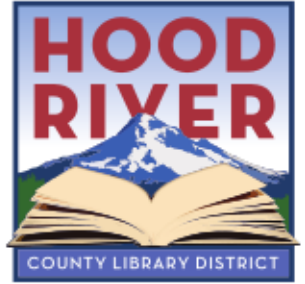


Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, January 21, 2020, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from December 17, 2019 planning session | |
| ii. Minutes from the December 17, 2019, regular meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Audit presentation | Kamp |
| VI. Property and Liability insurance discussion | Davies |
| VII. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. December 2020 financial statements | Fox |
| iv. Director's report | Fox |
| VIII. Previous business | |
| i. Board Planning Session – Marketing and Auditing discussion | Fox |
| ii. Review Feasibility and Scoping Exercise Proposals | Fox |
| iii. Resolution 2019-20.0, Amend Resolution No. 2019-20.04
transferring appropriations between the General Fund & Capital
Equipment Fund to include authorizing expending funds from the
Capital Equipment Fund for the HVAC unit | |
| IX. Agenda items for next meeting | Sheppard |
| X. Adjournment | |

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

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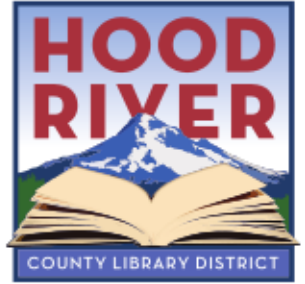
541 386 2535

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ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, January 21, 2020, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



- I. Additions/deletions from the agenda (ACTION)** Sheppard
 - II. Actual or potential conflicts of interest** Sheppard
 - III. Consent agenda (ACTION)** Sheppard
 - i. Minutes from December 17, 2019 planning session**
- Attachments:*
- III.i. Minutes of December 17, 2019 planning session
- ii. Minutes from the December 17, 2019, regular meeting**
- Attachments:*
- III.ii. Minutes of December 17, 2019 regular meeting
- IV. Open forum for the general public** Sheppard
 - V. Audit presentation** Kamp
 - Attachments:*
 - V.a. Audit 2018-19 – Communication to the governing body
 - V.b. Audit 2018-19 – Financial report

Tara Kamp of Pauly Rogers and Co., PC, will present the District's 2018-19 fiscal year audit via conference call. The audit documents are attached (the letter to the governing body and the financial report). There are also bound copies for District Board members available at the front desk of the library. The letter to the governing body is an overview of the findings of the audit, while the financial report is the detailed findings and numbers themselves. Please bring any questions you have to the meeting.

- VI. Property and Liability insurance discussion** Davies
 - Attachments:*
 - VI.i. Property and Liability insurance renewal invoice

Last month the District Board approved the renewal of the 2020 policy with Special District Insurance Services. The renewal was in the amount of \$9,669, approximately \$1,287 more than last year. We received a ten percent discount on insurance thanks to our work on Special Districts Association of Oregon (SDAO) best practices recommendations. We took advantage of the longevity credit with the District by agreeing to use SDIS for Insurance services January 1, 2020 to December 31, 2021. In return they will return \$546.00 of the

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premium in 2020 and 2021.

The board discussed the possibility of adding earthquake coverage in the amount of \$3,323. The board declined adding flood insurance in the amount of \$1,652. Our insurance agent Jon Davies from Columbia Insurance will be present to discuss earthquake coverage and answer questions.

VII. Reports

i. Friends update

Fox

- The Friends group did not meet in January due to inclement weather.

ii. Foundation update

Fox

- The Library Foundation literary and local history fundraiser at pFriem will be held Wednesday, January 29, 6pm. pFriem will offer their Library room in their building to hold an event, which includes free appetizers and a percentage of their beer sales. There will be a \$10 suggested donation to participate. Teen Services Librarian Rachel Timmons will run the Trivia event. She is working with former Hood River mayor Arthur Babbitz to identify the local history trivia questions.
- The Foundation board reviewed their Strategic Plan which expired in 2018. They plan to address updating the plan after the annual Feast of Words event in March.
- The Library Foundation Board is looking for new members. They discussed the process for recruiting and interviewing potential members. They will revisit the discussion.
- The Foundation Board approved the Hood River Library Legacy Society for the Endowment/Planned Giving. They will work on adding the information to the library website and sending a letter to current donors. They proposed reviewing the Gorge Community Foundation and learn more about Oregon Community Foundation to consider establishing a new fund.
- The Feast of Words committee (everyone on the board) will start meeting every two weeks until the event in March. They have members working on music selection, sponsors, food donors, and auction items.

iii. December 2020 financial statements

Fox

Attachments:

- VII.iii. December financial statements

We are tracking well in all our line items this year. This month we will transfer \$80,000 from contingency and \$43,000 planned transfer from the General Fund into the Capital Equipment Reserve Fund. The transfer will be reflected on the January financial statements.

iv. Director's report

Fox

Collection

- We are expanding our collection of Library of Things. We recently added the Nintendo Switch gaming system, Kitchen Aid mixer, apple peeler, and variety of cake pans. We plan to add board games, telescope, and tools in the near future.

Facilities

- Our new HVAC roof top unit is ready for installation. I'm working with the company to determine the best date, which will depend on the weather. We are most likely going to need to be closed at least one day since the system will not be functioning during the two day installation and we will not have heat in the building.

Personnel

- Cataloging Specialist Anna Lim has resigned from the Library District. Lim will be moving on to work abroad to document human rights violations.
- We have hired Sarah Samuels as our new Cataloging Specialist. Sarah was the Cataloging Specialist for the District from 2013-2015, 2016-2017. Sarah also has filled in for the past two years for Anna during her vacations. Most recently, Sarah has been cataloging donations for the library collection on Mondays. Sarah has started in her new position.
- We have hired Michael Preston as our new Public Service Clerk for a 19.5 hour position. Preston spent the bulk of his working career as a music teacher at Madras High School before working at Wy'east middle school. He is currently semi-retired and lives in Parkdale. We are excited to have him on the team!

Programs

- Lunch and Learn: Lunch time conversations and learning opportunities co-hosted by leaders and organizations. Lunch will be provided.

White AllyShip in Close-Knit Communities
Thursday, January 9, 1 p.m.

Crossing the Border/Cruzando La frontera
Thursday, January 23, 1 p.m.

Mi Sueno Americano/My American Dream
Thursday, January 30, 1 p.m.

Gender Identity
Thursday, February 6, 1 p.m.

- Peter Marbach Photography and Presentation
Wednesday, January 22, 6:30 p.m.
- Teen Movie Night: Teen Choice
Saturday, January 25, 4 to 6 pm
Popcorn and snacks provided for movie watchers ages 12 to 19.
- Makerspace Open play, Saturdays, 10a.m. to 2p.m. Patrons can come check out all the tools in the Makerspace. This is an opportunity to explore the tools without instruction. This program has been wildly popular.

VIII. Previous business

i. Board Planning Session – Marketing and Auditing discussion Fox

I would like to discuss the results of Library consultant Penny Hummel's writeup. Please see the December 17, 2019 planning session minutes for the write up.

ii. Review Feasibility and Scoping Exercise Proposals

Fox

Attachments:

- VII.ii.a. Proposal – Aryana Solutions, Katrina Zavalany
- VII.ii.b. Proposal - Constructive Disruption, Stephanie Chase
- VII.ii.c. Proposal - Gitlitz, Deborah Gitlitz
- VII.ii.d. Proposal – Lois D. Cohen Associates, Kristen Bishop
- VII.ii.e. Proposal – Scheinberg Consulting, Sandi Scheinberg

Proposals for the Feasibility and Scoping Exercise were due on Monday, January 13. In the request for bids, I said the following.

Hood River County Library District (HRCLD) seeks a qualified, experienced facilitator to help lead a feasibility and scoping exercise in the community of Odell and develop a final product.

The purpose of the exercise is to identify library needs and services desired by the Odell community, to engage library patrons and non-library users, staff and Board of Directors in the process, and to raise awareness of existing and potential library services and resources.

The ideal candidate will facilitate meetings, distilling themes and priorities from each, and will be instrumental in shaping the final document. The plan will address the implications of the proposed priorities and goals for library services in the community of Odell.

HRCLD seeks a professional facilitator to:

- Oversee and guide all stages of the feasibility and scoping exercise, including meetings with stakeholders, community leaders, library staff, Board of Directors, and community members.
- Collaborate with HRCLD staff members, including Library Director, Assistant Director, and Bilingual Outreach Specialist.
- Identify and seek to engage a broad spectrum of sectors of the community, such as families with young children, young adults, older adults, business community, Spanish speakers and other public service providers to seek input regarding preferences and provisions for library services and how best to provide the services in the community of Odell.
- Effectively communicate with community members, which will require various

technological and in-person approaches and use of bilingual materials.

- Ensure methods used to gather information and communicate with members of the community reflect cultural awareness of all community members.
- A draft outreach plan shall be approved by District staff and Board prior to start of public outreach.
- Mutually agreed upon milestones shall be established to monitor progress.
- Provide a written report of findings, including description of methods, participants, summary of input received and recommendation of library services for the community of Odell.

I sent the request to seven consulting firms, posted on social media sites, and sent the request to REFORMA Oregon Listserv. REFORMA Oregon is a professional organization for librarians and library staff who serve the Spanish-speaking and Latino communities.

We received five proposals. I have formed a committee at the library composed of myself, Assistant Director Arwen Ungar and Bilingual Outreach Librarian Yeli Boots. We plan to review the proposals on Tuesday and I will bring our recommendations to the board meeting to discuss.

**iii. Resolution 2019-20.0, Amend Resolution No. 2019-20.04
transferring appropriations between the General Fund & Capital
Equipment Fund to include authorizing expending funds from the
Capital Equipment Fund for the HVAC unit**

Attachment: V.III.iii. Resolution 2019-20.06, Amend Resolution No. 2019-20.04 transferring appropriations between the General Fund & Capital Equipment Fund to include authorizing expending funds from the Capital Equipment Fund for the HVAC unit

At the December 17, 2019 board meeting Resolution 2019-20.04 was approved. It authorized the transfer of appropriations from Contingency in the General Fund to the Capital Equipment Reserve Fund. I worked with an employee at the Oregon Department of Revenue who approved the resolution with the knowledge we would be spending the additional funds in the Capital Equipment Reserve Fund. I followed up with her by phone after she approved the resolution to ensure we were allowed to spend the funds.

I submitted the resolution to the accountant to authorize him to do the transfer. He informed me the resolution did not authorize the District to spend the increase in appropriations in the Capital Equipment Fund. We need to pass this amended Resolution which authorizes the transfer and the increase in expenditures in the Capital Equipment Reserve Fund.

Prior to discovering the mistake, I already issued payment for the HVAC unit. I will inform our auditors of the situation.

IX. Agenda items for next meeting

Sheppard

- Staff presentation Children's Librarian Jana Hannigan
- Renewal contract legal counsel Ruben Cleaveland
- Renewal contract Tedene Enterprises for Janitorial services
- Budget committee and calendar approval
- Personnel policy

X. Adjournment

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

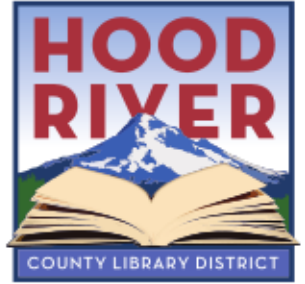
ORS 192.660 (1) (e) Property

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
Special Meeting Minutes
Tuesday, December 17, 2019, 6.00-7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Karen Bureker, Vice President



Present: Rachael Fox (staff), Arwen Ungar (staff), Mo Burford (staff), Penny Hummel (consultant), Karen Bureker, Megan Janik, Sara Marsden, and Brian Hackett.

- I. Additions/deletions from the agenda (ACTION)** Bureker
Vice President Karen Bureker called the meeting to order at 6:05pm. Marsden moved to approve the agenda as presented. Janik seconded. The motion carried unanimously.
- II. Conflicts or potential conflicts of interest** Bureker
None stated.
- III. Open forum for the general public** Bureker
None present.
- IV. Marketing and Audit discussion** Hummel
The board reviewed the five year strategic goals and identified goal. The write up of the meeting by Penny Hummel is attached.
- V. Adjournment** Bureker
The meeting was adjourned at 7:05pm.

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
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Hood River County Library District
Marketing Audit and Discussion Facilitated by Penny Hummel
January 2020

Introduction

In late 2019, the Hood River County Library District contracted with Penny Hummel Consulting to conduct an audit of current marketing efforts and to facilitate a board discussion on this topic on December 17, 2019. Discussion participants included: Karen Bureker, Brian Hackett, Megan Janik, Sarah Marsden (library board), and Rachael Fox, Arwen Unger and Mo Burford (library staff).

Initial marketing goals identified by the group included the following:

- Increase percentage of community members who have a library card to 100%
- Increase use of the library
- Increase the diversity of audiences who attend library programs
- Develop a meaningful library presence in Odell
- Increase adult and teen use of the Cascade Locks Library
- Do the best job we can telling the library's story
- Increase use of the Hood River library by Latinx community members
- Increasing community knowledge and understanding of what the library offers
- Addressing the cultural divide between Anglos and Latinos
- Reaching out to other parts of the county (beyond Hood River)

These goals were refined into four primary goals, which are discussed below.

Marketing Goal #1: Develop a meaningful library presence in Odell.

Situation: This is one of the five goals of the library's 2016 – 2021 strategic plan. In 2019, the library offered a Pop-Up Library in Odell in conjunction with the Mercado (local farmer's market). Results have been mixed. Subsequently, the library has issued an RFP for a Feasibility and Scoping Exercise to enhance library services in Odell, which will address this marketing need from a project design standpoint.

Audit notes: The library's approach to this goal is congruent with best practices in marketing. Rather than focusing on how to get people to use services the library has already decided to offer, Phase II of the Odell project begins with asking the desired audience (Latino residents of Odell) what they would like.

Marketing Goal #2: Increase adult and teen use of the Cascade Locks Library.

Situation: Staff report ongoing challenges with attracting community members (in particular, adults and teens) to library programming at Cascade Locks. The library has offered a range of events from cooking classes to movies but “no one shows up.”

Audit notes: Cascade Locks has many challenges with respect to attracting library audiences. It's increasingly a bedroom community, so it can be harder to generate community involvement as people are spending their time commuting rather than at local events. It doesn't have a newspaper or local schools, and the absence of both limits promotional opportunities as well as general community engagement. Cascade Locks is similar to many other small/rural communities in Oregon, where the opportunities for people to connect with each other are limited. It is a difficult pattern for the local library to turn around on its own.

With the limited information we have, it is hard to know why adults and teens are not engaged in library programming at Cascade Locks. Looking at the issue from the perspective of the “Four P's of Marketing,” the following questions could be explored:

- **Product:** Are topics and types of programs that have been offered in Cascade Locks of value and sufficient interest to community members? Can information be solicited locally to find out more about what people are interested in? Some ideas:
 - Gathering data from moms and caregivers who attend library story times. Admittedly, this would not represent everyone, but since these adults are already regularly showing up at the library, it could be a start. (Census data shows that 19% of the population in Cascade Locks is under age 9, compared to 12% in Oregon: <https://censusreporter.org/profiles/16000US4111600-cascade-locks-or/> A higher percentage of children under age 9 equals a higher percentage of adults in the life stage of caring for them.)
 - What does circulation information reveal about community interests? (For example, if mushrooming books are popular, that might reflect a programming opportunity.)
- **Price:** Assuming these programs are free from a monetary standpoint, what are the other “prices” paid to participate in them? Are they offered on a day and at a time of the week when local people can participate? Are library hours sufficient and convenient? Is parking a challenge? Are there other barriers to participation and could they be mitigated?
- **Place:** Is the library location well known, convenient and welcoming? And do Cascade Locks residents attend library programs at the bigger Hood River library, or elsewhere?
 - It might be interesting to ask Hood River library programming participants where they live (even informally, through a show of hands). Looking at the programming statistics from the last year, I was interested to see that a 12/18 Solstice Party in Hood River attracted 60 people, while another Solstice Party on the same day in Cascade Locks attracted zero. Do Cascade Locks folks turn to Hood River for cultural opportunities?

- Promotion: How do people find out about local events in Cascade Locks and is the library using those methods of communication? Based on our conversation, it appears that the library is using all available channels.

Beyond these variables (and given the library’s limited ability to change many of them), I would recommend that the library set clear and objective parameters with respect to how large an audience for a library program needs to be to justify the expense of hosting it. Then, move forward based on those goals. It is entirely possible (and entirely OK) that the best course of action for the Cascade Locks library may be simply to focus its programming on storytimes.

Marketing Goal #3: Do the best job we can telling the library’s story.

Situation: the library utilizes the usual means of communication common to public libraries, including news releases, radio, print publications, social media and cross-promotion with community partners. The website is currently being redesigned.

Audit notes: My general sense is that the library is “turning over all the available rocks” with respect to general communications and that library staff are knowledgeable about how to go about that. I have a few suggestions to consider:

- Redesign the library’s informational brochure, and streamline the information within it. I would like to see a more readable font, less text and more photos, and less content that is basically long bulleted lists. If all of the current content is necessary in one document, I would make it a fourfold rather than a threefold to allow for some photos and breathing room. I would suggest omitting the library mission statement and vision—instead, I’d start with language on the front that more directly invites people to use the library.
- Create a simple and short annual report. I am attaching an example I created for the Tillamook County Library.
- Consider the content of the library e-newsletter. My understanding from our discussion is that, in general, the newsletter is successful in getting the word out about library news and events. That’s great, but I do feel like it might be worth experimenting with highlighting fewer things to give the ones you do highlight a bigger spotlight. (Attached is a Multnomah County Library e-newsletter that takes this approach.)
- As we discussed, now is probably an opportune time to conduct a community survey. I am attaching an example I developed for a recent client that gathers several different kinds of important information:
 - what people are doing currently when they use the library,
 - what improvements (and programming) they’d like to see
 - and how they rank the library on outcome statements (such as “The library provides good value for taxpayer dollars”).

The outcome statements, in particular, are very useful for an annual report (see Tillamook County annual report to see how they can be used.)

The larger issue of how to tell the library's story is a vast topic. A few years ago, Pennsylvania libraries worked with a storytelling expert and developed this toolkit, which has some fun and intriguing exercises:

https://powerlibrary.org/wp-content/uploads/2014/12/PA_StorytellingTOOLKIT.pdf

Marketing Goal #4: Increase use of the Hood River library by Latinx community members.

Situation: The board and staff noted that although a high percentage of the Hood River population is Hispanic/Latinx (32%, according to the U.S. Census), this is not reflected in use of the Hood River library. The library's bilingual outreach is focused on Odell residents, and Hood River's Latinx population is more diverse than Odell with respect to socioeconomic status and longevity in the community.

Audit notes: This situation is similar to the situation faced by the Cascade Locks library with respect to adults and teens. People aren't showing up. To return to the four marketing pillars, I would ask the following questions:

- **Product:** Are the Hood River library's services and programs of value and sufficient interest to Latinx community members? Objectively, we know that public libraries have a great deal to offer people from all walks of life. So, if we are not connecting with a core part of our audience, we need to look closely at what we are offering:
 - What do collection statistics tell us about how the collection is and isn't being used? How might this be improved?
 - Spanish Bilingual and bicultural staff are a key "product" with respect to serving Latinx populations. How is the library developing a staff that reflects the community? For example, when I was library director in Canby (25% Latinx), every open position was designated bilingual required or preferred (with a pay differential for those with Spanish language skills). We also designed the staff schedule to maximize the availability and visibility of bilingual staff.
- **Price:** When our focus is on an underserved (and, sometimes disadvantaged) audience, we need to focus specifically on identifying and addressing barriers. For example, for those who might avoid getting a library card because of concerns about privacy or incurring fines, we can highlight services that do not need a library card (such as uncatalogued paperbacks).
- **Place:** How is the library itself welcoming to Latinx residents? Are all key materials (such as the library's welcome brochure) translated into Spanish? Is the placement of the Spanish language collection conducive to its use? When I was in Canby, my Mexican American colleague advised me against moving the Spanish adult collection to what I thought was a prime location, which happened to be across from the main desk. "People will think you moved it there so you can keep an eye on them," she said. This would never have occurred to me and I took her advice. Getting such input from members of the community we are attempting to serve is invaluable.

- Promotion: Based on our conversation, it appears that community partnerships are an important way for the library to reach out to Latinx residents. In my experience, word of mouth is also extremely critical and results primarily from successfully addressing the other three P's.

As one person noted, success in serving the Latino community in Odell will be key to creating the same success in Hood River: "If we can unpack Odell, the pieces will work here." In addition, if a community wide general survey is undertaken, I would underscore the importance of not only creating a Spanish version but also promoting this version heavily within the Latinx population, which may need to be done one-on-one, in person, and with paper surveys.

