Board of Directors Regular Meeting Agenda Supplementary information Tuesday, May 19, 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: 1-253-215-8782 https://us02web.zoom.us/j/87082687991 Meeting ID: 870 8268 7991

I. A	Additions/deletions from the agenda (ACTION)	Sheppard
II. A	Actual or potential conflicts of interest	Sheppard
III. C	Consent agenda (ACTION)	Sheppard
IV. C	Open forum for the general public	Sheppard
V. F	Reports	
	i. Friends update	Fox
	ii. Foundation update	Fox
	iii. April 2020 Financial Statements	
	iv. Director's report	Fox
VI. F	Previous business	
	i. Discussion reopening plan Hood River County Libr	ary District Fox
VII. P	New business	
	i. 2020-21 salary schedule (ACTION)	Sheppard
	ii. Accounting services bid approval (ACTION)	Fox
	iii. Discussion fines	Sheppard
	iv. Executive session: Library Director evaluation	Sheppard
VIII. 🖌	Agenda items for next meeting	Sheppard
IX. A	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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ii. Foundation update

The Hood River Library Foundation gave the Library District \$4,000 to invest in additional electronic resources. We have added Creative Bug which offers thousands of art, craft and DIY tutorials. We also plan to switch our online language learning program from Pronunciator to Mango. There will be a price increase but we think Mango is a far superior database which many large library systems use.

iii. April 2020 Financial Statements

Attachments:

https://us02web.zoom.us/j/87082687991

Attachments:

1-253-215-8782

Meeting ID: 870 8268 7991

- III.ii.a. Minutes April 21, 2020 regular meeting

III. Consent agenda (ACTION)

II. Actual or potential conflicts of interest

Please use the following phone number or video link:

Additions/deletions from the agenda (ACTION)

- i. Minutes from the April 21, 2020, regular meeting
- ii. Invoice painting staff area

Ι.

- III.ii.b. Invoice Michael Peterson

IV. Open forum for the general public

V. Reports

i. Friends update

• The Friends of the Library did not meet in May due to COVID-19.

Board of Directors

Regular Meeting Agenda

Supplementary information

Tuesday, May 19, 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.

Board meeting agenda [2020-05-19], supplementary info

Fox

Fox

Sheppard Sheppard Sheppard

Sheppard

• V.iii. April 2020 financial statements

We are tracking well for this time of the year.

iv. Director's report

Fox

Administration

• Our annual interim audit took place remotely on Thursday, April 23. It came back with no findings. We are on track and doing great!

Facilities

- We had our regular maintenance completed on the HVAC, boiler and small heating/cooling units in the Tech room and Columbia room. Everything looks good except the boiler has a small leak. We are waiting on an estimate for repair.
- Our buildings maintenance person Michael Peterson has finished painting our staff area and meeting room closet.
- Our three new curved benches have arrived and will be installed in the patio in front of the library in the next week or two by Michael Peterson. The benches were purchased with funds from the Library Foundation. The funds were donated to the Library Foundation in memory of long time patron Dick Swart.

Personnel and Services

Each staff member has tasks and duties they have been working on from home. Here are some of the tasks:

- Website development <u>www.hoodriverlibrary.org</u>
 - Redesigned the entire site
 - FAQ section information related to closure
 - <u>Community resource page</u> help during COVID-19
 - Digital library page
 - <u>Tech help page</u>
 - Updated <u>Friends</u> and <u>Foundation</u> pages
 - Library news section front page
 - Individual pages <u>Adults</u>, <u>Teens</u>, <u>Kids</u>, <u>Spanish Speakers</u>
 - 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 90 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 polices 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 shelver 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.

Programs

- Program staff are busy planning our new summer reading program. It will consist of
 virtual programs for kids, teens and adults. Teens and adults can enter a raffle each
 week to receive a chance to win a gift card to a local business. We plan to distribute
 activity bags during the summer for kids which will contain a free book and a craft
 complete with supplies. We are working with the school district and other entities to
 distribute the bags in various ways to reach all the children in the community. We'll also
 distribute the bags at each library branch.
- We are currently offering the following online programs Adults, Teens, Kids, and Spanish Speakers
 - \circ Kids
 - Weekly storytime English (Facebook)
 - Weekly kids radio show in Spanish on Radio Tierra
 - Daily literacy adventures and kids letters to the library (Facebook)
 - Weekly trivia challenge for kids (Facebook)
 - Teen
 - Storytime 3 x week (Instagram)
 - Teen/adult weekly trivia (Kahoot)
 - Teen council weekly meetings (SLACK)
 - Teen book club (SLACK)
 - Adult
 - Book club (Zoom)
 - Lunch and Learn conversations (Zoom)
 - Bilingual conversations (Zoom)

Statistics

• Ebooks and audiobooks

- Library2Go our usage has remained the same with around 800 ebooks and 675 audiobooks checked out each month in March and April.
- Tumblebooks Over 100% increase from the average of 52 books viewed each month July 2019-February 2020 to around 119 books viewed each month in March and April.
- Movie streaming
 - Kanopy We've seen 164% increase from an average of 189 viewings per month July 2019 -March 2020 to almost 500 views in April.

We have not seen an increase in the use of our language learner database Pronunciator. We are looking forward switching to Mango with the hope patrons will find it beneficial since it's a superior product.

VI. Previous business

i. Discussion reopening plan Hood River County Library District Fox *Attachments:*

VII.i.a. Hood River County Library District Roadmap to Reopening Plan

Governor Kate Brown has approved Hood River County to move to phase I of the Reopening Oregon plan. We have a plan in place for moving to Stage 2 and 3 of the Hood River County Library District Roadmap to Reopening Plan. I consulted with District Board President Jean Sheppard regarding the plan below before I announced the plan to staff and our patrons. I recommend we approach each stage of reopening with careful thought, consideration and patience while allowing time between stages to see how the pandemic unfolds in our community.

We are currently working on the following:

- Library staff moving to stage 2 (Library Buildings Open to Staff Only) and preparing for stage 3 (Library Services Restored Out of Building) Curbside Pickup.
- Setting up work spaces for staff to ensure physical distancing measures, set up quarantine areas for returned library materials and implementing new sanitation and cleaning guidelines.
- Staff will receive training and detailed information regarding our next steps at the Zoom library staff meeting on Friday, May 22.
- Submit our reopening plan and sanitation plan to the Hood River County Health Department for review.
- Restore janitorial and garbage pickup services.
- Issue press release, enewsletter and social media posts detailing our plans and services.

The entire library staff will return to working in the library facilities the week of Tuesday, May 26 in two teams (A and B). Library staff will work a combination of hours at home and the

library. We thought this was a safe first step to easing back into the building and learning how to offer services in a new way. This will limit the number of staff in the building to reduce exposure and preserve services if one team has to quarantine due to an outbreak. We are asking staff to work in the building between 0-4 days per week based upon their job duties and/or number of hours they regularly work each week. We will have library staff working on projects during the hours we are not offering curbside pickup. This includes an inventory of the entire collection at all three branches. We have not completed an inventory since we reopened as a Library District. This will allow us to get an accurate account of items on our shelf.

- Team A: Monday, Tuesday, Thursday
- Team B: Wednesday, Friday, Saturday

Curbside pickup and new call center hours will start Thursday, May 28.

- Hood River
 - Tuesday, Wednesday, Thursday 12:00-6:00pm
 - Friday, Saturday 10:00am-3:00pm
- Parkdale and Cascade Locks
 - Tuesday 2:00-6:00pm
 - Saturday 10:00am-2:00pm

We are working on the details regarding how curbside pickup will work for our patrons. We anticipate it will start with a hold/reservation procedure which involves patrons calling or email ahead to let us know they will be pickup up holds and/or if they want us to select materials for them. The patron will notify the library when they arrive to pick up the items. We will deliver their materials outside the building. Once we try this process for a few weeks, we hope to move to Stage 4 (Services in Lobby) by mid-June. We plan to staff a librarian at the front door of the lobby for patrons to drop by and pick up items and provide real time services. We will continue hold/reservation procedures.

Our neighbor libraries in The Dalles, White Salmon and Stevenson will also be starting curbside pickup services this month.

VII. New business

i. 2020-21 salary schedule (ACTION)

Sheppard

Attachments:

VII.i. 2010-21 and 2019-20 salary schedule

I propose the attached salary schedule for next fiscal year, which requires Board approval. This salary schedule gives all employees a 3.6% minimum wage adjustment increase in pay. This salary schedule was discussed at the Budget Committee meeting on Wednesday, May 13.

ii. Accounting services bid approval (ACTION)

Fox

Attachments:

VII.ii. 2020-2023 bid from Onstott, Broehl, & Cyphers

Our current contract for accounting services with Onstott, Broehl, & Cyphers expires at the end of June. I created a request for bids. I contacted five local firms to see if they were

interested, including our current accountants. Our current firm is the only one who sent a proposal: Onstott, Broehl, & Cyphers. Onstott bid \$18,600 for the 2020-21 fiscal year.

