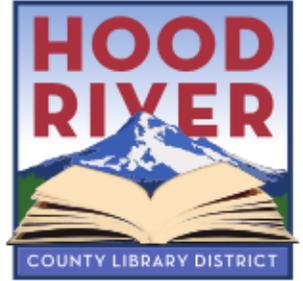


Board of Directors
Regular Meeting Agenda
Tuesday, March 21, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President



- | | |
|---|-----------|
| I. Additions/deletions from the agenda (ACTION) | Snyder |
| II. Actual or potential conflicts of interest | Snyder |
| III. Consent agenda (ACTION) | Snyder |
| i. Minutes from February 21, 2017 meeting | |
| ii. Spanish language materials invoice | |
| IV. Open forum for the general public | Snyder |
| V. Reports | |
| i. Friends update | Bureker |
| ii. Foundation update | Schoppert |
| iii. February 2017 financial statements | Fox |
| iv. Director's report | Fox |
| VI. Previous business | |
| i. Branch library update and discussion (ACTION) | Fox |
| VII. New business | |
| i. Provisional Library Card (ACTION) | Fox |
| ii. Board Governance Policy revision (ACTION) | Fox |
| iii. Technology Planning session | Fox |
| iv. Janitorial contract addendum (ACTION) | Fox |
| v. Parking reimbursement for library volunteers discussion | Fox |
| vi. Library Director review questions | Fox |
| VIII. Agenda items for next meeting | Snyder |
| IX. Adjournment | Snyder |

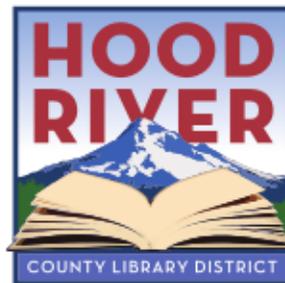
Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

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

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie
502 State Street
Hood River - OR 97031
541 386 2535

Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting, Supplementary
Tuesday, March 21, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President
Notes prepared by Library Director Rachael Fox



- | | |
|--|--------|
| I. Additions/deletions from the agenda (ACTION) | Snyder |
| II. Actual or potential conflicts of interest | Snyder |
| III. Consent agenda (ACTION) | Snyder |

i. Minutes from February 21, 2017 meeting

Attachment:

III.i. Minutes from February 21, 2017 meeting

ii. Spanish language materials invoice

Attachment:

III.ii. Invoice Multicultural Books & Videos (MCBV)

Patty Lara-Martinez traveled to Guadalajara, Mexico, to attend the Guadalajara International Book Fair last year. She purchased several thousand dollars worth of Spanish language adult and children's materials published in and geared toward Mexican Spanish speakers. The total of the purchase is beyond my spending authority, so I ask for approve to pay the invoice.

- | | |
|--|--------|
| IV. Open forum for the general public | Snyder |
|--|--------|

V. Reports

i. Friends update

Bureker

Attachment:

V.i. Hood River Reads brochure

- The Friends of the Library are gearing up for the annual Hood River County Reads program. They will distribute over 500 copies of *Ordinary Grace* by William Kent Krueger to community members. Please see attachment for full schedule of events.
- Long time volunteer Pat Franz is moving from the area this Spring. The Friends are looking for volunteers to drive books to Portland every one to three months to book buyers. The books are from the free shelf at the Hood River Library, items they do not sell at their annual book sale and valuable books.
- The Friends of the Library will be part of a list of local nonprofit organizations which will be provided to local planning professionals who assist client with estate plans. The list is being created by the Gorge Nonprofit Collaborative.
- The Friends have formed an elections committee to nominate a new President and Vice President for the next fiscal year.

ii. Foundation update

Schoppert

- The Feast of Words was a huge success! The Foundation raised over \$31,000. Staff received comments from attendees that they enjoyed the new layout of the event.
- The Foundation made an announcement regarding the naming of the Stevenson Atrium in honor of the Bruce and Mary Stevenson Foundation. The Stevenson Foundation has

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541 386 2535

www.hoodriverlibrary.org

donated over \$30,000 to the Library District. Ken Tatyrek will engrave a tile to match the existing tiles in the building.

iii. February 2017 financial statements

Fox

Attachments:

- V.iii. February 2017 financial statements

The District is waiting to receive the last reimbursement check from Baker County Library for the SAGE Library System Fund for former employee Brent Mills. There are excess funds in the SAGE Library System fund due to an error at the beginning of fiscal year 2015-2016. The error occurred when the Sage Library System fund was created. It appears the money should have been attributed to fiscal year 2014-2015 and deposited in the General Fund.

Once the last check is received the District can dissolve the account by Resolution and all remaining funds will be transferred back to the General Fund. I will work with SDAO and the Oregon Department of Revenue to ensure the Resolution is written correctly.

iv. Director's report

Fox

Attachments:

V.iv. February 2017 programs

Facilities

- Four new bike racks have been installed in front of the Hood River building.
- Digital signage has been installed above the circulation desk. We'll have information from the District, Friends and Foundation running soon.
- Assistant Director Arwen Ungar and I will meet with Oregon Corrections Enterprises to discuss price quotes for new furniture for the Hood River Library, which will be purchased with Feast of Words 2017 funds. We will also discuss options and prices for signage for the Hood River and Parkdale buildings for future reference.

Personnel

- The District is in the process of hiring three on-call substitutes. We currently have two substitutes with limited availability on evenings and occasional Saturdays. Many libraries hire a pool of on-call substitutes. We're hoping by having a pool we can increase coverage while staff are on vacation and for sick leave. The District has a set budget for substitute positions. We are just finishing up the hiring process. I will report on the new hires at our next Board meeting.

Programs and Services

- Last year former Library Director Buzzy Nielsen and Crag Rat volunteer Rick Ragan discussed the District adding a special section in the library for the Crag Rats books. As Nielsen was transitioning out, Ragan dropped off the collection of around 75-100 books and journals. The Crag Rats are a local Search and Rescue operation, which has been around for many years.

Over the past few months, Collection Development Specialist Michele Dearing, Cataloging Specialist Sarah Samuels and I discussed the project and how the Crag Rats collection could be incorporated into the existing District collection. We determined we could add many of the materials and create a separate section in our Columbia Gorge History room. Last month Dearing and I met with Ragan and Crag Rat member Tom Rousseau to pare down the collection to pacific northwest materials, mountaineering stories and titles that are classics in the field of mountaineering. We also agreed if we weeded items in the future, we would consult first with the Crag Rats and return any items to their club. Samuels will catalog the items over

the next few months. Each item is stamped with the Crag Rats logo.

- The Library Express bus will run round trip from Odell to Hood River every Saturday this year from March 25 through September. Participants can attend a story time, movie and receive a snack and library book. Youth must be 11 years old to ride alone and 13 years old to ride with younger siblings. The project is funded by a Ready to Read 2017 grant. The bus will pick up at 10am at the Odell Mobile home Park at 3344 Aga Rd. in Odell. Staff have connected with the manager of the Mobile Home Park and have been approved to go door-to-door this Saturday to hand out flyers to promote the bus.
- The District has been awarded the 2016 Outstanding Ready to Read Grant Project Award. We were among 5 libraries out of the State of Oregon to win! Each year the State Library recognizes libraries that implement outstanding state-funded projects. The criteria for an outstanding project are: most participants achieved all the outcomes, established a good model for other libraries, developed strong partnerships to improve services to underserved youth, or implemented an outstanding summer reading project. Katie Anderson from the State Library will present the award to the District at the April Board meeting. Children's Services staff Jana Hannigan and Yeli Boots who run the program will be present to receive the award.
- There will be a partial eclipse in Hood River on Monday, August 21, 2017. The District applied and was awarded 1,000 eclipse glasses and an education kit from the Space Science Institute's National Center for Interactive Learning (NCIL). The NCIL provides interactive STEM exhibits, programming, and training to public libraries nationwide through its *Science-Technology Activities and Resources Library Education Network (STAR_Net)*. Part of the agreement on our end will be to provide two programs leading up to the event and on the day of the event. NCIL also requested the library make an effort to include people who are underrepresented in STEM (e.g. African Americans, Latinos, the economically disadvantaged, people with disabilities, and women and girls). Staff are planning several events and may add more.
 - Teen events – Make a constellation mobile for the library and a late night star gazing event in the summer.
 - Kids event – still in the brainstorming stage.
 - Astronomy program in April – Astronomer Kevin Manning, a former consultant with NASA, will present a fun program.
 - Multicultural and multi-generational event on the day of the eclipse – people can gather together to view the eclipse in the Gardens with their new glasses and a free Popsicle!
 - Staff will also distribute glasses throughout the county at our branches and to our outreach locations which serves a variety of socioeconomic levels.

VI. Previous business

i. Branch library update and discussion (ACTION)

Fox

Attachments:

VI.i.a. Cascade Locks design proposals

VI.i.b. Parkdale design proposals

VI.i.c. FFA proposal for original services

Assistant Director Arwen Ungar and I met with Brenda Katz and Troy Ainsworth from FFA Architecture and Interiors. This is the same firm who did the remodel and expansion of the Hood River Library in 2003.

We discovered the project is a two phase process. The project was last visited in February 2015 and has reached half way through Phase I. Four drawings for each location have been created and the library staff and Board in 2014 selected Plan A for Parkdale and Plan B for Cascade Locks.

The District paid \$7,763.07 in 2014-15 for the work completed and it would require another \$6,526.93 to finish the planning process for both branches which would include finalizing sketches and a furniture estimate. There will be an additional fee for FFA to contract with another company Architectural Cost Consultants for a construction estimate of the project.

