

Board of Directors
Regular Meeting Agenda

Tuesday, March 19, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President

- | | |
|---|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Conflicts or potential conflicts of interest | Sheppard |
| III. Consent Agenda (ACTION) | Sheppard |
| i. Minutes from February 26, 2018 meeting | |
| ii. Invoice for Ayles Services | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. February 2019 financial statements | Fox |
| iv. Director's report | Fox |
| VI. Previous business | |
| i. Contract for legal services (ACTION) | Sheppard |
| ii. Approval Bid and Contract for Gardens Maintenance Services (ACTION) | |
| iii. Social media policy (ACTION) | Sheppard |
| iv. Library Director Evaluation (ACTION) | Sheppard |
| VII. Agenda items for next meeting | Sheppard |
| VIII. 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 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda, supplemental info

Tuesday, March 19, 2019, 7:00pm
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. Conflicts or potential conflicts of interest | Sheppard |
| III. Consent Agenda (ACTION) | Sheppard |

i. Minutes from February 26, 2018 meeting

Attachments: III.i Minutes from February 26, 2018 meeting

ii. Invoice for Ayles Services

Attachments: III.ii. Invoices for Ayles Services

Ayles Services provides plowing snow from the 1600 feet of public walkways in and around the property, clearing snow from property stairways/stoops and plowing snow from the property east parking lot. Services to be rendered Tuesdays~Saturdays excluding holidays and other days Library will closed, as requested.

Please note the following rates:

- 2"~4" \$400.00 snow plowing service of walks/drives
- 5"~6" \$650.00 snow plowing service of walks/drives
- +6" \$875.00 snow plowing service of walks/drives
- Snow Removal Trigger Depth: 2" trigger

This year we had a great need for snow removal services. We have already paid an invoice this year for services on January 17, 2019 for \$400.

We had additional snow removal service provided on 2/5/19, 2/9/19, 2/11/19, 2/14/19, 2/15/19, 2/16/19, 2/25/19, 2/27/19.

The invoices are beyond my spending authority. I request the board to approve payment for \$4,225 to Ayles Services.

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

V. Reports

- | | |
|--------------------------|-----|
| i. Friends update | Fox |
|--------------------------|-----|

- The Friends of the Library have updated their bylaws to allow co-presidents.
- The Friends are forming committees to work on the upcoming book sale in June and discuss making changes to their annual Christmas party.
- The Friends of the Library in conjunction with the Gorge Community Foundation are offering a unique opportunity to support the work of our library and Hood River County Reads.

The Pat Hazlehurst Endowment Fund has regularly provided some of the funding for Hood River County Reads. Now a private foundation has arranged with the Gorge Community Foundation to match up to \$250,000 of all the contributions that the Pat Hazlehurst Endowment receives from the start of the 2019 Hood River Reads through June 30, 2019.

Donations can be made:

- Online at gorgecf.org (designate the Pat Hazlehurst Endowment)
- Check made out to the Pat Hazlehurst Endowment and either dropped off at the Hood River Library circulation desk or mailed to: Gorge Community Foundation P.O. Box 1711 Hood River, OR 97031. The Gorge Community Foundation is a public 501(c)3 organization and all contributions are 100% deductible.

I will be working with the co-presidents of the Friends of the Library and a representative from the Gorge Community Foundation, Tom Schaefer, to publicize the opportunity.

Pat Hazlehurst, a retired librarian and enthusiastic supporter of the library, brought the concept of distributing a book throughout the community to the Friends of the Library. She developed Hood River County Reads and chaired the program until her death. Friends and family started and supported an endowment fund in her name to provide on-going operational support for the Hood River County Library District and its programs.

- Hood River Reads will continue through the second weekend in April.
 - The Hood River Reads kick-off party had 71 attendees.
 - Over 350 copies of the title was distributed at the library branches within one week.
 - Hood River Reads Programs and events
 - Saturday, March 16, 2pm – Presentation: *Heaven on Earth: Hells canyon history* by Bill Weiler and Lynda Dallman.
 - Saturday, March 30, 10:30am-12:00pm - *For Youth: Fun with Wool Animals*. Drop in at the Hood River Library Makerspace.
 - Thursday, April 4, 6:30-8:00pm - Hood River Library Book Club discussion of *Temperance Creek*.
 - Saturday, April 6, 9:30am-12:00pm - Sheep and Sheepdog Demonstration and Wool Activities with Dr. Cynthia Mills and Gorge Spinners and Weavers.
 - Saturday, April 13, 10:00am-12:30pm – Writing Workshop with author Pamela Royes. Reservations start Saturday, March 2, at 2pm.
 - Sunday, April 14, 2:00pm – Public Presentation with author Pamela Royes.

ii. **Foundation update**

Fox

- The Library Foundation Feast of Words was a huge success! They grossed \$33,000. It was amazing to have support from our community through sponsorships, donations, and volunteer hours! Library Foundation President Jen Bayer provided outstanding leadership! The entire Library Foundation board worked hard work for another successful fundraiser.
- The community relations committee will meet soon to work with the Friends of the Library presidents on a donor recognition board.
- The membership committee will meet in April or May to work to discuss a countywide mailing to hopefully increase membership.
- The Endowment/Planned giving committee will meet in April or May to work on a campaign to inform donors about the endowment fund and legacy giving to the Foundation.

iii. **February 2019 financial statements**

Fox

Attachment:

- V.iii. February 2019 financial statements

We received \$862,315 in tax revenue for current fiscal year taxes. There will be another payment between \$25,000 and \$30,000 in May.

iv. Director's report

Fox

Administration

- Two board member positions will end on June 30, 2019. These positions are currently occupied by Jean Sheppard and Brian Hackett. Persons wanting to file for candidacy for board positions must do so by March 21, 2019, 5pm.
- The Library Foundation & Friends of the Library appreciate the long term generosity of the Bruce & Mary Stevenson Foundation. Their generous donation of \$37,000 over the past seven years has helped support library services for all ages. The Atrium in the Hood River Library is named in their honor.
- Our IT specialist Ken Jacobs will be moving from the area in July 2019. We are currently looking for someone who has knowledge and experience with Linux software, since the majority of our computers run the Linux operating system.
- Four Person-in-charge of the building staff members received mental health first aid training from Mid-Columbia Center for Living. The library partnered with Hood River Shelter Services to offer the training to library staff and shelter volunteers and staff. The rest of our Person-In-Charge staff members will attend the training in May.



Facilities

- We had a leak in one of our VAV units in the staff area ceiling. The unit controls heating and cooling in the staff break room. Northwest control will repair the leak and inspect our other VAV units.
- This month, our buildings maintenance person Michael Peterson-Love will repair the sunken bricks in the gardens and the small holes in the boiler room walls. Both items were identified as safety issues by Special Districts Insurance Services.

Programs

- Our weekly Makerspace programming has programs for all ages including Robot Coding, LEGO Club and Teen Crafting.
- The Odell Pop-Up Library runs every Saturday from 10:00 -2:00pm located at 3422 Odell Hwy, Wy'east Community Church Meeting Room. Services include computer access, WiFi/internet access, library card registration, check in/out items, pick up holds, art activities and board games provided for everyone.

Statistics

Attachment:

- V.iv.a. Statistics 2018-19
- V.iv.b. Program Statistics 2018-19

Statistics fiscal year 2017-18

Circulation - 1% increase from FY 2016-17

- 145,900 items
 - Physical items – 134,270
 - Electronic items -11,630

Program attendance

- Total programs: 393 programs, 24,199 participants
 - Adults
 - 98 programs
 - 2,686 participants
 - Teens
 - 81 programs
 - 1,613 participants
 - Kids
 - 214 programs
 - 19,900 participants

Cascade Locks – changes since the move

- 29% increase in visitors
 - Attendance doubled at the beginning and then leveled out. I expect it will continue to increase with our new story time and increase in programs in the summer months.
- 26% increase in circulation
- Weekly storytime, Wednesdays, 10:30am

Parkdale – changes since the refresh

- 54% increase
 - Attendance increased initially and has leveled out. We know have a well attended storytime program, which has boosted our overall attendance.
- 7% increase in circulation
- Weekly storytime, Fridays, 10:30am

VI. Previous business

i. Contract for legal services (ACTION)

Sheppard

Attachment:

- VI.i.a. Contract for legal services
- VI.i.b. Contract for legal services, Exhibit A
- VI.i.c. Resolution 2018-19.06, renewing legal services contractors

The Library District Board voted at the February 26, 2019 meeting to retain Ruben Cleaveland as the legal counsel for the District and move services to a new firm VanKoten and Cleaveland, LCC.

Cleaveland presented the Library District with an updated contract for March 1, 2019, through February 29, 2020. The payable rate is the same at \$175/hour.

