I. Additions/deletions from the agenda (ACTION) VanOrman
II. Actual or potential conflicts of interest VanOrman
III. Consent agenda (ACTION) VanOrman
   1. Minutes from February 16, 2016, meeting
   2. Gorge Audio Video invoice for children’s library theater
   3. Budget Committee and calendar approval
IV. Open forum for the general public VanOrman
V. Reports VanOrman
   1. Friends update Snyder
   2. Foundation update Nielsen
   3. February financial statements Nielsen
   4. Director’s report Nielsen
VI. Previous business Nielsen
   1. Strategic planning update Nielsen
   2. Homeless/domestic violence cards Nielsen
VII. New business Nielsen
   1. Janitorial contract renewal (ACTION) Nielsen
   2. Review of Library Director evaluation questions VanOrman
VIII. Agenda items for next meeting VanOrman
IX. Adjournment VanOrman

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.
ORS 192.660 (1) (d) Labor Negotiations
ORS 192.660 (1) (e) Property
ORS 192.660 (1) (h) Legal Rights
ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.
I. Additions/deletions from the agenda (ACTION)  
II. Actual or potential conflicts of interest  
III. Consent agenda (ACTION)  
   i. Minutes from February 16, 2016, meeting  
      
      Attachments:  
      • III.i. Minutes of February 16, 2016, meeting  
   
   ii. Gorge Audio Video invoice for children's library theater  
      
      Attachments:  
      • III.ii. Invoice/proposal from Gorge Audio/Video for children's theater upgrade  

Gorge Audio/Video installed a great movie theater setup in the storybook theatre at Hood River Library. Already, staff have used the theater to show movies as part of the Odell Bus Project. There are plans to use it several more times already in the next few months for movie and video game programs. Of the total $3,657.16 cost, $2,101.00 was paid for by the Friends of the Library, $830.00 from a donation from the Nichols Fund of the Gorge Community Foundation, and the remaining $726.16 was paid for from the Library District general fund.  

   iii. Budget Committee and calendar approval  
      
      Attachments:  
      • III.iii.a. Proposed 2016-17 budget calendar  
      • III.iii.b. Proposed 2016-17 budget committee  

Attached are the final proposals for the 2016-17 budget calendar and budget committee. All proposed budget committee members have agreed to to serve on the committee again and can attend the meetings. The new proposed member is Lani Roberts. She is a retired philosophy professor from Oregon State University and a very active Friends of the Library volunteer, heading up the Thursday book covering group. I believe that her perspective would be different and helpful. Approving the consent agenda would appoint her for a three-year term and approve the proposed budget calendar.  

IV. Open forum for the general public  
V. Reports  
   i. Friends update  

The Friends of the Library continue their amazing efforts helping the District with everything from processing new materials to shelving to checking items in. Staff rely on the Friends' good work regularly. Lately, there have been a lot of item donations that staff and the Friends have been reviewing.
There should be plenty of materials for the upcoming booksale on May 12-14. I am considering getting a small storage shed to put outside the staff door at Hood River Library to give the Friends more space to store more donations. Hood River County Reads planning also continues, with the kickoff scheduled for Sunday, April 17, 2.00p at Hood River Library.

**ii. Foundation update**

By the time of the Board meeting, the Foundation's sixth Feast of Words fundraiser will be over. It is on Saturday, March 12, 6.00-9.00p at Hood River Library and focuses on raising funds to makeover the children's area of Hood River Library. I've received quotes on the major projects planned including painting, shortening and reorienting the nonfiction shelves, putting the Spanish and DVD sections on wheels, and purchasing new couches. The shelving will cost much less than I expected, which should mean more funds will be available for other projects. The Foundation also has received about $2,000 donated in memory of the late Meg Euwer, an influential individual in creating the Foundation and expanding the Hood River Library. Children's Librarian Jana Hannigan hopes to hire an artist to paint a mural above the south wall fiction section that would be paid for with these funds. Euwer’s family also donated a painting in she and her husband Gene’s honor. I hope to have a reveal event for the painting, which will be hung in the atrium. The painting is of Mt. Hood and was made by friend of the family Edward Sallenbach.

**iii. February financial statements**

The February financial statements were not available at the time the meeting packet was distributed.

**iv. Director's report**

*Attachments:*

- February 2016 usage statistics
- February 2016 programs

*Facilities:*

- The circuit board in the Hood River Library air handling unit (which controls air conditioning) has been replaced. This will help ensure that it cools more reliably when hotter weather comes.

*Personnel:*

- I have been asked to run for President of the Oregon Library Association and have agreed to put my name up. The election will be later in the spring.

*Programs and services:*

- The Odell bus project has been going well. This project is a bus that travels between Odell and the Hood River Library every second and fourth Saturday of the month. We didn't have anybody the first day in February but had 29 the second day! The project is paired with activities at Hood River Library such as bilingual storytimes, food, movies, and video games.
- The Million Page Challenge, a competition between the Pendleton Public Library, a combined team of the Harney and Lake County Libraries, and us, is going well. Patrons are excited, although we currently are in third place, a bit behind Pendleton. Monday, March 14, is the last day to turn in reading pages.
- Bilingual Outreach Specialist Patty Lara-Martinez has expanded her Spanish-language radio
show to include a twice-monthly informational program about library and other services available in the community. An estimated 150-200 people listen to it.

- Hood River Library is a little busier than usual. The White Salmon Valley Community Library is being renovated in February and early March, so many of their patrons are visiting us. The White Salmon Library has a reopening party on Tuesday, March 15, from 1-5p.
- February checkouts were 9.6% higher than last February. About a third of the increase is accounted for by the increased usage by White Salmon patrons.
- Program involvement was 40% higher than last February.

VI. Previous business

i. Strategic planning update

Attachments:

- VI.i.a. Strategic plan visioning session invitees
- VI.i.b. Visioning session invitation
- VI.i.c. Visioning session draft agenda.

There has not been much strategic plan activity since the last meeting. I mailed invitations to the April 2 community visioning retreat and am starting to receive responses. Board members and staff will be responsible for following up on contacting people who did not respond. During the meeting, we will divvy up contacting those who have not yet responded. I’ve included a copy of the invitation along with a draft agenda. Please let me know if you have suggestions for the agenda. I plan to ask Ron Rivers, Chair of the County Commission, to discuss the state of the County.

ii. Homeless/domestic violence cards

Attachments:

- VI.ii.a. Proposed Library Card Policy revisions
- VI.ii.b. Resolution 2015-16.10, amending Library Card Policy

Per our discussion at the February meeting, I have proposed adding a homeless/shelter card to our policy. This card would be aimed at individuals who are homeless, live in a domestic violence shelter, or otherwise have unstable living situations. After reviewing other library policies and discussing the issue with staff, I propose that the card be limited to two concurrent items checked out, one hold on an HRCLD item only, good in-person only at HRCLD locations, and a three month expiration. Staff and believe that these restrictions would protect public resources while still providing service to these needy individuals. Helping Hands is particularly excited by this possibility and plans to help us by keeping track of cards for their clients.

The attached revision also includes a few other card types that the District already issues but that I wanted to make more explicit in our policy:

- *Institutional cards:* Used for businesses or organizations that want to use library services for business purposes. These are primarily used by senior housing facilities right now. Assistant Director Rachael Fox plans to use these cards to help provide expanded service to seniors.
- *MIX and OLPP cards:* I added entries in the policy for these types of cards to specify what restrictions those cards have.
VII. New business
i. Janitorial contract addendum (ACTION)

Attachments:
- VII.i.a. 2015-18 janitorial contract with Clean-All Janitorial
- VII.i.b. 2016-17 addendum to janitorial contract

We have a three-year contract with local business Clean-All Janitorial to clean Hood River Library, empty garbage cans in the Georgiana Smith Memorial Gardens, and clean the windows, carpet, and vinyl tile annually. We have been pleased with their service thus far. The firm has actually not increased their monthly charge ($1,723) since we started with them four years ago. They are not proposing an increase to our base charge this year either.

I propose a few changes to the contract this year, which will increase our monthly cost. They are highlighted in red in the contract addendum
- Adding weekly cleaning of Parkdale Library. Staff have been doing it thus far, which has been inconsistent. I’d like to employ Clean-All to do this work, in addition to annually cleaning the windows and carpet. Janitorial services in the library itself are not a part of our lease agreement for the facility. Parkdale service will cost an additional $200 per month.
- Emptying Gardens garbage cans weekly all year round. The previous contract only had weekly service May-September, which staff have found to be insufficient. This will cost an additional $25 per month.

The proposed monthly cost will be $1,958 per month. I budgeted for a potential increase to the contract this fiscal year, so our budget is sufficient to cover the cost.

ii. Review of Library Director evaluation questions

Attachments:
- VII.ii.a. Library Director Evaluation Policy
- VII.ii.b. Board of Directors evaluation questions
- VII.ii.c. Community member evaluation questions
- VII.ii.d. Library Director evaluation questions
- VII.ii.e. Staff evaluation questions

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

1. The Board reviews and approves the questions.
2. In May, I am given two weeks to complete my self-evaluation. It mainly consists of narrative.
3. At the same time, the staff and community members (which consists of the Presidents of the Friends and Foundation plus other individuals selected by the Board) are given their questions, which are distributed via online survey. The Assistant Director administers the online surveys using the District’s SurveyMonkey account.
4. Once all three of those evaluations are completed, they're compiled by the Assistant Director and given to the Board to assist in completing their evaluations.

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

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

7. The evaluation goes into my personnel file.

Please look over the questions to determine if they capture what you'd like for each of the four groups. I do not have any suggested changes to the process or the questions this year. These questions need formal approval.

VIII. Agenda items for next meeting

- Cascade Locks Library lease agreement
- Draft strategic plan review

IX. Adjournment
Board of Directors
Regular Meeting Minutes
Tuesday, February 16, 2016, 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, Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION)  
President VanOrman called the meeting to order at 7.00p. Nielsen requested to add a New Business item about an Employee Assistance Program (EAP) to discuss before the controlled substances policy. He also asked to add an item regarding library cards for the homeless and domestic violence shelter residents. Snyder moved to approve the agenda as presented. Vaivoda seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest  
None stated.

III. Consent agenda (ACTION)  

i. Minutes of January 19 meeting
ii. 2016 property and liability bill
iii. Legal updates to sick leave, pay transparency, and trial period policies

Nielsen noted that District legal counsel Jeff Baker had no suggested edits to the Personnel Policies revisions. Schoppert moved to adopt the consent agenda as presented. Snyder seconded. The motion carried unanimously.

IV. Open forum for the general public  
No public present.

V. Reports  

i. Friends update
There were no additional updates to the written report in the meeting packet.

ii. Foundation update
There were no additional updates to the written report in the meeting packet.

iii. December and January financial statements
The Board reviewed the December 2015 and January 2016 financial statements. There were no questions. Nielsen noted that he met with Tara Kamp of Pauly Rogers and Co., the District’s auditors. They discussed the pros and cons of cash versus accrual basis budgeting. The District currently uses cash basis budgeting. Nielsen wanted to discuss this as currently revenues and expenditures are not
recorded to the fiscal year in which they occur. However, accrual basis would require more work on the Director and accountants' side. Both cash and accrual basis are legitimate accounting methods. The Board felt it would be better to stick with cash basis accounting.

iv. Director’s report

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

- Saturday, February 13, was the first day of the Library Express (LEX) Bus to Odell. Unfortunately, there were no participants, but staff have ideas to promote the program more.
- The District is involved with a grant being written by the Four Rivers Early Learning Hub (which covers Hood River County) to expand preschool access in Odell and Cascade Locks. If Four Rivers receives the grant, the District would increase the time of some of the children’s staff to help with the project. These costs would be covered by the grant.
- Some library staff are involved with a group informally known as the Gorge Coalition on Aging to plan a Gorge-wide discussing of aging. They hope to distribute free copies of Being Mortal: Medicine and What Matters in the End by Atul Gawande. The District’s involvement is connected to its Grave Matters program on death and dying.
- Thanks to donations from the Richard and Kathleen Nichols Fund of the Gorge Community Foundation and the Friends of the Library, the Hood River Library children’s area now has a movie theater setup and sound system in the Storybook Theatre. Staff hope to use this for a variety of programs throughout the year.
- Snyder asked about what the status is for the District getting its own courier vehicle. Nielsen stated that it’s not one of his top priorities right now due to the strategic plan, technology plan, and Cascade Locks move. However, he still intends to get a courier vehicle, hopefully through a grant. Currently, the District pays mileage to its volunteer courier driver. This system works. The District’s current policies adequately address use of personal vehicles for District business.

VI. Previous business

i. Strategic plan update

Nielsen distributed some preliminary information that consultant Penny Hummel received from the six focus groups she conducted for the 2016-21 strategic plan. In general, people are happy with the District. They identified opportunities in expanded accessibility at Hood River Library, reaching out to seniors and Spanish speakers, keeping up with technology, and increasing awareness of the library’s services. The Board discussed accessibility issues at Hood River Library. Senior and disabled patrons find it difficult because they sometimes have to walk a long way to a parking pay station. The incline on State Street often makes opening their car doors challenging, too. The Board is unsure how these problems can be addressed but hopes to get help from the City about it.

VII. New business

i. SDAO conference report

Nielsen reported about his experiences at the Special Districts Association of Oregon (SDAO) conference in the meeting notes. Schoppert also attended and was impressed by the conference, SDAO staff, and more. He learned many things about government ethics, personnel management, and the importance of documenting incidents. He said that the networking opportunities were excellent.
ii. Oregon ethics law training
The Board watched a twenty-minute training on Oregon government ethics laws. The training was designed by SDAO and loaded onto an online training platform called SafePersonnel, which the District uses to help train employees on a variety of topics such as safety, anti-discrimination, and more. The Board watched the training in its entirety and completed the quiz. The training was a part of SDAO's insurance best practices, and completing it gives the District a two percent discount on its property and liability insurance.

iii. Ethics revisions to Governance and Personnel Policies (ACTION)
The Board discussed revisions to the Board Governance and Personnel Policies to revise and add ethics provisions. Nielsen distributed recommendations from the District legal counsel Baker to both the Governance and Personnel policies. His comments were mainly minor wording changes. The Board reviewed them. For the Board Governance Policy, Snyder suggested removing “official compensation” as something Board members could receive as compensation, even though it’s legal to do so. Since the creation of the District, the Board has considered their job to be a volunteer one and have eschewed anything other than reasonable reimbursement. The rest of the Board agreed. Snyder moved to pass Resolution 2015-16.09, adding ethics provisions to the Board Governance Policy including Baker’s edits and removing official compensation from the draft. Sheppard seconded. The motion carried unanimously. Snyder moved to approve new ethics provisions to the Personnel Policies, including Baker’s suggestions. Sheppard seconded. The motion carried unanimously.

iv. 2016-17 budget
The Board reviewed the budget calendar and had no suggested changes. They also discussed potential new Budget Committee members, with Nate DeVol not renewing his position. VanOrman suggested current Friends co-president Buck Parker. Nielsen will ask him.

Nielsen asked the Board if they had particular areas on which they’d like him to focus on the budget. He will watch what happens with the minimum wage and plans to budget to replace the aging Oak Street sidewalk. Snyder suggested budget extra for facilities and continuing the focus on collections. The upcoming strategic plan also likely will determine some budget priorities.

v. Employee Assistance Program
Nielsen asked the Board if they were interested in offering an Employee Assistance Program, where employees could have a limited number of mental health and other clinical visits. It would cost between $1,200-1,500 per year, if offered to all employees. Many Board members commented that such programs are used infrequently. This may especially be the case given that an increasing number of the employees have benefits through the District. Nielsen will inquire if the staff would use such a service.

vi. Update to controlled substances policy (ACTION)
The Board considered an updated version of the controlled substances policy in the Personnel Policies. Nielsen distributed comments by the District’s legal counsel. He only had a few grammatical suggestions. Sheppard moved to approve the Controlled Substances portion of the Personnel Policies as amended by District legal counsel. Snyder seconded. The motion carried unanimously.
vii. Cards for homeless/domestic violence shelter
The library has several homeless patrons and patrons who live in the domestic violence shelter. Currently, these patrons aren’t allowed to get library cards because either a) they can’t verify an address or 2) residents of temporary shelters have historically lost several thousand dollars of materials. Nonetheless, these populations are very at-risk, and staff would like to find ways to serve them in a way that minimizes loss. Several other libraries have cards for homeless patrons and people in temporary situations. Nielsen asked if the Board was willing to have such a card. The Board expressed interest and is willing to do a six-month pilot program. Nielsen will bring a revision to the Library Card Policy with this new card type.

VIII. Agenda items for next meeting
• Strategic planning update
• Final budget committee and calendar approval
• Cascade Locks lease agreement for new facility
• Reviewing library Director evaluation questions
• Renewing Hood River Library janitorial contract
• Update to Library Card Policy allowing homeless/temporary shelter cards

IX. Adjournment
The meeting adjourned at 8.16p.
Theater Upgrade

Hood River Library

502 State St,
Hood River, OR 97031
541-386-2535

Presented By:

Gorge Audio Video
1450 Tucker Rd.
PO Box 806
Hood River, OR 97031 USA
541.386-9337
www.gorgeaudiovideo.com
## Theater Upgrade

### AV System

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
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<tbody>
<tr>
<td><strong>Acer MR.JKY11.00B</strong></td>
<td>This chic white series of projectors gives you Full HD 1080p widescreen cinematic enjoyment with images in living color! Enhanced color technologies, ultra-high dynamic contrast ratio and HDMI connectivity effortlessly deliver brilliant games and entertainment right in the comfort of your living room.</td>
<td>1</td>
<td><strong>$1,013.99</strong></td>
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<tr>
<td><strong>Arlington CE1</strong></td>
<td>Single Gang Entrance Plate Reversible cable entrance plate makes pulling wires through the wall easy and quick. Because of the quality of their products, Arlington is one of the only product lines we distribute rather than engineer and build ourselves. Our hope is that you will find the convenience of purchasing them from us will save you time and effort during your busy day.</td>
<td>3</td>
<td><strong>$9.15</strong></td>
</tr>
<tr>
<td><strong>Arlington LV1</strong></td>
<td>Single Gang Low Voltage Retrofit Mounting Bracket</td>
<td>3</td>
<td><strong>$5.10</strong></td>
</tr>
<tr>
<td><strong>Binary Cables B6-HD-7.5</strong></td>
<td>B6-Series GripTek High Speed HDMI Cable with Ethernet, 7.5 Meter</td>
<td>1</td>
<td><strong>$59.12</strong></td>
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<tr>
<td><strong>Electrical Receptacle</strong></td>
<td>This package includes all installation and material to add an electrical receptacle</td>
<td>3</td>
<td><strong>$440.00</strong></td>
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*Price Includes Accessories*  
Presented By: Gorge Audio Video  
Project Name: Theater Upgrade  
Project No.: GORGE-7929  
Page 3 of 7  
2/15/2016
<table>
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<tr>
<th>Item</th>
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<td>1</td>
<td><strong>Elite M100UWH</strong></td>
<td>$119.74</td>
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<tr>
<td></td>
<td>100-inch Diagonal, 16:9 Aspect Ratio. View Size: 49.0&quot; H x 87.2&quot; W. Overall Size: 59.6&quot; H x 93.5&quot; W. Black Case. Screen Material: MaxWhite, 1.1 Gain. Multi-layer weave, 180 degree wide viewing angle, fully black backed front projection screen with textured surface. 4K Ultra HD and Active 3D Projection Ready. GreenGuard and GreenGuard GOLD Certified</td>
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<td></td>
<td>Auto-Locking mechanism provides a wide range of height settings, and screen lanyard allows for easy operation. Includes wood screws and drywall anchors for wall or ceiling installation. Optional 6&quot; and 12&quot; L brackets available. 2 Year Manufacturer's Warrant</td>
<td></td>
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<tr>
<td>1</td>
<td><strong>Gorge Audio/Video Installation</strong></td>
<td>$400.00</td>
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<tr>
<td></td>
<td>Installation includes physical install, optimization, programming (unless shown separately), commissioning, troubleshooting if necessary, and end-user instruction</td>
<td></td>
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<tr>
<td>1</td>
<td><strong>Pioneer P- VSX-830-K</strong></td>
<td>$372.11</td>
</tr>
<tr>
<td></td>
<td>Pioneer® VSX-830-K 5.2-Channel AV Receiver With Built-In Bluetooth® and Wi-Fi® Pioneer’s innovative approach to the networked home theater experience starts with the VSX-830-K. Offering a host of new features, the VSX-830-K is one of the most versatile AV receivers, letting you stream your favorite content and control it all from the palm of your hand. High-Definition Copy Protection (HDCP 2.2), built-in Wi-Fi and Bluetooth connectivity, a seven-Language icon-based Graphical User Interface (GUI), and an Apple® iOS®/Android™ Wi-Fi Setup App are just a few of this receiver’s advanced features.</td>
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<td>1</td>
<td><strong>Polk Audio TL1600</strong></td>
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<tr>
<td></td>
<td>TL Series 5.1 System with Powered Subwoofer</td>
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<td>3</td>
<td><strong>Sanus WMS3B</strong></td>
<td>$59.10</td>
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<tr>
<td></td>
<td>Tilt and Swivel Wall-Ceiling Speaker Mount Pair Black Black Finish</td>
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<td>Item Code</td>
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<tr>
<td>SnapAV B3-SUB-2</td>
<td>There's nothing entry-level about Binary B3 cables. From the low-profile connector body for even the tightest installs, to the ultra-flexible cable jacket that makes wire management easier, you'll appreciate the installer-friendly details that go into all Binary B3 cables.</td>
<td>$8.12</td>
</tr>
<tr>
<td>SnapAV B3-Y-RCA-2M1F</td>
<td>There's nothing entry-level about Binary B3 cables. From the low-profile connector body for even the tightest installs, to the ultra-flexible cable jacket that makes wire management easier, you'll appreciate the installer-friendly details that go into all Binary B3 cables.</td>
<td>$5.13</td>
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<tr>
<td>SnapAV B4-HD-.7</td>
<td>Bulky connector heads can create head-aches when hanging flat panels or sliding a DVD player into a cabinet. That's why we engineered this HDMI cable with connectors that are up to 50% shorter than the competition, and the cable itself is more flexible to go places the other guys can't. We didn't invent the HDMI cable - we just made it a whole lot better.</td>
<td>$7.53</td>
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<tr>
<td>Sony BDPS3500</td>
<td>300+ streaming apps: Netflix, YouTube, Hulu Plus, Amazon Instant Video &amp; more, Mirror your Android compatible mobile devices screen on your TV with Miracast technology PlayStation Now: Stream and enjoy PlayStation 3 games, Full HD 1080p Blu-ray Disc playback &amp; DVD upscaling, New Wi-Fi module provides excellent stability and speed for improved streaming performance Easy access to apps and functions with a new and customizable User Interface, Control &amp; browse from mobile devices with TV SideView, Quick Start/Load to watch movies faster than ever Enjoy music, photos and video via front USB slot, Experience HD sound with Dolby TrueHD and dts-Master Audio, Energy Star 3.0 compliant</td>
<td>$110.52</td>
</tr>
<tr>
<td>Strong SM-PROJ-M-BLK</td>
<td>Strong Universal Projector Mount up to 30 lbs, Non-NPT Thread, Black</td>
<td>$60.90</td>
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<tr>
<td>Strong SR-SHELF-FIXED-2U</td>
<td>Fixed Rack Shelf 2U, includes locking top clamp and rear brackets</td>
<td>$51.58</td>
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* Price Includes Accessories
Universal Remote Control MRF-260

So that you can enjoy your home control system to the fullest, your installer will recommend the RF Base Station that best suits your needs, and program it to be operated transparently by the remote control of your choice. Base Stations are small boxes about the size of a paperback book that sit out-of-sight and receive the radio frequency RF commands from the remote. They then translate these signals into commands that your various components can understand. The benefit to you: no more pointing, because RF passes harmlessly through walls, doors and floors. That means that you can store all of your equipment behind closed doors in cabinet furniture. You gain many other versatile features, including the ability to turn off all of the TVs in the house with a single button press, for example, or adjust music volume while out on the patio.

Experience the freedom of control wherever and whenever you want with MRF-260s operating your equipment.

Universal Remote Control MX-450

The affordable MX-450 is an exercise in cutting edge design combining extraordinary functionality with a beautiful color interface. Whether you are controlling one component or two dozen, the MX-450 keeps you in control. With three main pages that support up to 24 audio or video components your remote can expand with your home theater. Go beyond text and experience engaging graphical icons for devices, activities and popular favorite channels.

The MX-450 revolution doesn’t stop with form and function; it extends to powerful installation tools. Universal Remote Control has provided advanced functions that allow custom installers to fine tune your remote for your needs. The built-in remote program navigator allows your installer to program and edit in real-time directly on the LCD screen.

The only stand alone, customizable remote control that allows your installer to archive your unique program file.

Wire Assembly - 5.1 Surround Sound System

This package includes all wiring to support 5.1 channel surround. 3 channels are front left/center/right, 2 channels are side surround and 1 subwoofer (placement flexible) The wiring can support any combination of in ceiling, in wall, surface mount, or motorized speakers. Wiring shall exceed power handling for most A/V Receivers. Layout shall meet THX regulations.

AV System Total: $3,657.16

Theater Total: $3,657.16

Project Subtotal: $3,657.16
Project Summary

Total Installation Price: $3,657.16

Grand Total: $3,657.16

Client: 

Date

Contractor: Gorge Audio Video 

Date

* Price Includes Accessories

Presented By: Gorge Audio Video  

Project Name: Theater Upgrade  

Project No.: GORGE-7929

2/15/2016

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2016-2017 Budget Calendar

**Wednesday, April 27, 2016**
Publish 1st Notice of First Budget Committee Meeting
*(5 - 30 days before hearing, at least 5 days apart)*

**Wednesday, May 4, 2016**
Publish 2nd Notice of First Budget Committee Meeting
*(5 - 30 days before hearing, at least 5 days apart)*

**Tuesday, May 10, 2016, 6.00 - 8.00p, at Hood River Library**
First Budget Committee Meeting
- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

**Tuesday, May 17, 2016, 6.00 - 7.00p, at Hood River Library**
Second Budget Committee Meeting *(if necessary)*
- Budget Committee deliberations and questions

**Saturday, June 11, 2016**
Publish financial summaries and Notice of Budget Hearing
*(one publication, 5 – 30 days before hearing)*

**Tuesday, June 21, 2016, 7.00p, at Hood River Library**
Public hearing
- Meeting to adopt budget, appropriate funds, and levy property taxes

**Tuesday, July 5, 2016**
Deliver notice of property tax form LB-50 to County Tax Assessor
*(by July 15)*
# 2016-17 Budget Committee

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*Computer sessions*
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  - Feb: 386
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  - Aug: 286
  - Sep: 311
  - Oct: 372
  - Nov: 348
  - Dec: 301
  - Jan: 358
  - Feb: 299
  - YTD: 2,622

**Newsletter**
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  - Dec: 680
  - Jan: 734
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  - Dec: N/A
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  - Dec: 14
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  - Feb: 9
  - YTD: 80
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  - Aug: 157
  - Sep: 9
  - Oct: 31
  - Nov: 5
  - Dec: 31
  - Jan: 87
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  - YTD: 355

**TumbleBooks**
- Jul: 514
- Aug: 20
- Sep: 2,805
- Oct: 3,521
- Nov: 2,028
- Dec: 2,512
- Jan: 4,602
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- YTD: 19,723
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## Patron statistics, 2015-16

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

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<tr>
<td>Ken</td>
<td>Apland</td>
<td>homeschoolers, own jewelery school, nonprofits</td>
<td>216 Oak St.</td>
<td>Hood River, OR 97031</td>
<td>Alexis</td>
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<tr>
<td>Charlotte</td>
<td>Arnold</td>
<td>CGCC, tapper</td>
<td>4050 Sylvester Dr.</td>
<td>Hood River, OR 97031</td>
<td>John</td>
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<tr>
<td>Mark</td>
<td>Bailey</td>
<td>Bicoastal media radio show morning</td>
<td>PO Box 360</td>
<td>Hood River, OR 97031</td>
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<tr>
<td>Paul</td>
<td>Blackburn</td>
<td>current mayor of HR</td>
<td>401 Montello Ave.</td>
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<td>Gorham</td>
<td>Blaine</td>
<td>orchardist Parkdale owns grocery store</td>
<td>PO Box 446</td>
<td>Parkdale, OR 97041</td>
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<tr>
<td>Ken</td>
<td>Block</td>
<td>superintendent Horizon Christian</td>
<td>700 Pacific Ave.</td>
<td>Hood River, OR 97031</td>
<td>Buzzy</td>
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<tr>
<td>Rod</td>
<td>Blumenthal</td>
<td>nonuser--fruit orchard. Parkdale fire</td>
<td>PO Box 150</td>
<td>Odell, OR 97044</td>
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<tr>
<td>Kim</td>
<td>Brigham</td>
<td>Native Am. Small business owners</td>
<td>PO Box 37</td>
<td>Cascade Locks, OR 97014</td>
<td>Buzzy</td>
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<tr>
<td>Karen</td>
<td>Bureker</td>
<td>firefighter boy twins, interested in library board</td>
<td>2458 Sherman Ave.</td>
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<td>Alexis</td>
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<tr>
<td>Anna</td>
<td>Carmichael</td>
<td>St. Mark's Episcopal Church Warming shelter</td>
<td>PO Box 25</td>
<td>Hood River, OR 97031</td>
<td>Buzzy</td>
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<tr>
<td>Laurie</td>
<td>Carr</td>
<td>Laurie's Little People</td>
<td>1215 Sherman Ave.</td>
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<td>Sheri</td>
<td>Castenada</td>
<td>waitress at Sherry's</td>
<td>3501 Neil Creek Rd.</td>
<td>Hood River, OR 97031</td>
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<tr>
<td>Tina</td>
<td>Casteneres</td>
<td>retired MD, former director La Clinica</td>
<td>3301 Kollas Rd.</td>
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<td>Rachael</td>
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<td>Evelyn</td>
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<td>retired African American teacher</td>
<td>3384 Bradley Dr.</td>
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<td>Kerry</td>
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<td>Columbia Center for the Arts</td>
<td>215 Cascade Ave.</td>
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<td>Davies</td>
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<td>Tony</td>
<td>Diaz</td>
<td>Michoacan Sports Grill owners</td>
<td>3405 Odell Hwy.</td>
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<td>George</td>
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<td>8820 Dog River Rd.</td>
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<td>1635 5th St.</td>
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<td>Tania</td>
<td>Garcia</td>
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<td>1660 16th St.</td>
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<td>Sara</td>
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<tr>
<td>Hugo</td>
<td>Guzman</td>
<td>cascade locks parent</td>
<td>PO Box 484</td>
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<td>Rachael</td>
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<tr>
<td>Dave</td>
<td>Henehan</td>
<td>parent of young kids</td>
<td>1300 W 9th St.</td>
<td>The Dalles, OR 97058</td>
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<td>Jenny</td>
<td>Heredia</td>
<td>director from OCDC migrants</td>
<td>1300 W 9th St.</td>
<td>The Dalles, OR 97058</td>
<td>Patty</td>
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<td>Fr. Saul</td>
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<td>St. Mary's Catholic Church</td>
<td>PO Box 693</td>
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<td>Stephanie</td>
<td>Irving</td>
<td>Helping Hands</td>
<td>PO Box 441</td>
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<td>Katy</td>
<td>Kadlub</td>
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<td>Talon</td>
<td>Kennedy</td>
<td>Teen</td>
<td>3607 Belmont Ave.</td>
<td>Hood River, OR 97031</td>
<td>Jana</td>
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<tr>
<td>June</td>
<td>Knudson</td>
<td>former library director</td>
<td>PO Box 312</td>
<td>Stevenson, WA 98648</td>
<td>Buzzy</td>
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<td>Gloria</td>
<td>Krantz of Dee</td>
<td>Dee library user</td>
<td>5000 O'Leary Rd.</td>
<td>Hood River, OR 97031</td>
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<td>Ellen</td>
<td>Larsen</td>
<td>health department 3 sites.</td>
<td>1109 June St.</td>
<td>Hood River, OR 97031</td>
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<td>No</td>
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<td>Stephanie</td>
<td>Laurr</td>
<td>Butler bank building events company</td>
<td>309 Oak St., Suite 200</td>
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<td>Buzzy</td>
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<td>Miguel</td>
<td>Marquez</td>
<td>Marquez Lawn Maintenance</td>
<td>3223 Midway Rd.</td>
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<td>Rich</td>
<td>Martin</td>
<td>pediatrician</td>
<td>1631 Woods Ct.</td>
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<td>John</td>
<td>Metta</td>
<td>coder, Gorge Tech Alliance, opening cider</td>
<td>651 Floral Pl.</td>
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<td>Buzzy</td>
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<td>Kirby</td>
<td>Neumann-Rea</td>
<td>Editor paper</td>
<td>909 Marian</td>
<td>Hood River, OR 97031</td>
<td>John</td>
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<td>Luz</td>
<td>Oropeza</td>
<td>prevention office Odell coalition</td>
<td>309 State St.</td>
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<td>Lynn</td>
<td>Orr</td>
<td>History Museum of Hood River County</td>
<td>PO Box 781</td>
<td>Hood River, OR 97031</td>
<td>Buzzy</td>
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<td>Caroline</td>
<td>Park</td>
<td>Cascade Locks Tourism Board, Brewery</td>
<td>PO Box 396</td>
<td>Cascade Locks, OR 97014</td>
<td>Buzzy</td>
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<td>Allyson</td>
<td>Pate</td>
<td>director of WINGS--resources</td>
<td>2149 W Cascade, #106A, PMB 48</td>
<td>Hood River, OR 97031</td>
<td>Buzzy</td>
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<td>Martina</td>
<td>Pennington</td>
<td>Lions Club</td>
<td>PO Box 111</td>
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<td>Robin</td>
<td>Pereyda</td>
<td>daily library user works at Horizon</td>
<td>PO Box 128</td>
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<td>Rachel</td>
<td>Perman</td>
<td>Tofurky</td>
<td>PO Box 176</td>
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<td>Patrick</td>
<td>Rawson</td>
<td>St. Francis House--afterschool program</td>
<td>1368 Rawson Rd.</td>
<td>Hood River, OR 97031</td>
<td>Patty</td>
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<td>Sal</td>
<td>Rivera</td>
<td>police officer</td>
<td>207 2nd St.</td>
<td>Hood River, OR 97031</td>
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<td>Ron</td>
<td>Rivers</td>
<td>commission chair orchardist</td>
<td>601 State St.</td>
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<td>Rust</td>
<td>community education--school</td>
<td>1009 Eugene St.</td>
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<td>Larry</td>
<td>Spellman</td>
<td>retiree weather blog</td>
<td>2775 Prospect Ave.</td>
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<td>Darlene</td>
<td>Sullenger</td>
<td>small business Cascade Motel</td>
<td>300 NW Forest Ln.</td>
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<td>Buzzy</td>
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<td>Connor</td>
<td>Truax</td>
<td>Teen</td>
<td>958 Hood View Ct.</td>
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<td>Jana</td>
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<td>Andy</td>
<td>VonFlotow</td>
<td>Hood Tech, owns property</td>
<td>3345 Cascade Ave.</td>
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<td>Stu</td>
<td>Watson</td>
<td>Hood River Biz Buzz blogger, education on board for CC</td>
<td>PO Box 29</td>
<td>Hood River, OR 97031</td>
<td>John</td>
<td>Yes</td>
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<td>Jeff</td>
<td>Wavrunek</td>
<td>The Dalles library, homeschools</td>
<td>722 Court St.</td>
<td>The Dalles, OR 97058</td>
<td>John</td>
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<td>Robert</td>
<td>Weinman</td>
<td>Mount Hood Community College</td>
<td>Mt. Hood Community College 26000 SE Stark St.</td>
<td>Gresham, OR 97030</td>
<td>John</td>
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<td>JoAnn</td>
<td>Wittenberg</td>
<td>Cascade Locks multiple things</td>
<td>PO Box 415</td>
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<td>Nico</td>
<td>Yasui</td>
<td>Leadership coordinator HS</td>
<td>1220 Indian Creek Rd.</td>
<td>Hood River, OR 97031</td>
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## Hood River County Library District Strategic Planning Retreat

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<tr>
<th>First</th>
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<th>Info</th>
<th>Mailing address</th>
<th>City, state, zip</th>
<th>Board contact</th>
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<tr>
<td>Tom</td>
<td>Yates</td>
<td>Lions, runs 4th of july parade</td>
<td>3546 Avalon Dr.</td>
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<td>Rachael</td>
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<td>Dustin</td>
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<td>ASET installed fire alarm system</td>
<td>PO Box 2269</td>
<td>The Dalles, OR 97058</td>
<td>Buzzy</td>
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<tr>
<td>Gillermina</td>
<td></td>
<td>Guadalajara Mercado owners</td>
<td>1802 12th St.</td>
<td>Hood River, OR 97031</td>
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March 4, 2016

Dear Addresses2.Sheet1.first:

Hood River County Library District is planning for the next chapter of our story with a strategic planning process in early 2016. We'll be hosting a visioning and planning retreat that will be attended by a selected group of individuals who know our community and have a commitment to its success.

We have identified a diverse group of community members who we feel would be invaluable participants in this process and we hope that you will agree to be part of this group. The retreat will be held on Saturday at our library in Hood River on Saturday, April 2, 2016, from 9.30a to 3.00p. Morning refreshments and lunch will be provided.

This retreat will be facilitated by library consultant Penny Hummel, and we promise that it will be interactive, informative and fun! You'll have the opportunity to share your insights with others who have creative and visionary ideas about the future of our community and our library.

Please contact Library Director Buzzy Nielsen at buzzy@hoodriverlibrary.org or 541-387-7062 no later than Monday, March 21 to let us know whether you can join us or if you have any questions. We'll send more information about the retreat once we've heard from you.

We promise that April 2nd will be an excellent investment of your time and that you'll be making a significant contribution to the library and to the quality of life in our community. With your help, we will ensure that our library remains relevant, engaging and responsive for years to come.

We hope you can join us. Thank you!

Buzzy Nielsen
Library Director
Hood River County Library District

Suzanne VanOrman
District Board Chair
Hood River County Library District
Community Visioning and Strategic Planning Retreat
Agenda
Hood River Library (502 State Street, Hood River OR)
Saturday, April 2, 2016, 9:30 am – 3 pm

9:00 Coffee and refreshments
9:30 Welcome (Buzzy Nielsen)
9:35 Introductions
10:00 Retreat overview and outcomes (Penny Hummel, library consultant)
10:15 The Hood River County Library District (Buzzy Nielsen)
   • Current programs and services
   • Benchmarking
   • Opportunities and aspirations for the future (+ Q & A)
10:45 Hood River County: Opportunities and Challenges (Presenter TBD)
11:15 Input from community interviews and focus groups
11:45 National library service trends (Penny Hummel)
11:45 Identifying Community Needs: Small Groups
   • What are our community’s most pressing needs?
   • Which of these needs might the library help address?
12:15 Reports from small groups
12:30 LUNCH
1:15 Vision for the Hood River County Library District: Small Groups
   • How can the library address identified community needs and make a positive contribution to local quality of life?
   • Where should the library focus its resources in the next 3 – 5 years?
1:45 Reports from small groups
2:00 Developing Goals and Strategies: Small Groups
   • Within the identified focus areas, what should the library’s goals be in the next three years?
   • What strategies will help reach these goals?
   • Are there other community organizations the library should partner with in order to achieve these goals?
2:30 Final reports from small groups
2:45 Next steps (Penny Hummel)
3:00 Adjourn (Buzzy Nielsen)
Library Card Policy

Hood River County Library District cards allow their holders to borrow a wide variety of free information and entertainment materials. They also provide access to the District’s licensed electronic resources remotely.

Any resident of Hood River County, resident of a Metropolitan Interlibrary Exchange (MIX) library, or cardholder at an Oregon Library Passport Program (OLPP) library is eligible to receive a free library card from the District. The District also honors current valid library cards from any other library in the Sage Library System. Materials may be checked out from and returned to any Sage library.

Regular New Library Cards
Patrons 18 and older may receive a regular library card by going to any District library and providing name, mailing address, street address, contact information, and date of birth. Patrons who are 16 or 17 can receive cards by providing the same information, as well as the name of their parent/guardian. Patrons 15 or younger must have approval of a parent/guardian accepting responsibility.

The person accepting responsibility for use of the library card (the adult or teen patron or parent/guardian) must provide proof of identification and current residence and mailing address. Acceptable proof of identification and residency include but are not limited to the following:

- Valid government-issued photo ID or voter’s registration card
- Valid student photo identification
- Utility bill
- Rent receipt signed by a landlord
- Lease or mortgage agreement
- Imprinted check
- Postmarked piece of mail delivered to the mailing address

For patrons 17 and under, a parent/guardian’s card in good standing may be used as proof of residence and mailing address. Staff members are encouraged to use sound but flexible judgment in accepting applications and proof of address, remembering that the District’s major aims are to verify that the applicant lives in an area eligible for a free card and have enough information to contact the patron regarding hold pickup, billing, and other notices.

Patrons who come to a library without sufficient identification to get a library card are welcome to use the library facilities, including any materials and equipment, and take any free items on offer.

Privileges and Restrictions and Responsibilities
Library cards are not transferable; each patron must have his/her own card to check out materials. To check out, patrons must show the card in person, show it digitally, provide valid photo ID, or verify information on the account. Family members living in the same household may pick up each other’s holds. A patron also may allow another individual to pick up his/her holds by giving that individual the
card to present at the library. If doing business remotely, they must verify information on the account.

To help optimize availability of the collection to the public, the District limits the total number of items that can be checked out at the same time on a regular card to 50. Because holds and interlibrary loan requests are labor-intensive services, patrons also are limited to nine outstanding holds within the Sage Library System and six outstanding out-of-Sage interlibrary loan requests.

Other requests beyond the limit may be negotiated.

Other card types
Library staff, at the discretion of the Library Director, are authorized to issue specialized types of library cards with different privileges and restrictions from regular cards.

- **Homeless/shelter cards:** Homeless/shelter cards are issued to individuals with unstable living situations, such as homeless individuals or those living in domestic violence shelters. To receive a homeless/shelter card, individuals must present a government-issued photo ID (it does not have to be valid) and give a contact phone number. Cards are limited to two items checked out at once, one hold on HRCLD items only, are good only at HRCLD locations, and expire in three months but may be renewed.

- **Institutional cards:** Institutional cards are issued to organizations or businesses serving Hood River County that wish to use library services for business purposes. Institutional cards may have higher item limits or loan periods. To create an institutional card, a staff member of that organization must provide a valid photo ID as well as a business card in their name showing their association with the organization as well as the organization’s contact information. Cards are issued at the discretion of the Library Director or Assistant Director.

- **Metropolitan Interlibrary eXchange (MIX):** MIX cards are issued to patrons residing within the service area of a participating MIX library. Cards have the same privileges, restrictions, and ID/address requirements as regular cards but can be used in-person only at HRCLD locations.

- **Temporary/non-resident cards:** Temporary/non-resident cards may be issued to individuals who are temporary residents, do not reside within Hood River County, the service area of a MIX or OLPP library, or don't qualify for MIX, OLPP, and other Sage library cards. Such cards have the same identification requirements as regular cards but expire at the time the individual expects to leave the area or in one year, whichever comes first. There is a non-refundable fee of $20 for three months or $80 per year for temporary/non-resident cards. That fee is waived for area camp hosts.

- **Oregon Library Passport Program (OLPP) cards:** OLPP cards are issued to patrons who have a valid library card from a participating OLPP library. OLPP cards have the same privileges, restrictions, and ID/address requirements as regular cards but do not have remote access to the District's licensed electronic resources and expire one year from the issue date.

**Loan Periods**
All circulating materials, except movies, check out for three weeks. Movies check out for one week. Patrons may renew materials by contacting any District or Sage library. An item may not be renewed if another person is waiting for it, it has already been renewed twice, or the patron has been billed for the item.
Fines and Fees
Materials that are kept beyond their due dates will incur overdue fines. There is a three-day grace period on all items during which fines will not be charged. Fines are $0.10/day, $3 per item maximum.

The District also collects fees for the following:

- Lost or irreparably damaged items: Retail cost of item + $5 processing fee. Patrons may bring in a good identical copy of an item to have the retail cost waived. They will still be charged the processing fee.
- Damaged items, if repairable: $10 or the cost of the repair, whichever is higher.
- Destroyed media case: Audiobooks, $10; everything else, $5
- Lost media piece (e.g. disc from an audiobook or DVD series), if individually replaceable: $10 or the replacement cost, whichever is higher.
- Damaged media cover art: $5 or the replacement cost, whichever is higher.
- Damaged barcode or spine label: $1.
- Out-of-Sage interlibrary loans: $3 plus any fees charged by lending library
- Temporary/non-resident cards: $20 for 3 months or $80/year
- Replacement card - $1

Fees paid for lost materials may be refunded, less the processing fee, if they are returned in good condition within six months of having paid the fee.

Overdues and Billing
Patrons will be notified about overdue materials by email only. Otherwise, it is the patron’s responsibility to monitor their record for overdue items. If a patron fails to return overdue materials within four weeks of the due date, the material will be considered lost and the patron will be billed for the item.

The District will not check out materials to any patron with outstanding fines or fees exceeding $15 at any library or combination of libraries in the Sage Library System. Borrowing privileges will be restored when outstanding fees are brought under $15.

Exceptions to any provisions of this policy are at the discretion of the Library Director or designee.

Adopted by the Board of Directors, July 12, 2011
Last revised, March 15, 2016 September 15, 2015
Resolution No. 2015-16.10
Resolution revising the Library Card Policy

WHEREAS, the District wishes to provide library cards to the homeless, residents of domestic violence shelters, and other individuals with unstable housing situations; and

WHEREAS, the District already provides other specialized types of library cards that need to be codified in policy;

Now, therefore be it RESOLVED, that the Board amends the Library Card Policy as presented in the attached document and discussed and revised during the meeting of March 15, 2016.

Adopted by the Board of Directors of Hood River County Library District this 15th day of March, 2016.

ATTEST:

Suzanne VanOrman, President

Buzzy Nielsen, Library Director
Janitorial Services Contract

Hood River County Library District
and
Clean-All Janitorial

This is a contract for janitorial services at the Hood River branch of the Hood River County Library District, 502 State Street, Hood River, OR 97031 (Customer), to be performed by Clean-All Janitorial (Contractor).

1. **Effective Date and Duration.** This contract shall become effective on April 1, 2015, and unless extended or terminated earlier, this contract shall expire on March 31, 2018.

2. **Statement of Work.** Contractor shall perform the work, as outlined and set forth in the Statement of Work. This Statement of Work may be changed from time to time with the approval of both parties as indicated on the Statement by signatures and date.

3. **Expectations.** Contractor must provide all essential cleaning products and equipment. The contractor must also have in place an OSHA-compliant MSDS program and provide Customer with a copy to be made available on-site. Contractor must keep the program and Customer updated if there are changes. Notification of changes must be made immediately.

   The District will provide trash bags, toilet paper, soap, paper towels, toilet bowl blocks, feminine products, disposable cups, and toilet seat covers.

   Contractor is prohibited from sharing keys to the building with assistants or anyone else without approval from Customer. Customer reserves the right to reject any employee's privilege to work inside or outside the facilities.

4. **Consideration.** For the first year, Customer shall pay $1,723.00 per month under this Contract, which includes any allowable expenses as outlined in the Statement of Work. Customer will not pay any amount in excess of the above amount unless specifically agreed to by the parties for additional janitorial work.

   1. All routine travel and other expenses are included in the total monthly payment and will not be charged separately. Any unique expense to be charged to Customer will be agreed to prior to the charge.

   2. To receive payment, Contractor shall submit monthly invoices to Customer by the 10th of each month.

   3. Compensation will be reviewed on or by March 31, 2016, and again on or by March 31, 2017, and amended and agreed as necessary by both parties for the next contract year.

5. **Independent Contractor.** Contractor is an independent contractor and will perform all work required by this contract as an independent contractor. Contractor is responsible to
determine the appropriate means and manner of performing the work. Contractor is responsible for all social security, unemployment insurance, vacation, sick leave, or worker’s compensation for its own employees. Contractor will be responsible for all federal or state taxes which are applicable to any of Contractor's employees' wages under this contract.

6. Subcontracts and Assignment. Contractor is responsible for the work under this contract and will not subcontract any part of the work to another entity without the express written approval of Customer.

7. Termination.

1. Unilateral or Mutual Agreement. The parties may at any time agree to the termination of this agreement by written and signed mutually agreeable terms. Either party may give sixty days written notice of intent to terminate the contract for no fault.

2. Default of Either Party. Upon either party’s failure to perform the duties as outlined in the Contract, and if the failure continues after thirty days appropriate notice of the default by the other party, if the default is not corrected, this Contract may be terminated by the non-defaulting party and damages may be collected.

3. Contractor No Longer Holds a Required Certificate or License. In the event Contractor fails to maintain a required certificate or license for the performance of this work, or the hiring of people to maintain the work, Contractor may give Customer notice of intent to terminate the contract, or Customer may request clarification of intent to terminate the Contract or intent to perform the duties of the Contract. If such assurance of license to perform or notice of default is not provided, Customer may give notice of immediate termination.

8. Compliance with Applicable Law. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to this Contract. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Contract: (a) Titles VI and VII of the Civil Rights Act of 1964, as amended; (b) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (c) the Americans with Disabilities Act of 1990, as amended; (d) Executive Order 11246, as amended; (e) the Health Insurance Portability and Accountability Act of 1996; (f) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (g) the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended; (h) ORS Chapter 659, as amended; (i) all regulations and administrative rules established pursuant to the foregoing laws; and (j) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. These laws, regulations, and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated. Customer’s performance under the Contract is conditioned upon Contractor’s compliance with the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235, and 279B.270 which are incorporated by reference herein.
9. **Indemnity.** Contractor shall defend, hold harmless, and indemnify Customer, its officers, employees, and agents, from all claims, suits, losses, damages, liabilities, costs, expenses or actions of any nature whatsoever resulting from the activities of Contractor, its officers, and employees, under this contract.

10. **Insurance.** Contractor shall provide a certificate of liability insurance.

   Contractor provided on ________________
   Initials ________________

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

11. **Waiver.** The failure of either party to enforce any provision of this contract shall not constitute a waiver by that party of that or any other provision.

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

13. **Notices and Contract Representatives.** All notices to the respective parties shall either be sent to the following addresses:

   Buzzy Nielsen
   Hood River County Library District
   502 State St
   Hood River, OR 97031
   541-387-7062
   buzzy@hoodriverlibrary.org

   Steve Roberts
   Clean-All Janitorial
   1767 12th St #239
   Hood River, OR 97031
   541-386-5773
   tedene@embarqmail.com

**IT IS SO AGREED:**

Hood River County Library District

Clean-All Janitorial

__________________________________________  __________________________
Signature                                    Signature

__________________________________________  __________________________
Printed name                                 Printed name

__________________________________________  __________________________
Date                                        Date
Statement of Work

The contractor will be responsible for cleaning all areas of the building, as well as shutting off all designated lights and and ensuring all doors and exits are locked before the end of the shift.

• 2 days per week full building cleaning:
  ◦ Sweep or vacuum all non-carpet areas  
  ◦ Wet mop all non-carpet areas or auto-scrub  
  ◦ Clean and disinfect all bathroom sinks and toilets  
  ◦ Fill all soap, paper, and feminine product dispensers  
  ◦ Empty all wastebaskets and remove trash from building  
  ◦ Vacuum all carpet areas  
  ◦ Spot clean carpets as needed.  
  ◦ Sift all outside ashtrays of refuse  
  ◦ Ensure all entrances are locked  
  ◦ Clean and sanitize all drinking fountains.  
  ◦ Clean glass doors  
  ◦ Clean elevator floors and walls

• 3 Days per week high traffic area service:
  ◦ Clean and disinfect all bathrooms  
  ◦ Fill all soap and paper dispensers  
  ◦ Empty all wastebaskets and remove trash from building  
  ◦ Vacuum high traffic areas (defined as stairs, entry areas, and hallways)  
  ◦ Spot clean elevator as needed  
  ◦ Ensure all entrances are locked

• Weekly duties:
  ◦ Remove spider webs up to 120"  
  ◦ Clean and sanitize break room  
  ◦ Wash all work and public desks and tables (when cleared by staff)  
  ◦ Emptying garbage cans in the Georgiana Smith Memorial Gardens (May-September)

• Biweekly duties:
  ◦ Emptying garbage cans in the Georgiana Smith Memorial Gardens (October-April)

• As-needed duties (to be performed during regularly-scheduled cleanings):
  ◦ Remove broken glass or sharp material from all surfaces  
  ◦ Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling  
  ◦ Remove excess water from floors during inclement weather  
  ◦ Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers
Emptying garbage cans in the Gardens before and after large downtown events including but not limited to First Friday (May-October), Independence Day (July 4th), Library end of Summer Reading party (August), Hops Fest (September), Harvest Fest (October), and Hood River Holidays (December).

• Annual duties:
  ○ Extract all carpets
  ○ Deep scrub and recoat vinyl floors in staff area
  ○ Clean all windows inside and out, excluding the tall north windows in the atrium area.

Aside from the annual duties, the requirements stated above are to serve as guidelines. The actual requirements shall be performed as frequently as necessary to maintain the building in a clean and sanitary condition.
Janitorial Services Contract
between Hood River County Library District and Clean-All Janitorial
2016-17 addendum

This addendum updates the janitorial contract between Hood River County Library District (Customer) and Clean-All Janitorial (Contractor) for the period of April 1, 2016, to March 31, 2017.

Contractor shall perform the work, as outlined in the Updated Statement of Work. For the addendum period, Customer shall pay $1,958.00 per month under the considerations agreed to in the original contract.

IT IS SO AGREED:

Hood River County Library District

Clean-All Janitorial

Signature

Signature

Printed name

Printed name

Date

Date

Updated Statement of Work
(Red text are changes from the previous Statement of Work)

Hood River Library

Contractor will be responsible for cleaning all areas of the Hood River Library (502 State St., Hood River, OR) as well as shutting off all designated lights and and ensuring all doors and exits are locked before the end of the shift.

• 5 days per week high traffic area service:
  ◦ Clean and disinfect all bathrooms, sinks, and toilets.
  ◦ Clean and sanitize all drinking fountains.
  ◦ Fill all soap, paper, and feminine product dispensers.
  ◦ Empty all wastebaskets and remove trash from building.
  ◦ Vacuum high traffic areas (defined as stairs, entry areas, and hallways).
  ◦ Spot clean elevator as needed.
  ◦ Ensure all entrances and marked doors are locked and that non-emergency lights are off.

• 2 days per week full building cleaning:
  ◦ Sweep or vacuum all non-carpet areas.
Wet mop or scrub all non-carpet areas.
Vacuum all carpet areas.
Wipe down all heavily-used surfaces including counters, tables, and computer desks.
Spot clean carpets as needed.
Sift all outside ashtrays of refuse.
Clean glass doors.
Clean elevator floors and walls.

Weekly duties:
- Remove spider webs up to 10'.
- Clean and sanitize break room.
- Wash all work and public desks and tables including counters, tables, and computer desks.
- Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September).

Biweekly duties:
- Emptying garbage cans in the Georgiana Smith Memorial Gardens (October-April).

As-needed duties (to be performed during regularly-scheduled cleanings):
- Remove broken glass or sharp material from all surfaces.
- Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling.
- Remove excess water from floors during inclement weather.
- Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers.
- Emptying garbage cans in the Gardens before and after large downtown events including but not limited to Blossom Time (spring), First Friday (May-October), Independence Day (July 4), Library end of Summer Reading party (end of summer), Hops Fest (September), Harvest Fest (October), and Hood River Holidays (December).

Annual duties:
- Extract all carpets (September).
- Deep scrub and recoat vinyl floors in staff area.
- Clean all windows inside and out, excluding the tall north windows in the atrium area (May).

Aside from the annual duties, the requirements stated above are to serve as guidelines. The actual requirements shall be performed as frequently as necessary to maintain the building in a clean and sanitary condition.

**Parkdale Library**
Contractor will be responsible for cleaning all areas of the Parkdale Library room in the Parkdale Community Center (7300 Clear Creek Rd., Parkdale, OR) as well as shutting off all designated lights and ensuring all doors and exits are locked before the end of the shift.

Weekly duties:
- Empty all wastebaskets and remove trash from building.
- Vacuum carpet.
- Wipe down all heavily-used surfaces including counters, tables, and computer desks.
- Ensure all entrances and marked doors are locked and that non-emergency lights are off.
- Remove spider webs up to 10'.
- Clean and sanitize break room.
- Wash all work and public desks and tables including counters, tables, and computer desks.

**As-needed duties (to be performed during regularly-scheduled cleanings):**
- Remove broken glass or sharp material from all surfaces.
- Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling.
- Remove excess water from floors during inclement weather.
- Empty all recycling bags/containers and remove recycling from building.

**Annual duties:**
- Extract all carpets (September).
- Clean all windows inside and out, excluding the tall north windows in the atrium area (May).
Library Director Evaluation Policy

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

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

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

1. The Board of Directors shall establish the evaluation and criteria in consultation with the Library Director. Any changes to the criteria or goals shall become effective after mutual agreement between the Board and the Library Director.
2. The Library Director shall complete a self evaluation form and submit it to the Board.
3. District staff shall be requested to supply written input on approved evaluation forms, which shall allow for standard ratings and space for written comments.
4. The overall results of a feedback survey from community members selected by the Board of Directors may be used as a source of input in the evaluation process.
5. Board members shall complete individual evaluations, on forms with standard ratings and space for written comments, following receipt of evaluations from the Library Director, District staff, and community members.
6. The input from the Board, staff, Library Director, and community evaluations, as well as the forms themselves, shall be compiled by the Board President.
7. The final draft of the evaluation is then presented to the Library Director. Scored areas will be averaged as appropriate. The written statements of the evaluations shall be included.
8. The Library Director shall have one week to review the final draft of the evaluation and develop written comments in response. These comments shall be submitted first to the Board of Directors with the proposed evaluation.
9. The evaluation shall at all times be reviewed in executive session meetings unless the Library Director requests that it be conducted in public.
10. The President will meet with the Library Director to review the evaluation, develop goals, and identify training needs to be included in the final evaluation document.
11. The Board of Directors shall review and accept or reject the evaluation or any portion thereof as compiled by the President. At this time, the Board of Directors shall determine the amount of salary increase (if any) in the Library Director’s compensation to be awarded in the next fiscal year (July 1). The salary deliberations shall be held in public session.
12. The evaluation, once approved by the Board of Directors, is then presented to the Library Director for his/her files and the personnel file. The evaluation is subject to disclosure under public records laws.

Approved by the Board of Directors, June 19, 2012
Library Director Evaluation
Board Questions
May 2015

Scoring:
• 5 – Consistently exceeds expectations
• 4 – Often exceeds expectations
• 3 – Meets expectations
• 2 – Often below expectations
• 1 – Consistently below expectations

1. Please look at the Library Director’s (LD) job contract and description. How successful has the LD been in performing all duties outlined? How well has the LD shown commitment and leadership to the organization?
   1. Job description
   2. Commitment to the organization
   3. Leadership

Explain:

2. How do you feel the LD has done at administering Board policies, making policy recommendations to the Board, and providing executive support and information to the Board?
   1. Administering Board policy
   2. Providing executive support and information
   3. Meeting deadlines
   4. Consistent quality of work
   5. Communication skills

Explain:

3. How well has the LD progressed in meeting goals established for the 2012-2016 strategic plan?
   1. Promoting the library to the community
   2. Increasing outreach to the Hispanic community
   3. Increasing outreach to the Odell community
   4. Creating a young adult area
   5. Creating a technology plan
   6. Bringing the collection up to date

Explain:

4. How successful has the LD been in staying within the District’s financial budget and policies,
and administering the District's funds?
1. Budget
2. Financial policies
3. Administering District funds
4. Administering grants

Explain:

5. How has the LD done at overseeing the maintenance of the collection?
   1. Developing the collection
   2. Collection maintenance
   3. Classifying and cataloging materials
   4. Developing the collection for a diverse citizenry
   5. Increasing audiovisual materials
   6. Electronic materials

Explain:

6. How has the Director done at supervising personnel?
   1. Hiring personnel
   2. Training personnel
   3. Increasing bilingual capacity on staff
   4. Recruiting, training, and supervising volunteers
   5. Supervising personnel
   6. Supervising volunteers
   7. Hearing grievances
   8. Administering disciplinary action as needed

Explain:

7. How effectively has the LD provided appropriate and properly-maintained facilities, technology, and equipment to serve patrons?
   1. Ensuring safety:
   2. Providing appropriate and up-to-date technology:
   3. Maintaining the facilities:
   4. Providing and maintaining other necessary equipment:
   5. Ensuring proper upkeep of outdoor areas:

Explain:

8. How successful has the LD been at championing community and state partnerships for the operation and services provided now and for the future?
   1. Hood River County Library Foundation
   2. Friends of the Hood River County Library
3. Businesses
4. Schools
5. Oregon Library Association
6. Special Districts Association of Oregon
7. Clubs/organizations

*Explain:*

9. How successful has the Director been in providing appropriate library services and technology to the community?
   1. Provide programs, services, and activities
   2. Staffing levels
   3. Operational hours
   4. Handling patron requests and complaints
   5. Provide reference and information services
   6. Sage Library System
   7. Internet
   8. Library programming trends
   9. Early childhood literacy

*Explain:*

10. Overall, how do you feel the LD has done in fulfilling his job duties?

*Explain:*
Library Director Evaluation
Community Questions
May 2015

Scoring:
• 5 – Consistently exceeds expectations
• 4 – Often exceeds expectations
• 3 – Meets expectations
• 2 – Often below expectations
• 1 – Consistently below expectations

1. How well do you feel the Library Director (LD) serves as an effective spokesperson for the Library District?
   1. Demonstrates commitment to the organization
   2. Acts as an effective spokesperson
   3. Represents programs and services accurately
   4. Communicates the Library District’s point of view
   5. Is Professional and courteous
   6. Has Knowledge of community needs

   Explain:

2. How successful has the LD been in developing library services that represent the needs and wants of the community?
   1. Develops appropriate library services
   2. Meets the needs of a diverse community
   3. Develops well-received public programs
   4. Shows creativity
   5. Takes initiative

   Explain:

3. How well does the LD present himself to the community?
   1. Participates in meetings/events
   2. Listens and responds appropriately
   3. Is on time and prepared
   4. Verbal communication
   5. Written communication
   6. Provides clear information
   7. Accepts feedback

   Explain:
4. How successful has the LD been at championing community involvement for the operation and services provided now and for the future?
   1. Hood River County Library Foundation
   2. Friends of the Hood River County Library
   3. Businesses
   4. Schools
   5. Organizations/clubs

Explain:

5. How successful has the LD been in providing appropriate library services to the community?
   1. Developing the collection
   2. Providing programs, services, and activities
   3. Staffing levels
   4. Operational hours
   5. Handling patron requests and complaints
   6. Children’s programming

Explain:

6. How successful has the LD been at communicating library services to the community?
   1. Public events
   2. Electronic resources
   3. Free public Internet
   4. Early childhood services
   5. Adult services
   6. Teen services
   7. Reaching out to different demographics
   8. Reference and information services

Explain:

7. Overall, how do you feel the LD has done in creating a robust public library for our community?

Explain:
Library Director Evaluation
Library Director questions
May 2015

Scoring:
• 5 – Consistently exceeds expectations
• 4 – Often exceeds expectations
• 3 – Meets expectations
• 2 – Often below expectations
• 1 – Consistently below expectations

1. Please look at your job contract and description. How successful have you been in performing all duties outlined? How well have you shown commitment and leadership to the organization?
   1. Job description
   2. Commitment to the organization
   3. Leadership:

   Explain:

2. How do you feel you have done at administering Board policies, making policy recommendations to the Board, and providing executive support and information to the Board?
   1. Administering board policies:
   2. Providing executive support and information
   3. Meeting deadlines
   4. Consistent quality of work
   5. Communication Skills

   Explain:

3. How well have you progressed in meeting goals established for the 2012-2016 strategic plan?
   1. Promoting the library to the community
   2. Increasing outreach to the Latino community
   3. Increasing outreach to the Odell community
   4. Creating a young adult area
   5. Creating a technology plan
   6. Bringing the collection up to date

   Explain:

4. How successful have you been in staying within the District’s financial budget and policies, and administering the District’s funds?
   1. Budget
2. Financial policies
3. Administering district funds
4. Administering grants

Explain:

5. How have you done at overseeing the maintenance of the collection?
   1. Collection maintenance
   2. Developing the collection
   3. Classifying and cataloging materials
   4. Developing collection for a diverse citizenry
   5. Increasing audiovisual material
   6. Electronic resources:

Explain:

6. How have you done at supervising personnel?
   1. Hiring personnel
   2. Training personnel
   3. Increasing bilingual capacity on staff
   4. Recruiting, training, and supervising volunteers
   5. Supervising personnel
   6. Hearing grievances
   7. Administering disciplinary action as needed

Explain:

7. How effectively have you provided appropriate and properly-maintained facilities, technology, and equipment to serve patrons?
   1. Ensuring safety
   2. Providing appropriate and up-to-date technology
   3. Maintaining the facilities
   4. Providing and maintaining other necessary equipment
   5. Ensuring proper upkeep of outdoor areas

Explain:

8. How successful have you been at championing community and state partnerships for the operation and services provided now and for the future?
   1. Hood River County Library Foundation
   2. Friends of the Hood River County Library
   3. Businesses
   4. Schools
   5. Oregon Library Association
6. Special District Association of Oregon
7. Clubs/organizations

Explain:

9. How successful have you been in providing appropriate library services and technology to the community?
   1. Providing programs, services, and activities:
   2. Staffing levels
   3. Operational hours
   4. Handling patron requests and complaints
   5. Providing reference and information services
   6. Sage Library System
   7. Public Internet
   8. Library Programming Trends
   9. Early childhood literacy

Explain:

10. Overall, how do you feel you have done in fulfilling your job duties?

Explain:
Library Director Evaluation
Staff Questions
May 2015

Scoring:
• 5 – Consistently exceeds expectations
• 4 – Often exceeds expectations
• 3 – Meets expectations
• 2 – Often below expectations
• 1 – Consistently below expectations

1. How well do you feel the Library Director (LD) has demonstrated his leadership qualities?
   1. Sensitivity and awareness in relating to people
   2. Fosters an environment that stimulates enthusiasm, initiative, and creativity
   3. Sets example for integrity, openness, cooperation, and commitment
   4. Encourages teamwork and a strong work ethic among staff
   5. Maintains and environment of trust and respect

   Explain:

2. How well do you feel the LD works with you and the rest of the library staff?
   1. Encourages and supports professional development
   2. Establishes purposeful goals and helps staff meet them
   3. Works to continually improve performance of staff
   4. Is effective in planning, organizing, and controlling the work of staff
   5. Delegates effectively
   6. Holds staff responsible for assignments and duties
   7. Makes appropriate personnel recommendations and decisions

   Explain:

3. How well do you feel the LD communicates with the library staff?
   1. Verbal communication
   2. Written communication
   3. Provides clear information
   4. Listens and responds appropriately
   5. Effectively conducts and participates in meetings
   6. Keeps staff informed

   Explain:

4. How effective is the LD at problem solving?
   1. Identifies problems
2. Develops alternate solutions
3. Implements practical, effective, and innovative solutions
4. Responds appropriately to new and different situations
5. Overcomes resistance to change
6. Seeks advice in dealing with problems
7. Demonstrates effective conflict resolution skills

**Explain:**

5. How is the LD’s attitude and level of cooperation?
   1. Committed to organizational goals
   2. Demonstrates helpful manner to staff
   3. Is approachable
   4. Respects views of others
   5. Projects a positive outlook
   6. Adjusts to change and manages stress
   7. Exhibits responsible and mature management behavior
   8. Assumes responsibilities for decisions and actions

**Explain:**

6. How well do you feel the LD demonstrates skills and knowledge of the job?
   1. Demonstrates necessary skills
   2. Has knowledge expected for a Library Director
   3. Articulates knowledge to staff
   4. Trains staff in necessary skills

**Explain:**

7. Within the District's budgetary limits, how successful has the LD been in providing appropriate library services to the community?
   1. Planning and developing collections
   2. Providing programs, services, and activities
   3. Promoting/marketing resources to patrons
   4. Staffing levels
   5. Operational hours
   6. Handling patron requests and complaints
   7. Communicating with library users
   8. Meeting the needs of patrons
   9. Overall treatment of patrons
   10. Interaction with the community

**Explain:**
8. How successful has the LD been at staying current with library and information services and technology, including the integrated library system, electronic resources and Internet?
   1. Sage Library System
   2. Electronic resources
   3. Internet
   4. Library programming trends
   5. Early childhood literacy

   *Explain:*

9. Overall, how do you feel the LD has done in fulfilling his job duties while working with you and other staff?

   *Explain:*