

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, November 15, 2022, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River
Jean Sheppard President

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

- | | |
|--|---------|
| I. Additions/deletions from the agenda (ACTION) | Bureker |
| II. Actual or potential conflicts of interest | Bureker |
| III. Consent agenda (ACTION) | Bureker |
| IV. Open forum for the general public | Bureker |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. September 2022 Financial Statements | Fox |
| iv. Director's Report | Fox |
| VI. Old Business | |
| i. Best Practice Program checklist review | Fox |
| ii. SDAO Annual Conference | Fox |
| VII. New Business | |
| i. Driving Policy (ACTION) | Fox |
| ii. Janitorial Contract (ACTION) | Fox |
| iii. Library of Things discussion | Fox |
| VIII. Agenda items for next meeting | Bureker |
| IX. Adjournment | Bureker |

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.

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- | | | |
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| I. | Additions/deletions from the agenda (ACTION) | Bureker |
| II. | Actual or potential conflicts of interest | Bureker |
| III. | Consent agenda (ACTION) | Bureker |
| | i. Minutes from the October 18, 2022 meeting | |
| | • Attachment: III.i. Minutes from October 18, 2022 meeting | |
| | ii. SAGE invoice | |
| | • Attachment: III.ii. SAGE invoice | |

This membership connects us to our 77 consortium libraries, which we share materials. This funds technical staff who create an infrastructure, policies and technical support for our integrated library system software Evergreen. It also funds our courier system which runs five days per week.

The cost has increased 10% since last fiscal year. SAGE is adjusting the cost of the fees for member libraries to a usage based system based upon service population instead of a flat rate applied to all the member libraries. I was aware of the increase and budgeted accordingly.

The invoice for \$15,236 exceeds my spending authority, so I'm asking for Board approval.

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

- | | | |
|----|---|-----|
| V. | Reports | |
| | i. Friends update | Fox |
| | • The Hood River County Reads committee has selected <i>Rough House</i> by Tina Ontiveros. Ontiveros is a writing instructor at Columbia Gorge Community College, book buyer at Klindt's Booksellers in The Dalles, and president of the Pacific Northwest Booksellers Association. <i>Rough House</i> is a memoir of family, addiction, joy, and adventure | |

set in the rural spaces of the Pacific Northwest. Ontiveros follows her logger father as he migrates across his wooded territory, cobbling together shelters for his family, burning bridges, and forever starting over.

- The Friends will have their annual holiday party on Sunday, December 11, 2-4pm at the Hood River Library.

ii. Foundation update

Fox

- The Hood River County Library Foundation is looking forward to hosting the Feast of Words Gala again in the spring of 2023. The Foundation needs help to make this fundraiser successful so they can continue to fund special projects for the Library District. They are seeking members for the Feast of Words Planning Committee. Please contact: Foundation@hoodriverlibrary.org to learn more.
- The Foundation is recruiting new board members. They can contact foundation@hoodriverlibrary.org to learn more.
- The Foundation approved their budget, fundraising plan, calendar and committee/task list. They aim to raise \$71,500 this fiscal year. Their goals for this fiscal year is to raise:
 - \$ 3,000 for Hood River Reads
 - \$17,500 for Library District (newspapers, periodicals, digital subscriptions, movie subscriptions)
 - \$ 6,000 Community Book Donation (FISH Food Bank)
 - \$10,000 for Bookmobile Operational costs
 - \$25,000 for “More Access” needs
 - \$10,000 other unanticipated opportunities for giving
- The Foundation has a new brochure! You can pick one up at the round table across from the circulation desk in Hood River.

iii. September 2022 Financial Statements

Fox

Attachments:

- V.iii. September 2022 Financial Statements

We are tracking well with \$669,234 in the General Fund, \$66,953 in the Grants Fund, and \$119,434 in the Capital Equipment Reserve Fund. The bulk of the tax revenue will arrive this month.

Good news! We have received the October tax assessment for FY 2022-23 and we will receive \$38,949 more in tax revenue than we anticipated. Each year in March, I work with Hood River County regarding the amount of property tax we will receive for the following fiscal year. We use this estimate to set our annual budget. I will look at the budget and determine where to allocate the additional funds. I will present the plan to the Board at the December meeting.

iv. Director's Report

Fox

Administration

- We have completed our Strategic Planning Process. The Library Board approved our new Strategic Plan at our meeting on Tuesday, October 18.
 - We have identified five priorities and three goals for each priority.
 - Over the next seven months we will focus primarily on the Bookmobile. The Library Team will also work together to develop action steps for each goal. This will be an annual process that will help shape our budget each year.

Programs and Services

- Open Call for Artists
 - The Hood River Library is looking for artists to display their work for 1-2 months in the Hood River Library's Jeanne Marie Gaulke Community Meeting Room. Please send all inquiries to Mo Burford (mo@hoodriverlibrary.org).
- Bookmobile
 - The Bookmobile has arrived! The Library Foundation, Friends of the Library and Library District want to thank our many donors and supporters who made this dream a possibility! Our community contributed the entire amount to purchase the bookmobile in less than two months, bringing our dreams to provide equitable services throughout Hood River County to fruition. We held our Bookmobile Unveiling evening on Saturday, November 5. We had many donors tour the Bookmobile, eat desserts, and complete a children's craft. Check out our [website](#) for route, services, and more!
 - The Bookmobile will be at community events!
 - Library staff drove the Bookmobile in the Parkdale Pumpkin Parade on October 28 and handed out candy!
 - The Bookmobile was parked on Oak Street for the Halloween Downtown Trick-or-Treat. We gave away over 250 free books!
 - The Bookmobile will be at the Hood River Holiday Parade on Friday, December 2.
 - **Schedule & Route:**
 - **Odell Mobile Home park - Saturdays, 10:00am-12:00pm. For residents only.** The Bookmobile goes door-to-door offering children a selection of books, a craft bag, and a snack. Contact: yeli@hoodriverlibrary.org or 541-387-7068 for more details.
 - **Odell Community Park (Tamarack Rd.), Saturdays 12:30pm-1:30pm.** Visit the Odell Community Park to check out library materials, pick up holds, and receive free craft bags!
 - Over the next three months, library staff will be spending our \$75,000 grant we received from the State Library to stock the bookmobile with library materials, technology, Library of Things items, free books, and crafts kits.



- The program staff have been working hard to provide creative programming for this fall/winter. Please check out the [newsletter](#) for a full list of November programs.
 - All Ages
 - Arcade Night! The first Saturday of the month from 4 to 6 p.m. for rad retro cabinet arcade games and other electronic offerings for fans of all ages to enjoy.
 - Adult programs
 - Book Club - Hood River Library Book Club Wednesday, December 7 at 6:30 p.m. Hood River Library Meeting Room & [Zoom](#) This month's book club selection *Mink River* by Brian Doyle.
 - Cemetery Tales Friday, November 11 at 6 p.m. Hood River Library Meeting Room Yes, it is that time of year. Leaves are turning, the nights are getting cooler, and the Hood River County History Museum is putting on Cemetery Tales 2022. This is an awesome FREE event for the entire family, an opportunity to learn more about our early history and see local actors telling the stories.
 - Mari Matthias Author Reading Wednesday, November 16 at 6 p.m. Hood River Library Reading Room

This literary novel follows Gertine, a young farm wife, when her mother, Mette, inexplicably calls off her sister's wedding, only days away. The ensuing family rift tears at Gertine. Inspired by a runestone she finds in the woods, she begins to ask questions and embarks on a journey to learn of her mother's complicated past. As she follows one family secret to another, she gains so much more than the truth.

Born and raised in the Pacific Northwest, Mari Matthias has always had a creative project underway. *The Runestone's Promise* is Mari's first book. She found the bones of this story in a compilation of family history and was rapt until it was written.

- Cascade Locks Book Club meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. It will be patron lead and free for all to join.
- Writing Group: Every Thursday at 3 pm in the Hood River Library Columbia Room. Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).
- Teen programs
 - LTC: Every Saturday at 11 a.m. Open to teens and tweens ages 12 to 19, the Library Teen Council is a volunteer group that helps plan library services, leads programming and assists the Teen Librarian.
 - Teen Game Nights, Saturdays, 4-6p.m. Switch, Jackbox, board games, legos. Time to play! Open to ages 12 to 20, games will be in the Theater room.
 - Cups and Cocoa Crafting Saturday, November 12th from 11 to 12 Hood River Library. Teen can create personalized mugs for themselves or to give as gifts. Each participant will receive supplies to complete the mug at home along with cocoa to test it out with. Ages 11 to 20
 - Laser Tag Night Friday, November 18th from 6 to 7:30 p.m. Hood River Library

Have you ever wanted to run wild in the library and attack your friends? Here is your chance! Teens ages 12 to 20 can sign up to join rounds of laser tag after hours in the library. Snacks and game equipment will be provided. Please register for the event [HERE](#), limit of 20 participants.
- Children's programs
 - Family Storytime at the Hood River Library! Thursdays at 10:30 a.m. The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading!
 - Makerspace crafting hours at the Hood River Library. The hours are Tuesdays-Thursdays 2-7pm, Fridays 2-6pm and Saturdays from 10am-6pm. There are a variety of craft supplies to create a masterpiece.
 - The Cascade Locks and Parkdale branches have open crafting every Saturday from 10am-2pm. We offer a variety of supplies and the only thing required is their imagination!
 - Family Movie Matinee at the Cascade Locks Library on Saturday, December 3rd, 3pm. Families can watch a movie at the library!

VI. Old Business

i. Best Practice Program checklist review

Fox

The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Our district annually receives credits on our property/casualty insurance contributions and takes 10% off our district's general liability, auto liability, and property insurance contributions for the 2023 policy year. Each year Special District's has a theme for the Best Practices Program. This year, the theme and requirements revolves around the Board.

SDAO requests the checklist be reviewed with the governing board. I have completed the checklist and we have qualified for the 10% discount. Please see the attachment for full details.

- Affiliate Organization Membership – Credit 2%
 - Oregon Library Association
- Board Duties and Responsibility Policy – Credit 2%
 - Completed – We already have a policy. We will review the policy this fiscal year to see if it needs to be updated.
- Board Duties and Responsibilities Checklist – Credit 2%
 - Completed (Management - Rachael Fox)
- SDAO/SDIS training – Credit 2%
 - Each Board member watched Boardmanship 301 video
- Board Member Education Program – Credit 2%
 - Two Board Members are required to sign up for the Board Member Education Program. Hackett and Bureker are both enrolled.

ii. SDAO Annual Conference

Fox

The SDAO annual conference will be held February 9-12 in Sunriver, Oregon. In the past, we have sent one board member and one staff member. I highly recommend attending the conference. They have a variety of sessions geared toward board members. I'd like to discuss a board member possibly attending the conference this year. Visit <https://www.sdao.com/annual-conference> for 2022 Annual Conference Brochure.

VII. New Business

i. Driving Policy (ACTION)

Fox

Attachment

- VII.i. Driving Policy

Special Districts Insurance Services recommends we adopt a Driving Policy since we know own a Bookmobile. They sent me a template. I have sent it to our lawyer Ruben Cleaveland for review. He was unable to complete the review by the time the board packet was released. Please see the attached draft and I will present any recommendations Cleveland offers at the Board meeting.

I need to revise the plan for policy review. I had hoped to review several policies in November and December to compile them in one Operations document for the board to review. I am unable to devote the time needed to review multiple policies to compile them into one document. I want to revise the strategy and return to our practice of reviewing 1-2 policies per month. After we review all the policies over the next year, we can compile the policies into five designated categories. I will present an updated plan at the December board meeting.

ii. Janitorial Contract (ACTION)

Fox

Attachments

- VII.ii.a. Janitorial Contract (2021-22)
- VII.ii.b. Janitorial Contract Appendix A (amended)
- VII.ii.c. Janitorial Contract renewal

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

I recommend we renew the contract for an additional year with Tendene Enterprises (Clean-All Janitorial). We have used their services since 2012 and have been really satisfied with their work.

I have requested they reduce cleaning of the Hood River Library from 6 days to 5 days per week. We had added an additional day for Monday staff and volunteers during the pandemic. This is no longer needed. Prior to the pandemic, we had the building only cleaned the days we were open to the public.

Parkdale library nine months out of the year. OCDC shares a space with the library three months out of the year and will provide janitorial services for the restrooms during that time period.

The cost for the contract last year was \$2,123 per month for Hood River and \$295 for Parkdale. They have adjusted the cost to \$2,000 per month for Hood River and \$249 per month for Parkdale.

iii. Library of Things discussion

Fox

We have recently had six items stolen from our Library of Things collection: DVD player, guitar, ukulele, projector, projector screen, and butane stove. We believe a couple stole four of the items. They grabbed the items and left through the Columbia Room door near my office. A patron reported the theft to library staff. I filed a police report. We had not seen the couple before or sense the theft. The Library of Things Committee discussed how we can deter theft in the future.

1. Glass locking display case – We purchased the case and installed it on the LOT section upstairs. Electronics and valuable items will be kept in the case. Library staff will retrieve the items for patrons at their request.
2. Tether large items to the walls – We purchased wall anchors and combination locks for large items like the guitar, metal detector, projection screen. Library staff will retrieve the items for patrons at their request.
3. Video camera in the Library of Things area
 - Our IT consultant Ken Jacobs recommended a low cost camera we can use with our current setup at the library. The camera will cost \$60.00. Ken can install the camera. The footage can be stored on a micro sd card or cloud storage. Footage can be viewed in real time using Google Chrome with the camera app. It could also be viewed from a phone

using the camera app as well. We'd also post a sign that states the area is under surveillance. I would like to discuss this option further with the Board.

VIII. Agenda items for next meeting

Bureker

- Policy review
- SDIS Insurance Renewal

IX. Adjournment

Bureker

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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Board of Directors
Regular Meeting Minutes
Supplementary information
Tuesday, October 18, 2022, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River
Jean Sheppard President

Present: Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Rachael Fox (staff), Bill Weiler (staff).
Strategic Planning Committee: Mo Burford (staff), Michele Dearing (staff), Nadine Klebba (Friends of the Library President)

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<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

I. Additions/deletions from the agenda (ACTION) Bureker

Vice President Karen Bureker called the meeting to order at 7:00pm. Marsden made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest Bureker

None stated.

III. Consent agenda (ACTION) Bureker

Hackett made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

IV. Library Strategic Plan approval (ACTION) Strategic Planning Team

We have identified five priorities and three goals for each priority.

Over the next seven months we will focus primarily on the Bookmobile. The Library Team will also work together to develop action steps for each goal. This will be an annual process that will help shape our budget each year.

Marsden made a motion to approved the Library Strategic Plan. Janik seconded. The motion carried unanimously.

V. Open forum for the general public Bureker

None present.

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. August 2022 Financial Statements

Fox

There was nothing to add to the written report.

iv. Director's Report

Fox

Fox mentioned a child was struck by a car that attended a library program at the Odell Community Park this summer. The child rode their bike into the road. The child was not seriously hurt. Fox mentioned purchasing cones. Bureker stated there are collapsible cones and she recommended flashing lights and reflective vests. Fox stated she would purchase them.

VII. Old Business

i. Feast of Words project discussion

Fox

The Board approved of the updates in the Hood River Library Gardens and outside the Parkdale and Cascade Locks locations.

ii. Best Practice Program discussion

Fox

Brian Hackett enrolled in the Board Member Education Program. Karen Bureker said she enrolled 1-2 years ago. Fox will contact SDAO and see if that fulfills our requirement.

Fox mentioned a patron expressed their dislike of the content of a children's book due to its stereotypical depiction of the characters. The book was written 1930's. Fox has reached out to the patron to discuss the matter further and inform them of the Collection Development Policy and Request for Reconsideration. Fox will also be consulting with the Collection Development Team to discuss this further.

VIII. Agenda items for next meeting

Bureker

- Policy review
- SDAO Best Practices Checklist
- Statistics

IX. Adjournment

Bureker

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Baker Co Library District - Sage Fund
 Sage Library System
 2400 Resort Street
 Baker City, OR 97814

Invoice

Date	Invoice #
10/18/2022	M2022-23-17

Bill To:
Hood River County Library District

Terms
<i>Due upon receipt</i>

Quantity	Description	Rate	Amount
	2022-2023 Sage Membership fee	\$15,236.00	\$15,236.00
Please make your check payable to: Baker County Library District		Total Due	\$ 15,236.00

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements September 30, 2022

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.

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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 September 30, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and three 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.
October 31, 2022

Hood River County Library District
Balance Sheet - Cash Basis
September 30, 2022

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$41,892			\$41,892
Cash with Hood River County	626,926	\$66,953	\$119,434	813,313
Petty cash	416			416
Total Current Assets	<u>669,234</u>	<u>66,953</u>	<u>119,434</u>	<u>855,621</u>
TOTAL ASSETS	<u><u>\$669,234</u></u>	<u><u>\$66,953</u></u>	<u><u>\$119,434</u></u>	<u><u>\$855,621</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$14,321			\$14,321
Total Current Liabilities	<u>14,321</u>	<u>0</u>	<u>0</u>	<u>14,321</u>
Total Liabilities	<u>14,321</u>	<u>0</u>	<u>0</u>	<u>14,321</u>
Fund Balances:				
Unassigned	<u>654,913</u>	<u>66,953</u>	<u>119,434</u>	<u>841,300</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$669,234</u></u>	<u><u>\$66,953</u></u>	<u><u>\$119,434</u></u>	<u><u>\$855,621</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Three Months Ended September 30, 2022

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$100		\$100
Property tax revenues - current year	3,563			3,563
Property tax revenues - prior year	20,092			20,092
Fines and fees	1,341			1,341
Intergovernmental revenue	2,166			2,166
Interest revenue	1,948		\$412	2,360
Miscellaneous	297			297
Total Revenues	29,407	100	412	29,919
Expenditures:				
Personal services:				
Wages and salaries	131,849	1,026		132,875
Employee benefits	55,482	99		55,581
Total Personal Services	187,331	1,125	0	188,456
Materials and services:				
Bank charges	48			48
Building rental	5,839			5,839
Building maintenance	7,080	2,770		9,850
HVAC	0			0
Elevator	564			564
Telephone	1,459			1,459
Internet	3,456			3,456
Collection development	15,940	16,689		32,629
Technology	3,771			3,771
Accounting and auditing	8,430			8,430
Courier	407			407
Custodial services	8,926			8,926
Technical services	3,479			3,479
Library consortium	0			0
Copiers	790			790
Elections expense	0			0
Furniture and equipment	2,765	9,484		12,249
Insurance	0			0
Georgiana Smith Memorial Garden	1,437			1,437
Legal services	595			595
Professional services	11,382			11,382
Dues and subscriptions	396			396
Miscellaneous	675			675
Postage and freight	463			463
Printing	264			264
Programs	5,060	13,836		18,896
Advertising	1,183			1,183
Supplies - office	3,123			3,123
Travel	707			707
Training	0			0
Board development	0			0
Parking reimbursement	0			0
Electricity	4,362			4,362
Garbage	405			405
Natural gas	517			517
Water & sewer - building	1,242			1,242
Total Materials and Services	94,765	42,779	0	137,544
Capital outlay	0	0	13,163	13,163
Total Expenditures	282,096	43,904	13,163	339,163
Revenues Over Expenditures	(252,689)	(43,804)	(12,751)	(309,244)
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	(252,689)	(43,804)	(12,751)	(309,244)
Fund Balance - July 1, 2022	907,602	110,757	132,185	1,150,544
Fund Balance - September 30, 2022	<u>\$654,913</u>	<u>\$66,953</u>	<u>\$119,434</u>	<u>\$841,300</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$74	\$3,563	\$1,103,210
Tax revenues - prior year	18,390	20,092	20,000
Interest revenue	618	1,948	7,000
Fines and fees	678	1,341	3,000
Intergovernmental revenue	2,166	2,166	0
Miscellaneous	0	297	0
Total Revenues	21,926	29,407	1,133,210
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	730	1,986	8,767
Library clerk II	9,632	30,770	121,026
Library assistant I	5,673	17,149	69,862
Library assistant II	6,351	17,281	67,725
Librarian I	9,094	26,059	143,676
Librarian II	5,430	15,986	66,477
Library director	7,682	22,618	92,186
Payroll taxes and benefits:			
Retirement	7,274	20,808	45,765
Social security	3,387	10,015	43,583
Workers' compensation	19	1,030	1,300
Health insurance	7,697	22,601	153,660
Unemployment insurance	330	1,028	5,128
Paid family and medical leave	0	0	2,848
Total Personal Services	63,299	187,331	822,003
Materials and services:			
Bank charges	16	48	300
Bookmobile	0	0	5,000
Building rental	1,115	5,839	15,200
Building maintenance	513	7,080	20,000
HVAC	0	0	15,000
Elevator	0	564	2,315
Telephone	930	1,459	5,200
Internet	2,820	3,456	5,840
Collection development	6,122	15,940	90,000
Technology	1,538	3,771	13,000
Accounting and auditing	4,740	8,430	29,000
Courier	179	407	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 Three Months Ended
September 30, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	4,533	8,926	30,000
Technical services	0	3,479	4,000
Library consortium	0	0	15,400
Copiers	239	790	3,500
Elections expense	0	0	3,000
Furniture and equipment	350	2,765	4,000
Insurance	0	0	21,000
Georgiana Smith Memorial Garden	778	1,437	20,000
Legal services	88	595	4,000
Professional services	3,907	11,382	25,000
Membership dues	51	396	4,000
Miscellaneous	211	675	1,500
Postage and freight	36	463	1,000
Printing	0	264	500
Programs	892	5,060	20,000
Advertising	281	1,183	2,000
Office supplies	543	3,123	14,000
Travel	445	707	4,000
Training	0	0	3,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,503	4,362	20,000
Garbage	135	405	2,000
Natural gas	97	517	10,000
Water & sewer - building	426	1,242	5,600
 Total Materials and Services	 32,488	 94,765	 422,655
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 95,787	 282,096	 1,344,658
 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	 (\$73,861)	 (\$252,689)	 (\$231,448)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$0	\$100	\$320,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>0</u>	<u>100</u>	<u>320,000</u>
Expenditures:			
Personal services	594	1,125	11,600
Materials and services:	8,246	42,779	278,400
Capital outlay	0	0	100,000
Total Expenditures	<u>8,840</u>	<u>43,904</u>	<u>390,000</u>
Change in Fund Balance	<u><u>(\$8,840)</u></u>	<u><u>(\$43,804)</u></u>	<u><u>(\$70,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2022

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$151	\$412	\$1,000
Other Financing Sources			
Transfer from General Fund	0	0	20,000
Total Revenues and Other Sources	<u>151</u>	<u>412</u>	<u>21,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	1,268	13,163	125,000
Total Expenditures	<u>1,268</u>	<u>13,163</u>	<u>125,000</u>
Change in Fund Balance	<u><u>(\$1,117)</u></u>	<u><u>(\$12,751)</u></u>	<u><u>(\$104,000)</u></u>

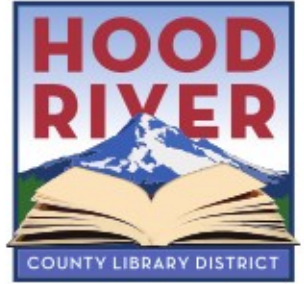
See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Three Months Ended September 30, 2022

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2022	Teen Intern	State Library	State Library Newspaper	HR Cultural Trust	Total
Revenues:												
Donations and grants	\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Intergovernmental revenue												0
Total Revenues	0	0	100	0	0	0	0	0	0	0	0	100
Expenditures:												
Personal services:												
Wages and salaries								1,026				99
Employee benefits								99				
Total Personal Services	0	0	0	0	0	0	0	1,125	0	0	0	1,125
Materials and services:												
Building maintenance		2,770										2,770
Collection development		5,391		510	507		2,827	2,225	8,807	1,474		16,689
Programs		3,816		4,670	298							13,836
Furniture & equipment		8,858		626								9,484
Total Materials and Services	0	20,835	0	5,806	805	0	2,827	2,225	8,807	1,474	0	42,779
Capital outlay	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	20,835	0	5,806	805	0	2,827	3,350	8,807	1,474	0	43,904
Net Change in Fund Balance	0	(20,835)	100	(5,806)	(805)	0	(2,827)	(3,350)	(8,807)	(1,474)	0	(43,804)
Fund Balance - July 1, 2022	338	71,752	2,041	16,208	10,150	1,781	2,737	3,250	0	0	2,500	110,757
Fund Balance - September 30, 2022	\$338	\$50,917	\$2,141	\$10,402	\$9,345	\$1,781	(\$90)	(\$100)	(\$8,807)	(\$1,474)	\$2,500	\$66,953

See Independent Accountants' Compilation Report

Driving Policy



PURPOSE

The Hood River County Library District values the safety and health of employees and the public. The safe operation of motor vehicles by District employees is essential.

The District has full authority and discretion to determine who shall drive District owned vehicles and privately owned vehicles used in the course and scope of District Business. This policy defines the minimum standards for vehicle operation, usage, and maintenance.

MINIMUM STANDARDS FOR DRIVING FOR THE DISTRICT

POSSESSION OF A VALID DRIVER'S LICENSE

Employees driving District vehicles, or their own personal vehicle in the course of District business, must hold a valid driver's license valid in the State of Oregon. The license shall have the necessary endorsements for the vehicle you will be driving as required by law.

In the event that your driver's license is suspended, you are required to notify your supervisor immediately. If you cannot drive for the District, and driving is an essential function of your job, the District will proceed with the appropriate action. Failure to notify your supervisor of a driver's license suspension or revocation may constitute discipline up to and including termination.

If you have your license suspended or revoked, you will not be allowed to drive for the district.

SATISFACTORY MOTOR VEHICLE REPORT

The District may Request Motor Vehicle Reports (MVR) from Oregon Department of Motor Vehicle annually. The annual review will keep the District informed of any adverse trends developing with District drivers. The District will use a 35-point matrix system to evaluate your status. The procedure is based on the points you have accumulated, based on the class of violations you have had over a three-year period (violation classes are found in ORS 806 through ORS 815). An explanation of how the Evaluation Matrix System works is as follows:

- **CLASS A VIOLATIONS per DMV report:**
 - **POINT SYSTEM:**
 - During the last year: 35 points
 - The second year: 25 points
 - The third year: 15 points
 - The fourth year: 0 points
- **CLASS B VIOLATIONS per DMV report:**

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

- **POINT SYSTEM:**
 - During the last year: 25 points
 - The second year: 15 points
 - The third year: 10 points
 - The fourth year: 0 points
- **CLASS C & D VIOLATIONS per DMV report:**
 - **POINT SYSTEM:**
 - During the last year: 20 points
 - The second year: 10 points
 - The third year: 5 points
 - The fourth year: 0 points
- **FELONIES/MISDEMEANOR TRAFFIC CRIME per DMV report:**
 - If any felony or misdemeanor traffic crime appears on your record in the last 3 years, you will be considered a significant risk.

The District has set a maximum of 35 points during a three-year period. If you have 35 points or more, you will be considered a significant risk and will be subject to actions deemed appropriate by the District. If your record indicates that you are a significant risk, the District will review your driving record. At this time the District will provide you with a copy of the record, so that, you may review it for incorrect information. If you believe information on the report to be incorrect you must work with the Department of Motor Vehicles to make corrections. A meeting will be scheduled to discuss any question or comments you may have about your record. After the meeting the District will determine what action is appropriate and will notify you.

In addition to violations, if you have 3 or more preventable accidents in the last 3 years, you will be considered a significant risk. Preventability of accidents will be determined using details of the accident and Federal Motor Carriers Guidelines.

DRIVER RESPONSIBILITIES

Driver responsibilities are as follows:

CITATIONS

If you should be issued a citation for a moving violation while operating a District vehicle or while operating your own vehicle for District business any fines, penalties or bail will be your responsibility.

You must notify your supervisor of any citations, traffic crimes, or acts of gross negligence involving a motor vehicle, whether it occurs on District time or your personal time in a timely manner. If convicted, the employee understands the district may impose discipline up to and including termination.

VEHICLE ACCIDENTS

This section will include all accidents involving District vehicles and personal vehicles driven for District business.

All District vehicles will have a “Driver’s Accident Kit”. This kit is used to gather information at the accident scene. Pictures shall be taken of all vehicles, position of vehicles and damage done to all vehicles. The vehicles photographed should match those that are identified in the accident report. The scene shall also be photographed to capture weather/road conditions that may have played a role in the accident. You shall immediately report the accident to your immediate supervisor or manager. A district “Accident Report” is required to be completed by the immediate supervisor or yourself and given to the manager or supervisor as soon as possible or the beginning of the next day. The employee should not make any comments regarding the cause of the accident or who is at fault. Police response shall be requested for the following accidents: a fatality, injury requiring ambulance transportation of an injured person, accidents involving a driver who appears to be under the influence of intoxicants and any accident involving a hazardous material spill.

If you are driving your personal vehicle for District business, turn in any information about the accident that you collect. All required forms must be completed.

In all cases a DMV “Traffic Accident and Insurance Report” will be submitted within 72 hours. If you and/or passengers are disabled and unable to complete the report, your immediate supervisor or manager shall be responsible for the timely completion of all reports.

Information to Obtain from Other Driver After Accident:

- Name, Phone Number, Address
- Insurance Name, Phone Number, Address
- Policy Number
- Driver License Number

Required forms:

- District Accident Report
- Accident report from Driver’s Accident Kit
- DMV “Traffic Accident and Insurance Report”
- 801 form (if necessary)

You will be required to submit to drug and alcohol testing if at least one of the following occurs:

- A fatality
- An injury, to anyone involved, requiring professional medical attention
- A citation is issued to you for a moving violation as a result of the accident (within 8hrs)
- If there is reasonable suspicion you have been operating the vehicle under the influence

You *MAY* be tested, at the manager and supervisor discretion, if at least one of the following occur:

- The incident results in significant damage to a vehicle or property

- Damage to a vehicle makes it unsafe/illegal to drive and/or
- Vehicle is towed from the scene and/or
- Combined damage to vehicle/property might exceed \$1500.00

In the event of an accident that requires a drug or alcohol test, you will be transported by your supervisor or other District representative to the nearest testing facility. If the accident occurs out of the area, arrangements will be made with a local medical facility. The Post-Accident test shall be performed as soon as possible. On-Call personnel will be required to immediately notify their supervisor or their Department Manager if the accident occurs after hours.

Because circumstances after the accident can change, alcohol testing may occur up to 8 hours after the accident and drug testing may occur up to 32 hours of the accident.

You will not be allowed to drive, for the District, until test results are received. The District will assist in making arrangements for you to get home if you wish.

You will be considered under the influence of alcohol if test results indicate a detectable level of alcohol at .02 or greater. You may be considered under the influence of intoxicants if tests reveal the presence of a substance and observations show that more likely than not you were impaired at the time of the accident. In such cases the District will consider further action.

CELL PHONES

The employee is responsible to follow all required laws relating to cell phone use and driving whether in a district vehicle or their personal vehicle being used for district business. Any cell phone citation while driving will be the responsibility of the employee and needs to report to their supervisor or District Manager.

MAINTENANCE

The District believes it is providing you a safe vehicle. It is your responsibility to operate the vehicle safely.

All vehicles will be kept in safe operating condition at all times; you will be responsible for inspecting the vehicle for safe operations before each trip. The pre-trip inspections are to assure the vehicle is in a safe operating condition and free from apparent damage that could cause failure during use.

You are encouraged to thoroughly inspect the vehicle occasionally during use and after fueling the vehicle as an ongoing safety practice.

Any vehicle, which is found to have defects in parts vital to the safe operation, will be removed from service until necessary repairs are made.

Vehicle reports are to be available to all drivers of the vehicle. It is your responsibility to check previous inspection reports before driving a vehicle.

USE

All occupants of any District vehicle are required to wear seat belts. The only exception will be Meter Readers, while performing the act of reading meters, are not required to wear a seat belt. If not reading meters, seat belts are required as well.

PASSENGERS

Non-Employee passengers will be allowed in District Vehicle if the passenger is involved in the scope and application of District business.

Under emergency conditions non-employee passengers may be permitted to ride in District vehicles. In an emergency, you are allowed to drive a person to a gas station, phone, etc. if they are stranded.

Employees that do not adhere to the above responsibilities will be subject to disciplinary action as stated in the District's Disciplinary Policy

EMPLOYEES CONSIDERED A SIGNIFICANT RISK

If the District determines, from your driving record, that you pose a significant risk to the District you will be subject to the following actions.

- **Written warning**
- **If driving is an essential function of your job, you may be suspended, without pay until your driving record has improved for the three-year period.**
- **If driving *is not* an essential function of your job, you may be suspended from driving for the District until your driving record has improved for the three-year period.**
- **The District may allow you to take a driving class. It will be your responsibility to find, take, and pay for the class. The class must be approved by the district.**
- **If you resume driving, a monthly DMV report may be required for a 12-month period.**
- **Termination of employment**

TRAINING

The District will provide you with Defensive Driving Training on a regular basis or as needed.

Adopted by the Board of Directors: November 15, 2022

Last amended: November 15, 2022

Last reviewed: November 15, 2022

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

DATE: November 16, 2021

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

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

RECITALS

Contractor is being engaged to provide janitorial services for all areas of the District's property located at 502 State Street, Hood River, Oregon (12 months) and the library and two restrooms at 7300 Clear Creek Road, Parkdale, Oregon (9 months).

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

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

In performing the Work, the following shall apply:

- a.** Contractor shall provide all essential cleaning products and equipment. The Contractor shall also have in place an OSHA compliant Material Safety Data Sheet ("MSDS") Program and provide Contractor with a copy to be made available on-site. Contractor must keep the program and Contractor updated if there are changes. Notification of changes must be made immediately.
- b.** District will provide trash bags, toilet paper, soap, paper towels, toilet bowl blocks, feminine products, changing table covers, and toilet seat covers.
- c.** Contractor is prohibited from sharing keys to the building with assistants or anyone else without approval from Contractor. Contractor reserves the right to reject any employee's privilege to work inside or outside the facilities.

Contract for Janitorial Services - Page **1** of **4**

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

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

4. Contract Term: This Contract becomes effective on December 1, 2021. Unless extended or terminated earlier in accordance with its terms, this Contract terminates on November 30, 2022. This Contract may be extended for up to two (2) one-year terms upon written consent of the parties. Contract termination does not extinguish or prejudice District's right to enforce this Contract with respect to any default by Contractor that has not been cured.

5. Compensation:

a. Contractor shall be paid at the rate of \$2,123 per month for the Hood River building and \$295 per month for the Parkdale Library. Compensation shall not exceed the rate specified without District's prior approval.

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

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

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

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

9. Independent Contractor Status:

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

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

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

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

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

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

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

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

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

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

16. Counterparts. This Contract may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.
CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR:

By: _____
Title: _____

DISTRICT:

Jean Sheppard
District President

EXHIBIT “A”

Page 1 of 2

Statement of Work – Hood River Building

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

5 days per week:

- Sanitize and wipe down all public and staff area counters, door handles (inside and outside building), tables, computer desks, computer keyboards and mice, end tables, and meeting room tables and meeting room sink.
- Clean and sanitize all bathroom floors, counters, bathroom stall doors and handles (inside and out), sinks, toilets and changing tables.
- Clean and sanitize staff kitchen counters, sink, floor and tables.
- Clean and sanitize all drinking fountains.
- Fill all soap and paper dispensers.
- Empty all wastebaskets and remove trash from building.
- Clean glass doors
- Clean elevator floor, walls, and buttons outside the elevator.
- Clean ADA buttons (Four total located inside/outside long hallway on lower level and two total located inside/outside front door of building).
- Wet mop or scrub all non-carpet areas in public area (October-April)
- Ensure all entrances and marked doors are locked and that non-emergency lights are off.

3 days per week:

- Vacuum or sweep high traffic areas carpet and non-carpet (defined as stairs, entry areas, and hallways).

2 days per week full building cleaning:

- Sweep or vacuum all non-carpet areas.
- Vacuum all carpet areas.
- Wet mop or scrub all non-carpet areas (Public area: May-September, Staff area: year round)

Weekly duties:

- Remove spider webs up to 10'.
- Empty blue recycle bins into large blue bin in staff area.
- Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September).
- Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers.

Twice monthly duties:

Empty garbage cans in the Georgiana Smith Memorial Gardens (October-April)

Monthly duties:

- Dust all library shelving (including top of the short, free standing shelving units)

As-needed duties (to be performed during regularly-scheduled cleanings):

- Remove broken glass or sharp material from all surfaces.
- Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling.
- Remove excess water from floors during inclement weather.
- Emptying garbage cans in the Gardens before and after large downtown events including but not limited to Blossom Time (spring), First Friday (May-October), Independence Day (July 4), Library end of Summer Reading party (end of summer), Hops Fest (September), Harvest Fest (October), and Hood River Holidays (December).

Annual duties:

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

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

Statement of Work – Parkdale Library (October 15-July 15)

Weekly duties:

- Sanitize and wipe down all public and staff area counters, door handles (inside and outside library), tables, computer desks, computer keyboards and mice, and end tables.
- Clean and sanitize two bathrooms outside the library, counters, and handles (inside and out), sinks, toilets and changing tables. Wet mop the bathrooms.
- Empty all wastebaskets and remove trash from building.
- Vacuum carpet in the library

EXHIBIT “A”

Page 2 of 2

Initials_____

Date_____

Initials_____

Date_____

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

IT IS SO AGREED by the parties hereto effective as of the date first written above.

CONTRACTOR:

DISTRICT:

By: _____
Title: _____

Jean Sheppard
District President