First the contract needs to be approved and then the Board can pass the attached resolution for our legal services contractors.

ii. Approval Bid and Contract for Gardens Maintenance Services (ACTION)

Sheppard

Attachments:

- VI.ii. Contract Grounds Maintenance for Georgiana Smith Memorial Gardens

I'm asking for the board to approve an updated contract with Mora's Lawn Maintenance. I made three changes to the contract.

- The contract starts March 20, 2019 instead of March 1, 2019.
- Insurance changed from \$3,000,000 per aggregate to \$2,000,000.
- Added, "Work performed in partial months shall be pro-rated." in section 3,a.

There was misunderstanding with the owner of Mora's Lawn Maintenance Everardo Mora, he did not understand the insurance requirements. Cleaveland has approved the change to \$2,000,000 per aggregate and the addition to section 3,a.

VII. New Business

i. Janitorial Services contract approval (ACTION)

Sheppard

Attachment:

- VII.i.a. Contract for Janitorial Services
- VII.i.b. Renewal of Personal Services Contract

Last year, we went through the procurement process for Janitorial Services informal bids. We signed a one year contract that may be renewed two times for one year periods.

I recommend we renew the contract for an additional year with Tendene Enterprises (Clean-All Janitorial). We have used their services since 2012 and have been satisfied with their work. They have kept their monthly rate the same \$1,823 per month.

ii. Social media policy (ACTION)

Sheppard

Attachment:

- VII.ii. Social media policy

District counsel Ruben Cleaveland reviewed the policies and added a few items.

- Comments shall comply with the social media host provider's terms of use.
- District staff are directed to report violations of the social media host provider's terms of use to the social media host provider, and remove comments that are in violation of this policy. Removal of public comment is appropriate if such comment violates the limitations stated above unless removal would be discriminatory based on content or viewpoint.
- Disclosures
The District takes no responsibility and assumes no liability for comments made by third parties on social media sites. Comments not monitored on a regular basis. Thus, information conveyed may not be received within a particular time frame. Any information that is urgent or time sensitive should be conveyed directly to the District. Comments are subject to public records disclosure laws.

I'm asking for board to approved the amended Social Media Policy.

iii. Library Director Evaluation (ACTION)

Sheppard

Attachments:

- VII.iii.a. Library Director Evaluation Policy
- VII.iii.b. Library Director evaluation timeline
- VII.iii.c. Board of Directors evaluation questions
- VII.iii.d. Community member evaluation questions
- VII.iii.e. Library Director self evaluation questions
- VII.iii.f. 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 and Library Director evaluation timeline.

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 Library District Board President administers the online surveys using the District's SurveyMonkey account.

Once all three of those evaluations are completed, they're compiled by the Library District Board President and given to the entire Board to assist in completing their evaluations.

Once the Board evaluation 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 and the Library Director evaluation timeline need formal approval.

VIII. Agenda items for next meeting

Sheppard

- Library Policy review

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 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

**Board of Directors
Regular Meeting Minutes**

Tuesday, February 26, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President

I. Additions/deletions from the agenda (ACTION) Sheppard
President Jean Sheppard called the meeting to order at 7:03pm. Burkner moved to approved the agenda as amended. Marsden seconded. The motion passed unanimously.

II. Conflicts or potential conflicts of interest Sheppard
None stated.

III. Consent Agenda (ACTION) Sheppard
i. **Minutes from January 15, 2019 meeting**
Burkner moved to approved the agenda as amended. Hackett seconded. The motion passed unanimously.

IV. Open forum for the general public Sheppard
Issei Suzuki attended the meeting. He stated he is a PhD student at the Graduate School of Library, Information and Media Studies at the University of Tsukuba, Japan.

He has been studying library management of special districts in the United States. He is researching library district as a possible solution to reduced funding for public libraries in Japan.

V. Staff member presentation – Anna Lim, Cataloging Specialist Lim
Lim gave an overview of all the steps involved in cataloging. Lim stated she is working on adding items to our new collection, Library of Things.

Lim does the initial processing which involves checking the order and price. She also has to repackage items, if needed. Lim checks the catalog, adds new records and obtains the records from a subscription database called OCLC. She will also create records from scratch. Lim states when she works on a record she focuses on the accuracy of information and patron accessibility. Lim also works with selectors to help decide the best location to catalog an item. Lim works with the volunteers who cover materials. She also is a cataloging mentor with the SAGE consortium and hosts a monthly Makerspace Robot coding program.

VI. Reports
i. **Friends update** Fox
There was nothing to add to the written report.

ii. **Foundation update** Fox
There was nothing to add to the written report.

iii. January 2019 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

i. Lease Wy'east Community Church (ACTION)

Marsden moved to approve the one year lease with the Wy'East Community Church. Janik seconded. The motion passed unanimously.

ii. Memorandum of Understanding Gorge Grown Market Ambassador (ACTION)

Bureker moved to approve the Memorandum of Understanding Gorge Grown Market Ambassador position. Marsden seconded. The motion passed unanimously. Sheppard

VIII. New Business

i. Approval Bid and Contract for Gardens Maintenance Services (ACTION)

Bureker moved to approve the Memorandum of Understanding Gorge Grown Market Ambassador position. Hackett seconded. The motion passed unanimously. Fox

ii. District lawyer Ruben Cleaveland (ACTION)

Sheppard

Hackett moved to approve the retain Ruben Cleaveland as Library District legal counsel. Marsden seconded. The motion passed unanimously. Fox will present an updated contract at the next board meeting. Hackett stated we will also have to pass a resolution stating our legal counsel is with a new firm. Fox said she would include the resolution at the next meeting.

iii. Budget committee and calendar approval (ACTION)

Sheppard

Bureker moved to reappoint Jen Bayer for another three term for the Library District Budget Committee, to approve the budget calendar and appoint the Library Director Rachael Fox as the Library District Budget Officer. Hackett seconded. The motion passed unanimously.

iv. Use Restriction Policy (ACTION)

v. Approval of recurring payments for 2017-18 (ACTION)

Bureker moved to approve the Use Restriction Policy. Janik seconded. The motion passed unanimously.

Sheppard

IX. Agenda items for next meeting

Sheppard

X. Adjournment

Sheppard

The meeting was adjourned at 7:44pm.

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

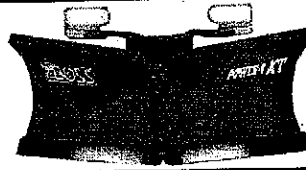
ORS 192.660 (1) (e) Property

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 9:00pm 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.

AYLES SERVICES, Inc.
Snow Management Services
 3745 Barrett Dr. ~ P.O. Box 1672
 Hood River, Oregon 97031
 541.490.2332 ~ 911SNOW@gmail.com



Invoice

Date

2/18/2019

Invoice #

05022019-06

Ayles Services, Inc.

3745 Barrett Drive

PO Box 1672

Hood River, OR 97031

911snow@gmail.com 541-490-2332

P.O. No.

Terms

Bill To:

Hood River Library
 502 State St.
 Hood River, OR 97031

Service Date	Description	Quantity	Rate	Amount
2/5/2019	Snow Plowing Parking Lot & Walks 8:34-9:10am 2" 30 deg Light Snow		400.00	400.00
2/9/2019	Snow Plowing & Shoveling Walks 8:10-9:30am 6" 32 deg Snowing hard		650.00	650.00
2/11/2019	State & Oak Street Side walks Cleared 1:30-3:30pm 8" Snowing		875.00	875.00
2/14/2019	Snow Plowing 1/2 Service, Driveway & upper walks 4:28-5:14pm 4" 34 deg Lt. Snow		200.00	200.00
2/15/2019	Snow Plowing Handicapped Parking & Clearing Sidewalks, 6:30-8am 2" 30 deg Snowing		400.00	400.00
2/16/2019	Snow Plowing 10-11am 5" 35 deg Snowing		650.00	650.00

Balance Due: \$3,175.00

Total

\$3,175.00

REMITTANCE: Please send check or money order to:

AYLES SERVICES, LLC

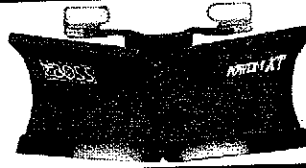
P.O. BOX 1672

HOOD RIVER, OREGON 97031

911Snow@gmail.com for PayPal to pay with Visa, Mastercard, Discover, etc.

*3.5% fee to be added for credit card payments

AYLES SERVICES, LLC
Snow Management Services
 3745 Barrett Dr. ~ P.O. Box 1672
 Hood River, Oregon 97031
 541.490.2332 ~ 911SNOW@gmail.com



Invoice

Date

3/1/2019

Invoice #

25022019-22

Ayles Services, llc.

3745 Barrett Drive

PO Box 1672

Hood River, OR 97031

911snow@gmail.com 541-490-2332

Bill To:

Hood River Library
 502 State St.
 Hood River, OR 97031

P.O. No.

