

Board of Directors
Regular Meeting Agenda
Supplementary information

Tuesday, April 21, 2020, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
Zoom meeting
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for social distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

(301)715-8592

<https://zoom.us/j/99093567791>

Meeting ID: 990 9356 7791

- | | |
|---|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from the February 19, 2020, regular meeting | |
| ii. Minutes from the March 14, 2020, emergency meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. February and March 2020 Financial Statements | |
| iv. Director's report | Fox |
| VI. Previous business | |
| i. Budget calendar approval and budget committee discussion (ACTION) | Fox |
| VII. New business | |
| i. Library Director Evaluation (ACTION) | Sheppard |
| ii. Accounting services | Fox |
| iii. Hood River County Library District Road Map to Reopening | Fox |
| VIII. Adjournment | |
-

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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

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| i. Minutes from the February 19, 2020, regular meeting | |
| ii. Minutes from the March 14, 2020, emergency meeting | |

Attachments:

- III.ii.a. Minutes February 19, 2020 regular meeting
- III.ii.b. Minutes March 14, 2020 emergency meeting

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

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

- The Friends of the Library did not meet in April due to COVID-19.
- The Friends of the Library have postponed their book sale with the date to be determined.

- | | |
|------------------------------|-----|
| ii. Foundation update | Fox |
|------------------------------|-----|

- The Library Foundation decided to postponed the Feast of Words fundraiser due to concerns regarding the spread of Coronavirus COVID-19.
- The Hood River Library Foundation has donated \$10,000 to the Hood River County School District. The donation will be used to purchase books for students to have at home. These funds will be prioritized for students in Kindergarten through 5th Grades. We are grateful for this amazing partnership with the Hood River County School

District which will safely deliver physical books into the hands of children in our community.

iii. February and March 2020 Financial Statements

Attachments:

- V.iii.a. February 2020 financial statements
- V.iii.b. March 2020 financial statements

We are tracking well for this time of the year.

We have received \$913,704 this fiscal year for current year property taxes. We will receive around \$23,000 in May from tax revenue. We receive the bulk of our revenue in November but we receive two smaller payments in February and May due to the quarterly payment plans offered by Hood River County.

iv. Director's report

Fox

Administration, Programs, Services

- I had a few busy weeks setting up staff to work from home. Staff have worked hard to redesign our website, develop new services, and get our online programs up and running quickly. It has been a team effort! We all log into SLACK (online platform) when we are working. This allows us to easily stay connected during our work day and communicate and share information with ease. I also have weekly meetings on Zoom with specific staff members and we had our first ever Zoom staff meeting for the entire staff on Friday, April 10. Each staff member now has tasks and duties. Here are some of the tasks:
 - Online programs – Adults, Teens, Kids, and Spanish Speakers
 - Weekly storytime – English and Spanish
 - Weekly kids radio show on Radio Tierra
 - Daily literacy adventures and kids letters to the library
 - Weekly trivia challenge for kids
 - Teen storytime – 3 x week
 - Teen/adult weekly trivia
 - Teen council weekly meetings
 - New ideas:
 - Escape room - teens
 - Choose your own adventure – teens
 - New programs:
 - Adult book club monthly meetings
 - New programs for adults in the near future. Assistant Director Arwen Ungar is in charge of adult programming. She returned Thursday from her leave and will be developing new programs soon.
 - Website development – www.hoodriverlibrary.org
 - Redesigned the entire site
 - FAQ section – information related to closure
 - Community resource page – help during COVID-19
 - Digital resource page

- Tech help page
- Updated Friends and Foundation pages
- Library news section
- Individual pages – Adults, Teens, Kids, Spanish Speakers
 - Online programs
 - Library resources – ebooks, audiobooks, movie streaming, research tools, learning resources and more.
 - Recommended websites
 - Recommended books by library staff – available from digital resources
- Marketing - website, social media, and enewsletter
- Staff check info@ email each day
- Process new library cards. We have created 49 new cards since we closed.
- Call center – open Monday-Friday, 10am-5pm. We are using a service called Grasshopper which allows calls to be forwarded to staff members cell phones at specific times during the day.
- Staff – create recommended book lists each week for Adults, Teens and Kids. The titles are available on our digital resources.
- Bilingual Outreach Specialist Yeli Boots is translating our policies into Spanish for our website.
- Library staff have reached out to the Hood River County School District to see how we can assist. School staff are directing kids to our digital resources and sign up for e-library cards.
- Staff member picks up our magazines weekly and takes them home to catalog for the collection.
- Staff member is repairing damaged library materials at home.
- Physical materials
 - Library staff are ordering physical library materials – kids, teen, adult selectors order materials which are shipped directly to our cataloger's house. Their remaining budgets for this fiscal year has been reduced by 50%.
 - Cataloger – receives boxes of new materials at her home. She has a 72 hour waiting period. She opens the boxes and catalogs the new items. Then she boxes them up, dates them and takes them back to the library.
 - Covering/processing new library materials – 72 hours after our cataloger drops off the box. Our shelper picks up the boxes, takes them home, covers items with book tape or plastic cover. She also writes the barcode on all the DVD and audiobook items. She returns the box the library.
- I have been working with library staff to develop new procedures and services and overseeing all staff members duties. I've also been visiting the library every few days to check on the facility. We have had workers in the building conducting regular maintenance. Now that library staff are set up with duties and doing great work, I will focus my attention on our upcoming interim audit and preparing the budget for FY20-21.
 - Building maintenance
 - Michael repaired and painted a few areas in the Hood River building. He also cleaned out the boiler room, which had become cluttered over the years. Michael is performing his regular maintenance involving checking roof for damage and replacing light bulbs.

- We had our annual maintenance on the fire extinguishers and fire alarm system.
- In the next few weeks, we will have our regular maintenance completed on the HVAC, boiler and small heating/cooling units in the Tech room and Columbia room.
- Our irrigation has been turned on and our grounds maintenance crew is visiting the grounds weekly.
- Due to the closure, I did not renew our contract with our janitorial company Clean-All. I have scheduled a deep cleaning of the facility and spring cleaning of our carpets this month with our janitorial company. I will contact our janitorial company to discuss revising our contract to involve cleaning additional surfaces daily in the building since we will need to sanitize more surfaces on a daily basis when we reopen to the public. I plan to explore a 30 day contract with the company for the month of May, if we plan to have library staff start working in the building in May. At the May meeting, we can sign a new contract with our janitorial company which can start June 1 or we can explore other options based upon our plan for reopening.
- We will have our interim audit on Thursday, April 23. This will be conducted remotely. I will be at the library from 10am-5pm since I need access to our physical records.

Facilities

- The City of Hood River is considering all the suggestions from the board regarding improving the safety of the crosswalk in front of the library. They have moved the garbage can and completely removed the recycling bin which has increased viability.
- We are taking safety precautions for staff members and workers visiting our building. Staff must use the same entrance and exit. Staff must wash their hands in the staff break room sink after they enter and before they leave the building. They must wear a mask in the building. Each time I visit the building I clean the door handles, sink, staff work table and staff mailbox area. If staff touch other areas, they are responsible for cleaning the areas. Workers must wear masks in the building and wash their hands when they enter the building.

VI. Previous business

i. Budget calendar approval and budget committee discussion

(ACTION) Fox

Attachment: VI.i. Proposed 2020-21 budget calendar

We need to approve the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. Monica Zorza Hocket and Lani Roberts terms ended in 2019. Both Zorza Hocket and Roberts would like to renew for another 3-year term. Currently, our Budget Committee is Jen Bayer and Erick VonLubken. Amber Bello has resigned from the committee.

The District Board has to appoint a new member of the community to the committee. I recommend Angela Schock. Angela has prepared a statement to the board.

"I'm thrilled to be considered for a position on the library budget committee. Hood River County's library is an integral part of our community and I would be honored to be part of the process to ensure its ongoing viability.

I am currently involved in the Friends of the Library as part of the weekly book prep team and a volunteer at library events. I would bring to the budget committee a background in business management. I am in my third year of retirement after 30 years in high-tech corporate employment (Canon and Hewlett-Packard) in positions ranging from product marketing and business management to business development and 'chief of staff' roles for senior executive level managers. My business skills include market and data assessment, setting and managing budgets, meeting facilitation, communications, building and managing processes and event strategy and management. Thank you in advance for your consideration." Angela Schock.

I would like to ask the board if they have a recommendation for the budget committee.

I'm asking the board approve Monica Zorza Hocket and Lani Roberts terms to another 3 year term, the budget calendar and appoint the Budget Officer, which typically is the Library Director.

In addition, I ask the board to appoint a new member to the committee to fulfill the remainder of Amber Bello's term, which ends June 2020.

