget that do not necessarily address strategic goals but nonetheless are important priorities. One of these is the Georgiana Smith Memorial Gardens, which the District manages. The property on which the Hood River Library and the Gardens rest is owned by Hood River County. However, when the bond on the Hood River Library expansion expires in July 2016, it is likely that the property will be turned over to the Library District. We are therefore keepers of the Gardens as well, providing for its upkeep.

Before the libraries closed, the flower beds in the Gardens were maintained by a professional, hired by the Library Foundation. Other simple maintenance, such as leaf clearing and mowing, was done by the County. When the Library District opened, it became responsible for plant bed upkeep, while the County continued doing simple upkeep. We tried using more inexpensive bed upkeep options, such as the WINGS program, in previous years. However, these have proven insufficient to maintain the Gardens at the standards the community desires.

Therefore, the Georgiana Smith Memorial Gardens line item (previously "Landscape Maintenance") includes the cost to hire a professional firm to maintain plant beds. In future years, the Library Foundation intends to solicit ongoing donations to assist with this cost, but for right now, the expense will be incurred primarily through the General Fund. The Gardens line item also includes expenses such as furniture upkeep, snow removal, and leaf removal.

More accurately reflecting costs

In addition to large changes speaking to our strategic plan, the 2015-16 budget includes some administrative changes to allow us to better track costs. The General Fund had some line items that included a wide variety of expenditures: "Building Maintenance", "Telecommunications", and "Utilities". In all three of these areas, it is useful to track some categories of expenditures individually rather than in aggregate. These three line items have been split as follows:

- *Building Maintenance:*
 - Building maintenance: Includes general maintenance of buildings such as electrical, plumbing, simple repairs, etc.
 - HVAC: The Hood River Library is complex and has a appropriately complicated heating and

cooling system. Maintaining the system has proven expensive in the past, although we've made recent improvements to the system which should lessen the cost. Nonetheless, it would be helpful to track these expenditures individually.

- Elevator: We have a monthly contract to maintain the elevator in Hood River Library. Pulling this expenditure out as its own line item will allow us to better track the cost of the contract and permits for the elevator.
- *Telecommunications:*
 - Telephone: This line item will be used to track expenditures on the District's two landline telephones and numerous VOIP phones. VOIP phones are provided at cost to the District by Hood River County.
 - Internet: Here is where we'll charge bandwidth expenditures for the three branches. We pay for bandwidth for Hood River and Parkdale Libraries. Bandwidth for Cascade Locks currently is included as part of our rental agreement.
- *Utilities:*
 - Electricity: Electricity for Hood River Library. The other two branches have it included as part of their rental agreements.
 - Garbage: Garbage service for Hood River Library. The other two branches have it included as part of their rental agreements.
 - Natural Gas: Heating gas for Hood River Library.
 - Water (building): The District has two water accounts, one used for the building and the other for irrigation. Irrigation will be expensed to the Georgiana Smith Memorial Gardens line item. Water for the Hood River Library building will be expensed here. The other two branches have water included as part of their rental agreements.

Capital expenditures

We do not have many significant capital expenditures planned that will come out of the District's Capital Fund, although there are several proposed capital projects that may come from the Grants Fund. Projects coming from the Capital Fund may include some new shelving, making some Children's Library shelving in the Hood River Library mobile, paying for the sidewalk as part of the State Street urban renewal project, and installation of a public address system.

Grant projects

The District is fortunate to receive several grants and donations throughout the year. Not the least of these are the monies given to us by the Friends of the Library and Library Foundation. Between them, they add about \$50,000 annually to improve the District's services. Friends and Foundation money is done through the Grants Fund to allow us to better track it.

There also are several regular grants that the District receives as well as grants that are carryovers from the 2014-15 fiscal year. Carryovers include the 2015 Ready to Read grant (an Oregon State Library grant used for reading readiness), another grant that's paying for half of our Outreach Specialist's time through February 2016, and monies donated by the Library Foundation for moving and renovating the Cascade Locks and Parkdale branches. I hope to have these grants expended by the end of the 2015-16 fiscal year.

The Grants Fund also includes several grants that we are expected or hope to receive. These include the Reading for Success 2016 grant (a reimagining of the Ready of Read grant that changes focus from

0-12 children to 0-18) and a safety grant from our district professional association. I have planned for a few other more uncertain grants for newspaper digitization, moving Cascade Locks branch, renovating Parkdale branch, rehabilitating the historic exterior of Hood River Library, a new courier vehicle, and other unanticipated opportunities. As you likely can see from the year-to-date 2014-15 Grants Fund expenditures, this fund usually is budgeted optimistically to take advantage of grant opportunities as they arise. However, if the grants are not received, subsequent expenditures are not incurred, either.

Sage Library System Fund

There is one new fund in the 2015-16 budget: Sage Library System. This is another administrative change that does not impact the District's overall finances. The change requires some background. The District belongs to a large consortium of other libraries called Sage Library System. It includes over seventy academic, public, school, and special libraries across fifteen counties in eastern and central Oregon. The consortium manages complex courier and library management software systems on behalf of its members. We pay an annual membership fee to Sage, which is a line item in the General Fund. Sage is administered by Baker County Library District.

Sage has only two staff members: the Systems Manager and Systems Librarian. The Systems Manager is based out of Baker County Library District and originally was Sage's only employee. Sage has grown recently and added a second staff member three years ago. The second staff member was hired out of Hood River County Library District because we have access to a larger group of technical talent. The position started as a technical services assistant and was upgraded in 2014-15 to a systems librarian.

Thus, the Sage Systems Librarian technically is an employee of our District, and the Library Director acts as its supervisor. However, Sage compensates the District for all costs associated with the position. This includes salary, benefits, payroll taxes, travel and training, and professional dues.

Previously, this position was included as part of the General Fund. However, upon closer analysis, I realized that including it in the General Fund skews the operating costs of the District itself, as it looks like we have one more employee working for Library District purposes than we really do. Therefore, this year I decided to move the position into a separate fund so that Sage-related expenses are more isolated and so that the General Fund accurately reflects the cost of operating the District's services.

Conclusion

Overall, this budget keeps the District on a positive path of better serving the community's needs for library and literacy services. It also lays the foundation for the District's future goals as determined during the next strategic planning process. I look forward to hearing your comments and suggestions on the document.

Line-item analysis

Below, I go through some line item detail on our four funds to anticipate questions you might have.

