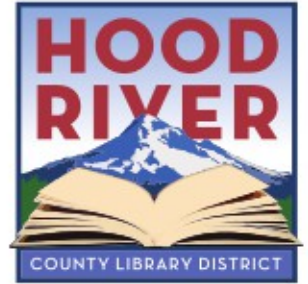


Board of Directors
Regular Meeting Agenda
 Tuesday, May 19, 2015, 7.00p
 Jeanne Marie Gaulke Community Meeting Room
 502 State St, Hood River
 Suzanne VanOrman, President



I. Additions/deletions from the agenda (ACTION)	VanOrman
II. Conflicts or potential conflicts of interest	VanOrman
III. Approval of minutes from April 21 meeting (ACTION)	VanOrman
IV. Open forum for the general public	VanOrman
V. Reports	
i. Friends update	VanOrman
ii. Foundation update	Foley
iii. April financial statements	Nielsen
iv. Director's report	Nielsen
VI. Previous business	
i. Family Medical Leave policy (ACTION)	Nielsen
VII. New business	
i. Financial Management Policy revisions (ACTION)	Nielsen
ii. 2015-16 salary schedule (ACTION)	Nielsen
iii. WINGS Gardens maintenance contract (ACTION)	Nielsen
VIII. Agenda items for next meeting	VanOrman
IX. Adjournment	VanOrman

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

www.hoodriverlibrary.org

Board of Directors
Regular Meeting Agenda, Supplementary Info

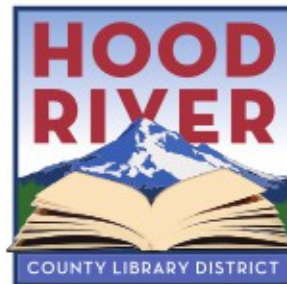
Tuesday, May 19, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Buzzy Nielsen



I. Additions/deletions from the agenda (ACTION)

VanOrman

II. Conflicts or potential conflicts of interest

VanOrman

III. Approval of minutes from April 21 meeting (ACTION)

VanOrman

Attachments:

- III.a. Minutes of April 21, 2015, meeting
- III.b. Personnel Policy revisions approved at April 21, 2015, meeting

IV. Open forum for the general public

VanOrman

V. Reports

i. Friends update

VanOrman

The Friends of the Library had a successful 2015 Hood River County Reads event. They distributed 1,172 copies of *Into the Beautiful North*, other books by Luis Urrea, and *Becoming Naomi Leon*. HRC Reads events and its radio show had approximately 1,425 participants, including about 125 for Urrea's English language presentation on April 25.

The Friends are planning their annual booksale. This year, the preview sale will be on Thursday, May 28, 4.30-7.00p. The public sale will be Friday, May 29, 12.00-6.00p. The \$1 per bag sale will be Saturday, May 30, 10.00a-2.00p.

At their May 12 meeting, the Friends agreed to give \$2,115 to the District to purchase four new computers. A portion of that money is from the Shirley Karr memorial and will be used to purchase a new public computer for Parkdale. Some of the money also will be used to purchase a computer to run the History Museum of Hood River County's program to search their digitized photographs. The workstation would be in the Columbia Room at Hood River Library.

ii. Foundation update

Foley

The Library Foundation will be giving the District \$45,000 for this year and next. They'll be transferring \$30,000 to the District for the work on the Georgiana Smith Memorial Gardens. Another \$15,000 will be given to the District for the 2015-16 fiscal year to use for collection items including magazines, newspapers, electronic resources, and Spanish materials.

iii. April financial statements

Nielsen

The April financial statements were unavailable at the time the meeting packet was distributed.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

iv. Director's report

Nielsen

- The District still seeks a new Public Service Clerk, preferably someone who is bilingual. Applications close on Friday, May 15.
- Thanks to the District's new handy person, several minor fixes have been made to the Hood River Library building, including repairing a lip on the utility stairs that could pose a hazard. He also hung three Percy Manser paintings from the District's art collection in the Reading Room.
- The 2015 Evergreen International Conference at the Hood River Inn has been going very well. There are around 130 attendees from around the United States and Canada. Everyone has been very complimentary of Hood River, the hotel, the food, and the area generally.
- I am still considering having Hood River Library act as a cooling shelter during the hot summer days during our regular open hours. This would involve advertising that we're open and have air conditioning. At the recommendation of Mayor Paul Blackburn, I intend to ask a local firm to donate some water bottles that we could give to people. I would love to hear the Board's thoughts on this idea. District legal counsel Jeff Baker sees no problems with the issue, and other local government agencies like the idea.
- The District unexpectedly received \$1,000 from Tofurky. The District was the top choice for the company's new annual employee giving program.
- The Summer Reading Program will be kicking off on Friday, June 12th. Stay tuned!
- Teen Speak, the District's teen advisory group, was one of thirty national winners in the Collaborative Summer Reading Program's annual teen video contest. The teens themselves will be getting money as will the library's teen program.
- March 2015 program statistics were 73.7% higher than 2014, in part due to the new programs for outreach and Hood River County Reads on Radio Tierra.
- April 2015 circulation of District-owned materials at District locations was up 8.4% over last year and down 4.8% over April 2013.
- April 2015 program attendance was up 62.5% over last April.
- The District has become a strong net lender within Sage, meaning that we loan more than we borrow. This is a large reversal from a few years ago, when we borrowed much more than we lent. This statistics reflects the great work our collection development staff have been doing including Yeli Boots, Michele Dearing, Rachael Fox, Jana Hannigan, Harley Judd, and Patty Lara-Martinez.

VI. Previous business

i. Family Medical Leave policy (ACTION)

Nielsen

At the last meeting, the Board reviewed draft revisions to the family medical leave section of the Personnel Policies. There were some questions that the Board asked at the last meeting.

- *Does it benefit employees to have them use up their sick leave before using family medical leave?*
We believe that leaving this as policy, rather than requiring employees to use their sick leave during the family medical leave, provides more flexibility for employees. By having employees use up their sick leave ahead of time, they then have the option to have their leave be longer than the twelve weeks of unpaid family medical leave provided by our policy. Employees who want to be paid during family medical leave can use their accrued holiday and vacation leave. Baker says that this is an allowable policy under the Oregon Family Leave Act.
- *Are there times when employees can have more than twelve weeks of leave?*
Yes, in the case of pregnancy or parental leave. A pregnant woman can have up to twelve weeks

of family medical leave for pregnancy-related health issues. They then can get another twelve weeks of parental leave. Following that, there is an option to have another twelve weeks of sick child leave for a non-serious health condition. I was unable to find other OFLA provisions that allow someone to extend family medical leave.

The Board also discussed the possibility of paid parental leave at the last meeting, and a majority did not seem interested, even in a smaller amount of paid leave (e.g. one week). That provision has been removed from this draft. Baker has reviewed these changes and had no suggestions.

VII. New business

i. Financial Management Policy revisions (ACTION)

Nielsen

Attachments:

- VII.i.a. Draft Financial Management Policy
- VII.i.b. Resolution 2014-15.010 amending the Financial Management Policy

I propose several revisions to the Financial Management Policy. Most of the revisions simplify or clarify policy language, but there are some more substantive changes.

- *Data retention (p.1):* Clarifying that accounting system data should be retained per state requirements for special districts.
- *Approving electronic bills (p.2):* Revising policy to meet current standards regarding approval of electronic bills. At the recommendation of our auditors, the Board annually approves the bills that can be paid electronically, so it's unnecessary to list them in this policy.
- *Vacation reserve (p.2):* Creating a reserve to pay outstanding vacation liability. Several government agencies retain have a reserve for when an employee departs. While our District has a small vacation liability (approximately \$11,000 for all employees), retaining this fund will help ensure that we have the money should an employee leave and have a large amount of vacation payout. I am recommending \$10,000 to be in the reserve for 2015-16.
- *Pre-approved contracts (p.3.):* Clarifying that \$3,000+ payments on contracts already approved by the Board do not require further Board approval.
- *Exceeding a line item budget (p.3):* I request that the Board remove the requirement to seek Board approval to exceed a line item's budgeted amount. Due to various factors, costs within a particular line item can vary from year-to-year in a way that may not be predicted. There is some flux between what we pay and how much. As the chief financial officer for the District, I would like the flexibility to be able to spend funds among line items. I still would be required to seek Board approval to exceed spending in a budget category (e.g. Materials and Services) within a fund.
- *Credit cards (p.3):* When the District gets a courier vehicle, it would facilitate gas purchasing to get a gasoline credit card. I therefore have proposed revisions to account for the possibility of multiple credit cards.
- *Surplus property (p.4):* The District currently lacks a policy on what to do with property we no longer need. A draft sample is included in the attached.

These revisions have been reviewed by Baker and his suggestions integrated.

ii.

iii. 2015-16 salary schedule (ACTION)

Nielsen

Attachments:

- VII.ii. Draft 2015-16 salary schedule and current 2014-15 salary schedule

I propose the attached salary schedule for next fiscal year. The schedule includes a 1.5% cost of living increase. It also increases the Library Director's salary scale per the discussion and action at the April 21 meeting. The schedule requires Board approval.

iv. WINGS Gardens maintenance contract (ACTION)

Nielsen

Attachments:

- VII.iii. Contract with WINGS for Gardens maintenance

For the past two years, we have been contracting with Give Them WINGS, Inc., (WINGS) for some maintenance of the Georgiana Smith Memorial Gardens. WINGS works with formerly homeless young men and gives employment and living skills. Under previous contracts, WINGS did the following:

- Weeded the plant beds
- Emptied the Gardens garbage cans
- Upkept furniture
- Removed leaves
- Removed snow
- Other miscellaneous duties

While WINGS has been fantastic to work with and does many of the responsibilities quite well, it was determined that they were not maintaining the plant beds to the desired level and that they were unreliable at emptying garbage cans. Therefore, the District will be hiring a professional company to maintain the plant beds. We already have hired our janitorial firm to empty the garbage cans.

WINGS has been fantastic at the other duties (although I need to get them some materials to maintain the furniture). I recommend renewing the attached contract with the new Statement of Work on page 8.

VIII. Agenda items for next meeting

VanOrman

- Library Director evaluation
- 2015-16 budget approval
- Cascade Locks Library intergovernmental agreement
- 2015-16 Board President discussion
- Sage contract for Systems Librarian
- Resolution approving recurring payments in 2015-16
- 2015-16 regular meeting time

IX. Adjournment

VanOrman

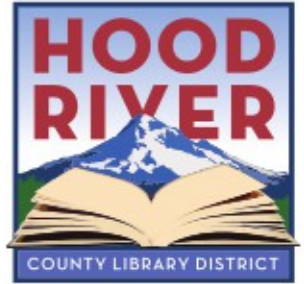
**Board of Directors
Regular Meeting Minutes**

Tuesday, April 21, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River

Suzanne VanOrman, President

Minutes prepared by Library Director Buzzy Nielsen



Present: Mary-Ethel Foley, Rachael Fox (staff), Buzzy Nielsen (staff), Mike Oates, John Schoppert, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION)

VanOrman

President VanOrman called the meeting to order at 7.00p. Oates moved to accept the agenda as presented. Foley seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest

VanOrman

None stated.

III. Approval of minutes from March 17, 2015, meeting (ACTION)

VanOrman

Foley moved to approve the minutes of the March 17, 2015, minutes as presented. Vaivoda seconded. The motion carried unanimously, with Snyder abstaining.

IV. Open forum for the general public

VanOrman

No public present.

V. Reports

i. Friends update

VanOrman

In addition to the written report, it was noted that the Hood River County Reads finale author visit is coming up on April 25-27. The author, Luis Urrea, is presenting in English in Hood River on Saturday, in Spanish in Odell on Sunday, and to Hood River Valley High School on Monday. The program has been so popular that the Friends had to purchase more Spanish books. Board members praised Helen James, coordinator of the Reads program, for her great work.

ii. Foundation update

Foley

In addition to the written report, Nielsen noted that he will meet with Foundation board members to move forward on the Georgiana Smith Memorial Gardens project. We'll be getting quotes on redoing several Gardens beds and doing the regular maintenance. Foley noted that the Board needs to consider who will act as liaison to the Foundation once she's no longer a Director.

iii. March financial statements

Nielsen

The Board reviewed the March 2015 financial statements. One member asked about where the District is on tax revenue. It's received nearly 99% of expected revenue, so budgeted target will be met. Another member asked about intergovernmental transfers and what they were. Nielsen explained that these are the payments from Sage Library System for the Sage Systems Librarian, who is currently

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

employed by the District. There were some reductions to intergovernmental revenue in the General Fund because monies were incorrectly attributed to intergovernmental revenue rather than grants.

iv. Director's report

Nielsen

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

- Operations Assistant Joanne Gibeaut, Young Adult Services Assistant Harley Judd, and Nielsen attended the Oregon Library Association annual conference in Eugene on April 15-17. Nielsen participated in presentations about privacy and online repositories of continuing education.
- Nielsen has been busily planning for the Evergreen International Conference, which will be May 13-16 at the Hood River Inn.
- Klahre House Alternative School is displaying WPA-style victory garden posters in the Hood River Library meeting room in April. The posters were part of a Hood River Cultural Trust grant.
- Staff have planned a celebration of all of the District's wonderful volunteers, including the Board. It will be on May 1, 2015, at 6.30p, and will feature food, cake, and other goodies.
- Nielsen requested that his annual evaluation be completed in June this year rather than May, due to his responsibilities with the Evergreen Conference. The Board agreed to this change.

VI. Previous business

i. Personnel Policy revisions (ACTION)

Nielsen

The Board reviewed several proposed changes to the Personnel Policies. They first reviewed suggestions from District legal counsel Jeff Baker. He had minor wording changes, which Nielsen handed out at the meeting and which will be available in the updated meeting packet.

Remote Work

The Board discussed the proposed remote work policy, which establishes guidelines for who can work from home and how. The main staff who work from home are the Sage Systems Librarian, Collection Development Specialist, Assistant Director, and Library Director. Most of these employees have set times when they work from home. The Library Director and Assistant Director authorize work-from-home arrangements, which are governed by written agreements. Work performance is the primary factor used to determine whether people can work from home. Nielsen did not feel that it creates more supervisory responsibilities as staff are required to be in communication while working from home, including being logged into the District's online chat program. Foley moved to adopt section 5.4 "Remote Work" of the Personnel Policies as amended and attached. Vaivoda seconded. The motion carried unanimously.

Problem Solving Procedures

The Problem Solving Procedures section was revised to include all supervisors, not just the Library Director. The Board had no questions. Oates moved to adopt section 7.2 "Problem Solving Procedures" of the Personnel Policies as amended and attached. Snyder seconded. The motion carried unanimously.

Personal Use of District Resources

This policy was proposed to govern when employee can and cannot make personal use of District-provided resources. There were no questions. Snyder moved to adopt section 7.14 "Personal Use of District Resources" of the Personnel Policies as amended and attached. Foley seconded. The

motion carried unanimously.

Conducting District Business on Personal Devices

This policy was proposed to restrict when staff may use their personal devices to access District resources or conduct District business. Nielsen noted that the employees eligible for mobile phone reimbursement under this policy agreed that \$15 per month seemed reasonable. This cost will be allocated in the 2015-16 budget. There were no further questions. Snyder moved to approve section 7.15 “Conducting District Business on Personal Devices” of the Personnel Policies as amended and attached. Vaivoda seconded. The motion carried unanimously.

Evaluation and Supervisor Evaluation

At the recommendation of Assistant Director Rachael Fox, it was proposed to allow employees to review their supervisor as part of the supervisor's regular evaluation process. There were no questions. Oates moved to accept sections 8.2 “Evaluation” and 8.3 “Supervisor Evaluation” of the Personnel Policies as amended and attached. Foley seconded. The motion carried unanimously.

Eligibility

This revision clarifies that employees must be past their trial periods before taking advantage of most types of leave. There were no questions. Foley moved to adopt section 11.4 “Eligibility” of the Personnel Policies as amended and attached. Vaivoda seconded. The motion carried unanimously.

Vacation Leave

This proposed revision increases the amount of leave an employee can carry over into a new fiscal year from 40 to 80 hours, pro-rated based on a 40-hour workweek. Snyder commented that this amount seems manageable financially but would hesitate to go much higher lest the District's vacation liabilities be too high. There were no questions. Oates moved to adopt section 11.7 “Vacation Leave” of the Personnel Policies as amended and attached. Snyder seconded. The motion carried unanimously.

Family Medical Leave

Some proposed revisions were suggested to the Family Medical Leave policy. Most suggestions were wording changes or clarifications, but it was also suggested to provide four weeks of paid parental leave. The Board discussed the provision in the policy requiring employees to exhaust all sick leave before going on leave. This prevents them from using that leave to get paid during the family medical leave, although they can use accrued vacation leave. Snyder felt that employees should be able to use sick leave during the family medical leave in order to be paid. It is the norm among local agencies to require employees to exhaust all sick, vacation, and personal leave before going on family medical leave, so the District is somewhat more generous in only requiring expending sick leave. Nielsen will look into whether the policy as stated is the best option for employees. Nielsen also will look into whether OFLA allows for employees to extend their leave beyond the typical 12 weeks.

The Board discussed having paid parental leave. Snyder was hesitant to pay for parental leave, especially since the District already is covering health insurance during the leave period. VanOrman stated that such a policy is not the norm among local government agencies and that she would prefer to increase salaries rather than benefits. Nielsen noted that the current policy actually saves the District money when employees are on leave. He also said that the Board could consider smaller amounts of paid leave, such as one or two weeks. Most board members did not wish to offer paid

parental leave. The Family Medical Leave policy will be discussed at the next meeting after Nielsen investigates the above matters.

ii. Second reading of Ordinance No. 1 (ACTION)

VanOrman

I. Public hearing on Ordinance No. 1

VanOrman read the title of Ordinance No. 1, "An ordinance regulating conduct on Library District property". She opened the public hearing on the ordinance at 8.04p. There was no public comment. The hearing was closed at 8.04p. Oates moved to adopt Ordinance No. 1 as amended and attached. Foley seconded. The motion carried unanimously. The ordinance will become effective May 21.

iii. Library Director salary analysis

The Board discussed the Library Director position's salary in reference to peer libraries. At the request of the Board, Nielsen presented analysis in the meeting packet comparing two starting salaries, \$31.39 (which would make the Director's current salary \$33.98) and \$32.91 (current salary would become \$34.92). Looking at the analysis, some Board members noted that the high end of the Library Director's salary would still be low with both options. Nielsen attributed this to the distance between the District's steps, which is only 2% rather than the more typical 3-5%.

Snyder felt that the salary should be moved to be more in line with peer libraries. VanOrman agreed. Schoppert commented that it's important to have a good salary to ensure that the District attracts strong candidates who would stay around after hiring should the position need to be filled. Snyder also commented that it's a fairness issue, as the current Library Director should be paid what the Board would want for a new director. Snyder suggested \$32.91 as the starting wage. Oates agreed that this seems fine. Snyder moved to adjust the Library Director 2015-16 salary scale to \$68,453 to \$77,089 per year (\$32.91 to \$37.06 per hour). Oates seconded. The motion carried unanimously.

VII. New business

i. New Board member training

Nielsen

The Board discussed training for new members. Other districts send new people to Special Districts Association of Oregon (SDAO) trainings, including the annual conference. Districts in Hood River County are hoping to have SDAO bring an in-person training to the area. Board members also noted that it would be helpful to have an overview of the District's operations, such as who does what. It was also suggested to send Board members to the Oregon Library Association conference.

VIII. Agenda items for next meeting, May 19, 2015

VanOrman

- Family Medical Leave policy
- WINGS Gardens maintenance contract
- 2015-16 salary schedule
- Tuesday, May 12, 2015, 6.00-.00p: First Budget Committee meeting
- Tuesday May 19, 2015, 6.00-7.00p: Second Budget Committee meeting, if needed.

IX. Adjournment

VanOrman

The meeting adjourned at 8.36p.

Personnel Policies

Proposed revisions

5.4 Remote Work

At the discretion of the Library Director and an employee's supervisor, some employees may be permitted to work remotely. The District's needs shall be first priority when considering remote work. Remote work shall only be considered for jobs with tasks for which in-person attendance is not essential to effective performance. Employees considered for remote work shall be assessed on past work performance, dependability, ability to work independently, and other factors deemed relevant.

Specific remote work terms, including but not limited to number of hours, scheduling, locations, and reporting requirements, shall be governed by individual agreements between an employee and his/her supervisor. Only employees with such agreements are eligible to work remotely. Work Days or times not specifically mentioned in the agreement shall require pre-approval by the employee's supervisor.

In remote work arrangements, the District shall:

- Provide workers' compensation and liability insurance as relevant for the defined tasks and times within the remote work arrangement. The District assumes no responsibility for any activity, damages, or injuries not directly associated with employees' job duties.
- Reimburse costs and travel only if pre-arranged. The District shall not reimburse travel to and from a remote site to any District facility, nor shall the District reimburse costs for items usually provided at to employees working at office space in District facilities.
- Retain ownership of, maintain, and insure any equipment or software it provides as part of the remote work arrangement. The District assumes no responsibility for an employee's personal property.

-Employees working remotely shall:

- Maintain regular contact via telephone, email, online chat, or other methods as specified by the employee's supervisor.
- Follow any local, state, or federal work regulations, including but not limited to regulations on breaks, meals, and safety.
- Maintain a safe and professional workspace.
- Provide and maintain equipment, utilities, communication connections, and non-specialized software necessary for them to work remotely, unless otherwise noted in the agreement.

- Take reasonable care of any District-provided equipment and other property.
- Attend any functions in-person if required by the nature of the event or by their supervisor, even if the events occur during normally-scheduled remote work times.
- Check with their supervisor before removing District property or documents from District facilities for use at a remote location.
- Ensure security of and prevent unauthorized access to sensitive information.
- Follow provisions for conducting District business on personal equipment.
- Manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities.
- Seek pre-approval for any overtime hours.
- Abide by all other District policies.

The District retains the right to make on-site inspections, at a mutually agreed upon time, to ensure that the above provisions are followed. Remote work agreements may be rescinded at any time by the Library Director or employee's supervisor if the agreements are deemed no longer in the District's best interests.

7.2 Problem Solving Procedures

Problems regarding assignments or the ability to perform one's duties or unresolved interpersonal problems shall be brought to the attention of the Library Director or the employee's supervisor for direction and resolution.

7.14 Personal Use of District Resources

District resources are intended solely to serve the District's ~~business~~ needs. However, employees are allowed limited personal use of those resources provided the following, as determined by the employee's supervisor:

- There is no ~~marginal~~ cost to the District;
- There is no interference with work responsibilities;
- There is no disruption to the workplace;
- Duration is limited;
- No unauthorized changes are made to District equipment;

- No business is conducted from which employees or associates thereof benefit financially;
- Friends and relatives are discouraged from contacting employees via District-provided communications unless in emergencies;
- All relevant local, state, and federal statutes, including Oregon government ethics laws, are followed;
- All other District policies are followed;
- Such use occurs only during an employee's personal time, such as breaks or meals.

When using District resources for personal business, employees shall abide by District policies aimed at public use of District services, including but not limited to the Code of Conduct and Technology Use Policy. Employees have no expectation of privacy if they choose to use District resources for personal business. Such use also may subject employees' personal data to public records requests. Personal communications conducted using District resources shall make clear that the employee is speaking as an individual and not a District employee.

Employees are subject to the same fees as the public when using resources for which the District normally charges (e.g. printing, copying). Pre-approval is required if using a District resource that incurs a marginal cost and for which no provisions are in place for charging. The employee shall reimburse the District for the use.

7.15 Conducting District Business on Personal Equipment

In general, District business should not be conducted on employees' personal devices. However, some job responsibilities may be facilitated by employees using their personal own devices at certain times. Such use is approved only for supervisors, salaried personnel, employees who engage predominantly in offsite outreach, and employees with telework agreements, if specified in the agreements. Employees using personal devices must abide by all other District policies, including those on scheduling and overtime.

Employees authorized to use d personal devices may use them to link to District technology services, including but not limited to email, online chat, remote conferencing, the integrated library system, contacts, websites, databases, and file servers. District-provided communication methods and accounts, rather than personal accounts, must be used to engage in District business. Employee devices must have updated security protection software, be secured with passwords of sufficient difficulty, automatically lock after a short period of inactivity, and have current security updates. The devices should only connect to District technology services via a properly secured network or virtual private network (VPN) provided by the District. Any loss or theft of a personal device used to access District

technology services shall be reported immediately to the Library Director or ~~designee~~employee's supervisor.

If employees use personal devices to conduct District business, they should be aware of public records laws and that using their personal devices could open up that device to public records requests. The District retains ownership of any documents created for District purposes, whether created on a District-owned or employee's personal devices. All District documents created on personal devices should be stored or backed up on District-provided technology.

Employees whose job functions require them to use personal ~~electronic~~ devices with fees shall be compensated a portion of those fees reasonable to the relative amount the devices are used for District business. That amount shall be determined annually during the budget process. However, employees are responsible for the upkeep and replacement of their ~~own~~ personal devices.

8.2 Evaluation

All employees shall be evaluated; using standard personnel evaluation forms prescribed by the Library Director. All new employees shall be evaluated before the end of their trial period, and each regular or permanent non-supervisory employee shall be evaluated at least once each year near the anniversary date of their initial hiring.

Personnel evaluations communicate to employees their strengths and weaknesses in performing their assigned duties. ~~Supervisors~~The Library Director or designee shall review with ~~his/her~~their individual employees the factors rated and should stress areas of commendation and areas needing improvement. Specific recommendations on ways of improving performance shall be provided. Performance evaluations shall become a part of the employee's work history and be kept in the employee's personnel file.

If disagreement exists between the employee and the ~~Library Director or designee~~supervisor's evaluation, the employee may submit a statement in writing to the Library Director stating the reasons for disagreement in as specific detail as possible. A copy of the statement will be attached to the performance rating in question as a permanent part of the employee's file.

8.3 Supervisor Evaluation

In addition to the principles and procedures noted in 8.2, supervisors' evaluations shall include a

survey for the staff supervised by that individual to evaluate and comment on their supervisor's performance. The surveys shall be anonymous. They shall be distributed by the Library Director employee's supervisor or designee. Results of the survey shall be factored into the supervisor's overall evaluation and attached to the evaluation in the supervisor's file.

The Library Director's evaluation process shall be governed by the separate Library Director Evaluation Policy.

11.4 Eligibility

Any permanent regular employee who is scheduled regularly in any capacity at any work site to work for the District at least twenty hours per week is ~~deemed to be~~ eligible for benefits as defined in this article and the Employee Health Care Benefits Policy. Employees who are scheduled regularly for fewer than twenty hours per week are eligible for sick leave benefits as defined in this article. Unless otherwise specified, employees must be employed beyond past their trial period (see 8.1) to be eligible for the leave benefits delineated in this article.

11.7 Vacation Leave

Vacation time ~~off~~ with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. During an employee's trial period (see 8.1), vacation leave shall accrue but not be granted. A full-time employee shall accrue vacation leave as follows:

- 1-5 years of service - 8 hours per month
- 6+ years of service - 10 hours per month

Accrual occurs during Continuous service, ~~which is shall be~~ service unbroken by separation as a District employee, except that time spent by an employee on military leave ~~shall be included as continuous service~~. Time spent on other types of authorized leave, except sick, vacation leave or emergency leave, shall not count as part of continuous service except that employees returning from such leave, or employees who were laid off, shall be entitled to credit for service prior to the leave. Vacation leave shall not accrue while an employee is on extended sick leave of over forty hours.

Eligible part-time employees shall accrue prorated vacation leave based on a forty-hour workweek.

Employees may carryover up to ~~eighty~~forty hours of vacation leave into a new fiscal year, ~~prorated for part-time employees.~~

Accrued vacation upon termination or death after one full year of employment shall be paid for ~~the~~at last regular rate of the employee's pay on the date of termination or death. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee.

~~Administrative/professional p~~Personnel who are not eligible for overtime shall be granted an additional two hours of vacation each month.

11.15 Family Medical Leave

11.15.1 Generally

The District offers family medical leave of up to twelve weeks in a twelve-month period. The District offers this benefits subject to the terms of ~~under~~ the Oregon Family Leave Act (OFLA).

11.15.2 Scope and Definitions

Family medical leave may be used for any of the following purposes:

- Serious health condition of the employee or family member;
- Disability due to pregnancy or period of absence for prenatal care;
- Birth, adoption, or foster placement of a child under the age of 18; or adoption or foster placement of an adult child who is incapable of self-care because of a physical or mental impairment (includes leave to effectuate the legal process for adoption or foster placement); or
- Illness or injury necessitating home care, other than a serious health condition, for a minor child or adult child substantially limited by a physical or mental impairment.

A “serious health condition” is one that requires inpatient care, ~~poses~~ an imminent danger of death in the near future, or requires constant care. An employee who is unsure whether a medical condition qualifies for family medical leave should contact the Library Director.

"Family members" consist of children (biological, step, adopted, or foster) under the age of 18 or adult children substantially limited by a physical or mental impairment, spouses, parents, grandparents, parents-in-law, same- and opposite-gender domestic partners, children and parents spouses or same- and opposite-gender domestic partners, adult siblings who lives in the employee's household, or legal guardians of children ~~person acting "in loco parentis" (such as guardian or another relative caring for a child).~~

11.15.3 Eligibility

To qualify for family medical leave, an employee must have been employed with the District for at least 180 days and worked an average of at least twenty hours per week. Employees requesting leave ~~The 20-hour limit does not apply for leave~~ for birth, adoption, or foster placement of a child under age 18 are not subject to the twenty hour minimum. The maximum amount of leave an employee may use at any one time is determined by the twelve-month period beginning the first day the employee takes leave. If more than one family member employed by the District requests leave at the same time, the District may require that the leave be taken at different times ~~depending upon the reason leave is requested and the needs of the District.~~

11.15.4 Approval

An employee who wishes to take family leave should contact the Library Director to obtain further information and submit a request as well as a medical certification form, if applicable ~~obtain a leave-application form.~~ Family medical leave is unpaid except as specified in 11.15.5, ~~and e~~ Employees must exhaust all their available sick leave prior to utilizing family medical leave ~~it.~~ At the time a leave is approved, an employee should receive information about what paid leave may be used during the family leave. No vacation or sick leave ~~time~~ shall accrue during the leave. Employees may use vacation leave to receive a salary during any unpaid portion of family medical leave, although the time shall still count against the twelve allowable weeks. At the end of any family leave, normally the employee will return to his/her former position. If the former position does not exist for some business reason, the employee may return to an available equivalent position.

11.15.5 Additional Family Leave Benefits

In addition to the general provisions of OFLA and those specified here, the District offers additional benefits for employees regularly scheduled for at least twenty hours per week who request family medical leave:

- An employee on family medical leave may continue group medical benefits during any period of family medical leave at the District's expense, up to a maximum of 12 weeks, by making arrangements through the Library Director. The employee still is responsible for any portion of group medical insurance for which they are normally charged.

- Employees requesting leave for birth, adoption, or foster placement of a child under age 18 may receive up to 160 hours of paid time off, prorated based on a forty-hour workweek. The paid time off must coincide with the employee's leave absence, but it can be distributed over any time the employee is absent for leave. All available sick leave must be exhausted before utilizing paid time off. No vacation or sick time shall accrue during paid time off.

11.20 Return from Leave

At the end of any leave of absence granted under section 11, normally the employee will return to his/her former position. If the former position does not exist for some business reason, the employee may return to an available equivalent position. Any employee who is granted a leave of absence without pay under this section and for any reason fails to return to work at the expiration or termination of said leave of absence shall be considered as having resigned his/her position with the District, and his/her position shall be declared vacant, unless the employee prior to expiration of his leave of absence or prior to the termination date has furnished evidence that s/he is unable to work by reason beyond his/her control and seeks an extension of leave for such reason. Such a request for extension shall be in writing. An extension shall be granted only for a specified period of time, and only if the Library Director determines that the request is reasonable and justified and that the extension may be granted without unduly handicapping the operations of the employee's department.

Requests for extensions of leaves of absence under this section shall be in writing on a form provided by the Library Director. This form shall contain the name of the employee, the effective date of the absence, the number of days of absence, the purpose of the absence, and signature lines for the employee and the Library Director. The purpose of the request form will be to eliminate misunderstanding as to the purpose, dates, and length of absence.

Hood River County Library District
Balance Sheet - Cash Basis
 April 30, 2015

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$68,018			\$68,018
Cash with Hood River County	612,913	\$43,770	\$97,793	754,476
Petty cash	416			416
Employee draws	1,900			1,900
Total Current Assets	<u>683,247</u>	<u>43,770</u>	<u>97,793</u>	<u>824,810</u>
TOTAL ASSETS	<u>\$683,247</u>	<u>\$43,770</u>	<u>\$97,793</u>	<u>\$824,810</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,005			\$1,005
Total Current Liabilities	<u>1,005</u>	<u>0</u>	<u>0</u>	<u>1,005</u>
Total Liabilities	<u>1,005</u>	<u>0</u>	<u>0</u>	<u>1,005</u>
Fund Balances:				
Unassigned	<u>682,242</u>	<u>43,770</u>	<u>97,793</u>	<u>823,805</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$683,247</u>	<u>\$43,770</u>	<u>\$97,793</u>	<u>\$824,810</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Ten Months Ended April 30, 2015

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$325	\$55,525		\$55,850
Property tax revenues - current year	731,459			731,459
Property tax revenues - prior year	13,673			13,673
Fines and fees	11,029			11,029
Intergovernmental revenue	44,826	18,167		62,993
Interest revenue	2,446		\$315	2,761
Miscellaneous	0			0
Total Revenues	<u>803,758</u>	<u>73,692</u>	<u>315</u>	<u>877,765</u>
Expenditures:				
Personal services:				
Wages and salaries	316,255	11,351		327,606
Employee benefits	107,630	5,270		112,900
Total Personal Services	<u>423,885</u>	<u>16,621</u>	<u>0</u>	<u>440,506</u>
Materials and services:				
Bank charges	191			191
Building lease	3,700			3,700
Building maintenance	20,569			20,569
Telecommunications and bandwidth	8,907			8,907
Collection development	50,665	14,357		65,022
Technology	4,467			4,467
Accounting and auditing	12,260			12,260
Courier	1,482			1,482
Custodial services	17,230			17,230
Technical services	6,156	4,798		10,954
Library consortium	10,500			10,500
Copiers	849			849
Elections expense	0			0
Furniture and equipment	2,867	1,294		4,161
Insurance	3,872			3,872
Landscape maintenance	10,831			10,831
Legal services	1,837			1,837
Dues and subscriptions	2,784			2,784
Miscellaneous	404			404
Postage and freight	726			726
Printing	856			856
Programs	11,949	5,721		17,670
Advertising	833			833
Supplies - office	14,842			14,842
Travel	3,842			3,842
Training	1,304			1,304
Board development	764			764
Utilities	31,328			31,328
Total Materials and Services	<u>226,015</u>	<u>26,170</u>	<u>0</u>	<u>252,185</u>
Capital outlay	0		10,095	10,095
Total Expenditures	<u>649,900</u>	<u>42,791</u>	<u>10,095</u>	<u>702,786</u>
Revenues Over Expenditures	<u>153,858</u>	<u>30,901</u>	<u>(9,780)</u>	<u>174,979</u>
Other Financing Sources (Uses)				
Operating transfers in			50,000	50,000
Operating transfers out	(50,000)			(50,000)
Total Other Financing Sources (Uses)	<u>(50,000)</u>	<u>0</u>	<u>50,000</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	<u>103,858</u>	<u>30,901</u>	<u>40,220</u>	<u>174,979</u>
Fund Balance - July 1, 2014	578,384	12,869	57,573	648,826
Fund Balance - April 30, 2015	<u>\$682,242</u>	<u>\$43,770</u>	<u>\$97,793</u>	<u>\$823,805</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

General Fund

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

For the One Month and Ten Months Ended

April 30, 2015

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenues:							
Donations and grants	\$0	\$42	(\$42)	\$325	\$417	(\$92)	\$500
Tax revenues - current	4,142	3,670	472	731,459	709,240	22,219	734,957
Tax revenues - prior year	1,128	1,250	(122)	13,673	12,500	1,173	15,000
Fines and fees	1,103	833	270	11,029	8,333	2,696	10,400
Intergovernmental revenue	4,497	5,198	(701)	44,826	51,979	(7,153)	62,375
Interest revenue	278	333	(55)	2,446	3,333	(887)	4,000
Miscellaneous	0	42	(42)	0	417	(417)	500
Total Revenues	11,148	11,368	(220)	803,758	786,219	17,539	827,732
Expenditures:							
Personal services:							
Wages and salaries	33,327	33,160	(167)	316,255	331,612	15,357	397,934
Payroll taxes and benefits:							
Retirement	2,544	2,443	(101)	23,441	24,425	984	29,309
Social security	2,550	2,426	(124)	24,153	24,261	108	29,113
Workers' compensation	32	100	68	163	1,000	837	1,200
Health insurance	6,401	8,000	1,599	54,863	80,000	25,137	96,000
Unemployment insurance	666	571	(95)	5,010	5,709	699	6,850
Total Personal Services	45,520	46,700	1,180	423,885	467,007	43,122	560,406
Materials and services:							
Bank charges	16	17	1	191	167	(24)	200
Building lease	0	675	675	3,700	6,750	3,050	8,100
Building maintenance	1,498	1,667	169	20,569	16,667	(3,902)	20,000
Telecommunications and bandwidth	797	800	3	8,907	8,000	(907)	9,600
Collection development	4,001	5,250	1,249	50,665	52,500	1,835	63,000
Technology	22	917	895	4,467	9,167	4,700	11,000
Accounting and auditing	0	1,867	1,867	12,260	18,667	6,407	22,400
Courier	52	83	31	1,482	833	(649)	1,000
Custodial services	1,723	1,808	85	17,230	18,078	848	21,693
Technical services	289	333	44	6,156	3,333	(2,823)	4,500
Library consortium	0	958	958	10,500	9,583	(917)	11,500
Copiers	94	104	10	849	1,041	192	1,250
Elections expense	0	250	250	0	2,500	2,500	3,000
Furniture and equipment	268	250	(18)	2,867	2,500	(367)	3,000
Insurance	0	333	333	3,872	3,333	(539)	4,000
Landscape maintenance	0	667	667	10,831	6,667	(4,164)	8,000
Legal services	363	208	(155)	1,837	2,083	246	2,500
Dues and subscriptions	412	292	(120)	2,784	2,917	133	3,500

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund**

**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis
For the One Month and Ten Months Ended
April 30, 2015**

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Miscellaneous	0	83	83	404	833	429	1,000
Postage and freight	66	125	59	726	1,250	524	1,500
Printing	300	83	(217)	856	833	(23)	1,000
Programs	1,960	2,083	123	11,949	20,833	8,884	25,000
Advertising	310	83	(227)	833	833	0	1,000
Supplies - office	1,522	1,458	(64)	14,842	14,583	(259)	17,000
Travel	0	333	333	3,842	3,333	(509)	4,000
Training	400	167	(233)	1,304	1,667	363	2,000
Board development	0	83	83	764	833	69	1,000
Utilities	2,698	3,227	529	31,328	32,271	943	38,725
Total Materials and Services	16,791	24,204	7,413	226,015	242,055	16,040	290,468
Capital Outlay	0	0	0	0	0	0	0
Transfer to Equipment Reserve	0	0	0	50,000	50,000	0	50,000
Contingency	0	0	0	0	100,000	100,000	100,000
Total Expenditures	62,311	70,904	8,593	699,900	859,062	159,162	1,000,874
Change in Fund Balance	(\$51,163)	(\$59,536)	\$8,373	\$103,858	(\$72,843)	\$176,701	(\$173,142)

**HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund**

**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis
For the One Month and Ten Months Ended
April 30, 2015**

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Revenues:							
Donations and grants	\$400	\$24,499	(\$24,099)	\$55,525	\$244,999	(\$189,474)	\$294,000
Intergovernmental revenue	1,631	0	1,631	18,167	0	18,167	0
Total Revenues	<u>2,031</u>	<u>24,499</u>	<u>(22,468)</u>	<u>73,692</u>	<u>244,999</u>	<u>(171,307)</u>	<u>294,000</u>
Expenditures:							
Personal services	0	2,339	2,339	16,621	23,391	6,770	28,068
Materials and services:	705	3,750	3,045	26,170	37,500	11,330	45,000
Capital outlay	0	18,750	18,750	0	187,500	187,500	225,000
Total Expenditures	<u>705</u>	<u>24,839</u>	<u>24,134</u>	<u>42,791</u>	<u>248,391</u>	<u>205,600</u>	<u>298,068</u>
Change in Fund Balance	<u>\$1,326</u>	<u>(\$340)</u>	<u>\$1,666</u>	<u>\$30,901</u>	<u>(\$3,392)</u>	<u>\$34,293</u>	<u>(\$4,068)</u>

See Independent Accountants' Compilation Report

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 Ten Months Ended
April 30, 2015

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenues:							
Interest revenue	\$42	\$33	\$9	\$315	\$333	(\$18)	\$400
Other Financing Sources							
Transfer from General Fund	0	4,167	(4,167)	50,000	41,667	8,333	50,000
Total Revenues and Other Sources	<u>42</u>	<u>4,200</u>	<u>(4,158)</u>	<u>50,315</u>	<u>42,000</u>	<u>8,315</u>	<u>50,400</u>
Expenditures:							
Materials and services	0	0	0	0	0	0	0
Capital outlay	550	5,000	4,450	10,095	50,000	39,905	60,000
Total Expenditures	<u>550</u>	<u>5,000</u>	<u>4,450</u>	<u>10,095</u>	<u>50,000</u>	<u>39,905</u>	<u>60,000</u>
Change in Fund Balance	<u>(\$508)</u>	<u>(\$800)</u>	<u>\$292</u>	<u>\$40,220</u>	<u>(\$8,000)</u>	<u>\$48,220</u>	<u>(\$9,600)</u>

See Independent Accountants' Compilation Report

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

For the Ten Months Ended April 30, 2015

	Newspaper Digitization	SDAO Safety 2014	Foundation Grants	Friends of the Library	Foster Donation	LSTA Outreach 2014	LSTA Outreach 2015	RTR 2015	Total
Revenues:									
Donations and grants	\$0	\$0	\$40,000	\$8,750	\$2,000	\$0	\$0	\$4,775	\$55,525
Intergovernmental revenue						18,167			18,167
Total Revenues	0	0	40,000	8,750	2,000	18,167	0	4,775	73,692
Expenditures:									
Personal services:									
Wages and salaries						9,826	1,525		11,351
Employee benefits						4,569	701		5,270
Total Personal Services	0	0	0	0	0	14,395	2,226	0	16,621
Materials and services:									
Collection development			10,621	3,736					14,357
Technical services	4,798			4,223				1,498	4,798
Programs				1,294					5,721
Furniture and equipment									1,294
Total Materials and Services	4,798	0	10,621	9,253	0	0	0	1,498	26,170
Capital outlay	0	0	0	0	0	0	0	0	0
Total Expenditures	4,798	0	10,621	9,253	0	14,395	2,226	1,498	42,791
Net Change in Fund Balance	(4,798)	0	29,379	(503)	2,000	3,772	(2,226)	3,277	30,901
Fund Balance - July 1, 2014	5,440	3,000	0	4,429	0	0	0	0	12,869
Fund Balance - April 30, 2015	\$642	\$3,000	\$29,379	\$3,926	\$2,000	\$3,772	(\$2,226)	\$3,277	\$43,770

See Independent Accountants' Compilation Report

Circulation, 2014-15

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	424	394	441	463	402	363	400	393	407	427			4,114
Video	1,162	1,246	1,202	1,592	1,499	1,553	1,823	1,548	1,401	1,202			14,228
Fiction	1,162	1,120	926	993	931	876	945	945	1,070	957			9,925
Large print	74	65	73	70	60	63	73	57	46	60			641
Nonfiction	922	897	939	900	783	879	1,010	814	910	869			8,923
Spanish	103	81	42	59	118	129	188	85	75	82			962
Magazines	303	224	240	205	205	283	236	262	216	218			2,392
New books	796	807	734	754	638	772	791	743	728	693			7,456
Graphic novels	69	56	60	50	63	71	97	70	77	98			711
Devices	3	1	1	2	1	1	5	0	2	0			16
Miscellaneous	27	29	29	28	25	31	37	28	21	25			280
Young adult collection	398	336	199	185	164	176	205	146	200	151			2,160
Children's audio	272	236	189	241	183	182	209	221	282	238			2,253
Children's new books	584	602	463	501	439	408	443	314	475	372			4,601
Board Books	281	183	189	225	168	146	187	226	241	231			2,077
Children video	807	762	678	718	620	640	785	625	715	660			7,010
Children's fiction	1,201	1,064	693	640	602	567	752	715	730	634			7,598
Children's nonfiction	463	430	373	287	282	162	364	326	319	382			3,388
Picture books	1,058	895	817	891	655	568	835	815	889	848			8,271
Readers	452	337	276	375	266	294	477	402	393	326			3,598
Holiday books	28	19	39	176	156	285	83	62	54	35			937
Children's graphic novels	299	282	188	145	154	164	191	195	224	181			2,023
Children's Spanish	66	140	168	171	84	123	151	117	161	117			1,298
Theme bags & book kits	18	12	15	11	4	22	13	26	21	25			167
TOTAL	10,972	10,218	8,974	9,682	8,502	8,758	10,300	9,135	9,657	8,831	0	0	95,029

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	5	3	10	10	3	1	8	4	11	5			60
Video	40	45	23	50	71	49	92	36	38	36			480
Fiction	28	40	21	41	29	28	41	30	28	23			309
Large print	1	1	1	0	0	0	0	0	0	1			4
Nonfiction	26	17	14	12	12	11	26	25	6	16			165
Spanish	0	0	0	0	0	0	0	0	0	0			0
Magazines	1	0	0	3	3	2	1	5	0	1			16
New books	6	11	6	12	9	10	11	12	10	6			93
Graphic novels	0	0	0	0	1	1	2	3	1	1			9
Devices	0	0	0	0	0	0	0	0	0	0			0
Miscellaneous	0	0	0	0	0	0	0	0	2	0			2
Young adult collection	0	1	0	5	4	2	6	2	3	1			24
Children's audio	2	0	2	0	0	0	0	3	2	0			9
Children's new books	1	1	1	0	0	2	3	3	0	0			11
Board Books	5	3	1	2	0	9	2	13	13	4			52
Children video	38	36	23	28	14	21	8	11	17	16			212
Children's fiction	18	9	9	11	5	8	11	9	3	3			86
Children's nonfiction	18	7	17	7	3	10	8	3	6	5			84
Picture books	23	11	9	7	2	3	17	17	24	18			131
Readers	20	15	8	10	5	14	11	2	7	0			92
Holiday books	0	0	2	6	5	3	2	5	6	1			30
Children's graphic novels	4	11	0	5	3	0	2	4	5	0			34
Children's Spanish	0	0	0	1	0	0	0	0	0	0			1
Theme bags & book kits	0	0	0	0	0	0	0	0	0	0			0
TOTAL	236	211	147	210	169	174	251	187	182	137	0	0	1,904

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	3	3	2	2	0	2	1	5	7			27
Video	45	57	48	52	50	28	37	22	51	80			470
Fiction	31	11	10	13	13	7	15	52	60	54			266
Large print	0	3	0	0	0	0	1	3	0	0			7
Nonfiction	22	10	10	8	14	7	7	11	20	22			131
Spanish	7	9	3	3	13	8	6	26	11	5			91
Magazines	22	8	13	9	13	3	7	25	13	26			139
New books	6	5	1	4	6	2	3	5	8	15			55
Graphic novels & comics	2	0	1	0	0	0	0	2	0	1			6
Devices	0	0	0	0	0	0	0	0	0	0			0
Miscellaneous	0	1	0	0	1	0	0	0	1	0			3
Young adult collection	6	4	1	1	3	3	3	3	5	0			29
Children's audio	5	2	1	3	1	2	0	0	4	3			21
Children's new books	0	3	0	1	1	2	2	5	1	4			19
Board Books	5	2	20	9	3	2	9	8	11	4			73
Children video	47	23	40	36	25	10	41	21	42	20			305
Children's fiction	38	27	20	34	23	23	22	25	22	15			249
Children's nonfiction	19	5	27	12	3	3	29	34	33	16			181
Picture books	74	55	123	132	29	36	46	58	49	21			623
Readers	38	8	33	48	37	66	26	16	18	5			295
Holiday books	3	2	3	2	2	3	1	2	1	0			19
Children's graphic novels	7	4	10	26	32	22	10	13	4	8			136
Children's Spanish	6	5	11	12	9	0	4	22	6	6			81
Theme bags	0	0	0	1	0	0	0	0	0	0			1
TOTAL	385	247	378	408	280	227	271	354	365	312	0	0	3,227

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	431	400	454	475	407	364	410	398	423	439	0	0	4,201
Video	1,247	1,348	1,273	1,694	1,620	1,630	1,952	1,606	1,490	1,318	0	0	15,178
Fiction	1,221	1,171	957	1,047	973	911	1,001	1,027	1,158	1,034	0	0	10,500
Large print	75	69	74	70	60	63	74	60	46	61	0	0	652
Nonfiction	970	924	963	920	809	897	1,043	850	936	907	0	0	9,219
Spanish	110	90	45	62	131	137	194	111	86	87	0	0	1,053
Magazines	326	232	253	217	221	288	244	292	229	245	0	0	2,547
New books	808	823	741	770	653	784	805	760	746	714	0	0	7,604
Graphic novels & comics	71	56	61	50	64	72	99	75	78	100	0	0	726
Devices	3	1	1	2	1	1	5	0	2	0	0	0	16
Miscellaneous	27	30	29	28	26	31	37	28	24	25	0	0	285
Young adult collection	404	341	200	191	171	181	214	151	208	152	0	0	2,213
Children's audio	279	238	192	244	184	184	209	224	288	241	0	0	2,283
Children's new books	585	606	464	502	440	412	448	322	476	376	0	0	4,631
Board Books	291	188	210	236	171	157	198	247	265	239	0	0	2,202
Children video	892	821	741	782	659	671	834	657	774	696	0	0	7,527
Children's fiction	1,257	1,100	722	685	630	598	785	749	755	652	0	0	7,933
Children's nonfiction	500	442	417	306	288	175	401	363	358	403	0	0	3,653
Picture books	1,155	961	949	1,030	686	607	898	890	962	887	0	0	9,025
Readers	510	360	317	433	308	374	514	420	418	331	0	0	3,985
Holiday books	31	21	44	184	163	291	86	69	61	36	0	0	986
Children's graphic novels	310	297	198	176	189	186	203	212	233	189	0	0	2,193
Children's Spanish	72	145	179	184	93	123	155	139	167	123	0	0	1,380
Theme bags	18	12	15	12	4	22	13	26	21	25	0	0	168
TOTAL	11,593	10,676	9,499	10,300	8,951	9,159	10,822	9,676	10,204	9,280	0	0	100,160

Interlibrary loans, 2014-15

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	675	661	706	750	556	688	795	795	880	940			7,446
Borrowed from Sage	654	672	648	698	572	648	777	626	655	723			6,673
<i>Sage difference</i>	21	-11	58	52	-16	40	18	169	225	217	0	0	773

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	34	40	58	48	41	36	49	54	46	37			443
Borrowed from Sage	48	31	58	67	42	39	58	40	30	33			446
<i>Sage difference</i>	-14	9	0	-19	-1	-3	-9	14	16	4	0	0	-3

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	34	22	47	44	35	26	36	29	34	35			342
Borrowed from Sage	87	56	46	11	20	35	28	21	49	30			383
<i>Sage difference</i>	-53	-34	1	33	15	-9	8	8	-15	5	0	0	-41

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	743	723	811	842	632	750	880	878	960	1,012	0	0	8,231
Borrowed from Sage	789	759	752	776	634	722	863	687	734	786	0	0	7,502
<i>Sage difference</i>	-46	-36	59	66	-2	28	17	191	226	226	0	0	729
Checked out by non-Sage	35	23	23	32	16	19	18	23	20	15			224
Borrowed from non-Sage	7	3	2	3	7	10	12	9	5	3			61
<i>Non-Sage difference</i>	28	20	21	29	9	9	6	14	15	12	0	0	163

Computer use, 2014-15

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	977	905	1,056	845	680	553	884	700	890	776			8,267
Cascade Locks	202	156	102	132	91	133	112	99	116	63			1,207
Parkdale	63	42	34	40	30	19	22	45	39	50			382
TOTAL	1,242	1,103	1,192	1,016	801	705	1,019	844	1,044	888	0	0	9,855

Electronic resource use, 2014-15

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
<i>Searches</i>	86	37	109	78	598	297	1,107	374	191	426			3,303
<i>Image views</i>	18	23	2	11	35	43	786	87	40	42			1,087
<i>Text views</i>	30	2	14	22	184	38	177	156	98	172			893
Answerland													
<i>Questions answered</i>	7	10	9	8	3	18	4	3	N/A	N/A	N/A	N/A	62
Auto Repair Ref Ctr	15	14	2	2	7	2	1	3	7	2			55
Facebook													
<i>Posts</i>	16	14	11	8	8	4	9	6	15	8			99
<i>New likes</i>	14	12	12	11	22	16	17	9	19	13			145
<i>Post views</i>	2,724	2,113	1,806	1,258	2,051	669	684	426	1,894	997			14,622
<i>Post feedback</i>	401	275	234	148	243	45	58	69	181	91			1,745
<i>Total likes</i>	885	892	903	912	933	948	963	967	954	961			N/A
Gale databases													
<i>In library</i>	0	40	0	1	53	0	1	41	0	40			176
<i>Remote</i>	43	47	4	5	51	129	135	13	8	13			448
Heritage Quest													
<i>Searches</i>	14	5	0	80	36	104	131	30	75	145			620
<i>Citations views</i>	17	1	0	69	96	1,006	2,587	63	30	90			3,959
hoodriverlibrary.org													
<i>Visits</i>	3,438	3,572	3,892	3,808	3,796	2,518	2,845	2,517	3,185	2,987			32,558
<i>Unique visitors</i>	2,259	2,326	2,575	2,445	2,608	1,683	1,838	1,643	2,013	2,040			N/A
<i>Pageviews</i>	7,249	7,655	7,710	8,116	7,060	4,561	5,215	4,760	5,931	5,364			63,621
Instagram													
<i>Posts</i>	7	3	1	2	3	0	1	2	12	0			31
<i>Post feedback</i>	11	6	2	3	14	0	1	3	29	0			69
<i>Followers</i>	45	51	59	67	70	N/A	N/A	95	100	0			N/A
LearningExpress	0	0	0	0	0	0	0	0	0	1			1

Library2go

<i>EPUB & PDF e-books</i>	127	112	100	114	98	112	103	109	124	90	1,089
<i>Kindle e-books</i>	155	169	162	183	212	198	166	166	184	143	1,738
<i>Read online</i>	31	22	15	17	19	16	23	13	19	26	201
<i>MP3 audiobooks</i>	182	238	195	203	218	213	234	205	230	243	2,161
<i>WMA audiobooks</i>	51	46	51	50	28	13	14	10	12	17	292
<i>Other</i>	53	51	59	62	64	64	65	54	74	89	635

Newsletter

<i>Subscribers</i>	698	694	694	692	687	0	686	682	681	0	N/A
<i>Messages sent</i>	2	1	0	1	1	0	1	1	2	0	9
<i>Opened</i>	35.3%	36.3%	N/A	46.0%	44.5%	N/A	42.8%	40.1%	39.7%	N/A	40.7%
<i>Click rate</i>	1.0%	1.0%	N/A	0.9%	2.1%	N/A	5.0%	6.7%	3.2%	N/A	2.8%

Pronunciator

<i>Registrations</i>	26	19	19	3	5	2	3	0	1	1	79
<i>Logins</i>	41	26	40	8	13	9	16	0	4	3	160

TumbleBooks

	236	186	5,506	5,234	2,102	1,705	2,611	4,615	3,826	4,041	30,062
--	-----	-----	-------	-------	-------	-------	-------	-------	-------	-------	--------

Twitter

<i>Tweets</i>	15	7	6	6	8	0	10	5	16	9	82
<i>@ replies and retweets</i>	8	3	10	2	0	0	7	0	7	16	53
<i>Total followers</i>	286	297	307	316	325	325	337	347	359	380	N/A

Patron statistics, 2014-15

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month	2,000	1,950	1,678	1,727	1,596	1,614	1,821	1,805	1,769	1,725			N/A
New patrons	152	134	86	124	90	100	103	109	82	92	0	0	1,072
<i>Hood River</i>	115	89	60	80	65	73	71	83	56	68			760
<i>Cascade Locks</i>	5	6	2	11	0	7	3	2	3	0			39
<i>Odell</i>	3	10	3	5	5	5	4	1	1	2			39
<i>Parkdale</i>	11	10	5	8	6	1	5	3	2	8			59
<i>MIX libraries</i>	15	15	13	16	13	2	17	16	15	10			132
<i>Sage libraries</i>	2	4	3	4	1	12	3	4	5	3			41
<i>Passport libraries</i>	0	0	0	0	0	0	0	0	0	0			0
<i>Other</i>	1	0	0	0	0	0	0	0	0	1			2

Metropolitan Interlibrary eXchange (MIX) statistics, 2014-15

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Registered patrons	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Camas													N/A
Clackamas Co.													N/A
Fort Vancouver													N/A
Multnomah Co.													N/A
Washington Co.													N/A
Circulation First circs	0	0	0	0	0	477	606	682	587	502	0	0	2,854
Camas						0	0	0	0	0			
Clackamas Co.						5	0	12	0	0			
Fort Vancouver						462	596	640	565	469			
Multnomah Co.						2	0	13	17	33			
Washington Co.						8	10	17	5	0			
Renewals	835	814	788	924	598	197	275	235	224	304	0	0	5,194
Camas	0	0	0	0	0	0	0	0	0	0			0
Clackamas Co.	0	0	1	2	2	0	2	1	0	0			8
Fort Vancouver	802	801	767	894	574	196	272	231	216	300			5053
Multnomah Co.	29	11	15	3	5	0	0	3	6	4			76
Washington Co.	4	2	5	25	17	1	1	0	2	0			
TOTALS	835	814	788	924	598	674	881	917	811	806	0	0	8048

Program statistics, 2014-15

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	12	14	10	15	13	5	16	17	21	21			144
<i>Attendees</i>	716	637	403	472	785	101	634	459	1,061	1,138			6,406
Children's programs													
<i>Number</i>	53	38	17	31	21	23	27	27	42	42			321
<i>Attendees</i>	2,375	1,314	474	1,568	619	540	905	1,576	2,147	2,575			14,093
Young adult programs													
<i>Number</i>	11	11	7	13	11	5	12	8	7	11			96
<i>Attendees</i>	166	177	173	310	221	39	286	287	218	550			2,427
TOTAL													
<i>Number</i>	76	63	34	59	45	33	55	52	70	74	0	0	561
<i>Attendees</i>	3,257	2,128	1,050	2,350	1,625	680	1,825	2,322	3,426	4,263	0	0	22,926

Program statistics, July 2014

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Outreach to Odell Zumba		Odell	Jul 7,10,14,17,31	130
Library Book Club: <i>Orphan Train</i>		Hood River	Jul 3	3
History of the Bonneville Dam	Army Corps of Engineers	Cascade Locks	Jul 10	6
Ancient Cataclysmic Floods of the Pacific Northwest	Ice Age Floods Institute	Hood River	Jul 12	46
Conversation program: Beyond human	Oregon Humanities Gorge Technology Alliance	Hood River	Jul 19	16
Odell Coalition presentation		Odell	Jul 21	500
Unbroken Web: The Art of Ellen and Lucy Begay		Hood River	Jul 24	5
History of the Cloud Cap Inn	U.S. Forest Service	Parkdale	Jul 29	10
Total				716
<i>CHILDREN'S PROGRAMS</i>				
Storytime (baby/toddler)		Hood River	Jul 3,10,17,24,31	83
Storytime (preschool)		Hood River	Jul 3,10,17,24,31	95
Storytime (Cascade Locks)		Cascade Locks	Jul 5,12,19,26	5
Crafternoons		Hood River	Jul 3,10,17	95
Outreach storytime: El Rinconcito trailer park		Hood River	Jul 2,9,16,23,30	42
Outreach storytime: Learning Farm Preschool		Hood River	Jul 1,8,15,22,29	228
Chess Club		Hood River	Jul 1,8,15,22,29	45
Mid Valley migrant summer school outreach	Mid-Valley Elementary	Odell	Jul 2,7,9,14,16,21	578
Mid Valley library storytime	Mid-Valley Elementary	Odell	Jul 8,15	45
Mad Science		Hood River	Jul 2	130
Mad Science		Cascade Locks	Jul 2	46
Mad Science	Mid-Valley Elementary	Odell	Jul 2	250
You're Electric puppet show		Hood River	Jul 9	135
Visit from Vacation Bible School		Hood River	Jul 16	25
Buster's Red Nose Revue		Hood River	Jul 16	100
Buster's Red Nose Revue		Parkdale	Jul 16	18
Bilingual Comedy with Angel Ocasio	Mid-Valley Elementary	Odell	Jul 16	300
Giant bubbles		Cascade Locks	Jul 17	28
Juggler Charlie Brown	Mid-Valley Elementary	Odell	Jul 23	16
Lego Club		Parkdale	Jul 26	7
Mid Valley library visit		Hood River	Jul 29	24
Red Yarn Puppet Show		Hood River	Jul 30	80

Total			2,375
<i>YOUNG ADULT PROGRAMS</i>			
Minecraft server signups		July	21
Teen craft: Frankenbears	Hood River	Jul 1	4
Teen Speak Advisory Committee	Hood River	Jul 5	8
Literary Trivia Challenge meetings	Hood River	Jul 5,12	20
Zine making	Hood River	Jul 8	3
Knights of Veritas: The science of swordfighting	Hood River	Jul 10	39
Teen craft: Melted crayon art	Hood River	Jul 15	5
Teen craft: Mini weapons of mass destruction	Hood River	Jul 22	7
Literary Trivia Challenge promotion at farmer's market	Hood River	Jul 31	50
Harry Potter's birthday party	Hood River	Jul 31	9
Total			166

Program statistics, August 2014

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Outreach: Odell Zumba		Odell	Aug 11,14,18,25,28	230
Megafloods on Earth, Mars, and beyond	Columbia Gorge Chapter of the Ice Age Floods Institute	Hood River	Aug 2	22
Tales and Trails (Jason Waicunas)		Cascade Locks	Aug 5	5
Library Book Club: <i>Too Much Happiness</i>		Hood River	Aug 8	8
Folk music concert (Adam Miller)		Hood River	Aug 12	24
See to Read program	Oregon Lions, Oregon Elks, Oregon Library Association, Elks Children's Eye Clinic at OHSU's Casey Eye Institute, Oregon Lions Sight and Hearing Foundation, Hood River Lions	Hood River	Aug 19	7
Spanish movie: Chavez		Odell	Aug 19	50
Gorge Archeology	USDA Forest Service	Hood River	Aug 20	15
At Home in the Wild	Peter Marbach	Parkdale	Aug 20	26
Outreach: Odell Coalition meeting		Odell	Aug 21	250
Total				637
<i>CHILDREN'S PROGRAMS</i>				
Storytime (baby/toddler)		Hood River	Aug 7,14,21,28	65
Storytime (preschool)		Hood River	Aug 7,14,21,28	120
Crafternoons	G. Williker's Toy Shoppe	Hood River	Aug 7,14,21,28	48
Outreach storytime: Rinconcito trailer park		Hood River	Aug 6,13,20,27	19
Chess Club		Hood River	Aug 5,12,19,26	27
Outreach storytime: Learning Farm Preschool		Hood River	Aug 5,12,19,26	190
The Noise Guy		Hood River	Aug 6	90
Friday craft		Parkdale	Aug 12	2
Teatro Calamari		Hood River	Aug 13	120
Reptile Man	Parkdale Community Church	Parkdale	Aug 16	19
Reptile Man		Cascade Locks	Aug 16	45
Reptile Man	Turtle Island Foods	Hood River	Aug 20	350
Rinconcito trailer park field trip to library		Hood River	Aug 20	10
Outreach: Hood River farmers' market		Hood River	Aug 28	30
Star Wars party		Cascade Locks	Aug 28	16
Pirate party picnic	Hood River Hobbies	Hood River	Aug 29	150

Storytime	Cascade Locks	Aug 9,16,30	10
Lego Club	Cascade Locks	Aug 30	3
Total			1,314
<i>YOUNG ADULT PROGRAMS</i>			
Minecraft server		Aug	20
Water party	Hood River	Aug 1	15
Teen Speak Advisory Committee	Hood River	Aug 2	3
Teen craft: Photograms	Hood River	Aug 5	3
Literary Trivia Challenge meetings	Hood River	Aug 9,16,21,23,30	43
Library lock-in	Hood River	Aug 16-17	28
Literary Trivia Challenge: Harry Potter	Hood River	Aug 22	65
Total			177

Program statistics, September 2014

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Library Book Club		Hood River	Sep 4	6
Friends' volunteer fair	Friends	Hood River	Sep 23	22
Outreach to Zumba	St. Francis House Providence	Odell	Sep 4,8,11,15,18,22,29	340
Book swap	El Mercado del Valle	Odell	Sep 20	35
Total				403
<i>CHILDREN'S PROGRAMS</i>				
Storytime (baby/toddler)		Hood River	Sep 4,11	43
Storytime (preschool)		Hood River	Sep 4,11	45
Storytime (combined)		Hood River	Sep 18,25	82
Storytime		Cascade Locks	Sep 13	3
Chess Club		Hood River	Sep 2,9,16,23,30	33
Outreach storytime: Learning Farm Preschool		Hood River	Sep 2,9,16,23,30	268
Total				474
<i>YOUNG ADULT PROGRAMS</i>				
Minecraft server players			All month	20
Literary Trivia Challenge meetings		Hood River	Sep 20	8
Literary Trivia Challenge class visits		Hood River	Sep 23,26,29,30	120
Wyeast Middle School open house		Odell	Sep 23	25
Total				173

Program statistics, October 2014

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Library Book Club: Life After			Oct 2	7
Technology assistance sessions		Hood River	Oct 25	1
Outreach: Odell Zumba		Hood River	Oct 2,6,13,20,23	210
Outreach meetings in Odell		Odell	Oct 9,15,21,22,28	91
Local author fair	Waucoma Bookstore	Hood River	Oct 8	55
Live show on Radio Tierra	Radio Tierra	Countywide	Oct 25	100
Family history resources presentation		Hood River	Oct 30	8
Total				472
<i>CHILDREN'S PROGRAMS</i>				
Storytime (baby/toddler)		Hood River	Oct 2,9,16,23,30	112
Storytime (preschool)		Hood River	Oct 2,9,16,23,30	112
Parkdale Elementary visits		Parkdale	Oct 17,21,24	134
Outreach storytime: Rinconcito		Hood River	Oct 8,15,22,29	58
Outreach storytime: Learning Farm Preschool		Hood River	Oct 7,14,21,28,31	263
Outreach storytime: Westside Elementary		Hood River	Oct 22	22
Chess Club		Hood River	Oct 7,14,21,28	20
Lego Club		Parkdale	Oct 25	12
Boy Scouts chess activity		Hood River	Oct 29	35
Outreach: Halloween promotion of Dia de los Muertos		Hood River	Oct 31	100
Halloween party		Hood River	Oct 31	700
Total				1,568
<i>YOUNG ADULT PROGRAMS</i>				
Teen Speak Advisory Committee		Hood River	Oct 4	3
Minecraft logins				15
Literary Trivia Challenge: Maze Runner		Hood River	Oct 10	30
Literary Trivia Challenge class visits		Hood River	Oct 6,8,9,10	180
Literary Trivia Challenge meetings		Hood River	Oct 4,9,11,18,25	52
HRVHS Girls Group		Hood River	Oct 22	30
Total				310

Program statistics, November 2014

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Dia de los Muertos altars	Kim Lindemyer	Hood River	Nov 1	208
We Are What We Eat: Connecting Food and Citizenship	Oregon Humanities	Hood River	Nov 2	5
Outreach: Odell Zumba		Odell	Nov 3,6,10,17,24	190
Dia de los Muertos event	HR Prevention Dep. ATOD Coalition Michoacan Sports Bar & Grill M.A.E.Y Cakes Novedades El Potrillo Juanita's St. Francis House Radio Tierra	Odell	Nov 4	200
Library Book Club: <i>The Bartender's Tale</i> by Ivan Doig		Hood River	Nov 6	8
Death Cafe	Death Cafe	Hood River	Nov 8	30
History of the Pacific Crest Trail	PCT Association	Cascade Locks	Nov 15	4
Mid-Valley migrant parent meeting	Various	Odell	Nov 18	100
Movie night at the Museum	History Museum of HRC	Hood River	Nov 21	40
Total				785
<i>CHILDREN'S PROGRAMS</i>				
Storytime (baby/toddler)		Hood River	Nov 6,13,20	42
Storytime (preschool)		Hood River	Nov 6,13,20	70
Outreach storytime: Rinconcito		Hood River	Nov 5,12,19	28
Outreach storytime: Learning Farm Preschool		Hood River	Nov 4,11,18,25	230
Outreach storytime: Westside Elementary		Hood River	Nov 5,19	46
Chess Club		Hood River	Nov 4,11,18,25	73
Thanksgiving place mat activity		Hood River	Nov 25	65
Jingle Bell Rock Puppet Show		Hood River	Nov 29	65
Total				619
<i>YOUNG ADULT PROGRAMS</i>				
Minecraft server				4
Tarot card display activity				7
Teen Speak Advisory Committee		Hood River	Nov 1	2
Literary Trivia Challenge: <i>Mockingjay</i>		Hood River	Nov 21	35
Literary Trivia Challenge class visits		Hood River	Nov 17,18,20	150
Literary Trivia Challenge meetings		Hood River	Nov 1,8,15,20	23
Total				221

Program statistics, December 2014

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Library book club: <i>Glorious Ambition</i>		Hood River	Dec 4	3
Friends of the Library holiday potluck	Friends	Hood River	Dec 8	65
Hood River Cultural Trust awards presentation	Cultural Trust	Hood River	Dec 10	11
Prevention meeting	County Prevention Dept	Hood River	Dec 17	12
Outreach: Odell Zumba		Odell	Dec 22	10
Total				101
<i>CHILDREN'S PROGRAMS</i>				
Storytime (baby/toddler)		Hood River	Dec 4	27
Storytime (preschool)		Hood River	Dec 4	55
Storytime at Cascade Locks		Cascade Locks	Dec 20,27	7
Outreach stortime: Rinconcito trailer park		Hood River	Dec 3,10,17	36
Outreach storytime: Learning Farm Preschool		Hood River	Dec 16,23,30	165
Outreach storytime: Westside Elementary		Hood River	Dec 17	23
Chess club		Hood River	Dec 2,9,16,23,30	30
Winter celebration		Cascade Locks	Dec 6	40
Door-to-door book handout		Cascade Locks	Dec 22	50
Holiday ornament activity		Hood River	Dec 23	50
Lego Club		Parkdale	Dec 27	12
Movie: <i>Peter and the Wolf</i>		Hood River	Dec 30	45
Total				540
<i>YOUNG ADULT PROGRAMS</i>				
Teen Speak Advisory Committee		Hood River	Dec 6	3
Minecraft server				5
Literary Trivia Challenge meetings		Hood River	Dec 6,12,20	31
Total				39

Program statistics, January 2015

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
New Americans Initiative New Citizenship Classes	Sponsors Organized to Assist Refugees	Hood River	Jan 10,17,24,31	41
Outreach: Odell Zumba	Hood River Providence Hospital St. Francis House	Odell	Jan 5, 8, 12, 15, 22	250
Author Reading and Presentation: Ellen Morris Bishop	Waucoma Bookstore Ice Age Floods Institute	Hood River	Jan 10	160
Concert: Richard Tillinghast and his band One Hum		Hood River	Jan 14	28
Rotary presentation re: website	Hood River Rotary	Hood River	Jan 15	60
Movie Night at the Museum: Maverick	History Museum of Hood River County	Hood River	Jan 16	20
Grave Matters: Cultural differences on life and death	Oregon Humanities	Hood River	Jan 17	38
Radio Tierra DJ meeting	Radio Tierra	Hood River	Jan 18	10
Author Reading: Molly Gloss	Waucoma Bookstore	Hood River	Jan 25	27
Total				634
<i>CHILDREN'S PROGRAMS</i>				
Storytime (baby/toddler)		Hood River	Jan 8,15	61
Storytime (preschool)		Hood River	Jan 8,15	62
Storytime (combined)		Hood River	Jan 22,29	123
Storytime (Cascade Locks)		Cascade Locks	Jan 31	5
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	Hood River	Jan 6,13,20,27	225
Outreach storytime: Westside Elementary	Hood River County School District	Hood River	Jan 7, 21	45
Outreach storytime: Rinconcito trailer park		Hood River	Jan 7,14,21	20
Saturday matinee movies		Hood River	Jan 3,10,17,23,31	77
Chess Club		Hood River	Jan 6,13,20,27	32
La Hora Infantil radio show	Radio Tierra	Hood River	Jan 29	150
Lego Club		Cascade Locks	Jan 31	5
Total				805
<i>YOUNG ADULT PROGRAMS</i>				
Teen Speak Advisory Committee		Hood River	Jan 3	6
Minecraft server				8
Summer Reading video meetings & shoots		Hood River	Jan 10,17,24,25	21
Literary Trivia Challenge meetings		Hood River	Jan 3,10,17,23	26
Literary Trivia Challenge class visits		Hood River	Jan 21,28	225
Total				286

Program statistics, February 2015

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Odell Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	Feb 2,9,12,19,23	280
Library Book Club: Unbroken by Laura Hillenbrand			Feb 5	10
The New Americans Initiative New Citizenship Classes	Sponsors Organized to Assist Refugees	Hood River	Feb 7,14,28	30
Author Reading Vikki Clafin		Hood River	Feb 7	40
Movie Night at the Museum: Homeward Bound	History Museum of Hood River County	Hood River	Feb 20	3
Scrapbooking class by Pam Sanchez		Parkdale	Feb 21	6
Author Reading Rene Knight-Wiler		Hood River	Feb 21	9
Migrant parent meetings	Mid-Valley Elementary School Migrant Program	Odell	Feb 26	10
E-Reader class	Providence Down Manor	Hood River	Feb 27	20
Scrapbooking class by Pam Sanchez		Cascade Locks	Feb 28	15
Author Reading Peter Stark	Waucoma Bookstore	Hood River	Feb 28	36
Total				459
<i>CHILDREN'S PROGRAMS</i>				
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	Hood River	Feb 3,10,17,24	230
Chess Club		Hood River	Feb 3,10,17,24	30
Outreach storytime: Rinconcito trail park		Hood River	Feb 4,11,18,25	30
Oureach storytime: Westside Elementary	Westside Elementary	Hood River	Feb 4,18	48
La Hora Infantil radio show	Radio Tierra	Hood River	Feb 4,11,18,25	1,000
Storytime (combined)		Hood River	Feb 5	63
Storytime (baby/toddler)		Hood River	Feb 12,19,26	81
Storytime (preschool)		Hood River	Feb 12,19,26	76
Cookies & books		Cascade Locks	Feb 17	15
Lego Club		Cascade Locks	Feb 28	3
Total				1,576
<i>YOUNG ADULT PROGRAMS</i>				
Minecraft server		Hood River		10
Literary Trivia Challenge class visits		Hood River	Feb 4	150
Information night at Wyeast Middle School	Wyeast Middle School	Odell	Feb 5	40
Literary Trivia Challenge: Percy Jackson		Hood River	Feb 6	50
Teen Speak Advisory Committee		Hood River	Feb 7	6

Literary Trivia Challenge meetings

Hood River

Feb 7,14,21,28

31

Total

287

Program statistics, March 2015

Event	Cosponsor(s)	Location	Date
<i>ADULT PROGRAMS</i>			
Migrant Meetings	Mid-Valley Elementary School & Migrant Program	Odell	Mar 5
Library Book Club: The Rosie Project by Graeme Simsion		Hood River	Mar 5
Presentation to the Rotary by Sheila Rabun	University of Oregon	Hood River	Mar 5
Radio readings of <i>Into the Beautiful North</i>	Radio Tierra	Countywide	Mar 6,13,20,27
The New Americans Initiative New Citizenship Classes	Sponsors Organized to Assist Refugees	Hood River	Mar 7,14
Feast of Words	Foundation	Hood River	Mar 7
Odell Library @ Zumba Mon's & Thurs's	Hood River Providence Hospital St. Francis House	Odell	Mar 9,15
Hood River County Reads Kick Off	Friends of the Library	Hood River	Mar 15
Hood River County Reads Kick Off	Friends of the Library	Cascade Locks	Mar 17
Hood River County Reads Kick Off	Friends of the Library	Parkdale	Mar 17
Master Gardeners: Propagating seeds for annuals and vegetables	Oregon State University Hood River Extension Center	Hood River	Mar 21
Death Cafe	Death Cafe	Hood River	Mar 22
Family Library Night	Early Intervention	Hood River	Mar 25
Free book handouts at food bank	Friends of the Library FISH Food Bank	Cascade Locks	Mar 25
Astronomy program by Jim White		Hood River	Mar 27
Hood River Reads – Conversation program	Oregon Humanities & Friends of Library	Hood River	Mar 29
Total			
<i>CHILDREN'S PROGRAMS</i>			
Learning Farm Preschool School Story Time	Learning Farm Preschool	Hood River	Mar 3,10,17,24,31
Chess Club		Hood River	Mar 3,10,17,24,31
Outreach storytime: Westside Elementary	Westside Elementary	Hood River	Mar 4,18
La Hora Infantil: Radio Show on Radio Tierra	Radio Tierra	Hood River	Mar 4,11,14,18,25
Outreach storytime: Rinconcito trailer park		Hood River	Mar 4,11,18,25
Storytime (baby/toddler)		Hood River	Mar 5,12,26
Storytime (preschool)		Hood River	Mar 5,12,26
Storytime (Cascade Locks)		Cascade Locks	Mar 7,14
Cookies and books		Cascade Locks	Mar 17
Mid-Columbia Children's Council visit	Mid Columbia Children's Council	Hood River	Mar 18
Storytime (combined)		Hood River	Mar 19
Door-to-door book giveaway		Cascade Locks	Mar 21
Mid-Valley Migrant Spring Break School: Story Time	Mid-Valley Elementary School & Migrant Program	Odell	Mar 23,26

Spring break activity: Yoga camp visit	History Museum of Hood River County	Hood River	Mar 23-25
Spring break activity: Birdhouse craft		Hood River	Mar 24
Spring break activity: Bird presentation	Bill Weiler	Hood River	Mar 24
Spring break activity: Field trip with Rinconcito kids		Hood River	Mar 25
Spring break activity: Tintin party		Hood River	Mar 25
Lego Club (Cascade Locks)		Cascade Locks	Mar 27
Lego Club (Parkdale)		Parkdale	Mar 27
Total			

YOUNG ADULT PROGRAMS

Teen Speak Advisory Committee		Hood River	Mar 7
Literary Trivia Challenge meetings		Hood River	Mar 7, 14, 19, 28
Literary Trivia Challenge class visits	Hood River Middle School	Hood River	Mar 18
Literary Trivia Challenge: Insurgent		Hood River	Mar 20
Total			

Attendees
10
13
65
400
17
250
85
75
15
20
12
9
25
35
15
15
1,061
275
35
48
1,250
24
78
78
6
26
30
67
25
60

12

45

8

6

45

11

18

2,147

5

31

150

30

216

Program statistics, April 2015

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Library book club: <i>Into the Beautiful North</i>	Friends	Hood River	Apr 2	15
Author Reading: Kate Seely-Dyer		Hood River	Apr 2	1
Radio readings of <i>Into the Beautiful North</i>	Radio Tierra	Countywide	Apr 3,10,17,24	400
Concert: Hiroya Tsukamota		Hood River	Apr 8	45
Odell Library @ Zumba	Providence Hospital St. Francis House	Odell	Apr 9,16,20,23,27	220
Hood River Reads Panel: Journey to Hood River	Friends	Hood River	Apr 12	40
OLA conference: Envisioning a Just-in-Time Repository for Oregon Libraries	Oregon Library Association	Eugene	Apr 16	50
OLA conference: Teaching Patrons about Privacy Online	Oregon Library Association	Eugene	Apr 17	70
OLA conference: Privacy technology	Oregon Library Association	Eugene	Apr 17	80
Folklife presentation	University of Oregon	Hood River	Apr 21	5
Movie Matinee: <i>The Magnificent Seven</i>	Friends	Hood River	Apr 19	15
Grave Matters: Death Across Cultures		Hood River	Apr 20	7
Hood River Reads: Urrea presentation	Friends	Hood River	Apr 25	125
Hood River Reads: Urrea presentation	Friends	Odell	Apr 26	65
Total				1,138
CHILDREN'S PROGRAMS				
Outreach storytime: Rinconcito trailer park		Hood River	Apr 1,8,15,22,29	24
La Hora Infantil	Radio Tierra	Countywide	Apr 1,8,15,22,29	1,250
Outreach storytime: Westside Elementary School	Westside Elementary School	Hood River	Apr 1,15,29	74
Storytime (baby/toddler)		Hood River	Apr 2,9,23,30	78
Storytime (preschool)		Hood River	Apr 2,9,23,30	100
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	Hood River	Apr 7,14,21,28	205
Chess Club		Hood River	Apr 7,14,21,28	22
Storytime (Cascade Locks)		Cascade Locks	Apr 11,18	5
Storytime (combined)		Hood River	Apr 16	42
Shakespeare Week: Class visit	Westside Elementary	Hood River	Apr 20	75
Shakespeare Week: Shoebox puppet theatre craft		Hood River	Apr 21	25
Cookies and Books		Cascade Locks	Apr 21	13
Shakespeare Week: Memorize a quote challenge		Hood River	Apr 21-25	50
Shakespeare Week: Movie matinee		Hood River	Apr 22	20
Shakespeare Week: Assembly	Hood River Middle School	Hood River	Apr 23	150
Shakespeare Week: <i>A Comedy of Errors</i>		Hood River	Apr 23	125

Shakespeare Week: Swordplay workshop	CAST	Hood River	Apr 25	12
Shakespeare Week: Play by Sullivan Mackintosh		Hood River	Apr 28	30
Dia de Los Ninos	Providence Hospital St. Francis House, Zumba Fitness Gorge Grown Nuestra Comunidad Sana	Odell	Apr 30	275
Total				2,575
YOUNG ADULT PROGRAMS				
Teen Speak Advisory Committee		Hood River	Apr 4	7
Literary Trivia Challenge meetings		Hood River	Apr 4, 11, 18, 23, 25	38
Literary Trivia Challenge class visits	Hood River Middle School	Hood River	Apr 22, 23	240
Literary Trivia Challenge: <i>The Hobbit</i>		Hood River	Apr 24	25
Hood River County Reads: High school class visits	Friends Hood River Valley High School	Hood River	Apr 27	60
Hood River County Reads: High school auditorium presentation	Friends Hood River Valley High School	Hood River	Apr 27	180
Total				550
HOOD RIVER COUNTY READS BOOKS DISTRIBUTED				
<i>Into the Beautiful North</i> (English)	Friends	Countywide	Mar-Apr	500
<i>Into the Beautiful North</i> (Spanish)	Friends	Countywide	Mar-Apr	175
Other books by Luis Urrea	Friends	Countywide	Mar-Apr	21
<i>Becoming Naomi Leon</i> (English)	Friends	Countywide	Mar-Apr	350
	Friends	Countywide	Mar-Apr	126
Total				1,172

Program statistics, May 2015

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Total				0
<i>CHILDREN'S PROGRAMS</i>				
Storytime (baby/toddler)		Hood River		
Storytime (preschool)		Hood River		
Total				0
<i>YOUNG ADULT PROGRAMS</i>				
Teen Speak Advisory Committee		Hood River		
Total				0

Program statistics, June 2015

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Total				0
<i>CHILDREN'S PROGRAMS</i>				
Storytime (baby/toddler)		Hood River		
Storytime (preschool)		Hood River		
Total				0
<i>YOUNG ADULT PROGRAMS</i>				
Teen Speak Advisory Committee		Hood River		
Total				0

11.15 Family Medical Leave

11.15.1 Generally

The District offers family medical leave of up to twelve weeks in a twelve-month period. The District offers this benefits subject to the terms of ~~under~~ the Oregon Family Leave Act (OFLA).

11.15.2 Scope and Definitions

Family medical leave may be used for any of the following purposes:

- Serious health condition of the employee or family member;
- Disability due to pregnancy or period of absence for prenatal care;
- Birth, adoption, or foster placement of a child under the age of 18; or adoption or foster placement of an adult child who is incapable of self-care because of a physical or mental impairment (includes leave to effectuate the legal process for adoption or foster placement); or
- Illness or injury necessitating home care, other than a serious health condition, for a minor child or adult child substantially limited by a physical or mental impairment.

A “serious health condition” is one that requires inpatient care, poses an imminent danger of death in the near future, or requires constant care. An employee who is unsure whether a medical condition qualifies for family medical leave should contact the Library Director.

"Family members" consist of children (biological, step, adopted, or foster) under the age of 18 or adult children substantially limited by a physical or mental impairment, spouses, parents, grandparents, parents-in-law, same- and opposite-gender domestic partners, children and parents spouses or same- and opposite-gender domestic partners, adult siblings ~~who lives in the employee's household, or legal guardians of children~~ person acting "in loco parentis" (such as guardian or another relative caring for a child).

11.15.3 Eligibility

To qualify for family medical leave, an employee must have been employed with the District for at least 180 days and worked an average of at least twenty hours per week. Employees requesting leave ~~The 20-hour limit does not apply for leave~~ for birth, adoption, or foster placement of a child under age 18 are not subject to the twenty hour minimum. The maximum amount of leave an employee may use at any one time is determined by the twelve-month period beginning the first day the employee takes leave. If more than one family member employed by the District requests leave at the same time, the District may require that the leave be taken at different times ~~depending upon the reason leave is~~

requested and the needs of the District.

11.15.4 Approval

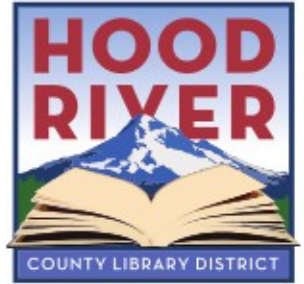
An employee who wishes to take family leave should contact the Library Director to obtain further information and submit a request as well as a medical certification form, if applicable ~~obtain a leave application form~~. Family medical leave is unpaid except as specified in 11.15.5. ~~and e~~ Employees must exhaust all their available sick leave prior to utilizing family medical leave ~~it~~. ~~At the time a leave is approved, an employee should receive information about what paid leave may be used during the family leave.~~ No vacation or sick leave ~~time~~ shall accrue during the leave. Employees may use vacation leave to receive a salary during any unpaid portion of family medical leave, although the time shall still count against the twelve allowable weeks. ~~At the end of any family leave, normally the employee will return to his/her former position. If the former position does not exist for some business reason, the employee may return to an available equivalent position.~~

11.15.5 Additional Family Leave Benefits

In addition to the general provisions of OFLA and those specified here, the District offers additional benefits for employees regularly scheduled for at least twenty hours per week who request family medical leave:

- An employee on family medical leave may continue group medical benefits during any period of family medical leave at the District's expense, up to a maximum of 12 weeks, by making arrangements through the Library Director. The employee still is responsible for any portion of group medical insurance for which they are normally charged.

Financial Management Policy



I. Accounting System

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

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

The accounting system shall include:

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

II. Control Policies and Procedures

The District follows these specific policies and procedures ~~are needed~~ to ensure ~~an effective~~ control environment and an effective accounting system:

1. All financial transactions shall conform to standard accounting procedures; and ~~must conform to~~ Oregon Revised Statutes and Administrative Regulations (ORS).
2. All transactions are authorized properly.
3. Duties are segregated. As much as is practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, books and (3) take ensure custody of the assets resulting from the transaction.
4. Accounting records and documentation are designed and maintained properly.
5. Access to ~~both~~ assets and records is controlled.
6. Accounting data is reviewed periodically and compared to underlying records.
7. All financial ~~related~~ records are retained and secured in accordance with ORS ~~and properly~~.
8. Records no longer required to be retained are destroyed securely.
9. Payroll records and processing are reviewed periodically.
10. Physical assets are reviewed periodically and an inventory asset listing is maintained.
11. The Library Director shall submit the prior month's financial report ~~and a list of all financial transactions for the prior month~~ to the Board of Directors with the packet for the regular monthly meeting.
12. ~~Any and All~~ Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
13. Annual audits shall be performed in compliance with ORS and ~~governmental~~ generally accepted accounting principles (GAAP) for governmental entities.
14. The Library Director and any other staff significantly involved in District financial procedures shall be required to take a vacation of at least five consecutive business days.

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

15. Financial duties shall be rotated to ~~other~~ staff not normally involved in financial procedures for at least a consecutive two-week period. This rotation may coincide with the Library Director and other financial staff's mandatory ~~absence/vacation as explained above~~.

III. Cash and Purchasing

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

1. Cash disbursement:
 - Check-signing authority is limited to the Library Director, ~~Assistant Director or designee, and designated Board Member(s), Board President, and Board Vice-President.~~
 - Two signatures are required on each check: the signature of the Board President, ~~or in his/her absence, Board Vice-President~~ Vice-President; and the signature of the Library Director, ~~or in his/her absence, Assistant Director~~ Library Director's designee.
 - Some regularly-recurring bills and payments may be paid electronically by the Library Director or designee. ~~These bills are limited to electricity, federal and state taxes, garbage, health and dental insurance premiums, internet, natural gas, telephone, and water. Employee salaries, retirement disbursements, and in-lieu health care benefits (See Employee Health Care Benefits Policy) may also be paid electronically. Bills and payments authorized to be paid electronically shall be established annually by Board resolution. Invoices~~ Confirmations of payments must be retained and reviewed by the Board President or Vice-President.
 - Authorization of payment is required by ~~at least~~ the Library Director; or designee.
 - Original invoices shall be attached to checks before signing.
 - Pre-signing any check is ~~specifically~~ prohibited.
 - Blank checks are ~~specifically~~ prohibited.
 - Checks shall be numbered sequentially.
 - The check stock shall contain security safeguards ~~designed to~~ ~~reasonably~~ prevent fraud.
 - The check stock shall be ~~properly~~ secured and use shall be documented.
 - Voided checks shall be defaced and retained in the financial records.
 - Signature stamps are ~~specifically~~ prohibited.
2. Cash handling
 - Daily cash counts shall be performed.
 - Deposits shall be performed weekly or when cash to be deposited exceeds \$500, whichever comes first.
 - Cash till control and reconciliation shall be standard policy.
3. Management shall review ~~of current~~ bank account reconciliations ~~will be required~~ monthly.
4. Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds.
5. Banking shall be conducted according to ORS and applicable accounting practices.
6. Purchasing
 - Original invoices shall be required.
 - Employees of the District shall not ~~also~~ serve as independent contractors to the District.
 - Employees of the District shall not accept ~~any form of~~ consideration from an outside entity while performing ~~their~~ District duties.
7. Vacation reserve
 - The District shall retain a vacation reserve of at least 75 percent of all employees'

outstanding vacation and holiday accrual.

8. Expenditures approval
 - The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the District in excess of \$3,000 with the following exceptions:
 - Purchase of emergency services or materials which cannot be delayed until the next Board meeting but ~~which exceed \$3,000.~~ Such purchases must be approved by the Board President ~~with the limitation that the purchases must and~~ comply with ORS ~~and may not exceed the budgeted allocation for the pertinent expenditure category.~~
 - Payments of monthly statements, composed of ~~several~~ individual invoices not exceeding \$3,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
 - Regular payments on contracts that have been pre-approved by the Board of Directors.
 - The Library Director shall authorize all expenditures or contracts for supplies, materials, equipment, or any contract up to ~~or less than~~ \$3,000 except with the following exceptions: ~~No~~
 - Contracts for legal the services ~~of legal counsel may be awarded without the approval of the Board of Directors.~~
 - ~~Total expenditures within a line-item may not exceed the budgeted allocation of that line-item without the prior approval of the Board of Directors.~~

IV. Credit Cards

The Library Director is authorized to apply for ~~a~~ credit cards in the name of the District ~~from the District's official bank.~~ District credit cards are subject to the following restrictions and controls:

1. Only the following ~~District~~ officials and staff members shall be listed on the District's general purchasing credit card agreements as authorized users:
 - Board President
 - Library Director; and
 - Staff explicitly authorized by the Director.
2. If the District has credit cards used to purchase fuel for District vehicles, only employees who have been approved as drivers may utilize the cards.
3. ~~The~~ District credit cards shall only be used for transactions in which writing a check in advance ~~of the order~~ is either difficult/impossible or would ~~result in a delay in the~~ delivery of goods or services during a time of emergency. ~~The~~ District credit cards also may be used to facilitate travel by employees and officials on District business. Any use of the credit card comply with ~~shall be done in accordance with~~ the District's Financial Management Policy and travel reimbursement procedures ~~policy.~~
4. Use of ~~the~~ District credit cards for to charge any personal purchases is strictly prohibited; ~~regardless of whether the official or employee intends to reimburse the district for the purchase.~~
5. Any official or employee who authorized to use the District credit cards shall submit to the Library Director or designee original receipts for all purchases made ~~with the card~~ as soon as practical after the purchase ~~is made and a receipt received.~~ Each month, the Library Director or designee shall reconcile the receipts submitted with the monthly credit card statements to ensure proper card usage.
6. The Library Director shall ensure that ~~the~~ credit card statements is/are paid in full each month

so that no finance charges are incurred. Copies of ~~each month's~~ credit card statements shall be made available to the Board of Directors upon request.

V. Personnel

Employment policies shall include procedures that reasonably ~~protect ensure protection of~~ District assets:

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

VI. District Assets and Capital Outlay

The Library Director ~~shall will~~ not allow ~~the~~ assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, s/he may not:

1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses to Board members, staff, and the District as required by ORS. -
2. Subject facilities to improper use or insufficient maintenance.
3. Unnecessarily expose the District, its Board, or staff to claims of liability.
4. Make any purchase (1) ~~wherein normally prudent protection has not been given against~~ ~~contrary to state statutes and regulations concerning~~ conflicts of interest; (2) of over \$500 without having obtained comparative prices and quality; (3) of over \$3,000 without evaluating a balance of long-term quality and cost.
5. Fail to protect intellectual property, information, and files from loss or ~~significant~~ damage.
6. Receive, process, or disburse funds under ~~insufficient~~ controls ~~that are insufficient~~ to meet the Board-appointed auditor's standards.
7. Fail to follow state law regarding investment of capital assets in secure instruments.

Capital outlay shall include expenditures on the following:

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

Equipment, including nonexpendable equipment costing less than \$5,000 ~~such as computers and carts~~, must be inventoried. ~~Surplus equipment shall be handled according to the Surplus Property Policy.~~

VII. Surplus Property

The Library Director or designee may declare property surplus that is deemed no longer useful to the

District. Such property may include all tangible assets such as equipment, materials, supplies, and furniture. Surplus property shall be disposed in the following order of preference:

1. Recycled internally: Staff should first deem whether property has use for District purposes other than its original use.
2. Sold or traded: If property is deemed to have significant value, it shall be sold or traded for something of equivalent value. Property shall be sold "as is". If property is deemed of particular use to a library, it shall first be offered for sale to other libraries in the District's consortium or in Oregon. Funds received from sale of property shall be considered miscellaneous income into the fund from which the property was or would have been purchased.
3. Donated: If property is deemed to have little value, it shall be offered for donation if it is not cumbersome to do so. Property also may be donated rather than sold if the donation would provide significant good will benefits to the District. If property is deemed of particular use to a library, it shall first be offered for donation to other libraries in the District's consortium or in Oregon. Unless they are considered of particular value, discarded collection materials shall be donated to the Friends of the Hood River County Library.
4. Discarded: Property that has no value or cannot be sold, traded, or donated shall be discarded. The District prefers to discard property with a service that recycles all or a portion of the property. Otherwise, the District shall discard property through its regular waste disposal service.
 - o Hazardous substances shall be discarded in accordance with proper safety procedures.

Any electronic equipment that stores documents, licensed software, copyrighted material, personal information about District patrons, staff, or Board members, or other sensitive information shall be erased before being disposed per this policy.

Approved by the Board of Directors, March 15, 2011

Last revised, ~~May 19, 2015~~ ~~January 21, 2014~~

Resolution No. 2014-15.010

Resolution amending Financial Management Policy

WHEREAS, the Hood River County Library District Board of Directors wants financial management policies that make fraud more likely to be detected, should it occur; and

WHEREAS, the Board wishes to simplify procedures while ensuring strong financial accountability; and

WHEREAS, the District has outstanding vacation liability and would like to ensure that it has proper funding for it; and

WHEREAS, the District may desire to have additional credit cards to facilitate travel; and

WHEREAS, the District lacks a surplus property policy;

Now, therefore be it RESOLVED, that the Board amends Financial Management Policy as presented in the attached document, delineating expenses that need not come before the Board.

Adopted by the Board of Directors of Hood River County Library District this 19th day of May, 2015.

ATTEST:

Suzanne VanOrman, President

Buzzy Nielsen, Secretary

**Salary Schedule, 2015-16
(Personnel Policies, Appendix A)**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Clerk I	\$10.36 \$21,549	\$10.57 \$21,980	\$10.78 \$22,419	\$10.99 \$22,868	\$11.21 \$23,325	\$11.44 \$23,792	\$11.67 \$24,267
Clerk II	\$11.78 \$24,502	\$12.02 \$24,992	\$12.26 \$25,492	\$12.50 \$26,002	\$12.75 \$26,522	\$13.01 \$27,053	\$13.27 \$27,594
Library Assistant I	\$14.41 \$29,979	\$14.70 \$30,579	\$15.00 \$31,190	\$15.30 \$31,814	\$15.60 \$32,450	\$15.91 \$33,099	\$16.23 \$33,761
Library Assistant II	\$16.63 \$34,581	\$16.96 \$35,273	\$17.30 \$35,979	\$17.64 \$36,698	\$18.00 \$37,432	\$18.36 \$38,181	\$18.72 \$38,944
Librarian I	\$19.02 \$39,562	\$19.40 \$40,353	\$19.79 \$41,160	\$20.18 \$41,983	\$20.59 \$42,823	\$21.00 \$43,679	\$21.42 \$44,553
Librarian II	\$22.69 \$47,195	\$23.14 \$48,139	\$23.61 \$49,102	\$24.08 \$50,084	\$24.56 \$51,086	\$25.05 \$52,107	\$25.55 \$53,149
Library Director	\$32.91 \$68,453	\$33.57 \$69,822	\$34.24 \$71,218	\$34.92 \$72,643	\$35.62 \$74,096	\$36.34 \$75,577	\$37.06 \$77,089

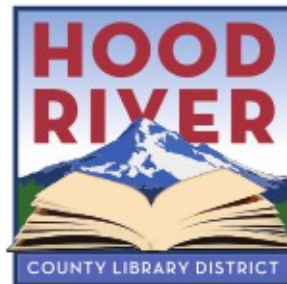
Range approved by the Board of Directors, May 19, 2015
Steps established by Library Director, May 19, 2015

**Salary Schedule, 2014-15
(Personnel Policies, Appendix A)**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Clerk I	\$10.21 \$21,228	\$10.41 \$21,652	\$10.62 \$22,085	\$10.83 \$22,527	\$11.05 \$22,977	\$11.27 \$23,437	\$11.49 \$23,906
Clerk II	\$11.61 \$24,142	\$11.84 \$24,625	\$12.08 \$25,117	\$12.32 \$25,620	\$12.56 \$26,132	\$12.81 \$26,655	\$13.07 \$27,188
Library Assistant I	\$14.20 \$29,536	\$14.48 \$30,127	\$14.77 \$30,729	\$15.07 \$31,344	\$15.37 \$31,971	\$15.68 \$32,610	\$15.99 \$33,262
Library Assistant II	\$16.38 \$34,070	\$16.71 \$34,752	\$17.04 \$35,447	\$17.38 \$36,156	\$17.73 \$36,879	\$18.08 \$37,616	\$18.45 \$38,369
Librarian I	\$18.74 \$38,973	\$19.11 \$39,752	\$19.49 \$40,547	\$19.88 \$41,358	\$20.28 \$42,185	\$20.69 \$43,029	\$21.10 \$43,890
Librarian II	\$22.35 \$46,489	\$22.80 \$47,418	\$23.25 \$48,367	\$23.72 \$49,334	\$24.19 \$50,321	\$24.68 \$51,327	\$25.17 \$52,354
Library Director	\$29.58 \$61,530	\$30.17 \$62,760	\$30.78 \$64,015	\$31.39 \$65,296	\$32.02 \$66,602	\$32.66 \$67,934	\$33.31 \$69,292

Range approved by the Board of Directors, May 20, 2014
Steps established by Library Director, May 20, 2014

Contract for Park Maintenance Services



This contract is between Hood River County Library District, hereafter called “District” and **Give Them Wings, Inc. dba WINGS** hereafter called “Contractor”. District’s supervising representative for this contract is the Library Director or designee as noted in Paragraph 21, Notices. District and Contractor agree to the following:

1. **Effective Date and Duration**

This contract shall become effective on **June 1, 2015**, provided it has been signed by every party and, when required, approved by the District Board of Directors. Unless extended or earlier terminated, this contract shall expire **February 28, 2016**, and District has accepted Contractor’s completed performance. However, expiration or termination shall not extinguish or prejudice District’s right to enforce this contract with respect to:

- a. any breach of Contractor warranty or indemnity; or
- b. any default or defect in Contractor performance that has not been cured.

2. **Statement of Work**

Contractor shall perform the work (“Work”) as set forth in the Statement of Work and these terms and conditions. The Statement of Work, including the delivery schedule for the Work, is contained in the attached Exhibit A.

3. **Consideration**

- a. The maximum, not-to-exceed compensation payable to Contractor under this Contract, which includes any allowable expenses, is \$4,000 for the contract period. District will not pay Contractor any amount in excess of the not-to-exceed compensation for completing the Work, and will not pay for Work performed before the date this Contract becomes effective or after the termination of this Contract. If the maximum compensation is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.
- b. To receive payment Contractor shall submit monthly invoices to the District. All interim payments to Contractor shall be made only in accordance with the terms and conditions of this contract, and according to the following schedule: Contractor will bill District by the 5th of each month, and District will pay that month’s bill in thirty days. For example, June will be billed by July 5th, and will then be paid within thirty days of receipt.

4. **Travel and Other Expenses**

Travel and other expenses of the Contractor shall not be reimbursed by the District.

5. **Independent Contractor; Responsibility for Taxes and Withholding; Retirement System Status**

- a. Contractor shall perform all Work required by this contract as an independent contractor. Although the District reserves the right (i) to determine (and modify) the delivery schedule for the Work and (ii) to evaluate the quality of the completed performance, the

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

District cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the Work.

- b. The Contractor represents and warrants that Contractor (i) is not an employee of Hood River County Library District, (ii) is not currently employed by the Federal Government, and (iii) meets the specific independent contractor standards of ORS 670.600. Contractor is not an "officer," "employee" or "agent" of the District, as those terms are used in ORS 30.265.
- c. Contractor shall indemnify and hold District harmless from payment of all federal or state taxes applicable to any compensation or payments paid to Contractor under this contract and, unless Contractor is subject to backup withholding, District will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to Contractor under this contract, except as a self-employed individual. Contractor has signed Exhibit B.

6. Subcontracts and Assignment; Successors in Interest

Contractor shall not enter into any subcontracts for any of the Work, or assign or transfer any of its interest in this contract, without the prior written consent of District. The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns, if any.

7. No Third Party Beneficiaries

District and Contractor are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

8. Funds Available and Authorized

District has sufficient funds currently available and authorized for expenditure to finance the costs of this contract within the District's current annual budget. Contractor understands and agrees that District's payment of amounts under this contract attributable to work performed is contingent on District budgetary limitations and other expenditure authority sufficient to allow District, in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. District may terminate this contract without penalty or liability to District, effective upon the delivery of written notice to Contractor, with no further liability if District determines that there are insufficient funds available to make payments under this contract.

9. Representations and Warranties.

Contractor represents and warrants to District that

- a. Contractor has the power and authority to enter into and perform this Contract,
- b. this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms,
- c. Contractor has the skill and knowledge possessed by well-informed members of its industry, trade or profession and Contractor will apply that skill and knowledge with care

- and diligence to perform the Work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession, and
- d. Contractor shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work

The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

10. Default; Remedies; Termination

a. Default by Contractor

Contractor shall be in default under this Contract if:

- i. Contractor institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis; or
- ii. Contractor no longer holds a license or certificate that is required for Contractor to perform its obligations under the Contract and Contractor has not obtained such license or certificate within fourteen (14) calendar days after District's notice or such longer period as District may specify in such notice; or
- iii. Contractor commits any material breach or default of any covenant, warranty, obligation or agreement under this Contract, fails to perform the Work under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Contractor's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after District's notice, or such longer period as District may specify in such notice.

b. District's Remedies for Contractor's Default

In the event Contractor is in default under Section 10.a, District may, at its option, pursue any or all of the remedies available to it under this Contract and at law or in equity, including, but not limited to:

- i. termination of this Contract under Section 10e(ii);
- ii. withholding all monies due for Work and Work Products that Contractor has failed to deliver within any scheduled completion dates or has performed inadequately or defectively;
- iii. initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief;
- iv. exercise of its right of setoff.

These remedies are cumulative to the extent the remedies are not inconsistent, and District may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever. If a court determines that Contractor was not in default under Sections 10a, then Contractor shall be entitled to the same remedies as if this Contract was terminated pursuant to Section 10e(i).

c. Default by District

District shall be in default under this Contract if:

- i. District fails to pay Contractor any amount pursuant to the terms of this Contract, and District fails to cure such failure within thirty (30) calendar days after Contractor's notice or such longer period as Contractor may specify in such notice; or

- ii. District commits any material breach or default of any covenant, warranty, or obligation under this Contract, and such breach or default is not cured within thirty (30) calendar days after Contractor's notice or such longer period as Contractor may specify in such notice.
- d. *Contractor's Remedies for District's Default*

In the event District terminates the Contract under Section 10e(i), or in the event District is in default under Section 10c and whether or not Contractor elects to exercise its right to terminate the Contract under Section 10e(iii), Contractor's sole monetary remedy shall be with respect to services compensable on an hourly basis, a claim for unpaid invoices, hours worked within any limits set forth in this Contract but not yet billed, authorized expenses incurred. In no event shall District be liable to Contractor for any expenses related to termination of this Contract or for anticipated profits. If previous amounts paid to Contractor exceed the amount due to Contractor under this Section 10d, Contractor shall pay immediately any excess to District upon written demand.
- e. *Termination*
 - i. *District's Right to Terminate at its Discretion.*

At its sole discretion, District may terminate this Contract:

 - I. For its convenience upon thirty (30) days' prior written notice by District to Contractor;
 - II. Immediately upon written notice if District fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to pay for the Work or Work Products; or
 - III. Immediately upon written notice if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the District's purchase of the Work or Work Products under this Contract is prohibited or District is prohibited from paying for such Work or Work Products from the planned funding source.
 - ii. *District's Right to Terminate for Cause*

In addition to any other rights and remedies District may have under this Contract, District may terminate this Contract immediately upon written notice by District to Contractor, or at such later date as District may establish in such notice, or upon expiration of the time period and with such notice as provided in Section 10e(ii)(B) and 10e(ii)(C) below, upon the occurrence of any of the following events:

 - I. Contractor is in default under Section 10a(i) because Contractor institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - II. Contractor is in default under Section 10a(ii) because Contractor no longer holds a license or certificate that is required for it to perform services under the Contract and Contractor has not obtained such license or certificate within fourteen (14) calendar days after District's notice or such longer period as District may specify in such notice; or
 - III. Contractor is in default under Section 10a(iii) because Contractor commits any material breach or default of any covenant, warranty, obligation or agreement under this Contract, fails to perform the Work under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Contractor's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after District's notice, or such longer period as District may specify in such

notice.

iii. Contractor's Right to Terminate for Cause. Contractor may terminate this Contract with such written notice to District as provided in Sections 10e(iii)(A) and 10e(iii)(B) below, or at such later date as Contractor may establish in such notice, upon the occurrence of the following events:

- I. District is in default under Section 10c(i) because District fails to pay Contractor any amount pursuant to the terms of this Contract, and District fails to cure such failure within thirty (30) calendar days after Contractor's notice or such longer period as Contractor may specify in such notice; or
- II. District is in default under Section 10c(ii) because District commits any material breach or default of any covenant, warranty, or obligation under this Contract, fails to perform its commitments hereunder within the time specified or any extension thereof, and District fails to cure such failure within thirty (30) calendar days after Contractor's notice or such longer period as Contractor may specify in such notice.

11. Records Maintenance; Access

Contractor shall maintain all financial records relating to this contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this contract in such a manner as to clearly document Contractor's performance. Contractor acknowledges and agrees that District and their duly authorized representative shall have access to such financial records and to all other books, documents, papers, plans and writings of Contractor that are pertinent to this contract for the purpose of performing examinations and audits, and making excerpts and transcripts. All such financial records, books, documents, papers, plans, and writings shall be retained by Contractor and kept accessible for a minimum of 6 years, except as required longer by law, following final payment and termination of this contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this contract, whichever date is later.

12. Compliance with Applicable Law

Contractor shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Contract. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Contract: (a) Titles VI and VII of the Civil Rights Act of 1964, as amended; (b) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (c) the Americans with Disabilities Act of 1990, as amended; (d) Executive Order 11246, as amended; (e) the Health Insurance Portability and Accountability Act of 1996; (f) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (g) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (h) ORS Chapter 659, as amended; (i) all regulations and administrative rules established pursuant to the foregoing laws; and (j) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated. District's performance under the Contract is conditioned upon Contractor's compliance with the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 which are incorporated by reference herein.

13. Foreign Contractor

If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this contract.

14. Governing Law; Jurisdiction; Venue

This contract shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit or proceeding (collectively, "claim") between the District and the Contractor that arises from or relates to this contract shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County Library District for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court for the District of Oregon. Contractor by the signature below of its authorized representative, hereby consents to the in personam jurisdiction of said courts.

15. Indemnity

Contractor shall defend (with legal counsel of District's choice), save, hold harmless, and indemnify the Hood River District its officers, employees, agents, and members, from all claims, suits, losses, damages, liabilities, costs, expenses or actions, of any nature whatsoever resulting from, arising out of or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this contract.

16. Insurance

Contractor shall provide as indicated on Exhibit C, attached hereto and incorporated by this reference.

17. Severability

If any term or provision of this Agreement is declared to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

18. Waiver

The failure of the District to enforce any provision of this contract shall not constitute a waiver by the District of that or any other provision.

19. Amendments

District may amend this Contract to the extent permitted by applicable statutes, administrative rule, and as provided in the solicitation documents, if any. The terms of this contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, except by written instrument signed by the parties.

20. Notices

All notices to the respective parties shall either be personally delivered, emailed, or sent certified

mail to the following addresses:

Hood River County Library District
Buzzy Nielsen
502 State St
Hood River, OR 97031
buzzy@hoodriverlibrary.org

Give Them Wings, Inc. dba WINGS
Allyson Pate
2149 W Cascade, #106A, PMB 48
Hood River, OR 97031
allyson@getwings.net

21. **Survival**

All rights and obligations shall cease upon termination or expiration of this Contract, except those rights and obligations set forth in Sections 1, 7, 8, 9, 10, 11, 14, 15, 16, 17, 19 and 22.

22. **Time is of the Essence**

Contractor agrees that time is of the essence under this Contract.

23. **Contractor Certification**

Contractor, by execution of this Contract, acknowledges that s/he has read this Contract, understands it, and agrees to be bound by its terms and conditions.

IT IS SO AGREED:

By _____
Buzzy Nielsen, Library Director

By _____
Allyson Pate, WINGS Executive Director

Date: _____

Date: _____

Exhibit A

Statement of Work

The Work shall include maintenance of all garden areas of the library facility at 502 State St, Hood River, OR 97031. The expected level of maintenance is high to continue the quality of these grounds.

Regular maintenance duties shall include the following:

- Removing moss and vegetation from the concrete wall, sidewalk, and steps along Oak street, the handicapped parking and staff entrance area on the east side of the building, the lamps in the park, and brick/cobblestone ground areas in the Gardens. The wall concrete wall, steps, and benches must not be power-washed. (June)
- Cutting back and digging up invasive species along the north and east perimeters of the Library.
- Sanding (if needed) and applying weather sealant to wooden Park furniture. The District shall provide the weather sealant. (September)
- Removing leaves and other vegetation debris from the plant beds, lawn areas, and walkways (April-October)
- Removing leaves from the plant beds and lawn areas (fall)
- Removing obstructions in ground-level gutters and drains (fall)

Not included in these duties are turf areas, the two south Master Gardener beds, irrigation maintenance, or large tree (over 20' in height) pruning. Dump fees for plant debris should be included in the invoices but billed on a separate line. This Work encompasses only existing beds and borders. Any future beds or borders are not included in this agreement and would be billed separately.

As-needed maintenance duties shall include the following. These items shall be billed as they are done.

- Snow removal from the State and Oak Street sidewalks of the Library and Park as well as all paved paths around the Library and Park. Removal should occur as soon as reasonable after the snow stops falling.
- Removing branches and other debris resulting from inclement weather.
- Removal of graffiti on the Library building or Park structures and paths. Before removing graffiti from the building, the Library Director should be consulted to ensure that no damage will occur to the historic part of the building.
- Cleaning up unmaintained east side of building.

Exhibit B Contractor Data and Certification

Name (tax filing): _____

Address: _____

Citizenship, if applicable:

Non-resident alien Yes No

Business Designation (circle one):

Corporation Partnership Federal Tax ID#: ____ - _____

Sole Proprietorship Governmental/Non-Profit Federal Tax ID# ____ - _____
or SSN#: ____ - ____ - ____

Above payment information must be provided prior to contract approval. This information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers). Information not matching IRS records could subject contractor to 31 percent backup withholding.

Certification: The individual signing on behalf of Contractor hereby certifies and swears under penalty of perjury that: (a) the number shown on this form is Contractor’s correct taxpayer identification; (b) Contractor is not subject to backup withholding because (i) Contractor is exempt from backup withholding, (ii) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c) s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor’s payment of taxes, and to the best of her/his knowledge, Contractor is not in violation of any Oregon tax laws named in ORS 305.380(4), including without limitation the state inheritance tax, gift tax, personal income tax, withholding tax, corporation income and excise taxes, amusement device tax, timber taxes, cigarette tax, other tobacco tax, 9-1-1 emergency communications tax, the homeowners and renters property tax relief program and local taxes administered by the Department of Revenue, including the Multnomah District Business Income Tax, Lane Transit District Tax, Tri-Metropolitan Transit District Employer Payroll Tax, and Tri-Metropolitan District Self-Employment Tax; (d) Contractor is an independent contractor as defined in ORS 670.600; and (e) the supplied Contractor data is true and accurate.

Allyson Pate, WINGS Executive Director

Date

Exhibit C Insurance

During the term of this contract, Contractor shall maintain in force at Contractor's own expense, each insurance noted below:

1. Workers Compensation Insurance for Contractors with one or more workers, as defined by ORS 656.027. Maintaining this insurance is in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.

2. Professional Liability Insurance:
is not required.
is required with a combined single limit or the equivalent, of not less than:

\$200,000	\$500,000	\$1,000,000	\$2,000,000
-----------	-----------	-------------	-------------

for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the services to be provided under this contract.

3. General Liability Insurance:
is not required.
is required with a combined single limit or the equivalent, of not less than:

\$200,000	\$500,000	\$1,000,000	\$2,000,000
------------------	-----------	-------------	-------------

for each claim, incident or occurrence.

4. Automobile Liability Insurance:
is not required.
is required with a combined single limit or the equivalent, of not less than:

Oregon minimums	\$200,000	\$500,000	\$1,000,000
-----------------	-----------	-----------	-------------

for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

5. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to District;

6. Certificates of insurance. As evidence of the insurance coverages required by this contract, the Contractor shall furnish acceptable insurance certificates to District within 30 days of signing this contract. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to District acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the District. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.