Terms

Service Date	Description	Quantity	Rate	Amount
2/25/2019	Clear Walks-All walks & stairs, except 6th St 1:30-3:04pm 5" 30 deg Snowing		650.00	650.00
2/27/2019	Clear Walks-All walks & stairs, except 6th St 9:30-10:15am 3" 30 deg Light Snow		400.00	400.00
Balance Due:			\$1,050.00	
		Total		\$1,050.00

REMITTANCE: Please send check or money order to:

AYLES SERVICES, LLC

P.O. BOX 1672

HOOD RIVER, OREGON 97031

911Snow@gmail.com for PayPal to pay with Visa, Mastercard, Discover, etc.

*3.5% fee to be added for credit card payments

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements February 28, 2019

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Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

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

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

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

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100 EAST FOURTH STREET
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1313 BELMONT STREET,
HOOD RIVER, OREGON 97031
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INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of February 28, 2019, 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 8 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 7, 2019

Hood River County Library District
Balance Sheet - Cash Basis
February 28, 2019

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$109,113			\$109,113
Cash with Hood River County	855,007	\$66,685	\$75,197	996,889
Petty cash	416			416
Total Current Assets	<u>964,536</u>	<u>66,685</u>	<u>75,197</u>	<u>1,106,418</u>
TOTAL ASSETS	<u>\$964,536</u>	<u>\$66,685</u>	<u>\$75,197</u>	<u>\$1,106,418</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,462			\$1,462
Total Current Liabilities	<u>1,462</u>	<u>0</u>	<u>0</u>	<u>1,462</u>
Total Liabilities	<u>1,462</u>	<u>0</u>	<u>0</u>	<u>1,462</u>
Fund Balances:				
Unassigned	963,074	66,685	75,197	1,104,956
TOTAL LIABILITIES & FUND BALANCES	<u>\$964,536</u>	<u>\$66,685</u>	<u>\$75,197</u>	<u>\$1,106,418</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, 2019

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$22,467		\$22,467
Property tax revenues - current year	862,315			862,315
Property tax revenues - prior year	11,199			11,199
Fines and fees	11,059			11,059
Intergovernmental revenue	0	-		0
Interest revenue	11,118		\$1,369	12,487
Miscellaneous	2,736			2,736
Total Revenues	898,427	22,467	1,369	922,263
Expenditures:				
Personal services:				
Wages and salaries	279,848	2,836		282,684
Employee benefits	90,511	174		90,685
Total Personal Services	370,359	3,010	0	373,369
Materials and services:				
Bank charges	128			128
Building rental	9,350			9,350
Building maintenance	13,127	3,691		16,818
HVAC	7,157			7,157
Elevator	1,332			1,332
Telephone	4,180			4,180
Internet	3,414			3,414
Collection development	44,785	17,111		61,896
Technology	4,079	5,728		9,807
Accounting and auditing	19,740			19,740
Courier	1,202			1,202
Custodial services	14,905			14,905
Technical services	5,081			5,081
Library consortium	12,271			12,271
Copiers	675			675
Elections expense	0			0
Furniture and equipment	3,334	5,718		9,052
Insurance	9,314			9,314
Georgiana Smith Memorial Garden	13,870			13,870
Legal services	2,398			2,398
Professional services	0			0
Dues and subscriptions	2,408			2,408
Miscellaneous	714			714
Postage and freight	756			756
Printing	356			356
Programs	7,547	13,683		21,230
Advertising	176			176
Supplies - office	9,040	320		9,360
Travel	1,179	44		1,223
Training	844			844
Board development	2			2
Parking reimbursement	0			0
Electricity	12,124			12,124
Garbage	978			978
Natural gas	2,681			2,681
Water & sewer - building	3,272			3,272
Total Materials and Services	212,419	46,295	0	258,714
Capital outlay	0	0	26,938	26,938
Total Expenditures	582,778	49,305	26,938	659,021
Revenues Over Expenditures	315,649	(26,838)	(25,569)	263,242
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	315,649	(26,838)	(25,569)	263,242
Fund Balance - July 1, 2018	647,425	93,523	100,766	841,714
Fund Balance - February 28, 2019	\$963,074	\$66,685	\$75,197	\$1,104,956

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, 2019

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$28,592	\$862,315	\$876,286
Tax revenues - prior year	271	11,199	15,000
Fines and fees	1,202	11,059	13,500
Interest revenue	1,812	11,118	7,000
Intergovernmental revenue	0	0	0
Donations	0	0	0
Miscellaneous	0	2,736	0
Total Revenues	31,877	898,427	911,786
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	(2,744)	1,178	7,195
Library clerk II	8,086	59,512	97,865
Library assistant I	4,612	34,452	52,294
Library assistant II	8,297	58,679	86,051
Librarian I	5,686	48,368	69,170
Librarian II	4,630	29,736	55,557
Library director	10,524	47,923	74,090
Other	(980)	0	0
Payroll taxes and benefits:			
Retirement	2,813	20,785	32,647
Social security	2,893	21,496	33,830
Workers' compensation	23	142	1,200
Health insurance	3,363	46,351	99,500
Unemployment insurance	340	1,737	5,749
Other employee benefits	(716)	0	0
Total Personal Services	46,827	370,359	615,148
Materials and services:			
Bank charges	16	128	300
Building rental	200	9,350	14,000
Building maintenance	467	13,127	15,000
HVAC	650	7,157	15,000
Elevator	171	1,332	2,300
Telephone	206	4,180	4,300
Internet	427	3,414	6,400
Collection development	4,869	44,785	78,000
Technology	59	4,079	11,000
Accounting and auditing	4,200	19,740	26,000
Courier	183	1,202	3,000

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, 2019

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	1,823	14,905	25,000
Technical services	1,463	5,081	4,000
Library consortium	0	12,271	12,300
Copiers	10	675	1,400
Elections expense	0	0	3,200
Furniture and equipment	59	3,334	4,000
Insurance	0	9,314	12,000
Georgiana Smith Memorial Garden	1,594	13,870	24,000
Legal services	280	2,398	3,000
Professional services	0	0	0
Dues and subscriptions	10	2,408	4,000
Miscellaneous	111	714	1,000
Postage and freight	110	756	1,000
Printing	0	356	500
Programs	298	7,547	20,000
Advertising	0	176	1,500
Supplies - office	930	9,040	15,000
Travel	284	1,179	5,000
Training	339	844	3,000
Board development	0	2	1,500
Parking reimbursement	0	0	1,000
Electricity	1,351	12,124	21,000
Garbage	123	978	1,600
Natural gas	948	2,681	10,000
Water & sewer - building	458	3,272	5,000
Total Materials and Services	21,639	212,419	355,300
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	68,466	582,778	1,070,448
Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	0	0	(30,000)
Total Other Financing Sources (Uses)	0	0	(30,000)
Change in Fund Balance	(\$36,589)	\$315,649	(\$188,662)

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, 2019

	<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	\$1,045	\$22,467	\$225,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>1,045</u>	<u>22,467</u>	<u>225,000</u>
Expenditures:			
Personal services	102	3,010	7,500
Materials and services:	3,518	46,295	150,000
Capital outlay	0	0	112,500
Total Expenditures	<u>3,620</u>	<u>49,305</u>	<u>270,000</u>
Change in Fund Balance	<u><u>(\$2,575)</u></u>	<u><u>(\$26,838)</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, 2019

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$150	\$1,369	\$1,000
Other Financing Sources			
Transfer from General Fund	0	0	25,000
Total Revenues and Other Sources	<u>150</u>	<u>1,369</u>	<u>26,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	26,938	75,000
Total Expenditures	<u>0</u>	<u>26,938</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$150</u></u>	<u><u>(\$25,569)</u></u>	<u><u>(\$49,000)</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, 2019

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	State Grants	CL Branch	Friends of the Library	Makerspace Grant	RTR 2018	RTR 2019	Total
Revenues:											
Donations and grants	\$0	\$0	\$500	\$1,745	\$3,000		\$12,250	\$0	\$0	\$4,972	\$22,467
Total Revenues	0	0	500	1,745	3,000	0	12,250	0	0	4,972	22,467
Expenditures:											
Personal services:											
Wages and salaries:											
Library clerk II			728				293		1,524		1,817
Library assistant II							290				1,018
Employee benefits:											
Retirement											0
FICA							23		116		139
Workers compensation									2		2
Health insurance											0
Unemployment insurance							4		29		33
Total Personal Services	0	0	728	0	0	0	610	0	1,671	0	3,009
Materials and services:											
Building maintenance			3,691								3,691
Collection development			10,877		2,962		3,245		28		17,112
Technology			5,068				143	517			5,728
Programs			4,134	899		907	4,909	462	2,373		13,684
Furniture and equipment	0		4,578	169		332	621	18			5,718
Office supplies			319								319
Travel					44						44
Total Materials and Services	0	0	28,667	1,068	3,006	1,239	8,918	997	2,401	0	46,296
Capital outlay	0	0	0	0	0	0		0	0	0	0
Total Expenditures	0	0	29,395	1,068	3,006	1,239	9,528	997	4,072	0	49,305
Net Change in Fund Balance	0	0	(28,895)	677	(6)	(1,239)	2,722	(997)	(4,072)	4,972	(26,838)
Fund Balance - July 1, 2018	825	3,000	79,678	(607)	0	1,304	4,021	997	4,305	0	93,523
Fund Balance - February 28, 2019	\$825	\$3,000	\$50,783	\$70	(\$6)	\$65	\$6,743	\$0	\$233	\$4,972	\$66,685