General Fund - Resources

- *1 - Cash on hand:* This amount assumes monthly expenditures at \$75,000 (a high estimate based on this year's operating expenses), unexpended contingency, and receipt of an additional \$15,000 in tax revenue.
- *2 - Previously levied taxes:* These amounts are based on this year's receipt of taxes from previous fiscal years. For 2015-16, this includes taxes that were not paid from 2011-2014.
- *4 - Fines and fees:* These are generated from late fines, lost item charges, copies and printouts, out-of-area library card fees, and miscellaneous other items. This assumes \$225 in revenue per week for 52 weeks.
- *5 - Donations:* This amount differs greatly from 2012-13 because donations from the Foundation and Friends were shifted to the Grants Fund.
- *6 - Intergovernmental revenue:* The revenue in this line item was from a contract we had with Sage Library System, our Library consortium. For 2015-16, I moved the contract expenses to their own fund.
- *10 - Taxes estimated to be received:* Figured based on an assessed value of countywide property at \$2,085,218,384, multiplied by the District millage rate of 0.39, and assuming 6% uncollectible taxes. This estimated amount is a 4% increase over last year's estimate. This exceeds the 3% tax increase cap imposed by Measure 50 due to new development in the County or additional properties added to the tax rolls.

General Fund - Expenditures

Personal Services

The figures presented here assume that all employees are given a 1.5% cost of living increase (COLI), based on a rough average of the year-to-date increase in the Western Region Consumer Price Index (the average is actually 1.57%), plus an additional step (raise). Raises are merit-based and determined during the annual employee evaluation process. Based on a salary survey of similarly-sized libraries, the Board of Directors voted in the April regular meeting to increase the Library Director salary range by 11.3%. In previous fiscal years, similar adjustments were made to the positions classified as Library Assistant I-II and Librarian I-II.

- *13 - Retirement:* Employees regularly scheduled for more than twenty hours per week participate in a 403(b) retirement plan. The District contributes 6% of the employee's salary and will match up to an additional 3% of the employee's own contributions. This figure assumes 9% contributions by the District for all eligible employees.
- *14 - FICA:* Calculated at 7.65% of payroll.
- *15 - Workers' compensation insurance:* Based on calculations from the recent workers' compensation renewal from Special Districts Association of Oregon (SDAO).
- *16 - Health insurance:* Calculated assuming a \$1,000 monthly cap for each employee. The cap is unchanged from last year, as the District likely will save money at its next insurance renewal by switching to a different company. The 2015-16 amount is significantly less than the 2014-15 budgeted amount because next year I am budgeting closer to actual expenditures per employee, taking into account how many people are being covered by their plans.
- *17 - Unemployment insurance:* Calculated at 1.8% of payroll, based on the rate given to us by the

State of Oregon.

- *20 - Total personal services:* The amount shown in the budget assumes a 1.5% COLI plus the increase to the Library Director salary scale. If we were simply to budget for status quo salaries (no COLI, no increase to the library director salary), personnel costs would be \$509,623.

Materials & Services

- *23 – Bank charges:* This line item includes miscellaneous bank fees as well as the monthly charge for our employee direct deposit program.
- *24 - Building rental:* Includes leases for all three branches, plus additional for an anticipated move of the Cascade Locks branch to the Cascade Locks School.
- *25 - Building maintenance:* This line item has been split into three – building maintenance, HVAC upkeep, and elevator upkeep. The general building maintenance line item includes costs such as repairs, electrical work, plumbing, light bulbs, fire extinguisher upkeep, and more.
- *26 - HVAC:* This new line item includes the cost of maintaining the heating and cooling system at Hood River Library. It involves work by a local firm as well as occasional regular and on-call maintenance by an outside firm for advanced projects.
- *27 - Elevator:* This new line item is for maintaining the Hood River Library elevator. It includes a monthly \$175 per month maintenance contract.
- *28 - Telecommunications:* This item is being eliminated, instead being split into two separate items below.
- *29 - Telephone:* This new line item includes the cost for the District's VOIP and landline telephones. It assumes \$445 in monthly costs, which includes a new policy to reimburse certain employees partially for the cost of using their mobile phones, the use of which is important for their positions.
- *30 - Internet:* This new line item includes the cost for bandwidth for the District's facilities.
- *31 - Collection development:* This line item is how we purchase materials for the collection including books, DVDs, audiobooks, electronic resources, and more. Part of our collection development money is in the Grants Fund, along with the Friends and Foundation donations, as those two groups help fund some library operations. The total Collection Development budget has been increased by 6.3% over last year.
- *32 - Technology:* This line item assumes replacement of 20% of all public and staff computers (excluding catalog stations) plus miscellaneous other technology needs. As part of the strategic planning process, the District will also be writing a three-year Technology Plan.
- *33 - Accounting and auditing:* Includes the quoted amounts for auditing and accounting services.
- *34 - Courier:* This line items represents the cost of moving materials between our three locations and Hood River Valley High School. Currently we pay a volunteer to do this work, although soon we will get our own courier vehicle.
- *35 - Custodial services:* Our current rate is \$1,723/month through December 31st. This budget amount assumes a 5% increase afterward.
- *36 - Technical services:* Includes the annual cost for our out-of-Sage interlibrary loan service as well as our catalog record download service. The 2014-15 year costs are high due to needing to order new library cards, which is only done about once every three years.
- *37 - Library consortium:* Includes \$11,340 for annual membership, which is the amount the Sage Library System will charge libraries of our size next fiscal year. This line also includes some

funds to assist Sage with development projects for the open source Evergreen integrated library system software on which we rely. We contributed to the development of a floating collections feature two fiscal years ago.

