

Board of Directors
Regular Meeting Agenda
Tuesday, May 16, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President



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|---|-----------|
| I. Additions/deletions from the agenda (ACTION) | Snyder |
| II. Actual or potential conflicts of interest | Snyder |
| III. Consent agenda (ACTION) | Snyder |
| i. Minutes from April 18, 2017, meeting | |
| ii. Minutes from May 2, 2017 Budget meeting | |
| iii. Minutes from May 9, 2017 Budget meeting | |
| iv. Invoice Onstott, Broehl & Cyphers | |
| IV. Open forum for the general public | Snyder |
| V. Japanese Garden update and request | Yasui |
| VI. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Schoppert |
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| i. Accounting services bid approval (ACTION) | Fox |
| VIII. New business | |
| i. 2016-17 salary schedule (ACTION) | Fox |
| IX. Transfer Dormant Fund Balance and Dissolve Dormant SAGE Library System Fund (Action) | Fox |
| X. Branch Libraries discussion | Fox |
| XI. Executive session: Library Director evaluation | Snyder |
| XII. Agenda items for next meeting | Snyder |
| XIII. Adjournment | Snyder |

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

Board of Directors
Regular Meeting Agenda, supplementary Info
Tuesday, May 16, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President



Notes prepared by Library Director Rachael Fox

I. Additions/deletions from the agenda (ACTION)

Snyder

II. Actual or potential conflicts of interest

Snyder

III. Consent agenda (ACTION)

Snyder

i. Minutes from April 18, 2017, meeting

Attachments:

- III.i. April 18, 2017, regular meeting minutes

ii. Minutes from May 2, 2017 Budget meeting

Attachments:

- III.ii. May 2, 2017, Budget Committee meeting minutes

iii. Minutes from May 9, 2017 Budget meeting

Attachments:

- III.iii. May 9, 2017, Budget Committee meeting minutes

iv. Invoice Onstott, Broehl & Cyphers

Attachments:

- III.iv. Invoice from Onstott, Broehl & Cyphers

This invoice is for accounting services for the months of October 2016 through March 2017. It's an expected expense, but exceeds my spending authority. I ask the Board for permission to pay the invoice.

IV. Open forum for the general public

Snyder

V. Japanese Garden update and request

Yasui

At the April 18, 2017 District Board meeting, Fox presented a request by Maija Yasui to install a small Japanese Garden around the Legacy Stone in the Library Gardens. Board members expressed they liked the idea but did not want to further tax the District. They suggested perhaps the Yasui family can fund the upkeep or the local Master Gardeners can take care of the area. Maija Yasui will be present to speak further about the project.

The project will be funded by the Yasui family and donations from the community, which will be organized by Maija Yasui. I can make a formal request to the Library Foundation to see if they are willing to accept the donations for the project and for upkeep of the area.

The Gardens Committee, formed by the Library Foundation during the recent upgrade to the Gardens, is willing to oversee the project and assist in making sure the design fits in with the rest of the Gardens.

Maija Yasui stated the Yasui family would like to cover the upkeep. They have staff who can perform the work to install and care for the small Japanese Garden. Their staff are covered under their

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insurance, which they can provide the District a Certificate of Liability Insurance. The Yasui family envisions the following:

- Oval shape around the stone
- Bark or stone installed on the ground
- Small Japanese maple and perhaps another small bush
- Stone bench installed behind the Legacy Stone

VI. Reports

i. Friends update

Fox

- The Friends of the Library are gearing up for their annual book sale. It's scheduled for June 1-3.
 - The Members Only Preview Sale will be Thursday, June 1, 4:30-6:30pm. Membership can be purchased or renewed at the door.
 - The Public Sale will be Friday, June 2, noon-6:00pm.
 - The Bag Sale will be Saturday, June 3, 10:00am-2:00pm.
- The Hood River Reads was a huge success! There were over 125 people at the author reading on Sunday, April 30. Library staff received wonderful feedback from patrons regarding the programming and novel. The Hood River Reads Committee have already met to discuss next years program.
- The Friends will vote at their next meeting for their officers. Right now Nadine Klebba and Suzanne Giovanni are running as co-presidents, Marilyn Murray as vice-president.

ii. Foundation update

Schoppert

The Library Foundation had to postpone their May meeting due to lack of quorum. They will be meeting on Tuesday, May 23, 5pm, in the Jean Marie Gaulke meeting room.

iii. April financial statements

Fox

Attachment:

- VI.iii. April financial statements

Please note the General Fund transfer of \$40,000 to the Capital Equipment Reserve Fund will appear on the May financial statements. We are expected to receive at least another \$25,000 to \$30,000 in tax revenue before the end of the fiscal year. Tax payers have the option of making their property tax payments in three installments and the third installment is due on May 15, 2017.

iv. Director's report

Fox

Attachment:

- VI.iv.a. *Impacting Rural Hispanic Communities by Reaching Out Connecting* by Patty Lara-Martinez
- VI.iv.b. February-April 2017 statistics
- VI.iv.c. April 2017 program statistics

Administration

- The auditing firm Pauly Rogers and Co, conducted their interim visit the Hood River Library on April 26, 2017. They reported everything looked good. They did note, the shelving purchase for the children's library exceeded \$10,000 and should have gone through an informal bid process. They will note this in our FY 2016-17 audit. This project was organized and set up by my predecessor, prior to my becoming Library Director. Per the Oregon Revised Statutes, I will make sure all future projects will follow the laws for procurement.
- I will be taking a vacation the week of May 22 to May 26, 2017. In addition, Assistant Director Arwen Ungar will be conducting the financial duties from Tuesday, May 16 through Tuesday, May 30. This ensures I am following the guidelines set out in our Financial Management Policy.

According to our Financial Management Policy the following procedures need to be followed each year:

- The Library Director and any other staff significantly involved in District financial procedures shall be required to take a vacation of at least five consecutive business days.
- Financial duties shall be rotated to staff not normally involved in financial procedures for at least a consecutive two-week period. This rotation may coincide with the Library Director and other financial staff's mandatory absence.

Since I have not taken many vacation/holiday days this fiscal year, I have to use three weeks, or, I will lose the hours on July 1, 2017. District policy allows full-time staff to carry a maximum of 80 vacation/holiday hours into the following fiscal year. I will use vacation time for my absence May 1-May 6, May 22 – May 26. In addition, I will take six days off, averaging one day per week, through the end of the fiscal year.

Personnel

- Cataloging Specialist Anna Lim will return after a year long leave of absence on August 1, 2017. The leave of absence was granted by former Library Director Buzzy Nielsen. Lim has been away pursuing a postdoctoral opportunity as part of her studies as a Ph.D. in anthropology. Sarah Samuels and Jenny Ouzounian have been filling in for Lim while she was away. As per the arrangement, Samuels will be leaving the District unless another position becomes vacant. Ouzounian will move back to 19.5 hours per week as a Public Service Clerk.
- Outreach Specialist Patty Lara-Martinez had an article published this week in the Oregon Library Association Quarterly. Please see the attachment.

Programs

- An estimated 500 children and their families gathered April 28 for Día de los Niños/El Día de los Libros (Day of the Children/Day of the Books). The event was sponsored by the Hood River County Library District and held at Mid Valley Elementary. Patty Lara-Martinez, Outreach Specialist, started the annual event four years ago. The first year, it was held in Parkdale and featured the movie "Frozen." The second year, she moved it to Odell and held a Zumbathon for kids. Last year, she decided to put together a "Carnival" resource fair, a theme she continued this year. Last year, Lara-Martinez estimates over 300 hundred people attending and 150 books were given out. This year, Lara-Martinez gave out more than 250 books and estimates over 500 people attended. Lara-Martinez credits the increased numbers to participating organizations who advertised the event, including spot ads on Radio Tierra and flyers sent home from Mid Valley Elementary.
- Staff have started planning our Summer Reading Program for Adults, Teens, and Kids, which includes services and programming in Hood River, Cascade Locks, Odell, and Parkdale.

Statistics

- District wide circulation is up 12.5% from this same time last year.
- Computer use is up 13% over this same time last year.
- Library2Go usage saw an 8% increase.

VII. Previous business

i. Accounting services bid approval (ACTION)

Fox

Attachments:

- VII.i. 2017-2020 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 for the following three years. 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 \$16,800 for the 2017-18 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 \$16,800 quote is \$900 more than what we are paying for 2016-17. If the bid is accepted, I will present a contract for approval at the June 20, 2017 Board meeting.

VIII.New business

i. 2016-17 salary schedule (ACTION)

Fox

Attachments:

- VII.i.a. 2016-17 salary schedule
- VII.i.b. 2017-18 proposed salary schedule

I propose the attached salary schedule for next fiscal year, which requires Board approval. This salary schedule gives all employees a 2% cost of living increase, which is the average increase of the Western Region CPI in 2016.

ii. Resolution Transfer Dormant Fund Balance and Dissolve Dormant SAGE Library System Fund (Action)

Fox

Attachments:

- VIII.ii. Resolution 2016-17.08, Transfer Dormant Fund Balance and Dissolve Dormant SAGE Library System Fund

The District employed a staff member, the Sage Systems Librarian, who actually worked for the library consortium, Sage Library System. Sage operates through fiscal agents, primarily Baker County Library District. When it came time to hire a Systems Librarian for Sage, Sage and the District determined that they would have a better chance of finding a qualified person in the Hood River area due to Hood River County's many high-tech employers. Hood River also is closer to many other Sage libraries so that Sage's two staff can better cover the service area by being located both in Baker and Hood River Counties. That position therefore became a part of Hood River's budget administratively. However, the individual worked for the benefits of all consortium members. Costs associated with this position are separated into their own fund to isolate them from General Fund operations. All costs associated with the position were reimbursed by Sage Library System.

The SAGE Systems Librarian resigned in February 2017. Baker County Library has agreed to be the fiscal agent for the position. The SAGE Library System Fund is no longer needed.

The District is has received the last reimbursement check from Baker County Library. There are excess funds of \$5,199 in the SAGE Library System fund due to an error at the beginning of fiscal year 2015-2016. The error occurred when the Sage Library System fund was created. It appears the money should have been attributed to fiscal year 2014-2015 and deposited in the General Fund. In addition, in attempting to correct the issue last month on our financial statements regarding the July payroll from FY 2016-17, was withdrawn in FY 2015-16, there were funds taken out of the general fund for this salary instead of the SAGE fund. All the remaining funds belong to the District. SAGE received bills each month for all the expenses. The simplest solution will be to dissolve the fund and transfer all the money back to the General Fund.

This resolution has been approved by the Special District of Oregon.

IX. Branch Libraries discussion

Fox

This fiscal year, if the Board approves, I'd like to focus on the Cascade Locks and Parkdale branch libraries. This will involve the following:

- Renovation of the Parkdale Library this fall using Feast of Words 2014 funds. There is \$26,000 available.
- Sign a lease with the Cascade Locks School District starting January 2018. Use the funds left from Feast of Words 2014, start painting and installing carpet in Cascade Locks branch. Conduct a minor remodel of the space.
- Request the Library Foundation focus on the Cascade Locks Branch for their Feast of Words 2018.
- Raise additional funds for Cascade Locks Branch through grants.
- Conduct an hours survey in the communities of Parkdale and Cascade Locks to ensure we are meeting the needs of the community and maximizing the open hours.

X. Executive session: Library Director evaluation

Snyder

XI. Agenda items for next meeting

- i. 2016-17 budget approval
- ii. Approval of recurring payments for 2016-17
- iii. Cascade Locks Library lease agreement with City of Cascade Locks
- iv. Discussion of 2016-17 President and Vice-President positions
- v. Discussion of 2016-17 regular meeting time
- vi. Accounting Services Contract approval
- vii. Library Director Contract approval

XII. Adjournment

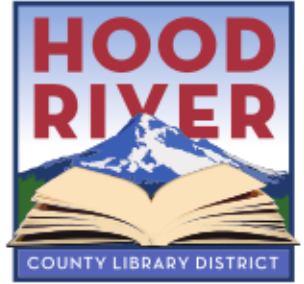
Snyder

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

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

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Board of Directors
Regular Meeting Minutes
Tuesday, April 18, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President
Notes prepared by Library Director Rachael Fox



Present: Rachael Fox (staff), Alexis Vaivoda, Jean Sheppard, Sara Marsden (Public), John Schoppert

- I. Additions/deletions from the agenda (ACTION)** Schoppert
Vice President John Schoppert called the meeting to order at 7:03pm. Sheppard asked the Cascade Locks Branch move be added to the agenda. Vaivoda moved to approve the agenda as amended. Sheppard seconded. The motion carried unanimously.
- II. Actual or potential conflicts of interest** Schoppert
- III. Consent agenda (ACTION)** Schoppert
- i. Minutes from March 21, 2017 meeting**
- ii. Invoice Northwest Control Company**
- Sheppard moved to approve the consent agenda as presented. Vaivoda seconded. The motion carried unanimously.
- IV. Open forum for the general public** Schoppert
Sara Marsden (Hood River) was present. No comments.
- V. Presentation Ready to Read Grant award by Katie Anderson** Anderson
Hood River County Library was selected as one out of five libraries to receive the 2016 Outstanding Ready to Read Project Award!

The Ready to Read grant is the only money public libraries receive from the State General Fund. The grant program is not competitive so all legally established public libraries in Oregon are eligible and receive the grant if they apply. Libraries may only use Ready to Read Grant funds on early literacy services and summer reading activities because these programs support local efforts to close the achievement gap where underserved youth are doing considerably worse in school than their better-off peers.

Each year the State Library selects five public libraries to receive the Outstanding Ready to Read Project Award. This award is given to libraries implementing state-funded projects that achieve the outcomes of the grant program, are innovative, serve as a good model for other libraries, and/or utilize partnerships to improve library services for underserved youth.

Hood River County Library used state funds to develop an innovative project to bus families from Odell to the central library for bilingual early literacy storytimes and to distribute free picture books for young children to keep. Library staff know that young children rely on adults to bring them to the library, and understand that most families in Odell prefer to engage in activities together. Therefore, the program also provides time for older children and adult family members to use the computers and check out library books, a children's movie families can watch together, and food they can eat together.

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A strong partnership with Mid-Valley Elementary and Wy'East Middle School was required to establish the busing program and promote the program to families. In addition, partnerships with local restaurants and food service businesses makes it possible to feed families. This family-friendly, bilingual early literacy program engages many Spanish-speaking and low income families in library services for the first time and serves as an excellent model for other libraries.

Programs like this help young children get ready for kindergarten and develop relationships with families that make them comfortable using the library with their children as they progress through school to support their academic success. Congratulations on the great work you are doing!

VI. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Schoppert

Fox reported, in a Gardens related event, a library patron named Kim Stolte approached her to ask about having a tree or bench named for her son Owen, who passed away from cancer three years ago. Fox passed on the request to the Foundation. Stolte requested to Library Foundation President Jen Bayer a tree be planted in the Gardens. Fox approved the request for a tree that will grow no more than 7' in front of the Stolz building, because the District has a view easement agreement with the Stoltz family. John Stoltz has approved the location and description of the tree, which will not effect his view. Fox saw this as a special request but knew this kind of request could not be repeated in the future. Shortly after the request, Fox started a conversation regarding how these requests have been handled in the past and it evolved into how can we handle them in the future. Heather Staten suggested the Foundation offer existing items for naming opportunities and if there was a special request it would be approved by the Director and/or Board if needed. Fox proposed to Jen, Heather and Stan Sales, in the future we not add anything else in the Gardens because it could increase the cost of maintenance.

iii. March financial statements

Fox

There is an error in the ending fund balance from FY 2015-16 should be \$555,801. This is due to the payroll for July 2016 was taken out in June 2016 due to early payroll date. The salary for 2016-17 will need to be reduced in the amount of \$25,191. The accountants will make the correction.

iv. Director's report

Fox

In addition to the written report, Fox added the following:

- The SB 327 has unanimously passed the Senate floor with a 30-0 vote! This bill fixes the *Johnson v. Gibson* case by extending immunity from liability to employees, agents, and volunteers of a landowner who permits the public to recreate on their land free of charge. This effects the volunteers and staff who conduct any work in the District Gardens. The bill will now go to the House.
- Outreach Specialist Patty Lara Martinez, Children's Services Assistant Yeli Boots, and Teen Services Librarian Rachel Timmons will all be attending the Oregon Library Association Conference in Salem this week.

VII. Previous business

I. Cascade Locks branch library relocation

Schoppert

Sheppard reported she and Fox met with Superintendent Dan Goldman from the Hood River County School District. Goldman reported he thinks the location will be stable for the library and is willing to sign a five-year lease with the option to renew. Goldman would like to District to have clear procedures in place to address an safety issues that may arise. Sheppard stated she would like to move forward. Fox requested to table to discussion until after the budget committee meeting. The Board stated that would work for them.

VIII. New business

i. Accounting services

Fox

ii. Japanese Garden Discussion

Fox

Fox reported Snyder emailed, it's a great idea, but doesn't want to further tax the District. Sheppard also liked the idea and suggested the Yasui family or Master Gardeners might be willing to either fund or maintain the bed. Schoppert stated he wasn't sure about asking someone to fund the project long term. Fox proposed speaking with Maija Yasui and perhaps the Master Gardeners could add the bed to their maintenance, which they already maintain two beds in front of the library. The Board said that would work. No action was taken. Fox will report back next month.

iii. New Board member training

Fox

Sara Marsden stated she liked the meet and greet idea of getting together with departing Board members. Schoppert stated the SDAO trainings and conference were both helpful.

IX. Agenda items for next meeting

Snyder

X. Adjournment

Snyder

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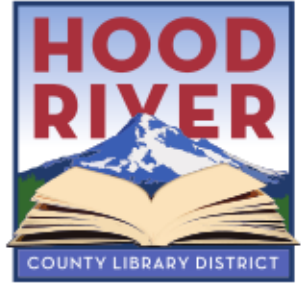
ORS 192.660 (1) (i) Personnel

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

Budget Committee

Meeting Minutes

Tuesday, May 2, 2017, 6.00p
Columbia Room
502 State St, Hood River



Present: Jen Bayer, Rachael Fox (staff), Suzanne Giovanni (public), Lani Roberts, Stan Sales (public), John Schoppert, Jean Sheppard, Sara Snyder

I. Discussion

There was not a quorum present. There was a question and answer period.

- Roberts asked if the Assistant Director was the only Librarian II. Fox confirmed the Assistant Director is the only Librarian II.
- Roberts asked if the parking reimbursement has been started for the volunteers. Fox stated it has not.
- Bayer asked if the meeting was rescheduled, would we need 30 day notice for publication of meetings. Fox stated it is 5 days. [After the meeting, Fox double checked on the notice and discovered it is actually 10 days minimum. There needs to be two notices published and they must be by a minimum of five days apart, with the second notice no less than five days from the meeting. The publication schedule for this year did meet this criteria].
- Bayer stated she noticed there were no increases in line items which might cost more like building maintenance and HVAC. Snyder stated the Unappropriated Ending Fund Balance needs to be around \$330,000, so there is room to add more funds in these categories. Fox stated, this year a regular maintenance contract was created for the boiler and HVAC. The hope is the boiler and HVAC will benefit from regular maintenance and reduce costs for repairs. Fox will also work this year to get an estimate on the cost of replacing the HVAC to prepare for the future.
- Bayer asked if the Board had a policy if funds are overspent. Fox stated that there is currently 5% extra funding in the Personal Services and Materials and Services categories. Oregon Budget law allows an adjustment of fund expenditures to be made by Resolution if the funds transferred are 10% or less of the fund total. For example if we have excess funds in Personal Services, the Board can adopt a Resolution to transfer funds to the Materials and Services budget.
- Bayer stated, originally the Foundation had planned on writing grants for the District but former Library Director Buzzy Nielsen had enjoyed writing them and was successful at it. She said the Foundation might be able to assist with this. Fox stated it was her goal to write more grants this year and Assistant Director Arwen Ungar will also be assisting. Fox stated she appreciated the offer of support and she welcomes the offer. Bayer also suggested writing grants to support technology.
- Sales stated he was concerned that there was not going to be a transfer into the Capital Equipment Reserve Fund, especially since there are high priced items needing to be replaced in the near future and there is money expected to be spent this year on capital projects. Fox stated she spoke to Snyder earlier in the day, who also expressed

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the same concern. Fox stated she also wants to ensure there are sufficient funds and had planned to ensure in the future we make a transfer to the Capital Equipment Reserve Fund. Since Personnel expenses had risen significantly in FY 2016-17, Fox stated she did not wish to cut personnel this year but find a way over the course of FY 2017-18 to reduce personnel costs. Fox stated she could reduce the Collection Development budget and find ways to supplement the funds during the year. This will free up funds to transfer to the Capital Equipment Reserve Fund.

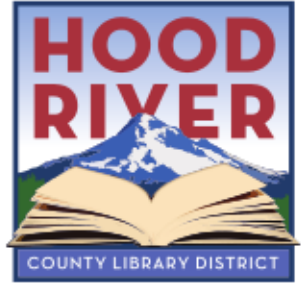
- Snyder recommended the budget committee recommend to the Board a minimum amount to have in the Unappropriated Ending Fund Balance. Snyder recommended the formula (current monthly expenses x 1.05 [increase 5%] x 4.5 [July through half November]).
- Sheppard asked why the personnel salary categories were drastically different this year. Snyder stated former Library Director Buzzy Nielsen used to pad the budget in this area by planning for a step increase for all staff members. This year, Fox has created a budget with no padding in the salaries portion of the budget. Fox stated she plans to not increase personnel expenses this year and will actually decrease positions or change position duties, if staff members leave their positions. Fox stated staff can increase desk hours if needed and will strive to make sure patrons still receive great service both inside the facilities and outreach in the community.
- Sales stated the figures on the motion to approve the budget do not match. It's listed as \$1,864,554 and \$1,752,353 Fox stated, the correct figure should be \$ 1,752,353 and will make the correction in the updated packet.

The following changes have been made in the updated budget packet:

- The HVAC line item has been raised from \$8,000 to \$12,000.
- The Collection Development line item has been reduced from \$75,000 to \$55,000.
- A transfer to the Capital Equipment Reserve Fund has changed from \$0 to \$28,000 which should cover the three capital projects for this year. If nothing unexpected occurs, the District should carry over around \$100,000 in the Capital Equipment Reserve Fund for 2018-19.
- The Unappropriated Ending Fund Balance has changed from \$348,015 to \$336,015. This still meets our goal of having 4.5 months of operating expenses for July through half November, (\$73,500/month, the District will need \$330,750).
- The motion to approve the budget has been updated with the correct figures.

**Budget Committee
Meeting Minutes**

Tuesday, May 10, 2017, 6.00p
Jean Marie Gaulke Meeting Room
502 State St, Hood River
Committee Chair: John Schoppert
Budget officer: Rachael Fox



Present: Rachael Fox (staff), Jen Bayer, Karen Bureker, Monica Zorza Hockett (phone), Lani Roberts, John Schoppert, Jean Sheppard

I. Nomination and election of Chair

Board President Schoppert called the meeting to order at 6.05p. Bureker nominated Schoppert to serve as Committee Chair. Bayer seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Schoppert

Burker moved to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.

III. Conflicts or potential conflicts of interest

Schoppert

None stated.

IV. Budget message

Fox

Fox reviewed the budget message from the meeting packet.

V. Presentation of proposed budget

Fox

i. General Fund

Fox reviewed the different funds of the proposed budget.

Sheppard asked how much had been spent from the building maintenance. Fox stated \$5,379 through March 31, 2017. Bureker asked where the snow removal was attributed. Fox stated, the Georgiana Smith Gardens line item, which will be over budget due to tree and snow removal. Bureker asked if the HVAC would also be over budget in the line amount. Fox stated, it would due to the heating issues this winter.

Roberts asked what the miscellaneous category included. Fox stated it was for any expenses which didn't fit into other categories. The reason why it's over budget this year, was due to the Director candidates airfare, hotel and some expenses associated with the search process. Sheppard stated we have funds for training and travel. Fox stated attributes staff expenses to those line items. Bayer asked where the conference fees are placed. Fox stated she places them in the training line item.

Fox stated the Cascade Locks rent for the school is budgeted at 6 months, instead of a full year. Bayer said she did not think it would work to raise all the funds for the Cascade Locks Branch in six months. Fox stated the District could not use funds from the Capital Equipment reserve fund. Bayer asked could not or should not. Fox corrected herself and said the District should not to prepare for upcoming capital expenses at the Hood River branch. Fox said she had a plan to address the branch remodels but had not discussed it with the District Board yet. Bayer said it would make sense to remodel the Parkdale branch and then the District would know how much money they have left from the Feast of

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Words 2014 fundraiser for the branches. Bayer said Cascade Locks could be the focus of Feast of Words 2018. Fox stated she would like to remodel Parkdale in October 2017 and then had hoped the Library Foundation could focus on Feast of Words 2018 fundraiser on Cascade Locks Branch. Fox stated she was happy to hear Bayer thought the same way. Fox stated if we used the architect and continued with the original plan for Cascade Locks, it might cost around \$100,000 but she did not think it was a good idea. Many committee members agreed and said we could do a simple remodel with paint, new furniture, repurpose some shelving and purchase the remaining shelving. Fox also stated she would work on grants.

Sheppard asked when the volunteer parking reimbursement would start. Fox stated July 1, 2017. Roberts asked would meeting attendance be included. Fox stated she thought yes and perhaps other volunteer groups who attend meetings. Several members stated they did not think meetings or Board reimbursement should be included. Fox stated she did now agree and only those who are volunteering in the facility doing actual duties will be reimbursed. Fox stated there would be cash on hand and she has worked out a tracking system with the District auditors.

Fox stated she would like to promote the Clerk I position, (currently 12 hours per week, \$7,000 per year in salary) to Clerk II which would eliminate the need to dramatically increase all salaries due to the wage compression caused by the minimum wage increase. This can happen next fiscal year. Sheppard stated that sounded like a good solution and if needed, Clerk II wage can be raised to make sure we are complying with Oregon law and wage compression could be addressed later. Sheppard also said we can look at reducing benefits to employee only and then staff might like to have higher salaries. Bureker stated we just need to make sure the excess funds are not needed elsewhere. Sheppard stated the District offers rich benefits and perhaps we should look at what other employers pay in the area and benefits they offer. Fox stated District Board President Sara Snyder also mentioned doing a salary analysis of the local area and it would be beneficial to also explore benefit coverage, too. Bureker stated we might need to go out for a levy in the future, so it's something to keep in minds because it usually is a two year process.

ii. Capital Equipment Reserve Fund

Fox noted the proposed projects for the Capital Equipment Reserve Fund: replacing the Oak Street sidewalk at Hood River, repairing the Stone Wall between District and Stoltz property, and repairing the grade in the sidewalk area outside the children's library.

iii. Grants Fund

Fox said that the Grants Fund is an aspirational fund, as it's budgeted for several grants for various projects. If the grants are not received, the funds won't be spent.

iv. Sage Library System Fund

The District used this fund to employ a staff member, the Sage Systems Librarian, who actually worked for the library consortium, Sage Library System. Sage operates through fiscal agents, primarily Baker County Library District. Fox stated, the Systems Librarian left his position in February 2017, and the Baker Country Library District will now be the fiscal agent for the position. Since the fund is dormant, it will be dissolved by resolution by the end of this fiscal year and any remaining funds will be transferred to the General Fund.

VI. Public comment

No public present

Schoppert

VII. Budget Committee questions and deliberations

Schoppert

Sheppard stated this budget is fiscally responsible and she likes having a more accurate budget. Sheppard said she would also like to explore the District adding additional hours if we free up funds and conducting a survey to make sure the hours meets the needs of the community. Roberts mentioned there is a new housing development which should also bring in more tax revenue.

VIII. Approval of budget (ACTION)

Schoppert

Sheppard moved to approve the budget resolution approving the 2017-18 budget, including the tax rate of 0.39 per \$1,000 of assessed property value. The budget was set at the following amounts:

- General Fund: \$1,380,953
- Capital Equipment Reserve Fund: \$100,400
- Grants Fund: \$271,000
- Sage Library System Fund: \$0
- *Total: \$1,752,353*

Roberts seconded. The motion carried unanimously.

IX. Recess or adjournment

Schoppert

The meeting adjourned at 6.36p.

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
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Fax: (541) 296-6151

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

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

5/2/2017

Description

Amount

ACCOUNTING SERVICES FOR THE MONTHS OF OCTOBER 2016
THROUGH MARCH 2017

7,905.00

THANK YOU

Total \$7,905.00

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements April 30, 2017

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Onstott, Broehl & Cyphers, P.C.
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INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of April 30, 2017, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and 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 9 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Onstott, Broehl & Cyphers, P.C
May 11, 2017

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Hood River County Library District
Balance Sheet - Cash Basis
April 30, 2017

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Current Assets:					
Cash in bank - Columbia State Bank	\$94,362				\$94,362
Cash with Hood River County	580,593	\$58,995	\$62,759	\$5,199	707,546
Petty cash	416				416
Total Current Assets	<u>675,371</u>	<u>58,995</u>	<u>62,759</u>	<u>5,199</u>	<u>802,324</u>
TOTAL ASSETS	<u>\$675,371</u>	<u>\$58,995</u>	<u>\$62,759</u>	<u>\$5,199</u>	<u>\$802,324</u>

LIABILITIES & FUND BALANCES

Liabilities					
Current Liabilities					
Payroll liabilities	\$137				\$137
Total Current Liabilities	<u>137</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>137</u>
Total Liabilities	<u>137</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>137</u>
Fund Balances:					
Unassigned	<u>675,234</u>	<u>58,995</u>	<u>62,759</u>	<u>5,199</u>	<u>802,187</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$675,371</u>	<u>\$58,995</u>	<u>\$62,759</u>	<u>\$5,199</u>	<u>\$802,324</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Ten Months Ended April 30, 2017

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Revenues:					
Donations and grants	\$15	\$11,002			\$11,017
Property tax revenues - current year	789,266				789,266
Property tax revenues - prior year	11,605				11,605
Fines and fees	12,910				12,910
Intergovernmental revenue		4,628		\$46,459	51,087
Interest revenue	4,927		\$568		5,495
Miscellaneous	0				0
Total Revenues	818,723	15,630	568	46,459	881,380
Expenditures:					
Personal services:					
Wages and salaries	326,089	69		35,660	361,818
Employee benefits	117,775			9,350	127,125
Total Personal Services	443,864	69	0	45,010	488,943
Materials and services:					
Bank charges	233				233
Building rental	3,200				3,200
Building maintenance	5,583	2,000			7,583
HVAC	13,617				13,617
Elevator	1,610				1,610
Telephone	3,196				3,196
Internet	4,268				4,268
Collection development	57,211	9,084			66,295
Technology	5,764	26			5,790
Accounting and auditing	12,878				12,878
Courier	1,709				1,709
Custodial services	19,233				19,233
Technical services	2,927				2,927
Library consortium	11,567				11,567
Copiers	1,224				1,224
Elections expense	0				0
Furniture and equipment	1,513	5,199			6,712
Insurance	10,874				10,874
Georgiana Smith Memorial Garden	25,830	7,490			33,320
Legal services	2,483				2,483
Professional services	0				0
Dues and subscriptions	2,336				2,336
Miscellaneous	3,237	355			3,592
Postage and freight	666				666
Printing	607				607
Programs	20,247	7,306			27,553
Advertising	545				545
Supplies - office	12,709	26			12,735
Travel	4,427			128	4,555
Training	1,242				1,242
Board development	0				0
Electricity	14,683				14,683
Garbage	1,190				1,190
Natural gas	4,735				4,735
Water & sewer - building	3,882				3,882
Total Materials and Services	255,426	31,486	0	128	287,040
Capital outlay	0	13,220	41,445		54,665
Total Expenditures	699,290	44,775	41,445	45,138	830,648
Revenues Over Expenditures	119,433	(29,145)	(40,877)	1,321	50,732
Other Financing Sources (Uses)					
Operating transfers in			0		0
Operating transfers out	0				0
Total Other Financing Sources (Uses)	0	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	119,433	(29,145)	(40,877)	1,321	50,732
Fund Balance - July 1, 2016	555,801	88,140	103,636	3,878	751,455
Fund Balance - April 30, 2017	\$675,234	\$58,995	\$62,759	\$5,199	\$802,187

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$2,811	\$789,266	\$799,956
Tax revenues - prior year	684	11,605	20,000
Fines and fees	1,403	12,910	12,000
Interest revenue	451	4,927	3,500
Donations	0	15	0
Miscellaneous	0	0	500
Total Revenues	5,349	818,723	835,956
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	539	4,698	6,855
Library clerk II	7,245	61,217	81,515
Library assistant I	4,550	41,771	60,817
Library assistant II	9,449	84,558	111,443
Librarian I	5,661	40,299	59,859
Librarian II	4,330	35,962	55,141
Library director	5,772	54,085	79,608
Other	0	3,499	0
Payroll taxes and benefits:			
Retirement	2,959	27,676	36,160
Social security	2,861	26,779	34,826
Workers' compensation	28	1,482	1,200
Health insurance	5,296	57,473	81,498
Unemployment insurance	499	4,365	5,918
Total Personal Services	49,189	443,864	614,840
Materials and services:			
Bank charges	16	233	250
Building rental	0	3,200	12,400
Building maintenance	204	5,583	15,000
HVAC	4,902	13,617	8,000
Elevator	0	1,610	2,000
Telephone	323	3,196	4,500
Internet	427	4,268	5,250
Collection development	4,235	57,211	75,000
Technology	436	5,764	20,000
Accounting and auditing	0	12,878	23,000
Courier	241	1,709	3,000
Custodial services	3,546	19,233	24,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Technical services	0	2,927	4,000
Library consortium	0	11,567	12,000
Copiers	202	1,224	1,100
Elections expense	0	0	2,000
Furniture and equipment	0	1,513	5,000
Insurance	0	10,874	10,000
Georgiana Smith Memorial Garden	2,246	25,830	21,000
Legal services	210	2,483	3,000
Professional services	0	0	0
Dues and subscriptions	212	2,336	4,000
Miscellaneous	(358)	3,237	1,000
Postage and freight	21	666	1,000
Printing	0	607	1,000
Programs	692	20,247	22,000
Advertising	0	545	1,000
Supplies - office	494	12,709	16,000
Travel	129	4,427	5,000
Training	365	1,242	1,750
Board development	0	0	1,500
Parking reimbursement	0	0	1,000
Electricity	1,336	14,683	20,000
Garbage	118	1,190	1,500
Natural gas	791	4,735	10,000
Water & sewer - building	377	3,882	4,500
 Total Materials and Services	 21,165	 255,426	 341,750
 Capital Outlay	 0	 0	 0
 Transfer to Equipment Reserve	 0	 0	 40,000
 Contingency	 0	 0	 100,000
 Total Expenditures	 70,354	 699,290	 1,096,590
 Change in Fund Balance	 (\$65,005)	 \$119,433	 (\$260,634)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$5,400	\$11,002	\$211,000
Intergovernmental revenue	0	4,628	0
Total Revenues	<u>5,400</u>	<u>15,630</u>	<u>211,000</u>
Expenditures:			
Personal services	0	69	0
Materials and services:	4,907	31,486	79,500
Capital outlay	0	13,220	175,000
Total Expenditures	<u>4,907</u>	<u>44,775</u>	<u>254,500</u>
Change in Fund Balance	<u><u>\$493</u></u>	<u><u>(\$29,145)</u></u>	<u><u>(\$43,500)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2017

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$44	\$568	\$400
Other Financing Sources			
Transfer from General Fund	0	0	40,000
Total Revenues and			
Other Sources	<u>44</u>	<u>568</u>	<u>40,400</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	41,445	75,000
Total Expenditures	<u>0</u>	<u>41,445</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$44</u></u>	<u><u>(\$40,877)</u></u>	<u><u>(\$34,600)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Sage Library System Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Intergovernmental revenue	\$0	\$46,459	\$68,698
Donations	0	0	0
Grants	0	0	0
Total Revenues	<u>0</u>	<u>46,459</u>	<u>68,698</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Librarian I	0	35,660	43,534
Payroll taxes and benefits:			
Retirement	0	2,884	3,918
Social security	0	2,706	3,330
Workers' compensation	0	27	50
Health insurance	0	3,331	6,000
Unemployment insurance	0	402	566
Total Personal Services	<u>0</u>	<u>45,010</u>	<u>57,398</u>
Materials and services:			
Dues and subscriptions	0	0	300
Miscellaneous	0	0	2,000
Travel	0	128	3,000
Training	0	0	1,000
Total Materials and Services	<u>0</u>	<u>128</u>	<u>6,300</u>
Contingency	0	0	5,000
Total Expenditures	<u>0</u>	<u>45,138</u>	<u>68,698</u>
Change in Fund Balance	<u><u>\$0</u></u>	<u><u>\$1,321</u></u>	<u><u>\$0</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Ten Months Ended April 30, 2017

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	General Donations	Friends of the Library	LSTA Outreach 2015	MCMC Grant	Aging in the Gorge	Outreach Fund	Other Grants	RTR 2016	RTR 2017	Total
Revenues:													
Donations and grants	\$1,000	\$0	\$1,957	\$1,095	\$6,850	\$0	\$0	(\$900)	\$1,000	\$0	\$0	\$4,628	\$11,002
Intergovernmental revenue													4,628
Total Revenues	<u>1,000</u>	<u>0</u>	<u>1,957</u>	<u>1,095</u>	<u>6,850</u>	<u>0</u>	<u>0</u>	<u>(900)</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>4,628</u>	<u>15,630</u>
Expenditures:													
Personal services:													
Wages and salaries:						69							69
Library assistant II													0
Employee benefits:													0
Retirement													0
FICA													0
Workers compensation													0
Health insurance													0
Unemployment insurance													0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>69</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>69</u>
Materials and services:													
Building maintenance			2,000		543		12				17		2,000
Collection development			8,512										9,084
Technology					3,306				70	26	3,430		7,306
Programs			500										519
Furniture and equipment			5,199										5,199
Georgiana Smith Memorial Garden			7,490										7,490
Office supplies			26										26
Miscellaneous			329		50						(24)		355
Printing													0
Total Materials and Services	<u>0</u>	<u>0</u>	<u>24,056</u>	<u>0</u>	<u>3,899</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>70</u>	<u>26</u>	<u>3,423</u>	<u>0</u>	<u>31,486</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>13,220</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,220</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>37,276</u>	<u>0</u>	<u>3,899</u>	<u>69</u>	<u>12</u>	<u>0</u>	<u>70</u>	<u>26</u>	<u>3,423</u>	<u>0</u>	<u>44,775</u>
Net Change in Fund Balance	1,000	0	(35,319)	1,095	2,951	(69)	(12)	(900)	930	(26)	(3,423)	4,628	(29,145)
Fund Balance - July 1, 2016	1,642	3,000	73,634	0	5,410	69	62	900	0	0	3,423	0	88,140
Fund Balance - April 30, 2017	<u>\$2,642</u>	<u>\$3,000</u>	<u>\$38,315</u>	<u>\$1,095</u>	<u>\$8,361</u>	<u>\$0</u>	<u>\$50</u>	<u>\$0</u>	<u>\$930</u>	<u>(\$26)</u>	<u>\$0</u>	<u>\$4,628</u>	<u>\$58,995</u>

See Independent Accountants' Compilation Report

OLAQ

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5-8-2017

Impacting Rural Hispanic Communities by Reaching Out, Connecting and Providing Services at Different Levels

Patty Lara

Hood River County Library District

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Impacting Rural Hispanic Communities by Reaching Out, Connecting and Providing Services at Different Levels

by Patty Lara
*Outreach Specialist,
Hood River County Library District*
patty@hoodriverlibrary.org



PATTY LARA

Patty Lara has been the Outreach Specialist with the Hood River County Library District for over five years now. She graduated from Portland Community College in 2010 with an Associate of Applied Science Degree in Criminal Justice. Yes, that's right Criminal Justice. She loves her job as an Outreach Specialist and can't imagine doing anything else. Patty is excited to share her experiences and is open to corresponding with you.

In my role as an outreach specialist, I have created community events, partnered with various organizations, and participated in nontraditional programs in order to attract the vast Hispanic populations in the area to the various Hood River County libraries.

Hood River County is a rural community, and an estimated 31 percent of the population is Hispanic. The great thing about this community is that it has invested its efforts in honoring and accepting the Hispanic culture and bringing the community together as a whole. There is a little town named Odell, about eight miles south of Hood River, where I have focused my outreach efforts. Odell currently has an estimated Hispanic population of 65 percent.

When I think about my position at the library, my first thought has always been, "How would I get my parents to come to my events?" A huge influence on my creative thinking process was attending my first OLA conference. During the conference, I attended a session that focused on outreach to Hispanic communities. The two things that stuck with me were: always provide food, and try to focus on two or three big programs per year. That is exactly what I have done. I took the time to ask my parents what they thought of that advice, and they agreed. If they didn't have to cook and it was an event they could relate to culturally, they would participate.

I have been working for the Hood River County Library District since December 2011. After two years of working at the library, we were approved for an LSTA grant. That increased my hours from part time to full time. The grant help fund my position, and the focus would be to promote library services to the Odell Hispanic population. My first thought was to meet people where they currently were instead of expecting them to come to us. The ideas started flowing, and I dedicated my time and efforts to two big events: Día de los Niños and Día de los Muertos.

The Hood River County Library District has been celebrating Día de los Muertos and Día de los Niños in Odell for about four years now. Both celebrations are filled with Mexican culture.





Taking a picture at the photo booth (Me).



Group of kids at the photo booth.

Día de los Muertos is celebrated on November 1 and 2. It is a day to remember passed loved ones. I have been able to bring such a big event to this small town because of great community partners and community volunteers. This past November local sponsors helped provide a full dinner including dessert and coffee, live music, and crafts for kids. The feedback from the community was positive, and over 300 people attended.

In April 2016, I focused my efforts on Día de los Niños. I wanted to develop a fun and friendly celebration for kids and their families that would also serve as a resource fair. Over 20 organizations participated in the event. Each organization had their own booth. They were asked to bring a carnival themed game, and provide giveaways for the kids. Resources ranged from eye care, dental care, to immigration law services. We also had an organization give out and do trades on bicycles and helmets. This event attracted over 350 guests, and I was able to give out over 150 books. While planning these two events, I was also thinking of other creative ways of getting to know the public and how to offer my services on their time and level.

One of my creative and continuing efforts to provide outreach to the Odell community has been to offer library services at a Zumba class. I have been visiting the class for over two years. This opportunity came to be because of my little sister. She took me to a free community Zumba class offered in Odell. As I quickly discovered, this was a perfect opportunity to promote library services. I attended the next Zumba class where I presented my ideas to promote the library



Día de los Muertos celebration.



Kids lining up to get their free book.

to the instructors, and they were excited to partner with me. I now carry with me a crate of books, laptop and scanner. I have the ability to register new patrons and provide library services once a week.

Participating in the classes has been a humbling experience. Just last year, I had an older woman ask me for a library card. She was a little quiet and reserved, and she told me she was specifically looking for a certain book. I told her I didn't have it at that moment, but I would bring it to the next class. She came up to me during the following class, and I showed her the book. She was so happy and told me she would

have never been able to get a hold of a book like that because she didn't have the resources to get to the library. I knew then that my outreach efforts were truly making a difference.

Recently, I have also been representing the library as a DJ on our local radio station, Radio Tierra on 95.1 FM. With the encouragement of the radio director, I now have two shows. One is called *La Hora Infantil*, which focuses on children. For an hour I play *Rondas Infantiles* (Spanish children's songs), provide a story, and talk about the things the library is doing. I recently started a new thirty-minute segment called *Recursos Informativos*. During this time I have a special guest who talks about the services they provide to the Spanish speaking community. I have had over 15 organizations participate and have made connections with great people. I also give other libraries within broadcast range the opportunity to come on my show to talk about the services and programs they offer. It is a great way to stay connected and show the surrounding areas that our focus is all the same. Since I started appearing on the radio, the attendance at my programs has increased. Many people call in during my show to voice their thoughts and opinions, and so far, everything has been positive.




St. Francis Zumba class teaching kids some Zumba moves.



Taking a little time off air to take a picture with the Directors of the Migrant Summer School.

Finally, I would like to mention a program that the library has been involved in for a year now. With Ready to Read funds, the support of Wy'east Middle School in Odell and our Children's Services staff, the library has set forward another great project. We now provide bus transportation from Odell to Hood River and back; we call this the Odell Express Bus. With the support of the school, they send out an auto-call the night before the bus to families. When children and families arrive at the library, they get the opportunity to watch a movie, have a snack, and participate in story time. Each child leaves with a free book. The service is intended to provide transportation services to families that don't have the resources to make it to town.

For the past four years, I have used nontraditional outreach services to target my intended public. Through these efforts, I have reached out to a large population of non-library users. I have been able to measure my success by the number of people who participate in my events and by their positive feedback. I am truly grateful for the opportunity I have had to reach this great community, and I will continue to go out and be a voice for the library.

I cannot finish this article without giving credit to the support of REFORMA Oregon. I'm currently the Co-Chair of the group and have been involved with them since it became its own chapter. With the help of this group, I have gone outside my comfort zone and participated in things I would have never been a part of. This group has been guided me to further my success with my targeted population. Also, in attending the previously mentioned OLA conference session on outreach to Hispanic communities, I had the opportunity to meet some great people that led me in the right direction. I don't think I would be where I am today without their support and guidance. 



Circulation, 2016-17

Hood River													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	444	470	434	479	410	447	426	488	502	428			4,528
Video	1,809	2,179	1,937	1,915	1,535	2,142	2,221	2,056	2,073	2,123			19,990
Fiction	1,121	1,746	1,591	1,222	964	1,158	1,197	1,201	1,508	1,216			12,924
Large print	63	148	128	72	72	110	78	88	89	109			957
Nonfiction	996	1,343	1,222	880	751	718	949	1,153	1,345	1,259			10,616
Adult Spanish	86	36	44	62	28	18	26	37	77	43			457
Magazines	250	255	319	259	259	175	288	159	232	256			2,452
New books	828	304	426	1,026	876	998	891	870	897	841			7,957
Graphic novels	133	120	111	76	78	86	80	57	467	63			1,271
Miscellaneous	24	27	27	22	36	2	4	0	10	39			191
YA collection	392	435	293	219	219	238	233	194	306	259			2,788
Children's audio	335	313	130	167	175	157	210	157	306	326			2,276
Children's new books	457	51	72	416	475	387	453	424	429	360			3,524
Board Books	166	256	278	210	168	132	142	147	162	103			1,764
Children video	933	818	755	725	675	703	695	721	843	631			7,499
Children's fiction	1,260	1,298	859	718	632	658	695	751	927	902			8,700
Children's nonfiction	561	601	400	471	522	442	461	533	503	457			4,951
Picture books	93	1,236	1,152	1,146	944	797	987	1,002	1,068	822			9,247
Readers	527	520	418	417	331	374	457	412	604	505			4,565
Holiday books	11	19	124	225	223	287	68	30	39	24			1,050
Children's graphic novels	400	453	362	260	211	251	266	329	175	250			2,957
Children's Spanish	118	121	137	233	133	95	144	135	137	129			1,382
Home bags & book kits	19	24	27	12	14	10	15	7	10	8			146
TOTAL	11,026	12,773	11,246	11,232	9,731	10,385	10,986	10,951	12,709	11,153	0	0	112,192

Cascade Locks													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	10	8	2	10	5	2	3	7	11	13			71
Video	93	147	152	87	98	86	65	83	74	79			964
Fiction	34	65	41	57	55	37	26	28	84	85			512
Large print	1	3	4	1	0	0	2	0	3	5			19
Nonfiction	7	19	16	16	22	20	12	8	18	21			159
Spanish	0	0	10	0	0	0	0	0	0	0			10
Magazines	0	10	3	2	6	4	2	6	4	0			37
New books	13	34	34	20	12	31	28	8	34	23			237
Graphic novels	1	0	0	0	0	1	1	1	0	1			5
Miscellaneous	0	0	1	0	0	0	0	0	0	0			1
Young adult collection	5	12	6	15	2	8	11	3	9	2			73
Children's audio	0	1	2	1	1	1	1	1	0	5			13
Children's new books	1	0	8	8	4	5	2	0	19	4			51
Board Books	1	2	6	10	1	2	11	19	5	16			73
Children video	10	51	70	42	23	29	24	26	16	15			306
Children's fiction	6	36	47	19	4	21	29	14	22	3			201
Children's nonfiction	4	16	4	7	3	9	9	16	12	14			94
Picture books	26	41	35	12	16	15	12	7	12	11			187
Readers	18	14	16	11	8	3	3	4	13	3			93
Holiday books	4	1	7	8	21	16	0	0	10	2			69
Children's graphic novels	1	7	11	12	0	0	1	7	2	3			44
Children's Spanish	0	1	22	1	0	0	1	0	0	0			25
Home bags & book kits	0	0		0	0	0	0	1	0	0			1
TOTAL	235	468	497	339	281	290	243	239	348	305	0	0	3,245

Parkdale												
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
3	7	2	1	1	6	4	12	5	7			48
102	113	152	73	77	41	47	54	45	50			754
66	32	41	26	32	14	15	12	29	31			298
1	2	4	1	3	1	1	0	1	3			17
49	27	18	9	9	7	16	14	4	28			181
2	12	10	4	3	4	5	3	10	1			54
7	0	3	7	0	3	0	1	2	10			33
40	32	33	9	5	22	21	6	1	8			177
3	1	0	0	0	0	0	1	0	0			5
0	0	0	0	0	0	0	0	1	0			1
5	13	6	3	2	2	4	5	18	5			63
3	3	2	1	2	0	0	1	1	0			13
6	11	8	13	10	0	9	0	8	7			72
0	14	6	12	10	2	1	3	3	3			54
74	40	70	44	67	17	17	25	22	16			392
48	50	47	37	22	29	25	14	13	10			295
27	4	4	13	39	13	25	10	18	17			170
53	29	35	51	37	20	19	29	48	40			361
22	6	16	19	29	10	2	2	7	5			118
2	1	7	13	7	7	4	4	2	4			51
11	4	11	3	0	3	4	6	15	6			63
30	15	22	25	11	2	0	2	3	2			112
0	0	0	0	0	0	0	0	0	0			0
554	416	497	364	366	203	219	204	256	253	0	0	3,332

Districtwide												
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
457	485	438	490	416	455	433	507	518	448	0	0	4,647
2,004	2,439	2,241	2,075	1,710	2,269	2,333	2,193	2,192	2,252	0	0	21,708
1,221	1,843	1,673	1,305	1,051	1,209	1,238	1,241	1,621	1,332	0	0	13,734
65	153	136	74	75	111	81	88	93	117	0	0	993
1,052	1,389	1,256	905	782	745	977	1,175	1,367	1,308	0	0	10,956
88	48	64	66	31	22	31	40	87	44	0	0	521
257	265	325	268	265	182	290	166	238	266	0	0	2,522
881	370	493	1,055	893	1,051	940	884	932	872	0	0	8,371
137	121	111	76	78	87	81	59	467	64	0	0	1,281
24	27	28	22	36	2	4	0	11	39	0	0	193
402	460	305	237	223	248	248	202	333	266	0	0	2,924
338	317	134	169	178	158	211	159	307	331	0	0	2,302
464	62	88	437	489	392	464	424	456	371	0	0	3,647
167	272	290	232	179	136	154	169	170	122	0	0	1,891
1,017	909	895	811	765	749	736	772	881	662	0	0	8,197
1,314	1,384	953	774	658	708	749	779	962	915	0	0	9,196
592	621	408	491	564	464	495	559	533	488	0	0	5,215
172	1,306	1,222	1,209	997	832	1,018	1,038	1,128	873	0	0	9,795
567	540	450	447	368	387	462	418	624	513	0	0	4,776
17	21	138	246	251	310	72	34	51	30	0	0	1,170
412	464	384	275	211	254	271	342	192	259	0	0	3,064
148	137	181	259	144	97	145	137	140	131	0	0	1,519
19	24	27	12	14	10	15	8	10	8	0	0	147
11,815	13,657	12,240	11,935	10,378	10,878	11,448	11,394	13,313	11,711	0	0	118,769

Interlibrary loans, 2016-17

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	968	1,032	1,029	1,068	968	1,096	1,118	1,014	1,146	1,034			10,473
Borrowed from Sage	825	943	932	892	832	920	935	961	1,226	1,204			9,670
<i>Sage difference</i>	143	89	61	176	136	176	183	53	-80	-170	0	0	803

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	49	41	38	36	51	51	52	51	51	53			473
Borrowed from Sage	52	49	63	56	60	46	58	39	64	42			529
<i>Sage difference</i>	-3	-8	-25	-20	-9	5	-6	12	-13	11	0	0	-56

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	22	49	41	27	32	40	29	30	39	39			348
Borrowed from Sage	19	18	17	25	30	13	17	19	21	25			204
<i>Sage difference</i>	3	31	24	2	2	27	12	11	18	14	0	0	144

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	1,039	1,122	1,108	1,131	1,051	1,187	1,199	1,095	1,236	1,126	0	0	11,294
Borrowed from Sage	896	1,010	1,012	973	922	979	1,010	1,019	1,311	1,271	0	0	10,403
<i>Sage difference</i>	143	112	96	158	129	208	189	76	-75	-145	0	0	891
Checked out by non-Sage	20	31	14	12	21	16	24	44	43	43			268
Borrowed from non-Sage	8	15	7	5	1	0	5	5	2	2			50
<i>Non-Sage difference</i>	12	16	7	7	20	16	19	39	41	41	0	0	218

Computer use, 2016-17

We assume that some people do not sign up for their computers sessions. Here are the multipliers for each location:
 HR adult: 1.4
 HR kids: 3
 CL and PK: 1.1

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	1300	1083	783	758	656	501	479	895	996	1290			8,741
Cascade Locks	98	153	79	80	58	62	33	42	66	76			747
Parkdale	79	97	72	33	18	15	11	7	16	21			369
TOTAL	1,477	1,333	934	871	732	578	523	944	1,078	1,387	0	0	9,857

Electronic resource use, 2016-17

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry	N/A	N/A	N/A	N/A	N/A	N/A	N/A	59	35	0			94
Auto Repair Ref Ctr	14	11	13	12	11	41	63	39	34	33			271
Facebook													
<i>Posts</i>	23	23	9	15	16	31	31	22	27	26			223
<i>Post reach</i>	9,001	2,656	2,717	3,430	838	7,666	6,361	6,330	2,470	3,361			44,830
<i>Post engagement</i>	816	163	53	112	31	1,354	641	385	376	413			4,344
<i>Total likes</i>	1,189	1,239	1,245	1,249	1,252	1,271	1,287	1,301	1,324	1,336			1,200
Gale databases													
<i>In library sess.</i>	83	1	78	5	43	38	119	236	35	0			638
<i>Remote sess.</i>	7	9	4	3	15	3	5	4	7	42			99
<i>Full text</i>	60	3	4	2	15	0	11	39	13	10			157
hoodriverlibrary.org													
<i>Visits</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			0
<i>Unique visitors</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A
<i>Pageviews</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			0
Instagram													
<i>Posts</i>	9	0	0	0	0	0	0	1	2	2			14
<i>Post feedback</i>	8	0	0	0	0	0	0	14	17	40			79
<i>Followers</i>	201	245	255	258	262	265	268	271	279	291			2,595
LearningExpress													
<i>Registrations</i>	0	1	1	0	0	0	0	1	0	3			6
<i>Session</i>	3	1	8	0	0	0	0	1	0	4			17
Library2go													
<i>ebooks</i>	346	392	343	336	366	483	436	369	460	360			3,891
<i>Audiobooks</i>	344	341	352	346	339	352	382	352	393	382			3,583
Newsletter													
<i>Subscribers</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	737	728	745			680
<i>Messages sent</i>	0	0	0	0	0	0	0	2	2	2			6
<i>Opened</i>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	44.0%	38.0%	35.0%			11.7%
<i>Click rate</i>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.8%	1.0%	1.0%			0.4%
Pronunciator													
<i>Registrations</i>	10	15	2	21	10	1	0	10	14	3			86
<i>Logins</i>	28	42	20	33	24	9	30	18	25	10			239
TumbleBooks	80	20	4,097	5,930	1,100	286	302	n/c	n/c	n/c			11,815
Twitter													

<i>Tweets</i>	7	0	0	0	0	0	0	0	0	0	7
<i>Impressions</i>	1,547	0	0	0	0	0	0	0	0	0	1,547
<i>Mentions</i>	1	0	0	0	0	0	0	0	0	0	1
<i>Total followers</i>	489	517	519	526	530	539	548	550	554	566	501

Patron statistics, 2016-17

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month	2,193	2,206	2,029	2,071	1,933	1,766	1,848	2,000	2,193	2,009	0	0	20,248
New patrons	114	81	85	85	65	44	83	100	100	64	0	0	821
<i>Hood River</i>	76	81	85	85	65	44	67	62	73	42	0	0	680
<i>Cascade Locks</i>	7	4	6	5	1	3	1	6	2	5	0	0	40
<i>Odell</i>	2	0	1	1	2	3	2	5	0	1	0	0	17
<i>Parkdale</i>	9	14	8	20	6	9	4	5	12	1	0	0	88
<i>MIX libraries</i>	14	8	5	14	16	10	9	21	12	12	0	0	121
<i>Sage libraries</i>	6	5	2	0	0	0	0	1	0	3	0	0	17
<i>Passport librarie</i>	0	1	0	0	0	0	0	0	0	0	0	0	1
<i>Other</i>	0	3	0	0	0	0	0	0	1	0	0	0	4

Metropolitan Interlibrary eXchange (MIX) statistics, 2016-17

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Circulation													
First circs	605	831	548	776	484	431	434	498	458	460	0	0	5,525
Camas	0	0	0	0	0	0	0	0	0	0			0
Clackamas Co.	23	14	22	17	14	5	13	15	25	6			154
Fort Vancouver	546	753	471	468	437	370	392	380	328	374			4,519
Multnomah Co.	7	41	55	41	18	52	28	102	92	72			508
Washington Co.	29	23	0	0	15	4	1	1	13	8			94
Renewals	242	246	288	250	210	236	235	290	245	262	0	0	2,504
Camas	0	0	0	0	0	0	0	0	0	0			0
Clackamas Co.	1	1	0	0	0	0	2	1	1	0			6
Fort Vancouver	220	229	249	210	184	220	191	201	187	172			2063
Multnomah Co.	21	15	32	40	23	16	42	88	57	86			420
Washington Co.	0	1	7	0	3	0	0	0	0	4			15
TOTALS	847	1077	836	1026	694	667	669	788	703	722	0	0	8029

Program statistics, 2016-17

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	11	13	11	17	7	5	7	3	7	14			95
<i>Attendees</i>	1,007	1,117	760	98	344	79	141	245	268	915	0	0	4,974
Kids programs													
<i>Number</i>	27	20	26	47	25	27	15	16	35	38			276
<i>Attendees</i>	4,370	3,995	2,528	4,190	2,238	2,696	623	1,130	3,178	2,888	0	0	27,836
Teen programs													
<i>Number</i>	2	2	5	4	1	7	2	3	7	4			37
<i>Attendees</i>	31	37	361	69	11	75	19	20	41	15	0	0	679
TOTAL													
<i>Number</i>	40	35	42	68	33	39	24	22	49	56	0	0	408
<i>Attendees</i>	5,408	5,149	3,649	4,357	2,593	2,850	783	1,395	3,487	3,818	0	0	33,489

Program statistics, April 2017

Event	Cosponsor(s)	Location	Date	Attendees	
<i>ADULT PROGRAMS</i>					
GED Presentation	GED Classes	Odell	April 4	10	
Dia de los Ninos Planning Meeting	Local Organizations	Hood River	April 5	20	
	Radio Tierra:				
	Columbia Gorge Community Collage	The gorge	April 12	500	
Recursos Informativos: New Radio Show	REFROMA OREGON	Salem	April 19	25	
OLA Conference Presentation		Hood River	April 1	24	
Death Symposium		Hood River	April 8	5	
Kickstand Book Club		Hood River	April 13	21	
Library Book Club		Hood River	April 28	28	
Astronomy Program		Hood River	April 20	50	
Drama and Music	Stave & Stone	Hood River	April 22	53	
Drama and Music		Hood River	April 26	10	
Death Cafe		Hood River	April 27	3	
Gaining Ground		Hood River	April 29	20	
Writing Workshop		Hood River	April 30	125	
Public Presentation		Hood River	Various	21	94 (checkouts)
Senior Centers					
Adult total				915	
<i>KIDS PROGRAMS</i>					
La Hora Infantil: Radio Show	Radio Tierra	The Gorge	April 5,12,26	1500	
	Hood River Providence Hospital & St. Francis House	Odell	April 6, 27	145	
Odell Book Mobile/Library @ Zumba Mon's & Thurs's	Mid-Valley Elementary School	Odell	April 3,17	130	
Story Time Monday's	Learning Farm Preschool	Hood River	April 11	92	
Story Time Tuesday's		Odell	April 28	500	
Dia de los Ninos		HR	April 1	3 on bus/22 total	
Odell Bus					

Outreach HR-Xing		HR	April 5	13
Preschool Story Time		HR	April 6	26
Infant Toddler Story Time		HR	April 6	18
Odell Bus		HR	April 8	3 on bus/12 total
CL Story Time		CL	April 8	2
Cookies and Books		CL	April 11	24
Rinconcito Outreach		HR	April 12	0
Preschool Story Time		HR	April 13	45
Infant Toddler Story Time		HR	April 13	32
Odell Bus		HR	April 15	0 (Easter weekend)
CL Story Time		CL	April 15	0
Outreach HR-Xing		HR	April 19	6
Mini-Library donations	Indian Creek Apts		April 19	15
Combined Story Time		HR	April 20	50
Odell Bus		HR	April 22	6
CL Story Time		CL	April 22	0
Much Ado About Nothing (Shkspr Week)	3 Festival, Inn on Oal	HR	April 23	55
Knight's Quest (Shkspr Week)		HR	April 23	50
Masquerade Mask craft		HR	April 25	45
Rinconcito Outreach		HR	April 26	6
Mini-Library donations	Indian Creek Apts		April 26	10
Let's Put on a Play		HR	April 26	0
Preschool Story Time		HR	April 27	44
Infant Toddler Story Time		HR	April 27	22
Matinee Movie and craft (Shkspr Week)		HR	April 27	8
PK Elementary Class Visits	PK Elementary	PK Library	April 28	5
Shakespeare Bookmark Participants	er Coffee, Pin Street	HR	April 1-29	15
Odell Bus		HR	April 29	4 on bus/12 total
Sword Play Workshop (Skspr Week)		HR	April 29	24
Kids total				2,888
TEEN PROGRAMS				
Teen Council			April 1 & 15	7
SAT prep Party			April 10	2
Shakespearean Insults			April 29	6
Teen total				15

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

Accounting Proposal

Onstott, Broehl & Cyphers, P.C.

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

Contact Person: Ken Onstott , shareholder

April 20, 2017

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

April 20, 2017

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 quality 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.

Authorized Firm Representative

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
keno@skyride.net


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

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.

 SHYRENOLDS
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 five certified public accountants. All are licensed by the Oregon State Board of Accountancy to practice public accounting in Oregon. Three are also licensed to perform audits of Oregon municipal corporations.

Staff

The Dalles office employs the following staff:

Certified Public Accountants	5
Professional staff	1
Clerical staff	2

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:

Kenneth Onstott, CPA (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.

Brian O'Shaughnessy (Staff Accountant) Mr. O'Shaughnessy graduated from Portland State University in 1998 and worked as an accountant at a Hood River lumber company prior to joining the firm in 1999. He has worked on various governmental engagements since joining the firm. Mr. O'Shaughnessy 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 services	\$ 1,400*
Annual fee for routine accounting services	\$16,800*

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

* This fee is based on a maximum of 50 regular checks per month or 50 payroll checks per month. Should the number exceed these amounts, an additional \$50 per month would be charged.

Charges for additional services will be billed at \$95 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 six 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

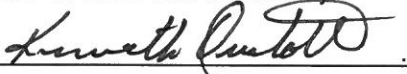
We appreciate the opportunity of presenting this proposal to you. We have provided services of this nature to various entities for a number of years and believe that we can provide a high level of timely service to you. We can provide references upon request. We are confident that we can give you quality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

V. Proposal certifications

Non-Discrimination Clause (ORS 279A.110)

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

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

Certified by: 

Firm Name: Onstott, Broehl & Cyphers, PC

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

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. ____ x ____ to No. ____ x ____ 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: 
Authorized Signer

April 20, 2017
Date

Kenneth Onstott
Printed Name

Salary Schedule, 2016-17

(Personnel Policies, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$10.77 \$22,402	\$10.99 \$22,859	\$11.21 \$23,317	\$11.43 \$23,774	\$11.66 \$24,253	\$11.89 \$24,731	\$12.13 \$25,230
Clerk II	\$12.39 \$25,771	\$12.64 \$26,291	\$12.89 \$26,811	\$13.15 \$27,352	\$13.41 \$27,893	\$13.68 \$28,454	\$13.95 \$29,016
Library Assistant I	\$14.87 \$30,930	\$15.17 \$31,554	\$15.47 \$32,178	\$15.78 \$32,822	\$16.10 \$33,488	\$16.42 \$34,154	\$16.75 \$34,840
Library Assistant II	\$17.10 \$35,568	\$17.44 \$36,275	\$17.79 \$37,003	\$18.15 \$37,752	\$18.51 \$38,501	\$18.88 \$39,270	\$19.26 \$40,061
Librarian I	\$20.52 \$42,682	\$20.93 \$43,534	\$21.35 \$44,408	\$21.78 \$45,302	\$22.22 \$46,218	\$22.66 \$47,133	\$23.11 \$48,069
Librarian II	\$24.98 \$51,958	\$25.48 \$52,998	\$25.99 \$54,059	\$26.51 \$55,141	\$27.04 \$56,243	\$27.58 \$57,366	\$28.13 \$58,510
Library Director	\$33.30 \$69,264	\$33.97 \$70,658	\$34.65 \$72,072	\$35.34 \$73,507	\$36.05 \$74,984	\$36.77 \$76,482	\$37.51 \$78,021

Range approved by the Board of Directors, May 17, 2016

Steps established by Library Director, May 17, 2016

Salary Schedule, 2017-18 (Personnel Policies, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$10.99 \$22,859	\$11.21 \$23,317	\$11.43 \$23,774	\$11.66 \$24,253	\$11.89 \$24,731	\$12.13 \$25,230	\$12.37 \$25,730
Clerk II	\$12.64 \$26,291	\$12.89 \$26,811	\$13.15 \$27,352	\$13.41 \$27,893	\$13.68 \$28,454	\$13.95 \$29,016	\$14.23 \$29,598
Library As	\$15.17 \$31,554	\$15.47 \$32,178	\$15.78 \$32,822	\$16.10 \$33,488	\$16.42 \$34,154	\$16.75 \$34,840	\$17.09 \$35,547
Library As	\$17.44 \$36,275	\$17.79 \$37,003	\$18.15 \$37,752	\$18.51 \$38,501	\$18.88 \$39,270	\$19.26 \$40,061	\$19.65 \$40,872
Librarian	\$20.93 \$43,534	\$21.35 \$44,408	\$21.78 \$45,302	\$22.22 \$46,218	\$22.66 \$47,133	\$23.11 \$48,069	\$23.57 \$49,026
Librarian	\$25.48 \$52,998	\$25.99 \$54,059	\$26.51 \$55,141	\$27.04 \$56,243	\$27.58 \$57,366	\$28.13 \$58,510	\$28.69 \$59,675
Library Di	\$33.97 \$70,658	\$34.65 \$72,072	\$35.34 \$73,507	\$36.05 \$74,984	\$36.77 \$76,482	\$37.51 \$78,021	\$38.26 \$79,581

Range approved by the Board of Directors,
Steps established by Library Director, May 2, 2017

Resolution No. 2016-17.08

Resolution to Transfer Dormant Fund Balance and Dissolve Dormant Fund

WHEREAS, the Board finds that the purposes for which the Sage Library System Fund (#04) was created are no longer in effect; and,

WHEREAS, the monies collected into this fund have not been appropriated and the fund has become dormant; and,

Now, therefore be it RESOLVED, that the Board does hereby declare the Sage Library System Fund (#04) to be dormant and authorizes the District accountant Onstott, Broehl, Cyphers, to transfer the remaining balance to the General Fund (#01) and close the dormant fund.

Adopted by the Board of Directors of Hood River County Library District this 18st day of April, 2017.

ATTEST:

Sara Snyder, President

Rachael Fox, Library Director