VII. New business

i. Library Director Evaluation (ACTION)

Sheppard

Attachments:

VII.i.a. Library Director Evaluation Policy

VII.i.b. Library Director evaluation timeline

I will be reviewed annually at the May Board meeting. The process is delineated in the Library Director Evaluation Policy. It's a 360° process. I evaluate myself, the staff evaluates me, selected community members evaluate me, and finally, with those previous three evaluations, the Board evaluates me. The questions use a 1-5 scale, with optional comments. The process typically runs from April through May, with the review happening at the May regular Board meeting, usually in executive session (although my evaluation is considered a public record, unlike other staff). The process goes like this:

The Board reviews and approves the questions and Library Director evaluation timeline.

In April, I am given two weeks to complete my self-evaluation. It mainly consists of narrative. At the same time, the staff and community members (which consists of the Presidents of the Friends and Foundation plus other individuals selected by the Board) are given their questions, which are distributed via online survey. The Library District Board President administers the online surveys using the District's SurveyMonkey account.

Once all three of those evaluations are completed, they're compiled by the Library District Board President and given to the entire Board to assist in completing their evaluations.

Once the Board evaluation is completed, I am given a week before the May meeting to review the evaluation.

At the May meeting, the evaluation meeting happens. At that time, the Board determines whether to renew my annual contract and if a step increase is warranted.

The evaluation goes into my personnel file.

The Library Director evaluation timeline needs to be approved by the board.

ii. Accounting services

Fox

Attachment:

- VII.ii.a. Contract Onstott, Broehl and Cyphers 2017-2020
- VII.ii.b. Contract renewal 2019-20
- VII.ii.c. Bid Request for Accounting Services

Our contract for accounting services with Onstott, Broehl, and Cyphers (attached as VII.i.a) comes to an end on June 30, 2020. They perform various services for us including writing checks, reconciling bank statements, maintaining accounts, payroll, preparing monthly financial statements, preparing tax statements, and paying taxes. We are currently paying \$18,300/year for this service. Since the contract is opening, we need to go through a procurement process. Per the Oregon Revised Statutes, here are the guidelines we must follow for this procurement.

- 279B.070 Intermediate procurements.
Any procurement of goods or services exceeding \$10,000 but not exceeding \$150,000 may be awarded in accordance with intermediate procurement procedures. A contract awarded under this section may be amended to exceed \$150,000 only in accordance with rules adopted under ORS 279A.065.
- A procurement may not be artificially divided or fragmented so as to constitute an intermediate procurement under this section.
- When conducting an intermediate procurement, a contracting agency shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes or proposals.
- If a contract is awarded, the contracting agency shall award the contract to the offer or whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110. [2003 c.794 §54]

Thus, under these rules, we can seek informal bids. However, having a Request for Proposal (RFP) document is helpful for seeking a bid such as this. Attached as VII.i.b is the Bid Request for Accounting Services. I am seeking bids from the following local accountants. They seem to offer the types of services we need. Please let me know if you would like to me to seeks bids from additional businesses.

- Arens & Associates
- Onstott, Broehl, & Cyphers
- Rowe & Deming
- SCG Enterprises Inc.
- Wendy B. Willow

iii. Hood River County Library District Road Map to Reopening Fox

Attachment:

- VII.iii. Hood River County Library District Road Map to Reopening

I would like to discuss the Hood River County Library Reopening Road map. I think having a road map, even though we are not ready to provide exact dates, will provide hope, stability and reassurance for our patrons and staff. I am anticipating we will have modified library services until a vaccine is developed and all restrictions are lifted on a federal, state and local level. I also anticipate we may have to move between stage 1 and 2 depending upon if there is another outbreak in the future. When Governor Kate Brown starts lifting restrictions we can be ready to move into action.

Library staff is currently developing procedures for the following:

- Quarantining returned library materials
- Sanitizing and cleaning staff work spaces and public spaces throughout the day
- Physical distancing for staff and public
- Implementing stage 1-4

I would like to discuss changing our closure date from April 28 to closed until further notice. This will give us flexibility and eliminate the need to keep pushing back dates.

VIII. Agenda items for next meeting

Sheppard

- Library Director Evaluation
- Review accounting services bids
- 2020-21 salary schedule
- Reminder:
 - First Budget Committee meeting: Tuesday, May 14, 2019, 6:30-8:30pm
 - Second Budget Committee meeting, if needed: Tuesday May 21, 2019, 6:00-7:00pm

IX. Adjournment

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

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Board of Directors
Regular Meeting Minutes

Wednesday, February 19, 2020, 7:00pm

Columbia Room

502 State St, Hood River

Jean Sheppard President

Minutes prepared by Library Director Rachael Fox



I. Additions/deletions from the agenda (ACTION)

Sheppard

Board President Jean Sheppard called the meeting to order at 7:03pm. Bureker made a motion to approve the agenda as presented. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

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

IV. Open forum for the general public

Sheppard

None present.

V. Reports

i. Friends update

Fox

The was nothing to add to the written report.

ii. Foundation update

Fox

The was nothing to add to the written report.

iii. January 2020 financial statements

Fox

The was nothing to add to the written report.

iv. Director's report

Fox

Marsden asked if the stairwell was still under the floor in the children's area. Fox stated it was. Fox said Michael Peterson is a general contractor and secured the area. Fox explained Peterson said the construction was not done well but it is secure now and there is no danger to the public.

VI. Previous business

i. Earthquake insurance (ACTION)

Fox

Bureker stated if we add the insurance it should be something we can anticipate continuing indefinitely. Marsden stated hearing other Special Districts have earthquake insurance made

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her lean toward adding insurance for the library. Sheppard said she worried about not having insurance and then if the library does have damage, we would have to ask the public to vote to repair the building and that request would most likely not be supported by the public since we did not have insurance. Marsden agreed. Sheppard asked what the District can anticipate the insurance rate increasing each year. Fox stated she would contact the district insurance agent Jon Davies. Sheppard also asked when the insurance would go into effect. Fox stated she would ask Davies. Janik moved to add the earthquake insurance in the amount of \$3,323. Hackett seconded. The motion carried unanimously.

VII. New business

i. Budget calendar approval and budget committee discussion (ACTION) Fox Hackett stated he was unavailable Tuesday, May 12 and requested the meeting be moved to Wednesday, May 13. The board discussed that would be fine for everyone as long as more people could attend Wednesday, May instead of Tuesday, May 12. Fox stated she would contact the budget committee and report back to the board.

The board approved of retaining Monica Zorza Hackett and Lani Roberts on the budget committee. Fox will contact Zorza Hackett and Roberts to request they serve another three year term. Fox will contact the board if there are any openings that need to be filled. This will allow the board to gather recommendations together to discuss at the March 18 District Board meeting.

The board will approve the budget calendar and budget committee at the March 18 District Board meeting.

ii. Contract renewal Ruben Cleaveland District legal counsel (ACTION) Fox Sheppard stated there were not many options for legal counsel in the area. Fox stated she was happy with the service and support provided by Cleaveland. Sheppard also stated the District is happy with Cleaveland. Bureker moved to approve the contract renewal with Ruben Cleaveland. Hackett seconded. The motion carried unanimously.

iii. Meeting room policy (ACTION) Fox Sheppard asked Fox to explain the desire to remove the requirement for the meeting room application. Fox stated it was redundant procedure since we input all the meeting room contact information and scheduling information into a Google calendar. In addition, our meeting room users agree to our Meeting Room Policy when they use our room and we do need patrons to fill out additional paperwork. Eliminating the need for an application for users who pay to use the room and use the room after hours will make library staff work flows more efficient. Janik asked if the meeting room application was a duplicate procedure? Fox stated it was. Sheppard stated it made sense to eliminate the application if it make things efficient and was not needed. Bureker made a motion to approve the updated meeting room policy. Marsden seconded. The motion carried unanimously.

iv. Gardens Maintenance contract renewal Fox Sheppard asked Fox if she was satisfied with the service by Mora's Lawn Maintenance. Fox stated there were two concerns. First, a Master Gardener approached her to inform her the

bushes were not being trimmed properly. Second, the company was not always consistent regarding a weekly routine or they stated they would come and then not arrive for a few days. Fox stated they are a new company and she has been working with them and would like to give them another year to improve their service. Fox stated she would like to go through the bidding process next year. Sheppard stated there are not many companies in the gorge for commercial service. She recommended contacting the City or County and a company from Portland called Crystal Springs. Fox stated she would put the project out for bid in January. Fox stated it's not an ideal time of year since we often have snow on the ground. Hackett suggested extending the contract this year to end later in the season. Fox realized the reason the contract ends in February is most likely to have a person in place for spring cleanup which begins in March.

Bureker made a motion to approve the contract renewal. Hackett seconded. The motion carried unanimously.

v. Preventative Maintenance agreement with Hunter-Davisson, Inc. Fox

Fox stated it is important to have our HVAC system and boiler routinely maintained. Fox recommends having one company visit four times per year to change the filters and check over the system. Our previous maintenance was done by two companies and was not reliably serviced. Fox was impressed with the service and expertise of Hunter-Davisson. The contract is for one year and can be canceled anytime with 30 days notice.

Marsden made a motion to approve the Preventative Maintenance agreement with Hunter-Davisson. Janik seconded. The motion carried unanimously.

vi. Library reader board sign discussion

Fox

The board discussed the location of the new sign. Sheppard and Marsden both stated they liked the location. Marsden asked if Fox had received any other negative feedback. Fox stated Michael Peterson heard a few people say the sign was ugly. He thought it was only due to it being new. Sheppard asked if staff had received feedback. Fox stated she did not recall anyone else negatively commenting on the sign and library staff had not reported any negative feedback. Marsden and Sheppard both stated they had heard people comment on the messages on the sign and now knew of programs occurring. Fox and the board agreed the sign was effective in regards to increasing awareness of programs at the library. Everyone agreed there was not another location as highly visible.

Sheppard stated the board listened and appreciated the feedback. She expressed change can be difficult but the reader board is highly effective to informing the public of our programs and services. From our five year strategic plan, goal number 4 is to expand alternative ways of promoting library news to increase participation and attendance and the board is highly motivated to get people into our building and utilizing our services. The board and library staff have overall received positive comment regarding the sign. Many other organizations use these types of boards to receive information and the board is satisfied with the placement.

vii. Art installation request discussion

Fox

Sheppard and Marsden stated they liked the sculpture. Fox stated she thinks it is important to

develop a policy to address art installations and donations since she expected other artists may request in the near future to have art installed on the grounds on within the library. Fox stated she was approached in the past but it did not move to the formal board level. The board agreed it would be best to have a policy in place before considering the art piece. Fox stated she would contact Chas Martin and inform him the board will be working on a policy over the next few months and she would contact him when it was in place.

viii. Library crosswalk discussion

Fox

Sheppard stated she had received feedback from patrons in the community to remove the garbage and recycling can. Fox stated that is her recommendation she planned to bring to the committee, too. Fox stated City Administrator Rachael Fuller is happy to work with the District to improve the crosswalk. The following ideas were also discussed:

- Radar speed sign.
- Speed bump.
- Strobe light instead of a yellow flashing light.
- Increase policing in the area.
- Install caution lines or lines and signage similar to the signs on the heights.
- Place a receptacle at each side of the streets with little stop signs or flags patrons can carry across.

Fox will contact the city and report back to the board.

VIII. Agenda items for next meeting

Sheppard

- Timeline for Library Director Evaluation
- Renewal contract Tedene Enterprises for Janitorial services
- Budget calendar approval. committee approval
- Library policy

IX. Adjournment

Meeting adjourned at 8:07pm.

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

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
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- ORS 192.660 (1) (i) Personnel

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Board of Directors
Emergency Meeting Minutes
Monday, March 14 2019, 10:45am
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President



Present: Jean Sheppard, Megan Janik, Sara Marsden (phone), Rachael Fox (Library staff member)

I. Additions/deletions from the agenda (ACTION)

Sheppard

Board President Jean Sheppard called the meeting to order at 10:45am. The emergency meeting was called to discuss the possible closure of the Hood River County Library District branches due to COVID-29. Janik made a motion to approve the agenda as presented. Marsden seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest

Sheppard

None stated.

III. Open forum for the general public

Sheppard

None present.

IV. COVID-19 Closure Plan and Continuation of Service Plan (ACTION)

Fox

Fox expressed concerns regarding the safety of the public and staff and the difficulty at this time to enforce social distancing measures in the library. In addition, due to the unknown of virus transmission on objects, it would be unsafe to continue to be open to the public. Fox recommended following the Hood River County School District and closing until March 31.

Sheppard, Janik, and Marsden agreed for the safety of patrons and staff to close the library until March 31 and longer if deemed necessary by federal, state, and local authorities.

Sheppard and Marsden asked if library staff will be paid during the closure. Fox referenced the Personnel Policy section 6.10 Emergency Closure, if, due to weather emergencies or other special circumstances, a branch must be closed, employees will be paid for their regularly scheduled hours.

Fox asked the board to approve the COVID-19 Closure Plan and Continuation of Service Plan. This plan will allow the Board President and Library Director to make the decision regarding extending the closure, if needed. This would eliminate the need to call another emergency meeting. Janik made a motion to approved the plan. Marsden seconded. The motion carried unanimously.

V. Adjournment

Sheppard

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Hood River - OR 97031
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The meeting adjourned at 11:10am.

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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements February 29, 2020

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Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

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

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

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

OFFICES:

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

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

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of February 29, 2020, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the eight months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C
March 16, 2020

Hood River County Library District
Balance Sheet - Cash Basis
February 29, 2020

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$217,049			\$217,049
Cash with Hood River County	670,660	\$98,991	\$141,006	910,657
Petty cash	416			416
Other	1,702			1,702
Total Current Assets	<u>889,827</u>	<u>98,991</u>	<u>141,006</u>	<u>1,129,824</u>
TOTAL ASSETS	<u><u>\$889,827</u></u>	<u><u>\$98,991</u></u>	<u><u>\$141,006</u></u>	<u><u>\$1,129,824</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$12			\$12
Total Current Liabilities	<u>12</u>	<u>0</u>	<u>0</u>	<u>12</u>
Total Liabilities	<u>12</u>	<u>0</u>	<u>0</u>	<u>12</u>
Fund Balances:				
Unassigned	<u>889,815</u>	<u>98,991</u>	<u>141,006</u>	<u>1,129,812</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$889,827</u></u>	<u><u>\$98,991</u></u>	<u><u>\$141,006</u></u>	<u><u>\$1,129,824</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Eight Months Ended February 29, 2020

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$200	\$24,164		\$24,364
Property tax revenues - current year	910,064			910,064
Property tax revenues - prior year	14,734			14,734
Fines and fees	11,252			11,252
Intergovernmental revenue	2,637	5,114		7,751
Interest revenue	11,554		\$1,593	13,147
Miscellaneous	2,085			2,085
Total Revenues	952,526	29,278	1,593	983,397
Expenditures:				
Personal services:				
Wages and salaries	315,055	1,718		316,773
Employee benefits	93,783	16		93,799
Total Personal Services	408,838	1,734	0	410,572
Materials and services:				
Bank charges	127			127
Building rental	9,107			9,107
Building maintenance	8,997	6,297		15,294
HVAC	6,720			6,720
Elevator	1,205			1,205
Telephone	3,891			3,891
Internet	1,550			1,550
Collection development	51,274	11,423		62,697
Technology	8,251	1,430		9,681
Accounting and auditing	22,140			22,140
Courier	1,563	27		1,590
Custodial services	13,460			13,460
Technical services	5,157			5,157
Library consortium	13,069			13,069
Copiers	354			354
Elections expense	0			0
Furniture and equipment	2,873	8,190		11,063
Insurance	9,667			9,667
Georgiana Smith Memorial Garden	14,626			14,626
Legal services	3,814			3,814
Professional services	0	1,148		1,148
Dues and subscriptions	2,867			2,867
Miscellaneous	1,600	300		1,900
Postage and freight	615			615
Printing	277			277
Programs	11,552	9,941		21,493
Advertising	439			439
Supplies - office	7,597			7,597
Travel	2,585			2,585
Training	1,326			1,326
Board development	81			81
Parking reimbursement	200			200
Electricity	11,364			11,364
Garbage	1,028			1,028
Natural gas	3,250			3,250
Water & sewer - building	2,970			2,970
Total Materials and Services	225,596	38,756	0	264,352
Capital outlay	0	0	79,817	79,817
Total Expenditures	634,434	40,490	79,817	754,741
Revenues Over Expenditures	318,092	(11,212)	(78,224)	228,656
Other Financing Sources (Uses)				
Operating transfers in	0		123,000	123,000
Operating transfers out	(123,000)			(123,000)
Total Other Financing Sources (Uses)	(123,000)	0	123,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	195,092	(11,212)	44,776	228,656
Fund Balance - July 1, 2019	694,723	110,203	96,230	901,156
Fund Balance - February 29, 2020	\$889,815	\$98,991	\$141,006	\$1,129,812

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 29, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$33,522	\$910,064	\$928,493
Tax revenues - prior year	592	14,734	15,000
Interest revenue	1,632	11,554	12,000
Fines and fees	1,480	11,252	13,500
Intergovernmental revenue	0	2,637	0
Donations	0	200	0
Miscellaneous	21	2,085	0
Total Revenues	37,247	952,526	968,993
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	488	4,658	7,376
Library clerk II	8,108	66,866	103,314
Library assistant I	5,505	37,303	54,228
Library assistant II	7,607	72,112	100,477
Librarian I	6,189	45,116	68,801
Librarian II	4,119	37,521	58,157
Library director	6,462	51,479	77,542
Payroll taxes and benefits:			
Retirement	3,151	23,657	34,977
Social security	2,915	24,045	35,947
Workers' compensation	20	133	1,200
Health insurance	(5,219)	44,261	100,800
Unemployment insurance	27	1,687	4,229
Total Personal Services	39,372	408,838	647,048
Materials and services:			
Bank charges	16	127	250
Building rental	944	9,107	14,530
Building maintenance	256	8,997	20,000
HVAC	0	6,720	15,000
Elevator	176	1,205	2,350
Telephone	350	3,891	5,100
Internet	225	1,550	5,800
Collection development	7,405	51,274	83,000
Technology	360	8,251	13,000
Accounting and auditing	4,575	22,140	27,000
Courier	229	1,563	2,300

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 29, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	0	13,460	23,000
Technical services	0	5,157	4,000
Library consortium	0	13,069	13,070
Copiers	471	354	2,400
Elections expense	0	0	0
Furniture and equipment	251	2,873	4,000
Insurance	9,667	9,667	9,000
Georgiana Smith Memorial Garden	2,890	14,626	25,000
Legal services	385	3,814	4,000
Professional services	0	0	0
Dues and subscriptions	60	2,867	4,000
Miscellaneous	22	1,600	1,000
Postage and freight	134	615	1,200
Printing	0	277	500
Programs	1,020	11,552	20,000
Advertising	0	439	1,500
Supplies - office	753	7,597	14,000
Travel	144	2,585	5,000
Training	93	1,326	4,000
Board development	0	81	1,500
Parking reimbursement	0	200	1,000
Electricity	1,306	11,364	21,000
Garbage	130	1,028	1,600
Natural gas	1,087	3,250	10,000
Water & sewer - building	411	2,970	5,200
Total Materials and Services	<u>33,360</u>	<u>225,596</u>	<u>364,300</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>20,000</u>
Total Expenditures	<u>72,732</u>	<u>634,434</u>	<u>1,031,348</u>
Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	(43,000)	(123,000)	(123,000)
Total Other Financing Sources (Uses)	<u>(43,000)</u>	<u>(123,000)</u>	<u>(123,000)</u>
Change in Fund Balance	<u><u>(\$78,485)</u></u>	<u><u>\$195,092</u></u>	<u><u>(\$185,355)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 29, 2020

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Donations and grants	\$0	\$24,164	\$410,000
Intergovernmental revenue	0	5,114	0
Total Revenues	<u>0</u>	<u>29,278</u>	<u>410,000</u>
Expenditures:			
Personal services	114	1,734	5,500
Materials and services:	4,678	38,756	235,000
Capital outlay	0	0	169,500
Total Expenditures	<u>4,792</u>	<u>40,490</u>	<u>410,000</u>
Change in Fund Balance	<u><u>(\$4,792)</u></u>	<u><u>(\$11,212)</u></u>	<u><u>\$0</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 29, 2020

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$201	\$1,593	\$1,500
Other Financing Sources			
Transfer from General Fund	43,000	123,000	123,000
Total Revenues and Other Sources	<u>43,201</u>	<u>124,593</u>	<u>124,500</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	79,817	155,000
Total Expenditures	<u>0</u>	<u>79,817</u>	<u>155,000</u>
Change in Fund Balance	<u><u>\$43,201</u></u>	<u><u>\$44,776</u></u>	<u><u>(\$30,500)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Eight Months Ended February 29, 2020

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	Pat Hazelhurst	Safety	RTR 2018	RTR 2019	RTR 2020	Total
Revenues:												
Donations and grants	\$0	\$0	\$1,694	\$290	\$13,050	\$500	\$5,500	\$3,130	\$0	\$0	\$0	\$24,164
Intergovernmental revenue												5,114
Total Revenues	<u>0</u>	<u>0</u>	<u>1,694</u>	<u>290</u>	<u>13,050</u>	<u>500</u>	<u>5,500</u>	<u>3,130</u>	<u>0</u>	<u>0</u>	<u>5,114</u>	<u>29,278</u>
Expenditures:												
Personal services:												
Wages and salaries:												
Library clerk I					649						147	796
Library assistant II					773						149	922
Employee benefits:												
Retirement					(7)						23	0
FICA												16
Workers compensation												0
Health insurance												0
Unemployment insurance					(1)						1	0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,414</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>320</u>	<u>1,734</u>
Materials and services:												
Building maintenance			6,298									6,298
Collection development			9,836		1,258		329					11,423
Technology			229		1,200							1,429
Courier					27							27
Programs			2,778	111	5,635	395			147	875		9,941
Furniture and equipment	0		2,512		3,996		1,682					8,190
Professional services				1,148								1,148
Miscellaneous			300									300
Total Materials and Services	<u>0</u>	<u>0</u>	<u>21,953</u>	<u>1,259</u>	<u>12,116</u>	<u>395</u>	<u>2,011</u>	<u>0</u>	<u>147</u>	<u>875</u>	<u>0</u>	<u>38,756</u>
Capital outlay	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	<u>0</u>	<u>0</u>	<u>21,953</u>	<u>1,259</u>	<u>13,530</u>	<u>395</u>	<u>2,011</u>	<u>0</u>	<u>147</u>	<u>875</u>	<u>320</u>	<u>40,490</u>
Net Change in Fund Balance	0	0	(20,259)	(969)	(480)	105	3,489	3,130	(147)	(875)	4,794	(11,212)
Fund Balance - July 1, 2019	825	3,000	99,732	105	5,089	0	0	0	147	1,305	0	110,203
Fund Balance - February 29, 2020	<u>\$825</u>	<u>\$3,000</u>	<u>\$79,473</u>	<u>(\$864)</u>	<u>\$4,609</u>	<u>\$105</u>	<u>\$3,489</u>	<u>\$3,130</u>	<u>\$0</u>	<u>\$430</u>	<u>\$4,794</u>	<u>\$98,991</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements March 31, 2020

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

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

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

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

OFFICES:

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

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

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of March 31, 2020, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the nine months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
April 15, 2020

Hood River County Library District
Balance Sheet - Cash Basis
March 31, 2020

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$124,718			\$124,718
Cash with Hood River County	706,889	\$98,039	\$113,010	917,938
Petty cash	416			416
Other	1,702			1,702
Total Current Assets	<u>833,725</u>	<u>98,039</u>	<u>113,010</u>	<u>1,044,774</u>
TOTAL ASSETS	<u><u>\$833,725</u></u>	<u><u>\$98,039</u></u>	<u><u>\$113,010</u></u>	<u><u>\$1,044,774</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,726			\$2,726
Total Current Liabilities	<u>2,726</u>	<u>0</u>	<u>0</u>	<u>2,726</u>
Total Liabilities	<u>2,726</u>	<u>0</u>	<u>0</u>	<u>2,726</u>
Fund Balances:				
Unassigned	<u>830,999</u>	<u>98,039</u>	<u>113,010</u>	<u>1,042,048</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$833,725</u></u>	<u><u>\$98,039</u></u>	<u><u>\$113,010</u></u>	<u><u>\$1,044,774</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Nine Months Ended March 31, 2020

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$200	\$24,164		\$24,364
Property tax revenues - current year	913,704			913,704
Property tax revenues - prior year	16,471			16,471
Fines and fees	11,583			11,583
Intergovernmental revenue	2,637	5,114		7,751
Interest revenue	13,158		\$1,894	15,052
Miscellaneous	1,925			1,925
Total Revenues	959,678	29,278	1,894	990,850
Expenditures:				
Personal services:				
Wages and salaries	352,034	1,808		353,842
Employee benefits	100,720	23		100,743
Total Personal Services	452,754	1,831	0	454,585
Materials and services:				
Bank charges	143			143
Building rental	10,050			10,050
Building maintenance	9,976	6,297		16,273
HVAC	6,720			6,720
Elevator	1,382			1,382
Telephone	4,250			4,250
Internet	1,775			1,775
Collection development	57,459	11,984		69,443
Technology	8,626	1,430		10,056
Accounting and auditing	22,140			22,140
Courier	1,747	27		1,774
Custodial services	17,106			17,106
Technical services	5,157			5,157
Library consortium	13,069			13,069
Copiers	555			555
Elections expense	0			0
Furniture and equipment	2,907	8,300		11,207
Insurance	11,979			11,979
Georgiana Smith Memorial Garden	15,766	75		15,841
Legal services	3,989			3,989
Professional services	0	1,148		1,148
Dues and subscriptions	2,867			2,867
Miscellaneous	1,687	300		1,987
Postage and freight	615			615
Printing	277			277
Programs	12,531	10,050		22,581
Advertising	672			672
Supplies - office	8,703			8,703
Travel	2,585			2,585
Training	1,344			1,344
Board development	81			81
Parking reimbursement	200			200
Electricity	12,661			12,661
Garbage	1,158			1,158
Natural gas	4,064			4,064
Water & sewer - building	3,407			3,407
Total Materials and Services	247,648	39,611	0	287,259
Capital outlay	0	0	108,114	108,114
Total Expenditures	700,402	41,442	108,114	849,958
Revenues Over Expenditures	259,276	(12,164)	(106,220)	140,892
Other Financing Sources (Uses)				
Operating transfers in	0		123,000	123,000
Operating transfers out	(123,000)			(123,000)
Total Other Financing Sources (Uses)	(123,000)	0	123,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	136,276	(12,164)	16,780	140,892
Fund Balance - July 1, 2019	694,723	110,203	96,230	901,156
Fund Balance - March 31, 2020	\$830,999	\$98,039	\$113,010	\$1,042,048

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$3,640	\$913,704	\$928,493
Tax revenues - prior year	1,737	16,471	15,000
Interest revenue	1,608	13,158	12,000
Fines and fees	331	11,583	13,500
Intergovernmental revenue	0	2,637	0
Donations	0	200	0
Miscellaneous	(160)	1,925	0
Total Revenues	7,156	959,678	968,993
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	529	5,187	7,376
Library clerk II	7,757	74,621	103,314
Library assistant I	4,950	42,254	54,228
Library assistant II	7,871	79,984	100,477
Librarian I	5,290	50,406	68,801
Librarian II	4,120	41,641	58,157
Library director	6,462	57,941	77,542
Payroll taxes and benefits:			
Retirement	0	23,657	34,977
Social security	2,794	26,839	35,947
Workers' compensation	18	152	1,200
Health insurance	4,099	48,360	100,800
Unemployment insurance	26	1,712	4,229
Total Personal Services	43,916	452,754	647,048
Materials and services:			
Bank charges	16	143	250
Building rental	944	10,050	14,530
Building maintenance	979	9,976	20,000
HVAC	0	6,720	15,000
Elevator	176	1,382	2,350
Telephone	360	4,250	5,100
Internet	225	1,775	5,800
Collection development	6,185	57,459	83,000
Technology	374	8,626	13,000
Accounting and auditing	0	22,140	27,000
Courier	184	1,747	2,300

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	3,646	17,106	23,000
Technical services	0	5,157	4,000
Library consortium	0	13,069	13,070
Copiers	201	555	2,400
Elections expense	0	0	0
Furniture and equipment	35	2,907	4,000
Insurance	2,312	11,979	9,000
Georgiana Smith Memorial Garden	1,140	15,766	25,000
Legal services	175	3,989	4,000
Professional services	0	0	0
Dues and subscriptions	0	2,867	4,000
Miscellaneous	88	1,687	1,000
Postage and freight	0	615	1,200
Printing	0	277	500
Programs	978	12,531	20,000
Advertising	233	672	1,500
Supplies - office	1,106	8,703	14,000
Travel	0	2,585	5,000
Training	18	1,344	4,000
Board development	0	81	1,500
Parking reimbursement	0	200	1,000
Electricity	1,297	12,661	21,000
Garbage	130	1,158	1,600
Natural gas	813	4,064	10,000
Water & sewer - building	437	3,407	5,200
 Total Materials and Services	 22,052	 247,648	 364,300
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 20,000
 Total Expenditures	 65,968	 700,402	 1,031,348
 Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	0	(123,000)	(123,000)
 Total Other Financing Sources (Uses)	 0	 (123,000)	 (123,000)
 Change in Fund Balance	 (\$58,812)	 \$136,276	 (\$185,355)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2020

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$0	\$24,164	\$410,000
Intergovernmental revenue	0	5,114	0
Total Revenues	<u>0</u>	<u>29,278</u>	<u>410,000</u>
Expenditures:			
Personal services	97	1,831	5,500
Materials and services:	854	39,611	235,000
Capital outlay	0	0	169,500
Total Expenditures	<u>951</u>	<u>41,442</u>	<u>410,000</u>
Change in Fund Balance	<u><u>(\$951)</u></u>	<u><u>(\$12,164)</u></u>	<u><u>\$0</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2020

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$297	\$1,894	\$1,500
Other Financing Sources			
Transfer from General Fund	0	123,000	123,000
Total Revenues and Other Sources	<u>297</u>	<u>124,894</u>	<u>124,500</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	28,297	108,114	155,000
Total Expenditures	<u>28,297</u>	<u>108,114</u>	<u>155,000</u>
Change in Fund Balance	<u><u>(\$28,000)</u></u>	<u><u>\$16,780</u></u>	<u><u>(\$30,500)</u></u>

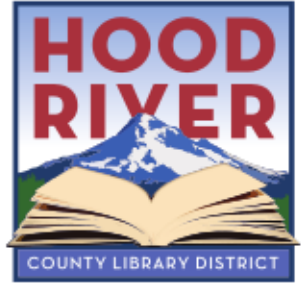
See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Nine Months Ended March 31, 2020

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	Pat Hazelhurst	Safety	RTR 2018	RTR 2019	RTR 2020	Total
Revenues:												
Donations and grants	\$0	\$0	\$1,694	\$290	\$13,050	\$500	\$5,500	\$3,130	\$0	\$0	\$0	\$24,164
Intergovernmental revenue												5,114
Total Revenues	0	0	1,694	290	13,050	500	5,500	3,130	0	0	5,114	29,278
Expenditures:												
Personal services:												
Wages and salaries:												
Library clerk I					649						192	841
Library assistant II					773						194	967
Employee benefits:												
Retirement					(7)						30	0
FICA												23
Workers compensation												0
Health insurance					(1)						1	0
Unemployment insurance												0
Total Personal Services	0	0	0	0	1,414	0	0	0	0	0	417	1,831
Materials and services:												
Building maintenance			6,298									6,298
Collection development			10,071		1,584		329					11,984
Technology			230		1,200							1,430
Courier					27							27
Programs			2,886	111	5,635	395			147	875		10,049
Furniture and equipment	0		2,622		3,996		1,682					8,300
Georgia Smith Memorial Garden			75									75
Professional services				1,148								1,148
Miscellaneous			300									300
Total Materials and Services	0	0	22,482	1,259	12,442	395	2,011	0	147	875	0	39,611
Capital outlay	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	0	22,482	1,259	13,856	395	2,011	0	147	875	417	41,442
Net Change in Fund Balance	0	0	(20,788)	(969)	(806)	105	3,489	3,130	(147)	(875)	4,697	(12,164)
Fund Balance - July 1, 2019	825	3,000	99,732	105	5,089	0	0	0	147	1,305	0	110,203
Fund Balance - March 31, 2020	\$825	\$3,000	\$78,944	(\$864)	\$4,283	\$105	\$3,489	\$3,130	\$0	\$430	\$4,697	\$98,039

See Independent Accountants' Compilation Report

2020-2021 Budget Calendar



Wednesday, April 22, 2020

Publish Website Notice of First Budget Committee Meeting
(5 - 30 days before hearing)

Wednesday, April 29, 2020

Publish Newspaper Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Wednesday, May 13, 2020, 6.30 - 8.30p, Zoom meeting

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

Tuesday, May 19, 2020, 6.00 - 7.00p, Zoom meeting

Second Budget Committee Meeting
(if necessary)

- Budget Committee deliberations and questions

Saturday, May 30, 2020

Publish financial summaries and Notice of Budget Hearing
(one publication, 5 – 30 days before hearing)

Tuesday, June 16, 2020, 7.00p, at Hood River Library or Zoom meeting

Public hearing

- Meeting to adopt budget, appropriate funds, and levy property taxes

Thursday, July 2, 2020

Deliver notice of property tax form LB-50 to County Tax Assessor
(by July 15)

- LB-50 (2 copies)
- Resolution passing budget (2 copies with original signatures)
- Budget (2 copies)
- Affidavits of publication (Budget Committee meeting & Budget Hearing)

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Hood River · OR 97031

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Library Director Evaluation Policy



The Board of Directors of the Hood River County Library District has one senior management staff position, Library Director. The Library Director reports to the Board of Directors and is responsible for the day-to-day operations of the District. The Board of Directors has the authority and responsibility to administer the annual evaluation process of the Library Director.

Frequency

The District will evaluate the Library Director's performance as it relates to the duties in the job description and goals established for the District and Director at the six month hiring anniversary, again at twelve months, and annually thereafter. In addition to evaluating performance, the review will include opportunity to create annual goals and identify training needs or opportunities for the Library Director. The annual evaluation timeline shall be created and changed as needed by the Board President and approved by the Board of Directors.

Procedure

The Board of Directors shall complete the Library Director evaluation using the following procedures:

1. The Board of Directors shall establish the evaluation and criteria in consultation with the Library Director. Any changes to the criteria or goals shall become effective after mutual agreement between the Board and the Library Director.
2. The Library Director shall complete a self evaluation form and submit it to the Board.
3. District staff shall be requested to supply anonymous written input on approved evaluation forms, which shall allow for standard ratings and space for written comments.
4. The overall results of a feedback survey from community members selected by the Board of Directors may be used as a source of input in the evaluation process.
5. Board members shall complete individual evaluations, on forms with standard ratings and space for written comments, following receipt of evaluations from the Library Director, District staff, and community members.
6. The input from the Board, staff, Library Director, and community evaluations, as well as the forms themselves, shall be compiled by the Board President.
7. The final draft of the evaluation is then presented to the Library Director. Scored areas will be averaged as appropriate. The written statements of the evaluations shall be included.
8. The Library Director shall have one week to review the final draft of the evaluation and develop written comments in response. These comments shall be submitted first to the Board of Directors with the proposed evaluation.
9. The evaluation shall at all times be reviewed in executive session meetings unless the Library Director requests that it be conducted in public.
10. The President will meet with the Library Director to review the evaluation, develop goals, and identify training needs to be included in the final evaluation document.