- 38 - *Copiers*: \$70/month for copier and coin acceptor lease, \$50 per quarter for copies.
- 39 - *Elections*: This is a biannual expense happening on odd-numbered years. There are no board elections this cycle.
- 40 - *Furniture and equipment*: We use these funds to purchase furniture and small equipment that doesn't qualify as capital.
- 41 - *Property and liability insurance*: Amount based on estimates from SDAO.
- 42 - *Georgiana Smith Memorial Gardens*: As the managing entity for the Gardens, we use these funds for professional bed maintenance, tree trimming, grass cutting, snow removal, irrigation, and other associated costs. This line item has increased due to the need for professional bed maintenance. The contractors we used previously were unable to meet our standards.
- 44 - *Professional Services*: This new line item is to hire a consultant to assist with the District's 2016-21 strategic planning.
- 45 - *Membership dues*: Includes memberships in local organizations and professional societies. Includes dues for the Chamber of Commerce, Gorge Technology Alliance, Gorge Nonprofit Collaborative, Libraries of Eastern Oregon, Hood River Rotary, Hood River Lions, Oregon Library Association, American Library Association, Public Library Association, and Library Leadership & Management Association.
- 49 - *Programs*: This line item includes the costs for hiring performers and buying supplies for programs. A portion of it is in the Grants Fund, as the Friends donate annually to the Summer Reading Program. Includes amounts for Summer Reading and other program costs. District programming has increased dramatically. It is an area where we particularly excel when compared to peer libraries.
- 50 - *Advertising*: Most recruitment-related expenses fit under this category. This also includes some money for additional advertising to promote District collections and services.
- 51 - *Supplies, programs*: This line item was subsumed into the Programs line item in 2013-14.
- 53 - *Travel*: Includes travel to trainings, programs, outreach activities, and hotel expenses.
- 56-60 - *Utilities*: The general utilities line item has been split into four new ones: electricity, garbage, natural gas, and building water. The split will allow us to better track individual utility expenses. The amounts budgeted are based on actual costs, with room for a possible 5-6% increases in utilities. Previously, water used to irrigate the Gardens was taken out of this line item, but it is being moved to #42 above. The Water and Sewer line item assumes a 10% increase from the City of Hood River. See Attachment V for previous costs.
- 70 - *Vacation reserve*: The Board has created a new reserve fund within the General Fund for vacation liabilities. These liabilities are employees' unused vacation and holiday leave. If an employee is no longer employed by the District, these amounts are paid out to them. The Board felt it prudent to create a reserve fund to help pay for such liability should an employee(s) depart. Per our Financial Management Policies (attachment VIII), the reserve amount should equal at least 75% of current outstanding liabilities. Employees are capped at rolling over only 80 hours into a new fiscal year, pro-rated based on a 40-hour workweek, so the District's long-term liabilities are limited. In order to create the initial reserve, I decreased the General Fund contingency by \$10,000 from its usual \$90,000. In future years, growth in reserve will be more modest, and the contingency will return to its previous amount.

General Fund - Other

- 55 - *Transfer to Capital Reserve*: See Capital Fund for more details.
- 62 - *Unappropriated ending fund balance*: This amount is ample to get the District through July-October 2015, especially if contingency is not used. At \$75,000/month, the District would need \$300,000.

Capital Equipment Reserve Fund

Resources

- 2 - *Cash on hand*: Carryover from previous years.

Requirements

- 9 - *Capital outlay*: This budgeted amount includes the cost of replacing the sidewalk for the State Street urban renewal project, possible installation of a PA system, and additional shelving.

Grants Fund

Resources

- 2 - *Cash on hand*: Carryover of Foundation funds used for branch upgrades and the Gardens as well as Ready to Read 2015 grant monies.
- 3 - *Grants (specific purposes)*: Includes potential grants for newspaper digitization, moving Cascade Locks branch, renovating Parkdale branch, a new courier vehicle, and other unanticipated opportunities.
- 4 - *Friends of the Library donations*: The Friends contribute to collection development, programming, equipment, and other library expenses.
- 5 - *Library Foundation donations*: The Foundation anticipates giving \$15,000 this fiscal year toward magazine subscriptions and electronic resources. They plan to transfer the money raised at this year's 2015 Feast of Words fundraiser during the 2014-15 fiscal year.
- 6 - *Pat Hazelhurst Fund donations*: The District has an endowment at the Gorge Community Foundation, named in honor of long-time library supporter Pat Hazelhurst. This fund must dispense some of its funds to the library annually, and it is close to being large enough to begin dispersing.

Requirements

- 13 - *Library Assistant II*: Anticipated grant from the Oregon Library Services and Technology Act (LSTA) grant program to fund half of our Outreach Specialist position for eight months. Includes retirement and health insurance expenses.
- *Other Materials and Services line items*: Anticipated for various grants, as well as donations from the Friends and Foundation.
- 33 - *Capital outlay*: Includes money to help move the Cascade Locks branch, renovate the Parkdale branch, rehabilitate the old parts of Hood River Library, and buy a courier vehicle.
- 36 - *Unappropriated ending fund balance*: Possible carryover of grant monies.

Sage Fund

Resources

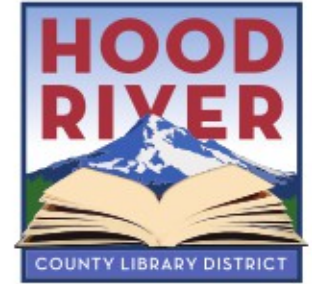
- *3 - Intergovernmental revenue:* All expenditures in this fund are billed directly back to Sage Library System, so the fund's only revenue source is payments from Sage.

Requirements

- *10 – Librarian I:* Sage's contract position is a full-time Systems Librarian with commensurate benefits. The employee is administratively a District employee but works for the benefit of all Sage member institutions. It was decided to have the position at HRCLD because we have access to a larger pool of technical talent and are closer to many large Sage libraries that aren't in eastern Oregon.
- *22-25:* The Sage Systems Librarian incurs some expenses such as traveling to train other libraries, attending conferences and trainings, and being a member of professional associations. The District bills back the cost of these items to Sage.
- *32 - Unappropriated ending fund balance:* Since fund expenses are directly billed back, the fund will not have an ending fund balance.

Strategic Goals, 2012-2016

The Board of Directors, in consultation with MaryKay Dahlgreen, Program Manager for Library Development Services at the Oregon State Library, established the following strategic goals for the Hood River County Library District from January 2012 to June 2016.



I. Promotion

- i. Promote the libraries' materials and services to the Hood River County community.
 - I. Create a promotion/marketing plan for the 2012-13 fiscal year and beyond. Target audiences shall include second grade students, Latino residents, young adults, seniors, and adult non-users of the libraries.
 - II. Merchandise library collections through displays and appealing placement.
- ii. Regularly celebrate the community's reopening of its libraries.
 - I. Have a Reopening Day celebration every year on or around July 1.

II. Outreach

- i. Ensure that language is not a barrier to involvement with the libraries.
 - I. Hire a dedicated bilingual staff member.
 - II. Build Spanish language capacity on staff.
- ii. Reach out to specific audiences whom the libraries can help.
 - I. Staff, in cooperation with the Friends and Foundation, establish outreach activities for Latino residents, seniors, preschool children, and Odell residents.