I recommend accepting the bid from Onstott, Broehl, & Cyphers. They have been a pleasure to work with. They respond quickly and accurately to requests for service. As our audit reports demonstrate, they also are keeping our District consistent with General Accounting Standards. The \$18,600 quote is \$300 more than what we are paying for 2019-20. If the bid is accepted, I will present a contract for approval at the June 23, 2020 Board meeting.

iii. Discussion fines

At the budget committee meeting on Wednesday, May 19, 2020 we discussed the possibility of eliminating fines for overdue materials. I have not had time to put together all the materials I would like the District Board to review in order to make that decision. I will strive to compile the necessary information and data by the June or July board meeting.

Many libraries around the country are fine free, including our neighbors across river at the Fort Vancouver Library system. The movement to eliminate fines is critical to our commitment to offer free and open access to our resources and services. It is bringing into focus the adverse effects of fines as a barrier to access.

In the interim, I request we do not have overdue fines accrue for our patrons since we do not have a way to collect the fees safely. This will also eliminate stress and anxiety for patrons since we are offering limited services and our community is still supposed to limit travel.

We are in the process of setting up a paypal account to allow patrons to pay for any fees or fines directly through our online SAGE catalog.

v. Executive session: Library Director evaluation	Sheppare
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VIII. Agenda items for next meeting

- 2020-21 budget approval
- Approval of recurring payments for 2020-21
- Discussion of 2020-21 President and Vice-President positions
- Discussion of 2020-21 regular meeting time
- Library Director Contract approval

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

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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d

Sheppard

Sheppard

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

Board of Directors Regular Meeting Minutes

Tuesday, 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

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

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 Board President Jean Sheppard called the meeting to order at 7:14pm. Fox stated she would like to add a budget discussion to the end of the agenda. Bureker made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

None stated.

III. Consent agenda (ACTION)

i. Minutes from the February 19, 2020, regular meeting

ii. Minutes from the March 14, 2020, emergency meeting

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

IV. Open forum for the general public

None present

V. Reports

i. Friends update

There was nothing to add to the written report.

ii. Foundation update

Sheppard

Sheppard

Sheppard

Fox

Fox

There was nothing to add to the written report.

iii. February and March 2020 Financial Statements

Sheppard asked if the tax revenue received in May is from the payment installment program with the county. Fox confirmed.

iv. Director's report

Fox

Fox stated she would like to have the staff area painted since it was on the list to complete this next fiscal year. Sheppard stated it would be an ideal time. Fox will work with Peterson-Love to obtain a quote.

Sheppard asked if Fox furloughed the janitorial company. Fox stated she did not renew the contract at this time since the library is closed but has requested the company shampoo the carpets and sanitize the library in the month of April. Fox will reach out the Clean All to request changing the contract since we will need to increase daily sanitation efforts. Sheppard stated Fox should reach out to the Hood River County Health Department to inquire about recommendations or requirements for cleaning and sanitizing during the pandemic.

Sheppard asked if our online resources usage has increased. Fox stated she has been busy since the closure setting up staff with duties at home. Fox stated, Assistant Director Arwen Ungar has returned and Fox will be able to focus on other duties. Fox will bring statistics to the next board meeting. Sheppard stated the figures would be useful to show our usage of the library during the closure.

VI. Previous business

i. Budget calendar approval and budget committee discussion (ACTION) Fox

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

Fox asked if any board members had candidates for the open budget committee position. Sheppard stated she thought Angela Schock would be a great addition due to her past work experience.

Burker made a motion to appoint Monica Zorza Hocket and Lani Roberts to another 3 year term and appoint Angela Schock to fulfill the remainder of Amber Bello's term. Marsden seconded. The motion carried unanimously.

Marsden made a motion to approve the budget calendar and appoint Rachael Fox as the Budget Officer. Hackett seconded. The motion carried unanimously.

VII. New business

i. Library Director Evaluation (ACTION)

Bureker made a motion to approve the Library Director evaluation timeline. Marsden seconded. The motion carried unanimously.

Page 2

Sheppard

ii. Accounting services

Fox asked if there additional accounting firms she should contact. Sheppard stated Fox covered all the main firms in the gorge.

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

Fox stated the reopening plan was in line with other libraries in Oregon. Fox stated she envisioned teams of staff alternating work days in the building. This way if a staff member falls ill due to COVID-19 and other staff must guarantine it will not require all staff members to be gone at the same time.

Sheppard stated patrons should not be dropping off library materials in the building. Fox stated all returns would be made in the outdoor book drop. Sheppard stated it made sense and the District will wait for guidance from Governor Kate Brown, the Oregon Library Association and the local health department before taking the next steps.

Sheppard stated we should change our closure date to until further notice. Fox agreed.

Fox stated she would like to cancel all in-person programs and performers for summer reading. Library staff will be meeting on Friday to discuss a virtual summer reading program and physical packets for patrons with free book and activities. Sheppard said she was wondering if the Mercado would be held this year. Fox stated it would most likely involve social distancing like they have implemented at the Hood River Farmer's market. Sheppard said it would ideal to pass out materials there. Fox agreed. Sheppard asked if we can get our money refunded or have virtual program for the performers we have paid. Bureker stated most performers had their shows on Youtube. Sheppard stated that made sense to request our money back.

iv. Budget discussion

Fox stated she would be working on the budget over the next two weeks. She is waiting for the tax estimate from Hood River County, which should arrive by April 30. Fox stated we can anticipate a higher rate of uncollectable taxes. The following fiscal year we may experience a decrease in property tax revenue if property values decrease. She also stated there should be a step increase freeze for library staff to prepare for the future but staff should still receive a Cost of Living Increase. Sheppard agreed the District should tighten the budget by freezing step increases, decreasing collection budget since there will also be increase in costs for janitorial services and supplies to protect staff due to COVID-19.

VIII. Agenda items for next meeting

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

Page 3

Sheppard

Fox

Fox

 Second Budget Committee meeting, if needed: Tuesday May 21, 2019, 6:00-7:00pm

IX. Adjournment

The meeting was adjourned at 8:04pm.

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.

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INVOICE

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

May 14, 2020

To: RACHAEL Fox Hood River County Library FOR: HOOD RIVER

Description	Hours	Rate	Amount
 Staff room painting: Kitchen (1 accent wall, 1 door) Hallway (white, 4 doors (1 1-sided) Staff room (6 doors, 4 2-sided) Meeting room storage area (3 doors 1-sided) Approximately 1500 sq. ft. Repair defects and prep as needed Move items from along walls if not attached, paint behind Using 20 year Behr Marquis paint 			\$4,200
Added: Offices (\$900) and storage room (\$330)			\$1,230
			\$5,430

THANK YOU FOR YOUR BUSINESS!

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements April 30, 2020

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Fund Balance – Cash Basis – Grants Funds.		. 8

Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

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

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

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

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

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

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of April 30, 2020, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the ten 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 May 13, 2020

Hood River County Library District Balance Sheet - Cash Basis April 30, 2020

ASSETS

			Capital	
			Equipment	
	General	Grants	Reserve	
	Fund	Fund	Fund	Total
Current Assets:		and the second s		
Cash in bank - Columbia State Bank	\$158,688			\$158,688
Cash with Hood River County	620,393	\$97,885	\$109,572	827,850
Petty cash Other	416			416
Other	1,702			1,702
Total Current Assets	781,199	97,885	109,572	988,656
TOTAL ASSETS	\$781,199	\$97,885	\$109,572	\$988,656
LIABILITIES & FUND BALANCES				
Liabilities Current Liabilities				
Payroll liabilities	(61 001)			(01.001)
r ayon naointes	(\$1,621)			(\$1,621)
Total Current Liabilities	(1,621)	0	0	(1,621)
				(1)
Total Liabilities	(1,621)	0	0	(1,621)
Fund Balances:				
Unassigned	782,820	97,885	109,572	990,277
n nders have been er gest fill fills			100,012	330,211
TOTAL LIABILITIES & FUND BALANCES	\$781,199	\$97,885	\$109,572	\$988,656

HOOD RIVER COUNTY LIBRARY

Statement of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis For the Ten Months Ended April 30, 2020