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11. The Board of Directors shall review and accept or reject the evaluation or any portion thereof as compiled by the President. At this time, the Board of Directors shall determine the amount of salary increase (if any) in the Library Director's compensation to be awarded in the next fiscal year (July 1). The salary increase shall be in compliance with the established salary structure system. The salary deliberations shall be held in public session.
12. The evaluation, once approved by the Board of Directors, is then presented to the Library Director for his/her files and the personnel file. The evaluation is subject to disclosure under public records laws.

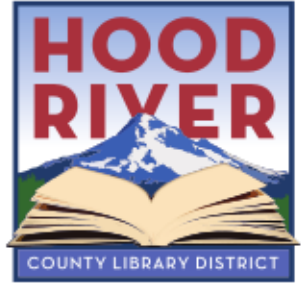
Approved by the Board of Directors, June 19, 2012

Last amended: January 15, 2018

Last reviewed: January 15, 2018

Library Director Evaluation Timeline

2019-20



Library Staff and Community Member Surveys

- **Monday, April 20, 2020** *Library Director*
 - Email Library Staff - Upcoming Library Director evaluation
- **Wednesday, April 22, 2020** *Library District Board President*
 - Email survey monkey link and explanation to library staff and community members
- **Wednesday, April 29, 2020**
 - Evaluation due
 - Library Staff
 - Friends and Foundation presidents

Library District Board Survey

- **Friday, May 1, 2020**
 - Email board survey monkey form and compilation of survey from staff and Friends and Foundation presidents *Library District Board President*
- **Friday, May 8, 2020**
 - Evaluation due from Library District Board

Library Director reviews compilation

- **Friday, May 8, 2020 – Thursday, May 14, 2020**
 - Library Director reviews compilation of staff, community and District board surveys
- **Tuesday, May 19, 2020**
 - Library District Board conducts Library Director evaluation in Executive session at the regular monthly board meeting

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PERSONAL SERVICES CONTRACT BETWEEN HOOD RIVER COUNTY LIBRARY DISTRICT AND ONSTOTT, BROEHL & CYPHERS, P.C.

This contract is between Hood River County Library District ("HRCLD") and Onstott, Broehl & Cyphers, P.C. ("Contractor"). HRCLD's supervising representative for this contract is the Board President or the Board President's designee as noted in Paragraph 21, Notices. HRCLD and Contractor agree to the following:

1. Effective Date and Duration. This contract shall become effective on July 1, 2017. Unless extended or earlier terminated, this contract shall expire when HRCLD has accepted Contractor's completed performance on June 30, 2020. However, expiration or termination shall not extinguish or prejudice HRCLD's right to enforce this contract with respect to: (a) any breach of Contractor warranty or indemnity; or (b) any default or defect in Contractor performance that has not been cured.

2. Statement of Work. Contractor shall perform the work ("Work") as set forth in the Statement of Work and these terms and conditions. The Statement of Work, including the delivery schedule for the Work, is contained in the attached Exhibit A.

3. Consideration.

(a) The maximum, not-to-exceed compensation payable to Contractor under this Contract, which includes any allowable expenses, is \$16,800/year payable at a rate of \$1,400/month. Compensation will be reviewed on or by June 30, 2018, and amended as necessary by both parties for the next fiscal year. HRCLD will not pay Contractor any amount in excess of the not-to-exceed compensation for completing the Work, and will not pay for Work performed before the date this Contract becomes effective or after the termination of this Contract. If the maximum compensation is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.

(b) All interim payments to Contractor shall be made only in accordance with the terms and conditions of this contract. Unless another schedule is stated in Exhibit A, the Statement of Work, Contractor shall submit monthly invoices to HRCLD for Work performed.

(c) Invoices shall describe all Work performed with particularity. Each invoice also shall include the total amount invoiced to date by Contractor prior to the current invoice. Contractor shall send invoices to the person designated in Paragraph 21, Notices.

(d) HRCLD shall have the right to withhold from payments due Contractor such sums as are necessary in HRCLD's sole opinion to protect HRCLD from any loss, damage, or claim which may result from Contractor's failure to perform in accordance with the terms of the Contract.

4. Travel and Other Expenses. Travel time, travel expenses and other expenses of the Contractor shall not be reimbursed by the HRCLD.

5. Independent Contractor; Responsibility for Taxes and Withholding; Retirement System Status.

(a) Contractor shall perform all Work as an independent contractor. Although the HRCLD reserves the right (i) to determine (and modify) the delivery schedule for the Work and (ii) to evaluate the quality of the completed performance, the HRCLD cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the Work.

(b) If Contractor is currently performing work for the State of Oregon or the federal government, Contractor by signature to this Contract, represents and warrants that: Contractor's Work to be performed under this Contract creates no potential or actual conflict of interest as defined by ORS 244 and no statutes, rules or regulations of the state or federal agency for which Contractor currently performs work would prohibit Contractor's Work under this Contract.

(c) Contractor is not an "officer," "employee" or "agent" of the HRCLD, as those terms are used in ORS 30.265.

(d) Contractor shall be responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, HRCLD will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

6. Subcontracts and Assignment; Successors in Interest. Contractor shall not enter into any subcontracts for any of the Work, and shall not assign, delegate or transfer any of its rights or obligations under this Contract without HRCLD's prior written consent. The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns, if any.

7. No Third Party Beneficiaries. HRCLD and Contractor are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

8. Funds Available and Authorized. HRCLD has sufficient funds currently available and authorized for expenditure to finance the costs of this contract within the HRCLD's current annual budget. Contractor understands and agrees that HRCLD's payment of amounts under this contract attributable to work performed is contingent on HRCLD budgetary limitations and other expenditure authority sufficient to allow HRCLD, in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. HRCLD may terminate this contract without penalty or liability to HRCLD, effective upon the delivery of written notice to Contractor, with no further liability if HRCLD determines that there are insufficient funds available to make payments under this contract.

9. Representations and Warranties. Contractor represents and warrants to HRCLD that (a) Contractor has the power and authority to enter into and perform this Contract, (b) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms, (c) Contractor has the skill and knowledge possessed by well-informed members of its industry, trade or profession and Contractor will apply that skill and knowledge with care and diligence to perform the Work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession, and (d) Contractor shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the work. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

10. Termination; Breach; Remedies.

(a) Early Termination. This Contract may be terminated as follows:

1. HRCLD and Contractor, by mutual written agreement, may terminate this Contract at any time.
2. HRCLD in its sole discretion may terminate this Contract for any reason on 30 days written notice to Contractor.
3. Either HRCLD or Contractor may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.
4. Notwithstanding paragraph 10(a)(c), HRCLD may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation or non-renewal of any license, permit or certificate that Contractor must hold to provide services under this Contract.

(b) Payment on Early Termination. Upon termination pursuant to paragraph 10, payment shall be made as follows:

1. If terminated under 10(a)(1) or 10(a)(2) for the convenience of the HRCLD, the HRCLD shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract. HRCLD shall not be liable for direct, indirect or consequential damages. Termination shall not result in a waiver of any other claim HRCLD may have against Contractor.

2. If terminated under 10(a)(3) by the Contractor due to a breach by the HRCLD, then the HRCLD shall pay the Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.
 3. If terminated under 10(a)(3) or 10(a)(4) by the HRCLD due to a breach by the Contractor, then the HRCLD shall pay the Contractor for work performed prior to the termination date provided such work was performed in accordance with the Contract less any setoff to which the HRCLD is entitled.
- (c) Remedies. In the event of breach of this Contract the parties shall have the following remedies:
1. If terminated under 10(a)(3) by the HRCLD due to a breach by the Contractor, the HRCLD may complete the work either itself, by agreement with another Contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the Contractor shall pay to the HRCLD the amount of the reasonable excess.
 2. In addition to the remedies in paragraphs 10(a) and 10(c) for a breach by the Contractor, the HRCLD also shall be entitled to any other equitable and legal remedies that are available.
 3. If the HRCLD breaches this Contract, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.

11. Records Maintenance; Access. Contractor shall maintain all financial records relating to this contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this contract in such a manner as to clearly document Contractor's performance. Contractor acknowledges and agrees that HRCLD and their duly authorized representative shall have access to such financial records and to all other books, documents, papers, plans and writings of Contractor that are pertinent to this contract for the purpose of performing examinations and audits, and making excerpts and transcripts. All such financial records, books, documents, papers, plans, and writings shall be retained by Contractor and kept accessible for a minimum of 6 years, except as required longer by law, following final payment and termination of this contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this contract, whichever date is later.

12. Compliance with Applicable Law. Contractor shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Contract. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Contract: (a) Titles VI and VII of the Civil Rights Act of 1964, as amended; (b) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (c) the Americans with Disabilities Act of 1990, as amended; (d) Executive Order 11246, as amended; (e) the Health Insurance Portability and Accountability Act of 1996; (f) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (g) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (h) ORS Chapter 659, as amended; (i) all regulations and administrative rules established pursuant to the foregoing laws; and (j) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated. HRCLD's performance under the Contract is conditioned upon Contractor's compliance with the provisions of ORS 279B.220, 279B.225, 279B.230 and 279B.235 which are incorporated by reference herein.

13. Foreign Contractor. If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this contract.

14. Governing Law; Jurisdiction; Venue. This contract shall be governed and construed in accordance with the laws of Hood River County and the State of Oregon without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit or proceeding (collectively, "claim") between the HRCLD and the Contractor that arises from or relates to this contract shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court

for the District of Oregon. Contractor by the signature below of its authorized representative, hereby consents to the *in personam* jurisdiction of said courts.

15. Indemnity. Contractor shall defend (with legal counsel of HRCLD's choice), save, hold harmless, and indemnify the Hood River County Library District or its officers, employees, agents, and members, from all claims, suits, losses, damages, liabilities, costs, expenses or actions, of any nature whatsoever resulting from, arising out of or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this contract. HRCLD shall defend (with legal counsel of HRCLD's choice), save, hold harmless, and indemnify Contractor, its officers, employees, agents, and members, from all claims, suits, losses, damages, liabilities, costs, expenses or actions, of any nature whatsoever resulting from, arising out of or relating to the activities of HRCLD or its officers, employees, subcontractors, or agents under this contract.

16. Insurance. Contractor shall provide insurance as indicated on Exhibit C, attached hereto and incorporated by this reference.

17. Ownership of Work Product. Not Applicable.

18. Severability. If any term or provision of this Agreement is declared to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

19. Waiver. The failure of the HRCLD to enforce any provision of this contract shall not constitute a waiver by the HRCLD of that or any other provision.

20. Amendments. HRCLD may amend this Contract to the extent permitted by applicable statutes, administrative rule, and as provided in the solicitation documents, if any. The terms of this contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, except by written instrument signed by the parties.

21. Notices. All notices to the respective parties shall either be personally delivered or sent certified mail to the following addresses:

HRCLD:
Rachael Fox , Library Director
Hood River County Library District
502 State Street
Hood River, OR 97031

Contractor:
Ken Onstott, Shareholder
Onstott, Broehl & Cyphers, P.C.
100 E. 4th St.
The Dalles, OR 97058

22. Survival. All rights and obligations shall cease upon termination or expiration of this Contract, except those rights and obligations set forth in Sections 1, 7, 8, 9, 10, 11, 14, 15, 16, 17, 19, 22, 24 and 25.

23. Time is of the Essence. Contractor agrees that time is of the essence under this Contract.

24. Force Majeure. Neither HRCLD nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, terrorist acts, or other acts of political sabotage, or war where such cause was beyond the reasonable control of HRCLD or Contractor, respectively. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.


25. Attorney Fees. In the event of a dispute between Contractor and HRCLD, each shall pay his or her own attorney fees. Attorney fees are not recoverable from the other party.

26. Contractor Certification. Contractor, by execution of this Contract, acknowledges that s/he has read this Contract, understands it, and agrees to be bound by its terms and conditions. Contractor shall complete the full certification attached and incorporated as Exhibit B.

IT IS SO AGREED:

Sara D. Snyder
Board President
Hood River County Library District

Date

 6-15-17
Ken Onstott
Shareholder
Onstott, Broehl & Cyphers, P.C.

Date

EXHIBIT A
STATEMENT OF WORK

See Attached Proposal for Accounting Services

Exhibit B
W-9
(please attach)

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Exhibit C INSURANCE

During the term of this contract Contractor shall maintain in force at Contractor's own expense, each insurance noted below:

1. Workers Compensation Insurance is required for Contractors that employ subject workers, as defined in ORS 656.027. All those Contractors shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Contractor shall require and ensure that each of its subcontractors complies with these requirements.

2. Professional Liability Insurance:

☐ is not required.

☒ is required with a combined single limit or the equivalent, of not less than:

☐ \$200,000 ☐ \$500,000 ☒ \$1,000,000 ☐ \$2,000,000

for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the services to be provided under this contract.

3. General Liability Insurance:

☒ is not required.

☐ is required with a combined single limit or the equivalent, of not less than:

☐ \$200,000 ☐ \$500,000 ☐ \$1,000,000 ☐ \$2,000,000

for each claim, incident or occurrence.

4. Automobile Liability Insurance:

☒ is not required.

☐ is required with a combined single limit or the equivalent, of not less than:

☐ Oregon Financial Responsibility Law (ORS 806.070)
☐ \$200,000
☐ \$500,000
☐ \$1,000,000

each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

5. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to HRCLD.

6. Certificates of insurance. As evidence of the insurance coverages required by this contract, the Contractor shall furnish acceptable insurance certificates to HRCLD within 30 days of signing this contract. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to HRCLD acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the HRCLD. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

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

August 13, 2019

Hood River County Library District
Hood River, OR 97031

We are pleased to confirm our understanding of the services we are to provide for the year ended June 30, 2020.

You have requested that we perform the following services:

- Prepare checks for issuance from the invoices that you provide to us. These will be posted to the general ledger accounts based upon the coding that you indicate.
- Reconcile accounts with bank statements for the Columbia State Bank each month.
- Prepare and reconcile your payroll records, payroll tax returns, and payroll tax deposits.
- Record all income and expenses, deposits, and adjusting entries needed each month.
- Prepare Form 1099's, and quarterly and annual payroll reports for Hood River County Library District for the year ended December 31, 2019.
-

Our bookkeeping services will cover the year ended June 30, 2020.

We will prepare the financial statements Hood River County Library District, which comprise the annual and monthly balance sheet – cash basis, and the related statement of revenues, expenses and other changes in net assets – cash basis of, for the year ended June 30, 2020, and perform a compilation engagement with respect to those financial statements.

The objective of the preparation and compilation portion of our engagement is to—

1. prepare financial statements in accordance with the cash basis of accounting based on information provided by you, and
2. apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with cash basis of accounting.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct* and its ethical principles of integrity, objectivity,

professional competence, and due care, when performing the bookkeeping services, preparing the financial statements, and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

The financial statement preparation and compilation portion of the engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the cash basis of accounting and assist you in the presentation of the financial statements in accordance with the cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of the financial statements in conformity with cash basis of accounting.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection fraud.
5. To ensure that the District complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with –
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the compilation engagement.
 - Unrestricted access to persons within the District of whom we determine it necessary to make inquiries.

As part of our engagement, we will issue a compilation report that will state that we did not audit or review the financial statements and that accordingly, we do not express an opinion, a conclusion, nor

provide any assurance on them. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

Other Relevant Information

You are also responsible for all management decisions and responsibilities, and for designating an individual with, suitable skills, knowledge, and experience to oversee our bookkeeping and financial statement preparation. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Ken Onstott is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees will be \$1,525 per month. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Invoices for work performed will be submitted at the end of the month and are due within 30 days.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe that letter accurately summarizes the significant terms of our engagement. If you have any question, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Kenneth L. Onstott, CPA

Acknowledged:

Hood River County Library District

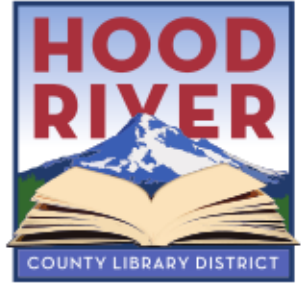
PRESIDENT, HOOD RIVER COUNTY LIBRARY DISTRICT

Title

Date

8/20/15

Bid request for accounting services



Proposals due: Monday, May 11 2020, at 5.00p
Mailing address: 502 State St, Hood River, OR 97031
Email: rachael@hoodriverlibrary.org

Hood River County Library District is seeking bids from qualified entities for accounting services for the reporting of all financial transactions including the recording of revenues, regular payment of budgeted obligations including payroll, the delivery of regular monthly financial statements with budget comparisons and the filing of applicable governmental reports for payrolls. Proposal specifications as well as information and clarification on this request may be obtained by contacting:

Rachael Fox, Library Director
Hood River County Library District
502 State St, Hood River, OR 97031
rachael@hoodriverlibrary.org
541-387-7062

Questions must be in writing or electronic and be received by 12.00p on Monday, May 4, 2020.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy. The District reserves the right to:

1. Reject any or all proposals not in compliance with public proposal procedures,
2. To postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening,
3. To waive informalities in proposals,
4. To select the proposal which appears to be in the best interest of the District.

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

I. Statement of work

A. Purpose of request

Hood River County Library District is seeking bids from qualified entities for accounting services for the reporting of all financial transactions including the recording of revenues, regular payment of budgeted obligations including payroll, the delivery of regular monthly financial statements with budget comparisons and the filing of applicable governmental reports for payrolls. Our objective is to select the firm best qualified to provide financial services for Hood River County Library District.

The accounting firm recommended by the Library Director will be awarded the contract. Contract award is contingent on approval by the Library District Board of Directors.

The term of the contract will be for one year and may be renewed for two years annually thereafter at the option of the District and Contractor.

B. Description of District

Hood River County Library District serves all of Hood River County, Oregon. The District includes the Hood River Library and two smaller branches in Cascade Locks and Parkdale. This proposal is to provide financial services for all of the District's financial operations.

1. Background information

Hood River County Library District serves all of Hood River County, Oregon. The District includes the Hood River Library and two smaller branches in Cascade Locks and Parkdale. This proposal is to provide financial services for all of the District's financial operations. The fiscal year begins on July 1 and ends on June 30th.

2. Fund structure

Hood River County Library District has a General fund supported by a countywide ad valorem tax and revenues from fines, fees, grants, donations, and other sources. It also has two additional funds for restricted grants and capital reserve. Expenditures will be made as approved within the annual operating budget. In the 2016-17 fiscal year, the District has budgeted approximately \$1.2 million in expenditures. The District writes 800-900 paper checks annually, has payroll for 20 employees, and has EFT transactions for about 15 monthly bills.

3. Availability of prior financial data

The District's current and past two fiscal year budgets, as well as audits from the previous two fiscal years, are available online at <http://hoodriverlibrary.org/about/budget/>. Other financial information is available upon request to the Library Director.

C. Scope of financial services required

1. Scope of work

- The Contractor will establish a financial accounting system to provide for the

timely and complete recording of all financial transactions for the District including the payment of budgeted obligations and recording the receipt of all funds received by the District.

- The Contractor will provide for the timely and regular payments for District monthly payrolls and complete the applicable forms for the reporting of payroll taxes to meet both State and Federal requirements.
- The Contractor will prepare regular monthly financial statements with comparison to the adopted budget and deliver such financial statements at least three days before the third Tuesday of the month in a timely fashion to the District Director and the Board of Directors to allow for their required oversight of District operations.
- The Contractor will prepare the annual Financial Statements for the District.
- Financial records will be adequate to meet the needs of the District within the requirement of Oregon Revised Statutes, as required by the Minimum Standards for Audits of Oregon Municipal Corporations.
- The Contractor will maintain the District records in accordance with governmental generally accepted accounting principles.
- The scope of work will include occasional technical accounting and financial reporting assistance throughout the year. This generally has consisted of answering questions on setting up funds, compliance issues, recording and reporting issues.
- The accounting records will be subject to an annual audit performed by an independent auditor retained by the District at District expense.
- The District will provide coded invoices for payment, copies of the adopted budgets, receipts of deposits and adequate information to create timely and accurate payrolls and other source documents as needed to allow for the complete recording of all District financial activity.
- The Contractor will be responsible to provide and maintain adequate software to meet the needs of the District as described herein. The proposal should address procedures for data security and file backup. The District's current records are maintained in Intuit QuickBooks.

2. Working paper retention and access to working papers

- All working papers and reports must be retained, at the Contractor's expense, until returned to the Hood River County Library District. All financial records created for the benefit of the Hood River County Library District will be the property of the District. The Contractor will be required to make working papers available, upon request, to the following parties or their designees: Hood River County Library District, audit CPA firm designated to perform the annual audit of the financial records for the Hood River County Library District, and entities classifying the Hood River County Library District as a sub recipient of grant funds. In addition, the contractor shall respond to the reasonable inquiries of any immediate successor contractor and allow such successor contractor to review working papers.

D. Contract period

The contract will cover one calendar year and may be renewed for two years annually thereafter at the option of the District. It will include a sixty-day cancellation provision. Work would begin on July 1, 2020. The District reserves the right to request proposals for accounting services in future years.

II.Proposal submission procedures

A. Proposal submission

Proposals must be received by Monday, May 11, 2020, 5.00p. Proposals must be clearly designated as "Accounting Proposal". Electronic proposals are highly preferred. Late proposals will not be accepted.

B. Summary Of accounting firm's qualifications

Firms should describe their recent experience providing accounting services for governmental agencies or large nonprofit organizations.

C. Request for additional information

Potential bidders may request additional information by contacting Library Director Rachael Fox at rachael@hoodriverlibrary.org or 541-387-7062. Requests must be received by 12.00p on Monday, May 4, 2020.

D. Submission sections

1. *Transmittal letter*: A letter of transmittal including the firm's name, address and telephone number of the contact person, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period and a statement that the proposal is a firm and irrevocable offer for 60 days.
2. *Detailed proposal*
3. *Qualifications*: Provide detailed qualification of the firm for performing these accounting services.
4. *Fee proposal*: Specify the fee for the entire project on an annual basis. Also include the rates you would charge for any additional or specialized services that may be necessary.

E. Opportunity to comment

Firms may formally protest or comment on this proposal or selection process by submitting a written, signed statement to Rachael Fox, Library Director, Hood River County Library District, at the contact information on page 1. Protests and comments must be received by 5.00p, Monday, June 15, 2020, to be considered. No protest against award because of the content of specifications shall be considered after this deadline.

F. Addenda

Addenda, if any, will be issued prior to the proposal due date. To ensure receipt of addenda, verify that the District has the name, phone number, and email for a contact person for the

firm.

G. Equal employment compliance requirement

By submitting this proposal, Proposer certifies conformance to the applicable federal acts, executive orders, and Oregon statutes and regulations concerning affirmative action toward equal employment opportunities.

H. Additional information

Please provide any other information you feel would help the Library Director evaluate your firm for this engagement.

III. Proposal evaluation procedures

A. Evaluation of proposals

Proposals will be evaluated to determine which proposal best meet the needs of the District. Proposals will be evaluated on the experience of the firm and fees. The District reserves the right to make the final selection by exercise of its own discretion.

B. Proposal rejection

The District reserves the right to:

1. reject any or all proposals not in compliance with all public procedures and requirements;
2. reject any proposal(s) not meeting the specifications set forth herein;
3. waive any or all irregularities in proposals submitted;
4. reject all proposals;
5. award any or all parts of any proposal.
6. request references and other data to determine responsiveness.

C. Protest of award

Any adversely affected Proposer has until 5.00p on Monday, June 15, 2020, to file a written protest.

IV. General terms and conditions

A. Submission of proposals

The submission of a proposal shall indicate the intention of the firm to adhere to the provisions described in this request.

B. District clarification of proposals

The District reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the firm's proposal.

C. Cost of preparing a proposal

The request does not commit the District to paying any costs incurred by any Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

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:

Firm Name:

Address:

VI. Signature page

The undersigned proposes to perform all work as listed in this request, 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 request.

Name of firm:

Address: _____

Telephone number: _____

Email address:

Submitted by: _____

Authorized Signer

_____ Date

Printed Name

Hood River County Library District Road Map to Reopening

Phase 1 - Slow the Spread COVID-19 (Physical Distancing)

- Staff work from home
- Some staff work in the building
- Take care of fiscal, personnel, maintenance and statistical tasks
- Pick up mail and monitor the Hood River building
- Online programs and services
- Call center and email assistance
- Staff processing new physical library materials at home
- Physical branches closed

Phase 2 - Reopening (Management COVID-19)

- ***Stage 1 - Staff work in the building***
 - Collections work caught-up (process new items, shelving)
 - Files/work transferred back to office work stations
 - Office work routines restored
 - Call center and email assistance continue
 - Implement regular sanitation procedures, follow physical distancing guidelines and protective equipment use (masks, gloves, etc.)
- ***Stage 2 - Some public services restored OUT OF BUILDING***
 - Curb side delivery and/or home delivery service and/or mail service
 - Restocking of mini-libraries located around the county
 - Call center and email assistance
 - Interlibrary loan services restored
 - Return library materials – materials will be quarantined for 72 hours
- ***Stage 3 - Additional public services restored IN LOBBY ONLY***
 - Staff on duty in lobby
 - Public laptop wireless computer(s) available in lobby to look for and request library collection materials which will be left outside library door for pick-up by public
 - Telephone reference/research assistance/immediate real time conversations with librarians behind the glass doors
- ***Stage 4 - LIBRARY OPEN to public with EXTRA PRECAUTIONS and provided adequate public area sanitation supplies are available***
 - LIBRARY OPEN to public and all library services for the general public are provided on a limited schedule to allow for enhanced cleaning, social

Draft – Last revised 4/17/20

distancing accommodations in place such as moving public seating and computers 6 feet apart

- Options: limiting the number of people allowed at one time and limiting computer time to 45 minutes or by appointment so that sanitation can take place between users and/or closing the seating wings to reduce sanitation requirements

Phase 3 - Regular operations (All restrictions lifted)

- Library open to public
- Business as usual
- All library services to general public are provided as normal and as scheduled