

Library Board of Directors
Regular Meeting Agenda

Tuesday, November 18, 2025, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

Board President: Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik, Yesenia Rojas, 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/89745812618?](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09)

[wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09), Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order		Sara Marsden
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Sara Marsden
IV.	Approval of the consent agenda i. Minutes from the October 21, 2025 regular board meeting	Motion	Sara Marsden
V.	Library Board member appointment	Motion	Sara Marsden Nancy Ruiz (Notary), and Yesenia Rojas
VI.	Actual or potential conflicts of interest		Sara Marsden
VII.	Citizen comment (3 minutes each)		Sara Marsden
VIII.	Reports		
	i. October 2025 Financial Statements		Rachael Fox
	ii. Friends update		Rachael Fox
	iii. Foundation update		Rachael Fox
	iv. Director's report		Rachael Fox
IX.	Old Business		
X.	New Business		
	i. Special Districts Association of Oregon (SDAO)		Sara Marsden

	annual conference discussion		
	ii. Janitorial contract renewal	Motion	Sara Marsden
	iii. Financial Management Policy update	Motion	Sara Marsden
XI.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XII.	Agenda items for next meeting		Sara Marsden
XIII.	Adjournment regular meeting		Sara Marsden

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.

Library Board of Directors
Regular Meeting Agenda
Supplementary Information

Tuesday, November 18, 2025, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

Board President: Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* Yesenia Rojas, Megan Janik 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/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order		Sara Marsden
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Sara Marsden
IV.	Approval of the consent agenda i. Minutes from the October 21, 2025 Regular Board Meeting Attachment: IV.i. Minutes from the October 21, 2025 Regular Board Meeting	Motion	Sara Marsden
V.	Library Board member appointment The Hood River County Library District Board will appoint Yesenia Rojas to fill a vacant board position. Rojas will serve the remainder of Brian Hackett's term, which expires June 30, 2027. Hackett resigned effective September 16, 2025. The Library Board reviewed applications at its regular October meeting. Library Board positions are typically elected by Hood River County citizens for four-year terms. Rojas will be sworn in by notary Nancy Ruiz at the meeting. Oath of Office "I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of Board Member of the Hood River County		Sara Marsden Nancy Ruiz (Notary), Yesenia Rojas

	Library District to the best of my abilities; that I will abide by the rules, regulations, and policies of the Hood River County Library District; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America.”		
VI.	Actual or potential conflicts of interest		Sara Marsden
VII.	Citizen comment (3 minutes each)		Sara Marsden
VIII.	Reports		
	i. October 2025 Financial Statements The financial statements were not ready when the board packet was distributed.		Rachael Fox
	ii. Friends update • The Friends will be holding their annual holiday gathering on Sunday, December 7, 2-4pm in the Reading Room of the Hood River Library. • The Friends of the Library Pat Hazelhurst Endowment will grant \$14,000 this year: \$1,000 for Hood River County Reads 2026 and \$13,000 for children's programming from September through May 2026-2027. These funds will be deposited at the end of the current fiscal year to support next year's programming. We plan in advance because the endowment funds are not available for distribution until November each year.		Rachael Fox
	iii. Foundation update • The Library Foundation hosted a Fall Donor Thank You event on Monday, November 17 for Library Foundation donors at the Hood River Library. There were 35-40 people in attendance. Both Library Foundation President and Library Director Rachael Fox spoke on the projects and services funded through the Library Foundation since 2011. • The Library Foundation has designated Saturday, April 11, 5:30-8:00pm for their annual Feast of Words Fundraiser. The Library Foundation is raising funds for innovative shelving in our children's library. Our picture book collection will be forward facing and browsable by genre instead of by author, making it easier for children and families to find books they'll love. We'll also add shelving in our teen area to expand our popular collections. • The Library Foundation will be sending out their Annual		Rachael Fox

	Giving Campaign Letter in November.		
	iv. Director's report Administration • The Hood River County Library District will receive a \$10,000 gift from Carnegie Corporation of New York, the foundation established by Andrew Carnegie. The award is part of Carnegie Libraries 250, a special initiative celebrating the upcoming 250th anniversary of the signing of the Declaration of Independence and honoring the roughly 1,280 Carnegie Libraries still serving their communities across the United States. The District will receive the gift in January 2026, and we may use the funds however we wish to celebrate the 250th anniversary, further our mission, and benefit our community. • The Library Foundation has received a \$30,000 donation for Parkdale Library from Marion Good of Ohio. The donation honors her brother, William Long, who recently passed away. William was a longtime Parkdale patron who received care and support from both the library and the broader Parkdale community, including the local church and families in the area. I've earmarked a portion of the funds to purchase new mobile shelving for the Parkdale Library. This will consist of several small shelves that can be easily moved to accommodate programming needs. I'm working with library staff to identify other projects. • We have established a new partnership with One Community Health to expand access to free books in the community. One Community Health will distribute library books through their Mobile Health Unit, which visits various locations throughout the area. This complements our existing free book program at FISH Food Bank. • Libraries are increasingly experiencing server crashes and service outages in their online catalogs due to aggressive AI bots scraping large amounts of data. We have been experiencing these issues with our system for several months. These automated bots generate overwhelming request volumes that slow or shut down systems, preventing patrons from searching for materials or accessing their accounts. The problem is		Rachael Fox

especially severe for consortium catalogs, where one bot attack can affect multiple libraries. Our Sage Consortium has implemented short-term solutions such as bot-blocking software but is still working to find a sustainable long-term solution.

Facilities/Gardens

- Recent incidents with patrons at the library have highlighted the need for additional security cameras to properly monitor various spaces throughout the facility. To enhance security at the Hood River Library, we have installed three new exterior cameras: one on the front of the building and two outside the doors that connect Oak and State Street. We will also be installing interior cameras in the Columbia Room, Reading Room, Atrium, Children's Library, and theater.
- We have made soundproofing improvements to the Parker Room at the Hood River Library to address sound echoing within the room and noise traveling down the public stairwell. The Parker Room is a small meeting room located across from the main circulation desk. We installed acoustic panels on the ceiling and secured the windows leading to the stairwell to keep them closed. These improvements should enhance the experience for patrons both inside and outside the room.

- **Program and events**

- **Native American Heritage Month**

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

Native American Heritage Month is celebrated every November to honor the rich history, cultures, and contributions of Native and Indigenous peoples in

the United States. It is a time to raise awareness about the diverse traditions of American Indian, Alaska Native, Native Hawaiian, and American Samoan communities, and to educate the public on the history and ongoing challenges they face. The month also specifically recognizes Native American veterans, as well as the resilience and sacrifices of Native communities.

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

- **Family Movie Matinee: Elio**, Saturday, November 22nd, 2:00pm, Hood River Library Theater. Join us in the Hood River Library Theater for a family movie matinee. We'll provide popcorn and plenty of room to spread out and get cozy.
- **Adult programs**
 - **Author Event: Gabriel Urza**, Thursday, Nov 6, 6:00 PM, Hood River Library Reading Room. Join local author Gabriel Urza for a special evening celebrating the release of his gripping new novel, *Silver State*. He will be joined in conversation by Sierra Crane Murdoch, journalist and author of the award-winning book *Yellow Bird*, bringing together two acclaimed writers exploring justice, truth, and the human cost of systemic failure through both fiction and nonfiction. Sponsor: Waucoma Books
 - **Game Night: Wingspan**, Thursday, November 13th, 5:30pm-7:30pm, Hood River Library Reading Room. Soar into strategy with a night of *Wingspan*! New to this popular board game? HR Hobbies will be on hand to guide you through how to play it and its spin-off versions: *Wyrmspan*, *Finspan*, and *Wingspan Asia*. Already familiar? Come, play, and test your skills against a new flock. Recommended for ages 16+. Sponsor: Hood River Hobbies

	▪ Painting with Gratitude, Saturday, November 22nd, 1-3pm, Hood River Library Meeting Room. Join Emily Martin for an afternoon of gratitude, connection, and watercolor painting. Together, you'll share stories, enjoy a sense of community, and express thankfulness through a simple and beautiful watercolor art project from the Gorge Art Box. No painting experience is needed—just bring your curiosity and a love for slowing down, appreciating what's around you, and caring for yourself and others. Host: Emily Goodwin Martin ▪ How To Winter Book Club, 1st and 3rd Tuesday, 12-1pm, December-February. The first session begins December 2. Find warmth and connection this winter through shared reading and reflection. Join Emily Martin for guided meditation and discussion inspired by <i>How to Winter</i> by Kari Leibowitz. ▪ Holiday Craft Event, Saturday, December 6th, 3-5pm, Hood River Library Meeting Room. Celebrate the season with an afternoon of holiday crafting led by Cozi Craft Studio at the Hood River Library! Drop in on Saturday, December 6, from 3–5 PM to make festive decorations and enjoy some creative fun. ▪ Fall Adult Yoga, Saturday, December 13th, 10:30am-11:30am Reading Room. In collaboration with Wild Bloom Yoga. ▪ Hood River Book Club meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & Zoom. ▪ Cascade Locks Book Club meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. ▪ 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).		
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▪ **Tween and Teen programs**

- **Teen Book Club:** Friday, November 21, 4:00pm-5:00pm, *Catfish Rolling* by Clara Kumagai. Read the book, then come to the library for snacks and a lively discussion! Teen Book Club will meet the third Friday of each month, with a new book chosen by our Teen Council members for each meeting. All tweens and teens welcome!
- **Teen Club Ghibli,** Saturday, November 29th, 3:00pm, Hood River Library Theater. Do you love the films of Studio Ghibli? Join us for a monthly meet-up to watch the beloved films of Hayao Miyazaki and other animators from this award-winning Japanese studio. We'll also make an easy Ghibli related craft and enjoy a themed snack.
- **Teen Council and volunteer hours,** 1st & 3rd Saturday of the month, 10am-12pm, Hood River Library Teen Area. Meet-up with other teen readers and our Teen Services Librarian on the last Saturday of every month to help plan library events and give input on books and materials you would like to see at the library!
- **Magic: the Gathering,** Every Friday at 4pm in the Library Theater. Program provided by [Hood River Hobbies](#).
- **Dungeons and Dragons,** Wednesdays, October 8th & 22th, 4-6pm, Hood River Library Theater. Beginner Dungeons and Dragons group for tweens and teens, led by experienced Dungeon Masters.

○ **Children's programs**

- **Thanksgiving Craft Bags,** Wednesday, November 19th - Wednesday, November 26th, All Library Locations. Celebrate the season of gratitude with our Thanksgiving/Harvest Season Craft Take Home Bag!

	▪ DoodleClub, Fridays, starting November 7th, 3:00pm-4:00pm, Kids Library Outside Makerspace. Come join a low key art club of cool kids Every Friday afternoon 3-4 pm. We will provide drawing supplies but feel free to supplement with your own! ▪ Storytimes • Family Storytime – 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! ◦ We will be adding a bilingual storytime after the new year. ◦ Bookmobile Route • 1st Thursday, 5:00p-6:30pm, Pine Grove, Early Intervention 2405 Eastside Rd • 2nd Thursday, HOOD RIVER ◦ 2:30-3:30p Pacific Ave (street parking) ◦ 3:30-4:30 Mercado Guadalajara ◦ 5:00-6:00p Wyeast Vista Apartments 1800 8th st. • 3rd Thursday, HOOD RIVER ◦ 2:30p-3:30p Walmart Parking Lot ◦ 3:30-4:30p Hood River Crossings Apartments 3145 Cascade Ave. ◦ 5:00p-6:00p Columbia View Apartments 1695 Oak St. • 4th Thursday, HOOD RIVER/ODELL ◦ 3p-4p Rockford Grange • 2nd & 4th Saturday, ODELL ◦ 10:30a-12:00p Mobile Home Park/AGA RD		
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	◦ 12:30p-1:30p Community Park 3163 Tamarack Rd. ◦ 2:30p-3:30p Mid Valley Market • Community Outreach ▪ Día de los muertos family event at Parkdale Elementary School, Thursday, November 6, 5-7pm. We'll have a table with free books and library card sign up. ▪ We conduct monthly visits to three senior facilities (Providence Dethman Manor, Providence Down Manor, and Hawk's Ridge) and to the Oregon Child Development Coalition (OCDC) in Odell. We also visit Wy'East Middle School twice monthly during lunch hours and offer free books through the One Community Health Mobile Health Unit and FISH Food Bank. Our ongoing partnership with Hood River County School District includes classroom visits, school library tours, and library card registration drives.		
X.	New Business		
	i. Special Districts Association of Oregon (SDAO) annual conference discussion The Special Districts Association of Oregon (SDAO) holds an annual conference for members. This year's conference will be held February 6-8 in Sunriver, Oregon, with a pre-conference session on February 5. In the past, we have sent one board member and one staff member. I highly recommend attending, as the conference offers a variety of sessions designed specifically for board members. I'd like to discuss sending two board members to this year's conference. Our budget allows for this, and I recommend it as a great opportunity for our new board member, Yesenia Rojas, who has expressed interest in attending. Registration opens in December.	Motion	Sara Marsden
	ii. Janitorial Contract Renewal Attachment: • Xii.a. Janitorial Contract • Xii.b. Janitorial Contract, Exhibit A • Xii.c. Janitorial Contract renewal	Motion	Sara Marsden

	Last year we completed the procurement process for janitorial services using informal bids. We conduct this process every three years and signed a one-year contract with the option to renew twice for additional one-year periods. I recommend we approve the Janitorial Contract Renewal document for an additional year with Tendene Enterprises (Clean-All Janitorial). Our legal counsel, Ruben Cleveland, prepared the extension. We have used their services since 2012 and have been satisfied with their work.		
	iii. Financial Management Policy update Attachment: • X.iii. Financial Management Policy We've made a few minor updates to the policy including: • Cash count frequency reduced to weekly • Previously conducted daily, cash counts now occur weekly. This change reflects our significantly decreased cash intake since eliminating fines on library materials. We continue to use a register to track all cash transactions. Legal counsel Ruben Cleaveland has reviewed and approved the updated policy. I request the library board's approval of these updates.	Motion	Sara Marsden
XI.	Announcements		
	i. Comments from board members		Board members
	ii. Requests/Comments from Library Director		Rachael Fox
XII.	Agenda items for next meeting • Policy review • Special Districts Insurance Services (SDIS) renewal • Staff presentation: Teen and Tween Services Librarian Elizabeth Backer		Sara Marsden
XIII.	Adjournment regular meeting		Sara Marsden

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.

Library Board of Directors
Regular Meeting Minutes

Tuesday, October 16, 2025, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

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

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Agenda Items		Action	Responsible
I.	Library Board President Sara Marsden called the meeting to order at 7:01pm.		Sara Marsden
II.	Fox conducted a roll call. Karen Bureker, Sara Marsden, Megan Janik and Jean Sheppard were present. Library Director Rachael Fox was present. One community member was present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) Sheppard moved to approve the agenda. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	Motion	Sara Marsden
IV.	Approval of the consent agenda Bureker moved to approve the agenda. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	Motion	Sara Marsden
V.	Actual or potential conflicts of interest None stated		Sara Marsden
VI.	Citizen comment (3 minutes each) No comment		Sara Marsden
VII.	Library staff presentation: Bookmobile Librarian Jasmin Martinez Martinez expressed her joy in this work and her appreciation for the opportunity to give back to the community where she was born. From July to present, the bookmobile has served		Jasmin Martinez

	133 patrons through scheduled stops every Thursday and twice on Saturdays. The bookmobile has also participated in 16 community events, serving 1,283 people and distributing 514 free books to those without library cards. A library board member asked if free books are only available for children. Martinez explained that both children's and adult books are offered, though Spanish materials are limited due to vendor availability. Community Events: A highlight was the Odell Mercado event, where the bookmobile distributed hygiene items (hairbrushes, lotions, nail clippers) along with books. During First Friday in September, the bookmobile offered Lotería in celebration of Hispanic Heritage Month. Regular Stops: • Wy'East Middle School: Visits twice per month during lunch recess, typically serving 50 students, including those with additional needs. A board member asked if patrons can place holds on items; Martinez confirmed they can, and requested items are brought on the next visit. • Senior Facilities: Monthly visits to Hawk's Ridge, Dethman House, and Down Manor assisted living facilities in Hood River. A board member asked if residents use online services. Martinez noted this is uncommon, with only a few patrons placing holds, though many check out items she selects for them. Martinez is exploring expansion to additional facilities. • Apartment Complexes: Visits locations on Cascade Avenue and behind Rosauer's grocery store on the Heights. Martinez is evaluating current stops to discontinue underutilized locations like grocery stores and add new ones. Routes are posted on the library website, social media, and promotional flyers. Brochures will be updated once the route changes are finalized. Upcoming Events: • Pumpkin Parade in Parkdale • Día de los Muertos event on October 30 • Migrant Education presentation to pre-K families on December 1 • Cascade Locks PTO Holiday Marketplace (bookmobile will provide free books) • Hood River Christmas Project (free book distribution)		
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VIII. Reports		
i. July, August, and September 2025 Financial Statements There was nothing to add to the written report.		Rachael Fox
ii. Friends update There was nothing to add to the written report.		Rachael Fox
iii. Foundation update The Library Foundation is raising funds through the annual Feast of Words fundraiser for innovative shelving in the Hood River children's library. The new shelving will display our picture book collection forward-facing and organized by genre rather than by author, making it easier for children and families to find books they'll enjoy. We will also add shelving in our teen area to expand our popular collections. The Feast of Words auction will feature several library-related items, including a ride in the bookmobile, a children's party in the Hood River children's library, a foam party, and use of the library facility for a one-day private event such as a wedding. Private events would take place on Sundays or Mondays when the library is closed. Additional insurance would be purchased if alcohol was served at the one day event, and Library Foundation members and Library Director Rachael Fox would be present. All auction items are designed to avoid interfering with regular library operations or services. The Library Board supported the idea.		Rachael Fox
iv. Director's report In addition to the written report, Fox clarified that the library will not purchase food or beverages for library staff or board members until after the next legislative session, which is expected to clarify rules surrounding a recent advisory opinion that prohibits the District from providing food or beverages to employees unless it's part of the their official compensation package. This is a widely debated issue affecting many public entities. The District will await further guidance from HR Answers, the library's contracted human resource support company, before making any changes. The Library District will launch a bilingual storytime after new staff member Mia Farmer begins in January 2026		Rachael Fox
IX. Old Business		
i. Gift and donation policy update Janik moved to approve the Gift and Donation policy.	Motion	Sara Marsden

	Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.		
X.	New Business		
	i. Resolution No. 2025-26.03 authorizing vendors for online and automatic payment of bills in 2025-26 Sheppard moved to approve Resolution No. 2025-26.03 authorizing vendors for online and automatic payment of bills in 2025-26. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	Motion	Sara Marsden
	ii. Snow Removal Contract Janik moved to approve the Snow Removal contract. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	Motion	Sara Marsden
	iii. District Building Preventative Maintenance Policy update Janik moved to approve the District Building Preventative Maintenance policy. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	Motion	Sara Marsden
	iv. Special Districts Association Oregon (SDAO) Best Practices checklist review The Library Board reviewed the checklist. The Library District will receive 10% discount off our insurance policy for 2026.		Sara Marsden
	v. Library Board member application review Sheppard commented that both candidates are excellent. She noted it would be ideal to have bilingual representation on the board, and that Parkdale representation would also be valuable. Fox mentioned that Yesenia Rojas ran for the Library Board in the last election. Marsden commented that Rojas has attended several meetings. Sheppard made a motion to appoint Yesenia Rojas to the Library Board, which Janik seconded. Sheppard commented that the other candidate who applied should be encouraged to run in the next election, as Sheppard will not be running again. The Library Board agreed. Fox stated she would relay the message.	Motion	Sara Marsden
XI.	Announcements		

	i. Comments from board members None		Board members
	ii. Requests/Comments from Library Director None		Rachael Fox
XII.	Agenda items for next meeting • Staff presentation: Teen and Tween Services Librarian Elizabeth Backer • Policy review • Janitorial Services contract renewal • Appointment of Library Board member		Sara Marsden
XIII.	Adjournment regular meeting The meeting adjourned at 7:53pm.		President

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

DATE: December 17, 2024

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

Tendene Enterprises Inc.
1767 12th Street #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 Safety Data Sheet ("SDS") 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.

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, 2024. Unless extended or terminated earlier in accordance with its terms, this Contract terminates on November 30, 2025. 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 \$2,600 per month for the Hood River building and \$325 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:

Brian Hackett
Library 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)
- Sweep and mop staff stairwell

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 _____

**HOOD RIVER COUNTY LIBRARY DISTRICT
EXTENSION OF PERSONAL SERVICES CONTRACT
(Extension 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, 2024, to November 30, 2025;

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

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, 2025, and expire on November 30, 2026.

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

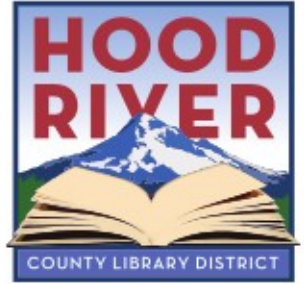
IT IS SO AGREED by the parties hereto effective as of the date first written above.

CONTRACTOR:

DISTRICT:

By: _____
Title: _____

Sara Marsden
District President



Financial Management Policy

I. Purpose

The Hood River County Library District approves this Financial Management Policy as a demonstration of our commitment to financial integrity. It is the purpose of this Policy to be accountable to our citizens for the use of public dollars and resources, and to ensure there is adequate funding to meet community needs. This Policy is adopted by the Board of Directors to establish the framework for the District's financial planning and management, guide day-to-day operations, promote sustainable long range fiscal planning, and ensure responsible decision making.

II. Accounting System

The District's accounting system shall be designed specifically to:

1. Assemble information on all finance-related transactions and events.
2. Provide the ability to analyze all data collected.
3. Classify data according to the chart of accounts.
4. Record data in the appropriate books of accounts.
5. Report data to management and outside parties in an appropriate format and in a timely manner.
6. Maintain accountability of assets.
7. Retain data according to the State of Oregon's retention schedule for special districts.

The accounting system shall include:

1. A general ledger.
2. Subsidiary journals as necessary, including revenue, expenditures, and payroll.
3. Written documentation supporting, authorizing, and explaining individual financial transactions including invoices, bank statements, purchase orders, payroll, transfers, etc.
4. Any other data deemed necessary to prepare financial statements.

III. Control Policies and Procedures

The District follows these policies and procedures to ensure control and an effective accounting system:

1. All financial transactions shall conform to standard accounting procedures and Oregon Revised Statutes and Administrative Regulations Oregon Law.
2. All transactions are authorized properly.
3. Duties are segregated. As much as is practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, and (3) take custody of the assets resulting from the transaction.
4. Accounting records and documentation are designed and maintained properly.
5. Access to assets and records is controlled.
6. Accounting data is reviewed periodically and compared to underlying records.
7. All financial records are retained and secured in accordance with Oregon Law.
8. Records no longer required to be retained are destroyed securely.

502 State Street

Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

9. Payroll records and processing are reviewed periodically.
10. Physical assets are reviewed periodically and an inventory is maintained.
11. The Library Director shall submit the prior month's financial report to the Board of Directors with the packet for the regular monthly meeting.
12. Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
13. Annual audits shall be performed in compliance with Oregon Law and generally accepted accounting principles (GAAP) for governmental entities.
14. The Library Director and any other staff significantly involved in District financial procedures shall be required to take a vacation of at least five consecutive business days per year.
15. Financial duties shall be rotated to staff not normally involved in financial procedures for at least a consecutive two-week period per year. This rotation may coincide with the Library Director and other financial staff's mandatory absence.

IV. Cash and Purchasing

The District shall follow these specific policies for cash and purchasing:

1. Cash disbursement:
 - Check-signing authority is limited to the Library Director, Assistant Director, Board President, and Board Vice-President.
 - Two signatures are required on each check: the signature of the Board President or Vice-President and the signature of the Library Director or Assistant Director.
 - Some regularly-recurring bills and payments may be paid electronically by the Library Director or designee. Bills and payments authorized to be paid electronically shall be established annually by Board resolution. Invoices must be retained and reviewed by the Board President or Vice-President.
 - Authorization of payment is required by the Library Director or designee.
 - Original invoices shall be attached to checks before signing.
 - Pre-signing any check is prohibited.
 - Blank checks are prohibited.
 - Checks shall be numbered sequentially.
 - The check stock shall contain security safeguards to prevent fraud.
 - The check stock shall be secured and use shall be documented.
 - Voided checks shall be defaced and retained in the financial records.
 - Signature stamps are prohibited.
2. Cash handling
 - **WeeklyDaily** cash counts shall be performed.
 - Deposits shall be performed monthly or when cash to be deposited exceeds \$1,000, whichever comes first. More frequent deposits may be required by the Library Director as circumstances require.
 - Cash till control and reconciliation shall be standard policy.
3. Management shall review bank account reconciliations monthly.
4. Available surplus funds may be invested according to Oregon Law with the primary consideration being the security of public funds.
5. Banking shall be conducted according to Oregon Law and applicable accounting practices.
6. Purchasing
 - Original invoices shall be required.
 - Employees of the District shall not serve as independent contractors to the District.

- Employees of the District shall not accept consideration from an outside entity while performing District duties unless specifically authorized by a Board approved intergovernmental Agreement of similar contractual arrangement by the Board.
- 7. Vacation reserve
 - The District shall retain a vacation reserve of at least 75 percent of all employees' outstanding vacation and holiday accrual.
- 7. Expenditures approval
 - The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the District in excess of \$5,000 with the following exceptions:
 - Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed \$5,000. Such purchases must be approved by the Library Director and the Board President and comply with Oregon Law. The Library Director will inform the District Board of the purchase at the next board meeting.
 - Purchases that exceed \$5,000 but cannot be delayed until the next Board meeting because such delay would cause unnecessary hardship or financial detriment to the District; provided, the purchase is made after approval by the Library Director and the Board President. The Library Director will inform the District Board of the purchase at the next board meeting.
 - Payments of monthly statements, composed of individual invoices not exceeding \$5,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
 - Regular payments on contracts that have been pre-approved by the Board of Directors.
 - The Library Director shall authorize all expenditures or contracts up to \$5,000 except Contracts for legal services.
 - Total expenditures within a budgetary fund category (e.g. Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board of Directors.

V. Credit Cards

The Library Director is authorized to apply for credit cards in the name of the District. District credit cards are subject to the following restrictions and controls:

1. Only the following officials and staff members shall be listed on the District's general purchasing credit card agreements as authorized users:
 - Board President
 - Library Director; and
 - Staff explicitly authorized by the **Library** Director.
2. If the District has credit cards used to purchase fuel for District vehicles, only employees who have been approved as drivers may utilize the cards.
3. District credit cards shall only be used for transactions in which writing a check in advance is either difficult or would delay delivery of goods or services during a time of emergency. District credit cards also may be used to facilitate travel by employees and officials on District business. Any use of the credit cards shall comply with the District's Financial Management Policy and travel reimbursement procedures.
4. Use of District credit cards for personal purchases is prohibited.
5. Any official or employee who uses District credit cards shall submit to the Library Director or designee original receipts for all purchases made as soon as practical after

the purchase. Each month, the Library Director or designee shall reconcile the receipts submitted with the monthly credit card statements to ensure proper card usage.

6. The Library Director shall ensure that credit card statements are paid in full each month so that no finance charges are incurred. Copies of credit card statements shall be made available to the Board of Directors upon request.

VI. Personnel

Employment policies shall include procedures that reasonably protect District assets:

1. Employment applications shall include:
 - A statement that false information or misrepresentation can be cause for disqualification or dismissal.
 - A criminal background check with candidate's written approval.
 - Reference checks.
2. Appropriate staff supervision.
3. Rotation of duties/cross-training.
4. Communication and confirmation of policies and ethics.
5. Employee and financial contractor fidelity coverage (bonding) is required (when applicable).

VII. District Assets and Capital Outlay

The Library Director shall not allow assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, **they/he** may not:

1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses.
2. Subject facilities to improper use or insufficient maintenance.
3. Unnecessarily expose the District, its Board, or staff to claims of liability.
4. Make any purchase (1) contrary to state statutes and regulations concerning conflicts of interest; (2) of over \$500 without having obtained comparative prices and quality; (3) of over \$3,000 without evaluating a balance of long-term quality and cost.
5. Fail to protect intellectual property, information, and files from loss or damage.
6. Receive, process, or disburse funds under insufficient controls to meet the Board-appointed auditor's standards.
7. Fail to follow state law regarding investment of capital assets in secure instruments.

Capital outlay shall include expenditures on the following:

1. Land acquisition or improvement, including improvements and installations on the grounds;
2. Building construction, expansion, or remodeling;
3. Installation, addition, or replacement of major building systems such as heating and cooling, electrical, plumbing, and other services;
4. Shelving;
5. Depreciable equipment, which includes items that have an anticipated useful life exceeding one year, cost \$5,000 or more, retain their original shape and use, and are nonexpendable. Equipment, including nonexpendable equipment costing less than \$5,000, must be inventoried.

VIII. Surplus Property

The Library Director or designee may declare property surplus that is deemed no longer useful to the District. Such property may include all tangible assets such as equipment,

materials, supplies, and furniture. Surplus property shall be disposed in the following order of preference:

1. *Recycled internally:* Staff should first deem whether property has use for District purposes other than its original use.
2. *Sold or traded:* If property is deemed to have significant value, it shall be sold or traded for something of equivalent value. Property shall be sold "as is". If property is deemed of particular use to a library, it shall first be offered for sale to other libraries in the District's consortium or in Oregon. If no other library is interested in the property, the District may offer it for sale to local nonprofits organizations. Funds received from sale of property shall be considered miscellaneous income into the fund from which the property was or would have been purchased.
3. *Donated:* If property is deemed to have little value, it shall be offered for donation if it is not cumbersome to do so. Property also may be donated rather than sold if the donation would provide significant good will benefits to the District. If property is deemed of particular use to a library, it shall first be offered for donation to other libraries in the District's consortium or in Oregon. If no other library is interested in the property, the District may offer it for donation to local nonprofits. Unless they are considered of particular value, discarded collection materials shall be donated to the Friends of the Hood River County Library.
4. *Discarded:* Property that has no value or cannot be sold, traded, or donated shall be discarded. The District prefers to discard property with a service that recycles all or a portion of the property. Otherwise, the District shall discard property through its regular waste disposal service.
 - Hazardous substances shall be discarded in accordance with proper safety procedures. Any electronic equipment that stores documents, licensed software, copyrighted material, personal information about District patrons, staff, or Board members, or other sensitive information shall be erased before being disposed per this policy.

VIII. Contracts

The District follows the Oregon Model Public Contracting Rules (ORS 279A.065) when purchasing goods and services and for construction projects, subject to the additions or exceptions provided in this policy.

1. Local Contract Review Board

Except when otherwise provided in District policies, the powers and duties of the Local Contract Review Board (LCRB) under the Public Contracting Code shall be exercised and performed by the District Board of Directors.

2. Delegation of Contracting Authority

Unless expressly limited by the Local Contract Review Board or District policies, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Board President, Library Director, or **their his/her** designee, including the authority to enter into emergency contract.

3. Professional Services Contracts

Professional services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service

depends on attributes that are unique to the service provider.

Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The Library Director or their his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Professional service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the district will consider qualifications, performance history, expertise, knowledge, creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Unless otherwise provided in this section, contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services shall be awarded according to ORS 279C. A contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$100,000.

4. Sole Source Procurement

When necessary, the district's Local Contract Review Board, Library Director, or his/her designee may enter into a sole source procurement pursuant to ORS 279B.075.

5. Electronic Advertising

The Board hereby determines that electronically providing public notice of bids and proposals is likely to be cost-effective; therefore, advertisement by electronic means instead of in a newspaper of general circulation is allowed when so authorized by Oregon law.

IX. Grants

The District seeks grants to fund projects beyond the provision of the standard operations budget.

1. Evaluating Grant Opportunities

The library director shall inform the District Board of Directors of the initiation of any new projects that will require grant funding.

The Library Director shall be authorized to submit grant proposals requesting up to \$100,000 providing the proposed project is within the scope of the District library core services or the District strategic framework.

The District library core services are to:

a. Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth, and children in the community.

b. Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.

- c. Provide access to the Internet and a variety of digital media with subsequent digital skills training.
- d. Provide special programming to encourage children's literacy.
- e. Provide adult and teen programs that encourage lifelong learning.

2. Grant Contracts

The Library Director shall be authorized to sign contracts for and accept grant awards up to \$100,000 providing that the grant-funded project is within the scope of the District library core services and/or the District strategic framework. According to ORS 279A.025, grant contracts are not subject to competitive bid requirements.

3. Grant Funds Management

Grant funds shall be used only for the project for which the funder approved the grant.

Progress on the grant project and expenditures shall be tracked and reported back to the funder according to the funder's requirements.

Approved by the Board of Directors, March 15, 2011

Last reviewed, November 18, 2025

Last revised, November 18, 2025, July 15, 2022