General Fund Grants Fund Fund Total Donations and grants \$200 \$24,164 \$24,384 Property tax revoluts - current year \$20035 \$7,494 \$24,384 Property tax revoluts - current year \$1,955 \$1,749 \$1,749 Intergovernment are venue \$1,955 \$2,056 \$1,000,764 Macellanecus \$99,430 \$20,275 \$2,066 \$1,000,764 Personal services: \$20,074 \$1,985 \$0 \$51,758 Parsonal services: \$99,774 \$1,885 \$0 \$51,758 Matenalia and services: \$99,774 \$1,885 \$0 \$51,758 Building rential \$194 \$10,885 \$10,885 \$10,885 Building rential and services: \$19 \$10,885 \$10,984 Building rential and services: \$10 \$10,885 \$10,984 Building rential and services: \$10 \$10,884 \$13,984 Building metal and services \$17,106 \$1,730 \$1,730 Hox Carrey \$1,747 <th></th> <th></th> <th></th> <th>Capital Equipment Reserve</th> <th></th>				Capital Equipment Reserve	
Densions and grants \$200 \$24,164 \$24,364 \$24,364 Property tax revenues - outer year 17,940 17,940 17,940 Fines and fees 11,833 17,940 17,940 Interpovermmental revenue 2,837 5,114 17,940 Interpovermmental revenue 2,837 5,114 12,256 Macciliannous 1,925 2,056 1,025 Expenditures: Personal services 959,490 29,278 2,056 1,060,764 Expenditures: Personal services 499,774 34 117,738 117,308 Total Revenue 11,223 0,297 17,320 10,944 10,944 Building maintenance 11,023 0,297 17,320 1,440 1,258 Tatehonogy 6,806 11,984 1,358 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 13,589 </td <td>P</td> <td>General Fund</td> <td>Grants Fund</td> <td></td> <td>Total</td>	P	General Fund	Grants Fund		Total
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Board development 81 81 Parking reimbursement 200 200 Electricity 13,516 13,516 Garbage 1,288 1,288 Natural gas 4,669 4,669 Water & sewer - building 3,833 3,833 Total Materials and Services 258,559 39,611 0 298,170 Capital outlay 0 0 111,714 111,714 Total Materials and Services 258,359 39,611 0 298,170 Capital outlay 0 0 111,714 111,714 111,714 Total Expenditures 758,333 41,596 111,714 911,643 Revenues Over Expenditures 211,097 (12,318) (109,658) 89,121 Other Financing Sources (Uses) 0 123,000 (123,000) (123,000) 0 Total Other Financing Sources (Uses) (123,000) 0 123,000 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,00					
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Natural gas 4,669 4,669 Water & sewer - building 3,833 3,833 Total Materials and Services 258,559 39,611 0 298,170 Capital outlay 0 0 111,714 111,714 Total Expenditures 758,333 41,596 111,714 911,643 Revenues Over Expenditures 211,097 (12,318) (109,658) 89,121 Other Financing Sources (Uses) 0 123,000 (123,000) (123,000) Operating transfers out (123,000) 0 123,000 0 Total Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 13,342 89,121 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156					
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Total Materials and Services 258,559 39,611 0 298,170 Capital outlay 0 0 111,714 111,714 Total Expenditures 758,333 41,596 111,714 911,643 Revenues Over Expenditures 211,097 (12,318) (109,658) 89,121 Other Financing Sources (Uses) 0 123,000 123,000 (123,000) Operating transfers out 0 123,000 0 123,000 0 Total Other Financing Sources (Uses) 0 123,000 0 123,000 0 Total Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) 694,723 110,203 96,230 901,156 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156					
Total Expenditures 758,333 41,596 111,714 911,643 Revenues Over Expenditures 211,097 (12,318) (109,658) 89,121 Other Financing Sources (Uses) 0 123,000 123,000 (123,000) Operating transfers out (123,000) 0 123,000 (123,000) Total Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156	Total Materials and Services	258,559	39,611	0	
Revenues Over Expenditures 211,097 (12,318) (109,658) 89,121 Other Financing Sources (Uses) 0 123,000 123,000 123,000 Operating transfers out (123,000) 0 123,000 (123,000) Total Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156	Capital outlay	0	0	111,714	111,714
Other Financing Sources (Uses) 0 123,000 123,000 Operating transfers in 0 (123,000) (123,000) (123,000) Total Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) 0 123,000 0 0 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156	Total Expenditures	758,333	41,596	111,714	911,643
Other Financing Sources (Uses) 0 123,000 123,000 Operating transfers out (123,000) (123,000) (123,000) Total Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (123,000) 0 13,342 89,121 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156	Revenues Over Expenditures	211,097	(12,318)	(109,658)	89,121
Operating transfers in Operating transfers out 0 (123,000) 123,000 (123,000) 123,000 (123,000) Total Other Financing Sources (Uses) Over Expenditures (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) Over Expenditures 88,097 (12,318) 13,342 89,121 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156	Other Einspeing Sources (Lines)				
Total Other Financing Sources (Uses) (123,000) 0 123,000 0 Revenues and Other Financing Sources (Uses) (Uses) (12,318) 13,342 89,121 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156	Operating transfers in			123,000	
Revenues and Other Financing Sources (Uses) Over Expenditures 88,097 (12,318) 13,342 89,121 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156		[123,000]			(123,000)
(Uses) Over Expenditures 88,097 (12,318) 13,342 89,121 Fund Balance - July 1, 2019 694,723 110,203 96,230 901,156		(123,000)	0	123,000	0
		88,097	(12,318)	13,342	89,121
Fund Balance - April 30, 2020 \$782,820 \$97,885 \$109,572 \$990,277	Fund Balance - July 1, 2019	694,723	110,203	96,230	901,156
	Fund Balance - April 30, 2020	\$782,820	\$97,885	\$109,572	\$990,277

HOOD RIVER COUNTY LIBRARY DISTRICT General Fund Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2020

	Current Period Actual	Year to Date Actual	Annual Budget		
Revenues:			Dudget		
Tax revenues - current	\$7,231	\$920,935	\$928,493		
Tax revenues - prior year	1,469	17,940	15,000		
Interest revenue	1,052	14,210	12,000		
Fines and fees	0	11,583	13,500		
Intergovernmental revenue	0	2,637	0		
Donations	0	200	0		
Miscellaneous	0	1,925	0		
Total Revenues	9,752	969,430	968,993		
			000,000		
Expenditures:					
Personal services:					
Wages and salaries:					
Library clerk I	437	5,624	7,376		
Library clerk II	8,168	82,789	103,314		
Library assistant I	4,859	47,113	54,228		
Library assistant II	8,074	88,058	100,477		
Librarian I	5,189	55,594	68,801		
Librarian II	(2,721)	38,919	58,157		
Library director	6,462	64,403	77,542		
Payroll taxes and benefits:					
Retirement	4,590	27,618	34,977		
Social security	2,823	29,663	35,947		
Workers' compensation	18	208	1,200		
Health insurance	8,754	57,114	100,800		
Unemployment insurance	231	2,671	4,229		
Total Personal Services	46,884	499,774	647,048		
Materials and services:					
Bank charges	16	159	250		
Building rental	944	10,994	14,530		
Building maintenance	1,047	11,023	20,000		
HVAC	0	6,720	15,000		
Elevator	176	1,558	2,350		
Telephone	357	4,607	5,100		
Internet	225	2,000	5,800		
Collection development	3,821	61,280	83,000		
Technology	280	8,906	13,000		
Accounting and auditing	0	22,140	27,000		
Courier	0	1,747	2,300		

HOOD RIVER COUNTY LIBRARY DISTRICT General Fund Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	0	17,106	23,000
Technical services	0	5,157	4,000
Library consortium	0	13,069	13,070
Copiers	84	639	2,400
Elections expense	0	0	0
Furniture and equipment	0	2,907	4,000
Insurance	0	11,979	9,000
Georgiana Smith Memorial Garden	1,188	16,954	25,000
Legal services	543	4,531	4,000
Professional services	0	0	0
Dues and subscriptions	0	2,867	4,000
Miscellaneous	0	1,687	1,000
Postage and freight	18	633	1,200
Printing	0	277	500
Programs	76	12,607	20,000
Advertising	111	783	1,500
Supplies - office	0	8,703	14,000
Travel	9	2,595	5,000
Training	0	1,344	4,000
Board development	0	81	1,500
Parking reimbursement	0	200	1,000
Electricity	855	13,516	21,000
Garbage	130	1,288	1,600
Natural gas	606	4,669	10,000
Water & sewer - building	426	3,833	5,200
Total Materials and Services	10,912	258,559	364,300
Capital Outlay	0	0	0
Contingency	0	0	20,000
Total Expenditures	57,796	758,333	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	(\$48,044)	\$88,097	(\$185,355)

HOOD RIVER COUNTY LIBRARY DISTRICT

Grants Fund

Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$0	\$24,164	\$410,000
Intergovernmental revenue	0	5,114	0
Total Revenues	0	29,278	410,000
Expenditures:			
Personal services	154	1,985	5,500
Materials and services:	0	39,611	235,000
Capital outlay	0	0	169,500
Total Expenditures	154	41,596	410,000
Change in Fund Balance	(\$154)	(\$12,318)	\$0

