

Board of Directors
Regular Meeting Agenda

Tuesday, February 16, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/83767002300>

Meeting ID: 837 6700 2300

- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from January 19, 2021 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. January 2021 Financial Statements | Fox |
| iv. Director's report | Fox |
| VI. Old business | |
| i. Reopening plans: Curbside Services and Grab-and-Go Services by appointment | Fox |
| VII. New business | |
| i. Renew contract legal counsel Ruben Cleaveland (ACTION) | Fox |
| ii. Garden's Maintenance Bids (ACTION) | Fox |
| iii. Budget calendar approval and Budget Committee Discussion (ACTION) | Fox |
| iv. Art installation request (ACTION) | Fox |
| v. Request assist voter ballots Odell | Fox |
| vi. Ethics Training video | Fox |
| VIII. Agenda items for next meeting | Sheppard |
| IX. Adjournment | |

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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

Board of Directors
Regular Meeting Agenda

Tuesday, February 16, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/83767002300>

Meeting ID: 837 6700 2300

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

i. Minutes from January 19, 2021 meeting

Attachment: III.i. Minutes from the January 19, 2021, regular meeting

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

V. Reports

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

- The Friends of the Library did not meet in February.

- The Friends of the Library donated \$8,500 to our Summer Reading Program. These funds usually pay for all our summer performers and parties. Due to COVID, Library staff plan to create Family Fun Activity Kits and distribute free books. Both of these activities were well received in our community last summer. We want to do the same thing this year since we will be able to distribute kits and books to many underserved members of our community through the school district and at our library branches.

- The Friends of the Hood River are pleased to announce Hood River County Reads program 2020-2021! Due to the cancellation of last year's Hood River County Reads, we will read the 2020 book *The Highest Tide* by Jim Lynch.

The Friends will kick off this year's program by distributing free books outside the Hood River Library on Saturday, March 6, 10 am-2 pm. Starting Saturday, March 6, free copies will be available at all the library branches during Curbside Services.

The Friends of the Library will host virtual events throughout March and April for the 2020-2021 Hood River Reads program culminating in a virtual writing workshop with the author on Saturday April 17 and a webinar with the author on Sunday, April 18 at 2 p.m.

Please visit our website for a full schedule of events
<https://hoodriverlibrary.org/friends/hood-river-reads/>.

ii. Foundation update

Fox

- The Library Foundation just had their best ever Annual Giving Campaign raising over \$26,000.
- The Library Foundation and the Friends of the Library will be working with the Library District to raise funds for the Bookmobile. The District will apply for multiple grants. The Foundation has already raised \$88,750.

iii. January 2021 Financial Statements

Fox

Attachment: V.iii. January Financial Statements

We are continuing to track well. The transfer from the General Fund to the Capital Equipment Fund in the amount of \$20,000 will take place on the February Financial Statements.

iv. Director's report

Fox

• Administration

- We are launching the Bookmobile Campaign on Tuesday, February 16! The full press release is below. Please check out our website for [full details](#). Sponsors will be recognized on the Bookmobile using a fruit tree motif. Learn more about Sponsorships [here](#).



The Hood River County Library District, Library Foundation and Friends of the Library are launching a fundraising campaign for the Library District to purchase a bookmobile. The Library District is excited to support Hood River County with the services a mobile library can provide! The Library District plans to use the mobile library to provide literacy and lifelong learning opportunities for community members of all ages by bringing library materials, staff expertise, services, WiFi access, technology and programs to off-site events and locations to serve patrons

in underserved areas of Hood River County. Because Hood River County is a rural community where access to public transportation is limited, many residents need alternative means of access to library materials and services. A bookmobile will allow greater support for county residents that can't access branches easily.

The bookmobile will travel all over the county, providing the same services as the physical library branches. Patrons can put items on hold, have them delivered, and pick them up the next time the bookmobile comes to their area. Patrons can browse the shelves, which will have popular fiction and nonfiction titles for all ages, audiobooks, DVDs, CDs, and magazines. In its entirety, the bookmobile will be a multi-use vehicle with dual functionality in mind. Normal library capabilities inside will include library materials and technology for patron use. Outside, an awning will provide shade for portable seating that can be used for study, classes or programs.

Mobile services will benefit children through neighborhood outreach programs; residents of senior facilities; and the large and historically-underserved Spanish-speaking population in Odell, many of whom do not live near a library branch. Mobile access to the library will increase equity for populations unable to visit the library. It will be a highly visible resource to engage both current and new users and improve lives by providing access to literacy and other educational services. It will provide an empowering connection that has the potential to change the way people think, make decisions, and structure their lives.

The Library District's fundraising goal is \$175,000 and has already raised \$88,750 by the Library Foundation. The Library District is applying for several grants to fund this project and has already received a \$2500 grant from The Hood River Cultural Trust to support this project. The Library District also needs the support of the Hood River County community. Donations can be made to the campaign through the Library Foundation. Please visit <https://hoodriverlibrary.org/bookmobile/> for more details.

- Bookmobile Grants: Assistant Director Arwen Ungar has written a compelling grant to the State Library of Oregon requesting \$75,000. She lead a team to assist her. We will hear back in May.
- Starting February 1, 2021 the Hood River County Library District is fine free for all patrons! "Fine free" means that patrons will not be fined daily for overdue materials. The Library District is dedicated to providing free and equitable access to all. Our library will be fine-free for all patrons! This ensures that all patrons have access to library books and materials, which is our primary purpose as a public library. For more details visit, <https://hoodriverlibrary.org/using-the-library/fine-free/>.
- Three board member positions will end on June 30, 2021. These positions are currently occupied by Karen Bureker, Megan Janik, and Sara Marsden. Persons wanting to file for candidacy for board positions may began filing in February 6, 2021 and the last day to file for candidacy is March 18, 2021.

- ***Programs and Services***

- Reminder: The Library District is accepting book donations for all ages. Patrons can drop off items during Curbside Services in a clearly marked bin, located inside the lobby. We are asking patrons to please limit their donations to one box per day. Until the library can reopen and reinstate volunteer services, the donations will either added to the collection, given away to children in the community, or sent to Thrift Books to raise money for the Friends of the Library. We are also calling for donations for children's books and Legos in good condition! Donations will be distributed at the Hood River School District Meal Site bus stops this fall. The Hood River Library also requests any craft supplies patrons are willing to part with. Donations will go towards providing creative learning activities for kids throughout Hood River County this season. (Please no glass, sharp or heavy objects.)
- Tax forms have arrived at Hood River County Library District branches. We have the Federal 1040/1040 SR instruction booklets and forms available during Curbside hours. We can also provide printed copies of the Oregon Form 40. You may have up to 20 free copies per day! Need a specific form? Give us a call and we can print it and have it ready for pick-up.
- The program staff have been working hard to provide creative programming for this winter. It's a mix of online programs craft kits and distributing over a thousand free books in our community! Please check out our newsletter for a full list of programs in February, <https://conta.cc/3rpio6F> .

▪ **February programs**

• **Adult programs**

• **[Community Meditations \[Zoom\]](#)**

Saturdays at 11 a.m.

Join Emily Martin for a 30 minute weekly meditation. The meditation is secular and accessible for beginners. A portion of the meditation will be guided and a portion of the meditation is in silence. No experience necessary.

• **[Cooking Together: Bengali Curry \[Zoom\]](#)**

Wednesday, February 10, 6:30 p.m.

Learn to cook a Bengali Curry. Click the title link for the recipe and grocery list.

• **Teen programs**

◦ **[Teen Hangout \[Discord\]](#)**

Games, parties, bad jokes, and program planning always happening on the **Library Discord**.

Sign up for the Discord here:

<https://hoodriverlibrary.org/discordform/>

• **Cork Planters**

Create Mini air plant planters! Come to the library to pick up a kit, which will include plants, instructions, corks, and tools. Available while supplies last.
Need: Air plants, screwdrivers, magnet strips, and of course the cork.

- **Be your pet's valentine:**

Show your love for the ones who love you: your pets!

Between February 1 to the 14th, take a picture of your pet and either send it to Teen Librarian Rachel (rachel@hoodriverlibrary.org) or post it on Instagram and tag @hoodriverlibrary and @dogriverpetsupplies to share far and wide. Once a picture is posted, visit Dog River Pet Supplies on February 14th for a Valentine's Day gift. (Be sure to let them know you posted a valentine and wish them a happy birthday!)

- **Valentine's in the time of Covid**

Let our healthcare workers know we are thinking about them with a Valentine's Postcard! Postcards will feature the work of local teen artists and library volunteers. Please e-mail rachel@hoodriverlibrary.org for details

- **Kids programs**

- **Storytime [Facebook]**

Thursdays, 10:30 a.m.

Join Teacher Jana each week for stories and songs! Live on Facebook.

- **Kids Winter Book Club**

The Winter Book Club concludes with a Trivia Challenge on Wednesday, February 24th at 2 p.m. on Facebook Live where you will be able to test your Ronia knowledge! Please complete the Book Club sign-up sheet in the lobby to receive Book Club updates, including instructions on how to enter a prize drawing!

- **Outreach programs**

- The kids team continues to distribute free books and legos through the school district meal sites and meal delivery program! The free books were funded by the Library Foundation.
 - This fiscal year, we will be distributing free books through the school migrant head start program for ages 0-5 and through the high school for teens in the migrant education program. The books were funded by the Friends of the Library.

VI. Old business

i. **Reopening plans: Curbside Services and Grab-and-Go Services by appointment**

Fox

Attachment: VI.i. Reopening plan Hood River County Library District

The Hood River County Library District buildings are still closed to the public. The Hood River County Library District has a [reopening plan](#). We moved to Stage 3 Curbside Services on Thursday, May 28.

Library staff have prepared the library to expand our services to invite patrons in the building by appointment for Grab-and-Go services. The main focus will be offering Core Library Services.

Highlights of service:

- Browsing (15 minutes)
- Computer use (30 minutes)
- Restrooms will be closed
- Start two days per week in Hood River with plans to expand
- Seating and tables have been removed from the public area in the Hood River Library to encourage the 15 minutes time limit for browsing.
- Plexiglass shields at all the service desks.
- Library bookshelves and self-check stations has been repositioned to encourage social distancing.
- Continue Curbside Services five days per week in Hood River.

Due to poor ventilation and small size of the Parkdale Library space, I do not recommend adding appointment services until later in the spring when we can better ventilate the space through opens windows and doors.

We can not allow patrons into the Cascade Locks Library until the Cascade Locks School reopens. I will work with the School District to ensure we are following their guidelines.

Our neighbor libraries in The Dalles and Fort Vancouver (Stevenson and White Salmon) are still offering Curbside Services.

I would like to discuss at the meeting adding two days per week for appointments in March. Library staff will be consulting before the board meeting on Tuesday to determine the best date to start services. We need to adjust our work schedule for staff to add 1-2 extra desk shifts for those two days per week which will result in 12-24 extra staffing hours per week. The goal will be to continue to expand services moving forward. Or, we can stop appointments if needed and easily resume the same level of Curbside Services.

We have had a request from a library patron to resume services. This request was sent to the Hood River County Board of Commissioners and Library Board President Jean Sheppard. The patron requested the board consider opening the Hood River County Library to limited capacity. The patron recommended online sign up slots and self-checkout and opening doors for airflow, and eliminating access to lavatories are additional measures that could be taken. The patron also commented on our great outreach (pre-COVID) we provided weekly to children in our community who needed extra reading attention. The patron stated it would be great if we could resume this in-person outreach.