See Independent Accountants' Compilation Report

Circulation, 2018-19

Hood River													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
Audio	446	504	423	467	380	335	400	383					3,338
Video	1,284	1,520	1,324	1,349	1,720	1,775	1,833	1,637					12,442
Fiction	1,240	1,206	1,063	1,076	923	1,007	1,112	985					8,612
Large print	73	89	71	62	69	59	63	51					537
Nonfiction	987	1,090	950	1,106	958	825	1,156	995					8,067
Adult Spanish	46	40	36	36	38	40	39	45					320
Magazines	138	146	120	117	156	138	145	117					1,077
New books	1,157	1,114	1,022	1,079	1,048	972	1,059	899					8,350
Graphic novels	80	84	38	48	47	33	42	64					436
Miscellaneous	12	14	11	34	19	6	45	25					166
YA collection	533	438	275	223	256	230	297	229					2,481
YA Spanish	-	-	-	10	17	10	9	5					51
Children's audio	220	212	140	131	138	148	128	127					1,244
Children's new books	558	563	455	508	517	382	548	515					4,046
Board Books	198	203	106	134	193	123	166	199					1,322
Children video	660	763	436	622	768	597	749	601					5,196
Children's fiction	1,083	1,067	730	661	576	570	714	597					5,998
Children's nonfiction	520	553	472	545	481	315	515	595					3,996
Children's Magazines	-	-	-	3	12	6	15	3					39
Picture books	864	913	705	729	763	602	749	806					6,131
Readers	658	489	371	417	328	210	412	312					3,197
Read Along	-	-	-	51	37	51	52	29					220
Holiday books	16	25	68	159	217	321	72	35					913
Children's graphic novels	508	621	291	275	299	313	384	359					3,050
Children's Spanish	170	220	205	168	166	146	268	166					1,509
Children's Miscellaneous	-	-	-	86	88	112	120	79					485
Theme bags & book kits	7	10	8	18	15	5	4	6					73
TOTAL	11,458	11,884	9,320	10,114	10,229	9,331	11,096	9,864					83296

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	11	15	15	18	20	12	17	11					119
Video	63	121	140	68	93	76	86	56					703
Fiction	35	53	35	32	25	26	34	28					268
Large print	0	6	3	3	13	6	15	3					49
Nonfiction	16	14	18	19	10	13	12	10					112
Spanish	0	0	0	2	0	0	0	0					2
Magazines	3	0	1	1	1	0	0	0					6
New books	16	22	24	35	33	19	31	16					196
Graphic novels	3	1	0	1	3	1	2	0					11
Miscellaneous	0	0	0	0	0	0	0	0					0
Young adult collection	15	8	8	20	18	9	19	7					104
YA Spanish	-	-	-	0	0	0	0	0					0
Children's audio	4	4	1	1	3	1	0	0					14
Children's new books	7	10	5	11	13	19	14	15					94
Board Books	15	10	10	13	10	11	4	6					79
Children video	36	24	22	32	26	8	29	47					224
Children's fiction	14	15	18	18	9	16	5	10					105
Children's nonfiction	26	7	4	2	5	12	18	16					90
Children's Magazines	-	-	-	1	0	0	0	0					1
Picture books	24	35	30	20	30	13	42	40					234
Readers	0	9	22	16	4	1	5	4					61
Read Along	-	-	-	0	0	0	0	2					2
Holiday books	2	5	3	7	11	15	14	5					62
Children's graphic novels	10	4	6	2	0	1	2	3					28
Children's Spanish	2	0	0	2	0	0	0	0					4
Children's Miscellaneous	-	-	-	4	4	4	0	0					12
Theme bags & book kits	0	0	0	0	0	0	0	0					0
TOTAL	302	363	365	328	331	263	349	279					2580

	Parkdale												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	0	5	3	6	7	13	1	1					36
Video	44	34	28	26	11	70	26	11					250
Fiction	33	27	23	37	17	25	25	17					204
Large print	1	1	1	0	1	0	1	0					5
Nonfiction	26	25	34	35	44	33	43	29					269
Adult Spanish	8	3	6	5	1	0	3	2					28
Magazines	2	0	0	2	1	2	0	0					7
New books	19	19	21	15	13	0	15	8					110
Graphic novels	0	1	1	3	2	0	1	0					8
Miscellaneous	0	0	0	0	0	0	0	0					0
YA collection	6	6	8	9	9	7	6	3					54
YA Spanish	-	-	-	4	1	2	1	1					9
Children's audio	3	6	1	1	3	2	0	0					16
Children's new books	29	26	15	16	13	12	11	11					133
Board Books	3	4	8	8	5	17	6	3					54
Children video	51	38	33	15	28	49	26	18					258
Children's fiction	82	80	31	14	15	11	13	8					254
Children's nonfiction	22	29	15	12	15	9	8	6					116
Children's Magazines	-	-	-	0	0	0	2	0					2
Picture books	51	64	41	17	25	42	30	41					311
Readers	51	44	20	17	15	2	16	16					181
Read Along	-	-	-	0	0	0	0	0					0
Holiday books	1	0	0	0	8	3	0	3					15
Children's graphic novels	32	18	7	14	2	8	6	6					93
Children's Spanish	6	14	3	18	9	18	0	0					68
Children's Miscellaneous	-	-	-	2	4	2	5	5					18
Theme bags & book kits	0	0	0	0	0	0	0	0					0
TOTAL	470	444	299	276	249	327	245	189					2499

	Districtwide												YTD
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Audio	457	524	441	491	407	360	418	395					3,493
Video	1,391	1,675	1,492	1,443	1,824	1,921	1,945	1,704					13,395
Fiction	1,308	1,286	1,121	1,145	965	1,058	1,171	1,030					9,084
Large print	74	96	75	65	83	65	79	54					591
Nonfiction	1,029	1,129	1,002	1,160	1,012	871	1,211	1,034					8,448
Adult Spanish	54	43	42	43	39	40	42	47					350
Magazines	143	146	121	120	158	140	145	117					1,090
New books	1,192	1,155	1,067	1,129	1,094	991	1,105	923					8,656
Graphic novels	83	86	39	52	52	34	45	64					455
Miscellaneous	12	14	11	34	19	6	45	25					166
YA collection	554	452	291	252	283	246	322	239					2,639
YA Spanish	0	0	0	14	18	12	10	6					60
Children's audio	227	222	142	133	144	151	128	127					1,274
Children's new books	594	599	475	535	543	413	573	541					4,273
Board Books	216	217	124	155	208	151	176	208					1,455
Children video	747	825	491	669	822	654	804	666					5,678
Children's fiction	1,179	1,162	779	693	600	597	732	615					6,357
Children's nonfiction	568	589	491	559	501	336	541	617					4,202
Children's Magazines	0	0	0	4	12	6	17	3					42
Picture books	939	1,012	776	766	818	657	821	887					6,676
Readers	709	542	413	450	347	213	433	332					3,439
Read Along	0	0	0	51	37	51	52	31					222
Holiday books	19	30	71	166	236	339	86	43					990
Children's graphic novels	550	643	304	291	301	322	392	368					3,171
Children's Spanish	178	234	208	188	175	164	268	166					1,581
Children's Miscellaneous	0	0	0	92	96	118	125	84					515
Theme bags & book kits	7	10	8	18	15	5	4	6					73
	12,230	12,691	9,984	10,718	10,809	9,921	11,690	10,332					88,375

Interlibrary loans, 2018-19

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	1,054	1,098	1,060	1,069	984	940	1,221	1,259					8,685
Borrowed from Sage	1,024	1,044	952	993	910	926	1,065	949					7,863
<i>Sage difference</i>	30	54	108	76	74	14	156	310	0	0	0	0	822

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	90	88	78	84	59	58	108	109					674
Borrowed from Sage	53	63	48	39	45	56	59	59					422
<i>Sage difference</i>	37	25	30	45	14	2	49	50	0	0	0	0	252

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	24	26	49	26	11	25	22	29					212
Borrowed from Sage	43	42	110	40	34	34	41	28					372
<i>Sage difference</i>	-19	-16	-61	-14	-23	-9	-19	1	0	0	0	0	-160