Library Branches

Tillamook Main Library
South Tillamook County (Pacific City)
Garibaldi
Rockaway Beach
Bay City
North Tillamook County (Manzanita)
Library Bookmobile



2017-18 Report to the Community



Library Board

Shiela Zerngast (Chair)
Chris Chiola (Vice Chair)
Betsy Chase
Bob Favret
Cheryl Hantke
Ruth La France
Neal Lemery

Director

Sara Charlton



As the Tillamook County Library system completes the third year of our five year Futures Plan, we are pleased to provide the community with a report card highlighting our progress.

Tillamook County Library

1716 Third Street
Tillamook OR 97141
www.tillabook.org

A SUMMARY OF OUR PROGRESS IN 2017 - 2018:*

Goal One:

All residents are aware of and use the library.

- Circulation of library materials increased to 520,385 items, or an average of over 19 books checked out by each man, woman and child in Tillamook County.
- The number of library cardholders increased by 7.2%. Over three fourths of Tillamook county residents are library cardholders.
- Attendance at library programs and events increased by almost 15%, averaging over 1,321 participants each month.

Goal Two:

Residents experience a library that is convenient, easy to use, and rewarding.

- When surveyed, over 89% of respondents agreed or strongly agreed that the library is easy and convenient to use.
- Thanks to the generosity of private donors, work continues on a new park adjacent to the Tillamook Main Library.

Goal Three:

Residents recognize that they get good value for the dollar.

- When surveyed, over 91% of respondents agreed or strongly agreed that the library provides good value to our community.
- Similarly, over 88% of respondents surveyed agreed or strongly agreed that they are satisfied with the services provided by the library.

Goal Four:

Residents and community members know the library is a valuable resource and active partner in helping improve the quality of life in Tillamook County.

- In the library's annual community survey, almost 90% of respondents agreed or strongly agreed that the library helps build a better community through learning and knowledge.
- Your library has active partnerships with a wide range of other community organizations, including the Grub Club and AARP Foundation Tax-Aide Program. We work together to ensure that Tillamook County is a great place to live for everyone.

*Results reported from the library's most recent fiscal year (July 1, 2017 - June 30, 2018).

2017/18 AT A GLANCE

520,944

Items checked out

204,933

Visits to libraries

69,551

Number of online sessions (library computers and Wi-Fi)

21,724

Cardholders

18,225

Program attendance

1,145

Number of library programs

From: Penelope Hummel pennyhummel@gmail.com
Subject: Fwd: Everybody Reads 2020 begins now
Date: January 7, 2020 at 12:53 PM
To: Penny Hummel penny@pennyhummel.com



Begin forwarded message:

From: "Multnomah County Library" <librarynews@multcolib.org>
Subject: Everybody Reads 2020 begins now
Date: January 2, 2020 at 4:13:08 PM PST
To: pennyhummel@gmail.com
Reply-To: librarynews@multcolib.org



January 2020



Everybody Reads features Tommy Orange

A chorus of 12 voices speaks to the experience of urban Native people in Tommy Orange's debut novel. Read *There There* and join us for our 18th annual community reading project. We have extra copies of the book in print and online. Everybody Reads is made possible in part by The Library Foundation with author appearance made possible by Literary Arts.

Martin Luther King Jr. Day closure

January 20
All libraries

Hand Block Printing from India

January 8
Rockwood Library
January 17
Troutdale Library

Opening reception: Seeing It Through

January 11
Central Library

Join your neighbors



Free business and creative courses

Become a craft business owner, bookkeeper or graphic designer. Learn anything from songwriting to plastic manufacturing. [Lynda.com](https://www.lynda.com) can help you get better at what you do or what you want to do. Upcoming classes offer an introduction, but you can use this service any time.

Take free courses



An intimate evening with Black Belt Eagle Scout

"If you can imagine all of the best things that the Pacific Northwest has brought us — Mount Eerie, Grunge, Sleater-Kinney, The Girls Rock Camp, and lush mountain ranges — reimagined and told through

Central Library

LinkedIn Basics

January 13
North Portland Library
January 28
Midland Library

Golden Mitten and
the Three Polar
Bears

January 25
Gregory Heights Library

Easy and
Affordable Mason
Bee Hosting

Various dates and
libraries

the perspective of an Indigenous Swinomish/Iñupiaq woman; if you can imagine the magic that would bring to your life then you can imagine Black Belt Eagle Scout.” — *She Shreds Magazine*

Hear her live

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919 NE 19th Ave. Suite 250
Portland, OR | 97232 US

This email was sent to pennyhummel@gmail.com.

To continue receiving our emails, add us to your address book.



LIBRARY COMMUNITY SURVEY

Welcome! This survey is an important part of the Watsonville Public Library’s strategic planning process. Our goal is to provide library books, materials, programs and services that meet your needs—but we need input from community members like you to be successful.

The survey takes less than 10 minutes to complete and your participation will benefit our community for years to come. All responses are confidential. Thanks so much!

1. Have you used the Watsonville Public Library in the last year?

- | | |
|--|--|
| <input type="checkbox"/> Yes. (Go to Question 2) | <input type="checkbox"/> No. (Skip to Question 9) |
| <input type="checkbox"/> I’ve used the library but it’s been more than a year ago (Skip to Question 9) | <input type="checkbox"/> I have never used the library. (Skip to Question 9) |

2. Which library do you use most frequently?

- | | | |
|---------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Main Library | <input type="checkbox"/> Freedom Branch Library | <input type="checkbox"/> Website |
|---------------------------------------|---|----------------------------------|

3. How often do you visit the library?

- | | | |
|---|--|---------------------------------|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Several times a month | <input type="checkbox"/> Rarely |
| <input type="checkbox"/> Several times a week | <input type="checkbox"/> Monthly | <input type="checkbox"/> Never |
| <input type="checkbox"/> Weekly | <input type="checkbox"/> 3 – 6 times a year | |

4. What do you do when you visit the library? (Select all that apply)

<input type="checkbox"/>	Pick up materials on hold	<input type="checkbox"/>	Work/Use the library for work purposes
<input type="checkbox"/>	Browse/borrow books, DVDs, CDs	<input type="checkbox"/>	Read or browse the collection
<input type="checkbox"/>	Attend library programs for babies	<input type="checkbox"/>	Ask a question/seek information
<input type="checkbox"/>	Attend library programs for pre-school age children	<input type="checkbox"/>	Spend time with my children
<input type="checkbox"/>	Attend library programs for children age 6 to 12	<input type="checkbox"/>	Use online databases and resources
<input type="checkbox"/>	Attend library programs for teens	<input type="checkbox"/>	Read newspapers and magazines
<input type="checkbox"/>	Attend library programs for adults	<input type="checkbox"/>	Download e-books, music or video
<input type="checkbox"/>	Attend library programs for families	<input type="checkbox"/>	Volunteer
<input type="checkbox"/>	Access free Wi-Fi	<input type="checkbox"/>	Use a study room
<input type="checkbox"/>	Use a library computer	<input type="checkbox"/>	Attend a meeting
<input type="checkbox"/>	Study	<input type="checkbox"/>	Use the California Agricultural Workers’ History Center
<input type="checkbox"/>	Something else:		

5. Please rank the following potential changes/improvements based on what is most important to you and your family:

	<i>Very important</i>	<i>Important</i>	<i>Somewhat important</i>	<i>Not important</i>	<i>Don't know</i>
More open hours at Main Library	[]	[]	[]	[]	[]
More open hours at Freedom Branch Library	[]	[]	[]	[]	[]
More current books	[]	[]	[]	[]	[]
More current DVDs	[]	[]	[]	[]	[]
More downloadable e-books, videos, music	[]	[]	[]	[]	[]
More computers	[]	[]	[]	[]	[]
More materials (books, DVDs, CDs, periodicals, etc.) in Spanish	[]	[]	[]	[]	[]
Bookmobile service at various locations	[]	[]	[]	[]	[]

6. Please rank the following potential changes/improvements based on what is most important to you and your family:

	<i>Very important</i>	<i>Important</i>	<i>Somewhat important</i>	<i>Not important</i>	<i>Don't know</i>
More programs for babies	[]	[]	[]	[]	[]
More programs for toddlers and preschoolers	[]	[]	[]	[]	[]
More programs for children 6 - 12	[]	[]	[]	[]	[]
More teen programs	[]	[]	[]	[]	[]
More family programs	[]	[]	[]	[]	[]
More adult programs	[]	[]	[]	[]	[]
More programs in Spanish	[]	[]	[]	[]	[]

7. Please rank the following programming options based on what is most important to you and your family:

	<i>Very important</i>	<i>Important</i>	<i>Somewhat important</i>	<i>Not important</i>	<i>Don't know</i>
Literary events (author talks, book groups)	[]	[]	[]	[]	[]
Arts and cultural events (performance, film, celebrations)	[]	[]	[]	[]	[]
History or genealogy programs	[]	[]	[]	[]	[]
Craft or hands-on art programs	[]	[]	[]	[]	[]
STEM (science, technology, engineering and math) programs	[]	[]	[]	[]	[]
Consumer, health, finance and other how-to topics	[]	[]	[]	[]	[]
Computer classes	[]	[]	[]	[]	[]
Adult literacy programs	[]	[]	[]	[]	[]
Homework help	[]	[]	[]	[]	[]
Storytimes	[]	[]	[]	[]	[]
Summer Reading	[]	[]	[]	[]	[]
Programs for jobseekers	[]	[]	[]	[]	[]
Programs for parents/caregivers	[]	[]	[]	[]	[]

8. How do you prefer to hear about upcoming events or other news about the library? (Select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Printed materials in library (flyers, bookmarks, posters) |
| <input type="checkbox"/> E-mail/email newsletter | <input type="checkbox"/> Displays within the libraries |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Local news media (newspaper, radio etc.) |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Online news/community calendars |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Something else: |

9. If you indicated on Question 1 that you don't use the library, what are the reasons why? (Select all that apply)

<input type="checkbox"/>	Library hours are inconvenient.	<input type="checkbox"/>	I have unpaid fines.
<input type="checkbox"/>	The library does not have the materials I want.	<input type="checkbox"/>	I don't want to incur fines.
<input type="checkbox"/>	It takes too long to get the materials I want.	<input type="checkbox"/>	The library doesn't offer anything I want or need.
<input type="checkbox"/>	I don't think I could get a library card.	<input type="checkbox"/>	I can find what I need on the internet.
<input type="checkbox"/>	Parking is a challenge.	<input type="checkbox"/>	I buy the books and other materials I want.
<input type="checkbox"/>	The library's locations are inconvenient.	<input type="checkbox"/>	Something else:
<input type="checkbox"/>	I don't feel welcome at the library.		

10. Do you agree or disagree with the following statements?

	<i>Strongly Agree</i>	<i>Agree</i>	<i>No opinion/ Don't know</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
I am satisfied with the services provided by the library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel welcome at the library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library is open during hours that work for me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library is easy for me to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs, classes and events are offered at convenient times for me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library helps me and my family succeed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library provides good value for taxpayer dollars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library improves the quality of life in our community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Which of the following includes your age in years?

- | | | |
|---------------------------------------|----------------------------------|---|
| <input type="checkbox"/> 12 and under | <input type="checkbox"/> 40 – 49 | <input type="checkbox"/> 80 and over |
| <input type="checkbox"/> 13 – 19 | <input type="checkbox"/> 50 – 59 | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> 20 – 29 | <input type="checkbox"/> 60 – 69 | |
| <input type="checkbox"/> 30 – 39 | <input type="checkbox"/> 70 – 79 | |

12. What is your gender?

Female Male Other Prefer not to answer

13. What are the ages of children living in your home? (check all that apply)

Under 5 years 10 – 14 years None
 5 – 9 years 14 – 19 years

14. What is the primary language spoken in your home?

Spanish English Other:

15. Which of the following describes your level of education?

<input type="checkbox"/> Some elementary school/middle school/ high school	<input type="checkbox"/> Some college	<input type="checkbox"/> Graduate or postgraduate degree
<input type="checkbox"/> High school diploma/GED	<input type="checkbox"/> Associate's degree	<input type="checkbox"/> Prefer not to answer
<input type="checkbox"/> Vocational training	<input type="checkbox"/> Bachelor's degree	
<input type="checkbox"/> Other:		

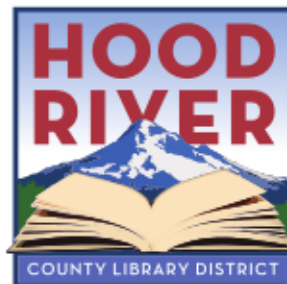
16. What is the zip code of your home?

<input type="checkbox"/> 95003	<input type="checkbox"/> 95060	<input type="checkbox"/> 95077
<input type="checkbox"/> 95006	<input type="checkbox"/> 95065	<input type="checkbox"/> Other:
<input type="checkbox"/> 95010	<input type="checkbox"/> 95066	
<input type="checkbox"/> 95019	<input type="checkbox"/> 95076	

17. What didn't we ask about the library that you'd like to tell us?

Thank you! Your input helps the library improve its programs and services.

Board of Directors
Regular Meeting Minutes
Tuesday, December 17, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



Present: Rachael Fox (staff), Jean Sheppard, Karen Bureker, Megan Janik, Sara Marsden, and Brian Hackett.

I. Additions/deletions from the agenda (ACTION) Sheppard
Board President Jean Sheppard called the meeting to order at 7:08pm. Bureker moved to approve the agenda as presented. Marsden seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest Sheppard
None stated.

III. Consent agenda (ACTION) Sheppard
i. Minutes from November 19, 2019 meeting
Bureker moved to approve the consent agenda. Marsden seconded. The motion carried unanimously.

IV. Open forum for the general public Sheppard
None present.

V. 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. November 2019 financial statements and resolution (ACTION) Fox
Marsden moved to approve Resolution 2019-20.04. Hackett seconded. The motion carried unanimously.

Fox distributed the November financial statements and reported with the November property tax deadline, the District now has received about 93% of the current year taxes budgeted for 2019-20 and 76% of the budgeted previous years' taxes. As of November 30, we have \$1,099,547 in our account with Hood River County.

As of the end of November, we appear to be at or under expected expenditure levels for most

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

line items.

iv. Director's report

Fox

Fox reported the District was awarded a Safety Grant by SDAO in the amount of \$3,130. It is a matching grant. We will use the funds to replace the light pole in the gardens and install a new outdoor light above the book drop. Assistant Director Arwen Ungar researched the project and wrote the grant.

Fox stated the HVAC unit has arrived at Hunter Davisson and they are ready to install. Fox stated we are watching the weather. Fox said the installation will take place on Monday and Tuesday and the library will most likely need to be closed for at least one day due to lack of heat. Hackett stated we need to be prepared to address pipes freezing. Fox stated she would contact the company to investigate further.

VI. Previous business

i. SDAO Annual Conference

Fox

The Board discussed having a member attend. Bureker stated she may be able to attend and would let Fox know if it was possible.

VII. New business

i. Pay equity analysis and recommendations (ACTION)

Fox

Marsden made a motion to approve the Pay Equity analysis recommendations including making the Bilingual Outreach Specialist position the Bilingual Outreach Specialist classification Librarian I and paying the back pay to January 1, 2019 for both to Helen Alexeff and Yeli Boots. Hackett seconded. The motion carried unanimously.

ii. Reduction in hours request Assistant Director

Fox

The District Board approved the request for Assistant Director Ungar to reduce her hours from 40 hours per week to 36 hours per week. The conditions were this was a trial period of six months and if the reduction was a hardship for the Library Director or negatively impacted the function of the District, the hours would be reinstated. Fox stated she would draft a letter and have it approved by HR Answers. Sheppard requested legal council for the District Ruben Cleaveland approve the letter. Fox stated she would request approve from Cleaveland.

Sheppard also stated she would like our policy to address the request for the reduction of hours to ensure fairness for all employees. Fox stated she is in the process of revising the personnel policy and will make sure the topic is address and discussed by the board.

iii. Personnel Policy review (ACTION)

Fox

Sheppard stated there were typos in section two. Fox asked for the corrections and stated she would make sure they were fixed. Sheppard also asked why we included "An employee may request this type of agreement [non-disclosure] and, upon request, will be provided at least seven (7) days to change their mind. Fox stated she would investigate and report back to the board. Fox asked if we should wait until we receive an answer to approve. Fox stated we needed the policy updated by January 1, 2020 and we could approve it now and make

changes late. Burker made a motion to approve sections 1-3 of the Personnel Policy. Marsden seconded. The motion carried unanimously.

iv. Benches (ACTION)

Fox

Bureker made a motion to approve the expenditure \$3,996. Marsden seconded. The motion carried unanimously.

v. Revistas Magazine Renewal (Action)

Fox

Hackett made a motion to approve the Rivistas invoice for \$3550.33. Bureker seconded. The motion carried unanimously.

vi. Approval of recurring payments for 2019-20 (ACTION)

Sheppard

Marsden made a motion to approve Resolution 2019.20.05. Burker seconded. The motion carried unanimously.

vii. **2019 Property and Liability insurance invoice (ACTION)**

Fox

Sheppard asked about the large increase. Fox stated there was a rise in costs and would investigate further. Fox stated we can participate in the longevity credit program and we will receive \$546.00 in return on the premium. Fox stated SDIS would only provide earthquake coverage of the total cost of damage in the State of Oregon did not exceed 100 million.

The board chose not to add the flood or earthquake insurance at this time. Fox stated we could add either coverage at any time. Fox stated our insurance agent Jon Davies has offered to attend a board meeting to answer any question about the earth quake coverage. The board agreed to have Davies visit the next meeting to discuss the earth quake coverage and answer questions.

We also have the option of adding earthquake insurance for \$3,323 and/or flood insurance for \$1,652. I'd like to discuss this further at the meeting.

Marsden made a motion to approve the renewal and invoice \$9,669. Bureker seconded. The motion carried unanimously.

viii. **Special Districts Ethics training video**

Sheppard

The District board completed the board ethics training video.

VIII. Agenda items for next meeting

Sheppard

IX. Adjournment

Sheppard

The meeting was adjourned at 8:40pm.

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.

**HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON**

COMMUNICATION TO THE GOVERNING BODY

FOR THE YEAR ENDED JUNE 30, 2019



**12700 SW 72nd Ave.
Tigard, OR 97223**



PAULY, ROGERS AND Co., P.C.
12700 SW 72nd Ave. ♦ Tigard, OR 97223
(503) 620-2632 ♦ (503) 684-7523 FAX
www.paulyrogersandcocpas.com

December 9, 2019

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

We have audited the basic financial statements of the governmental activities and each major fund of Hood River County Library District for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Purpose of the Audit

Our audit was conducted using sampling, inquiries and analytical work to opine on the fair presentation of the basic financial statements and compliance with:

- modified cash basis of accounting and generally accepted auditing standards
- the Oregon Municipal Audit Law and the related administrative rules

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the basic financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with modified cash basis accounting. Our audit of the basic financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

Our responsibility for the supplementary information accompanying the basic financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the basic financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements; therefore, our audit involved judgment about the number of transactions examined and the areas to be tested.

Our audit included obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the basic financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. We also communicated any internal control related matters that are required to be communicated under professional standards.

Results of Audit

1. Audit opinion letter - an unmodified opinion on the basic financial statements has been issued. This means we have given a “clean” opinion with no reservations.
2. State minimum standards – We found no exceptions or issues requiring comment.
3. No separate management letter was issued.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in Note 1 to the basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2019. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the basic financial statements in the proper period.

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the basic financial statements is Management’s estimate of Accounts Receivable, which is based on estimated collectability of receivables. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The disclosures in the basic financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements or determined that their effects are immaterial. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, taken as a whole. There were immaterial uncorrected misstatements noted during the audit which were discussed with management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the basic financial statements or the auditors’ report. We are pleased to report that no such disagreements arose during the course of our audit.

Pauly, Rogers and Co., P.C.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the basic financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to our retention as the auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Supplementary Information

We were engaged to report on the supplementary information, which accompany the basic financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

Other Information

With respect to the other information accompanying the basic financial statements, we read the information to identify if any material inconsistencies or misstatement of facts existed with the audited basic financial statements. Our results noted no material inconsistencies or misstatement of facts.

Other Matters – Future Accounting and Auditing Issues

In order to keep you aware of new auditing standards issued by the American Institute of Certified Public Accounts and accounting statements issued by the Governmental Accounting Standards Board (GASB), we have prepared the following summary of the more significant upcoming issues:

GASB 84 – FIDUCIARY ACTIVITIES

This Statement is effective for fiscal years beginning after December 15, 2018. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net

Pauly, Rogers and Co., P.C.

position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less. This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria. A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds. This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

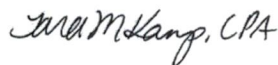
GASB 87 – LEASES

This Statement is effective for fiscal years beginning after December 15, 2019. The primary objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

GASB 89 – ACCOUNTING FOR INTEREST COST INCURRED BEFORE THE END OF A CONSTRUCTION PERIOD

This Statement is effective for fiscal years beginning after December 15, 2019. The objectives of this Statement are to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period. This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5-22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 2989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

This information is intended solely for the information and use of the Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties.



Tara M. Kamp, CPA
PAULY, ROGERS AND CO., P.C.