I reached out the patron to let them know we will be discussing reopening at the upcoming board meeting and invited the patron to attend. I emphasized we would be implementing many of the suggestions the patron made to expand library services to invite patrons back in the building. In addition, I let the patron know of all the great outreach library staff have been doing during the closure. Please see the list below.

We have given away thousands of books during this pandemic. We received \$5,000 from our Library Foundation and \$5,000 from our Friends of the Library to distribute these free books. We have distributed books in the following ways through partnerships:

- Hood River County School District: We distribute free books and craft kits through the meal sites and delivery system. We distribute between 300-600 books per month to at-risk children. We also provided 600 books for the Winter Break Family Care Boxes.
- Next Door: We purchased books and the Next Door is placing them in the free mini-libraries through Hood River County.
- Hood River Rotary/FISH: Distributed free books during the month of December at the Hood River pick-up site.
- Migrant Head Start: Distributed free board books to children ages 0-5.
- Hood River High School: Distributed care kits to at-risk teens at the start of the school year.
- Public Library Branches: Distribute over a thousand books during the summer, Halloween and with the winter craft kit. These books were donated by community members.
- We will be participating in a drive through event in May for Dia del los Ninos. This event will take place in Odell. We'll be distributing hundreds of books.

We have distributed free crafts kits at the library branches and through the school meal sites.

- 1,200 Summer
- 700 Winter
- We plan to distribute over 1,000 kits this spring.

In regards to programming, I would like to wait before proceeding. We recently [received guidance from the State Library of Oregon](#) regarding offering in-person programs for youth. We are required to follow the strict guidance of the [Statewide](#)

[Reopening Guidance for Youth Programs](#) for ages 13 to 17 and the [Child Care and Early Education Guidelines](#) for those 12 and younger when we resume in-person programming. Currently only 3 public libraries in Oregon out of 102 surveyed are offering in-person programming.

The restrictions on youth programs laid out in this guidance include but are not limited to the following:

- We are required to consult with local health professionals.
- Drop-in participation is prohibited.
- Logs must be kept of all participants in the program.
- No more than 10 people are allowed at a single activity, and they must be physically-distanced.
- People may not participate in more than two in-person programs per week (see language on cohorts).
- Staff may not participate in more than three in-person programs per day or more than five in a week (see language on cohorts)

I would like to first focus on getting patrons back in our buildings and then focus on how we can add programs. Our program team (kids, teens, and adults) will be meeting to determine a safe and creative way we may be able to offer in-person programs in our community this spring and/or summer.

VII. New business

i. Renew contract legal counsel Ruben Cleaveland (ACTION) Fox

Attachment:

- VII.i. Contract Ruben Cleaveland

Our legal contract with VanKoten and Cleaveland for legal services expires February 28, 2021. Ruben Cleaveland took over providing service to the District in 2016. Cleaveland's services have been invaluable, and he has also been easy to work with. The payable rate is \$175/hour and will not increase with a contract renewal. I recommend we renew the contract for an additional year.

ii. Garden's Maintenance Bids (ACTION)

Fox

Attachments:

- VII.ii.a. Informal Bid Request Grounds Maintenance for Georgiana Smith Memorial Gardens
- VII.ii.b. Informal Bid Request – Mora's Lawn Maintenance
- VII.ii.c. Informal Bid Request – Crystal Greens
- VII.ii.d. Contract Grounds Maintenance for Georgiana Smith Memorial Gardens

Mora's Lawn Maintenance has been taking care of our grounds since 2019. Since the contract is more than 10K and less than 150K (per the Oregon Attorney General's model

contracting rules, which the District adopted), I sought out informal bids. I contacted the following firms:

- FLI Landscaping
- Crystal Greens
- Mora's Lawn Maintenance
- Walker's Landscape Maintenance

Mora's Lawn Maintenance and Crystal Greens submitted quotes. Last year the District paid Mora's Lawn Maintenance \$13,820. This year Mora bid \$1,180 per month for \$14,160 per year. Crystal Greens bid \$735 per month for \$8,820 per year.

Crystal Greens is a company based out of Clackamas. They have other facilities they care for in the gorge including Providence in Hood River. They include a Smartline Water Management System which includes a free controller, installation and Management of Smartlink weather-based irrigation system. I recommend we accept the bid from Crystal Greens.

It is good practice to go through the bidding process every three to five years. I recommend we sign a one year contract with Crystal Green's with an option to renew. The contract is being reviewed by our lawyer Ruben Cleaveland. The contract will be for services from March 1, 2021 to February 28, 2022.

**iii. Budget calendar approval and Budget Committee Discussion
(ACTION)**

Fox

Attachment: VII.iv. Proposed 2021-22 budget calendar

With the start of the new year comes the start of the next fiscal year's budget process. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. Angela Schock (fulfilled the remainder of Amber Bello's term) and Eric VonLubken terms ended in 2020. I would like to discuss if the board would like me to contact them and inquire if they would like to renew for another 3-year term. I have confirmed Angela Schock is willing to fulfill a three year term. Currently, our Budget Committee is Jen Bayer, Monica Hockett, and Lani Roberts. I have received confirmation from Bayer, Hockett and Roberts they can attend our meetings in May.

I'm asking the board to approve the budget calendar. The board can approve the budget committee at our meeting in March.

iv. Art installation request (ACTION)

Fox

Attachment:

- VII.iv.a. Description of the art project
- VII.iv.b. Resume Chas Martin
- VII.iv.c. Gift and Donation Policy

Last February I was approached by a former resident of the gorge named Chas Martin requesting we install his artwork in the library gardens. I informed Martin last year we did not have a policy in place regarding donations or installation of art on library grounds. I told him I would take his request to the library board for discussion. The board discussed creating a policy and it was postponed until last month due to COVID-19.

Martin contacted me again last month and said he is still applying for a grant to create a sculpture through the Oregon Community Foundation's Creative Heights program. The project will be accomplished in partnership with Columbia Center for the Arts which will manage the finances.

Martin is currently trying to identify a location for the finished sculpture. Art of Community (Big Art), the organization that manages the placement of most of the public sculptures in Hood River has suggested the Hood River County Library as a potential location.

Below is an excerpt from our Gift and Donation Policy regarding our procedure for accepting an art donation for the District.

Art donation

The District has only a limited ability to store or display art and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists.

The District will decide if an artwork is to be accepted for inclusion in the Hood River County Libraries art collection and displayed in a library setting or on District grounds. Criteria for acceptance of donation to be considered:

1. Artist's connection with the local community and/or with the gorge region
2. Art conforms to the general architecture of the building and/or grounds
3. Relevance of the subject
4. Artistic merit/reputation of the artist
5. Cultural content
6. Reflection/celebration of diverse community
7. Suitability for display in proposed location/space required
8. Condition of the work/display ready
9. Financial cost to the Libraries e.g. installation/maintenance cost
10. Any health and safety issues

The final determination of the acceptability of art donations for the Hood River Library Gardens lies with the District Library Board.

I would like to go through each of the criteria at the library board meeting.

v. Request assist voter ballots Odell

Fox

Fran Finney from the League of Women Voters approached me about assisting with the voting process for the community of Odell. Finney is working on having a ballot box installed in Odell so it is easy for its residents to deposit their ballots, especially for last minute voters.

Finney reported the Elections Office told her they don't have the staff to pick up and deliver ballots in Odell on election evening at 8 pm. Finney has inquired if two library staff employees could pick up the ballots at 8 pm and deliver them to the Elections Office on Election day. It will probably take an hour to complete the loop. Finney requested I take this idea to the Library Board to get approval. Multnomah Public Library employees offer a similar service in Multnomah County.

I am in full support of having library staff assist with this process, especially since it will only amount to a few hours per year.

If the board approves, I will consult with our legal counsel Ruben Cleaveland to inquire if he sees any conflicts. If not, Finney will present the idea to the elections office staff.

vi. **Ethics Training video**

Fox

Each year the District Board views the Special Districts Association Safe Personnel ethics training together. This month we'll watch a 15-30 minute video at the board meeting.

VIII. **Agenda items for next meeting**

Sheppard

- Budget committee approval
- Library Director evaluation timeline approval
- Review Janitorial Maintenance bids and contract

IX. Adjournment

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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

Board of Directors
Regular Meeting Minutes

Tuesday, January 19, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Jean Sheppard, Karen Bureker, Brian Hacket, Megan Janik, Sara Marsden, Rachael Fox (Staff), Tara Kamp (Auditor).

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/86956403078>

Meeting ID: 869 5640 3078

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:02pm. Fox stated the ethics video was still not accessible but the hosting company was working on resolving the issue. Marsden made a motion to approve the agenda as amended with the addition of the financial statements. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from December 15, 2020 meeting

Janik moved to approve the consent agenda. Bureker seconded. The motion carried unanimously.

IV. Open forum for the general public

Sheppard

None present.

V. Audit presentation

Kamp

Tara Kamp from our auditing firm Pauly, Rogers, and Co. attended the January library board meeting by Zoom. The District Board received a Letter to the Governing Board and the audit report which included financial statements. Kamp gave the District a clean opinion with no reservations and there were no separate management issues. Kamp stated overall it was excellent. She reported no difficulties in performing the audit.

Kamp mentioned upcoming GASB requirements. Sheppard asked if they would be affect the District. Kamp stated the GASB for leases would and they would work with the District to prepare.

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. December 2020 Financial Statements

Fox stated the District is tracking well. Fox will request transfer of \$20,000 from the General Fund to the Capital Fund. Fox will also work with the accountant to reallocate funds from the general fund to the CARES Act grant.

iv. Director's report

Fox

Sheppard asked if the decrease in circulation was consistent with other libraries. Fox stated she did not know but hoped to discover the answer at the next Oregon Public Library Director meeting.

VII. New business

i. Employee Health Care Benefits Policy (ACTION)

Fox

Hackett made a motion to approve resolution No. 2020-21.03 amending the Employee Health Care Policy. Marsden seconded. The motion carried unanimously.

ii. Gift and Donation Policy (ACTION)

Fox

Marsden made a motion to approve resolution No. 2020-21.04 creating a Gift and Donation Policy. Bureker seconded. The motion carried unanimously.

Sheppard recommended adding another sponsor level for the Bookmobile campaign of \$2,500. Fox agreed and stated she would discuss this further with the Library Foundation President Jen Bayer.

iii. Board member positions discussion

Fox

Bureker, Janik, and Marsden stated they planned to run again.

iv. Ethics Training video

Fox

The video was not accessible. Fox is working with the company to fix the issue. The board will watch the video at the February meeting.

VIII. Agenda items for next meeting

Sheppard

IX. Adjournment

The meeting was adjourned at 7:58pm.

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements January 31, 2021

TABLE OF CONTENTS

| | |
|---|-----|
| Independent Accountants' Compilation Report | 1 |
| Balance Sheet – Cash Basis | 2 |
| Statement of Revenues, Expenditures and Changes in Fund Balances – Cash Basis. | 3 |
| Supplementary Information: | |
| Statement of Revenues and Expenditures – Cash Basis: | |
| General Fund. | 4-5 |
| Grants Fund. | 6 |
| Capital Equipment Reserve Fund | 7 |
| Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds. | 8 |

Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

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

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

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

OFFICES:

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

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

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of January 31, 2021, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and seven 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
February 12, 2021

Hood River County Library District
Balance Sheet - Cash Basis
January 31, 2021

ASSETS

| | General Fund | Grants Fund | Capital Equipment Reserve Fund | Total |
|------------------------------------|---------------------------|-------------------------|---|---------------------------|
| Current Assets: | | | | |
| Cash in bank - Columbia State Bank | \$104,683 | | | \$104,683 |
| Cash with Hood River County | 1,040,184 | \$135,208 | \$100,982 | 1,276,374 |
| Petty cash | 416 | | | 416 |
| Other | 11,948 | | | 11,948 |
| Total Current Assets | <u>1,157,231</u> | <u>135,208</u> | <u>100,982</u> | <u>1,393,421</u> |
| TOTAL ASSETS | <u><u>\$1,157,231</u></u> | <u><u>\$135,208</u></u> | <u><u>\$100,982</u></u> | <u><u>\$1,393,421</u></u> |

LIABILITIES & FUND BALANCES

| | | | | |
|-----------------------------------|---------------------------|-------------------------|-------------------------|---------------------------|
| Liabilities | | | | |
| Current Liabilities | | | | |
| Payroll liabilities | \$2,481 | | | \$2,481 |
| Total Current Liabilities | <u>2,481</u> | <u>0</u> | <u>0</u> | <u>2,481</u> |
| Total Liabilities | <u>2,481</u> | <u>0</u> | <u>0</u> | <u>2,481</u> |
| Fund Balances: | | | | |
| Unassigned | <u>1,154,750</u> | <u>135,208</u> | <u>100,982</u> | <u>1,390,940</u> |
| TOTAL LIABILITIES & FUND BALANCES | <u><u>\$1,157,231</u></u> | <u><u>\$135,208</u></u> | <u><u>\$100,982</u></u> | <u><u>\$1,393,421</u></u> |

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Seven Months Ended January 31, 2021

| | General Fund | Grants Fund | Capital Equipment Reserve Fund | Total |
|--|--------------------|------------------|---|--------------------|
| Revenues: | | | | |
| Donations and grants | \$50 | \$17,775 | | \$17,825 |
| Property tax revenues - current year | 994,582 | | | 994,582 |
| Property tax revenues - prior year | 21,576 | | | 21,576 |
| Fines and fees | 772 | | | 772 |
| Intergovernmental revenue | 2,909 | 27,717 | | 30,626 |
| Interest revenue | 6,785 | | \$1,057 | 7,842 |
| Miscellaneous | 322 | | | 322 |
| Total Revenues | 1,026,996 | 45,492 | 1,057 | 1,073,545 |
| Expenditures: | | | | |
| Personal services: | | | | |
| Wages and salaries | 267,781 | | | 267,781 |
| Employee benefits | 87,229 | | | 87,229 |
| Total Personal Services | 355,010 | 0 | 0 | 355,010 |
| Materials and services: | | | | |
| Bank charges | 212 | | | 212 |
| Building rental | 7,550 | | | 7,550 |
| Building maintenance | 7,857 | 3,685 | | 11,542 |
| HVAC | 5,228 | | | 5,228 |
| Elevator | 1,063 | | | 1,063 |
| Telephone | 2,888 | | | 2,888 |
| Internet | 1,575 | | | 1,575 |
| Collection development | 35,802 | 12,153 | | 47,955 |
| Technology | 12,777 | 390 | | 13,167 |
| Accounting and auditing | 18,289 | | | 18,289 |
| Courier | 1,110 | | | 1,110 |
| Custodial services | 13,541 | | | 13,541 |
| Technical services | 3,700 | | | 3,700 |
| Library consortium | 13,396 | | | 13,396 |
| Copiers | 1,849 | | | 1,849 |
| Elections expense | 0 | | | 0 |
| Furniture and equipment | 5,939 | 1,109 | | 7,048 |
| Insurance | 13,680 | | | 13,680 |
| Georgiana Smith Memorial Garden | 9,588 | 160 | | 9,748 |
| Legal services | 1,452 | | | 1,452 |
| Professional services | 0 | | | 0 |
| Dues and subscriptions | 1,914 | | | 1,914 |
| Miscellaneous | 972 | | | 972 |
| Postage and freight | 490 | | | 490 |
| Printing | 169 | | | 169 |
| Programs | 6,766 | 7,299 | | 14,065 |
| Advertising | 347 | | | 347 |
| Supplies - office | 5,679 | | | 5,679 |
| Travel | 222 | | | 222 |
| Training | 1,610 | | | 1,610 |
| Board development | 0 | | | 0 |
| Parking reimbursement | 0 | | | 0 |
| Electricity | 7,418 | | | 7,418 |
| Garbage | 921 | | | 921 |
| Natural gas | 1,851 | | | 1,851 |
| Water & sewer - building | 2,913 | | | 2,913 |
| Total Materials and Services | 188,768 | 24,796 | 0 | 213,564 |
| Capital outlay | 0 | 0 | 9,950 | 9,950 |
| Total Expenditures | 543,778 | 24,796 | 9,950 | 578,524 |
| Revenues Over Expenditures | 483,218 | 20,696 | (8,893) | 495,021 |
| 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 | 483,218 | 20,696 | (8,893) | 495,021 |
| Fund Balance - July 1, 2020 | 671,532 | 114,512 | 109,875 | 895,919 |
| Fund Balance - January 31, 2021 | \$1,154,750 | \$135,208 | \$100,982 | \$1,390,940 |

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2021

| | Current Period Actual | Year to Date Actual | Annual Budget |
|--------------------------------|--------------------------|------------------------|------------------|
| Revenues: | | | |
| Tax revenues - current | \$7,549 | \$994,582 | \$1,029,687 |
| Tax revenues - prior year | 8,256 | 21,576 | 12,000 |
| Interest revenue | 952 | 6,785 | 14,000 |
| Fines and fees | 0 | 772 | 6,500 |
| Intergovernmental revenue | 0 | 2,909 | 0 |
| Donations | 0 | 50 | 0 |
| Miscellaneous | 0 | 322 | 0 |
| Total Revenues | 16,757 | 1,026,996 | 1,062,187 |
| Expenditures: | | | |
| Personal services: | | | |
| Wages and salaries: | | | |
| Library clerk I | 511 | 4,260 | 7,638 |
| Library clerk II | 8,721 | 55,699 | 107,038 |
| Library assistant I | 8,359 | 54,712 | 56,196 |
| Library assistant II | 5,803 | 34,025 | 58,378 |
| Librarian I | 6,170 | 41,015 | 118,113 |
| Librarian II | 4,519 | 31,443 | 60,258 |
| Library director | 6,694 | 46,627 | 80,330 |
| Payroll taxes and benefits: | | | |
| Retirement | 3,169 | 20,872 | 36,339 |
| Social security | 3,064 | 20,763 | 36,596 |
| Workers' compensation | 20 | (16) | 1,300 |
| Health insurance | 14,282 | 42,889 | 108,900 |
| Unemployment insurance | 481 | 2,721 | 4,392 |
| Total Personal Services | 61,793 | 355,010 | 675,478 |
| Materials and services: | | | |
| Bank charges | 41 | 212 | 250 |
| Building rental | 944 | 7,550 | 13,400 |
| Building maintenance | 0 | 7,857 | 20,000 |
| HVAC | 185 | 5,228 | 15,000 |
| Elevator | 182 | 1,063 | 2,350 |
| Telephone | 118 | 2,888 | 5,100 |
| Internet | 225 | 1,575 | 3,300 |
| Collection development | 6,905 | 35,802 | 83,000 |
| Technology | 173 | 12,777 | 13,000 |
| Accounting and auditing | 0 | 18,289 | 28,000 |
| Courier | 121 | 1,110 | 2,300 |

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2021

| | Current Period Actual | Year to Date Actual | Annual Budget |
|---|--------------------------|------------------------|------------------------|
| Custodial services | 6,009 | 13,541 | 25,200 |
| Technical services | 0 | 3,700 | 4,000 |
| Library consortium | 0 | 13,396 | 13,500 |
| Copiers | 244 | 1,849 | 3,500 |
| Elections expense | 0 | 0 | 4,000 |
| Furniture and equipment | 190 | 5,939 | 4,000 |
| Insurance | 13,680 | 13,680 | 13,700 |
| Georgiana Smith Memorial Garden | 2,091 | 9,588 | 25,000 |
| Legal services | 420 | 1,452 | 4,000 |
| Professional services | 0 | 0 | 25,000 |
| Dues and subscriptions | 120 | 1,914 | 4,000 |
| Miscellaneous | 652 | 972 | 1,000 |
| Postage and freight | 18 | 490 | 4,000 |
| Printing | 0 | 169 | 500 |
| Programs | 997 | 6,766 | 20,000 |
| Advertising | 15 | 347 | 2,000 |
| Supplies - office | 820 | 5,679 | 14,000 |
| Travel | 0 | 222 | 5,000 |
| Training | 250 | 1,610 | 4,000 |
| Board development | 0 | 0 | 1,500 |
| Parking reimbursement | 0 | 0 | 500 |
| Electricity | 1,175 | 7,418 | 21,000 |
| Garbage | 133 | 921 | 1,800 |
| Natural gas | 971 | 1,851 | 10,000 |
| Water & sewer - building | 412 | 2,913 | 5,400 |
| Total Materials and Services | 37,091 | 188,768 | 402,300 |
| Capital Outlay | 0 | 0 | 0 |
| Contingency | 0 | 0 | 100,000 |
| Total Expenditures | 98,884 | 543,778 | 1,177,778 |
| Other Financing Sources (Uses) | | | |
| Operating transfers in | 0 | 0 | 0 |
| Operating transfers out | 0 | 0 | (20,000) |
| Total Other Financing Sources (Uses) | 0 | 0 | (20,000) |
| Change in Fund Balance | (\$82,127) | \$483,218 | (\$135,591) |

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2021

| | <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 | \$10,525 | \$17,775 | \$330,000 |
| Intergovernmental revenue | 0 | 27,717 | 0 |
| Total Revenues | <u>10,525</u> | <u>45,492</u> | <u>330,000</u> |
| Expenditures: | | | |
| Personal services | 0 | 0 | 11,600 |
| Materials and services: | 3,453 | 24,796 | 200,000 |
| Capital outlay | 0 | 0 | 118,400 |
| Total Expenditures | <u>3,453</u> | <u>24,796</u> | <u>330,000</u> |
| Change in Fund Balance | <u><u>\$7,072</u></u> | <u><u>\$20,696</u></u> | <u><u>\$0</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 Seven Months Ended
January 31, 2021

| | <u>Current Period Actual</u> | <u>Year to Date Actual</u> | <u>Annual Budget</u> |
|---|----------------------------------|--------------------------------|--------------------------|
| Revenues: | | | |
| Interest revenue | \$83 | \$1,057 | \$1,500 |
| Other Financing Sources | | | |
| Transfer from General Fund | 0 | 0 | 20,000 |
| Total Revenues and Other Sources | <u>83</u> | <u>1,057</u> | <u>21,500</u> |
| Expenditures: | | | |
| Materials and services | 0 | 0 | 0 |
| Capital outlay | 9,950 | 9,950 | 75,000 |
| Total Expenditures | <u>9,950</u> | <u>9,950</u> | <u>75,000</u> |
| Change in Fund Balance | <u><u>(\$9,867)</u></u> | <u><u>(\$8,893)</u></u> | <u><u>(\$53,500)</u></u> |

See Independent Accountants' Compilation Report

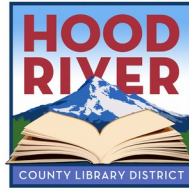
HOOD RIVER COUNTY LIBRARY

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis Grants Funds

For the Seven Months Ended January 31, 2021

| | Newspaper Digitization | SDAO Safety 2016 | Foundation Grants | Other Grants | Friends of the Library | Parkdale Library | Pat Hazelhurst | Safety 2020 | CARES Act | R2R 2021 | HR Cultural Trust | Total |
|---------------------------------|---------------------------|---------------------|----------------------|-----------------|---------------------------|---------------------|-------------------|-------------|-----------|----------|----------------------|-----------|
| Revenues: | | | | | | | | | | | | |
| Donations and grants | \$0 | \$0 | \$0 | \$1,475 | \$5,800 | \$0 | \$8,000 | \$0 | \$0 | \$0 | \$2,500 | \$17,775 |
| Intergovernmental revenue | | | | | | | | | \$22,609 | \$5,108 | | 27,717 |
| Total Revenues | 0 | 0 | 0 | 1,475 | 5,800 | 0 | 8,000 | 0 | 22,609 | 5,108 | 2,500 | 45,492 |
| Expenditures: | | | | | | | | | | | | |
| Personal services: | | | | | | | | | | | | |
| Wages and salaries: | | | | | | | | | | | | 0 |
| Library clerk I | | | | | | | | | | | | 0 |
| Library assistant II | | | | | | | | | | | | 0 |
| Employee benefits: | | | | | | | | | | | | 0 |
| Retirement | | | | | | | | | | | | 0 |
| FICA | | | | | | | | | | | | 0 |
| Workers compensation | | | | | | | | | | | | 0 |
| Health insurance | | | | | | | | | | | | 0 |
| Unemployment insurance | | | | | | | | | | | | 0 |
| Total Personal Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Materials and services: | | | | | | | | | | | | |
| Building maintenance | | 3,000 | 8,739 | | 3,415 | | | 685 | | | | 3,685 |
| Collection development | | | | | | | | | 390 | | | 12,154 |
| Technology | | | | | | | | | | | | 390 |
| Courier | | | | | | | | | | | | 0 |
| Programs | | | | 1,237 | 587 | 105 | | | 687 | | | 7,299 |
| Furniture and equipment | | | 5,370 | | | | | | | | | 1,108 |
| Georgia Smith Memorial Garden | | | 421 | | | | | | | | | 160 |
| Professional services | | | 160 | | | | | | | | | 0 |
| Miscellaneous | | | | | | | | | | | | 0 |
| Total Materials and Services | 0 | 3,000 | 14,690 | 1,237 | 4,002 | 105 | 0 | 685 | 1,077 | 0 | 0 | 24,796 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 3,000 | 14,690 | 1,237 | 4,002 | 105 | 0 | 685 | 1,077 | 0 | 0 | 24,796 |
| Net Change in Fund Balance | 0 | (3,000) | (14,690) | 238 | 1,798 | (105) | 8,000 | (685) | 21,532 | 5,108 | 2,500 | 20,696 |
| Fund Balance - July 1, 2020 | 825 | 3,000 | 102,155 | 383 | 2,573 | 105 | 2,341 | 3,130 | 0 | 0 | 0 | 114,512 |
| Fund Balance - January 31, 2021 | \$825 | \$0 | \$87,465 | \$621 | \$4,371 | \$0 | \$10,341 | \$2,445 | \$21,532 | \$5,108 | \$2,500 | \$135,208 |

Hood River County Library District Reopening Plan



The Hood River County Library District leadership team has developed a staged approach to providing library services to our community in response to the COVID-19 pandemic. This plan is a work in progress and will be updated as new information is available and new health and safety guidelines and regulations are released.

Stage 1

Library Branches Closed, Virtual Library Services

Date: March 14, 2020

- Most staff work remotely, some staff work in the building
- Volunteer services suspended
- Take care of fiscal, personnel, maintenance and statistical tasks
- Offer virtual programs for all ages
- Call center and email assistance to patrons
- Staff processing new physical library materials at home
- Physical branches closed
- Outdoor book returns closed
- Preparation for next phase

Stage 2

Library Buildings Open to Staff Only

Date: March 26, 2020

- Continue services offered in Stage 1
- Collections work caught-up
- Office work routines restored
- Outdoor book returns closed
- Preparation for next stage

Stage 3: Library Services Restored Out of Building

Date: March 28, 2020

- Continue services offered in Stage 1
- Pop-Up Library/Mobile Wi-Fi Hotspot – Partnering with Hood River County School District to send a van to specific neighborhoods in Odell and Hood River
- Curbside Services (Hood River Library: Lobby pickup during inclement weather in the fall/winter months. Masks are required and available at the entrance, if needed)
- Patrons can visit their branch library to pick up holds
- Telephone reference/research assistance/reader's advisory services offered during Curbside hours

- Printing capability for Curbside Pickup
- Library material returns accepted in outdoor book returns
- SAGE Library Consortium interlibrary loan services restored
- Outdoor Wi-Fi Zones with laptops for day use
- Senior outreach to assisted living facilities
- Library of Things items for checkout
- Volunteer services suspended

Exploring:

- Adding mail delivery for home bound patrons
- Restocking of mini-libraries located around the county
- Some volunteers services restored

Stage 4

Library buildings open: Grab-and-Go Model by appointment

Date: TBA

- Continue services offered in Stage 1
- Library branches open to public and library services for the general public are provided on a limited schedule to allow for enhanced cleaning and physical distancing requirements
- Limit the number of people allowed at one time in each building by appointment to facilitate physical distancing.
- Most seating will be removed from the public floor to reduce sanitation requirements and to limit the amount of people in the building due to physical distancing requirements
- Programs and most services remain virtual
- Meeting room is designated for materials quarantine and furniture storage and will remain closed for reservations for the foreseeable future
- Study rooms will not be available
- Children's toys, costumes and coloring crayons/sheets will not be available
- Makerspace will be closed
- To limit cleaning/disinfecting requirements, bathrooms closed to the public. A public restroom is located on State Street.
- Limit computer time/wifi use in the building to 30 minutes by appointment so that sanitation can take place between users

Stage 5

Majority of Library Services Restored

Date: TBD

- Majority of library services and programs are restored
- Some virtual programs may continue
- Public meeting room and study rooms may open with limited capacity
- Some seating will be restored
- Makerspace will reopen with restrictions

- Programs for children, teens, and adults may be offered in open spaces in the library and outdoors
- Some children's toys and coloring crayons/sheets may be available
- No appointment necessary for computer use but physically distancing and sanitation procedures still are in place
- Some volunteers services continue

Stage 6: Full Library Services (All restrictions lifted)

Date: TBD

- All library programs library services are restored with new changes in place based upon new health and safety recommendations
- All volunteer services are restored

Cleaning, Disinfecting, and Safety Guidelines for all Stages

For staff:

- Each staff person disinfects their work area at the beginning, ending and hourly during their shift and will clean shared surfaces and equipment often
- Wears face coverings when working in the building and community
- Wash hands often and use alcohol-based hand sanitizers
- Work stations are set up to accommodate physical distancing between individuals
- Adhere to the Hood River County Library District COVID-19 Employee policy

For Public Areas:

- Rearrange library furniture to establish proper physical distancing
- Increase cleaning and disinfecting, especially door handles, light switches, faucets, railings, elevator buttons, high touch tables/counters, seating and tables
- Staff will wiping down computer keyboards, work station surfaces and public service desks after each patron use
- Staff will wear gloves when emptying book drop and providing Curbside and In-Person Services
- Quarantine returned materials for a minimum of 72 hours

For patrons we highly encourage the following:

- Face coverings are required in the building. Paper masks will be provided.
- Use hand sanitizer when entering and leaving the building
- Do not enter the building if you are sick
- Keep six feet of distancing from people who do not live in your household
- If able, please only send one representative from your household during Stage 4

The Hood River County Library District would like to thank the Wyoming State Library, and the Cook Memorial Library and Jackson County Library System in Oregon for sharing their reopening plans. This plan was created by drawing from their plans.

This document is a work in progress. We will update the document as new reopening plans are shared and new health and safety guidelines and regulations are released.

Draft: Last revised 7/15/20

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

PARTIES:

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

("Client")

VanKoten & Cleaveland LLC
417 Sherman Ave., Ste. 7
Hood River, OR 97031

("Contractor")

RECITALS

- A. Contractor was engaged to provide legal services to the District pursuant to an Attorney Services Contract, which has been renewed, and the renewal expires on February 28, 2021;
- B. The Contract may be renewed by mutual consent of the Parties; and
- C. The Parties desire to renew the contract for an additional one year term.


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

- 1. The renewal term of the Contract is for one (1) year. Unless this Contract is terminated in accordance with its terms or extended, this contract ends on February 28, 2022.
- 2. All other terms and conditions of the Contract remain in full force and effect.

IT IS SO AGREED by the Parties hereto as indicated by the signatures of their authorized representatives:

CONTRACTOR

CLIENT:



Ruben Cleaveland
VanKoten & Cleaveland LLC

1-27-2021

date

Jean Sheppard, President

date

Informal Bid Grounds Maintenance for Georgiana Smith Memorial Gardens



Hood River County Library District seeks informal bids to perform regular maintenance on the Georgiana Smith Memorial Gardens from March 1, 2021 through February 28, 2022. The expected level of maintenance is high to continue the quality of these grounds.

Maintenance duties shall include the following:

- Weekly (or as-needed) grounds maintenance of turf and non-turf areas of the Hood River Library and Georgiana Smith Memorial Gardens from January through December. 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.

This bid covers only existing beds and borders. Any future beds or borders are not included in this agreement and would be billed separately.

Bidders need to provide proof of liability insurance. The bidder will need to sign a contract with one and two year renewal clause options.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Bids are due by Thursday, February 11, by 12:00pm. Please email bids to rachael@hoodriverlibrary.org mail or deliver to the Hood River County Library District, 502 State St, Hood River, OR 97031.

TOTAL BID PRICE: \$ _____

Bidder Name: _____

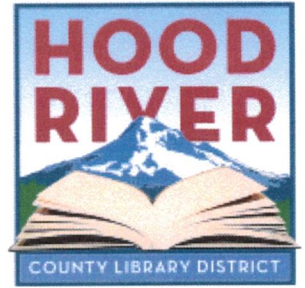
Bidder Signature: _____

Company Name: _____

Date: _____

Questions? Call or email Library Director Rachael Fox at 541-387-7062 or rachael@hoodriverlibrary.org

Informal Bid Grounds Maintenance for Georgiana Smith Memorial Gardens



Hood River County Library District seeks informal bids to perform regular maintenance on the Georgiana Smith Memorial Gardens from March 1, 2021 through February 28, 2022. The expected level of maintenance is high to continue the quality of these grounds.

Maintenance duties shall include the following:

- Weekly (or as-needed) grounds maintenance of turf and non-turf areas of the Hood River Library and Georgiana Smith Memorial Gardens from January through December. 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.

This bid covers only existing beds and borders. Any future beds or borders are not included in this agreement and would be billed separately.

Bidders need to provide proof of liability insurance. The bidder will need to sign a contract with one and two year renewal clause options.

302 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Bids are due by Thursday, February 11, by 12:00pm. Please email bids to rachael@hoodriverlibrary.org mail or deliver to the Hood River County Library District, 502 State St, Hood River, OR 97031.

TOTAL BID PRICE: \$ \$2,180.00

Bidder Name: Eugenio A. Mora

Bidder Signature: 

Company Name: Mora's Lawn Mtn.

Date: 01/30/2021

Questions? Call or email Library Director Rachael Fox at 541-387-7062 or rachael@hoodriverlibrary.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/02/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------|--|--|--------------------------------------|--|---------------|------------|--------------------------|-------|------------|------------------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| PRODUCER Debra Klaviter Ins Agency Inc 300 E 4th St The Dalles OR 97058 | | CONTACT NAME: Angelica Porzio-DeLaTorre PHONE (A/C, NO, EXT): 541-2967748 FAX (A/C, NO): 541-296-7842 E-MAIL ADDRESS: angelica.dklaviter@farmersagency.com | | | | | | | | | | | | | | | | | | | | | | |
| INSURED Mora's Lawn Service 2222 E 13th St The Dalles OR 97058 | | <table border="1"><tr><td colspan="2">INSURER(S) AFFORDING COVERAGE</td><td>NAIC #</td></tr><tr><td>INSURER A:</td><td>Hiscox Insurance Company</td><td>10200</td></tr><tr><td>INSURER B:</td><td>Farmers Auto Insurance</td><td>21636</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table> | | INSURER(S) AFFORDING COVERAGE | | NAIC # | INSURER A: | Hiscox Insurance Company | 10200 | INSURER B: | Farmers Auto Insurance | 21636 | INSURER C: | | | INSURER D: | | | INSURER E: | | | INSURER F: | | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # | | | | | | | | | | | | | | | | | | | | | | |
| INSURER A: | Hiscox Insurance Company | 10200 | | | | | | | | | | | | | | | | | | | | | | |
| INSURER B: | Farmers Auto Insurance | 21636 | | | | | | | | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | | | | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDTL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|--|------------|----------|--------------------|-------------------------|-------------------------|-------------------------------------|---------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR | Y | | UDC-2337332-CGL-19 | 08/14/2020 | 08/14/2021 | EACH OCCURRENCE | \$ 2,000,000 |
| | DAMAGE TO RENTED PREMISES (Ea Occurrence) | | | | | | \$ 100,000 | |
| | MED EXP (Any one person) | | | | | | \$ 5,000 | |
| | PERSONAL & ADV INJURY | | | | | | \$ 2,000,000 | |
| | GENERAL AGGREGATE | | | | | | \$ 2,000,000 | |
| | GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | | | | PRODUCTS - COMP/OP AGG | \$ S/T GEN AG |
| B | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | 276-0078676538 | 09/23/2020 | 09/23/2021 | COMBINED SINGLE LIMIT (Ea accident) | \$ |
| | BODILY INJURY (Per person) | | | | | | \$ 50,000 | |
| | BODILY INJURY (Per accident) | | | | | | \$ 100,000 | |
| | PROPERTY DAMAGE (Per accident) | | | | | | \$ 50,000 | |
| | | | | | | | \$ | |
| | UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> | | | | | | EACH OCCURRENCE | \$ |
| | AGGREGATE | | | | | | \$ | |
| | | | | | | | \$ | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | | | | | PER STATUTE | OTHER \$ |
| | E.L. EACH ACCIDENT | | | | | | \$ | |
| | E.L. DISEASE - EA EMPLOYEE | | | | | | \$ | |
| | E.L. DISEASE - POLICY LIMIT | | | | | | \$ | |
| | | | | | | | | |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

| | |
|--|---|
| Hood River Library 502 E State St. Hood River or 97031 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Angelica Porzio-DeLaTorre |
|--|---|



June 09, 2020

EVERARDO ANTUNEZ
MORA'S LAWN MAINTENANCE
2222 E 13TH ST
THE DALLES, OR 97058-3907

35-2634945

SAIF policy: 100024718
Effective date of coverage: 06/04/2020

Thank you for choosing SAIF as your workers' comp provider. Our goals are to provide you exceptional service at an affordable price, and to help you make your workplace as safe as possible.

Included with this letter is a policy information page that shows your estimated payroll, premium modifiers, and estimated premium amount. You also will find an explanation of your classifications and the endorsements that apply to your policy.

Please find below key information about services that come with your policy. Everything else you need to know about your policy, workplace safety, filing and managing a claim, and more is in the Employer Guide at **saif.com**. You can request printed information on topics that interest you and your workers by calling us at 800.285.8525, or by emailing uwpayroll@saif.com.

Payroll reporting | At the end of each Annual reporting period, we'll send you a form to report the actual payroll for your covered workers for that period. For your convenience, you can also report your payroll and make your payments online. Visit the Employer Guide on **saif.com** for more details.

For more on payroll reporting, visit these pages on **saif.com**:

- Learn how to complete your payroll report: **saif.com/instructions**
- View details on the requirements for reporting your payroll by class: **saif.com/class**
- See an explanation of who is covered (also called "subject workers") and who is not: **saif.com/whomiscovered**
- Learn when to report a worker in multiple classifications: **saif.com/vtr**

Your premium | Payment options based on your estimated premium of \$1,990.41 are listed below.

Installment payment plan

| <u>Due date</u> | <u>Amount</u> | <u>Due date</u> | <u>Amount</u> |
|-----------------|---------------|-----------------|---------------|
| 06/09/2020 | \$497.61 | 08/25/2020 | \$497.60 |
| 11/25/2020 | \$497.60 | 02/25/2021 | \$497.60 |

Important: Changes in your payroll, classifications, or number of locations during the policy year can result in an adjustment to your installment amounts. Please notify us right away of any changes in your business.

Premium audits | We want you to pay only what you're required to pay. Premium auditors verify your payroll and classification. Learn more about the premium audit process at **saif.com/premiumaudit**.



Landscape Maintenance Service Agreement

Georgiana Smith Memorial Gardens & Hood River Public Library

513 Oak St Hood River, OR 97031

Managed by Hood River County Library District

Terms & Conditions

Crystal Greens Landscape, Inc. agrees to maintain the landscape of this property, in accordance with the applicable Service Calendar and Specifications, for equal monthly installments of **\$735.**

Service Now Includes



Smartline Water Management System

Free Controller, Installation, and Management of Smartlink Weather-based Irrigation System
No Fees: Weather-based Subscription Costs Included in Landscape Maintenance Service

Contract Specifications: This agreement shall remain in effect for one year and will renew annually unless notified to discontinue service. Pricing adjustments will not occur within the first year of service unless due to a change in the scope of work. Crystal Greens Landscape furnishes all necessary labor, supervision, equipment, tools, materials, and transportation required to maintain the landscaped areas throughout the term of the agreement. Crystal Greens Landscape will repair any landscape damage or property damage directly caused by our company. We are not responsible for the condition of the landscape due to vandalism, irrigation system deficiencies, or weather damage.

Acceptance and Authorization: This agreement, including the Landscape Maintenance Service Calendar and Specifications attached to and incorporated into the document, is satisfactory and hereby accepted. Crystal Greens Landscape is authorized to do the work. The price does not include sales tax (WA properties). You agree to pay the monthly installments, due by the twentieth day of each month. There will be a 2% late fee applied for delayed payment. Either party reserves the right to terminate this agreement by providing thirty (30) days written notice. All monies due must be paid at time of termination. Full payment of additional services rendered will be required upon termination of contract, including \$300 per Weathermatic Smartlink Control System.

Forrest Visscher

Crystal Greens Landscape, Inc.

2/2/2021

Proposal Date

Authorized Customer Signature

Authorized Date

Crystal Greens Landscape, Inc. is licensed with the State Landscape Contractors Board, which is located at: 2111 Front St. NE, Suite 2-101, Salem OR, 97301, P:503.378.5909; F503.378.5950; OR LCB #7370

Service Start Date



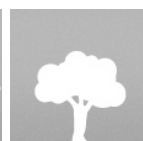
Maintenance



Renovation



Irrigation



Tree Care



Turf Health



Flowers



Bark Dust



Storm Water



Snow



Construction

CRYSTAL GREENS LANDSCAPE, INC.

503-742-0101 | CRYSTALGREENS.COM | P.O. BOX 568 CLACKAMAS, OR 97015

OR LCB#: 7370, WA CCBW#: CRYSTGL970MM

Service Calendar

| Turf Management | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|--------------------------|--|-----|-----------|-----|----------------------|------|------|-----|------|---------------|-----------|-----|-------|
| Mow | As needed | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | As needed | | 36-40 |
| Hard Edge | As needed | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | As needed | | 18-20 |
| Soft Edge | As needed | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | As needed | | 18-20 |
| Weed Spray | As needed to minimize turf weeds | | | | | | | | | | | | 2-3 |
| Fertilize | As needed for health and appearance | | | | | | | | | | | | ◆ |
| Plant Areas | | | | | | | | | | | | | |
| Pre-Emergent Weed Spray | | | ◆ | | | | | | | ◆ | | | 2 |
| Post-Emergent Weed Spray | As needed to minimize weeds | | | | | | | | | | | | 12-24 |
| Rake & Weed Control | As needed to achieve a well-groomed, clean appearance | | | | | | | | | | | | ◆ |
| Prune Plants | As needed for correct growth & structure, frequency varies with plant type | | | | | | | | | | | | 2-6 |
| Prune Ground Cover | As needed for correct growth & structure, frequency varies with plant type | | | | | | | | | | | | 2-6 |
| Remove Tree Limb | As needed to remove lower hanging limbs obstructing walkways & parking | | | | | | | | | | | | ◆ |
| Fertilize Plants | As needed for health and appearance | | | | | | | | | | | | ◆ |
| Fertilize Trees | As needed for health and appearance | | | | | | | | | | | | ◆ |
| Irrigation | | | | | | | | | | | | | |
| Irrigation Management | Spring audit / Turn on | | | | Seasonal adjustments | | | | | | Winterize | | ◆ |
| Smartline Irrigation | Install Smartline Irrigation Controllers. Includes monthly Smartlink subscription. | | | | | | | | | | | | 2 |
| General Maintenance | | | | | | | | | | | | | |
| Clean up Leaves | Detail work | | As needed | | | | | | | Bulk removals | | | 6-12 |
| Blow Sidewalks | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | 48 |
| Remove Trash | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | 48 |
| Quality Control | Quality accountability by Supervisor, Production Manager, & Account Manager | | | | | | | | | | | | 24 |
| Additional Services | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Crystal Greens Landscape will perform the proper service level throughout the year to keep the landscape looking its best according to the seasonal conditions. Frequencies are based on an average weather calendar year and may vary with weather conditions. ◆ = included

CRYSTAL GREENS LANDSCAPE, INC.

503-742-0101 | CRYSTALGREENS.COM | P.O. BOX 568 CLACKAMAS, OR 97015

OR LCB#: 7370, WA CCBW#: CRYSTGL970MM

Service Specifications

Turf Management

- ◆ Mow all irrigated turf areas once per week during the growing season. Mowing frequency may vary due to weather conditions.
- ◆ Turf shall be mowed at a height of 2.5" to 3", with no more than a third of the height to be removed per cut.
- ◆ Turf clippings will be recycled back into the turf as conditions allow and removed from the turf when in excess.
- ◆ Turf edges shall be maintained with a mechanical edger, alternating hardscape edges and softscape edges each week.
- ◆ Fertilize turf as necessary throughout the year to keep a healthy appearance.
- ◆ Broadleaf herbicide treatment of turf includes one spring blanket application and regular summer spot treatment applications.

Plant Areas

- ◆ Prune all plants and ground covers to contain their size in respect to species, size of planter or relative surroundings as deemed necessary to promote health, vigor and aesthetic appeal through horticulturally correct methods.
- ◆ All landscape debris shall be removed from the site after each pruning occurrence.
- ◆ Tree pruning is limited to trimming low hanging branches that pose a hazard to pedestrian or vehicle traffic. Tree limbs that are above ground reach are beyond the scope of maintenance service and require additional tree care services.
- ◆ Hedges above ground reach are above the scope of maintenance service and require additional services.
- ◆ Raking of plant area beds will be performed to maintain a clean appearance.
- ◆ Leaf clean-up will be performed throughout the fall and winter. Removing the bulk of the leaves is the initial goal as leaves are still falling. Once the leaves are off the trees, the focus transitions to detailed grooming of all landscape areas.
- ◆ Young plant material will be fertilized when there are signs of nutritional deficiency to promote growth and vigor.
- ◆ Fertilization of trees will be performed as needed for health and appearance.
- ◆ Pre-emergent herbicide applications will be performed to minimize weed germination.
- ◆ Post-emergent herbicide applications will be performed to help control weed population.

Irrigation Management

- ◆ Spring audit and turn-on includes charging the mainline, turning on each zone from the clock, adjusting heads for adequate coverage, programming the clock(s), and documenting all needed repairs. Programming automatic controller(s) where applicable.
- ◆ Winterization includes shutting off the water supply at the back-flow device, opening manual drains and turning off the irrigation clocks.
- ◆ Repairs and replacements are considered additional work and are invoiced at our hourly rate, plus materials, and are not included in the Landscape Maintenance Agreement. We assume responsibility for all damage that occurs as a result of our maintenance process.
- ◆ Repairs may be made, totaling up to \$500 (adjustable amount per customer preference), and are deemed authorized if they are necessary for the continued viability of turf and plant material. Repairs more than \$500 will require specific customer authorization prior to repair.
- ◆ Weathermatic Smartlink Irrigation Management will be implemented upon start date of contract including installation of Smartline Irrigation Controllers and monthly technology subscription. (See Smart Water Management overview for detail.)

General Maintenance

- ◆ Blow sidewalks and clear adjoining hardscapes of any landscape debris.
- ◆ Patrol for small trash located in landscape areas during the regular service visit (does not include bio-waste or fecal matter).
- ◆ Quality checks include a layered quality control system performed by a Supervisor, Production Manager, and Account Manager.

Disclaimer

- ◆ Blowing parking lots are an additional cost unless specified on the service calendar as an included additional service.
- ◆ Parking lots are not included unless requested and specified on the service calendar.
- ◆ Landscape in excessively poor condition and requires more than standard service may require an initial cleanup at an additional cost.
- ◆ Overgrown plants and large hedges that are beyond maintenance standards may require rejuvenation pruning at an additional cost.
- ◆ Twice per week leaf visits are an additional cost unless specified on the service calendar as an included additional service.
- ◆ Excess debris and other haul away services such as storm debris, fallen trees, vandalism, holiday trees, etc. are an additional cost.
- ◆ Crack weed control in parking lots and concrete building foundations are an additional cost unless specified on the service calendar as an included additional service.
- ◆ Pots and plantings installed by community residents are not included in the scope of service (specific to apartment communities).

Additional Services

- ◆ Crystal Greens Landscape can provide a multitude of services to fit all landscape needs. Services not listed above may be added by the customer at any time. All additional services requested are billed on a time and material basis or from an itemized estimate.

Property Map



Yellow = Property Lines | Red = Beds Maintained by Master Gardeners

CRYSTAL GREENS LANDSCAPE, INC.

503-742-0101 | CRYSTALGREENS.COM | P.O. BOX 568 CLACKAMAS, OR 97015

OR LCB#: 7370, WA CCBW#: CRYSTGL970MM

Landscape Management

OREGON & SW WASHINGTON

MAINTENANCE



PROJECTS



TREE CARE



SNOW



CREATE BEAUTY. ENHANCE COMMUNITY. GROW AS PEOPLE.

Established in 1990, Crystal Greens Landscape specializes in all phases of commercial landscape management. We help clients maintain and improve property value through landscape appearance, functionality, and efficiency with our wide service range, technical expertise, and resources.

Our core company values are passion, humility, caring, integrity, and fun.

COMMERCIAL



HEALTHCARE



RETAIL



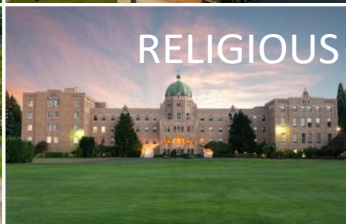
EDUCATION



LIVING



RELIGIOUS



HOSPITALITY



MUNICIPALITY



GROW WITH US!

Great People Big Vision.

CRYSTAL GREENS LANDSCAPE, INC.

503-742-0101 | CRYSTALGREENS.COM | P.O. BOX 568 CLACKAMAS, OR 97015

OR LCB#: 7370, WA CCBW#: CRYSTGL970MM



SmartLine Water Management System

SAVE WATER. SAVE MONEY. SAVE TIME.

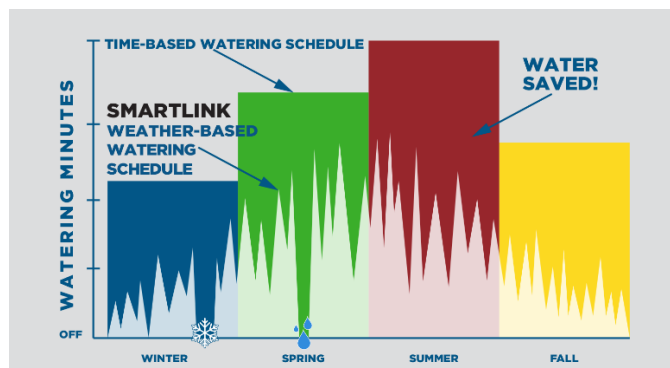
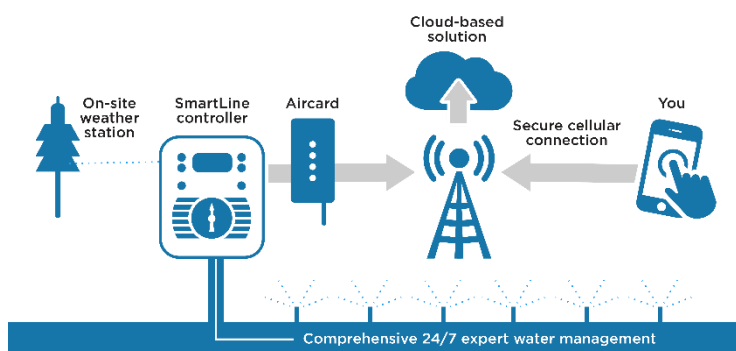


FREE Controller, Installation, and Management of Weather-based Irrigation System
No Fees: Weather-based Subscription Costs Included in Landscape Maintenance Service



Saving Clients 38% Average Irrigation Water Usage!

Controlled Water Costs, Efficient Response Time, Improved Troubleshooting, System Activity Transparency, Communication Capabilities, Dependable Equipment with Full Warranty.



How It Works?

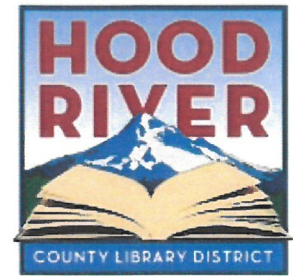
- System automatically makes daily water adjustments based on temperature, humidity, soil type, sprinkler nozzle, plant type, and slope.
- Weather station set at each controller and communicates wirelessly to adjust according to weather patterns
- Automatic cycle soak to reduce water run-off
- Never loses date/time or programming due to power failure
- Optionally omit days, times, and dates
- Meets EPA Water Sense Criteria

CRYSTAL GREENS LANDSCAPE, INC.

503-742-0101 | CRYSTALGREENS.COM | P.O. BOX 568 CLACKAMAS, OR 97015

OR LCB#: 7370, WA CCBW#: CRYSTGL970MM

Informal Bid Grounds Maintenance for Georgiana Smith Memorial Gardens



Hood River County Library District seeks informal bids to perform regular maintenance on the Georgiana Smith Memorial Gardens from March 1, 2021 through February 28, 2022. The expected level of maintenance is high to continue the quality of these grounds.

Maintenance duties shall include the following:

- Weekly (or as-needed) grounds maintenance of turf and non-turf areas of the Hood River Library and Georgiana Smith Memorial Gardens from January through December. 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.

This bid covers only existing beds and borders. Any future beds or borders are not included in this agreement and would be billed separately.

Bidders need to provide proof of liability insurance. The bidder will need to sign a contract with one and two year renewal clause options.

502 State Street
Hood River, OR 97031

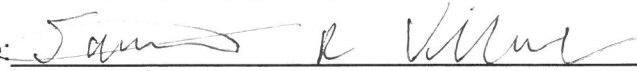
541 386 2535

www.hoodriverlibrary.org

Bids are due by Thursday, February 11, by 12:00pm. Please email bids to rachael@hoodriverlibrary.org mail or deliver to the Hood River County Library District, 502 State St, Hood River, OR 97031.

TOTAL BID PRICE: \$ 8,820/yr \$735/mo

Bidder Name: Forrest R. Visscher

Bidder Signature: 

Company Name: Crystal Greens Landscape

Date: 2/2/21

Questions? Call or email Library Director Rachael Fox at 541-387-7062 or rachael@hoodriverlibrary.org



Landscape Management

MAINTENANCE | PROJECTS | TREE CARE | SNOW

Leading Provider of Commercial Landscape Management
Oregon & SW Washington

CRYSTAL GREENS LANDSCAPE, INC.

503-742-0101 | CRYSTALGREENS.COM | PO BOX 568, CLACKAMAS, OR 97015

Landscape Management

OREGON & SW WASHINGTON

MAINTENANCE



PROJECTS



TREE CARE



SNOW



CREATE BEAUTY. ENHANCE COMMUNITY. GROW AS PEOPLE.

Established in 1990, Crystal Greens Landscape specializes in all phases of commercial landscape management. We help clients maintain and improve property value through landscape appearance, functionality, and efficiency with our wide service range, technical expertise, and resources.

Our core company values are passion, humility, caring, integrity, and fun.



COMMERCIAL



HEALTHCARE



RETAIL



EDUCATION



LIVING



RELIGIOUS



HOSPITALITY



MUNICIPALITY

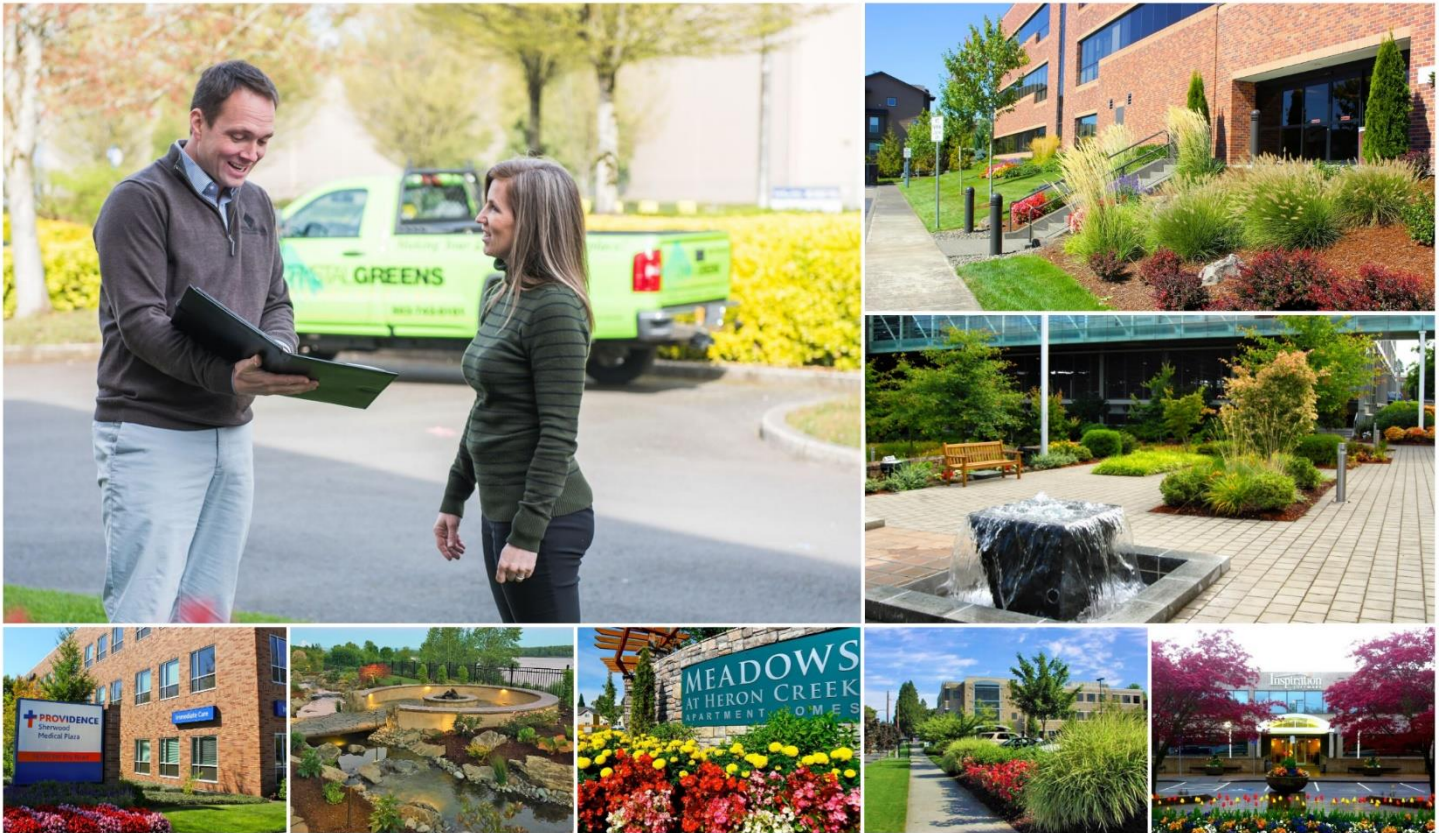
GROW WITH US!

Great People Big Vision.

Commercial Clients

PROPERTY MANAGERS | FACILITY DIRECTORS | REAL ESTATE INVESTORS

We provide landscape management to some of the most beautiful and dynamic facilities in the Northwest. We excel with diverse portfolios, large campus facilities, and individual commercial properties that require a proactive and holistic approach to professional landscape management.



Work Portfolio

Crystal Greens Landscape specializes in all phases of commercial landscape management. We help clients maintain and improve property value through landscape appearance, functionality, and efficiency.

COMMERCIAL

Industrial, Corporate, Office Buildings



HEALTHCARE

Hospitals, Medical Facilities, Long-term Care



RETAIL

Shopping Centers, Malls, Mixed Use



LIVING COMMUNITIES

Apartments, HOA, Assisted Living



Work Portfolio

Crystal Greens Landscape specializes in all phases of commercial landscape management. We help clients maintain and improve property value through landscape appearance, functionality, and efficiency.

EDUCATION

School Campuses, Sports Fields



RELIGIOUS CENTERS

Cemeteries, Churches, Spiritual Campuses



HOSPITALITY

Hotels, Resorts, Leisure Facilities



MUNICIPALITY

Government Properties, Public Parks



ASSOCIATIONS & CERTIFICATIONS

Education, training, and collective effort makes an impact on the business community. We are active members and contributors to several key organizations that directly support the ongoing improvement of the real estate and landscape industry both locally and nationally.



Quality

TRAINED PROFESSIONALS

High Standards | Expertise | Accountability | Leadership



There is not a one size fits all to landscape management. Sustainable results will always require well trained, adaptable, high character people with a service driven attitude. We have developed a culture that strives for excellence in all phases of landscape management and customer service.

STRATEGY & RESOURCES

6 Locations | 200+ Staff | 100+ Trucks | 1000+ Properties



Our crews follow a comprehensive year-round service program that ensures professional quality levels during all different seasonal conditions. We have decades of experience refining our systems, processes, and organization to provide the highest efficiency and value to our clients.

Account Management

SERVICE DRIVEN

Partnership | Customer Service | Proactive Planning | Responsive | Innovative | Sustainable Solutions

Our Account Managers operate as an extension of your team. The Account Manager is the customer's single point of contact for quality control, project requests, new properties, budget planning, and the occasional cup of coffee. Our Account Managers are supported by a talented and experienced team. We aim to cultivate a partnership with our clients to achieve their goals by offering value solutions that fit varying budgets.



SERVICE APPROACH

Seek first to understand through listening and observation. Communicate proactively and effectively. Do not over promise, but aim to exceed expectations. Provide an experience, not just a service. Be refreshing, curious, and solution oriented. Operate with authority to serve. Ask for feedback and respond accordingly.

Leading Provider of Commercial Landscape Management
Oregon & SW Washington



Oregon Business Magazine Awarded
Crystal Greens Landscape

**100 BEST COMPANIES TO
WORK FOR IN OREGON**



Landscape Management Magazine
Awarded Crystal Greens Landscape

**INDUSTRY TOP 150
REVENUE GROSSING U.S.
COMPANIES**



Leaders in Environmental
Management

**SUSTAINABLE LANDSCAPE
SOLUTIONS**

Crystal Greens Landscape, Inc.

503-742-0101

15815 SE 135th Ave, Clackamas OR 97015

PO Box 568 Clackamas, OR 97015

crystalgreens.com

Contract for Gardens Maintenance Services



This Contract is between Hood River County Library District, hereafter called "District" and **Crystal Greens** 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 1, 2021** to **February 28, 2022** 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;

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

Retirement System Status

- 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

Crystal Greens
Forrest Visscher
PO Box 568
Clackamas, OR 97015
forrest.visscher@crystalgreens.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 _____
Jean Sheppard, Library Board President

By _____
Forrest Visscher, Crystal Greens

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 2021 through February 2022. 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.

Forrest Visscher, Crystal Greens

Date

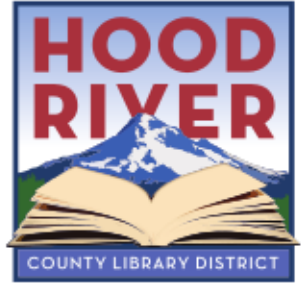
Exhibit C

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 \$2,000,000 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.

2021-2022 Budget Calendar



Wednesday, April 21, 2021

Publish Website Notice of First Budget Committee Meeting
(5 - 30 days before hearing)

Wednesday, April 28, 2021

Publish Newspaper Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Tuesday, May 11, 2021, 6:00 – 8:00pm, Zoom meeting

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

Tuesday, May 18, 2021, 6:00 – 7:00pm, Zoom meeting

Second Budget Committee Meeting

(if necessary)

- Budget Committee deliberations and questions

Wednesday, June 2, 2021

Publish financial summaries and Notice of Budget Hearing
(one publication, 5 – 30 days before hearing)

Tuesday, June 15, 2021, 7:00pm, Zoom meeting

Public hearing

- Meeting to adopt budget, appropriate funds, and levy property taxes

Thursday, July 1, 2021

Deliver notice of property tax form LB-50 to County Tax Assessor

(by July 15)

- LB-50 (2 copies)
- Resolution passing budget (2 copies with original signatures)
- Budget (2 copies)
- Affidavits of publication (Budget Committee meeting & Budget Hearing)

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

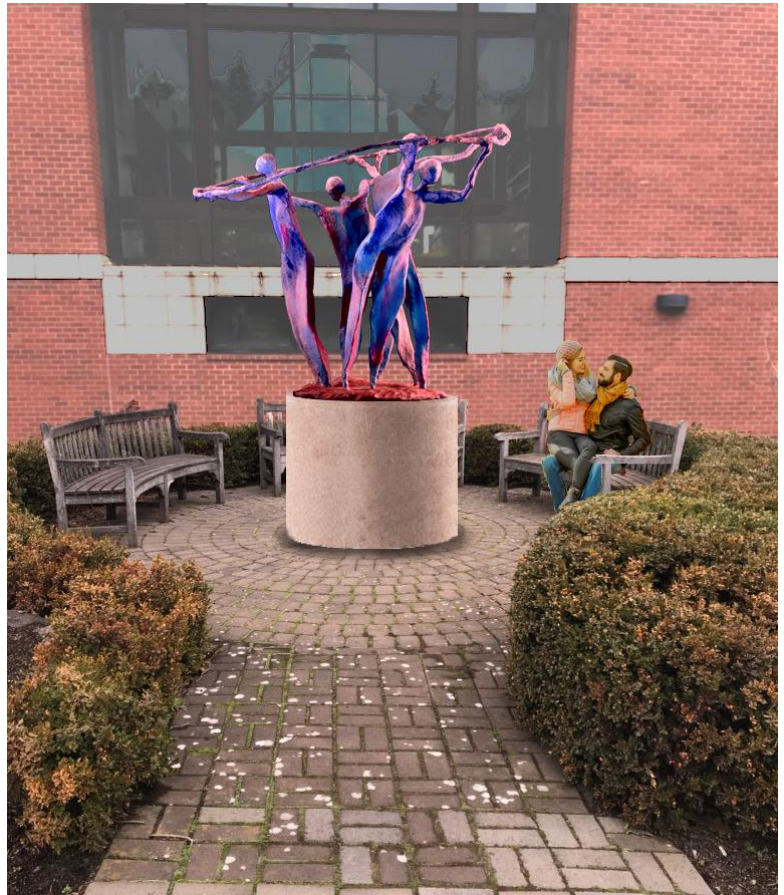
“THE KNOWN UNIVERSE”

A project in development
by Chas Martin

A community is comprised of individuals. Its strength comes from the collective power of diverse individuals working in collaboration. Conversation is the heart of that connection.

“The Known Universe,” is a sculpture that triggers a variety of interpretations. The four individual figures have no apparent gender, race, politics or religion. Each faces a different direction. Their connection is the unifying circle symbolizing community.

The title references our knowledge as the boundary of possibilities we perceive. As our knowledge expands, so does the realm of possibilities. That potential is vital to the community’s health and sustainability.



Conceptual rendering "The Known Universe" by Chas Martin

I am proposing to create a 7' tall version of this sculpture. It will be funded primarily by a grant through the Oregon Community Foundation’s Creative Heights Program. The project will be accomplished in partnership with Columbia Center for the Arts (CCA) which will manage the finances.

If this grant is awarded, work will begin in August of 2021. Fabrication and installation will take about 8 months and would be installed by Spring of 2022. The full program, however, is larger than the sculpture. A series of activities in collaboration with CCA will include talks and a web site documenting the process as it evolves from the initial concept to completion. The theme of the talks and web site will focus on “Visualization to Realization” – the process of seeing the invisible and managing that vision into tangible form.

The next step is identifying a location for the finished sculpture. Art of Community (Big Art), the organization that manages the placement of most of the public sculptures in Hood River has suggested the Hood River County Library as an ideal location. Talks have been initiated with the City Planning Department and several supportive community individuals to help move this project forward. The intention is to donate this sculpture to Hood River County Library.

A commitment from Columbia Center for the Arts fulfills the nonprofit requirement as the fiscal partner required Oregon Community Foundation. A letter of support from the Hood River County Library would be a valuable addition to this grant application.

I will gladly make a presentation to the board to explain my vision, the process, and my credentials. I anticipate public relations opportunities for the Library and CCA to advance their respective agendas and enhance connections with the community.

A few details about the execution:

- Proposed location is the circular seating area east of the Library's main entrance
- The sculpture will be approximately 7' High x 7' Diameter
- The supporting concrete base will be about 4' in diameter and 3' tall permitting foot traffic
- Fabrication will be a welded steel armature covered with a permanent, durable surface
- Materials are consistent with public art quality and should require minimal maintenance. It may require a surface refresh after for 15-20 years
- The structure will be reviewed by an engineer to assure structural integrity
- Project budget of about \$90,000 will be funded completely by Oregon Community Foundation
- The concrete pedestal and installation are included in the budget

Contact Information:

Chas Martin
7830 SW 40th Ave.
Studio #7
Portland, OR 97219

503 459 1009
Chas@ChasMartin
<https://www.ChasMartin.com>



Preliminary maquette by Chas Martin – 23H"x 23"D

CHAS MARTIN

Sculptor – Painter - Instructor

7830 SW 40th Ave., Studio #7

Portland, OR 97219

503 459 1009

chas@chasmartin.com

<https://www.chasmartin.com>



Education

Pratt Institute, Visual Communications Major - 1970-1972

University of Dayton, Fine Art Major – 1968-1970

Dayton Art Institute, Fine Art Major – 1968-1970

Professional Experience

2011-present Chas Martin Studio Artist, Portland, OR

Sculpture, painting, instruction.

2017-present Part-time Studio Assistant, Eichinger Sculpture Studio/ESS Gallery, Portland, OR

Manage communications and studio gallery. Contribute to variety of sculpture projects.

2006-2011 Principal, InnovativEye, Portland, OR

Visual communication consultancy focused on brand and presentations.

Clients included U.S. Bank, Mentor Graphics, Tektronix, Intel, multiple startups

1998-2006 Creative Director, BetterManagement.com (SAS Institute), Cary, NC

Managed concept and production of all communications, publications, events, exhibits and web promotions for a division of SAS Institute, a \$2B international software company.

1981-1998 Principal, Creative Director, Martin Communications, Hood River, OR

Owned and managed communications for clients including USDA Forest Service, Columbia Gorge National Scenic Area, Sprint

1977-1981 Creative Director, Rainoldi Bowles, San Francisco, CA

Tech and pharma-focused design firm. Designed and managed exhibit production.

Clients included Cutter Laboratories, multiple Silicon Valley startups

1975-1977 Art Director, Humphrey Browning MacDougall, Boston, MA

Designed and managed production print and TV for national clients

Clients included NYC Toy Fair for Parker Brothers Games, Lionel Trains, Gillette

Activities

Featured artist - Visions of My Former Self "Chaleur Magazine," Morristown, NJ July 2019

Board Member/Vice President, Pacific Northwest Sculptors 2017-present

Co-Curator, Pacific Northwest Sculptors "Making Space" ArtReach Gallery, Portland, OR 2019

Curator, Pacific Northwest Sculptors "Mixed Pairs" Multnomah Art Center, Portland, OR 2019

Juror, "International Sculpture Day" The Cave, Vancouver, WA – 2018

Curator, "The Hero's Journey" show, Columbia Center for the Arts, Hood River, OR – 2017

Recipient, Professional Development Grant, Regional Arts & Culture Council – 2016

Contributor, Professional Artist Magazine "Finding Your Creative Zone" – Dec 2015

Former Board Member/President, Portland Bonsai Society 2008-2012

Former Board Member/President, Columbia Art Gallery, Hood River, OR – 1982 – 1988

Instructor, Sitka Center for Art and Ecology, Otis, OR - 2009

Instructor, Northwest Academy, Portland, OR - 1998 – 2000

Instructor, Pacific Northwest College of Art, Portland, OR - 1996-1997

Instructor, San Francisco Academy of Art College, San Francisco - 1979-1980

Instructor, Boston Art Institute, Boston MA - 1974-1976

continued...

Solo Shows

- 2019 The Cave, "Mirrors" – Vancouver, WA
- 2018 Multnomah Art Center "Playful Spirits ~ Vibrant Visions" Portland, OR
- 2017 Columbia Center for the Arts, Hood River, OR

Juried Exhibitions

- 2019 ArtReach Gallery, "Making Space" – Portland, OR
Multnomah Art Center, "UnMatched Pairs – Portland, OR
Verum Ultimium Gallery, "Chasing Ghosts IV" – Portland, OR
Columbia Center for the Arts "Off the Wall" – Hood River, OR
Gallery 114 "Winter in America" – Portland, OR
- 2018 The Cave, "Mirrors" (solo show) – Vancouver, WA
Multnomah Art Center "Playful Spirits ~ Vibrant Visions" (solo show) – Portland, OR
Verum Ultimium Gallery "Chasing Ghosts III" – Portland, OR
Sacrosanct Gallery "Submerged" – East Hampton, CT
Gallery 114 "Everything We Do Is Music" – Portland, OR
Sacrosanct Gallery "The Grotto" – East Hampton, CT
Verum Ultimium "Living Mark" – Portland, OR
The Cave "Alchemy 3D" – Vancouver, WA
Sacrosanct Gallery "Votive" Show – East Hampton, CT
Verum Ultimium Gallery "Abstract Sanctuary" – Portland, OR
Verum Ultimium Gallery "Chasing Ghosts II" – Portland, OR
Newport Center for the Arts "Variety of Visions" – Newport, OR
Verum Ultimium Gallery "Chasing Ghosts II" – Portland, OR
Newport Center for the Arts "Variety of Visions" – Newport, OR
- 2016 Columbia Center for the Arts "Day of the Dead" – Hood River, OR
Portland'5 "Fire on the Water Dragon Boat Art Show" – Portland, OR
- 2015 Lake Oswego Festival of the Arts Open Show – Lake Oswego, OR
Lake Oswego Festival of the Arts "Artist's Vision" – Lake Oswego, OR
Coos Art Museum "Expressions West 2015" – Coos Bay, OR
Columbia Center for the Arts "Rain" – Hood River, OR

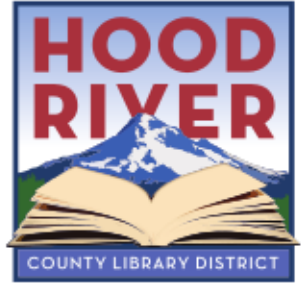
Invitationals and Group Shows

- 2017-19 Pacific Northwest Sculptors Annual Shows, Portland, OR
- 2016-17 Gallery House (Pratt Institute) Alumni Show, Brooklyn, NY
- 2015 Lake Oswego Festival of the Arts Open Show – Lake Oswego, OR
- 1979-86 Columbia Art Gallery, Hood River, OR
- 1981 Blue Sky Gallery, Ashland, OR
- 1979-80 Guilty Bystander, San Anselmo, CA

Commissions

- 2017 Bang & Olufsen – Portland, OR
- 2017 The Goldsmith Building – Portland, OR

Gift and Donation Policy



The Hood River County Library District welcomes and encourages gifts and donations which are consistent with the District's Mission Statement.

All gifts and donations accepted by the Library District become the property of the District and may be sold or discarded as the Library Director and Library District Board see fit.

Print and non-print materials

The Hood River County Library District accepts donations of print (books) and non-print (DVDs, Audiobook CD, etc) in good condition which meet current collection development criteria. Items in poor physical condition, outdated material formats, condensed/abridged titles, textbooks, and encyclopedias will not generally be accepted for donation.

The District's acceptance of a donated item does not constitute an agreement to add it to the collection; the District will make all necessary decisions as to the retention, location, cataloging and other considerations related to the use, disposition and disposal of all donations. Unused donations cannot be returned to the donor.

All donations are accepted with the understanding that if the District is unable to use the materials, they will be donated to the Friends of the Library Book Sale.

The District does not assess the value of gifts made to the library. Valuation should be determined by the donor.

Monetary Donations

Monetary donations may be made to the Hood River County Library District Foundation, the Hood River Friends of the Library, or the District. Donations to the Library Foundation or the Friends of the Library will be administered by the receiving organization subject to its own policies.

Other gifts

Gifts and donations other than items which can be used in the District's collection (such as furniture, etc.) must be discussed with the Library Director. The Library Director will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the District's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Art donation

The District has only a limited ability to store or display art and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists.

The District will decide if an artwork is to be accepted for inclusion in the Hood River County Libraries art collection and displayed in a library setting or on District grounds. Criteria for acceptance of donation to be considered:

1. Artist's connection with the local community and/or with the gorge region
2. Art conforms to the general architecture of the building and/or grounds
3. Relevance of the subject
4. Artistic merit/reputation of the artist
5. Cultural content
6. Reflection/celebration of diverse community
7. Suitability for display in proposed location/space required
8. Condition of the work/display ready
9. Financial cost to the Libraries e.g. installation/maintenance cost
10. Any health and safety issues

The final determination of the acceptability of art donations for the Hood River Library Gardens lies with the District Library Board.

Naming procedures

The naming of equipment or a tangible item such as a brick or furniture is intended to be in place for the useful life of the equipment or tangible item that is named.

As part of capital campaigns or fund raising efforts, the Library Foundation may offer to the community opportunities to receive recognition for contributions of various amounts through naming opportunities. The Library Foundation will consult with the Library Director regarding the naming opportunities.

Gifts to Library Staff

Individual District staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the District as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

Approved by the Board of Directors, December 15, 2020

Last revised: December 15, 2020

Last reviewed: December 15, 2020