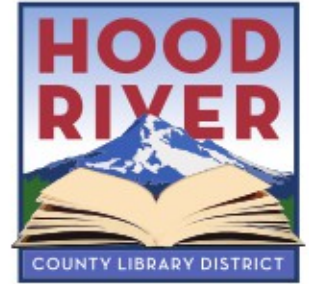


**Board of Directors**  
**Regular Meeting Agenda**  
 Tuesday, March 18, 2014, 7.00p  
 Parkdale Library  
 7300 Clear Creek Rd, Parkdale  
 Sara Duckwall Snyder, President



- |  |                 |
|--|-----------------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>             | Snyder          |
| <b>II. Conflicts or potential conflicts of interest</b>            | Snyder          |
| <b>III. Approval of minutes from February 18 meeting (ACTION)</b>  | Snyder          |
| <b>IV. Presentation by Sage on fiscal agency</b>                   | Clay & Longwell |
| <b>V. Open forum for the general public</b>                        | Snyder          |
| <b>VI. Reports</b>   |                 |
| i. Friends update  | VanOrman        |
| ii. Foundation update  | Foley           |
| iii. February financial report                                     | Nielsen         |
| iv. Director's report  | Nielsen         |
| <b>VII. Previous business</b>                                      |                 |
| i. Facilities updates (ACTION)                                     | Nielsen         |
| <b>VIII. New business</b>  |                 |
| i. Roofing contract (ACTION)                                       | Nielsen         |
| ii. JOBS plus worker (ACTION)                                      | Nielsen         |
| iii. Parkdale improvements   | Nielsen         |
| iv. Review of director evaluation questions                        | Snyder          |
| <b>IX. Executive session: Hood River Library property transfer</b> | Snyder          |
| <b>X. Approval of property transfer agreement (ACTION)</b>         | Snyder          |
| <b>XI. Agenda items for next meeting</b>                           | Snyder          |
| <b>XII. Adjournment</b>  | Snyder          |

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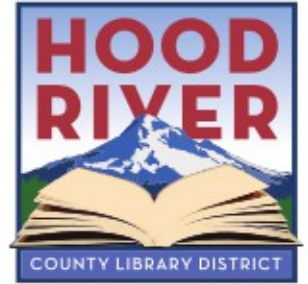
The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property**
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon.

502 State Street  
 Hood River - OR 97031  
**541 386 2535**

**Board of Directors**  
**Regular Meeting Agenda**  
Tuesday, March 18, 2014, 7.00p  
Parkdale Library  
7300 Clear Creek Rd, Parkdale  
Sara Duckwall Snyder, President



- I. Additions/deletions from the agenda (ACTION)
- II. Conflicts or potential conflicts of interest
- III. Approval of minutes from February 18 meeting (ACTION)

Snyder  
Snyder  
Snyder

*Attachments:*

- III. Minutes of February 18, 2014, meeting

**IV. Presentation by Sage on fiscal agency**

Clay & Longwell

*Attachments:*

- IV.a. Formal request of interest from Sage
- IV.b. Overview presentation about Sage and its fiscal agent needs
- IV.c. A draft of the Sage budget as a fund within a District budget
- IV.d. Opinion from District legal counsel Jeff Baker
- IV.e. Example of an ORS 190 agreement from League of Oregon Cities

Karen Clay, Library Director at Eastern Oregon University, and Beth Longwell, Sage Systems Manager, will be on hand to present about if the District were to be Sage's fiscal agent. We've received a formal letter seeing if we'd be interested in a further conversation. This presentation is *not* an action item. There is more research to be done before making a decision. However, Clay and Longwell will be on hand to answer your questions. Here's a summary of the issue as it was last discussed in December.

The Sage Library System, to which we belong, currently is administered through Eastern Oregon University in La Grande. Unfortunately, due to their involvement in another library consortium, EOU likely will have to migrate away from Sage Library System's technical infrastructure and thus may not be able to continue as fiscal agent starting in January 2015.

Sage is exploring possibilities for how to proceed apart from EOU. At a planning retreat in November, the Sage membership preferred to go under the auspices of one of the district libraries within Sage because it is more stable, requires less time, and does not require as much duplication of pre-existing systems. All districts within Sage were asked, but only Baker County and we expressed interest.

Some factors to consider from the District's standpoint are as follows.

- We already have an employee, Sage Technical Support Specialist Brent Mills, whose time the District contracts out to Sage.
- Sage has its own revenue source through membership fees and grants.
- The Sage budget has had surpluses the last three fiscal years in a row. However, overruns of

502 State Street  
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- that budget may affect the District if not planned correctly.
- Sage has two employees: Systems Manager Beth Longwell and Brent Mills. Longwell would need to become an HRCLD employee. She might be a distance employee.
- Sage would set its own policies regarding matters of library business: circulation, cataloging, etc. However, Sage would need to abide by District policies regarding personnel and finances.
- Sage's technical infrastructure would likely stay at EOU, contributed in-kind by them. This includes their server and the bandwidth to run it. Systems Manager Longwell would also likely remain there, meaning she would telecommute.
- All Sage staff would be overseen generally by the Sage User Council. However, the staff would also have “on-paper” supervisors from the District, likely the Library Director.
- The District could charge an administrative fee or negotiate lower membership dues for serving as fiscal agent.

Working with Hood River County Treasurer Sandi Borowy, District auditors Pauly Rogers and Co, the Oregon State Library, and Special Districts Association of Oregon, we've discovered some further information. First, the Oregon State Library is seeking an opinion from the Attorney General's office on whether library districts' governing statute, ORS 357, allows them to act as fiscal agents for library consortia. This opinion is relevant to Sage no matter what district expresses interest in serving as fiscal agent. Second, Sage would become an intergovernmental agreement under ORS 190, such as created the League of Oregon Cities. Third, here is an effective strategy for isolating District from Sage finances:

- Sage would be a separate fund within the District's budget.
- No interfund transfers would be authorized.
- Sage would have a separate bank account, created using the District's EIN.
- Sage checks would be signed by one Sage employee and one District employee.
- Bills that include costs for both entities would be paid by District, then Sage would compensate the District.
- The Sage fund would have its own financial statements, which we be included in District financial statements and reviewed by the Sage User Council.

Please come prepared with other questions.

## V. Open forum for the general public

Snyder

## VI. Reports

### i. Friends update

VanOrman

Attachments:

- VI.i.a. Hood River County Reads press release
- VI.i.b. Hood River News article about Friends volunteer Laurel DeTar

I alas was unable to attend the last Friends of the Library meeting. However, Plays for Nonprofits recently gave the Friends a check for approximately \$1,200 thanks to the recent production of *Driving Miss Daisy*. Approximately \$400 of that will be used to support the Friends' winter programming.

Hood River County Reads officially begins on Sunday, March 16, at 2.00p. I have included a copy of the press release detailing all of the wonderful events happening. I hope that you're all able to attend some

of the events. Also, in case you missed it, this month's Library Notes column in the newspaper was about Friends volunteer Laurel DeTar, who for many years was responsible for decorating the lobby of the Hood River Library.

#### **ii. Foundation update**

Foley

The Feast of Words, held on Saturday, March 8<sup>th</sup>, was a huge success. The event raised nearly \$25,000 to support the big renovation projects in Cascade Locks and Parkdale. Foundation members are now taking a much-deserved break.

#### **iii. February financial statements**

Nielsen

The February financial statements were unavailable as of the time the meeting packet was distributed. To date, the District has received 99.2% of the tax revenue we were budgeted to receive, and more will be coming in through June. The final tax deadline of the year is in May.

Per our Financial Management Policies, I am seeking authority to spend over the budgeted amount in these line items:

- *Building maintenance:* Additional anticipated expenses include the HVAC contract and atrium roof replacement.
- *Furniture and equipment:* The teen area still has a few more needed pieces of furniture.
- *Programs:* Our staff have many more programs planned
- *Office supplies:* This line item is anticipated to go over budget due to the unanticipated purchase of approximately \$10,000 worth of security cases.

As of January 31, we are approximately \$109,000 “under budget”, although I will watch the situation closely to see if we are anticipated to go over our allocated amount in Materials & Services, which would require a budget revision.

#### **iv. Director's report**

Nielsen

*Attachments:*

- VI.iv.a. Emergency procedures as prepared by the Safety Committee
- VI.iv.b. Emergency exit document for Hood River Library
- VI.iv.c. Emergency exit document for Cascade Locks Library
- VI.iv.d. Emergency exit document for Parkdale Library
- VI.iv.e. February 2014 statistics
- VI.iv.f. February 2014 programs

*Facilities:*

- Hood River Library now lacks a sidewalk, and is anticipated to not have one for the next several months. Work crews are putting utilities underground as part of the State Street urban renewal project.
- There was a worry that our ladder up to the roof of Hood River Library may not meet OR-OSHA regulations by not having a cage. I conferred with SDAO, and our ladder meets current regulations.
- We hope to install some additional shelving behind the children's checkout desk to assist with reshelving materials and remove carts from the library floor.

Personnel:

- Former Collection Development Specialist Amanda Goeke gave birth to an 8 lb., 8 oz. boy named Milo on February 25.

Services:

- Circulation in February 2014 was 13.9% lower than the previous February. Unfortunately, I anticipate that number to get worse since we no longer have a sidewalk at Hood River Library.
- All technical changes have been made to allow for videoconferencing in our meeting room. We will begin to advertise this service.
- The Hood River Library has access to a new electronic resource: the *Washington Foundation Databook*, a listing of all of the foundations in Washington. Unfortunately, it is only available at the Hood River Library. However, it is a very useful resource for grantseekers.

Upcoming programs:

- Sunday, March 16, 2:00-4:00 pm, Hood River Library: Hood River County Reads kickoff
- Tuesday, March 18, 5:00-7:00 pm, Cascade Locks and Parkdale Libraries: Hood River County Reads kickoff
- Thursday, March 20, 6:30-8:00 pm, Hood River Library: Library book club discusses *100 Tricks Every Boy Can Do*
- Saturday, March 22, 12:30-2:00 pm, Parkdale Library: Lego Club kickoff party
- Sunday, March 23, 2:00-3:30 pm, Hood River Library: Michael Bueg, *Ascomycete Fungi of North America*
- Sunday, April 6, 2:00-3:30 pm, Hood River Library: Readings by current Oregon Poet Laureate Paulann Petersen
- Sunday, April 13, 2:00-3:30 pm, Hood River Library: Los Portenos Theater of Portland, presents "Words that Burn: A dramatization of the World War II experiences of William Stafford, Lawson Inada, and Guy Gabaldon in their own words"

## VII. Previous business

### i. Facilities updates (ACTION)

Nielsen

Attachments:

- VII.i.a. Maintenance schedule
- VII.i.b Quote to replace HVAC BCU fro Northwest Controls

The consulting engineer from MFIA visited on February 19<sup>th</sup> to look at our HVAC. He is still preparing his report. However, his initial general impressions are that this is an appropriate system for a building of our size and that it is not worth replacing at this time. Given that, I recommend approving the attached quote from Northwest Controls to replace the control unit for the HVAC. I solicited bids from three companies: Trane, Northwest Controls, and McKinstry. All three companies are familiar with our system. McKinstry did not respond to my request. Trane's proposal was approximately \$6,000 higher than Northwest Controls. Northwest Controls has worked on our system before, is familiar with its intricacies, and has a successful track record of replacing BCUs of similar Trane systems.

## **VIII. New business**

### **i. Roofing contract (ACTION)**

Nielsen

*Attachments:*

- VIII.i. Bid from Competitive Commercial Roofing of Hood River

Following the early February snowstorm, the melting snow on the top of the atrium began to seep into the building. New caulking has been applied to solve the immediate problem. The longer-term solution to this problem is to re-roof the top of the atrium, provide a more defined slope, and install flashing. I sought quotes from three roofing companies to do this work and recommend approval of the attached bid from Competitive Commercial Roofing. The company has favorable references from The Dalles Wasco County Library, Hood River County School District, and others.

### **ii. JOBS plus worker (ACTION)**

Nielsen

*Attachments:*

- VIII.ii. Letter from MCCOG on JOBS Plus program

For several months, we have been host to a wonderful volunteer named Auren. Auren was brought to us through the Volunteer/Work Experience program of the Mid-Columbia Council of Governments (MCCOG). She works with us approximately 30 hours per week. Auren is diligent, intelligent, and works well with the public. MCCOG approached us to see if we would like to hire Auren through a program they offer called JOBS Plus. In this program, MCCOG would reimburse us \$8.10 (\$1 minus the current minimum wage), in addition to the payroll taxes, to hire the employee for six months. We see this as an excellent opportunity to finally hire a Shelver and get an excellent person on staff. The current Step I salary for a Shelver is \$10.05/hour, so the library district would pay only \$1.95/hour for six months. After that six months, the District is under no obligation to hire the employee. However, given Auren's strong track record so far, I anticipate we would like to hire her more permanently. I seek permission from the Board to pursue this opportunity.

### **iii. Parkdale improvements**

Nielsen

*Attachments:*

- VIII.iii.a. Email from patron Christina McGhee
- VIII.iii.b. Ejection form for Parkdale Library
- VIII.iii.c. Parkdale Library behavior contract

Snyder and I received the attached email. Christina has several practical recommendations to improve Parkdale. Here are a few updates on the issues mentioned.

- I am in process of purchasing some lit open signs for the libraries. Parkdale will get one, too.
- An outside sign is part of the plan for the Parkdale Library renovation.
- Staff are certainly going to continue their work with the schools! It has been quite successful. Staff will be visiting the library to promote Parkdale's new Lego club.
- I hope to start having more adult programming at Parkdale once Rachael comes back.

Several months ago, staff did implement a new time limit and behavior contract for kids using Parkdale's computer. Kids were being extremely disrespectful of other patrons, the staff, and the facilities. To alleviate this issue, staff instituted a computer time limit and clear expectations on library

behavior. Those documents are attached.

One more update regarding Parkdale: according to Parkdale Community Center Board June Halliday, the Parkdale Fire District will be taking on ownership of the building. The Fire District is interested in keeping both the Oregon Child Development Coalition and the Library as tenants.

I would appreciate hearing any other suggestions Board members have to improve Parkdale Library services, especially given the opportunity we have with the renovation.

**iv. Review of director evaluation questions**

Snyder

*Attachments:*

- VIII.iv.a. Library Director Evaluation Policy
- VIII.iv.b. Evaluation questions, self
- VIII.iv.c. Evaluation questions, staff
- VIII.iv.d. Evaluation questions, community
- VIII.iv.e. Evaluation questions, board

It is time once again to look at the evaluation process for the Library Director. I am due to be reviewed again on June 1. Attached are the Library Director Evaluation Policy and the evaluation questions for the director, staff, community members, and Board. These questions should be evaluated to see if the Board would like to continue using them.

**IX. Executive session: Hood River Library property transfer**

Snyder

Executive session documents will be sent separately.

**X. Approval of property transfer agreement (ACTION)**

Snyder

*Attachments:*

- Special Warranty Deed for transfer of Hood River property

After conversing with Hood River County's legal counsel, District counsel Jeff Baker created this warranty deed that is mutually agreeable to both counsels. This document can get approved and signed as of July 1, 2016.

**XI. Agenda items for next meeting**

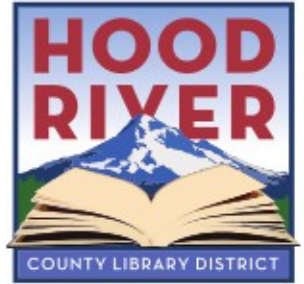
Snyder

- Code of Conduct revision
- Cascade Locks move
- Other policies needing approval
- Accounting contract
- Other policies needing passage
- Sage fiscal agency
- MFIA engineering report

**XII. Adjournment**

Snyder

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, February 18, 2014, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Duckwall Snyder, President



*Present:* Mary-Ethel Foley, Buzzy Nielsen (staff), Mike Oates, Sara Duckwall Snyder, Suzanne VanOrman

**I. Additions/deletions from the agenda (ACTION)** Snyder  
President Snyder called the meeting to order at 7.00p. Foley moved to accept the agenda as presented. Oates seconded. The motion carried unanimously.

**II. Conflicts or potential conflicts of interest** Snyder  
None stated.

**III. Approval of minutes from January 21 & February 3 meeting (ACTION)** Snyder  
VanOrman moved to approve the January 21 and February 3 minutes as presented. Oates seconded. The motion carried unanimously.

**IV. Presentation by Sage on fiscal agency** Clay & Longwell  
Due to a medical emergency, this presentation was delayed until the March 18<sup>th</sup> meeting. VanOrman commented that university fiscal agency is challenging, since it's connected to the state government. Board members expressed concerns and a desire to find out more information about potential financial responsibility of the district. They also are wondering what kind of break on membership fees the district might get and overall what the benefits are to the district. Nielsen commented that the major benefits to the district is stability for Sage and better oversight.

**V. Open forum for the general public** Snyder  
No public present.

**VI. Reports**

**i. Friends update** VanOrman  
In addition to the written report, Nielsen noted that the Hood River County Commissioners passed the resolution proclaiming Hood River County Reads. Both city councils have as well. The Hood River County Reads kickoff is on Sunday, March 16<sup>th</sup> from 2.00-4.00p.

**ii. Foundation update** Foley  
Foundation President Jen Bayer was unable to attend this meeting. However, she wanted to let the Board know that they now have over \$10,000 in business sponsorships for the Feast of Words, which will be on Saturday, March 8, from 6.00-9.00p.

**iii. January financial report** Nielsen  
Nielsen distributed printed copies of the January financial statements at the meeting, which were reviewed by the Board.

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#### **iv. Director's report**

Nielsen

In addition to his written report, Nielsen noted the following:

- He's had visits by three roofing firms to get a quote on the cost to replace the atrium roof to more permanently fix the leaking problem. He estimates that the cost will be \$3,000-5,000.
- An electrician from Bonney Electric came to see if he could ascertain why the HVAC control box has been losing power. There is no discernible reason. He postulated that, since the box is old, it could be more sensitive to power surges.
- Librarians have been discussing e-cigarettes on the Oregon library email listserv and specifically whether non-smoking policies cover them. Nielsen is clarifying with District legal counsel whether the current District's policy, which states "While on library properties, you may not: ... Smoke or use tobacco products, including in the Georgiana Smith Memorial Park," applies to e-cigarettes. Board members clarified that the policy as worded should include e-cigarettes.
- Board members wondered what the library will do while the water is shut off. It will only be shut off for about two hours, and staff will direct patrons to the County Administration Building or Dog River Coffee.
- Snyder commented that the new selfcheck station in the Hood River children's library is nice.

### **VII. Previous business**

#### **i. Follow-up on facilities planning**

Nielsen

Nielsen noted that as of Tuesday, February 18<sup>th</sup>, all debris has been cleared off the roof and overhanging limbs have been cut. The consulting engineer from MFIA Consulting Engineers of Portland will be visiting the Hood River Library on February 19 to investigate the HVAC.

### **VIII. New business**

#### **i. Approval of LSTA grant contract (ACTION)**

Nielsen

Oates inquired whether the District is contractually obligated to continue the position at full-time following the grant period. Nielsen commented that we're not but that is the intent, and the District has the money to do so. Foley moved to approve LSTA grant contract for Hispanic outreach services. Oates seconded. The motion carried unanimously.

#### **ii. Budget calendar and committee appointment (ACTION)**

Nielsen

One board member noted that May 21<sup>st</sup> on the budget calendar should be May 20<sup>th</sup>. VanOrman moved to approve the budget calendar as corrected. Oates seconded. The motion carried unanimously. Oates moved to appoint Monica Zorza Hockett to another 3-year term on the Budget Committee and appoint Nielsen as Budget Officer. Foley seconded. The motion carried unanimously.

#### **iii. Addendum to Hood River Library lease (ACTION)**

Nielsen

Nielsen met with the Hood River County Commissioners just before this meeting. They approved the addendum to the lease for the Hood River property. This allows the District to move forward with four major capital projects: replacing the control unit of the HVAC, rehabilitating the facade of the historic part of the building, installing a fire alarm system, and installing a public address system. Foley moved to approve the lease addendum. VanOrman seconded. The motion carried unanimously.

#### **iv. Park maintenance contract with WINGS (ACTION)**

Nielsen

The Board would like Nielsen to work on wording in the Statement of Work about dump fees, have

the crew remove chewing gum from furniture if needed, and empty trash cans before and after major events. VanOrman moved to accept contract with WINGS for park maintenance as revised. Foley seconded. The motion carried unanimously.

**IX. Executive session: Hood River Library property transfer**

Snyder

President Snyder moved the Board into executive session at 7.49p per ORS 192.660 (1) (e) Property. The Board came out of executive session at 7.55p.

**X. Agenda items for next meeting**

Snyder

- Hood River property transfer agreement
- Update on Cascade Locks move
- Policies that need passage
- Sage fiscal agency discussion
- Maintenance schedule
- Atrium roofing proposal
- Safety committee emergency procedures
- MFIA engineer report

**XI. Adjournment**

Snyder

The meeting adjourned at 7.57p.



February 7, 2014

Re: Sage Library System fiscal agency

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

Library Director and Board of Directors:

I write to you on behalf of Sage Library System. As you likely already know, Sage includes over seventy public, academic, school, and special libraries in fifteen counties across eastern and central Oregon. The consortium has allowed member libraries to deliver services to our patrons that would otherwise prove cost-prohibitive.

Sage is able to serve its over seventy members with an annual budget of approximately \$250,000 to \$300,000. About 75% of the budget is paid through membership fees and the other 25% through external grants. Sage is expected to end its fiscal year in June with an over \$75,000 carryover, which carries it amply through September when membership fees again start arriving. Sage's collaboration and fiscal prudence have been made possible thanks in large part to Eastern Oregon University (EOU), which serves as Sage's fiscal agent.

Unfortunately, EOU will no longer be able to act as Sage's fiscal agent starting January 2015. EOU belongs to a larger academic library network called the Orbis Cascade Alliance. For the first time, Orbis is requiring all of its members to all use the same library software. That software is not compatible with Sage's consortium-wide system. These added costs and responsibilities mean that EOU can no longer act as our fiscal agent.

Sage has been planning for this eventuality for the last year. That planning culminated in a Sage-wide strategy session held in November 2013. Sage members were presented with three options for the future administration of Sage: create an independent nonprofit to run Sage, absorb Sage under an already-existing nonprofit with a compatible mission, or fold Sage under one of its member special district libraries.

In voting, the third option came out far ahead of the other two. Members preferred going under a district library for various reasons: districts are more stable than small nonprofits, have pre-existing administrative structures, and have more stringent requirements for public accessibility and fiscal prudence. Acting as fiscal agent of Sage would require a few things.

1. Handling Sage's \$300,000 annual budget, including writing checks and invoicing members for fees.
2. Taking over two employees, the Systems Manager and Technical Support Specialist. These individuals would become employees of the fiscal agent but work to benefit all of Sage.
3. Possibly housing the Sage servers.

All direct costs for Sage are covered by Sage's own revenues, which also provide ample carryover. In fact, to further promote financial stability, Sage is proposing a 3% fee increase. Administrative fees by a future fiscal agent are a possibility.

This is where your district (might) come in. On behalf of Sage, I am asking if your district would be interested in further conversations about the possibility of acting as Sage's fiscal agent. We are not asking right now if you will be our fiscal agent; we are only asking if it could be a possibility. If so, we will come to your district to make a more formal presentation to your Board and staff and answer any questions you might have.

We appreciate you for considering our request for a conversation about our proposal. We would appreciate if you would let us know your decision soon. You can reach me by email at [buzzy@hoodriverlibrary.org](mailto:buzzy@hoodriverlibrary.org) or by phone at 971-270-0527. Again, thank you for considering this.

Sincerely,



Matthew "Buzzy" Nielsen  
Sage User Council Chair  
Library Director, Hood River County Library District













## Decentralization



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## Changing fiscal agents



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## Changing fiscal agents



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## Changing fiscal agents



Accounting  
Contracting

Courier support

Human resources

Information technology

Office space



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## Fiscal agent options

### Independent 501(c)(3) nonprofit

**Pros:** independent, flexible, fewer restrictions

**Cons:** time-consuming, duplicative, unstable, private

### Go under existing nonprofit (e.g. LEO)

**Pros:** simpler, non-repetitive

**Cons:** mission fit, private, unstable

### Go under special district library

**Pros:** stabler, non-repetitive, accountable

**Cons:** more restrictive, less independent



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## Fiscal agent options

### Independent 501(c)(3) nonprofit

### Go under existing nonprofit (e.g. LEO)

### Go under special district library

**Pros:** stabler, non-repetitive, accountable

**Cons:** more restrictive, less independent



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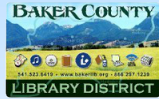
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## Potential fiscal agents



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## Potential changes

### New agreement and bylaws

### Possible fee increases to cover ...

- Administrative costs (accounting, HR)
- Payroll taxes



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## Costs to district associated with Sage\*

Accounting & auditing -	\$2,950
Director time to administer -	\$2,370
	<b>\$5,320</b>

# of checks written per year ≈ 155

Sage contracts - 5



Based on cost structure for HRCLD.

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## Structure under a district fiscal agent

Sage would be a separate fund within the District's budget.

No interfund transfers would be authorized.

Sage would have a separate bank account, created using the District's EIN.

Sage checks would be signed by one Sage employee and one District employee.

Bills for both entities would be paid by District, then Sage would compensate the District.

The Sage fund would have its own financial statements.



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## Potential benefits

Flexibility

Stability

Accountability

Scrutiny



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## Thank you



View this presentation online:

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Firefox  
Web browser



GIMP  
Image editor



Shutter  
Screenshot utility



Evergreen  
Integrated library system

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**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Sage Library System

Library District

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year 2013-14		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
				RESOURCES				
1				Cash on hand * (cash basis), or	\$70,283			1
3				Membership dues	\$186,490			3
4				Interest	\$250			4
5				Restricted grants	\$117,571			5
6				Miscellaneous revenue				6
8								8
9	0	0	0	Total Resources, except taxes to be levied	\$374,594	\$0	\$0	9
10				Taxes estimated to be received	\$0			10
11				Taxes collected in year levied				11
<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12. TOTAL RESOURCES</b>	<b>\$374,594</b>	<b>\$0</b>	<b>\$0</b>	<b>12</b>
				REQUIREMENTS				
<b>1</b>				<b>PERSONAL SERVICES</b>				<b>1</b>
<b>2</b>				<b>Salaries</b>				<b>2</b>
3				Systems administrator	\$55,000			3
4				Library assistant II	\$26,250			4
5				<i>Total salaries</i>	<i>\$81,250</i>			5
6								6
<b>7</b>				<b>Benefits</b>				<b>7</b>
8				Retirement	\$7,313			8
9				Social Security	\$6,216			9
10				Worker's compensation	\$163			10
11				Health insurance	\$20,265			11
12				Unemployment insurance	\$1,463			12
13				<i>Total benefits</i>	<i>\$35,418</i>			13
14				13				14
<b>15</b>				<b>TOTAL PERSONAL SERVICES</b>	<b>\$116,668</b>			<b>15</b>
16								16
<b>17</b>				<b>MATERIALS AND SERVICES</b>				<b>17</b>
18				Telecommunications	\$400			18
19				Technology	\$10,250			19
20				Accounting and auditing	\$2,900			20
21				Technical services	\$52,571			21

22				Legal services				22
23				Dues and subscriptions	\$500			23
24				Postage/freight				24
25				Printing				25
26				Supplies, Office				26
27				Travel	\$3,300			27
28				Training	\$4,500			28
29				Miscellaneous				29
30				Furniture and equipment				30
31				Courier	\$102,000			31
32								32
33				<b>TOTAL MATERIALS AND SERVICES</b>	<b>\$176,421</b>			<b>33</b>
34								34
35				<b>Capital outlay</b>	<b>\$21,000</b>			<b>35</b>
36								36
37				<b>Contingency</b>	<b>\$8,000</b>			<b>37</b>
38								38
39				15. Ending balance (prior years)				39
40				16. <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$52,505			40
41	<b>0</b>	<b>0</b>	<b>0</b>	<b>17. TOTAL REQUIREMENTS</b>	<b>\$374,594</b>	<b>\$0</b>	<b>\$0</b>	<b>41</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year



Re: Serving as fiscal agent for library consortium

**Subject:** Re: Serving as fiscal agent for library consortium  
**From:** jbaker@gorge.net  
**Date:** 02/09/2014 10:12 PM  
**To:** "Buzzy Nielsen" <buzzy@hoodriverlibrary.org>  
**CC:** jbaker@gorge.net

Buzzy,

In working through the issues on the lease addendum, I realized that I had not sent on to you my thoughts on the fiscal agent question. I apologize for the oversight. I did review the materials you sent and made notes, but then neglected to put together the email.

Naturally, I think that the best option may be for Sage to be run through one of our other library district partners (Baker or Umatilla). I only say that because I was not seeing in this proposal what the benefit to the District would be with this arrangement. On the other hand, I trust that we would not be spending time on this issue if there were not some benefit to the District.

My overriding concern is that, as the fiscal agent, we could be responsible in the event that unfounded liabilities arose during our stewardship. I think that there is a strong likelihood that a vendor or contracting party could look to us for payment of a debt that the Consortium did not pay. Obviously, that poses a practical problem if our board is not directly responsible for the financial dealings of the entity due to the involvement of the Council. So, it seems conceivable that the Council could make poor financial decisions that could "bite" the District. The same holds true for liability flowing from the actions of Sage employees. These employees could create potential liability to the District even though we are not the direct employer. Although the nature of the relationship could allow us to avoid ultimate responsibility for the actions of these employees should a dispute result in litigation, the nature of our relationship may not be sufficient to avoid becoming involved in a dispute in the first instance. In other words, we could win a lawsuit because we are only the fiscal agent, but we would "lose" by being drawn into a dispute in the first place. Naturally, we should confer with our insurance carrier about the ramifications of this new relationship and to ensure that our coverage would be sufficient for this role.

Another matter to consider is whether we have sufficient authority by statute and our charter documents to engage in this activity. Certainly, the scope of our empowering documents was intentionally broad to cover the scope of our expected library activities, I am just not sure that it was broad enough to extend to this activity. Should this proposal go further, that is something that I would want us to look at more closely.

I hope this gives you some sense of my concerns about the project. Naturally, I would be glad to discuss this with you in greater detail if you think that would be productive.

Regards,

Jeffrey Baker  
Annala, Carey, Baker, Thompson & VanKoten, P.C.  
Box 325, 305 Cascade  
Hood River, OR 97031  
jbaker@gorge.net  
(541) 386-5709

----- OriginalMessage -----

**From:** "Buzzy Nielsen" <buzzy@hoodriverlibrary.org>  
**To:** "Jeff Baker" <jbaker@gorge.net>  
**Sent:** Thu, Dec 19, 2013, 12:34 PM  
**Subject:** Serving as fiscal agent for library consortium

Hi Jeff,

Our library district belongs to a large consortium called Sage. Sage includes 70+ libraries and other institutions across 15 counties in central and eastern Oregon. Currently, Sage's fiscal agent is Eastern Oregon University. However, due to their membership in another consortium, EOU is going to have to withdraw from Sage. Sage is thus seeking another fiscal agent. Their options are:

1. Create an independent nonprofit as a fiscal agent.
2. Go under the auspices of an existing nonprofit called Libraries of Eastern Oregon
3. Go under the auspices of a district library (chosen due to their flexibility over county or city governments)

Sage seems to be leaning toward the third option for various reasons. If Sage's fiscal agent were to be a district library, there are really only three in the consortium that have the capacity to do so: Baker County, Umatilla County, and us. Thus, we might be approached to act as Sage's fiscal agent.

I'd love to talk through with you as to what the legal pitfalls of doing this might be. Administratively, I think it would be relatively easy; Sage could become a separate fund of our budget, as they have their own revenue source and bills. They only have two staff (one of which, just as a reminder, already works for us through an arrangement with EOU). Their bills are also relatively light.

Our worries more fall into the financial realm. If Sage's budget operates in the red, HRCLD would be financially responsible. On Sage's side, its ultimate governance and policies would also be subject to the capricious whims of our Board of Directors, as it is currently beholden to EOU (admittedly a much more bureaucratic entity than us). Sage is working on getting a contingency fund, which it will need regardless of which governance option it chooses.

Currently, Sage is structured such that while EOU is the fiscal agent, the consortium is actually run by a User Council composed of members of the consortium. That Council sets consortium policy, the budget, and strategic planning.

Basically, I'm wondering what potential issues there may be if we pursue and arrangement like this. I'm happy to send you any other information you need. Thanks for your thoughts.

Cheers!  
Buzzy

\*\*\*\*\*

Library Director  
Hood River County Library District  
502 State St  
Hood River, OR 97031  
541-387-7062  
<http://hoodriverlibrary.org>

## **INTERGOVERNMENTAL AGREEMENT OF OREGON CITIES**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by each city of the State of Oregon agreeing to enter into the same by ordinance or resolution, and every other city having also so agreed and being collectively referred to herein as "CITIES", now therefore

### WITNESSETH:

#### RECITALS:

1. This is an agreement for intergovernmental cooperation by units of local government under ORS 190.010 to ORS 190.111 inclusive, in performing functions and providing services which all of the parties have authority to perform and provide.

2. For purposes of this agreement, the organization created by the Cities to perform certain functions and activities herein set forth shall be deemed a consolidated department of all of the Cities who are parties to this agreement to carry the same out by a combination of methods provided for in ORS 190.020.

3. This agreement reduces to writing the terms, conditions, purposes and objects of services, functions and activities of the League of Oregon Cities performed since 1925 as a cooperative and joint endeavor of Oregon Cities. Nothing herein is intended to change its status as being for some purposes a political subdivision of the State of Oregon, an instrumentality of the State and its Cities for better administration of public affairs, and an agency or instrumentality for performing governmental functions owned and controlled by the Cities of Oregon.

THE CITIES OF OREGON BECOMING PARTIES HERETO AGREE:

## I. ACTIVITIES:

1. To form and continue an organization for the cooperative provision of local governmental services, to perform governmental purposes and functions as hereinafter set further under the name of the League of Oregon Cities, hereinafter referred to as the "League."

2. The League of Oregon Cities shall have the following purposes and functions:

- a. To maintain an organization to secure cooperation among the cities of the state by thorough study of local problems, and in the application of efficient methods to local government;
- b. To provide a means whereby officials may interchange ideas and experiences and obtain expert advice;
- c. To collect, compile and distribute to municipal officials information about municipal government and the administration of municipal affairs;
- d. To engage in the study and preparation of uniform ordinances and practices;
- e. To formulate and promote such legislation as will be beneficial to the cities of the state and the citizens thereof and to oppose legislation detrimental thereto, but not to expend monies in favor of or in opposition to any public measure initiated by or referred to the people, or for or against the election of any candidate for public office;
- f. To provide such services to cities as cities may authorize and require through the League of Oregon Cities, including but not limited to assistance in collective bargaining with employees,<sup>1</sup> liability,<sup>2</sup> casualty,<sup>2</sup> and health insurance,<sup>3</sup> and the provision of joint facilities for local governments with other governmental units acting singly or cooperatively. To that end the League may create or participate in appropriate entities and trusts which are suitable and convenient for carrying out its purposes;
- g. To secure harmony of action among municipalities in matters that affect the rights and liabilities of cities;
- h. To institute or participate in litigation in the name of a member city, upon request of such city, or in its own name for the purpose of securing a determination relative to the rights and liabilities of cities of Oregon under any constitutional provision, statute or ordinance;

to appear as a friend of the Court in any Court proceeding wherein the rights and liabilities of cities are affected; to appoint or employ counsel for the purpose herein mentioned;

- i. To adopt and amend, from time to time, such rules, regulations, constitution and bylaws as are not inconsistent with this agreement;
- j. To do any and all other things necessary or proper for the benefit of the cities of Oregon which the cities themselves might do singly or in cooperation with other units or agencies of government.

## II. GOVERNANCE AND CONTROL:

1. The Board of Directors shall have general supervision over all of the affairs of the organization, subject to the will of the organization expressed any duly called meeting. The Board of Directors shall possess all powers necessary to carry out the provisions of this agreement and the specific purposes and functions set forth in Section I, ACTIVITIES, including but not limited to the power on behalf of the League of Oregon Cities, directly or through other entities, to rent, lease, purchase, receive and hold property, both real and personal, and to rent, lease, mortgage, hypothecate, sell or otherwise dispose of the same.

2. The Board of Directors shall consist of the officers and Directors of the League.

3. The officers of the League shall be a President, Vice President, Treasurer, Past-President, eleven members at large, and an Executive Director, each of whom, with the exception of the Executive Director, shall hold an elective or appointment position in a city who is a participant in this agreement. The officers shall exercise the usual powers and duties incident to their offices and as provided herein.

4. All officers, except the Executive Director, shall be elected at the annual conference of the League and shall hold office until their successors are elected and qualified. The Executive Director shall be appointed by the Board of Directors and shall hold office at the pleasure of said committee.

5. Any vacancy in office shall be filled by appointment by the President, subject to the approval of the Board of Directors.

6. Meetings of the Board of Directors may be held at any time upon call of the President or of any three members. A majority of incumbent members shall constitute a quorum. The members of the Board of Directors may vote either in person or by mail upon any issue submitted to the Committee.

### III. PROVISION OF FUNDS:

1. The cities shall provide the revenues for payment of expenses incurred in the performance of the functions and activities of the League by the payment of annual fees or assessments based upon the populations of the respective cities entering into this agreement, as established by the Board of Directors no later than January 1 of any calendar year the assessment is levied for the fiscal year beginning on July 1, in an amount sufficient to finance the expenses of the League for each year.<sup>4</sup>

2. An annual charge, established by the Board of Directors, may also be made to separate boards or commissions of any city also desiring to participate in activities of the League.

3. The Board of Directors may also levy assessments, in addition to the annual fee or assessment, for maintenance of the Legislative Service Bureau, during sessions of the State Legislature.

4. The League may also make such other charges for direct services furnished to cities or others as the Board of Directors may approve.

5. Incidental income from any activity shall be devoted solely to the governmental purposes of the League and its member cities. No profit from any activity shall inure to the benefit of any private person, firm or corporation.

6. No funds shall be expended except upon a vote of the Board of Directors and in furtherance of the objects and purposes of the League. All funds, revenues and expenditures of the League shall be audited at least annually.<sup>5</sup>

#### IV. MEETINGS:

1. An annual conference of the League shall be held each year at the time and place to be determined by the Board of Directors. The program of the annual convention shall be arranged by or under the direction thereof.

2. Special meetings of the League may be called by the President or the Board of Directors at any time by giving notice to the Recorder, or other designated official, of each member city, at least ten (10) days prior to the date of the meeting. The notice shall state the purpose of the meeting.

3. Regional meetings may be called at any time by the President or Board of Directors for the benefit of city officials located in various sections of the state. Resolutions adopted at the regional meetings shall be forwarded to the Board of Directors.

4. All questions of parliamentary practice shall be decided according to Roberts Rules of Order, newly revised.

5. There shall be no limit upon the number of delegates to be sent by an member city to a meeting of the League. All delegates may be heard in debate, but each member city shall be entitled to only one vote. Each delegation shall select one of its members as chairperson to express or record its vote.

#### V. EXECUTIVE DIRECTOR/EMPLOYEES:

The Executive Director shall be the chief administrative officer of the League and be responsible to the Board of Directors for such duties as may be assigned by it. The League, through the Board of Directors, may employ such other employees as necessary to carry out the purposes, activities and functions of the League under this agreement. This agreement does not contemplate the transfer of any personnel.<sup>6</sup>

#### VI. DURATION/TERM:

The term of this agreement shall be perpetual.<sup>7</sup> The parties hereto shall have the right to terminate their participation herein as a party at any time, by ordinance or resolution forwarded to the Executive Director. The entire agreement may be terminated at any time by a two-thirds vote of

the cities then participating.<sup>8</sup> The agreement may be amended at any time, by agreement with each city participating by ordinance or resolution in the same manner as originally entered into.

VII. RIGHTS UPON TERMINATION:

Upon termination of the agreement the cities then participating shall mutually agree upon the transfer of personnel or the division of assets and liabilities between the parties and in the event that they are unable to agree, then venue shall be established in the Circuit Court of Multnomah, Marion, or Lane County to determine that transfer or division.<sup>9</sup> No city shall be liable, upon termination, for any dues, charges, assessments or other liabilities of any kind beyond the year in which such city ceases to participate or in which the agreement is terminated.

VIII. EXECUTION:

The resolution or ordinances of each participating city agreeing hereto shall be placed on file with the original of this agreement.

The City of \_\_\_\_\_, a municipal corporation

By: \_\_\_\_\_

By: \_\_\_\_\_

ATTEST: \_\_\_\_\_

FOOTNOTES

1. Chapter 243 ORS
2. ORS 731.036 (4)
3. ORS 731.036 (5)
4. ORS 190.020 (1) (a)
5. ORS 190.020 (1) (b)
6. ORS 190.020 (1) (c)
7. ORS 190.020 (1) (e)
8. ORS 190.020 (1) (f)
9. ORS 190.020 (2)



**Resolution No. \_\_\_\_\_**

A RESOLUTION AUTHORIZING THE MAYOR AND \_\_\_\_\_ OF THE CITY  
(Council if appropriate)  
OF \_\_\_\_\_ TO EXECUTE AND ENDORSE AN AGREEMENT WITH THE  
LEAGUE OF OREGON CITIES GOVERNING THE LEAGUE STATUS AS A UNIT OF LOCAL  
GOVERNMENT, SIMILAR TO OTHER COOPERATIVE INTERGOVERNMENTAL AGENCIES IN  
WHICH CITIES CREATE AND PARTICIPATE.

WHEREAS, the Council has found that it is necessary and desirable to endorse and adopt an agreement proposed by the League of Oregon Cities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of \_\_\_\_\_ that the Mayor and \_\_\_\_\_ are hereby authorized to execute and endorse the agreement with the League of Oregon Cities of which the City of \_\_\_\_\_ is a member, governing the League status as a unit of local government, similar to other cooperative intergovernmental agencies that cities create and participate in, all this in the State of Oregon, upon the terms and conditions as set forth in an agreement entitled "Intergovernmental Agreement of Oregon Cities," a copy of which is attached hereto as Exhibit "A," and incorporated by reference herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Mayor)

ATTEST: \_\_\_\_\_

## FOR IMMEDIATE RELEASE

March 5, 2014

### For more information, contact:

Buzzy Nielsen

Director

Hood River County Library District

Phone: 541-387-7062

Email: [info@hoodriverlibrary.org](mailto:info@hoodriverlibrary.org)

### Hood River County is reading William Stafford

Join Hood River County Reads, an annual community reading adventure! This year, Hood River County is celebrating what would have been the 100<sup>th</sup> birthday of Oregon's quintessential poet William Stafford. You can pick up free copies of *Ask Me: 100 Essential Poems* at the official kickoffs of Hood River County Reads: Sunday, March 16<sup>th</sup>, 2:00 to 3:30 pm at the Hood River Library and Tuesday, March 17<sup>th</sup>, 5:00 to 7:00 pm at the Cascade Locks and Parkdale Libraries. Stafford's son Kim Stafford will be giving a public reading at Hood River Library on Sunday, April 27<sup>th</sup>, at 2:00 pm. This project is sponsored by the Friends of the Hood River County Library.

William Stafford was the Library of Congress's Poet Laureate from 1970-71 and Oregon's Poet Laureate from 1975-1990. He published over 3,000 poems but wrote over 22,000. Stafford has often been compared to Robert Frost and collaborated frequently with another well-known poet, Robert Bly. Author and poet James Dickey called Stafford one of those poets "who pour out rivers of ink, all on good poems". Stafford also was well-known for being a conscientious objector during World War II. Stafford is father of noted essayist Kim Stafford, who is the literary executor of his father's estate.

In addition to *Ask Me*, there are several books by and about Stafford for people to enjoy. *The Osage Orange Tree* highlights Stafford's skill with prose as well as poetry. Kids can join in on Hood River County Reads this year with *Everyone Out Here Knows*, Stafford's poem about Bigfoot. If you'd like to learn more about Stafford's thoughts on war, try *Every War has Two Losers*. Finally, Kim Stafford has two books about his family: *Early Morning: Remembering My Father, William Stafford* and *100 Tricks Every Boy Can Do: How my Brother Disappeared*. These books are available for checkout at the Hood River, Cascade Locks, and Parkdale libraries.

The goal of Hood River County Reads is to encourage readers of all ages to read and discuss books. Hood River County Reads titles represent the diversity of the Hood River County community and can be shared widely throughout the area. Some previous books include *Stubborn Twig* by Lauren Kessler, *The Circuit* by Francisco Jiménez, and *Ricochet River* by Robin Cody. Hood River County Reads is sponsored and supported by the Friends of the Hood River County Library, with additional support from the Starseed Foundation, Hood River County Education Foundation, Hood River County Library Foundation, Hood River County Cultural Trust, and generous individuals.

Everyone is welcome to come enjoy the many events connected to Hood River County Reads:

- Sunday, March 16, 2:00-4:00 pm: Hood River County Reads kickoff (Hood River Library)
- Tuesday, March 18, 5:00-7:00 pm: Hood River County Reads kickoff (Cascade Locks and Parkdale Libraries)
- Thursday, March 20, 6:30-8:00 pm: Library book club discusses *100 Tricks Every Boy Can Do* (Hood River Library)
- Sunday, April 6, 2:00-3:30 pm: Readings by current Oregon Poet Laureate Paulann Petersen (Hood River Library)
- Sunday, April 13, 2:00-3:30 pm: Los Portenos Theater of Portland, presents "Words that Burn: A dramatization of the World War II experiences of William Stafford, Lawson Inada, and Guy Gabaldon in

- their own words” (Hood River Library)
- Saturday, April 26, 10:00 am - 3:00 pm: Writing workshop with Kim Stafford. Pre-registration is required. (Hood River Library)
- Sunday, April 27, 2:00-3:30 pm: Public presentation by Kim Stafford (Hood River Library)

These programs are free and open to the public. All of the books are available at the Hood River, Cascade Locks, and Parkdale libraries. For more information, please contact the Hood River County Library District at 541-386-2535, [info@hoodriverlibrary.org](mailto:info@hoodriverlibrary.org), or visit their website at <http://hoodriverlibrary.org>.

*Attached photo byline:*

Hood River County is reading William Stafford's poetry for the 2014 Hood River County Reads. A series of events, including a visit from the Stafford's son Kim Stafford, is planned for March and April. Author photo from the William Stafford Archive at Lewis & Clark College.



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## LIBRARY NOTES: Volunteer Laurel DeTar provided welcoming floral notes



Glenn Harris

As of Friday, March 7, 2014

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"I was at a Friends of the Library meeting," says Laurel DeTar, "and they asked for a volunteer to decorate the lobby. I'd just taken a flower arranging class at Lucy's Informal Flowers and thought I'd like to try out my new skills."

### LIBRARY EVENTS

**March 8** – Feast Of Words, 6-9 p.m. at main branch: fundraiser sponsored by Library

Foundation; hors d'oeuvre, beer and wine, live and silent auction, music.

Tickets are \$25.

**March 16** — Hood River County Reads 2014 kicks off, 2 p.m. at Hood River branch. Anyone may participate: focus book, William Stafford's "Ask Me: 100 Essential Poems."

It was 2006 and Laurel and her husband, Bob, had recently moved to Hood River from Boise right after he retired from the Bureau of Land Management.

"As I always do, I got a library card right away. Not too long after that I saw a notice about the next Friends' meeting and decided to join. Then I volunteered to do flowers for the lobby. I fell in love with the job."

Really in love with it, apparently, since she never missed a week for six years once she got started. Fresh flowers, carefully arranged, almost every week with extra special decorations on holidays such as Christmas and Valentine's.

"About the only time I didn't use fresh flowers was when I planned on leaving the display more than a week. Gourds and other such items for fall, for instance, or silk flowers in the winter. I got very good at the silk flowers. Once a Master Gardener actually tried to smell them and I was so proud of myself."

Along with her years of flower arranging for the library lobby and other events such as the first Feast of Words, Laurel has become an OSU Master Gardener volunteer herself.

"I just enjoyed working with the flowers, picking and arranging them, so much. And it was a wonderful excuse to see other people's gardens. Then I had to have a garden of my own to provide flowers for my arrangement. And became a peony addict."

In 2013, the Master Gardeners invited Laurel and Bob to have their garden on the Master Gardeners' garden tour. "We had our house freshly painted for that," she says with a smile, "and we weren't the only ones."

All good things must come to an end, however, and Laurel's days of decorating the library lobby are recently over.

"This year's Christmas wreath was my last hurrah. I'm tired. It's been a big job — not only arranging

and displaying the fresh flowers but then checking back two or three times a week to make sure they were watered and still fresh. Six years is long time to do that."

So what will she be doing now? Flowers, of course.

"I'm still doing a lot of Master Gardener work," she says, "both co-leading the Learning Garden and doing the required continuing education. And it's fun to check back and see what new ideas the committee has come up with for the lobby."

The committee? Yes, the Friends of the Library now have a committee to do the job that Laurel did by herself all those years. Enough said.

"It's time for others to have the opportunity," she concludes, "but it has been a joy to represent this place. I wanted it to be good. Part of my OCD, I guess."

---

## More like this story

[Hood River garden tour June 29: Bees, Blossoms and Scarecrows](#)

[Master Gardeners tour invites visitors June 29](#)

[Hood River County is reading William Stafford](#)

[Hospital honors two 'Hearts of Gold'](#)

[Panorama of Gardens](#)

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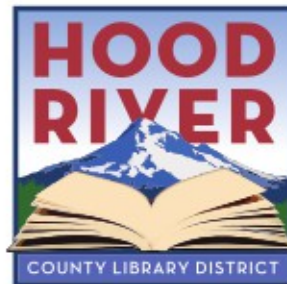


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# Hood River Library Emergency and Evacuation Plan



The following procedures guide staff in responding to various emergencies that may arise at the library. The first section delineates a general plan for evacuating the Hood River Library. Responses to more specific types of emergencies (e.g. fire, earthquake, etc.) follow the general plan. As a staff member, it is important to remain calm during emergencies and watch out for the safety of patrons and other staff. Also, at no times should a staff member put him/herself in imminent danger; a staff member's individual welfare comes first, and s/he should assist in emergencies only when safe to do so.

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## Phone numbers

### *General*

For most emergencies	911
County Sheriff 24-hour non-emergency	541-386-2711
Poison Control Center	800-222-1222
Director's (Buzzy Nielsen) mobile phone	971-270-0527
Assistant Director's (Rachael Fox) mobile phone	541-490-6079
Library Board Chair's (Sara Snyder) mobile phone	541-806-1600

### *Hood River*

City Police 24-hour non-emergency	541-386-2121
City of Hood River (water)	541-386-2432
NW Natural (gas leaks)	800-882-3377
Pacific Power (electricity)	877-508-5088

### *Cascade Locks*

County Sheriff 24-hour non-emergency	541-386-2711
City of Cascade Locks (building, electricity, and water)	541-374-8911

### *Parkdale*

County Sheriff 24-hour non-emergency	541-386-2711
Pacific Power (electricity)	877-508-5088
Parkdale Water Company (water)	541-352-5577
Parkdale Community Center Board Chair's (June Halliday) mobile number (building)	541-490-6813

## Websites for news and information

Gorge Radio	<a href="http://gorgeradio.com">http://gorgeradio.com</a>
Gorge Radio school closures and weather info	<a href="http://www.gorgeradio.com/weather/closures.html">http://www.gorgeradio.com/weather/closures.html</a>
Hood River News	<a href="http://hoodrivernews.com">http://hoodrivernews.com</a>
Hood River News Twitter account	<a href="http://twitter.com/HoodRiverNews">http://twitter.com/HoodRiverNews</a>
Hood River Weather	<a href="http://hoodriverweather.info">http://hoodriverweather.info</a>
OR Dept of Transportation Tripcheck	<a href="http://tripcheck.com">http://tripcheck.com</a>
WA Dept of Transportation travel alerts	<a href="http://www.wsdot.com/traffic/trafficalerts/">http://www.wsdot.com/traffic/trafficalerts/</a>

## Radio stations

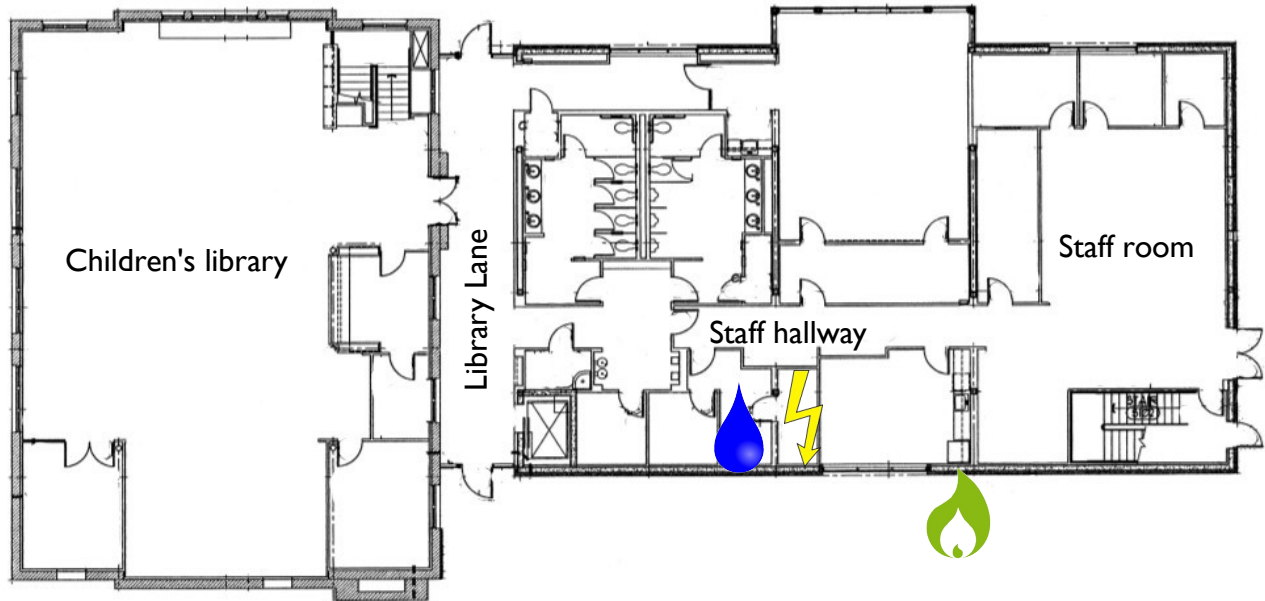
KIHR	98.3 FM / 1340 AM
NOAA weather radio	Frequency 162.400 (WXM34)



## Utility shutoffs

If you need to shut off the electricity, water, or natural gas going into Hood River Library, here are the locations of the shut off valves.

### First floor plan



**Electricity**



**Natural gas**



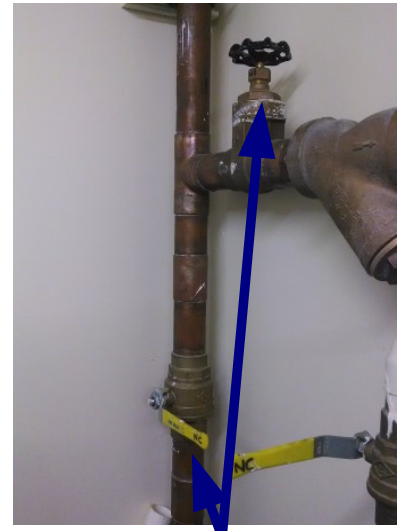
**Water**



The electrical switches are in the electrical room. Flip this switch, labeled "Service Disconnect", on the south side of the room to turn off electricity.



The gas meter is outside the building, along the walkway by the handicapped parking spots. Rotate this dial so that it's no longer in the open position.



The water lines are on the south side of the utility room. Close the top knob and flip the bottom handle so that it's parallel with the pipe.

## General evacuation plan

1. Evacuation of the library shall be through the following exits:
  - First floor
    - The staff door on the east side of the building
    - The north and south glass doors in Library Lane
    - The northeast doors in the Children's Library, by the picture books and in the Storybook Theatre
  - Second floor
    - The double doors on south side of the building
    - The glass door in the Columbia Room
    - The stairwell on the southeast side of the building
2. The first employee who sees or is warned of an emergency shall immediately use the library phones or, if unavailable, a mobile phone to call 911. S/he shall then immediately tell other staff via the chat room or telephone, if possible. If you are in immediate danger, wait to call 911 until outside of the building.
3. One employee on each floor will verbally notify patrons that there is an emergency and is responsible for evacuating patrons from the library, *if safe to do so*. Patrons shall be instructed to exit from the building through the closest exit. Patrons *should not* use the elevator to evacuate. Areas to check on each floor are as follows.
  - First floor
    - Columbia Room
    - Director's Office
    - Reading Room, including the stacks
    - Parker Room
    - Audiovisual area, including the stacks
    - Circulation Area
    - Staff area, including the restroom
    - Atrium
    - Kimber Room
    - Fiction area, including the stacks
    - Southeast stairwell
  - Second floor
    - Children's office
    - Circulation area
    - Children's Library, including stacks
    - Children's closet
    - Creative Corner
    - Storybook Theatre
    - Central stairwell
    - Library Lane
    - Meeting Room
    - Meeting Room closet
    - Men and women's restrooms
    - Friends room

- Staff lounge
  - Staff area
  - Staff offices
  - Supply closet
4. Safe zones for evacuating shall be as follows:
    - If evacuating from the south side of the building or the southeast staff and stairwell exits: the Hood River News parking lot.
    - If evacuating from the Children's Library or the north Library Lane exit, the pergola on the west side of Georgiana Smith Memorial Park.
  5. After patrons are evacuated, neighboring businesses may be contacted to assist with notifying the proper authorities.
  6. Once all patrons and employees are outside, employees should try to account for all employees and ask patrons if all of their parties are accounted for. Once this has been done and the fire has been reported, an employee should contact the Director (if s/he is not working) or the chair of the Board of Directors.
  7. Employees must not leave the site unless approved to do so by their supervisor, Library Director, chair of the Board of Directors, or the appropriate authorities (e.g. Fire Department).

## Biological and chemical threats

### Contact numbers:

Emergency number	911
Poison Control Center	800-222-1222

In case of unknown or dangerous biological or chemical agents, do the following:

- Quickly get your self and others away from the suspicious substance.
- Protect yourself. Cover your mouth and nose with a breathable fabric.
- Call for emergency response, including medical assistance, if needed. Follow instructions.
- Evacuate the area using the general evacuation plan.
- Close doors and windows to affected area and turn off all ventilation, including furnaces, air conditioners, vents, and fans.
- Recognize and respond to symptoms of toxic poisoning including:
  - Difficulty breathing
  - Irritation of the eyes, skin, throat, or respiratory tract
  - Changes in skin color
  - Headache or blurred vision
  - Dizziness
  - Clumsiness or lack of coordination
  - Cramps or diarrhea
- If someone is experiencing toxic poisoning symptoms or has been exposed to a household chemical, call Poison Control.
- Listen to, watch, or read media sources to learn more information.

## Bomb threats and threats of a like nature

### Contact numbers:

Emergency number	911
------------------	-----

If a bomb threat is received at the facility

- Take the threat seriously.
- If the threatener is still available, try to communicate with the individual as long as possible.
- If possible, while the person is still available, signal another employee to immediately call 911 and await further instruction.
- Report as much information as possible, including any suspicious looking devices.
- Do not evacuate the building until authorities direct you to do so.
- If evacuation is called for, follow the general evacuation plan.
- After the evacuation, do not enter the building until advised to do so by the authorities.

## Damage to the facilities

### Contact numbers:

Director's (Buzzy Nielsen) mobile phone	971-270-0527
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Assistant Director's (Rachael Fox) mobile phone	541-490-6079
Library Board Chair's (Sara Snyder) mobile phone	541-806-1600

If the facilities are damaged to the extent that essential library business cannot be carried out:

- Evacuate the building per the general evacuation plan.
- Advise the Person in Charge.
- Cordon off the damaged area.
- If relevant, turn off any utilities that may be affected.

## Earthquake

### Contact numbers:

Emergency number	911
<b>Hood River</b>	
City of Hood River (water)	541-386-2432
NW Natural (gas leaks)	800-882-3377
Pacific Power (electricity)	877-508-5088
<b>Cascade Locks</b>	
City of Cascade Locks (building, electricity, and water)	541-374-8911
<b>Parkdale</b>	
Pacific Power (electricity)	877-508-5088
Parkdale Water Company (water)	541-352-5577

The first indication of an earthquake may be a violent jolt accompanied by a low rumbling noise such as thunder. After these indicators, shaking will amplify, and it may be difficult to move from place to place. Staff should be aware of the following situations and take measures to avoid, and help patrons avoid, the danger caused by them:

During an earthquake, staff should notify patrons in their area and instruct them to do the following:

- Drop to the floor and cover their heads..
- If able, crawl beneath desks and tables, place their heads between their knees, and cover their heads with their arms.
- If in open areas, move to an interior wall, crouch down, and cover their heads with their arms.
- Face away from windows and do not stand in doorways.
- Stay in this position until the shaking stops.

After the earthquake:

- Evacuate the building should be evacuated per the general evacuation plan.
- Where relevant, first aid may be administered by trained staff

- Small fires may be put out by trained staff.
- The Person in Charge will shut off gas, water, and electricity in the building, if safe to do so.
- Aftershocks sometimes occur, so it may be necessary to take cover again following the above procedure.

## Electrical problems

### Contact numbers:

Emergency number	911
<b>Hood River</b>	
Pacific Power	877-508-5088
<b>Cascade Locks</b>	
City of Cascade Locks	541-374-8911
<b>Parkdale</b>	
Pacific Power	877-508-5088

Wait until to see if the power comes back on. If it doesn't come back on after half an hour, and essential library business cannot be carried out:

- Evacuate the building per the general evacuation plan.
- Use flashlights available at the service desks for emergency lighting.
- Notify the electrical company of the problem and request assistance.
- Listen to local radio for updated information.
- Leave on one light so that you'll know when your power returns.
- Unplug equipment
- Remember that equipment such as elevators may not work during a power outage.
- Telephones and servers are on battery backup and will continue to work for up to two hours following a power outage.

## Fire

### Contact numbers:

Emergency number	911
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If fire is observed or suspected, staff is to:

- Call 911 immediately.
- Direct evacuation as explained in the general evacuation plan.
- Fire extinguishers may be used by persons trained in their use to assist evacuation.
- If traveling through zones with fire or smoke:
  - Crawl low under any smoke to your exit
  - If there is smoke or fire blocking the door or first way out, use another way out.
  - Before opening a door, feel the doorknob and door. If either is hot, leave the door closed and use another way out.
  - If there is smoke coming around the door, leave the door closed and use another way out.

- When opening door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
- If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out.
- If clothes catch fire, stop, drop, and roll. If the person cannot stop, drop, and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth.

## **Flooding/water emergencies**

### **Contact numbers:**

Emergency number	911
<b>Hood River</b>	
City of Hood River	541-386-2432
<b>Cascade Locks</b>	
City of Cascade Locks	541-374-8911
<b>Parkdale</b>	
Parkdale Water Company	541-352-5577

If there is a serious leak, broken pipe, or flooding in building:

- Call the appropriate water company and state that you are reporting an emergency water problem.
- If the water poses a danger to staff or the public, evacuate the area or building per the general evacuation plan.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.
- If there is water on the floor, remove library materials from lower shelves/file drawers onto higher shelves or tables well away from standing water.
- If possible, turn off electrical circuits to the flooded area, and unplug electrical equipment in the area if you can safely do so.
- Do not walk through moving water.

## **Hostage/shooter situations**

### **Contact numbers:**

Emergency number	911
------------------	-----

If there is a shooter or someone has been taken hostage:

- Call 911 immediately *only if doing so will not further antagonize the shooter.*
- If a staff member is aware of the situation but not in the direct vicinity, s/he should call 911 and follow all directions given.
- When talking to the shooter:
  - Remain calm and cooperate with the shooter.

- Do not challenge the shooter.
- Work with the shooter to evacuate as many people as possible from the building.
- Evacuated staff should be prepared to assist the police with information about the shooter(s) (number, names, descriptions, weapons, locations).

## Medical emergency

### Contact numbers:

Emergency number	911
------------------	-----

If a patron or employee is in need of medical attention:

- Call 911 immediately.
- Employees who are trained to administer CPR or first aid may assist in the situation, if appropriate, until help arrives.
- Under no circumstances should an untrained employee attempt to offer medical advice, attention, or medication.
- Do not move the individual unless instructed to do so by authorities or if the injured individual is in greater danger if left in place.
- Advise the Person in Charge.

## Natural gas leaks/odors

### Contact numbers:

Emergency number	911
NW Natural	800-882-3377

Natural gas leaks are only relevant to Hood River Library. If you detect a rotten egg odor, it may be from a gas leak. If the odor associated with natural gas is detected:

- Evacuate the building per the general evacuation plan
- **Do not use** electrical devices, including mobile phones
- From a phone outside the building, call 911 and report the situation. Proceed as advised.
- Call NW Natural.

## Severe weather

### Contact numbers:

Emergency number	911
<b>Hood River</b>	
City of Hood River (water)	541-386-2432
NW Natural (gas leaks)	800-882-3377
Pacific Power (electricity)	877-508-5088
<b>Cascade Locks</b>	
City of Cascade Locks (building, electricity, and water)	541-374-8911



<b>Parkdale</b>	
Pacific Power (electricity)	877-508-5088
Parkdale Water Company (water)	541-352-5577

Each library has a weather radio and spare batteries. If the severe weather warning siren is sounded or a severe weather warning is issued that includes the library building

- Following the general principles of the evacuation plan, building occupants shall be directed to immediately assemble in the following locations:
  - *Hood River Library*: Children's Library in the open area near the pillars
  - *Cascade Locks Library*: gymnasium, outside and downstairs from the library
  - *Parkdale Library*: Multi-purpose room, just across the hall from the library
- Do not walk through flowing water.
- If relevant, turn off any utilities that may be affected.
- Listen to, watch, or read media sources to learn more information.
- Stay indoors and limit travel to only absolutely necessary trips.
- If feasible, when the severe weather warning is lifted, normal library activities may be resumed.
- If resumption of essentially normal library activities is not feasible when the severe weather warning is lifted, evacuate the building per the general evacuation plan.

## Non-emergency situations

### Contact numbers:

County Sheriff 24-hour non-emergency	541-386-2711
Hood River City Police 24-hour non-emergency	541-386-2121
Director's (Buzzy Nielsen) mobile phone	971-270-0527
Assistant Director's (Rachael Fox) mobile phone	541-490-6079
Library Board Chair's (Sara Snyder) mobile phone	541-806-1600

There are certain situations that may require quick action or safety measures that nonetheless do not constitute emergencies. Here are some such situations and how to respond to them.

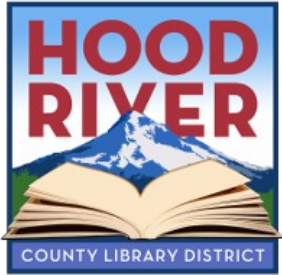
- **Bodily fluids:** If you run across any human bodily fluids for any reason, do not touch them directly. Instead, go to a first aid kit and get gloves. Use the bio-hazard kits, included by the first aid kits, to clean up the area. Ideally, parents should clean up after their children's messes.
- **Damage to the building:** If essentially normal library operations can be carried out without endangering the public or staff, empty and secure the damaged areas and proceed with business. Make sure to cordon off the area using tape and tarps.
- **Flooding in the bathrooms:** Close off the restrooms. Mop up what water you can. Try to unclog the offending toilet or sink. If needed, call Chinook Plumbing, 541-386-3388..
- **Heating or cooling equipment failure:** Space heaters and fans are available at all locations. If necessary, the boiler can be turned off in the boiler room (under the stairs on the north side of the building) to reduce heat.
- **Leaks:** Cover the area with plastic sheeting. Place buckets under leaks. Buckets are located in

janitor's closets. Move any materials or equipment that may be adversely affected by the leak. Cordon off the area.

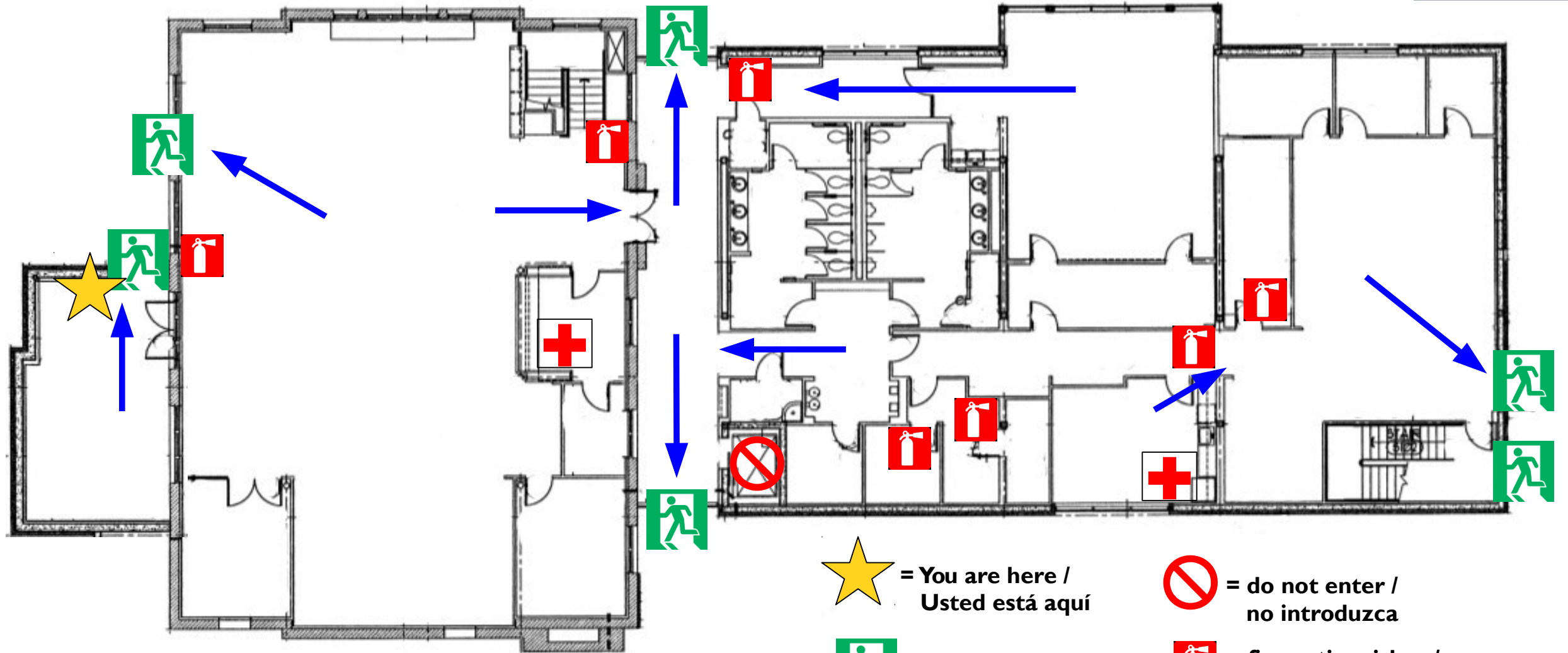
- **Loss of water:** Close off the restrooms. Place signs on all entries notifying the public of the lack of water. Direct people to other nearby restrooms, if available. (*Hood River: County Administration Building, Dog River Coffee ; Cascade Locks: Soderberg Studio ; Parkdale: Mclsaac's Store*)
- **Unattended minors:** Be calm and reassuring with the child. Try to locate a parent or older sibling somewhere else in the building. If you find someone, please explain that children should not be left alone in the facility. If you are unable to find someone, ask the child for his/her parents' contact information, or try to look up the information using the child or parent's name.
- **Unhinged individuals:** Be calm and rational. Whenever possible, do not actively disagree with the individual. Try to get support from another staff member or the Person in Charge. Call the non-emergency Sheriff or police number, or 911 if things escalate.

# Emergency exit plan / Plan de salida de emergencia




1<sup>st</sup> floor / 1<sup>o</sup> piso



**Safe meeting space (north):** park gazebo  
**Lugar de reunion seguro (norte):** parque mirador

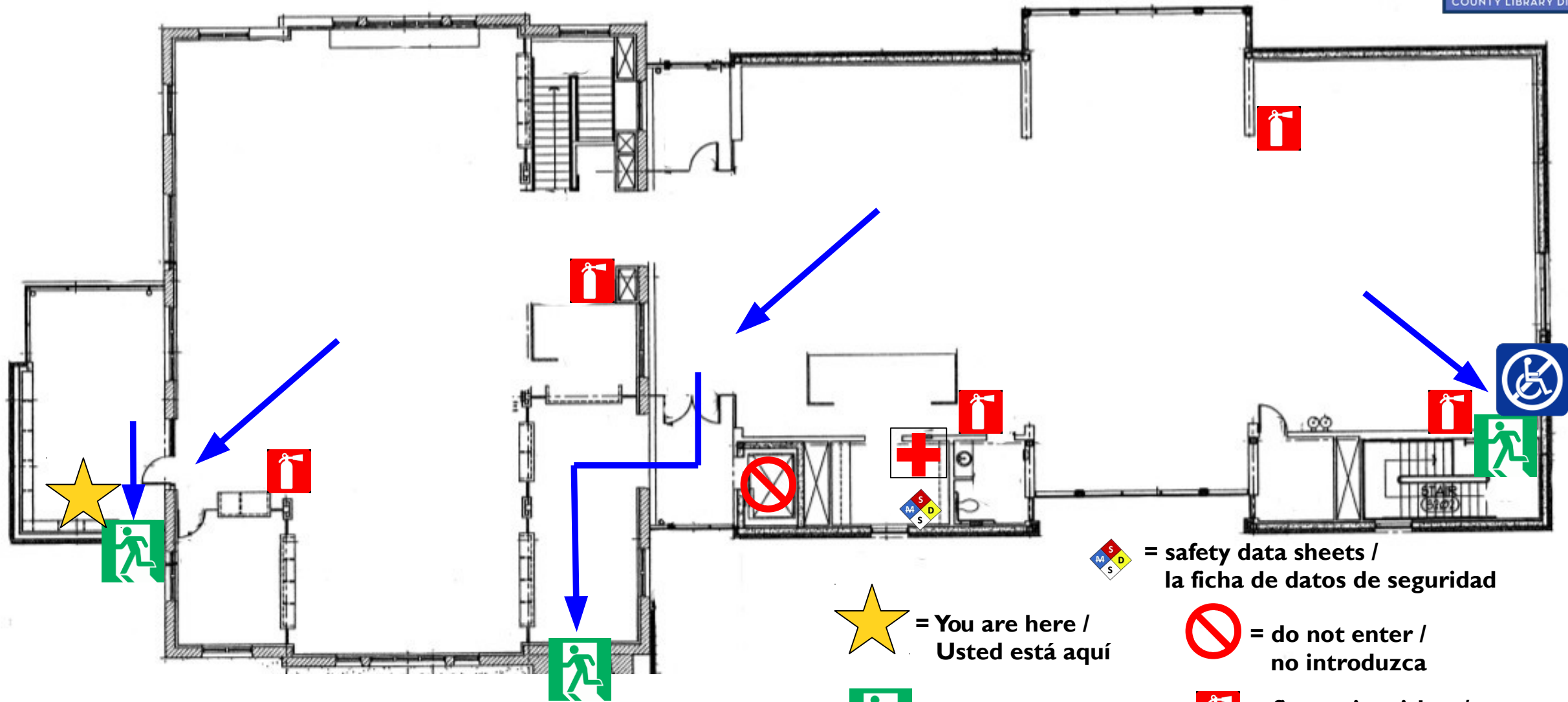
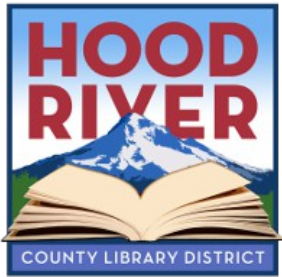


**Safe meeting space (south):** Hood River News parking lot  
**Lugar de reunion seguro (sur):** estacionamiento de Hood River News








-  = You are here / Usted está aquí
-  = exit / salida
-  = path to exit / camino para salir
-  = do not enter / no introduzca
-  = fire extinguisher / extinguidor de fuego
-  = first aid kit / botiquín de primeros auxilios

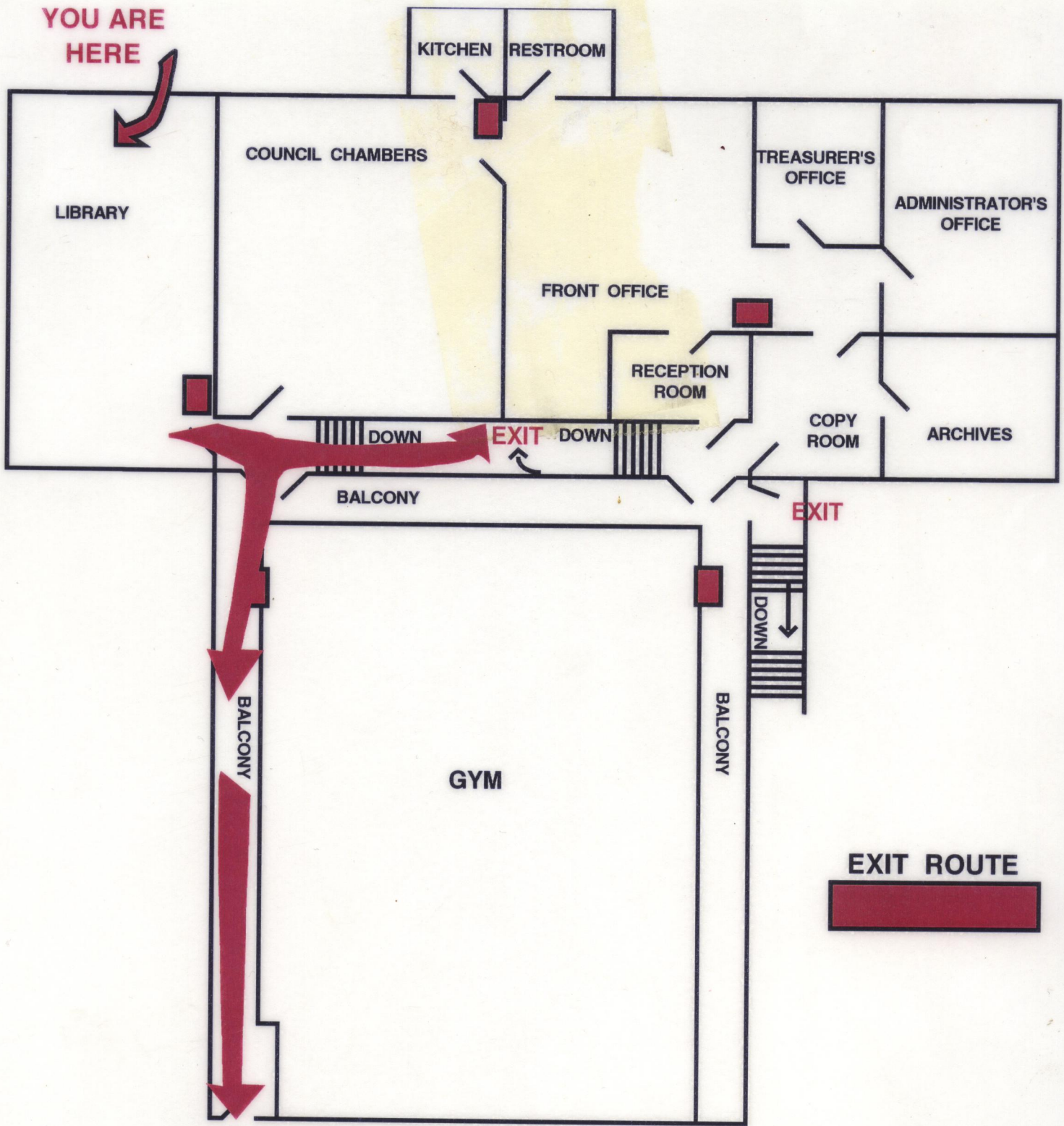
# Emergency exit plan / Plan de salida de emergencia

## 2<sup>nd</sup> floor / 2<sup>o</sup> piso



**Safe meeting space: Hood River News parking lot**  
**Lugar de reunion seguro: estacionamiento de Hood River News**

-  = You are here / Usted está aquí
-  = exit / salida
-  = path to exit / camino para salir
-  = fire extinguisher / extinguidor de fuego
-  = first aid kit / botiquín de primeros auxilios
-  = do not enter / no introduzca
-  = safety data sheets / la ficha de datos de seguridad
- 



# FIRE ESCAPE PLAN

## TOP LEVEL CITY HALL

**\*CLOSE ALL DOORS BEHIND YOU**

**■ FIRE EXTINGUISHERS**



# Circulation, 2013-14

## Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Audio</b>	453	400	350	459	351	352	359	326					<b>3,050</b>
<b>Video</b>	1,370	1,548	1,155	1,616	1,333	1,185	1,494	1,141					<b>10,842</b>
<b>Fiction</b>	1,230	1,092	976	998	877	836	1,089	935					<b>8,033</b>
<b>Large print</b>	77	39	56	66	39	64	69	63					<b>473</b>
<b>Nonfiction</b>	876	846	757	866	793	714	970	749					<b>6,571</b>
<b>Spanish</b>	82	65	84	90	73	74	105	92					<b>665</b>
<b>Magazines</b>	331	315	275	214	205	180	137	151					<b>1,808</b>
<b>New books</b>	879	845	789	857	637	676	867	749					<b>6,299</b>
<b>Graphic novels</b>	23	44	37	54	48	41	69	34					<b>350</b>
<b>Devices</b>	4	7	4	3	4	5	2	0					<b>29</b>
<b>Miscellaneous</b>	54	62	52	57	33	16	23	19					<b>316</b>
<b>Young adult collection</b>	351	313	245	196	180	194	230	232					<b>1,941</b>
<b>Children's audio</b>	191	192	155	128	164	124	155	127					<b>1,236</b>
<b>Children's new books</b>	542	532	441	463	474	353	441	316					<b>3,562</b>
<b>Board Books</b>	208	158	135	161	157	111	195	145					<b>1,270</b>
<b>Children video</b>	792	876	718	732	655	612	711	611					<b>5,707</b>
<b>Children's fiction</b>	1,276	1,176	674	728	646	531	581	468					<b>6,080</b>
<b>Children's nonfiction</b>	364	371	385	410	346	196	368	252					<b>2,692</b>
<b>Picture books</b>	916	1,078	961	896	868	573	971	847					<b>7,110</b>
<b>Readers</b>	404	313	304	348	403	211	283	199					<b>2,465</b>
<b>Holiday books</b>	43	33	45	155	122	194	61	61					<b>714</b>
<b>Children's graphic novels</b>	216	222	149	187	157	151	169	147					<b>1,398</b>
<b>Children's Spanish</b>	65	53	69	122	76	71	113	120					<b>689</b>
<b>Theme bags &amp; book kits</b>	2	2	7	8	1	3	6	4					<b>33</b>
<b>TOTAL</b>	<b>10,749</b>	<b>10,582</b>	<b>8,823</b>	<b>9,814</b>	<b>8,642</b>	<b>7,467</b>	<b>9,468</b>	<b>7,788</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>73,333</b>

## Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	0	0	1	4	2	2	2					13
Video	19	25	22	33	11	7	45	48					210
Fiction	27	34	31	34	38	23	27	26					240
Large print	0	1	0	0	1	0	0	1					3
Nonfiction	13	21	18	13	23	7	11	22					128
Spanish	0	0	0	0	0	0	0	0					0
Magazines	4	4	5	1	0	0	19	1					34
New books	5	9	3	5	12	9	9	12					64
Graphic novels	0	0	1	1	0	1	1	0					4
Devices	1	0	0	0	0	1	1	0					3
Miscellaneous	0	0	0	1	0	0	0	0					1
Young adult collection	3	5	6	6	4	5	6	1					36
Children's audio	0	0	3	0	0	0	1	1					5
Children's new books	2	1	2	3	4	2	7	0					21
Board Books	12	19	3	12	4	2	6	11					69
Children video	19	3	2	0	3	8	35	17					87
Children's fiction	19	6	4	14	6	7	11	7					74
Children's nonfiction	11	11	1	3	2	4	5	8					45
Picture books	11	17	7	6	4	7	15	9					76
Readers	4	5	3	1	2	5	8	6					34
Holiday books	0	0	0	6	5	6	1	0					18
Children's graphic novels	2	1	0	0	1	1	1	2					8
Children's Spanish	0	0	0	0	0	0	2	1					3
Theme bags	0	0	0	0	0	0	0	0					0
<b>TOTAL</b>	<b>154</b>	<b>162</b>	<b>111</b>	<b>140</b>	<b>124</b>	<b>97</b>	<b>213</b>	<b>175</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,176</b>



## Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	3	0	0	1	0	0	1	0					5
Video	30	42	30	37	51	30	22	12					254
Fiction	42	79	52	81	45	35	35	49					418
Large print	2	5	1	13	7	1	5	7					41
Nonfiction	5	15	18	12	4	6	18	10					88
Spanish	7	6	6	1	7	8	4	4					43
Magazines	2	13	6	6	8	10	22	13					80
New books	8	16	10	28	8	7	5	3					85
Graphic novels & comics	2	1	1	0	2	0	0	0					6
Devices	0	0	0	0	0	0	0	0					0
Miscellaneous	0	0	0	0	0	0	0	0					0
Young adult collection	11	5	5	9	16	7	9	4					66
Children's audio	0	2	0	0	0	3	0	0					5
Children's new books	6	2	0	3	1	2	3	1					18
Board Books	13	4	11	6	3	3	4	2					46
Children video	29	34	18	8	25	24	20	18					176
Children's fiction	64	29	11	25	14	16	3	14					176
Children's nonfiction	11	22	5	7	11	4	14	2					76
Picture books	57	67	31	24	19	36	26	37					297
Readers	11	8	19	22	11	10	3	5					89
Holiday books	5	1	2	5	4	12	3	0					32
Children's graphic novels	11	4	1	1	2	0	2	0					21
Children's Spanish	8	8	8	11	1	6	5	5					52
Theme bags	0	0	0	0	0	0	0	0					0
<b>TOTAL</b>	<b>327</b>	<b>363</b>	<b>235</b>	<b>300</b>	<b>239</b>	<b>220</b>	<b>204</b>	<b>186</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,074</b>

## Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Audio</b>	458	400	350	461	355	354	362	328	0	0	0	0	<b>3,068</b>
<b>Video</b>	1,419	1,615	1,207	1,686	1,395	1,222	1,561	1,201	0	0	0	0	<b>11,306</b>
<b>Fiction</b>	1,299	1,205	1,059	1,113	960	894	1,151	1,010	0	0	0	0	<b>8,691</b>
<b>Large print</b>	79	45	57	79	47	65	74	71	0	0	0	0	<b>517</b>
<b>Nonfiction</b>	894	882	793	891	820	727	999	781	0	0	0	0	<b>6,787</b>
<b>Spanish</b>	89	71	90	91	80	82	109	96	0	0	0	0	<b>708</b>
<b>Magazines</b>	337	332	286	221	213	190	178	165	0	0	0	0	<b>1,922</b>
<b>New books</b>	892	870	802	890	657	692	881	764	0	0	0	0	<b>6,448</b>
<b>Graphic novels &amp; comics</b>	25	45	39	55	50	42	70	34	0	0	0	0	<b>360</b>
<b>Devices</b>	5	7	4	3	4	6	3	0	0	0	0	0	<b>32</b>
<b>Miscellaneous</b>	54	62	52	58	33	16	23	19	0	0	0	0	<b>317</b>
<b>Young adult collection</b>	365	323	256	211	200	206	245	237	0	0	0	0	<b>2,043</b>
<b>Children's audio</b>	191	194	158	128	164	127	156	128	0	0	0	0	<b>1,246</b>
<b>Children's new books</b>	550	535	443	469	479	357	451	317	0	0	0	0	<b>3,601</b>
<b>Board Books</b>	233	181	149	179	164	116	205	158	0	0	0	0	<b>1,385</b>
<b>Children video</b>	840	913	738	740	683	644	766	646	0	0	0	0	<b>5,970</b>
<b>Children's fiction</b>	1,359	1,211	689	767	666	554	595	489	0	0	0	0	<b>6,330</b>
<b>Children's nonfiction</b>	386	404	391	420	359	204	387	262	0	0	0	0	<b>2,813</b>
<b>Picture books</b>	984	1,162	999	926	891	616	1,012	893	0	0	0	0	<b>7,483</b>
<b>Readers</b>	419	326	326	371	416	226	294	210	0	0	0	0	<b>2,588</b>
<b>Holiday books</b>	48	34	47	166	131	212	65	61	0	0	0	0	<b>764</b>
<b>Children's graphic novels</b>	229	227	150	188	160	152	172	149	0	0	0	0	<b>1,427</b>
<b>Children's Spanish</b>	73	61	77	133	77	77	120	126	0	0	0	0	<b>744</b>
<b>Theme bags</b>	2	2	7	8	1	3	6	4	0	0	0	0	<b>33</b>
<b>TOTAL</b>	<b>11,230</b>	<b>11,107</b>	<b>9,169</b>	<b>10,254</b>	<b>9,005</b>	<b>7,784</b>	<b>9,885</b>	<b>8,149</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76,583</b>

# Interlibrary loans, 2013-14

## Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Sent to Sage</b>	367	380	390	401	362	318	406	410					3,034
<b>Borrowed from Sage</b>	669	731	620	756	639	563	693	641					5,312
<b>Sage difference</b>	-302	-351	-230	-355	-277	-245	-287	-231	0	0	0	0	-2,278

## Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Sent to Sage</b>	19	13	18	21	21	10	17	27					146
<b>Borrowed from Sage</b>	65	76	55	60	50	63	84	65					518
<b>Sage difference</b>	-46	-63	-37	-39	-29	-53	-67	-38	0	0	0	0	-372

## Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Sent to Sage</b>	22	14	19	15	8	6	19	18					121
<b>Borrowed from Sage</b>	40	45	47	112	92	88	11	51					486
<b>Sage difference</b>	-18	-31	-28	-97	-84	-82	8	-33	0	0	0	0	-365

## Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Sent to Sage</b>	408	407	427	437	391	334	442	455	0	0	0	0	3,301
<b>Borrowed from Sage</b>	774	852	722	928	781	714	788	757	0	0	0	0	6,316
<b>Sage difference</b>	-366	-445	-295	-491	-390	-380	-346	-302	0	0	0	0	-3,015
<b>Sent to non-Sage</b>	20	17	15	25	21	14	32	17					161
<b>Borrowed from non-Sage</b>	5	3	3	9	2	3	7	4					36
<b>Non-Sage difference</b>	15	14	12	16	19	11	25	13	0	0	0	0	125

# Computer use, 2013-14

## Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Hood River</b>	1,091	1,425	991	999	827	654	975	688					<b>7,651</b>
<b>Cascade Locks</b>	139	180	108	211	111	96	138	83					<b>1,065</b>
<b>Parkdale</b>	275	215	118	116	87	61	63	58					<b>991</b>
<b>TOTAL</b>	<b>1,505</b>	<b>1,820</b>	<b>1,217</b>	<b>1,326</b>	<b>1,025</b>	<b>810</b>	<b>1,176</b>	<b>829</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,707</b>

## Electronic resource use, 2013-14

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Ancestry</b>													
<i>Searches</i>	N/A	0	31	143	42	0	71	85					372
<i>Image views</i>	N/A	0	10	17	11	0	3	2					43
<i>Text views</i>	N/A	0	15	49	14	0	25	26					129
<b>Answerland</b>													
<i>Patron questions</i>	0	0	0	0	0	0	0	0					0
<i>Questions answered</i>	6	7	6	5	6	9	2	12					53
<b>Auto Repair Ref Ctr</b>	N/A	N/A	12	5	4	0	2	2					25
<b>Facebook</b>													
<i>Posts</i>	23	20	10	19	8	3	10	14					107
<i>New likes</i>	9	17	20	29	4	5	28	22					134
<i>Post views</i>	3,184	3,071	1,570	4,332	1,388	452	775	1,032					15,804
<i>Post feedback</i>	176	166	119	545	82	55	62	94					1,299
<i>Total likes</i>	739	756	767	791	793	799	813	828					N/A
<b>Gale databases</b>													
<i>In library</i>	44	44	32	40	0	5	85	83					333
<i>Remote</i>	95	2	6	6	64	47	7	93					320
<b>Heritage Quest</b>													
<i>Searches</i>	N/A	8	227	84	187	17	133	141					797
<i>Citations views</i>	N/A	2	448	69	285	26	511	604					1,945
<b>hoodriverlibrary.org</b>													
<i>Visits</i>	2,496	2,640	2,402	2,878	3,085	2,848	3,627	3,303					23,279
<i>Unique visitors</i>	1,521	1,783	1,526	1,785	1,881	1,719	2,185	2,076					N/A
<i>Pageviews</i>	5,143	5,148	4,705	5,886	6,642	5,641	7,848	6,848					47,861
<b>Instagram</b>													
<i>Posts</i>	N/A	N/A	N/A	10	2	2	2	6					22
<i>Followers</i>	N/A	N/A	N/A	8	8	10	19	24					N/A
<b>LearningExpress</b>	1	1	0	0	0	0	0	3					5
<b>Library2go</b>													
<i>EPUB e-books</i>	83	92	80	90	112	112	170	158					897
<i>PDF e-books</i>	3	5	10	9	7	10	2	7					53
<i>Kindle e-books</i>	97	134	136	122	96	140	185	136					1,046
<i>Read online</i>	2	7	6	9	19	14	25	21					103
<i>MP3 audiobooks</i>	132	155	154	115	172	136	140	167					1,171
<i>WMA audiobooks</i>	86	78	67	70	62	66	87	75					591

**Newsletter**

<i>Subscribers</i>	652	647	647	651	650	650	653	691
<i>Messages sent</i>	1	2	0	1	1	0	1	3
<i>Opened</i>	32.5%	40.1%	N/A	45.1%	43.0%	N/A	42.1%	38.8%
<i>Click rate</i>	1.2%	1.9%	N/A	0.5%	8.1%	N/A	3.9%	2.2%

**TumbleBooks**

	368	59	1,201	2,448	2,044	1,891	3,147	4,104
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**Twitter**

<i>Tweets</i>	23	16	7	18	8	3	7	13
<i>@ replies and retweets</i>	10	4	5	3	2	2	2	10
<i>Total followers</i>	183	189	197	202	208	216	223	246

**WorldBook**

	4	0	N/A	N/A	N/A	N/A	N/A	N/A
--	---	---	-----	-----	-----	-----	-----	-----

N/A	N/A	N/A	N/A
-----	-----	-----	-----

651
9
40.3%
3.0%
15,262
95
38
N/A

4
---

## Patron statistics, 2013-14

	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>YTD</b>
<b>Used card in last month</b>	1,890	1,910	1,602	1,755	1,673	1,413	1,642	1,571					N/A
<b>New patrons</b>	<b>151</b>	<b>153</b>	<b>123</b>	<b>122</b>	<b>107</b>	<b>76</b>	<b>99</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>921</b>
<i>Hood River</i>	98	110	83	93	74	63	78	65					664
<i>Cascade Locks</i>	9	5	4	2	2	0	4	3					29
<i>Odell</i>	2	3	0	3	0	0	2	1					11
<i>Parkdale</i>	12	10	14	9	3	6	3	13					70
<i>MIX libraries</i>	23	23	20	14	25	5	11	5					126
<i>Sage libraries</i>	5	1	1	1	3	2	1	3					17
<i>Passport libraries</i>	0	0	1	0	0	0	0	0					1
<i>Other</i>	2	1	0	0	0	0	0	0					3

## Program statistics, 2013-14

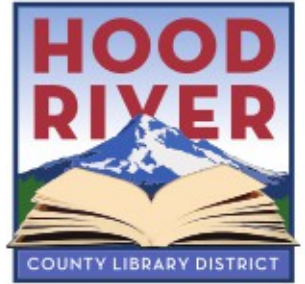
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Adult programs</b>													
<i>Number</i>	9	4	8	3	7	1	8	5					45
<i>Attendees</i>	96	142	167	315	233	50	250	233					1,486
<b>Children's programs</b>													
<i>Number</i>	30	30	16	21	19	14	25	18					173
<i>Attendees</i>	1,215	916	470	944	614	509	679	547					5,894
<b>Young adult programs</b>													
<i>Number</i>	16	11	12	15	9	7	17	15					102
<i>Attendees</i>	72	115	361	501	71	99	320	445					1,984
<b>TOTAL</b>													
<i>Number</i>	55	45	36	39	35	22	50	38	0	0	0	0	320
<i>Attendees</i>	1,383	1,173	998	1,760	918	658	1,249	1,225	0	0	0	0	9,364



## Program statistics, February 2014

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Sage presentation to Pendleton Library board		Pendleton	Feb 1	10
Presentations at Odell Coalition		Odell	Feb 6,13	135
Readings by Willy Vlautin	Friends	Hood River	Feb 23	28
Outreach to Odell Zumba class		Odell	Feb 24	60
<b>Total</b>				<b>233</b>
<i>CHILDREN'S PROGRAMS</i>				
Storytime (Wed)		Hood River	Feb 5,12,19,26	168
Storytime (Thu)		Hood River	Feb 6,13,20,27	45
Outreach storytime at Learning Farm Preschool		Hood River	Feb 4,11,18,27	205
Outreach storytime at Westside Elementary		Hood River	Feb 12	23
Outreach storytime at Hood River Mobile Manor		Hood River	Feb 6	8
Outreach storytime at El Rinconcito		Hood River	Feb 5,12	18
Family movie nights		Hood River	Feb 1,15	80
<b>Total</b>				<b>547</b>
<i>YOUNG ADULT PROGRAMS</i>				
Teen Advisory Committee		Hood River	Feb 1	6
SAT prep classes		Hood River	Feb 6,13,20,27	15
Summer Reading movie making		Hood River	Feb 1,16,17	17
Dungeons & Dragons		Hood River	Feb 15	6
HRVHS Girls' Group meeting		Hood River	Feb 5	20
Class visits to HRMS		Hood River	Feb 4,5,6	330
Literary Trivia Challenge committee meeting		Hood River	Feb 22	11
Literary Trivia Challenge: <i>Catching Fire</i>		Hood River	Feb 14	40
<b>Total</b>				<b>445</b>

# Maintenance schedule Hood River Library



## **Elevator**

### **Regular maintenance**

- *Annually:* Elevator should have a service contract with a certified company that inspects the control and landing equipment, signal fixtures, motors, cables, pumps, valves, power units, doors, frames, and safety mechanisms. Moving parts should be lubricated. A smoke test should be administered annually.

## **Exterior building**

### **Regular maintenance**

- *Annually:* Clean windows that can be easily reached.
- *Every 5-10 years:* Brick should be power-washed in a way appropriate to its age and material to remove moss, with an appropriate masonry sealer then applied. Last done: never.

### **Periodic and special maintenance**

- As soon as possible, remove moss from historic part of the building in a non-damaging way.
- As soon as possible, restore historic brick and concrete pre-cast using methods recommended by a historic preservationist.
- As soon as possible, restore and re-paint wood-framed windows in historic part of building and seal them shut.
- When needed, clean large atrium windows. This will require hiring a professional window-cleaning firm.

## **Floors**

### **Regular maintenance**

- *Daily:* Vacuuming and sweeping high-traffic areas; spot cleaning as needed.
- *Weekly:* Vacuuming and sweeping lower-traffic areas; damp mopping vinyl and ceramic floors.
- *Annually:* Deep cleaning with hot water extraction of carpets; deep scrubbing and recoating of vinyl floors

### **Periodic and special maintenance**

- Stairwell carpet will need to be replaced in 3-5 years (2017-2019). Tread should be considered to prevent people from slipping on stairs.
- If properly maintained, the rest of the building carpet will need to be replaced in 15-20 years (2029-2034)
- Grout in ceramic floors may need to be checked in 3-5 years (2017-19).
- Vinyl floor may need to be replaced in 10-15 years (2024-2029).

502 State Street  
Hood River - OR 97031

541 386 2535

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

## **HVAC**

### **Regular maintenance**

- *Daily:* Check control unit to ensure that temperatures are where they should be.
- *Quarterly:* Change filters in rooftop central air handler; grease fan bearings
- *Annually:* Inspect and clean boiler; inspect recirculation pumps in boiler; grease pumps; inspect and reseal rooftop ductwork, if needed; inspect variable air volume (VAV) units for corrosion; inspect and calibrate control unit.

### **Periodic and special maintenance**

- As needed, replace VAV units. Several will need to be replaced in the next 5 years (2014-2019).
- As soon as possible, replace computer control unit (2014).
- Boiler will need to be replaced in 10-20 years (2024-2034).
- The compressor/condensing unit and motor will need to be replaced within the next five years (2019).

## **Interior building**

### **Regular maintenance**

- *Weekly:* Cleaning ceramic wall tiles in bathroom
- *Quarterly:* Fire extinguishers should be checked to ensure that their charge is active.
- *Annually:* All fire extinguishers are inspected annually by a professional and recharged if necessary; check batteries for automatic door openers.

### **Periodic and special maintenance**

- Repairing gouged or broken sheetrock.
- Touching up scratches and damage to the paint.
- Replacing stained and otherwise damaged ceiling tiles.
- The front double doors need to be weather-sealed and fortified within two years (2016).
- The interior needs to be repainted within 5-10 years (2019-2024).
- The electronic ballasts in the lights may need to be replaced in the next 7-17 years (2021-2031)
- Flush valves and automatic flushers in toilets may need to be replaced periodically.

## **Park**

### **Regular maintenance**

- *Weekly to biweekly:* Removing garbage; weeding; deadheading; pruning; trimming; sweeping of paths and steps; mowing.
- *Quarterly:* Inspecting the Stoniferous Pine for loose rocks and hazards.
- *Annually:* Applying mulch; cutting back encroaching invasive species; sanding and applying weather sealant to wood furniture; power-washing concrete walls, steps, and cobblestones; turning off irrigation in fall and turning it back on in spring.
- *As-needed:* Removing fallen leaves; snow removal; emptying garbage after special events; removal of graffiti; removal of organic debris; removing obstructions from gutters.

***Periodic and special maintenance***

- Replacing dead plants as needed.
- Replacing maples and lindens on west side of park with shorter plants to preserve the view from Stoltz Vineyard.
- Replacing and re-seating rocks in the Stoniferous Pine as needed.

**Roof*****Regular maintenance***

- *Quarterly*: Remove debris from roof; clear gutters; check for damaged shingles on pitched roof.

***Periodic and special maintenance***

- Atrium roof needs to be replaced, and the metal overhangs redone to prevent water leakage.
- Main roof will need to be replaced in 5-10 years (2019-2024).
- Shingle roofing will need to be replaced in 30-40 years (2044-2054).



**Competitive Commercial Roofing, Inc.**  
Post Office Box 495  
1465 Highway 35  
Hood River, Oregon 97031

*office* 541.386.7663  
*fax* 541.387.3866  
*email* CCR@BestRoofUSA.com

Steve Leslie, President  
Cell: 541.400.0972  
Email: Steve@BestRoofUSA.com

Oregon License 174631  
Washington License COMPECR932M3  
Idaho License RCE-32112

## **HOOD RIVER LIBRARY CLERESTORY ROOF BID PROPOSAL**

PROJECT ADDRESS: 502 STATE STREET  
HOOD RIVER, OR 97031

BID SUBMITTAL DATE: 2/16/14

**Contact:** BUZZY NIELSEN  
502 STATE STREET  
HOOD RIVER, OR 97031  
P. 541.387.7062  
E. BUZZY@HOODRIVERLIBRARY.ORG



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ABOUT COMPETITIVE COMMERCIAL ROOFING, INC.

7.....BENEFITS OF COMPETITIVE COMMERCIAL ROOFING, INC

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## WHAT TO EXPECT

Here is an example of what you can expect to see when we are finished.

- The Duro-Last roofing system is virtually maintenance free.
- Duro-Last will keep the building cooler, and allow HVAC systems to run more efficiently and less often.
- Notice the roof vent in the picture on the right. This vent allows your underlying roof deck to continuously breathe and dry out.

A Duro-Last system will allow you to remain inside running your business rather than out on your roof spending money and valuable time that should be invested in your company.



### PROJECT EXAMPLES



## QUALITY RESULTS ARE IN THE DETAILS

**DURO-LAST CAN SEAMLESSLY COVER THE MOST COMPLEX OF ROOFS**



**EXISTING BUILT-UP ROOF...**



**RE-ROOFED WITH DURO-LAST**



**SKYLIGHT & VENT**



**CURBS & PIPE STACKS**



**DOUBLE CURB & EXPANSION JOINT**





## HOOD RIVER LIBRARY CLERESTORY EXISTING ROOF



**ROOF HAS PATCHES AND EDGE DETAIL ISSUES**



**TAPE IS NOT PROPERLY ADHERED**



**METAL EDGE DETAIL IS FAILING**



# CLERESTORY

**Project Address:** 502 STATE ST.  
HOOD RIVER OR

**Project Information:**  
**CCR#:** 428  
**PM:** STEVE

## Description of Work

- Remove and dispose of existing roofing system and leave insulation.
- Replace any deteriorated decking or insulation on time and material basis at \$75.00/hr
- Mechanically fasten 60 mil Duro-Last roofing system to manufacturer's specifications.
- Install new 3 inch two piece T metal edge detail on all exterior edges to match the existing metal sides.

**Total Investment:**.....\$3,200.00 \*  
\*Permit included

### **Additional Options:**

- Supply additional walkway pad material: Add \$45.00/5-ft installed

**Terms of Payment:** A 50% deposit is required upon delivery of material to the job site.  
The remaining balance is due within ten days of project completion.

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Billing Contact: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

## **Acceptance of Proposal**

The above prices, specifications, and conditions are satisfactory and hereby accepted.  
You are authorized to do the work as specified.

*Please sign and return one copy for **prompt** scheduling. Thank you!*

Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_



## ABOUT US

Competitive Commercial Roofing (CCR) is a unique roofing company that provides a specialty service by installing ONLY ONE PRODUCT. Our award winning crew of professionals will provide your building with a custom roof installed to manufacturer's specifications. CCR is recognized by Duro-Last as a Master Elite Contractor. This title is bestowed upon on less than 2% of all Duro-Last contractors in the nation. The roof of the building is one of the most valuable aspects of construction because this integral element literally protects everything inside the building from personnel to product. We take pride in providing our clients with a roof that meets and exceeds their expectations for years to come.

### THE COMPETITIVE COMMERCIAL ROOFING & DURO-LAST GUARANTEE

**15 or 20 YEAR ROOF WARRANTY AVAILABLE** ( see attached high lights)

**25 Year life average for 40 mil**

**40 – 50 Year life expected for 60 mil**

#### SEAMLESS INTEGRATION WITH SOLAR SYSTEMS

- Easy to install rooftop solar systems on a Duro-Last roof.
- Long-term serviceability of the roof.

#### EXPERT EXPERIENCE

- Competitive Commercial Roofing has installed more than one-million square feet of Duro-Last roofing material.
- Steve Leslie is Duro-Last's Master Elite Contractor for consistent high quality performance.

#### EFFICIENT CONSTRUCTION PROCESS

- The Duro-Last roofing system can be installed quickly. Competitive Commercial Roofing has installed 33,000 square feet of roofing material in a single day. Duro-Last can often be installed over existing roofs. This reduces cost and shortens construction time. Duro-Last is the only roofing product our crew install which provides a superior roof installation for our clients.

CCR has consistently been honored for excellence since it was founded in 2007.

Master Elite Contractor Award	2010, 11, 12, 13 (Top 2% In The Nation)
The General's Club	2010
The Presidents Club Award	2009, 11, 12, 13
Master Contractor Award	2009
Master Contractor Award	2008
Century Club Award	2007



## DURO-LAST CERTIFICATION LETTER



111 North Valley Drive  
Grants Pass, OR 97526  
(541) 476-9918  
(800) 356-6646  
Fax (541) 479-7071  
Fax (866) 258-2858  
[www.duro-last.com](http://www.duro-last.com)

April 15, 2011

To Whom It May Concern:

I am pleased to inform you that Competitive Commercial Roofing of Hood River, Oregon, has been an authorized dealer/contractor for Duro-Last Roofing, Inc. since November of 2003. To date, they have installed over 1,100,000 square feet of high-quality Duro-Last roofing installations. Competitive Commercial Roofing is an experienced Duro-Last contractor, and in the period of time they have been doing business with Duro-Last, they have received our highest honors for quality of installation of our roof systems.

Through inspections performed by Duro-Last's Quality Assurance Department, Competitive Commercial Roofing has earned excellent ratings on their Duro-Last projects. In fact, they are a leader in Duro-Last's network of highly experienced contractors, having achieved the status of Elite Roofer. In addition, the owner, Steve Leslie, is a current member of our Contractor Advisory Board. Duro-Last's Contractor Advisory Board advises our company on products, installation methods, and company direction. We hold this elite group of contractors in highest esteem.

We are proud to have Competitive Commercial Roofing as a member of the Duro-Last dealer/contractor network. They are exceptional in the roofing industry, and we are fortunate to be able to serve their needs.

If you should have any questions, please feel free to contact me at our Oregon office.

Sincerely,

Tim Hart  
Vice President, Western Operations  
Duro-Last Roofing, Inc.

® DURO-LAST ROOFING, INC.



## DURO-LAST WARRANTY HIGHLIGHTS

### DURO-LAST® OFFERS COMMERCIAL ROOFTOP WARRANTIES THAT SET THE INDUSTRY STANDARDS

Because the Duro-Last roofing system contains the highest quality materials and undergoes stringent quality control checks during its manufacturing process, we have total confidence that it will provide years of leak-proof protection. We back our confidence by providing the most comprehensive warranty available: a 15-year full labor and material warranty. Duro-Last also has 20-year warranties available.

#### 1. LABOR AND MATERIALS INCLUDED

On a Duro-Last roof (for warranty-related repairs or replacement), you pay nothing for materials or labor.

#### 2. PONDING WATER

Duro-Last's standard 15-year labor and material warranty contains no exclusions for ponding water.

#### 3. CONSEQUENTIAL DAMAGES COVERAGE

Our standard warranty includes coverage for consequential damages that result from defects in the Duro-Last material and/or installation.

#### 4. TRANSFERABLE

The standard Duro-Last warranty is transferable at no charge to a new building owner.

#### 5. ISSUED BY THE MANUFACTURER

Duro-Last warranties come straight from the manufacturer that has produced over a billion square feet of roofing membrane since 1978. These warranties are in addition to any warranty your roofing contractor may provide.

#### 6. NO CHARGE

There is no additional charge for your Duro-Last standard warranty. That means you get the industry's best rooftop protection for FREE.

#### 7. NO MAINTENANCE PROGRAM REQUIRED

Although regular common sense maintenance can extend the life of your roof, Duro-Last does not require you to invest in a roof maintenance program (often stipulated by other manufacturers) for your warranty to be in effect for the entire 15-year period.



**CALL TODAY FOR MORE DETAILS ON HOW THE DURO-LAST WARRANTIES CAN BENEFIT YOU.**

**800-248-0280**

[www.duro-last.com](http://www.duro-last.com)

Duro-Last Corporate Headquarters  
525 Morley Drive, Saginaw, MI 48601  
Fax: 800-432-9331  
E-mail: [sales@duro-last.com](mailto:sales@duro-last.com)

Commercial Warranty "Bonus" Flyer 5/07 - 95139 / MFDL14-0003



# SAMPLE DURO-LAST WARRANTY

**DURO-  
LAST®**  
Roofing, Inc.  
525 Morley Drive  
Saginaw, MI 48601

## 15 YEAR ND L WARRANTY

Warranty No: \_\_\_\_\_

Duro-Last, Inc., ("Duro-Last") grants this No Dollar Limit ("NDL") warranty to the owner ("Owner") of a building containing a Duro-Last Roofing System ("D-L System") installed by an Authorized Dealer/Contractor ("Contractor"), subject to the conditions and limitations contained herein.

Duro-Last's obligation during the 1<sup>st</sup> through the 15<sup>th</sup> years shall be to repair any leak in the D-L System caused by any defect in a component of the D-L System or by the workmanship of the Contractor, but only as said workmanship pertains to the installation of the D-L System itself and not as it pertains to other work performed, if any. Duro-Last's obligation includes, at Duro-Last's option, either the repair or replacement of part or all of the D-L System, and also includes the furnishing of/or cost of labor (at the Contractor list price in effect at the time of the repair) to repair the D-L System provided the following conditions are met:

- a) Duro-Last and its Contractor have been paid in full for the D-L System;
- b) The Owner has notified Duro-Last by certified mail, return receipt requested, within 30 days of the discovery any leak or other alleged D-L System failure;
- c) The Owner allows Duro-Last's employees or agents or its Contractor access to the D-L System including, if necessary, the removal and replacement by Owner at Owner's expense of any and all rooftop overburden;
- d) Duro-Last authorizes the repair, and;
- e) At Duro-Last's option, either Duro-Last's own employees or agents or a Contractor makes the repair.

### LIMITATIONS

- 1) This limited warranty does not apply to a D-L System installed on a single-family residence.
- 2) Duro-Last is not liable for any D-L System failure nor for subsequent damages arising from causes outside Duro-Last's control including, but not limited to:
  - a) Damage caused by fire, lightning, hurricane, gale, hail, tornado, flood, earthquake or acts of God; or
  - b) Damage caused by accident, vandalism, intentional act, negligence or failure to use reasonable care, whether on the part of the Owner or another; or
  - c) Damage caused by any unauthorized modification to the D-L System including, but not limited to, damage caused by unauthorized components used in installation or repair, or by additional equipment or structures added to or made a part of the roof, or by traffic, or by chemicals not normally found in nature on the floor; or
  - d) Damage caused by defects in the building system; or
  - e) Interior condensation and/or moisture entering the D-L System through walls, copings, structural defects, HVAC Systems, or any part of the building structure, including from adjacent buildings.
- 3) Duro-Last does not warrant the watertightness of metal products that are located outside of the termination of the Duro-Last membrane.
- 4) Duro-Last does not warrant against color change and/or pattern change and/or print change in the D-L System.
- 5) This limited warranty passes to future Owners of the building for the full fifteen (15) years hereof.
- 6) This limited warranty becomes effective only upon signature by both an authorized Duro-Last representative and the original Owner.
- 7) This limited warranty is governed in all respects by the laws of the State of Michigan, regardless of the state of purchase or installation.
- 8) Duro-Last does not waive any rights under this limited warranty by refraining from exercising its rights in full in one or more instances.

THE REMEDIES STATED HEREIN ARE THE SOLE AND EXCLUSIVE REMEDIES PROVIDED BY DURO-LAST FOR ALLEGED FAILURE OF THE D-L SYSTEM. OR FOR CONTRACTOR WORKMANSHIP. THIS LIMITED WARRANTY ALSO COVERS CONSEQUENTIAL DAMAGES DERIVED FROM LEAKS CAUSED BY DEFECTS WARRANTED AGAINST ABOVE. THERE ARE NO WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE (EITHER EXPRESS OR IMPLIED) THAT EXTEND BEYOND THE FACE OF THIS LIMITED WARRANTY; DURO-LAST EXPRESSLY DISCLAIMS ANY SUCH FURTHER WARRANTIES.

If DURO-LAST's authorized Dealer/Contractor made any statements about DURO-LAST's merchandise and services, those statements are not warranties, cannot be relied upon by Owner, and are not part of the contract for sale or installation.

DURO-LAST, \*INC.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Duro-Last Representative

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Address of Building

\_\_\_\_\_  
Name of Building

\_\_\_\_\_  
City, State & Zip of Building

Bldg. Designation: \_\_\_\_\_ Sq. Foot: \_\_\_\_\_

\_\_\_\_\_  
Installed By

Serial Number: \_\_\_\_\_

DL-15 COM 3/08



## CLIENT REFERENCES

### **TUBE SPECIALTIES**

#### ***Recover in preparation for solar***

Dan Carney  
1459 NW Sundial Road  
Troutdale, OR 97060  
503.618.8823

### **APPLIANCE REFRIGERATION HOSPITAL**

#### ***Re-roof for roof mounted solar***

Steve Merriam, President  
3003 NE Alberta Street  
Portland, OR 97211  
888.281.0041

### **CITY OF THE DALLES**

#### ***Reroof The Dalles Library***

Sheila Dooley, Librarian  
313 Court Street  
The Dalles, OR 97058  
541.506.2042

### **HOOD RIVER COUNTY SCHOOL DISTRICT**

#### ***Multiple completed projects***

Randall Johnston  
1011 Eugene Street  
Hood River, OR 97031  
541.387.5710  
541.490.5212 cell

### **DIAMOND FRUIT GROWERS**

#### ***Multiple re-roofs***

Randy O'dell  
3515 Chevron Drive  
Odell, OR 97044  
541.354.5350

### **PORT OF ST. HELENS**

#### ***Multiple projects***

Craig Allison  
100 E street  
Columbia City, OR 97018  
503.397.2888

### **CENTURYLINK FIELD (Formerly QWEST)**

#### ***Recover in preparation for Solar***

Ryan Comazzetto, McKinstry  
5005 Third Avenue South  
Seattle, WA 98134  
206.832.8299

### **LES SCHWAB TIRE CENTERS OF OREGON**

#### ***Multiple completed projects***

DBA LS Construction Co.  
Steve Bradley  
20900 Cooley Road  
Bend, OR 97701  
541.416.5633



Dear Employer:

I am writing to offer your business an opportunity that could decrease the cost of hiring and training employees. I work with people who are looking for work and often have barriers such as limited work history and skills. Because our programs can cover some of the costs and provide a trial basis for the employee before you hire them, it can be very beneficial to your bottom line, while helping my clients to overcome their barriers.

We have two programs. The first is the **Volunteer/Work Experience** program. We place a client at your worksite in an unpaid volunteer position. You would provide the training, work experience and supervision. We would provide the worker and the worker's comp. You are under no obligation to keep the volunteer if things don't work out, but we hope that you'd give us the opportunity to help you work out any issues with the volunteer. You can interview any potential volunteer and it is always your option who you select to volunteer at your site. The number of hours and schedule will depend on your needs as well as the volunteer's current schedule and obligations.

The second program is called **JOBS Plus**. This is a program for clients who are receiving public assistance, who want to work, but are experiencing difficulty finding employment. In this program, you would hire the client in a six-month contract. The client would be on your payroll and treated like any other employee. However, every month the state would send you a billing form for you to request reimbursement for the majority of the client's wages.

There are some restrictions to these programs. The client must be in the JOBS program and referred by us (MCCOG). The JOBS Plus client cannot fill a vacant position – it must be a newly created position. The maximum reimbursement is \$8.95 per hour (plus 11.7% of the wages paid to reimburse for wage taxes such as OASDI, Medicare, and federal/state unemployment insurance taxes). Your cost would be \$1 per hour, plus any amount that is over the Oregon minimum wage. For example, if you pay the employee \$8.95 per hour (minimum wage), you would be reimbursed \$7.95 per hour; one dollar per hour is kept in an educational fund for the employee. If you paid the employee \$10 per hour, you will be still be reimbursed \$7.95 per hour

You would sign a six-month contract. After four months of employment, if you have determined that you will not be able to hire the JOBS Plus employee at the end of the contract, the employee is to be given one day per week of *paid* time off to look for work for the final two months of the contract. If, at the four-month mark, you are confident that you will be able to hire the employee at the end of the contract, you are not obligated to give the employee time off to look for work.

If you are interested in either or both of these programs, please contact me for more information.

### **Marilyn Richardson**

Job Developer

Mid-Columbia Council of Governments

(541) 298-4101, ext 206 – The Dalles

(541) 386-6300, ext 305 – Hood River

(541) 980-1543—Marilyn's cell phone

Marilyn.Richardson@mccog.com

Mid Columbia Council of Governments • 1113 Kelly Avenue • The Dalles, OR 97058 • (541) 298-4101 • Fax (541) 298-2084



# Fwd: Parkdale Library

**Subject:** Fwd: Parkdale Library  
**From:** Heather Staten <heatherstaten@gorge.net>  
**Date:** 02/25/2014 05:02 PM  
**To:** Sara <sara@hoodriverlibrary.org>, BuzzyNielsen Nielsen <buzzy@hoodriverlibrary.org>

Sara and Buzzy-

See below comments from Christina McGhee. Sound like some good practical ideas on improving the services and marketing of Parkdale. I especially like some of her signage suggestions. I replied to her on the Feast of Words related stuff and told her I would pass on her other comments to the two of you since I'm just a fundraiser now!! So feel free to reply to her directly.

Heather

Begin forwarded message:

**From:** Christina McGhee <[christinabmc@gmail.com](mailto:christinabmc@gmail.com)>  
**Date:** February 25, 2014 12:13:02 PM PST  
**To:** [heatherstaten@gorge.net](mailto:heatherstaten@gorge.net)  
**Subject:** Parkdale Library

Hi Heather,

Les forwarded to me the info about the upcoming library fundraiser. I do want to support the efforts to improve the Parkdale library! The timing for seeking funds is not so good with our school carnival taking place the following week... We have tapped in to the business already.

But I will put the word out there and see what I can do --- might be able to secure personal contributions. Do you need the funds by march 8?

And while I have your ear... I really hope that you can help increase awareness of the Parkdale Library. Shame to spend money on an asset that gets so little use! Many people here don't even know there is a library in Parkdale.

Ideas:

- Ask the librarians on duty to open the blinds so that people can see the lights on.
- Make a large/ visible permanent Library sign (similar to the OCDC sign on the lawn or on the side of the building) to let people know there is a library.
- Put out a sandwich board or banner out at the street on open days to draw attention.
- Continue to collaborate with the elementary school to promote library times and special events. My Kindergartner loved the special trip to the library for the holiday book reading. And we enjoyed the Christmas event, too.
- Offer an event that draws adults into the library. A special reading, book release, new collections opening, tea social, book club gathering???

-- another issue.. not sure if you are aware.. it used to be that kids would go to the library after school to use the computers. When the time limit was imposed just recently, the kids stopped coming. I wonder if there is a compromise, or another way to get them there, but encourage use of books too... (I don't know all the details on this.. just what I was told by the librarian)

I realize that by opening my mouth I may well be asked to step up and get involved... I'm okay with that. I am happy to help! :)

Thank you for listening... I just really appreciate that there is a local library branch and want to be sure that it stays here and gets used by as many people as possible!

Christina McGhee  
Simply Events  
[www.gosimplyevents.com](http://www.gosimplyevents.com)  
[christina@gosimplyevents.com](mailto:christina@gosimplyevents.com)  
541-490-6844

**WEDDINGS | GORGE VENUE FINDER | CUSTOM KEEPSAKES**

 F  E  F

**For Staff:** (please hole punch and put this portion in binder)

Staff member's name: \_\_\_\_\_

Full name of child \_\_\_\_\_

Date of ejection: \_\_\_\_\_ Date child can return: \_\_\_\_\_

First offense = banned from library for one week

Second offense = banned from library for one month

Third offense = banned from library for six months

Child was ejected for (circle all that apply):

- 1-Swearing**   **2-Disrespect to staff**   **3-Disrespect to library property**   **4-Eating/drinking**  
**5-Leaving garbage**   **6-Loud disruptive behavior**   **7-Other** \_\_\_\_\_

Incident report form submitted

To resume library privileges, child must:

1. Stay out of the library for the proper amount of time.
2. Come in **with a parent/guardian** to sign and complete Behavior Contract (located in this binder)
3. Bring a written apology

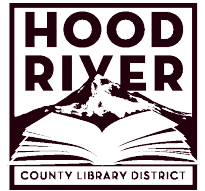
**Behavior Contracts are NOT accepted without the parent/guardian being present.** This is so important. It gives us a good opportunity to meet the parents, to give the child more accountability and to make better connections in the community.

(detach here and send home with child)

Dear Parent,

Your son/daughter, \_\_\_\_\_, was ejected from the Parkdale Library

today, \_\_\_\_\_, for the following reasons (circle all that apply):



- 1-Swearing**   **2-Disrespect to staff**   **3-Disrespect to library property**   **4-Eating/drinking**  
**5-Leaving garbage**   **6-Loud disruptive behavior**   **7-Other** \_\_\_\_\_

Your child must keep out of the library for (circle the one that applies):

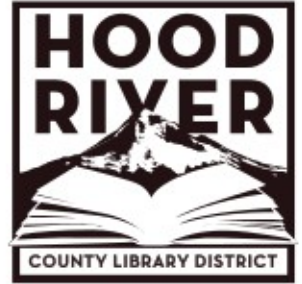
- One week, (first offense) \_\_\_\_\_ (specify dates)
- One month (second offense) \_\_\_\_\_ (specify dates)
- Six months (third offense) \_\_\_\_\_ (specify dates)

Your son/daughter may get library privileges back by completing the following:

- Staying out of the library for the specified amount of time
- Coming to the library **with a parent/guardian** and signing and completing a Behavior Contract
- A written letter of apology

If your child is ejected a second time, they will be barred from the library for one month. If they are ejected a third time, they will be barred for six months.

# Parkdale Library Behavior Contract Form



I, \_\_\_\_\_, agree to:

1. Not use swear words in the library
2. Be respectful to library staff
3. Be respectful to library property
4. Not eat or drink in the library
5. Not leave garbage in the library
6. Not be loud or disruptive in the library
7. Other \_\_\_\_\_

**Parent's printed name:** \_\_\_\_\_

**Parent's signature:** \_\_\_\_\_

**Child's signature:** \_\_\_\_\_

**Librarian's name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

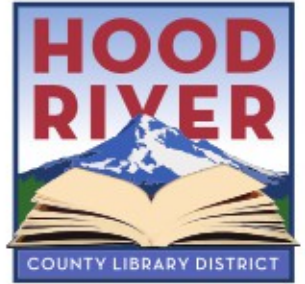
(Library staff: Please keep completed forms in binder)

502 State Street  
Hood River - OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

# Library Director Evaluation Policy



The Board of Directors of the Hood River County Library District has one senior management staff position, Library Director. The Library Director reports to the Board of Directors and is responsible for the day-to-day operations of the District. The Board of Directors has the authority and responsibility to administer the annual evaluation process of the Library Director.

## Frequency

The District will evaluate the Library Director's performance as it relates to the duties in the job description and goals established for the District and Director at the six month hiring anniversary, again at twelve months, and annually thereafter. In addition to evaluating performance, the review will include opportunity to create annual goals and identify training needs for the Library Director. The annual evaluation timeline shall be created by the Board President and approved by the Board of Directors.

## Procedure

The Board of Directors shall complete the Library Director evaluation using the following procedures:

1. The Board of Directors shall establish the evaluation and criteria in consultation with the Library Director. Any changes to the criteria or goals shall become effective after mutual agreement between the Board and the Library Director.
2. The Library Director shall complete a self evaluation form and submit it to the Board.
3. District staff shall be requested to supply written input on approved evaluation forms, which shall allow for standard ratings and space for written comments.
4. The overall results of a feedback survey from community members selected by the Board of Directors may be used as a source of input in the evaluation process.
5. Board members shall complete individual evaluations, on forms with standard ratings and space for written comments, following receipt of evaluations from the Library Director, District staff, and community members.
6. The input from the Board, staff, Library Director, and community evaluations, as well as the forms themselves, shall be compiled by the Board President.
7. The final draft of the evaluation is then presented to the Library Director. Scored areas will be averaged as appropriate. The written statements of the evaluations shall be included.
8. The Library Director shall have one week to review the final draft of the evaluation and develop written comments in response. These comments shall be submitted first to the Board of Directors with the proposed evaluation.
9. The evaluation shall at all times be reviewed in executive session meetings unless the Library Director requests that it be conducted in public.
10. The President will meet with the Library Director to review the evaluation, develop goals, and identify training needs to be included in the final evaluation document.
11. The Board of Directors shall review and accept or reject the evaluation or any portion thereof as compiled by the President. At this time, the Board of Directors shall determine the amount of salary increase (if any) in the Library Director's compensation to be awarded in the next fiscal year (July 1). The salary deliberations shall be held in public session.

502 State Street  
Hood River - OR 97031

541 386 2535

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

12. The evaluation, once approved by the Board of Directors, is then presented to the Library Director for his/her files and the personnel file. The evaluation is subject to disclosure under public records laws.

Approved by the Board of Directors, June 19, 2012

You have a **BASIC** account | To remove the limits of a BASIC account and get unlimited questions, [upgrade now!](#)

### Library Director Self-Evaluation 06/13

Human Resources

Design Survey Collect Responses Analyze Results

## Edit Survey

Preview Survey Send Survey »

To change the look of your survey, select a theme below.

Aqua Create Custom Theme

TITLE & LOGO Edit Title Upgrade to Add Logo »

Library Director Self-Evaluation 06/13

+ Add Page

PAGE 1 Edit Page Options ▾

Upgrade to Add More Questions

Q1 Edit Question ▾ Move Copy Delete

**\*1. Please look at your job contract and job description. How successful have you been in performing all job duties outlined? How well do you feel you have shown commitment and leadership to the organization?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Job Contract	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Description	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commitment to the Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintenance of Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

Upgrade to Add More Questions
Split Page Here

**Q2** Edit Question ▼ Move Copy Delete

**\*2. How do you feel you have done: administering Board policies, making policy recommendations to the Board and providing executive support and information to the Board?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Administering Board Policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Making Recommendations to the Board	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing Executive Support and Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meets Deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consistent Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accuracy of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

Upgrade to Add More Questions
Split Page Here

**Q3** Edit Question ▼ Move Copy Delete

**\*3. How well have you progressed in meeting goals established for the 2012-2016 strategic plan?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
--	----------------	-------------------	------------------------	--------------------------	-------------

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Promotion of the Library to the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing outreach to the Hispanic community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing outreach to the Odell community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building collection with diverse citizenry in mind	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating a young adult area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating a replacement and update, technology plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bringing the collection up to date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

[Upgrade to Add More Questions](#)

[Split Page Here](#)

**Q4** [Edit Question](#) ▼ [Move](#) [Copy](#) [Delete](#)

**\*4. How successful have you been in staying within the District's financial budget and policies, and administering the District's funds? (Monitor and approve expenditures in accordance with the budget and financial policies. Administer grants, gifts, state and federal monies.)**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Financial Budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administering District Funds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monitoring Funds and Expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administering Grants, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:



Upgrade to Add More Questions
Split Page Here

**Q5** Edit Question ▼ Move Copy Delete

**\*5. How have you done at overseeing the maintenance of the collection? (Develop the collection of all types of materials such as print, media and electronic resources. Classify and catalog materials, provide reference services and manage the withdrawals from circulation.)**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Collection Maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Development of the Collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classify and Catalog Materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Withdrawals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing collection for a diverse citizenry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing audiovisual and electronic materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General management of the collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

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**Q6** Edit Question ▼ Move Copy Delete

**\*6. How have you done at supervising personnel? (Hire and train employees and volunteers. Assign, supervise**

**and evaluate work of subordinates. Hear grievances and administer disciplinary action as needed.)**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Hire and Train Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing bi-lingual capacity on staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recruit and Train Volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervising Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervising Volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hear Grievances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administer Disciplinary Action as Needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

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**Q7** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**7. How well have you handled patron complaints?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Research the complaint in a timely matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Answer complaint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make changes if needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review effectiveness of change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**Q8** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**\*8. How successful have you been at championing community and state partnerships for the operation and services provided now and for the future?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
--	----------------	-------------------	------------------------	--------------------------	-------------

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Hood River County Library Foundation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friends of the Hood River Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oregon Library Association	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Districts Association	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clubs/Organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

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**Q9** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**\*9. How successful have you been in providing appropriate library services and technology to the community? (Plan and develop collections, programs, services, activities and technology based on analysis of the District, usage patterns, workload, staffing levels and patron requests.)**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Plan and Develop Collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide Programs, Services and Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staffing Levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operational Hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Patron Requests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide Reference and Information Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SAGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program Delivery Models	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Early Childhood Literacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Development of a "Technology upgrade and replacement plan"					
Please Explain:					

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**Q10** [Edit Question](#) [Add Question Logic](#) [Move](#) [Copy](#) [Delete](#)

**\* 10. Overall, how do you feel you have done in fulfilling your job duties?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Overall Performance					
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Library Director Staff Evaluation 06/13

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Q1 Edit Question ▾ Move Copy Delete

#### \*1. How well do you feel the LD has demonstrated his leadership qualities?

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Sensitivity and Awareness in Relating to People	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters an Environment that Stimulates Enthusiam, Initiative and Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sets Example for Integrity, Openness, Cooperation & Commitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secures Cooperation and Optimum Results Through Efforts of Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains an Environment of Trust and Respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

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**Q2**
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**\*2. How well do you feel the LD works with you and the rest of the library staff?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Encourages and Supports Professional Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establishes Purposeful Goals and Helps Staff Meet Them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works to Continually Improve Performance of Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective in Planning, Organizing and Controlling Work of Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delegates Effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holds Staff Responsible for Assignments and Duties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes Appropriate Personnel Recommendations and Decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

Upgrade to Add More Questions
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**Q3**

**\*3. How well do you feel the LD communicates with the library staff?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Oral Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides Clear Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listen and Responds Appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively Conducts and Participates in Meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keeps Staff Informed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

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**Q4**

**\*4. How effective is the LD at problem solving?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Identifies Problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops Alternate Solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Implements Practical, Effective and Innovative Solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responds Appropriately to New and Different Situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overcomes Resistance to Change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sought for Advice in Dealing with Problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

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**Q5** Edit Question ▼ Move Copy Delete

**\*5. How effective is the LD at interpersonal skills?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Demonstrates Ability to Work Well with Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is Respectful of Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates Effective Conflict Resolution Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

Upgrade to Add More Questions
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**Q6** Edit Question ▼ Move Copy Delete

**\*6. How is the LD's attitude and level of cooperation?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Committed to Organizational Goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates Helpful Manner to Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is Approachable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Respects Views of Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Projects a Positive Outlook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adjusts to Change and Manages Stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits Responsible and Mature Management Behavior	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assumes Responsibility for Decisions and Actions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

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**Q7** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**\*7. How well do you feel the LD demonstrates skills and knowledge of the job?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Demonstrates Necessary Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has Knowledge Expected for a LD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Articulates Knowledge to Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trains Staff in Necessary Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**Q8** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**\*8. Within the District's budgetary limits, how successful has the LD been in providing appropriate library services to the community? (Plan and develop collections, programs, services and activities based on analysis of the District, usage patterns, workload, staffing levels, communicating with and filling patron requests.)**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Plan and Develop Collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide Programs, Services and Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promote/Market Resources to Patrons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staffing Levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operational Hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Filling Patron Requests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication with Library Users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting the Needs of Patrons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Treatment of Patrons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interaction with the Community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**Q9** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**\*9. How successful has the LD been at staying current with library and information services and technology, including the integrated library system, electronic resources and internet?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
SAGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Internet						
Program Delivery Models						
Early Childhood Literacy						

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**Q10**

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**\* 10. Overall, how do you feel the LD has done in fulfilling his job duties while working with you and other staff?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Overall Performance						

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### PAGE 1

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Q1

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**\*1. How well do you feel the Library Director (LD) serves as an effective spokesperson for the Library District: Represents the programs and point of view of the Library District to agencies, other organizations and the general public?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Demonstrates Commitment to the Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective Spokesperson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Represents the Programs Accurately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates Library District's Point of View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional and Courteous	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledgeable of Diverse Community Needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

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**Q2** Edit Question ▼ Move Copy Delete

**\*2. How successful has the LD been in developing library services that represent the needs and wants of the community?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Develops Appropriate Library Services	☾	☾	☾	☾	☾	☾
Meets Needs of Diverse Community	☾	☾	☾	☾	☾	☾
Demonstrates Quality of Analysis and Judgment in Program Planning, Implementation and Evaluation	☾	☾	☾	☾	☾	☾
Shows Creativity	☾	☾	☾	☾	☾	☾
Takes Initiative	☾	☾	☾	☾	☾	☾

Please Explain:

+ Add Question ▼ Split Page Here

**Q3** Edit Question ▼ Move Copy Delete

**\*3. How well does the LD present himself to the community?**

Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
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	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Participates in Meetings/Events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listens and Responds Appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On Time and Prepared	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides Clear Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts Feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

+ Add Question ▼ Split Page Here

**Q4** Edit Question ▼ Move Copy Delete

**\*4. How successful has the LD been at championing community involvement for the operation and services provided now and for the future?(Work closely with the Hood River County Library Foundation and Friends of the Hood River Library to develop creative approaches to ensure robust local fundraising and volunteer support.)**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Hood River County Library Foundation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friends of the Hood River Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizations/Clubs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

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**Q5** Edit Question ▼ Move Copy Delete

**\*5. How successful has the LD been in providing appropriate library services to the community? (Plan and develop collections, programs, services and activities based on analysis of the District, usage patterns, workload, staffing levels and patron requests.)**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Plan and Develop Collections	☾	☾	☾	☾	☾	☾
Provide Programs, Services and Activities	☾	☾	☾	☾	☾	☾
Staffing Levels	☾	☾	☾	☾	☾	☾
Operational Hours	☾	☾	☾	☾	☾	☾
Patron Requests	☾	☾	☾	☾	☾	☾
Program Delivery Models	☾	☾	☾	☾	☾	☾
Early Childhood Literacy	☾	☾	☾	☾	☾	☾

Please Explain:

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**Q6** Edit Question ▼ Move Copy Delete

**\*6. How successful has the LD been at communicating library services to the community?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
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	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Public Events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Free Computer Usage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Early Childhood Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adult Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teen Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reaching out to different demographics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reference and Information Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

+ Add Question ▼ Split Page Here

**Q7** Edit Question ▼ Add Question Logic Move Copy Delete

**\*7. Overall, how do you feel the LD has done in creating a robust public library for our community?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Overall Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

+ Add Question ▼



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### Library Director Board Evaluation 06/13

Human Resources

Design Survey

Collect Responses

Analyze Results

## Edit Survey

Preview Survey

Send Survey »

To change the look of your survey, select a theme below.

Aqua

Create Custom Theme

### TITLE & LOGO

Edit Title

Upgrade to Add Logo »

Library Director Board Evaluation 06/13

+ Add Page

### PAGE 1

Edit Page Options ▾

Upgrade to Add More Questions

Q1

Edit Question ▾

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**\* 1. Please look at the LD job contract and job description. How successful do you feel the LD has been in performing all job duties outlined? How well do you feel the LD has shown commitment and leadership to the organization?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Job Contract	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Description	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commitment to the Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintenance of Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

Upgrade to Add More Questions
Split Page Here

**Q2** Edit Question ▼ Move Copy Delete

**\*2. How do you feel the LD has done: administering Board policies, making policy recommendations to the Board and providing executive support and information to the Board?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Administering Board Policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Making Recommendations to the Board	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing Executive Support and Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meets Deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consistent Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accuracy of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

Upgrade to Add More Questions
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**Q3** Edit Question ▼ Move Copy Delete

**\*3. How well has the Director progressed in meeting goals established for the 2012- 2016 strategic plan?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
--	----------------	-------------------	------------------------	--------------------------	-------------	-----

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Promotion of the Library to the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing outreach to the Hispanic community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing outreach to the Odell community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building collection with diverse citizenry in mind.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating a young adult area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating a replacement and update, technology plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bringing the collection up to date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

[Upgrade to Add More Questions](#)

[Split Page Here](#)

**Q4** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**\*4. How successful has the LD been in staying within the District's financial budget and policies, and administering the District's funds? (Monitor and approve expenditures in accordance with the budget and financial policies. Administer grants, gifts, state and federal monies.)**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Financial Budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administering District Funds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monitoring Funds and Expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administering Grants, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

Upgrade to Add More Questions
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**Q5** Edit Question ▼ Move Copy Delete

**\*5. How has the LD done at overseeing the maintenance of the collection? (Develop the collection of all types of materials such as print, media and electronic resources. Classify and catalog materials, provide reference services and manage the withdrawals from circulation.)**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Classify and Catalog Materials	☾	☾	☾	☾	☾	☾
Manage Withdrawals	☾	☾	☾	☾	☾	☾
Developing collection for a diverse citizenry	☾	☾	☾	☾	☾	☾
Increasing audiovisual and electronic materials	☾	☾	☾	☾	☾	☾
General management of the collection	☾	☾	☾	☾	☾	☾

Please Explain:

Upgrade to Add More Questions
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**Q6** Edit Question ▼ Move Copy Delete

**\*6. How has the Director done at supervising personnel? ( Hire and train employees and volunteers. Assign, supervise and evaluate work of subordinates. Hear grievances and administer disciplinary action as needed.**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Hire and train personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing bi-lingual capacity on staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recruit and train volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervising Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervising volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hear grievances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administer disciplinary action as needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

[Upgrade to Add More Questions](#)

[Split Page Here](#)

**Q7** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**\*7. How well has the Director handled patron complaints?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Research the complaint in a timely matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Answer complaint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make changes if needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review effectiveness of change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

[Upgrade to Add More Questions](#) [Split Page Here](#)

**Q8** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**\*8. How successful has the Director been at championing community and state partnerships for the operation and services provided now and for the future?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Hood River County Library Foundation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friends of the Hood River Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oregon Library Association	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Districts Association	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clubs/Organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

[Upgrade to Add More Questions](#) [Split Page Here](#)

**Q9** [Edit Question](#) [Move](#) [Copy](#) [Delete](#)

**\*9. How successful has the Director been in providing appropriate library services and technology to the community?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
Plan and develop collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide programs, services, and activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staffing levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operational hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Patron Requests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide Reference and information services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding
SAGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program delivery models	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Early childhood literacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Development of a "technology upgrade and replacement plan"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

[Upgrade to Add More Questions](#)

[Split Page Here](#)

**Q10**

[Edit Question](#)



[Add Question Logic](#)

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[Delete](#)

**\*10. Overall, how do you feel the LD has done in fulfilling his job duties?**

	Unsatisfactory	Needs Improvement	Meets Job Requirements	Exceeds Job Requirements	Outstanding	N/A
Overall Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain:

[Upgrade to Add More Questions](#)

[+ Add Page](#)

**STATEMENT OF WORK:**

<b>DATE</b>	<b>TIG ACCOUNT MANAGER</b>	<b>PHONE</b>		
March 10, 2014	Duane Oertell	541-242-2000		
<b>PROJECT TYPE OR TITLE</b>		<b>REFERENCE ID:</b>		
Network Infrastructure Upgrade		AGEA-14R6ALA		
<b>CUSTOMER NAME</b>				
Hood River County Library District				
<b>CUSTOMER ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	
502 State Street	Hood River	OR	97031	
<b>CONTACT NAME</b>	<b>TITLE</b>	<b>CONTACT PHONE</b>		
Buzzy Nielsen	Library Director	541-387-7062		

**PROJECT OVERVIEW AND HISTORY:**

Hood River County Library District has engaged Technology Integration Group to design, build, and implement a network infrastructure upgrade. This document creates a Statement of Work Hood River County Library District and TIG to cover the requested work; this Statement of Work covers the design, configuration, testing, installation, and support services as outlined below.

**PROJECT SCOPE:**

**Technical Overview**

TIG proposes the following:

- Readiness Assessment
  - Evaluate existing network topology
- Identify rollout timeline

**DELIVERABLES:**

**Scope of Work**

- **Design**
  - Identify physical switch locations
  - Develop a network topology
    - a. Identify current VLAN configuration
    - b. Identify physical fiber interfaces
- **Staging**
  - Receiving
    - a. Receive (1) Cisco 2960X 48 port switch
    - b. Receive (1) Cisco 2960X 24 port PoE switch
    - c. Receive (1) 1Gbps SFP
- **Build**
  - Configure 2960X switch stack
  - Configure VLAN's
  - Configure interface settings
- **Implementation**
  - Customer to install hardware and migrate physical connections
- **Post-Implementation Support**
  - (1 hour) Day 1 Go-Live support (Remote)



## ASSUMPTIONS AND TERMS:

In order to maintain clarity of scope, responsibilities, and expectations, TIG assumes the following:

- a) TIG will provide a named TIG designate for this engagement
- b) Customer designate will be identified for all TIG communication and correspondence
- c) TIG will have real time access to this individual for all project communication
- d) Customer will provide access to relevant systems and facilities to accomplish assigned tasks
- e) TIG designate will provide feedback, both solicited and unsolicited, as pertaining to migration efforts as a matter of TIG and industry best practice
- f) Customer will be responsible for all data
- g) Customer responsible for layer 1 infrastructure
- h) Customer is responsible for all environmental requirements (e.g. power, HVAC, racking, etc.)
- i) Customer is responsible for all patch cables unless specified in this statement of work
- j) Customer to provide TIG remote access
- k) Customer will have a working, reliable, and recent backup as a precautionary measure
- l) Customer will provide all relevant hardware, software and licenses associated with the scope prior to the engagement.
- m) Customer will ensure all existing hardware and software in the environment is functional and current.
- n) Customer will retain all management level responsibilities including assignment of tasks to the TIG designate
- o) If Customer requires additional skills outside of the skill set employed by the current TIG resource, TIG will apply a reasonable best effort to providing additional skill sets
- p) If TIG is requested to take on additional responsibilities resulting in management ownership, or deliverables, TIG requires an addendum to this Statement of Work
- q) The rate provided in the pricing matrix below is for a typical Monday thru Friday, 8 am- 5 pm window of coverage.
- r) TIG will invoice Customer per the terms designated by TIG's Credit Department
- s) All performance related communications will be mutually delivered

## CHANGE MANAGEMENT PROCEDURES:

Change Procedure: Additions or modifications to this Statement of Work must be presented in writing and may result in an adjustment of service fees associated with this SOW. TIG will provide a written estimated cost for Customer approval before such costs are incurred.



## CHANGE REQUEST FORM

Region:		Date:	
Requested By:		Request #:	
<b>Change Initiation</b>			
<b>Affected Office:</b>			
<b>Office Contact:</b>			
<b>Description of Change:</b>			
<b>Justification for Change:</b>			
<b>Describe Impact:</b>			
<b>Initiated By:</b>		<b>Date:</b>	
<b>Analysis</b>			
<b>Scope Impact:</b>			
<b>Resource Impact:</b>			
<b>Schedule Impact:</b>			
<b>Budget Impact:</b>			
<b>Assessment Notes:</b>	or Reference Attached Documents		
<b>Resolution Notes:</b>	or Reference Attached Documents		
<b>Analyzed By:</b>		<b>Date:</b>	
<b>Review &amp; Approval</b>			
<b>TIG Project Manager</b>			
<b>Assessment:</b>			
<b>Recommend:</b>	Approval: <input type="checkbox"/> Disapproval: <input type="checkbox"/> Require Further Information: <input type="checkbox"/>		
<b>TIG Signature:</b>		<b>Date:</b>	
<b>Client Project Manager</b>			
<b>Assessment:</b>			
<b>Recommend:</b>	Approval: <input type="checkbox"/> Disapproval: <input type="checkbox"/> Require Further Information: <input type="checkbox"/>		
<b>Client Signature:</b>		<b>Date:</b>	



Remit to:  
 Technology Integration Group  
 PO Box 85244  
 San Diego, CA 92186-8244

**Quote**

No.: **9743**  
 Date: 10-Mar-2014  
 Quote Good Through: 30-Apr-2014

Phone: 541.242.1000 Fax: 541.484.0135

Prepared for:  
 Mr. Buzzy Nielsen  
 Hood River County Library District  
 502 State Street  
 Hood River, OR 97031 U.S.A.

Prepared by: Nancy Tilicki  
 Account No.: 803  
 Phone: (541) 387-7062  
 Job: Network Infrastructure Upgrade

Qty.	Item ID	Description	List	UOM	Sell	Total
1	CISWSC2960X24PSL	Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base	\$3,195.00	EA	\$1,948.95	\$1,948.95
192	CISCONSNTSMS1	1 yr 8x5xNBD Hardware SMARTnet	\$1.00	EA	\$0.90	\$172.80
1	CISC2960XSTACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	EA	\$728.95	\$728.95
1	CISWSC2960X48TSL	Catalyst 2960-X 48 GigE, 4 x 1G SFP, LAN Base	\$4,195.00	EA	\$2,558.95	\$2,558.95
252	CISCONSNTSMS1	1 yr 8x5xNBD Hardware SMARTnet	\$1.00	EA	\$0.90	\$226.80
1	CISC2960XSTACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	EA	\$728.95	\$728.95
1	CISCPPWRINJ=	Power Injector for 7900 Series Phones	\$125.00	EA	\$76.25	\$76.25
1	CISCPPWRCORDNA=	7900 series IP Phone Power Cord	\$10.00	EA	\$6.10	\$6.10
1	CISGLCLHSM=	mini GBIC - Long Haul	\$995.00	EA	\$606.95	\$606.95
1	OBAPROJECT2	Professional Services per Scope of Work	\$1,595.00	EA	\$1,595.00	\$1,595.00

Item Total: \$8,649.70  
 Additional Discount: \$0.00  
 Oregon VCAF for WSCA (Excludes Services) at 0.500%: \$35.27  
**Total: \$8,684.97**

Prices are firm until 4/30/2014 Terms: Net 10

**Quoted by:** Duane Oertell, duane.oertell@tig.com

**Date:** 03/10/2014

\*\*\*\*\* Please confirm your order by (1) Electronic signature / E-mail or by (2) Ink signature and fax. \*\*\*\*\*

\*\*\*\*\* Please send E-mail confirmations to SalesOR@tig.com \*\*\*\*\*

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Disclaimer: TIG resells products from numerous manufacturers. It is common industry practice for manufacturers to offer incentives and rebates for product sales. This quote may contain product or services subject to such incentives. No representation or warranty to the contrary is made. TIG passes through to buyer the terms and conditions of the original equipment manufacturers product and software licenses and warranties. Any exception must be negotiated directly with the original equipment manufacturer.

After Recording Deliver to:

Jeffrey Baker  
Annala, Carey, Baker, Thompson & VanKoten, P.C.  
305 Cascade Street, P.O. Box 325  
Hood River, Oregon 97031

Until A Change Is Requested, All Tax Statements  
Shall Be Sent to The Following Address:  
Hood River County Library District  
502 State Street  
Hood River, Oregon 97031

Tax Account Nos: 3N-10E-25CDE-10200, 10300, 10401, 10500

True Actual Consideration Paid Is: \$0.00 (Donation)

### **SPECIAL WARRANTY DEED**

**KNOW ALL MEN BY THESE PRESENTS**, that **HOOD RIVER COUNTY**, a home rule county of the State of Oregon, hereinafter called "Grantor," does hereby convey and specially warrant unto **HOOD RIVER COUNTY LIBRARY DISTRICT**, a library district duly organized under the laws of the State of Oregon, hereinafter referred to as "Grantee," and unto Grantee's heirs, successors, and assigns, that certain real property with the tenements, hereditaments, and appurtenances thereunto belonging or in anywise appertaining, situated in the City and County of Hood River and State of Oregon, more particularly described in Exhibit A, attached hereto and by this reference incorporated herein, hereinafter referred to as the "Premises," free of encumbrances created or suffered by the Grantor except as specifically set forth herein.

SUBJECT TO: Dedications, covenants, conditions, easements, restrictions and other exceptions of record.

To have and to hold the Premises for public library purposes only as set forth in Chapter 357. Grantor specifically retains a reversionary interest in the Premises in the event the Premises is used for any other purpose and, in that event, the Premises shall immediately revert to the ownership of Grantor in fee simple, without any action on the part of Grantor.

The true consideration for this conveyance is zero stated in terms of dollars and cents, it being a donation.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS



**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
February 28, 2014

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				-
Cash in bank - Columbia State Bank	\$84,185			\$84,185
Cash with Hood River County	658,173	\$30,347	\$80,787	769,307
Petty cash	416			416
Employee draws	1,700			1,700
Total Current Assets	744,474	30,347	80,787	855,608
<b>TOTAL ASSETS</b>	<b>\$744,474</b>	<b>\$30,347</b>	<b>\$80,787</b>	<b>\$855,608</b>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,320			\$2,320
Total Current Liabilities	2,320	0	0	2,320
Total Liabilities	2,320	0	0	2,320
Fund Balances:				
Unassigned	742,154	30,347	80,787	853,288
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$744,474</b>	<b>\$30,347</b>	<b>\$80,787</b>	<b>\$855,608</b>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Eight Months Ended February 28, 2014**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$100	\$43,267		\$43,367
Property tax revenues	702,643			702,643
Fines and fees	7,950			7,950
Intergovernmental revenue	24,321			24,321
Interest revenue	3,075		\$361	3,436
Miscellaneous	100			100
<b>Total Revenues</b>	<b>738,189</b>	<b>43,267</b>	<b>361</b>	<b>781,817</b>
<b>Expenditures:</b>				
<b>Personal services:</b>				
Wages and salaries	227,770			227,770
Employee benefits	71,113			71,113
<b>Total Personal Services</b>	<b>298,883</b>	<b>0</b>	<b>0</b>	<b>298,883</b>
<b>Materials and services:</b>				
Bank charges	145			145
Building lease	3,700			3,700
Building maintenance	18,559			18,559
Telecommunications and bandwidth	6,120			6,120
Collection development	50,487	7,353		57,840
Technology	9,483	1,628		11,111
Accounting and auditing	14,985			14,985
Courier	0			0
Custodial services	15,542			15,542
Library consortium	4,200			4,200
Technical services	1,070			1,070
Copiers	732			732
Elections expense	0			0
Furniture and equipment	8,988	3,654		12,642
Insurance	3,497			3,497
Landscape maintenance	2,106			2,106
Legal services	1,312			1,312
Dues and subscriptions	1,878			1,878
Miscellaneous	597			597
Postage and freight	344			344
Printing	392	198		590
Programs	12,866	3,900		16,766
Advertising	1,015			1,015
Supplies - office	18,804	52		18,856
Training	1,072	312		1,384
Travel	1,332			1,332
Board development	199			199
Utilities	23,353			23,353
<b>Total Materials and Services</b>	<b>202,778</b>	<b>17,097</b>	<b>0</b>	<b>219,875</b>
Capital outlay	0	21,346		21,346
<b>Total Expenditures</b>	<b>501,661</b>	<b>38,443</b>	<b>0</b>	<b>540,104</b>
<b>Revenues Over Expenditures</b>	<b>236,528</b>	<b>4,824</b>	<b>361</b>	<b>241,713</b>
<b>Other Financing Sources (Uses)</b>				
Operating transfers in			25,000	25,000
Operating transfers out	(25,000)			(25,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(25,000)</b>	<b>0</b>	<b>25,000</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>211,528</b>	<b>4,824</b>	<b>25,361</b>	<b>241,713</b>
Fund Balance - July 1, 2013	530,626	25,523	55,426	611,575
<b>Fund Balance - February 28, 2014</b>	<b>\$742,154</b>	<b>\$30,347</b>	<b>\$80,787</b>	<b>\$853,288</b>

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# HOOD RIVER COUNTY LIBRARY DISTRICT

## General Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and Eight Months Ended

February 28, 2014

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Revenues:</b>							
Donations and grants	\$0	\$167	(\$167)	\$100	\$1,334	(\$1,234)	\$2,000
Tax revenues	22,499	60,274	(37,775)	702,643	482,191	220,452	723,287
Fines and fees	405	833	(428)	7,950	6,666	1,284	10,000
Intergovernmental revenue	0	2,950	(2,950)	24,321	23,598	723	35,395
Interest revenue	886	333	553	3,075	2,666	409	4,000
Miscellaneous	0	0	0	100	0	100	
<b>Total Revenues</b>	<b>23,790</b>	<b>64,557</b>	<b>(40,767)</b>	<b>738,189</b>	<b>516,455</b>	<b>221,734</b>	<b>774,682</b>
<b>Expenditures:</b>							
Personal services:							
Wages and salaries	26,398	29,864	3,466	227,770	238,906	11,136	358,356
Payroll taxes and benefits:							
Retirement	(2,060)	2,082	4,142	10,991	16,658	5,667	24,987
Social security	2,019	2,284	265	17,425	18,276	851	27,414
Workers' compensation	28	250	222	1,253	2,000	747	3,000
Health insurance	6,752	7,125	373	34,629	57,000	22,371	85,500
Unemployment insurance	1,008	986	(22)	6,815	7,885	1,070	11,826
<b>Total Personal Services</b>	<b>34,145</b>	<b>42,591</b>	<b>8,446</b>	<b>298,883</b>	<b>340,725</b>	<b>41,842</b>	<b>511,083</b>
Materials and services:							
Bank charges	41	8	(33)	145	66	(79)	100
Building lease	0	417	417	3,700	3,334	(366)	5,000
Building maintenance	4,950	1,667	(3,283)	18,559	13,334	(5,225)	20,000
Telecommunications and bandwidth	1,259	908	(351)	6,120	7,266	1,146	10,900
Collection development	4,643	5,000	357	50,487	40,000	(10,487)	60,000
Technology	5,544	917	(4,627)	9,483	7,334	(2,149)	11,000
Accounting and auditing	3,300	1,800	(1,500)	14,985	14,400	(585)	21,600
Courier	0	83	83	0	666	666	1,000
Custodial services	3,446	1,808	(1,638)	15,542	14,462	(1,080)	21,693
Library consortium	0	1,017	1,017	4,200	8,134	3,934	12,200
Technical services	0	333	333	1,070	2,666	1,596	4,000
Copiers	70	104	34	732	833	101	1,250
Elections expense	0	0	0	0	0	0	0
Furniture and equipment	256	583	327	8,988	4,666	(4,322)	7,000
Insurance	0	333	333	3,497	2,666	(831)	4,000
Landscape maintenance	445	333	(112)	2,106	2,666	560	4,000
Legal services	0	208	208	1,312	1,666	354	2,500
Dues and subscriptions	360	292	(68)	1,878	2,334	456	3,500

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**HOOD RIVER COUNTY LIBRARY DISTRICT  
General Fund**

**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis  
For the One Month and Eight Months Ended  
February 28, 2014**

	<u>Current Period</u>			<u>Year to Date</u>			<u>Annual</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
Miscellaneous	0	83	83	597	666	69	1,000
Postage and freight	75	167	92	344	1,334	990	2,000
Printing	109	83	(26)	392	666	274	1,000
Programs	590	917	327	12,866	7,334	(5,532)	11,000
Advertising	0	167	167	1,015	1,334	319	2,000
Supplies - office	2,100	1,667	(433)	18,804	13,334	(5,470)	20,000
Training	898	167	(731)	1,072	1,334	262	2,000
Travel	0	333	333	1,332	2,666	1,334	4,000
Board development	124	83	(41)	199	666	467	1,000
Utilities	3,092	3,125	33	23,353	25,000	1,647	37,500
<b>Total Materials and Services</b>	<u>31,302</u>	<u>22,603</u>	<u>(8,699)</u>	<u>202,778</u>	<u>180,827</u>	<u>(21,951)</u>	<u>271,243</u>
Capital Outlay	0	0	0	0	0	0	0
Transfer to Equipment Reserve	0	2,083	2,083	25,000	16,666	(8,334)	25,000
Contingency	0	100,000	100,000	0	100,000	100,000	100,000
<b>Total Expenditures</b>	<u>65,447</u>	<u>167,277</u>	<u>101,830</u>	<u>526,661</u>	<u>638,218</u>	<u>111,557</u>	<u>907,326</u>
<b>Change in Fund Balance</b>	<u><b>(\$41,657)</b></u>	<u><b>(\$102,720)</b></u>	<u><b>\$61,063</b></u>	<u><b>\$211,528</b></u>	<u><b>(\$121,763)</b></u>	<u><b>\$333,291</b></u>	<u><b>(\$132,644)</b></u>

**HOOD RIVER COUNTY LIBRARY DISTRICT  
Grants Fund**

**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis  
For the One Month and Eight Months Ended  
February 28, 2014**

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Revenues:</b>							
Donations and grants	\$1,550	\$12,416	(\$10,866)	\$43,267	\$99,332	(\$56,065)	\$149,000
<b>Total Revenues</b>	<u>1,550</u>	<u>12,416</u>	<u>(10,866)</u>	<u>43,267</u>	<u>99,332</u>	<u>(56,065)</u>	<u>149,000</u>
<b>Expenditures:</b>							
Personal services	0	2,834	2,834	0	22,667	22,667	34,000
Materials and services:	3,183	4,167	984	17,097	33,334	16,237	50,000
Capital outlay	0	4,167	4,167	21,346	33,334	11,988	50,000
<b>Total Expenditures</b>	<u>3,183</u>	<u>11,168</u>	<u>7,985</u>	<u>38,443</u>	<u>89,335</u>	<u>50,892</u>	<u>134,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$1,633)</u></u>	<u><u>\$1,248</u></u>	<u><u>(\$2,881)</u></u>	<u><u>\$4,824</u></u>	<u><u>\$9,997</u></u>	<u><u>(\$5,173)</u></u>	<u><u>\$15,000</u></u>

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Capital Equipment Reserve Fund**  
**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis**  
**For the One Month and Eight Months Ended**  
**February 28, 2014**

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Revenues:</b>							
Interest revenue	\$107	\$13	\$94	\$361	\$101	\$260	\$150
<b>Other Financing Sources</b>							
Transfer from General Fund	0	2,083	(2,083)	25,000	16,666	8,334	25,000
<b>Total Revenues and Other Sources</b>	<u>107</u>	<u>2,096</u>	<u>(1,989)</u>	<u>25,361</u>	<u>16,767</u>	<u>8,594</u>	<u>25,150</u>
<b>Expenditures:</b>							
Materials and services	0	417	417	0	3,334	3,334	5,000
Capital outlay	0	2,083	2,083	0	16,666	16,666	25,000
<b>Total Expenditures</b>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>30,000</u>
<b>Change in Fund Balance</b>	<u>\$107</u>	<u>(\$404)</u>	<u>\$511</u>	<u>\$25,361</u>	<u>(\$3,233)</u>	<u>\$28,594</u>	<u>(\$4,850)</u>

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**HOOD RIVER COUNTY LIBRARY**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**Grants Funds**

For the Eight Months Ended February 28, 2014

	RTR 2013 Grant	RTR 2014 Grant	JCD Grant	Foundation Atrium Remodel	Newspaper Digitization	SDAO Safety 2014	Foundation Grants	Friends of the Library	Total
<b>Revenues:</b>									
Donations and grants	\$0	\$4,425	\$10,000	\$0	\$1,640	\$3,000	\$20,000	\$4,202	\$43,267
Total Revenues	<u>0</u>	<u>4,425</u>	<u>10,000</u>	<u>0</u>	<u>1,640</u>	<u>3,000</u>	<u>20,000</u>	<u>4,202</u>	<u>43,267</u>
<b>Expenditures:</b>									
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>
Materials and services:									
Collection development	1,901	2,886					1,175	1,391	7,353
Technology							1,372	256	1,628
Printing	198								198
Programs	909	606						2,385	3,900
Furniture and equipment				3,654					3,654
Training		52					312		52
Total Materials and Services	<u>3,008</u>	<u>3,544</u>	<u>0</u>	<u>3,654</u>	<u>0</u>	<u>0</u>	<u>2,859</u>	<u>4,032</u>	<u>17,097</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>11,346</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>21,346</u>
Total Expenditures	<u>3,008</u>	<u>3,544</u>	<u>10,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>2,859</u>	<u>4,032</u>	<u>38,443</u>
Net Change in Fund Balance	(3,008)	881	0	(15,000)	1,640	3,000	17,141	170	4,824
Fund Balance - July 1, 2013	3,008	0	0	15,000	3,800	0	315	3,400	25,523
Fund Balance - February 28, 2014	<u>\$0</u>	<u>\$881</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,440</u>	<u>\$3,000</u>	<u>\$17,456</u>	<u>\$3,570</u>	<u>\$30,347</u>

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