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	1,168	1,212	1,187	1,179	1,054	1,023	1,351	1,397	0	0	0	0	9,571
Borrowed from Sage	1,120	1,149	1,110	1,072	989	1,016	1,165	1,036	0	0	0	0	8,657
<i>Sage difference</i>	48	63	77	107	65	7	186	361	0	0	0	0	914
Loaned out to non-Sage	0	9	5	5	0	3	7	3					32
Borrowed from non-Sage	2	6	5	1	1	0	6	8					29
<i>Non-Sage difference</i>	-2	3	0	4	-1	3	1	-5	0	0	0	0	3

Computer use, 2018-19

We assume that some people do not sign up for their computers sessions. Here are the multipliers for each location:

HR adult: 1.4

HR kids: 3

CL and PK: 1.1

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	498	504	483	430	495	378	468	346					3,602
Cascade Locks	21	28	35	32	39	42	54	29					280
Parkdale	18	19	16	15	17	16	23	7					131
TOTAL	537	551	534	477	551	436	545	382	0	0	0	0	4,013

Electronic resource use, 2018-19

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
<i>Searches</i>	47	29	31	0	5	9	0	N/C					121
Auto Repair Ref Ctr													0
<i>Database sessions</i>	17	0	7	0	0	0	0	0					24
<i>Regular sessions</i>	12	0	2	0	0	0	0	0					14
<i>Full text sessions</i>	41	0	20	0	0	0	0	0					61
Facebook													
<i>Posts</i>	58	23	16	26	34	25	30	42					254
<i>Post reach</i>	11,755	2,176	2,436	6,104	8,495	5,714	7,376	10,130					54,186
<i>Post engagement</i>	566	105	66	326	2,872	270	1,488	893					6,586
<i>Total likes</i>	1,511	1,519	1,525	1,531	1,534	1,535	1,540	1,554					0
Gale databases													
<i>In library sess.</i>	0	40	39	77	77	2	0	116					351
<i>Remote sess.</i>	1	1	78	1	40	192	40	121					474
<i>Full text</i>	0	0	3	2	2	6	4	57					74
<i>Searches</i>	2	161	118	80	273	232	157	1,623					2,646
hoodriverlibrary.org													
<i>Users</i>	2,498	2,696	2,284	2,531	2,204	2,210	2,622	2,505					19,550
<i>Sessions</i>	2,959	3,161	2,641	2,937	2,526	2,536	3,012	2,845					22,617
<i>New visitors</i>	1,286	1,472	1,142	1,314	1,150	1,153	1,367	1,262					10,146
<i>Returning visitors</i>	1,673	1,689	1,499	1,623	1,376	1,383	1,645	1,583					12,471
Instagram													
<i>Posts</i>	12	12	8	8	19	11	6	10					86
<i>Post feedback</i>	69	189	135	100	317	170	135	170					1,285
<i>Followers</i>	540	564	587	601	609	635	649	658					4,843
LearningExpress													
<i>Registrations</i>	0	0	1	0	1	1	5	4					12
<i>Session</i>	0	0	1	0	1	1	2	3					8
Library2go													
<i>ebooks</i>	543	515	570	583	514	547	622	629					4,523
<i>Audiobooks</i>	559	601	550	608	582	536	631	206					4,273
Newsletter													
<i>Subscribers</i>	944	944	942	941	939	935	934	933					
<i>Messages sent</i>	1	1	1	1	1	2	2	2					11
<i>Opened</i>	47.0%	44.0%	45.0%	48.0%	49.0%	44.0%	44.0%	41.0%					

<i>Click rate</i>	9.0%	7.0%	9.0%	7.0%	7.0%	13.0%	6.0%	9.0%	
Pronunciator									
<i>Registrations</i>	5	18	1	2	0	0	7	6	39
<i>Logins</i>	5	13	12	4	1	0	7	2	44
TumbleBooks									
<i>Book views</i>	15	18	15	46	14	43	6	1	158
Twitter									
<i>Tweets</i>	0	1	8	4	8	2	1	0	24
<i>Impressions</i>	101	173	1,415	1,124	1,309	842	619	747	6,330
<i>Mentions</i>	1	1	0	0	0	0	0	0	2
<i>Total followers</i>	600	599	594	595	596	602	602	604	

Patron statistics, 2018-19

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month		2,131	2,232	2,333	2,022	1,984	1,883	2,101	1,887					16,573
New patrons		97	97	143	97	96	77	135	64					806
	<i>Hood River</i>	55	55	109	67	77	57	99	48					567
	<i>Cascade Locks</i>	9	9	4	5	5	2	10	3					47
	<i>Odell</i>	1	0	0	1	0	2	9	0					13
	<i>Parkdale</i>	7	6	5	6	6	4	0	5					39
	<i>MIX libraries</i>	21	15	15	13	5	9	9	4					91
	<i>Sage libraries</i>	4	11	10	5	3	3	3	3					42
	<i>Passport librarie</i>	0	0	0	0	0	0	0	0					0
	<i>Other</i>	0	1	0	0	0	0	5	1					7

Metropolitan Interlibrary eXchange (MIX) statistics, 2018-19

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Circulation	First circs	451	451	401	400	490	464	523	515	0	0	0	0	3,695
	Camas	0	0	0	0	0	0	0	0					0
	Clackamas Co.	4	8	3	2	0	0	0	0					17
	Fort Vancouver	406	358	359	324	385	382	462	456					3,132
	Multnomah Co.	41	73	32	59	29	46	44	45					369
	Washington Co.	0	12	7	15	76	36	17	14					177
	Renewals	236	205	253	162	120	270	250	260	0	0	0	0	1,756
	Camas	0	0	0	0	0	0	0	0					0
	Clackamas Co.	0	4	0	0	2	2	0	0					8
	Fort Vancouver	200	170	188	139	98	247	224	219					1485
	Multnomah Co.	35	29	63	8	18	11	6	40					210
	Washington Co.	1	2	2	15	2	10	20	1					53
	TOTALS	687	656	654	562	610	734	773	775	0	0	0	0	5451

Program statistics, 2018-19

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	12	6	7	20	4	5	10	5					69
<i>Attendees</i>	59	376	76	252	54	60	223	71					1,171
Teen programs													
<i>Number</i>	9	9	6	8	4	8	5	6					55
<i>Attendees</i>	55	24	48	107	36	54	21	14					359
Kids programs													
<i>Number</i>	29	32	29	24	20	22	22	27					205
<i>Attendees</i>	2,131	2,055	989	1,587	347	955	829	1,379					10,272
TOTAL													
<i>Number</i>	50	47	42	52	28	35	37	38					329
<i>Attendees</i>	2,245	2,455	1,113	1,946	437	1,069	1,073	1,464					11,802

People counter statistics, 2018-19

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Cascade Locks														
	<i>Patrons</i>	115	279	192	219	220	193	225	169					1,612
Parkdale														
	<i>Patrons</i>	279	276	182	215	135	117	105	105					1,414
Odell														
	<i>Patrons</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					

Program statistics, February 2019

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Senior Centers	Various		Various	44
Book Club		Hood River	Jan 3	8
Reading to those with Alzheimers and Dementia			Multiple Dates	24
Family Maker Activity		Hood River	1/26	35
Bullet Journal Workshop		Hood River	1/12	12
Adult total				71
TEEN PROGRAMS				
Literary Trivia Challenge		Hood River	Feb 2, 16, 23	3, 8, 4
Cereal Tasting		Hood River	Feb 16	10
Princess Bride interactive			Feb 23	1
SAT Study Night			Feb 28	3
Teen Total				14
KIDS PROGRAMS				
<i>Hora de Cuentos</i>	<i>Radio Tierra</i>	<i>Hood River County</i>	<i>Feb 20th, 27th</i>	<i>1000</i>
<i>Bilingual Story Time Mid Valley Elementary</i>	<i>Hood River School D</i>	<i>Odell</i>	<i>Feb 20th</i>	<i>60</i>
Bilingual Story Time Mid Valley Preschool	Hood River School D	Odell	Feb 20th	13
Wy'East Story Time		Hood River	Feb 1	3
CL Story Time		Cascade Locks	Feb 6	15
Rinconcito		Hood River	Feb 6	6
Black History Month Party		Hood River	Feb 6	12
Preschool Story Time		Hood River	Feb 7	36
Infant/Toddler Story Time		Hood River	Feb 7	20
Parkdale Story Time		Parkdale	Feb 8	5
Black History Event: Movie		Hood River	Feb 8	2
Wy'East Story Time		Hood River	Feb 8	5
CL Story Time		Cascade Locks	Feb 13	Closed snow
Rinconcito		Hood River	Feb 13	6
Preschool Story Time		Hood River	Feb 14	25
Infant/Toddler Story Time		Hood River	Feb 14	20

Parkdale Story Time	Hood River	Feb 15	9
Black History Event: Movie	Hood River	Feb 15	6
CL Story Time	Cascade Locks	Feb 20	16
Rinconcito	Hood River	Feb 20	8
Lego Club	Hood River	Feb 20	2
Preschool Story Time	Hood River	Feb 21	30
Infant/Toddler Story Time	Hood River	Feb 21	12
Library Express Bus	Odell/Hood River	Feb 23	14
CL Story Time	Cascade Locks	Feb 27	4
Rinconcito	Hood River	Feb 27	7
Preschool Story Time	Hood River	Feb 28	25
Infant/Toddler Story Time	Hood River	Feb 28	18
Kids Total			1.379

**HOOD RIVER COUNTY LIBRARY DISTRICT
ATTORNEY SERVICES CONTRACT**

PARTIES:

Hood River County Library District ("Client")
502 State Street
Hood River, OR 97031

VanKoten & Cleaveland LLC ("Contractor")
417 Sherman Ave., Ste. 7
Hood River, OR 97031

RECITALS

Contractor is being engaged to provide legal services as set forth in the attached Exhibit "A."

