

Board of Directors
Regular Meeting Agenda
 Tuesday, March 20, 2018, 7.00p
 Jeanne Marie Gaulke Community Meeting Room
 502 State St, Hood River
 Jean Sheppard President



- | | |
|--|----------------------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from February 20, 2018 meeting | |
| ii. Estimate furniture Cascade Locks Library | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | Fox |
| VI. Previous business | |
| i. Budget committee discussion | Sheppard |
| VII. New business | |
| i. Review bids Janitorial Services and approve contract (ACTION) | Sheppard |
| ii. Review bids library shelving for the Cascade Locks Branch (ACTION) | Sheppard
Sheppard |
| iii. Review and accept bid for Oak Street Sidewalk replacement (ACTION) | |
| iv. Review Library Director Evaluation questions | Sheppard |
| v. AED defibrillator discussion | Sheppard |
| VIII. Agenda items for next meeting | Sheppard |
| IX. Adjournment | Sheppard |

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.

502 State Street
 Hood River - OR 97031
541 386 2535

Board of Directors
Regular Meeting Agenda, Supplementary

Tuesday, March 20, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



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

- i. **Minutes from February 20, 2018 meeting**

- Attachments: III.i. Minutes from February 20, 2018 meeting

- ii. **Estimate furniture Cascade Locks Library**

- Attachments: III.ii. Oregon Corrections Enterprises Estimate for furniture

This purchase exceeds my spending authority. I seek approval to purchase 40 chairs and 4 flip tables for the Cascade Locks Branch Library. I have requested OCE provide a separate quote with the tables and chairs. When it's completed, I'll have Jean Sheppard sign it. The total is \$5,867, which includes shipping.

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

- V. **Reports**

- i. **Friends update** Fox

- The Friends of the Library book sale will be held Thursday, May 31 through Saturday, June 1 in the library meeting room. They are seeking volunteers to work various shifts.

- **Hood River County Reads**

- Hood River County Reads committee has selected two books for their program, *Moreno. Prieto. Brown.* By Alejandro Jimenez and *Brown Girl Dreaming* by Jacqueline Woodson.

- Moreno. Prieto. Brown.* is Alejandro Jimenez's first book, it is a collection of 16 poems and one short story. Much of the book is autobiographical, about growing up undocumented in the U.S. It is about family, breaking stereotypes, redefining masculinity, and about a yearning for home.

- Alejandro Jimenez is a writer, storyteller, poet, educator and avid distance runner from Colima, Mexico. Arriving in 1995 in the United States at eight years old as an undocumented immigrant, he grew up in the Hood River Valley where he attended elementary, middle and high school. When time allowed during his summer breaks, he worked with his family in the orchards, picking fruit, thinning, catching gophers,

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changing irrigation pipes and learning to fall in love with running. Upon becoming the first member in his family to graduate from college, Willamette University class of 2009, he moved to Denver to organize for immigrant rights.

He has shared his poetry in sold-out opera houses, universities, detention centers, cultural events, museums, festivals, and elementary, middle and high schools. His poems have appeared in multiple anthologies and literary magazines. Alejandro had the honor and privilege to write and read a poem for the 2012 Presidential Medal of Freedom Recipient, Dolores Huerta. He is a two-time National Poetry Slam Semi-finalist, Southern Fried Poetry Slam Finalist and TEDxMileHigh Speaker. He lives in Denver and works with youth, trying to instill the power of words and art.

Jacqueline Woodson's book, selected for younger readers, is a memoir of her childhood as an African American in the South and Northeast United States in the 1960s. Woodson was named the National Ambassador for Young People's Literature, by the Library of Congress, for 2018-2019.

PROGRAM AND EVENTS

March 17 – Saturday, 2:00-3:30 pm @ Hood River Library – KICK-OFF! Book distribution, art, poetry, and refreshments

March 20 – Tuesday, 5:00-7:00 pm @ Parkdale and Cascade Locks Libraries – KICK-OFF! Book distribution

March 21 – Wednesday 6:30 pm @ Mt. Hood Town Hall – Hood River Library Book Club discussion of *Moreno. Prieto. Brown.*

April 5 – Thursday 6:30-8:00 pm @ Hood River Library in the Meeting Room – Hood River Library Book Club discussion of *Moreno. Prieto. Brown.*

April 14 – Saturday 2:00 pm @ Hood River Library in the Reading Room – Panel Discussion: Bridging Cultures – Our Neighbors' Stories

April 28 – Saturday 10:30 am – Poetry workshop with Alejandro Jimenez Space limited – Call library or see website for details.

April 28 – Saturday 2:00 pm @ Hood River Library in the Reading Room – Public presentation by Alejandro Jimenez

29 de abril – Domingo, 1:30 pm En la esucela de Mid Valley – Presentación pública en Español con el autor Alejandro Jimenez Comida, música, y poesía de estudiantes.

May 3 – Thursday 6:30-8:30 pm @ Hood River Library in the Meeting Room – Hood River Library Book Club discussion of *Brown Girl Dreaming*

ii. Foundation update

Fox

- The Library Foundation did not meet this month due to the Feast of Words fundraiser. The fundraiser was held Saturday, March 10, from 6:00-9:00pm. There was a full house. The Foundation raised nearly \$27,000 for the Cascade Locks Branch and the Odell community.

iii. February financial statements

Fox

Attachments: V.iii. February financial statements

We received \$28,069 from tax revenue in February bringing our total tax revenue for current year taxes to \$826,944. There will be another payment between \$25,000 and \$28,000 in May.

iv. **Director's report**

Fox

Administration

- The Bonneville Dam Chronicle Historic newspaper has been available online thanks to a generous grant and donation to the Hood River County Library District.

The newspaper, originally called the *Cascade Locks Dam Chronicle*, ran from 1934 to 1939 and documented the construction and early operational years of the dam. It also acted as a community newspaper for Cascade Locks, North Bonneville, and Stevenson. The project digitized the entire run of the paper.

The paper was digitized by experts at the University of Oregon's Oregon Digital Newspaper Program (ODNP). The title is now available on the Historic Oregon Newspapers, <http://oregonnews.uoregon.edu>. In addition to simply making images of the newspapers available, the full text of the articles will be searchable, making the newspaper accessible in ways not possible before. UO is also committed to the long-term preservation of the digitized newspapers, helping ensure future generations can access these critical documents.

The project was funded by a grant from the Hood River Cultural Trust and Cascade Locks community members Dave Lipps and Caroline Parks. The Library Foundation also donated to this project but the project came in under budget. I will be requesting the Library Foundation donate to another project.

In the next few weeks, we will market this new resource in our community. We'll send out a press release and post in our eNewsletter, website and Facebook.

Facilities

- The work on the Minoru Yasui Legacy Garden should be completed by March 28, 2018. The Library District has partnered with the History Museum of Hood River County to celebrate Minoru Yasui Day on March 28, 2018. The events will start at 11:30am with a dedication of the Legacy Garden. Following the dedication, the audience will move inside the library, where George Nakata will share his memories about Min Yasui and their experiences in the Japanese Internment Camps.
- Our maintenance person Michael Peterson-Love will be installing handrails on the small stair case leading to the Legacy Garden but they will most likely not be installed by the unveiling. The railing will be paid for by the funds raised by the Library Foundation for the Legacy Garden.
- Our maintenance person Michael Peterson-Love will finish the remodeling of the Cascade Locks Branch by March 23. He repaired the walls, removed old cabinetry and lockers, and paint the walls and doors. Next step will be carpet installation.

- Swell City will install the new carpet in the Cascade Locks space the week of Monday, March 26 through Friday, March 30.

Personnel

- We hired a new Public Service Clerk Substitute and her name is Lai Wong. We have a set budget for substitutes. One of our substitutes moved from the area and another recently had a child. We are happy to have Wong on the team. Wong currently works at John L. Scott where she markets and assists buyers and sellers. In the past, Wong has also worked for human rights and is an avid library supporter.

Programs

- Our new laptops have arrived! The laptops were purchased with funds donated by the Friends of the Library Pat Hazlehurst Endowment Fund and the funds donated by The Friends of the Library towards technology. We'll issue a press release to the local papers and our eNewsletter when the laptops are ready to use. They will be used by patrons for in-house SAT classes for teens, makerspace programs, outreach classes in our community and much more.
- We have the Bug Chicks visiting the Hood River, Parkdale, and Cascade Locks Libraries on the Wednesday, March 28, during the week of Spring Break.
- We currently have the AARP offering free tax aid on Mondays from 2:00-6:00pm until Monday, April 9th.
- The library is also hosting a series of Citizenship classes conducted at an intermediate level of English by SOAR (Sponsors Organized to Assist Refugees), Sundays from January 7 – April 22, 3pm to 6pm in the Hood River Library Meeting Room. The next series will run Sundays from May 13 through August 12 from 3pm to 6pm in the Hood River Library Meeting Room. Students can join anytime. They learn about all the components of the U.S. naturalization interview and test.

VI. Previous business

i. Budget committee discussion

Sheppard

At the Library District Board meeting on Tuesday, February 20, 2018, District board members determined each member will bring recommendations of individuals to fill the vacant seat on the Library District Budget committee to the March 20, 2018 meeting. The Board will discuss the list of individuals and Fox will contact them to see if any can serve on the committee.

VII. New business

i. Review bids Janitorial Services and approve contract (ACTION)

Sheppard

Attachments:

- VII.i.a. Contract for Janitorial Services
- VII.i.b. Bid Request for Janitorial Services
- VII.i.c. Bid – Tedene Enterprises (Clean-All Janitorial)
- VII.i.d. Bid – Mid-Columbia Janitorial Services
- VII.i.e. Bid – Gorge Office Detail

Since the contract for Janitorial services expires March 31, 2018 we needed to go through a procurement process. Per the Oregon Revised Statutes, here are the guidelines we must follow for this procurement.

- 279B.070 Intermediate procurements.
- Any procurement of goods or services exceeding \$10,000 but not exceeding \$150,000 may be awarded in accordance with intermediate procurement procedures. A contract awarded under this section may be amended to exceed \$150,000 only in accordance with rules adopted under ORS 279A.065.
- A procurement may not be artificially divided or fragmented so as to constitute an intermediate procurement under this section.
- When conducting an intermediate procurement, a contracting agency shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes or proposals.
- If a contract is awarded, the contracting agency shall award the contract to the offer or whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110. [2003 c.794 §54]

Thus, under these rules, we can seek informal bids. However, having a Request for bids document is helpful for seeking a bid such as this. Attached as VII.i.b is the Bid Request for Janitorial Services. I sought bids from local janitorial firms.

We currently use Tedene Enterprises (Clean-All Janitorial). Below is a list of firms and their bids:

- Tedene Enterprises (Clean-All Janitorial) - \$1,823.00 per month.
- Mid-Columbia janitorial services - \$2,780 per month + \$3,375 per year for cleaning windows, carpets and waxing floors.
- Gorge Office Detail - \$2,119.35 per month
- Opportunity Connections – They decided to not submit a bid at this time but asked to be considered next time we seeks bids.

I recommend accepting the bid from Tendene Enterprises (Clean-All Janitorial). We have used their services since 2012 and have been satisfied with their work. Last year was the first year they raised their rates by \$100 per month. This bid is what we currently pay them for their services.

If the Board votes to approve the bid, I ask the Board to approve the contract drafted by District Lawyer Ruben Cleaveland. The contract will be for April 1, 2018 to March 31, 2019. The contract may be renewed two times for one year periods.

**ii. Review bids library shelving for the Cascade Locks Branch
(ACTION)**

Sheppard

Attachments:

- o VII.ii.a. Bid – Pacific Business Systems
- o VII.ii.b. Bid – Oregon Corrections Enterprises
- o VII.ii.c. Bid – Space Savers
- o VII.ii.d. Final design for the Cascade Locks Space

We also have to go through the procurement process for the shelving bids since they exceed \$10,000. All the bids submitted include installation. The bids include shelving for the outer walls, four stationary units, and a section of moveable units.

Three companies submitted bids:

- Pacific Business Systems - \$22,250
- Oregon Corrections Enterprises - \$32,705
- Space Savers - \$30,054

We purchased all our shelving units in the Hood River Library from Space Savers. Their quote came in much higher than the other two companies and the quote included reusing shelving from the Hood River Children's Library remodel.

The Oregon Corrections Enterprises shelving is wood with adjustable shelves. Their quote is incorrect and they were unable to get an updated quote to me by the time the board packet was released. Instead of (6) 9' units, there should be (6) 4'6" units, which make the units easier to move but will still be cumbersome for a single staff member. With these units we are unable to reuse the shelving removed from the Hood River Children's Library because one is steel and the other is wood. I hope to bring an updated quote to the District Board meeting but I expect it to exceed the quote from Pacific Business Systems.

I recommend we accept Pacific Business Systems. They are a small company based out of Portland, Oregon. They offer high quality shelving at an affordable price. I am also working with Michael Peterson-Love to see if we can use the shelving from the Hood River in a new Cascade Locks teen area. Since the shelving is made by a different company but with a similar color, reusing the shelving in the separate space should blend in. If reusing the shelving does not seem feasible, we can save the shelving for our new space we hope to occupy in the future in Odell.

I recommend the District Board approves up to \$23,000. Once Peterson-Love and I determine if any shelving can be reused the expense might be lower. I'll have District Board President Jean Sheppard sign the quote for \$23,000 or less.

**iii. Review and accept bid for Oak Street Sidewalk replacement
(ACTION)**

Sheppard

Attachments:

- VII.iii.a. Bid – Schuepbach Custom Builders

We also have to go through the procurement process for the Oak Street Sidewalk replacement since it exceeds \$10,000. I contacted the public works directors at the City of Hood River and Hood River County to request recommendations. I was given the contact information for six businesses. I was able to connect with four businesses. The quotes are listed below.

- Schuepbach Custom Builders - \$15,918
- Dan Homer Construction – Reviewed the job but determined he was too busy to take on the job.
- Levy Landry – Reviewed the job but failed to submit a bid.
- Jeremy Buehler – Determined he was too busy to take on the job.

I recommend we accept the bid by Schuepbach Custom Builders. This firm did the rest of Oak Street during the Urban Renewal Project and will ensure the sidewalk matches. They are investigating the cost of permits and will add them to their quote. I recommend the board approve up to \$20,000 to complete the Oak Street Sidewalk replacement project.

iv. Review Library Director Evaluation questions

Sheppard

Attachments:

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

I will be reviewed annually at the May 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 April through May, with the review happening at the May 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 April, 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 May meeting to review the evaluation.

At the May 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.

v. AED defibrillator discussion

Sheppard

The Hood River Fire Department has approved the Hood River Library to have an AED defibrillator. This will be no cost to the District and the Fire Department will provide training for library staff. I wanted to confirm the District Board approves this placement. If so, I will contact the fire department to set up installation and training for staff.

VIII. Agenda items for next meeting

Sheppard

- Review and approve Light Duty Policy
- Code of Conduct Ordinance

IX. Adjournment

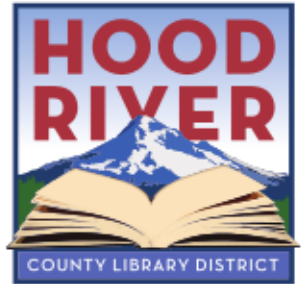
Sheppard

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

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

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Board of Directors
Regular Meeting Minutes
Tuesday, February 20, 2018, 7:00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President



Present: Jean Sheppard, Megan Janik, Sara Marsden, Karen Bureker, Brian Hackett, Rachael Fox (staff), Michele Dearing (staff)

I. Additions/deletions from the agenda (ACTION)

Sheppard

Board President Jean Sheppard called the meeting to order at 7:04pm. Fox stated she would like request an action item be added to the agenda to approve a contract by Michael Peterson-Love for remodeling the Cascade Locks space. Bureker moved to approve the agenda as ammended. Hackett seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from January 16, 2018 meeting

ii. 2018 Property and Liability insurance invoice

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

IV. Staff member presentation

Dearing

Our Collection Development Specialist, Michele Dearing, discussed her duties at the library.

Dearing stated she followings the Library District Collection Development policy, which cites the Library American Library Association bill of rights. Dearing selects adult fiction and adult non-fiction, Columbia Gorge History collection and adult and young adult audio book collection.

Dearing stated there are other staff members who select items for the library. Dearing uses the following sources for recommendations: weekly bestseller lists (Amazon.com), Indie Bestsellers list, Pacific NW Bestsellers Association list, Amazon.com list, Library Journal reviews, Oregonian, Hood River News, Oregon State University Press, suppliers like Baker and Taylor, Ingram, and Blackstone. Dearing notes Blackstone uses actors from Shakespeare plays to record some of their audio books.

Dearing also considers what is popular in Hood River. She has noticed science fiction, fantasy and sports books are less popular than self help, cookbooks, political books, history and travel.

Dearing said there are many sub generas to regular fiction like romantic suspense, Christian fiction, historical mysteries, locked rooms mysteries, and cozy mysteries.

Dearing also does weeding, deacquisitions and deseleting. When Dearing weeds materials she looks at condition, last circulation date, number of circulations, currency and accuracy. Dearing pulls the item and deletes the item in our Evergreen system, volunteers mark out the books, and Friends of the Library volunteers place them on a free cart or send the items to Portland to sell at Thrift books.

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Dearing discussed book donations and stated the donations are not free because they take staff time and resources to process the materials. She tries to replace items that are worn and damaged. She stated other selectors add donations to the collection, too. Jana Hannigan, our Children's Librarian, uses donations as prize books. Dearing stated not all libraries accept donations because they must be stored, sorted selected, cataloged and covered.

Dearing also tracks collection development spending, works on the circulation desk, and facilitates the book club for library on a quarterly basis.

V. Open forum for the general public

Sheppard

None present.

VI. Reports

i. Friends update

Fox

Fox stated the Friends of the Library will hold their Hood River County Reads Kick-off event at the library on Saturday, March 17, 2pm.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. January financial statements

Fox

There was nothing to add to the written report.

iv. Director's report

Fox

There was nothing to add to the written report.

VII. Previous business

VIII. New business

i. Special District Association Report

Fox & Hackett

Hackett reported he attended the conference. He found the preconference training for new board members beneficial.

Hackett stated he is thankful for Fox because he heard of challenges other Districts faced with management. Hackett stated he would like to help support Fox by reviewing policies and generate policies. Fox stated she would like to conduct periodic review of regular policies. Sheppard stated each policy should list the creation date and last update. Fox agreed the policies contain the information. Fox stated she will bring a light duty policy at an upcoming board meeting for review. Fox also would like to update the personnel policy and make sure it's reviewed annually with staff.

Hackett also mentioned holding a public hearing to check in with the public. Sheppard stated at the recent Strategic Planning Process for the 5 year strategic plan the District gathered input from the public by holding a retreat and focus groups regarding the direction of the District. Sheppard stated the public are also invited to attend each board meeting to express any concerns or requests. Sheppard also stated the District could release a report regarding the state of the library district.

ii. Approval Contract for Gardens Maintenance Services (ACTION)

Sheppard

Sheppard stated we have been happy with their service and that it was a minimal increase for the year. Marsden motioned to approve the Contract for Gardens Maintenance Services with Walker's Landscape Maintenance firm. Bureker seconded. The motion passed unanimously.

iii. Annual Planning Session discussion

Sheppard

The District Board discussed using their annual planning session meeting to complete a Special District Insurance Services Board Practice Assessment (BPA) on Tuesday, June 20, 2018 from 5:00-6:30pm. Sheppard, Marsden, Janik, Hackett confirmed they can attend. Bureker will text Fox to confirm the date will work for her.

iv. Budget committee and calendar approval (ACTION)

Sheppard

Bureker moved to reappoint Erick Vonlubken for another three term for the Library District Budget Committee. Marsden seconded. The motion passed unanimously.

Hackett moved to approve the budget calendar. Janik seconded. The motion passed unanimously.

The Board decided to each bring a recommendation for the budget committee to the March 20, 2018 District Board meeting. The Board will discuss the individuals and decide who to ask to sit on the committee. Fox will contact the individuals.

v. Code of Conduct discussion

Sheppard

The District Board approved of the changes. Sheppard suggested the sentence be changed in the Code of Conduct to state: Do not use the library restrooms for personal hygiene such as bathing, shaving, washing hair or clothing. Sheppard asked to have the district lawyer Ruben Cleaveland review the Code of Conduct.

Fox will investigate the process for formally passing the ordinance.

vi. Supplemental budget (ACTION)

Sheppard

Attachments: VIII.vi. Resolution No. 2017-18.06. Resolution of Hood River County Library District adopting a supplemental budget for the fiscal year 2017-18.