HOOD RIVER COUNTY LIBRARY DISTRICT Capital Equipment Reserve Fund Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$162	\$2,056	\$1,500
Other Financing Sources			
Transfer from General Fund	0	123,000	123,000
Total Revenues and			·
Other Sources	162	125,056	124,500
Expenditures:			
Materials and services	0	0	0
Capital outlay	3,600	111,714	155,000
Total Expenditures	3,600	111,714	155,000
Change in Fund Balance	(\$3,438)	\$13,342	(\$30,500)

HOOD RIVER COUNTY LIBRARY Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis Grants Funds For the Ten Months Ended April 30, 2020

Total	\$24,164 5,114	29,278	886 1,065	007330	1,985	6,298 11,984 1,430	10,049 8,300 75 1,148 300	39,611	0	41,596	(12,318)	110,203	\$97,885
RTR 2020	\$0 5,114	5,114	237 292	0 1	571			0	0	571	4,543	0	\$4,543
RTR 2019	\$0	0			0		875	875	0	875	(875)	1,305	\$430
RTR 7	ŝ	0			0		147	147	0	147	(147)	147	\$0
R Safety 2	S 3,130	3,130			0			0	0	0	3,130	0	\$3,130
Pat Hazelhurst Sa		5,500			0	329	1,682	2,011	0	2,011	3,489	0	\$3,489
Parkdale F Library Haze		500			0		395	395	0	395	105	0	\$105
		13,050	649 773	6 6	1,414	1,584	z/ 5,635 3,996	12,442	0	13,856	(806)	5,089	\$4,283
ar Friends of Its the Library		290 1:			0		111 1148	1,259 12	0	1,259 1:	(696)	105	(\$864) \$4
tion Other is Grants	\$1,694	1,694			0	6,298 10,071 230	2,886 2,622 75 300	22,482	0	22,482	(20,788)	99,732	\$78,944 (3
Foundation 016 Grants		0			0	10,	ŇŇ	0 22,	0	0 22,	0 (20,	3,000 99,	
er SDAO on Safety 2016	1	0			0		o	0	0	0	0	825 3,0	25 \$3,000
Newspaper Digitization												8	\$825
	Revenues: Donations and grants Intergovernmental revenue	Total Revenues	Expenditures: Personal services: Wages and salaries: Library clerk Library setstant Library assistant	Employee entents. Retirement FICA Workers compensation Health insurance Unemployment insurance	Total Personal Services	Materials and services: Building maintenance Collection development Technology	Courier Programs Frograms Furniture and equipment Georgia Smith Memorial Garden Professional services Miscellaneous	Total Materials and Services	Capital outlay	Total Expenditures	Net Change in Fund Balance	Fund Balance - July 1, 2019	Fund Balance - April 30, 2020

See Independent Accountants' Compilation Report

\$

Salary Schedule, 2020-21 (Personnel Polices, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$12.00	\$12.24	\$12.48	\$12.73	\$12.98	\$13.24	\$13.50
	\$24,960	\$25,459	\$25,958	\$26,478	\$26,998	\$27,539	\$28,080
Clerk II	\$13.81	\$14.09	\$14.37	\$14.66	\$14.95	\$15.25	\$15.56
	\$28,725	\$29,307	\$29,890	\$30,493	\$31,096	\$31,720	\$32,365
Library Assistant I	\$16.58	\$16.91	\$17.25	\$17.60	\$17.95	\$18.31	\$18.68
	\$34,486	\$35,173	\$35,880	\$36,608	\$37,336	\$38,085	\$38,854
Library Assistant II	\$19.06	\$19.44	\$19.83	\$20.23	\$20.63	\$21.04	\$21.46
	\$39,645	\$40,435	\$41,246	\$42,078	\$42,910	\$43,763	\$44,637
Librarian I	\$22.87	\$23.33	\$23.80	\$24.28	\$24.77	\$25.27	\$25.78
	\$47,570	\$48,526	\$49,504	\$50,502	\$51,522	\$52,562	\$53,622
Librarian II	\$27.84	\$28.40	\$28.97	\$29.55	\$30.14	\$30.74	\$31.35
	\$57,907	\$59,072	\$60,258	\$61,464	\$62,691	\$63,939	\$65,208
Library Director	\$37.12	\$37.86	\$38.62	\$39.39	\$40.18	\$40.98	\$41.80
	\$77,210	\$78,749	\$80,330	\$81,931	\$83,574	\$85,238	\$86,944

Range approved by the Board of Directors,

Steps established by Library Director, May 14, 2019

Salary Schedule, 2019-20 (Personnel Polices, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$11.59	\$11.82	\$12.06	\$12.30	\$12.55	\$12.80	\$13.06
	\$24,107	\$24,586	\$25,085	\$25,584	\$26,104	\$26,624	\$27,165
Clerk II	\$13.33	\$13.60	\$13.87	\$14.15	\$14.43	\$14.72	\$15.01
	\$27,726	\$28,288	\$28,850	\$29,432	\$30,014	\$30,618	\$31,221
Library Assistant I	\$16.00	\$16.32	\$16.65	\$16.98	\$17.32	\$17.67	\$18.02
	\$33,280	\$33,946	\$34,632	\$35,318	\$36,026	\$36,754	\$37,482
Library Assistant II	\$18.40	\$18.77	\$19.15	\$19.53	\$19.92	\$20.32	\$20.73
	\$38,272	\$39,042	\$39,832	\$40,622	\$41,434	\$42,266	\$43,118
Librarian I	\$22.08	\$22.52	\$22.97	\$23.43	\$23.90	\$24.38	\$24.87
	\$45,926	\$46,842	\$47,778	\$48,734	\$49,712	\$50,710	\$51,730
Librarian II	\$26.87	\$27.41	\$27.96	\$28.52	\$29.09	\$29.67	\$30.26
	\$55,890	\$57,013	\$58,157	\$59,322	\$60,507	\$61,714	\$62,941
Library Director	\$35.83	\$36.55	\$37.28	\$38.03	\$38.79	\$39.57	\$40.36
	\$74,526	\$76,024	\$77,542	\$79,102	\$80,683	\$82,306	\$83,949

Range approved by the Board of Directors,

Steps established by Library Director, May 14, 2019

Hood River County Library District Road Map to Reopening



The Hood River County Library District leadership team has developed a staged approach to providing library services to our community in response to the COVID-19 pandemic. This plan is a work in progress and will be updated as new information is available and new health and safety guidelines and regulations are released. We are currently in Stage 1.

Stage 1: Virtual Library Services

- Most staff work remotely
- Some staff work in the building
- Take care of fiscal, personnel, maintenance and statistical tasks
- Offer virtual programs for all ages
- Call center and email assistance to patrons
- Staff processing new physical library materials at home
- Physical branches closed
- Preparation for next phase

Stage 2: Library Buildings Open to Staff Only

- Continue services offered in Stage 1
- Collections work caught-up
- Office work routines restored
- Preparation for next stage

Stage 3: Library Services Restored Out of Building

- Continue services offered in Stage 1
- Curbside pickup, home delivery service (homebound patrons), and mail service
- Restocking of mini-libraries located around the county
- Accepting library materials returns in outdoor bookdrop
- Interlibrary loan services restored
- Maintain and ensure proper distancing and health guidelines

Stage 4: Lobby Services – Hood River Branch

- Continue services offered in Stage 1, 3
- Staff on duty in library
- Telephone reference/research assistance/immediate real time conversations with librarians behind the glass doors

- 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
- Patrons can visit their branch library to pick up holds they have notified are available

Stage 5: Limited Library Services

- Continue services offered in Stage 1
- Library branches open to public and library services for the general public are provided on a limited schedule to allow for enhanced cleaning and social distancing accommodations
- Exploring the following options: Limit the number of people allowed at one time in each building and limit 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

Stage 6: Full Library Services (All restrictions lifted)

• Return to regular library services with new changes in place based upon new health and safety recommendations

Cleaning, Disinfecting, and Safety Guidelines for all Stages

For staff:

- Each staff person disinfects their work area at the beginning, ending and hourly during their shift
- Wears masks when working in the building and community
- Wash hands frequently
- Work stations are set up to accommodate physical distancing between individual

For public areas:

- Rearrange library furniture to establish proper physical distancing
- Increase cleaning and disinfecting, especially door handles, light switches, faucets, railings, elevator buttons, high touch tables/counters, seating and tables
- Staff will wiping down computer keyboards, work station surfaces and public service desks after each patron use
- Wear gloves when emptying book drop
- Quarantine returned materials for 72 hours

The Hood River County Library District would like to thank the Wyoming State Library and the Jackson County Library System in Oregon for sharing their reopening plans. This plan was created by drawing from their plans.

This plan is a work in progress. We will update the plan as new reopening plans are shared and new health and safety guidelines and regulations are released.

Draft: Last revised 5/02/20

HOOD RIVER COUNTY LIBRARY DISTRICT

Accounting Proposal

Onstott, Broehl & Cyphers, P.C. 100 E. 4TH Street

100 E. 4[™] Street The Dalles, OR 97058 541-296-9131 (Telephone) 541-296-6151 (Fax) keno@skyride.net

Contact Person: Ken Onstott , shareholder

May 5, 2020

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.

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

May 5, 2020

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

Re: Proposal for Accounting Services

Onstott, Broehl & Cyphers, P.C., CPA's are pleased to submit this proposal to perform financial accounting services as described in your Request for Proposal for Financial Accounting Services. Our firm is capable of providing Hood River County Library District guality accounting services in a timely and efficient manner and at a competitive price.

We are a local firm with offices in The Dalles and Hood River. The firm has been in existence since 1952. We provide accounting services for a number of small and medium sized municipal, non-profit, and private sector organizations. We are licensed by the Oregon State Board of Accountancy to practice public accounting in Oregon and to perform Oregon municipal audits.

We have the personnel, expertise, and facilities to provide the services outlined in your request for proposals including:

- Establishment of a financial accounting system.
- Preparation and recording of bimonthly payrolls and applicable reports.
- Preparation and recording of invoice payments.
- Preparation of monthly and annual financial statements.
- Other consultation and assistance as requested.

Such services will be provided to the District in a timely basis as mutually agreed upon.

<u>Authorized Firm Representative</u> The firm representative who is authorized to make representations for our firm is:

Kenneth L. Onstott, CPA 100 E. 4th Street The Dalles, OR 97058 Telephone 541-296-9131 Fax 541-296-6151 <u>keno@skyride.net</u>

The proposal outlined will serve as an irrevocable offer for 60 days from the date of this letter.

We appreciate your time and consideration. Should you have any questions not answered by this proposal, please contact us.

Submitted By:

Onstott, Broehl & Cyphers, P.C.

Kewell Lalha

Signature/Title

ORGANIZATION/ LOCAL OFFICE TECHNICAL QUALIFICATIONS AND APPROACH

Audit Organization

Onstott, Broehl & Cyphers, P.C. is a local firm with offices in The Dalles and Hood River. The firm has been in existence since 1952. We provide audit services for a number of small and medium sized municipal and non-profit corporations. Onstott, Broehl & Cyphers presently employs three certified public accountants. All are licensed by the Oregon State Board of Accountancy to practice public accounting in Oregon. Two are also licensed to perform audits of Oregon municipal corporations.

Staff

The Dalles office employs the following staff:

Certified Public Accountants	3
Professional staff	1
Clerical staff	3

Experience in Providing Services

Through the years we have provided a variety of services to governmental, non-profit and business clients. Such services include:

- Assistance with payroll reporting and preparation.
- Budget preparation assistance.
- Assistance with general accounting and bookkeeping questions.
- Grant cost allocation plans

Approach

Based on the criteria outlined in your request for proposals and our conversations with District personnel, we propose providing our services as follows:

- All work will be processed through our Hood River office.
- We will utilize QuickBooks to process all accounting data.
- · We ask that a duplicate copy of the monthly bank statement be provided directly to US.
- District personnel provide us with coded invoices for preparation of the check disbursements. Generally a check run will be made once each week on a scheduled day and checks will be returned to District personnel within 2-3 days for signature and mailing.
- Employee time sheets will be submitted to us at least 2 days prior to the designated pay dates for preparation of payroll checks. Checks and pay stubs will be returned to the District for signature and dissemination. All appropriate payroll reports will be prepared by the respective filing deadline and provided to the District for signature and mailing
- Records of cash deposits will be provided to us on a weekly basis for recording.
- Monthly financial statements with budget comparisons will be provided to the District by the third Tuesday of each month.

- We will provide appropriate information to the District's auditors in conjunction with the annual audit.
- We will maintain confidentiality of District information and provide for password protected financial information. Regular backups of financial information will be made and maintained at an off-site location.
- We will be available for consultation and special requests on an as-needed basis.

INDIVIDUAL STAFF TECHNICAL QUALIFICATIONS

Qualifications of Staff

Qualifications of members of the team are as follows:

<u>Kenneth Onstott, CPA</u> (Shareholder) Mr. Onstott graduated in 1971 and was on the audit staff of a large national CPA firm before joining our firm in 1978. He has been a shareholder of the firm since 1979 and has been actively involved in accounting and auditing of municipal entities since that time. He is licensed as a municipal auditor by the State of Oregon. Mr. Onstott would act as supervisor, overseeing the work of other staff, as well as performing portions of the work and acting as primary contact with the District.

Jana Warner (Staff Accountant) Jana has a B.S. in accounting and worked at various governmental and private agencies in her career. She has worked on various governmental engagements since joining the firm in 2018, including Hood River County Library District. Ms. Warner will provide significant amounts of the services.

Specialized Skill, Training or Background in Public Finance

As previously noted each member of the team has had significant experience in the accounting and auditing of municipal entities. This provides a solid background and knowledge of Local Budget Law and Oregon public finance.

FEE PROPOSAL

Based on the projected services as outlined above we propose the following fees:

Monthly fee for routine	accounting service	s	\$ 1,550
Annual fee for routine a	accounting services	S	\$18,600

Routine communications and questions between the District and our staff are included in the fees proposed above.

Charges for additional services will be billed at \$105 per hour or such amount as mutually agreed upon.

These fees would remain in effect for the initial year of the contract and be subject to renegotiation for succeeding years.

Because we are a local firm, we do not have travel or other out-of-pocket expenses. Any such expenses would be included in the fee estimated above.

Best Value

We believe you should choose Onstott, Broehl & Cyphers, P.C. because:

- We are a local firm employing local people.
- We have performed these services for you for the past nine years and are familiar with your system.
- We have extensive experience working with governments of similar size and complexity.
- We are available throughout the year to assist and answer your questions. We are only a few short minutes away.
- Our friendly staff maintains an attitude of independence while demonstrating respect and consideration for your staff.
- We consistently meet our promised deadlines.
- Our fees are very competitive with others in the industry.

Summary

We appreciate the opportunity of presenting this proposal to you. We have provided services of this nature to various entities for a number of years and believe that we can provide a high level of timely service to you. We can provide references upon request. We are confident that we can give you quality service in the coming years and look forward to doing so.

Hood River County Library District, Bid request for accounting services, p.7

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 Kould I.

Firm Name: Onstott, Broehl & Cyphers, PC

Address: 100 E. 4th Street, The Dalles, OR 97058
Hood River County Library District, Bid request for accounting services, p.8

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: Onstott, Broehl & Cyphers, PC

Address: 100 E 4th Street, The Dalles, OR 97058

Telephone number: 541-296-9131

Email address: keno@skyride.net

Submitted by: <u>Hunthy</u>

Authorized Signer

May 5, 2020 Date

Kenneth Onstott

Printed Name

Board of Directors Regular Meeting Minutes

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

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

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/i/99093567791 Meeting ID: 990 9356 7791

Ι. Additions/deletions from the agenda (ACTION) Sheppard Board President Jean Sheppard called the meeting to order at 7:14pm. Fox stated she would like to add a budget discussion to the end of the agenda. Bureker made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

None stated.

III. Consent agenda (ACTION)

i. Minutes from the February 19, 2020, regular meeting

ii. Minutes from the March 14, 2020, emergency meeting

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

IV. Open forum for the general public

None present

V. Reports

i. Friends update

There was nothing to add to the written report.

ii. Foundation update

Sheppard

Fox

Fox

Sheppard

Sheppard

There was nothing to add to the written report.

iii. February and March 2020 Financial Statements

Sheppard asked if the tax revenue received in May is from the payment installment program with the county. Fox confirmed.

iv. Director's report

Fox

Fox stated she would like to have the staff area painted since it was on the list to complete this next fiscal year. Sheppard stated it would be an ideal time. Fox will work with Peterson-Love to obtain a quote.

Sheppard asked if Fox furloughed the janitorial company. Fox stated she did not renew the contract at this time since the library is closed but has requested the company shampoo the carpets and sanitize the library in the month of April. Fox will reach out the Clean All to request changing the contract since we will need to increase daily sanitation efforts. Sheppard stated Fox should reach out to the Hood River County Health Department to inquire about recommendations or requirements for cleaning and sanitizing during the pandemic.

Sheppard asked if our online resources usage has increased. Fox stated she has been busy since the closure setting up staff with duties at home. Fox stated, Assistant Director Arwen Ungar has returned and Fox will be able to focus on other duties. Fox will bring statistics to the next board meeting. Sheppard stated the figures would be useful to show our usage of the library during the closure.

VI. Previous business

i. Budget calendar approval and budget committee discussion (ACTION) Fox

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

Fox asked if any board members had candidates for the open budget committee position. Sheppard stated she thought Angela Schock would be a great addition due to her past work experience.

Burker made a motion to appoint Monica Zorza Hocket and Lani Roberts to another 3 year term and appoint Angela Schock to fulfill the remainder of Amber Bello's term. Marsden seconded. The motion carried unanimously.

Marsden made a motion to approve the budget calendar and appoint Rachael Fox as the Budget Officer. Hackett seconded. The motion carried unanimously.

VII. New business

i. Library Director Evaluation (ACTION)

Bureker made a motion to approve the Library Director evaluation timeline. Marsden seconded. The motion carried unanimously.

Page 2

Sheppard

ii. Accounting services

Fox asked if there additional accounting firms she should contact. Sheppard stated Fox covered all the main firms in the gorge.

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

Fox stated the reopening plan was in line with other libraries in Oregon. Fox stated she envisioned teams of staff alternating work days in the building. This way if a staff member falls ill due to COVID-19 and other staff must quarantine it will not require all staff members to be gone at the same time.

Sheppard stated patrons should not be dropping off library materials in the building. Fox stated all returns would be made in the outdoor book drop. Sheppard stated it made sense and the District will wait for guidance from Governor Kate Brown, the Oregon Library Association and the local health department before taking the next steps.

Sheppard stated we should change our closure date to until further notice. Fox agreed.

Fox stated she would like to cancel all in-person programs and performers for summer reading. Library staff will be meeting on Friday to discuss a virtual summer reading program and physical packets for patrons with free book and activities. Sheppard said she was wondering if the Mercado would be held this year. Fox stated it would most likely involve social distancing like they have implemented at the Hood River Farmer's market. Sheppard said it would ideal to pass out materials there. Fox agreed. Sheppard asked if we can get our money refunded or have virtual program for the performers we have paid. Bureker stated most performers had their shows on Youtube. Sheppard stated that made sense to request our money back.

iv. Budget discussion

Fox stated she would be working on the budget over the next two weeks. She is waiting for the tax estimate from Hood River County, which should arrive by April 30. Fox stated we can anticipate a higher rate of uncollectable taxes. The following fiscal year we may experience a decrease in property tax revenue if property values decrease. She also stated there should be a step increase freeze for library staff to prepare for the future but staff should still receive a Cost of Living Increase. Sheppard agreed the District should tighten the budget by freezing step increases, decreasing collection budget since there will also be increase in costs for janitorial services and supplies to protect staff due to COVID-19.

VIII. Agenda items for next meeting

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

Page 3

Fox

Sheppard

Fox

 Second Budget Committee meeting, if needed: Tuesday May 21, 2019, 6:00-7:00pm

IX. Adjournment

The meeting was adjourned at 8:04pm.

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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INVOICE

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

May 14, 2020

To: RACHAEL Fox Hood River County Library FOR: HOOD RIVER

Description	Hours	Rate	Amount
 Staff room painting: Kitchen (1 accent wall, 1 door) Hallway (white, 4 doors (1 1-sided) Staff room (6 doors, 4 2-sided) Meeting room storage area (3 doors 1-sided) Approximately 1500 sq. ft. Repair defects and prep as needed Move items from along walls if not attached, paint behind Using 20 year Behr Marquis paint 			\$4,200
Added: Offices (\$900) and storage room (\$330)			\$1,230
			\$5,430

THANK YOU FOR YOUR BUSINESS!

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements April 30, 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 April 30, 2020, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the ten 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 May 13, 2020

Hood River County Library District Balance Sheet - Cash Basis April 30, 2020

ASSETS

			Capital	
			Equipment	
	General	Grants	Reserve	
	Fund	Fund	Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$158,688			\$158,688
Cash with Hood River County	620,393	\$97,885	\$109,572	827,850
Petty cash	416			416
Other	1,702			1,702
Total Current Assets	781,199	97,885	109,572	988,656
TOTAL ASSETS	\$781,199	\$97,885	\$109,572	\$988,656
LIABILITIES & FUND BALANCES				
Current Liabilities				
Payroll liabilities	(\$1,621)			(\$1,621)
	(01,021)			(\$1,021)
Total Current Liabilities	(1,621)	0	0	(1,621)
Total Liabilities	(1,621)	0	0	(1,621)
Fund Balances:				· · · · · · · · · · · · · · · · · · ·
Unassigned	792 920	07 005	100 570	000 077
ondooryneu	782,820	97,885	109,572	990,277
TOTAL LIABILITIES & FUND BALANCES	\$781,199	\$97,885	\$109,572	\$988,656

HOOD RIVER COUNTY LIBRARY

Statement of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis For the Ten Months Ended April 30, 2020

Capital

			Capital Equipment Reserve	
D	General Fund	Grants Fund	Fund	Total
Revenues: Donations and grants	****			
Property tax revenues - current year	\$200 920,935	\$24,164		\$24,364
Property tax revenues - prior year	17,940			920,935 17,940
Fines and fees	11,583			11,583
Intergovernmental revenue	2,637	5,114		7,751
Interest revenue	14,210		\$2,056	16,266
Miscellaneous	1,925			1,925
Total Revenues	969,430	29,278	2,056	1,000,764
Expenditures: Personal services:				
Wages and salaries	382,500	1,951		004 454
Employee benefits	117,274	34		384,451 117,308
Total Personal Services	499,774	1,985	0	501,759
Materials and services:				
Bank charges	159			159
Building rental	10,994			10,994
Building maintenance HVAC	11,023	6,297		17,320
Elevator	6,720 1,558			6,720
Telephone	4,607			1,558 4,607
Internet	2,000			2,000
Collection development	61,280	11,984		73,264
Technology	8,906	1,430		10,336
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 Copiers	13,069			13,069
Elections expense	639 0			639 0
Furniture and equipment	2,907	8,300		11,207
Insurance	11,979	0,000		11,979
Georgiana Smith Memorial Garden	16,954	75		17,029
Legal services	4,531			4,531
Professional services	0	1,148		1,148
Dues and subscriptions	2,867			2,867
Miscellaneous Postage and freight	1,687	300		1,987
Printing	633 277			633
Programs	12,607	10,050		277 22.657
Advertising	783	10,000		783
Supplies - office	8,703			8,703
Travel	2,595			2,595
Training	1,344			1,344
Board development	81			81
Parking reimbursement	200			200
Electricity Garbage	13,516			13,516
Natural gas	1,288			1,288
Water & sewer - building	3,833			4,669 3,833
Total Materials and Services	258,559	39,611	0	298,170
Capital outlay	0	0	111,714	111,714
Total Expenditures	758,333	41,596	111,714	911,643
Revenues Over Expenditures	211,097	(12,318)	(109,658)	89,121
Other Einancing Sources (Uses)				
Other Financing Sources (Uses) Operating transfers in	0		123,000	123,000
Operating transfers out	(123,000)		1	(123,000)
Total Other Financing Sources (Uses)	(123,000)	0	123,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	88,097	(12,318)	13,342	89,121
Fund Balance - July 1, 2019	694,723	110,203	96,230	901,156
Fund Balance - April 30, 2020	\$782,820	\$97,885	\$109,572	\$990,277

HOOD RIVER COUNTY LIBRARY DISTRICT General Fund Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			Budget
Tax revenues - current	\$7,231	\$920,935	\$928,493
Tax revenues - prior year	1,469	17,940	15,000
Interest revenue	1,052	14,210	12,000
Fines and fees	0	11,583	13,500
Intergovernmental revenue	0	2,637	0
Donations	0	200	0
Miscellaneous	0	1,925	0
Total Revenues	9,752	969,430	968,993
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	437	5,624	7,376
Library clerk II	8,168	82,789	103,314
Library assistant I	4,859	47,113	54,228
Library assistant II	8,074	88,058	100,477
Librarian I	5,189	55,594	68,801
Librarian II	(2,721)	38,919	58,157
Library director	6,462	64,403	77,542
Payroll taxes and benefits:			
Retirement	4,590	27,618	34,977
Social security	2,823	29,663	35,947
Workers' compensation	18	208	1,200
Health insurance	8,754	57,114	100,800
Unemployment insurance	231	2,671	4,229
Total Personal Services	46,884	499,774	647,048
Materials and services:			
Bank charges	16	159	250
Building rental	944	10,994	14,530
Building maintenance	1,047	11,023	20,000
HVAC	0	6,720	15,000
Elevator	176	1,558	
Telephone	357	4,607	2,350
Internet	225	2,000	5,100
Collection development	3,821	61,280	5,800
Technology	280	8,906	83,000
Accounting and auditing	0	22,140	13,000
Courier	0		27,000
300101	v	1,747	2,300

