

**Board of Directors**  
**Regular Meeting Agenda**  
Tuesday, November 21, 2017, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard President



- |  |          |
|--|----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>                             | Sheppard |
| <b>II. Actual or potential conflicts of interest</b>                               | Sheppard |
| <b>III. Consent agenda (ACTION)</b>  | Sheppard |
| i. Minutes from October 17, 2017 meeting   |          |
| ii. Invoice Braun Arboricultural Consulting  |          |
| iii. Invoice Libraries of Eastern Oregon (LEO)                                     |          |
| iv. Invoice SAGE Library System  |          |
| v. Invoice Onstott, Broehl & Cyphers   |          |
| vi. Invoice Revistas magazine renewal  |          |
| <b>IV. Open forum for the general public</b>                                       | Sheppard |
| <b>V. Staff presentation: Assistant Director – Adult Programming, Arwen Ungar</b>  | Ungar    |
| <b>VI. Reports</b>   |          |
| i. Friends update  | Fox      |
| ii. Foundation update  | Fox      |
| iii. October financial statements  | Fox      |
| iv. Director's report  | Fox      |
| <b>VII. Previous business</b>  |          |
| i. Report Community ID meeting   | Sheppard |
| ii. Supplementary budget discussion  | Sheppard |
| <b>VIII. New business</b>  |          |
| i. Auditing bids (ACTION)  | Sheppard |
| ii. Snow removal contract (ACTION)   | Sheppard |
| iii. Quote Oregon Corrections Enterprises – Furniture Hood River building (ACTION) | Sheppard |
| iv. Medical Insurance renewal (ACTION)   | Sheppard |
| v. 2017 SDIS Best Practices Program checklist for review                           | Sheppard |
| vi. SDAO Annual Conference discussion  | Sheppard |
| <b>IX. Agenda items for next meeting</b>   | Sheppard |
| <b>X. Adjournment</b>  | Sheppard |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

502 State Street  
Hood River - OR 97031  
**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

ORS 192.660 (1) (d) Labor Negotiations  
ORS 192.660 (1) (e) Property  
ORS 192.660 (1) (h) Legal Rights  
ORS 192.660 (1) (i) Personnel

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

**Board of Directors**  
**Regular Meeting Agenda, Supplementary**  
Tuesday, November 21, 2017, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard President  
Notes prepared by Library Director Rachael Fox



**I. Additions/deletions from the agenda (ACTION)**

Sheppard

**II. Actual or potential conflicts of interest**

Sheppard

**III. Consent agenda (ACTION)**

Sheppard

**i. Minutes from October 17, 2017 meeting**

Attachments: III.i. Minutes from October 17, 2017 meeting

**ii. Invoice Braun Arboricultural Consulting**

Attachments: III.ii. Invoice Braun Arboricultural Consulting services

The trees in the Gardens over 15', have not been pruned in several years. I worked with the team at Braun Arboricultural and they heavily pruned the three large Oak trees in the Gardens. They pruned several of the birch trees on the east border of the property, which were damaged last winter from the heavy snow and ice. They also pruned the large maple in front of the library, which had to be heavily pruned last year, due to several large limbs falling off the tree.

David Braun is a certified arborist. He inspects each limb on the tree to make sure they are safe. It's my goal to have ongoing maintenance for our large trees. Each fall, I will contact Braun to assess our trees and see if they need attention. This will help limit large yearly costs and keep our Gardens safe for the many people who travel through it daily.

Braun took a critical look at all three oaks while pruning. While the oak by the winery has heart rot, and the large oak by the stone cairn has some basal rot, none of the three appeared to represent high failure hazard, especially after the pruning. Braun reported the three large dead limbs removed from the cairn oak should make everyone feel better about public safety; two of these over the sidewalk were about a foot in diameter.

Braun reported they removed dead limbs and reduced end weight with green cuts, applied to the entire crown of each oak tree. This will reduce the threat of limb breakage in storms or while loaded with ice and snow, as well as failure of dead limbs. Braun regards all three Oaks as at a moderate risk level now, based on the possibility of large green limb failure. He does not believe cabling is needed, based on inspection of large limb unions. Braun also stated the aesthetic value of the trees has also been improved.

The invoice for \$3,900 exceeds my spending authority, so I'm asking for Board approval.

**iii. Invoice Libraries of Eastern Oregon (LEO)**

Attachment: III.iii. Libraries of Eastern Oregon invoice

The LEO membership helps to fund the executive director position and the database services

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are discounted because they were purchased through LEO. In the past years, LEO has received grant funding like ArtPlace America or the Sense of Place grant and the Hood River County Libraries received programming at no cost. Over \$20,000 in funds were spent in Hood River from ArtPlace dollars. They were also able to send Animator Teresa Drilling, author Carmiel Banasky, the Harvesting Our Stories dinner and film screening were funded by LEO and the Tiny Free Libraries and Before I Die Wall were also major parts of the programs they did here.

LEO sent out separate invoices in June, which we issued checks and the checks were signed by former board members Sara Snyder and John Schoppert. The checks were mailed to an old PO BOX and I just received them back in the mail. Our accountant is voiding the checks because Snyder and Schoppert are no longer signers on the account. Please note: The \$722 for the membership comes out of the General Fund. The \$3,588 for the electronic resources is paid with Library Foundation funds. The accountant is reissuing one check in the amount of \$4,310.

Since this exceeds my spending authority, I'm asking for board approval to pay the invoice.

#### **iv. Invoice SAGE Library System**

Attachments: III.iv. Invoice SAGE Library System

This membership connects us to our 70 consortium libraries, which we share materials. This funds technical staff who create an infrastructure, policies and technical support for our integrated library system software Evergreen. It also funds our courier system which runs five days per week.

The invoice for \$11,914 exceeds my spending authority, so I'm asking for Board approval.

#### **v. Invoice Onstott, Broehl & Cyphers**

Attachments: III.v. Invoice Onstott, Broehl & Cyphers

The invoice is for the months April 2017 through September 2017. The invoice for \$8,175 exceeds my spending authority, so I'm asking for Board approval.

#### **vi. Invoice Revistas magazine renewal**

Attachments: VI.vi. Invoice from Rivistas Subscription Services

The District has about periodicals subscriptions. This includes newspapers and magazines, for adults, teens, and children, at all three branches, in English and Spanish. To save staff time and District funds, we purchase the vast majority of subscriptions through a subscription agent. This allows us to pay a single invoice for several titles rather than having to deal with hundreds of separate invoices. Last year, the District paid \$4,464.21 for our Rivistas Subscription Service. Our interactions with Rivistas has been positive, and they receive good reviews from other libraries. They also specialize in serving public libraries.

The Rivistas invoice for \$3933.04 includes the titles we plan to purchase in 2018. In addition to those titles, we also receive area newspapers and *Gorge Magazine*. We are adding one new title this year: HGTV magazine. We are canceling some titles this year, too, due to low use. These include *Field and Stream*, *Sunset*, *Vogue* at the Hood River Branch. *Better Homes and Gardens*, *Consumer Reports*, *Country Living*, *Field and Stream*, *People*, *Reader's Digest*, *Threads*, and *Time* at the branches. The

magazines are funded by our Library Foundation. I seek approval of the Revistas invoice for \$3933.04.

**IV. Open forum for the general public**

Sheppard

**V. Staff presentation: Assistant Director – Adult Programming, Arwen Ungar**

**VI. Reports**

**i. Friends update**

Fox

- Hood River County Read committee has selected the book Moreno Prieto Brown by Alejandro Jimenez. The Committee has selected Brown Girl Dreaming by Jacqueline Woodson for younger children.
- The Friends will be updating their website to include a link to a pay pal account for membership renewal and donations.
- The Friends will hold their annual holiday potluck on Tuesday, December 5<sup>th</sup>, 6pm, at the Hood River Adult Center, 2010 Sterling Place, Hood River. The District Board is invited. It's a fun gathering with plenty of good food for all.

**ii. Foundation update**

Fox

- The Foundation met with the Gorge Community Foundation concerning financial management of funds and timely performance reporting.
- The annual fundraiser the Feast of Words will be Saturday, March 10, 2017 at the library. The focus this year will be raising funds for the branches.
- The focus of Planned Giving is now at the stage of reaching out to all donors.
- The Foundation will not meet in December.

**iii. October financial statements**

Fox

Attachments: Vi.iii. October financial statements

The District has received \$144,224 of the tax revenue during the month of October. The bulk of the remaining tax revenue will arrive this month.

**iv. Director's report**

Fox

**Administration**

- I will attend a meeting on Thursday, November 16, with key stakeholders in our community, regarding addressing the needs of those experiencing homelessness in our community. I'll provide a report at the board meeting.
- The Pat Hazlehurst Endowment for the Hood River County Library of the Gorge Community Foundation has grown from \$19,319.27 in August 2016 to \$124,299.20 through August 2017, in part to \$100,200 in contributions. The endowment was created in memory of Pat Hazlehurst, who started the Hood River County Reads program and was an active member of the Friends of the Library. The purpose of this endowment is to provide assistance for the library's operations. The process of requesting the funds from the GCF includes a requirement that the library director, the president of the Friends of the Library, and a representative of the

community foundation agree on the proposed use of the funds. The endowment is able to grant up to \$2,400 this year to the library, \$500 of these funds have been given to the Hood River County Reads. I'm working with Ken Jacobs, our IT Specialist, to look into Chrome Books which can be used for outreach, makerspace, and in-house classes for all ages.

- The District completed our annual audit on Wednesday, October 18. Our auditors Pauly Rogers and Co. reported the audit went well. For the new board members, please note in the audit the auditors will report a shelving purchase for the children's library exceeded \$10,000 and should have gone through an informal bid process. The installation was completed in September 2017, but the project was organized and materials ordered by my predecessor, prior to my becoming Library Director. I reported this to the Board at the May 16, 2017 board meeting, after in the interim visit from the auditors. Per the Oregon Revised Statutes, I will make sure all future projects will follow the laws for procurement.

#### Facilities

- The internet speed has been increased at the Cascade Locks Library from 1.5 Mbps to 5 Mbps.
- On Saturday, October 21, there was water intrusion in the children's library during the heavy rains. I met our maintenance person Michael Peterson-Love at the library and Peterson-Love was able to unclog the outside drain using a plunger. The water emptied in the area within a few minutes. There was a small section of wood trim that was damaged but will be easily replaced. The carpet dried out quickly. We are still on the schedule for Stamp The Earth to compete the regrading of the area in the Spring. Fox will work with Peterson-Love to make sure the drain remains clear from dirt and debris, which will prevent any further flooding this season.
- The Special District Insurance Services will visit the Hood River Library on Wednesday, December 6, 2017 to conduct a safety inspection of the grounds. I requested the inspection since the District is focusing this year on safety.
- Parkdale Branch Library was closed Tuesday, November 7 through Saturday, November 18 for remodeling. Thanks to the Library Foundation Feast of Words 2014, the Parkdale library will received new paint, carpet, 12 chairs for tables, reading chair with tablet arm, bookshelf for children's area, unit to hold children's toys for library use, neon open sign for the window, step stool and a train table donated by G. Wilikers. There are 3 rectangle, 1 round, and 1 small table for printer, which were refinished. In addition, a power pole was removed, which will open up the area in front of the staff desk.

#### Programs

- The Grand Opening at the Parkdale Library will be Saturday, December 2, 2pm. There will be music by Violet Montegegro, refreshments and children's games.
- Over seven hundred people attended the free book giveaway at the Hood River Library on Halloween night!

### **VII. Previous business**

#### **i. Report Community ID meeting**

Sheppard

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

#### **ii. Supplementary budget discussion**

Sheppard

I would like to open another discussion regarding creating a supplemental budget. Since the expenditures I plan to propose do not exceed 10% of the total expenditures of the General Fund, we can create a supplemental budget that can be approved by resolution at a regular board meeting. It will not involve a public hearing.

This fiscal year, the collection development budget was reduced from \$75,000 to \$55,000. The Library Foundation and Friends of the Library gave \$13,000 to supplement the collection budget. I propose we increase spending of \$7,000 for the collection, which would bring the budget to \$75,000, which is the amount budgeted last fiscal year. Our Collection Development Specialist and Children's Librarian have both expressed they feel like we can better serve our community by expanding their budget to aid in purchasing more items.

As mentioned in the September 19, 2017 Board Packet, the District carried over \$18,000 more than anticipated into this fiscal year. As mentioned, in the October 17, 2017 Board Packet, the District will receive \$20,000 more in tax revenue than anticipated. We also received the \$82,945 donation from Arvilla Armstrong.

I would like to request the board pass a supplemental budget at the December 2017 board meeting. I propose the following changes:

- Increase the collection development fund \$7,000 from \$55,000 to \$62,000.
- Increase the Grants fund for Foundation donations. This will allow the district to spend the money raised in March 2018 this fiscal year.

I will work with members at the Department of Revenue to properly prepare the Supplemental Budget and ensure we adhere to Oregon Budget Law.

## **VIII. New business**

### **i. Auditing bids (ACTION)**

Sheppard

*Attachments:*

- VI.i.a. Audit proposal from Pauly Rogers & Co.
- VI.i.b. Audit proposal from Handford and Associates

The RFP for auditing services was published in the *Hood River News* and the *Daily Journal of Commerce* and was sent specifically to three accounting firms. We received two proposals.

One from Handford and Associates, who have 15 years of combined experience in government auditing in Washington State. This is the first year, Handford will provide auditing services in Oregon. Handford has a flat rate set at \$7,850 per year.

The other proposal is from Pauly Rogers & Co., our current auditors. Pauly Rogers also audits Hood River County, City of Hood River, Port of Hood River, and Hood River County School District. The other proposal is from Handford and Associates.

Pauly Rogers have proven to be excellent auditors. Working with them is easy, they've given us some good recommendations for internal processes, and they're professional. They also answer many of my questions throughout the year for no additional hourly rate. In 2012, 2013, and 2014, Pauly Rogers charged us \$8,100, \$8,400, and \$8,600 respectively. For 2015, 2016, and 2017, they charged us \$7,800, \$7,900, and \$8,000. For 2018, 2019, 2020, they plan to charge us \$8,340, \$8,590, \$8,860.

Pauly Rogers has extensive experience working with Special Districts and auditing other libraries in the State of Oregon. I recommend accepting the proposal from Pauly Rogers & Co.

ii. **Snow removal contract (ACTION)**

Sheppard

Attachment: VIII.ii. Contract Snow removal services

Last year, the District worked with Wyeast Timber Services for snow removal. The charge was \$800 each visit. This year, I would like to contract with Ayles Snow Removal services which base the charges on the amount of the snow. Library staff will apply deicer.

Services include plowing snow from the 1600 feet of public walkways in and around the property, clearing snow from property stairways/stoops and plowing snow from the property east parking lot. Services to be rendered Tuesdays~Saturdays excluding holidays and other days Library will closed, as requested.

Please note the following rates:

- 2"~4" \$400.00 snow plowing service of walks/drives
- 5"~6" \$650.00 snow plowing service of walks/drives
- +6" \$875.00 snow plowing service of walks/drives
- Snow Removal Trigger Depth: 2" trigger

iii. **Quote Oregon Corrections Enterprises – Furniture Hood River building (ACTION)** Sheppard

Attachment:

- VIII.iii.a. Quote Oregon Corrections Enterprises – Furniture Hood River
- VII.iii.b. Public Purchasing Exemption document – Oregon Corrections Enterprises

Oregon Corrections Enterprises (OCE) is a semi-independent organization, whose administrator reports to the director of the Oregon Department of Corrections (ODC). The mission of OCE, in partnership with the DOC, is promote public safety by providing adults in custody with meaningful work experience in a self sustaining organization.

The furniture we are purchasing from OCE is offered at a fair and often lower than market value price. OCE will make our wood tables, end tables, ottomans and chairs, which will match the existing pieces and wood in the library.

OCE qualifies for public purchasing exemption. We are allowed to enter into intergovernmental agreement without competitive bidding. Please see attachment: VII.iii.b. for further details.

This furniture will be for the Hood River Furniture, purchased with fund raised by the Library Foundation at the Feast of Words 2017 fundraiser.

- 8 reading chairs, 8 tablet arms (Fabric match existing chairs in Reading Room)
- 10 mission style ottomans, fabric match chairs
- 6 mission style end tables (4 with power grometts with plug-ins and usb outlets for charging devices)
- 4 new bench cushions for Reading Room, under north window
- Display table next to circulation desk, matching existing round tables across from circulation
- Donation table for Friends book donations, outside the public restrooms

Meeting room



- 49 teal color, stacking glide chairs
- 8 flip top tables with wheels

#### Kids Library

- 20 wood chairs
- 6 wood adult chairs
- 2 rectangle tables with glides
- 1 round adult table with glides

A portion of the existing meeting room chairs will be stored upstairs in the Reading Room for library programs. The round adult and children's table will hopefully be reused at the Cascade Locks Library. The tables are cumbersome and a safety issue to move regularly for programming in Hood River. They will remain static in the Cascade Locks location. The remaining \$4,604 will be used to purchase new furniture for the makerspace in Hood River and new book carts and stepping stools for the public space. Because this quote exceeds my spending authority, I'm asking the Board to approve the \$21,000 quote.

#### iv. **Medical Insurance renewal (ACTION)**

Sheppard

Attachment:

- VII.iv.a. Employee Health Care Benefits Policy

It's time to renew our health insurance. We have used PacificSource since 2012. This year PacificSource has eliminated our plan. They have offered a comparable plan at a 22.91% increase.

Our Health insurance agent, HUB-BCI group, got quotes from other insurers, including Providence, United Healthcare, and the Special Districts Association of Oregon. United Healthcare appears to be our best option. They do offer two options: Plus Premier Gold 1000 and Plus Premier Gold 2000. Staff have spoken to a representative and decided they wish to have the Plus Premier Gold 1000. The deadline to enroll is November 20 for the plan. I will enroll in United Healthcare Plus Premier Gold 1000 but we can change plans, if the Board wishes to elect a different plan and/or carrier.

#### **2018 - 2.99% increase – United Health Care Plus Premier Gold 1000**

		2017		2018	
		PacificSource	Total per month	United Healthcare	Total per month
Employee only	7 employees	\$428.06	\$2,996.42	\$451.77	<b>\$3162.39</b>
Employee & spouse		\$984.56		\$904.16	
Employee & family	1 employees	\$1,249.95	\$1,249.95	\$1,292.33	<b>\$1292.33</b>
Employee & children	2 employees	\$787.64	\$1,575.28	\$839.51	<b>\$1679.02</b>
Total Employer cost			<b>\$5,546.42</b>		<b>\$5,712.39</b>
Total Employee cost			\$275.23		\$421.35
Total Group			\$5,821.65		\$6,133.74

#### **2018 – 1.56% increase – United Health Care Plus Premier Gold 2000**

		2017		2018	
		PacificSource	Total per month	United Healthcare	
Employee only	7 employees	\$428.06	\$2,996.42	\$440.45	<b>\$3083.15</b>
Employee & spouse		\$984.56		\$881.52	
Employee & family	1 employees	\$1,249.95	\$1,249.95	\$1,260.07	<b>1260.07</b>
Employee & children	2 employees	\$787.64	\$1,575.28	\$818.57	<b>\$1679.02</b>
Total Employer cost			<b>\$5,546.42</b>		<b>\$5,633.15</b>
Total Employee cost			\$275.23		\$389.09
Total Group			\$5,821.65		\$6,022.24

As you can see there is a 2.99% increase for next year for the Plus Premier Gold 1000. Per the Employee Health Care Benefits Policy, the District contributes \$1,000 toward the cost of employees' monthly health insurance. The amount of the monthly cap paid for each employee is based on a forty hour work week, and it is reduced proportionally for employees who work fewer than forty hours per week.

An increase was accounted for in their year's budget which predicted the District will spend \$6,000 for the year, per Employee Only enrollment. The other three staff members who enroll family or employee and children already met the cap and will pay out-of-pocket for the additional fees. The District will pay an additional \$79.24 per month for the Premier Gold 1000 plan over Premier Gold 2000 plan.

The benefits of the 1000 plan vs. 2000 plan:

- \$1,000 deductible vs \$2,000 deductible
- Adult vision includes frames or contacts vs. adult exam only

Our dental insurance is predicted to increase. HUB-BCI group is running cost comparison now with other carriers and I will have it ready for the next board meeting. Dental must be renewed by January 1, 2018.

Our health insurance with United Healthcare will include medical, mental health, alternative care, vision, and pharmacy coverage. I can send you benefit summaries, if you would like. I highly recommend we change to United Healthcare as our insurance provider and select Plus Premier Gold 1,000. This is huge benefit to our staff at a low overall increase to the District and a wonderful incentive to continue to work for our District.

#### v. **2017 SDIS Best Practices Program checklist for review**

Sheppard

Attachment VIII.v.i. 2017 SDIS Best Practices Program checklist

The Special Districts Insurance Services (SDIS) Best Practices Program is available to all SDIS Property Casualty Program participants. Its purpose is to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2018 general liability and property insurance contributions by completing requirements. In the past, SDIS required the board to review the checklist prior to submitting it. Starting this year, they allow directors to complete the checklist, but then ask the checklist be reviewed with the governing board. I have completed the checklist and we have qualified for the 10% discount. Please see the attachment for full details.

1. Affiliate Organization Membership – Credit 2%
  - Oregon Library Association
2. Checklist (Employment Practices) – Credit 2%
  - Completed – Identified a few areas we can improve upon:

- Conduct semi-annual review of District Personnel Policies
  - Complete annual performance evaluations of all employees. It was a busy first year with myself and Ungar in new positions. We aim to be caught up this year.
  - Conduct a review of employee positions and duties for compliance with wage and hour laws
  - Plan for staff training and education. Ungar and I are working on creating a plan.
  - Consider/discuss a light duty work policy
3. Online Training – Credit 2%
    - Staff completed the Discrimination: Avoiding Discriminatory Practices training at the Friday, November 10, 2017 staff meeting.
  4. Policy (Discrimination Workplace Harrassment or Cyber Security) – Credit 2%
    - Section 3 of the Library District Personnel Policy covers Harassment.
  5. SDAO/SDIS Training or Board Practices Assessment – Credit 2%
    - Fox attended the 2017 SDAO Annual Conference
    - Marsden and Bureker attended a Fall regional training

vi. **SDAO Annual Conference discussion**

Sheppard

This year the Special Districts Association of Oregon annual conference will be held at Seaside on February 9-11. The conference usually has sessions designed for board members. Each year we send one board member to the conference. SDAO has opened up registration for the conference hotel. We can discuss if any board member wants to attend.

**IX. Agenda items for next meeting**

Sheppard

**X. Adjournment**

Sheppard

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Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
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**Board of Directors**  
**Regular Meeting Agenda**  
Tuesday, October 17, 2017, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Karen Bureker Vice President

**I. Additions/deletions from the agenda (ACTION)**

Bureker

Vice President Karen Bureker called the meeting to order at 7:02pm. President Jean Sheppard was unable to attend the meeting. Fox stated Bureker found a mistake in dates on the Hood River County School District, Appendix A. Fox stated the ending of the contract has been changed from 2022-23 to 2021-22. Fox provided updated documents for the Board. Janik moved to approve the agenda. Marsden seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest**

Bureker

None stated.

**III. Consent agenda (ACTION)**

Bureker

**i. Minutes from September 19, 2017 meeting**

**ii. Invoice OCLC**

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

**IV. Open forum for the general public**

Bureker

Rachel Timmons, Hood River, Oregon was present.

**V. Staff presentation: Teen Services Librarian, Rachel Timmons**

Timmons

Timmons provided a slide show presentation to the District Board. She covered how she is working to achieve the #2 goal from the Library District Strategic Goals 2016-21. She is striving to, Expand Services to Tweens and Teens. Timmons gave an overview of her duties and how she is helping teens showcase their work in the library and soon on the library website. She also modified the teen space to limit the area to teens during certain hours. She has a strong teen advisory group. Timmons has also been reaching out to the high school and middle schools.

Marsden asked the age range for the children she serves. Timmons stated it ranges depending on the program. For example, 12 years old to 19 years old. Some programs, teens need to be 13 years old, like the upcoming Halloween Zombie party.

Marsden asked about the attendance at the programs. Timmons stated it varies depending on the program and if other events are happening in the community. Marsden stated she can look at the statistics provided in past board packets.

**VI. Reports**

**i. Friends update**

Fox

There was nothing to add to the written report.

**ii. Foundation update**

Fox

There was nothing to add to the written report.

**iii. August and September financial statements**

Fox

In addition to the written report, Fox stated the District receives two reports from Hood River County per year regarding tax revenue. The first report arrives in March which is an estimate of taxes to be received in the upcoming fiscal year. This figure is used to create the budget for the District. In March

2017, the tax estimate was \$878,897. We assume a 5% noncollectable rate, which means the District was estimated to receive \$834,952.15 in tax revenue. In October we receive the tax assessment for fiscal year 2017-18. The taxes imposed on property for our district for fiscal year 2017-18 will be \$899,041.50. We assume 5% of the taxes are noncollectable, which means the District will receive around \$854,089.43. We are going to receive \$20,000 more than anticipated.

iv. **Director's report**

Fox

In addition to the written report, Fox stated, we have promoted Sarah Ryan from Public Service Clerk substitute to Children's Services Assistant. Sarah is bilingual, which is a critical component of this position. She is a great team player and staff are looking forward to working with her more. Ryan has another full-time position which she will be ending to work 30 hours per week at the District. Ryan will start her new position on Tuesday, November 14.

Bureker said she is excited to hear about the Dolly Parton Imagination Library program. She searched for it in Hood River when her children were younger.

Marsden asked how the program works. Fox stated Pat Duke, Wilsonville Library Director has been successful with the program in Wilsonville. Wilsonville Library Foundation member Jan Rippey is the spouse of the Rippey family, which has a large family Foundation. Her brother-in-law lives in Hood River and attended a meeting with Jan Rippey, Pat Duke, Hood River mayor Paul Blackburn and Jan Veldhuisen. Veldhuisen has agreed to spearhead the program and be the champion. Dolly Parton started this program several years ago because she was to get books into the hands of all children. Children 0-5 are mailed a book per month. The Dolly Parton Foundation requires communities to have a fiscal agent with 501c3 status and the funds be raised to cover the cost of \$25 per year for each child. Fox stated she spoke to the Library Foundation and they are connecting with Duke and Rippey to find out more information. Veldhuisen will raise the funds for the program and then any organization in Hood River County that serves children 0-5 can sign them up, with name, address, and age. Veldhuisen will input the information into a database, which takes 1-2 hours per month. The Dolly Parton Foundation takes care of selecting and shipping out the books to kids. Marsden asked if there are age appropriate books, like board books and if there are Spanish books. Fox stated they do send books to kids based upon age and start with board books. Fox stated two of the twelve books send per year are in Spanish. The Foundation has a partnership with Penguin books and stated it is costly for bilingual books. Fox stated she aims to be an advocate to recommend more bilingual Spanish books be added if possible in the future. Fox stated basically all the library is responsible for is signing up the children. This program is open to every child in Hood River County age 0-5.

**VII. Previous business**

i. **Report Community ID meeting**

Fox

Sheppard was unable to attend the meeting. Fox stated she briefly spoke to Sheppard and was told the Hood River County Commissioners sounds like they want to move forward with being the supporting entity for issuing the Community ID cards but the library might be a pick up sight. Fox stated she thought Sheppard said the group presenting to the board wanted to have an employee from the county process everything. Bureker asked what is a community ID cards? Fox stated Mark Thomas presented at a Board meeting requesting the Library District be involved with the community ID program. The idea is to have cards issued to those who find it difficult to obtain a photo ID, like the elderly, teenagers, undocumented immigrants. The ID costs \$10 and is available to all people and could possibly obtain discounts at local businesses. The group involved with this project has also spoke to Sheriff Matt English to determine if the ID can be recognized by law enforcement. Thomas has asked the Library District Board if they could provide the space and staff to create and issue cards. The project would be entirely funded by donations. The Library District Board decided they would prefer to have a county employee handle the processing of the cards but might be able to offer

the space in the library to meet with individuals to apply for the cards. Marsden asked if the library will still be a location for individuals to apply for the card and if the group wanted a county employee to now be responsible for processing the cards. Fox stated she thought so but would not sure and needed to connect with Jean Sheppard to confirm.

## **VIII. New business**

### **i. Training day for staff discussion**

Fox

Fox stated some libraries close to the public so all staff can attend trainings which are mandatory. The idea is to use the full day to have emergency training, paid presenters, brainstorming sessions with staff. Marsden asked if there was a day where we could get most employees present. Fox stated she thought there would be. Bureker stated if similar sized libraries do this yes but larger libraries then no. Fox stated she knows Fort Vancouver did this recently and is a large system. Bureker also said she would like to an agenda for the day to make sure the time was fully utilized. Fox stated she would do more research and look into an agenda.

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

Bureker

Bureker stated she would like to see a longer term since the District is investing money into this space. Fox stated when she and Sheppard met with Superintendent Dan Goldman we expressed concerns with the Library District losing the space in the future. Goldman stated he does not anticipate the school being closed but if it occurred they would still have the building and would continue to lease to the Library District. He also stated if there was growth, the do not plan on using the library space. Goldman felt most comfortable with the five year lease. Fox stated she and Sheppard felt confident after leaving the meeting. Marsden asked if there was an option to lease more space if needed in the future. Fox stated, the space is large, four times larger than the current space in City Hall, and she does not think Cascade Locks will dramatically in population to require a large space. Marsden asked how many employees will work there. Fox stated one employee. Fox plans to situate the desk so you can see all areas of the library except the study rooms, which occurs in Hood River, too. Staff do sweeps of the space to keep an eye on things.

## **IX. Agenda items for next meeting**

Bureker

## **X. Adjournment**

Bureker

The meeting was adjourned at 7:58pm.

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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.

**Braun Arboricultural Consulting, LLC**

1193 22nd Street  
Hood River, OR 97031  
541-806-0347  
dave@braunarborcare.com

**Invoice**

Date	Invoice #
11/8/2017	1983

Due Date
11/23/2017

Bill To
Hood River County Library Rachael Fox

Terms	Project
Net 15	Prune Oaks, Maple & Birches

Description	Rate	Amount
Prune Oaks, Maple and Birch; Prune Large Oak  Oak (1) large in park - prune to remove large deadwood down to 3 inches; end weight reduction to promote healthy structure Oaks (2) Large Oak west of library by sidewalk, and Oak by winery - prune to remove dead limbs down to 3 in., diameter; end weight reduction on long limbs to reduce breakage risk Birches (4) prune to re-structure; thin crowns that were bent in ice storm Maple (1) - prune to remove dead branches and a hanger Remove all debris  Expert climbing and pruning services	3,900.00	3,900.00

<b>Subtotal</b>	\$3,900.00
<b>Sales Tax (7.5%)</b>	\$0.00
<b>Total</b>	\$3,900.00

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$3,900.00

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# LEO MEMBERSHIP INVOICE

Libraries of Eastern Oregon [leolibraries@gmail.com]

Sent: 10/4/2017 6:05 PM

To: rachael@hoodriverlibrary.org

01-648 \$722<sup>00</sup>  
03-612  
Foundation \$3588

Dear Rachael,

This letter is intended to inform you of the LEO membership and database subscription costs for the 2017/18 FY and is a repeat of the invoice mailed to you in June.

LEO membership and database subscription costs for your library are as follows

LEO membership      \$722

\*Membership is required to receive LEO discount pricing on any database.

Other member benefits include:

Opportunity to receive scheduling, pricing and marketing assistance on LEO-sponsored tours and workshops

Networking with public library colleagues from eastern Oregon.

Technical assistance with configuration and setup of database services.

Library2GO              \$2188

\*Digital catalog featuring over 30,000 downloadable eBooks and 20,000 audiobooks for your computer, mobile device, or eReader. Available from anywhere and anytime with your library card, compatible device, and Internet access.

EBSCO Auto Repair    \$1400

\* Automotive diagnostic and repair information for domestic and foreign vehicles.

Total due                \$4,310-

Please make this payment immediately. Also note that our address is now

Libraries of Eastern Oregon

PO Box 233

Baker City, OR 97814

Sincerely,

Brian Vegter



Baker Co Library District - Sage Fund  
Sage Library System  
2400 Resort Street  
Baker City, OR 97814

**Invoice**

Date	Invoice #
10/18/2017	M2017-18-008

<b>Bill To:</b>
Hood River County Library District

<b>Terms</b>
<i>Due upon receipt</i>

Quantity	Description	Rate	Amount
	2017-2018 Sage Membership fee for Public Library (15K - 30K) Level	\$11,914.00	\$11,914.00
<i>Please make your check payable to: Baker County Library District</i>		<b>Total Due</b>	\$ 11,914.00

# 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

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

10/20/2017

Description	Amount
ACCOUNTING SERVICES FOR THE MONTHS APRIL 2017 THRU SEPTEMBER 2017	8,175.00

THANK YOU

**Total** \$8,175.00

Hood River County Library District

2824 Columbia Ave

Attn Orders Dept

Hood River, OR 97031

Wilmington NC 28403

Title	Issues	Price	Qty	Start
<b>1859 Oregon's Magazine</b>	6	\$18.59	1	04/02/2018
ISSN: Publisher: 1859 Oregon's Magazine				
<b>Air &amp; Space</b>	7	\$29.00	1	12/01/2018
ISSN: 0886-2257 Publisher: Smithsonian Magazine				
<b>American Girl</b>	6	\$22.95	1	03/01/2018
ISSN: 1062-7812 Publisher: Hearst Magazines Division				
<b>Architectural Digest</b>	12	\$39.95	1	03/01/2018
ISSN: 0003-8520 Publisher: Conde Nast Publications				
<b>Art in America</b>	12	\$39.95	1	03/01/2018
Art In America Annual Guide				
ISSN: 0004-3214 Publisher: Brant Publications				
<b>Artists Magazine, The</b>	10	\$25.00	1	03/01/2018
ISSN: 0741-3351 Publisher: F & W Media Inc				
<b>Atlantic, The</b>	10	\$29.95	1	03/01/2018
ISSN: 1072-7825 Publisher: Atlantic Media Company				
<b>Babybug</b>	9	\$101.85	3	03/01/2018
ISSN: 1077-1131 Publisher: Cricket Media				
<b>Better Homes &amp; Gardens</b>	12	\$44.00	2	03/01/2018
ISSN: 0006-0151 Publisher: Meredith Corporation				
<b>Bicycling</b>	12	\$19.94	1	05/01/2018
Bicycling Buyer's Guide				
ISSN: 0006-2073 Publisher: Rodale Press Inc.				
<b>Birds &amp; Blooms</b>	7	\$17.98	1	03/01/2018
ISSN: 1084-5305 Publisher: Trusted Media Brands				
<b>Bon Appetit</b>	11	\$24.00	1	06/01/2018
ISSN: 0006-6990 Publisher: Conde Nast Publications				
<b>Boy's Life</b>	12	\$24.00	1	03/01/2018
ISSN: 0006-8608 Publisher: Boy Scouts of America				
<b>Catster</b>	6	\$24.00	1	03/01/2018
ISSN: 0892-6514 Publisher: Lumina Media				
<b>Consumer Reports</b>	13	\$60.00	2	03/01/2018
Consumer Reports Buying Guide				
ISSN: 0010-7174 Publisher: Consumers Union of US, Inc				
<b>Cook's Illustrated</b>	6	\$24.95	1	03/01/2018
ISSN: 1068-2821 Publisher: Boston Common Press Ltd Partners				
<b>Cricket</b>	9	\$33.95	1	03/01/2018

<i>ISSN: 0090-6034</i>	<i>Publisher: Cricket Media</i>				
<b>Dwell Magazine</b>		<b>6</b>	<b>\$19.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1530-5309</i>	<i>Publisher: Dwell Magazine</i>				
<b>Economist, The - Print</b>		<b>51</b>	<b>\$152.00</b>	<b>1</b>	<b>03/03/2018</b>
<i>World In, The</i>					
<i>ISSN: 0013-0613</i>	<i>Publisher: The Economist</i>				
<b>Electric Flight</b>		<b>6</b>	<b>\$24.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Electric Flight</i>				
<b>Fine Gardening</b>		<b>6</b>	<b>\$31.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0896-6281</i>	<i>Publisher: Taunton Press</i>				
<b>Fine Homebuilding</b>		<b>8</b>	<b>\$42.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1096-360X</i>	<i>Publisher: Taunton Press</i>				
<b>Fine Woodworking</b>		<b>7</b>	<b>\$36.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0361-3453</i>	<i>Publisher: Taunton Press</i>				
<b>Flyfishing &amp; Tying Journal</b>		<b>4</b>	<b>\$18.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1521-7361</i>	<i>Publisher: Frank Amato Publications</i>				
<b>Futbol Total</b>		<b>12</b>	<b>\$102.17</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1657-3757</i>	<i>Publisher: Group Medios S.A. DE C.V.</i>				
<b>Glamour</b>		<b>16</b>	<b>\$16.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0017-0747</i>	<i>Publisher: Conde Nast Publications</i>				
<b>Good Housekeeping</b>		<b>12</b>	<b>\$21.97</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0017-209X</i>	<i>Publisher: Hearst Magazines Division</i>				
<b>Guitar Player</b>		<b>12</b>	<b>\$14.99</b>	<b>1</b>	<b>12/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Guitar Player</i>				
<b>Guns &amp; Ammo</b>		<b>12</b>	<b>\$19.94</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Outdoor Sportsman Group</i>				
<b>Harper's Magazine</b>		<b>12</b>	<b>\$17.97</b>	<b>1</b>	<b>03/01/2018</b>
<i>Harper's Magazine Index</i>					
<i>ISSN: 0017-789X</i>	<i>Publisher: Harper's Magazine</i>				
<b>HGTV</b>		<b>10</b>	<b>\$28.00</b>	<b>1</b>	<b>01/16/2018</b>
<i>ISSN:</i>	<i>Publisher: Hearst Magazines Division</i>				
<b>High Times</b>		<b>12</b>	<b>Paid</b>	<b>1</b>	<b>02/01/2019</b>
<i>ISSN: 0362-630X</i>	<i>Publisher: High Times</i>				
<b>Highlights For Children</b>		<b>12</b>	<b>\$104.85</b>	<b>3</b>	<b>03/01/2018</b>
<i>ISSN: 0018-165X</i>	<i>Publisher: Highlights for Children</i>				
<b>Hobby Farms</b>		<b>6</b>	<b>\$19.97</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1533-0931</i>	<i>Publisher: Lumina Media</i>				
<b>Home Power</b>		<b>6</b>	<b>\$34.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1050-2416</i>	<i>Publisher: Home Power</i>				
<b>Horn Book Magazine</b>		<b>6</b>	<b>\$72.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>Horn Book Cumulative Index</i>					
<i>ISSN: 0018-5078</i>	<i>Publisher: Media Source Incorporated</i>				
<b>Horse Illustrated</b>		<b>12</b>	<b>\$23.97</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0145-9791</i>	<i>Publisher: Lumina Media</i>				

<b>Horticulture Magazine</b>	<b>8</b>	<b>\$19.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0018-5329</i>	<i>Publisher: F &amp; W Media Inc</i>			
<b>House Beautiful</b>	<b>10</b>	<b>\$24.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0018-6422</i>	<i>Publisher: Hearst Magazines Division</i>			
<b>Ingredient Magazine</b>	<b>4</b>	<b>\$35.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Ingredient</i>			
<b>Kiteboarder, The</b>	<b>4</b>	<b>\$49.99</b>	<b>1</b>	<b>09/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Kiteboarder</i>			
<b>Ladybug</b>	<b>9</b>	<b>\$33.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1051-4961</i>	<i>Publisher: Cricket Media</i>			
<b>Leo Leo (Spanish)</b>	<b>10</b>	<b>\$109.36</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Bayard Revistas S.A.</i>			
<b>Library Journal</b>	<b>20</b>	<b>\$157.99</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0363-0277</i>	<i>Publisher: Media Source Incorporated</i>			
<b>Make Magazine</b>	<b>6</b>	<b>\$39.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1556-2336</i>	<i>Publisher: Make Magazine</i>			
<b>Martha Stewart Living</b>	<b>10</b>	<b>\$28.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1057-5251</i>	<i>Publisher: Meredith Corporation</i>			
<b>Men's Fitness - Ceased</b>	<b>10</b>	<b>\$24.00</b>	<b>1</b>	<b>02/01/2018</b>
<i>ISSN: 1541-2776</i>	<i>Publisher: American Media Inc</i>			
<b>Model Railroader</b>	<b>12</b>	<b>\$42.95</b>	<b>1</b>	<b>04/01/2018</b>
<i>ISSN: 0026-7341</i>	<i>Publisher: Kalmbach Publishing Co</i>			
<b>Money</b>	<b>12</b>	<b>\$41.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0149-4953</i>	<i>Publisher: Time Inc.</i>			
<b>Mother Earth News</b>	<b>6</b>	<b>\$20.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0027-1535</i>	<i>Publisher: Ogden Publications Inc</i>			
<b>Mother Jones</b>	<b>6</b>	<b>\$24.00</b>	<b>1</b>	<b>05/01/2018</b>
<i>ISSN: 0362-8841</i>	<i>Publisher: Mother Jones</i>			
<b>Motor Trend</b>	<b>12</b>	<b>\$10.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0027-2094</i>	<i>Publisher: The Enthusiast Network</i>			
<b>Mountain Bike Action</b>	<b>12</b>	<b>\$19.98</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0895-8467</i>	<i>Publisher:</i>			
<b>National Audubon Society Membership - Please Order Direct</b>	<b>6</b>	<b>\$0.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>Audubon Magazine - Please Order Direct</i>				
<i>ISSN:</i>	<i>Publisher: National Audubon Society Inc</i>			
<b>National Geographic Kids</b>	<b>10</b>	<b>\$24.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1542-3042</i>	<i>Publisher: National Geographic Society</i>			
<b>National Geographic Magazine</b>	<b>12</b>	<b>\$39.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0027-9358</i>	<i>Publisher: National Geographic Society</i>			
<b>National Geographic Traveler</b>	<b>6</b>	<b>\$19.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0747-0932</i>	<i>Publisher: National Geographic Society</i>			
<b>Natural History</b>	<b>10</b>	<b>\$30.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0028-0712</i>	<i>Publisher: American Museum Of Natural History</i>			
<b>New York Times Book Review</b>	<b>48</b>	<b>\$104.00</b>	<b>1</b>	<b>03/03/2018</b>

<i>ISSN: 0028-7806</i>	<i>Publisher: New York Times</i>				
<b>New Yorker, The</b>		<b>47</b>	<b>\$99.00</b>	<b>1</b>	<b>03/03/2018</b>
<i>ISSN: 0028-792X</i>	<i>Publisher: Conde Nast Publications</i>				
<b>O, The Oprah Magazine</b>		<b>12</b>	<b>\$28.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1531-3247</i>	<i>Publisher: Hearst Magazines Division</i>				
<b>Oregon Historical Society Membership</b>		<b>1</b>	<b>\$80.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>Oregon Historical Quarterly</i>					
<i>ISSN:</i>	<i>Publisher: Oregon Historical Society</i>				
<b>Otaku USA</b>		<b>6</b>	<b>\$29.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Sovereign Homestead Media</i>				
<b>Outside Magazine</b>		<b>12</b>	<b>\$24.00</b>	<b>1</b>	<b>06/01/2018</b>
<i>ISSN: 0278-1433</i>	<i>Publisher: Outside Magazine</i>				
<b>Parents</b>		<b>12</b>	<b>\$15.98</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1083-6373</i>	<i>Publisher: Meredith Corporation</i>				
<b>People</b>		<b>54</b>	<b>\$236.52</b>	<b>2</b>	<b>03/03/2018</b>
<i>ISSN: 0093-7673</i>	<i>Publisher: Time Inc.</i>				
<b>People en Espanol</b>		<b>11</b>	<b>\$39.94</b>	<b>2</b>	<b>03/01/2018</b>
<i>ISSN: 1096-5750</i>	<i>Publisher: Time Inc.</i>				
<b>Permaculture</b>		<b>12</b>	<b>\$85.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Permaculture</i>				
<b>Popular Mechanics</b>		<b>10</b>	<b>\$24.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0032-4558</i>	<i>Publisher: Hearst Magazines Division</i>				
<b>Popular Science</b>		<b>6</b>	<b>Paid</b>	<b>1</b>	<b>03/01/2021</b>
<i>ISSN: 0161-7370</i>	<i>Publisher: Bonnier Corporation</i>				
<b>Practical Home Schooling</b>		<b>5</b>	<b>\$29.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1075-4741</i>	<i>Publisher: HomeSchool.com</i>				
<b>Pregnancy &amp; Newborn</b>		<b>13</b>	<b>\$29.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Pregnancy &amp; Newborn</i>				
<b>QuiltMaker</b>		<b>6</b>	<b>\$29.97</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN:</i>	<i>Publisher: Quilt Maker</i>				
<b>Ranger Rick</b>		<b>10</b>	<b>\$24.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0738-6656</i>	<i>Publisher: National Wildlife Federation</i>				
<b>Ranger Rick Jr.</b>		<b>10</b>	<b>\$24.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 2169-275</i>	<i>Publisher: National Wildlife Federation</i>				
<b>Real Simple</b>		<b>12</b>	<b>\$28.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1528-1701</i>	<i>Publisher: Time Inc.</i>				
<b>Rolling Stone</b>		<b>26</b>	<b>\$39.96</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0035-791X</i>	<i>Publisher: Wenner Media Inc</i>				
<b>Runner's World</b>		<b>12</b>	<b>\$24.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0867-1706</i>	<i>Publisher: Rodale Press Inc.</i>				
<b>School Library Journal</b>		<b>12</b>	<b>\$136.99</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0362-8930</i>	<i>Publisher: Media Source Incorporated</i>				
<b>Science News</b>		<b>26</b>	<b>\$50.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0036-8423</i>	<i>Publisher: John Wiley &amp; Sons Inc</i>				

<b>Scientific American</b>	<b>12</b>	<b>\$84.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0036-8733</i>				<i>Publisher: Scientific American, Inc.</i>
<b>Seventeen</b>	<b>5</b>	<b>\$60.00</b>	<b>3</b>	<b>03/01/2018</b>
<i>ISSN: 0037-301X</i>				<i>Publisher: Hearst Magazines Division</i>
<b>Ski Magazine</b>	<b>6</b>	<b>\$14.97</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0037-6159</i>				<i>Publisher: Active Interest Media</i>
<b>Small Farmer's Journal</b>	<b>4</b>	<b>\$50.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0743-9989</i>				<i>Publisher: Small Farmer's Journal</i>
<b>Smithsonian</b>	<b>11</b>	<b>\$34.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0037-7333</i>				<i>Publisher: Smithsonian Magazine</i>
<b>Spider</b>	<b>9</b>	<b>\$33.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1070-2911</i>				<i>Publisher: Cricket Media</i>
<b>Sports Illustrated</b>	<b>39</b>	<b>\$88.95</b>	<b>1</b>	<b>03/03/2018</b>
<i>ISSN: 0038-822X</i>				<i>Publisher: Time Inc.</i>
<b>Sports Illustrated For Kids</b>	<b>12</b>	<b>\$31.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1042-394X</i>				<i>Publisher: Time Inc.</i>
<b>Stone Soup - Digital Only - Single User</b>	<b>6</b>	<b>\$45.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0094-579X</i>				<i>Publisher: Stone Soup</i>
<b>Sun, The</b>	<b>12</b>	<b>\$42.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0744-9666</i>				<i>Publisher: Unknown</i>
<b>Teen Vogue (Ceased)</b>	<b>4</b>	<b>\$0.00</b>	<b>1</b>	<b>07/02/2018</b>
<i>ISSN: 1540-2215</i>				<i>Publisher: Conde Nast Publications</i>
<b>This Old House</b>	<b>8</b>	<b>\$24.95</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1086-2633</i>				<i>Publisher: Time Inc.</i>
<b>Threads</b>	<b>6</b>	<b>\$69.90</b>	<b>2</b>	<b>03/01/2018</b>
<i>ISSN: 0882-7370</i>				<i>Publisher: Taunton Press</i>
<b>Time Magazine</b>	<b>52</b>	<b>\$76.13</b>	<b>1</b>	<b>03/03/2018</b>
<i>ISSN: 0040-781X</i>				<i>Publisher: Time Inc.</i>
<b>Transworld Snowboarding</b>	<b>4</b>	<b>\$16.97</b>	<b>1</b>	<b>06/01/2018</b>
<i>ISSN: 1046-4611</i>				<i>Publisher: The Enthusiast Network</i>
<b>TV Y Novelas - Please Order Direct</b>	<b>12</b>	<b>\$0.00</b>	<b>2</b>	<b>03/01/2018</b>
<i>ISSN: 0188-0683</i>				<i>Publisher: Televisa</i>
<b>Utne Reader</b>	<b>4</b>	<b>\$36.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 1544-2225</i>				<i>Publisher: Ogden Publications Inc</i>
<b>Vanidades - Please Order Direct</b>	<b>12</b>	<b>\$0.00</b>	<b>2</b>	<b>03/01/2018</b>
<i>ISSN: 0505-0146</i>				<i>Publisher: Televisa</i>
<b>Vanity Fair</b>	<b>12</b>	<b>\$24.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0733-8899</i>				<i>Publisher: Conde Nast Publications</i>
<b>Vegetarian Today - Formerly Vegetarian Tiimes - ceased</b>	<b>6</b>	<b>\$0.00</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0164-8497</i>				<i>Publisher: August Home Publishing</i>
<b>Vogue Knitting International</b>	<b>5</b>	<b>\$27.97</b>	<b>1</b>	<b>03/01/2018</b>
<i>ISSN: 0890-9237</i>				<i>Publisher: Soho Publishing</i>
<b>Wall Street Journal - Carrier</b>	<b>305</b>	<b>\$463.88</b>	<b>1</b>	<b>11/22/2017</b>
<i>WSJ Weekend</i>				

*WSJ Magazine*

*ISSN: 0099-9660*

*Publisher: Dow Jones & Company Inc*

<b>Whole Dog Journal</b>	<b>12</b>	<b>\$39.00</b>	<b>1</b>	<b>03/01/2018</b>
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*ISSN: 1097-5322*

*Publisher: Belvoir Media Group LLC*

<b>Writer, The</b>	<b>12</b>	<b>\$32.95</b>	<b>1</b>	<b>03/01/2018</b>
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*ISSN: 0043-9517*

*Publisher: Madavor Media, LLC*

<b>Yoga Journal</b>	<b>9</b>	<b>\$21.95</b>	<b>1</b>	<b>03/01/2018</b>
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*ISSN: 0191-0965*

*Publisher: Active Interest Media*

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<b>Total</b>	<b>\$4,682.19</b>
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<b>Discount</b>	<b>749.15</b>
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**Credits**

<b>Renewal Total</b>	<b>\$3,933.04</b>
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# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements October 31, 2017

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

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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

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**INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

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

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

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

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

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

*Onstott, Broehl & Cyphers, P.C.*  
November 14, 2017

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

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$107,693			\$107,693
Cash with Hood River County	402,897	\$92,015	\$99,532	594,444
Petty cash	416			416
Total Current Assets	<u>511,006</u>	<u>92,015</u>	<u>99,532</u>	<u>702,553</u>
TOTAL ASSETS	<u><u>\$511,006</u></u>	<u><u>\$92,015</u></u>	<u><u>\$99,532</u></u>	<u><u>\$702,553</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$260			\$260
Total Current Liabilities	<u>260</u>	<u>0</u>	<u>0</u>	<u>260</u>
Total Liabilities	<u>260</u>	<u>0</u>	<u>0</u>	<u>260</u>
Fund Balances:				
Unassigned	<u>510,746</u>	<u>92,015</u>	<u>99,532</u>	<u>702,293</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$511,006</u></u>	<u><u>\$92,015</u></u>	<u><u>\$99,532</u></u>	<u><u>\$702,553</u></u>

See Independent Accountants' Compilation Report

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

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$82,945	\$52,091		\$135,036
Property tax revenues - current year	146,999			146,999
Property tax revenues - prior year	5,567			5,567
Fines and fees	5,912			5,912
Intergovernmental revenue				0
Interest revenue	1,576		\$437	2,013
Miscellaneous	0			0
<b>Total Revenues</b>	<b>242,999</b>	<b>52,091</b>	<b>437</b>	<b>295,527</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	142,087			142,087
Employee benefits	48,017			48,017
<b>Total Personal Services</b>	<b>190,104</b>	<b>0</b>	<b>0</b>	<b>190,104</b>
Materials and services:				
Bank charges	83			83
Building rental	0			0
Building maintenance	2,070	7		2,077
HVAC	5,245			5,245
Elevator	480			480
Telephone	1,236			1,236
Internet	1,766			1,766
Collection development	18,634	6,434		25,068
Technology	2,208			2,208
Accounting and auditing	0			0
Courier	654			654
Custodial services	7,292			7,292
Technical services	3,029			3,029
Library consortium	0			0
Copiers	349			349
Elections expense	0			0
Furniture and equipment	421	730		1,151
Insurance	0			0
Georgiana Smith Memorial Garden	7,316		3,900	11,216
Legal services	1,052			1,052
Professional services	16			16
Dues and subscriptions	1,254			1,254
Miscellaneous	105			105
Postage and freight	327			327
Printing	0			0
Programs	4,056	4,301		8,357
Advertising	141			141
Supplies - office	4,107			4,107
Travel	921			921
Training	868			868
Board development	284			284
Parking reimbursement	200			200
Electricity	7,642			7,642
Garbage	480			480
Natural gas	970			970
Water & sewer - building	1,967			1,967
<b>Total Materials and Services</b>	<b>75,173</b>	<b>11,472</b>	<b>3,900</b>	<b>90,545</b>
Capital outlay	0	0	0	0
<b>Total Expenditures</b>	<b>265,277</b>	<b>11,472</b>	<b>3,900</b>	<b>280,649</b>
<b>Revenues Over Expenditures</b>	<b>(22,278)</b>	<b>40,619</b>	<b>(3,463)</b>	<b>14,878</b>
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>(22,278)</b>	<b>40,619</b>	<b>(3,463)</b>	<b>14,878</b>
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
<b>Fund Balance - October 31, 2017</b>	<b>\$510,746</b>	<b>\$92,015</b>	<b>\$99,532</b>	<b>\$702,293</b>

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$144,224	\$146,999	\$834,953
Tax revenues - prior year	1,301	5,567	15,000
Fines and fees	1,533	5,912	12,000
Interest revenue	344	1,576	4,000
Donations	0	82,945	0
Miscellaneous	0	0	0
<b>Total Revenues</b>	<b>147,402</b>	<b>242,999</b>	<b>865,953</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	495	2,115	6,858
Library clerk II	7,021	29,752	88,353
Library assistant I	2,714	15,058	48,751
Library assistant II	5,369	33,094	89,302
Librarian I	5,331	21,052	65,957
Librarian II	4,417	17,579	52,998
Library director	5,888	23,437	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,868	11,014	34,364
Social security	2,375	10,815	32,350
Workers' compensation	22	(215)	1,072
Health insurance	6,171	24,878	99,000
Unemployment insurance	271	1,525	5,497
<b>Total Personal Services</b>	<b>42,942</b>	<b>190,104</b>	<b>595,160</b>
Materials and services:			
Bank charges	0	83	250
Building rental	0	0	9,000
Building maintenance	393	2,070	15,000
HVAC	0	5,245	12,000
Elevator	160	480	2,000
Telephone	321	1,236	4,000
Internet	427	1,766	5,500
Collection development	4,891	18,634	55,000
Technology	100	2,208	10,000
Accounting and auditing	0	0	25,000
Courier	54	654	3,000
Custodial services	1,823	7,292	24,000

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
Technical services	0	3,029	4,000
Library consortium	0	0	12,000
Copiers	75	349	1,500
Elections expense	0	0	0
Furniture and equipment	168	421	2,000
Insurance	0	0	11,500
Georgiana Smith Memorial Garden	1,120	7,316	21,000
Legal services	0	1,052	3,000
Professional services	16	16	0
Dues and subscriptions	475	1,254	4,000
Miscellaneous	0	105	1,000
Postage and freight	7	327	1,000
Printing	0	0	1,000
Programs	297	4,056	20,000
Advertising	0	141	1,000
Supplies - office	1,244	4,107	15,000
Travel	351	921	5,000
Training	61	868	1,500
Board development	0	284	1,500
Parking reimbursement	0	200	1,000
Electricity	1,745	7,642	20,000
Garbage	120	480	1,500
Natural gas	567	970	10,000
Water & sewer - building	516	1,967	4,700
 Total Materials and Services	 14,931	 75,173	 307,950
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 <b>Total Expenditures</b>	 57,873	 265,277	 1,003,110
 <b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	0	0	(28,000)
 Total Other Financing Sources (Uses)	 0	 0	 (28,000)
 <b>Change in Fund Balance</b>	 <b>\$89,529</b>	 <b>(\$22,278)</b>	 <b>(\$165,157)</b>

See Independent Accountants' Compilation Report

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

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$0	\$52,091	\$226,000
Intergovernmental revenue	0	0	0
<b>Total Revenues</b>	<u>0</u>	<u>52,091</u>	<u>226,000</u>
<b>Expenditures:</b>			
Personal services	0	0	0
Materials and services:	2,028	11,472	125,000
Capital outlay	0	0	146,000
<b>Total Expenditures</b>	<u>2,028</u>	<u>11,472</u>	<u>271,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$2,028)</u></u>	<u><u>\$40,619</u></u>	<u><u>(\$45,000)</u></u>

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Interest revenue	\$97	\$437	\$400
<b>Other Financing Sources</b>			
Transfer from General Fund	0	0	28,000
<b>Total Revenues and Other Sources</b>	<u>97</u>	<u>437</u>	<u>28,400</u>
<b>Expenditures:</b>			
Materials and services	0	3,900	0
Capital outlay	0	0	60,000
<b>Total Expenditures</b>	<u>0</u>	<u>3,900</u>	<u>60,000</u>
<b>Change in Fund Balance</b>	<u><u>\$97</u></u>	<u><u>(\$3,463)</u></u>	<u><u>(\$31,600)</u></u>

See Independent Accountants' Compilation Report



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

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Programs Fund	Friends of the Library	MCMC Grant	RTR 2017	Total
<b>Revenues:</b>								
Donations and grants	\$0	\$0	\$50,083	\$1,008	\$1,000	\$0	\$0	\$52,091
Intergovernmental revenue								0
Total Revenues	0	0	50,083	1,008	1,000	0	0	52,091
<b>Expenditures:</b>								
Personal services:								
Wages and salaries:								0
Library assistant II								0
Employee benefits:								0
Retirement								0
FICA								0
Workers compensation								0
Health insurance								0
Unemployment insurance								0
Total Personal Services	0	0	0	0	0	0	0	0
Materials and services:								
Building maintenance			7		2,420		462	7
Collection development			3,552					6,434
Technology								0
Programs			127	293	1,116		2,766	4,302
Furniture and equipment			729					729
Georgiana Smith Memorial Garden								0
Office supplies								0
Miscellaneous								0
Printing								0
Total Materials and Services	0	0	4,415	293	3,536	0	3,228	11,472
Capital outlay	0	0	0	0		0	0	0
Total Expenditures	0	0	4,415	293	3,536	0	3,228	11,472
Net Change in Fund Balance	0	0	45,668	715	(2,536)	0	(3,228)	40,619
Fund Balance - July 1, 2017	2,642	3,000	33,876	523	6,798	50	4,507	51,396
Fund Balance - October 31, 2017	\$2,642	\$3,000	\$79,544	\$1,238	\$4,262	\$50	\$1,279	\$92,015

See Independent Accountants' Compilation Report



Auditing Services Subcommittee  
Hood River County Library District  
502 State St.  
Hood River, OR 97031

Dear Auditing Services Subcommittee,

Thank you for the opportunity to submit our proposal for providing audit services to the Hood River County Library District. We are pleased to offer our approach to assisting the District with its needs for financial and compliance audit services.

Hanford & Associates, LLC has reviewed the Statement of Work described in the RFP. We understand the objectives are to provide financial and compliance audit services as required by the Minimum Standards for Audits of Oregon Municipal Corporations, perform an evaluation of internal controls of the District's accounting system, draft financial statements for management approval, and provide feedback to management with a management letter. We understand that an experienced Audit Partner or Manager will be on-site when audit staff are on-site and that the District may request technical assistance throughout the year at no additional cost.

Hanford & Associates, LLC has 15 years of combined experience in providing audit services to federal, state and local governments including several special purpose districts in Washington State. We possess the required technical resources and qualifications to perform the work within the timeline required. Hanford & Associates, LLC confirms it is qualified to perform municipal audits in accordance with Oregon Municipal Law and is authorized by the Oregon State Board of Accountancy to perform such services.

Hanford & Associates, LLC is focused on delivering an exceptional level of service to our clients through our industry experience and knowledge. We are committed to providing audit services that are efficient and provide value, as well as, to establish respectful working relationships. We understand the burden audits place on organizations and we strive to minimize the impact on the organizations' staff.

We look forward to the opportunity to work with you and welcome the chance to present our proposal. If you have any questions, please do not hesitate to contact me via phone (509) 290-2200 or by email at [Teresa.Hanford@hanfordllc.com](mailto:Teresa.Hanford@hanfordllc.com).

Sincerely,

Teresa Hanford, CPA, CIA, CGAP, CFE  
Managing Partner



## Table of Contents

### **Proposal Sections:**

Section 1- Summary of Audit Firm's Qualifications

Section 2- Audit Firm's Approach to the Examination

Section 3- Audit Fee

Attachment 1- Resumes

Attachment 2- Oregon Board of Accountancy Documents

Attachment 3- Proposal Certifications

Attachment 4- Signature Page



## **Section 1: Summary of Audit Firm's Qualifications**

Hanford & Associates, LLC is comprised of highly skilled professionals with over 15 years of combined experience in governmental auditing. The individuals leading this engagement will be Teresa Hanford, Managing Partner, and Sara Marshall, Lead Auditor. The audit team may include additional personnel that will be overseen by the lead auditor or managing partner. The team members overseeing the engagement have extensive experience in auditing local, state and federal governmental agencies in Eastern Washington State. They have provided audit services through the Washington State Auditor's Office, serving as subject matter experts for the local team, providing leadership and training for both multi-opinion unit audits and federal grant audits including many Comprehensive Annual Financial Reports (CAFRs). The team has extensive knowledge in performing compliance audits at both the federal and local level. In addition to special purpose districts, the team has also audited the financial statements and federal awards of cities, counties, ports, school districts, and public utility districts of various sizes. Both team members hold Certified Public Accountant licenses and master's and bachelor's degrees in accounting.

The team is well versed in Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Generally Accepted Government Auditing Standards (GAGAS) and Governmental Accounting Standards Board (GASB) requirements. They have extensive experience in internal control analysis and process improvements to create efficiencies while meeting compliance and reporting needs. The team understands the complexities of fund financial statements and various accounting and reporting requirements necessary for governmental and proprietary funds and associated component units.

Hanford & Associates, LLC consults with a woman-owned small business CPA firm as needed for tax and non-profit work. The owner of this firm has over 30 years of experience in tax, small business, non-profit, governmental accounting, and governmental auditing.

Hanford & Associates, LLC team members are currently performing the municipal audits in accordance with Oregon Municipal Law for the first time for the following cities:

- City of Yachats
  - Service Population – approximately 700 residents
  - Accountant – Judy M. Richter, (541) 547-3565, judy@yachatsmail.org
- City of Joseph
  - Service Population – approximately 1,100 residents
  - Co-City Administrator/Recorders Sandra Patterson & Tammy Mauro, (541) 432-3832, cityofjosephoregon@gmail.com



Hanford & Associates, LLC team members have been focused on audits of the Department of Energy prime contractors and subcontractors since late 2014; however, each have extensive experience in auditing local governments from 2008-2014. The agencies audited by the team members during this time include, but are not limited to:

Agency	Location
Port of Othello	Othello, Washington
Port of Pasco	Pasco, Washington
Port of Walla Walla	Walla Walla, Washington
Port of Benton	Richland, Washington
Sunnyside Valley Irrigation District	Sunnyside, Washington
Columbia Irrigation District	Kennewick, Washington
Kennewick Public Facilities District	Kennewick, Washington
Richland Public Facilities District	Richland, Washington
Kennewick Public Hospital District No. 1	Kennewick, Washington
Sunnyside Housing Authority	Sunnyside, Washington
Benton-Franklin Council of Governments	Richland, Washington
Sunnyside Division Board of Control	Sunnyside, Washington
Tri-Cities Animal Control Authority	Pasco, Washington
Mabton School District	Mabton, Washington
Richland School District	Richland, Washington
Prosser School District	Prosser, Washington
Grandview School District	Grandview, Washington
City of Lind	Lind, Washington
City of Richland	Richland, Washington
City of Benton City	Benton City, Washington
Benton County	Prosser, Washington
Franklin County	Pasco, Washington
Adams County	Ritzville, Washington

The aforementioned engagements were led by members of our team and included financial, federal single audits and compliance work. As demonstrated, our team members have experience with a variety of entity types and sizes. We believe we can use this experience to provide a quality audit to the District.



## **Section 2: Audit Firm's Approach to the Examination**

Our Company believes in providing exceptional customer service and engaging in frequent, honest and open communication with clients. Based on our experience and Company values we will provide the District with an exceptional, value added audit. We are committed to hearing your needs and working diligently to meet them while maintaining professional independence.

The principal supervisory and management staff assigned to this engagement will be Teresa Hanford and Sara Marshall. Resumes are included in Attachment 1.

Hanford & Associates, LLC is committed to minimizing the impact of the audit to the District staff. We understand the valuable service the District provides to the community and taking significant time away from everyday tasks can create a hardship for your organization and the citizens it serves. We will work diligently to be conscientious of the time asked of District staff. This will be accomplished through:

- Audit planning that results in efficient audit procedures.
- Requesting documentation in advance and scheduling meetings for documentation questions to avoid constant interruptions to staff.

Hanford & Associates, LLC relies on a risk-based audit approach and uses planning procedures as a basis to identify areas of risk. Planning procedures generally consist of, but are not limited to: analytical procedures; inquiry and walk-throughs; and review of the minutes, website, and resolutions passed during the audit period.

Based on risks identified in planning procedures, our team considers the best audit approach to address the identified risk and uses a combination of statistical sampling, judgmental sampling, analytical procedures, and other methods of testing to perform fieldwork. We also consider selecting transactions that allow for dual-purpose testing when feasible (for instance, grant revenues that can be used to confirm revenues for the financial statement audit, but also demonstrate compliance for Oregon Minimum Standards requirements).

Hanford & Associates, LLC plans to perform as much work as possible offsite to minimize the impact to District staff. Unless significant concerns are identified, or the District is uncomfortable with the audit approach, our team will set up phone meetings in advance with key personnel to gain information needed in planning procedures. We plan to be on-site for fieldwork 2-4 days, depending on the extent of testing that remains. We believe our audit approach, education, and extensive government audit experience will provide the District with an excellent, reliable audit to serve its citizens and stakeholders.



Hanford & Associates, LLC does not anticipate potential audit problems, but if problems arise, Hanford & Associates, LLC is committed to working with District personnel to resolve them.



### **Section 3: Audit Fee**

The following are the proposed audit fees:

- Fixed price of \$7,850 for the audit years ending 2018, 2019, and 2020 to include the audits of the financial statements, compliance to Oregon Minimum Standards, draft of the financial statements, and all items included in the statement of work. This price includes all associated travel costs.
- Hanford & Associates, LLC team members have senior level experience working for internal audit organizations, whose focus is to help the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. We provide value-added services which can help the District achieve its objectives through process improvement, alternate solutions, and improved controls. The hourly rate for these services by a licensed CPA is \$130 per hour. Administrative time is \$50 per hour.
- Hanford & Associates, LLC team members have tax, accounting, non-profit, and consulting experience. We consult with a CPA of over 30 years, as needed, to ensure our clients receive excellent service and advice. The hourly rate for these services by a licensed CPA is \$130 per hour. Administrative time is \$50 per hour.





## Attachment 1- Resumes



**TERESA HANFORD, Partner**

Hanford & Associates, LLC- Richland, WA

[Teresa.Hanford@hanfordllc.com](mailto:Teresa.Hanford@hanfordllc.com)

(509) 290-2200

**Professional Profile**

Teresa is the Managing Partner of Hanford & Associates, LLC. She has an extensive background in both accounting and auditing. Teresa provided accounting services to small businesses and non-profit organizations prior to moving into audits of federal, state and local governments. Teresa is proficient and experienced in understanding and applying various standards including Generally Accepted Audit Standards (GAAS), Generally Accepted Government Audit Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), COSO - Internal Control Framework, and COSO - Enterprise Risk Management Framework and Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (IIA Standards – Red Book). Teresa is also proficient in the Washington State Budgeting, Accounting and Reporting (BARS) manual for both GAAP and cash basis agencies. Teresa serves on the board of the Mid-Columbia Chapter of the Institute of Internal Auditors and previously served as the local area fraud specialist with the Washington State Auditor’s Office.

Teresa has a robust educational background holding a bachelor’s degree in accounting from Central Washington University and a Master’s in Business Administration from Western Governors University. Teresa is a licensed certified public accountant (CPA), a certified internal auditor (CIA), certified government auditing professional (CGAP) and a certified fraud examiner (CFE).

Teresa values establishing strong working relationships with clients, frequent and open communication and providing superior customer and audit service.



### **Professional Experience**

- Incurred cost audits for subcontractors to a prime contractor to the Department of Energy including the assessment of internal controls
- Analyzed and evaluated compliance with complex requirements with an intuitive understanding of risks associated with the requirements, resulting in recommendations to improve entity controls or processes
- Assessment of internal controls
- Streamlining business processes to create efficiencies
- Supervised, planned and performed financial, single (federal compliance), accountability audits, and special investigations for governmental entities with specific expertise in:
  - Special Purpose Districts
  - Cities and Counties
  - Public Utility Districts
  - Housing Authorities
  - School Districts

### **Area of Specialization**

Teresa specializes in audits of federal, state and local governments; providing audit services in financial statements, federal programs, and compliance. Teresa also has a strong background in business set up and business process improvement.

### **Education**

- Master's in Business Administration, Management & Strategy  
Western Governors University- Salt Lake City, Utah
- Bachelors in Accounting  
Central Washington University- Ellensburg, Washington

### **Licenses & Certifications**

- Certified Public Accountant (CPA) – License No. 34555
- Certified Internal Auditor (CIA)
- Certified Government Auditing Professional (CGAP)
- Certified Fraud Examiner (CFE)

### **Professional Organizations**

- American Institute of CPAs (AICPA)
- Institute of Internal Auditors (IIA)
- Washington Societies of CPAs (WSCPA)

### **Professional Involvement**

- Mid-Columbia Chapter of the Institute of Internal Auditors- Vice President



**Sara Marshall, Lead Auditor**

Hanford & Associates, LLC- Richland, WA

[Sara.Marshall@hanfordllc.com](mailto:Sara.Marshall@hanfordllc.com)

(509) 539-0633

**Professional Profile**

Sara serves as the Lead Auditor for Hanford and Associates, LLC. She has an extensive audit background specializing in audits of governmental agencies. Sara has also performed internal control audits utilizing the COSO framework resulting in improvements to internal control processes.

Sara is proficient and experienced in understanding and applying various standards including Generally Accepted Audit Standards (GAAS), Generally Accepted Government Audit Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), COSO - Internal Control Framework, and COSO - Enterprise Risk Management Framework and Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (IIA Standards – Red Book). Sara is also proficient in the Washington State Budgeting, Accounting and Reporting (BARS) manual for both GAAP and cash basis agencies.

**Professional Experience**

- Performed audits over low-income tribal tax credit partnerships for general and limited partners
- Presented on Enterprise Risk Management at the Contractors Internal Audit Director's joint conference with the Office of the Inspector General (OIG) in 2016
- Supervised, planned and performed financial, single (federal compliance), accountability audits, and special investigations for governmental entities with specific expertise in:
  - Cities
  - Counties
  - Public Utility Districts
  - Housing Authorities
  - School Districts
- Assessment of internal controls

**Area of Specialization**

Sara specializes in audits of federal, state and local governments; providing audit services in financial statements, federal programs, and compliance.

**Education**

- Masters of Science in Accounting  
University of Phoenix- Phoenix, Arizona
- Bachelors of Science in Accounting  
University of Montana- Missoula, Montana

**Professional Licenses**

- Certified Public Accountant (CPA)- License No. 34124

**Professional Affiliations**

- Institute of Internal Auditors (IIA)

**Professional Affiliations**

- Mid-Columbia Chapter of the Institute of Internal Auditors- President



## Attachment 2- Oregon Board of Accountancy Documents



# Oregon

Kate Brown, Governor

## Board of Accountancy

3218 Pringle Rd SE Ste 110

Salem, OR 97302-6307

503-378-4181

FAX 503-378-3575

[www.oregon.gov/boa](http://www.oregon.gov/boa)

June 21, 2017

TERESA JOY HANFORD  
1862 STEVENS DR  
RICHLAND, WA 99354

Dear Ms. Hanford,

Congratulations! The Board of Accountancy approved your application for admission to the Roster of Accountants authorized to conduct municipal audits, for license **#1612**. Your Oregon Municipal Auditors permit will expire December 31 of each **odd-numbered year**. You are required to renew if you will be conducting municipal audits in Oregon.

Enclosed is a copy of the rules for Municipal Auditors (OAR 801, Division 020). Please review the requirements necessary for continuance on the Roster (OAR 801-020-0700).

Be advised that each biennial renewal period you will now be required to report 24 CPE hours in subjects that directly relate to governmental environment and governmental auditing as described in more detail in OAR 801-020-0700(1)(a). Your pro-rated CPE for the renewal period ending 12/31/2017 is **7 CPE hours** in subjects that directly relate to governmental environment and governmental auditing.

Please contact the Board office with any updates to your contact information, or mailing address. Once again, congratulations on your success. Please don't hesitate to contact me with any questions.

Sincerely,

Angel Legler  
Licensing Specialist  
(503) 378-2264  
[angel.m.legler@oregon.gov](mailto:angel.m.legler@oregon.gov)





# Oregon

Kate Brown, Governor

## Board of Accountancy

3218 Pringle Rd SE Ste 110

Salem, OR 97302-6307

503-378-4181

FAX 503-378-3575

[www.oregon.gov/boa](http://www.oregon.gov/boa)

HANFORD & ASSOCIATES  
1862 STEVENS DR  
RICHLAND, WA 99354

## CONFIRMATION OF FIRM REGISTRATION

**HANFORD & ASSOCIATES** is registered in the State of Oregon by the Board of Accountancy to practice public accountancy

FIRM NUMBER: **2713**

REGISTERED TO PRACTICE AS A: **LLC**

**VALID UNTIL DECEMBER 31, 2017**

Board rules require that you display this letter of registration issued by the Board in a conspicuous place at the principal office of the firm.







### Attachment 3- Proposal Certifications

## V. Proposal Certifications

### Non-Discrimination Clause (ORS 279A.110)

Proposer hereby certifies they have not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any required subcontract.

It is further understood that any contractor who is in violation of this clause shall be barred from receiving awards of any contracts or purchases from the Library District unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Certified by:

Teresa Hanford, Owner

Firm Name:

Hanford + Associates, LLC

Address:

640 Jadwin Ave. Suite L, Richland, WA 99352



## Attachment 4- Signature Page

## VI. Signature Page

The undersigned proposes to perform all work as listed in this RFP, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the proposal has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this proposal:

Addenda: No. \_\_\_\_\_ to No. \_\_\_\_\_ inclusive.

The proposer has examined all parts of this Request For Proposal, including all requirements and contract terms and conditions thereof. If it's proposal is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this RFP.

Name of firm:

Hanford + Associates, LLC

Address: 640 Jadwin Ave., Suite L, Richland, WA 99352

Telephone number: 509-290-2200 Fax number: \_\_\_\_\_

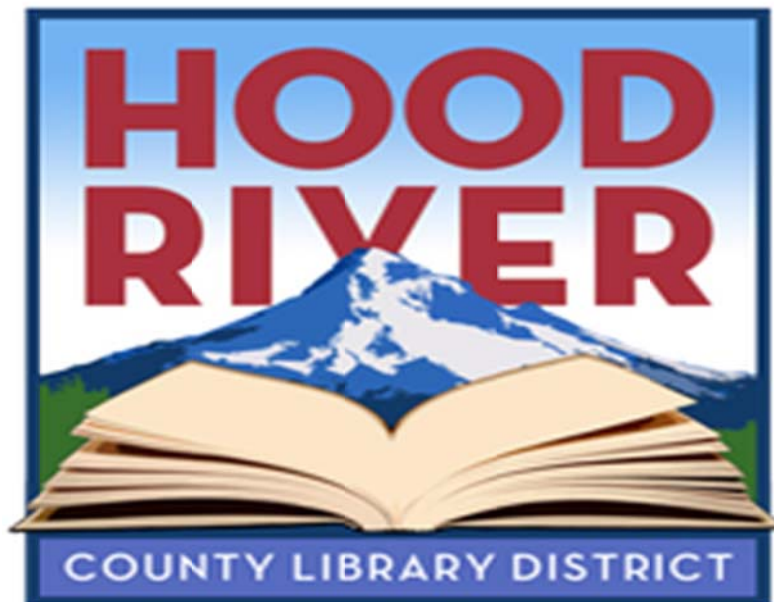
Email address: administration@hanfordllc.com

Submitted by:   
Authorized Signer

11/11/17  
Date

Teresa Hanford, Owner  
Printed Name

# ANNUAL AUDIT PROPOSAL



**SUBMITTED BY**



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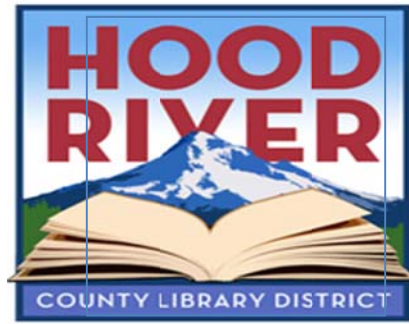
**12700 SW 72nd Ave.  
Tigard, OR 97223  
(503) 620-2632  
(503) 684-7523 FAX**

**Contact Person: Tara Kamp, CPA**

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**NOVEMBER 13, 2017**





## AUDITING SERVICES PROPOSAL

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## TRANSMITTAL LETTER





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

November 13, 2017

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

Thank you for the opportunity to continue to serve as auditors for the **Hood River Library District** for the years ending June 30, 2018, 2019, 2020 and to present our qualifications to do so. We believe this proposal provides all the information you will find necessary about our firm and its services. We also hope this proposal shows our enthusiasm and eagerness to be your auditors.

Our audit will be conducted in accordance with generally accepted auditing standards (GAAS) and, when applicable, the US General Accounting Office's *Government Auditing Standards* (GAGAS). Should the Library District be subject to the Single Audit, the audit will be conducted in compliance with Federal Audit Requirements of the Uniform Guidance.

Our audit will include each fund of the Hood River Library District. We believe an audit should not be a rote exercise. On the contrary, it should help the Library District develop and enhance the capabilities of its staff and help meet the problems of the future. The purpose of our audit will be to determine whether the District's financial statements present fairly the financial position and results of operations in conformity with generally accepted accounting principles and to determine whether the Library District has complied with state and federal laws, regulations and other contractual provisions that may have a material effect on the audited financial statements.

The following services are included in the fees quoted in the *Audit Services Fees* section:

- ◆ A complete understanding of the work to be performed. We are members of the AICPA Governmental Audit Quality Center.
- ◆ All audit work described in your request for proposal including documentation of your internal controls structure and major business practices.
- ◆ Copies of all adjusted working trial balances and adjusting journal entries, if any, at the conclusion of the audit.
- ◆ Letters of communication with the governing body and communication of internal control matters for management, which provide our suggestions for improvement in your systems and detailed explanations of upcoming accounting and auditing pronouncements that are relative to you.
- ◆ An entrance conference, progress conference(s) as considered necessary and exit conference.



- ◆ A written report on the internal control structure communicating any significant deficiencies to management and communicating our recommendations for enhancing internal controls and improving operational efficiency, if necessary.
- ◆ Significant Manager time and very seasoned staff are included. The Manager will supervise all fieldwork. Significant Partner and Manager planning and review time are also included.
- ◆ Review of Management's Discussion & Analysis and financial statements.
- ◆ Assistance with questions in the areas of accounting, reporting, budgeting and/or internal control throughout the year as they arise including personalized conversations (training) on governmental reporting and accounting topics.
- ◆ Delivery of audit reports in a timely fashion, as agreed upon. In order to meet the proposed deadline, we require all information necessary to complete the audit be provided by the Library District to the auditors no later than forty-five (45) days prior to the date of requested final report issuance.
- ◆ Application of "Clarity Project" standards by use of advanced technology and audit techniques which personalize the audit procedures to your system. We are completely paperless with our files.
- ◆ A large audit staff to meet your needs.

We are currently serving many other municipal governments in Oregon. We understand thoroughly the work to be done on these types of engagements; we have established excellent relationships with the Governing Bodies and Management of these entities, and we have consistently delivered audit reports on schedule. We are confident you will find our firm has the experience and ability to provide the excellent auditing and advisory services you require. **We want to continue to be the Hood River Library District's auditors!**

Tara Kamp, CPA, as signer of this letter, is authorized to make representations and to execute a personal services contract on behalf of the firm. We consider the terms of this proposal negotiable, and will enter into negotiations with the Library District of Hood River Library District if there are minor items that should be worked out. This proposal is a firm and irrevocable offer for ninety (90) days from the date of submission on November 13, 2017. We may be reached at the address and the telephone number listed on page one of this letter should you have any questions.

Very truly yours,



Tara Kamp, Partner  
PAULY, ROGERS AND CO., P.C.

## PROFILE OF THE PROPOSER



### **History and Location**

**Pauly, Rogers and Co., P.C.** is a local firm that has been providing quality accounting services since 1947. We are located at 12700 SW 72nd Avenue in Tigard, Oregon.

### **Properly Licensed**

All Shareholders and Managers are licensed by the Oregon State Board of Accountancy as Certified Public Accountants. We are members of the AICPA. All Shareholders are licensed municipal auditors in the State of Oregon and are on the Oregon Municipal Roster.

### **Independence**

All members of the firm are independent of Hood River Library District as defined by generally accepted accounting standards and the US General Accounting Office's *Government Auditing Standards*, as required by the rules of conduct of the AICPA. We require all staff members to make annual independence representations, which are kept on file in our office.

### **Personnel**

Partners	4
Managers/Senior Associates	12
Professional Staff	13
Support Staff	<u>3</u>
Total	<u><u>33</u></u>

### **Equal Opportunity Employer**

Our firm is an equal opportunity employer and does not discriminate against any individual because of race, religion, sex, sexual orientation, color, age, handicap or national origin. These shall not be a factor in consideration for employment, selection for training, promotion, transfer, recruitment, rates of pay or other forms of compensation, demotion or separation.

### **Client Base and Range of Services**

Our firm specializes in providing auditing and accounting services to not-for-profit and government organizations. We have a sister Company, **RAS Group, LLC**, which provides a wide range of financial, consulting and tax services to individuals and corporations.

We have very experienced tax personnel who can assist with any and all of your needs. Having a full-service tax business under the same roof as our auditing and accounting business ensures a smooth transition for clients wishing to engage both sets of services.

## ENGAGEMENT TEAM



**Key Staff Members and Roles**

<b>Name</b>	<b>Title</b>
Tara Kamp, CPA	In-Charge Partner
Roy R. Rogers, CPA	Concurring Partner
Matthew Graves, CPA, CFE	Partner
Kenny Allen, CPA, CFE	Partner
Kady Strode	Senior Auditor

Tara Kamp will act as the Engagement Partner and will be directly involved in managing and performing aspects of the audit. Roy R. Rogers will act as a Concurring Partner on the audit. We have found this review procedure essential in providing quality audit reports for our clients. Tara Kamp will be the In-Charge Auditor for the engagement. Tara has over nine years of auditing experience and has led numerous engagements. Tara will supervise one to two highly qualified accountants with experience conducting over fifty municipal audits each. Tara also has at her disposal over 20 additional experienced municipal auditors should the need arise.

Resumes have been provided for key staff members involved in the audit, including their credentials and history with the firm.

**Rotation Policy**

It is the policy of our firm not to rotate personnel assigned to an engagement unless absolutely necessary or if requested by the client. We believe that this policy enables client staff and the audit team to develop a continuing working relationship that leads to a smooth and efficient audit.

**Professional Development Program**

All assigned staff have received a minimum of 24 hours of continuing education in governmental accounting and auditing within the past year, and at least 40 hours within the past two years. In addition, all audit staff members meet the GAO's *Government Auditing Standards* "yellow book" education requirements. Our firm employs a wide range of professional development resources available through the Oregon Society of Certified Public Accountants, the Association of Governmental Accountants, the American Institute of Certified Public Accountants and local colleges and universities. This program offers diversity to staff members and allows the firm to acquire specialized knowledge in key areas such as accounting and auditing.

***Tara Kamp, CPA***

Partner



Tara M Kamp, CPA  
In Charge Partner

Bachelor of Science  
Portland State University

Continuing Professional  
Education in Auditing  
and Accounting

Licensed CPA in Oregon

Licensed Municipal Auditor  
in Oregon

American Institute of  
Certified Public Accountants

Oregon Society of  
Certified Public Accountants

OSCPA Education  
Foundation Board  
of Directors

Oregon Municipal Finance  
Officers Association

GFOA Special Review  
Committee

Tara graduated with honors from Portland State University with a Bachelor of Science degree in Business Administration with an emphasis in Accounting. She has extensive governmental and not-for-profit experience, including being the Engagement Partner for many governmental clients. Throughout the year she goes to great lengths to make herself available to clients so that she can answer questions and help solve problems, and consult with client staff regarding any proposed transactions or changes in policies.

### **Management Skills and Experience**

- GASB 34 implementation and continual compliance, including the set-up of government-wide trial balance and conversions from governmental fund financial statements to the full accrual statements
- GASB 45 implementation and advising clients on the need for actuarial valuations and footnote disclosures in accordance with Governmental Finance Officers Association (GFOA) standards
- GASB 54 implementation including providing one on one client training and tools to make the implementation process smooth
- Provided many client training sessions on various accounting and internal control related topics
- GFOA Technical Reviewer for the CAFR Program

**Roy R. Rogers, CPA**  
Managing Partner



Bachelor of Science  
Portland State University

Continuing Professional  
Education in Auditing  
and Accounting

Licensed CPA in Oregon

Licensed Municipal Auditor  
in Oregon

American Institute of  
Certified Public Accountants

Oregon Society of  
Certified Public Accountants

Certified Government  
Financial Manager

Certified Information  
Technology Professional

Chartered Global  
Management Accountant

OSCPA Past President

OSCPA Governmental  
Accounting and Auditing  
Committee

Oregon State Board of  
Accountancy Peer  
Review Committee

Tigard Chamber of  
Commerce Past President

Tigard Rotary Past President

Roy R. Rogers is the Managing Partner of **Pauly, Rogers and Co., P.C.** The firm has grown from a staff of four to over 30 employees. He has extensive experience auditing local governments, as well as hundreds of not-for-profit entities. His work currently includes fieldwork, report preparation, planning, supervision and final reviews.

As the Engagement Partner, Roy will assist with the audit planning and the development of an audit program that will fulfill all professional standards. During the fieldwork and reporting phases, he will review all workpapers, documents and financial statements. He will also be available to the District's staff on difficult accounting and reporting issues.

### Management Skills and Experience

Roy has been the Engagement Partner on numerous compliance and financial audits, as well as various consulting engagements. He has over 40 years of direct experience in accounting, auditing and consulting to governmental entities. He manages the firm's engagements to document, evaluate and make recommendations for improvement in internal control systems.

Roy performs peer reviews for other firms, as well as risk assessments and internal control evaluations. He also speaks at state and international events on leadership and organizational excellence.

### Professional Achievements

- Past AICPA Council and Committee member
- 1998 OSCP A Gold Medal Award
- Various board positions for OSCP A
- Oregon State Board of Accountancy Liaison
- Past Mayor of Tualatin
- Over 25 years of service with Washington County, serving on numerous boards and committees, including:
  - ◆ Enhanced Sheriff's Patrol Board
  - ◆ Budget Committee
  - ◆ Urban Road Maintenance Board
  - ◆ Coordinating Committee, handling County transportation issues



**Matthew Graves,**  
**CPA, CFE**  
 Concurring Partner



Bachelor of Science  
 University of Oregon

Post-Baccalaureate  
 Certificate  
 Portland State University

Continuing Professional  
 Education in Auditing  
 and Accounting

Licensed CPA in Oregon

Licensed Municipal Auditor  
 in Oregon

Certified Fraud Examiner

American Institute of  
 Certified Public Accountants

Oregon Society of  
 Certified Public Accountants

Oregon Municipal Finance  
 Officers Association

Certified Information  
 Technology Professional

Government Finance  
 Officers Association

GFOA Special Review  
 Committee

Rotary Youth Leadership  
 Awards Participant

Matt Graves received his Bachelor Degree in Business Administration from the University of Oregon, and his Post-Baccalaureate Certificate in Accounting from Portland State University. He joined **Pauly, Rogers and Co., P.C.** in 2003, having worked five years in operations for Wells Fargo Bank. He has extensive experience auditing both governmental and not-for-profit entities, having been an Engagement Partner on numerous engagements and acting as the firm's Audit Manager for two years. Matt is a key contributor in developing the audit programs and workpaper templates the firm uses, as well as assisting in implementing new auditing standards annually.

Matt has assisted many governments in implementing new accounting pronouncements and has made numerous presentations to local government finance officers at conferences and regional meetings. Matt's presentations including the following:

- Government Accounting Standards Board (GASB) Statement, Linn Benton Lincoln Education Service City Business Managers Meeting, September 2007
- Statements on Auditing Standards No. 112, Oregon School Business Officials Conference, July 2008
- GASB No. 45, Oregon School Business Officials Conference, July 2009
- Accounting and Auditing Update and GASB No. 54, Lane Education Service City Business Managers Meeting, February 2010
- Understanding and Preparing Financial Statements and New Items for Audits, Special City's Association of Oregon 2012 Conference, February 2012

Matt goes to great lengths to make himself available to clients so that he can answer questions and help solve problems, and consult with client staff regarding any proposed transactions or changes in policies. His top priority is to develop an audit plan with his clients, including a timeline for expectations of audit deliverables and communication of any and all audit results to management and, if applicable, the governing body.

### **Professional Achievements**

- OSCP Member
- GFOA Technical Reviewer for the CAFR Program



**Kenny Allen, CPA,  
CFE**

Partner

Bachelor of Science  
Portland State UniversityPost-Baccalaureate Degree  
Portland State UniversityContinuing Professional  
Education in Auditing  
and Accounting

Licensed CPA in Oregon

Licensed Municipal Auditor  
in Oregon

Certified Fraud Examiner

Oregon Society of  
Certified Public AccountantsGFOA Special Review  
Committee

Kenny Allen graduated from the University of Washington with a Bachelor of Science degree in Administration of Justice and a Post-Baccalaureate degree in Accounting from Portland State University. He joined **Pauly, Rogers and Co., P.C.** in 1999, after having worked two years as an auditor for the General Accounting Office (GAO). He was responsible for the auditing of on-site security for the Internal Revenue Service (IRS) Service Centers and Field Office. His experience with the GAO also included the internal control over the courier service that carried well over \$500 million dollars at times. Along with others, he audited the revenue cycle of the IRS, including review of all types of tax returns and revenue that came into the IRS.

With **Pauly, Rogers and Co., P.C.**, Kenny has been involved in hundreds of not-for-profit and municipal audits. He has been in a leadership position for the 13 years he's been with the firm. During that time he has successfully assisted his clients in implementing many new accounting and auditing standards. Kenny was one of the first auditors to assist a government audit client with GASB 34 implementation. Kenny also implemented GASB 45 with more than ten clients, and has taught a course on GASB 54. He prides himself on assisting his clients with obtaining and maintaining a high level of internal controls. He regularly attends continuing professional education courses to remain current with auditing standards.

**Management Skills and Experience**

Kenny has been the Engagement Partner on numerous audits at the state and local level. He has over ten years of direct experience in accounting, auditing and consulting to entities. An audit team leader for 13 years, Kenny brings strong customer service to our clients with his expertise.

**Professional Achievements**

- OSCP Member
- GFOA Technical Reviewer for the CAFR Program

**Kady Strode**

Senior Auditor



Bachelor of Science  
Linfield College 2008

Double major in Accounting  
And Psychology

Continuing Professional  
Education in Auditing  
and Accounting

Kady Strode received Bachelor Degrees in both Accounting and Psychology from Linfield College and began working at the firm upon graduating in 2008. Since joining **Pauly, Rogers and Co., P.C.**, she has been involved in hundreds of engagements, specializing in municipalities. She has extensive audit experience, including all phases of the audit and review process with additional expertise in single audits.

During the fieldwork and reporting phases, Kady will assist with any difficult accounting and reporting issues, participate in fieldwork, and provide technical support and knowledge for the engagement team. She prides herself on providing excellent customer service to her clients and makes their audit report a top priority. Kady goes to great lengths to make herself available to the clients so she can answer questions and help solve problems and consult with client staff regarding any proposed transactions or changes in policies

## EXPERIENCE AND EXPERTISE



### **Audit Clients with Similar Services**

*This data shall not be disclosed outside the Hood River Library District or be duplicated, used or disclosed in whole or in part for any purposes other than to evaluate the proposals provided, that if a contract is awarded to us as a result of or in connection with the submission of such information, the Library District shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the District's right to use information contained herein if it is obtained from another source.*

<b>Audit Client</b>	<b>Primary Contact and Title</b>	<b>Telephone</b>	<b>Years Audited</b>	<b>Service Population</b>
Scappoose Public Library	Jeff Weiss, Director	503-543-7123	5+	12,000
Silver Falls Library	Marly Swalboski, Director	503-873-5173	5	17,600
Hood River County	Sandi Borowy, Director of Budget & Finance	541-387-6824	5+	22,700

This is only a partial list of audit clients that have similar needs. Since we serve over **150** total engagements in the state of Oregon we did not include them all. Please contact us if you would like additional listings of our clients.

### **Experience in Conducting Single Audits**

Due to our extensive experience with municipal and not-for-profit engagements, **Pauly, Rogers and Co., P.C.** has developed specialized audit programs and procedures to ascertain compliance with the many requirements of the Single Audit Act Amendments the Uniform Guidance, the Oregon Revised Statutes and other state and federal audit and reporting requirements. Our professional library contains all available specialized audit programs for federal financial assistance programs. Over 30 of our current engagements have Single Audits.

### **Experience with Government Finance Officers Association**

Should the Library District desire to participate in this financial reporting program we would be delighted to assist you. The GFOA Certificate of Achievement for Excellence requires strict conformity with professional standards and requires additional information about the municipality in the program. An expert panel would evaluate the Library District's submission and progress toward insuring excellence. We have not had a failure to secure or maintain one of these certificates. For the year ended June 30, 2016, we had a total of 15 clients who submitted to GFOA. Three of our Partners are GFOA reviewers.

### **Expertise Outside Traditional Audit Functions**

Our firm prides itself on being an expert in the industry of governmental accounting and auditing. We understand the industry and the operations beyond financial reporting. As a result of our experience, we have been asked by many of our clients to perform agreed-upon procedures engagements for circumstances which fall outside the scope of the financial audit. Examples of these engagements are

listed below. We encourage all of our clients to tap into our extensive knowledge base whenever the need arises for a financial study to be performed.

***Accounting and Taxation***

- Payroll and income tax reviews
- Cost accounting and recovery systems
- Accounting seminars and presentations
- Accounting systems development
- Accounting policy manual development
- Review and application of State budget laws
- Comprehensive financial statement presentation and drafting

***Management Advisory Services***

- Efficiency studies
- Staff selection
- Analysis of Business Office staffing
- Development of various management information systems and schedules

***Financial Management***

- Business and financial plans
- Assistance in preparation of official statements covering sale of bonds
- Cash flow analysis
- Assistance in preparation of annual Moody's report for bond rating

## APPROACH TO THE ENGAGEMENT



### **Approach to the Engagement**

Annually, our firm develops and updates audit programs for all of our audit clients. This process involves the firm's Partners, Managers and Senior Associates, and is designed to develop programs that meet all professional standards of the American Institute of Certified Public Accountants and the *Minimum Standards for Audits of Oregon Municipal Corporations*. At this time, Tara Kamp would contact Hood River Library District's personnel to discuss areas of emphasis, timing of fieldwork and reporting or other ways our firm can better meet the needs of the Library District.

To help provide timely audit reports, we normally perform interim work during a mutually agreeable time within the last several months of your fiscal year. During interim work, we perform a review of the accounting records in use and conduct an evaluation of internal control as required by generally accepted auditing standards and, when applicable, *Government Auditing Standards*. Our process of gaining an understanding of internal control entails interviewing various accounting staff to develop written walkthrough documents that highlight key controls and control weakness, filling out control checklists, as well as discussions with supervisory staff on areas where controls may be lacking. Any deficiencies encountered in the accounting records or internal control, together with our recommendations, will be discussed with Management at that time. This procedure may permit implementation of corrective action prior to issuance of the audit report and management letter. The work to be performed would include documentation of our understanding of the Library District's system of internal accounting controls, initial testing of the accounts payable controls and payroll controls, and initial testing of management's reconciliation procedures for higher risk balance sheet accounts such as cash and investments. Our audit procedures will be developed to target risks identified during our risk assessment of all account balances and transaction classes.

Should you need an audit in accordance with the Single Audit Act, we would begin our study and evaluation of the internal control system governing the federal financial assistance programs and begin to assess control risk. This is performed using checklists and procedures developed through years of experience and the most current authoritative guidance. We will also thoroughly research the federal grants selected and use all the OMB circulars and compliance supplements for all areas that we test. Samples are taken and tests performed to ensure processing of data in accordance with prescribed policies and procedures and good management practices. All samples will be the product of "random" sampling, and sample sizes are in accordance with GAO's government auditing standards requirements and will be large enough to assess the control risk at the low level.

Also, we can document the Library District's compliance with many of the laws and regulations applicable to a Single Audit such as allowable cost, Davis-Bacon Act and procurement procedures. Any problems encountered during our interim tests will be discussed with the Management at the conclusion of our on-site interim fieldwork.

In conjunction with the Library District's personnel, we will schedule a period of time in the fall to complete the final work at the Library District. The audit team would usually consist of one to two accountants. During this time, we will complete our testing of the internal control system and begin substantive testing of the Library District's accounts.

Once we get a copy of the final general ledger we will perform an initial analytic review that will highlight areas where there may be significant changes from prior years. We will then determine if these changes are reasonable and this will dictate the level of risk and testing to be applied to each area of the audit.



The substantive testing will include independent confirmations where practical and needed, or examination of subsequent activity, when efficient. Our procedures will include testing confirmation of revenues received from the State of Oregon and confirmation of any other significant grants or revenues. Tests of expenditures will include sampling of both accounts payable and payroll cycles to ensure adequate coverage. On certain accounts we will perform detailed analytic work that would entail predicting the ending account balance and comparing that with the actual balances, and then determining if the difference is reasonable. If not, we would perform additional tests on that account. We will also perform detailed substantive tests on all other significant balance sheet and income statement accounts.

We would complete the grant compliance review during this phase. Our program guides will be completed and conclusions documented relating to the assertions implicit in grant compliance and financial reporting.

The reporting phase of the engagement will be initiated in the field and completed in our office after completion of on-site fieldwork. The reporting phase would be handled by Tara Kamp. This phase of the audit will include completion of our audit files, analysis and comparisons, as well as a detailed review of **all sections** of the financial statements.

The review component of the audit includes a review of all workpapers, documents and the financial reports. The Concurring Partner also performs a technical review of the financial statements and reviews the workpapers for completeness. The Concurring Partner also reviews any important accounting issues, the communication of internal control matters and communication with the governing body, if applicable, and the attorney letter.

Our firm has developed computerized audit techniques that will be used for analytical review purposes and report preparation. These procedures will be a standard part of fieldwork. These techniques allow us to increase sample sizes and decrease detection risk. Because the summarization and calculation of the data is done on the computer, increases in audit time are minimal. This benefits our clients by providing a timely product and the increased efficiency provides the product at a competitive fee. In addition to computer assisted audit techniques ***Pauly, Rogers and Co., P.C.*** uses a software package to assist with auditing that allows us to increase audit efficiency while reducing the use of almost all paper.

Because of our extensive experience with governmental audits, we are able to focus on the critical areas and perform the audit in the most efficient manner possible. We can offer valuable suggestions to the LibraryDistrict, as well as compare your procedures with other similar entities. These advantages have kept us in the forefront of municipal auditing in Oregon.

The approach to subsequent years' engagements would be substantially the same as the approach described above, with modifications made where necessary due to new information obtained in a subsequent audit. Each year we will determine what areas are at high risk and direct our audit to these areas. Our firm audits many governments that have fully integrated general ledger packages, so auditing these types of systems is not new to us.

We do not foresee any anticipated issues with the audit of Hood River Library District. However, it is possible that issues will arise during the course of the audit. We will keep you up to date of any major audit issues as we become aware of them.



### **Ability and Willingness to Provide Constructive Suggestions**

In general, as we audit and advise clients, major issues are addressed and solved. We then rely on conversations with client management to address minor issues, and advise upper management and the boards of our clients when major issues arise. We are not shy in discussing sensitive topics with any level of management. We never blind-side our clients with un-reviewed management letter comments, and are agreeable to modifying language that does not dilute the message but enhances readers' understanding of issues.

### **Use of Hood River Library District's Personnel**

This proposal is based on the anticipated cooperation of Hood River Library District's personnel and the assumption that the Library District's books will be balanced, reconciled and all accruals made. It is also understood that the Library District will prepare all mutually agreed-upon internal financial schedules. The schedules we request the Library District to prepare are no more than those which would be required to prepare a hard, well-documented close of the books at year-end.

We request the Library District prepare all confirmation letters, retrieve documents, answer questions and, of course, prepare the financial statements as early in the audit process as possible so that we can audit the financials. If the Library District chooses to engage us to prepare the financial statements, we request that the books be closed and a balance sheet and statement of revenues and expenditures be prepared from your accounting system before we arrive for the final audit fieldwork.

During testing, we will request accounting office staff to locate invoices, purchase orders, shipping documents and canceled checks. Also, we will request receipts, purchases documentation, payroll documents and reconciliations or supporting documents for transactions testing.

### **Timeline for Completing the Engagement**

<b>Audit Milestone</b>	<b>Description</b>	<b>Timing</b>	<b>Hours</b>
<b>Written Work Plan and Planning</b>	The audit program will be written by Tara Kamp, including any special procedures developed after meeting with the Library District. The engagement letter and planning will also be executed during this time.	Mar	8
<b>Interim and Compliance Work</b>	Internal control, audit risk and materiality would be evaluated. Initial compliance work will begin.	Mar-Apr	12
<b>Audit Fieldwork</b>	Audit fieldwork will be conducted at an agreed-upon time when the books are closed. The exit conference would occur immediately upon completion of the fieldwork, and would include a discussion of our study of the internal control system and the observations and conclusions from it. Also, we would communicate any potential findings and recommendations.	Sept-Oct	15
<b>Draft and Review Reports</b>	Preparation of the audit file and financial reports, including technical and second Partner review.	Oct-Nov	20
<b>Presentation and Delivery</b>	The final reports will be printed and delivered by the agreed-upon date.	Dec	5
<b>TOTAL</b>			60

## AUDIT SERVICES FEES



### Audit Fees

**Our not-to-exceed fees for the years ending June 30, 2018, 2019, 2020 for Hood River County Library District are listed below.** The fees are based on the anticipated cooperation of the District's staff, and on the assumption that the books will be closed, balanced and all appropriate accounts reconciled to the detail and that the trial balance will have been prepared and made available to us before we begin our final fieldwork. It also includes the auditing standards in effect for this year, but not changes in standards or potential scope of work changes that might occur in future years. These fees are inclusive of all staff time, all services outlined below and all of our out-of-pocket expenses for travel, supplies, printing and binding up to fifteen (15) copies of the Hood River Library District's financial statements. We also provide an electronic copy.

Services	For the Year Ending June 30	For the Year Ending June 30	For the Year Ending June 30
	2018	2019	2020
<b>Annual Audit</b>	<b>\$7,310</b>	<b>\$7,530</b>	<b>\$7,760</b>
<b>Financial Statement Preparation</b>	<b>1,030</b>	<b>1,060</b>	<b>1,100</b>
<b>Total</b>	<b>\$8,340</b>	<b>\$8,590</b>	<b>\$8,860</b>

**Telephone calls from the Library District seeking advice or assistance are welcomed anytime during the year, and such calls are anticipated as part of the total proposed fee.** Our willingness to provide minor technical assistance throughout the year without billing for additional services has been one of the trademarks of **Pauly, Rogers and Co., P.C.** A great deal of discussion is expected to occur during the year, all of which helps the auditors, as well as the Library District, properly deal with issues as they arise.

If the contract is renewed for subsequent fiscal years, the fee for each fiscal year will be equal to the previous year's fee plus the percentage increase in the Portland, Oregon Consumer Price Index (CPI), according to the U.S. Department of Labor, Bureau of Labor Statistics, as well as any additional work required by new standards or changes in your system.

### Rates for Additional Professional Services

**Pauly, Rogers and Co., P.C.** can provide the Library District with a variety of services in addition to the annual audit. Special reports, projects or other work undertaken at the client's request is billed at the following hourly rates for 2014: Partner \$180, Manager and Senior Associate \$130, Associate and Staff Accountant \$110 and Support Staff \$50. At the time of the request, we would estimate the fee to be charged and seek written approval of that fee. Special projects could be unit-priced or receive a reduced fee if they were scheduled at times when we are less busy with audit work.

## APPENDIX A



Hood River County Library District, RFP for Audit Services, p.6

**V. Proposal Certifications****Non-Discrimination Clause (ORS 279A.110)**

Proposer hereby certifies they have not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any required subcontract.

It is further understood that any contractor who is in violation of this clause shall be barred from receiving awards of any contracts or purchases from the Library District unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Certified by: Tara Kamp

Firm Name: Pauly, Rogers and CO., P.C.

Address: 12700 SW 72nd Ave, Tigard, OR 97223

APPENDIX B



Hood River County Library District, RFP for Audit Services, p.7

**VI. Signature Page**

The undersigned proposes to perform all work as listed in this RFP, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the proposal has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this proposal:

Addenda: No. \_\_\_\_\_ to No. \_\_\_\_\_ inclusive.

The proposer has examined all parts of this Request For Proposal, including all requirements and contract terms and conditions thereof. If it's proposal is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this RFP.

Name of firm: Pauly, Rogers and CO., P.C.

Address: 12700 SW 72nd Ave, Tigard, OR 97223

Telephone number: 503-620-2632 Fax number: 503-620-7523

Email address: TaraK@rascpas.com

Submitted by:  11-13-2017  
Authorized Signer Date

Tara Kamp  
Printed Name





Snow Plowing Contract 2017/2019

SEASON STORM SERVICE CONTRACT

I, Rachael Fox (hereafter known as 'custodian') represent the property(s) at the address or property described as: Hood River Library (hereafter known as 'the property').

I agree to pay Ayles Services, llc. the quoted price for the following services:

**Snow plowing of Walkways, stairs and parking lot.**

This is a contract for general snow plowing of Hood River Public Library property, located at the municipally known address of 502 East State Street in Hood River, Oregon 97031

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Snow Plowing will commence when a 2" trigger of snow is reached, unless otherwise requested.

Payment responsibility for these services shall be billed to:

Hood River Library District

c/o Rachael Fox

502 E. State St.

Hood River, OR 97031

541-387-7062

[rachael@hoodriverlibrary.org](mailto:rachael@hoodriverlibrary.org)

If there are any questions or concerns, please contact me directly at 541-490-2332.

I thank you again for the opportunity to put forth a bid & look forward to your favorable reply.

Sincerely,

Loran Ayles

Ayles Services, llc.

[911SNOW@gmail.com](mailto:911SNOW@gmail.com)

541.490.2332

*Upon the following attached terms:*



**AYLES SERVICES, llc.**  
**Snow Management Services**  
3745 Barrett Dr. ~ P.O. Box 1672  
Hood River, Oregon 97031  
**541.490.2332 ~ 911SNOW@gmail.com**



**“Per Push” Quote**

<b>2”~4”</b>	<b>\$400.00</b>	<b>snow plowing service of walks/drives</b>
<b>5”~6”</b>	<b>\$650.00</b>	<b>snow plowing service of walks/drives</b>
<b>+6”</b>	<b>\$875.00</b>	<b>snow plowing service of walks/drives</b>

***Snow Removal Trigger Depth: 2” trigger***

Additional Comments, Services, Instruction: This bid/contract is to include snow management services, as described:

Services include plowing snow from the 1600 feet of public walkways in and around the property, clearing snow from property stairways/stoops and plowing snow from the property east parking lot. Services to be rendered Tuesdays~Saturdays excluding holidays and other days Library will closed, as requested.

Deicing services are not included in contract.

X \_\_\_\_\_ / \_\_\_\_ /20  
Property/Company Representative Date



**Scope of Snow Plowing:** Ayles Services, llc will plow when Snow Trigger depth has been reached. This is measured by the contractor at the pavement, not to include drifts. Depending on the time of the snowfall, we attempt to service customers by 7:00 AM or 7:00 PM. Often times when plowing roads, the town will fill the driveways aprons with excess snow after driveways have already been cleared. If this causes a hazard or inconvenience, kindly contact us and we will attempt to clear this within a reasonably agreed upon time frame.

**Scope of De-icing:** De-icing services are not generally offered through Ayles Services, llc at this time.

**Ayles Services, llc assumes no responsibility for slip and fall accidents or vehicular accidents as a result of slippery conditions. This is the case regardless if De-icing agents have been applied or not!**

**Scope of Shoveling:** Shoveling is on a case to case basis and is not always offered due to time constraints. We will do our best to accommodate your needs. If offered and contracted on, **Ayles Services, llc assumes no responsibility for slip and fall accidents or vehicular accidents as a result of slippery conditions.**

**It is best to call when & if you take a vacation so we can plow your property while you are away. This is not only for your convenience, but for the safety of your home while you're away.**

**Turf Repair:** In the event that the contractor damages any turf by snow plowing, the contractor will re-seed the damaged turf in the spring season following the snow and ice maintenance program season in which the turf damage occurred.

**Non paved residences & roadways:** Ayles Services, llc is not responsible for the clean up of any Sand, gravel, or other driveway flooring agents that may get deposited on the turf over the plowing season. Due to thaw and freeze points it is often possible to have an 1" or more of snow left on your Road / Drive in efforts to keep the road from deteriorating.

**Disclaimer:** Ayles Services, llc will not plow or sand/salt within 5 feet from any parked vehicle, equipment, obstructions in parking lots, or other areas being cleared. Please attempt to move obstructions prior to our services being started. Ayles Services, llc is not liable for damage to pavement or other surfaces contracted for plowing of snow and/or ice. Damage can occur, however we will make every effort to avoid this. Depressed areas in pavement may accumulate snow that may not be able to be removed as well as snow that has been packed down by vehicle or foot traffic, Ayles Services, llc is not responsible for these accumulations that cannot be removed although we will do our best to remove them.

**Indemnification:** The Association / Owners shall indemnify, defend and hold harmless the contractor, its owners, employees and subcontractors from and against any and all claims, damages, reasonable attorneys' fees, costs and expenses which the contractor incurs as a result of a claim or claims brought by the owner or any third party, arising out of any wrongdoing, negligence and/or breach of contract by the owner alleged or otherwise, or any Act of God, including but not limited to extraordinary weather conditions, that is related, in any manner whatsoever, to the premises or the owner's involvement with the premises or the services, including but not limited to personal injuries resulting from slip and fall accidents.

**Life of Agreement:** This agreement is valid from the date it is signed until November 1st, 2019.

**Snow Removal:** Removal of snow piles is available through Ayles Services, llc. This is above and beyond this service agreement. We will do our best to keep charges to an absolute minimum but we are at the discretion of others when rendering these services. In the event it is more economical for a sub contractor to provide the service, we will provide the arrangements and notify you in advance. Please contact us with any question or concerns you may have.



**Hazards:** Customer is aware that plowing may not clear their property to bare pavement/ground and that slippery conditions may and most likely will prevail even after plowing and de-icing. Ayles Services, llc assumes **no responsibility** for slip and fall accidents or vehicular accidents as a result of this naturally occurring condition.

**Provision for Default and Cancellation:** Either party may terminate this agreement at any time with a 14 day advance written notice. Cancellation date will be the 14<sup>th</sup> day after such notice is received. In the event of cancellation, the customer will be responsible for all costs of services rendered up to the cancellation date. A final invoice will be sent to the customer within 30 days after cancellation for any and all balances due. There will be No Refunds issued for unused time or services set forth by this agreement, without limitations, to seasonal Quotes.

**Payment:**

**For per push / storm agreements,** Invoices will be delivered by Ayles Services, llc to the customer approximately 5-10 business days after each service is performed, and are due in full within 25 days of receiving such service. **NET 25 DAYS**

**For on call agreements,** or first time customers, payment is due at time of service.

**For monthly billing Agreements,** Billing invoices will be sent out to customers by the first of the month following services and payment is due by the 15th of month in which the invoice is received.

**Make Checks Payable to:**  
**Ayles Services, llc.**

Any invoice or scheduled payment over 10 days past due will be subject to a late fee of 15%. Ayles Services, llc reserves the right to suspend service when payments become more than 10 days past due. This agreement price has been negotiated and agreed upon based on the customer's driveway / parking lot/ roadway, walkway as it exists on the agreement date. In the event the customer adds additional areas, driveways, and/or paths that are suitable for snow plowing, shoveling and/or de-icing services, Ayles Services, llc shall not be responsible for the care or maintenance of such additional improvements without a written change order.

**Returned Checks:** A service charge of \$50.00 will be charged for any returned check. 2nd occurrence will forfeit billing status, and payment will be due in cash at time of service.

**Collections:** Custodian will be responsible for all costs of collection, including without limitation, court costs and reasonable attorney's fees in the event that it becomes necessary for Ayles Services, llc to resort to legal measures to collect any amount owed under this agreement.

***I have read and understand this document and attached disclaimer and agree to abide by the terms listed and hereby enter into contract with Ayles Services, llc for the purposes listed above.***

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
**Property Custodian Signature** **Property Custodian Printed**

**AYLES SERVICES, llc.**  
**Snow Management Services**  
3745 Barrett Dr. ~ P.O. Box 1672  
Hood River, Oregon 97031  
541.490.2332 ~ 911SNOW@gmail.com



## Snow Plowing Service Guide

In an effort to better serve our customers we have put together a 'Service Guide' that explains the way our Snow Plowing operations work. We ask that you please read the following so that you get a general understanding of how and when services will be performed. Once our Snow Plowing operations have commenced we will normally visit the site soon after we have reached the snow 'trigger' depth. The purpose of our initial visit is to "open up" the driveway/parking lot. This will enable you to get in and out of the area.

Our decision as to when the initial visit will occur depends on a number of factors:

1. Current snowfall accumulations
2. Current weather
3. Traffic conditions
4. Future weather predictions

Once the initial visit has occurred we will periodically monitor the site, and provide whatever services are needed. During an active storm we constantly monitor the weather and temperatures so as to provide the most effective service. If the forecast for our general area dictates a lesser snowfall amount of say 2"~ 5" we may choose to wait until the end of the storm so as to avoid the complications and risks of competing with traffic.

In the event of a heavy snowfall 6+" we may visit the site numerous times. This proven method is not only easier on our drivers and equipment but this also will enable you to gain access to roadways in the event that travel is necessary. If a major icing or blizzard conditions are forecast for our area we may elect to wait until driving conditions are safe for our drivers and allow the ice to accumulate on top of existing snowfall rather than on 'bare pavement'. We find it much easier to control significant icing that has occurred when it has not been constantly driven over or compacted by some other means such as heavy foot traffic. If you have chosen to utilize our shoveling services **please note** that unless otherwise requested in writing in the comments section of your Service Agreement these services will occur once the snowfall has ceased. This method has enabled us to effectively monitor more sites with less time in between visits. If de-icing is requested this service will occur at the time of your scheduled visit **only if ice or sleet is forecast or has accumulated** on the driveway/ parking lot, and walkway areas of the property.

Please do your best to pick-up your newspapers as we cannot be responsible for lost newspapers in the snow.

Ayles Services, llc. is not responsible for plowing in front of mailboxes or any other obstructions that have not been detailed in the Service Agreement.

### **Parking:**

When at all possible the best place to park is in the garage. If this cannot be achieved please park cars as close together as possible leaving one side of the driveway open. It is also best not to park at the very end of the driveway, this way we can effectively manage the large snow loads left by municipal plows. If you have any Questions or concerns please feel free to call.

Sincerely,

Loran Ayles  
**Ayles Services, llc.**  
P.O. Box 1672  
Hood River, Oregon 97031  
541.490.2332 911SNOW@gmail.com

# QUOTE

Page: 1

OREGON CORRECTIONS  
ENTERPRISES  
PO BOX 12849  
SALEM, OR 97309  
(503) 428-5500



ORDER NUMBER: 0103098  
ORDER DATE: 10/30/2017

SALESPERSON: 1026  
CUSTOMER NO: 0088197

SOLD TO:  
HOOD RIVER COUNTY LIBRARY DIST  
502 STATE ST  
HOOD RIVER, OR 97031

SHIP TO:  
HOOD RIVER COUNTY LIBRARY DIST  
502 STATE ST  
HOOD RIVER, OR 97031

CONFIRM TO:  
RACHAEL FOX 541-387-7062

Fax#

Comments:

CUSTOMER P.O.		SHIP VIA		F.O.B.		TERMS NET 30 DAYS		Ship Week of:
ITEM NUMBER	UNIT	ORDERED		SHIPPED		BACK ORDER	PRICE	AMOUNT
/701.022		10.00		0.00		0.00	124.00	1,240.00
OTTOMAN,21-1/2x16-3/8x12-1/4								
22-1/2x17-1/4x4" FABRIC PAD,RED OAK,WALNUT STAIN,MISSION STYLE, FABRIC GRADE 3: MOMENTUM CANTER CHESTNUT(VINYL CUPCHARGE APPLIED)								
/701.022		2.00		0.00		0.00	53.00	106.00
FABRIC PAD,22-1/2x17-1/4x4"								
FOR ABOVE MISSION STYLE OTTOMAN,FABRIC GRADE 3: MOMENTUM CANTER CHESTNUT(VINYL UPCHARGE APPLIED)								
/701.022		4.00		0.00		0.00	143.00	572.00
BENCH CUSHION,51-1/2X23-3/4X4								
MEDIUM FIRM FOAM,FABRIC GRADE 1:MOMENTUM FUSE IRIS								
207-080-04	EACH	5.00		0.00		5.00	498.00	2,490.00
SETTEE,1 PL,CURVED ARM,BEAVERCREEK,								
33Wx34Dx35Hx18SH								
FABRIC GRADE 3: MOMENTUM CANTER CHESTNUT(VINYL UPCHARGE APPLIED)								
207-080-07	EACH	3.00		0.00		3.00	563.00	1,689.00
SETTEE,1 PL,1 CURVED ARM,BC,SPECIFY								
RIGHT OR LEFT ARM								
FABRIC GRADE 3: MOMENTUM CANTER CHESTNUT(VINYL UPCHARGE APPLIED)								

Continued

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				NET 30 DAYS		
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
300-055-01	EACH	8.00	0.00	8.00	53.00	424.00
TABLET,ARM,16x11-1/4x1,LAM			Whse: 001			
TOP,T-MOLDING,						
UNIVERSAL,RIGHT SIDE						
EDGING: BLACK, LAMINATE TOP: FUSION MAPLE						
234-002-99	EACH	49.00	0.00	49.00	117.00	5,733.00
CHAIR,ALTA,4-LEG,POLY,W/O ARMS,			Whse: 001			
STACKING,GLIDES						
SPECIFY GLIDE TYPE						
FRAME: BLACK, POLY: MARINE TEAL, GLIDES: STEEL						
/701.022		20.00	0.00	0.00	89.00	1,780.00
CHAIR,CHILDREN,WOOD,13" SEAT						
RED OAK/CLEAR STAIN						
304-081-02	EA	6.00	0.00	6.00	109.00	654.00
CHAIR,WOOD SEAT/BACK,4 LEG,			Whse: 001			
18-1/4 Wx21-1/8 Dx18-3/8 SHx35-1/2 OAH						
RED OAK/CLEAR STAIN						

Continued

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Page: 3

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CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS NET 30 DAYS	Ship Week of:		
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
/301.02 TABLE,RECT,60x30x21 4 LEG,LAM TOP:KENYA MAHOGANY 795BK-78,GLIDES,SANTIAM	EA	2.00	0.00	0.00	289.00	578.00
/301.02 TABLE,RND,42x30, 1-1/4" SQR FRAME,PC: BLACK,LAM TOP: KENYA MAHOGANY,GLIDES,SANTIAM	EA	1.00	0.00	0.00	306.00	306.00
/701.022 END TABLE,MISSION STYLE 26x22x26,W/POWER GROMMET GMPT-3,RED OAK,WALNUT STAIN		4.00	0.00	0.00	314.00	1,256.00
/701.022 END TABLE,MISSION STYLE 26x22x26,RED OAK,WALNUT STAIN		2.00	0.00	0.00	254.00	508.00
/701.022 TABLE,RECT,60x30x30 4 LEG W/LOCKING CASTERS,LAM TOP: FUSION MAPLE,RED OAK,WALNUT STAIN,SANTIAM		1.00	0.00	0.00	473.00	473.00

Continued



# QUOTE

Page: 4

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ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
/701.022		1.00	0.00	0.00	349.00	349.00
TABLE,RECT,44x24x30						
4 LEG,LAM TOP: FUSION MAPLE,RED OAK,WALNUT STAIN,SANTIAM						
303-009-125	EACH	8.00	0.00	8.00	334.00	2,672.00
TABLE,FLIP TOP,60x30x29,DVLP H,3MM			Whse: 001			
PVC,LAM TOP,						
CASTERS,SOLUTIONS						
EDGING: BLACK, LAMINATE TOP: FUSION MAPLE						
/701.52	EA	1.00	0.00	0.00	170.00	170.00
SHIPPING & HANDLING						

Admin. Approval  Date 11/03/2017

Customer Approval \_\_\_\_\_ Date \_\_\_\_\_

Your signature above authorizes Oregon Corrections Enterprise to produce the above products for you. You have committed to pay OCE for the above items.

This quote is valid for \*\*\*\* 30 DAYS\*\*\*\* Linda Yenchik, lyenchik@oce.oregon.gov,Fax: 503-378-4338, Phone: 503-378-5276  
SHIPPING & HANDLING CHARGES ARE ESTIMATES ONLY.

Net Order:	21,000.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
<b>Order Total:</b>	<b>21,000.00</b>





# Issue Brief

OREGON CORRECTIONS ENTERPRISES

## Public Purchasing Exemption

### Overview

Established in 1999 through the passage of Ballot Measure 68, Oregon Corrections Enterprises (OCE) is a semi-independent organization, whose administrator reports to the director of the Oregon Department of Corrections (DOC). OCE plays an important role in carrying out Ballot Measure 17, the constitutional mandate to engage male and female inmates (further referred to as adults in custody) in meaningful work. *By statute, OCE is funded solely through the sales of its products and services.*

The mission of OCE, in partnership with DOC, is to promote public safety by providing adults in custody (AIC) with meaningful work experience in a self-sustaining organization. Working with DOC, OCE seeks partnerships with other agencies and private organizations to provide work and training programs for AIC that mirror real-world job experiences as much as possible.

OCE plays an important role in implementing DOC's Oregon Accountability Model (OAM). Through developing positive work ethics and job skills, OCE assists AIC in their transition to productive citizens who contribute to society and to their families.

There have been a number of opportunities for OCE to collaborate with private sector businesses. OCE turns down potentially millions in yearly revenue because of the possibility these ventures would compete with private sector businesses or cause workplace displacement. OCE will continue to seek collaborative partnerships while taking measures to avoid competing with the private sector.

### Oregon Constitution

The Oregon Constitution (Article 1, Section 41, Paragraph 10 and 11) states, "Prison work products or services shall be available to any public agency and to any private enterprise of any state, any nation or any American Indian

or Alaskan Native tribe without restriction imposed by any state or local law, ordinance or regulation as to competition with other public or private sector enterprises....Inmate work shall be used as much as possible to help operate the corrections institutions themselves, to support other government operations and to support community charitable organizations....Every state agency shall cooperate with the corrections director in establishing inmate work programs."

### Oregon Administrative Rule Exemption

Oregon Administrative Rule (OAR) 125-246-0130(5) states, "Agencies otherwise subject to the Code and these Rules may enter into Contracts with correctional industries according to the Oregon Constitution, Article 1, Subsection 11, without being subject to the source selection procedures set forth in either ORS 279A.200 through 279A.225 (Cooperative Purchasing) or 279B.050 through 279B.085 (Sourcing Methods) and their respective rules."

### DAS Buy Decision Priority

An agency is allowed to enter into intergovernmental or interagency agreements without competitive bidding when it is with another state agency, public entity (for instance a city, county, community college, etc.), or the federal government. If an agency does not use such an agreement, the agency must purchase goods and services using these sources in this order:

- State Surplus (reuse current state-owned resources)
- Qualified Rehabilitation Facilities (employing individuals with disabilities).
- Oregon Corrections Enterprises
- DAS current contracted price agreements (OCE ORPIN Contract # 4721)

4/27/2016

## Summary

The director of the Department of Corrections bears ultimate responsibility for OCE and, for practical purposes, is its chief executive officer.

- OCE is able to enter into agreements with public, private, government, nonprofit or for-profit persons or entities to engage inmates in work.
- In the DAS Buy Decision priority list, OCE is listed third of the four vendor types from which government agencies may purchase directly without going through a costly bid process.
- OCE is also listed in the fourth step – contracted price agreements – ORPIN Contract # 4721
- Support of Oregon Corrections Enterprises not only saves public organizations valuable time and funds but also supports the constitutional requirement for adults in custody (inmates) to work, which helps reduce the overall cost of government.



---

**Colette S. Peters, Director**  
**(503) 945-0927**

**Ken Jeske, Administrator**  
**Oregon Corrections Enterprises**  
**(503) 428-5500**

**Oregon Department of Corrections**  
**2575 Center Street NE**  
**Salem, Oregon 97301-4667**

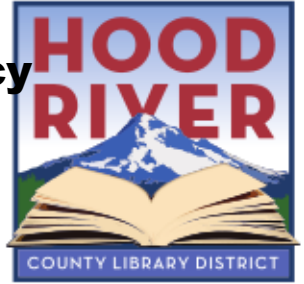
**[www.oregon.gov/doc](http://www.oregon.gov/doc)**

**Oregon Corrections Enterprises**  
**PO Box 12849**  
**Salem, Oregon 97309**

**[www.oce.oregon.gov](http://www.oce.oregon.gov)**

4/27/2016

# Employee Health Care Benefits Policy



In an effort to ensure a healthy, productive, and talented workforce, the Hood River County Library District provides health care benefits to eligible employees. This policy establishes those benefits, how they are selected, and what types of health care benefits are provided by the District.

## Eligibility

Any regular employee who is scheduled in any capacity at any site to work for the District at least twenty hours per week is deemed to be eligible for health care benefits as defined in this policy. Health care benefits shall be available on the first day of the month that occurs after sixty days from the hire date.

## Health Care Benefits

The District shall contribute to the cost of health care benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,000 per month. In future years, the amount of the District's monthly contribution may be set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. Employees shall not be compensated for any amount under the monthly cap not being spent, except as provided below in "In-Lieu Health Care Benefits".

The health care benefits provider shall be selected by the employees, with guidance and limitations established by the Board of Directors, and may include medical, vision, dental, and mental health coverage. If given the option by the benefits provider(s), employees may elect whether or not to participate in the different types of insurance, thereby electing how they would like to spend their District-provided monthly health care benefits cap.

## In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan. For employees participating in the HRA VEBA plan, the District shall contribute a monthly amount equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap. This contribution shall be prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

## Other Considerations

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place

restrictions, if any, must be considered as well.

Adopted by the Board of Directors, January 17, 2012  
Last revised, November 18, 2014

## Forms

Documents  
(/Documents/Index  
/26994?pgm=SDIS&  
ins=PC&yr=Current)

Best Practices  
(/BestPracticesSurvey  
/Index  
/26994?pgm=SDIS&  
ins=PC&yr=Current)

Entity Reports  
(/Reports  
/EntityReports  
/26994?pgm=SDIS&  
ins=PC&yr=Current)

## Resources

Insurance (/Entities)

Support (/Resources  
/Support)

Employee Benefits  
(/EmployeeBenefits)

Member Services  
Log (/Resources  
/MemberServicesLog  
/26994?pgm=SDIS)

## SDIS

## SDIS

**Entity  
Name**

Hood River County Lib

**Contact  
Name**

Rachael Fox

**Contact  
Email**

billing@hoodriverlibrai

**Contact  
Phone**

541-387-7062

**Total  
Discount  
%**

10








**Check Yes if completed**

**Yes**

**Help**

**More Information**

**Affiliate Membership - Is your organization a member of:**

- |   |   |                          |   |
|---|---|--------------------------|---|
| 1 | Oregon Fire District Directors Association (OFDDA)?         | <input type="checkbox"/> |  ( <a href="http://www.ofdda.com">http://www.ofdda.com</a> )                 |
| 2 | Oregon Association of Hospitals and Health Systems (OAHHS)? | <input type="checkbox"/> |  ( <a href="http://www.oahhs.org/">http://www.oahhs.org/</a> )               |
| 3 | Oregon Fire Chiefs Association (OFCA)?                      | <input type="checkbox"/> | ?  ( <a href="http://www.ofca.org">http://www.ofca.org</a> )                 |
| 4 | Oregon Rural Health Association (ORHA)?                     | <input type="checkbox"/> |  ( <a href="https://orha.wildapricot.org">https://orha.wildapricot.org</a> ) |
| 5 | Oregon Water Resources Congress (OWRC)?                     | <input type="checkbox"/> |  ( <a href="http://owrc.org">http://owrc.org</a> )                           |
| 6 | Oregon Association Chiefs of Police (OACP)?                 | <input type="checkbox"/> |  ( <a href="http://www.policechief.org">http://www.policechief.org</a> )     |
| 7 | Oregon Mosquito and Vector Control Association?             | <input type="checkbox"/> |   |
| 8 | Oregon Recreation and Park Association (ORPA)?              | <input type="checkbox"/> |  ( <a href="http://www.orpa.com">http://www.orpa.com</a> )                   |

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## Forms

Documents  
(/Documents/Index  
/26994?pgm=SDIS&  
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/26994?pgm=SDIS&  
ins=PC&yr=Current)

Entity Reports  
(/Reports  
/EntityReports  
/26994?pgm=SDIS&  
ins=PC&yr=Current)











## Resources

Insurance (/Entities)

Support (/Resources  
/Support)

Employee Benefits  
(/EmployeeBenefits)

Member Services  
Log (/Resources  
/MemberServicesLog  
/26994?pgm=SDIS)

	Check Yes if completed	Yes	Help	More Information
9	Oregon Public Ports Association (OPPA)?	<input type="checkbox"/>		 ( <a href="http://www.oregonports.com">http://www.oregonports.com</a> )
10	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		 ( <a href="http://www.oracwa.org">http://www.oracwa.org</a> )
11	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		 ( <a href="https://oacd.org">https://oacd.org</a> )
12	Cemetery Association of Oregon?	<input type="checkbox"/>		 ( <a href="http://www.oregoncemeteries.com">http://www.oregoncemeteries.com</a> )
13	Oregon APCO-NENA?	<input type="checkbox"/>		
14	Oregon Transit Association (OTA)?	<input type="checkbox"/>		 ( <a href="http://www.oregontransit.com">http://www.oregontransit.com</a> )
15	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		 ( <a href="http://www.opuda.org/">http://www.opuda.org/</a> )
16	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>		 ( <a href="http://www.oawu.net">http://www.oawu.net</a> )
17	Oregon Library Association (OLA)?	<input checked="" type="checkbox"/>		 ( <a href="http://www.olaweb.org">http://www.olaweb.org</a> )
18	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		 ( <a href="http://www.oedd.org/">http://www.oedd.org/</a> )
19	Oregon PRIMA?	<input type="checkbox"/>	?	 ( <a href="http://orprima.org">http://orprima.org</a> )

**Discriminatory Workplace Harassment Policy**

20	Does your organization have a Discriminatory Harassment Policy on file?	<input checked="" type="checkbox"/>		 ( <a href="http://ref.sdao.com/sample/SampleHarassmentPolicy.pdf">http://ref.sdao.com/sample/SampleHarassmentPolicy.pdf</a> )
----	---	-------------------------------------	--	---

**Employment Practices Checklist**

21	Do you have a written hiring process?	<input checked="" type="checkbox"/>		
22	Do you require background checks/drug tests? Are those policies in place?	<input checked="" type="checkbox"/>		

	Check Yes if completed	Yes	Help	More Information
Forms				
Documents (/Documents/Index/26994?pgm=SDIS&ins=PC&yr=Current)	23 Have you reviewed your job application forms/procedure?	<input checked="" type="checkbox"/>		
Best Practices (/BestPracticesSurvey/Index/26994?pgm=SDIS&ins=PC&yr=Current)	24 Have you done a semi-annual review of your District Personnel Policies?	<input type="checkbox"/>		
Entity Reports (/Reports/EntityReports/26994?pgm=SDIS&ins=PC&yr=Current)	25 Have you updated your job descriptions in the last year?	<input checked="" type="checkbox"/>		
	26 Have you done recent (annual) performance evaluations of all employees?	<input type="checkbox"/>		
	27 Have you reviewed employee positions and duties for compliance with wage and hour laws?	<input type="checkbox"/>		
Resources				
Insurance (/Entities)	28 Have you reviewed your discipline/discharge policy?	<input checked="" type="checkbox"/>		
Support (/Resources/Support)	29 Are your managers clear on steps when discipline is required?	<input checked="" type="checkbox"/>		
Employee Benefits (/EmployeeBenefits)	30 Does your District have to comply with OFLA/FMLA? Is your leave policy consistent?	<input type="checkbox"/>		
Member Services Log (/Resources/MemberServicesLog/26994?pgm=SDIS)	31 Do you have a plan for staff trainings/education?	<input type="checkbox"/>		
	32 Do you have a policy regarding on the job injury and claims handling?	<input checked="" type="checkbox"/>		
	33 Have you considered/discussed a light duty work policy?	<input type="checkbox"/>		
	34 Do you call Pre-Loss before making any adverse employment decision?	<input checked="" type="checkbox"/>		

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/26994?pgm=SDIS&  
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Support (/Resources  
/Support)

Employee Benefits  
(/EmployeeBenefits)

Member Services  
Log (/Resources  
/MemberServicesLog  
/26994?pgm=SDIS)


## Check Yes if completed

## Yes



## Help

## More Information

## Online Training - Employee

- 35 Has your organization completed the SafePersonnel "Discrimination: Avoiding Discriminatory Process or Sexual Harassment: Policy and Procedure" Training? ☒ ?  (<http://www.sdao.com/s4/onlinetraining>)

## SDAO-SDIS Training - Has a representative from your organization attended:

- 36 2017 SDAO Annual Conference? (pre-conference sessions are also eligible). ☒ ?  (<http://www.sdao.com/ac>)
- 37 SDAO/SDIS spring, summer, or fall regional trainings? ☒  (<https://www.sdao.com/EventList?InitialText=regional>)
- 38 SDAO/SDIS onsite risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2017)? ☐
- 39 Board Practices Assessment provided by the SDIS Consulting Services Program? ☐ ?
- 40 OFDDA - SDIS Fire District Risk Management Training? ☐