Hackett made a motion to approve Resolution No. 2017-18.06 of Hood River County Library District adopting a supplemental budget for the fiscal year 2017-18 and making appropriations. Bureker seconded. Sheppard took a voice vote. The motion passed unanimously.

vii. Cascade Locks Branch discussion

Sheppard

The Board discussed the proposed budget for the Cascade Locks Branch move project and approved of the planned expenses.

viii. Estimate Michael Peterson-Love (ACTION)

Sheppard

Bureker moved to approve the contract for Michael Peterson-Love in the amount of \$6,980. Marsden seconded. The motion passed unanimously.

ix. Estimate Swell City Carpets (ACTION)

Sheppard

Bureker moved to approve up to \$8,000 for Swell City Carpets to install carpets in the new Cascade Locks Branch space. Janik seconded. The motion passed unanimously.

x. Parental leave discussion

Fox

Fox stated she is confident in Assistant Director Arwen Ungar's abilities to oversee the District while she is on leave. Fox recommended Ungar be paid the Library Director wage for the three months while Fox is on leave since Ungar will be conducting both the Library Director and Assistant Director duties. Sheppard asked how much this would cost. Fox stated she did not have a figure but estimated it will cost \$2,000 to \$3,000. Fox stated she will determine the costs and present the proposal at the budget committee meeting in May 2018.

Sheppard also stated Fox should not be working while on leave except to be consulted in rare occasions. Fox agreed.

Hackett requested Ungar start attending the monthly board meetings. Fox stated she will ask Ungar to start next month.

IX. Agenda items for next meeting

Sheppard

X. Adjournment

Sheppard

The meeting was adjourned at 8:06pm.

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

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QUOTE

OREGON CORRECTIONS
ENTERPRISES
PO BOX 12849
SALEM, OR 97309
(503) 428-5500



ORDER NUMBER: 0105071
ORDER DATE: 3/12/2018

SALESPERSON: 1018
CUSTOMER NO: 0088197

SOLD TO:
HOOD RIVER COUNTY LIBRARY DIST
502 STATE ST
HOOD RIVER, OR 97031

SHIP TO:
CASCADE LOCKS SCHOOL
300 WANAPA ST
Cascade Locks, OR 97014

CONFIRM TO:
RACHAEL FOX 541-387-7062

Fax#

Comments:

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS NET 30 DAYS	Ship Week of:		
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT

MAPLE CLEAR, LAM : FUSION MAPLE

/301.02	EA	1.00	0.00	0.00	4,649.00	4,649.00
BOOKCASE, TALL ,276x10x82 6 SHELF, WITH TOE KICK, NUMBER OF SECTIONS DEPENDS ON DESIGN						
/301.02	EA	1.00	0.00	0.00	2,961.00	2,961.00
BOOKCASE, TALL, 152x10x82 6 SHELF, WITH TOE KICK, NUMBER OF SECTIONS DEPENDS ON DESIGN						
/301.02	EA	1.00	0.00	0.00	3,508.00	3,508.00
BOOKCASE, L-SHAPED, 88x112 6 SHELF, WITH TOE KICK, NUMBER OF SECTIONS DEPENDS ON DESIGN						
/301.02	EA	4.00	0.00	0.00	815.00	3,260.00
BOOKCASE, DOUBLE SIDED 36" WIDE SHELVES 10" DEEP,						
/301.02	EA	6.00	0.00	0.00	3,032.00	18,192.00
BOOKCASE, DOUBLE SIDED 9' LONG, LOCKING CASTERS, 4 SHELF, 24" WIDE						

Continued

QUOTE

OREGON CORRECTIONS
 ENTERPRISES
 PO BOX 12849
 SALEM, OR 97309
 (503) 428-5500



ORDER NUMBER: 0105071
 ORDER DATE: 3/12/2018

SALESPERSON: 1018
 CUSTOMER NO: 0088197

SOLD TO:
 HOOD RIVER COUNTY LIBRARY DIST
 502 STATE ST
 HOOD RIVER, OR 97031

SHIP TO:
 CASCADE LOCKS SCHOOL
 300 WANAPA ST
 Cascade Locks, OR 97014

CONFIRM TO:
 RACHAEL FOX 541-387-7062

Fax#

Comments:

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS	Ship Week of:
			NET 30 DAYS	

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
-------------	------	---------	---------	------------	-------	--------

/301.02	EA	4.00	0.00	0.00	333.00	1,332.00
---------	----	------	------	------	--------	----------

TABLE,FLIPTOP,60X30X29

DVLP H BASE:BLACK, CASTERS,LAM TOP: FUSION MAPLE,3MM PVC EDGE: BLACK, SOLUTIONS

237-001-99	EACH	40.00	0.00	40.00	110.00	4,400.00
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CHAIR,REV,4 LEG,POLY,W/O ARMS,GLIDES

Whse: 001

SPECIFY GLIDE TYPE

COLOR: TBD, FRAME:TBD

/701.52	EA	1.00	0.00	0.00	135.00	135.00
---------	----	------	------	------	--------	--------

SHIPPING & HANDLING

3-12-18

Admin. Approval _____ Date _____

Customer Approval _____ Date _____

Your signature above authorizes Oregon Corrections Enterprise to produce the above products for you. You have committed to pay OCE for the above items. This quote is valid for **** 30 DAYS**** Josh Turner. jturner@oce.oregon.gov, Fax: 503-378-4338, Phone: 503-378-2403
 SHIPPING & HANDLING CHARGES ARE ESTIMATES ONLY.

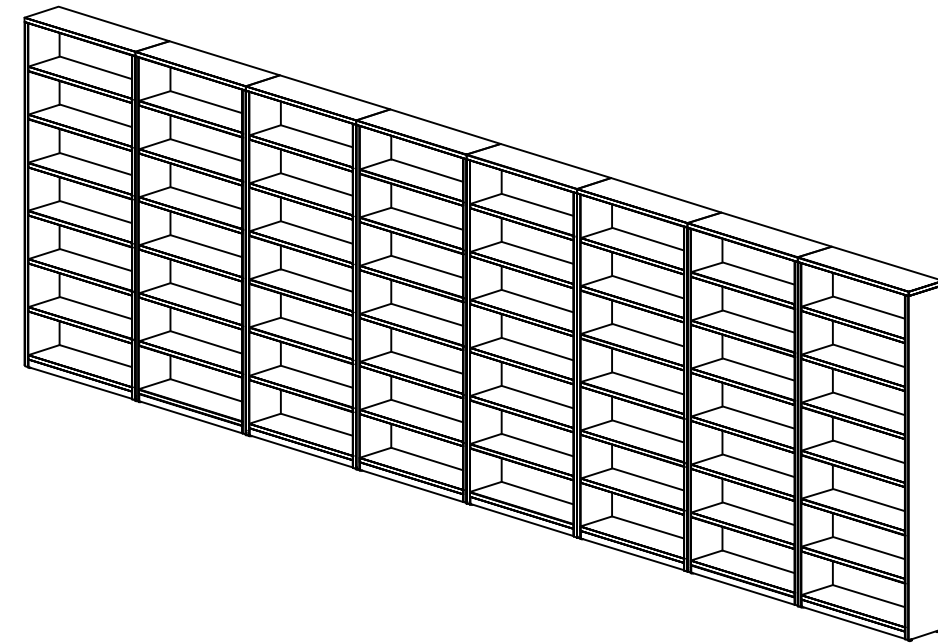
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Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	38,437.00



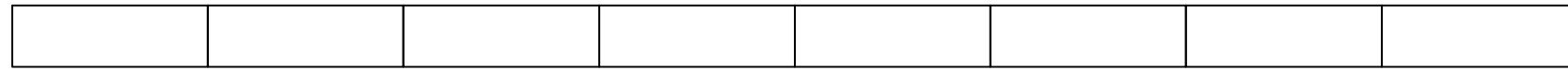
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CORRECTIONS
ENTERPRISES
P.O. BOX 12849
SALEM, OR 97309
PH: (503) 378-5276

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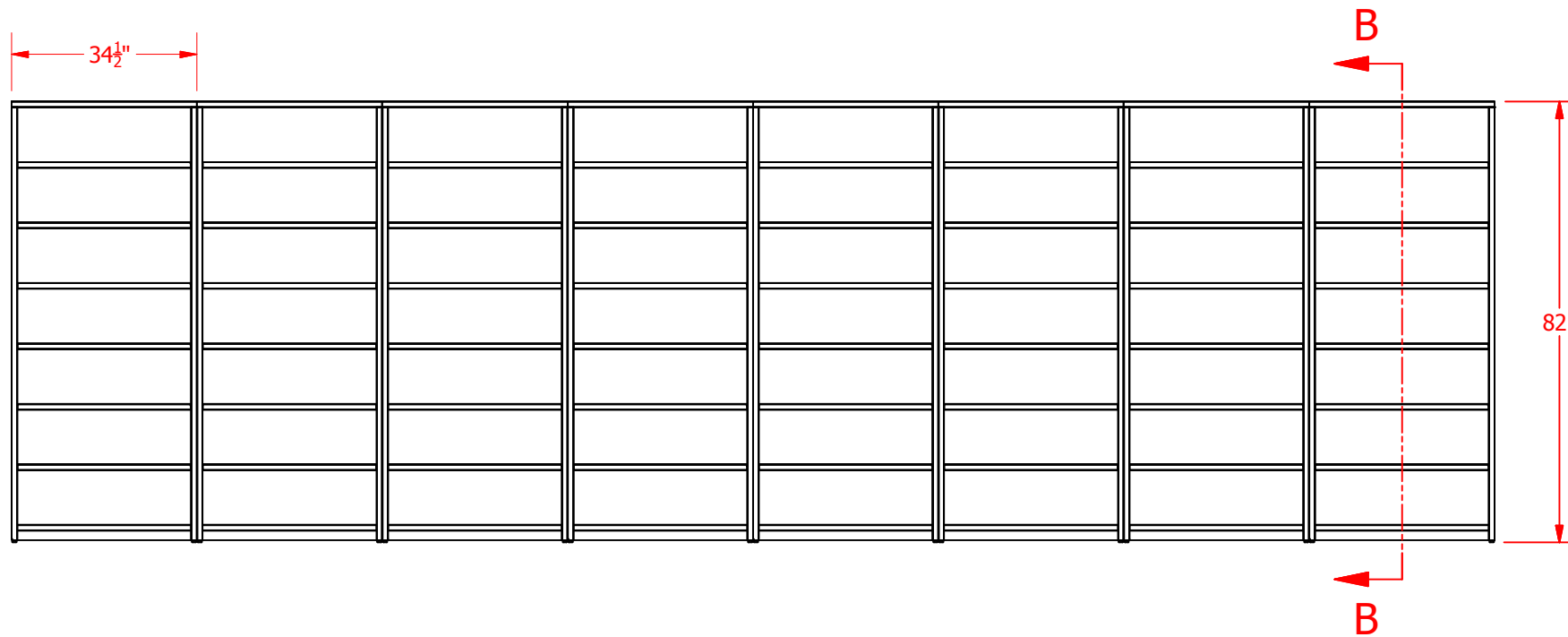
PERSPECTIVE VIEW



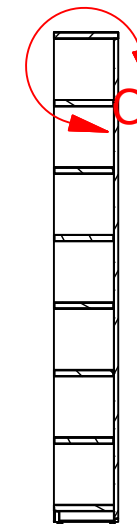
TOP VIEW
SCALE: 1/32"=1"



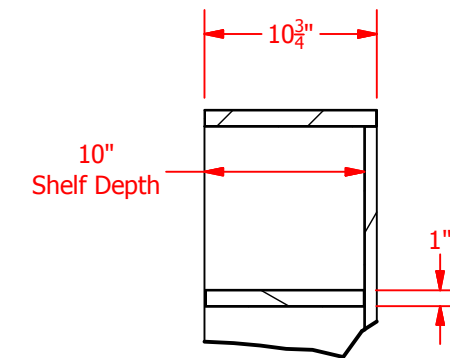
FRONT VIEW
SCALE: 1/32"=1"



SECTION B-B
SCALE: 1/32"=1"



DETAIL C
SCALE: 1" = 1'-0"



SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

CONCEPTUAL DRAWING FOR CUSTOMER SIGN OFF ONLY, NOT INTENDED FOR PRODUCTION

Please provide comment on conceptual drawing, mark appropriate box below, provide authorized signature and fax to **503-373-1086**

- No Exceptions Noted
- Revise & Re-Submit

X _____
Signature Date

BOOKCASE, TALL, 276" x 10" Shelf Depth x 82"
6 SHELF, WITH TOE KICK, 8 SECTIONS

DRAWN BY	DATE
CDalton	2/21/2018
CHECKED BY	DATE
JO	3/5/2018
APPROVED BY	DATE

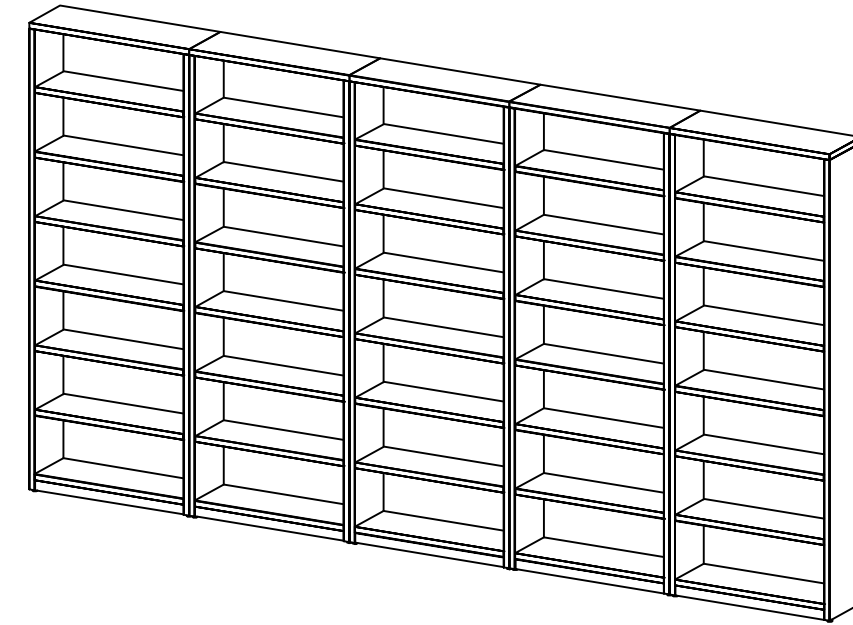
DRAWING STATUS
SUBMITTED
2/21/2018
FOR APPROVAL

MODEL FILE	PENDING
PRODUCT NO.	PENDING
DRAWING NO.	TFF0218-0013
SCALE:	REV:
(UNO) Varies	A
SHEET	OF
1	16

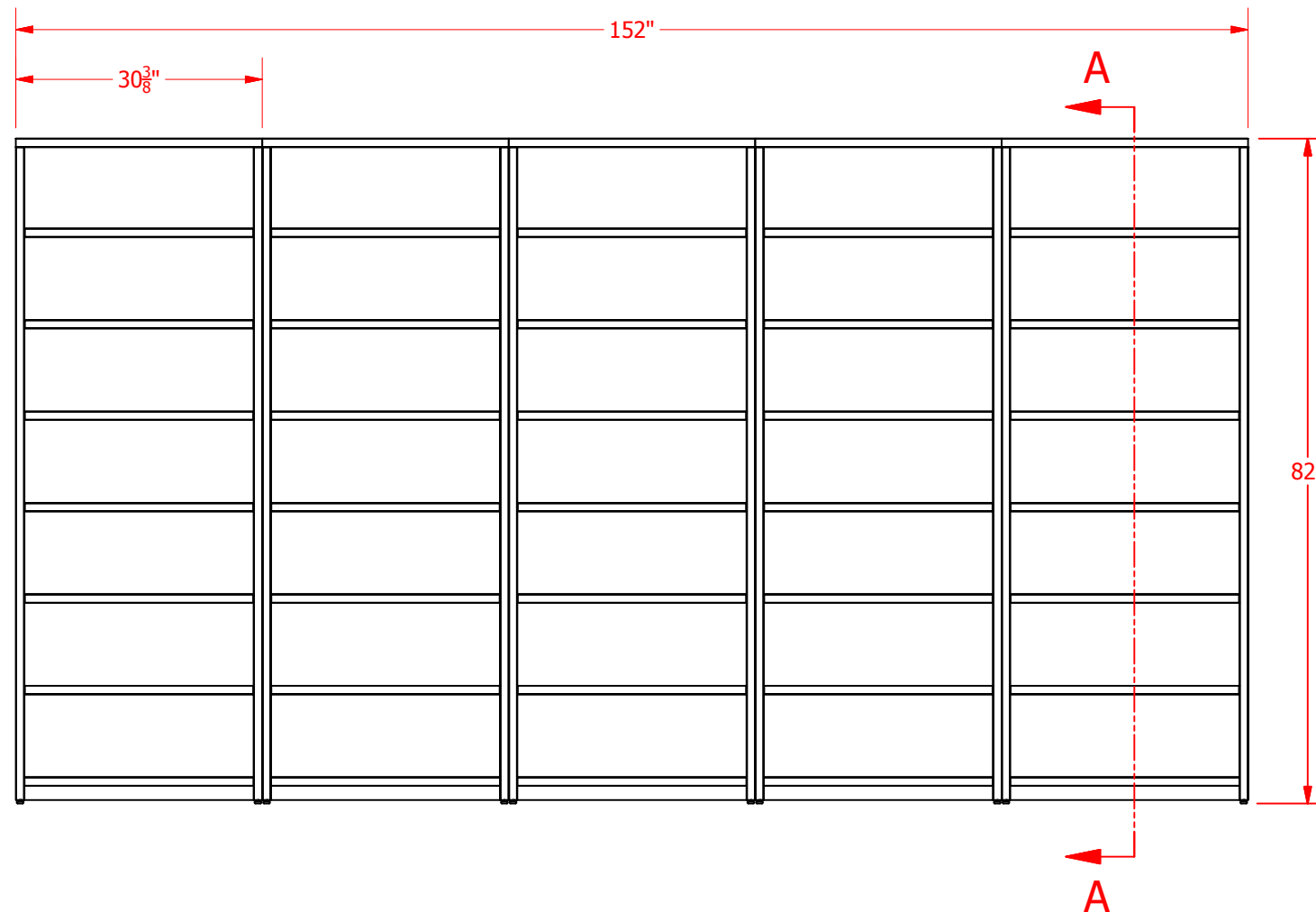
TOP VIEW
SCALE: 3/64"=1"



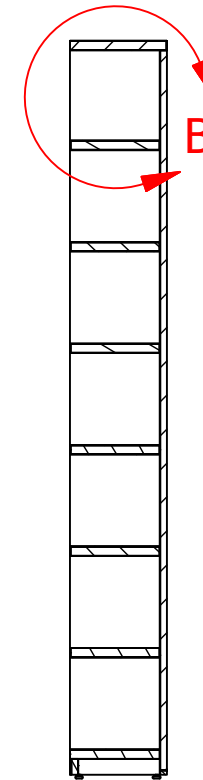
PERSPECTIVE VIEW



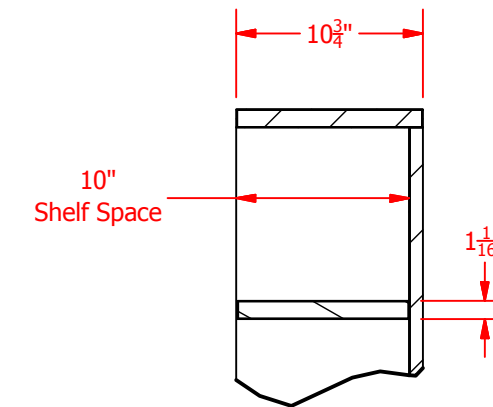
FRONT VIEW
SCALE: 3/64"=1"



SECTION A-A



DETAIL B



SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

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Signature Date



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PH: (503) 378-5276

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BOOKCASE, TALL, 152" x 10" Shelf Depth x 82"
6 SHELF, 5 SECTIONS