HOOD RIVER COUNTY LIBRARY DISTRICT General Fund Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	0	17,106	23,000
Technical services	0	5,157	4,000
Library consortium	0	13,069	13,070
Copiers	84	639	2,400
Elections expense	0	0	0
Furniture and equipment	0	2,907	4,000
Insurance	0	11,979	9,000
Georgiana Smith Memorial Garden	1,188	16,954	25,000
Legal services	543	4,531	4,000
Professional services	0	0	0
Dues and subscriptions	0	2,867	4,000
Miscellaneous	0	1,687	1,000
Postage and freight	18	633	1,200
Printing	0	277	500
Programs	76	12,607	20,000
Advertising	111	783	1,500
Supplies - office	0	8,703	14,000
Travel	9	2,595	5,000
Training	0	1,344	4,000
Board development	0	81	1,500
Parking reimbursement	0	200	1,000
Electricity	855	13,516	21,000
Garbage	130	1,288	1,600
Natural gas	606	4,669	10,000
Water & sewer - building	426	3,833	5,200
Total Materials and Services	10,912	258,559	364,300
Capital Outlay	0	0	0
Contingency	0	0	20,000
Total Expenditures	57,796	758,333	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	(\$48,044)	\$88,097	(\$185,355)

HOOD RIVER COUNTY LIBRARY DISTRICT

Grants Fund

Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2020

	Current Period Actual		
Revenues:			
Donations and grants	\$0	\$24,164	\$410,000
Intergovernmental revenue	0	5,114	0
Total Revenues	0	29,278	410,000
Expenditures:			
Personal services	154	1,985	5,500
Materials and services:	0	39,611	235,000
Capital outlay	0	0	169,500
Total Expenditures	154	41,596	410,000
Change in Fund Balance	(\$154)	(\$12,318)	\$0

HOOD RIVER COUNTY LIBRARY DISTRICT Capital Equipment Reserve Fund Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$162	\$2,056	\$1,500
Other Financing Sources			
Transfer from General Fund	0	123,000	123,000
Total Revenues and			
Other Sources	162	125,056	124,500
Expenditures:			
Materials and services	0	0	0
Capital outlay	3,600	111,714	155,000
Total Expenditures	3,600	111,714	155,000
Change in Fund Balance	(\$3,438)	\$13,342	(\$30,500)

HOOD RIVER COUNTY LIBRARY Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis Grants Funds For the Ten Months Ended April 30, 2020

	\$24,164 5,114	29,278	886 1,065	33 0	0	1,985	6,298 11,984 1,430	10,049 8,300 75 1,148 300	39,611	0	41,596	(12,318)	110,203	\$97,885
Total	\$24 5	29	-				0 7 5	0.8 -	39		41	(12	110	265
RTR 2020	\$0 5,114	5,114	237 292	40	-	571			0	0	571	4,543	0	\$4,543
RTR 2019	\$0	0				0		875	875	0	875	(875)	1,305	\$430
RTR 2018	\$0	0				0		147	147	0	147	(147)	147	\$0
Safety	S 3,130	3,130				0			0	0	0	3,130	0	\$3,130
Pat Hazelhurst	\$5,500	5,500				0	329	1,682	2,011	0	2,011	3,489	0	\$3,489
Parkdale Library	\$500	500				0		395	395	0	395	105	0	\$105
Friends of the Library	\$13,050	13,050	649 773	(2)	(1)	1,414	1,584 1,200 27	5,635 3,996	12,442	0	13,856	(806)	5,089	\$4,283
Other Grants	\$290	290				0		111	1,259	0	1,259	(696)	105	(\$864)
Foundation Grants	\$1,694	1,694				0	6,298 10,071 230	2,886 2,622 75 300	22,482	0	22,482	(20,788)	99,732	\$78,944
SDAO Safety 2016	0\$	0				0			0	0	0	0	3,000	\$3,000
Newspaper Digitization	SO	0				0		, O	0	0	0	0	825	\$825
0	Revenues: Donations and grants Intergovernmental revenue	Total Revenues	Expenditures: Personal services: Wages and salaries: Library clerk I Library assistant II	Employee benefits: Retirement FICA Workers compensation	Unemployment insurance	Total Personal Services	Materials and services. Building maintenance Collection development Technology	Couner Programs Furniture and equipment Georgia Smith Memorial Garden Professional services Miscellaneous	Total Materials and Services	Capital outlay	Total Expenditures	Net Change in Fund Balance	Fund Balance - July 1, 2019	Fund Balance - April 30, 2020

See Independent Accountants' Compilation Report

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Salary Schedule, 2020-21 (Personnel Polices, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$12.00	\$12.24	\$12.48	\$12.73	\$12.98	\$13.24	\$13.50
	\$24,960	\$25,459	\$25,958	\$26,478	\$26,998	\$27,539	\$28,080
Clerk II	\$13.81	\$14.09	\$14.37	\$14.66	\$14.95	\$15.25	\$15.56
	\$28,725	\$29,307	\$29,890	\$30,493	\$31,096	\$31,720	\$32,365
Library Assistant I	\$16.58	\$16.91	\$17.25	\$17.60	\$17.95	\$18.31	\$18.68
	\$34,486	\$35,173	\$35,880	\$36,608	\$37,336	\$38,085	\$38,854
Library Assistant II	\$19.06	\$19.44	\$19.83	\$20.23	\$20.63	\$21.04	\$21.46
	\$39,645	\$40,435	\$41,246	\$42,078	\$42,910	\$43,763	\$44,637
Librarian I	\$22.87	\$23.33	\$23.80	\$24.28	\$24.77	\$25.27	\$25.78
	\$47,570	\$48,526	\$49,504	\$50,502	\$51,522	\$52,562	\$53,622
Librarian II	\$27.84	\$28.40	\$28.97	\$29.55	\$30.14	\$30.74	\$31.35
	\$57,907	\$59,072	\$60,258	\$61,464	\$62,691	\$63,939	\$65,208
Library Director	\$37.12	\$37.86	\$38.62	\$39.39	\$40.18	\$40.98	\$41.80
	\$77,210	\$78,749	\$80,330	\$81,931	\$83,574	\$85,238	\$86,944

Range approved by the Board of Directors,

Steps established by Library Director, May 14, 2019

Salary Schedule, 2019-20 (Personnel Polices, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$11.59	\$11.82	\$12.06	\$12.30	\$12.55	\$12.80	\$13.06
	\$24,107	\$24,586	\$25,085	\$25,584	\$26,104	\$26,624	\$27,165
Clerk II	\$13.33	\$13.60	\$13.87	\$14.15	\$14.43	\$14.72	\$15.01
	\$27,726	\$28,288	\$28,850	\$29,432	\$30,014	\$30,618	\$31,221
Library Assistant I	\$16.00	\$16.32	\$16.65	\$16.98	\$17.32	\$17.67	\$18.02
	\$33,280	\$33,946	\$34,632	\$35,318	\$36,026	\$36,754	\$37,482
Library Assistant II	\$18.40	\$18.77	\$19.15	\$19.53	\$19.92	\$20.32	\$20.73
	\$38,272	\$39,042	\$39,832	\$40,622	\$41,434	\$42,266	\$43,118
Librarian I	\$22.08	\$22.52	\$22.97	\$23.43	\$23.90	\$24.38	\$24.87
	\$45,926	\$46,842	\$47,778	\$48,734	\$49,712	\$50,710	\$51,730
Librarian II	\$26.87	\$27.41	\$27.96	\$28.52	\$29.09	\$29.67	\$30.26
	\$55,890	\$57,013	\$58,157	\$59,322	\$60,507	\$61,714	\$62,941
Library Director	\$35.83	\$36.55	\$37.28	\$38.03	\$38.79	\$39.57	\$40.36
	\$74,526	\$76,024	\$77,542	\$79,102	\$80,683	\$82,306	\$83,949

Range approved by the Board of Directors,

Steps established by Library Director, May 14, 2019

Hood River County Library District Road Map to Reopening



The Hood River County Library District leadership team has developed a staged approach to providing library services to our community in response to the COVID-19 pandemic. This plan is a work in progress and will be updated as new information is available and new health and safety guidelines and regulations are released. We are currently in Stage 1.

Stage 1: Virtual Library Services

- Most staff work remotely
- Some staff work in the building
- Take care of fiscal, personnel, maintenance and statistical tasks
- Offer virtual programs for all ages
- Call center and email assistance to patrons
- Staff processing new physical library materials at home
- Physical branches closed
- Preparation for next phase

Stage 2: Library Buildings Open to Staff Only

- Continue services offered in Stage 1
- Collections work caught-up
- Office work routines restored
- Preparation for next stage

Stage 3: Library Services Restored Out of Building

- Continue services offered in Stage 1
- Curbside pickup, home delivery service (homebound patrons), and mail service
- Restocking of mini-libraries located around the county
- Accepting library materials returns in outdoor bookdrop
- Interlibrary loan services restored
- Maintain and ensure proper distancing and health guidelines

Stage 4: Lobby Services – Hood River Branch

- Continue services offered in Stage 1, 3
- Staff on duty in library
- Telephone reference/research assistance/immediate real time conversations with librarians behind the glass doors

- 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
- Patrons can visit their branch library to pick up holds they have notified are available

Stage 5: Limited Library Services

- Continue services offered in Stage 1
- Library branches open to public and library services for the general public are provided on a limited schedule to allow for enhanced cleaning and social distancing accommodations
- Exploring the following options: Limit the number of people allowed at one time in each building and limit 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

Stage 6: Full Library Services (All restrictions lifted)

• Return to regular library services with new changes in place based upon new health and safety recommendations

Cleaning, Disinfecting, and Safety Guidelines for all Stages

For staff:

- Each staff person disinfects their work area at the beginning, ending and hourly during their shift
- Wears masks when working in the building and community
- Wash hands frequently
- Work stations are set up to accommodate physical distancing between individual

For public areas:

- Rearrange library furniture to establish proper physical distancing
- Increase cleaning and disinfecting, especially door handles, light switches, faucets, railings, elevator buttons, high touch tables/counters, seating and tables
- Staff will wiping down computer keyboards, work station surfaces and public service desks after each patron use
- Wear gloves when emptying book drop
- Quarantine returned materials for 72 hours

The Hood River County Library District would like to thank the Wyoming State Library and the Jackson County Library System in Oregon for sharing their reopening plans. This plan was created by drawing from their plans.

This plan is a work in progress. We will update the plan as new reopening plans are shared and new health and safety guidelines and regulations are released.

Draft: Last revised 5/02/20

HOOD RIVER COUNTY LIBRARY DISTRICT

Accounting Proposal

Onstott, Broehl & Cyphers, P.C. 100 E. 4TH Street

100 E. 4[™] Street The Dalles, OR 97058 541-296-9131 (Telephone) 541-296-6151 (Fax) keno@skyride.net

Contact Person: Ken Onstott , shareholder

May 5, 2020

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.

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

May 5, 2020

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

Re: Proposal for Accounting Services

Onstott, Broehl & Cyphers, P.C., CPA's are pleased to submit this proposal to perform financial accounting services as described in your Request for Proposal for Financial Accounting Services. Our firm is capable of providing Hood River County Library District guality accounting services in a timely and efficient manner and at a competitive price.

We are a local firm with offices in The Dalles and Hood River. The firm has been in existence since 1952. We provide accounting services for a number of small and medium sized municipal, non-profit, and private sector organizations. We are licensed by the Oregon State Board of Accountancy to practice public accounting in Oregon and to perform Oregon municipal audits.

We have the personnel, expertise, and facilities to provide the services outlined in your request for proposals including:

- Establishment of a financial accounting system.
- Preparation and recording of bimonthly payrolls and applicable reports.
- Preparation and recording of invoice payments.
- Preparation of monthly and annual financial statements.
- Other consultation and assistance as requested.

Such services will be provided to the District in a timely basis as mutually agreed upon.

<u>Authorized Firm Representative</u> The firm representative who is authorized to make representations for our firm is:

Kenneth L. Onstott, CPA 100 E. 4th Street The Dalles, OR 97058 Telephone 541-296-9131 Fax 541-296-6151 <u>keno@skyride.net</u>

The proposal outlined will serve as an irrevocable offer for 60 days from the date of this letter.

We appreciate your time and consideration. Should you have any questions not answered by this proposal, please contact us.

Submitted By:

Onstott, Broehl & Cyphers, P.C.

Kewell Later

Signature/Title

ORGANIZATION/ LOCAL OFFICE TECHNICAL QUALIFICATIONS AND APPROACH

Audit Organization

Onstott, Broehl & Cyphers, P.C. is a local firm with offices in The Dalles and Hood River. The firm has been in existence since 1952. We provide audit services for a number of small and medium sized municipal and non-profit corporations. Onstott, Broehl & Cyphers presently employs three certified public accountants. All are licensed by the Oregon State Board of Accountancy to practice public accounting in Oregon. Two are also licensed to perform audits of Oregon municipal corporations.

Staff

The Dalles office employs the following staff:

Certified Public Accountants		3
Professional staff	[]].	1
Clerical staff		3

Experience in Providing Services

Through the years we have provided a variety of services to governmental, non-profit and business clients. Such services include:

- Assistance with payroll reporting and preparation.
- Budget preparation assistance.
- Assistance with general accounting and bookkeeping questions.
- Grant cost allocation plans

Approach

Based on the criteria outlined in your request for proposals and our conversations with District personnel, we propose providing our services as follows:

- All work will be processed through our Hood River office.
- We will utilize QuickBooks to process all accounting data.
- · We ask that a duplicate copy of the monthly bank statement be provided directly to US.
- District personnel provide us with coded invoices for preparation of the check disbursements. Generally a check run will be made once each week on a scheduled day and checks will be returned to District personnel within 2-3 days for signature and mailing.
- Employee time sheets will be submitted to us at least 2 days prior to the designated pay dates for preparation of payroll checks. Checks and pay stubs will be returned to the District for signature and dissemination. All appropriate payroll reports will be prepared by the respective filing deadline and provided to the District for signature and mailing
- Records of cash deposits will be provided to us on a weekly basis for recording.
- Monthly financial statements with budget comparisons will be provided to the District by the third Tuesday of each month.

- We will provide appropriate information to the District's auditors in conjunction with the annual audit.
- We will maintain confidentiality of District information and provide for password protected financial information. Regular backups of financial information will be made and maintained at an off-site location.
- We will be available for consultation and special requests on an as-needed basis.

INDIVIDUAL STAFF TECHNICAL QUALIFICATIONS

Qualifications of Staff

Qualifications of members of the team are as follows:

<u>Kenneth Onstott, CPA</u> (Shareholder) Mr. Onstott graduated in 1971 and was on the audit staff of a large national CPA firm before joining our firm in 1978. He has been a shareholder of the firm since 1979 and has been actively involved in accounting and auditing of municipal entities since that time. He is licensed as a municipal auditor by the State of Oregon. Mr. Onstott would act as supervisor, overseeing the work of other staff, as well as performing portions of the work and acting as primary contact with the District.

Jana Warner (Staff Accountant) Jana has a B.S. in accounting and worked at various governmental and private agencies in her career. She has worked on various governmental engagements since joining the firm in 2018, including Hood River County Library District. Ms. Warner will provide significant amounts of the services.

Specialized Skill, Training or Background in Public Finance

As previously noted each member of the team has had significant experience in the accounting and auditing of municipal entities. This provides a solid background and knowledge of Local Budget Law and Oregon public finance.

FEE PROPOSAL

Based on the projected services as outlined above we propose the following fees:

Monthly fee for routine accountir	ig services	\$ 1,550
Annual fee for routine accounting	g services	\$18,600

Routine communications and questions between the District and our staff are included in the fees proposed above.

Charges for additional services will be billed at \$105 per hour or such amount as mutually agreed upon.

These fees would remain in effect for the initial year of the contract and be subject to renegotiation for succeeding years.

Because we are a local firm, we do not have travel or other out-of-pocket expenses. Any such expenses would be included in the fee estimated above.

Best Value

We believe you should choose Onstott, Broehl & Cyphers, P.C. because:

- We are a local firm employing local people.
- · We have performed these services for you for the past nine years and are familiar with your system.
- We have extensive experience working with governments of similar size and complexity.
- We are available throughout the year to assist and answer your questions. We are only a few short minutes away.
- Our friendly staff maintains an attitude of independence while demonstrating respect and consideration for your staff.
- We consistently meet our promised deadlines.
- Our fees are very competitive with others in the industry.

Summary

We appreciate the opportunity of presenting this proposal to you. We have provided services of this nature to various entities for a number of years and believe that we can provide a high level of timely service to you. We can provide references upon request. We are confident that we can give you quality service in the coming years and look forward to doing so.

Hood River County Library District, Bid request for accounting services, p.7

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 forwell L.

Firm Name: Onstott, Broehl & Cyphers, PC

Address: 100 E. 4th Street, The Dalles, OR 97058

Hood River County Library District, Bid request for accounting services, p.8

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: Onstott, Broehl & Cyphers, PC

Address: 100 E 4th Street, The Dalles, OR 97058

Telephone number: 541-296-9131

Email address: keno@skyride.net

Submitted by: funthe

Authorized Signer

May 5, 2020 Date

Kenneth Onstott

Printed Name