III. Involvement

- i. Build a collection and services that appeal to a diverse citizenry.
 - I. Maintain and grow the funding level of the collection development budget.
 - II. Increase focus on audiovisual and electronic materials.
- ii. Target collections and services that appeal to a diverse citizenry.
 - I. Dedicate significant portions of the collection development budget to specific populations, including young adults, children, and native Spanish speakers.
 - II. Create a young adult area in the Hood River Library.

IV. Currency

- i. Build and maintain relevant and appropriately up-to-date collections and technology.
 - I. Weed and acquire updated materials for the adult and children's nonfiction collections.
 - II. Write a technology plan that incorporates technology replacement cycles and emerging technologies.

V. Access

- i. Assure access to library locations based on community needs.
 - I. Balance open hours at all three locations with other community needs to optimize library quality.
 - II. Establish regular library service in Odell.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

VI. Community

- i. Be an irreplaceable member of the community.
 - I. Establish library district memberships in local business and professional associations.
 - II. Develop partnerships with other community organizations and governmental agencies.
 - III. Staff actively go out into the community to present, participate in community organizations, and attend community events and meetings.

Key performance measures

These measures will be compared over the same periods on an annualized basis. Targets for the key performance measures will be established by the Board of Directors annually.

- Increased circulation and in-house use of materials.
- Increased use of library resources, including computers, wireless internet, and electronic resources.
- Increased programs and program attendance, both in and outside the libraries.
- Increased volunteers and volunteer hours.
- Addition and deletion of items by collection.

Approved by the Board of Directors, January 17, 2012

Library salary survey

Data source: Oregon Public Library data for FY 13-14

Libraries analyzed: 28 libraries, serving from between 25,000 and 35,000 residents*

	Director			Assistant Director			Librarian			Library Assistant			Library Clerk		
	<i>Low</i>	<i>High</i>	<i>Fixed</i>	<i>Low</i>	<i>High</i>	<i>Fixed</i>	<i>Low</i>	<i>High</i>	<i>Fixed</i>	<i>Low</i>	<i>High</i>	<i>Fixed</i>	<i>Low</i>	<i>High</i>	<i>Fixed</i>
Lowest	\$27.64	\$33.31	\$23.08	\$17.95	\$19.79	\$23.72	\$14.77	\$17.95	\$14.07	\$11.02	\$15.50	\$12.63	\$9.10	\$11.90	\$9.39
1st quartile	\$30.02	\$39.39	\$31.70	\$21.21	\$26.83	\$24.87	\$17.24	\$21.85	\$17.57	\$13.62	\$18.96	\$15.47	\$10.06	\$13.18	\$9.50
2nd quartile	\$33.46	\$42.27	\$35.47	\$24.09	\$30.79	\$26.88	\$20.52	\$25.73	\$19.87	\$15.28	\$20.16	\$18.32	\$11.61	\$16.22	\$9.77
3rd quartile	\$35.89	\$46.25	\$40.82	\$26.25	\$33.49	\$27.36	\$21.68	\$27.48	\$22.19	\$16.63	\$22.57	\$21.16	\$14.70	\$18.51	\$11.61
4th quartile	\$42.20	\$56.96	\$50.27	\$32.44	\$44.30	\$39.15	\$23.81	\$30.15	\$25.75	\$19.15	\$25.22	\$24.00	\$17.00	\$21.00	\$16.42
Highest	\$42.20	\$56.96	\$50.27	\$32.44	\$44.30	\$39.15	\$23.81	\$30.15	\$25.75	\$19.15	\$25.22	\$12.63	\$17.00	\$21.00	\$16.42
HRCLD	\$29.58	\$33.31	\$31.39	\$22.35	\$25.17	\$23.72	\$18.74	\$21.10	\$18.74	\$14.20	\$18.45	N/A	\$11.61	\$13.07	N/A
Diff from Q1	-1.45%	-15.43%	-0.96%	5.37%	-6.18%	-4.62%	8.70%	-3.41%	6.64%	4.30%	-2.66%	N/A	15.46%	-0.83%	N/A

Ontario Community was left out of the data set due to being an extremely low outlier. For instance, the low end of their director salary range was \$15.00. The next lowest library was \$27.64.

Salary Schedule, 2015-16 (Personnel Policies, Appendix A)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Clerk I	\$10.36 \$21,549	\$10.57 \$21,980	\$10.78 \$22,419	\$10.99 \$22,868	\$11.21 \$23,325	\$11.44 \$23,792	\$11.67 \$24,267
Clerk II	\$11.78 \$24,502	\$12.02 \$24,992	\$12.26 \$25,492	\$12.50 \$26,002	\$12.75 \$26,522	\$13.01 \$27,053	\$13.27 \$27,594
Library Assistant I	\$14.41 \$29,979	\$14.70 \$30,579	\$15.00 \$31,190	\$15.30 \$31,814	\$15.60 \$32,450	\$15.91 \$33,099	\$16.23 \$33,761
Library Assistant II	\$16.63 \$34,581	\$16.96 \$35,273	\$17.30 \$35,979	\$17.64 \$36,698	\$18.00 \$37,432	\$18.36 \$38,181	\$18.72 \$38,944
Librarian I	\$19.02 \$39,562	\$19.40 \$40,353	\$19.79 \$41,160	\$20.18 \$41,983	\$20.59 \$42,823	\$21.00 \$43,679	\$21.42 \$44,553
Librarian II	\$22.69 \$47,195	\$23.14 \$48,139	\$23.61 \$49,102	\$24.08 \$50,084	\$24.56 \$51,086	\$25.05 \$52,107	\$25.55 \$53,149
Library Director	\$32.91 \$68,453	\$33.57 \$69,822	\$34.24 \$71,218	\$34.92 \$72,643	\$35.62 \$74,096	\$36.34 \$75,577	\$37.06 \$77,089