Ungar and I discussed how we would like to proceed and shared our ideas with staff and we all decided we'd like to take a new path.

It is our recommendation we withdraw the Parkdale branch from the planning process. We'd like to do a minor remodel but can do the leg work ourselves. Our maintenance worker Michael Love-Peterson is a contractor and is willing to give us a quote for painting.

We propose the following in Parkdale:

- Retain the current shelving connected to the walls at the Parkdale Branch Library.
- Repaint the walls.
- Install new carpet.
- Purchase moveable shelving to replace the middle stationary bookcase.
- Move the staff desk near the emergency exit as originally planned. This change was requested by staff in case they needed to exit quickly for safety reasons.
- Purchase new furniture: table and chairs for public computers, flip table and chairs for adult area, staff desk, table and chairs for the children's section.
- Signage in front of the building.

Ungar and I met with Parkdale Fire Chief Mike McCafferty on Thursday, March 16 to discuss the plans for the Parkdale branch. The Parkdale Fire District owns the community building. McCafferty approved any cosmetic changes to paint, carpeting and furniture. The District can also install signage on the fence and in front of the building. The Fire District plans to replace all the lighting inside and outside the building with LED and install new vinyl windows.

FFA Architecture and Interiors provided a revised quote for the Cascade Locks Branch for Phase I.

- FFA fee \$3,320.
- Architectural Cost Consultant fee \$1,572.
- Total cost to complete Phase I for Cascade Locks Branch \$4,892.

Phase II for Cascade Locks Branch will include a final design, construction documents (drawings and specifications) as well as construction administration (which includes answering contractors questions, reviewing submittals and construction observation at designated intervals).

If the Board approves, I will set up another meeting with Superintendent Dan Goldman to confirm they still approve of the District moving into the space. After the meeting with Goldman, I'd like to proceed with completing Phase I. I seek approval from the Board to spend up to \$5,500 from the Capital Equipment Reserve fund to finish Phase I with FFA Architecture and Interiors.

VII. New business

i. Provisional Library Card (ACTION)

Fox

Attachments:

- VII.i.a. Proposed Library Card Policy revisions
- VII.i.b. Resolution 2016-17.06, amending Library Card Policy

In March 2016, a Homeless/Shelter card was added to our Library policy and passed by Resolution at the March 22, 2016 District Board meeting. This card is aimed at individuals who are experiencing homelessness, live in a domestic violence shelter, or otherwise have unstable living situations. At the Library Director's meeting I attended last month in Salem, Oregon we discussed these type of cards during our discussion on serving patrons who are experiencing homelessness. A Library Director suggested naming the card "Provisional Card", which I believe is a better term which does not openly label or identify a person. I recommend we revise our Library Card Policy to change the name of the card to Provisional Card.

ii. Board Governance Policy revision (ACTION)

Fox

Attachments:

- VII.ii.a. Proposed revisions to Board Governance Policy
- VII.ii.b. Resolution 2015-16.07, amending Board Governance Policy

The Board tries to reviews its policies annually to ensure that they're consistent and current. They're mostly simplified wording and corrections/updates to the statute references. Attached is a proposed revision.

- p.1, B: Update the Oregon Revised Statute reference regarding four year terms.

iii. Technology Planning session

Fox

According to the Board Governance Plan, section M, the Board shall undertake an annual planning session. The District Board have completed the following planning sessions:

- Strategic Planning Session with Mary Kay Dahlgreen, Oregon State Librarian (2011-2012)
- Planning session for young adult services with Katie Anderson, Youth Services Consultant at the Oregon State Library (2012-2013)
- Facilities planning session with architect Rich Turi (2013-2014)
- Technology Planning Session, Darci Hanning, Technology Development Consultant in Library Support & Development at the Oregon State Library (2014-2015)
- Strategic Plan with Penny Hummel (2015-16)

This year Snyder and I discussed working with our IT person Ken Jacobs to create a Technology Plan, which consists of a maintenance/replacement schedule. Jacobs is willing to lead the session. This session would be in addition to our regular monthly meeting. If the Board approves, we can look at possible dates.

iv. Janitorial contract addendum (ACTION)

Fox

Attachments:

- VII.iv.a. 2015-18 Janitorial contract with Clean-All Janitorial
- VII.iv.b. 2017-18 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. The firm has not increased their monthly charge (\$1,723) since we started with them four years ago. I proposed a few changes to the contract this year, which will increase our monthly cost to (\$1823). They are highlighted in red in the contract addendum. Nielsen budgeted for a potential increase to the contract this fiscal year, so our budget is sufficient to cover the cost.

v. **Parking reimbursement for library volunteers discussion**

Fox

In the 2016-17 budget, \$1,000 has been allocated to reimburse library volunteers for their parking fees while they are volunteering for the library. Tara Kamp from District auditing firm Pauly, Rogers and Co. confirmed the safest way to track the funds will be to have a cash bag in the safe with no more than \$200 in the safe. Volunteers will fill out information on a ledger with name, date, and amount of parking fees to be reimbursed. Library staff will be handling the cash by giving it to the volunteers. Two staff members will be present for a weekly count of the cash bag and balance against the ledger.

Instead of withdrawing cash from the bank, District Accountant Brian O'Shaughnessy from Onstott Broehl & Cyphers said I can have a check issued to the District, which a staff and board member will sign. If the Board approves of this process, I will proceed with setting up the system.

vi. **Library Director review questions**

Fox

Attachments:

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

I will be 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:

The Board reviews and approves the questions.

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

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

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. 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

Snyder

IX. Adjournment

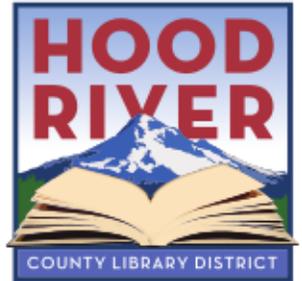
Snyder

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

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

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

Board of Directors
Regular Meeting Minutes
Tuesday, February 21, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President



Present: Rachael Fox (staff), Arwen Ungar (Staff) Tara Kamp (Pauly Rogers & Co.) by Skype, Sara Snyder, Alexis Vaivoda, John Schoppert, Karen Bureker, Jean Sheppard, Megan Janik (Public)

- I. Additions/deletions from the agenda (ACTION)** Snyder
Board President Sara Snyder called the meeting to order at 7:02pm. Bureker moved to approve the agenda as presented. Vaivoda seconded. The motion carried unanimously.
- II. Actual or potential conflicts of interest** Snyder
None stated.
- III. Consent agenda (ACTION)** Snyder
- i. Minutes from January 24, 2017 meeting**
 - ii. Approval Contract for Gardens Maintenance Services**
 - iii. Magazine and newspaper renewal**
 - iv. Budget committee and calendar approval**
- Bureker moved to approve the consent agenda as presented. Vaivoda seconded. The motion carried unanimously.
- IV. District Audit report** Kamp
- Tara Kamp from Pauly Rogers & Co. presented the District's 2015-16 fiscal year audit. The purpose of the audit is to assess whether the financial statements are correct and that the District is following financial regulations. Pauly Rogers issued the District an unmodified opinion, which is the best opinion an organization can get. There were a few minor administrative issues: the Materials & Services sections of the General Funds and Personal Services in the Grants fund were marginally overspent. The auditors issued no management letter, which means that they did not disagree with management.
 - Kamp had some recommendations, which they suggest to nearly all of their clients. She recommended that the Board review their fidelity insurance coverage, to ensure that it's at a prudent level. The District currently has \$100,000 of fidelity coverage, which Kamp feels is probably sufficient. The District should also check to ensure that the 403(b) retirement plan with T. Rowe Price. Fox will ask BCI Group to assist with this. Kamp has a checklist of best practices for governing body monitoring of finances. She'll send it to Fox to share with the Board.
- V. Open forum for the general public** Snyder
Megan Janik from Cascade Locks, Oregon said she is interested in filing for an open Board position.
- VI. Reports**
- i. Friends update** Fox
There was nothing to add the written report.
 - ii. Foundation update** Schoppert
- 502 State Street
Hood River · OR 97031
541 386 2535

There was nothing to add to the written report.

iii. December 2016 & January 2017 financial statements

Fox

iv. Director's report

There was nothing to add to the written report.

Fox

VII. Previous business

VIII. New business

i. SDAO Conference Report

Fox

There was nothing to add to the written report.

ii. Library Director evaluation

Snyder

Fox discussed the progress staff has made regarding the five-year strategic goals for 2016-2021. Snyder asked Board members to remark on what they like Fox has done and what they want her to work on. Schoppert stated he liked the idea of a cohesive marketing plan for staff and thought that collaboration is great. Vaivoida stated she appreciated the smooth transition and felt like we were heading in the direction we have been. Sheppard stated she appreciated how Fox has taken on areas like Budget and Finance which was an area new to her. She would like Fox to focus on the Cascade Locks Branch renovation and Parkdale branch remodel. Bureker states she thought the communication is good and appreciated the new member packet and training. Snyder said she appreciated Fox calm presence and knows the transition has been hard at times. She appreciates seeing how Fox has added her own touch to leading the District. Snyder wants Fox to focus on Odell and would like it flourish as a hub.

IX. Agenda items for next meeting

Snyder

X. Adjournment

Snyder

The meeting adjourned at 8:13pm.

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.



Multicultural Books & Videos

30007 John R. Road
Madison Heights, MI 48071
(800) 567-2220 Fax (800) 208-0976
E-mail: service@multiculbv.com
NEW ADDRESS!!!

INVOICE

INVOICE No: 16-01175A
Date: 12/23/2016
PO Number: FIL2016
Date Shipped:
Shipped Via: UPS
Terms: NET-30
Page #: 1 of 10

SHIP TO:
Hood River County District Library
Attn: Ana Lara
502 West State Street
Hood River, OR 97031

SOLD TO:
Same

Quantity	Description	Unit Price	Total Cost
	Spanish Adult Books		
✓ 1	10 Claves para alcanzar tus sueños	12.95	12.95
✓ 1	100 años de grandeza vol. 1	8.95	8.95
✓ 1	100 años de grandeza vol. 2	8.95	8.95
✓ 1	100 Historias ineditas del rebaño sagrado	18.95	18.95
✓ 1	100 mitos de la historia de Mexico vol 1	12.95	12.95
✓ 1	100 mitos de la historia de Mexico vol 2	12.95	12.95
✓ 1	50 actividades para estimular a tu bebe	15.95	15.95
✓ 1	A solas	10.95	10.95
✓ 1	A wevo padrino	8.95	8.95
✓ 1	Acosados	3.95	3.95
✓ 1	Adolescente? Eres un mutante disfrútalo	9.95	9.95
✓ 1	Alejate de las amistades peligrosas	12.95	12.95
✓ 1	Amor apache	11.95	11.95
✓ 1	Anecdotario del futbol Mexicano II	13.95	13.95
✓ 1	Angeles como verlos, escucharlos y sentirlos	7.95	7.95
✓ 2	Antojos saludables	20.95	41.90
✓ 1	Arte y cambio climatico	17.95	17.95
✓ 1	Astrología angelical	10.95	10.95
✓ 2	Ayudame supermana	9.95	19.90
✓ 1	Besar al sapo	10.95	10.95
✓ 1	Brujas sabias, suegras felices	6.95	6.95
✓ 1	Bullying y abuso infantil	10.95	10.95
✓ 1	Café Tacvba bailando por nuestra cuenta	13.95	13.95
✓ 1	Cambia de habitos	15.95	15.95
✓ 1	Charlas TED	13.95	13.95
✓ 1	Cien recetas fáciles para tratar y prevenir el cáncer de mama	20.95	20.95
✓ 1	Cocina ecologica	32.95	32.95
✓ 1	Cocina mexicana fácil	5.95	5.95
✓ 1	Cocina para fiestas infantiles	4.95	4.95
✓ 1	Como amarte a ti mismo	10.95	10.95
✓ 1	Como hablar con tu bebé desde su nacimiento	3.95	3.95
✓ 1	Como hablar para que los niños escuchen y como escuchar para que los niños hablen	9.95	9.95
✓ 1	Como ser un lider	11.95	11.95
✓ 1	Conoces las emociones de tu cuerpo	11.95	11.95
✓ 1	Conoces realmente a tu hijo adolescente?	13.95	13.95
✓ 1	Contacta con tus angeles	14.95	14.95
	<i>Continued on next page...</i>		
38		SUBTOTAL:	478.10



Multicultural Books & Videos

30007 John R. Road
Madison Heights, MI 48071
(800) 567-2220 Fax (800) 208-0976
E-mail: service@multiculbv.com
NEW ADDRESS!!!

INVOICE

INVOICE No: 16-01175A
Date: 12/23/2016
PO Number: FIL2016
Date Shipped:
Shipped Via: UPS
Terms: NET-30
Page #: 2 of 10

SHIP TO:
Hood River County District Library
Attn: Ana Lara
502 West State Street
Hood River, OR 97031

SOLD TO:
Same

Table with 4 columns: Quantity, Description, Unit Price, Total Cost. Lists various books with handwritten checkmarks and a question mark.



Multicultural Books & Videos

30007 John R. Road
Madison Heights, MI 48071
(800) 567-2220 Fax (800) 208-0976
E-mail: service@multiculbv.com
NEW ADDRESS!!!

INVOICE

INVOICE No: 16-01175A
Date: 12/23/2016
PO Number: FIL2016
Date Shipped:
Shipped Via: UPS
Terms: NET-30
Page #: 3 of 10

SHIP TO: Hood River County District Library
Attn: Ana Lara
502 West State Street
Hood River, OR 97031

SOLD TO: Same

Table with 4 columns: Quantity, Description, Unit Price, Total Cost. Lists various books and their prices, ending with a subtotal of 548.00.



30007 John R. Road
 Madison Heights, MI 48071
 (800) 567-2220 Fax (800) 208-0976
 E-mail: service@multiculbv.com
NEW ADDRESS!!!

INVOICE

INVOICE No: 16-01175A
Date: 12/23/2016
PO Number: FIL2016
Date Shipped:
Shipped Via: UPS
Terms: NET-30
Page #: 4 of 10

SHIP TO:
 Hood River County District Library
 Attn: Ana Lara
 502 West State Street
 Hood River, OR 97031

SOLD TO:
 Same

Quantity	Description	Unit Price	Total Cost
	Adult Continued..		
✓ 1	Las yeguas desbocadas	10.95	10.95
✓ 1	Leo Messi volver a soñar	18.95	18.95
✓ 1	Libera tu sexualidad	8.95	8.95
✓ 1	Limites y berrinches	11.95	11.95
✓ 1	Limpieza al natural	9.95	9.95
✓ 1	Los 1000 mejores futbolistas de todos los tiempos	21.95	21.95
✓ 1	Los amos de México	17.95	17.95
✓ 1	Los intocables	13.95	13.95
✓ 1	Los niños del tren	12.95	12.95
✓ 1	Los niños del tren <i>Están Locos?</i>	12.95	12.95
✓ 1	Luana Living: Nutricion y movimiento para el cuerpo y el alma	26.95	26.95
✓ 1	Luna de sangre	16.95	16.95
✓ 1	Madres	10.95	10.95
✓ 1	Malintzin	15.95	15.95
✓ 1	Mama, quiero ser Youtuber	10.95	10.95
✓ 1	Manual de ganchillo	32.95	32.95
✓ 1	Manualidades	6.95	6.95
✓ 1	Maquillate en 5,10, 15, y 20 minutos	18.95	18.95
✓ 1	Messi, Falcao y Cristiano Ronaldo	23.95	23.95
✓ 1	Mexico armado	12.95	12.95
✓ 1	Mi curso de antigimnasia	21.95	21.95
✓ 1	Mi hijo aprende jugando	3.95	3.95
✓ 1	Mi hijo es gay	12.95	12.95
✓ 1	Milagros de comunicación para parejas	9.95	9.95
✓ 1	Mindfulness	13.95	13.95
✓ 1	Miss Peregrine - La biblioteca de almas	18.95	18.95
✓ 1	Miss Peregrine - La ciudad desolada	18.95	18.95
✓ 1	Miss Peregrine y los niños peculiares	15.95	15.95
✓ 1	Mitos del maiz	10.95	10.95
✓ 1	Mitos y verdades sobre la alimentacion saludable	13.95	13.95
✓ 1	Moctezuma	18.95	18.95
✓ 1	Movimiento al natural sabores auténticos	11.95	11.95
✓ 1	Mujeres: sexo, poder y placer	5.95	5.95
✓ 1	Ñam ñam mi bebé come bien	3.95	3.95
✓ 1	Narco en la frontera	15.95	15.95
✓ 1	Neymar el nuevo O Rei	18.95	18.95
	<i>Continued on next page...</i>		
36	PAGE 3 SUBTOTAL:		535.20



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SHIP TO:

Hood River County District Library
Attn: Ana Lara
502 West State Street
Hood River, OR 97031

SOLD TO:

Same

Quantity	Description	Unit Price	Total Cost
1	Adult Continued..		
1	Nietos instrucciones de uso	3.95	3.95
2	Nombres para el bebé	2.95	5.90
1	Paletas heladas	9.95	9.95
1	Pan casero	10.95	10.95
1//	Pancho Villa 2-vol. Set	30.95 set	30.95
1	Paranormal Colombia	10.95	10.95
1	Parrilladas	9.95	9.95
1	Piqué un ganador con clase	18.95	18.95
1	Predicciones 2017 Mia Astral	10.95	10.95
1	Primeros auxilios para el corazon	13.95	13.95
1	Principe azul se busca	9.95	9.95
1	Profesion : Mama	10.95	10.95
2	Quesos Mexicanos	15.95	31.90
1	Quien mato al Che	13.95	13.95
1	Recetas para bebés	3.95	3.95
1	Ruborizate de nuevo	9.95	9.95
1	Salsas Mexicanas	9.95	9.95
1	Satanas	8.95	8.95
1	Sepa como limpiar su casa de energia negativa	13.95	13.95
1	Sexo y amor en tiempos de crisis	14.95	14.95
1	Si, acepto! Ideas geniales para diseñar tu boda	16.95	16.95
1	Soy la dueña	12.95	12.95
1	Tamales y atoles mexicanos	15.95	15.95
1	Todos podemos ser felices	7.95	7.95
1	Un spa en casa	6.95	6.95
1	Una vida con Batman	20.95	20.95
1	Verde blanco rojo	7.95	7.95
1	Vivir bien sin dolor de espalda	12.95	12.95
1	Vivir bien sin gluten	14.95	14.95
2	Vivir sin ansiedad	23.95	47.90
1	Windows 10 Mobile	42.95	42.95
1	Yo soy Malala	14.95	14.95
1	Yoga para la vida real Retox	18.95	18.95
1	Zzzzz mi bebé duerme bien	3.95	3.95
<i>Continued on next page...</i>			
37		PAGE 4 SUBTOTAL:	501.15



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Page #: 6 of 10

SHIP TO:

Hood River County District Library
 Attn: Ana Lara
 502 West State Street
 Hood River, OR 97031

SOLD TO:

Same

Quantity	Description	Unit Price	Total Cost
Spanish Adult Multimedia			
1	Ingles al minuto	9.95	9.95
1	Ingles de una vez	9.95	9.95
1	Ingles en un mes	24.95	24.95
Spanish Juvenile Books			
1	9 meses bajo la lupa	10.95	10.95
1	ABC Book	24.95	24.95
1	Albondigas marcianas	8.95	8.95
1	Alicia Edicion Completa	31.95	31.95
1	Alicia para los pequeños	14.95	14.95
2	Angry Birds Comics 1	2.95	5.90
2	Angry Birds Comics 2	2.95	5.90
1	Armando	20.95	20.95
1	Asesinos por naturaleza	13.95	13.95
1	Barnie	21.95	21.95
1	Barquitos de papel	9.95	9.95
1	Beso, beso!	21.95	21.95
1	Blancanieves	27.95	27.95
1	Buenas dias, pollito	8.95	8.95
1	Buenas noches, Gorila	11.95	11.95
1	Buenas noches, pequeño monstruo verde	9.95	9.95
1	Caperucita roja	14.95	14.95
1	Chuletas de dragon	8.95	8.95
1	Ciencia para pasar el invierno	13.95	13.95
1	Coco y Pío	19.95	19.95
1	Cómo atrapar al monstruo de tu armario en 10 sencillos pasos	16.95	16.95
1	Con locura	12.95	12.95
1	Conejo y sombrero	17.95	17.95
1	Corre a casa, ratoncito!	17.95	17.95
1	Criaturas monstruosas	13.95	13.95
1	De donde venimos	12.95	12.95
2	De dónde vienen esas voces?	16.95	33.90
2	De familia en familia	16.95	33.90
1	Dicen que...Caperucita	13.95	13.95
1	Dicen que... Cenicienta	13.95	13.95
1	Dicen que...Hansel y Gretel	13.95	13.95
<i>Continued on next page...</i>			
38		PAGE 5 SUBTOTAL:	556.10



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Page #: 7 of 10

SHIP TO:

Hood River County District Library
Attn: Ana Lara
502 West State Street
Hood River, OR 97031

SOLD TO:

Same

Quantity	Description	Unit Price	Total Cost
	Juvenile continued...		
1	Dicen que...La bella durmiente	17.95	17.95
1	Dinosaurios del 1 al 10	9.95	9.95
1	Dónde está el señor silvestre?	21.95	21.95
1	Duerme niño duerme	12.95	12.95
1	Ecologia hasta en la sopa	13.95	13.95
1	El baño no fue siempre así	13.95	13.95
1	El elefante del circo	8.95	8.95
1	El gato con botas	14.95	14.95
1	El gato que volvio de la guerra	10.95	10.95
1	El gran libro de los monstruos	10.95	10.95
1	El jardín mágico	16.95	16.95
1	El leon que no sabía escribir	19.95	19.95
1	El león y el pájaro	21.95	21.95
4	El libro sin dibujos	13.95	55.80
1	El Mexico antiguo	9.95	9.95
2	El misterio maya	8.95	17.90
1	El Monstruo de Sra. Mo	17.95	17.95
1	El Papa Francisco	15.95	15.95
1	El pequeño agujero	17.95	17.95
1	El pirata de la pata de pato	17.95	17.95
1	El primer dia de escuela de Chu	10.95	10.95
1	El tesoro de la isla del Pirata Calavera	18.95	18.95
1	Ensalada de troll	8.95	8.95
1	Es mío!	16.95	16.95
2	Es mucho 7	14.95	29.90
1	Escamas y más escamas	9.95	9.95
1	Eso no es normal!	16.95	16.95
1	Estaba la pájara pinta	8.95	8.95
1	Frida	39.95	39.95
1	Gato rojo gato azul	19.95	19.95
1	Guia turistica del sistema solar	13.95	13.95
1	Guinness World Records 2016	36.95	36.95
2	Guinness World Records 2017	36.95	73.90
1	Habitantes del mar del 1 al 10	9.95	9.95
1	Hamburguesas de hombre lobo	8.95	8.95
1	Jugamos	11.95	11.95
<i>Continued on next page...</i>			
42		PAGE 5 SUBTOTAL:	685.90



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Page #: 8 of 10

SHIP TO:

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Attn: Ana Lara
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Hood River, OR 97031

SOLD TO:

Same

Quantity	Description	Unit Price	Total Cost
	Juvenile continued...		
1	La caja mas grande del mundo	19.95	19.95
1	La gallinita roja	10.95	10.95
1	La gran carrera	9.95	9.95
1	La luna del 1 al 10	9.95	9.95
1	La luz y los colores	13.95	13.95
1	La maquina de fabricar besos	17.95	17.95
1	La medicina no fue siempre asi	13.95	13.95
1	La Revolucion	9.95	9.95
1	La tenebrosa enciclopedia	13.95	13.95
1	Las aventuras del cáncer	23.95	23.95
1	Las cronicas de Narnia: el leon, la bruja y el armario	8.95	8.95
1	Las diez gallinas	12.95	12.95
1	Las formas	16.95	16.95
1	Liebre y leon	5.95	5.95
1	Los anteojos negros	10.95	10.95
1	Los cocodrilos copiones	20.95	20.95
1	Los colores	16.95	16.95
1	Los contrarios	16.95	16.95
1	Los libros no fueron siempre asi	13.95	13.95
1	Los pollitos dicen	8.95	8.95
1	Los tiempos cambian	10.95	10.95
1	Los tres cerditos	14.95	14.95
1	Madrechillona	14.95	14.95
1	Mamá ¿quién soy yo?	16.95	16.95
1	Me gusta	15.95	15.95
1	Mi maestra es un monstruo	9.95	9.95
1	Mis animalitos	11.95	11.95
1	Monstruos en el pelo	9.95	9.95
1	Mordisquitos	17.95	17.95
5	My Little Pony la magia de la amistad 1	2.95	14.75
5	My Little Pony la magia de la amistad 2	2.95	14.75
5	My Little Pony la magia de la amistad 3	2.95	14.75
5	My Little Pony la magia de la amistad 4	2.95	14.75
5	My Little Pony la magia de la amistad 5	2.95	14.75
5	My Little Pony la magia de la amistad 6	2.95	14.75
5	My Little Pony la magia de la amistad 7	2.95	14.75
<i>Continued on next page...</i>			
64		PAGE 5 SUBTOTAL:	504.80



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SHIP TO:

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Attn: Ana Lara
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Hood River, OR 97031

SOLD TO:

Same

Quantity	Description	Unit Price	Total Cost
	Juvenile continued...		
1	Nacho va a la biblioteca	11.95	11.95
1	Nada	13.95	13.95
1	Oh! Un zigzag	19.95	19.95
1	Oscar the great actor	5.95	5.95
1	Pájaro amarillo	20.95	20.95
1	Papa no fui yo	10.95	10.95
1	Papá Oso	9.95	9.95
1	Pastel de bruja	8.95	8.95
1	Pelos y más pelos	9.95	9.95
1	Pieles y mas pieles	9.95	9.95
1	Pio Pio diversion pop up	12.95	12.95
1	Pop! En la granja	13.95	13.95
1	Porque eres mi amigo	10.95	10.95
2	Que es el tiempo	13.95	27.90
1	Que es la verdad	14.95	14.95
1	Que me pongo	10.95	10.95
1	Qué pena!	20.95	20.95
1	Que viene el lobo!	16.95	16.95
1	Rojo, azul, ¡Cucu!	12.95	12.95
1	Si quieres ver una ballena	9.95	9.95
1	Si yo fuera bruja	13.95	13.95
1	Si yo fuera mago	13.95	13.95
1	Si yo fuera monstruo	13.95	13.95
1	Si yo fuera un león	19.95	19.95
1	Socorro bomberos	12.95	12.95
1	Te quiero, hermanito	19.95	19.95
1	Terremotos y volcanes	13.95	13.95
1	Tormentas y tornados	13.95	13.95
1	Tu cuerpo del 1 al 10	9.95	9.95
1	Tú y yo	8.95	8.95
1	Un cuento muy aburrido para quedarse dormido	12.95	12.95
1	Un día de lluvia en el zoo	18.95	18.95
1	Una buena idea	10.95	10.95
1	Uno, dos ¡Cucu!	12.95	12.95
1	Vamos a cazar un oso	21.95	21.95
2	Vitamina donde estas	10.95	21.90
<i>Continued on next page...</i>			
38		PAGE 5 SUBTOTAL:	516.10



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Page #: 10 of 10

SHIP TO:

Hood River County District Library
 Attn: Ana Lara
 502 West State Street
 Hood River, OR 97031

SOLD TO:

Same

Quantity	Description	Unit Price	Total Cost
1	Juvenile continued... Ya esta aquí Lobo	9.95	9.95
	Please Note: 15% will be our service fee. 10% will be our shipping fee. <i>Payment due upon receipt</i> <i>Thank you for your order!</i>		
		Page 1 Subtotal:	478.10
		Page 2 Subtotal:	602.15
		Page 3 Subtotal:	548.00
		Page 4 Subtotal:	535.20
		Page 5 Subtotal:	501.15
		Page 6 Subtotal:	556.10
		Page 7 Subtotal:	685.90
		Page 8 Subtotal:	504.80
		Page 9 Subtotal:	516.10
		Sub-total:	4937.45
		Service Charge (15%):	740.62
		Net Total:	5678.07
		Shipping & Handling:	567.81
		TOTAL:	6245.87
38			
37			
40			
36			
37			
38			
42			
64			
38			
	Federal Tax ID #: 98-0109887		
371			

Hood River County Reads 2006-2017

Hood River County Reads is a county-wide project sponsored by the Friends of the Library. Our goal is to encourage readers of all ages to read and discuss books. We choose books and authors that reflect the diversity of our community and can be shared with our county's individuals and families.

We have been very fortunate that the authors (or, in one case, the author's son) have been able to come to Hood River to interact with members of the community and to work with students at the schools.

Our program began in 2006 with Hood River native Virginia Euwer Wolff discussing her novel *Bat 6* about the Japanese experience after World War II. In the years that followed, we have read and discussed:

2007: *González and Daughter Trucking*

Company by María Amparo Escandón and *Esperanza Rising* by Pam Muñoz Ryan.

2008: *River Song* by Craig Lesley.

2009: *Stubborn Twig* by Lauren Kessler.

2010: *The Hearts of Horses* by Molly Gloss.

2012: *The Circuit/Cajas de cartón* by Francisco Jiménez.

2013: *Ricochet River* by Robin Cody.

2014: *Ask Me: 100 Essential Poems* by William Stafford.

2015: *Into the Beautiful North* by

Luis Alberto Urrea; *Becoming Naomi León* by Pam Muñoz Ryan.

2016: *Martin Marten* by Brian Doyle.

Thank You To Our Supporters:

Lynda Dallman

Bill Weiler

Providence Down Manor

Columbia Gorge Press

Radio Tierra

Gary McFarlen

Gale Arnold

Hood River County School District

Waucoma Books

Starbucks Coffee

Stave and Stone

Special Thanks To:

Hood River County Library Foundation

Starseed Foundation

Hood River County Education Foundation

Hood River Cultural Trust

Columbia Gorge Foundation's

Pat Hazlehurst Endowment Fund

Leighton Hazlehurst

for their continuing support of the
Hood River County Reads literacy project
for Hood River County

Other Highlights:

Posters by HRV/HS students at the

Hood River Library and

Columbia Center for the Arts

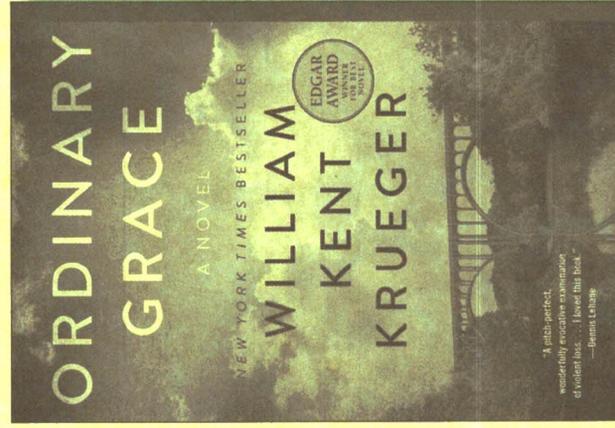
Poetry Posts

Radio Tierra (95.1 FM) reading of *Ordinary*

Grace Fridays February 3-April 14 @ 8 pm

Numerous activities with seniors and schools

Hood River County READS 2017



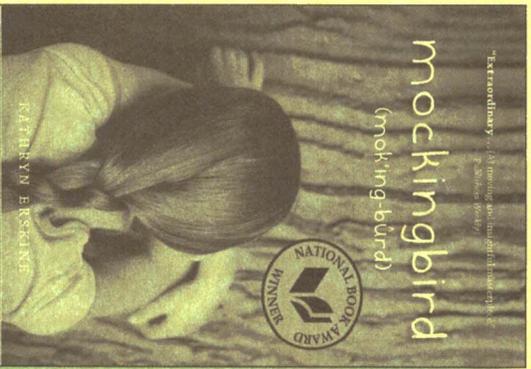
Friends of the Hood River County Library

11 Years of Reading Together

ORDINARY GRACE

Ordinary Grace is about a small town in Minnesota in 1961, a time of innocence and hope for a country with a new, young president. But for thirteen-year-old Frank Drum it is a summer in which death assumes many forms. When tragedy unexpectedly comes to his family, which includes his Methodist minister father, his passionate, artistic mother, Juilliard-bound older sister, and wise-for-his-age kid brother, Frank finds himself thrust into an adult world full of secrets, lies, and betrayal. Told from Frank's perspective forty years after that fateful summer, it is a moving account of a boy trying to understand a world that seems to be falling apart around him and is calling on him to demonstrate a maturity and gumption beyond his years. It is an unforgettable novel about discovering the terrible price of wisdom and the endurance of ordinary grace.

For fifth graders, we have selected *Mockingbird* by Kathryn Erskine, the winner of the 2010 National Book Award for Young People's literature. Part of the insightful and hopeful message is how a community copes with a local tragedy. Every character is trying to overcome grief, develop empathy, and show tolerance for others.



FOR A READING CELEBRATION 2017 PROGRAM AND EVENTS

March 19 – Sunday 2-3:30 pm

KICK-OFF at the Hood River County Library
Book distribution, refreshments, art and performance

March 21 – Tuesday 5-7 pm

KICK-OFFS at the Parkdale and
Cascade Locks Libraries
Book distribution

April 13 – Thursday 6:50-8:00 pm

Hood River Library Meeting Room
Hood River Library Book Club
discussion of *Ordinary Grace*

April 20 – Thursday 7-8 pm

State and Stone 210 Oak Street
Drama and music about ordinary grace
with Lynda Dallman and Bill Weiler

April 22 – Saturday 4-5 pm

Hood River Library Reading Room
Drama and music about ordinary grace
with Lynda Dallman and Bill Weiler

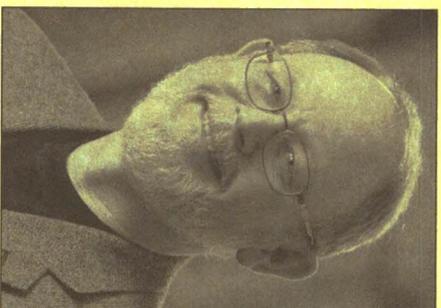
April 29 – Saturday 10-2:30 pm

Down Manor Banquet Room
Writing Workshop
with author William Kent Krueger.
Reservations start March 19
through the Hood River Library
Space limited

April 30 – Sunday 2 pm

Hood River Library Reading Room
Public presentation by author William Kent Krueger

All events are free and fun!



ABOUT THE AUTHOR

The author William Kent Krueger is the author of the New York Times best-selling, award-winning Cork O'Connor mystery series. Although he spent his childhood in numerous cities and states, Krueger has stated that some of his best years were spent in Hood River while in high school. He briefly attended Stanford University, logged timber, worked construction, tried his hand at freelance journalism, and eventually ended up researching child development at the University of Minnesota.

His work has received numerous awards, including the Minnesota Book Award, the Lofgren McKnight Fiction Award, the Anthony Award, the Barry Award, and the Friends of American Writers Prize. His last five novels were all New York Times bestsellers. *Ordinary Grace* received the Edgar Award, given by the Mystery Writers of America in recognition for the best novel published in 2015, the 2014 DILYS award, and the *School Library Journal* best book award in 2015. He currently makes his living as a full-time author and lives in St. Paul with his family.

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements February 28, 2017

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

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

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

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

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THE DALLES, OREGON 97058
Telephone: (541) 296-9131
Fax: (541) 296-6151

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

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of February 28, 2017, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eight months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

The supplementary information contained on pages 4 through 9 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Onstott, Broehl & Cyphers, P.C.
March 15, 2017

**Hood River County Library District
Balance Sheet - Cash Basis
February 28, 2017**

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Current Assets:					
Cash in bank - Columbia State Bank	\$140,215				\$140,215
Cash with Hood River County	675,596	\$56,857	\$62,663	\$4,189	799,305
Total Current Assets	<u>815,811</u>	<u>56,857</u>	<u>62,663</u>	<u>4,189</u>	<u>939,520</u>
TOTAL ASSETS	<u><u>\$815,811</u></u>	<u><u>\$56,857</u></u>	<u><u>\$62,663</u></u>	<u><u>\$4,189</u></u>	<u><u>\$939,520</u></u>

LIABILITIES & FUND BALANCES

Liabilities					
Current Liabilities					
Payroll liabilities	\$1,000				\$1,000
Total Current Liabilities	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
Total Liabilities	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
Fund Balances:					
Unassigned	<u>814,811</u>	<u>56,857</u>	<u>62,663</u>	<u>4,189</u>	<u>938,520</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$815,811</u></u>	<u><u>\$56,857</u></u>	<u><u>\$62,663</u></u>	<u><u>\$4,189</u></u>	<u><u>\$939,520</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Eight Months Ended February 28, 2017

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Revenues:					
Donations and grants	\$15	\$3,602			\$3,617
Property tax revenues - current year	783,678				783,678
Property tax revenues - prior year	10,035				10,035
Fines and fees	10,224				10,224
Intergovernmental revenue		4,628		\$38,400	43,028
Interest revenue	3,938		\$472		4,410
Miscellaneous	0				0
Total Revenues	<u>807,890</u>	<u>8,230</u>	<u>472</u>	<u>38,400</u>	<u>854,992</u>
Expenditures:					
Personal services:					
Wages and salaries	280,099	69		29,193	309,361
Employee benefits	92,478			8,768	101,246
Total Personal Services	<u>372,577</u>	<u>69</u>	<u>0</u>	<u>37,961</u>	<u>410,607</u>
Materials and services:					
Bank charges	201				201
Building rental	3,200				3,200
Building maintenance	2,284	2,000			4,284
HVAC	7,315				7,315
Elevator	1,253				1,253
Telephone	2,317				2,317
Internet	3,414				3,414
Collection development	43,045	7,543			50,588
Technology	4,619				4,619
Accounting and auditing	12,125				12,125
Courier	1,302				1,302
Custodial services	13,964				13,964
Technical services	2,927				2,927
Library consortium	11,567				11,567
Copiers	941				941
Elections expense	0				0
Furniture and equipment	1,130	5,199			6,329
Insurance	10,874				10,874
Georgiana Smith Memorial Garden	22,348	7,490			29,838
Legal services	2,045				2,045
Professional services	0				0
Dues and subscriptions	2,124				2,124
Miscellaneous	3,563	26			3,589
Postage and freight	513				513
Printing	607				607
Programs	12,781	3,940			16,721
Advertising	545				545
Supplies - office	10,899	26			10,925
Travel	3,792			128	3,920
Training	877				877
Board development	0				0
Electricity	11,943				11,943
Garbage	955				955
Natural gas	2,895				2,895
Water & sewer - building	3,129				3,129
Total Materials and Services	<u>201,494</u>	<u>26,224</u>	<u>0</u>	<u>128</u>	<u>227,846</u>
Capital outlay	0	13,220	41,445		54,665
Total Expenditures	<u>574,071</u>	<u>39,513</u>	<u>41,445</u>	<u>38,089</u>	<u>693,118</u>
Revenues Over Expenditures	<u>233,819</u>	<u>(31,283)</u>	<u>(40,973)</u>	<u>311</u>	<u>161,874</u>
Other Financing Sources (Uses)					
Operating transfers in			0		0
Operating transfers out	0				0
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	<u>233,819</u>	<u>(31,283)</u>	<u>(40,973)</u>	<u>311</u>	<u>161,874</u>
Fund Balance - July 1, 2016	580,992	88,140	103,636	3,878	776,646
Fund Balance - February 28, 2017	<u>\$814,811</u>	<u>\$56,857</u>	<u>\$62,663</u>	<u>\$4,189</u>	<u>\$938,520</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2017

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Tax revenues - current	\$27,393	\$783,678	\$799,956
Tax revenues - prior year	424	10,035	20,000
Fines and fees	1,106	10,224	12,000
Interest revenue	483	3,938	3,500
Donations	(70)	15	0
Miscellaneous	(25)	0	500
Total Revenues	<u>29,311</u>	<u>807,890</u>	<u>835,956</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	495	3,905	6,855
Library clerk II	6,019	52,323	81,515
Library assistant I	4,525	37,554	60,817
Library assistant II	9,021	71,582	111,443
Librarian I	4,728	34,008	59,859
Librarian II	4,330	30,418	55,141
Library director	5,772	46,810	79,608
Other	0	3,499	0
Payroll taxes and benefits:			
Retirement	2,550	21,440	36,160
Social security	2,658	21,357	34,826
Workers' compensation	25	1,452	1,200
Health insurance	5,306	44,846	81,498
Unemployment insurance	493	3,383	5,918
Total Personal Services	<u>45,922</u>	<u>372,577</u>	<u>614,840</u>
Materials and services:			
Bank charges	16	201	250
Building rental	0	3,200	12,400
Building maintenance	(748)	2,284	15,000
HVAC	0	7,315	8,000
Elevator	320	1,253	2,000
Telephone	83	2,317	4,500
Internet	427	3,414	5,250
Collection development	6,381	43,045	75,000
Technology	245	4,619	20,000
Accounting and auditing	0	12,125	23,000
Courier	243	1,302	3,000
Custodial services	1,723	13,964	24,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2017

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Technical services	0	2,927	4,000
Library consortium	0	11,567	12,000
Copiers	242	941	1,100
Elections expense	0	0	2,000
Furniture and equipment	38	1,130	5,000
Insurance	0	10,874	10,000
Georgiana Smith Memorial Garden	3,154	22,348	21,000
Legal services	333	2,045	3,000
Professional services	(1,600)	0	0
Dues and subscriptions	133	2,124	4,000
Miscellaneous	493	3,563	1,000
Postage and freight	31	513	1,000
Printing	0	607	1,000
Programs	1,927	12,781	22,000
Advertising	0	545	1,000
Supplies - office	1,632	10,899	16,000
Travel	728	3,792	5,000
Training	332	877	1,750
Board development	0	0	1,500
Parking reimbursement	0	0	1,000
Electricity	1,427	11,943	20,000
Garbage	117	955	1,500
Natural gas	1,575	2,895	10,000
Water & sewer - building	372	3,129	4,500
Total Materials and Services	<u>19,624</u>	<u>201,494</u>	<u>341,750</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Transfer to Equipment Reserve	<u>0</u>	<u>0</u>	<u>40,000</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
Total Expenditures	<u>65,546</u>	<u>574,071</u>	<u>1,096,590</u>
Change in Fund Balance	<u><u>(\$36,235)</u></u>	<u><u>\$233,819</u></u>	<u><u>(\$260,634)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2017

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$4,502	\$3,602	\$211,000
Intergovernmental revenue	0	4,628	0
Total Revenues	<u>4,502</u>	<u>8,230</u>	<u>211,000</u>
Expenditures:			
Personal services	0	69	0
Materials and services:	8,861	26,224	79,500
Capital outlay	0	13,220	175,000
Total Expenditures	<u>8,861</u>	<u>39,513</u>	<u>254,500</u>
Change in Fund Balance	<u><u>(\$4,359)</u></u>	<u><u>(\$31,283)</u></u>	<u><u>(\$43,500)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2017

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$42	\$472	\$400
Other Financing Sources			
Transfer from General Fund	0	0	40,000
Total Revenues and Other Sources	<u>42</u>	<u>472</u>	<u>40,400</u>
Expenditures:			
Materials and services	(540)	0	0
Capital outlay	540	41,445	75,000
Total Expenditures	<u>0</u>	<u>41,445</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$42</u></u>	<u><u>(\$40,973)</u></u>	<u><u>(\$34,600)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Sage Library System Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2017

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Intergovernmental revenue	\$4,673	\$38,400	\$68,698
Donations	(100)	0	0
Grants	(582)	0	0
Total Revenues	<u>3,991</u>	<u>38,400</u>	<u>68,698</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Librarian I	3,600	29,193	43,534
Payroll taxes and benefits:			
Retirement	582	2,884	3,918
Social security	272	2,211	3,330
Workers' compensation	2	24	50
Health insurance	386	3,331	6,000
Unemployment insurance	47	318	566
Total Personal Services	<u>4,889</u>	<u>37,961</u>	<u>57,398</u>
Materials and services:			
Dues and subscriptions	0	0	300
Miscellaneous	0	0	2,000
Travel	0	128	3,000
Training	0	0	1,000
Total Materials and Services	<u>0</u>	<u>128</u>	<u>6,300</u>
Contingency	0	0	5,000
Total Expenditures	<u>4,889</u>	<u>38,089</u>	<u>68,698</u>
Change in Fund Balance	<u><u>(\$898)</u></u>	<u><u>\$311</u></u>	<u><u>\$0</u></u>

See Independent Accountants' Compilation Report

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

For the Eight Months Ended February 28, 2017

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	General Donations	Friends of the Library	LSTA Outreach 2015	MCMC Grant	Aging in the Gorge	RTR 2016	RTR 2017	Total
Revenues:											
Donations and grants	\$0	\$0	\$1,957	\$95	\$1,950	\$500	\$0	(\$900)	\$0	\$4,628	\$3,602
Intergovernmental revenue											4,628
Total Revenues	<u>0</u>	<u>0</u>	<u>1,957</u>	<u>95</u>	<u>1,950</u>	<u>500</u>	<u>0</u>	<u>(900)</u>	<u>0</u>	<u>4,628</u>	<u>8,230</u>
Expenditures:											
Personal services:											
Wages and salaries:											
Library assistant II						69					69
Employee benefits:											0
Retirement											0
FICA											0
Workers compensation											0
Health insurance											0
Unemployment insurance											0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>69</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>69</u>
Materials and services:											
Building maintenance											2,000
Collection development			2,000		21		12		17		7,542
Technical services			7,492								0
Programs			500		11				3,430		3,941
Furniture and equipment			5,199								5,199
Georgiana Smith Memorial Garden			7,490								7,490
Office supplies			26								26
Miscellaneous					50				(24)		26
Printing											0
Total Materials and Services	<u>0</u>	<u>0</u>	<u>22,707</u>	<u>0</u>	<u>82</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>3,423</u>	<u>0</u>	<u>26,224</u>
Capital outlay											
	<u>0</u>	<u>0</u>	<u>13,220</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,220</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>35,927</u>	<u>0</u>	<u>82</u>	<u>69</u>	<u>12</u>	<u>0</u>	<u>3,423</u>	<u>0</u>	<u>39,513</u>
Net Change in Fund Balance	0	0	(33,970)	95	1,868	431	(12)	(900)	(3,423)	4,628	(31,283)
Fund Balance - July 1, 2016	1,642	3,000	73,634	0	5,410	69	62	900	3,423	0	88,140
Fund Balance - February 28, 2017	<u>\$1,642</u>	<u>\$3,000</u>	<u>\$39,664</u>	<u>\$95</u>	<u>\$7,278</u>	<u>\$500</u>	<u>\$50</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,628</u>	<u>\$56,857</u>

See Independent Accountants' Compilation Report

Program statistics, February 2017

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Odell Book Mobile/Library @ Zumba Mon's & Thurs's	Hood River Providence Hospital & St. Francis House	Odell	February 23,27	45
Migrant Parent Meeting	Mid-Valley	Odell	February 1	200
Adult total				245
<i>KIDS PROGRAMS</i>				
La Hora Infantil: Radio Show	Radio Tierra	The Gorge	February 1	500
Preschool Story Time		HR	Feb 2, 16, 23	86
Infant/Toddler Story Time		HR	Feb 2, 16, 23	76
LTC Meeting		HR	Feb 11, 18,	21
Story Time Tuesday's	Learning Farm Preschool	Hood River	February 21,28	75
Class Visit - Smarty Pants		HR Library	Feb 22	27
LTC Class Visits		HRMS	Feb 23	225
CL Story Time		CL	Feb 25	3
Class Visit - Horizon School		HR Library	Feb 24	32
Story Time Monday's	Mid-Valley	Odell	February 27	85
Kids total				1,130
<i>TEEN PROGRAMS</i>				
Teen Council		Hood River	Feb 11, 18	8
Doctor Who crafts		Hood River	Feb 25	12
Teen total				20

May 12, 2014

Buzzy Nielsen, Library Director
Hood River County Library
502 State St
Hood River, OR 97031

Re: Hood River County Library District
Space Planning and Recommendations for the Parkdale and Cascade Locks Branches
Phase I Planning

Dear Buzzy,

Thank you very much for your time and the tour of the Parkdale and Cascade Locks Library Branches last week. What beautiful locations! We are very excited about the opportunity to work with you and your staff to plan an environment at both branches that is efficient, comfortable and inspiring.

Based on our meeting, we have summarized our understanding of FFA's scope of work for this planning study as follows:

- Initial meetings with the Library Management Team and other stakeholders to confirm existing issues and needs for the Parkdale Branch:
 - Updated space plan, including furniture and equipment
 - Relocate service desk near exit to be more convenient for courier service
 - Create more defined children's area
 - Co-locate computers in one area (6)
 - Reconfigure shelving layout: all but wall shelving to be low and mobile
 - New furniture
 - Provide more electrical outlet coverage
 - Updated finishes: floor, walls, and ceiling
 - Lighting improvements
 - Study possibility of reconfiguring exterior exit/ramp to be ADA accessible
- For the Cascade Locks Branch:
 - Space planning including furniture, equipment and shelving layout for new location
 - New furniture
 - Updated finishes: floor, walls
 - Possible limited lighting improvements
 - Possible enclosed study room options
- Based on the availability of Autocad building plan drawings and copies of original plans, further existing site verification and measurements may be required as a base for our space planning efforts.
- Provide and present initial plan concepts (up to three) as well as other related interior design recommendations to the Library Management team and stakeholders for review and input.
- Based on input above, develop the preferred concept in order for Hood River County Library District to obtain construction cost estimates, conduct fundraising and allocate appropriate funds to proceed with the building improvements.
- Present the developed concepts and recommendations to the Library Management Team and stakeholders.

Once the scope of work and funding have been finalized and approved, FFA will be happy to provide a proposal for Phase II final design, construction documentation and construction administration services for your review and approval.

Attached is a detailed outline of FFA's proposed scope of work.

FFA proposes a fixed fee for the Phase I scope of work to be \$14,290.00. In order to economize on travel time, this fee assumes that both branches will be covered at each meeting that will be held at a common location and time.

Reimbursable expenses for items such as copies, printed reports, travel expenses and renderings are in addition to the fee, and will be billed FFA's direct expense.

Additional meetings, such as presentations to City Council, the Library Board or other associations would be an additional service and will be billed at FFA's hourly rates (please see attached).

If this proposal meets with your approval, please sign below and return a copy to us. We appreciate this opportunity to work with you.

Sincerely,

FFA Architecture and Interiors, Inc.



Troy Ainsworth, AIA
Principal



Brenda Katz, AIA
Associate

Approved by

Date

cc: Diana Simmons, FFA

**Hood River County Library District - Parkdale and Cascade Locks Branch Upgrades
FFA Proposed Scope of Work - Phase I**

PROJECT TASKS	GOAL
<p>PARKDALE BRANCH</p> <p>Study plan options and other interior recommendations. Study options for ADA accessible exterior exit/ramp. Set up drawing format and plan(s) - Based on either Autocad or hard-copy drawings to be provided by Hood River County Library District. Prepare graphics for Meeting No. 1. Gather examples of general finish options. Gather options and prepare furniture option sheet(s). Research alternatives to existing power pole conditions. Gather options and prepare lighting option sheet. Study possibility of reconfiguring exterior exit/ramp to be ADA accessible.</p>	<p>Study plan options and other interior recommendations, develop options to present to Library Management Team and stakeholders, along with related product cut sheets.</p>
<p>Meeting No. 1: Initial meeting with the Library Management Team and other stakeholders to confirm existing issues, needs and goals regarding:</p> <ul style="list-style-type: none"> ▫ Updated space plan, including furniture and equipment ▫ Relocate service desk near exit to be more convenient for courier service ▫ Create more defined children's area ▫ Co-locate computers in one area (6) ▫ Reconfigure shelving layout: all but wall shelving to be low and mobile ▫ New furniture ▫ Provide more electrical outlet coverage ▫ Updated finishes: floor, walls, ceiling ▫ Lighting improvements ▫ Study possibility of reconfiguring exterior exit/ramp to be ADA accessible <p>Presentation/discussion of preliminary plan/layout sketch options (up to 3 options) Confirm counts: tables/chairs, lounge seats, shelving, computers/equipment Presentation/discussion of general finish options Follow-up with meeting notes.</p>	<p>The goal of this meeting is to get input from the Library Management team regarding preliminary design direction and to gain consensus regarding a preferred concept which can be further developed.</p>
<p>Verify existing conditions (measurements & additional photography as needed) - same visit as above</p>	<p>Based on the availability of Autocad building plan drawings and copies of original plans, further existing site verification and measurements may be required as a base for our space planning efforts.</p>

Hood River County Library District - Parkdale and Cascade Locks Branch Upgrades
FFA Proposed Scope of Work - Phase I

	PROJECT TASKS	GOAL
PARKDALE BRANCH	Update preferred plan option and other interior recommendations based on input from the Library Management team at Meeting No. 1. Update graphics for Meeting No. 2. Prepare preliminary furniture budget	Update and prepare preferred plan option and graphics as well as documentation for other interior recommendations to present at Meeting No. 2.
	Meeting No. 2: Follow up meeting with the Library Management Team and other stakeholders: <ul style="list-style-type: none"> ▫ Present refined preferred space plan option, as well as other related design recommendations which includes finishes, furniture and equipment layouts, lighting and ADA accessibility accommodations. ▫ Present preliminary furniture budget for preferred space plan ▫ Present refined configuration of ADA exit/ramp. Follow-up with meeting notes.	The goal of this meeting is to gain consensus from the Library Management team that the design recommendations are ready to be developed into a final deliverable drawings/report.
	Prepare final recommendation study deliverables and submit to Hood River County Library District: <ul style="list-style-type: none"> ▫ Floor Plan(s) of preferred space plan option as well as other related design recommendations which includes finishes, furniture and equipment layouts, lighting and ADA accessibility accommodations. ▫ Preliminary furniture budget. 	The preferred concept final deliverables will be developed in such a manner that HRCLD will be able to obtain either a professional cost estimate or a construction estimate from a general contractor.
CASCADE LOCKS BRANCH	Study plan options and other interior recommendations. Set up drawing format and plan(s) - Based on either Autocad or hard-copy drawings to be provided by Hood River County Library District. Prepare graphics for Meeting No. 1. Gather examples of general finish options. Gather options and prepare furniture option sheet(s).	Study plan options and other interior recommendations, develop options to present to Library Management Team and stakeholders, along with related product cut sheets.

**Hood River County Library District - Parkdale and Cascade Locks Branch Upgrades
FFA Proposed Scope of Work - Phase I**

PROJECT TASKS	GOAL
<p>CASCADE LOCKS BRANCH</p> <p>Meeting No. 1: Initial meeting with the Library Management Team and other stakeholders to confirm existing issues and needs regarding:</p> <ul style="list-style-type: none"> ▫ Space planning including furniture, equipment and shelving layout for new location ▫ New furniture ▫ Updated finishes: floor, walls ▫ Possible limited lighting improvements ▫ Possible enclosed study room options <p>Presentation/discussion of preliminary plan/layout sketch options (up to 3 options) Confirm counts: tables/chairs, lounge seats, shelving, computers/equipment Presentation/discussion of general finish options Follow-up with meeting notes.</p>	<p>The goal of this meeting is to get input from the Library Management team regarding preliminary design direction and to gain consensus regarding a preferred concept which can be further developed.</p>
<p>Verify existing conditions (measurements & additional photography as needed) - same visit as above</p>	<p>Based on the availability of Autocad building plan drawings and copies of original plans, further existing site verification and measurements may be required as a base for our space planning efforts.</p>
<p>Update preferred plan option and other interior recommendations based on input from the Library Management team at Meeting No. 1. Update graphics for Meeting No. 2. Prepare preliminary furniture budget</p>	<p>Update and prepare preferred plan option and graphics as well as documentation for other interior recommendations to present at Meeting No. 2.</p>
<p>Meeting No. 2: Follow up meeting with the Library Management Team and other stakeholders:</p> <ul style="list-style-type: none"> ▫ Present refined preferred space plan option, as well as other related design recommendations which includes finishes, furniture and equipment layouts. ▫ Present preliminary furniture budget for preferred space plan <p>Follow-up with meeting notes.</p>	<p>The goal of this meeting is to gain consensus from the Library Management team that the design recommendations are ready to be developed into a final deliverable drawings/report.</p>
<p>Prepare final recommendation study deliverables and submit to Hood River County Library District:</p> <ul style="list-style-type: none"> ▫ Floor Plan(s) of preferred space plan option as well as other related design recommendations which includes finishes, furniture and equipment layouts. ▫ Preliminary furniture budget. 	<p>The preferred concept final deliverables will be developed in such a manner that HRCLD will be able to obtain either a professional cost estimate or a construction estimate from a general contractor.</p>

FFA Architecture and Interiors, Inc. 2014 Standard Billing Rates

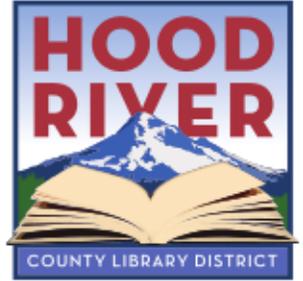
Principal	175.00 per hour
Senior Project Manager	150.00 per hour
Project Manager	130.00 per hour
Architectural Designer	130.00 per hour
Architectural Staff 1	110.00 per hour
Architectural Staff 2	90.00 per hour
Architectural Staff 3	80.00 per hour
Specification Writer 1	130.00 per hour
Specification Writer 2	110.00 per hour
Director, Interior Design	125.00 per hour
Interior Designer 1	110.00 per hour
Interior Designer 2	90.00 per hour
Administrative	70.00 per hour

Reimbursable expenses such as reproductions, postage/delivery, photographs, print and plots, etc. are billed at direct cost. Mileage is billed at the current IRS rate.

Cost of engineering services, e.g., structural, mechanical, electrical, etc. are billed at direct cost.

Fees for services will be billed monthly and are due and payable upon receipt. Amounts outstanding after 30 days will incur service charges of one and one-half percent per month.

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 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

Library cards are not transferable; each patron must have his/her own card to check out

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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 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.

- *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.
- *Non-resident cards*: Non-resident cards are issued to individuals who are temporary residents, do not reside within Hood River County, or don't qualify for MIX, OLPP, and other Sage library cards. Cards have the same privileges, restrictions, and ID/address 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. 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.
- *Provisional Homeless/shelter cards*: **Homeless/shelterProvisional** cards are issued to individuals with unstable living situations, such as **those experiencing homelessness individuals** or those living in domestic violence shelters. To receive a Provisional 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.

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
- 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 21 2017

Resolution No. 2016-17.06

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 wants to change the name of the card from Homeless/shelter card to Provisional card;

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 21, 2017.

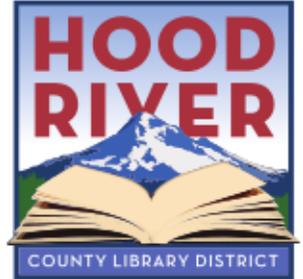
Adopted by the Board of Directors of Hood River County Library District this 21st day of March, 2017.

ATTEST:

Sara Snyder, President

Rachael Fox, Library Director

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 357.226). Current District employees or officers may not serve as Board members.
- III. Board members are elected at large.

B. *Term of office*

Board members shall serve staggered four-year terms or until election and qualification of a successor (ORS 357.236~~4~~).

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. *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.

E. *Education*

Board members should be aware of the requirements of the Oregon Government Ethics laws and all other laws and policies pertaining to the District and ethical standards expected of members. Members are required regularly to attend or view conferences, and other trainings relevant to District business.

F. *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 District.

G. *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.

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II. Ethics

A. *Education*

Board members should be aware of the requirements of the Oregon Government Ethics laws and all other laws and policies pertaining to the District and ethical standards expected of members. Members are expected to attend or view conferences, and other trainings relevant to District business.

B. *Financial Gain*

Board members are prohibited from using their position to receive certain financial benefits if the opportunity for the benefit would not otherwise be available but for their position, including benefits for themselves, a relative as defined by Oregon law, a member of the Board member's household, or a business with which the board member, a relative, or a member of the Board member's household is associated.

C. *Compensation*

Board members may receive expense reimbursement, honorariums, unsolicited awards for professional achievement, and some gifts as allowed by Oregon Government Ethics laws.

D. *Gifts*

No Board member shall solicit or receive any gifts with a total value of more than \$50 from any single source who could reasonably have a financial interest in the member's official actions. A gift is defined as something of value for which the Board member does not pay an equal value, including entertainment. This provision only restricts gifts from sources that have an administrative or legislative interest in the Board member's actions; unlimited gifts may be accepted from a source that does not have a legislative or administrative interest.

E. *Conflicts of interest*

Board members must declare actual or potential conflicts of interest and their nature.

- I. Actual conflicts occur when the Board member's action would affect financial interest as defined in section B above. Following announcement of the actual conflict, Board members with actual conflicts may not participate in the official action that gave rise to the conflict.
- II. Potential conflicts when the Board member's action could affect financial interest as defined in section B above. Following announcement of the potential conflict, Board members with potential conflicts may participate in the official action that gave rise to the conflict.
- III. If a Board member has an actual conflict and his/her vote is necessary to meet the minimum number of votes required for official action, the board member may vote. Prior to consideration of the matter, the Board member must make the required announcement and refrain from any discussion, but may participate in the vote. This provision only applies in circumstances when all Board members are present and the number of members who must refrain due to actual conflicts make it impossible for the Board to take official action.

III. 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 their 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 their 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 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 at the start of 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.

IV. 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.
- 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 294.414)
 - b. Appoint a Budget officer, generally the Library Director who shall prepare or supervise preparing 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(4)
 - d. Oversee District finances.
- IX. Develop long-range strategic plans for the District.
- X. Approve all contracts exceeding the Library Director's spending authority.
- XI. Approve employee salary schedules and benefits.
- XII. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.
- XIII. 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.

V. 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 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, disruptive, or ad hominem.

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 Public Meetings Law.

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.
- II. Final decisions shall not be made at a work session.
- III. A work session may be held in conjunction with a regular or 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 community meeting room.

H. Quorum

A majority of the Board (three 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.

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 whom 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 gender, gender identity, sexual orientation, race, color, religion, veteran status, national origin, ancestry, age, marital status, family relationship, political affiliation, or physical or mental 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 or committee 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 shall 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. Notices shall be made using the same requirements as in-person meetings.

VI. 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, agents, 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 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.

VII. Parliamentary Authority

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.

VIII. Amendments

The Board Governance Policy may be amended by resolution at any regular or special meeting provided that at least five days notice is given and a majority of Board members vote in favor.

Approved by the Board of Directors, April 5, 2011

Last amended, February 16, 2016

Resolution No. 2016-17.07

Resolution amending Board Governance Policy

WHEREAS, the Board regularly reviews policies to ensure that they are clear, consistent, and current; and

WHEREAS, the Board found area for improvement in the Board Governance Policy;

Now, therefore be it RESOLVED, that that the Board amends the Board Governance Policy as presented in the attached document and discussed and revised during the Board's meeting of March 21, 2017.

Adopted by the Board of Directors of Hood River County Library District this 21st day of March, 2017.

ATTEST:

Sara Snyder, President

Rachael Fox, 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 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
2017-18 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, 2017, to March 31, 2018.

Contractor shall perform the work, as outlined in the Updated Statement of Work. For the addendum period, Customer shall pay **\$1,823.00** 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 ensuring all doors and exits are locked before the end of the shift.

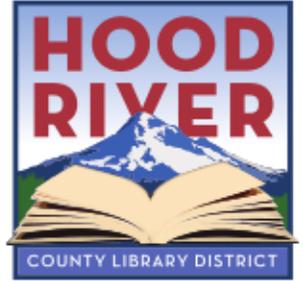
- 5 days per week high traffic area service:
 - **Clean and sanitize all bathroom floors, counters, sinks, toilets and changing tables.**
 - **Clean and sanitize all drinking fountains.**
 - Fill all soap, paper, and **feminine product** dispensers.
 - Empty all wastebaskets and remove trash from building.
 - Clean glass doors

- Sanitize and wipe down all public area counters, tables, end tables, and meeting room tables.
- Spot clean elevator as needed.
- Ensure all entrances and marked doors are locked and that non-emergency lights are off.
- Wet mop or scrub all non-carpet areas in public area (October-April)
- 3 days per week:
 - Vacuum or sweep high traffic areas carpet and non-carpet (defined as stairs, entry areas, and hallways).
- 2 days per week full building cleaning:
 - Sweep or vacuum all non-carpet areas.
 - Vacuum all carpet areas.
 - Spot clean carpets as needed.
 - ~~○ Sift all outside ashtrays of refuse~~
 - Clean elevator floors and walls.
 - Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September).
 - Wet mop or scrub all non-carpet areas (Public area: May-September, Staff area: year round)
- Weekly duties:
 - Remove spider webs up to 10'.
 - Wet mop or scrub break room floor.
 - Wipe and sanitize all staff area tables and computer desks.
 - Empty blue recycle bins into large blue bin in staff area.
- Twice monthly duties:
 - Empty 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. (July)

- 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.

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

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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 an 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. Planing 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: