

Board of Directors
Regular Meeting Agenda
Tuesday, November 21, 2023, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

Board President: Brian Hackett, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik, Sara Marsden, and Jean Sheppard.

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

Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
III.	Approval of the consent agenda	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest		Brian Hackett
V.	Public comment (3 minutes each)		Brian Hackett
VI.	Reports		
	i. Friends and Foundation		
	ii. Friends update		
	iii. Foundation update		Rachael Fox
	iv. September and October Financial Statements		Rachael Fox
	iv. Director's report		Rachael Fox
VII.	Old Business		
VIII.	New Business		
	i. Snow removal contract	Motion	Rachael

			Fox
	iii. Intellectual Property Policy	Motion	Rachael Fox
	iv. Janitorial contract	Motion	Rachael Fox
	v. SDAO Best Practice Checklist	Discussion	Rachael Fox
	vi. Oregon Public Meeting Law update	Discussion	Rachael Fox
IX.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
X.	Agenda items for next meeting		Brian Hackett
XI.	Adjournment regular meeting		Brian Hackett

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 7:00pm to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda
Supplementary information
 Tuesday, November 21, 2023, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Library Board:

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Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
III.	Approval of the consent agenda i. Minutes from the October 17, 2023 regular board meeting <ul style="list-style-type: none"> Attachment: III.i. Minutes from the October 17, 2023 regular board meeting. ii. SAGE invoice <ul style="list-style-type: none"> Attachment: III.ii. SAGE invoice <p>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.</p> <p>The cost has increased 7% since last fiscal year. SAGE is adjusting the cost of the fees for member libraries to a</p>	Motion	Brian Hackett

	<p>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.</p> <p>The invoice for \$16,309 exceeds my spending authority, so I'm asking for Board approval.</p>		
IV.	Actual or potential conflicts of interest		Brian Hackett
V.	Public comment (3 minutes each)		Brian Hackett
VI.	Reports		
	<p>i. Friends and Foundation</p> <p>The Library District, in partnership with the Friends of the Library and Library Foundation, have embarked on a collaborative venture with Library Strategies, a specialized firm with extensive experience in assisting libraries, friends, and foundations. This initiative, funded by the Library District, encompasses the following components:</p> <p>1. One-on-One Virtual Interviews: These interviews are complete and involved the Library Director, Friends President, and Foundation President.</p> <p>2. Separate Virtual Retreats: Each retreat has been completed, the retreats engaged the Friends members and the Foundation Board. The discussions encompassed areas such as:</p> <ul style="list-style-type: none"> • Goals and direction • Communication and alignment between the Library, Friends, and Foundation • Mission and vision <p>3. Presentation to Stakeholders: A virtual presentation, lasting 1.5-2 hours, will be delivered the Library District, Friends, and Foundation groups in a join session in either December or January. This presentation will delve into potential future scenarios for both organizations and how we can either collaborate or operate independently to support the library and the community.</p>		
	<p>ii. Friends update</p> <ul style="list-style-type: none"> • The annual holiday party hosted by The Friends of the Library is scheduled for Sunday, December 3, 2023, and will take place from 2:00 PM to 4:00 PM. Library Board members are invited to attend. 		

	<ul style="list-style-type: none"> The Friends of the Library were previously sending donations, which were not placed on the sale shelves in the library, to a company called ThriftBooks. These books were boxed, placed on a pallet, and shipped to another location. However, the shipping costs are now exceeding the profits. As a result, they are revising their process to pre-scan books, ensuring that Thriftbooks can sell them. Any books that don't meet this criteria will now be donated either to Goodwill or placed on our free shelf. I'll be conducting training sessions for volunteers and staff over the next few weeks to implement these changes. The Hood River County Reads committee has selected <i>Beloved Beasts</i> by local author Michelle Nijhus. <p>"At once thoughtful and thought-provoking," <i>Beloved Beasts</i> tells the story of the modern conservation movement through the lives and ideas of the people who built it, making "a crucial addition to the literature of our troubled time" (Elizabeth Kolbert, author of <i>The Sixth Extinction</i>).</p> <p>The committee will be holding programs for all ages and will run from Saturday, March 9 through Sunday, April 14th.</p> 		
	<p>iii. Foundation update</p> <ul style="list-style-type: none"> The Foundation Board has actively campaigned to recruit new members for the Foundation board, and they currently have three individuals expressing interest in joining. 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: <ul style="list-style-type: none"> \$ 3,000 for Hood River Reads \$17,500 for Library District (newspapers, periodicals, digital subscriptions, movie licences) \$ 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 Feast of Words Fundraiser is scheduled for Saturday, May 4, 2024. The Foundation has approved 		Rachael Fox

	<p>replacing the outdated main circulation desk at the Hood River Library. The installation of a new unit will transform this area into a more inviting and dynamic space for library staff to assist patrons. This desk would be designed to cater to patrons of all ages and those with disabilities, offering a comfortable seating area where library staff can provide assistance. Additionally, it would be ergonomically designed to create a more efficient and ergonomic workspace.</p> <p>In addition, they will also support accessibility and our strategic goal for engaging communities at their point of need by funding the continuing operations for the bookmobile.</p>		
	<p>iv. September and October Financial Statements Attachment:</p> <ul style="list-style-type: none"> ◦ VI.iv.a. September 2023 financial statements ◦ VI.iv.b. October 2023 financial statements <p>We are tracking well with \$603,868 in the General Fund, \$108,911 in the Grants Fund, and \$94,228 in the Capital Equipment Reserve Fund. The bulk of the tax revenue will arrive this month.</p>		Rachael Fox
	<p>iv. Director's report <u>Administration</u></p> <ul style="list-style-type: none"> • The second training session held on the staff in-service day in November placed a significant focus on various areas, including training in trauma-informed librarianship by the American Library Association, emotional intelligence in the workplace, stress management at work, technology training covering patron printing, copier usage, and meeting room technology, as well as Naloxone training provided by the Hood River County Prevention department. • Our newly onboarded staff member, Jasmin Martinez, and our Bilingual Outreach Librarian, Yeli Vargas-Boots, have collaborated to develop a plan for the expansion of bookmobile services in Hood River County. A soft launch is scheduled for November, with the full route set to be officially launched in December. <ul style="list-style-type: none"> ◦ Proposed Service Plan Bookmobile <ul style="list-style-type: none"> ▪ Pine Grove, 1st Thursday of the month <ul style="list-style-type: none"> • Early Intervention Pine Grove School 1:30am- 		Rachael Fox

	<p>1pm</p> <ul style="list-style-type: none"> ○ Hood River <ul style="list-style-type: none"> ■ 2nd Thursday of the month, 2:30-6:00pm ■ Neighborhoods behind Rosauers <ul style="list-style-type: none"> • Pacific Ave • Sieverkropp • Wyeast apartments ○ Hood River <ul style="list-style-type: none"> ■ 3rd Thursday of the month, 2:30-6:00pm <ul style="list-style-type: none"> • Apartments and Mobile Home Parks on Cascade Ave. <ul style="list-style-type: none"> ○ Hood River Mobile Manor ○ Hood River Crossing apartments ○ Columbia View apartments ○ Hood River <ul style="list-style-type: none"> ■ Every 4th Thursday of the month, 2:30-3:30pm <ul style="list-style-type: none"> • Hood River Grange ○ Senior facilities <ul style="list-style-type: none"> ■ 1st Friday of the month, 10am-12:30pm ○ Odell <ul style="list-style-type: none"> ■ 2nd and 4th Saturdays <ul style="list-style-type: none"> • Odell Mobile Home Park, 10:30-12:30pm • Odell Community Park 12:30-1:30pm • Wyeast Middle School 2:00-3:00pm • The team is actively exploring the possibility of adding more stops in the future, with the Dee area being one example. Furthermore, the planned stop in Parkdale is still under consideration. <p><u>Facilities/Gardens</u></p> <ul style="list-style-type: none"> • In the upcoming period, I will be engaged in a project funded by the 2023 Feast of Words. The project involves the installation of new signage at all three locations. Additionally, in the gardens, we will be implementing a covered area, a charging station, and providing a free public phone. • We are in the process of ongoing reorganization and cleaning within our facility. This involves clearing out storage areas and repositioning items to optimize our 		
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storage space.

- **Programs and Services**

- Our Halloween programs exceeded expectations! The Halloween event drew in 25 enthusiastic teens, and on October 31, the Hood River Library welcomed 800 visitors, with a significant turnout for our Halloween party. Parkdale and Cascade Locks also saw trick-or-treaters, and we distributed a generous 500 books. A special thank you to the Friends of the Library for their support in making this event possible and providing free books to children in our community!
- The program staff have been working hard to provide creative programming for this fall. Please check out [newsletter](#) a full list of November programs.

- **All Ages**

- Every month, we will highlight nationally recognized heritage months and holidays at our library, providing a platform for celebration and exploration. Many libraries across the nation also participate in honoring these same occasions.

The Hood River County Library District provides free and equitable access to cultural and educational experiences. The library celebrates ideas, promotes creativity, connects people, and enriches lives, with an emphasis on promoting literacy and equity in library collections, services, and programs.

Discover the diverse range of materials available in our collection. Visit the library, search our [online catalog](#), download [ebooks and audiobooks](#) or stream [movies](#).

- **Native American History Month**

Native American History Month, also known as American Indian and Alaska Native Heritage Month, is an annual observance in the United States that takes place during the month of November. This month is dedicated to

	<p>recognizing and honoring the rich and diverse history, cultures, contributions, and achievements of Native Americans, Indigenous peoples, and tribal nations.</p> <p>The observance of Native American History Month aims to raise awareness about the unique experiences, challenges, and enduring resilience of Indigenous communities. It provides an opportunity to shed light on the often overlooked or misrepresented aspects of Native American history and culture, as well as to celebrate their significant contributions to the country.</p> <ul style="list-style-type: none"> ▪ Family Game Night First Saturday, November 4, 4-6pm Hood River Library Theater. Join us for rad retro cabinet arcade games and other electronic offerings for fans of all ages to enjoy. ▪ Family Movie Matinee Saturday, Nov. 25th, 2pm, Hood River Library Theater. The Hood River Library will be showing the movie Moana. This will be an all ages event. Snacks and drinks will be provided. <ul style="list-style-type: none"> ○ Adult programs <ul style="list-style-type: none"> ▪ Ellen Taylor Painting Workshop, Saturday, December 2, 11am-2pm. Hood River Library Meeting Room. Ellen Taylor has expressed that her art "...comes from visions, feelings, life, death, turmoil, new birth, and illness, relationships, and the history of life." The perfect balance comes from finding the time to articulate, create, and balance all, or, some of this, into her busy life. Ellen lives on the Umatilla Indian Reservation. She is from the Cayuse, Umatilla, Walla Walla, Nez Perce, and Ojibwa Tribes. ▪ Memories of Czech Christmas, Wednesday, Dec. 6th, 6pm, Hood River Library Reading Room. This is a Christmas holiday program featuring traditional Czech Christmas music and dance with accordion accompaniment. 		
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	<p>During the program Helena and Mark present five traditional Czech Christmas songs within the five corresponding sections of the program. Helena explains several Czech Christmas traditions as she remembers them from her childhood and illustrates them by telling humorous stories as they occurred with her family. Some of these stories reveal surprising differences in the way Czechs celebrate Christmas in contrast to traditional American customs.</p> <ul style="list-style-type: none"> ▪ Edward Jones Financial Workshop Series, An Investor's Tour of Mutual Funds, Saturday, Nov. 18th, 10am, Meeting Room. Brought to you in partnership with Edward Jones. ▪ Hood River Book Club meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & Zoom. November's book club selection is <i>The Language of Flowers</i> by Vanessa Diffenbaugh. December's book club selection is <i>The Midnight Library</i> by Matt Haig. ▪ Cascade Locks Book Club meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. The November's book club selection is <i>Summer Island</i> by Kristin Hannah. ▪ Writing Group: Every Wednesday 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). The writing group will not be meeting Nov. 22 and Dec. 27. ○ Teen programs <ul style="list-style-type: none"> ▪ Ridiculous plating with nugs, Saturday Nov. 18th, 2pm Hood River Library Meeting Room. It's that time of year everyone starts making fancy foods, and the library is joining the fun... with chicken nugs! Come create the 		
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	<p>fanciest plate with the silliest foods. Supplies and vegetarian options provided.</p> <ul style="list-style-type: none"> ▪ Laser Tag, Saturday Nov. 25th, 6pm Hood River Library. Go sort of wild in the library with laser tag! Equipment provided, limit of 32 participants, completed permission forms required. ▪ Magic the Gathering, 2nd and 4th Fridays of the month at 4pm in the Library Theater. ▪ Library Teen Council, 2nd and 4th Saturdays of the month at 2pm in the Hood River Library Theater. Join the team and earn volunteer hours, help out at the library and eat snacks! <ul style="list-style-type: none"> ○ Children's programs <ul style="list-style-type: none"> ▪ Thanksgiving Craft Bags, Week of November 21-25. Celebrate the season of gratitude with our Thanksgiving/Harvest Season Craft Take Home Bag! Inside you'll find everything you need to create heartwarming crafts that capture the spirit of the season. Unleash your creativity and share in the joy of celebration! Available during Thanksgiving week 11/21 - 11/25. ▪ Storytimes <ul style="list-style-type: none"> • Family Storytime – Hood River Library Thursdays at 10:30 a.m. <ul style="list-style-type: none"> ○ 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! ▪ Weekly playgroup and monthly storytime – Parkdale 		
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	<ul style="list-style-type: none"> Looking for something fun to do with your children that haven't yet started school? We are starting playgroups at our Parkdale Library! Each Friday from 10:30-11:30 we invite parents to come with their children to explore the library, help kids build social skills, and make new friends. The first Friday of the month in Parkdale we will have a librarian led storytime. 		
VII.	Old Business		
VIII.	New Business		
	<p>i. Snow removal contract</p> <p>Attachment:</p> <ul style="list-style-type: none"> VIII.i. Snow removal contract Neal Creek Forest Products. <p>Our snow removal contract with Ayles Snow Management Services has expired. I reached out to three local companies, including Ayles, to obtain bids. The lowest bid came from Neal Creek Forest Products, and they will be providing snow removal services for both Hood River and Parkdale. The cost for services in Hood River is \$800 per visit and \$1,000 per visit for 6 inches or more, inclusive of deicing. Additionally, they will maintain the walkway at the Parkdale library for \$150 per hour.</p> <p>We also received a bid from Ayles Services: \$502 for 2-4 inches, \$702 for 5-6 inches, and \$945 for 6 inches or more. They charge an additional \$297 for applying deicing materials and \$1.10 per pound for the de-icing material. Since we often require deicing along with snow removal, the combined cost from Ayles exceeds the quote from Neal Creek Forest Products.</p> <p>Contracts exceeding \$5,000 require board approval. While this contract does not have a set amount, I collaborated with our lawyer, Ruben Cleaveland, to draft the contract and I signed the contract with Neal Creek Forest Products. Given the unpredictable nature of winter weather, I would like to formally request board approval of the contract in case it exceeds \$5,000.</p>	Motion	Rachael Fox
	<p>iii. Intellectual Property Policy</p> <p>Attachment:</p> <ul style="list-style-type: none"> VIII.iii. Intellectual property policy 	Motion	Rachael Fox

	<p>This month, we will be conducting a review of the Intellectual Property Policy, which has not been updated since 2018. I collaborated with legal counsel Ruben Cleveland to make necessary updates to the policy. I am now seeking library board approval for the revised policy.</p>		
	<p>iv. Janitorial contract Attachment:</p> <ul style="list-style-type: none"> • VIII.iv.a. Janitorial Contract • VIII.iv.b. Janitorial Contract renewal <p>Two years ago 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.</p> <p>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.</p>	Motion	Rachael Fox
	<p>v. SDAO Best Practice Checklist Attachment:</p> <ul style="list-style-type: none"> • VIII.v. SDAO Best Practice Checklist 2024 <p>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 2024 policy year. Each year Special District's has a theme for the Best Practices Program. This year, the theme and requirements revolves around Emergency Management Plan.</p> <p>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.</p> <ul style="list-style-type: none"> • Affiliate Organization Membership – Credit 2% <ul style="list-style-type: none"> ◦ Oregon Library Association • Emergency Management Plan training – Credit 2% <ul style="list-style-type: none"> ◦ Completed – I reviewed the Business Preparedness 3 step plan under the Oregon Department of Emergency Management Website: Before Disaster Occurs, When Disaster Occurs, and After the Disaster • Emergency Plan Checklist – Credit 2% <ul style="list-style-type: none"> ◦ Completed (Management - Rachael Fox) 	Discussion	Rachael Fox

	<ul style="list-style-type: none"> • Emergency Preparedness Plan – Credit 2% <ul style="list-style-type: none"> ◦ We have a plan on our internal network for staff and printed copies at all our service desks and staff area. • SDAO/SDIS Safepersonnel Training– Credit 2% <ul style="list-style-type: none"> ◦ I reviewed the online training called Safety Management Emergency Action Plan. 		
	<p>vi. Oregon Public Meeting Law update</p> <p>The information provided below is sourced from the State of Oregon website.</p> <p>Public Meetings Law</p> <p>In the 2023 session, the Legislative Assembly passed HB 2805, which gives the Oregon Government Ethics Commission (OGE) the authority to enforce Oregon’s Public Meetings Law (ORS 192.610 to 192.690).</p> <p>Public Meetings Advice</p> <p>At this time, OGE can provide verbal and written advice only on the executive session provisions of Public Meetings Law.</p> <p>OGE is now accepting complaints and opening cases for alleged Public Meetings Law violations.</p> <p>Public Meetings Trainings</p> <p>In January 2024, OGE’S trainers will begin providing Public Meetings Law trainings and will be coordinating with agencies, other groups, and associations to ensure the availability of Public Meetings Law trainings throughout the state. OGE will continue to offer trainings and webinars on the Executive Session provisions.</p> <p>Public Meeting Law Complaints</p> <p>Required Steps to File Complaints</p> <p>HB 2805 creates some mandatory prerequisites for submitting Public Meetings Law complaints to OGE. These prerequisites will also apply to executive session provision complaints.</p> <p>If you believe a Public Meetings Law violation has occurred:</p> <ol style="list-style-type: none"> 1. You must submit a written grievance to the public body at issue, setting forth the facts and circumstances of the alleged violation. This written grievance must be submitted to the public body within 30 days of the date the alleged violation occurred. 2. You must give the public body 21 days to respond to 	Discussion	Rachael Fox

	<p>your written grievance. The public body's written response should acknowledge receipt of the written grievance, and: admit or deny the facts and circumstances alleged in the grievance; admit or deny that those facts and circumstances amount to a violation of the Public Meetings Law; and if a violation is acknowledged, explain the steps the governing body will take to cure the violation.</p> <p>3. When you submit your complaint to OGE, you must include documentation that you satisfied these mandatory prerequisites. This documentation would include your written grievance and the public body's written response (or affirmation that no response was received within the 21 days).</p> <p>If you fail to satisfy these mandatory prerequisites before filing your complaint with OGE, your complaint will be dismissed.</p> <p>New Public Body Reporting Duties</p> <p>HB 2805 creates new reporting duties for public bodies. In particular, when a public body receives a written grievance from a person alleging its governing body may have violated provisions in the Public Meetings Law, the public body must provide a written response to the person within 21 days. That written response should acknowledge receipt of the grievance and may:</p> <ul style="list-style-type: none"> • Deny the facts and circumstances alleged in the grievance; then describe the public body's version of the facts and circumstances and explain why they do not violate Public Meetings Law. • Admit the facts and circumstances alleged in the grievance but deny that those facts and circumstances violate Public Meetings Law. • Admit the facts and circumstances alleged in the grievance and admit those facts and circumstances violate Public Meetings Law. Then explain the steps the public body will take to cure the violation, such as: • Rescinding the decision taken by the governing body that violated Public Meetings Law; • Acknowledging (in a properly noticed and conducted public meeting held within 45 days of the original decision) that: <ul style="list-style-type: none"> • The original decision violated Public Meetings 		
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	<p>Law;</p> <ul style="list-style-type: none"> • Good cause exists for the governing body not to rescind the decision; and • The governing body's practices will be modified to ensure future violations of Public Meetings Law do not occur. <p>Please note:</p> <ul style="list-style-type: none"> • The public body must send OGE C a copy of the written grievance, along with the public body's response, at the same time that it sends the written response to the person. • These documents should be sent to OGE C via email, pbgr@ogec.oregon.gov. <p>SDAO is working to complete training for elected special district board members that will meet the new requirements for annual public meeting training set forth in HB2805. The training should be available in early 2024.</p> <p>SDAO no longer provides standalone Ethics training, a program we've previously undertaken. I plan to contact SDAO to seek their guidance on the most suitable training for Library Board members and ascertain the frequency required for completion. A comprehensive report will be presented at the December Library Board meeting.</p>		
IX.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
X.	Agenda items for next meeting <ul style="list-style-type: none"> • Policy review • SDIS Insurance Renewal 		Brian Hackett
XI.	Adjournment regular meeting		Brian Hackett

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

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Board of Directors
Regular Meeting Minutes
Tuesday, October 17, 2023, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

Present: Board President: Brian Hackett, Board Vice-President: Karen Bureker, Board members: Sara Marsden and Jean Sheppard.

Staff members: Library Director Rachael Fox.

Members of the public: None present.

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Agenda Items		Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:00pm.		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions) Bureker made a motion to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.	Motion	Brian Hackett
III.	Approval of the consent agenda Marsden moved to accept the consent agenda, encompassing the minutes of the September 19, 2023 regular board meeting. Bureker provided the second. The motion passed with unanimous approval.	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest None stated.		Brian Hackett
V.	Public comment (3 minutes each) None present.		Brian Hackett
VI.	Reports		

	i. Friends update • There was nothing to add to the written report.		
	ii. Foundation update There was nothing to add to the written report.		Rachael Fox
	iii. August Financial Statements The was nothing to add to the written report.		Rachael Fox
	iv. Director's report		Rachael Fox
VII. Old Business			
	i. Policy discussion - Narcan, AED, CPR, First Aid The Library Board discussed not implementing a policy for the District, allowing individual Library staff members the personal choice of administering Narcan, AED, CPR, or first aid. They would be protected by the Good Samaritan Law and training would be optional. Fox noted that most staff members have expressed interest and are likely to undergo training in these options. Marsden stressed the significance of library staff being acquainted with the Good Samaritan Law, a sentiment echoed by Fox, who affirmed she will ensure staff members are informed.	Discussion	Rachael Fox
VIII. New Business			
	i. Proposed Service Plan Bookmobile The Library Board approved of the proposed service plan.	Discussion	Rachael Fox
	iii. Paid Leave Policy Bureker made a motion to approve the updated Paid Leave Policy. Sheppard seconded. The motion carried unanimously.	Motion	Rachael Fox
	iv. Driving Policy Bureker made a motion to approve the updated Driving Policy. Marsden seconded. The motion carried unanimously.	Motion	Rachael Fox
	v. Cascade Locks Lease Sheppard conveyed a preference for securing a more extended lease. Fox informed the board that the School District had proposed changing the contract duration	Motion	Rachael Fox

	<p>from five years to one year. The rationale behind this was the intricate accounting and accountability practices mandated for multiyear contracts, leading to a substantial increase in workload for their business services office.</p> <p>Hackett voiced concerns about a 10% annual increase, underscoring the need for the library, as a government entity, to be treated differently. Marsden, Bureker, and Sheppard agreed with this viewpoint. Fox suggested signing the existing contract and assured that she would engage in discussions with the school district regarding the potential increase before finalizing a contract for the next fiscal year.</p>		
	<p>vi. Special Districts Association Oregon (SDAO) Conference discussion</p> <p>Bureker will attend the SDAO conference in February 2024.</p>	Discussion	Rachael Fox
	<p>vii. Bids for ADA parking area</p> <p>Sheppard made a motion to approve the bid by Schuepbach Custom Builders, Inc. in the amount of \$7,285. Bureker seconded. The motion carried unanimously.</p>	Motion	Rachael Fox
	<p>iv. Feast of Words 2024</p> <p>The Library Board endorsed the project, and Fox introduced a prospective initiative involving RFID security tagging for the collection. The board also expressed support for this idea.</p>	Discussion	Rachael Fox
IX.	Announcements		
	<p>i. Comments from board members</p> <p>No comments.</p>		All
	<p>ii. Requests/Comments from Library Director</p> <p>No comments.</p>		Rachael Fox
X.	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> • Policy review • SDAO Best Practices Checklist • Library Board Ethics training • Janitorial contract renewal 		Brian Hackett
XI.	<p>Adjournment regular meeting</p> <p>The meeting was adjourned at 7:38pm.</p>		Brian Hackett

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 7:00pm to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

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

Invoice

Date	Invoice #
10/13/2023	M2023-24-17

Bill To:
Hood River County Library District

Terms
<i>Due upon receipt</i>

Quantity	Description	Rate	Amount
	2023-2024 Sage Membership fee	\$16,309.00	\$16,309.00
Please make your check payable to: Baker County Library District		Total Due	\$ 16,309.00

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements September 30, 2023

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

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

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

OFFICE:

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

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

Management is responsible for the accompanying interim financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of September 30, 2023, 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 16, 2023

Hood River County Library District
Balance Sheet - Cash Basis
September 30, 2023

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$119,154			\$119,154
Cash with Hood River County	546,413	\$113,154	\$95,469	755,036
Petty cash	416			416
Other	1,102			1,102
Total Current Assets	<u>667,085</u>	<u>113,154</u>	<u>95,469</u>	<u>875,708</u>
TOTAL ASSETS	<u><u>\$667,085</u></u>	<u><u>\$113,154</u></u>	<u><u>\$95,469</u></u>	<u><u>\$875,708</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,455			\$2,455
Total Current Liabilities	<u>2,455</u>	<u>0</u>	<u>0</u>	<u>2,455</u>
Total Liabilities	<u>2,455</u>	<u>0</u>	<u>0</u>	<u>2,455</u>
Fund Balances:				
Unassigned	<u>664,630</u>	<u>113,154</u>	<u>95,469</u>	<u>873,253</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$667,085</u></u>	<u><u>\$113,154</u></u>	<u><u>\$95,469</u></u>	<u><u>\$875,708</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, 2023

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$8,250		\$8,250
Property tax revenues - current year	5,853			5,853
Property tax revenues - prior year	3,132			3,132
Fines and fees	887			887
Intergovernmental revenue	246			246
Interest revenue	8,433		\$1,469	9,902
Miscellaneous	100			100
Total Revenues	18,651	8,250	1,469	28,370
Expenditures:				
Personal services:				
Wages and salaries	149,242			149,242
Employee benefits	42,497			42,497
Total Personal Services	191,739	0	0	191,739
Materials and services:				
Bank charges	105			105
Bookmobile	415			415
Building rental	5,346			5,346
Building maintenance	6,197			6,197
HVAC	0			0
Elevator	584			584
Telephone	2,315			2,315
Internet	3,816			3,816
Collection development	22,025	9,104		31,129
Technology	1,404			1,404
Accounting and auditing	4,740			4,740
Courier	0			0
Custodial services	7,691			7,691
Technical services	3,627			3,627
Library consortium	0			0
Copiers	4,491			4,491
Elections expense	2,637			2,637
Furniture and equipment	1,118	4,346		5,464
Insurance	0			0
Georgiana Smith Memorial Garden	3,418			3,418
Legal services	252			252
Professional services	1,305			1,305
Dues and subscriptions	1,002			1,002
Miscellaneous	1,214			1,214
Postage and freight	307			307
Printing	0			0
Programs	6,781	15,680		22,461
Advertising	119			119
Supplies - office	4,516			4,516
Travel	0			0
Training	1,091			1,091
Board development	90			90
Parking reimbursement	0			0
Electricity	5,070			5,070
Garbage	440			440
Natural gas	153			153
Water & sewer - building	1,318			1,318
Total Materials and Services	93,587	29,130	0	122,717
Capital outlay	0	0	28,156	28,156
Total Expenditures	285,326	29,130	28,156	342,612
Revenues Over Expenditures	(266,675)	(20,880)	(26,687)	(314,242)
Other Financing Sources (Uses)				
Operating transfers in			0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(266,675)	(20,880)	(26,687)	(314,242)
Fund Balance - July 1, 2023	931,305	134,034	122,156	1,187,495
Fund Balance - September 30, 2023	\$664,630	\$113,154	\$95,469	\$873,253

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, 2023

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$1,170	\$5,853	\$1,199,267
Tax revenues - prior year	324	3,132	25,000
Interest revenue	3,117	8,433	10,000
Fines and fees	259	887	3,500
Intergovernmental revenue	0	246	0
Miscellaneous	100	100	0
Total Revenues	4,970	18,651	1,237,767
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	0	2,092	9,042
Library clerk II	0	43,454	142,958
Library assistant I	0	18,503	72,945
Library assistant II	0	17,589	108,829
Librarian I	0	26,777	149,488
Librarian II	0	16,973	69,971
Library director	0	23,854	94,644
Payroll taxes and benefits:			
Retirement	8,158	12,128	51,473
Social security	0	11,270	49,965
Workers' compensation	0	354	1,300
Health insurance	0	14,317	165,750
Unemployment insurance	0	907	4,572
Paid family and medical leave	0	0	6,479
Other employee benefits	1,174	3,521	0
Total Personal Services	9,332	191,739	927,416
Materials and services:			
Bank charges	27	105	300
Bookmobile	0	415	5,000
Building rental	1,115	5,346	17,500
Building maintenance	1,926	6,197	20,000
HVAC	0	0	15,000
Elevator	0	584	2,500
Telephone	618	2,315	6,300
Internet	471	3,816	8,000
Collection development	8,196	22,025	90,000
Technology	801	1,404	14,000
Accounting and auditing	0	4,740	32,000
Courier	0	0	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, 2023

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	4,295	7,691	29,000
Technical services	0	3,627	4,000
Library consortium	0	0	16,500
Copiers	3,324	4,491	5,000
Elections expense	0	2,637	0
Furniture and equipment	704	1,118	4,000
Insurance	0	0	20,000
Georgiana Smith Memorial Garden	1,743	3,418	20,000
Legal services	0	252	4,000
Professional services	180	1,305	0
Membership dues	546	1,002	4,000
Miscellaneous	210	1,214	2,500
Postage and freight	247	307	1,500
Printing	0	0	1,000
Programs	3,087	6,781	20,000
Advertising	0	119	2,500
Office supplies	3,326	4,516	14,000
Travel	0	0	4,000
Training	54	1,091	3,000
Board development	0	90	1,500
Parking reimbursement	0	0	500
Electricity	1,714	5,070	20,000
Garbage	142	440	2,000
Natural gas	17	153	10,000
Water & sewer - building	453	1,318	5,600
Total Materials and Services	33,196	93,587	407,500
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
Total Expenditures	42,528	285,326	1,434,916
 Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(10,000)
Total Other Financing Sources (Uses)	0	0	(10,000)
 Change in Fund Balance	(\$37,558)	(\$266,675)	(\$207,149)

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, 2023

	<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	\$6,850	\$8,250	\$270
Intergovernmental revenue	0	0	0
Total Revenues	<u>6,850</u>	<u>8,250</u>	<u>270</u>
Expenditures:			
Personal services	0	0	11,000
Materials and services:	11,227	29,130	269,000
Capital outlay	0	0	100,000
Total Expenditures	<u>11,227</u>	<u>29,130</u>	<u>380,000</u>
Change in Fund Balance	<u><u>(\$4,377)</u></u>	<u><u>(\$20,880)</u></u>	<u><u>(\$379,730)</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, 2023

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$592	\$1,469	\$2,000
Other Financing Sources			
Transfer from General Fund	0	0	10,000
Total Revenues and Other Sources	<u>592</u>	<u>1,469</u>	<u>12,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	25,355	28,156	75,000
Total Expenditures	<u>25,355</u>	<u>28,156</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$24,763)</u></u>	<u><u>(\$26,687)</u></u>	<u><u>(\$63,000)</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, 2023

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2023	HR Cultural Trust	Safety Grant	Total
Revenues:										
Donations and grants	\$0	\$0	\$2,250	\$6,000	\$0	\$0	\$0	\$0	\$0	\$8,250
Intergovernmental revenue										0
Total Revenues	<u>0</u>	<u>0</u>	<u>2,250</u>	<u>6,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,250</u>
Expenditures:										
Personal services:										
Wages and salaries										0
Employee benefits										0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Materials and services:										
Bookmobile										0
Building maintenance										0
Supplies - office										0
Collection development		5,931		1,626	1,062		485			9,104
Technology										0
Programs		5,898	799	3,813	741		4,429			15,680
Furniture & equipment		3,340			530				476	4,346
Property and liability insurance										0
Total Materials and Services	<u>0</u>	<u>15,169</u>	<u>799</u>	<u>5,439</u>	<u>2,333</u>	<u>0</u>	<u>4,914</u>	<u>0</u>	<u>476</u>	<u>29,130</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>0</u>	<u>15,169</u>	<u>799</u>	<u>5,439</u>	<u>2,333</u>	<u>0</u>	<u>4,914</u>	<u>0</u>	<u>476</u>	<u>29,130</u>
Net Change in Fund Balance	<u>0</u>	<u>(15,169)</u>	<u>1,451</u>	<u>561</u>	<u>(2,333)</u>	<u>0</u>	<u>(4,914)</u>	<u>0</u>	<u>(476)</u>	<u>(20,880)</u>
Fund Balance - July 1, 2023	<u>338</u>	<u>102,259</u>	<u>3,052</u>	<u>4,381</u>	<u>14,093</u>	<u>1,781</u>	<u>5,154</u>	<u>2,500</u>	<u>476</u>	<u>134,034</u>
Fund Balance - September 30, 2023	<u>\$338</u>	<u>\$87,090</u>	<u>\$4,503</u>	<u>\$4,942</u>	<u>\$11,760</u>	<u>\$1,781</u>	<u>\$240</u>	<u>\$2,500</u>	<u>\$0</u>	<u>\$113,154</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements October 31, 2023

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Telephone: (541) 296-9131
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Board of Directors
Hood River County Library District
Hood River, Oregon

Management is responsible for the accompanying interim financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of October 31, 2023, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and four 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
November 13, 2023

Hood River County Library District
Balance Sheet - Cash Basis
October 31, 2023

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$138,283			\$138,283
Cash with Hood River County	464,067	\$108,911	\$94,228	667,206
Petty cash	416			416
Other	1,102			1,102
Total Current Assets	<u>603,868</u>	<u>108,911</u>	<u>94,228</u>	<u>807,007</u>
TOTAL ASSETS	<u><u>\$603,868</u></u>	<u><u>\$108,911</u></u>	<u><u>\$94,228</u></u>	<u><u>\$807,007</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$216			\$216
Total Current Liabilities	<u>216</u>	<u>0</u>	<u>0</u>	<u>216</u>
Total Liabilities	<u>216</u>	<u>0</u>	<u>0</u>	<u>216</u>
Fund Balances:				
Unassigned	<u>603,652</u>	<u>108,911</u>	<u>94,228</u>	<u>806,791</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$603,868</u></u>	<u><u>\$108,911</u></u>	<u><u>\$94,228</u></u>	<u><u>\$807,007</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Four Months Ended October 31, 2023

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$8,380		\$8,380
Property tax revenues - current year	63,269			63,269
Property tax revenues - prior year	3,988			3,988
Fines and fees	1,353			1,353
Intergovernmental revenue	246			246
Interest revenue	12,107		\$1,694	13,801
Miscellaneous	100			100
Total Revenues	81,063	8,380	1,694	91,137
Expenditures:				
Personal services:				
Wages and salaries	201,669			201,669
Employee benefits	61,852			61,852
Total Personal Services	263,521	0	0	263,521
Materials and services:				
Bank charges	111			111
Bookmobile	415			415
Building rental	7,019			7,019
Building maintenance	10,689			10,689
HVAC	0			0
Elevator	973			973
Telephone	2,822			2,822
Internet	4,288			4,288
Collection development	27,249	9,642		36,891
Technology	2,112			2,112
Accounting and auditing	14,220			14,220
Courier	0			0
Custodial services	10,243			10,243
Technical services	3,627			3,627
Library consortium	16,309			16,309
Copiers	5,385			5,385
Elections expense	2,637			2,637
Furniture and equipment	1,118	4,346		5,464
Insurance	0			0
Georgiana Smith Memorial Garden	4,256			4,256
Legal services	1,172			1,172
Professional services	1,305			1,305
Dues and subscriptions	1,262			1,262
Miscellaneous	1,233			1,233
Postage and freight	416			416
Printing	80			80
Programs	7,408	19,515		26,923
Advertising	119			119
Supplies - office	6,886			6,886
Travel	1,334			1,334
Training	1,190			1,190
Board development	90			90
Electricity	6,630			6,630
Garbage	675			675
Natural gas	171			171
Water & sewer - building	1,751			1,751
Total Materials and Services	145,195	33,503	0	178,698
Capital outlay	0	0	29,622	29,622
Total Expenditures	408,716	33,503	29,622	471,841
Revenues Over Expenditures	(327,653)	(25,123)	(27,928)	(380,704)
Other Financing Sources (Uses)				
Operating transfers in			0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(327,653)	(25,123)	(27,928)	(380,704)
Fund Balance - July 1, 2023	931,305	134,034	122,156	1,187,495
Fund Balance - October 31, 2023	<u>\$603,652</u>	<u>\$108,911</u>	<u>\$94,228</u>	<u>\$806,791</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 Four Months Ended
October 31, 2023

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$57,417	\$63,269	\$1,199,267
Tax revenues - prior year	856	3,988	25,000
Interest revenue	3,674	12,107	10,000
Fines and fees	466	1,353	3,500
Intergovernmental revenue	0	246	0
Miscellaneous	0	100	0
Total Revenues	62,413	81,063	1,237,767
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	604	2,696	9,042
Library clerk II	14,462	57,916	142,958
Library assistant I	6,339	24,842	72,945
Library assistant II	8,359	25,948	108,829
Librarian I	8,861	35,638	149,488
Librarian II	5,717	22,689	69,971
Library director	8,086	31,940	94,644
Payroll taxes and benefits:			
Retirement	4,229	16,357	51,473
Social security	3,956	15,227	49,965
Workers' compensation	21	374	1,300
Health insurance	10,852	28,690	165,750
Unemployment insurance	297	1,204	4,572
Paid family and medical leave	0	0	6,479
Total Personal Services	71,783	263,521	927,416
Materials and services:			
Bank charges	6	111	300
Bookmobile	0	415	5,000
Building rental	1,673	7,019	17,500
Building maintenance	4,492	10,689	20,000
HVAC	0	0	15,000
Elevator	389	973	2,500
Telephone	508	2,822	6,300
Internet	472	4,288	8,000
Collection development	5,225	27,249	90,000
Technology	708	2,112	14,000
Accounting and auditing	9,480	14,220	32,000
Courier	0	0	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 Four Months Ended
October 31, 2023

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	2,552	10,243	29,000
Technical services	0	3,627	4,000
Library consortium	16,309	16,309	16,500
Copiers	894	5,385	5,000
Elections expense	0	2,637	0
Furniture and equipment	0	1,118	4,000
Insurance	0	0	20,000
Georgiana Smith Memorial Garden	838	4,256	20,000
Legal services	920	1,172	4,000
Professional services	0	1,305	0
Membership dues	260	1,262	4,000
Miscellaneous	426	1,233	2,500
Postage and freight	109	416	1,500
Printing	80	80	1,000
Programs	627	7,408	20,000
Advertising	0	119	2,500
Office supplies	2,370	6,886	14,000
Travel	1,334	1,334	4,000
Training	99	1,190	3,000
Board development	0	90	1,500
Parking reimbursement	0	0	500
Electricity	1,560	6,630	20,000
Garbage	234	675	2,000
Natural gas	18	171	10,000
Water & sewer - building	433	1,751	5,600
Total Materials and Services	52,016	145,195	407,500
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
Total Expenditures	123,799	408,716	1,434,916
 Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(10,000)
 Total Other Financing Sources (Uses)	 0	 0	 (10,000)
 Change in Fund Balance	 (\$61,386)	 (\$327,653)	 (\$207,149)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2023

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Revenues:			
Donations and grants	\$130	\$8,380	\$270
Intergovernmental revenue	0	0	0
Total Revenues	<u>130</u>	<u>8,380</u>	<u>270</u>
Expenditures:			
Personal services	0	0	11,000
Materials and services:	4,373	33,503	269,000
Capital outlay	0	0	100,000
Total Expenditures	<u>4,373</u>	<u>33,503</u>	<u>380,000</u>
Change in Fund Balance	<u><u>(\$4,243)</u></u>	<u><u>(\$25,123)</u></u>	<u><u>(\$379,730)</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 Four Months Ended
October 31, 2023

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$225	\$1,694	\$2,000
Other Financing Sources			
Transfer from General Fund	0	0	10,000
Total Revenues and Other Sources	<u>225</u>	<u>1,694</u>	<u>12,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	1,467	29,622	75,000
Total Expenditures	<u>1,467</u>	<u>29,622</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$1,242)</u></u>	<u><u>(\$27,928)</u></u>	<u><u>(\$63,000)</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 Four Months Ended October 31, 2023

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2023	HR Cultural Trust	Safety Grant	Total
Revenues:										
Donations and grants	\$0	\$0	\$2,380	\$6,000	\$0	\$0	\$0	\$0	\$0	\$8,380
Intergovernmental revenue										0
Total Revenues	0	0	2,380	6,000	0	0	0	0	0	8,380
Expenditures:										
Personal services:										
Wages and salaries										0
Employee benefits										0
Total Personal Services	0	0	0	0	0	0	0	0	0	0
Materials and services:										
Bookmobile										0
Building maintenance										0
Supplies - office										0
Collection development		6,469		1,527	1,061		485			9,642
Technology										0
Programs		7,668	799	5,554	1,065		4,429			19,515
Furniture & equipment		3,340			530				476	4,346
Property and liability insurance										0
Total Materials and Services	0	17,477	799	7,181	2,656	0	4,914	0	476	33,503
Capital outlay	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	17,477	799	7,181	2,656	0	4,914	0	476	33,503
Net Change in Fund Balance	0	(17,477)	1,581	(1,181)	(2,656)	0	(4,914)	0	(476)	(25,123)
Fund Balance - July 1, 2023	338	102,259	3,052	4,381	14,093	1,781	5,154	2,500	476	134,034
Fund Balance - October 31, 2023	\$338	\$84,782	\$4,633	\$3,200	\$11,437	\$1,781	\$240	\$2,500	\$0	\$108,911

See Independent Accountants' Compilation Report

5. Compensation:

a. Contractor shall be paid as set forth in Exhibit "A." If any terms of this contract differ from those set forth in Exhibit "A," this contract shall control.

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: EXCEPT FOR PROPERTY DAMAGE AS SET FORTH IN EXHIBIT "A," 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 million dollars for each occurrence, and 3 million dollars in the aggregate, 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.

12. 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.

13. 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.

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

15. 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.


16. 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.

///

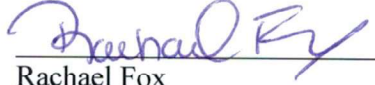
18. Counterparts. This Contract may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

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: C E O

DISTRICT:


Rachael Fox
District Director



Snow Removal Contract

Hood River County Library District hereafter known as "Customer" agrees to pay Neal Creek Forest Products, LLC (NCFP) the quoted price for snow removal for the period of winter **2023-24**


- Customer will pay for the following services: **(see page 2 for rates)**

Plowing/De-Icing Hood River Library/Parkdale Library

- If Customer requests additional services, these will be written up in a new agreement, to be approved by Customer.
- Payment must be made according to the following plan:

By the 10th of each month

- **NCFP** agrees to pay for any damages caused by equipment and/or negligence, provided that Customer documents the damage within 24 hours of occurrence. Without written evidence, NCFP will not be obligated to pay for any damage.
- **NCFP** will repair any documented damage once the snow has melted, and the area is entirely visible.
- **NCFP** is not responsible for any damage caused by piled-up snow, or damage to any items that are not visible due to snow coverage.


Paul Jones

11/1/2023
Date


Hood River County Library District

10-31-23
Date

Hood River Library Snow Removal (stairway/patio)

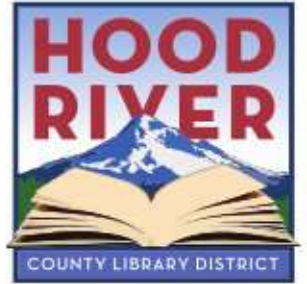
\$800/visit
6" + \$1000

Hood River Library De-Icing (stairway/patio)

\$150 application fee, if no snow removal services needed day of.
.50/lb for ice-melt

\$150/hr per person to keep maintaining throughout hours of operation. (Walkway at Parkdale Library, 1 hr minimum)

Intellectual Property Policy



As a publicly-funded entity devoted to providing access to the power of information and imagination reaching out and supporting everyone to learn, create, and grow, Hood River County Library District strives to be open, innovative, and collaborative. In working for the public good, the District wants people to reuse, build upon, and distribute freely the materials that it creates. These materials include technology walkthroughs, reading lists, presentations, class handouts, and more.

To facilitate reusing this content, the District eschews the “all rights reserved” model of copyright. Instead, the District supports using more permissive copyright models that encourage creativity while allowing copyright holders to reserve some rights.

For these reasons, all content created by District staff or its Board of Directors in the course of their work for the District shall be licensed under the current version of the Creative Commons Attribution license (CC BY). Details of this license are available at <http://creativecommons.org>. This license allows people to do the following with District works:

- Copy, distribute and transmit the works;
- Adapt the works;
- Make commercial use of the works.

These permissions are provided under the condition that the District is attributed, but not in a way that suggests that it endorses the user or use of the work.

Exceptions

Some District intellectual property is not made available under the terms of the Creative Commons Attribution license. These are:

- The District's logo;
- Third-party material that is being used under fair use or with permission (such as material from third-party electronic resources);
- Any photographs where patrons, staff, or Board members are easily identifiable.

Waivers of this policy may be approved by the Library Director, and at the sole discretion of the Library Director. In no way does this policy affect the status of works, their status as public records, or any of their elements that are in the public domain, nor does the policy affect people's fair use rights or other applicable copyright exceptions and limitations.

Approved by the Board of Directors, September 20, 2011

Last reviewed November 21, 2023

Last revised August 19, 2014 November 21, 2023

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

**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: Bobby Cofrances
Title: Business Manager

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.

6 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)

EXHIBIT "A"

Page 2 of 2

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


Initials



Date

1-13-22

Initials



Date

1-18-22

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

DATE: _____

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

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

RECITALS

Whereas, Contractor and District entered into a Contract for janitorial services for all areas of District’s property located at 502 State Street, Hood River, Oregon and 7300 Clear Creek Road, Parkdale, Oregon;

Whereas, the initial Contract term is from December 1, 2021, to November 30, 2022;

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

Whereas, the Contract 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; and

Whereas, this amendment to the Contract does not exceed the price limitations for the procurement method used.

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

1. The above referenced Contract is renewed for an additional 1-year term. The additional term shall begin December 1, 2023, and expire on November 30, 2024.

2. The above Contract is hereby amended as follows:

a. The Statement of Work referenced in the Contract is amended as set forth in the attached Exhibit “A.”

b. Section 5(a) of the Contract is amended such that Contractor shall be paid at the rate of \$2,000 per month for the Hood River building and the rate of \$249 per month for the Parkdale building.

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: _____

Brian Hackett
District President

SDIS 2024 Best Practices Survey

SDIS 2024

Entity Name

Hood River County Library District

Contact Name

Rachael Fox

Contact Email

rachael@hoodriverlibrary.org



Contact Phone

541-387-7062

Total Discount %

10

Check Yes if completed

Yes

Help

More Information

Affiliate Membership - 2% Credit. Is your organization a member of:

1 Oregon Fire District Directors Association (OFDDA)?

☐

 (<http://www.ofdda.com>)

2 Oregon Fire Chiefs Association (OFCA)?

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 (<http://www.ofca.org>)

3 Oregon Water Resources Congress (OWRC)?

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 (<https://www.owrc.org/>)

4 Oregon Mosquito and Vector Control Association?

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 (<http://www.omvca.org>)

5 Oregon Recreation and Park Association (ORPA)?

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 (<https://www.orpa.org>)

6 Oregon Public Ports Association (OPPA)?

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 (<http://www.oregonports.com>)

Check Yes if completed		SDAO.com (https://sdao.com)	Yes	Help	More Information
7	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>			i (http://www.oracwa.org)
8	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>			i (https://oacd.org)
9	Cemetery Association of Oregon?	<input type="checkbox"/>			i (http://www.oregoncemeteries.com)
10	Oregon APCO-NENA?	<input type="checkbox"/>			i (http://www.oregonapconena.org/)
11	Oregon Transit Association (OTA)?	<input type="checkbox"/>			i (http://www.oregontransit.com)
12	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>			i (http://www.opuda.org/)
13	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>			i (http://www.oawu.net)
14	Oregon Library Association (OLA)?	<input checked="" type="checkbox"/>			i (http://www.olaweb.org)
15	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>			i (http://www.oedd.org/)
16	Oregon PRIMA?	<input type="checkbox"/>		?	i (http://orprima.org)
17	Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>			i (http://www.oahhs.org/)
18	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>			i (http://www.policechief.org)
19	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>			i (https://orha.wildapricot.org)
Emergency Management Plan Training - 2% Credit.					
20	Has at least one representative of the district reviewed the Business Preparedness 3 step plan under the Oregon Department of Emergency Management website- Before Disaster Strikes, When Disaster Occurs and After the Disaster?	<input checked="" type="checkbox"/>			i (https://www.oregon.gov/oem/hazardsprep/Pages/Business-Preparedness.aspx)
Emergency Plan Checklist - 2% Credit					

	Check Yes if completed	Yes	Help	More Information
21	Does your district have an emergency plan in place?	<input checked="" type="checkbox"/>		 (https://sdaoresourcelibrary.com/?wpdmdl=716)
22	Do all staff/volunteers have access to the district emergency plan?	<input checked="" type="checkbox"/>		
23	Is there a medical response plan in place, if needed?	<input checked="" type="checkbox"/>		
24	Do you update your staff emergency contact information frequently?	<input checked="" type="checkbox"/>		
25	Have your staff or volunteers been trained, or annually refreshed, on your district's emergency plan?	<input checked="" type="checkbox"/>		
26	Is there a first aid kit that is accessible to all staff or volunteers?	<input checked="" type="checkbox"/>		 (https://sdaoresourcelibrary.com/?wpdmdl=724)
27	If you have a first aid kit, is it checked and restocked quarterly?	<input checked="" type="checkbox"/>		
28	Is there a communication action plan in place if cell service and/or electricity are out?	<input checked="" type="checkbox"/>		
29	Are there location-based information/plans in place if you have multiple locations or facilities?	<input checked="" type="checkbox"/>		
30	Does your district have a back-up generator or action plan in the event of power being lost?	<input checked="" type="checkbox"/>		
31	Are your staff/volunteers able to work remotely in the event of an emergency?	<input checked="" type="checkbox"/>		
32	Do you have an evacuation plan in place in the event that your district is evacuated?	<input checked="" type="checkbox"/>		
Emergency Preparedness Plan - 2% Credit.				
33	Does your district have an adopted plan in place in regards to emergency preparedness?	<input checked="" type="checkbox"/>		 (https://sdaoresourcelibrary.com/?wpdmdl=1525)

Check Yes if completed	Yes	Help	More Information
SDAO/SDIS SafePersonnel Training - 2% Credit.			
34 Has at least one representative of the district completed the online training provided by SafePersonnel called Safety Management: Emergency Action Plans?	<input checked="" type="checkbox"/>		