Range approved by the Board of Directors, May 19, 2015

Steps established by Library Director, May 19, 2015

Salary Schedule, 2014-15 (Personnel Policies, Appendix A)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Clerk I	\$10.21 \$21,228	\$10.41 \$21,652	\$10.62 \$22,085	\$10.83 \$22,527	\$11.05 \$22,977	\$11.27 \$23,437	\$11.49 \$23,906
Clerk II	\$11.61 \$24,142	\$11.84 \$24,625	\$12.08 \$25,117	\$12.32 \$25,620	\$12.56 \$26,132	\$12.81 \$26,655	\$13.07 \$27,188
Library Assistant I	\$14.20 \$29,536	\$14.48 \$30,127	\$14.77 \$30,729	\$15.07 \$31,344	\$15.37 \$31,971	\$15.68 \$32,610	\$15.99 \$33,262
Library Assistant II	\$16.38 \$34,070	\$16.71 \$34,752	\$17.04 \$35,447	\$17.38 \$36,156	\$17.73 \$36,879	\$18.08 \$37,616	\$18.45 \$38,369
Librarian I	\$18.74 \$38,973	\$19.11 \$39,752	\$19.49 \$40,547	\$19.88 \$41,358	\$20.28 \$42,185	\$20.69 \$43,029	\$21.10 \$43,890
Librarian II	\$22.35 \$46,489	\$22.80 \$47,418	\$23.25 \$48,367	\$23.72 \$49,334	\$24.19 \$50,321	\$24.68 \$51,327	\$25.17 \$52,354
Library Director	\$29.58 \$61,530	\$30.17 \$62,760	\$30.78 \$64,015	\$31.39 \$65,296	\$32.02 \$66,602	\$32.66 \$67,934	\$33.31 \$69,292

Range approved by the Board of Directors, May 20, 2014

Steps established by Library Director, May 20, 2014

Staffing, 2015-16
Salaries + 1 step, with COLI

COLI: 1.5%

Insurance:

\$1,000

ID	Position	FTE	Current FT Salary + step	Proposed Salary	Prorated Salary	Insurance	Retirement	Workers' comp
Shelver	Clerk I	0.250	\$21,652	\$21,977	\$5,494			\$9
Public Service Clerks	Clerk II	3.250	\$24,746	\$25,117	\$81,631			\$131
Children's Services Assistant	Assist I	0.750	\$31,344	\$31,814	\$23,861	\$9,000	\$2,147	\$38
Operations Assistant	Assist I	1.000	\$30,729	\$31,190	\$31,190	\$3,000	\$2,807	\$50
Young Adult Services Assistant	Assist I	0.750	\$30,729	\$31,190	\$23,392	\$2,250	\$2,105	\$37
Collection Development Specialist	Assist II	0.625	\$36,156	\$36,698	\$22,936	\$1,875	\$2,064	\$37
Outreach Specialist	Assist II	1.000	\$36,156	\$36,698	\$36,698	\$12,000	\$3,303	\$59
Cataloging Specialist	Assist II	0.750	\$36,879	\$37,432	\$28,074	\$9,000	\$2,527	\$45
Children's Services Librarian	Lib I	0.750	\$39,752	\$40,348	\$30,261	\$9,000	\$2,724	\$48
Assistant Director	Lib II	1.000	\$50,321	\$51,076	\$51,076	\$12,000	\$4,597	\$143
Library Director	Director	1.000	\$66,602	\$72,643	\$72,643	\$6,000	\$6,538	\$203

Total FTE 11.125

\$407,258

\$64,125

\$28,812

Volunteers	Volunteer	1.442	N/A	N/A	\$27,750	N/A	N/A	\$44
Landscaping volunteers	Volunteer	0.052	N/A	N/A	\$999	N/A	N/A	\$61
Driving volunteers	Volunteer	0.115	N/A	N/A	\$2,220	N/A	N/A	\$100
Board members	Volunteer	N/A	N/A	N/A	N/A	N/A	N/A	\$8
Sage Systems Librarian	Lib 1	1.000	\$40,348	\$40,953	\$40,953	\$6,000	\$3,686	\$66

Utilities, 2014-15

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Electricity													
<i>Kwh</i>	18,800	20,320	22,000	20,480	14,960	13,920	12,400	12,560	11,760	12,640			159,840
<i>Cost</i>	\$1,922.48	\$2,054.94	\$2,151.97	\$1,931.51	\$1,516.76	\$1,427.67	\$1,267.10	\$1,290.34	\$1,272.22	\$1,348.56			\$16,183.55
Garbage													
<i>Cost</i>	\$112.66	\$112.66	\$112.66	\$112.66	\$121.10	\$116.88	\$112.66	\$115.14	\$115.14	\$115.14			\$1,146.70
Internet													
<i>Hood River</i>	\$315.12	\$315.12	\$315.12	\$315.12	\$315.12	\$315.12	\$315.12	\$315.12	\$1,353.16	\$324.95			\$4,199.07
<i>Parkdale</i>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00			\$1,000.00
Natural gas													
<i>Units</i>	365	329	368	466	576	1043	1158	1247	886	670	569		7677
<i>Therms</i>	434.7	383.9	427.6	536.4	675.6	1274.5	1413.9	1553.8	1102.2	826.8	689.0		9318.4
<i>Cost</i>	\$202.05	\$385.46	\$427.53	\$532.30	\$666.33	\$1,271.32	\$1,430.11	\$1,597.47	\$1,152.31	\$877.44	\$719.65		\$9,261.97
Telephone													
<i>CenturyLink</i>	\$118.21	\$121.57	\$120.13	\$120.13	\$130.08	\$129.62	\$129.90	\$129.93	\$130.36	\$129.83	\$130.07		\$1,389.83
<i>County</i>	\$234.39		\$258.13	\$237.13	\$243.59	\$249.25	\$251.92	\$232.88	\$230.57	\$241.97			\$2,179.83
Water - Building													
<i>IK gallons</i>	8	4	10	8	8	18	4	6	6	6			78
<i>Cost</i>	\$335.50	\$320.02	\$343.24	\$335.50	\$335.50	\$374.20	\$320.02	\$327.76	\$327.76	\$327.76			\$3,347.26
Water – Gardens													
<i>IK gallons</i>	45	108	209	244	309	108	0	0	0	0			1,023
<i>Cost</i>	\$108.84	\$220.98	\$400.76	\$463.06	\$578.76	\$220.98	\$28.74	\$28.74	\$28.74	\$28.74			\$2,108.34
TOTAL	\$3,449.25	\$3,630.75	\$4,229.54	\$4,147.41	\$4,007.24	\$4,205.04	\$3,955.57	\$4,137.38	\$4,710.26	\$3,494.39	\$849.72	\$0.00	\$40,816.55

Utilities, 2013-14

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Electricity													
<i>Kwh</i>	13,360	23,120	20,000	16,080	10,000	14,480	13,040	12,320	12,000	12,560	12,480	11,680	171,120
<i>Cost</i>	\$1,463.92	\$2,296.71	\$1,961.46	\$1,691.77	\$1,135.85	\$1,365.17	\$1,262.02	\$1,249.78	\$1,223.76	\$1,270.60	\$1,259.09	\$1,196.47	\$17,376.60
Garbage													
<i>Cost</i>	\$110.92	\$110.92	\$110.92	\$110.92	\$119.24	\$110.92	\$110.92	\$112.66	\$112.66	\$112.66	\$112.66	\$112.66	\$1,348.06
Internet													
<i>Hood River</i>	\$84.99	\$84.99	\$84.99	\$353.54	\$601.93	\$315.12	\$315.12	\$315.12	\$315.12	\$315.12	\$315.12		\$3,101.16
<i>Parkdale</i>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Natural gas													
<i>Units</i>	388.0	404.0	357.0	366.0	409.0	575.0	1,526.0	1,127.0	1,093.0	871.0	593.0	434.0	8,143.0
<i>Therms</i>	460.9	466.2	413.0	426.0	486.3	682.0	1,873.9	1,378.3	1,346.6	1,048.7	707.4	518.6	9,807.9
<i>Cost</i>	\$292.88	\$443.42	\$394.65	\$406.57	\$461.86	\$652.18	\$1,766.73	\$1,376.49	\$1,262.68	\$1,035.67	\$707.73	\$521.30	\$9,322.16
Telephone													
<i>CenturyLink</i>	\$184.04	\$182.06	\$117.60	\$117.84	\$117.91	\$117.78	\$118.10	\$118.39	\$118.26	\$118.10	\$118.22		\$1,428.30
<i>County</i>	\$223.96	\$226.41	\$246.06	\$239.09	\$228.48	\$231.51	\$230.10	\$237.73	\$238.40	\$237.25	\$231.68	\$231.85	\$2,802.52
Water - Building													
<i>IK gallons</i>	6	6	8	7	7	5	4	5	7	5	8	7	75
<i>Cost</i>	\$290.85	\$327.76	\$335.50	\$331.63	\$331.63	\$323.89	\$320.02	\$323.89	\$331.63	\$323.89	\$335.50	\$331.63	\$3,907.82
Water - Park													
<i>IK gallons</i>	0	201	220	218	158	0	0	0	0	0	0	0	797
<i>Cost</i>	\$28.74	\$386.52	\$420.34	\$416.78	\$309.98	\$28.74	\$28.74	\$28.74	\$28.74	\$28.74	\$28.74	\$28.74	\$1,763.54
TOTAL	\$2,187.31	\$3,565.33	\$3,222.87	\$2,957.67	\$2,358.56	\$2,480.90	\$3,488.43	\$3,091.56	\$2,959.47	\$2,771.56	\$2,443.72	\$2,190.80	\$42,250.16

Utilities, 2012-13

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Electricity													
<i>Kwh</i>	13,840	13,920	16,800	9,920	13,360	11,600	17,040	19,840	18,880	17,440	12,880	13,280	178,800
<i>Cost</i>	\$1,348.38	\$1,428.27	\$1,633.76	\$1,167.39	\$1,362.38	\$1,132.34	\$1,524.29	\$1,852.04	\$1,797.25	\$1,704.49	\$1,370.60	\$1,520.68	\$17,841.87
Garbage													
<i>Cost</i>	\$108.76	\$108.76	\$108.76	\$108.76	\$108.76	\$108.76	\$110.92	\$110.92	\$110.92	\$110.92	\$110.92	\$110.92	\$1,318.08
Internet													
<i>Hood River</i>	\$84.99	\$84.99	\$92.94	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$1,027.83
<i>Parkdale</i>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Natural gas													
<i>Units</i>		87		411	543		965	1708	1757	1540	1642		8653.0
<i>Therms</i>		100.6		484.1	644.0		1159.0	2095.7	2140.0	1854.2	1949.2		10426.8
<i>Cost</i>		\$36.79		\$503.73	\$637.79		\$1,105.08	\$1,916.77	\$1,983.27	\$1,723.55	\$1,838.26		\$9,745.24
Telephone													
<i>CenturyLink</i>	\$248.91	\$257.97	\$171.50	\$179.82	\$179.46	\$179.57	\$178.58	\$178.88	\$178.88	\$178.52	\$179.09	\$178.64	\$2,289.82
<i>County</i>	\$224.95	\$229.29	\$230.80	\$233.26	\$230.64	\$227.79	\$232.24	\$229.75	\$226.11	\$237.87	\$250.56	\$244.37	\$2,797.63
Water - Building													
<i>1K gallons</i>	6	8	6	5	6	5	5	6	4	6	6	6	69
<i>Cost</i>	\$290.85	\$298.59	\$290.85	\$286.98	\$290.85	\$286.98	\$286.98	\$290.85	\$283.11	\$290.85	\$290.85	\$290.85	\$3,478.59
Water - Park													
<i>1K gallons</i>	1	148	191	108	27	0	0	0	0	0	0	0	475
<i>Cost</i>	\$30.52	\$292.18	\$368.72	\$220.98	\$76.80	\$28.74	\$28.74	\$28.74	\$28.74	\$28.74	\$28.74	\$28.74	\$1,190.38
TOTAL	\$1,778.51	\$2,164.59	\$2,905.82	\$2,287.84	\$2,476.58	\$2,661.90	\$3,056.01	\$4,199.32	\$4,203.29	\$3,858.55	\$3,639.37	\$1,951.19	\$33,574.16

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements April 30, 2015

TABLE OF CONTENTS

Independent Accountants' Compilation Report	1
Balance Sheet – Cash Basis	2
Statement of Revenues, Expenditures and Changes in Fund Balances – Cash Basis.	3
Supplementary Information:	
Statement of Revenues and Expenditures with Budgets and Variances – Cash Basis:	
General Fund.	4-5
Grants Fund.	6
Capital Equipment Reserve Fund	7
Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds.	8

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.

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MEMBERS:
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INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

We have compiled the accompanying balance sheet - cash basis of the Hood River County Library District, as of April 30, 2015 and the related statement of revenues, expenditures, and changes in fund balances - cash basis for the one month and ten months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

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.

Management has elected to omit substantially all of the disclosures ordinarily included in a financial statement 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 expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Onstott, Broehl & Cyphers, P.C
May 18, 2015

Hood River County Library District
Balance Sheet - Cash Basis
April 30, 2015

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$68,018			\$68,018
Cash with Hood River County	612,913	\$43,770	\$97,793	754,476
Petty cash	416			416
Employee draws	1,900			1,900
Total Current Assets	<u>683,247</u>	<u>43,770</u>	<u>97,793</u>	<u>824,810</u>
TOTAL ASSETS	<u><u>\$683,247</u></u>	<u><u>\$43,770</u></u>	<u><u>\$97,793</u></u>	<u><u>\$824,810</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,005			\$1,005
Total Current Liabilities	<u>1,005</u>	<u>0</u>	<u>0</u>	<u>1,005</u>
Total Liabilities	<u>1,005</u>	<u>0</u>	<u>0</u>	<u>1,005</u>
Fund Balances:				
Unassigned	<u>682,242</u>	<u>43,770</u>	<u>97,793</u>	<u>823,805</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$683,247</u></u>	<u><u>\$43,770</u></u>	<u><u>\$97,793</u></u>	<u><u>\$824,810</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Ten Months Ended April 30, 2015

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$325	\$55,525		\$55,850
Property tax revenues - current year	731,459			731,459
Property tax revenues - prior year	13,673			13,673
Fines and fees	11,029			11,029
Intergovernmental revenue	44,826	18,167		62,993
Interest revenue	2,446		\$315	2,761
Miscellaneous	0			0
Total Revenues	803,758	73,692	315	877,765
Expenditures:				
Personal services:				
Wages and salaries	316,255	11,351		327,606
Employee benefits	107,630	5,270		112,900
Total Personal Services	423,885	16,621	0	440,506
Materials and services:				
Bank charges	191			191
Building lease	3,700			3,700
Building maintenance	20,569			20,569
Telecommunications and bandwidth	8,907			8,907
Collection development	50,665	14,357		65,022
Technology	4,467			4,467
Accounting and auditing	12,260			12,260
Courier	1,482			1,482
Custodial services	17,230			17,230
Technical services	6,156	4,798		10,954
Library consortium	10,500			10,500
Copiers	849			849
Elections expense	0			0
Furniture and equipment	2,867	1,294		4,161
Insurance	3,872			3,872
Landscape maintenance	10,831			10,831
Legal services	1,837			1,837
Dues and subscriptions	2,784			2,784
Miscellaneous	404			404
Postage and freight	726			726
Printing	856			856
Programs	11,949	5,721		17,670
Advertising	833			833
Supplies - office	14,842			14,842
Travel	3,842			3,842
Training	1,304			1,304
Board development	764			764
Utilities	31,328			31,328
Total Materials and Services	226,015	26,170	0	252,185
Capital outlay	0		10,095	10,095
Total Expenditures	649,900	42,791	10,095	702,786
Revenues Over Expenditures	153,858	30,901	(9,780)	174,979
Other Financing Sources (Uses)				
Operating transfers in			50,000	50,000
Operating transfers out	(50,000)			(50,000)
Total Other Financing Sources (Uses)	(50,000)	0	50,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	103,858	30,901	40,220	174,979
Fund Balance - July 1, 2014	578,384	12,869	57,573	648,826
Fund Balance - April 30, 2015	\$682,242	\$43,770	\$97,793	\$823,805

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

General Fund

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

For the One Month and Ten Months Ended

April 30, 2015

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenues:							
Donations and grants	\$0	\$42	(\$42)	\$325	\$417	(\$92)	\$500
Tax revenues - current	4,142	3,670	472	731,459	709,240	22,219	734,957
Tax revenues - prior year	1,128	1,250	(122)	13,673	12,500	1,173	15,000
Fines and fees	1,103	833	270	11,029	8,333	2,696	10,400
Intergovernmental revenue	4,497	5,198	(701)	44,826	51,979	(7,153)	62,375
Interest revenue	278	333	(55)	2,446	3,333	(887)	4,000
Miscellaneous	0	42	(42)	0	417	(417)	500
Total Revenues	11,148	11,368	(220)	803,758	786,219	17,539	827,732
Expenditures:							
Personal services:							
Wages and salaries	33,327	33,160	(167)	316,255	331,612	15,357	397,934
Payroll taxes and benefits:							
Retirement	2,544	2,443	(101)	23,441	24,425	984	29,309
Social security	2,550	2,426	(124)	24,153	24,261	108	29,113
Workers' compensation	32	100	68	163	1,000	837	1,200
Health insurance	6,401	8,000	1,599	54,863	80,000	25,137	96,000
Unemployment insurance	666	571	(95)	5,010	5,709	699	6,850
Total Personal Services	45,520	46,700	1,180	423,885	467,007	43,122	560,406
Materials and services:							
Bank charges	16	17	1	191	167	(24)	200
Building lease	0	675	675	3,700	6,750	3,050	8,100
Building maintenance	1,498	1,667	169	20,569	16,667	(3,902)	20,000
Telecommunications and bandwidth	797	800	3	8,907	8,000	(907)	9,600
Collection development	4,001	5,250	1,249	50,665	52,500	1,835	63,000
Technology	22	917	895	4,467	9,167	4,700	11,000
Accounting and auditing	0	1,867	1,867	12,260	18,667	6,407	22,400
Courier	52	83	31	1,482	833	(649)	1,000
Custodial services	1,723	1,808	85	17,230	18,078	848	21,693
Technical services	289	333	44	6,156	3,333	(2,823)	4,500
Library consortium	0	958	958	10,500	9,583	(917)	11,500
Copiers	94	104	10	849	1,041	192	1,250
Elections expense	0	250	250	0	2,500	2,500	3,000
Furniture and equipment	268	250	(18)	2,867	2,500	(367)	3,000
Insurance	0	333	333	3,872	3,333	(539)	4,000
Landscape maintenance	0	667	667	10,831	6,667	(4,164)	8,000
Legal services	363	208	(155)	1,837	2,083	246	2,500
Dues and subscriptions	412	292	(120)	2,784	2,917	133	3,500

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

General Fund

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

For the One Month and Ten Months Ended

April 30, 2015

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Miscellaneous	0	83	83	404	833	429	1,000
Postage and freight	66	125	59	726	1,250	524	1,500
Printing	300	83	(217)	856	833	(23)	1,000
Programs	1,960	2,083	123	11,949	20,833	8,884	25,000
Advertising	310	83	(227)	833	833	0	1,000
Supplies - office	1,522	1,458	(64)	14,842	14,583	(259)	17,000
Travel	0	333	333	3,842	3,333	(509)	4,000
Training	400	167	(233)	1,304	1,667	363	2,000
Board development	0	83	83	764	833	69	1,000
Utilities	2,698	3,227	529	31,328	32,271	943	38,725
Total Materials and Services	16,791	24,204	7,413	226,015	242,055	16,040	290,468
Capital Outlay	0	0	0	0	0	0	0
Transfer to Equipment Reserve	0	0	0	50,000	50,000	0	50,000
Contingency	0	0	0	0	100,000	100,000	100,000
Total Expenditures	62,311	70,904	8,593	699,900	859,062	159,162	1,000,874
Change in Fund Balance	(\$51,163)	(\$59,536)	\$8,373	\$103,858	(\$72,843)	\$176,701	(\$173,142)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

Grants Fund

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

For the One Month and Ten Months Ended

April 30, 2015

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Revenues:							
Donations and grants	\$400	\$24,499	(\$24,099)	\$55,525	\$244,999	(\$189,474)	\$294,000
Intergovernmental revenue	1,631	0	1,631	18,167	0	18,167	0
Total Revenues	<u>2,031</u>	<u>24,499</u>	<u>(22,468)</u>	<u>73,692</u>	<u>244,999</u>	<u>(171,307)</u>	<u>294,000</u>
Expenditures:							
Personal services	0	2,339	2,339	16,621	23,391	6,770	28,068
Materials and services:	705	3,750	3,045	26,170	37,500	11,330	45,000
Capital outlay	0	18,750	18,750	0	187,500	187,500	225,000
Total Expenditures	<u>705</u>	<u>24,839</u>	<u>24,134</u>	<u>42,791</u>	<u>248,391</u>	<u>205,600</u>	<u>298,068</u>
Change in Fund Balance	<u><u>\$1,326</u></u>	<u><u>(\$340)</u></u>	<u><u>\$1,666</u></u>	<u><u>\$30,901</u></u>	<u><u>(\$3,392)</u></u>	<u><u>\$34,293</u></u>	<u><u>(\$4,068)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis
For the One Month and Ten Months Ended
April 30, 2015

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenues:							
Interest revenue	\$42	\$33	\$9	\$315	\$333	(\$18)	\$400
Other Financing Sources							
Transfer from General Fund	0	4,167	(4,167)	50,000	41,667	8,333	50,000
Total Revenues and Other Sources	<u>42</u>	<u>4,200</u>	<u>(4,158)</u>	<u>50,315</u>	<u>42,000</u>	<u>8,315</u>	<u>50,400</u>
Expenditures:							
Materials and services	0	0	0	0	0	0	0
Capital outlay	550	5,000	4,450	10,095	50,000	39,905	60,000
Total Expenditures	<u>550</u>	<u>5,000</u>	<u>4,450</u>	<u>10,095</u>	<u>50,000</u>	<u>39,905</u>	<u>60,000</u>
Change in Fund Balance	<u><u>(\$508)</u></u>	<u><u>(\$800)</u></u>	<u><u>\$292</u></u>	<u><u>\$40,220</u></u>	<u><u>(\$8,000)</u></u>	<u><u>\$48,220</u></u>	<u><u>(\$9,600)</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 Ten Months Ended April 30, 2015

	Newspaper Digitization	SDAO Safety 2014	Foundation Grants	Friends of the Library	Foster Donation	LSTA Outreach 2014	LSTA Outreach 2015	RTR 2015	Total
Revenues:									
Donations and grants	\$0	\$0	\$40,000	\$8,750	\$2,000	\$0	\$0	\$4,775	\$55,525
Intergovernmental revenue						18,167			18,167
Total Revenues	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>8,750</u>	<u>2,000</u>	<u>18,167</u>	<u>0</u>	<u>4,775</u>	<u>73,692</u>
Expenditures:									
Personal services:									
Wages and salaries						9,826	1,525		11,351
Employee benefits						4,569	701		5,270
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,395</u>	<u>2,226</u>	<u>0</u>	<u>16,621</u>
Materials and services:									
Collection development			10,621	3,736					14,357
Technical services	4,798			4,223				1,498	4,798
Programs				1,294					5,721
Furniture and equipment									1,294
Total Materials and Services	<u>4,798</u>	<u>0</u>	<u>10,621</u>	<u>9,253</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,498</u>	<u>26,170</u>
Capital outlay	0	0	0	0	0	0	0	0	0
Total Expenditures	<u>4,798</u>	<u>0</u>	<u>10,621</u>	<u>9,253</u>	<u>0</u>	<u>14,395</u>	<u>2,226</u>	<u>1,498</u>	<u>42,791</u>
Net Change in Fund Balance	<u>(4,798)</u>	<u>0</u>	<u>29,379</u>	<u>(503)</u>	<u>2,000</u>	<u>3,772</u>	<u>(2,226)</u>	<u>3,277</u>	<u>30,901</u>
Fund Balance - July 1, 2014	<u>5,440</u>	<u>3,000</u>	<u>0</u>	<u>4,429</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,869</u>
Fund Balance - April 30, 2015	<u>\$642</u>	<u>\$3,000</u>	<u>\$29,379</u>	<u>\$3,926</u>	<u>\$2,000</u>	<u>\$3,772</u>	<u>(\$2,226)</u>	<u>\$3,277</u>	<u>\$43,770</u>

See Independent Accountants' Compilation Report

Hood River County Library District
Recommended Budget Committee Motion
Fiscal Year 2015-16

I move to approve the Hood River County Library District budget for the 2015-16 fiscal year for the total amount of \$1,851,717 and the amounts per fund as shown below:

<u>Fund</u>	
General Fund	\$ 1,346,141
Capital Equipment Reserve Fund	128,701
Grants Fund	311,000
Sage Library System Fund	65,875
Total:	<u>\$ 1,851,717</u>

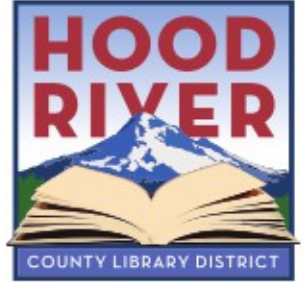
I also move to approve:

- 1) A tax rate of \$0.39 per \$1,000 of assessed value in support of the General Fund

Budget Committee Chairperson	Date
------------------------------	------

Budget Officer	Date
----------------	------

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.
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

502 State Street
Hood River - OR 97031

541 386 2535

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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.
- 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, May 19, 2015