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

For the Year Ended June 30, 2019

FINANCIAL REPORT



12700 SW 72nd Ave.
Tigard, OR 97223

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

2018-19

FINANCIAL REPORT

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HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

2018-19

BOARD OF DIRECTORS

TERM EXPIRES

Karen Bureker, Vice President

June 2021

Brian Hackett

June 2019

Jean Sheppard, President

June 2019

Sara Marsden

July 2021

Megan Janik

June 2021

All Board members receive mail at the District office address below:

REGISTERED OFFICE

Rachael Fox, Library Director
Hood River County Library District
502 State Street
Hood River, Oregon 97031

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HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY

T A B L E O F C O N T E N T S

PAGE
NUMBER

INDEPENDENT AUDITORS' REPORT

1

OTHER INFORMATION

MANAGEMENT'S DISCUSSION AND ANALYSIS

4

BASIC FINANCIAL STATEMENTS

Government-Wide Financial Statements:

Statement of Net Position – Modified Cash Basis

8

Statement of Activities – Modified Cash Basis

9

Fund Financial Statements:

Balance Sheet – Modified Cash Basis – Governmental Funds

10

Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position

11

Statement of Revenues, Expenditures and Changes in Fund
Balances – Modified Cash Basis – Governmental Funds

12

Reconciliation of the Governmental Funds Statement of Revenues,
Expenditures and Changes in Fund Balance to the Statement of Activities

13

Notes to Basic Financial Statements

14

SUPPLEMENTARY INFORMATION

Schedule of Revenues, Expenditures and Changes in Fund Balance – Modified Cash Basis –
Actual and Budget:

General Fund

23

Grants Fund

25

Capital Equipment Reserve Fund

26

Schedule of Property Tax Transactions and Balances of Taxes Uncollected:

General Fund

27

REPORTS ON LEGAL AND OTHER REGULATORY REQUIREMENTS

INDEPENDENT AUDITORS' REPORT REQUIRED BY OREGON STATE REGULATIONS

28

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12700 SW 72nd Ave. ♦ Tigard, OR 97223
(503) 620-2632 ♦ (503) 684-7523 FAX
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December 9, 2019

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

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Hood River County Library District, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and each major fund of Hood River County Library District, as of June 30, 2019, and the respective changes in financial position thereof for the year then ended in accordance with, modified cash basis of accounting described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Other Matters

The budgetary comparison schedules presented as Supplementary Information, as listed in the table of contents, have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplementary and other information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The listing of board members containing their term expiration dates, located before the table of contents, management's discussion and analysis and the other information, as listed in the table of contents, have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 9, 2019, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.



Tara M. Kamp, CPA
PAULY, ROGERS AND CO., P.C.

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MANAGEMENT’S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019

As management of Hood River County Library District (the District), we offer the readers of the District’s financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2019. The analysis focuses on significant financial issues, major financial activities and resulting changes in financial position, budget changes, and variances from the budget. We encourage readers to consider the information presented here in conjunction with the District’s Financial Statements and Notes to Financial Statements, which follow this Management’s Discussion and Analysis.

FINANCIAL HIGHLIGHTS

During the year, the District's net position increased by \$70,046, from \$875,243 to \$945,289. At June 30, 2019, the District’s governmental funds reported combined ending fund balances of \$901,156.

OVERVIEW OF THE FINANCIAL STATEMENTS

Management has determined that the modified cash basis of accounting is appropriate for the District due to its lack of complexity and the necessity to account for, and plan for, the cash needed to operate the District.

The District’s basic financial statements consist of three components:

1. Government-wide financial statements,
2. Fund financial statements, and
3. Notes to the basic financial statements.

This report also contains supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements.

The government–wide financial statements are designed to provide readers with a broad overview of the District’s finances, in a manner similar to a private-sector business. These statements include:

The Statement of Net Position: The statement of net position presents information on all of the assets and liabilities of the District at year-end. Net position are what remain after the liabilities have been paid or otherwise satisfied. Over time, increases or decreases in net position serve as a useful indicator of whether the financial position of the District is improving or deteriorating. It also provides the basis for evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District.

The Statement of Activities: The statement of activities presents information showing how the net position of the District changed over the year, tracking revenues, expenses and other transactions that increase or reduce net position. All changes in net position are reported at the timing of the cash flows.

In the government-wide financial statements the District’s activities are shown in one category:

Governmental activities: The District’s basic functions are shown here, such as personal services and materials & services. These activities are financed primarily through local, state, and federal grants, fees charged for services, intergovernmental agreements, and property taxes.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's funds, focusing on its most significant funds, not the District as a whole. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are governmental funds.

Governmental Funds

The governmental funds are used to account for essentially the same functions reported as governmental activities, in the governmental-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the governmental fund Balance Sheet & Statement of Revenues and Expenditures & Changes in Fund Balance are reconciled to the government-wide Statements of Net Position & Statement of Activities.

The District maintained four individual governmental funds: General Fund, Grants Fund, Capital Equipment Reserve Fund.

Notes to the Basic Financial Statements

The notes provide additional disclosures required by governmental accounting standards and provide information to assist the reader in understanding the District's financial condition.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

A condensed statement of net position for 2018 and 2019 is listed below:

The revenues and expenses below explain the change in net position for the fiscal year ended June 30, 2019.

Net Position

	<u>2018</u>	<u>2019</u>
ASSETS:		
Cash and cash equivalents	\$842,408	\$892,137
Employee draws	\$1,714	\$9,019
Property Taxes Receivable	<u>\$44,202</u>	<u>\$54,968</u>
Total Assets	<u>\$888,324</u>	<u>\$956,124</u>
LIABILITIES:		
Compensated absences	\$10,646	\$10,835
Payroll liabilities	\$2,435	\$0
	<u>\$13,081</u>	<u>\$10,835</u>
NET POSITION:		
	<u>\$825,243</u>	<u>\$945,289</u>

Changes in Net Position

	Activities	% of total	Activities	% of total
	2017-18		2018-19	
Operating Receipts:				
Charges for services	\$15,289	1.4%	\$16,697	1.6%
Operating Grants and Contributions	\$222,768	19.7%	\$81,518	7.7%
Total Operating Receipts	\$238,057	21.02%	\$98,215	9.30%
General Receipts:				
Property Taxes	\$876,882	77.4%	\$926,536	87.8%
Interest on Investments	\$12,371	1.1%	\$20,133	1.9%
Other Revenues	\$4,965	.04%	\$10,735	1.0%
Total General Receipts	\$894,218	79.0%	\$957,404	90.70%
Total Receipts	\$1,132,275	100%	\$1,055,619	
Operating Disbursements:				
General Operations	\$976,737	100%	\$985,573	100.00%
Total Operating Disbursements:	\$976,737		\$985,573	
Changes in Net Position	\$155,538		\$70,046	
Net Position, Beginning	\$719,705		\$875,243	
Net Position, Ending	\$875,243		\$945,289	

Revenues

During the 2018-19 fiscal year, 7.7% of the cost of the District's operations were funded by operating grants and contributions, compared to 19.7% in 2017-18. The remaining 92.3% came from property taxes, user fees, intergovernmental agreements, and other sources.

Fund Financial Analysis

The focus of the governmental funds is to provide information on inflows, outflows, and balances of spendable resources. Unreserved fund balance measures the District's net resources available to spend in the next fiscal year. These amounts are available to use, in accordance with applicable restrictions on the nature of the expenditures.

As of June 30, 2019, the District's governmental funds reported combined unassigned ending fund balance of \$694,723 an increase of \$47,400 compared to 2018. It was \$280,285 more than the \$414,438 unappropriated ending fund balance budgeted for the 2018-19 fiscal year.

The General Fund had revenue and expenditures of \$957,786 and \$885,386 respectively. Revenues decreased 2.7% and expenditures increased 5.1% over the 2018-19 fiscal year. Overall, the General Fund balance increased from \$647,323 to \$694,723.

In addition, a transfer of \$25,000 was made to the Capital Equipment Reserve Fund.

The Grant Fund had revenues and expenditures of \$84,815 and \$68,210 respectively, leaving a fund balance of \$110,203.

The Capital Equipment Reserve Fund received a transfer from the General Fund of \$25,000. In addition, there was \$2,252 in interest revenue and expenditures were \$31,788, leaving a fund balance of \$96,230.

Requests for Information

Our financial report is designed to provide our taxpayers, Hood River County residents, investors and creditors with an overview of the District's finances and to demonstrate District's accountability. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Hood River County Library District, 502 State Street Hood River, OR 97031, 541-387-7062, info@hoodriverlibrary.org.



Rachael Fox, Library Director
Hood River County Library District

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

BASIC FINANCIAL STATEMENTS

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HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

STATEMENT OF NET POSITION – MODIFIED CASH BASIS
June 30, 2019

ASSETS

Cash and cash equivalents	\$	892,137
Prepaid		9,019
Property taxes receivable		<u>54,968</u>

Total Assets 956,124

LIABILITIES:

Compensated absences		<u>10,835</u>
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Total Liabilities 10,835

NET POSITION:

Unrestricted		<u>945,289</u>
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Total Net Position \$ 945,289

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

STATEMENT OF ACTIVITIES – MODIFIED CASH BASIS
 For the Year Ended June 30, 2019

FUNCTIONS	EXPENSES	PROGRAM REVENUES		NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	
General Operations	\$ 985,573	\$ 16,697	\$ 81,518	\$ (887,358)
Total Governmental Activities	\$ 985,573	\$ 16,697	\$ 81,518	(887,358)
General Revenues:				
				926,536
				20,133
				7,897
				2,838
				957,404
				70,046
				875,243
				\$ 945,289

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

BALANCE SHEET – MODIFIED CASH BASIS – GOVERNMENTAL FUNDS
 June 30, 2019

	GENERAL	GRANTS FUND	CAPITAL EQUIPMENT RESERVE FUND	TOTAL
ASSETS:				
Cash and investments	\$ 685,704	\$ 110,203	\$ 96,230	\$ 892,137
Prepaid	9,019	-	-	9,019
Property taxes receivable	54,968	-	-	54,968
Total Assets	\$ 749,691	\$ 110,203	\$ 96,230	\$ 956,124
LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE:				
Deferred Inflows:				
Unavailable revenue	54,968	-	-	54,968
Total Deferred Inflows	54,968	-	-	54,968
Fund Balance:				
Nonspendable	9,019	-	-	9,019
Assigned	-	110,203	96,230	206,433
Unassigned	685,704	-	-	685,704
Total Fund Balance	694,723	110,203	96,230	901,156
Total Liabilities, Deferred Inflows, and Fund Balance	\$ 749,691	\$ 110,203	\$ 96,230	\$ 956,124

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

Reconciliation of the Governmental Funds
Balance Sheet to the Statement of Net Position
June 30, 2019

Total Fund Balances - Governmental Funds	\$	901,156
Delinquent property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are unavailable in the funds.		54,968
Accrued compensated absences are not due and payable in the current period and accordingly are not reported as a fund liability.		<u>(10,835)</u>
Net Position	\$	<u><u>945,289</u></u>

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – MODIFIED CASH BASIS –
 GOVERNMENTAL FUNDS
 For the Year Ended June 30, 2019

	<u>GENERAL</u>	<u>GRANTS FUND</u>	<u>CAPITAL EQUIPMENT RESERVE FUND</u>	<u>TOTAL</u>
REVENUES:				
From Local Sources:				
Taxes	\$ 915,770	\$ -	\$ -	\$ 915,770
Earnings On Investments	17,881	-	2,252	20,133
Donations and Grants	4,600	76,918	-	81,518
Other Local Sources	16,697	7,897	-	24,594
Miscellaneous	2,838	-	-	2,838
	<u>957,786</u>	<u>84,815</u>	<u>2,252</u>	<u>1,044,853</u>
EXPENDITURES:				
Personal Services	560,756	3,216	-	563,972
Materials and Services	324,630	63,794	-	388,424
Capital Outlay	-	1,200	31,788	32,988
	<u>885,386</u>	<u>68,210</u>	<u>31,788</u>	<u>985,384</u>
Excess of Revenues Over, (Under) Expenditures	72,400	16,605	(29,536)	59,469
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	25,000	25,000
Transfers Out	(25,000)	-	-	(25,000)
	<u>(25,000)</u>	<u>-</u>	<u>25,000</u>	<u>-</u>
Net Change in Fund Balance	47,400	16,605	(4,536)	59,469
Fund Balance, Beginning	<u>647,323</u>	<u>93,598</u>	<u>100,766</u>	<u>841,687</u>
Fund Balance, Ending	<u>\$ 694,723</u>	<u>\$ 110,203</u>	<u>\$ 96,230</u>	<u>\$ 901,156</u>

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

Reconciliation of the Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities
For the Year Ended June 30, 2019

Total Net Changes in Fund Balances - Governmental Funds	\$	59,469
Delinquent property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are unavailable in the funds.		10,766
Compensated absences are recognized as expenditures in the governmental funds when they are paid. In the Statement of Activities, these liabilities are recognized as expenditures when earned.		<u>(189)</u>
Change in Net Position of Governmental Activities	\$	<u>70,046</u>

See accompanying notes to basic financial statements

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Hood River County Library District (the District) have been prepared on the modified cash basis which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

A. THE FINANCIAL REPORTING ENTITY

The District is a municipal corporation established under ORS 357 and 198, and is governed by an elected five member board. Generally accepted accounting principles in the United States of America require that these basic financial statements present the District (the primary government) and all component units, if any. Component units, as established by the Government Accounting Standards Board (GASB) Statement No. 61, are separate organizations that are included in the District's reporting entity because of the significance of their operational or financial relationships with the District and a financial benefit/burden. All significant activities and organizations with which the District exercises oversight responsibility have been considered for inclusion in the basic financial statements. There are no component units.

B. BASIS OF PRESENTATION - FUND ACCOUNTING

Financial operations are accounted for in the following funds:

GENERAL FUND

This fund accounts for all financial revenues and expenditures, except those required to be accounted for in another fund. The principal revenue source is property taxes.

GRANTS FUND

This fund accounts for revenue and expenditures for specific educational projects or programs. Principal revenue sources are donations and grants.

CAPITAL EQUIPMENT RESERVE FUND

The capital projects fund accounts for all resources to be used for the construction or acquisitions of designated capital assets.

C. BASIS OF ACCOUNTING

The modified cash basis of accounting is followed. Under the modified cash basis of accounting, revenue are recorded when received and expenditures are recorded as paid in cash or by check. Modifications to the cash basis include: (1) Property taxes uncollected at year-end are shown as a receivable but are not included in revenues, and are offset by a liability entitled unavailable property taxes receivable, and (2) payroll-related items are considered to be a liability when incurred. This basis of accounting is applied to both the government-wide financial statements and the fund financial statements uniformly.

This basis of accounting is not equivalent to the generally accepted accounting principles (GAAP) basis of accounting. Under GAAP the fund financial statements require that revenues be recorded as they become susceptible to accrual (i.e. when they become measurable and available) and expenditures recorded as goods

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. BASIS OF ACCOUNTING (CONTINUED)

and services received. For the government-wide statements GAAP requires that the accrual basis of accounting be applied. Under the accrual basis of accounting the cost of capital assets are capitalized and depreciated over their estimated useful lives, debt is recorded as incurred, revenues are recorded when earned irrespective of the collection of cash, and expenses, including depreciation, are recorded when incurred. Management believes the modified cash basis of accounting is preferable due to the District's small size and the necessity of assessing available cash resources. The modified cash basis of accounting is allowed under Oregon Local Budget Law (ORS 294.445).

D. GOVERNMENT-WIDE FUND FINANCIAL STATEMENTS

The government-wide statements report information irrespective of fund activity.

The statement of activities demonstrates the degree to which the direct expenditure of a given function or segments is offset by program revenues. Direct expenditures are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

E. CASH AND CASH EQUIVALENTS

The cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Fair Value Inputs and Methodologies and Hierarchy

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based up on the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

Level 1 – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each Fund has the ability to access

Level 2 – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market-corroborated inputs)

Level 3 – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund's own assumptions used in determining the fair value of investments)

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. CASH AND CASH EQUIVALENTS (CONTINUED)

Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

F. BUDGET

A budget is prepared and legally adopted for each fund on the modified cash basis of accounting in the main program categories required by the Oregon Local Budget Law. The budget process begins early in each fiscal year with the establishment of the budget committee. Recommendations are developed through late winter with the budget committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The Board may amend the budget prior to adoption; however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is adopted and appropriations are made no later than June 30.

Expenditure budgets are appropriated at the following levels for each fund:

LEVEL OF CONTROL

Personal Services
Materials and Services
Capital Outlay
Operating Contingency
Transfers

Expenditures cannot legally exceed the appropriation levels. Appropriations lapse at fiscal year end. Supplemental appropriations may occur if the board approves them due to a need which was not determined at the time the budget was adopted.

Budget amounts shown in the financial statements reflect the original and final budgeted amounts. Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2019.

G. PROPERTY TAXES RECEIVABLE

Ad valorem property taxes are a lien on all taxable property as of July 1. Property taxes are payable on November 15. Collection dates are November 15, February 15, and May 15. Discounts are allowed if the amount due is received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent by management.

Uncollected property taxes are shown in the combined balance sheet. Uncollected taxes are deemed by management to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established. The remaining balance of taxes receivable is recorded as unavailable revenue because it is not deemed available to finance operations of the current period.

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. ACCRUED COMPENSATED ABSENCES

It is Hood River County Library District's policy to permit employees to accumulate earned but unused vacation time. Liabilities for unused vacation pay are recorded in the Statement of Net Position when vested or earned by employees. A liability for these amounts is reported in governmental funds only if it has matured, for example, because of employee resignations or retirements.

I. UNAVAILABLE REVENUES

Property taxes receivable are recorded as assets, but are offset by a corresponding unavailable revenues liability and, accordingly, have not been recognized as revenue in the governmental funds.

J. RETIREMENT PLANS

All of the full time employees are participants in the District's 403(b) plan. Contributions to the 403(b) plan are made on a current basis as required by the plan and are charged to expenditures as funded.

K. FUND BALANCE

In March 2009, the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated, and unreserved/undesignated were replaced with five new classifications – nonspendable, restricted, committed, assigned, and unassigned.

- Nonspendable fund balance represents amounts that are not in a spendable form.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body. Authority has not been assigned.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

There were no nonspendable, restricted and committed fund balances at year end.

The following order of spending is used regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. FUND BALANCE (CONTINUED)

expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and unassigned.

L. INTERFUND TRANSACTIONS

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. Operating interfund transactions are reported as transfers.

M. ESTIMATES

The preparation of financial statements in conformity with modified cash basis of accounting requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

N. DEFERRED INFLOWS OF RESOURCES

In addition to liabilities, the governmental balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has one type of item, which arises under modified cash basis of accounting, which qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenue from one source: property taxes. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

2. CASH AND INVESTMENTS

DEPOSITS

Deposits with financial institutions include bank demand deposits. Oregon Revised Statutes require deposits to be adequately covered by federal depository insurance or deposited at an approved depository as identified by the Treasury.

CREDIT RISK – DEPOSITS

In the case of deposits, this is the risk that in the event of a bank failure, deposits may not be returned. As of June 30, 2019, all of the bank balance of \$168,419 was insured by FDIC.

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS (CONTINUED)

INVESTMENTS

State statutes governing cash management are followed. Statutes authorize investing in banker's acceptances, time certificates of deposit, repurchase agreements, obligations of the United States and its agencies and instrumentalities, and the Hood River County's Investment Pool.

Cash and Investments at June 30, 2019, (recorded at fair value) consisted of:

		2019	
Bank Demand Deposits - Checking	\$	144,934	
Investments		746,787	
Petty Cash		416	
Total	\$	892,137	

Investment Type	Investment Maturities (in months)		
	Fair Value	Less than 3	More than 3
Hood River County's Investment Pool	\$ 746,787	\$ 746,787	\$ -
Total	\$ 746,787	\$ 746,787	\$ -

INTEREST RATE RISK

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. There were no investments that have a maturity date beyond three months.

CREDIT RISK

Oregon Revised Statutes does not limit investments as to credit rating for securities purchased from US Government Agencies or USGSE.

CUSTODIAL CREDIT RISK

In the case of deposits, this is the risk that in the event of bank failure, the deposits may not be returned. There is no deposit policy for custodial risk. As of June 30, 2019, none of the bank balance was exposed to custodial credit risk because it was either insured or collateralized.

INVESTMENTS

Investments in the Hood River County pooled cash and investments include the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7-like external investment pool, and is not registered with the U.S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS (CONTINUED)

INVESTMENTS (CONTINUED)

of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund's compliance with all portfolio guidelines can be found in their annual report when issued. The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool. We intend to measure these investments at book value since it approximates fair value. The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. The audited financial reports of the Oregon Short Term Fund can be found here:

[http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx)

If the link has expired please contact the Oregon Short Term Fund directly. Other investments held by the County include municipal bonds, high level corporate bonds and US Agency securities in line with the State and County's investment policies. These investments are reported at level one fair value.

CONCENTRATION OF CREDIT RISK

At June 30, 2019, 100% of total investments were in the Hood River County's Investment Pool. State statutes do not limit the percentage of investments in this instrument. Oregon Revised Statutes require no more than 25 percent of the moneys of local government to be invested in bankers' acceptances of any qualified financial institution. At June 30, 2019, there was compliance with all percentage restrictions.

3. DEFERRED COMPENSATION PLAN

Employees are offered a deferred compensation plan created in accordance with Internal Revenue Code Section 403. An employee may enter into an agreement to defer a portion of their compensation, subject to certain limitations provided by law, by means of payroll deduction. Contributions to the plan and earnings thereon are deferred until the employee is separated from service. The District has no liability for losses under the plan. A third party holds the assets for the exclusive benefit of plan participants and their beneficiaries.

4. RISK MANAGEMENT

There is exposure to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, injuries to employees and natural disasters. Commercial insurance is purchased to minimize exposure to these risks. Settled claims have not exceeded this commercial coverage for any of the past three years.

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

5. PROPERTY TAX LIMITATIONS

The State of Oregon imposes a constitutional limit on property taxes for schools and non-school government operations. The limitation provides that property taxes for non-school operations are limited to \$10.00 for each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation bonded debt.

The State further reduced property taxes by replacing the previous constitutional limits on tax bases with a rate and value limit in 1997. This reduction was accomplished by rolling property values back to their 1995-96 values less 10% and limiting future tax value growth of each property to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The State Constitution sets restrictive voter approval requirements for most tax and many fee increases and new bond issues.

6. POSTEMPLOYMENT LIABILITY

Management has determined that no material implicit rate subsidy exists and therefore is no OPEB obligation for implicit post-employment benefits.

7. OPERATING LEASES

The District has four operating leases – the first operating lease began in the 2016-2017 fiscal year. The District entered into a lease agreement with ABS Finance to lease a copier for 60 months. The yearly payment is \$782 and the lease term is 5 years. The final payment for this contract will occur in October 2021.

The second lease is with Parkdale Community Center for the space currently used for the Parkdale Branch Library. The lease term ends in 2023 and has a yearly payment of \$2,000.

The third lease the District entered into is a lease with the Hood River County School District Library Branch of the Hood River County Library District. The lease began January 1, 2018 and ends June 30, 2022 and the monthly payment is \$943.80.

The fourth lease the District entered into is a lease with the Wy'East Community Church. The lease began March 1, 2019 and ends October 31, 2019, and the monthly payment is \$100.00. The total lease expense as of June 30, 2019 is \$12,312.85.

Future lease payments are as follows:

<u>FYE</u>	<u>Minimum Payment</u>
2019-2020	\$ 14,508
2020-2021	14,108
2021-2022	13,586
2022-2023	2,000
2023-2024	2,000
Total	<u>\$ 46,202</u>

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

8. INTERFUND TRANSFERS

Operating transfers between funds were made to fund various programs and activities as follows:

	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ -	\$ 25,000
Capital Equipment Reserve Fund	<u>25,000</u>	<u>-</u>
	<u>\$ 25,000</u>	<u>\$ 25,000</u>

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HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

SUPPLEMENTARY INFORMATION

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HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
 MODIFIED CASH BASIS – ACTUAL AND BUDGET
 For the Year Ended June 30, 2019

<u>GENERAL FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET</u>
REVENUES:				
Property Taxes	\$ 891,286	\$ 891,286	\$ 915,770	\$ 24,484
Interest	7,000	7,000	17,881	10,881
Fees & Fines	13,500	13,500	16,697	3,197
Donations and Grants	-	-	4,600	4,600
Miscellaneous	-	-	2,838	2,838
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenues	\$ 911,786	\$ 911,786	\$ 957,786	\$ 46,000

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
 MODIFIED CASH BASIS – ACTUAL AND BUDGET
 For the Year Ended June 30, 2019

<u>GENERAL FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET</u>
EXPENDITURES:				
Personal Services	\$ 615,148	\$ 615,148	(1) \$ 560,756	\$ 54,392
Materials and Services	359,900	359,900	(1) 324,630	35,270
Special Payment	12,000	12,000	(1) -	12,000
Contingency	100,000	100,000	(1) -	100,000
	<u>1,087,048</u>	<u>1,087,048</u>	<u>885,386</u>	<u>201,662</u>
Total Expenditures				
Excess of Revenues Over, (Under) Expenditures	(175,262)	(175,262)	72,400	247,662
OTHER FINANCING SOURCES (USES)				
Transfers Out	(25,000)	(25,000)	(1) (25,000)	-
	<u>(25,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>-</u>
Total Other Financing Sources, (Uses)				
Net Change in Fund Balance	(200,262)	(200,262)	47,400	247,662
Fund Balance - Beginning	615,000	615,000	647,323	32,323
Fund Balance - Ending	<u>\$ 414,738</u>	<u>\$ 414,738</u>	<u>\$ 694,723</u>	<u>\$ 279,985</u>

(1) Appropriation Level

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
 MODIFIED CASH BASIS – ACTUAL AND BUDGET
 For the Year Ended June 30, 2019

GRANTS FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET</u>
REVENUES:				
Donations and Grants	\$ 225,000	\$ 225,000	\$ 76,918	\$ (148,082)
Intergovernmental Revenue	-	-	7,897	7,897
 Total Revenues	 <u>225,000</u>	 <u>225,000</u>	 <u>84,815</u>	 <u>(140,185)</u>
EXPENDITURES:				
Personal Services:	7,500	7,500 (1)	3,216	4,284
Materials and Services	150,000	150,000 (1)	63,794	86,206
Capital Outlay	112,500	112,500 (1)	1,200	111,300
 Total Expenditures	 <u>270,000</u>	 <u>270,000</u>	 <u>68,210</u>	 <u>201,790</u>
 Net Change in Fund Balance	 (45,000)	 (45,000)	 16,605	 61,605
Fund Balance - Beginning	<u>45,000</u>	<u>45,000</u>	<u>93,598</u>	<u>48,598</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 110,203</u>	<u>\$ 110,203</u>

(1) Appropriation Level

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
 MODIFIED CASH BASIS – ACTUAL AND BUDGET
 For the Year Ended June 30, 2019

CAPITAL EQUIPMENT RESERVE FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET</u>
REVENUES:				
Interest Revenue	\$ 1,000	\$ 1,000	\$ 2,252	\$ 1,252
Total Revenues	<u>1,000</u>	<u>1,000</u>	<u>2,252</u>	<u>1,252</u>
EXPENDITURES:				
Capital Outlay	<u>75,000</u>	<u>75,000</u> (1)	<u>31,788</u>	<u>43,212</u>
Total Expenditures	<u>75,000</u>	<u>75,000</u>	<u>31,788</u>	<u>43,212</u>
Excess of Revenues Over, (Under) Expenditures	(74,000)	(74,000)	(29,536)	44,464
OTHER FINANCING SOURCES (USES)				
Transfers In	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Total Other Financing Sources, (Uses)	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Net Change in Fund Balance	(49,000)	(49,000)	(4,536)	44,464
Fund Balance - Beginning	<u>95,000</u>	<u>95,000</u>	<u>100,766</u>	<u>5,766</u>
Fund Balance - Ending	<u>\$ 46,000</u>	<u>\$ 46,000</u>	<u>\$ 96,230</u>	<u>\$ 50,230</u>

(1) Appropriation Level

HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

SCHEDULE OF PROPERTY TAX TRANSACTIONS AND BALANCES
OF TAXES UNCOLLECTED
For the Year Ended June 30, 2019

<u>GENERAL FUND</u>						
TAX YEAR	ORIGINAL LEVY OR BALANCE UNCOLLECTED AT JULY 1, 2018	DEDUCT DISCOUNTS	ADJUSTMENTS TO ROLLS	ADD INTEREST	CASH COLLECTIONS BY COUNTY TREASURER	BALANCE UNCOLLECTED OR UNSEGREGATED AT JUNE 30, 2019
Current:						
2018-2019	\$ 948,477	\$ 24,232	\$ (1,301)	\$ 418	\$ 899,058	\$ 23,886
Prior Years:						
2017-18	\$ 18,880	\$ (3)	\$ (177)	\$ 625	\$ 7,859	\$ 10,847
2016-17	10,038	-	(80)	440	2,395	7,563
2015-16	6,905	-	(41)	775	2,607	4,257
2014-15	3,465	-	(106)	468	1,270	2,089
2013-14 & Prior	4,914	-	1,644	147	232	6,326
Total Prior	44,202	(3)	1,240	2,455	14,363	20,235
Total	<u>\$ 992,679</u>	<u>\$ 24,229</u>	<u>\$ (61)</u>	<u>\$ 2,873</u>	<u>\$ 913,421</u>	<u>\$ 54,968</u>

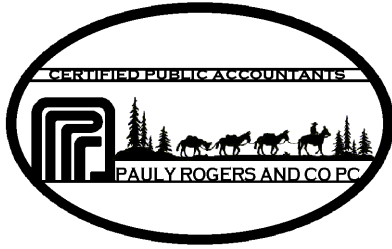
RECONCILIATION TO REVENUE:	<u>GENERAL FUND</u>
Cash Collections by County Treasurers Above	\$ 913,421
Accrual of Receivables:	
Taxes in Lieu	2,349
Total Revenue	<u>\$ 915,770</u>

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HOOD RIVER COUNTY LIBRARY DISTRICT
HOOD RIVER COUNTY, OREGON

INDEPENDENT AUDITORS' REPORT REQUIRED BY OREGON STATE REGULATIONS

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PAULY, ROGERS, AND CO., P.C.
12700 SW 72nd Ave. Tigard, OR 97223
(503) 620-2632 (503) 684-7523 FAX
www.paulyrogersandcocpas.com

December 9, 2019

Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the Hood River County Library District as of and for the year ended June 30, 2019, and have issued our report thereon dated December 9, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**
- **Programs funded from outside sources**

In connection with our testing nothing came to our attention that caused us to believe the Hood River County Library District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting. This report is intended solely for the information and use of the Board of Directors and management and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

Tara M. Kamp, CPA

Tara M. Kamp, CPA
PAULY, ROGERS AND CO., P.C.

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Date: 01-Jan-20

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

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

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
35P26994-4482	26994	01-Jan-20	31-Dec-20	01-Jan-20

Coverage	Contribution
SDIS Liability Coverage	
Liability Contribution	\$3,952
Less Best Practices Credit	(\$395)
Less Multi-Line Discount Credit	(\$126)
Adjusted Contribution	\$3,431
Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)	
Auto Contribution	\$0
Less Best Practices Credit	\$0
Adjusted Contribution	\$0
Non-owned and Hired Auto Liability	\$175
Auto Physical Damage	\$0
Hired Auto Physical Damage	\$137
Property	
Property Contribution	\$6,057
Less Best Practices Credit	(\$631)
Adjusted Contribution	\$5,426
Earthquake	\$0
Flood	\$0
Equipment Breakdown / Boiler and Machinery	\$0
Crime	\$495
Total:	\$9,664

2020 Longevity Credit:**
 Longevity Credit %: 5.6%
 Longevity Credit: \$546

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

**This amount is for illustration only. Your Longevity Credit Check will be mailed to you in February.

Payment instructions are on the following page.

Date: 01-Jan-20

**** Payment Due: 3/1/2020 ****

Please include the bottom portion of this sheet with you payment.

Make Checks Payable to:

Special Districts Insurance Services

P.O. Box 12613

Salem, OR 97309

Phone: 1-800-285-5461 Fax: 503-371-4781

Hood River County Library District

Customer ID: 01-26994

Total Due: \$9,664

Check # _____ Amount \$ _____



Special Districts Insurance Services Trust
SDIS Liability Coverage Declarations

Certificate Number: 35P26994-4482

Coverage Period: 1/1/2020 through 12/31/2020

Named Participant:

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

Agent of Record:

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

Limits of Liability: SDIS Liability Coverage	Limit	Deductible (2) (3)
Per Occurrence Limit of Liability	\$5,000,000 (1)	None
Per Wrongful Act Limit of Liability	\$5,000,000 (1)	None
Annual Aggregate Limit of Liability	No Limit Except as Outlined Below (1)	None

Additional and Supplemental Coverages

Unless otherwise indicated in Section III Additional Coverages of the SDIS Liability Coverage Document, the following Additional Coverages are not in addition to the Total Limit of Liability identified above.

Coverage	Limit	Coverage Period Total Limit	Deductible	Contribution
Ethics Complaint Defense Costs	\$2,500	\$5,000	None	Included
EEOC/BOLI Defense Cost	\$5,000,000	None	None	Included
Premises Medical Expense	\$5,000	\$5,000	None	Included
Limited Pollution Coverage	\$250,000	\$250,000	None	Included
Applicators Pollution Coverage	\$50,000	\$50,000	None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000 (4)	None	Included
Fungal Pathogens (Mold) Defense Costs	\$100,000	\$100,000	None	Included
OCITPA Expense Reimbursement	\$100,000	\$100,000 (5)	None	Included
Data Disclosure Liability	\$1,000,000	\$1,000,000	None	Included
Lead Sublimit Defense Costs	\$50,000	\$50,000 (6)	None	Included
Marine Salvage Expense Reimbursement	\$250,000	\$250,000	None	Included
Criminal Defense Costs	\$100,000	\$100,000 (7)	None	Included

Forms applicable to Named Participant:

Total Contribution: \$3,431.00

SDIS Liability Coverage Document effective January 1, 2020

- (1) \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.
- (2) \$10,000 controlled burn deductible if DPSST guidelines are not followed.
- (3) \$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.
- (4) Injunctive Relieve Defense Costs limited to \$100,000 for all members of the Trust combined during the Coverage Period.
- (5) OCITPA Expense Reimbursement limited to \$500,000 for all members combined during the Coverage Period.
- (6) Lead Liability Defense Costs limited to \$200,000 for all members of the Trust combined during the Coverage Period.
- (7) Criminal Defense Costs limited to \$500,000 for all members of the Trust combined during the Coverage Period.

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Liability Coverage Document. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Countersigned by: Frank Stratton
Special Districts Insurance Services Trust
Authorized Representative

Wednesday, January 1, 2020



Special Districts Insurance Services Trust (SDIS)
Auto Coverage Declarations

Certificate Number: 35P26994-4482

Coverage Period: 1/1/2020 through 12/31/2020

Named Participant:

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

Agent of Record:

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

Coverage is provided for only those coverages indicated below for which a contribution is shown.

Auto Liability Coverage

Applicable Coverage Document: SDIS Auto Liability Coverage Document, January 1, 2020

	Per Accident Limit of Liability	Deductible	Contribution
Auto Liability Coverage	No Coverage	None	No Coverage
Non-Owned/Hired Auto Liability	\$500,000	None	\$175.00

Excess Auto Liability Coverage

Applicable Coverage Document: SDIS Auto Excess Liability Coverage Document, January 1, 2020

	Per Accident Excess Limit of Liability	Deductible	Contribution
Excess Auto Liability Coverage	No Coverage	None	No Coverage
Excess Non-Owned/Hired Auto Liability	\$4,500,000	None	Included with Non-Owned/Hired AL Contribution

Auto Supplemental Coverage

Applicable Coverage Document: SDIS Auto Supplemental Coverage Document, January 1, 2020

	Limit of Liability	Deductible	Contribution
Personal Injury Protection	No Coverage	None	No Coverage
Uninsured/Underinsured Motorist Bodily Injury Coverage	No Coverage	None	No Coverage

Auto Physical Damage

Applicable Coverage Document: SDIS Auto Physical Damage Coverage Document, January 1, 2020

	Per Accident Limit of Liability	Deductible	Contribution
Auto Physical Damage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	\$50,000	\$100/\$500	\$137.00

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the coverage documents referenced above. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the above-referenced coverage documents. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Countersigned by: _____


Authorized Representative
Special Districts Insurance Services Trust

Wednesday, January 1, 2020



Special Districts Insurance Services

Property Coverage Declarations

Certificate Number: 35P26994-4482

Coverage Period: 1/1/2020 through 12/31/2020

Named Participant:

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

Agent of Record:

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

Scheduled Property Values:

- \$4,405,074 Buildings, Other Structures and Scheduled Outdoor Property
- \$1,769,676 Personal Property
- Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

- \$6,174,750** The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
- \$300,000,000 SDIS Per Occurrence Aggregate Loss Limit

Sublimits (Per Occurrence):

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

Sublimits for Covered Property:

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

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

Sublimits for Additional Coverages:

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

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

\$500,000 Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities - (Sublimit is \$500,000 or 25% of loss, whichever is less)

Sublimits for Additional Coverages - Business Income and Extra Expense:

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

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

Sublimits for Coverage Extensions:

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

\$2,000,000 Property in the Course of Construction. (If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction).

\$500,000 Newly Acquired or Constructed Property. (No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII. A.)

\$25,000 Unscheduled Outdoor Property

\$250,000 Vandalism and Malicious Mischief to Tracks and Artificial Turf Fields

\$250,000 Property in Transit

\$250,000 Accounts Receivable

\$50,000 Property Damaged by Overflow of Sewers or Drains

\$100,000 Covered Leashold Interest - (Sublimit is lesser of amount listed here, or an amount prorated based on time between the Loss and the earlier of: Lease Expiration; Re-occupancy of leased property; or lease of new property)

\$250,000 Valuable Papers and Records - (Sublimit is lesser of: Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced; or amount of sublimit listed here)

\$25,000 Property Damaged by Computer Virus

\$250,000 Miscellaneous Property Damaged by Specified Cause of Loss or Theft - (Sublimit lesser of: Appraised Value; Fair Market Value; or Sublimit listed here)

\$6,174,750 Property Damaged by an Act of Terrorism or Sabotage. The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.



Special Districts Insurance Services
Property Coverage Declarations

Additional Sublimits and Deductibles (Per Occurrence):

Sublimits and Deductibles shown below, if any, are in addition to the sublimits shown above.

Locations Covered: Locations specifically listed on the Named Participant's Schedule of Property Values.

Perils Covered: Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the current SDIS Property Coverage Document.

Deductibles: As indicated on the Schedule of Property Values on file with the Trust

Contribution: \$5,426.00

Forms Applicable: SDIS Property Coverage Document

This Declaration is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Property Coverage Document. This Declaration represents only a brief summary of coverages.

Countersigned by: Frank Stratton
Special Districts Insurance Services

Wednesday, January 1, 2020



Special Districts Insurance Services
Comprehensive Crime Policy Certificate



Insured by the Travelers Casualty and Surety Company of America

Certificate Number: 35P26994-4482

Coverage Period: 1/1/2020 through 12/31/2020

Named Participant:

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

Agent of Record:

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

This Certificate of Insurance is a coverage description intended to provide important information about the protection available to the the referenced Insured under the Crime Master Policy (the "Master Policy"). Keep this coverage description for your records. This coverage description is not an insurance policy and does not amend, extend or alter coverage afforded by the Master Policy described herein. The insurance afforded by the Master Policy as described herein is subject to all the terms, exclusions and conditions of such Master Policy. The period is specified in the Master Policy.

The Master Policy has been issued to: Special Districts Insurance Services Trust - see attached Schedule of Named Insured's listed per spreadsheet List of Special Districts Members, Scheduled Limits and Retentions. Address: 727 Center Street NE, Salem, Oregon, 97301. Policy Number: 105870359 Underwritten by: Travelers Casualty and Surety Company of America, Hartford, CT 06183 ("Travelers") to provide insurance to an Insured for as described in this Certificate.

<u>For Any One Loss:</u>	<u>Limit:</u>	<u>Retention:</u>
A1. Employee Theft - Per Loss Includes Faithful Performance of Duty, same limit as A1, CRI-7126 Non-Compensated Officers, Directors-includes Volunteer Workers as employees, Deletion of Bonded Employee and Treasurer/ Tax Collectors Exclusion - CRI-19044	\$100,000	\$1,000
A2. ERISA Fidelity - same limit as A.1 (CRI-19044)	\$100,000	\$1,000
B. Forgery or Alteration	\$100,000	\$1,000
C. On Premises	\$100,000	\$1,000
D. In Transit	\$100,000	\$1,000
E. Money Order Counterfiet Currency	\$100,000	\$1,000
F1. Computer Fraud	\$100,000	\$1,000
F2. Computer Restoration - same limit as A1 or maximum limit of \$100,000	\$100,000	\$1,000
G. Funds Transfer Fraud	\$100,000	\$1,000
H1. Personal Accounts Forgery or Alteration - same limit as A.	\$100,000	\$1,000

General Information:

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call Special Districts Insurance Services for general information at 1-800-285-5461



Special Districts Insurance Services
 Comprehensive Crime Policy Certificate



Insured by the Travelers Casualty and Surety Company of America

H2. Identity Fraud Expense Reimbursement - same limit as A1 or maximum of \$25,000	\$25,000	\$0
CRI-19070 Social Engineering Fraud	\$100,000	\$1,000
I. Claims Expense \$5,000	\$5,000	\$0
CRI-7072 Third Party Entity Funds Coverage	Not Covered	Not Covered
	Contribution:	\$495

Claim Filing and General Information including a complete copy of the Master Policy:

Special Districts Association of Oregon
 PO Box 23879
 Tigard, OR
 Phone: 800-305-1736

Our claims staff will then coordinate and submit the official claim to:

Travelers Casualty and Surety Company of America
 Bond and Specialty Insurance Claim Department
 Cindy Bruder, 6060 S. Willow Drive, Greenwood Village, CO 80111
 Phone: 720-200-8476 Email: BFPCLAIMS@travelers.com

General Information:

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call Special Districts Insurance Services for general information at 1-800-285-5461

Schedule of Property Values - Section 1
Building, Other Structures and Scheduled Outdoor Property

Premises: Cascade Locks School

Structure: Cascade Locks School Coverage Class: Building

		26994P67802W		Const. Class	JOISTED MASONRY	YR. Built	1953	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Structure Value	\$0
300 SW WaNaPa				Prot. Class	5	# Stories	0	Fire Alm.	Yes	Quake Cov.	No	Effective Date	1/1/2020		
City	Cascade Locks	Zip	97014	Valuation	Replacement	SQF.	3,000	Security Alm	Yes	Vacant (Y/N)	No	Deductible	\$500	Personal Property Value	\$94,134
Appraiser		Date		Appraisal Rpt Code:		Comment						Contribution	\$85	Total Value	\$94,134

Premises Total:	Contribution	\$85	Total Value	\$94,134
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Premises: Hood River Library

Structure: Hood River Library Coverage Class: Building

		26994P9508W		Const. Class	JOISTED MASONRY	YR. Built	2006	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Structure Value	\$4,405,074
502 State Street				Prot. Class	2	# Stories	0	Fire Alm.	Yes	Quake Cov.	No	Effective Date	1/1/2020		
City	Hood River	Zip	97031	Valuation	Replacement	SQF.	19,468	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	Personal Property Value	\$1,591,812
Appraiser	CBIZ	Date	11/5/2015	Appraisal Rpt Code:		01-01	Comment					Contribution	\$5,257	Total Value	\$5,996,886

Premises Total:	Contribution	\$5,257	Total Value	\$5,996,886
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Premises: Parkdale Library

Structure: Parkdale Library Coverage Class: Building

		26994P9763W		Const. Class	JOISTED MASONRY	YR. Built	1930	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Structure Value	\$0
7300 Clear Creek Road				Prot. Class	5	# Stories	2	Fire Alm.	No	Quake Cov.	No	Effective Date	1/1/2020		
City	Parkdale	Zip	97041	Valuation	Replacement	SQF.	700	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	Personal Property Value	\$83,730
Appraiser		Date		Appraisal Rpt Code:		Comment						Contribution	\$84	Total Value	\$83,730

Premises Total:	Contribution	\$84	Total Value	\$83,730
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Hood River County Library District

Agent: Columbia River Insurance

Special Districts Insurance Services

Policy Year: 1/1/2020 to 12/31/2020

Schedule of Property Values - Section 1
Building, Other Structures and Scheduled Outdoor Property

** Flood Zones: The flood zone shown on the Schedule of Property Values is an estimate, either provided by the member, the insurance agent, or an independent appraiser. It is not a guarantee that the location is or is not in federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim under this Supplemental Coverage, a determination on the flood zone will be made based on a review of Federal Emergency Management Agency flood maps, not by the estimated flood zone indicated on this Schedule of Property Values. If there is any question that a location is in a Special Flood Hazard Area, then make sure you obtain NFIP coverage for the location.

Total Building, Other Structure and Scheduled Outdoor Property Value	\$4,405,074
Total Personal Property Value	\$1,769,676
Total Value	\$6,174,750
Total Contribution	\$5,426

Construction Class Options

Fire Resistive	Noncombustible
Modified Fire Resistive	Joisted Masonry
Masonry Noncombustible	Frame

Valuation Options

Actual Cash Value
Replacement Cost
Stated Value

Protection Class

Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.

Hood River County Library District

Agent: Columbia River Insurance

Special Districts Insurance Services

Policy Year: 1/1/2020 to 12/31/2020

General Liability Schedule

Per Occurrence Deductible: \$0.00

Code	Description	Unit	Amount	Effective	Expiration	Contribution
				Date	Date	
260150	2018-2019 Budgeted Personal Services *	Dollars	652,548	1/1/2020	12/31/2020	\$842
260160	2018-2019 Budgeted Materials and Supplies *	Dollars	599,300	1/1/2020	12/31/2020	\$1,638
260170	2018-2019 Budgeted Contingencies *	Dollars	112,000	1/1/2020	12/31/2020	\$0
260180	Number of Employees	Each	24	1/1/2020	12/31/2020	\$0
260190	Number of Volunteers	Each	60	1/1/2020	12/31/2020	\$0
260192	Number of Board Members	Each	5	1/1/2020	12/31/2020	\$0
260200	District Size	Sq Miles	522	1/1/2020	12/31/2020	\$0
260210	Population Served	Each	22,885	1/1/2020	12/31/2020	\$0
26100	Number of Drones (UAVs) Owned or Operated	Each	0	1/1/2020	12/31/2020	\$0
26215	Buildings & Premises - Occupied by District	Sqf	19,600	1/1/2020	12/31/2020	\$0
26900	Dollars Paid For Services	Dollars	10,000	1/1/2020	12/31/2020	\$0
26997	Events/Fundraisers - No Alcohol Served	Days	3	1/1/2020	12/31/2020	\$0
26998	Events/Fundraisers - Alcohol Served	Days	3	1/1/2020	12/31/2020	\$225
						\$2,705

Claims Schedule

Hood River County Library District

Property

2017

Type Paid Reserve Collection Incurred

Claim Number:	G CPR2017060950	Class Code:		Source:		PD	\$6,168	\$0	\$4,204	\$1,964
Claimant Name:	Hood River County Library	Status:	Closed	Cause:	Struck By Other Vehicle	EXP	\$2,329	\$0	\$0	\$2,329
Age:		Claim Type:	PR	Anatomy:			\$8,496	\$0	\$4,204	\$4,293
Accident Date:	7/5/2017	Open Date:	7/5/2017	Injury:						
Adjuster:	Hackbart	Close Date:	7/26/2018	District:	Hood River County Library District					
Description:	A delivery driver struck the library's awning that is over their delivery area.									

Claim Count: 1	\$8,496	\$0	\$4,204	\$4,293
Claim Count: 1	\$8,496	\$0	\$4,204	\$4,293
Claim Count: 1	\$8,496	\$0	\$4,204	\$4,293
Claim Count: 1	\$8,496	\$0	\$4,204	\$4,293

Special Districts Insurance Services - Policy Year 2019-2020 Comparison Report

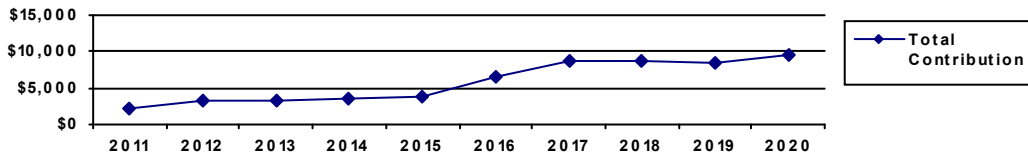
Hood River County Library District

Columbia River Insurance

The following comparison shows the difference in contributions from the 2019 policy year to the 2020 policy year renewal. The following summary shows the amounts and percentages that have changed from 2019 to 2020. This summary is intended only to give you a general idea of the rating components that influence contributions.

Coverage	Annualized 2019 Contribution	2020 Contribution after rate and best practices changes	Change after rate and best practices changes	% change after rate and best practices changes	Change in Exposures	2020 Contribution after exposure, and all other changes	Total contribution change	Total % contribution change
General Liability	\$2,840	\$2,879	\$39	1.37%	See Below	\$3,431	\$591	20.81%
Auto Liability	\$0	\$0	\$0	0.00%	0	\$0	\$0	0.00%
Non-Owned Auto Liability	\$150	\$175	\$25	16.67%		\$175	\$25	16.67%
Auto Physical Damage	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
Non-Owned APD	\$110	\$137	\$27	24.55%		\$137	\$27	24.55%
Property	\$4,813	\$4,931	\$118	2.44%	\$116,074	\$5,426	\$613	12.74%
Earthquake	\$0	\$0	\$0	0.00%	\$116,074	\$0	\$0	0.00%
Flood	\$0	\$0	\$0	0.00%	\$116,074	\$0	\$0	0.00%
Total	\$7,913	\$8,121	\$208	2.63%		\$9,169	\$1,256	15.87%
Pass Through Coverages								
Boiler and Machinery	\$0				\$116,074	\$0	\$0	0.00%
Crime	\$473					\$495	\$22	4.65%
Total	\$473					\$495	\$22	4.65%
TOTAL ALL LINES	\$8,386					\$9,664	\$1,278	15.24%

10-Year Annual Contribution History



Longevity Credit: See Longevity Credit Memo for details	Amount:	% of Contribution:
	\$546	5.65%

General Liability Exposure Comparison

Description	Last Year	Current year	Difference
Events/Fundraisers - Alcohol Served	3	3	0
2018-2019 Budgeted Materials and Supplies *	509,900	599,300	89,400
2018-2019 Budgeted Personal Services *	622,648	652,548	29,900

* Auto Liability Exposure = Number of Autos
 Auto Physical Damage Exposure = Total Insured Automobile Values
 Property Exposure = Total Insured Property Values
 Excess Liability = Materials and Supplies + Personal Services
 Boiler and Machinery = Total Insured Property Values

Loss Ratio	Best Practices
2015-2019 Loss Ratio: 13.97%	% Credit
	2019 14.00%
	2020 10.00%

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
December 31, 2019**

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 – 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.

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

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

OFFICES:

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

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

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of December 31, 2019, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the six months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C
January 13, 2020

Hood River County Library District
Balance Sheet - Cash Basis
December 31, 2019

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$177,312			\$177,312
Cash with Hood River County	927,107	\$94,760	\$91,605	1,113,472
Petty cash	416			416
Other	1,702			1,702
Total Current Assets	1,106,537	94,760	91,605	1,292,902
TOTAL ASSETS	\$1,106,537	\$94,760	\$91,605	\$1,292,902

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$9,831			\$9,831
Total Current Liabilities	9,831	0	0	9,831
Total Liabilities	9,831	0	0	9,831
Fund Balances:				
Unassigned	1,096,706	94,760	91,605	1,283,071
TOTAL LIABILITIES & FUND BALANCES	\$1,106,537	\$94,760	\$91,605	\$1,292,902

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Six Months Ended December 31, 2019

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$3,229		\$3,229
Property tax revenues - current year	867,747			867,747
Property tax revenues - prior year	13,351			13,351
Fines and fees	8,781			8,781
Intergovernmental revenue	2,637	5,114		7,751
Interest revenue	8,417		\$1,241	9,658
Miscellaneous	127			127
Total Revenues	901,060	8,343	1,241	910,644
Expenditures:				
Personal services:				
Wages and salaries	235,622	1,518		237,140
Employee benefits	92,454	-		92,454
Total Personal Services	328,076	1,518	0	329,594
Materials and services:				
Bank charges	70			70
Building rental	7,219			7,219
Building maintenance	8,196	6,298		14,494
HVAC	5,962			5,962
Elevator	1,029			1,029
Telephone	3,183			3,183
Internet	1,100			1,100
Collection development	37,713	6,638		44,351
Technology	5,992	1,429		7,421
Accounting and auditing	17,565			17,565
Courier	1,154	27		1,181
Custodial services	11,637			11,637
Technical services	5,157			5,157
Library consortium	13,069			13,069
Copiers	(556)			(556)
Elections expense	0			0
Furniture and equipment	2,604	1,828		4,432
Insurance	0			0
Georgiana Smith Memorial Garden	10,595			10,595
Legal services	2,958			2,958
Professional services	0			0
Dues and subscriptions	2,496			2,496
Miscellaneous	1,175	300		1,475
Postage and freight	335			335
Printing	277			277
Programs	9,185	5,748		14,933
Advertising	439			439
Supplies - office	5,868			5,868
Travel	2,269			2,269
Training	1,162			1,162
Board development	0			0
Parking reimbursement	200			200
Electricity	8,798			8,798
Garbage	768			768
Natural gas	1,244			1,244
Water & sewer - building	2,138			2,138
Total Materials and Services	171,001	22,268	0	193,269
Capital outlay	0	0	5,866	5,866
Total Expenditures	499,077	23,786	5,866	528,729
Revenues Over Expenditures	401,983	(15,443)	(4,625)	381,915
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	401,983	(15,443)	(4,625)	381,915
Fund Balance - July 1, 2019	694,723	110,203	96,230	901,156
Fund Balance - December 31, 2019	\$1,096,706	\$94,760	\$91,605	\$1,283,071

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Six Months Ended
December 31, 2019

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Tax revenues - current	\$9,628	\$867,747	\$928,493
Tax revenues - prior year	1,912	13,351	15,000
Interest revenue	2,168	8,417	12,000
Fines and fees	1,266	8,781	13,500
Intergovernmental revenue	0	2,637	0
Donations	0	0	0
Miscellaneous	0	127	0
Total Revenues	<u>14,974</u>	<u>901,060</u>	<u>968,993</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	485	3,579	7,376
Library clerk II	8,077	49,705	103,314
Library assistant I	4,515	27,066	54,228
Library assistant II	12,708	54,423	100,477
Librarian I	5,701	33,738	68,801
Librarian II	4,846	28,556	58,157
Library director	6,462	38,555	77,542
Payroll taxes and benefits:			
Retirement	6,196	25,696	34,977
Social security	3,372	18,038	35,947
Workers' compensation	48	99	1,200
Health insurance	17,337	46,970	100,800
Unemployment insurance	270	1,651	4,229
Total Personal Services	<u>70,017</u>	<u>328,076</u>	<u>647,048</u>
Materials and services:			
Bank charges	0	70	250
Building rental	944	7,219	14,530
Building maintenance	0	8,196	20,000
HVAC	0	5,962	15,000
Elevator	176	1,029	2,350
Telephone	611	3,183	5,100
Internet	225	1,100	5,800
Collection development	5,290	37,713	83,000
Technology	489	5,992	13,000
Accounting and auditing	8,790	17,565	27,000
Courier	209	1,154	2,300

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Six Months Ended
December 31, 2019

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Custodial services	1,823	11,637	23,000
Technical services	0	5,157	4,000
Library consortium	0	13,069	13,070
Copiers	65	(556)	2,400
Elections expense	0	0	0
Furniture and equipment	151	2,604	4,000
Insurance	0	0	9,000
Georgiana Smith Memorial Garden	1,940	10,595	25,000
Legal services	228	2,958	4,000
Professional services	0	0	0
Dues and subscriptions	280	2,496	4,000
Miscellaneous	22	1,175	1,000
Postage and freight	0	335	1,200
Printing	0	277	500
Programs	844	9,185	20,000
Advertising	0	439	1,500
Supplies - office	501	5,868	14,000
Travel	0	2,269	5,000
Training	0	1,162	4,000
Board development	0	0	1,500
Parking reimbursement	0	200	1,000
Electricity	1,336	8,798	21,000
Garbage	130	768	1,600
Natural gas	0	1,244	10,000
Water & sewer - building	431	2,138	5,200
Total Materials and Services	<u>24,485</u>	<u>171,001</u>	<u>364,300</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	0	0	100,000
Total Expenditures	<u>94,502</u>	<u>499,077</u>	<u>1,111,348</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(43,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>(43,000)</u>
Change in Fund Balance	<u><u>(\$79,528)</u></u>	<u><u>\$401,983</u></u>	<u><u>(\$185,355)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Six Months Ended
December 31, 2019

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$5,149	\$3,229	\$410,000
Intergovernmental revenue	0	5,114	0
Total Revenues	<u>5,149</u>	<u>8,343</u>	<u>410,000</u>
Expenditures:			
Personal services	(27)	1,518	5,500
Materials and services:	2,122	22,268	235,000
Capital outlay	0	0	169,500
Total Expenditures	<u>2,095</u>	<u>23,786</u>	<u>410,000</u>
Change in Fund Balance	<u><u>\$3,054</u></u>	<u><u>(\$15,443)</u></u>	<u><u>\$0</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Six Months Ended
December 31, 2019

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$218	\$1,241	\$1,500
Other Financing Sources			
Transfer from General Fund	0	0	43,000
Total Revenues and Other Sources	<u>218</u>	<u>1,241</u>	<u>44,500</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	5,866	75,000
Total Expenditures	<u>0</u>	<u>5,866</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$218</u></u>	<u><u>(\$4,625)</u></u>	<u><u>(\$30,500)</u></u>

See Independent Accountants' Compilation Report

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

For the Six Months Ended December 31, 2019

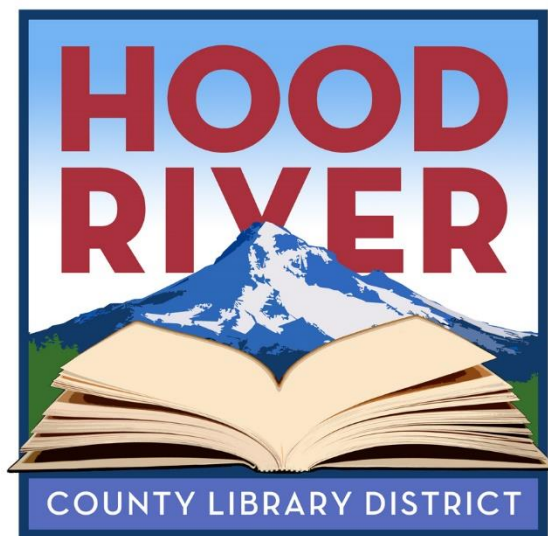
	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	RTR 2018	RTR 2019	RTR 2020	Total
Revenues:										
Donations and grants	\$0	\$0	\$1,694	\$35	\$1,000	\$500	\$0	\$0	\$0	\$3,229
Intergovernmental revenue									5,114	5,114
Total Revenues	0	0	1,694	35	1,000	500	0	0	5,114	8,343
Expenditures:										
Personal services:										
Wages and salaries:										
Library clerk I					650				48	698
Library assistant II					772				48	820
Employee benefits:										
Retirement					(7)				7	0
FICA										0
Workers compensation										0
Health insurance										0
Unemployment insurance					(1)				1	0
Total Personal Services	0	0	0	0	1,414	0	0	0	104	1,518
Materials and services:										
Building maintenance			6,298							6,298
Collection development			5,720		918					6,638
Technology			229		1,200					1,429
Courier					27					27
Programs			2,356		1,975	395	147	875		5,748
Furniture and equipment	0		1,828							1,828
Miscellaneous			300							300
Total Materials and Services	0	0	16,731	0	4,120	395	147	875	0	22,268
Capital outlay	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	0	16,731	0	5,534	395	147	875	104	23,786
Net Change in Fund Balance	0	0	(15,037)	35	(4,534)	105	(147)	(875)	5,010	(15,443)
Fund Balance - July 1, 2019	825	3,000	99,732	105	5,089	0	147	1,305	0	110,203
Fund Balance - December 31, 2019	\$825	\$3,000	\$84,695	\$140	\$555	\$105	\$0	\$430	\$5,010	\$94,760

See Independent Accountants' Compilation Report



Proposal for:

Hood River County Library District (HRCLD) feasibility and scoping exercise in the
Community of Odell



By: Katrina Zavalney

503-459-1345

KatrinaZavalney@gmail.com

www.AranyaSolutions.com

COVER LETTER

Dear Hood River County Library District,

I am excited to offer my facilitation and strategic planning services for the feasibility and scoping exercise in the community of Odell for expanding Library services to this area. My 20 years of experience in organizational development, facilitation, project management, and community organizing will support stakeholder engagement throughout the process. I will take what is feasible based on the information gathered and develop a plan of action for the Hood River County Library District (HRCLD community).

The focus of this project will involve specific groups and strategies:

- Input from the Hood River County Library District staff, HRCL Board, HRCL Foundation, Friends of the Library, stakeholders, and partners for their institutional knowledge and insight.
- Outreach and gathering information from stakeholders and community at large. Specializing in interviewing people, gathering and distilling information necessary to develop a strategic plan.
- A collaborative strategy is infused into every part of the process. Collectively we would first work with those closest to the project, in an action research format, to then expand to gather community input at large.

My focus is on well-facilitated meetings with the emphasis on high levels of enthusiasm, energy, and engagement. My experience in education is in learning styles and community development, with a deeper study in graduate school, gaining a master's degree in psychology with a focus in organizational development has helped me bond with different community groups to assess their needs and be a bridge to resources for a more fulfilling experience in our work together. I enjoy working with all ages and empowerment through education. Creativity, empathy, and leadership development are infused in all processes. I think strategically in the areas of capacity building, social change, developing partnerships and work well with groups of all sizes to design and maintain systems to ensure successful development.

As the Executive Director for Clarksdale Revitalization Inc. in the Mississippi Delta, I coordinated efforts between projects and organizations for a stronger, more vibrant Clarksdale community. The organization was strained and required a focus on rebuilding, both internally and externally. In a few short months, I developed a workable structure, logo, and brand for this organization to develop events, programs, partnerships, collaborations, and support community and economic development initiatives. I found funding and developed a team to create a vibrant Farmers' Market with vendors, activity areas for kids, pet adoptions, recycling, live music, art, and a Health Corner. The success of this program was based on the partnerships developed, which included the Mayor, Tourism Commission, Chamber of Commerce, Hospitals and Health organizations, City, County, Library, Youth Programs, Non-Profits and Restaurants with "Farmers' Market Specials" on menus.

English is my primary language and I speak some Spanish. While it is not ideal that I am not fluent in Spanish, I would be happy to work with the outreach specialist and translators. I have experience working with translators during recent projects in Nepal and Uganda where I facilitated community development and permaculture farming projects.

I'm excited to share the following proposal with you. I look forward to hearing from you.

Kind regards,

Katrina Zavalney

EDUCATION & SUMMARY OF SKILLS

EDUCATION

Sonoma State University, Rohnert Park, CA

M.A. 2010 Masters in Psychology with a focus in Organizational Development, GPA 3.9

Evergreen State College, Olympia, WA

B.A. 2006 B.A. Focused on Education and Learning Systems and Community Development. National Dean's list for academic achievement, Evergreen State College 2003

SUMMARY OF SKILLS

Organization Development: Organizational Systems Design, action planning that is specific, manageable, achievable, realistic, and timely. Resulting in increased innovation, group effectiveness, and systems development.

Sustainability: Environmental responsibility and education. A look at whole systems design, life cycles, supply chain analysis, waste management, and how to be more sustainable in every way possible.

Community Building & Youth: Community building and integration through stakeholder engagement, activities, and programs. Empower local community resource development including government and neighborhood relations.

Strategic Development and Project Management: Review the needs and resources for identifying and achieving goals for creating action plans and improving workflow for cohesion and production.

Programming & Events: Develop culturally appropriate programs and events to engage participants in activities that meet the needs of the community or organization. Examples are educational events, health, cultural arts, youth, sustainability, gardening, cooking, life skills, and partnership development.

Facilitation: Facilitate both large and small groups with a variety of applications; strategic planning, and agendas to keep meetings organized, efficient, and effective. Work through seemingly impossible interpersonal challenges to achieve win/win lasting results. Professionally trained in multiple styles and techniques over 20 years.

Additional Trainings to Further Facilitation Skills:

- Facilitating Client Collaboration ToP training, ICA Nepal (Institute for Cultural Affairs) 2018
- Group Facilitation Method, ORID, Consensus Decision Making, ToP training, ICA India. 2017
- Empowering Youth Through Creativity, Culture Jam, Oregon Country Fair & The Power of Hope. 2017
- Toastmasters Speaking club (2016, 2012, 2002)
- Ecology of Leadership, Regenerative Design Institute, James Stark, Regenerative Design Institute. 2010
- MBTI Personality Type Training, Dave Warner and Associates. 2009
- Training in Evolutionary Leadership for Sustainability, Alexander & Kathia Laszlo, Syntony Quest. 2007
- Youth Leadership Training, empowerment through the arts, The Power of Hope. 2000-2004
- The Pursuit of Excellence Interpersonal Dynamics Training. 2001
- Facilitation and Group Dynamics Training, The City Repair Project. 2000-2003

RELEVANT WORK HISTORY & CLIENTS

Aranya Solutions

Founder – National & International non-profit organization (2010 – present)
Support organizations and communities to provide programs, structure, strategy, facilitation, and organization needed to ensure dynamic success and further connectivity. Identify assets and resources to coordinate efforts between leaders, projects, and organizations for stronger, more vibrant communities. Partners and projects range from improved livelihood programs in countries such as Nepal, Africa, Myanmar. Corporations of grassroots communities and campaigns to develop project plans to reach stated goals. www.AranyaSolutions.com

Clarksdale Revitalization Inc.

Executive Director - Clarksdale, MS (2014 - 2015)

Coordinated programs for revitalizing Clarksdale, Mississippi. Population 17,000. Developed a successful Farmers Market with 1,000 weekly attendees, received grants for economic and community development. Helped develop the downtown revitalization plan by creating a neutral and professional space for the city, county, public utilities, tourism board, and other interested parties to develop a strategic plan. Served as an information resource for business and community and a conduit for assistance across the Delta region, working with Mayors, community leaders, and foundations.

Mississippi Sustainable Agriculture Network

Strategic Planning & Capacity Building Consultant - Mississippi (2014 - 2015)

Developed a 5+ year strategic plan for a state-wide sustainable agriculture and program development that included management, budgeting, capacity development and strategic partnerships. This success led to new state policies and the Alabama Sustainable Agriculture Network hiring me for their strategic plan.

The Walt Disney Company

Internal consultant for companywide environmental initiatives - Burbank, CA (2010 - 2012)

Created communication plans and implementation process for environmental policies, supply chain, research, and development. Effectively identified and created communication systems internally with 10+ large business units including ABC, ESPN, Disney Theme Parks, Feature Productions and several international cultures. This led to the most robust Disney Environmental Policy developed: Paper Policy.

Environmental Defense Fund Innovation Exchange with DIG IN Consulting Group

Consulting Team (2009-10)

Catalyzing learning and action around sustainability through building partnerships and coalitions; facilitating events, training, and learning communities; increasing the capacity of communities and organizations to understand and embrace sustainable solutions.

Client Manager: Odin Zackman, DIG IN consulting

Kellogg Foundation Food and Fitness Initiative

Co-Chair, Built Environment Team - Oakland, CA (2008) HOPE Collaborative.

Set standards for the national program; lead innovative asset mapping, volunteerism, and organizing procedures in four under-funded areas of Oakland, CA. Working in collaboration with staff, partners, city planners, public health officials, and community members.

REFERENCES

Previous clients for whom comparable work was completed

Aranya Solutions & Rotary International:

Ishu Subba, Director of ICA Nepal, Community Improvement Project (2017 – present)
subbaishu@gmail.com / Kathmandu, Nepal

Clarksdale Revitalization Inc.:

Kappi Allen, Director of Tourism for Clarksdale and Clackamas County, key partner organization & Farmers Market. (2014-2015)
662-902-7729 / kappilooney@gmail.com / Clarksdale, MS

Chris Coleman, President of the Chamber of Commerce for Clarksdale and Clackamas County, key partner organization. (2014-2015)
662-645-2128 / yesmyideaswork@gmail.com / Clarksdale, MS

Mississippi Sustainable Agriculture Network:

Daniel Doyle, Executive Director, Strategic Planning Partner (2014-2015)
413-441-7785 / info.msan@gmail.com / Oxford, MS

Disney:

Del Birmingham, Manager, Disney Environmental Policy, Corporate Citizenship (2010 – 2012)
818-640-1264 / delb0258@sbcglobal.net / Burbank, CA

Environmental Defense Fund's (EDF) Innovation Exchange:

Odin Zackman, DIG IN consulting partner
415-867-1369 / odin@digin.org / Berkeley, CA & New York, NY (2009 -2010)

Testimonials:

Rating as “Raising the Bar” for project management at The Walt Disney Company, Katrina has been very successful at rapidly learning about environmental standard elements and then creating effective support collateral. Her awareness and sensitivity to critical details and business unit needs has helped to improve the effectiveness of Environmental Policy communication efforts. Katrina has managed the timing and issuance of standard communications, and coordinated very effectively with others, both inside and beyond the Disney Corporate Citizenship teams. She also successfully led the production of a short video on Balloon Use, including a guest appearance by Crush from *Finding Nemo*!

-Marialyce Pedersen, Supervisor, The Walt Disney Company
818-567-5096

Manager, Disney Environmental Policy, Corporate Citizenship

Katrina is driven, energetic and passionate about everything she does. She was instrumental in working with me to roll-out production guidelines for environment and sustainability at Disney Interactive. She is knowledgeable and effective at leading the implementation of plans. I would love the opportunity to work with Katrina again!

-Nicole Rustad, managed indirectly at The Walt Disney Company
250-212-0774 (Canada)

Corporate Citizenship Program Director at Disney Interactive

PROPOSAL

Hood River County Library District (HRCLD) feasibility and scoping exercise for the Community of Odell

Proposed Activities and Methods:

1. Needs Assessment Process

Identify what has been accomplished, build foundation for gathering information to outline the plan.

Deliverables:

Identify the purpose, planning process, and create the initial draft outreach plan that includes potential partners for Odell community Library, and capacity for growth.

Identify including how to raise awareness of existing Library services and resources and how the plan will meet the future needs of Odell.

Method:

- Action Research: Review work that has previously been done.
- Evaluate effectiveness of current bus pilot to determine next steps in outreach plan & partners.
- Identify what has worked well. Assess process. Conduct review sessions with staff and board.
- Identify HRCL Board and staff's needs and desires through meetings, surveys, and interviews.
- Document all ideas in a transparent location which everyone can access.
- Identify demographics of Odell (work with census.)

2. Mapping Exercise

Identify key stakeholders, sponsors, and partners prospect list and outreach avenues.

Deliverables:

Map + a list of partners. Analyze how best to work with each. Collaborate with HRCLD staff members, including Library Director, Assistant Director, Bilingual Outreach Specialist, HRCL Board, HRCL Foundation, and Friends of the Library.

Hold meetings with stakeholders, community leaders, and community members for information giving and gathering. Start with those more connected. Establish formal partnerships with clear objectives.

Method:

- Map and list out organizations and groups in Odell. Identify as many parties as possible.
- SWOT analysis - Strengths, Weaknesses, Opportunities and Threats of partnerships.
- Partner with Odell Coalition, and identify coalition partner organizations to interview. Participate in meetings, interview Coalition partner organizations, identify what funding sources and services the coalition currently has. Identify if there is going to be a community center built and potential Library participation.
- Identify institutions and alliances, such as Gorge Grown, Odell Alliance, School District, Parks and Rec, Next Door, and Webster Business Park.
- Identify sports, clubs, mom's groups, hobbies, local popular restaurants, pubs and clubs.
- Involve the packing facilities, and if possible, have focus groups or surveys with employees.
- Identify formal leaders and organization constituents to further identify informal leaders.
- Partners and relationships through Feast of Words.

3. Initial assessment interviews with current stakeholders and partners in Odell As information is gathered, create outreach plan distilling themes and priorities from each meeting.

Deliverables:

Create a detailed outreach plan - clarify outcomes and purpose statement. Review with Library District staff. Further evolve a map of stakeholders as more information is discovered.

Method:

- Interviews, appreciative inquiry, focus groups, and surveys with current stakeholders, identify who uses the Library services, and what their constituents would benefit from most in Odell.
- Have bilingual outreach specialist and translators available.
- Record, document, distill, and theme in shared folders.
- Identify Library needs and services desired by the Odell community.
- Give stipend to people who participate in the focus groups and interviews and provide childcare for the meeting. Provide refreshments.
- Ask Latinx folks what is important to them in terms of learning, education and community needs. Dive into what they need and what the significance of education means to them. Use this to help explain the significance of a Library as a free education center and free internet access.
- Consider funding opportunities, sponsorships, and grants to support Library services in Odell.
- Highlight programs such as the mini-Library, pop-up Library, Community Park and the Odell Bus that bring people to the Hood River Library. Share the success of the Elementary School Library.
- Identify meaningful partnerships and engagement in cultural activities, such as Day of the Dead.
- Build upon success and relationships through Feast of Words.
- Add to map and list of stakeholders as more are discovered.
- Identify best methods for communication to stakeholders and their constituents for community outreach (text, phone, flyer, email, mail, school announcement, social media channels, etc.)

4. Messaging, Channels, and Locations for Community Input

How we communicate the objectives and opportunity for community members to participate is a key component of developing the outreach plan. We will use this process for information gathering and as a tool to raise awareness of existing and potential new Library services and resources.

Deliverables:

Assessment of the ideal messages and channels to communicate through. Identify objectives for the overall outcome and target audience. Engage network of stakeholders to help plan, publicize, and execute each information gathering session. Develop goals and guidelines and tools to foster engagement. Ensure methods used to communicate with members of the community reflect cultural awareness of all community members. Outreach materials will be bi-lingual in English and Spanish.

Methods:

- Distill themes and priorities from Stakeholders. Synthesize interviews, research, and messaging platform into a plan with a timeline.
- Identify successful messages and methods used previously from staff, board, and stakeholders.
- Identify best methods for communication (text, phone, flyer, email, mail, social media, school announcement, etc.) Materials will be bi-lingual.
- Compare/ contrast to other libraries messaging and outreach used locally and nationally.

- Ensure methods used to gather information and communicate with members of the community reflect cultural awareness of all community members.
- Incorporate technological and in-person approaches and use of bilingual materials with community members, which will require various types of communication and technology.
- Identify social media channels to reach a broad audience of all ages.
- Interview formal and informal leaders; identify how the word really gets around in Odell.
- Scan and preliminary map of ideal locations for outreach. Stakeholders, meeting halls, and viable locations into a list and resource map.
- Define messaging for Farmer’s Market Library & outreach activities at the market, work with performers to say something about the Library on-stage, ensure messages are bilingual.
- Select meeting locations, dates, and times with Library District Staff to gather community members input on Library services and feasibility of Odell Library.
- Develop plans with stakeholders on how they can support outreach for the community meetings.
- Identify and secure media sponsors.
- Create attractive, user-friendly interface that allows for planning, outreach, notetaking, posting of documents, and continued connections among participants.
- Provide key websites/resources and ways community can get involved that we can circulate to partners and stakeholders.

5. Outreach and Engagement for Community Input

Gather community input on needs and desires for Library services, raise awareness of current services and share the value of Library and education in Odell.

Deliverables:

Gather community input. Work with District staff to develop outreach materials based on messaging discoveries. Define tools and guidelines for outreach and planning. Coordinate with established planning teams and outreach partners, utilizing the map of stakeholders. Identify and seek to engage a broad spectrum of sectors of the community, such as families with young children, young adults, older adults, business community. Theme community input from each session and define future messaging for Library services. Gain clarity on the value proposition of Library services to use in the final outreach plan.

Methods:

- Outreach preparation and follow-through. Review other cities and towns nationally and local outreach strategies for best practices and ideas. Attend the Oregon Library Association conference to network and learn from other small Library outreach techniques.
- Create a technology plan and outline process of communication and outreach for local engagement strategies and materials, developed in collaboration with stakeholders and events.
- Activate media sponsors for press releases on activities for outreach, Library services, including expanding adult literacy and ESL opportunities for Spanish speakers.
- Engage Library patrons and non-Library users in their interests in Library services in the future. Focus on Latinx community educational needs and desires that are culturally appropriate.
 - Survey’s – written & oral, Focus Groups, Door to Door / 1 on 1 interviews, World Café.
- Continue to identify connections with other events, networks, groups to outreach with.
- Identifying what resources are in the community already that are not available outside of Odell that could be shared in the Library space (like local history) and what infrastructure is needed to update old technology to current to future technology.

- Provide childcare, food, and a small stipend for community members to participate.
- Have outreach sessions at Schools – engage with school principals and teachers.
- Create survey for use on all county Library computers identifying user demographics then employed to update future Library services.
- Evaluation of planning process, venues, food, and outcomes.

6. Synthesize findings - Draft final report

Deliverables:

Identify themes, stakeholders, description of the methodology to implement, tasks, and timeline. Schedule of costs to complete the project.

Methods:

- Draft report. Include time for edits and synthesizing of information.
- Identify future uses of Library and technology needed to adapt to providing an array of services.
- Review with district staff, board, appropriate stakeholders.
- Utilize shared folder of documents
- Use and adapted Force Field Analysis (FFA)- where we look at the impacting factors for and against the plan to develop comprehensive strategy and partnerships on how we can reach these outputs and objectives. The plan will incorporate a bigger picture ‘ecology’ of how the Library programs and initiatives work together in the county with a focus on Odell. We will have themed components together to reflect on where to put time and resources.
- Identify costs and budget for services. Identify funding and revenue streams.

7. Develop Final Report - Planning and Convening with District Staff and Board

Deliverables:

Reports, shared repository of documents, feedback from community, and a map of stakeholders.

Methods:

- Share the final report and plan that will address the implications of the proposed priorities and goals for Library services in the community of Odell.
- Hold a series of meetings and conference calls (national and regional) for partners and sponsors to give feedback – fine-tune report per feedback received. Investment and ideas from local and national planning teams generated through relationship building.
- District convening to develop new Library or center based on the feasibility study.
- Determine best practices and tools for outreach and engagement for on-going support and success for community engagement and use of services. This includes expanded ESL opportunities for Spanish speakers; other services discovered that would be beneficial, transportation, partnerships, action plan, resources for support, outreach materials (bilingual), and process that worked from the feasibility study.
- The plan will define the next steps and goals for the next few years.

TIMELINE

Component	Deliverables/ Outcome	Method	Timeline	Cost
<p>1. Needs Assessment/ Action Research.</p>	<p>Review work that has previously been done.</p> <p>Evaluate effectiveness of current bus pilot and determine next steps.</p>	<p>Review/ Research Strategic Plan, identify where we are on the plan, what has worked well, what hasn't. Assess process.</p> <p>Identify HRCL Board, Foundation and staff's needs and desires through meetings, survey, and interviews.</p> <p>Document all ideas and documents in a transparent location everyone can access.</p>	<p>Jan – Feb 2020</p>	<p>\$1,000</p>
<p>2. Identify key stakeholders, sponsors and partner prospect list and outreach avenues. (Map)</p> <p>Develop a service plan and explore collaboration with prospective partners.</p>	<p>Map & List of partners and how to work with them.</p> <p>Collaborate with HRCLD staff members, including Library Director, Assistant Director, Bilingual Outreach Specialist and Friends of the Library.</p>	<p>Identify demographics of Odell. Map and list out organizations and groups in Odell (Packing association, unions, mom's groups). Identify as many groups in Odell as possible.</p> <p>Partner with Odell Coalition, and identify coalition partner orgs to interview.</p> <p>Identify formal leaders and organization constituents.</p>	<p>Jan – March 2020</p>	<p>\$2,000</p> <p>Translator: \$500 (as needed)</p>
<p>3. Initial assessment interviews with current stakeholders and partners in Odell.</p> <p>Through process, as information is gathered, create outreach plan distilling themes and priorities from each meeting. Discuss with District Staff & Board</p>	<p>Create detailed outreach plan - after initial reviews and interviews for planning process, clarify outcomes, purpose statement. Review with Library District staff.</p> <p>Hold meetings with stakeholders and community leaders. Establish formal partnerships and clear objectives.</p> <p>Further develop map and stakeholders as more are discovered.</p>	<p>Interviews, focus groups and surveys, needs assessment, participatory action research.</p> <p>Work with bilingual outreach specialist and translators.</p> <p>Record as much as possible, document, distill & theme in shared folders.</p> <p>Identify Library needs and services desired by the Odell community.</p> <p>Identify themes and outreach avenues.</p>	<p>March 2020</p>	<p>\$2,000</p> <p>Translator: \$1,500</p> <p>Food & Drink: \$1,000</p> <p>Child care: \$500</p>

Component	Deliverables/ Outcome	Method	Timeline	Cost
<p>4. Messaging and Mapping Locations for Odell Library Services Outreach</p> <p>Ensure methods used to gather information and communicate with members of the community reflect cultural awareness of all community members.</p>	<p>Assessment of ideal messages to communicate and target audience. Bi-lingual in English and Spanish.</p> <p>Distill themes and priorities from each meeting, share with District Staff – use to formulate messaging and process.</p> <p>Synthesize interviews, research, and messaging platform into a plan with a timeline.</p>	<p>Identify best methods for communication.</p> <p>Identify successful methods used previously from staff, board, stakeholders, community members, groups and leaders.</p> <p>Use outreach messaging as both information gathering and as a tool to raise awareness of existing and potential Library services and resources.</p> <p>Compare/ Contrast to other libraries messaging.</p> <p>Scan and preliminary map of ideal locations for outreach.</p> <p>Messaging for Farmer’s Market.</p> <p>Identify media sponsors for press releases.</p>	<p>March- April 2020</p>	<p>\$2,000</p> <p>Translator: \$1,500</p> <p>Outreach materials, including graphic design, printing and adds: \$3,000</p>
<p>5. Outreach and Engagement Strategies</p>	<p>Gather community input on needs and desires for a Library and services</p> <p>Raise awareness of current services, share the value of Library and education in Odell.</p> <p>Develop outreach materials - Tools and guidelines for outreach and planning – theme.</p> <p>Gain clarity on value proposition and intended impact.</p>	<p>Outreach Implementation with general community. Include Latinx community. Engage Library patrons and non-Library users to identify Library and educational needs, culturally appropriate, as desired by the Odell community.</p> <p>Surveys – written & oral, Focus Groups, Door to Door / 1 on 1 interviews, World Café.</p> <p>Provide child care, food, and small stipend for community members to participate.</p> <p>Attend the Oregon Library Association conference to network and learn from other small libraries.</p> <p>Continue to identify connections with other events, networks, groups to outreach with.</p>	<p>April – May 2020</p>	<p>\$3,000</p> <p>Translator: \$1,500</p> <p>Focus Group – food, drinks, child care, stipend = \$3,000 (negotiable)</p> <p>Conference Fee & accommodations:</p>

Component	Deliverables/ Outcome	Method	Timeline	Cost
6. Synthesize findings - Draft final report	Identify themes, stakeholders, a description of the methodology to implement, tasks, and timeline. Schedule of costs to complete the project.	Draft report. Include time for edits and synthesizing of information. Force Field Analysis - look at the impacting factors for and against the plan to develop comprehensive strategy and partnerships Review with district staff, board, appropriate stakeholders. Utilize shared folder of documents.	May-June	\$2,000
7. Develop Report - Planning and Convening with District Staff and Board	Report. Share a repository of documents, feedback from community, and a map of stakeholders.	Share the final report and plan that will address the implications of the proposed priorities and goals for Library services in the community of Odell. Hold a series of meetings and conference calls (national and regional) for partners and sponsors to give feedback – fine-tune report per feedback received. Determine best practices and tools for outreach and engagement for on-going support and success. The plan defines next steps and goals over the next few years. District convening to develop a new Library or a center, depending on the feasibility study results.	June 2020	\$2,000
TOTAL		Consultant fee: \$14,000 Additional costs (refreshments, childcare, translator) - negotiable: \$12,500		\$26,500

CONCLUSION

The work proposed here focuses on the importance of thorough outreach and emphasis on catalyzing learning and action around Library services and education through building partnerships and coalitions; facilitating outreach events, trainings, and learning communities, and increase the capacity of communities and organizations to understand and embrace Library services which will continually evolve and remain relevant to future participants. We will share the value of the Library's focus on education and community, and as a safe space to explore and learn new things. Odell is a small town that has people from different backgrounds and interests, it is our goal to identify how the Library services can serve this broad community's growing needs and desires while sharing the value of what the Library is today and what it can be in the future. Together, we will create clear guidelines ensuring broader adoption and buy-in through collaboration with the community.

I am confident that I would be able to meet the goals of your organization to help build relationships that sustain a thriving civic society. Please consider me for your team. It would be an honor to support this good work and mission. If you see this as a good fit, I would be happy to engage in a deeper conversation.

Kind Regards,

Katrina Zavalney

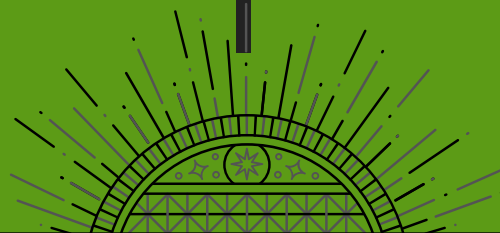
P: 503-459-1345

E: KatrinaZavalney@gmail.com

W: www.AranyaSolutions.com

PROJECT PROPOSAL

LIBRARY SERVICES IN ODELL



**CONSTRUCTIVE
DISRUPTION**

**PROPOSED BY
STEPHANIE CHASE,
CONSTRUCTIVE
DISRUPTION, LLC**

02	ABOUT CONSTRUCTIVE DISRUPTION
03	OUR VIEW ON PLANNING: ENGAGEMENT TECHNIQUES, DATA, RESEARCH
05	OUR TEAM
07	PROJECT APPROACH
11	PROJECT TIMELINE
12	PROJECT COSTS
13	REFERENCES

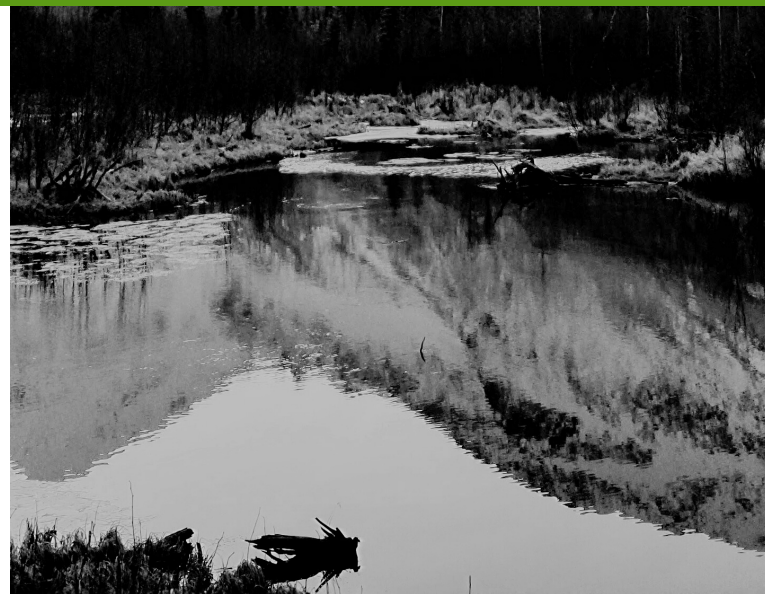
TABLE OF CONTENTS

CONSTRUCTIVE DISRUPTION ABOUT US

At Constructive Disruption, we believe any plan staff have been able to contribute to is a plan that will become part of their everyday work life. This may be direct participation in writing the plan, leading sessions with colleagues, collecting community input, consulting in how to operationalize the plan, embracing the mission, presenting to the stakeholders, revising the data collected in order to support the goals in the finished plan — there are a multitude of possibilities.

BREAKING DOWN BARRIERS TO PROGRESS

We also believe that any process is stronger when it not only includes staff participation and expertise, but asks staff to take a leadership role in the process. **We build all of our processes with this collaborative mindset at the heart.**



This strengths-based, human-centered approach is what sets our consultancy work apart. When appropriate, we undertake the role of expert or “play the heavy;” there are certainly times when a message delivered by a consultant will be a message heard.

The main goal of our work is to ensure sustainability by unlocking organizational capacity and providing staff across all levels in the organization with new insights and new techniques that enable them to successfully carry the work forward. **If you believe your organization's greatest asset is its people, we're the group who truly believes in helping you grow and celebrate that asset.**



OUR VIEW ON ENGAGEMENT TECHNIQUES

FOCUS ON WHAT'S POSSIBLE, NOT WHAT'S PROBABLE

We approach community engagement with the ultimate goal of the library moving closer to being available for and welcoming as broad a range of the community as possible.

We use the following community input methodologies and toolkits to shape our engagement questions and activities:

- The International Association for Public Participation (IAP2)'s **Public Participation Pillars**.
- A **range of brainstorming methods**, giving ample opportunity for individual and group, verbal and non-verbal, and written and kinesthetic options for contributions. **A particular favorite is the World Cafe method.**
- Principles of **Design Thinking**, including empathy mapping and prototyping.
- **Passive collection**: post-its, dotting, or other individually interactive methods.
- **Of/By/For** [the organization]'s **questions and guidelines for participation.**
- **Government Alliance on Race and Equity (GARE)'s toolkits.**



OUR VIEW ON ENGAGEMENT DATA & RESEARCH

Research and the collection of data is an opportunity to move beyond the bias of the status quo. In public service, we often fall prey to serving the customer profile who we interact with the most, seeking to continuously improve that customer profile's experience.

Traditional community input, particularly around libraries, typically falls into what we would describe as "more": more hours, more storytimes, more books, more seats, more meeting rooms, etc.

We find more value in planning processes as an opportunity to:

- **Reach out to a potential new partner group**, particularly one that represents an underserved or marginalized community;
- **Rigorously examine the gaps** between community demographic data and our staff as well as our patron base;
- **Test what opportunities we are missing** in our volunteer program and what the community would respond to;
- **Seek to understand what implicit "keep out" messages we are sending**, and engaging the community in how to turn them into messages of welcome.

OUR TEAM

STEPHANIE CHASE, PRINCIPAL



With more than twenty years of experience in local and municipal government, serving communities ranging from the small and rural in New England, resort communities, and some of our largest urban centers on both the east and west coasts, Stephanie is an accomplished innovator and change leader with significant experience leading organizational design and effectiveness and community engagement initiatives.

In addition to her leadership roles, Stephanie was the founder of two non-profits, has been active in local government organizations, and currently serves on the Board of Directors for the Public Library Association.

HILLARY OSTLUND, PRINCIPAL



Inspiring and empowering people to be their best selves and love their work = Hillary's jam. With nearly twenty years spent in public libraries and municipal government organizations, Hillary specializes in leading organizational change and transforming service delivery. Passions and areas of strength include recruitment, organizational development, employee engagement, and workplace culture.

A continuous learner with a background in design thinking, community and people engagement, and servant leadership, Hillary is constantly looking to inspire the workplace to disrupt the this-is-how-we've-always-done-it way of thinking.

BILINGUAL OUTREACH SUPPORT

MEGAN EATOUGH

Megan's bio, include info on Adelente; need a photo



PROJECT APPROACH

With the District's strategic goal of creating a stable presence in Odell, the opportunity to engage with the Odell community to better understand their future needs is essential. It is also an opportunity to think creatively, approaching needs with an open mind to potential solutions.

The project approach on the following pages outlines a process that will achieve the following outcomes:

- Continuous communication and collaboration between Constructive Disruption and Hood River County Library District staff
- Engagement with staff, Board, community stakeholders, and community members through formal and informal opportunities
- Facilitation, including reporting out, of community engagement sessions
- Increased awareness in the Odell community of existing, and potential, library services
- Accountability for advancing Hood River County Library District's goals through the development of a summary report which includes an action plan and implications of the proposed priorities.



In addition to the stated outcomes, the final report will be structured to ensure the proposed recommendations are realistic based on staff capacity and available resources.

FOCUS ON
WHAT'S
POSSIBLE,
NOT WHAT'S
PROBABLE

PROJECT APPROACH

TASK ONE: PREPARE DRAFT OUTREACH PLAN

During late January and February, Constructive Disruption will:

- travel to HRCLD for a one hour kick-off meeting with key staff
- offer up to two hours of additional virtual planning support
- provide a virtual presence at the March 17 Board meeting, if desired
- engage in research, including gathering and reviewing existing data for assessing community needs
- offer passive engagement opportunities for staff
- identify ways to raise awareness of existing and potential library services
- collaborate with staff, particularly the HRCLD outreach specialist, to identify key stakeholders
- develop a draft outreach plan, covering March, April, and May.

Constructive Disruption will provide HRCLD leadership with the draft of the plan by March 6, in order to give staff time to provide feedback and make changes ahead of the presentation to the Board at their March 17 meeting.



We would ask for staff to be engaged in this stage of the planning work in order to better understand the community and share their expertise.

Opportunities for staff to better understand the community they serve as part of the strategic process is essential, and the collection and analysis of data, ethnographic research, and the passive and informal engagement opportunities are key ways to involve staff in the planning process while also asking them to investigate their own perceptions. The level of staff participation will be guided by HRCLD leadership.

PROJECT APPROACH

TASK TWO: ENGAGEMENT AND OUTREACH

During March, April, and early May, Constructive Disruption will:

- travel to HRCLD for four in-person community engagement sessions of up to four hours each
- offer up to two hours per month, virtually, of additional planning support or project check-ins with HRCLD leadership
- prepare a direct mail request for feedback and participation, aimed at non-users, if HRCLD so desires
- support staff in frequent passive engagement opportunities, particularly for the weekly pop-up in Odell
- begin drafting the final report.

All in-person engagement sessions may be bilingual, or Spanish-only sessions may be held. Spanish-only sessions could also be offered concurrently with English sessions. This will be at the preference of the HRCLD.

Methodologies used at the sessions will include the World Cafe brainstorming style and design thinking and prototyping.



In this stage of the plan, staff engagement will look one of two ways: one, passive and/or reflective engagement opportunities with the information collected at the community engagement sessions; and two, participation in the community engagement sessions.

Participation in the sessions will allow staff to take part in a variety of brainstorming and engagement processes, allowing them to learn or further develop key skills that will be useful after the end of this project. We also believe continuity for the community is key; with staff part of the process, relationships with community members will be strengthened.

PROJECT APPROACH

TASK THREE: PREPARE FINAL WRITTEN REPORT

During late May and June, Constructive Disruption will:

- prepare a final report, which will include our findings, additional information on our methodology, a listing of participants, a summary of input received, and a recommendation for services or other support for Phase III, as determined by HRCLD leadership
- provide up to three one hour virtual meetings, including one ahead of the June Board meeting
- attend one in-person meeting in order to present the plan at the June Board meeting.

The final report will be made available in both English and Spanish, if so desired by the Hood River County Library District.

Constructive Disruption will provide HRCLD leadership with the final draft of the plan by June 5, in order to give staff time to provide feedback and make changes ahead of the presentation to the Board at their June 16 meeting.



IT'S NOT JUST
ABOUT THE
WRITTEN
REPORT...LET'S
BUILD CAPACITY
AND SKILL
WITHIN YOUR
STAFF TO
ENSURE
SUSTAINABILITY.

PROJECT TIMELINE

January	
	prepare draft outreach plan
February	
	prepare draft outreach plan
March	
	draft outreach plan to HRCLD leadership by March 6
	outreach plan to HRCLD Board for March 17 meeting
	begin community engagement
April	
	community engagement
May	
	community engagement
	begin preparation of final report
June	
	final report provided to HRCLD leadership by June 5
	presentation of final report to the HRCLD Board for June 16 meeting

PROJECT COST PROPOSAL

Description of Work	Hours	Cost
Meeting Facilitation, to include: 2 in person sessions with HRCLD leadership 4 bilingual community engagement sessions up to 9 virtual meetings/check ins	35	\$5,250
Preparation time for all facilitated meetings	20	\$3,000
Research and preparation of draft outreach plan	20	\$3,000
Preparation of final report	20	\$3,000
Travel expenses, inclusive of all trips		\$2,250
	Grand Total	\$16,500
<i>Necessary basic supplies for the facilitated sessions (chart pads, post-its, markers) to be provided by HRCLD.</i>		



REFERENCES

Brad Allen

Director, Lawrence Public Library
707 Vermont St
Lawrence, KS 66044
(785) 843-3833 x102
ballen@lawrence.lib.ks.us

Stephanie Anderson

Assistant Director for Selection, BookOps, New York Public Library
31-11 Thomson Avenue
Long Island City, NY 11101
(267) 481-3728
stephanie.h.anderson@gmail.com

Felicita Montebianco

Board Member, Hillsboro Public Library
(971) 409-4474
felicitam@gmail.com

Rebecca Vnuk

Executive Director, LibraryReads
(773) 562-0053
rebecca@libraryreads.org



521 SW 11th Ave. Suite 301,
Portland, OR 97205
503.975.7073

January 13, 2020

Rachael Fox
Library Director
Hood River County Library District
502 State St. H
Hood River, OR 97301

RE: Proposal for Feasibility and Scoping Exercise

Dear Rachael Fox,

Lois D. Cohen Associates (LCA) is eager to partner with the Hood River County Library District (HRCLD) in the engagement of stakeholders to identify the service needs of the Odell community and consider the feasibility of extending those services. We are a full-service community outreach firm with over a decade of experience engaging stakeholders in projects that impact their lives.

Since 2008, LCA has designed and implemented a variety of community engagement projects throughout Oregon and Washington. Our mission is to inspire the conversations that enhance public projects and services. Our team of stakeholder engagement and facilitation experts is well qualified, responsive to client needs, and engaging with community members. We have extensive public outreach experience and areas of specialization including meeting facilitation, equity and inclusion, and project management, among others. We are innovators who are always looking for new and exciting ways to utilize existing tools and create new ones. Our expertise allows us to effectively utilize many different communication and engagement tools including open houses, public meetings, door-to-door outreach, flyers, presentations, electronic communications, and social media.

LCA is an LLC registered in Oregon. I, Kristen Bishop, will be HRCLD's primary point of contact and am authorized to represent LCA in any negotiations and sign any contract that may result. I can be reached at 503-975-7073 or kristen@loisdcohen.com.

Thank you for this opportunity to present our qualifications!

Best wishes,

Kristen Bishop
Executive Director, Lois D. Cohen Associates
521 SW 11th Ave., Suite 301
Portland, OR 97205

Qualifications & Experience

Staff



Kristen Bishop, *Executive Director*

Kristen brings over 15 years of experience in urban planning, communications, and project management. Kristen creates opportunities for people to learn about and engage in projects involving the natural and built environment. She has extensive experience working with public agencies nationwide, including port authorities, electric utilities, regional planning agencies, and U.S. governmental agencies. As executive director and senior project manager at LCA, Kristen develops and implements outreach strategies and techniques for projects ranging from transportation to development, parks, and infrastructure.



Jen Gray-O'Connor, *Project Manager*

Jen is a published writer on issues of social equity in transit-oriented development. As a community engagement specialist and former Americans with Disabilities (ADA) Coordinator, she crafts public engagement programs that are sensitive to the needs of underserved communities. She is also an experienced research consultant, providing interview data and statistical analysis for universities, small businesses, and non-profit organizations. Her doctoral work examines how sustainable development projects affect historically marginalized communities.



Benjamin McLean, *Project Coordinator*

Benjamin McLean is a communication specialist who focuses his energy on creating healthy and enduring relationships with local organizations and community members. He has experience working in both the federal and state sectors as a liaison between members of the public and their government. Benjamin received a master's degree in Communication from Portland State University where he studied Message Framing and Urban Communication. Committed to reducing barriers to public participation, he always works to find new and innovative ways to engender civic engagement. His role as a coordinator and assistant project manager at LCA has provided him the opportunity to partner with government agencies and community-based organizations to better reach the people most impacted by the built environment projects.



Zachary Johnson, *Project Coordinator*

Zachary is a community engagement professional who has successfully facilitated dozens of community forums, trained hundreds of new facilitators, and created effective public outreach strategies. As a project coordinator at LCA, he provides support on multiple projects. His education and experience have given him an appreciation for the challenges and opportunities inherent in public involvement and he constantly strives to identify and implement the best practices and utilize the most appropriate tools to ensure that community members have the opportunity to effectively engage in conversations around public projects.

Relevant Projects

Accessible Recreation Visioning

2019-2020, City of Vancouver, WA

Vancouver Parks and Recreation (VPR) Accessible Recreation hired LCA to conduct a series of focus groups and stakeholder interviews regarding programming for people with disabilities. LCA developed and implemented a visioning process that included focus groups with VPR staff, parents and caregivers of program participants, and service providers. These focus groups allowed people with first-hand knowledge of the program to provide feedback on the current state of the program and their ideas for the future. In addition to these focus groups, LCA is conducting stakeholder interviews with representatives of other agencies and organizations that provide services to people with disabilities to identify possible partnership opportunities. The findings of the focus groups and the interviews will be summarized in a comprehensive report that VPR leadership will use to plan the future of the program.



Westside Bike Mobility Project Phase III Outreach

2019-2020, City of Vancouver, WA

The City of Vancouver is seeking to design and build a north-south bicycle route through residential neighborhoods and downtown. After the initial design alternative proved controversial, the City hired LCA to develop a public involvement plan and implement a robust public outreach process. LCA developed an engagement plan that includes community open house events, an online open house, a survey, and presentations to neighborhood and business associations. In addition to these activities, LCA plans and facilitates meetings of a community advisory committee made up of 20 stakeholders.



South Park Blocks Master Plan

2019-2020, City of Portland, OR

Portland Parks and Recreation (PP&R) is developing a new master plan for the iconic South Park Blocks in Downtown Portland. LCA was selected by PP&R to provide facilitation and other public involvement services to the project. We are facilitating community advisory committee (CAC) meetings in a manner that allows all committee members to contribute feedback to the design team and PP&R staff. On behalf of PP&R, we also draft materials for online distribution, assist with public meetings, develop survey tools, and collect and analyze survey data. Our work helps connect the community to the project and creates opportunities for community voices to be heard.





Project Plan

Methodology

LCA recognizes that every project has different challenges and opportunities associated with it. A standard, “one-size-fits-all” approach is not sufficient when every community has unique needs and priorities. The outreach plan is a roadmap for successful community engagement on our projects. When we are contracted for a new project, we begin by conducting an analysis of the project area to identify demographics, schools, businesses, community organizations, project history, and more. This information allows us to design an outreach plan that addresses the range of stakeholders in the project area. We work closely with our clients as we design the plan to ensure that it provides effective avenues for public participation, meets the client’s expectations, and is within the capacity of the City and LCA to deliver in an efficient and timely manner.

As we design the project outreach plan, we identify public involvement tools that will be most effective in the context of the project. A strong outreach strategy will include several tools working together to create multiple opportunities for engagement. Community members have different capacities and preferences for engagement. Some regularly attend community meetings and can be engaged in those venues. Some community members are unable to attend such meetings and would benefit from mailers, an online open house, and email updates. Using multiple tools will allow people to participate regardless of work schedule, previous community involvement, or access to technology. Reaching out to community members through multiple means also conveys our commitment to the public. They will know that the HRCLD cares about their input because of the breadth of opportunities provided for listening.

At the center of LCA’s approach is our equity lens. Our engagement strategies are tailored to the purpose of the project and the community that they serve. Being informed and thoughtful about the kinds of community involvement we design allows us to create methods and outcomes that best suit each project. LCA recognizes that there are historical and structural barriers to community participation. Our culturally responsive engagement plan includes innovative strategies to encourage participation from underrepresented voices. Our relationally focused engagement starts with extensive background research and relationship-building with community-based organizations, neighborhood, and identity groups so that we can work in tandem with other engagement efforts.

Some of our previous strategies include holding meetings where people are already gathered—such as in churches or even grocery stores— and providing travel stipends, childcare and food during meetings. We also coordinate translation services to ensure that our engagement reaches traditionally underrepresented communities.

LCA Equity Lens

- 🔍
Research
- 📄
Evaluation
- 👥
Culturally-Responsive Engagement
- 🤝
Community Partners
- 🌐
Context-Sensitive Design

Tasks

LCA's approach to each of the tasks listed in the RFP are described in this section.

1

Draft Public Outreach Plan

January-February 2020

LCA will work with HRCLD staff to develop a public outreach plan that will serve as a roadmap for the feasibility and scoping exercise. The plan will include the following:

- **Stakeholder list:** this list will include the businesses, associations, community groups, agencies, and individuals whose feedback is necessary for a complete feasibility exercise.
- **Public outreach activities:** all proposed public outreach activities will be described in detail. In addition to describing how the activities will be conducted, this section will describe the rationale for each activity and the target audience.
- **Deliverables & timeline:** this section will lay out the key dates for outreach activities and deliverables, provide a clear roadmap for LCA and HRCLD as the project unfolds.

2

Discuss Draft Outreach Plan with District Staff and Board

February-March 2020

The draft outreach plan will be revised based on input from District Staff and the Board. The finalized outreach plan will then guide future stages of the process.

3

Complete Outreach

March-May 2020

LCA proposes utilizing a variety of outreach tools during this phase, including:

- **Mailer:** LCA will design a one-page mailer that provides a brief introduction to the project and lists all the ways that community members can participate. This mailer will include a Spanish translation, ensuring a wider reach.
- **Website and social media content:** LCA will assist HRCLD with web content include language and graphics for social media posts and websites.
- **Business outreach:** LCA will contact the businesses identified drafting of the public outreach plan to provide project information and inform them of upcoming opportunities for engagement.
- **Facilitated public meeting:** A public meeting will be held that allows Odell community members to come together and discuss their library service needs and desires. The meeting will include small group discussion circles facilitated by skilled LCA facilitators who will help the group identify key themes and areas of common ground.
- **Focus groups:** LCA will conduct three focus groups: one each with library staff, the business community, and other public service providers. Conducting these focus groups will allow HRCLD to ask more detailed questions the impacts of increased library services on these key stakeholders.
- **Community survey:** After identifying the key themes and main ideas presented at the public meeting and in the focus groups, LCA will develop a community survey. This survey will ask community members to provide feedback on potential library service options and will gather both qualitative and quantitative data. The survey will be made available in paper copy and online in both English and Spanish.

4

Complete Written Report

June 2020

After the outreach activities are completed, LCA will write a final report that will include the following sections:

- **Executive summary:** a two-page executive summary will provide an overview of the process and the recommendation.
- **Process overview:** the process overview will provide descriptions of each outreach activity and a project timeline.
- **Summary of feedback:** the feedback summary will constitute the bulk of the report. It will include meeting summaries from the three focus groups, the meeting summary from the public meeting, and the results of the survey. Qualitative data provided by community members will be sorted by theme, allowing HRCLD staff to quickly identify areas of agreement within the community.
- **Recommendation:** based on analysis of the feedback, LCA will draft a recommendation of library services for the community of Odell.

5

Discuss Report with District Staff and Board

June 2020

The final report will be revised based on input from District Staff and the Board. After revisions are made, LCA will turn over the final version to HRCLD. This comprehensive report will allow HRCLD to make prudent decisions while deciding how best to provide services to the Odell community.

Project Timeline

Project Timeline					
Outreach Plan					
		Complete Outreach			
					Final Report
January	February	March	April	May	June

Cost Schedule

Task	Subtasks	Subtotal
Devise and Revise Outreach Plan	<ul style="list-style-type: none"> • <i>Kickoff meeting with HRCLD staff</i> • <i>Draft outreach plan and submit to HRCLD</i> • <i>Revise outreach plan based on HRCLD input</i> 	\$5,624.00
Complete Outreach	<ul style="list-style-type: none"> • <i>Develop project materials including social media and website materials</i> • <i>Design project mailer (LCA to design and provide digital file to HRCLD for printing and distribution)</i> • <i>Conduct business outreach</i> • <i>Plan and facilitate public meeting</i> • <i>Plan and facilitate up to three (3) focus groups</i> • <i>Draft and revise community survey</i> 	\$30,506.00
Complete and Revise Written Report	<ul style="list-style-type: none"> • <i>Draft and revise report</i> 	\$3,620.00
Project Administration		\$990.00
Direct Expenses		\$2,000.00
TOTAL		\$42,740.00



References

Tate White

Senior Planner
Portland Parks & Recreation
City of Portland, Oregon

Phone: 503-823-6005
Email: Tate.White@portlandoregon.gov

Anna Dearman

Senior Transportation Planner
Community & Economic Development
City of Vancouver, Washington

Phone: 360-487-7738
Email: anna.dearman@cityofvancouver.us

Cheryl Kuck

Community Outreach
Bureau of Environmental Services
City of Portland, Oregon

Phone: 503-823-7898
Email: Cheryl.Kuck@portlandoregon.gov

Scheinberg Consulting

1115 21st Street
Hood River, OR 97031
509-470-5456

Rachael Fox
Library Director
Hood River County Library District
502 State St.
Hood River, OR 97031

January 10, 2020

Dear Rachel,

I am pleased to submit a proposal on behalf of Scheinberg Consulting, in conjunction with The Next Door, Inc. (TNDI) to conduct a feasibility and scoping exercise for library services in the community of Odell.

As the principal of Scheinberg Consulting, I have extensive experience working with organizations to engage stakeholders in community assessment processes. TNDI brings bilingual staff with first-hand knowledge of the Odell community in addition to on-the-ground organizing expertise.

We both share a commitment to ensuring public services are available to rural areas to support their residents' ability to grow and thrive. We are excited to see how this project will unfold to the positive benefit of all!

The proposal outlined below describes an in depth community needs assessment process. However, the scope can be tailored to meet your budget requirements.

We look forward to discussing the project with you, learning more about your vision and parameters, and answering any questions you might have.

Warmest regards,



Sandi Scheinberg
Scheinberg Consulting, Principal

JANUARY 10, 2020

**Hood River County Library District
ODELL LIBRARY SERVICES COMMUNITY NEEDS ASSESSMENT**



Proposal Presented By

Scheinberg Consulting
With The Next Door, Inc.

Sandi Scheinberg | sandischeinberg@gmail.com | 509-470-5456

Todd Dierker | toddd@nextdoorinc.org | 541-436-0309

Hood River County Library District Proposal for Enhanced Library Services in Odell

Project Overview

The Hood River County Library District (HRCLD) is seeking assistance to help understand and respond to the needs for library services near and around the community of Odell. This proposal offers a needs assessment process that is designed to elicit the highest level of engagement from residents and stakeholders. It is a process that is designed to evolve with the involvement of a planning team made up of library board members, staff, and community members who can help ensure that our process will best reflect the culture of the community of Odell.

The proposal includes 4 surveys (digital and hard copy versions in both Spanish and English), 1 community listening session, 6 key informant interviews and 6 focus groups with identified constituent groups. To accommodate the library district’s budget, the number of focus groups and key informant interviews can be adjusted up or down, or entire outreach mechanisms eliminated.

Potential Key Constituent Groups:
Seniors
Business/Social service Agencies
Latinx Community
Parents
Low Income
Youth/students
Educators

Outreach Tools	Qty
Survey	4
Focus Groups	6
Community Listening Session	1
Key Informant Interviews	6

Scheinberg Consulting and The Next Door, Inc. (TNDI) will work in coordination with the planning team to finalize the scope and project work plan for this needs assessment. Upon HRCLD approval of a final work plan, senior consultants on this project will reach out to key contacts (community members identified by the planning team who are well connected within constituent groups) for guidance in determining the ideal time and location for each focus group and the listening session to best meet the cultural and logistical requirements of participants. If needed, key contacts will be asked to assist with recruiting participants (between eight and ten).

During the same period, a focus group discussion guide will be developed and presented to the HRCLD planning team for review and approval. The discussion guide will include ground rules and protocols to ensure consistency across sessions.

A senior consultant trained in group facilitation and participatory decision-making will facilitate each listening session. Our skilled facilitators are trained to establish a safe, culturally responsive and welcoming environment and to elicit candid and open feedback from participants. An analyst from our team will audio record and take notes at each session. A focus group tailored to Latinx community members will be held in Spanish and will be facilitated by a Spanish language specialist contracted through TNDI.

With input from the planning team, consultants will design a survey (in both English and Spanish) that will be broadly distributed throughout the community in both digital and hard copy formats. Special attention will be given to eliciting feedback from the Latinx community, which makes up over 67% of the population of the community of Odell. Our experience has been that in order to receive strong participation from this segment of the community, a very personalized approach needs to be taken— one that accommodates the logistical obstacles that often make community engagement more challenging. Among our consultants, and through TNDI, we have both the methods and the established relationships that will yield strong results. An example: Instead of simply distributing a website link for the survey to community organizations (ie/social service groups, churches, schools), bilingual members of our team will meet personally with Spanish speaking Odell residents to directly assist them with filling out survey forms, provide incentives as appropriate and recruit them to participate in a focus group.

Often key community leaders are difficult to recruit to participate in focus groups. This proposal therefore includes 6 one-on-one key informant interviews to ensure we capture the insights of community members who can provide unique perspectives on essential community needs. Additionally, a listening session, which is designed in an open house format for the entire community, is another way we propose to seek the input from residents in an atmosphere that is informal, flexible, and accessible. Spanish language interpretation will be provided by TNDI for this event.

Consultants will synthesize feedback from the community research (focus groups, surveys, community listening session) into a written report, summarizing key themes that emerge, highlighting notable quotes throughout, and elevating any needs relevant to specific constituent groups. This report will be made available in Word and PDF formats and will be exclusively owned by the HRCLD for all future use.

Finally, senior consultants will be available to present findings from the research to the planning team and Library board.

This proposal assumes that HRCLD will be available in a limited capacity with implementation of the needs assessment. However, if HRCLD staff were available to take on specific administrative and outreach tasks (ie/focus group scheduling, participant recruitment, outreach materials design and distribution, tabulating hard copy survey results), the cost for the project could be reduced. Once we understand the budget and personnel capacity of the HRCLD, we can adjust the scope and budget accordingly.

Our Approach

We believe that the most innovative, lasting, and impactful ideas grow out of respect for and acknowledgement of diverse perspectives and experiences. When designing and facilitating our outreach efforts, we utilize methods that are culturally responsive, safe, personal, and welcoming to all who participate. In our presentation of qualitative feedback collected, we strive for consistency, neutrality, and accuracy.

Project Deliverables

- Finalized project work plan
- Planning team agenda and 1 facilitated 2-hour meeting
- List of focus groups, and community listening session with audiences, dates, times, and locations (6 total)
- Focus group discussion guide (including protocols, questions)
- 6 focus groups
- 6 key informant interviews
- 4 community surveys (digital and hard copy, Spanish and English)
- Draft needs assessment report to planning team
- Final needs assessment report, incorporating input from planning team
- 1 Presentation of findings to planning team and Library board

Roles

HRCLD & Planning Committee Role

- Schedule planning team/library board meetings, arrange space and supplies, refreshments, etc., if needed.
- Review and approve final project work plan
- Provide context and quantitative data to inform content for outreach efforts
- Review and approve focus group discussion guide
- Where appropriate and if needed, provide an introductory email to key contacts
- Assist with community outreach, such as promoting focus groups and listening sessions through established HRCLD outreach mechanisms
- Provide incentives for focus group participants (could be donated grocery gift card or gas card) and incentive for Latinx survey participants
- Provide resources for childcare as needed for focus groups and community listening session
- Review draft needs assessment report and provide feedback

Consultants Role

- Review all quantitative data and contextual information
- Develop, revise and finalize focus group discussion guide (questions, protocols, etc.)
- With support and input from key contacts, set focus group and listening session dates, times, and locations
- Design, translate and distribute outreach materials (ie/fliers)
- Facilitate and take notes for each focus group and the listening session

- Schedule and conduct key informant interviews
- Translate outreach and engagement materials into Spanish
- Arrange childcare (as needed), and procure food and incentives for engagement activities
- Communicate and problem solve with planning team and HRCLD staff as needed
- Collate and analyze qualitative data from engagement activities and develop draft and final reports
- Present findings for planning team/library board

Our goal is to work collaboratively with you to provide the highest quality possible product within the available capacity. Please let us know if you have any questions or need to adjust the work scope, or division of labor.

Project Budget

Consultant time will be billed by the hour, capped at 309 hours at a rate of \$125/hour. If the project requires fewer consultant hours, remaining budget will not be billed.

Project Budget

Consultant time (est. 309 hours @\$120/hr)	37,080
Printing, copying, design	600
Session materials (flip charts, markers, name tags, etc)	200
Participant incentives	1,800
Food for sessions	1,000
Transcription	500
Childcare	160
Travel reimbursement	200
Total project budget	\$41,540

Work Plan

Activity & Timeline Work Plan 2020		Jan	Feb	March	April	May	June
Activity	Tasks						
Planning Committee	Recruit planning team	x					
	Planning team convenes	x					
	Workplan finalized, key contacts Identified	x					
Discussion Guide							
	Discussion guide development		x				
	Feedback on guide/finalization		x				
	Spanish translation of guide		x				
Survey							

	Develop questions		x				
	Develop paper version		x				
	Create online version		x				
	Personally recruit participants		x	x	x	x	
	Advertise and promote survey		x	x	x	x	
Focus Groups							
	Outreach to key contacts, scheduling, coordinating		x				
	Final session list/location/time		x				
	Participant recruitment			x	x		
	Outreach materials		x	x			
	Session prep and facilitation			x	x		
	Notetaker/scribe			x	x		
	Spanish facilitation				x		
Key Informant Interviews							
	Develop List		x				
	Schedule and conduct Interviews			x	x		
Community Conversation							
	Session prep and facilitation				x	x	
	Notetaker/scribe					x	
	Spanish facilitation					x	
Report Development							
	Coding system design					x	
	Coding and analysis				x	x	
	Draft report					x	
	Finalize report						x
Presentation of Findings							
	Material development						x
	Board presentation						x

Our Team

Sandi Scheinberg, Lead Consultant



Sandi Scheinberg has more than 20 years of experience as a consultant, executive staff, and volunteer leader in the nonprofit and public sectors, bringing a wide range of experiences and perspectives to her work. She has served mission-driven organizations across many fields, including education, environment, health, arts, social service, housing, and disaster preparedness. Sandi specializes in multi-stakeholder collaboration, community engagement, board development, communications, strategic organizational development, and fundraising and has consulted on numerous stakeholder driven community assessment processes; most recently: the South Wasco County School District school-based health clinic, Methow Valley School District early childhood development and childcare, Methow Valley housing affordability and availability. Some of Sandi's current and recent clients in the Columbia Gorge include: One Community Health, Columbia Land Trust, Columbia Center for the Arts, Little Oak Montessori School, Gorge Owned, Hood River Soaring Club, Columbia Gorge Health Council, Columbia Riverkeeper, Gorge Technology Alliance, Mosier Community School, and The Next Door. Sandi also serves as an Associate for Weinstein PR.

Sandi would serve as the Lead Consultant on this project.

Todd Dierker, Consulting Services Program Manager



Todd Dierker believes that global change starts at the community level. In his role with Consulting Services, he manages fee based programs of The Next Door that include offering interpretation services, focus group facilitation and workshops on Diversity and Equity, Plain Language, Popular Education, LGBTQ and more. Todd has community program experience working at Gorge Grown Food Network where he initiated the Mobile Farmers Market and developed the Veggie Rx Program to address food insecurity throughout the Gorge. Todd has also taught science and math classes at the high school and college level. He served twice in the Peace Corp in Lesotho and Thailand teaching science, offering AIDS training and supporting small scale fresh water aquaculture. Todd is very active in our community and has supported the development of Consulting Services to serve the needs of rural communities in the broader region.

Joel Palayo, Community Health Worker



Joel Palayo or "Don Joel", as he is affectionately known in our community, has worked to provide community health promotion and outreach to the Latino population for decades. He currently serves as Co-Chair for the Columbia Gorge Health Council's Community Advisory Council (local Coordinated Care Organization).

Joel is a registered counselor in the state of Washington, providing treatment for domestic violence offenders. He currently serves as a Lead Community Health Worker (LCHW) for Nuestra Comunidad Sana/Health Promotion Services for The Next Door. As a LCHW, Joel has provided outreach to thousands of Latinos from the Mid-Columbia on diabetes, obesity, substance abuse, HIV/AIDS, oral health and many other health concerns. “Don Joel” is bi-cultural and bilingual and instills a sense of empowerment, peace and compassion with his co-workers and community members. Joel has lived in Odell for 30 years and is well respected in the community.

Mayra Rosales, Community Health Worker



Mayra Rosales is currently the Regional Health Equity Coordinator for Mid-Columbia Health Equity Advocates (MCHEA), a program of Health Promotion Services of The Next Door, Inc. She is a state certified Community Health Worker that has a deep desire to help the community she lives in. Mayra is bilingual/bicultural and very active in our community. Mayra’s bicultural and bilingual skills enable to serve our broader community. She currently serves on the Columbia Gorge health Council Board. She is a passionate advocate that strives towards equity for all throughout the region.

Sandi’s Client References

1. Deschutes Rim Health Clinic / South Wasco County School District: School-based health clinic community needs assessment. Contact: Sharon Dehart, Deschutes Rim Health Clinic District Manager, (541) 395-2911.
2. Columbia Gorge Health Council: Community Health Improvement Plan Listening Sessions. Contact: Suzanne Cross, Sr. Project Manager, (541) 400-9621.
3. Gorge Owned: Facilitated process to decide future of the organization. Contact: Becky Brun, Board Chair, (541) 399-6813.
4. Columbia Center for the Arts: Created organizational development plan, facilitated board and staff development process. Contact: Anna Cavaleri, Board President, (720) 260-3932, or Leith Gaines, Executive Director, (541) 387-8877.
5. Columbia Land Trust: Stakeholder Engagement for Communications Plan, East Cascade Oak Partnership. Contact: Lindsay Cornelius, Natural Area Manager, (360) 921-1073.
6. Methow Valley Long Term Recovery (MVLTR): Sandi helped lead a multi-stakeholder revision of community emergency plan and assisted with housing community needs assessment. Contact: Jason Paulsen, previous Board Chair of MVLTR, Executive Director of the Methow Conservancy, (509) 996-5866, Jason@methowconservancy.org, or Julie Muyllaert, previous Treasurer of MVLTR, 509-996-2315.

TNDI Client References

1. WSP (BergerABAM) Consultants: Hood River / White Salmon Bridge Replacement Project community engagement and focus group facilitation. Contact: Scott Keillor, WSP Senior Project Manager/Planner/Public Involvement Lead, 541-806-1535, scott.keillor@wsp.com
2. Enviroissues: CAT bus Upper Hood River Valley expansion community engagement and focus group facilitation. Contact: Anne Presentin Associate, 503-939-8375, apresentin@enviroissues.com.
3. OHSU Community Research Hub in Central Oregon: HPV vaccination research. Contact: Paige E. Farris, Research Associate, 541-728-0665, farrisp@ohsu.edu

Resolution No. 2019-20.06

Amend Resolution No. 2019-20.04 transferring appropriations between the General Fund & Capital Equipment Fund to include authorizing expending funds from the Capital Equipment Fund for the HVAC unit

WHEREAS, the District desires to transfer FY 2019-20 budget appropriations between the General Fund and the Capital Equipment Reserve Fund; and

WHEREAS, the District has or anticipates spending additional funds in the Capital Equipment Reserve Fund for a new HVAC unit and installation in the amount of \$80,000; and

WHEREAS, the District will be using contingency funds from the General Fund; and

WHEREAS, ORS 294.463(1) allows for transfers of appropriations between funds when authorized by ordinance or resolution of the governing body of a municipal corporation; and

WHEREAS, no new appropriations categories will be created;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors, authorizes transfers from the General Fund to the Capital Equipment Reserve fund and authorizes expending funds from the Capital Equipment Reserve Fund for the HVAC unit as follows:

Appropriation category	2019-20 adopted budget	Change	Revised appropriation
General Fund contingency	\$100,000	(\$80,000)	\$20,000
Transfer to Capital Equipment Reserve Fund – General Fund	\$43,000	\$80,000	\$123,000
Transfer from General Fund – Capital Equipment Fund	\$43,000	\$80,000	\$123,000
Capital outlay – HVAC – Capital Equipment Fund	\$75,000.00	\$80,000.00	\$155,000.00

Adopted by the Board of Directors of Hood River County Library District this 21st day of January, 2020.

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director