DRAWN BY	DATE
CDalton	2/28/2018

CHECKED BY	DATE
JO	3/5/2018

APPROVED BY	DATE

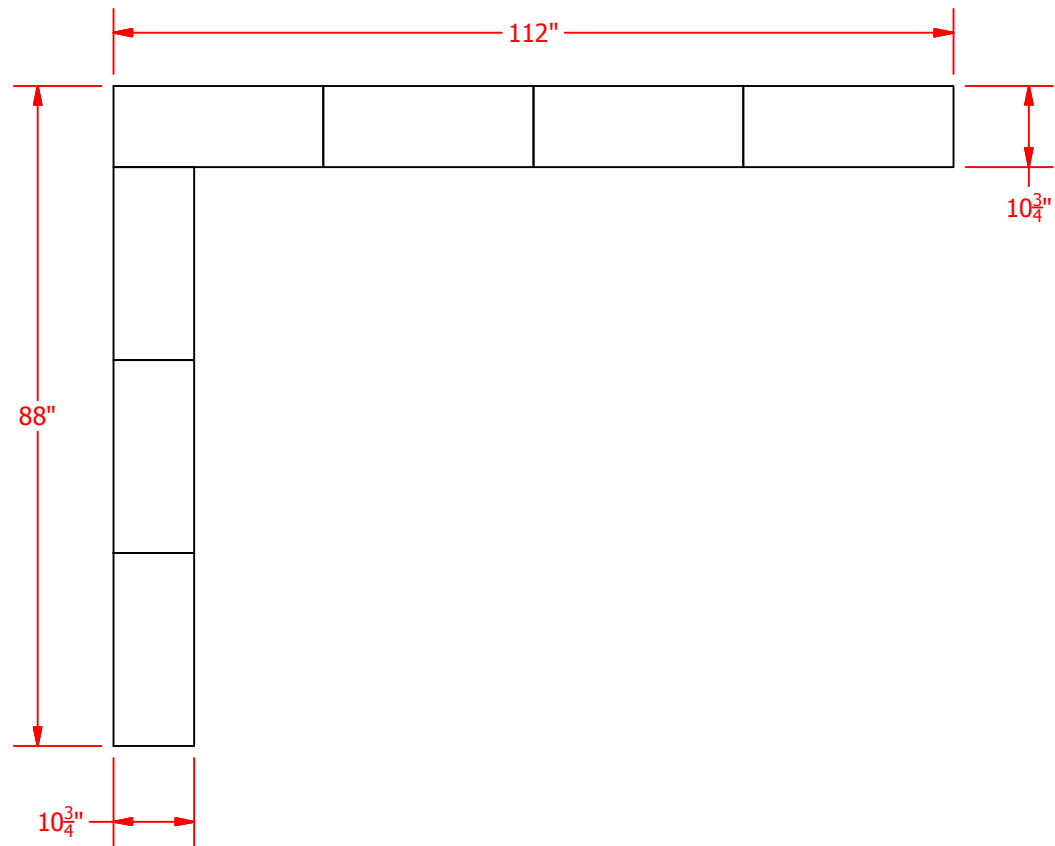
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MODEL FILE
PENDING

PRODUCT NO.
PENDING
DRAWING NO.
TFF0218-0016

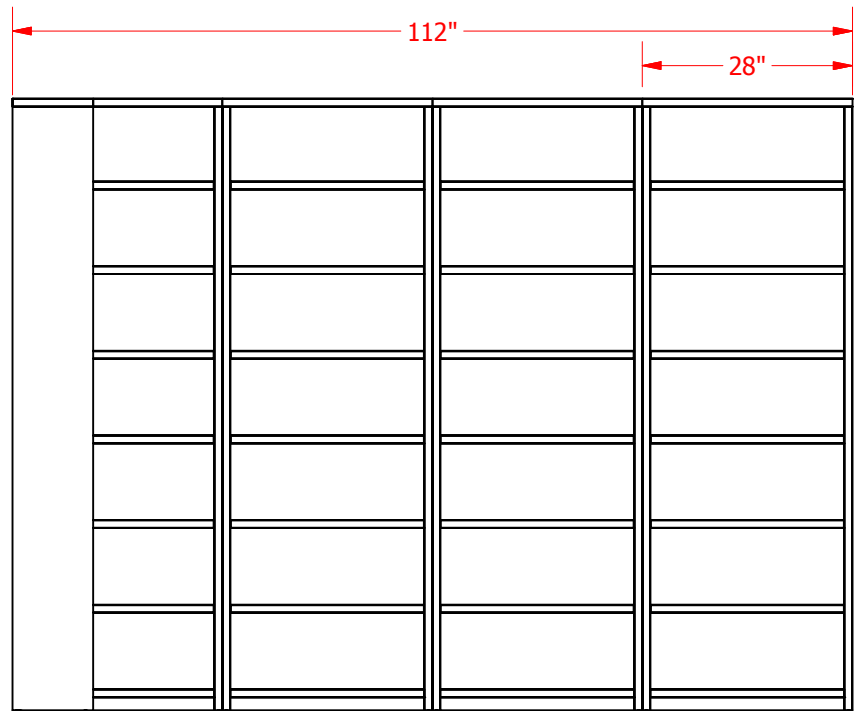
SCALE:	REV:
(UNO) Varies	A

SHEET	OF
1	17

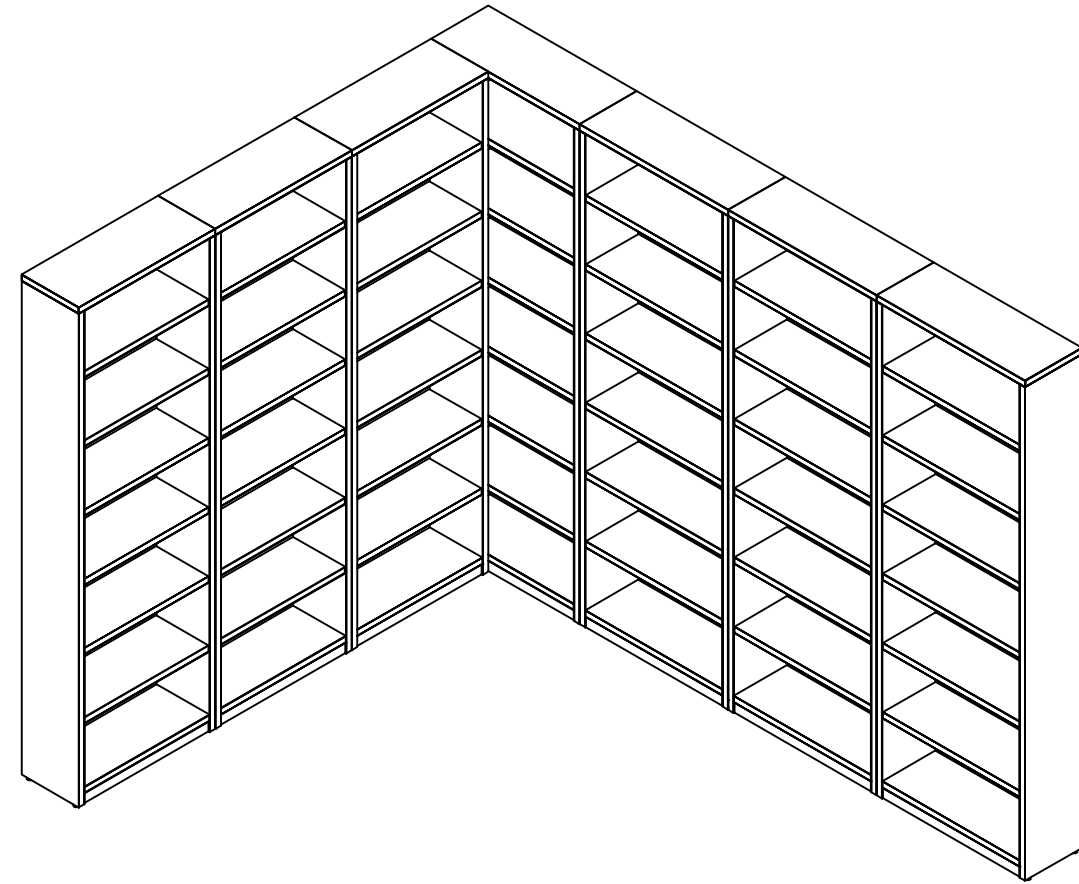
TOP VIEW
SCALE: 5/128"=1"



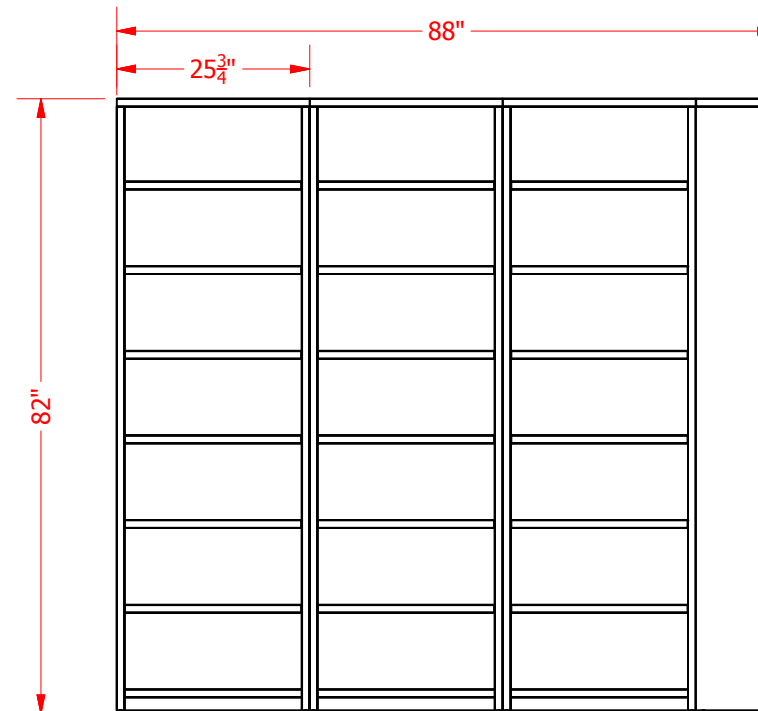
FRONT VIEW
SCALE: 5/128"=1"



PERSPECTIVE VIEW



SIDE VIEW
SCALE: 5/128"=1"



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BOOKCASE, L-SHAPED, 88" x 112" x 82"
10" SHELF DEPTH, 6 SHELF, WITH TOE KICK, 7 SECTIONS

SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

CONCEPTUAL DRAWING FOR CUSTOMER SIGN OFF ONLY, NOT INTENDED FOR PRODUCTION

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- Revise & Re-Submit

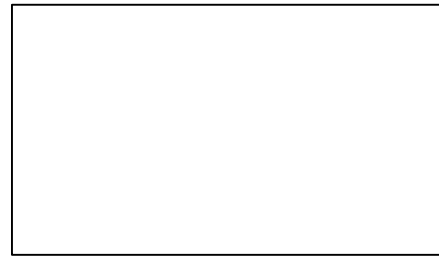
X _____
Signature Date

DRAWN BY	DATE
CDalton	3/2/2018
CHECKED BY	DATE
JO	3/5/2018
APPROVED BY	DATE

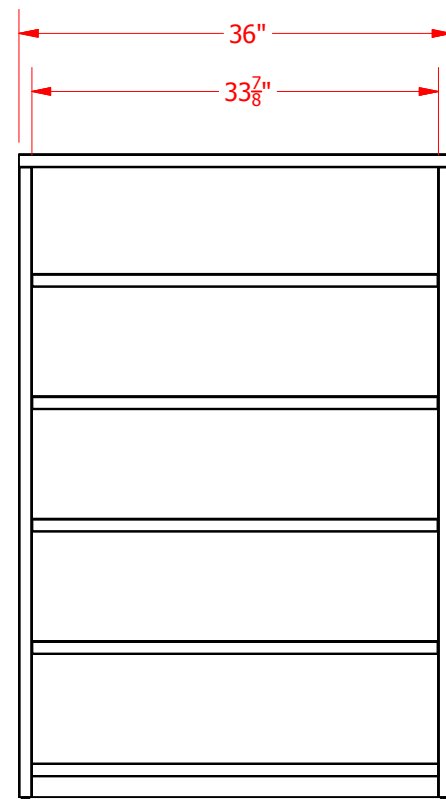
DRAWING STATUS
SUBMITTED
3/2/2018
FOR APPROVAL

MODEL FILE	PENDING
PRODUCT NO.	PENDING
DRAWING NO.	TFF0218-0017
SCALE:	REV:
(UNO) Varies	A
SHEET	OF
1	18

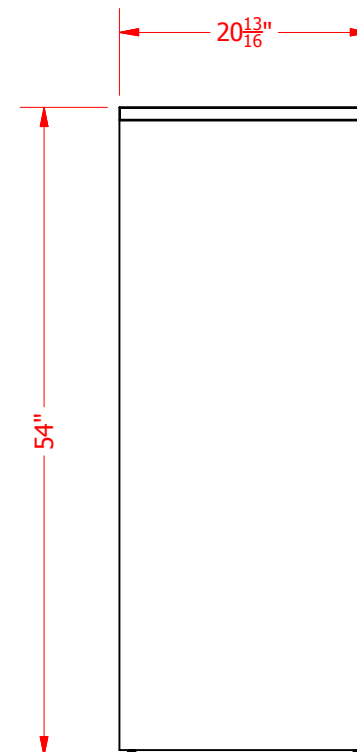
TOP VIEW
SCALE: 1/16"=1"



FRONT VIEW
SCALE: 1/16"=1"

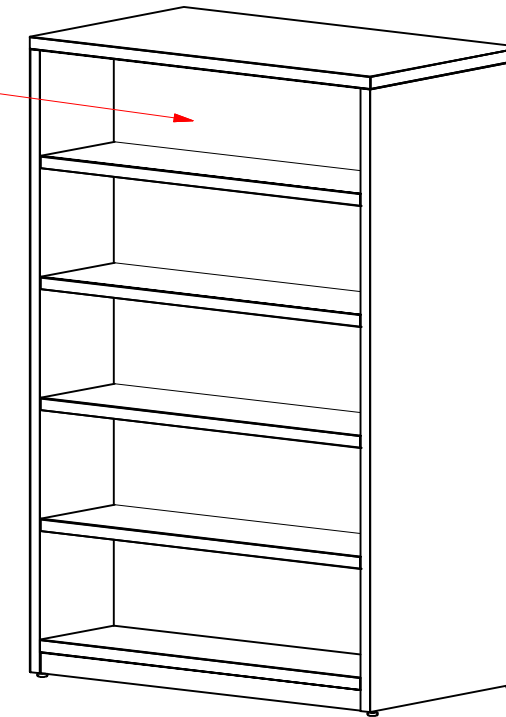


SIDE VIEW
SCALE: 1/16"=1"



PERSPECTIVE VIEW

10" DEPTH ON BOTH SIDES



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**BOOKCASE, 36" x 20 13/16" x 54", LAMINATED
4 SHELF, DOUBLE SIDED, 36" WIDE SHELVES, 10" DEEP**

SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

DRAWN BY	DATE
CDalton	3/2/2018

CHECKED BY	DATE
JO	3/5/2018

APPROVED BY	DATE

DRAWING STATUS

SUBMITTED
3/2/2018
FOR APPROVAL

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MODEL FILE
PENDING

PRODUCT NO.
PENDING

DRAWING NO.
TFF0218-0018

SCALE:	REV:
(UNO) Varies	A

SHEET	OF
1	19

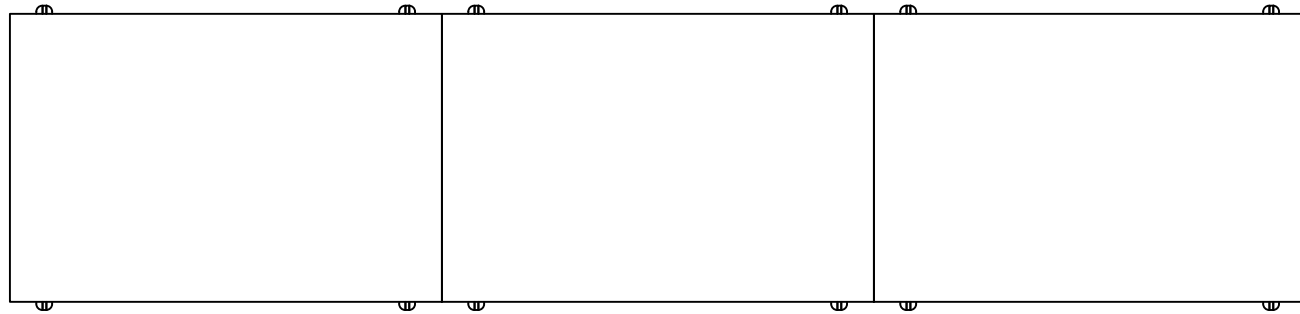


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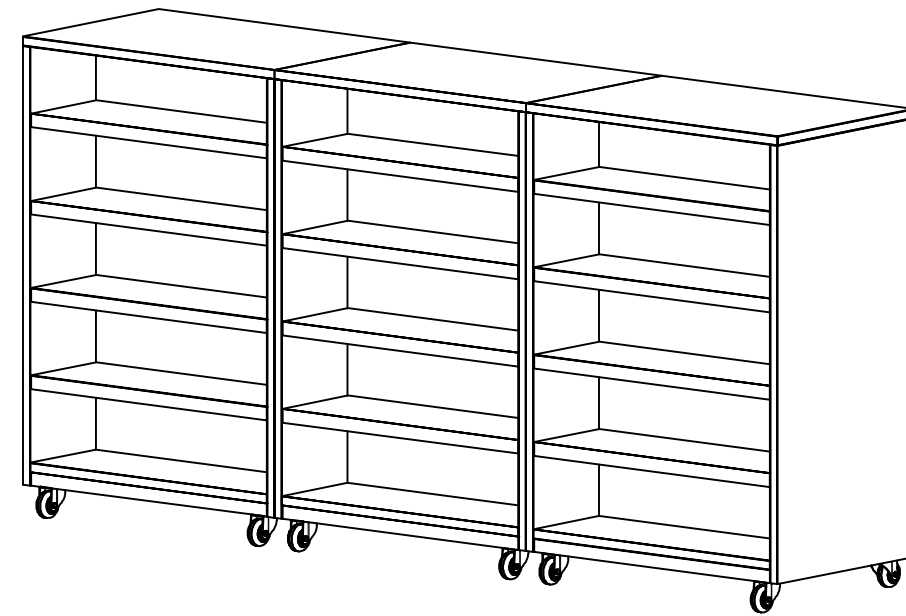
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**BOOKCASE, DOUBLE SIDED, MOBILE 9' LONG, 24" WIDE
LOCKING CASTERS, 4 SHELVES, 3 SECTIONS**

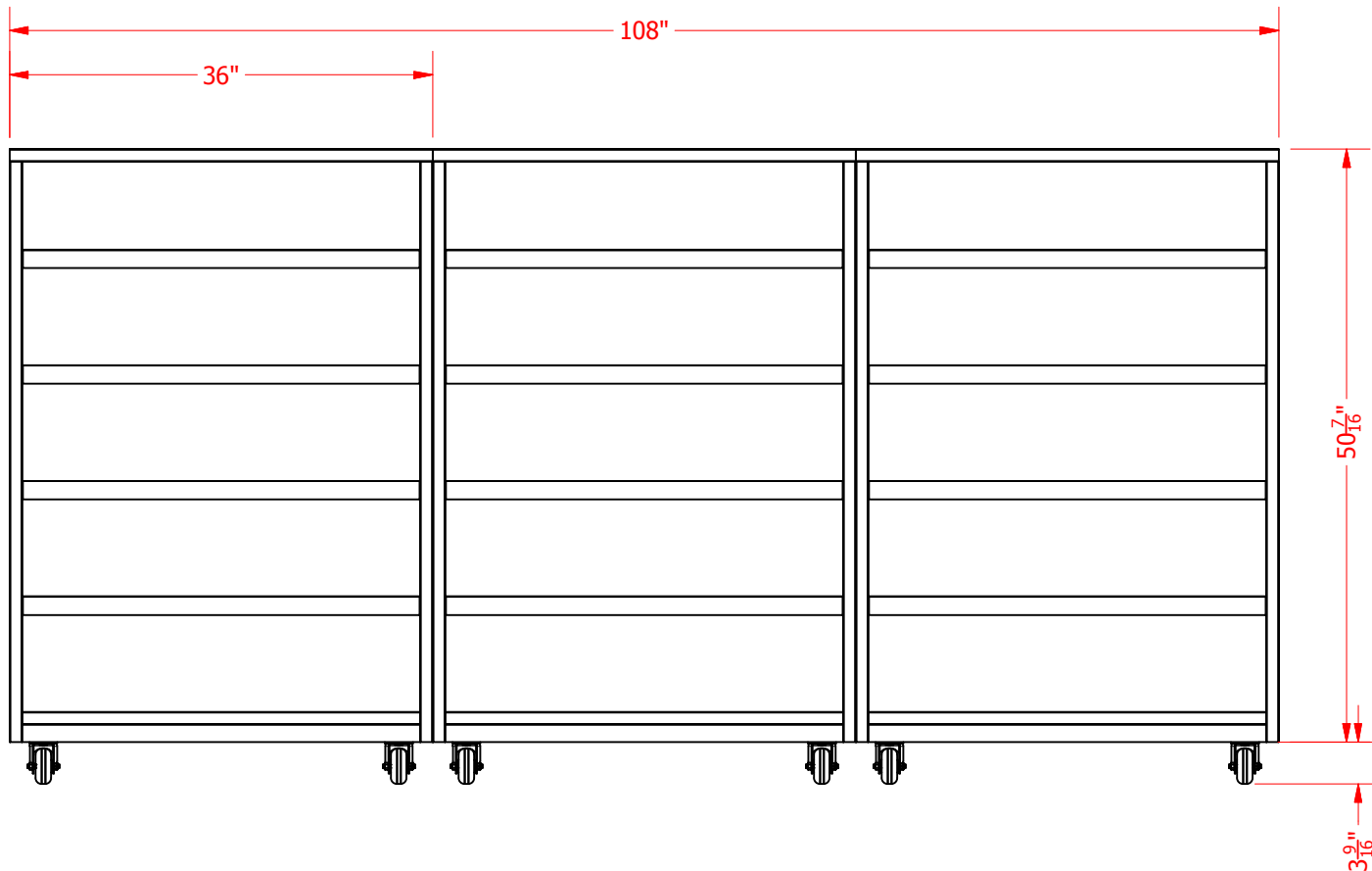
TOP VIEW
SCALE: 1/16"=1"



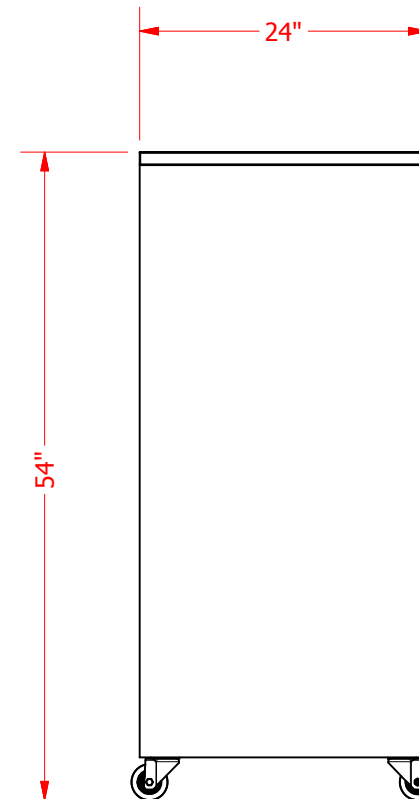
PERSPECTIVE VIEW



FRONT VIEW
SCALE: 1/16"=1"



SIDE VIEW
SCALE: 1/16"=1"



SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

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No Exceptions Noted

Revise & Re-Submit

Signature _____ Date _____

DRAWN BY	DATE
CDalton	3/2/2018

CHECKED BY	DATE
JO	3/5/2018

APPROVED BY	DATE

DRAWING STATUS
3/2/2018
SUBMITTED
FOR APPROVAL

MODEL FILE
PENDING

PRODUCT NO.
PENDING

DRAWING NO.
TFF0218-0019

SCALE:	REV:
(UNO) Varies	A

SHEET	OF
1	20

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
February 28, 2018**

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Capital Equipment Reserve Fund	7
Sage Library System Fund.	8
Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds.	9

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

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

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

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

OFFICES:

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

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

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of February 28, 2018, 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 14, 2018

Hood River County Library District
Balance Sheet - Cash Basis
February 28, 2018

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$129,726			\$129,726
Cash with Hood River County	753,696	\$80,947	\$128,093	962,736
Petty cash	416			416
Accounts receivable	1,714			1,714
Total Current Assets	<u>885,552</u>	<u>80,947</u>	<u>128,093</u>	<u>1,094,592</u>
TOTAL ASSETS	<u>\$885,552</u>	<u>\$80,947</u>	<u>\$128,093</u>	<u>\$1,094,592</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,434			\$1,434
Total Current Liabilities	<u>1,434</u>	<u>0</u>	<u>0</u>	<u>1,434</u>
Total Liabilities	<u>1,434</u>	<u>0</u>	<u>0</u>	<u>1,434</u>
Fund Balances:				
Unassigned	<u>884,118</u>	<u>80,947</u>	<u>128,093</u>	<u>1,093,158</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$885,552</u>	<u>\$80,947</u>	<u>\$128,093</u>	<u>\$1,094,592</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, 2018

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$82,945	\$64,151		\$147,096
Property tax revenues - current year	826,944			826,944
Property tax revenues - prior year	10,348			10,348
Fines and fees	10,491			10,491
Intergovernmental revenue		4,965		4,965
Interest revenue	6,298		\$998	7,296
Miscellaneous	0			0
Total Revenues	<u>937,026</u>	<u>69,116</u>	<u>998</u>	<u>1,007,140</u>
Expenditures:				
Personal services:				
Wages and salaries	275,899			275,899
Employee benefits	93,827			93,827
Total Personal Services	<u>369,726</u>	<u>0</u>	<u>0</u>	<u>369,726</u>
Materials and services:				
Bank charges	83			83
Building rental	4,431			4,431
Building maintenance	7,071	6,034		13,105
HVAC	9,270			9,270
Elevator	1,295			1,295
Telephone	2,551			2,551
Internet	3,473			3,473
Collection development	38,077	16,045		54,122
Technology	3,917	129		4,046
Accounting and auditing	16,475			16,475
Courier	1,164			1,164
Custodial services	14,584			14,584
Technical services	3,504			3,504
Library consortium	11,914			11,914
Copiers	647			647
Elections expense	0			0
Furniture and equipment	561	5,247		5,808
Insurance	8,598			8,598
Georgiana Smith Memorial Garden	15,327		3,900	19,227
Legal services	1,560			1,560
Professional services	80			80
Dues and subscriptions	2,229			2,229
Miscellaneous	516			516
Postage and freight	541			541
Printing	145			145
Programs	6,628	12,036		18,664
Advertising	324			324
Supplies - office	7,969	74		8,043
Travel	1,481			1,481
Training	1,565			1,565
Board development	614			614
Parking reimbursement	400			400
Electricity	13,300			13,300
Garbage	960			960
Natural gas	3,309			3,309
Water & sewer - building	3,643			3,643
Total Materials and Services	<u>188,206</u>	<u>39,565</u>	<u>3,900</u>	<u>231,671</u>
Capital outlay	0	0	0	0
Total Expenditures	<u>557,932</u>	<u>39,565</u>	<u>3,900</u>	<u>601,397</u>
Revenues Over Expenditures	<u>379,094</u>	<u>29,551</u>	<u>(2,902)</u>	<u>405,743</u>
Other Financing Sources (Uses)				
Operating transfers in	0		28,000	28,000
Operating transfers out	(28,000)			(28,000)
Total Other Financing Sources (Uses)	<u>(28,000)</u>	<u>0</u>	<u>28,000</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	<u>351,094</u>	<u>29,551</u>	<u>25,098</u>	<u>405,743</u>
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
Fund Balance - February 28, 2018	<u>\$884,118</u>	<u>\$80,947</u>	<u>\$128,093</u>	<u>\$1,093,158</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, 2018

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$28,069	\$826,944	\$834,953
Tax revenues - prior year	849	10,348	15,000
Fines and fees	1,112	10,491	12,000
Interest revenue	1,115	6,298	4,000
Donations	0	82,945	0
Miscellaneous	0	0	0
Total Revenues	31,145	937,026	865,953
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	429	3,976	6,858
Library clerk II	6,920	59,013	88,353
Library assistant I	4,069	28,416	48,751
Library assistant II	7,015	60,500	89,302
Librarian I	5,155	41,760	65,957
Librarian II	4,416	35,245	52,998
Library director	5,888	46,989	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,627	21,832	34,364
Social security	2,566	21,014	32,350
Workers' compensation	25	(119)	1,072
Health insurance	5,102	48,100	99,000
Unemployment insurance	436	3,000	5,497
Total Personal Services	44,648	369,726	595,160
Materials and services:			
Bank charges	0	83	250
Building rental	944	4,431	9,000
Building maintenance	1,010	7,071	15,000
HVAC	2,775	9,270	12,000
Elevator	330	1,295	2,000
Telephone	84	2,551	4,000
Internet	427	3,473	5,500
Collection development	5,853	38,077	55,000
Technology	21	3,917	10,000
Accounting and auditing	0	16,475	25,000
Courier	223	1,164	3,000
Custodial services	1,823	14,584	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, 2018

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Technical services	475	3,504	4,000
Library consortium	0	11,914	12,000
Copiers	139	647	1,500
Elections expense	0	0	0
Furniture and equipment	50	561	2,000
Insurance	0	8,598	11,500
Georgiana Smith Memorial Garden	0	15,327	21,000
Legal services	70	1,560	3,000
Professional services	16	80	0
Dues and subscriptions	120	2,229	4,000
Miscellaneous	60	516	1,000
Postage and freight	68	541	1,000
Printing	0	145	1,000
Programs	1,336	6,628	20,000
Advertising	0	324	1,000
Supplies - office	996	7,969	15,000
Travel	98	1,481	5,000
Training	230	1,565	1,500
Board development	330	614	1,500
Parking reimbursement	0	400	1,000
Electricity	1,405	13,300	20,000
Garbage	120	960	1,500
Natural gas	1,173	3,309	10,000
Water & sewer - building	391	3,643	4,700
Total Materials and Services	<u>20,567</u>	<u>188,206</u>	<u>307,950</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	0	0	100,000
Total Expenditures	<u>65,215</u>	<u>557,932</u>	<u>1,003,110</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(28,000)	(28,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>(28,000)</u>	<u>(28,000)</u>
Change in Fund Balance	<u>(\$34,070)</u>	<u>\$351,094</u>	<u>(\$165,157)</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, 2018

	<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	\$1,500	\$64,151	\$226,000
Intergovernmental revenue	0	4,965	0
Total Revenues	<u>1,500</u>	<u>69,116</u>	<u>226,000</u>
Expenditures:			
Personal services	0	0	0
Materials and services:	3,373	39,565	125,000
Capital outlay	0	0	146,000
Total Expenditures	<u>3,373</u>	<u>39,565</u>	<u>271,000</u>
Change in Fund Balance	<u><u>(\$1,873)</u></u>	<u><u>\$29,551</u></u>	<u><u>(\$45,000)</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, 2018

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$175	\$998	\$400
Other Financing Sources			
Transfer from General Fund	0	28,000	28,000
Total Revenues and Other Sources	<u>175</u>	<u>28,998</u>	<u>28,400</u>
Expenditures:			
Materials and services	0	3,900	0
Capital outlay	0	0	60,000
Total Expenditures	<u>0</u>	<u>3,900</u>	<u>60,000</u>
Change in Fund Balance	<u><u>\$175</u></u>	<u><u>\$25,098</u></u>	<u><u>(\$31,600)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Eight Months Ended February 28, 2018

	Newsaper Digitization	SDAO Safety 2016	Foundation Grants	Programs Fund	Friends of the Library	MCMC Grant	RTR 2017	RTR 2018	Total
Revenues:									
Donations and grants	\$0	\$0	\$50,433	\$2,918	\$10,800	\$0	\$0	\$0	\$64,151
Intergovernmental revenue							4,965	4,965	4,965
Total Revenues	0	0	50,433	2,918	10,800	0	0	4,965	69,116
Expenditures:									
Personal services:									
Wages and salaries:									0
Library assistant II									0
Employee benefits:									0
Retirement									0
FICA									0
Workers compensation									0
Health insurance									0
Unemployment insurance									0
Total Personal Services	0	0	0	0	0	0	0	0	0
Materials and services:									
Building maintenance			6,034						6,034
Collection development			11,118	300	4,115	50	463		16,046
Technology			129						129
Programs			1,057	1,393	5,541		4,045		12,036
Furniture and equipment			5,246						5,246
Georgiana Smith Memorial Garden									0
Office supplies			74						74
Miscellaneous									0
Printing									0
Total Materials and Services	0	0	23,658	1,693	9,656	50	4,508	0	39,565
Capital outlay	0	0	0	0			0	0	0
Total Expenditures	0	0	23,658	1,693	9,656	50	4,508	0	39,565
Net Change in Fund Balance	0	0	26,775	1,225	1,144	(50)	(4,508)	4,965	29,551
Fund Balance - July 1, 2017	2,642	3,000	33,876	523	6,798	50	4,507		51,396
Fund Balance - February 28, 2018	\$2,642	\$3,000	\$60,651	\$1,748	\$7,942	\$0	(\$1)	\$4,965	\$80,947

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT
PERSONAL SERVICES CONTRACT
(Janitorial Services)**

DATE: _____

PARTIES: Hood River County Library District (“District”)
502 State Street
Hood River, OR 97031

Tedene Enterprises, Inc.; DBA Clean-All Janitorial (“Contractor”)
1767 12th St. #239
Hood River, OR 97031

RECITALS

Contractor is being engaged to provide janitorial services for all areas of the District’s property located at 502 State Street, Hood River, Oregon.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

1. Statement of Work. Contractor shall provide the services set forth in Exhibit “A” (the “Work”). Upon mutual agreement of the parties, the Statement of Work may be updated and amended from time to time; provided, such changes shall be indicated on a revised Exhibit “A” that is signed by both parties. Contractor shall perform the Work as directed by the Library Director and in accordance with the terms and conditions of this Contract.

In performing the Work, the following shall apply:

a. Contractor shall provide all essential cleaning products and equipment. The Contractor shall also have in place an OSHA compliant Material Safety Data Sheet (“MSDS”) Program and provide Contractor with a copy to be made available on-site. Contractor must keep the program and Contractor updated if there are changes. Notification of changes must be made immediately.

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

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

2. All Costs by Contractor: Contractor shall, at its own risk and expense, perform the Work described above and, except as otherwise specified, furnish all labor, equipment and materials required for the proper performance of the Work.

3. Qualified to Provide Work: Contractor has represented, and by entering into this Contract now represents, that Contractor and all personnel assigned to the Work required under this Contract, if any, are fully qualified to perform the service to which they will be assigned in a skilled and workmanlike manner and, if required to be registered, licensed or bonded by the State of Oregon, are so registered, licensed and bonded.

4. Contract Term: This Contract becomes effective on April 1, 2018. Unless extended or terminated earlier in accordance with its terms, this Contract terminates on March 31, 2019. This Contract may be extended for up to two (2) one-year terms upon written consent of the parties. Contract termination does not extinguish or prejudice District's right to enforce this Contract with respect to any default by Contractor that has not been cured.

5. Compensation:

a. Contractor shall be paid at the rate of \$1,823.00 per month. Compensation shall not exceed the rate specified without District's prior approval.

b. Contractor shall submit monthly invoices to the District for Work performed. The invoices shall describe all Work performed with particularity and shall itemize and explain all expenses that this Contract requires District to pay and for which Contractor claims reimbursement. Each invoice also shall include the total amount invoiced to date by Contractor prior to the current invoice. Contractor shall send invoices to the District by the tenth of the month for work completed in the prior month. Payments shall be made within 30 days of the date of the invoice. Should the Contract be prematurely terminated, payments will be made for work completed and accepted to date of termination.

6. Ownership of Documents: All documents and other work product created by Contractor pursuant to this Contract shall be the property of District.

7. Indemnification: CONTRACTOR SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY THE DISTRICT AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEYS FEES, RESULTING FROM, ARISING OUT OF, OR RELATING TO THE ACTIVITIES OF CONTRACTOR OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS CONTRACT. Contractor shall not be held responsible for any claims, suit, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of District.

8. Termination: This Contract may be terminated by either party by giving thirty days written notice to the other party.

/

9. Independent Contractor Status:

a. Contractor shall perform all Work as an independent Contractor. The District reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product, however, the District may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.

b. Contractor understands and agrees that it is not an "officer", "employee", or "agent" of the District, as those terms are used in ORS 30.265.

c. Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, District will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

10. Insurance. Contractor shall maintain general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000.00 for each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the District, its officers and its employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract.

11. Assignment and SubContracts: Contractor shall not assign this Contract or subContract any portion of the work without the written consent of District. Any attempted assignment or subContract without written consent of District shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subContractors and of all persons employed by them, and the approval by District of any assignment or subContract shall not create any Contractual relation between the assignee or subContractor and District.

11. Governing Law; Venue; Consent to Jurisdiction. This Contract shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between District and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

12. Merger Clause; Waiver. This Contract and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained.

13. Amendments. No amendment to this Contract is effective unless it is in writing signed by the parties.

14. Attorney Fees. In the event of any action or proceeding to enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursement, at arbitration, trial, and on appeal.

15. No Third Party Beneficiaries. The signatories to this Contract are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such persons are individually identified by name herein.

16. Counterparts. This Contract may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR:

DISTRICT:

By: _____
Title: _____

Jean Sheppard
District President

EXHIBIT "A"

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.

- ⑩ 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, door handles, 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)

- ⑩ 3 days per week:
 - ↘ Vacuum or sweep high traffic areas carpet and non-carpet (defined as stairs, entry areas, and hallways).

- ⑩ 2 days per week full building cleaning:
 - ↘ Sweep or vacuum all non-carpet areas.
 - ↘ Vacuum all carpet areas.
 - ↘ Clean elevator floors and walls.
 - ↘ Wet mop or scrub all non-carpet areas (Public area: May-September, Staff area: year round)

- ⑩ 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.
 - ↘ Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September).
 - ↘ Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers.

- ⑩ Twice monthly duties:
 - ↘ Empty garbage cans in the Georgiana Smith Memorial Gardens (October-April)

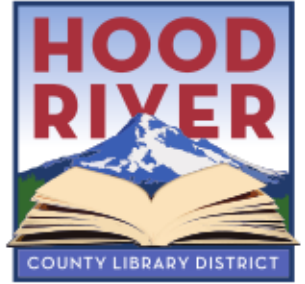
- ⑩ As-needed duties (to be performed during regularly-scheduled cleanings):
 - ↘ Remove broken glass or sharp material from all surfaces.
 - ↘ Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling.
 - ↘ Remove excess water from floors during inclement weather.
 - ↘ 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).

EXHIBIT "A"

- ⑩ 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.

Bid request for Janitorial Services



Bid request due: Tuesday, March 13, 2018, at 5.00p
Mailing address: 502 State St, Hood River, OR 97031
Email: rachael@hoodriverlibrary.org

Hood River County Library District is seeking a qualified cleaning firm to perform regular janitorial services at the Hood River Library at 502 State Street in Hood River. The bid request specifications as well as information and clarification on this bid request may be obtained by contacting:

Rachael Fox, Library Director
Hood River County Library District
502 State St, Hood River, OR 97031
rachael@hoodriverlibrary.org
541-387-7062

Questions must be in writing and must be received by 5.00p on Friday, March 9, 2018.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy. The District reserves the right to:

1. Reject any or all bid request not in compliance with public bid request procedures,
2. To postpone award of the contract for a period not to exceed sixty (60) days from date of bid request opening,
3. To waive informalities in bid request,
4. To select the bid request which appears to be in the best interest of the District.

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

I. Statement of Work

A. Purpose of request

Hood River County Library District is seeking bids from qualified cleaning firms to perform regular janitorial services at the Hood River Library at 502 State Street in Hood River. Our objective is to select the firm best qualified to provide regular daily, weekly, and annual janitorial services for the Hood River Library.

The cleaning firm recommended by the Library Director will be awarded the contract. Contract award is contingent on approval by the Library District Board of Directors.

The term of the contract will be for one year and may be renewed for two years annually thereafter at the option of the District or Contractor.

B. Description of District

Hood River County Library District serves all of Hood River County, Oregon. The District includes the Hood River Library and two smaller branches in Cascade Locks and Parkdale. This bid request is only to clean the Hood River Library facility at 502 State Street in Hood River.

C. Description of the Facility

The Hood River Library at 502 State Street in Hood River is an approximately 17,500 square foot facility on two levels, with stairwells, offices, reception areas, three large restrooms, and multiple reading, research, and lounge areas. The facility is open five days per week, Tuesday through Saturday.

D. Scope of Janitorial Services Required

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.

- 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, door handles, 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.
 - Clean elevator floors and walls.
 - 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.
 - Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September).
 - Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers.
- 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.
 - 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.

E. Contractor and District Expectations

The contractor must provide all essential cleaning products and equipment. The contractor must also have in place an OSHA-compliant MSDS program and provide the District with a copy to be made available on-site. The contractor must keep the program and the District

updated if there are changes. Notification of changes must be made immediately.

The contractor is prohibited from sharing keys to the building with assistants or anyone else without approval from the Library Director. The contractor must maintain at its own expense Worker's Compensation and General Liability Insurance and provide acceptable proof of such insurance to the District within thirty days of signing a contract.

The District reserves the right to reject any employee's privilege to work inside or outside the facilities.

The District will provide trash bags, toilet paper, soap, papers towels, toilet bowl blocks, feminine products, changing table covers and toilet seat covers.

F. Contract Period

The contract will cover one calendar year and will include a sixty-day cancellation provision. The District reserves the right to request bid request for janitorial services in future years.

II. Bid Request Submission Procedures

A. Bid request Submission

The signed bid request must be received by Tuesday, March 13, 2018, 5:00 pm. The bid request must be clearly designated as "Janitorial Bid Request". Emailed bid requests are acceptable. Late Bid request will not be accepted.

B. Summary Of Cleaning Firm's Qualifications

Firms should describe their recent experience providing janitorial services in high-traffic, publicly-accessible buildings.

C. Facility Walkthrough

Potential bidders may request a walkthrough of the facility by contacting Library Director Rachael Fox. Walkthroughs must be performed before Friday, March 9, by 5.00p.

D. Fees Section

1. Provide not-to-exceed fee estimates for the scope of janitorial services requested. The not-to-exceed fees estimates are to include all fees, including travel and out-of-pocket costs.
2. Provide a brief description of any other services that your firm could provide the District and the hourly charge for each service of this type. Such services would be contracted for on an "as needed" basis, to be provided and billed for separately.

E. Opportunity to Comment

Firms may formally protest or comment on this bid request or selection process by submitting a written, signed statement to Rachael Fox, Library Director, Hood River County Library District, at the contact information on page 1. Protests and comments must be received by 5.00p, April 13, 2018, to be considered. No protest against award because of the content of

specifications shall be considered after this deadline.

F. Addenda

Addenda, if any, will be issued prior to the bid request due date. To ensure receipt of addenda, verify that the District has the name, phone number, email for a contact person for the firm.

G. Equal Employment Compliance Requirement

By submitting this bid request, Proposer certifies conformance to the applicable federal acts, executive orders, and Oregon statutes and regulations concerning affirmative action toward equal employment opportunities.

H. Additional Information

Please provide any other information you feel would help the Library Director evaluate your firm for this engagement.

III. Bid Request Evaluation Procedures

A. Evaluation of Bid request

The bid request will be evaluated to determine which bid request best meets the needs of the District. Bid requests will be evaluated on the experience of the firm and fees. The District reserves the right to make the final selection by exercise of its own discretion.

B. bid request Rejection

The District reserves the right to:

1. reject any or all bid requests not in compliance with all public procedures and requirements;
2. reject any bid request(s) not meeting the specifications set forth herein;
3. waive any or all irregularities in bid request submitted;
4. reject all bid request;
5. award any or all parts of any bid request.
6. request references and other data to determine responsiveness.

C. Protest of Award

Any adversely affected proposer has five calendar days from the date of the written notice of award to file a written protest.

IV. General Terms and Conditions

A. Submission and Signing of Bid request

The submission and signing of a bid request shall indicate the intention of the firm to adhere to the provisions described in this bid request.

B. District Clarification of bid request

The District reserves the right to obtain clarification of any point in a firm's bid request or to obtain additional information necessary to properly evaluate a particular bid request. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the firm's bid request.

C. Cost of Preparing a bid request

The bid request does not commit the District to paying any costs incurred by any Proposer in the submission or presentation of a bid request, or in making the necessary studies for the preparation thereof.

V. Bid request Certifications

Non-Discrimination Clause (ORS 279A.110)

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

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

Certified by:

Firm Name:

Address:

VI. Signature Page

The undersigned proposes to perform all work as listed in this bid request, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the bid request has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this bid request:

Addenda: No. _____ to No. _____ inclusive.

The proposer has examined all parts of this Request For bid request, including all requirements and contract terms and conditions thereof. If it's bid request is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this bid request.

Name of firm: _____

Address: _____

Telephone number: _____

Email address: _____

Submitted by: _____

Authorized Signer

Date

Printed Name

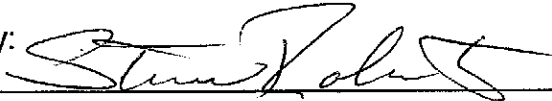
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Proposer hereby certifies they have not discriminated and will not discriminate against any minority, women, or emerging small business enterprise in obtaining any required subcontract.

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

Certified by:



Firm Name:

Tedene Enterprises, Inc

Address:

*1767 12th St. #239 -
Hood River, Or 97031*

VI. Signature Page

The undersigned proposes to perform all work as listed in this bid request, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the bid request has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this bid request:

Addenda: No. _____ to No. _____ inclusive.

The proposer has examined all parts of this Request For bid request, including all requirements and contract terms and conditions thereof. If it's bid request is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this bid request.

Name of firm: Tedene Enterprises, Inc.

Address: 1767 12th St. #239 - Hood River, OR 97031

Telephone number: 541-386-5573

Email address: tedene@embargo.com

Submitted by: 
Authorized Signer

3/12/2018
Date

Steve Roberts
Printed Name



**TEDENE
ENTERPRISES, INC.
DBA; CLEAN-ALL
JANITORIAL**

1767 12th St. #239
Hood River, Or 97031

541-386-5773
cell-541-490-4090
Fax-541-387-4665
Tedene@embarqmail.com

Bid Request Proposal For:

Hood River County Library
502 State St.
Hood River, Or 97031

FROM:

Tedene Enterprises, Inc.
Dba. Clean-All Janitorial
1767 12th St. #239
Hood River, Or 97031

Clean-All Janitorial proposes a bid of\$1,823.00...Per Month

It will include all of the Statement of work listed in the bid request.

Other work we can supply is Tile and grout cleaning of the lower floors and upstairs entrance.
Our charge is \$125.00 Min. or .40 cents a square foot over 280 feet.
We have a special tool for this work.
We will supply all the earth friendly cleaning products and equipment it takes for quality care of your building. We are licensed and bonded, Members of Saif Corporation and Contractors with the State of Oregon Labor and Industries and members of the Better Business Bureau.

Signature on Signature page.

Clean-All Janitorial & Carpet Cleaning

Tedene Enterprises, Inc.

1767 12th St #239

Hood River, Or 97031

(541) 386-5773-office

(541) 387-4665-fax

(541) 490-8127-Darlene

(541) 490-4090-Steve

CLEAN-ALL HISTORY AND QUALIFICATIONS

Clean –All was established in 1980, and in April of 1997, we became a Corporation. It has been owned and operated by the Roberts family since its inception. We serve all the Mid Columbia area. Our business offers Janitorial, Carpet Cleaning, Window Cleaning, Floor care that includes stripping waxing, and buffing.

We have two Million Dollar Business and Vehicle Insurance and a \$50,000.00 bond. We are members of Saif Corporation and will supply you with a Certificate of Insurance. We are licensed in the State of Oregon and Washington.

We train our employee's and work with them until they understand what your cleaning specifications are in our contract with you. If they do not clean the accounts satisfactorily, they will be replaced.

We check our employee's work routinely.
We use environmentally friendly cleaning supplies.

We appreciate the opportunity to bid on your place of business.

Thank You,

Darlene, President, General Manager
Steve, Owner & Operations Manager
Clean-All Janitorial & Carpet Cleaning

“Striving for Excellence”

REFERENCES

Clean-All Janitorial and Carpet Cleaning
1767 12th St. #239
Hood River, Or 97031
514-386-5773

1. INB Bank in Hood River, The Dalles and Bingen, Karalee Chabotte, 541-308-1312.
2. Columbia Bank in Hood River, Tina Hinshaw 541-387-3444
3. Hood River County Library- Rachael Fox-541-387-7062
4. Wasco Electric-Jennifer-1-541-296-2740
5. B.P Investments-Brad Peron -1-541-399-9939
6. Custom Interface-Emily-1-509-493-8756
7. Fed-Ex -Tereka Robinson 1-503-869-9047
8. Klickitat PUD-Jeff Thayer-1-509-773-5891
9. NW Farm Credit-Dani Annala-541-296-3405
- 10 Pacific Power-Craig Campbell-503-813-5551

We sub contract from ABM Janitorial, Cleaner Image, National Maintenance, Management Services NW, and , Atlas. These are National Janitorial Companies.

Included in these contracts are;

Wells Fargo,(2) US Banks, (3) US Postal office,(3) Bank of the West, AT&T, Umpqua Banks.(2)

Thank you for the opportunity to bid on your building.

Darlene, General Mgr.
Steve, Owner & Operations Mgr.
Jamie, Office Assistant/Quality Control
Bobby, Assistant/ Operation Mgr.

Clean-All Janitorial and Carpet Cleaning
Serving the Mid Columbia Area since 1980

“Striving for Excellence”



March 13, 2018

Hood River County Library District
Attn: Rachael Fox
502 State Street
Hood River, Oregon 97031

Re: Janitorial RFP – Hood River County Library

We appreciate this opportunity to participate in the County Library District RFP for providing janitorial services to the Hood River Library facility.

Included in this Proposal, please find all pricing and related documents with respect to this RFP and in accordance to the SOW. I acknowledge and agree to the provisions, conditions, and requirements as set forth in this RFP and in accordance to the terms thereof.

The terms and pricing of this proposal as outlined in the SOW, shall be guaranteed (FFP) for one calendar year, including an option to renew for two years annually thereafter at the option of the District.

Pricing includes all labor, supervision, cleaning supplies and equipment necessary to perform the work as described. Mid-Columbia Janitorial, Inc. is a registered and bonded company bearing all required commercial liability and worker compensation insurance coverage. Mid-Columbia Janitorial also agrees to pay all Sales Taxes, Old Age Benefit, and Unemployment Compensation Taxes upon the material and labor furnished under this proposal as required by the United States Government and the State of Oregon.

Thank you for your consideration and we look forward to providing the County with our services.

Sincerely,

Valerie Christman

President
Mid-Columbia Janitorial, Inc.

Mid-Columbia Janitorial, Inc. Performance History

Contract Period	Company	Contract	Cleanable SF	COR Project Manager
10/2010 – Present	WAAAM	Museum	10000	Judy Newman 541-308-1600
6/2014 – Present	Department of Fish & Wildlife	The Dalles Screen Shop High Desert Region	6500	Lisa Chambers Office Manager 541-296-8026
7/2001 – 6/2003 <hr/> 12/2009 – Present	Hood River County	Public Works Office Forestry & Parks Dept The History Museum	15000	Angie Welch Office Manager 541-387-7108
12/2011 – Present	Underwood Fruit Co The Dalles Fruit Co	Underwood Fruit The Dalles Fruit Company	20000 10000	Ron Franklin Food Safety Coordinator 509-493-1722
2/2006 – Present	Mid-Columbia Center for Living	Hood River Office The Dalles Offices	10000 15895	Valerie Bellus Office Manager 541-386-2620
10/2006 – Present	City of The Dalles	State Office Building Employment Dept. Dept. of Human Services	30000	Terry Harkrader Maintenance MGR 541-993-9158
9/2008 – Present	Cardinal IG Company	Hood River Plant	10000	Glenn Strand Maintenance MGR 541-354-4048
11/2014 – Present	Columbia Gorge Discovery Center	Museum	20000	Carolyn Purcell Executive Director 541-296-2600 x245
5/2014 – Present	Mid-Columbia Medical Center	Medical Office Building Columbia Crest Center Various Provider & Hospital Support Offices	21320 11000 40000	Lisa Wolcott Executive Housekeeper 541-296-7536
11/2017 – Present	Northshore Medical Group	Medical Office	11000	Sarah Samuels Admin Services Mgr 509-493-2133
1/2018 – Present	Hood River Distillers	Production Facility Finance Office Executive Office Tasting Room	5000 3000 4000 2000	Donna Gaudreault Operations Mgr 541-386-1588

V. Bid request Certifications

Non-Discrimination Clause (ORS 279A.110)

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

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

Certified by: *V Christman*

Firm Name: Mid-Columbia Janitorial, Inc.

Address: PO BOX 335, Hood River, Oregon 97031

VI. Signature Page

The undersigned proposes to perform all work as listed in this bid request, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the bid request has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this bid request:

Addenda: No. _____ to No. _____ inclusive.

The proposer has examined all parts of this Request For bid request, including all requirements and contract terms and conditions thereof. If it's bid request is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this bid request.

Name of firm: Mid-Columbia Janitorial, Inc.

Address: PO BOX 335, Hood River, Oregon 97031

Telephone number: 541-387-2345

Email address: midcolumbiajanitorial@earthlink.net

Submitted by: *V Christman*
Authorized Signer

Mar 13, 2018
Date

Valerie Christman, President
Printed Name



March 13, 2018

Hood River County Library District
Attn: Rachael Fox
502 State Street
Hood River, Oregon 97031

Re: Janitorial RFP – Hood River County Library

The following schedule and pricing is proposed for services provided to the Hood River County Library:

Hood River County Library located at 502 State Street:

Five (5) times per week as outlined on the Scope of Janitorial Services: **\$2870.00 per month.**

Annual Window Cleaning (May):

Interior/Exterior Window Cleaning (excludes N Atrium above 2nd Floor): **\$1235 per service.**

Annual Floor Maintenance (July):

Machine scrub, apply seal + 3 coats finish, burnish Staff area: **\$540.00 per service.**

Annual Carpet Extraction (September):

Pre-treat, shampoo, extract, remove stains as needed: **\$1800.00 per service.**

Pricing includes all labor, supervision, supplies and equipment necessary to perform the work as described. Consumable supplies will be provided by the District unless otherwise negotiated. Mid-Columbia Janitorial is a registered and bonded company, bearing all required commercial liability and worker compensation insurance coverage.

We are committed to sustainable practices and provide services under a green cleaning program.

Sincerely,

Valerie Christman

President
Mid-Columbia Janitorial, Inc.

Mid-Columbia Janitorial, Inc.
 Supplemental (Not-To-Exceed-Fees) Costs

Tag Jobs	Per Hour Rate
For Items with at least 24-Hour Notice	\$ 21.60
For Items with less than 24-Hour Notice	\$ 25.45

Carpet Extraction (as requested)	Per Sq. Ft. Rate
Pre-treat, shampoo, extract, remove stains as needed	\$ 0.15

Floor Maintenance (as requested)	Per Sq. Ft. Rate
Machine scrub, apply seat + 3 coats finish, burnish	
<500 SF	\$ 0.55
501 - 2499 SF	\$ 0.45
>2500 SF	\$ 0.35

VI. Signature Page

The undersigned proposes to perform all work as listed in this bid request, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the bid request has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this bid request:

Addenda: No. yes to No. _____ inclusive.

The proposer has examined all parts of this Request For bid request, including all requirements and contract terms and conditions thereof. If it's bid request is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this bid request.

Name of firm: Gorge Office Detail


Address: 431 Montello Ave

Telephone number: 5414906384

Email address: gorgeofficedetail@gmail.com

Submitted by: Julie Danaher
Authorized Signer

3/13/18
Date


Printed Name

Gorge Window Cleaning Inc.
421 MONTELLO AVE
HOOD RIVER, OR 97031
(541) 490-5031
gorgewindowcleaning@gmail.com



ESTIMATE

ADDRESS

Hood River Library
502 State Street
Hood River, OR 97031

ESTIMATE # 1088

DATE 03/12/2018

ACTIVITY	QTY	RATE	AMOUNT
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ACTIVITY	QTY	RATE	AMOUNT
<p>Office Cleaning \$2115 Monthly Charge for cleaning 5 days a week. 5 days per week high traffic area service:</p> <ul style="list-style-type: none"> ◦ 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, door handles, 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: <ul style="list-style-type: none"> ◦ Vacuum or sweep high traffic areas carpet and non-carpet (defined as stairs, entry areas, and hallways). • 2 days per week full building cleaning: <ul style="list-style-type: none"> ◦ Sweep or vacuum all non-carpet areas. ◦ Vacuum all carpet areas. ◦ Clean elevator floors and walls. ◦ Wet mop or scrub all non-carpet areas (Public area: May-September, Staff area: year round) • Weekly duties: <ul style="list-style-type: none"> ◦ 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. ◦ Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September). ◦ Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers. • Twice monthly duties: <ul style="list-style-type: none"> ◦ Empty garbage cans in the Georgiana Smith Memorial Gardens (October-April) • As-needed duties (to be performed during regularly-scheduled cleanings): <ul style="list-style-type: none"> ◦ 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. ◦ Emptying garbage cans in the Gardens before and after large downtown events including but not limited to Blossom Time (spring) First 	1	2,115.00	2,115.00

ACTIVITY	QTY	RATE	AMOUNT
Floor Care Annual floor extracting and scrub and re-coat floors. \$0.35/square foot	1	0.35	0.35
Commercial Window Cleaning Window Cleaning \$4.00 each window face.	1	4.00	4.00

For any questions please call 541-399-1010 or email
gorgeofficedetail@gmail.com

TOTAL **\$2,119.35**

Accepted By

Accepted Date

CONFIDENTIAL SYSTEMS PRICE QUOTATION



www.webpacificbusiness.com STORAGE, ACCESS & RETRIEVAL SYSTEMS
 502 SE LINCOLN ST PORTLAND, OR 97214-4533 (503)231-7223 FAX (503)231-0929

DATE: March 14, 2018

Page 1 of 1

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

FOR: Rachael Fox
 rachael@hoodriverlibrary.org

TEL: (541) 387-7062

FAX:

ITEM	QUANTITY	DESCRIPTION	UNIT	PER	PRICE
A.	One Lot	<p><u>Cantilever Library Shelving</u> Library Shelving for Cascade Locks Satellite Library located at Cascade Locks School, 300 SW Wa-Na-Pa in Cascade Locks, OR 97014. Layout per attached drawing. System to consist of:</p> <ul style="list-style-type: none"> • 17 each, 6 tier, Single Depth wall units, 10" D x 36"W x 74"H with Five 10" deep adjustable shelves & One 12" deep base shelf. • 8 each, 3 tier, Double Depth floor units, 22" D x 36"W x 42"H with four 10" deep adjustable shelves & One 22" deep base shelf. • 9 each, 3 tier, Double Depth Movable units, 24" D x 36"W x 42"H with Four 10" deep adjustable shelves & One 24" deep base shelf. • All 3 tier units include Laminate Tops. • One 6 tier unit to include hinged periodical display shelf. • All shelving ranges include Steel End Panels. <p>Notes: 1. Includes Delivery and Installation. 2. All work during normal business hours at normal labor rates. 3. Lead time 8 – 10 weeks. 4. Does not include engineering or permits if needed. 5. Color: Standard Palate: TBD</p> <p align="center">Thank you!</p>		Lot	\$ 22,250.00

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DEPOSIT _____ F.O.B. Delivered TRANSPORTATION OR DELIVERY VIA Bestway

Deliveries are subject to delays from fire, strikes, other causes beyond our control. We reserve the right to correct clerical errors. All orders are subject to freight and taxes unless otherwise stated. Prices valid for 30 days.

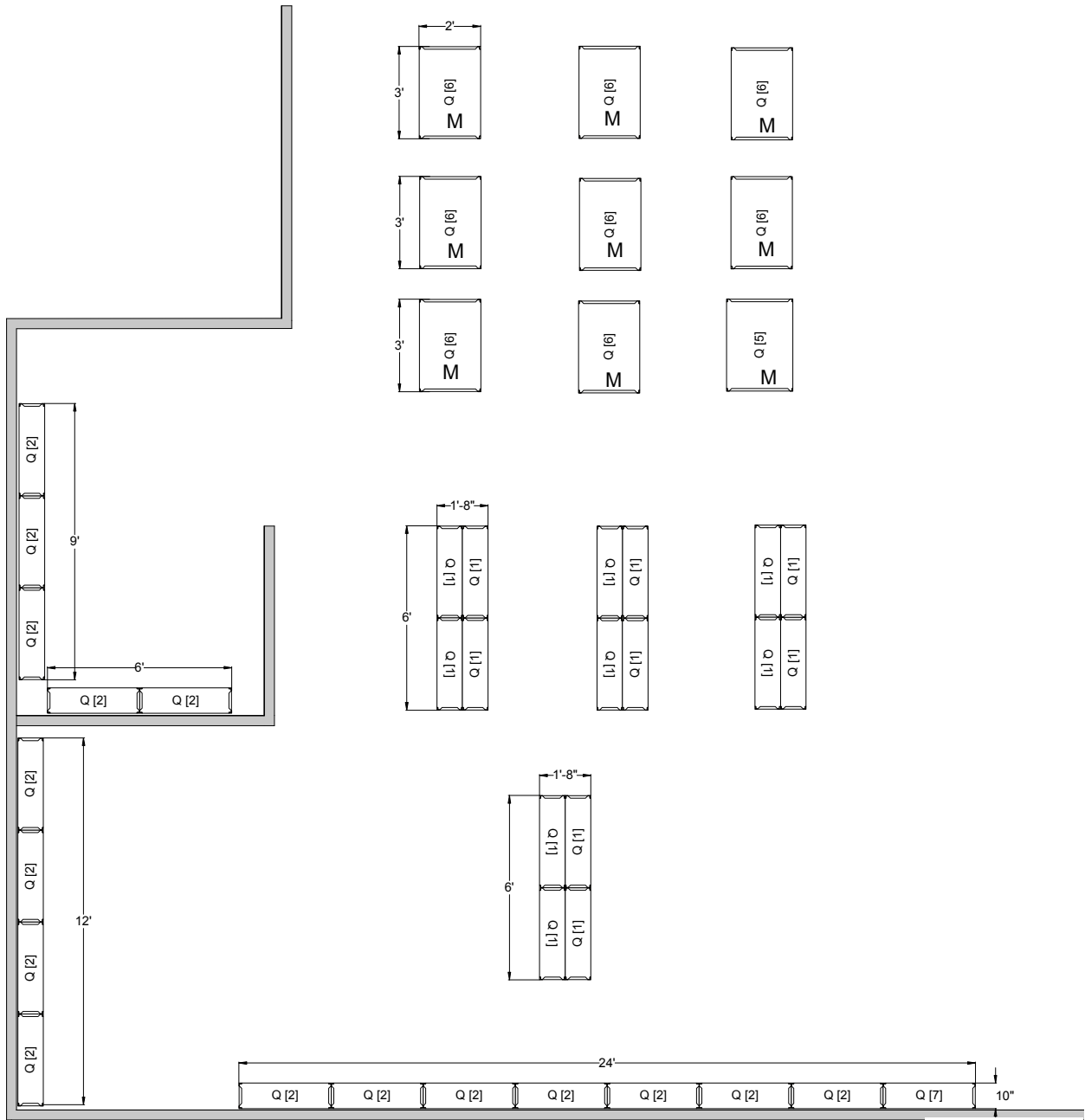
Subject to our credit department approval, this quotation is made for immediate acceptance and is subject to change without notice. If based on specially manufactured material (forms, folders, index leaves, printed matter, etc.), it presupposes your acceptance of overruns or underruns not exceeding 10% of quantity ordered.

To order the items listed, merely sign and return one copy signifying your acceptance

ACCEPTED BY _____

JEFF VALENTINE

Cascade Locks Library - Cantilever.docx

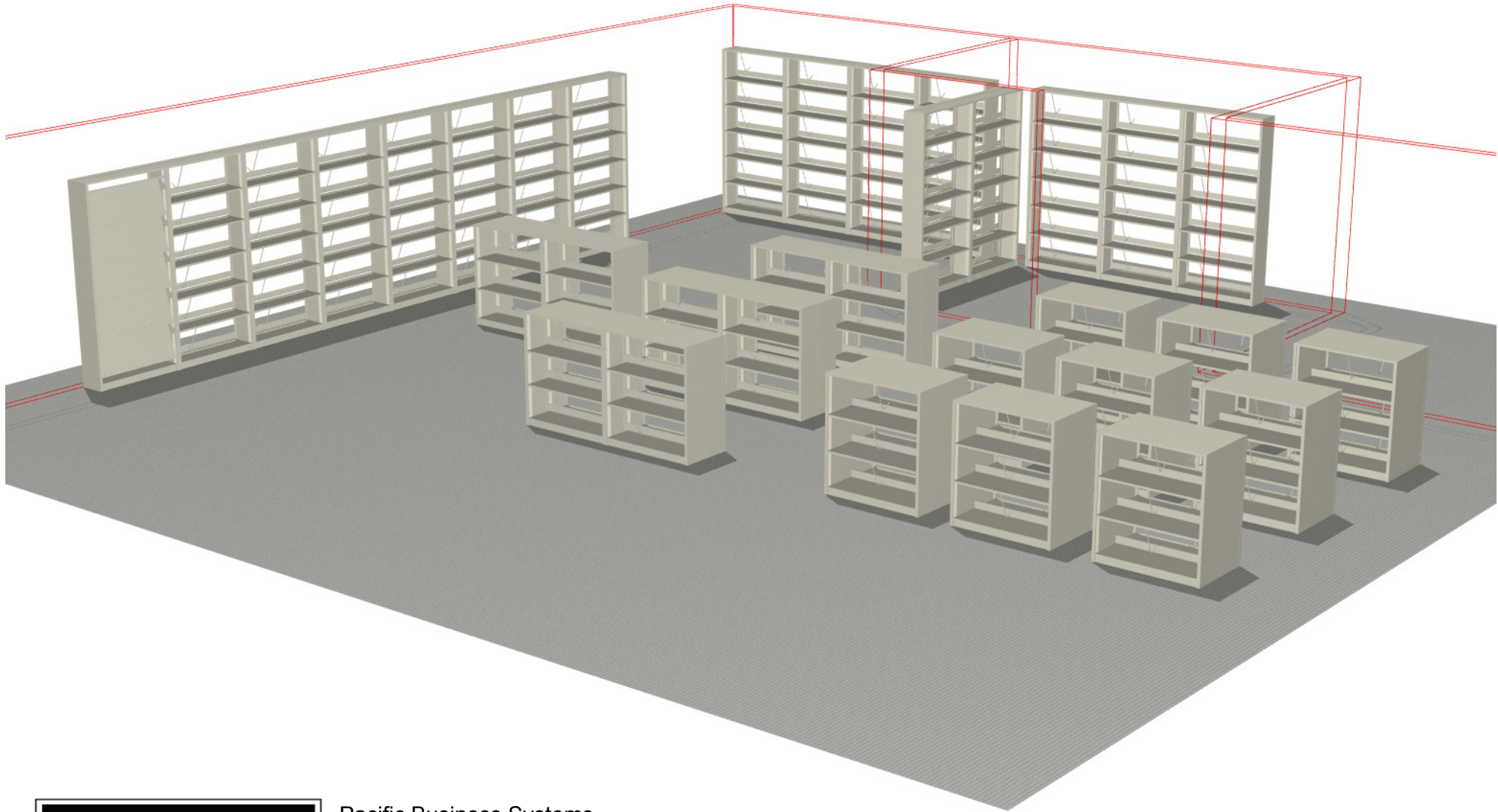


Scale: ~1:65



Pacific Business Systems
502 SE Lincoln St.
Portland, OR 97214
800-769-8642

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800-769-8642

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QUOTE

OREGON CORRECTIONS
ENTERPRISES
PO BOX 12849
SALEM, OR 97309
(503) 428-5500



ORDER NUMBER: 0105071
ORDER DATE: 3/12/2018

SALESPERSON: 1018
CUSTOMER NO: 0088197

SOLD TO:
HOOD RIVER COUNTY LIBRARY DIST
502 STATE ST
HOOD RIVER, OR 97031

SHIP TO:
CASCADE LOCKS SCHOOL
300 WANAPA ST
Cascade Locks, OR 97014

CONFIRM TO:
RACHAEL FOX 541-387-7062

Fax#

Comments:

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS NET 30 DAYS	Ship Week of:		
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT

MAPLE CLEAR, LAM : FUSION MAPLE

/301.02	EA	1.00	0.00	0.00	4,649.00	4,649.00
BOOKCASE, TALL ,276x10x82 6 SHELF, WITH TOE KICK, NUMBER OF SECTIONS DEPENDS ON DESIGN						
/301.02	EA	1.00	0.00	0.00	2,961.00	2,961.00
BOOKCASE, TALL, 152x10x82 6 SHELF, WITH TOE KICK, NUMBER OF SECTIONS DEPENDS ON DESIGN						
/301.02	EA	1.00	0.00	0.00	3,508.00	3,508.00
BOOKCASE, L-SHAPED, 88x112 6 SHELF, WITH TOE KICK, NUMBER OF SECTIONS DEPENDS ON DESIGN						
/301.02	EA	4.00	0.00	0.00	815.00	3,260.00
BOOKCASE, DOUBLE SIDED 36" WIDE SHELVES 10" DEEP,						
/301.02	EA	6.00	0.00	0.00	3,032.00	18,192.00
BOOKCASE, DOUBLE SIDED 9' LONG, LOCKING CASTERS, 4 SHELF, 24" WIDE						

Continued

QUOTE

OREGON CORRECTIONS
ENTERPRISES
PO BOX 12849
SALEM, OR 97309
(503) 428-5500



ORDER NUMBER: 0105071
ORDER DATE: 3/12/2018

SALESPERSON: 1018
CUSTOMER NO: 0088197

SOLD TO:
HOOD RIVER COUNTY LIBRARY DIST
502 STATE ST
HOOD RIVER, OR 97031

SHIP TO:
CASCADE LOCKS SCHOOL
300 WANAPA ST
Cascade Locks, OR 97014

CONFIRM TO:
RACHAEL FOX 541-387-7062

Fax#

Comments:

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS	Ship Week of:
			NET 30 DAYS	

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
/301.02 TABLE,FLIPTOP,60X30X29 DVLPH BASE:BLACK, CASTERS,LAM TOP: FUSION MAPLE,3MM PVC EDGE: BLACK, SOLUTIONS	EA	4.00	0.00	0.00	333.00	1,332.00
237-001-99 CHAIR,REV,4 LEG,POLY,W/O ARMS,GLIDES SPECIFY GLIDE TYPE COLOR: TBD, FRAME:TBD	EACH	40.00	0.00	40.00	110.00	4,400.00
/701.52 SHIPPING & HANDLING	EA	1.00	0.00	0.00	135.00	135.00

Whse: 001

3-12-18

Admin. Approval _____ Date _____

Customer Approval _____ Date _____

Your signature above authorizes Oregon Corrections Enterprise to produce the above products for you. You have committed to pay OCE for the above items. This quote is valid for **** 30 DAYS**** Josh Turner. jturner@oce.oregon.gov, Fax: 503-378-4338, Phone: 503-378-2403
SHIPPING & HANDLING CHARGES ARE ESTIMATES ONLY.

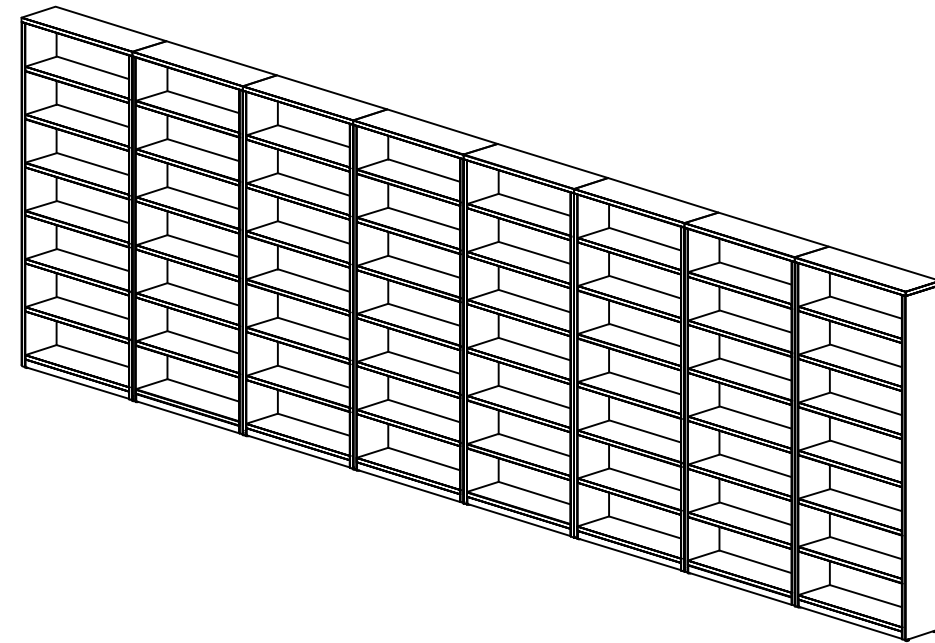
Net Order: 38,437.00
Less Discount: 0.00
Freight: 0.00
Sales Tax: 0.00
Order Total: 38,437.00



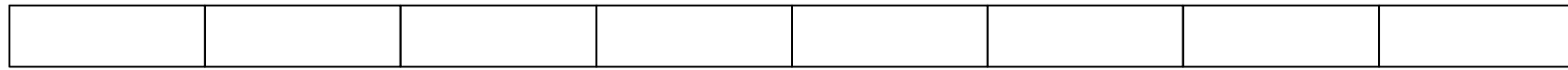
OREGON
CORRECTIONS
ENTERPRISES
P.O. BOX 12849
SALEM, OR 97309
PH: (503) 378-5276

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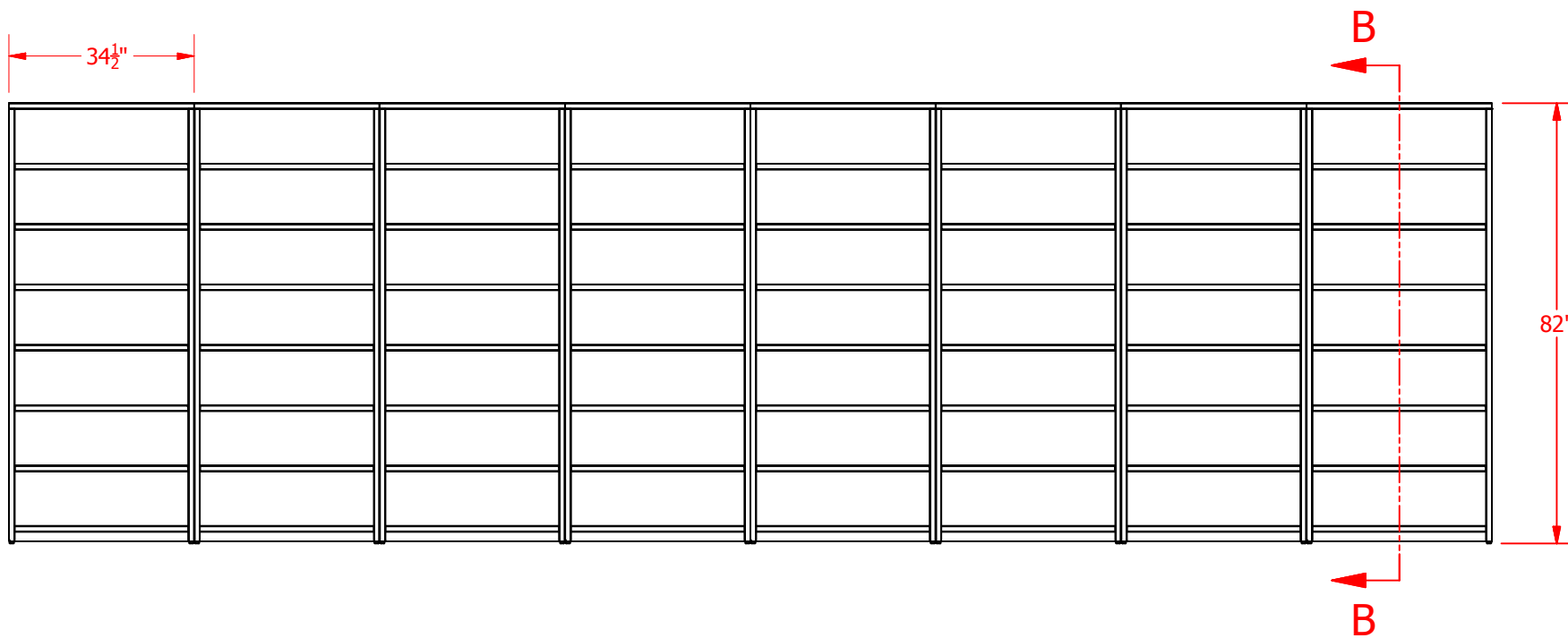
PERSPECTIVE VIEW



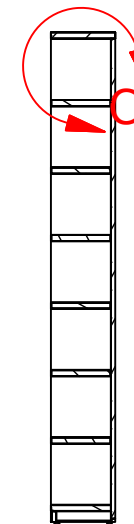
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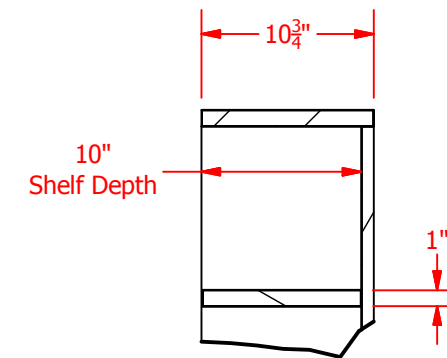
FRONT VIEW
SCALE: 1/32"=1"



SECTION B-B
SCALE: 1/32"=1"



DETAIL C
SCALE: 1" = 1'-0"



SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

CONCEPTUAL DRAWING FOR CUSTOMER SIGN OFF ONLY, NOT INTENDED FOR PRODUCTION

Please provide comment on conceptual drawing, mark appropriate box below, provide authorized signature and fax to **503-373-1086**

- No Exceptions Noted
- Revise & Re-Submit

X _____
Signature Date

BOOKCASE, TALL, 276" x 10" Shelf Depth x 82"
6 SHELF, WITH TOE KICK, 8 SECTIONS

DRAWN BY	DATE
CDalton	2/21/2018
CHECKED BY	DATE
JO	3/5/2018
APPROVED BY	DATE

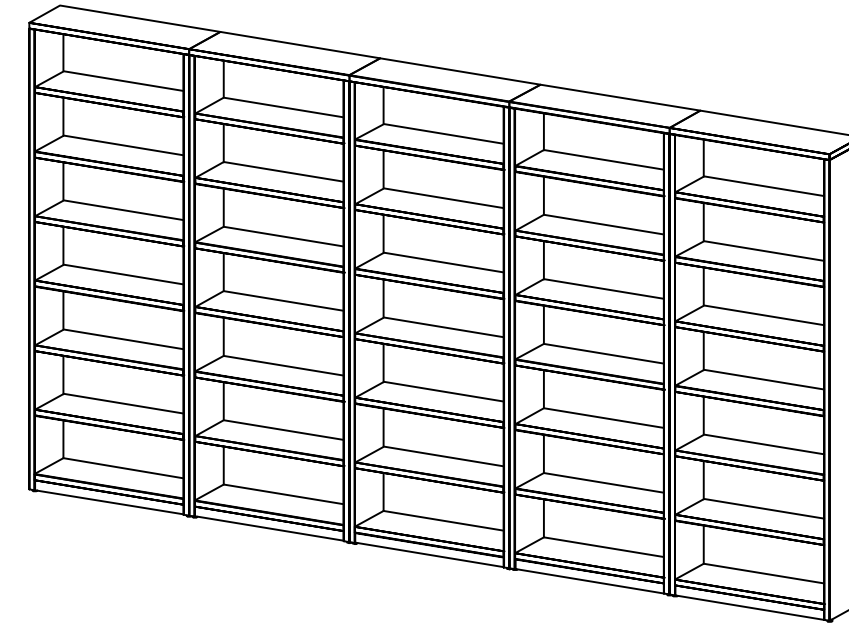
DRAWING STATUS
SUBMITTED
2/21/2018
FOR APPROVAL

MODEL FILE	PENDING
PRODUCT NO.	PENDING
DRAWING NO.	TFF0218-0013
SCALE:	REV:
(UNO) Varies	A
SHEET	OF
1	64

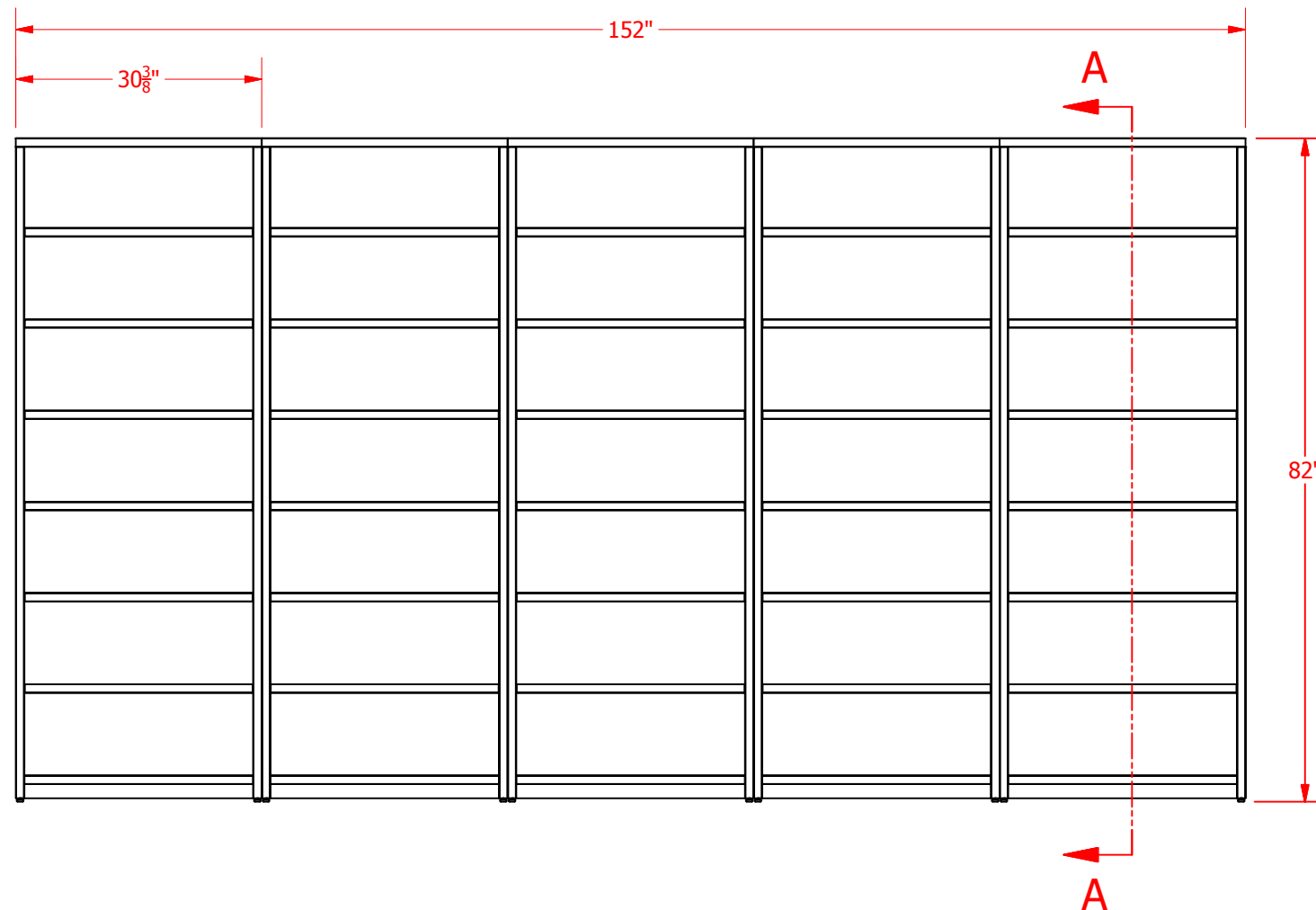
TOP VIEW
SCALE: 3/64"=1"



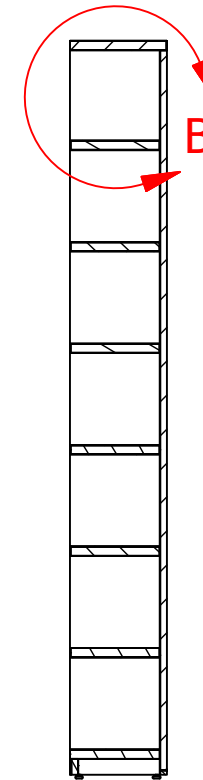
PERSPECTIVE VIEW



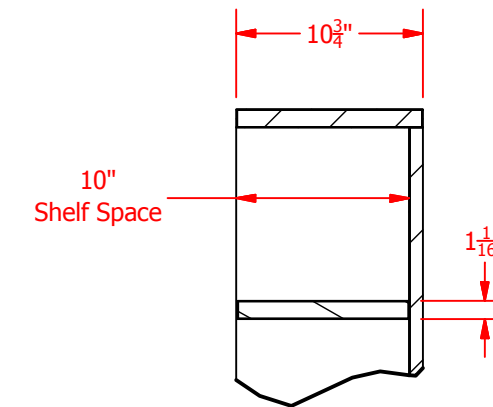
FRONT VIEW
SCALE: 3/64"=1"



SECTION A-A



DETAIL B



SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

CONCEPTUAL DRAWING FOR CUSTOMER SIGN OFF ONLY, NOT INTENDED FOR PRODUCTION

Please provide comment on conceptual drawing, mark appropriate box below, provide authorized signature and fax to 503-373-1086

- No Exceptions Noted
- Revise & Re-Submit

X _____
Signature Date



OREGON CORRECTIONS ENTERPRISES
P.O. BOX 12849
SALEM, OR 97309
PH: (503) 378-5276

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BOOKCASE, TALL, 152" x 10" Shelf Depth x 82"
6 SHELF, 5 SECTIONS

DRAWN BY	DATE
CDalton	2/28/2018
CHECKED BY	DATE
JO	3/5/2018
APPROVED BY	DATE

DRAWING STATUS
<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;"> SUBMITTED 2/28/2018 FOR APPROVAL </div>
MODEL FILE
PENDING

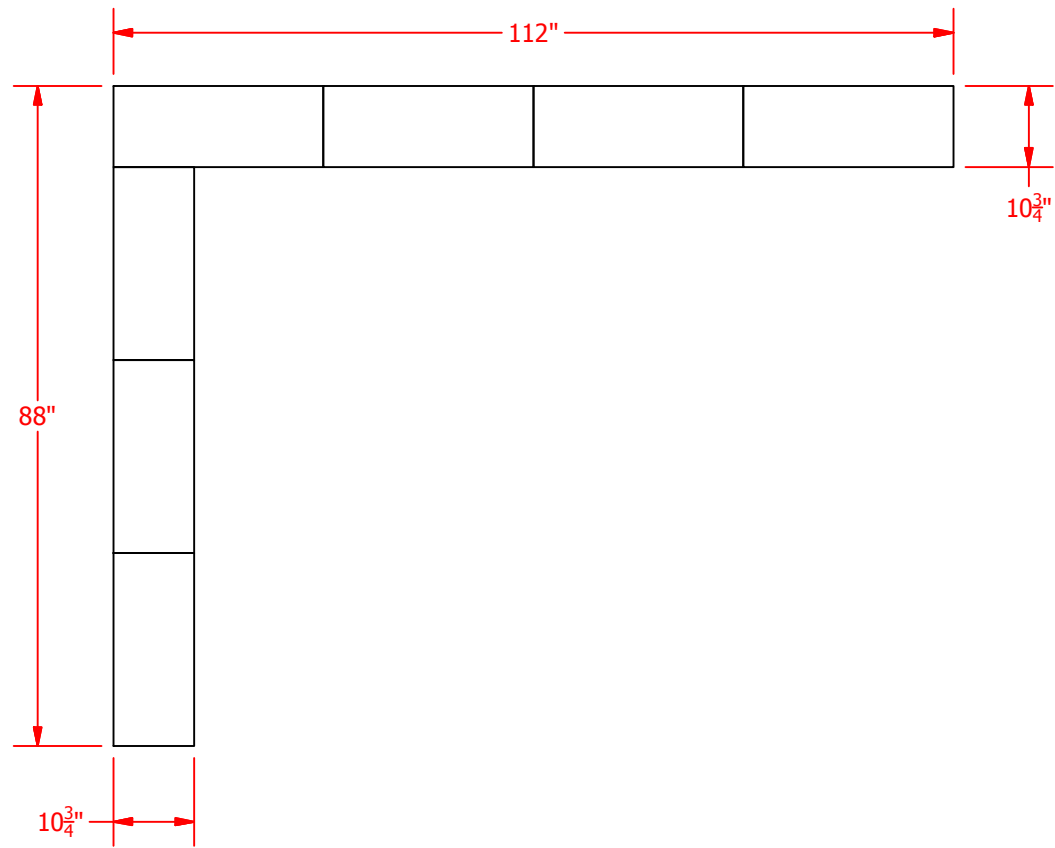
PRODUCT NO.	PENDING
DRAWING NO.	TFF0218-0016
SCALE:	REV:
(UNO) Varies	A
SHEET	OF
1	65



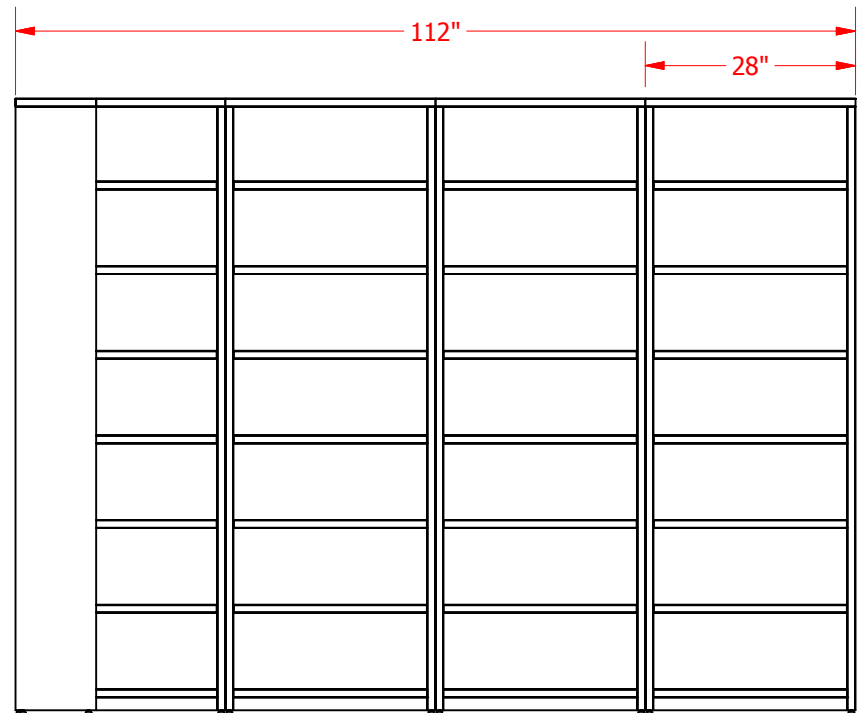
OREGON
CORRECTIONS
ENTERPRISES
P.O. BOX 12849
SALEM, OR 97309
PH: (503) 378-5276

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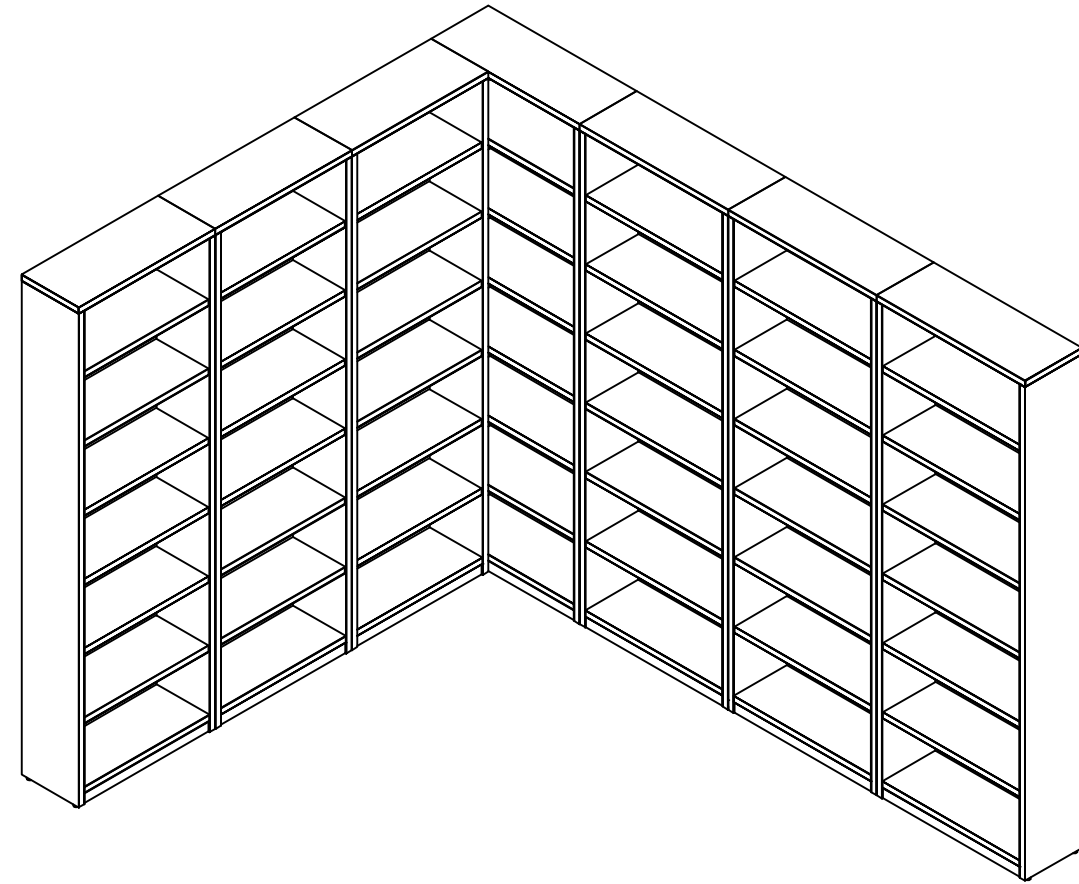
TOP VIEW
SCALE: 5/128"=1"



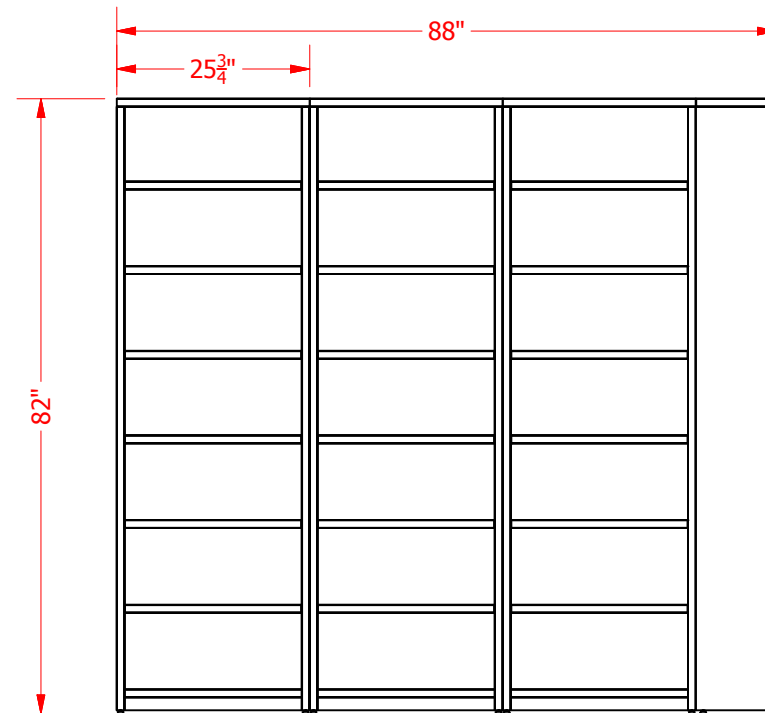
FRONT VIEW
SCALE: 5/128"=1"



PERSPECTIVE VIEW



SIDE VIEW
SCALE: 5/128"=1"



BOOKCASE, L-SHAPED, 88" x 112" x 82"
10" SHELF DEPTH, 6 SHELF, WITH TOE KICK, 7 SECTIONS

SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

CONCEPTUAL DRAWING FOR CUSTOMER SIGN OFF ONLY, NOT INTENDED FOR PRODUCTION

Please provide comment on conceptual drawing, mark appropriate box below, provide authorized signature and fax to **503-373-1086**

- No Exceptions Noted
- Revise & Re-Submit

X _____
Signature Date

DRAWN BY	DATE
CDalton	3/2/2018
CHECKED BY	DATE
JO	3/5/2018
APPROVED BY	DATE

DRAWING STATUS
SUBMITTED
3/2/2018
FOR APPROVAL

MODEL FILE	PENDING
PRODUCT NO.	PENDING
DRAWING NO.	TFF0218-0017
SCALE:	REV:
(UNO) Varies	A
SHEET	OF
1	66

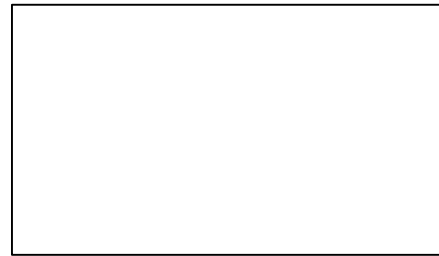


OREGON
CORRECTIONS
ENTERPRISES
P.O. BOX 12849
SALEM, OR 97309
PH: (503) 378-5276

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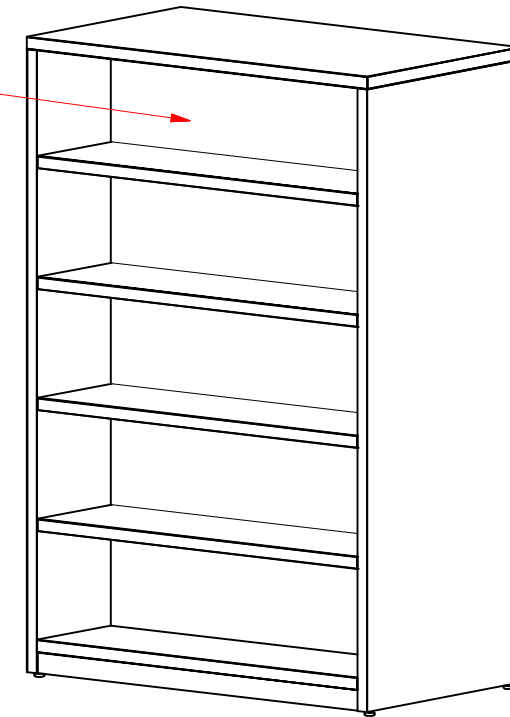
**BOOKCASE, 36" x 20 13/16" x 54", LAMINATED
4 SHELF, DOUBLE SIDED, 36" WIDE SHELVES, 10" DEEP**

TOP VIEW
SCALE: 1/16"=1"

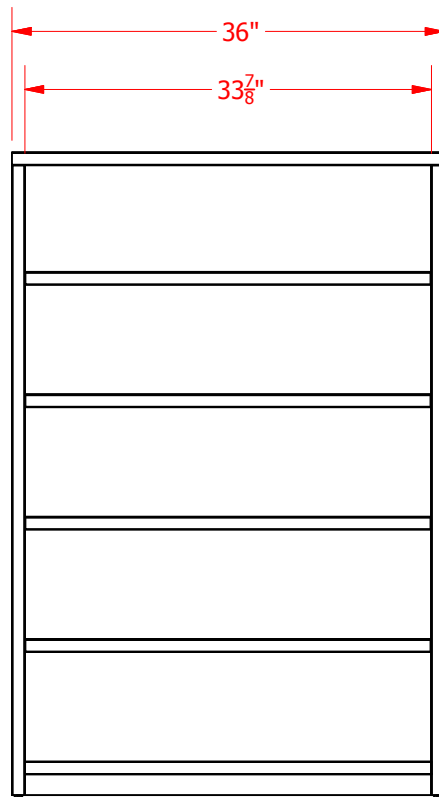


PERSPECTIVE VIEW

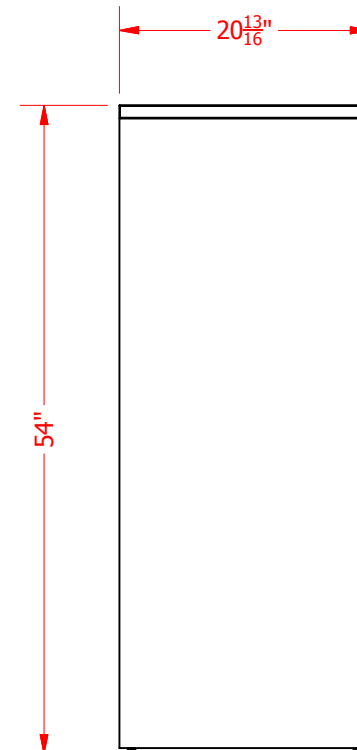
10" DEPTH ON
BOTH SIDES



FRONT VIEW
SCALE: 1/16"=1"



SIDE VIEW
SCALE: 1/16"=1"



SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

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 3/2/2018 FOR APPROVAL

MODEL FILE
PENDING

PRODUCT NO.
PENDING

DRAWING NO.
TFF0218-0018

SCALE:	REV:
(UNO) Varies	A

SHEET	OF
1	67

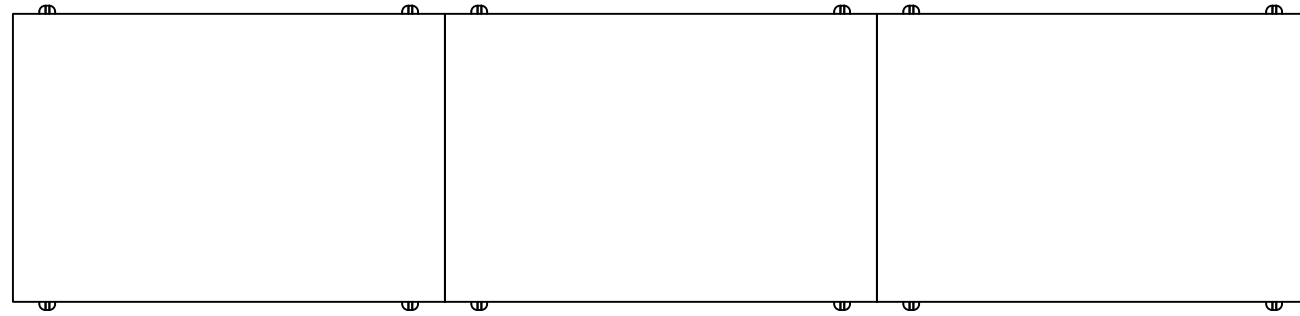


OREGON
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ENTERPRISES
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PH: (503) 378-5276

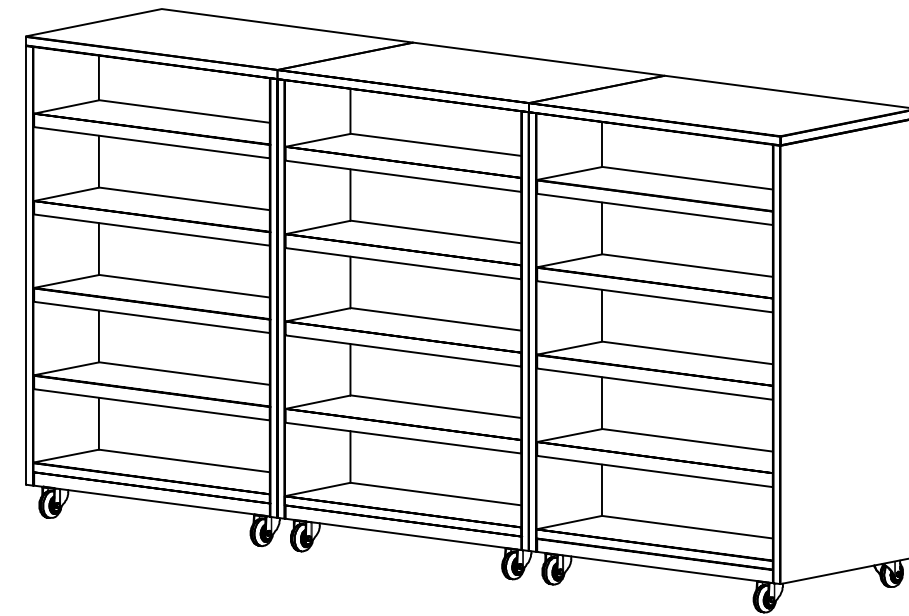
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**BOOKCASE, DOUBLE SIDED, MOBILE 9' LONG, 24" WIDE
LOCKING CASTERS, 4 SHELVES, 3 SECTIONS**

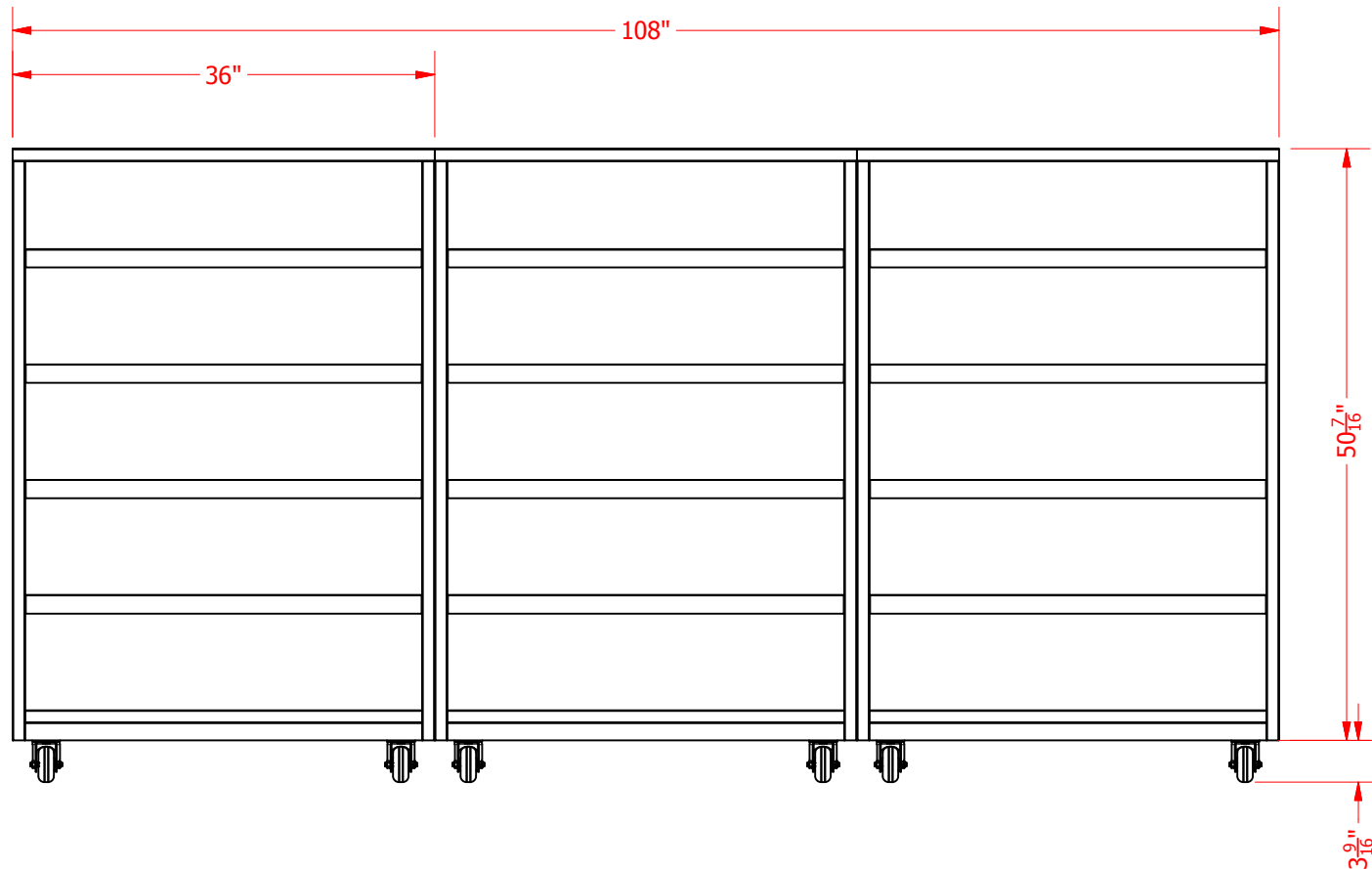
TOP VIEW
SCALE: 1/16"=1"



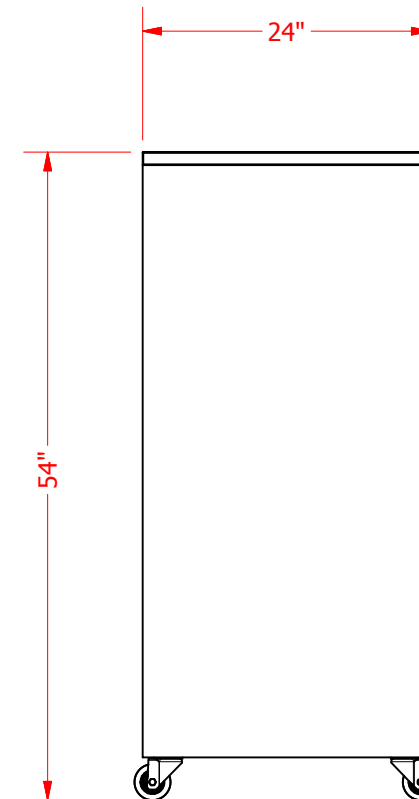
PERSPECTIVE VIEW



FRONT VIEW
SCALE: 1/16"=1"



SIDE VIEW
SCALE: 1/16"=1"



SEE SALES ORDER FOR:

- ~ LAMINATE
- ~ SPECIES
- ~ STAIN
- ~ HARDWARE SPECIFICATIONS

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JO	3/5/2018

APPROVED BY	DATE

DRAWING STATUS
SUBMITTED 3/2/2018 FOR APPROVAL
MODEL FILE
PENDING

PRODUCT NO.
PENDING

DRAWING NO.
TFF0218-0019

SCALE:	REV:
(UNO) Varies	A

SHEET	OF
1	68

Date: February 14, 2018

Client: Hood River Library

Location: Cascade Locks

System: Spacesaver Cantilever Shelving

- 16 single sided units (36" wide x 12" deep x 78" high) each with 6 – 10" deep adjustable shelves
- 6 double sided units (36" wide x 22" deep x 42" high) each with 6 – 10" deep adjustable shelves with a laminate countertop (3 - 6' rows)
- 9 double sided units (36" wide x 22" deep x 42" high) each with 6 – 10" deep adjustable shelves with a laminate countertop and wheels (9 individual carts)
- Existing shelving reused: 2 double sided units (1 – 6' row), 7 – 78" frames, 27 – 36" x 10" shelves
- All new shelving has steel end panels
- Capacity: 558 non lin ft

Delivered and installed \$33,692.00

Option – Laminate end panels \$30,054.00

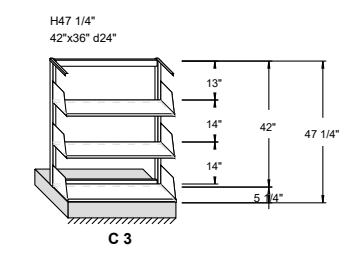
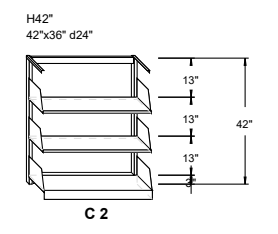
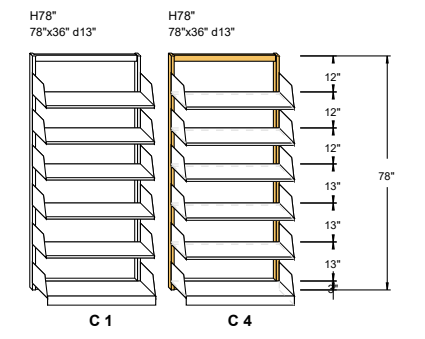
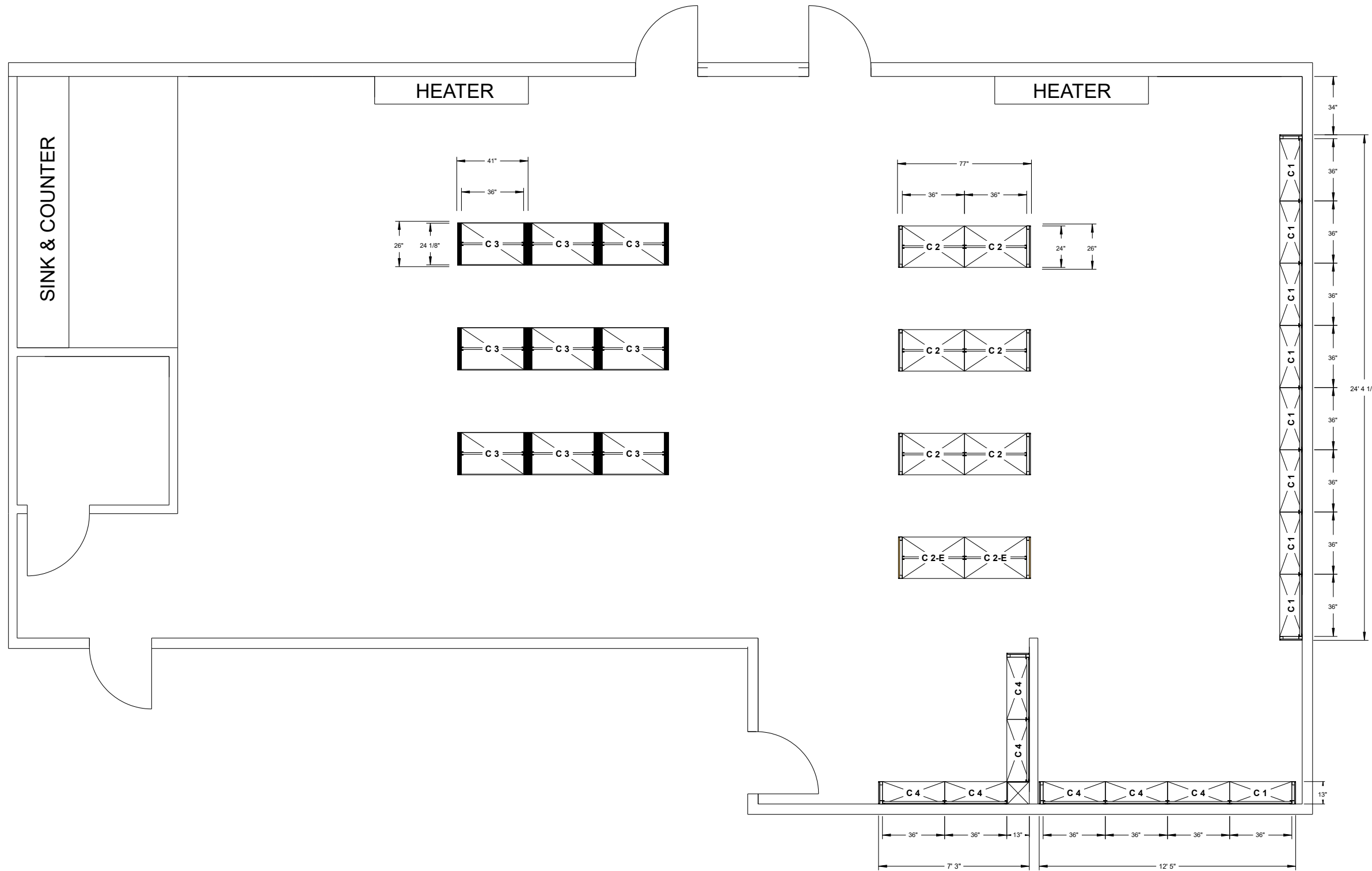
- Shelving Color: Tan
- Laminate top color: Wilsonart Green Tigris w/ wood laminate trim
- Delivery: 8 weeks from order

Oregon General Contractor CCB# 88704

For Spacesaver Specialists, Inc.

Tom Potsklan





MARK	DATE	DESCRIPTION

CASCADE LOCKS
ELEMENTARY SCHOOL
LIBRARY DISTRICT
CASCADE LOCKS BRANCH
REMODEL

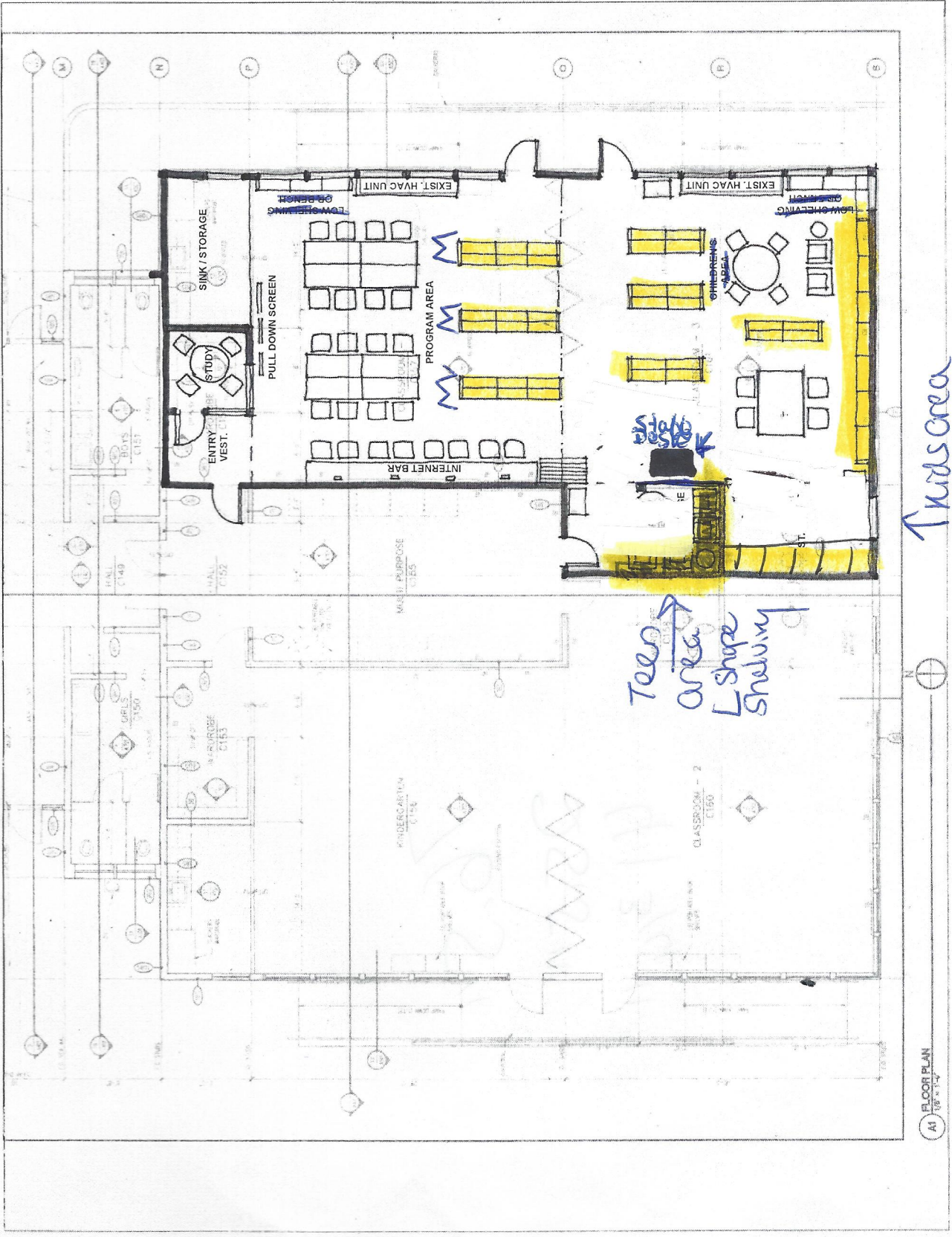
APPROVED: _____
DATE: _____

DRAWN: _____
DATE: _____

PROJECT NUMBER: _____

FLOOR PLAN

A-101
OPTION C



SCHUEPBACH CUSTOM BUILDERS, INC.
PO Box 759
Hood River, OR 97031
(541) 386-4166 Fax (541) 387-2837
CCB # 24403

February 2, 2018

Hood River County Library District
502 State St
Hood River, OR 97031
541-387-7062

Job – Oak St Sidewalk Replacement

We hereby submit an estimate to provide labor and materials to mobilize in & out, submit traffic control plan, delineate work zone, saw cut and demo approx. 1,695 sqft of existing sidewalk, excavate sub grade for 2” aggregate base, buy, haul, place, compact fine aggregate base, set, pour and finish approx. 1,695 sqft of City Standard Sidewalk with score lines to match urban renewal sidewalks completed in 2008.

No permits, fees, surveying, engineering, flagging (assume only to close parking stalls and work out of the parking lane), testing, embeds, removal of parking meters and city signs, replacement of parking meters and city signs, electrical, plumbing.

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Fifteen Thousand Nine Hundred Eighteen Dollars \$15,918.00

Payment to be made as follows: **Each month as work progresses to the value of 100% of all work completed.**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen’s Compensation Insurance.

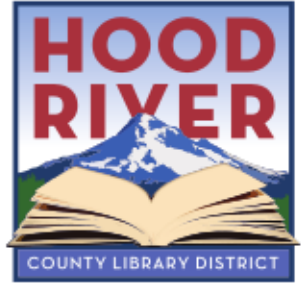
Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date of Acceptance _____

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

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

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 2018

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 2018

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 2018

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 2018

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: