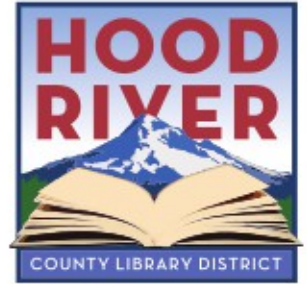


**Board of Directors**  
**Regular Meeting Agenda**  
Tuesday, August 18, 2015, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Suzanne VanOrman, President



- |  |          |
|--|----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>               | VanOrman |
| <b>II. Conflicts or potential conflicts of interest</b>              | VanOrman |
| <b>III. Approval of minutes from July 21, 2015, meeting (ACTION)</b> | VanOrman |
| <b>IV. Open forum for the general public</b>                         | VanOrman |
| <b>V. Reports</b>  |          |
| i. Friends update  | VanOrman |
| ii. Foundation update  | Foley    |
| iii. June and July 2015 financial statements                         | Nielsen  |
| iv. Director's report  | Nielsen  |
| <b>VI. Previous business</b>   |          |
| <b>VII. New business</b>   |          |
| i. SDAO online training: Public meetings                             | Nielsen  |
| ii. Gardens maintenance bids (ACTION)                                | Nielsen  |
| iii. Hood River Library fire alarm system (ACTION)                   | Nielsen  |
| <b>VIII. Agenda items for next meeting</b>                           | VanOrman |
| <b>IX. Adjournment</b>   | VanOrman |

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

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

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon.

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

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**Board of Directors**  
**Regular Meeting Agenda, Supplementary Info**

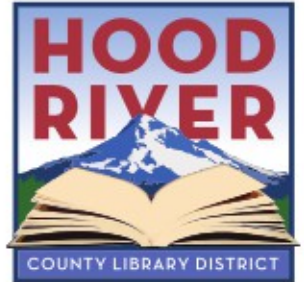
Tuesday, August 18, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Library Director Buzzy Nielsen



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

VanOrman

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

VanOrman

**III. Approval of minutes from July 21, 2015, meeting (ACTION)**

VanOrman

*Attachments:*

- III. Minutes from July 21, 2015, meeting

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

VanOrman

**V. Reports**

**i. Friends update**

VanOrman

The Friends of the Library are on break from meeting until September 8<sup>th</sup>. They held their annual picnic potluck on August 11 with about 40 people attending. The Hood River County Reads committee met and tentatively chose *Martin Marten* by Brian Doyle, a coming of age story of a boy who lives on Mt. Hood. The paperback book is due in April 2016. The Friends have not yet confirmed with the author, but if he's able to attend, Reads would launch in April, with the finale in May.

**ii. Foundation update**

Foley

The Library Foundation also is on hiatus from meeting for the summer. However, the committee updating the Georgiana Smith Memorial Gardens is meeting regularly. They are working with local nonprofit WINGS to clean up several of the existing plant beds. The northwest plant bed at Oak & 6<sup>th</sup> has been turned into a xeriscape. Plants will be going in shortly. Some attractive gravel also was purchased for the area. Excess gravel was put in front of the electrical control box on Oak St. and around the Stoniferous Pine statue. New cast-aluminum Gardens furniture also has arrived and will be put out shortly, replacing much of the existing teak furniture. Problems with the irrigation system are being resolved as well. The Foundation has scheduled a strategic planning session with local nonprofit consultant Barbara Briggs. The session will be on Saturday, October 17.

**iii. June and July 2015 financial statements**

Nielsen

*Attachments:*

- Viii.a. June 2015 financial statements

At the end of the 2014-15 fiscal year, the District's General Fund ended with \$597,340, \$47,340 more than budgeted for next fiscal year. This amount includes ample operating funds to take us from July through November, when we receive the bulk of our tax revenue. On the high end, I estimate the need for \$80,000 per month for five months, or \$400,000. The carryover also includes the \$100,000 in contingency that we did not spend. That money gets rolled over directly back into our contingency as

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well as our newly-created vacation reserve. Here were some other notable items from last fiscal year:

- Current year tax revenues came in \$24,462 higher than budgeted.
- Overall Personal Services came in \$57,167 under budget.
- Building maintenance came in much closer to expected amounts than last fiscal year, with only being \$2,500 over the \$20,000 budgeted.
- Accounting and auditing expenditures were low due to some bills being issued late, meaning they'll appear in the 2015-16 fiscal year.
- Upkeep of the Georgiana Smith Memorial Gardens came in \$3,300 higher than budgeted, a discrepancy that has been corrected during the current fiscal year.
- We spent far less on programs than budgeted, which has been acknowledged for the current fiscal year.

The July 2015 financial statements were unavailable at the time the meeting packet was distributed.

#### **iv. Director's report**

Nielsen

- Assistant Director Rachael Fox left for parental leave on August 1. On August 6<sup>th</sup>, she gave birth to Finn Fox, at 9 lbs. 9 oz.!
- In July, we checked out 12,093 of our items from our locations, an increase of 4.3% over last July. It was our busiest month since reopening, topping the previous busiest month of July 2014.
- Program involvement in July was 5,012 people, 53.9% higher than the previous July.
- Downloadable ebook and audiobook service Library2Go saw a 21.3% increase over last July, and the kids ebook service Tumblebooks saw a 118% increase. TumbleBooks typically sees low usage in the summer compared to the school year, and July was no exception, but this month saw a big jump.
- The Summer Reading Program has been busier than ever. Staff report that we have more signups than we have had since we reopened.
- Libraries of Eastern Oregon, a group to which we belong in order to combine efforts for grantwriting and electronic resource licensing, recently received a \$250,000 grant from ArtPlace America, an organization dedicated to showing how art assists with economic development. The grant will bring artists and art projects into libraries around the eastern Oregon region, including hopefully Hood River County.
- In May, staff analyzed the Hood River Library's HVAC software and learned the best settings to ensure that the building wasn't being unnecessarily heated or cooled. These changes appear to be bearing fruit. Despite hotter weather, the electricity bills paid in July and August 2015 showed a 19% decrease in electrical usage over July and August of 2014, a savings of over \$500.
- Water usage for irrigating the Georgiana Smith Memorial Gardens seems exceptionally high – 234,000 gallons of water during the last billing period. The Foundation Gardens committee and I are working to fix any problems in the system and water appropriately long and often.
- Tables are on order to renovate the circulation area of the Hood River Library. We will be removing the large wooden unit that currently holds the catalog computers and new books. It will be replaced by several large round tables, opening up the shelves behind the large unit for us to use them for new adult books, audiobooks, and movies and generally opening the space up. This project is made possible thanks to generous donations from Naomi Foster and the

many individuals who contributed to the Friends' memorial fund for Sydney Burkhardt.

## **VI. Previous business**

There is no previous business.

## **VII. New business**

### **i. SDAO online training: Public meetings**

Nielsen

*Attachments:*

- VII.i.a. A Quick Reference Guide to Oregon's Public Meetings Laws
- VII.i.b. Public meetings checklist from Special Districts Association of Oregon
- VII.i.c. HRCLD Board Governance Policy

As a public entity, the District's Board of Directors and its committees must abide by Oregon public meeting laws, ensuring that District business is accessible to citizens of the District. As part of our annual liability insurance renewal, Special Districts Association of Oregon (SDAO) offers discounts to Districts who are ensuring that they're following best practices on various aspects of operation. This year, they're focusing on public meetings.

Attached are several documents explaining public meeting requirements.

- The reference guide - written jointly by the Oregon Attorney General's Office and Open Oregon, a group dedicated to government transparency - gives a basic overview of the spirit and letter of public meetings laws in Oregon.
- The SDAO checklist reminds how meetings should be conducted, including when it's appropriate to hold executive sessions. For instance, one reminder they give is that meetings must be held in ADA-accessible locations, which unfortunately precludes our Parkdale branch.
- Our Board Governance Policy addresses how we handle meetings in Article IV: Meetings.

During this meeting, we'll also view an online training on public meetings prepared by SafePersonnel, a company that produces online trainings for municipalities. SDAO has a subscription to the service for all of its members. In addition to educating about public meetings, viewing the training also will give use a 2% discount on next year's insurance bill.

### **ii. Gardens maintenance bids (ACTION)**

Nielsen

*Attachments:*

- VII.ii.a. 2015 season statement of work
- VII.ii.b. 2015 season quote from FLI
- VII.ii.c. 2016 season quote from FLI

For the past several months, I have sought a firm to maintain our plant beds. It's been challenging to find firms willing to bid on the project; many are quite busy, I believe. Of my initial requests, none responded (the contractor we used previously retired). However, I will receive two quotes from the second round of requests. All told, I contacted the following firms in Hood River and The Dalles:

- Alford Landscape Services (the contractor who worked on the Gardens pre-closure)
- FLI Landscaping

- Garden Gates Landscaping & Design
- Green Gardens
- Jordan Chelsa Landscaping
- Mack's Gardening and Maintenance
- Polo Rodriguez Landscaping
- Torres Lawn Service
- Walker's Landscape Maintenance

In addition to requesting bids to complete the 2015 season through November, I also requested bids for all of the 2016 season. Those bids include the cost of mowing the lawn, as that responsibility will fall to the Library District once Hood River County transfers ownership of the property.

FLI Landscaping has submitted a quote, and Walker's Landscape Maintenance will submit a quote on Monday, which I will forward. In evaluating these two companies, I spoke with the contractors, their references, and others in landscaping community. Also, I noted the type and extent of questions being asked by the contractors and the potential other services they could provide, such as irrigation assistance. I'll discuss my findings in reference to the quotes during the meeting.

### **iii. Hood River Library fire alarm system (ACTION)**

Nielsen

*Attachments:*

- VII.iii. Quote for fire system from Advanced Security and Electrical Technology (ASET), Inc.

A while ago, staff noticed that Hood River Library lacks any sort of fire protection or warning system. This includes pull stations, visual or auditory warnings, smoke and carbon monoxide detectors, and other items you'd typically see. The only part of the building that has any fire warning is the elevator, and that system was installed by the elevator contractor as we are required by law to have one.

Given the library's occupancy type (A-3, a place where people gather for general purposes, recreation, etc.), having such a system is critical and required by code. I am unsure how the building received an occupancy permit without one when it was expanded in 2003. The original expansion plans called for one. Regardless, we hope to remedy that situation. I sought quotes from various firms to install such a system. The best quote in terms of price and reviews was from ASET Inc., a firm based out of The Dalles. The Hood River Fire Department has worked with them and trusts their work.

I inquired about grants to fund this project, and we received a \$3,000 SDAO safety grant to support it. However, other private foundations did not express interest given the circumstances. I therefore am requesting that the Board approve having a fire alarm system installed by ASET Inc., up to \$37,500, to come from the Capital Equipment Reserve Fund. This was one of the projects for which I budgeted in this fiscal year. Once approved, I will move to get the system installed as soon as possible. The installation may require some closure days, or at least require us to close off some areas of the library.

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

VanOrman

- Strategic planning bids
- Policy review

### **IX. Adjournment**

VanOrman

# **Board of Directors Regular Meeting Agenda**

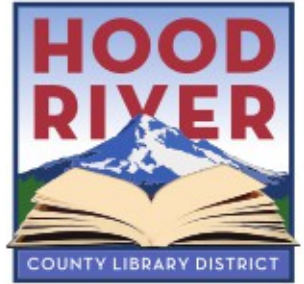
Tuesday, July 21, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Minutes prepared by Library Director Buzzy Nielsen



*Present:* Rachael Fox (staff), Buzzy Nielsen (staff), John Schoppert, Jean Sheppard, Sara Snyder, Suzanne VanOrman, Maija Yasui (presenter)

## **I. Swearing in new Board members**

VanOrman

President VanOrman called the meeting to order at 7.00p. VanOrman swore in the two newly-elected board members, John Schoppert and Jean Sheppard.

## **II. Additions/deletions from the agenda (ACTION)**

VanOrman

Snyder moved to approve the agenda as presented. Schoppert seconded. The motion carried unanimously.

## **III. Conflicts or potential conflicts of interest**

VanOrman

None stated.

## **IV. Approval of minutes from June 16, 2015, meeting (ACTION)**

VanOrman

Snyder moved to approve the minutes of the June 16, 2015, as presented. Sheppard seconded. The motion carried unanimously.

## **V. Potential siting of Minoru Yasui statue in Gardens**

Maija Yasui

Maija Yasui spoke about a project to honor Minoru Yasui, a Japanese-American who was unjustly imprisoned during World War II. He took his case to the US Supreme Court. Minoru was born in 1916, so what would have been his 100<sup>th</sup> birthday is approaching. Sarah Segal's Hood River Middle School class did a yearlong project on him and submitted a video to the US President. Maija was tasked with seeing if the citizens of Hood River were interested in having some sort of memorial. The proposal right now is to have a laser cutting of Minoru's face along with some of his free speech quotes. Maija asked if the District would be interested in being a part of the process and a potential site for the memorial. The statue likely will be funded by the Minoru's family. The Board won't approve the siting until more details are decided but agreed that the project is worth pursuing. Snyder thinks it would be an honor to site the memorial in the Gardens. Maija will work with library staff to ensure that memorial fits with the concept of the Gardens. VanOrman feels that as a community we owe Minoru such an honor. Nielsen will follow up with VanOrman

## **VI. Open forum for the general public**

VanOrman

No public present.

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## **VII. Reports**

### **i. Friends update**

VanOrman

In addition to the written report, VanOrman noted that the Friends recently gave the Library District \$1,700 for the Summer Reading Program. These funds were given by local businesses.

### **ii. Foundation update**

Nielsen

In addition to the written report, it was noted that the Foundation has been working with the Master Gardeners and local nonprofit WINGS to clean up the plant beds. They've already redone the plant bed at Oak & 6<sup>th</sup> St., making it a low-water xeriscape with rocks and drought-resistant plants.

### **iii. May and June financial statements**

Nielsen

The June financial statements were unavailable at the meeting because the tax distribution report was received late and while Nielsen was on vacation. 2014-15 tax revenue came in 3.3% over budget.

### **iv. Director's report**

Nielsen

In addition to his written report, Nielsen noted the following:

- The District launched its new website on July 10. Nielsen demonstrated the new site.
- Nielsen was invited to a focus group led by Meyer Memorial Trust to learn more about the needs of Hood River and The Dalles area and to inform the Foundation's future programming. The group meets on July 27<sup>th</sup>. MMT gave the District a grant when it first began to pay the Library Director's salary for the first year.
- Nielsen has had a difficult time finding gardening firms to respond to his request for maintenance bids. He hopes to have a bid for approval at the next regular meeting.
- Snyder commented that the annual statistics, and year-over-year increases, are fantastic.
- The City of Hood River finished repainting the handicapped parking space on the east side of the Hood River Library.

## **VIII. Previous business**

There was no previous business.

## **IX. New business**

### **i. Review of strategic goals**

Nielsen

The Board reviewed the current strategic goals and was pleased with the progress. They'd like to assess future goals during the strategic planning process that will happen this fiscal year. They see particular directions with serving communities of need, programming, branch remodels/moves, rehabilitating the Georgiana Smith Memorial Gardens, and writing a technology plan. They would like to hear from Outreach Specialist Patty Lara-Martinez about serving Odell and the Latino community generally. Nielsen will seek quotes from strategic planners.

### **ii. Officer elections (ACTION)**

VanOrman

Snyder moved to elect VanOrman as president of the Board of Directors for the 2015-16 fiscal year and Vaivoda as vice-president. Schoppert seconded. The motion carried unanimously. By statute, the Board's secretary is the Library Director.

### **iii. Appointing agents of record (ACTION)**

VanOrman

Snyder moved to adopt Resolution 2015-16.01, appointing the insurance agent of record as Columbia

River Insurance and the employee benefits agent of record as BCI Group. Sheppard seconded. The motion carried unanimously.

**iv. Establishing regular meeting time (ACTION)**

VanOrman

Sheppard moved to adopt Resolution 2015-16.02, establishing the regular Board of Directors meeting as the 3<sup>rd</sup> Tuesday of the month at Hood River Library. Snyder seconded. The motion carried unanimously.

**v. Legal services contract (ACTION)**

Nielsen

Sheppard moved to approve Resolution 2015-16.03, renewing the legal services contract with Annala, Carey, Baker, Thompson, & VanKoten, P.C., for one year. Schoppert seconded. The motion carried unanimously.

**vi. Determining Board Library Foundation liaison (ACTION)**

VanOrman

Snyder agreed tentatively to serve as the Board of Directors liaison to the Library Foundation. As liaison, Snyder would regularly attend the Foundation's meetings, report on District happenings to the Foundation, and report on Foundation happenings to the Board of Directors. Sheppard said that she possibly could fill in when Snyder is unavailable. Jen Bayer, president of the Library Foundation, will contact Snyder.

**vii. New fines and fees schedule (ACTION)**

Nielsen

Snyder moved to adopt Resolution 2015-16.04, revising the fines and fees schedule to add new damaged items fees, increase the charge for color printouts to \$0.50, and increase the research fee to \$50 per hour. Sheppard seconded. The motion carried unanimously.

**viii. Public Records Policy revision (ACTION)**

Nielsen

Sheppard moved to adopt Resolution 2015-16.05, amending the Public Records Policy to increase the research fee and make minor grammatical changes. Schoppert seconded. The motion carried unanimously.

**ix. Gardens furniture authorization (ACTION)**

Nielsen

The Board reviewed Nielsen's proposal to purchase new furniture for the Georgiana Smith Memorial Gardens from the Library Foundation's \$30,000 contribution toward Gardens rehabilitation. Some of the current teak furniture will be retained, but most will be replaced. Snyder moved to approve up to \$10,000 to purchase new tables and chairs for the Georgiana Smith Memorial Gardens. Sheppard seconded. The motion carried unanimously.

**X. Agenda items for next meeting, August 18, 2015**

VanOrman

- Policy review
- SDIS online training on public meetings
- Quotes for strategic planning consultants
- Quotes for gardens maintenance

**XI. Adjournment**

VanOrman

The meeting adjourned at 8.12p.



**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
June 30, 2015

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$72,903			\$72,903
Cash with Hood River County	524,414	\$62,010	\$97,830	684,254
Petty cash	416			416
Employee draws	1,800			1,800
Total Current Assets	<u>599,533</u>	<u>62,010</u>	<u>97,830</u>	<u>759,373</u>
TOTAL ASSETS	<u><u>\$599,533</u></u>	<u><u>\$62,010</u></u>	<u><u>\$97,830</u></u>	<u><u>\$759,373</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,193			\$2,193
Total Current Liabilities	<u>2,193</u>	<u>0</u>	<u>0</u>	<u>2,193</u>
Total Liabilities	<u>2,193</u>	<u>0</u>	<u>0</u>	<u>2,193</u>
Fund Balances:				
Unassigned	<u>597,340</u>	<u>62,010</u>	<u>97,830</u>	<u>757,180</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$599,533</u></u>	<u><u>\$62,010</u></u>	<u><u>\$97,830</u></u>	<u><u>\$759,373</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Twelve Months Ended June 30, 2015**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$325	\$87,640		\$87,965
Property tax revenues - current year	759,419			759,419
Property tax revenues - prior year	15,243			15,243
Fines and fees	13,152			13,152
Intergovernmental revenue	49,111	22,171		71,282
Interest revenue	2,660		\$352	3,012
Miscellaneous	31			31
<b>Total Revenues</b>	<b>839,941</b>	<b>109,811</b>	<b>352</b>	<b>950,104</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	376,827	18,030		394,857
Employee benefits	126,412	6,967		133,379
<b>Total Personal Services</b>	<b>503,239</b>	<b>24,997</b>	<b>0</b>	<b>528,236</b>
Materials and services:				
Bank charges	223			223
Building lease	3,700			3,700
Building maintenance	22,454			22,454
Telecommunications and bandwidth	10,496			10,496
Collection development	66,326	18,802		85,128
Technology	6,102	2,115		8,217
Accounting and auditing	12,260			12,260
Courier	1,824			1,824
Custodial services	20,676			20,676
Technical services	6,156	4,798		10,954
Library consortium	10,500			10,500
Copiers	989			989
Elections expense	1,479			1,479
Furniture and equipment	3,722	1,294		5,016
Insurance	3,872			3,872
Landscape maintenance	11,306	1,334		12,640
Legal services	1,837			1,837
Dues and subscriptions	3,687			3,687
Miscellaneous	876			876
Postage and freight	820			820
Printing	1,132			1,132
Programs	15,439	7,330		22,769
Advertising	1,247			1,247
Supplies - office	17,170			17,170
Travel	5,087			5,087
Training	1,194			1,194
Board development	764			764
Utilities	36,408			36,408
<b>Total Materials and Services</b>	<b>267,746</b>	<b>35,673</b>	<b>0</b>	<b>303,419</b>
Capital outlay	0		10,095	10,095
<b>Total Expenditures</b>	<b>770,985</b>	<b>60,670</b>	<b>10,095</b>	<b>841,750</b>
Revenues Over Expenditures	68,956	49,141	(9,743)	108,354
Other Financing Sources (Uses)				
Operating transfers in			50,000	50,000
Operating transfers out	(50,000)			(50,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(50,000)</b>	<b>0</b>	<b>50,000</b>	<b>0</b>
Revenues and Other Financing Sources (Uses) Over Expenditures	18,956	49,141	40,257	108,354
Fund Balance - July 1, 2014	578,384	12,869	57,573	648,826
<b>Fund Balance - June 30, 2015</b>	<b>\$597,340</b>	<b>\$62,010</b>	<b>\$97,830</b>	<b>\$757,180</b>

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT

## General Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and Twelve Months Ended

June 30, 2015

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Revenues:</b>							
Donations and grants	\$0	\$41	(\$41)	\$325	\$500	(\$175)	\$500
Tax revenues - current	6,410	3,667	2,743	759,419	734,957	24,462	734,957
Tax revenues - prior year	864	1,250	(386)	15,243	15,000	243	15,000
Fines and fees	1,111	834	277	13,152	10,000	3,152	10,400
Intergovernmental revenue	0	5,198	(5,198)	49,111	62,375	(13,264)	62,375
Interest revenue	35	334	(299)	2,660	4,000	(1,340)	4,000
Miscellaneous	31	41	(10)	31	500	(469)	500
<b>Total Revenues</b>	<b>8,451</b>	<b>11,365</b>	<b>(2,914)</b>	<b>839,941</b>	<b>827,332</b>	<b>12,609</b>	<b>827,732</b>
<b>Expenditures:</b>							
Personal services:							
Wages and salaries	29,709	33,161	3,452	376,827	397,934	21,107	397,934
Payroll taxes and benefits:							
Retirement	2,522	2,442	(80)	28,285	29,309	1,024	29,309
Social security	2,900	2,426	(474)	29,414	29,113	(301)	29,113
Workers' compensation	85	100	15	246	1,200	954	1,200
Health insurance	3,806	8,000	4,194	62,383	96,000	33,617	96,000
Unemployment insurance	763	570	(193)	6,084	6,850	766	6,850
<b>Total Personal Services</b>	<b>39,785</b>	<b>46,699</b>	<b>6,914</b>	<b>503,239</b>	<b>560,406</b>	<b>57,167</b>	<b>560,406</b>
Materials and services:							
Bank charges	16	16	0	223	200	(23)	200
Building lease	0	675	675	3,700	8,100	4,400	8,100
Building maintenance	289	1,666	1,377	22,454	20,000	(2,454)	20,000
Telecommunications and							
bandwidth	795	800	5	10,496	9,600	(896)	9,600
Collection development	10,674	5,250	(5,424)	66,326	63,000	(3,326)	63,000
Technology	1,043	916	(127)	6,102	11,000	4,898	11,000
Accounting and auditing	0	1,866	1,866	12,260	22,400	10,140	22,400
Courier	186	84	(102)	1,824	1,000	(824)	1,000
Custodial services	1,723	1,807	84	20,676	21,693	1,017	21,693
Technical services	0	334	334	6,156	4,000	(2,156)	4,500
Library consortium	0	959	959	10,500	11,500	1,000	11,500
Copiers	70	105	35	989	1,250	261	1,250
Elections expense	1,479	250	(1,229)	1,479	3,000	1,521	3,000
Furniture and equipment	410	250	(160)	3,722	3,000	(722)	3,000
Insurance	0	334	334	3,872	4,000	128	4,000
Landscape maintenance	475	666	191	11,306	8,000	(3,306)	8,000
Legal services	0	209	209	1,837	2,500	663	2,500
Dues and subscriptions	100	291	191	3,687	3,500	(187)	3,500

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT

## General Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and Twelve Months Ended

June 30, 2015

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Miscellaneous	156	84	(72)	876	1,000	124	1,000
Postage and freight	79	125	46	820	1,500	680	1,500
Printing	(550)	84	634	1,132	1,000	(132)	1,000
Programs	2,192	2,084	(108)	15,439	25,000	9,561	25,000
Advertising	36	84	48	1,247	1,000	(247)	1,000
Supplies - office	1,250	1,459	209	17,170	17,500	330	17,000
Travel	381	334	(47)	5,087	4,000	(1,087)	4,000
Training	0	166	166	1,194	2,000	806	2,000
Board development	0	84	84	764	1,000	236	1,000
Utilities	2,508	3,227	719	36,408	38,725	2,317	38,725
<b>Total Materials and Services</b>	<b>23,312</b>	<b>24,209</b>	<b>897</b>	<b>267,746</b>	<b>290,468</b>	<b>22,722</b>	<b>290,468</b>
Capital Outlay	0	0	0	0	0	0	0
Transfer to Equipment Reserve	0	0	0	50,000	50,000	0	50,000
Contingency	0	0	0	0	100,000	100,000	100,000
<b>Total Expenditures</b>	<b>63,097</b>	<b>70,908</b>	<b>7,811</b>	<b>820,985</b>	<b>1,000,874</b>	<b>179,889</b>	<b>1,000,874</b>
<b>Change in Fund Balance</b>	<b>(\$54,646)</b>	<b>(\$59,543)</b>	<b>\$4,897</b>	<b>\$18,956</b>	<b>(\$173,542)</b>	<b>\$192,498</b>	<b>(\$173,142)</b>

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Grants Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and Twelve Months Ended

June 30, 2015

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Revenues:</b>							
Donations and grants	\$30,000	\$24,502	\$5,498	\$87,640	\$294,000	(\$206,360)	\$294,000
Intergovernmental revenue	1,932	0	1,932	22,171	0	22,171	0
<b>Total Revenues</b>	<u>31,932</u>	<u>24,502</u>	<u>7,430</u>	<u>109,811</u>	<u>294,000</u>	<u>(184,189)</u>	<u>294,000</u>
<b>Expenditures:</b>							
Personal services	4,113	2,338	(1,775)	24,997	28,068	3,071	28,068
Materials and services:	4,893	3,750	(1,143)	35,673	45,000	9,327	45,000
Capital outlay	0	18,750	18,750	0	225,000	225,000	225,000
<b>Total Expenditures</b>	<u>9,006</u>	<u>24,838</u>	<u>15,832</u>	<u>60,670</u>	<u>298,068</u>	<u>237,398</u>	<u>298,068</u>
<b>Change in Fund Balance</b>	<u><u>\$22,926</u></u>	<u><u>(\$336)</u></u>	<u><u>\$23,262</u></u>	<u><u>\$49,141</u></u>	<u><u>(\$4,068)</u></u>	<u><u>\$53,209</u></u>	<u><u>(\$4,068)</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Capital Equipment Reserve Fund**  
**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis**  
**For the One Month and Twelve Months Ended**  
**June 30, 2015**

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Revenues:</b>							
Interest revenue	\$6	\$34	(\$28)	\$352	\$400	(\$48)	\$400
<b>Other Financing Sources</b>							
Transfer from General Fund	0	4,166	(4,166)	50,000	50,000	0	50,000
<b>Total Revenues and Other Sources</b>	<u>6</u>	<u>4,200</u>	<u>(4,194)</u>	<u>50,352</u>	<u>50,400</u>	<u>(48)</u>	<u>50,400</u>
<b>Expenditures:</b>							
Materials and services	0	0	0	0	0	0	0
Capital outlay	0	5,000	5,000	10,095	60,000	49,905	60,000
<b>Total Expenditures</b>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>10,095</u>	<u>60,000</u>	<u>49,905</u>	<u>60,000</u>
<b>Change in Fund Balance</b>	<u><u>\$6</u></u>	<u><u>(\$800)</u></u>	<u><u>\$806</u></u>	<u><u>\$40,257</u></u>	<u><u>(\$9,600)</u></u>	<u><u>\$49,857</u></u>	<u><u>(\$9,600)</u></u>

See Independent Accountants' Compilation Report

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

For the Twelve Months Ended June 30, 2015

	Newspaper Digitization	SDAO Safety 2014	Foundation Grants	Friends of the Library	Foster Donation	LSTA Outreach 2014	LSTA Outreach 2015	RTR 2015	Total
<b>Revenues:</b>									
Donations and grants	\$0	\$0	\$70,000	\$10,865	\$2,000	\$18,168	\$4,003	\$4,775	\$87,640
Intergovernmental revenue									22,171
<b>Total Revenues</b>	<u>0</u>	<u>0</u>	<u>70,000</u>	<u>10,865</u>	<u>2,000</u>	<u>18,168</u>	<u>4,003</u>	<u>4,775</u>	<u>109,811</u>
<b>Expenditures:</b>									
Personal services:									
Wages and salaries						13,599	4,430		18,029
Employee benefits						4,569	2,399		6,968
<b>Total Personal Services</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18,168</u>	<u>6,829</u>	<u>0</u>	<u>24,997</u>
Materials and services:									
Collection development			15,066	3,736					18,802
Technical services	4,798		912	2,115				2,195	6,913
Programs				4,223					7,330
Furniture and equipment				1,294					1,294
Georgiana Smith Memorial Garden			1,334						1,334
<b>Total Materials and Services</b>	<u>4,798</u>	<u>0</u>	<u>17,312</u>	<u>11,368</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,195</u>	<u>35,673</u>
Capital outlay	<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>
<b>Total Expenditures</b>	<u>4,798</u>	<u>0</u>	<u>17,312</u>	<u>11,368</u>	<u>0</u>	<u>18,168</u>	<u>6,829</u>	<u>2,195</u>	<u>60,670</u>
<b>Net Change in Fund Balance</b>	<u>(4,798)</u>	<u>0</u>	<u>52,688</u>	<u>(503)</u>	<u>2,000</u>	<u>0</u>	<u>(2,826)</u>	<u>2,580</u>	<u>49,141</u>
<b>Fund Balance - July 1, 2014</b>	<u>5,440</u>	<u>3,000</u>	<u>0</u>	<u>4,429</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,869</u>
<b>Fund Balance - June 30, 2015</b>	<u>\$642</u>	<u>\$3,000</u>	<u>\$52,688</u>	<u>\$3,926</u>	<u>\$2,000</u>	<u>\$0</u>	<u>(\$2,826)</u>	<u>\$2,580</u>	<u>\$62,010</u>

See Independent Accountants' Compilation Report

## Circulation, 2015-16

## Hood River

[illegible]



## Cascade Locks

[illegible]

## Parkdale

[illegible]

## Districtwide

[illegible]

## Interlibrary loans, 2015-16

## Hood River

[illegible]

## Cascade Locks

[illegible]

## Parkdale

[illegible]

## Districtwide

[illegible]

## Computer use, 2015-16

## Computer sessions

[illegible]

## Electronic resource use, 2015-16

[illegible]

## Patron statistics, 2015-16

[illegible]

## Metropolitan Interlibrary eXchange (MIX) statistics, 2015-16

[illegible]

## Program statistics, 2015-16

[illegible]



## Program statistics, July (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
SRP: Garden planning, tools, and maintenance	OSU Extension Center	CL Library	Jul 11	2
SRP: Good bugs, bad bugs, and what to do with them	OSU Extension Center	PK Library	Jul 11	2
Grave Matters: Funerary practices and green burials	White Eagle Memorial Preserve Cemetery at Ekone Ranch	HR Library	Jul 15	9
Disaster preparation presentation	History Museum of Hood River County	HR Library	Jul 21	6
Scrapbooking class		HR Library	Jul 25	4
SRP: Columbia Gorge Paranormal	Columbia Gorge Paranormal	HR Library	Jul 31	11
<b>Adult total</b>				<b>34</b>
<i>KIDS PROGRAMS</i>				
Outreach: Rinconcito trailer park		Hood River	Jul 1,8,15,22,29	30
Outreach: Learning Farm Preschool	Learning Farm Preschool	Hood River	Jul 1,8,15,22,29	265
La Hora Infantil radio show	Radio Tierra	Radio	Jul 1,8,15,22,29	1,250
SRP: The Curt Show		HR Library	Jul 1	130
SRP: The Curt Show	Mid Valley Elementary	Mid Valley Elementary	Jul 1	350
Cookies and Books	Cascade Locks Elementary	CL Library	Jul 2,3,10,17,22	104
SRP: Crafternoons	G. Williker's Toy Shoppe	HR Library	Jul 2,9,16,30	45
SRP: Family summer reading	Parkdale Elementary	Parkdale Elementary	Jul 2,9,16,23,30	17
Storytime (baby/toddler)		HR Library	Jul 2,30	60
Storytime (preschool)		HR Library	Jul 2,30	63
Outreach: Mid Valley migrant library	Mid Valley Elementary	Mid Valley Elementary	Jul 6	15
Outreach: Mid Valley migrant summer school program	Mid Valley Elementary	Mid Valley Elementary	Jul 6,9,13,16	800
Chess Club		HR Library	Jul 7,14,21,28	10
SRP: Leapin' Louie		HR Library	Jul 8	135
SRP: Leapin' Louie	Mid Valley Elementary	Mid Valley Elementary	Jul 8	350
Storytime (combined)		HR Library	Jul 9,16,23	200
Outreach: Mercado de Valle	Wyeast Middle School Gorge Grown	Wyeast Middle School	Jul 11	30
Outreach: Odell Library at Zumba class	Providence Hood River Memorial Hospital St. Francis House	St. Francis House	Jul 13,27,30	90
SRP: The Red Yarn Show		HR Library	Jul 15	145
SRP: Dragon Theater Puppets	Mid Valley Elementary	Mid Valley Elementary	Jul 15	350
SRP: Dragon Theater Puppets	Parkdale Elementary	Parkdale Elementary	Jul 15	37
Migrant parent meeting	Mid Valley Elementary	Mid Valley Elementary	Jul 20	300
Lego Club (Cascade Locks)		CL Library	Jul 24	9

Lego Club (Parkdale)		PK Library	Jul 24	5
Storytime (Cascade Locks)		CL Library	Jul 25	2
SRP: The Red Yarn Show		CL Library	Jul 29	24
<b>Kids total</b>				<b>4,816</b>
<i>TEEN PROGRAMS</i>				
Minecraft server		Online		64
Game Night	Library Foundation	PK Library	Jul 1,8,15,22,29	41
SRP: Mud graffitti		HR Library	Jul 3	3
Literary Trivia Challenge meetings		HR Library	Jul 11,18,25	15
SRP: Kryptonite jars		HR Library	Jul 16	1
Movie club		HR Library	Jul 27	3
Knights of Veritas		HR Library	Jul 30	35
<b>Teen total</b>				<b>162</b>

**Protecting the public's right to know**

# A QUICK REFERENCE GUIDE TO OREGON'S PUBLIC MEETINGS LAW

For local and state officials, members  
of Oregon boards and commissions, citizens,  
and non-profit groups

This guide is published as a public service by  
Open Oregon: a Freedom of information Coalition  
and the Oregon Attorney General's office.



## **A Time Saving Reference**

This guide is brought to you free of charge as a joint project between Open Oregon: A Freedom of Information Coalition and Oregon Attorney General Hardy Myers. Funding for this booklet came from the National Freedom of Information Coalition through a grant from the John S. and James L. Knight Foundation.

## **How to Use This Guide**

This summary is intended as a quick reference to the Oregon Public Meetings Law. The entire law may be found in Oregon Revised Statutes 192.610 to 192.690. Additional information may be obtained by sending an e-mail request to [info@open-oregon.com](mailto:info@open-oregon.com) or visiting [www.open-oregon.com](http://www.open-oregon.com)

For a comprehensive analysis of the law, refer to the latest edition of the Attorney General's Public Records and Meetings Manual, available for a nominal fee by calling (503) 378-2992 or writing to Department of Justice, Administrative Services, 1162 Court Street NE, Salem, Oregon 97301-4096.

## **What is Open Oregon?**

Open Oregon: A Freedom of Information Coalition is a non-profit educational and charitable organization with a single purpose: to assist and educate the general public, students, educators, public officials, media and legal professional to understand and exercise:

- Their rights to open government.
- Their rights and responsibilities under the Oregon public meetings and records laws.
- Their rights under the federal Freedom of Information Act.

**Open Oregon** is a 501(c)(3) non-profit corporation.

# The Spirit of Oregon's Public Meetings Law

## The Value of Openness

Understanding the letter of the Public Meetings Law is critical. Equally important is understanding and committing to the spirit of that law. Public bodies should approach the law with openness in mind. Open meetings help citizens understand decisions and build trust in government. It is better to comply with the spirit of the law and keep deliberations open.

*“Government accountability depends  
on an open and accessible process.”*

•

**Hardy Myers**

Oregon Attorney General

“Public bodies must conduct business  
in public - it’s really that simple.”

•

**Bill Bradbury**

Oregon Secretary of State

Honorary Co-Chair, Open Oregon

“Oregon needs to protect its tradition  
of openness.”

•

**Dave Frohnmayr**

President, University of Oregon

Honorary Co-Chair, Open Oregon

# **Oregon's Public Meetings Law**

“Open government” or “sunshine” laws originally were enacted nationwide in the early 1970s because of growing public unhappiness with government secrecy. As a result, every state and the District of Columbia enacted laws requiring government to conduct its business openly, rather than behind closed doors.

Open government laws benefit both government and the public. Citizens gain by having access to the process of deliberation - enabling them to view their government at work and to influence its deliberations. Government officials gain credibility by permitting citizens to observe their information-gathering and decision-making processes. Such understanding leads to greater trust in government by its citizens. Conversely, officials who attempt to keep their deliberations hidden from public scrutiny create cynicism, erode public trust and discourage involvement.

## **Policy**

Oregon's Public Meetings Law was enacted in 1973 to make sure that all meetings of governing bodies covered by the law are open to the public. This includes meetings called just to gather information for subsequent decisions or recommendations.

The law also requires that the public be given notice of the time and place of meetings and that meetings be accessible to everyone, including persons with disabilities.

The Public Meetings Law guarantees the public the right to view government meetings, but not necessarily to speak at them. Governing bodies set their own rules for citizen participation and public comment.

# Who is covered?

Because questions often arise about what groups must comply with the public-meetings law, it is useful to look at the definitions in the law. The law says that any “governing body” of a “public body” is required to comply. It offers these definitions:

- A **“public body”** is any state, regional, or local governmental board, department, commission, council, bureau, committee, subcommittee, or advisory group created by the state constitution, statute, administrative rule, order, intergovernmental agreement, bylaw or other official act.
- A **“governing body”** is two or more members of a public body who have the authority to make decisions for or recommendations to a public body on policy or administration. A group without power of decision is a governing body when authorized to make recommendations to a public body, but not when the recommendations go to individual public officials.

## Example

- *A school board must meet in public.*
- *So must most advisory committees that the school board creates, such as a budget committee.*
- *But if the school board chair asks several business leaders to meet with him to discuss future building needs, that meeting may be held in private.*

Private bodies, such as non-profit corporations, do not have to comply with the public-meetings law, even if they receive public funds, contract with governmental bodies or perform public services.

## Example

- *A school district contracts with Regence BlueCross BlueShield of Oregon to provide health insurance for district employees. The BlueCross BlueShield board of directors is not required to meet in public.*

Public agencies contracting with private bodies may require a private body to comply with the law for pertinent meetings. Federal agencies are not subject to Oregon’s Public Meetings Law.



## What is a Public Meeting?

A public meeting is the convening of any governing body for which a quorum is required to make or deliberate toward a decision on any matter, or to gather information. Decisions must be made in public, and secret ballots are prohibited. Quorum requirements may vary among governing bodies.

### Example

- *A county commission's goal-setting retreat is a public meeting if a quorum is present and they discuss official business.*
- *A training session for the commissioners is not a public meeting, unless a quorum is present and the commissioners discuss official business.*
- *A staff meeting absent a quorum of commissioners, whether called by a single commissioner or a non-elected official, is not a public meeting.*

Meetings accomplished by telephone conference calls or other electronic means are public meetings. The governing body must provide public notice, as well as a location where the public may listen to or observe the meeting.

Governing bodies must hold their meetings within the geographic boundaries of their jurisdiction. However, a governing body may meet elsewhere if there is an actual emergency requiring immediate action or to hold a training session, when no deliberation toward a decision is involved.

### Example

- *A library board is free to rotate meetings at different libraries in its district, but it may not meet outside its district.*

Federal and state law requires that meetings be held in places accessible to individuals with mobility and other impairments.

## What is Exempt from the Law?

On-site inspections, staff meetings and gatherings of associations to which a public body or its members belong are not considered public meetings. Chance social gatherings are not considered meetings as long as no official business is discussed.

### Example

- *Three out of five city councilors inspect a new landfill site. Their inspection does not constitute a public meeting, unless they deliberate toward a decision on a city matter.*
- *Later, the three city councilors attend a League of Oregon Cities conference. Again, this is not a public meeting, unless the councilors discuss official city business.*
- *That evening, the three councilors chat during a concert intermission. As long as they talk about the music, this is not a public meeting. But if they stray into discussion of official city business, then it is.*

Also exempt from the Public Meetings Law are:

- Meetings of state or local lawyers assistance committees.
- Meetings of medical peer review committees.
- Meetings of multidisciplinary teams reviewing child abuse and neglect fatalities.
- Judicial proceedings. However, see Oregon Constitution, Section 10.
- Review by the Workers' Compensation Board and the Employment Appeals Board of hearings on contested cases.
- Meetings of the Energy Facility Siting Council when it reviews and approves security programs.
- The Oregon Health and Science University regarding presidential selection process, sensitive business matters, or meetings of faculty or staff committees.
- Mediation by the agricultural mediation service program.

For some entities, the deliberation process alone is exempt, although information-gathering and decision-making must be public. This applies to the State Board of Parole, the Psychiatric Security Review Board, and state agencies conducting hearings on contested cases under the Administrative Procedures Act.

## Notice of Meetings

Governing bodies must give notice of the time, place and agenda for any regular, special or emergency meeting.

Public notice must be reasonably calculated to give actual notice to interested persons and media who have asked in writing to be notified of meetings and general notice to the public at large.

Governing bodies wishing to provide adequate notice should strive to provide as much notice as possible to ensure that those wishing to attend have ample opportunity – a week to 10 days for example.

At least 24-hour notice to members of the governing body, the public and media is required for any special meeting, unless the meeting is considered an emergency meeting. Appropriate notice is required for emergency meetings and should include phone calls to media and other interested parties. Notice for emergency meetings must also cite the emergency.

A meeting notice must include a list of the principal subjects to be considered at the meeting. This list should be specific enough to permit citizens to recognize matters of interest. However, discussion of subjects not on the agenda is allowed at the meeting.

### Example

*The State Board of Higher Education plans to discuss building new college campus in Burns. An agenda item that says "Discussion of public works" would be too general. Instead, the agenda should say something like "Discussion of proposed Burns campus."*

## Executive Sessions

Governing bodies are allowed to exclude the public - but generally not the media - from the discussion of certain subjects. These meetings are called executive sessions.

Executive sessions may be called during any regular, special or emergency meeting. A governing body may set a meeting solely to hold an executive session as long as it gives appropriate public notice. Notice requirements for executive sessions are the same as for regular, special or emergency meetings. However, labor negotiations conducted in executive sessions are not subject to public notice requirements.

Notice of an executive session must cite the specific law that authorizes the executive session. This authorization also must be announced before going into the executive session.

Governing bodies may formally specify that the media not disclose information that is the subject of the executive session. Governing bodies should not discuss topics apart from those legally justifying the executive session. Media representatives may report discussions that stray from legitimate executive session topics and are not required to inform the governing body when they intend to do so.

No final action may be taken in executive session. Decisions must be made in public session. If a governing body expects to meet publicly to make a final decision immediately after an executive session, it should try to announce the time of that open session to the public before the executive session begins.

### Example

*• City councilors meet in executive session to discuss the city manager's performance. A local reporter attends. During the meeting, the councilors discuss whether the city should put a bond measure on the next ballot. The reporter may write a story on the council's bond-measure discussion, because that discussion was not allowed under the executive session rules. The reporter may not write about the city manager's performance.*

## Executive Sessions Criteria

Executive sessions are allowed only for very limited purposes. Those include:

- 1. To consider the initial employment of a public officer**, employee or staff member, but not to fill a vacancy in an elected office, or on public committees, commissions or advisory groups. These sessions are allowed only if the position has been advertised, standardized procedures for hiring have been publicly adopted, and the public has had an opportunity for input on the process. Executive sessions are not allowed to consider general employment policies.
- 2. To consider dismissal**, discipline, complaints or charges against a public official, employee, official, staff or individual agent, unless that person requests a public hearing.
- 3. To review and evaluate the job performance** of a chief executive officer, or other officer or staff member, unless that person requests an open hearing. Such evaluation must be pursuant to standards, criteria and policy directives publicly adopted by the governing body following an opportunity for public comment. The executive session may not be used for the general evaluation of agency goals, objectives, programs or operations, or to issue any directive to personnel on the same.
- 4. To deliberate with persons designated to conduct labor negotiations.** The media may be excluded from these sessions.
- 5. To conduct labor negotiations** if both sides request that negotiations be in executive session. Public notice is not required for such meetings.
- 6. To consider records** that are exempt by law from public disclosure.
- 7. To consult with counsel** concerning litigation filed or likely to be filed against the public body. Members of the media that are a party to that litigation, or represent a media entity that is a party, may be excluded.
- 8. To consult with persons designated to negotiate** real property transactions.

- 9. To discuss matters of trade** when the governing body is in competition with other states or nations.
- 10. To negotiate with a private person** or business regarding public investments.
- 11. To discuss matters of medical competency** and other matters pertaining to licensed hospitals.
- 12. To consider information obtained by a health professional** regulatory board or State Landscape Architect Board as part of an investigation of licensee or applicant conduct.
- 13. To discuss information relating to the security of:** a nuclear power plant; transportation of radioactive materials; generation, storage or conveyance of electricity, gas hazardous substances, petroleum, sewage or water; and telecommunications and data transmission.
- 

## **Media at Executive Sessions**

Media representatives must be allowed to attend executive sessions, with three exceptions. Media may be excluded from:

- Strategy discussions with labor negotiators.
- Meetings to consider expulsion of a student or to discuss students' confidential medical records.
- Meetings to consult with counsel concerning litigation to which the media or media representative is a party.

A governing body may require that specific information not be reported by the media. This should be done by declaration of the presiding officer or vote. In the absence of this directive, the executive session may be reported. Any discussion of topics apart from those legally justifying the executive session may be reported by the media.

The media also is free to report on information gathered independently from executive session, even though the information may be the subject of an executive session.

#### **Example**

*• A reporter attends the executive session on the city council's discussion of the city manager's performance. Afterwards the reporter asks a councilor what she thinks of the city manager's performance. She shares her criticism. The reporter may use that interview to develop a story, even though the reporter first heard the information at the executive session.*

## **Minutes**

Written, sound, video or digital recording of minutes are required for all meetings.

The meetings law says minutes must be made available within a "reasonable time" after each meeting, but does not specify the time. Generally, this time frame should not exceed three weeks. Minutes must be preserved for a "reasonable time." This is generally interpreted to be at least one year. Minutes of many governing bodies are subject to records retention rules and schedules established by the State Archivist.

### **Minutes must indicate:**

- Members present
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- The result of all votes by name of each member (except for public bodies consisting of more than 25 members). No secret ballots are allowed.
- The substance of discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes are not required to be a verbatim transcript and the meeting does not have to be tape recorded unless so specified by law. Minutes are public record and may not be withheld from

the public merely because they will not be approved until the next meeting. Minutes of executive sessions are exempt from disclosure under the Oregon Public Records Law. Governing bodies are allowed to charge fees to recover their actual cost for duplicating minutes, tapes and records. A person with a disability may not be charged additional costs for providing records in larger print.

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## **Enforcement**

County district attorneys or the Oregon Attorney General's Office may be able to answer questions about possible public meetings law violations, although neither has any formal enforcement role and both are statutorily prohibited from providing legal advice to private citizens.

Any person affected by a governing body's decision may file a lawsuit in circuit court to require compliance with or prevent violations of the Public Meetings Law. The lawsuit must be filed within 60 days following the date the decision becomes public record.

The court may void a governing body's decision if the governing body intentionally or willfully violated the Public Meetings Law, even if the governing body has reinstated the decision in a public vote. The court also may award reasonable legal fees to a plaintiff who brings suit under the Public Meetings Law.

Complaints of executive session violations may be directed to the Oregon Government Ethics Commission, 3218 Pringle Road SE, Suite 220, Salem OR, 97302-1544; 503-378-5105, for review, investigation and possible imposition of civil penalties.

Members of a governing body may be liable for attorney and court costs both as individuals or as members of a group if found in willful violation of the Public Meetings Law.



## **For additional copies of this guide or information about Open Oregon, contact:**

Open Oregon: A Freedom of information Coalition  
PO Box 172, Portland, Oregon 97207-0172  
info@open-oregon.com  
www.open-oregon.com

### **Additional resources:**

- **Oregon Attorney General's Public Records and Meetings Manual**, available by calling 503-378-2992 or writing to Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096; [www.doj.state.or.us/oregonians/pubs.shtml](http://www.doj.state.or.us/oregonians/pubs.shtml)
- **Oregon Revised Statutes 192.610 to 162.690**, the Oregon Public Meetings Law, available in most libraries and on the internet at [www.leg.state.or.us](http://www.leg.state.or.us).
- **Oregon Newspaper Publishers Association**, 503-624-6397. Offers legal advice to member newspapers and general information about public records and meetings requirements; [www.orennews.com](http://www.orennews.com)
- **League of Oregon Cities**, 1201 Court St. NE, Salem, OR 97301. 503-588-6550; [www.orcities.org](http://www.orcities.org)
- **Association of Oregon Counties**, 1201 Court St. NE, Salem, OR 97301. 503-585-8351; [www.aocweb.org](http://www.aocweb.org)
- **Oregon School Boards Association**, 1201 Court St. NE, Salem, OR 97301. 503-588-2800; [www.osba.org](http://www.osba.org)
- **Special Districts Association of Oregon**, PO Box 12613, Salem, OR 97301-0613, 503-371-8667; [www.sdao.com](http://www.sdao.com)

#### **Open Oregon Board of Directors**

##### **Honorary co-chairs:**

- Dave Frohnmayer,  
President, University of Oregon
- Bill Bradbury, Oregon Secretary of State

##### **Directors:**

- Bryan Brumley, President, Bureau Chief,  
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- Lisa Phipps, Vice President, Mayor,  
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- Kenneth Lewis, Treasurer,  
Portland Attorney
- Judson Randall, Secretary,  
Adviser, Student Publications,  
Portland State University
- Diana Banning, Portland City Archivist
- Duane Bosworth, Attorney,  
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- Therese Bottomly,  
Managing Editor, The Oregonian
- Nick Budnick,  
Society of Professional Journalists
- Tim Doran, Editor,  
The Bulletin, Bend, Oregon
- Cindy Gibbon, Multnomah County Library
- Tim Gleason, Dean, University of  
Oregon School of Journalism
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Oregon State Archivist
- Laurie Hieb, Executive Director, Oregon  
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- Gail Holmes, League of Women Voters
- Phil Keisling, Former Oregon Secretary  
of State, Pro DX
- Kevin Neely, C&E Systems
- Norman Turrill, League of Women Voters



A Freedom of Information Coalition

P.O. Box 172

Portland, Oregon 97207-0172



**Protecting the public's right to know**

# PUBLIC MEETINGS CHECKLIST

The PUBLIC MEETINGS LAW applies to all meetings of a quorum of a governing body of a public body for which a quorum is required to make a decision or to deliberate toward a decision on any matter. Consult the appropriate section(s) of the State of Oregon Department of Justice *Attorney General's Public Records and Meetings Manual* for a complete description of the law's requirements.

- **OPEN TO THE PUBLIC.** Unless an executive session is authorized by statute (*see opposite side*), the meeting must be open to the public.
- **NOTICE.** The governing body must notify the public of the time and place of the meeting, as well as the principal subject to be discussed. Notice should be sent to ALL of the following:
  - News media
  - Mailing lists
  - Other interested persons

The notice for a regular meeting must be reasonably calculated to give "actual" notice of the meeting's time and place. Special meetings require at least 24-hours' notice. Emergency meetings may be called on less than 24-hours' notice, but the minutes must describe the emergency justifying less than 24-hours' notice.

- **SPACE AND LOCATION**
  - Space. The governing body should consider the probable public attendance and should meet where there is sufficient room for that expected attendance.
  - Geographic location. Meetings must be held within the geographic boundaries over which the public body has jurisdiction, at its administrative headquarters or at "the other nearest practical location."
  - Nondiscriminatory site. The governing body may not meet at a place where discrimination on the basis of race, color, creed, sex, sexual orientation, national origin, age or disability is practiced.
  - Smoking is prohibited.
- **ACCESSIBILITY TO PERSONS WITH DISABILITIES**
  - Accessibility. Meetings must be held in places accessible to individuals with mobility and other impairments.
  - Interpreters. The governing body must make a good faith effort to provide an interpreter for hearing-impaired persons.
  - Americans with Disabilities Act (ADA). The governing body should familiarize itself with the ADA, which may impose requirements beyond state law.
- **VOTING.** All official actions by governing bodies must be taken by public vote. Secret ballots are prohibited. A majority of all members must concur in order to make a decision.
- **MINUTES and RECORDKEEPING.** Written minutes or a sound, video or digital recording must be taken at all meetings, including executive sessions. Minutes or another recording must include at least the following:
  - Members present;
  - Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
  - Results of all votes and, except for bodies with more than 25 members unless requested by a member, the vote of each member by names;
  - The substance of any discussion on any matter; and
  - A reference to any document discussed at the meeting. (Reference to a document exempt from disclosure under the Public Records Law does not affect its exempt status.)

The minutes or alternative recording must be available to the public within a "reasonable time after the meeting."



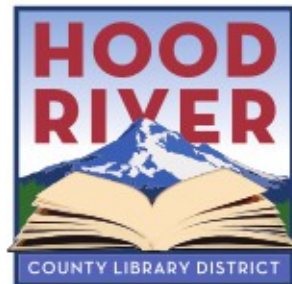
# EXECUTIVE SESSION CHECKLIST

- Provide notice of an executive session in the same manner you give notice of a public meeting. The notice must cite to the specific statutory provision(s) authorizing the executive session. Permissible grounds for going into an executive session are available in the *Attorney General's Public Records and Meetings Manual* and online at [www.doj.state.or.us](http://www.doj.state.or.us).
- Announce that you are going into executive session pursuant to ORS 192.660 and cite the specific reason(s) and statute(s) that authorize the executive session for *each* subject to be discussed. (You may hold a public session even if an executive session is authorized.)
- If you intend to come out of executive session to take final action, announce when the open session will begin again.
- Specify if any individuals, other than the news media, may remain.
- Tell the media what may *not* be disclosed from the executive session. If you fail to do this, the media may report everything. If you discuss matters other than what you announce you are going to discuss in the executive session, the media may report those additional matters. A member of the news media must be excluded from executive sessions held to discuss litigation with legal counsel if he or she is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party.
- Come back into open session to take final action. If you did not specify at the time you went into executive session when you would return to open session, and the executive session has been very short, you may open the door and announce that you are back in open session. If you unexpectedly come back into open session after previously announcing you would not be doing so, you must use reasonable measures to give actual notice to interested persons that you are back in open session. This may require postponing final action until another meeting.
- Keep minutes or a sound, video, or digital recording of executive sessions.

This partial list (below) includes the grounds for executive session most commonly cited by SDAO members. For a complete listing of permissible grounds for going into an executive session, consult the *Attorney General's Public Records and Meetings Manual*, or visit the State of Oregon Department of Justice website at [www.doj.state.or.us](http://www.doj.state.or.us).

- (a) To consider the employment of an officer, employee, staff member or agent...(if the prerequisites listed in the *Attorney General's Public Records and Meetings Manual* have been satisfied). ORS 192.660(2)(a) and 192.660(7)
- (b) To consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open hearing. ORS 192.660(2)(b)
- (d) To conduct deliberations with persons you have designated to carry on labor negotiations. ORS 192.660(2)(d)
- (e) To conduct deliberations with persons you have designated to negotiate real property transactions. ORS 192.660(2)(e)
- (f) To consider information or records that are exempt from disclosure by law, including written advice from your attorney. ORS 192.660(2)(f)
- (g) To consider preliminary negotiations regarding trade or commerce in which you are in competition with other states or nations. ORS 192.660(2)(g)
- (h) To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed. ORS 192.660(2)(h)
- (i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may *not* be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning these subjects. ORS 192.660(2)(i) and 192.660(8)
- (n) To conduct labor negotiations if requested by negotiators for both sides. ORS 192.660(3)

# Board Governance Policy



## I. Membership

### A. *Composition*

- I. The Directors of the District are a Board of five members elected by the electors of the District. (ORS 357.226-357.236).
- II. Any elector residing within the District is qualified to serve as a Board member (ORS 357.231). Current District employees or officers may not serve as Board members.
- III. Board members are elected at large.

### B. *Term of office*

- I. Board members shall serve four-year terms or until election and qualification of a successor (ORS 357.231).
- II. Terms shall be staggered so that not all Board members start four-year terms at the same time.

### C. *Vacancies*

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

### D. *Conflict of interest*

No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District. (ORS 357.460(1)).

- I. In the event of a potential conflict of interest, a Board member shall declare such conflict but may participate in discussions and vote. If any Board member has had any *ex parte* contact in a quasi-judicial matter, the member shall declare such contact prior to discussing the matter.

### E. *Compensation*

Board members may be reimbursed for expenses incurred in the performance of their duties. ORS 357.460(2).

### F. *Interaction Agreement*

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The Board shall listen carefully to one another and strive to hear the best elements of a suggestion. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions. The Board shall speak carefully to respect the time and feelings of its volunteer colleagues. The Board shall celebrate its successes and persevere through difficult times.

### G. *Education*

Board members should be aware of the requirements of the Oregon Government Ethics laws

502 State Street  
Hood River - OR 97031

541 386 2535

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

and all other laws and policies pertaining to the District and ethical standards expected of members. Members are encouraged to attend such conferences and other training programs relevant to District business.

#### *H. Board Candidates*

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

#### *I. Orientation of new Board members*

The Board and District staff shall assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal & ethical responsibilities before s/he takes office.

## **II. Officers**

#### *A. Officers and duties.*

- I. The officers of the Board shall be a President, Vice-President, and Secretary.
- II. The President shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The President's role as presiding officer of the Board does not affect the president's right to vote. The President shall sign official district documents on behalf of the Board when authorized by the Board.
- III. The Vice-President shall have the powers and duties of the President in his/her absence.
- IV. In the absence of the President and Vice-President, the remaining three members shall elect a temporary Presiding Officer.
- V. The Library Director or his/her designee shall serve as Secretary of the District. The Director may delegate any of the secretary's duties to staff. The Secretary shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The Secretary is an *ex-officio*, non-voting member of the Board. (ORS 357.226.)

#### *B. Nominations and elections*

- I. Nominations for President and Vice-President shall be taken from the floor during the first regular meeting in July.
- II. Elections shall be held by voice vote. The candidate receiving a majority of votes cast shall be elected.

#### *C. Term of office*

The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.

#### *D. Vacancies*

A vacancy in the President or Vice-President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting.

#### *E. The majority (three members) of the full Board is necessary to adopt a motion, resolution, ordinance, or to take any other action.*

### III. Responsibilities

#### A. The Board shall:

- I. Formulate District policies.
- II. Take action as necessary for operation of the District by use of ordinances, resolutions, and motions.
- III. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedure.
- IV. Supervise the Library Director and oversee District operations.
- V. Employ all necessary agents and assistants.
- VI. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Individual Board members shall refrain from communicating with legal counsel without the consent of the President or explicit Board direction.
- VII. Arrange for deposit and distribution of tax funds, grant monies, and donations. (ORS 357.276)
- VIII. Oversee budget
  - a. Establish a Budget Committee. (ORS 294.336)
  - b. Appoint a Budget officer who shall prepare or supervise the preparation of the budget document under the direction of the Board. (ORS 294.331)
  - c. Approve the annual budget and assess, levy, and collect property taxes (including setting the tax rate within the limits approved by the electors) as per ORS 357.261(3)
  - d. Oversee District finances.
- IX. Refer tax measures to the voters. (ORS 357.261(9)).
- X. Develop long-range strategic plans for the District.
- XI. Approve all contracts.
- XII. Approve employee salary schedules and benefits.
- XIII. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.
- XIV. Take other such action as consistent with Oregon law including ORS 357.261, as the Board deems appropriate.

#### B. *Limitations on individual Board members*

- I. Board members have no individual powers separate from the powers of the Board and have no authority to act individually without authorization from the Board. These restrictions include unauthorized involvement in personnel matters.
- II. A Board member shall act as a spokesperson for the Board only when so designated. When not representing the agreed position of the Board, members must identify their statements as their personal opinions and not those of the Board.
- III. The Board, by majority vote of the full Board, may suspend all or a portion of these policies and procedures, provided that such suspension is consistent with Oregon law.

#### C. *Discipline*

If necessary, the Board may discipline a Board member who does not follow its adopted rules and policies.

## IV.Meetings

### A. *Public meeting law*

All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meetings Law.

- I. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
- II. Every regular and special meeting and work session shall include opportunity for public comment. The presiding officer may limit the length of public comment and may revoke permission to speak if a speaker's comments are unduly repetitive or disruptive.

### B. *Regular meetings*

Regular meetings of the Board shall be held monthly on a regularly-scheduled day of the month. The day and time shall be set by resolution annually during the regular meeting in July.

- I. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Revised Statutes.

### C. *Work sessions*

Work sessions of the Board may be called by the President or by three Board members.

- I. Subjects discussed at a work session shall be limited to the agenda items for the work session.
- II. Final decisions shall not be made at a work session.
- III. A work session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a work session or at the next regular or special meeting.

### D. *Special meetings*

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than twenty-four hours public notice.

### E. *Emergency meetings*

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than twenty-four hours notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

### F. *Executive sessions*

- I. Shall be held in accordance with Oregon Public Meetings Law. .
- II. The applicable statute must be stated prior to the meeting.
- III. The Board shall not make any final decisions during executive session.
- IV. Board members, staff, media representatives, and other persons present shall not discuss



or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

*G. Location*

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. Meetings typically shall be held at the Hood River Library in the Jeanne Marie Gaulke Community Meeting Room.

*H. Quorum*

A majority of the Board (3 members) shall constitute a quorum.

*I. Agenda*

The agenda shall be set by the Library Director in consultation with the President. Meetings should generally be limited to published agenda topics, although by agreement of a majority of the Board members, additional topics may be added to the agenda.

*J. Notice*

Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches. Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

*K. Accessibility*

- I. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- II. The District shall provide upon request interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

*L. Minutes*

Minutes must be kept of all Board meetings and Board-appointed committee meetings. Minutes shall include a list of present Board members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member by name, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately.

*M. Planning session*

The Board will undertake an annual planning session.

*N. Virtual participation*

Except for hearings on quasi-judicial matters and executive sessions, members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means.

## **V. Committees**

### *A. Budget Committee*

The Budget Committee shall be a standing committee of the Board.

- I. The committee shall consist of the five members of the Board and five appointed electors within the District. Appointed members cannot be officers or employees of the District.
- II. Committee members shall serve for three years. Their terms shall be staggered so that as near as possible one third of the terms of the appointed members shall end each year.
- III. Appointed members may not receive any compensation for their service on the committee.
- IV. A vacancy on the committee shall be filled by the Board for the unexpired portion of the term of the vacant position at the next regular or special meeting.

### *B. Special committees*

- I. Special committees may be appointed at the discretion of the Board or President as necessary to assist the Board in accomplishing its purposes.
- II. Special committee members need not be members of the Board.

### *C. Public meeting rules*

Meetings of Board committees are subject to the Oregon Public Meetings Law.

## **VI. Parliamentary Authority**

- A. The latest edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt.

## **VII. Amendments**

- A. The Board Governance Policy may be amended by resolution at any regular or special meeting provided that at least five days notice is given.

Approved by the Board of Directors, April 5, 2011

Last amended, April 15, 2014

Georgiana Smith Memorial Gardens  
Maintenance contract  
Statement of work

- Weekly (or as-needed) grounds maintenance of non-turf areas of the Hood River Library and Georgiana Smith Memorial Gardens from February through November. This includes all beds (except the two south beds maintained by the Master Gardeners), borders in the garden areas, trees, Oak and State Street sidewalks, library pathways, and utility driveway and parking spaces. Expected level of maintenance is high to continue the quality of these grounds.
- Weeding of all planting areas (except the two south beds maintained by the Master Gardeners), dead-heading of roses and perennials, pruning and trimming of shrubs and trees shorter than 20', raking of beds, placement of garbage in proper receptacles, and sweeping of patios, paths, sidewalks, and steps.
- Dumping of plant debris, with fees included as part of the contract cost.
- Fine bark mulch 1 to 2 inches in depth to be applied with fertilizer incorporated into the planting areas in the spring.
- Not included are turf areas; two south beds maintained by the Master Gardeners; irrigation maintenance; removal of stains, graffiti, and chewing gum from patios, paths, sidewalks, and steps; outdoor furniture maintenance; garbage removal; or pruning of trees over 20'.
- Expected maintenance only covers existing beds and borders. Any future beds or borders are not included in this agreement and would be billed separately.

**FLI Landscape**

P.O. Box 757  
The Dalles, OR 97058

Phone #	E-mail
541-296-1424	flilandscape@gmail.com

**Estimate**

Date	Estimate #
8/6/2015	20511

Name / Address
Hood River County Library District 502 State Street Hood River, OR 97031

Item	Description	Total
Maintenance	2015 REMAINDER OF SEASON ESTIMATE Weekly maintenance of non-turf areas of Hood River Library and Georgiana Smith Memorial Gardens from mid-August through November 2015. Includes all beds (except 2 south beds maintained by Master Gardeners), borders in garden areas, trees, Oak & State St. sidewalks, library pathways, and utility driveway and parking spaces. Maintenance to include, weeding of all planting areas, dead-heading roses and perennials, pruning and trimming shrubs and trees shorter than 20', raking of beds, placement of garbage in proper receptacles, sweeping of patios, paths, sidewalks and steps. Includes disposal fees for plant debris. Price per month is \$500	1,750.00

Licensed & Bonded: LCB #8740  
Backflow Cert. #4664  
Commercial Pesticide Applicator # 173674

<b>Total</b>	<b>\$1,750.00</b>
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**FLI Landscape**

P.O. Box 757  
The Dalles, OR 97058

Phone #	E-mail
541-296-1424	flilandscape@gmail.com

**Estimate**

Date	Estimate #
8/6/2015	20512

Name / Address
Hood River County Library District 502 State Street Hood River, OR 97031

Item	Description	Total
Maintenance	2016 FULL YEAR ESTIMATE Weekly maintenance of non-turf areas of Hood River Library and Georgiana Smith Memorial Gardens from February through November 2016. Includes all beds (except 2 south beds maintained by Master Gardeners), borders in garden areas, trees, Oak & State St. sidewalks, library pathways, and utility driveway and parking spaces. Maintenance to include, weeding of all planting areas, dead-heading roses and perennials, pruning and trimming shrubs and trees shorter than 20', raking of beds, placement of garbage in proper receptacles, sweeping of patios, paths, sidewalks and steps. *Includes disposal fees for plant debris*. 4 visits per month for 10 months = 40 visits	5,000.00
Bark mulch	Purchase, deliver and install 1"-2" fine bark mulch in all planting areas in spring 2016.	1,375.00
Fertilization	Purchase, deliver and install granular slow-release fertilizer in all planting areas in spring 2016.	670.00

Licensed & Bonded: LCB #8740  
Backflow Cert. #4664  
Commercial Pesticide Applicator # 173674

<b>Total</b>	<b>\$7,045.00</b>
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**\*VIDEO SURVEILLANCE\*SECURITY\*FIRE\*ACCESS CONTROL\*TELCO/DATA\*SOUND AUDIO\***

**ASET ADVANCED SECURITY & ELECTRICAL TECHNOLOGY INC.**

**P.O. BOX 2269 - The Dalles, Oregon 97058**

**\*(541) 298-2738\*(888) 299-2738\***

**OR CCB # 175595 WA# ASETAAS931OQ**

August 11, 2015  
Buzzy Nielsen  
Hood River County Library  
502 State St  
Hood River OR 97031

**RE: Hood River County Library Fire Alarm**

## **Proposal**

**ASET, Advanced Security & Electrical Technology Inc. will provide labor and material for Low Voltage Systems as outlined.**

### **Fire alarm system- \$35,412**

#### **Scope of Work**

Provide and install fire alarm system. This is assumed to be a non-required system per Code for an A-3 Use Group. With it being assumed that the system is non-required, the following will be provided:

1. Manual Pull Stations at each exit on both floors
2. Smoke Detection per NFPA 72, with the exception of the "skylight/atrium" in the expansion area. Detectors for this area will be mounted at the top of the sloped dry wall ceiling.
3. A single relay interface to the HVAC controls for shutdown of the air handling system.
4. It is assumed that there are not any fire/smoke dampers (FSD) in the building.
5. Notification appliances will be designed per NFPA 72.
6. Smoke detection for elevator recall will be provided along with relays to initiate recall and the "Fireman's Hat" signal. Due to there being no fire sprinkler system, it is assumed that there will not be a need for elevator "shunt-trip".
7. Vaulted ceiling in historic building will utilize a beam smoke detector to minimize visual impact and maintain aesthetics.
8. Wiring methods will include use of surface "wiremold" in areas that may not be fishable or accessible to conceal cabling.

August 11, 2015

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**Preliminary equipment list**

- Qty 1– Silent Knight 5820XL
- Qty 1- Silent Knight remote annunciator
- Qty 1- Heat detector
- Qty 75 Smoke detectors
- Qty 7- Pull stations
- Qty 1- Beam detector
- Qty 1- Remote test switch
- Qty 22- Horn/Strobes
- Qty 15- Strobes
- Qty 5- Relays
- Qty 2- 7ah batteries
- Qty 1- Design submittal/CAD drawings
- Qty 1- Permit

**Building Materials**

It is unknown if the building has asbestos, lead and other hazardous materials. Specifically in the walls and ceilings that will be disturbed in the installation process. The County will be responsible for any abatement process or any work that falls within an abatement contractor's scope of work; we have excluded this from our proposal. Additional costs may be incurred by time spent coordinating with abatement contractor if required.



August 11, 2015

- ❖ **Warranty:** All items will bear a minimum of a 1 year warranty. Additional manufacturer warranties apply. Extended warranties can be purchased/negotiated additionally.
- ❖ **Insurance:** If additional insured endorsement/waiver of subrogation is required, an additional \$300.00 fee will be imposed to cover excess insurance cost. Form cg2010 with the 11/85 edition date is not available.
- ❖ **Special fees & services:** Any unordinary municipality permits, bonding, taxes, prevailing wages and or fees are not included and will be billed separately.
- ❖ **Exclusions:** Excludes engineer stamp. Private locates by others. Abatement/testing of/for hazardous materials. Patching and painting is excluded. High voltage power source.
- ❖ **Electronic O&M's** will be submitted upon project completion if requested. System includes design, submittals and records. Warranty hours are Monday-Friday, 8am-5pm, excluding holidays. Regular hourly rate is \$90 per hour, overtime rate is \$135 per hour, Holliday rate is \$180 per hour.

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### ACCEPTANCE OF PROPOSAL

Payment will be made within 15 days from invoice upon progress billing. The balance of the contract is payable on day of installation.

ASET, Advanced Security & Electrical Technology Inc. warranties defects in labor and materials supplied by ASET, Advanced Security & Electrical Technology Inc. for 1 (one) year from date of installation. Additional manufacturer warranties apply.

ASET, Advanced Security & Electrical Technology Inc. includes a maximum of **4** hours of customer education in its' bid amount. If additional time is requested by customer, it will be billed at \$90.00 per hour.

**ATTORNEY FEES.** If any suit or action is filed by any party to enforce this Agreement or otherwise with respect to the subject matter of this Agreement, the prevailing party shall be entitled to recover reasonable attorney fees incurred in preparation or in prosecution or defense of such suit or action as fixed by the trial court, and if any appeal is taken from the decision of the trial court, reasonable attorney fees as fixed by the appellate court.

**TIME OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.

**ENTIRE AGREEMENT.** This Agreement sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

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### ACCEPTANCE OF PROPOSAL

The described specifications and conditions of this Proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

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Signature of A.S.E.T. Representative

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Date

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Signature of Customer / Company Representative

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Date

Upon acceptance, please return a signed copy of this Proposal to ASET, Advanced Security & Electrical Technology Inc. along with your deposit. **Price subject to revision if Proposal accepted subsequent to 30 days and/or project started subsequent to 90 days from date of acceptance**