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"). Contractor shall perform the Work under the supervision of specific individuals as designated by Client and in accordance with the terms and conditions of this Contract. Ruben Cleaveland shall serve as the lead attorney.

2. All Costs by Contractor: Contractor shall, at its own risk and expense, perform the Work described above and, except as provided in this Contract, 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 is fully qualified to perform the service to which he will be assigned in a skilled and workmanlike manner. Contractor is responsible for maintaining active "good standing" status as a member of the Oregon State Bar Association.

4. Contract Term; Renewal:

a. This Contract is effective on the date it is executed by the last signing party. The initial term of this Contract is from March 1, 2019, through February 29, 2020. Unless this Contract is terminated in accordance with its terms or extended, this contract ends February 29, 2020. Contract termination does not extinguish or prejudice Client's right to enforce this Contract with respect to any default by Contractor that has not been cured.

b. This Contract may be extended for up to two (2) additional one (1) year terms by mutual consent of the parties. Consent may be inferred by Client's continued request for services and Contractor's performance of such services.

5. Compensation: Contractor shall be paid for the Work performed, and include allowable expenses, at the rate of \$175.00 per hour. Contractor shall submit monthly invoices to Client for

Work performed. The invoices shall describe all Work performed and shall itemize and explain all expenses that this Contract requires Client to pay and for which Contractor claims reimbursement. The description of all Work performed shall be in sufficient detail to show the amount of time spent and services provided during each month preceding submission of the invoice. Client shall pay Contractor within 30 days of receipt of Contractor's invoice.

6. Indemnification and insurance: CONTRACTOR SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY CLIENT AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITY, 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, suits, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of Client. Contractor shall maintain professional liability insurance as required by the Oregon State Bar for Work performed under this Contract. Any attorney that travels to Client or any other location on behalf of Client shall have in effect and maintain automobile liability insurance.

7. Termination: This Contract may be terminated by either party by giving 30 days written notice to the other party.

8. Independent Contractor Status:

- a. Contractor shall perform all Work as an independent Contractor. Client 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, Client 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" or "employee" of Client, 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, Client 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.

9. Assignment and Subcontracts: Contractor shall not assign this Contract or subcontract any portion of the work without the written consent of Client, which consent may be withheld in Client's sole discretion. Any attempted assignment or subcontract without written consent of Client 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 Client of any assignment or subcontract shall not create any contractual relation between the assignee or subcontractor and Client.

EXHIBIT “A”

STATEMENT OF WORK

Contractor will provide legal representation and services as requested by the Hood River County Library District.

Resolution No. 2018-19.06

Resolution legal services contract

WHEREAS, Hood River County Library District's legal services contract ended with Annala, Carey, Baker, Thompson, & VanKoten, P.C., on February 28, 2019; and

WHEREAS, the District desires to move legal services to VanKoten and Cleaveland, LLC;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors establishes a new legal services contract with VanKoten and Cleaveland.

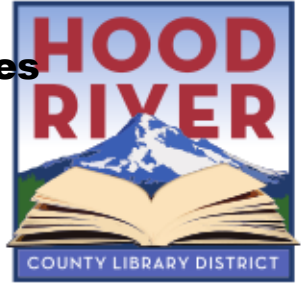
Adopted by the Board of Directors of Hood River County Library District this 19th day of March 2019.

ATTEST:

Jean Sheppard, President

Rachael Fox, Secretary

Contract for Gardens Maintenance Services



This Contract is between Hood River County Library District, hereafter called "District" and **Mora's Lawn Maintenance** hereafter called "Contractor". District's supervising representative for this Contract is the Library Director or designee as noted in Paragraph 21, Notices. District and Contractor agree to the following:

1. **Effective Date and Duration**

This Contract shall become effective once it is approved by the District Board of Directors and has been signed by every party. The Contract period is **March 20, 2019** to **February 29, 2020** unless it is extended or earlier terminated and District has accepted Contractor's completed performance. The Contract also may end earlier if weather precludes the needed services. However, expiration or termination shall not extinguish or prejudice District's right to enforce this Contract with respect to any breach of Contractor warranty or indemnity or any default or defect in Contractor performance that has not been cured.

2. **Statement of Work**

Contractor shall perform the work ("Work") as set forth in Exhibit A, Statement of Work.

3. **Consideration**

- a. The Contractor's compensation under this Contract, which includes any allowable expenses, shall not exceed the amounts set forth in the bid document, attached as Exhibit D. The District will not pay Contractor any amount in excess of the stated compensation unless explicitly authorized by the Library Director or, if the cost exceeds the Library Director's authority, the District Board of Directors. The District will not pay for Work performed outside of the Contract period unless said work and a price for said work is mutually agreed upon. Work performed in partial months shall be pro-rated.
- b. To receive payment, Contractor shall submit monthly invoices to the District. All interim payments to Contractor shall be made only in accordance with the terms and conditions of this Contract, and according to the following schedule: Contractor will bill District by the 5th of each month, and District will pay that month's bill in thirty days. For example, June will be billed by July 5th, and will then be paid within thirty days of receipt.

4. **Travel and Related Expenses**

The District shall not reimburse the Contractor for travel and related expenses.

5. **Independent Contractor; Responsibility for Taxes and Withholding; Retirement System Status**

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

- a. For this Contract, Contractor is considered an independent Contractor. Although the District reserves the right (i) to determine (and modify) the delivery schedule for the Work and (ii) evaluate the quality of the completed work, the District cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the Work.
- b. The Contractor represents and warrants that Contractor (i) is not an employee of Hood River County Library District, (ii) currently is not employed by the Federal Government, and (iii) meets the specific independent Contractor standards of ORS 670.600. Contractor is not an "officer," "employee" or "agent" of the District, as defined in ORS 30.265.
- c. Contractor shall indemnify and hold District harmless from payment of all federal or state taxes applicable to any 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 to cover Contractor's federal or state tax obligations. Contractor is not eligible for any FICA taxes, unemployment insurance, or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual. Contractor has signed Exhibit C.

6. **Subcontracts and Assignment; Successors in Interest**

Contractor shall not enter into any subcontracts for any of the Work, or assign or transfer any of its interest in this Contract, without the prior written consent of District. The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns, if any.

7. **No Third Party Beneficiaries**

District and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries.

8. **Funds Available and Authorized**

District has sufficient funds currently available and authorized for expenditure to finance the costs of this Contract within the District's current annual budget. Contractor understands and agrees that District's payment of amounts under this Contract attributable to work performed is contingent on District budgetary limitations and other expenditure authority sufficient to allow District, in the exercise of its reasonable administrative discretion, to continue to make payments under this Contract. District may terminate this Contract without penalty or liability to District, effective upon the delivery of written notice to Contractor, with no further liability if District determines that there are insufficient funds available to make payments under this Contract.

9. **Representations and Warranties.**

Contractor represents and warrants to District that

- a. Contractor has the power and authority to enter into and perform this Contract;
- b. this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms;
- c. Contractor has the skill and knowledge possessed by well-informed members of its industry, trade, or profession and Contractor will apply that skill and knowledge with care and diligence to perform the Work professionally and according with standards prevalent in Contractor's industry, trade, or profession; and
- d. Contractor shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work.

The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

10. Default; Remedies; Termination

a. Default by Contractor

Contractor shall be in default under this Contract if:

- i. Contractor institutes or has instituted against it insolvency, receivership, or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis; or
- ii. Contractor no longer holds a license or certificate that is required for Contractor to perform its obligations under the Contract, and Contractor has not obtained such license or certificate within fourteen calendar days after District's notice or such longer period as District may specify in such notice; or
- iii. Contractor commits any material breach or default of any covenant, warranty, obligation, or agreement under this Contract, fails to perform the Work under this Contract within the time specified or any extension thereof, or so fails to pursue the Work as to endanger Contractor's performance under this Contract according to its terms, and such breach, default or failure is not cured within fourteen calendar days after District's notice, or such longer period as District may specify.

b. District's Remedies for Contractor's Default

In the event Contractor is in default under Section 10a, District may pursue any or all remedies available to it under this Contract, at law or in equity, including, but not limited to:

- i. termination of this Contract under Section 10e(ii);
- ii. withholding all monies due for Work that Contractor has failed to deliver within any scheduled completion dates or has performed inadequately or defectively;
- iii. initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief;
- iv. exercise of its right of setoff.

These remedies are cumulative to the extent the remedies are not inconsistent, and District may pursue any remedies singly, collectively, successively, or in any order whatsoever. If a court determines that Contractor was not in default under Sections 10a, Contractor shall be entitled to the same remedies as if this Contract was terminated pursuant to Section 10e(i).

c. Default by District

District shall be in default under this Contract if:

- i. District fails to pay Contractor any amount pursuant to the Contract terms, and

- District fails to cure such failure within thirty calendar days after Contractor's notice or such longer period as Contractor may specify in such notice; or
- ii. District commits any material breach or default of any covenant, warranty, or obligation under this Contract, and such breach or default is not cured within thirty calendar days after Contractor's notice or such longer period as Contractor may specify.
- d. *Contractor's Remedies for District's Default*
In the event District terminates the Contract under Section 10e(i), or in the event District is in default under Section 10c and whether or not Contractor elects to exercise its right to terminate the Contract under Section 10e(iii), Contractor's sole monetary remedy shall be with respect to services compensable on an hourly basis, a claim for unpaid invoices, hours worked within any limits set forth in this Contract but not yet billed, and authorized expenses incurred. In no event shall District be liable to Contractor for expenses related to termination of this Contract or for anticipated profits. If previous amounts paid to Contractor exceed the amount due to Contractor under Section 10d, Contractor shall pay immediately any excess to District upon written demand.
- e. *Termination*
- i. District's Right to Terminate at its Discretion.
At its sole discretion, District may terminate this Contract:
 - I. For its convenience upon thirty days' prior written notice to Contractor;
 - II. Immediately upon written notice if District fails to receive funding, limitations, allotments, or other expenditure authority sufficient to pay for the Work; or
 - III. Immediately upon written notice if federal, state, or local laws, regulations, or guidelines are modified or interpreted in such a way that the District's purchase of the Work under this Contract is prohibited or District is prohibited from paying for such Work from the planned funding source.
 - ii. District's Right to Terminate for Cause
In addition to any other rights and remedies District may have under this Contract, District may terminate this Contract immediately upon written notice by District to Contractor, or at such later date as District may establish in such notice, or upon expiration of the time period and with such notice as provided in Section 10e(ii)(B) and 10e(ii)(C) below, upon the occurrence of any of the following events:
 - I. Contractor is in default under Section 10a(i) because Contractor institutes or has instituted against it insolvency, receivership, or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - II. Contractor is in default under Section 10a(ii) because Contractor no longer holds a license or certificate required for it to perform services under the Contract and Contractor has not obtained such license or certificate within fourteen calendar days after District's notice or such longer period as District may specify; or
 - III. Contractor is in default under Section 10a(iii) because Contractor commits any material breach or default of any covenant, warranty, obligation or agreement under this Contract, fails to perform the Work under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Contractor's performance under this Contract in

accordance with its terms, and such breach, default, or failure is not cured within fourteen calendar days after District's notice, or such longer period as District may specify in such notice.

iii. **Contractor's Right to Terminate for Cause.**

Contractor may terminate this Contract with such written notice to District as provided in Sections 10e(iii)(A) and 10e(iii)(B) below, or at such later date as Contractor may establish in such notice, upon the occurrence of the following events:

- I. District is in default under Section 10c(i) because District fails to pay Contractor any amount pursuant to the terms of this Contract, and District fails to cure such failure within thirty calendar days after Contractor's notice or such longer period as Contractor may specify; or
- II. District is in default under Section 10c(ii) because District commits any material breach or default of any covenant, warranty, or obligation under this Contract, fails to perform its commitments hereunder within the time specified or any extension thereof, and District fails to cure such failure within thirty calendar days after Contractor's notice or such longer period as Contractor may specify.

11. Records Maintenance; Access

Contractor shall maintain all financial records relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor's performance. Contractor acknowledges and agrees that District and their duly authorized representative shall have access to such financial records and to all other books, documents, papers, plans, and writings of Contractor that are pertinent to this Contract for the purpose of performing examinations and audits, and making excerpts and transcripts. All such financial records, books, documents, papers, plans, and writings shall be retained by Contractor and kept accessible for a minimum of six years, except as required longer by law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later.

12. Compliance with Applicable Law

The Contractor shall comply with all Federal, State, and local laws, rules, regulations, ordinances, directives, and orders applicable to this Contract, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference. The District's obligations and requirements under this Contract are conditioned on the Contractor's compliance with these provisions, including without limitation, the requirements of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 which are specifically incorporated herein by reference.

13. Governing Law; Jurisdiction; Venue

This Contract shall be governed and construed according to the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules, or doctrines. Any claim, action, suit, or proceeding (collectively, "claim") between the District and the 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. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court for the District of Oregon. Contractor by the signature below of its authorized representative, hereby consents to the in personam jurisdiction of said courts.

14. **Indemnity**

Contractor shall defend (with legal counsel of District's choice), save, hold harmless, and indemnify the District its officers, employees, agents, and members, from all claims, suits, losses, damages, liabilities, costs, expenses, or actions, of any nature whatsoever, relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this Contract.

15. **Insurance**

Contractor shall provide as indicated on Exhibit C, attached hereto.

16. **Severability**

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

17. **Waiver**

Failure of the District to enforce any provision of this Contract shall not constitute a waiver by the District of that or any other provision.

18. **Amendments**

District may amend this Contract to the extent permitted by applicable statutes and administrative rule. The terms of this Contract shall not be waived, altered, modified, supplemented, or amended in any manner, except by written instrument signed by the parties.

19. **Notices**

All notices to the respective parties shall either be personally delivered, emailed, or sent certified mail to the following addresses:

Hood River County Library District
Rachael Fox
502 State St
Hood River, OR 97031
rachael@hoodriverlibrary.org

Mora's Lawn Maintenance
Everado Antunez Mora
2623 East 10th Street
The Dalles, OR 97058
everado_antunez@hotmail.com

20. **Survival**

All rights and obligations shall cease upon termination or expiration of this Contract, except those rights and obligations set forth in Sections 1, 7, 8, 9, 10, 11, 14, 15, 16, 17, 19 and 22.

21. **Time is of the Essence**

Contractor agrees that time is of the essence under this Contract.

22. **Contractor Certification**

Contractor, by execution of this Contract, acknowledges that s/he has read this Contract, understands it, and agrees to be bound by its terms and conditions.

IT IS SO AGREED:

By _____ By _____
Jean Sheppard, Library Board President Everardo Antunez Mora, Mora's Lawn Maintenance

Date: _____ Date: _____

Exhibit A

Statement of Work

The Work shall include maintenance of all garden areas of the library facility at 502 State St, Hood River, OR 97031. The expected level of maintenance is high to continue the quality of these grounds.

- Weekly (or as-needed) grounds maintenance of turf and non-turf areas of the Hood River Library and Georgiana Smith Memorial Gardens from March 2019 through February 2020. This includes all beds (except the two south beds maintained by the Master Gardeners), grassy areas, borders in the garden areas, trees, Oak, State, and Sixth Street sidewalks, library pathways, and utility driveway and parking spaces.
- Weeding of all planting areas (except the two south beds maintained by the Master Gardeners), dead-heading of roses and perennials, pruning and trimming of shrubs and trees shorter than 15', raking of beds, placement of garbage in proper receptacles, and sweeping of patios, paths, sidewalks, and steps.
- Mowing of turf areas, removing leaves and other debris, edging near pathways, and general maintenance of the turf areas' appearance.
- Dumping of plant debris, with fees included as part of the contract cost.
- Preparing of plantings for the winter including pruning, dead-heading, and covering.
- Not included are maintenance of the two south beds noted above, outdoor furniture maintenance, garbage removal, or pruning of trees over 15'.
- Other services desired that will be billed separately, not included as part of the contract bid:
 - Installation of new plantings.
 - Over-seeding of grassy areas.
 - Irrigation system repair and maintenance.
 - Rodent control.
 - Removal of stumps and other large plants.
 - Fine bark mulch 1 to 2 inches in depth to be applied with fertilizer incorporated into the planting areas in the spring.
 - Pressure washing of pathways.
 - Broadleaf weed control.

Exhibit B

Contractor Data and Certification

Name (tax filing): _____

Address: _____

Citizenship, if applicable:

Non-resident alien Yes No

Business Designation (circle one):

Corporation

Partnership

Federal Tax ID#: ____ - _____

Sole Proprietorship

Governmental/Non-Profit

Federal Tax ID# ____ - _____
or SSN#: ____ - ____ - ____

Above payment information must be provided prior to Contract approval. This information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers). Information not matching IRS records could subject Contractor to 31 percent backup withholding.

Certification: The individual signing on behalf of Contractor hereby certifies and swears under penalty of perjury that: (a) the number shown on this form is Contractor's correct taxpayer identification; (b) Contractor is not subject to backup withholding because (i) Contractor is exempt from backup withholding, (ii) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c) s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment of taxes, and to the best of her/his knowledge, Contractor is not in violation of any Oregon tax laws named in ORS 305.380(4), including without limitation the state inheritance tax, gift tax, personal income tax, withholding tax, corporation income and excise taxes, amusement device tax, timber taxes, cigarette tax, other tobacco tax, 9-1-1 emergency communications tax, the homeowners and renters property tax relief program and local taxes administered by the Department of Revenue, including the Multnomah District Business Income Tax, Lane Transit District Tax, Tri-Metropolitan Transit District Employer Payroll Tax, and Tri-Metropolitan District Self-Employment Tax; (d) Contractor is an independent Contractor as defined in ORS 670.600; and (e) the supplied Contractor data is true and accurate.

Everardo Antunez Mora, Mora's Lawn Maintenance

Date

Exhibit C

Insurance

During the term of this Contract, Contractor shall maintain in force at Contractor's own expense, each insurance noted below:

1. Workers Compensation Insurance for Contractors with one or more workers, as defined by ORS 656.027. Maintaining this insurance is in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
2. Professional Liability Insurance:
is not required.
3. General Liability Insurance:
is required with a combined single limit or the equivalent, of not less than: **\$2,000,000 for each claim, incident, or occurrence and \$23,000,000 per aggregate. The District shall also be named as an additional insured on this policy.**
4. Automobile Liability Insurance:
is required with a combined single limit or the equivalent, of not less than Oregon minimums for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.
5. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to District;
6. Certificates of insurance. As evidence of the insurance coverages required by this Contract, the Contractor shall furnish acceptable insurance certificates to District within 30 days of signing this Contract. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to District acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the District. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

**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

**HOOD RIVER COUNTY LIBRARY DISTRICT
RENEWAL OF PERSONAL SERVICES CONTRACT
(Renewal No. 1)**

DATE: _____

PARTIES:

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

(“District”)

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

(“Contractor”)

RECITALS

Whereas, Contractor and District entered into a Contract for janitorial services for all areas of District’s property located at 502 State Street, Hood River, Oregon;

Whereas, the initial Contract term is from April 1, 2018, to March 31, 2019;

Whereas, the Contract may be renewed for up to two (2) additional 1-year terms by written agreement; and

Whereas, the parties wish to renew for an additional 1-year term.

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

1. The above referenced Contract is renewed for an additional 1-year term. The additional term shall begin on April 1, 2019, and expire on March 31, 2020.

3. All other terms and conditions of the Contract remain in full force and effect.

IT IS SO AGREED by the Parties hereto effective as of the date stated above.

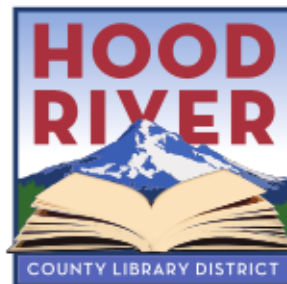
CONTRACTOR:

DISTRICT:

By:
Title:

Jean Sheppard
Board President

Social Media Policy



Hood River County Library District encourages patrons and staff to engage with the community through social media. Social media are tools that allow for online commentary, publication, and interaction, and include but are not limited to blogs, wikis, listservs, reviews, bulletin boards, and social networking sites.

District's Use of Social Media

The District uses social media to create welcoming and inviting online spaces where patrons can learn, enjoy, and interact with the library, staff, and other patrons. Social media content shall be made as accessible to the public as possible.

Staff may use social media for a variety of purposes, including promoting library events and services, discussing items of interest, soliciting feedback, and otherwise sharing content they think patrons may find interesting.

The District, in its use of social media, is committed to patron privacy and District transparency. Social media posts shall respect the District's Privacy Policy. Unless patrons volunteer the information, staff will never give out personally-identifiable information about patrons or their use of library services.

The Library Director selects staff members who are allowed to post on the District's social media accounts. Staff are encouraged to use their own voices when posting. However, they shall use their judgment in selecting items to post, choosing words, responding to comments, attributing sources, and ensuring accuracy. Posts by District staff on social media sites do not necessarily represent the District's official positions or opinions.

Patrons' use of District Social Media

The District encourages patrons to interact with their libraries through social media. This includes commenting on posts, sharing content, tagging the District in posts or photos, and otherwise providing feedback through social media. Staff are happy to show patrons how to set up social media accounts, if desired, to facilitate such interaction.

The District's accounts are publicly-accessible, in keeping with its commitment to openness. As such, patrons should take efforts to protect their privacy and that of others. Images or personally-identifiable information about other patrons, staff, or Board members should not be posted without permission of those individuals.

When quoting or sharing content from other sources, patrons should try whenever possible to attribute that content back to the original source.

Use by Minors

The District regards social media like any other resource in that it affirms the right and

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responsibility of parents and legal guardians to determine and monitor their own children's use of library services. The District does not act in place of a parent or guardian. As such, the District is not responsible for enforcing restrictions which a parent or guardian may place on a minor's use of social media.

Limitations

The District reserves the right to moderate and, if necessary, remove comments posted on its social media accounts. Comments shall comply with the social media host provider's terms of use. Specifically, the following types of comments and content are not allowed from either staff or patrons:

1. Intellectual property violations or plagiarized items
2. Off topic comments
3. Commercial material/spam
4. Duplicated posts from the same individual
5. Obscene posts
6. Specific and imminent threats
7. Personal attacks
8. Potentially defamatory comments
9. Private, personal information published without consent
10. Posts advocating illegal activity.

If using the District's networks to access social media, patrons are expected to follow other District policies, including the Code of Conduct and Internet and Computer Use Policy.

District staff are directed to report violations of the social media host provider's terms of use to the social media host provider, and remove comments that are in violation of this policy. Removal of public comment is appropriate if such comment violates the limitations stated above unless removal would be discriminatory based on content or viewpoint.

Intellectual Property and Preservation

Original posts and comments made by staff on social media sites are subject to the District's Intellectual Property Policy and thus are able to be distributed and adapted providing that they are attributed to the District. In addition, in keeping with its Public Records Policy, the District will archive social media posts to the degree possible.

Disclosures

The District takes no responsibility and assumes no liability for comments made by third parties on social media sites. Comments not monitored on a regular basis. Thus, information conveyed may not be received within a particular time frame. Any information that is urgent or time sensitive should be conveyed directly to the District. Comments are subject to public records disclosure laws.

Approved by the Board of Directors, May 15, 2012
Last amended, ~~March 19, 2019~~ December 16, 2014
Last reviewed, March 19, 2019

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 or opportunities for the Library Director. The annual evaluation timeline shall be created and changed as needed 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 anonymous 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.

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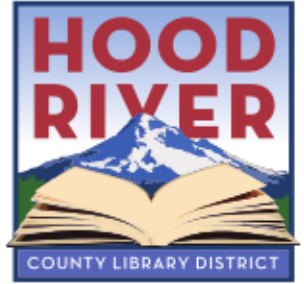
11. The Board of Directors shall review and accept or reject the evaluation or any portion thereof as compiled by the President. At this time, the Board of Directors shall determine the amount of salary increase (if any) in the Library Director's compensation to be awarded in the next fiscal year (July 1). The salary increase shall be in compliance with the established salary structure system. 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

Last amended: January 15, 2018

Last reviewed: January 15, 2018

Library Director Evaluation Timeline 2018-19



Tuesday, March 26, 2019

Email Library Staff -Upcoming Library Director evaluation

Library Director

Tuesday, April 2, 2019

Email survey monkey form

- Library Staff
- Friends and Foundation presidents

Library District Board President

Tuesday, April 9, 2019

Reminder email

- Library Staff
- Friends and Foundation presidents

Library District Board President

Tuesday, April 16, 2019

Evaluation due

- Library Staff
- Friends and Foundation presidents

Friday, April 19, 2019

Email board survey monkey form

- Compilation - Staff surveys
- Compilation - Community surveys
- Library Director self evaluation
- Job Contract
- Job Description
- Strategic goals (2016-2021)

Library District Board President

Friday, April 26, 2019

Reminder email

- Library District Board

Library District Board President

Friday, May 3, 2019

Evaluation due

- Library District Board

Tuesday, May 7, 2019 – Tuesday, May 14, 2019

Library Director reviews compilation of staff, community and District board surveys

Tuesday, May 21, 2019

Library District Board conducts Library Director evaluation in Executive session at the regular monthly board meeting

502 State Street

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Library Director Evaluation

Board Questions

May 2019

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 2016- 2021 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 2019

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 presents themselves 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 2019

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:
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
3. How well have you progressed in meeting goals established for the 2016-2021 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 2019

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 their 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: