

Board of Directors
Regular Meeting Agenda
Tuesday, March 22, 2016, 7.00p
(rescheduled meeting from March 15)
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Suzanne VanOrman, President



- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | VanOrman |
| II. Actual or potential conflicts of interest | VanOrman |
| III. Consent agenda (ACTION) | VanOrman |
| i. Minutes from February 16, 2016, meeting | |
| ii. Gorge Audio Video invoice for children's library theater | |
| iii. Budget Committee and calendar approval | |
| IV. Open forum for the general public | VanOrman |
| V. Reports | |
| i. Friends update | VanOrman |
| ii. Foundation update | Snyder |
| iii. February financial statements | Nielsen |
| iv. Director's report | Nielsen |
| VI. Previous business | |
| i. Strategic planning update | Nielsen |
| ii. Homeless/domestic violence cards | Nielsen |
| VII. New business | |
| i. Janitorial contract renewal (ACTION) | Nielsen |
| ii. Review of Library Director evaluation questions | VanOrman |
| 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. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Board of Directors
Regular Meeting Agenda, Supplementary Info

Tuesday, March 22, 2016, 7.00p

(rescheduled meeting from March 15)

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Library Director Buzzy Nielsen



I. Additions/deletions from the agenda (ACTION)

VanOrman

II. Actual or potential conflicts of interest

VanOrman

III. Consent agenda (ACTION)

VanOrman

i. Minutes from February 16, 2016, meeting

Attachments:

- III.i. Minutes of February 16, 2016, meeting

ii. Gorge Audio Video invoice for children's library theater

Attachments:

- III.ii. Invoice/proposal from Gorge Audio/Video for children's theater upgrade

Gorge Audio/Video installed a great movie theater setup in the storybook theatre at Hood River Library. Already, staff have used the theater to show movies as part of the Odell Bus Project. There are plans to use it several more times already in the next few months for movie and video game programs. Of the total \$3,657.16 cost, \$2,101.00 was paid for by the Friends of the Library, \$830.00 from a donation from the Nichols Fund of the Gorge Community Foundation, and the remaining \$726.16 was paid for from the Library District general fund.

iii. Budget Committee and calendar approval

Attachments:

- III.iii.a. Proposed 2016-17 budget calendar
- III.iii.b. Proposed 2016-17 budget committee

Attached are the final proposals for the 2016-17 budget calendar and budget committee. All proposed budget committee members have agreed to to serve on the committee again and can attend the meetings. The new proposed member is Lani Roberts. She is a retired philosophy professor from Oregon State University and a very active Friends of the Library volunteer, heading up the Thursday book covering group. I believe that her perspective would be different and helpful. Approving the consent agenda would appoint her for a three-year term and approve the proposed budget calendar.

IV. Open forum for the general public

VanOrman

V. Reports

i. Friends update

VanOrman

The Friends of the Library continue their amazing efforts helping the District with everything from processing new materials to shelving to checking items in. Staff rely on the Friends' good work

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regularly. Lately, there have been a lot of item donations that staff and the Friends have been reviewing. There should be plenty of materials for the upcoming booksale on May 12-14. I am considering getting a small storage shed to put outside the staff door at Hood River Library to give the Friends more space to store more donations. Hood River County Reads planning also continues, with the kickoff scheduled for Sunday, April 17, 2.00p at Hood River Library.

ii. Foundation update

Snyder

By the time of the Board meeting, the Foundation's sixth Feast of Words fundraiser will be over. It is on Saturday, March 12, 6.00-9.00p at Hood River Library and focuses on raising funds to makeover the children's area of Hood River Library. I've received quotes on the major projects planned including painting, shortening and reorienting the nonfiction shelves, putting the Spanish and DVD sections on wheels, and purchasing new couches. The shelving will cost much less than I expected, which should mean more funds will be available for other projects. The Foundation also has received about \$2,000 donated in memory of the late Meg Euwer, an influential individual in creating the Foundation and expanding the Hood River Library. Children's Librarian Jana Hannigan hopes to hire an artist to paint a mural above the south wall fiction section that would be paid for with these funds. Euwer's family also donated a painting in she and her husband Gene's honor. I hope to have a reveal event for the painting, which will be hung in the atrium. The painting is of Mt. Hood and was made by friend of the family Edward Sallenbach.

iii. February financial statements

Nielsen

The February financial statements were not available at the time the meeting packet was distributed.

iv. Director's report

Nielsen

Attachments:

- February 2016 usage statistics
- February 2016 programs

Facilities:

- The circuit board in the Hood River Library air handling unit (which controls air conditioning) has been replaced. This will help ensure that it cools more reliably when hotter weather comes.

Personnel:

- I have been asked to run for President of the Oregon Library Association and have agreed to put my name up. The election will be later in the spring.

Programs and services:

- The Odell bus project has been going well. This project is a bus that travels between Odell and the Hood River Library every second and fourth Saturday of the month. We didn't have anybody the first day in February but had 29 the second day! The project is paired with activities at Hood River Library such as bilingual storytimes, food, movies, and video games.
- The Million Page Challenge, a competition between the Pendleton Public Library, a combined team of the Harney and Lake County Libraries, and us, is going well. Patrons are excited, although we currently are in third place, a bit behind Pendleton. Monday, March 14, is the last day to turn in reading pages.

- Bilingual Outreach Specialist Patty Lara-Martinez has expanded her Spanish-language radio show to include a twice-monthly informational program about library and other services available in the community. An estimated 150-200 people listen to it.
- Hood River Library is a little busier than usual. The White Salmon Valley Community Library is being renovated in February and early March, so many of their patrons are visiting us. The White Salmon Library has a reopening party on Tuesday, March 15, from 1-5p.
- February checkouts were 9.6% higher than last February. About a third of the increase is accounted for by the increased usage by White Salmon patrons.
- Program involvement was 40% higher than last February.

VI. Previous business

i. Strategic planning update

Nielsen

Attachments:

- VI.i.a. Strategic plan visioning session invitees
- VI.i.b. Visioning session invitation
- VI.i.c. Visioning session draft agenda.

There has not been much strategic plan activity since the last meeting. I mailed invitations to the April 2 community visioning retreat and am starting to receive responses. Board members and staff will be responsible for following up on contacting people who did not respond. During the meeting, we will divvy up contacting those who have not yet responded. I've included a copy of the invitation along with a draft agenda. Please let me know if you have suggestions for the agenda. I plan to ask Ron Rivers, Chair of the County Commission, to discuss the state of the County.

ii. Homeless/domestic violence cards

Nielsen

Attachments:

- VI.ii.a. Proposed Library Card Policy revisions
- VI.ii.b. Resolution 2015-16.10, amending Library Card Policy

Per our discussion at the February meeting, I have proposed adding a homeless/shelter card to our policy. This card would be aimed at individuals who are homeless, live in a domestic violence shelter, or otherwise have unstable living situations. After reviewing other library policies and discussing the issue with staff, I propose that the card be limited to two concurrent items checked out, one hold on an HRCLD item only, good in-person only at HRCLD locations, and a three month expiration. Staff and believe that these restrictions would protect public resources while still providing service to these needy individuals. Helping Hands is particularly excited by this possibility and plans to help us by keeping track of cards for their clients.

The attached revision also includes a few other card types that the District already issues but that I wanted to make more explicit in our policy:

- *Institutional cards:* Used for businesses or organizations that want to use library services for business purposes. These are primarily used by senior housing facilities right now. Assistant Director Rachael Fox plans to use these cards to help provide expanded service to seniors.
- *MIX and OLPP cards:* I added entries in the policy for these types of cards to specify what restrictions those cards have.

VII. New business

i. Janitorial contract addendum (ACTION)

Nielsen

Attachments:

- VII.i.a. 2015-18 janitorial contract with Clean-All Janitorial
- VII.i.b. 2016-17 addendum to janitorial contract

We have a three-year contract with local business Clean-All Janitorial to clean Hood River Library, empty garbage cans in the Georgiana Smith Memorial Gardens, and clean the windows, carpet, and vinyl tile annually. We have been pleased with their service thus far. The firm has actually not increased their monthly charge (\$1,723) since we started with them four years ago. They are not proposing an increase to our base charge this year either.

I propose a few changes to the contract this year, which will increase our monthly cost. They are highlighted in red in the contract addendum

- Adding weekly cleaning of Parkdale Library. Staff have been doing it thus far, which has been inconsistent. I'd like to employ Clean-All to do this work, in addition to annually cleaning the windows and carpet. Janitorial services in the library itself are not a part of our lease agreement for the facility. Parkdale service will cost an additional \$200 per month.
- Emptying Gardens garbage cans weekly all year round. The previous contract only had weekly service May-September, which staff have found to be insufficient. This will cost an additional \$25 per month.

The proposed monthly cost will be \$1,958 per month. I budgeted for a potential increase to the contract this fiscal year, so our budget is sufficient to cover the cost.

ii. Review of Library Director evaluation questions

VanOrman

Attachments:

- VII.ii.a. Library Director Evaluation Policy
- VII.ii.b. Board of Directors evaluation questions
- VII.ii.c. Community member evaluation questions
- VII.ii.d. Library Director evaluation questions
- VII.ii.e. Staff evaluation questions

I am reviewed annually at the June Board meeting. The process is delineated in the Library Director Evaluation Policy. It's a 360° process. I evaluate myself, the staff evaluates me, selected community members evaluate me, and finally, with those previous three evaluations, the Board evaluates me. The questions use a 1-5 scale, with optional comments. The process typically runs from May through June, with the review happening at the June regular Board meeting, usually in executive session (although my evaluation is considered a public record, unlike other staff). The process goes like this:

1. The Board reviews and approves the questions.
2. In May, I am given two weeks to complete my self-evaluation. It mainly consists of narrative.
3. At the same time, the staff and community members (which consists of the Presidents of the Friends and Foundation plus other individuals selected by the Board) are given their questions, which are distributed via online survey. The Assistant Director administers the online surveys

using the District's SurveyMonkey account.

4. Once all three of those evaluations are completed, they're compiled by the Assistant Director and given to the Board to assist in completing their evaluations.
5. Once the Board is completed, I am given a week before the June meeting to review the evaluation.
6. At the June meeting, the evaluation meeting happens. At that time, the Board determines whether to renew my annual contract and if a step increase is warranted.
7. The evaluation goes into my personnel file.

Please look over the questions to determine if they capture what you'd like for each of the four groups. I do not have any suggested changes to the process or the questions this year. These questions need formal approval.

VIII. Agenda items for next meeting

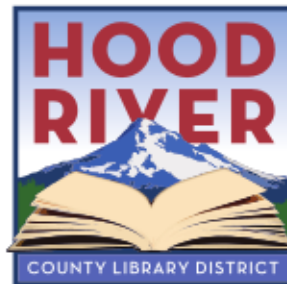
VanOrman

- Cascade Locks Library lease agreement
- Draft strategic plan review

IX. Adjournment

VanOrman

Board of Directors
Regular Meeting Minutes
Tuesday, February 16, 2016, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Suzanne VanOrman, President
Minutes prepared by Library Director Buzzy Nielsen



Present: Rachael Fox (staff), Buzzy Nielsen (staff), John Schoppert, Jean Sheppard, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION)

VanOrman

President VanOrman called the meeting to order at 7.00p. Nielsen requested to add a New Business item about an Employee Assistance Program (EAP) to discuss before the controlled substances policy. He also asked to add an item regarding library cards for the homeless and domestic violence shelter residents. Snyder moved to approve the agenda as presented. Vaivoda seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

VanOrman

None stated.

III. Consent agenda (ACTION)

VanOrman

i. Minutes of January 19 meeting

ii. 2016 property and liability bill

iii. Legal updates to sick leave, pay transparency, and trial period policies

Nielsen noted that District legal counsel Jeff Baker had no suggested edits to the Personnel Policies revisions. Schoppert moved to adopt the consent agenda as presented. Snyder seconded. The motion carried unanimously.

IV. Open forum for the general public

VanOrman

No public present.

V. Reports

i. Friends update

VanOrman

There were no additional updates to the written report in the meeting packet.

ii. Foundation update

Snyder

There were no additional updates to the written report in the meeting packet.

iii. December and January financial statements

Nielsen

The Board reviewed the December 2015 and January 2016 financial statements. There were no questions. Nielsen noted that he met with Tara Kamp of Pauly Rogers and Co., the District's auditors. They discussed the pros and cons of cash versus accrual basis budgeting. The District currently uses cash basis budgeting. Nielsen wanted to discuss this as currently revenues and expenditures are not

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recorded to the fiscal year in which they occur. However, accrual basis would require more work on the Director and accountants' side. Both cash and accrual basis are legitimate accounting methods. The Board felt it would be better to stick with cash basis accounting.

iv. Director's report

Nielsen

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

- Saturday, February 13, was the first day of the Library Express (LEX) Bus to Odell. Unfortunately, there were no participants, but staff have ideas to promote the program more.
- The District is involved with a grant being written by the Four Rivers Early Learning Hub (which covers Hood River County) to expand preschool access in Odell and Cascade Locks. If Four Rivers receives the grant, the District would increase the time of some of the children's staff to help with the project. These costs would be covered by the grant.
- Some library staff are involved with a group informally known as the Gorge Coalition on Aging to plan a Gorge-wide discussing of aging. They hope to distribute free copies of *Being Mortal: Medicine and What Matters in the End* by Atul Gawande. The District's involvement is connected to its Grave Matters program on death and dying.
- Thanks to donations from the Richard and Kathleen Nichols Fund of the Gorge Community Foundation and the Friends of the Library, the Hood River Library children's area now has a movie theater setup and sound system in the Storybook Theatre. Staff hope to use this for a variety of programs throughout the year.
- Snyder asked about what the status is for the District getting its own courier vehicle. Nielsen stated that it's not one of his top priorities right now due to the strategic plan, technology plan, and Cascade Locks move. However, he still intends to get a courier vehicle, hopefully through a grant. Currently, the District pays mileage to its volunteer courier driver. This system works. The District's current policies adequately address use of personal vehicles for District business.

VI. Previous business

i. Strategic plan update

Nielsen

Nielsen distributed some preliminary information that consultant Penny Hummel received from the six focus groups she conducted for the 2016-21 strategic plan. In general, people are happy with the District. They identified opportunities in expanded accessibility at Hood River Library, reaching out to seniors and Spanish speakers, keeping up with technology, and increasing awareness of the library's services. The Board discussed accessibility issues at Hood River Library. Senior and disabled patrons find it difficult because they sometimes have to walk a long way to a parking pay station. The incline on State Street often makes opening their car doors challenging, too. The Board is unsure how these problems can be addressed but hopes to get help from the City about it.

VII. New business

i. SDAO conference report

Nielsen/Schoppert

Nielsen reported about his experiences at the Special Districts Association of Oregon (SDAO) conference in the meeting notes. Schoppert also attended and was impressed by the conference, SDAO staff, and more. He learned many things about government ethics, personnel management, and the importance of documenting incidents. He said that the networking opportunities were excellent.

ii. Oregon ethics law training

Nielsen

The Board watched a twenty-minute training on Oregon government ethics laws. The training was designed by SDAO and loaded onto an online training platform called SafePersonnel, which the District uses to help train employees on a variety of topics such as safety, anti-discrimination, and more. The Board watched the training in its entirety and completed the quiz. The training was a part of SDAO's insurance best practices, and completing it gives the District a two percent discount on its property and liability insurance.

iii. Ethics revisions to Governance and Personnel Policies (ACTION)

Nielsen

The Board discussed revisions to the Board Governance and Personnel Policies to revise and add ethics provisions. Nielsen distributed recommendations from the District legal counsel Baker to both the Governance and Personnel policies. His comments were mainly minor wording changes. The Board reviewed them. For the Board Governance Policy, Snyder suggested removing "official compensation" as something Board members could receive as compensation, even though it's legal to do so. Since the creation of the District, the Board has considered their job to be a volunteer one and have eschewed anything other than reasonable reimbursement. The rest of the Board agreed. Snyder moved to pass Resolution 2015-16.09, adding ethics provisions to the Board Governance Policy including Baker's edits and removing official compensation from the draft. Sheppard seconded. The motion carried unanimously. Snyder moved to approve new ethics provisions to the Personnel Policies, including Baker's suggestions. Sheppard seconded. The motion carried unanimously.

iv. 2016-17 budget

Nielsen

The Board reviewed the budget calendar and had no suggested changes. They also discussed potential new Budget Committee members, with Nate DeVol not renewing his position. VanOrman suggested current Friends co-president Buck Parker. Nielsen will ask him.

Nielsen asked the Board if they had particular areas on which they'd like him to focus on the budget. He will watch what happens with the minimum wage and plans to budget to replace the aging Oak Street sidewalk. Snyder suggested budget extra for facilities and continuing the focus on collections. The upcoming strategic plan also likely will determine some budget priorities.

v. Employee Assistance Program

Nielsen

Nielsen asked the Board if they were interested in offering an Employee Assistance Program, where employees could have a limited number of mental health and other clinical visits. It would cost between \$1,200-1,500 per year, if offered to all employees. Many Board members commented that such programs are used infrequently. This may especially be the case given that an increasing number of the employees have benefits through the District. Nielsen will inquire if the staff would use such a service.

vi. Update to controlled substances policy (ACTION)

Nielsen

The Board considered an updated version of the controlled substances policy in the Personnel Policies. Nielsen distributed comments by the District's legal counsel. He only had a few grammatical suggestions. Sheppard moved to approve the Controlled Substances portion of the Personnel Policies as amended by District legal counsel. Snyder seconded. The motion carried unanimously.

vii. Cards for homeless/domestic violence shelter

Nielsen

The library has several homeless patrons and patrons who live in the domestic violence shelter. Currently, these patrons aren't allowed to get library cards because either a) they can't verify an address or 2) residents of temporary shelters have historically lost several thousand dollars of materials. Nonetheless, these populations are very at-risk, and staff would like to find ways to serve them in a way that minimizes loss. Several other libraries have cards for homeless patrons and people in temporary situations. Nielsen asked if the Board was willing to have such a card. The Board expressed interest and is willing to do a six-month pilot program. Nielsen will bring a revision to the Library Card Policy with this new card type.

VIII. Agenda items for next meeting

VanOrman

- Strategic planning update
- Final budget committee and calendar approval
- Cascade Locks lease agreement for new facility
- Reviewing library Director evaluation questions
- Renewing Hood River Library janitorial contract
- Update to Library Card Policy allowing homeless/temporary shelter cards

IX. Adjournment

VanOrman

The meeting adjourned at 8.16p.

Theater Upgrade

Hood River Library

502 State St,
Hood River, OR 97031
541-386-2535



Presented By:

Gorge Audio Video

1450 Tucker Rd.
PO Box 806
Hood River, OR 97031 USA
541.386-9337
www.gorgeaudiovideo.com

Modified: 2/15/2016

Revision: 0

* Price Includes Accessories

Presented By: Gorge Audio Video

Project Name: Theater Upgrade

Project No.: GORGE-7929

2/15/2016

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Theater

AV System



1	Acer MR.JKY11.00B	\$1,013.99
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This chic white series of projectors gives you Full HD 1080p widescreen cinematic enjoyment with images in living color! Enhanced color technologies, ultra-high dynamic contrast ratio and HDMI connectivity effortlessly deliver brilliant games and entertainment right in the comfort of your living room.



3	Arlington CE1	\$9.15
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Single Gang Entrance Plate
Reversible cable entrance plate makes pulling wires through the wall easy and quick. Because of the quality of their products, Arlington is one of the only product lines we distribute rather than engineer and build ourselves. Our hope is that you will find the convenience of purchasing them from us will save you time and effort during your busy day.



3	Arlington LV1	\$5.10
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Single Gang Low Voltage Retrofit Mounting Bracket



1	Binary Cables B6-HD-7.5	\$59.12
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B6-Series GripTek High Speed HDMI Cable with Ethernet, 7.5 Meter



3	Electrical Receptacle	\$440.00
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This package includes all installation and material to add an electrical receptacle

* Price Includes Accessories

Presented By: Gorge Audio Video

Project Name: Theater Upgrade

Project No.: GORGE-7929

2/15/2016

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Gorge Audio Video



1 **Elite M100UWH** \$119.74

100-inch Diagonal, 16:9 Aspect Ratio. View Size: 49.0" H x 87.2" W. Overall Size: 59.6" H x 93.5" W. Black Case.
Screen Material: MaxWhite, 1.1 Gain. Multi-layer weave, 180 degree wide viewing angle, fully black backed front projection screen with textured surface. 4K Ultra HD and Active 3D Projection Ready. GreenGuard and GreenGuard GOLD Certified | UL 2818. Mildew resistant, and easy to clean with soap and water.
Auto-Locking mechanism provides a wide range of height settings, and screen lanyard allows for easy operation.
Includes wood screws and drywall anchors for wall or ceiling installation. Optional 6" and 12" L brackets available.
2 Year Manufacturer's Warrant



1 **Gorge Audio/Video Installation** \$400.00

Installation includes physical install, optimization, programming (unless shown separately), commissioning, troubleshooting if necessary, and end-user instruction



1 **Pioneer P-VSX-830-K** \$372.11

Pioneer® VSX-830-K 5.2-Channel AV Receiver With Built-In Bluetooth® and Wi-Fi®
Pioneer's innovative approach to the networked home theater experience starts with the VSX-830-K. Offering a host of new features, the VSX-830-K is one of the most versatile AV receivers, letting you stream your favorite content and control it all from the palm of your hand. High-Definition Copy Protection (HDCP 2.2), built-in Wi-Fi and Bluetooth connectivity, a seven-Language icon-based Graphical User Interface (GUI), and an Apple® iOS®/Android™ Wi-Fi Setup App are just a few of this receiver's advanced features.



1 **Polk Audio TL1600** \$377.11

TL Series 5.1 System with Powered Subwoofer



3 **Sanus WMS3B** \$59.10

Tilt and Swivel Wall-Ceiling Speaker Mount Pair Black Black Finish

* Price Includes Accessories

Presented By: Gorge Audio Video

Project Name: Theater Upgrade

Project No.: GORGE-7929

2/15/2016

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1 **SnapAV B3-SUB-2** \$8.12

There's nothing entry-level about Binary B3 cables. From the low-profile connector body for even the tightest installs, to the ultra-flexible cable jacket that makes wire management easier, you'll appreciate the installer-friendly details that go into all Binary B3 cables.



1 **SnapAV B3-Y-RCA-2M1F** \$5.13

There's nothing entry-level about Binary B3 cables. From the low-profile connector body for even the tightest installs, to the ultra-flexible cable jacket that makes wire management easier, you'll appreciate the installer-friendly details that go into all Binary B3 cables.



1 **SnapAV B4-HD-.7** \$7.53

Bulky connector heads can create head-aches when hanging flat panels or sliding a DVD player into a cabinet. That's why we engineered this HDMI cable with connectors that are up to 50% shorter than the competition, and the cable itself is more flexible to go places the other guys can't. We didn't invent the HDMI cable - we just made it a whole lot better.



1 **Sony BDPS3500** \$110.52

300+ streaming apps: Netflix, YouTube, Hulu Plus, Amazon Instant Video & more, Mirror your Android compatible mobile devices screen on your TV with Miracast technology

PlayStation Now: Stream and enjoy PlayStation 3 games, Full HD 1080p Blu-ray Disc playback & DVD upscaling, New Wi-Fi module provides excellent stability and speed for improved streaming performance

Easy access to apps and functions with a new and customizable User Interface, Control & browse from mobile devices with TV SideView, Quick Start/Load to watch movies faster than ever

Enjoy music, photos and video via front USB slot, Experience HD sound with Dolby TrueHD and dts-Master Audio, Energy Star 3.0 compliant



1 **Strong SM-PROJ-M-BLK** \$60.90

Strong Universal Projector Mount up to 30 lbs, Non-NPT Thread, Black



1 **Strong SR-SHELF-FIXED-2U** \$51.58

Fixed Rack Shelf 2U, includes locking top clamp and rear brackets

* Price Includes Accessories

Presented By: Gorge Audio Video

Project Name: Theater Upgrade

Project No.: GORGE-7929

2/15/2016

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1

Universal Remote Control MRF-260

\$128.04

So that you can enjoy your home control system to the fullest, your installer will recommend the RF Base Station that best suits your needs, and program it to be operated transparently by the remote control of your choice. Base Stations are small boxes about the size of a paperback book that sit out-of-sight and receive the radio frequency RF commands from the remote. They then translate these signals into commands that your various components can understand. The benefit to you: no more pointing, because RF passes harmlessly through walls, doors and floors. That means that you can store all of your equipment behind closed doors in cabinet furniture. You gain many other versatile features, including the ability to turn off all of the TVs in the house with a single button press, for example, or adjust music volume while out on the patio.

Experience the freedom of control wherever and whenever you want with MRF-260s operating your equipment.



1

Universal Remote Control MX-450

\$213.93

The affordable MX-450 is an exercise in cutting edge design combining extraordinary functionality with a beautiful color interface. Whether you are controlling one component or two dozen, the MX-450 keeps you in control. With three main pages that support up to 24 audio or video components your remote can expand with your home theater. Go beyond text and experience engaging graphical icons for devices, activities and popular favorite channels.

The MX-450 revolution doesn't stop with form and function; it extends to powerful installation tools. Universal Remote Control has provided advanced functions that allow custom installers to fine tune your remote for your needs. The built-in remote program navigator allows your installer to program and edit in real-time directly on the LCD screen.

The only stand alone, customizable remote control that allows your installer to archive your unique program file.



1

Wire Assembly - 5.1 Surround Sound System

\$215.99

This package includes all wiring to support 5.1 channel surround. 3 channels are front left/center/right, 2 channels are side surround and 1 subwoofer (placement flexible.) The wiring can support any combination of in ceiling, in wall, surface mount, or motorized speakers. Wiring shall exceed power handling for most A/V Receivers. Layout shall meet THX regulations.

AV System Total: **\$3,657.16**

Theater Total: **\$3,657.16**

Project Subtotal: **\$3,657.16**

* Price Includes Accessories

Presented By: Gorge Audio Video

Project Name: Theater Upgrade

Project No.: GORGE-7929

2/15/2016

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Project Summary

Total Installation Price:	\$3,657.16
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Grand Total:	\$3,657.16
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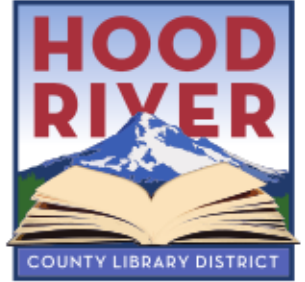
Client:

Date

Contractor: **Gorge Audio Video**

Date

2016-2017 Budget Calendar



Wednesday, April 27, 2016

Publish 1st Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Wednesday, May 4, 2016

Publish 2nd Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Tuesday, May 10, 2016, 6.00 - 8.00p, at Hood River Library

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

Tuesday, May 17, 2016, 6.00 - 7.00p, at Hood River Library

Second Budget Committee Meeting

(if necessary)

- Budget Committee deliberations and questions

Saturday, June 11, 2016

Publish financial summaries and Notice of Budget Hearing

(one publication, 5 – 30 days before hearing)

Tuesday, June 21, 2016, 7.00p, at Hood River Library

Public hearing

- Meeting to adopt budget, appropriate funds, and levy property taxes

Tuesday, July 5, 2016

Deliver notice of property tax form LB-50 to County Tax Assessor

(by July 15)

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

2016-17 Budget Committee

Last Name	First Name	Email Address	Phone #	Term expires
Bayer	Jen	jmbayer7@gmail.com	509-637-0970	6/2018
Hockett	Monica Zorza	mhockett@hoodriverhr.com	541-716-0061	6/2016
Hogan	Nick	nickhogancpa@gmail.com	541-490-2825	6/2017
Roberts	Lani	laniroberts@outlook.com	541-250-9027	9/2019
VonLubken	Erick	vloinc@hoodriverelectric.net	541-354-2056	6/2017

Budget Officer

Nielsen	Buzzy	buzzy@hoodriverlibrary.org	541-387-7062	N/A
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Hood River County Library District
Balance Sheet - Cash Basis
February 29, 2016

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Current Assets:					
Cash in bank - Columbia State Bank	\$145,520				\$145,520
Cash with Hood River County	725,050	\$61,327	\$57,348	\$10,166	853,891
Petty cash	416				416
Total Current Assets	<u>870,986</u>	<u>61,327</u>	<u>57,348</u>	<u>10,166</u>	<u>999,827</u>
TOTAL ASSETS	<u>\$870,986</u>	<u>\$61,327</u>	<u>\$57,348</u>	<u>\$10,166</u>	<u>\$999,827</u>

LIABILITIES & FUND BALANCES

Liabilities					
Current Liabilities					
Payroll liabilities	\$1,248				\$1,248
Total Current Liabilities	<u>1,248</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,248</u>
Total Liabilities	<u>1,248</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,248</u>
Fund Balances:					
Unassigned	869,738	61,327	57,348	10,166	998,579
TOTAL LIABILITIES & FUND BALANCES	<u>\$870,986</u>	<u>\$61,327</u>	<u>\$57,348</u>	<u>\$10,166</u>	<u>\$999,827</u>

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Eight Months Ended February 29, 2016

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Revenues:					
Donations and grants	\$0	\$37,534			\$37,534
Property tax revenues - current year	752,859				752,859
Property tax revenues - prior year	14,546				14,546
Fines and fees	8,542				8,542
Intergovernmental revenue		23,998		\$39,347	63,345
Interest revenue	1,911		\$327		2,238
Miscellaneous					0
Total Revenues	777,858	61,532	327	39,347	879,064
Expenditures:					
Personal services:					
Wages and salaries	231,153	12,210		26,618	269,981
Employee benefits	84,797	5,507		2,335	92,639
Total Personal Services	315,950	17,717	0	28,953	362,620
Materials and services:					
Bank charges	128				128
Building rental	500				500
Building maintenance	9,771	3,216			12,987
HVAC	6,435				6,435
Elevator	1,211				1,211
Telephone	3,129				3,129
Internet	3,400				3,400
Collection development	47,530	6,529			54,059
Technology	1,956				1,956
Accounting and auditing	19,700				19,700
Courier	1,104				1,104
Custodial services	13,934				13,934
Technical services	3,014				3,014
Library consortium	11,340				11,340
Copiers	673				673
Elections expense	0				0
Furniture and equipment	2,281	4,684			6,965
Insurance	4,254				4,254
Georgiana Smith Memorial Garden	8,376	7,505			15,881
Legal services	2,063				2,063
Professional services	4,362				4,362
Dues and subscriptions	1,798				1,798
Miscellaneous	224				224
Postage and freight	421				421
Printing	245				245
Programs	9,954	6,985			16,939
Advertising	295				295
Supplies - office	8,501				8,501
Travel	2,714			228	2,942
Training	344				344
Board development	761				761
Electricity	11,978				11,978
Garbage	922				922
Natural gas	3,449				3,449
Water & sewer - building	2,743				2,743
Total Materials and Services	189,510	28,919	0	228	218,657
Capital outlay	0	15,579	40,809		56,388
Total Expenditures	505,460	62,215	40,809	29,181	637,665
Revenues Over Expenditures	272,398	(683)	(40,482)	10,166	241,399
Other Financing Sources (Uses)					
Operating transfers in			0		0
Operating transfers out	0				0
Total Other Financing Sources (Uses)	0	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	272,398	(683)	(40,482)	10,166	241,399
Fund Balance - July 1, 2015	597,340	62,010	97,830	0	757,180
Fund Balance - February 29, 2016	\$869,738	\$61,327	\$57,348	\$10,166	\$998,579

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 29, 2016

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Revenues:			
Donations and grants	\$0	\$0	\$500
Tax revenues - current	26,175	752,859	764,441
Tax revenues - prior year	778	14,546	15,000
Fines and fees	778	8,542	11,700
Interest revenue	256	1,911	4,000
Miscellaneous	0	0	500
Total Revenues	27,987	777,858	796,141
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	373	2,967	5,494
Library clerk II	5,900	42,331	81,631
Library assistant I	6,352	51,049	78,443
Library assistant II	6,126	47,216	75,470
Librarian I	2,198	17,817	30,261
Librarian II	4,174	21,962	51,076
Library director	6,053	47,811	72,643
Payroll taxes and benefits:			
Retirement	2,984	19,949	27,710
Social security	2,358	17,657	30,219
Workers' compensation	9	1,069	1,200
Health insurance	7,376	42,780	60,125
Unemployment insurance	515	3,342	7,110
Total Personal Services	44,418	315,950	521,382
Materials and services:			
Bank charges	16	128	300
Building rental	0	500	8,100
Building maintenance	893	9,771	15,000
HVAC	1,884	6,435	6,000
Elevator	155	1,211	2,100
Telephone	109	3,129	5,340
Internet	425	3,400	5,400
Collection development	4,254	47,530	70,000
Technology	63	1,956	10,000
Accounting and auditing	0	19,700	22,200
Courier	139	1,104	3,000
Custodial services	1,723	13,934	21,000
Technical services	0	3,014	4,000

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 29, 2016

	Current Period	Year to Date	Annual
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
Library consortium	0	11,340	12,000
Copiers	0	673	1,100
Elections expense	0	0	0
Furniture and equipment	494	2,281	5,000
Insurance	0	4,254	4,000
Georgiana Smith Memorial Garden	3,202	8,376	20,000
Legal services	338	2,063	2,500
Professional services	0	4,362	15,000
Dues and subscriptions	155	1,798	3,500
Miscellaneous	0	224	1,000
Postage and freight	0	421	1,000
Printing	0	245	1,000
Programs	1,101	9,954	25,000
Advertising	0	295	1,000
Supplies - office	645	8,501	17,000
Travel	469	2,714	5,000
Training	0	344	2,000
Board development	0	761	1,000
Electricity	1,293	11,978	20,500
Garbage	116	922	1,500
Natural gas	1,241	3,449	11,500
Water & sewer - building	361	2,743	4,400
 Total Materials and Services	 <u>19,076</u>	 <u>189,510</u>	 <u>327,440</u>
 Capital Outlay	 <u>0</u>	 <u>0</u>	 <u>0</u>
 Transfer to Equipment Reserve	 <u>0</u>	 <u>0</u>	 <u>50,000</u>
 Contingency	 <u>0</u>	 <u>0</u>	 <u>90,000</u>
 Total Expenditures	 <u>63,494</u>	 <u>505,460</u>	 <u>988,822</u>
 Change in Fund Balance	 <u><u>(\$35,507)</u></u>	 <u><u>\$272,398</u></u>	 <u><u>(\$192,681)</u></u>

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HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 29, 2016

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$0	\$37,534	\$276,000
Intergovernmental revenue	2,077	23,998	0
Total Revenues	<u>2,077</u>	<u>61,532</u>	<u>276,000</u>
Expenditures:			
Personal services	2,048	17,717	17,340
Materials and services:	2,225	28,919	90,000
Capital outlay	2,931	15,579	175,000
Total Expenditures	<u>7,204</u>	<u>62,215</u>	<u>282,340</u>
Change in Fund Balance	<u><u>(\$5,127)</u></u>	<u><u>(\$683)</u></u>	<u><u>(\$6,340)</u></u>

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HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 29, 2016

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$21	\$327	\$400
Other Financing Sources			
Transfer from General Fund	0	0	50,000
Total Revenues and Other Sources	<u>21</u>	<u>327</u>	<u>50,400</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	4,596	40,809	50,000
Total Expenditures	<u>4,596</u>	<u>40,809</u>	<u>50,000</u>
Change in Fund Balance	<u><u>(\$4,575)</u></u>	<u><u>(\$40,482)</u></u>	<u><u>\$400</u></u>

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HOOD RIVER COUNTY LIBRARY DISTRICT
Sage Library System Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 29, 2016

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Intergovernmental revenue	\$4,287	\$39,347	\$65,875
Total Revenues	<u>4,287</u>	<u>39,347</u>	<u>65,875</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Librarian I	3,290	26,618	40,953
Payroll taxes and benefits:			
Retirement	0	0	3,686
Social security	245	2,030	3,133
Workers' compensation	3	24	66
Health insurance	(83)	(83)	6,000
Unemployment insurance	51	364	737
Total Personal Services	<u>3,506</u>	<u>28,953</u>	<u>54,575</u>
Materials and services:			
Dues and subscriptions	0	0	300
Miscellaneous	0	0	2,000
Travel	0	228	3,000
Training	0	0	1,000
Total Materials and Services	<u>0</u>	<u>228</u>	<u>6,300</u>
Contingency	0	0	5,000
Total Expenditures	<u>3,506</u>	<u>29,181</u>	<u>65,875</u>
Change in Fund Balance	<u><u>\$781</u></u>	<u><u>\$10,166</u></u>	<u><u>\$0</u></u>

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HOOD RIVER COUNTY LIBRARY

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis

Grants Funds

For the Eight Months Ended February 29, 2016

	Newspaper Digitization	SDAO Safety 2014	SDAO Safety 2016	Foundation Grants	Friends of the Library	Foster Donation	LSTA Outreach 2015	MCMC Grant	GCF Nichols	RTR 2016	RTR 2015	Total
Revenues:												
Donations and grants	\$1,000	\$0	\$3,000	\$15,000	\$17,324	\$0	\$10,681	\$380	\$830	\$13,317	\$0	\$37,534
Intergovernmental revenue												23,998
Total Revenues	<u>1,000</u>	<u>0</u>	<u>3,000</u>	<u>15,000</u>	<u>17,324</u>	<u>0</u>	<u>10,681</u>	<u>380</u>	<u>830</u>	<u>13,317</u>	<u>0</u>	<u>61,532</u>
Expenditures:												
Personal services:												
Wages and salaries:							12,210					12,210
Library assistant II							966					966
Employee benefits:							930					930
Retirement							192					192
FICA							3,408					3,408
Workers compensation							11					11
Health insurance												
Unemployment insurance												
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,717</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,717</u>
Materials and services:												
Building maintenance						215						
Collection development				2,488	3,001			322			1,227	3,216
Technical services					2,492							6,529
Programs					5,088					600	1,297	0
Furniture and equipment				7,505	2,899	1,785						6,985
Georgiana Smith Memorial Garden												4,684
												7,505
Total Materials and Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,993</u>	<u>13,480</u>	<u>2,000</u>	<u>0</u>	<u>322</u>	<u>0</u>	<u>600</u>	<u>2,524</u>	<u>28,919</u>
Capital outlay	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>9,648</u>	<u>2,101</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>830</u>	<u>0</u>	<u>0</u>	<u>15,579</u>
Total Expenditures	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>19,641</u>	<u>15,581</u>	<u>2,000</u>	<u>17,717</u>	<u>322</u>	<u>830</u>	<u>600</u>	<u>2,524</u>	<u>62,215</u>
Net Change in Fund Balance	1,000	(3,000)	3,000	(4,641)	1,743	(2,000)	(7,036)	58	0	12,717	(2,524)	(683)
Fund Balance - July 1, 2015	642	3,000	0	52,688	3,926	2,000	(2,826)	0	0	0	2,580	62,010
Fund Balance - February 29, 2016	<u>\$1,642</u>	<u>\$0</u>	<u>\$3,000</u>	<u>\$48,047</u>	<u>\$5,669</u>	<u>\$0</u>	<u>(\$9,862)</u>	<u>\$58</u>	<u>\$0</u>	<u>\$12,717</u>	<u>\$56</u>	<u>\$61,327</u>

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Circulation, 2015-16

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	420	402	393	509	401	425	423	417					3,390
Video	1,361	1,464	1,652	1,719	1,527	1,974	2,068	1,866					13,631
Fiction	1,201	1,082	1,009	993	863	954	953	1,020					8,075
Large print	54	67	84	117	107	65	76	113					683
Nonfiction	928	887	885	852	767	841	864	937					6,961
Spanish	92	69	79	99	79	58	99	134					709
Magazines	188	239	190	231	262	265	293	299					1,967
New books	961	866	863	862	822	854	850	879					6,957
Graphic novels	98	98	74	69	75	52	63	95					624
Miscellaneous	29	25	24	24	28	20	19	27					196
Young adult collection	396	362	232	191	179	215	202	205					1,982
Children's audio	356	298	213	236	253	228	211	214					2,009
Children's new books	414	418	418	360	344	337	457	436					3,184
Board Books	299	221	244	205	172	215	147	158					1,661
Children video	954	794	672	709	667	753	720	717					5,986
Children's fiction	1,288	962	714	762	739	631	641	684					6,421
Children's nonfiction	538	419	401	396	389	345	572	457					3,517
Picture books	1,051	970	809	756	703	533	911	758					6,491
Readers	405	363	287	382	353	326	343	276					2,735
Holiday books	22	6	80	177	237	362	65	69					1,018
Children's graphic novels	217	289	147	153	173	154	154	174					1,461
Children's Spanish	159	143	91	144	100	116	171	119					1,043
Theme bags & book kits	16	15	23	20	18	20	30	26					168
TOTAL	11,447	10,459	9,584	9,966	9,258	9,743	10,332	10,080	0	0	0	0	80,869

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	3	2	5	8	6	5	6	19					54
Video	71	22	42	33	23	36	29	34					290
Fiction	40	20	23	30	10	22	22	26					193
Large print	1	0	0	0	0	1	3	0					5
Nonfiction	21	28	15	27	3	7	19	12					132
Spanish	0	0	0	0	0	0	0	0					0
Magazines	2	8	7	6	3	4	13	5					48
New books	9	13	11	28	8	9	11	16					105
Graphic novels	4	1	5	1	2	2	2	1					18
Miscellaneous	0	1	0	0	0	0	0	0					1
Young adult collection	8	6	10	3	0	5	8	6					46
Children's audio	3	0	2	0	3	0	1	0					9
Children's new books	3	3	2	11	1	1	4	2					27
Board Books	1	1	6	2	6	5	2	0					23
Children video	31	17	27	26	14	37	8	18					178
Children's fiction	15	3	5	3	10	13	4	5					58
Children's nonfiction	11	6	12	6	2	8	8	7					60
Picture books	16	1	10	1	18	13	3	13					75
Readers	2	2	0	6	11	15	1	7					44
Holiday books	1	0	0	0	6	20	3	6					36
Children's graphic novels	15	1	12	9	8	4	0	0					49
Children's Spanish	0	1	6	0	1	0	0	0					8
Theme bags & book kits	0	0	0	0	0	0	0	0					0
TOTAL	257	136	200	200	135	207	147	177	0	0	0	0	1,459

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	0	3	5	1	2	1	4					18
Video	83	43	31	18	42	54	84	63					418
Fiction	79	68	50	54	18	34	35	68					406
Large print	5	6	15	16	4	4	0	1					51
Nonfiction	26	12	22	23	13	11	21	25					153
Spanish	9	12	10	9	4	4	1	3					52
Magazines	6	9	1	0	2	0	8	3					29
New books	23	24	5	12	17	0	11	33					125
Graphic novels & comics	1	0	1	0	0	0	0	0					2
Miscellaneous	1	0	2	0	0	0	0	0					3
Young adult collection	12	9	3	2	1	2	4	3					36
Children's audio	2	3	3	0	1	3	0	1					13
Children's new books	2	0	3	0	0	0	1	2					8
Board Books	16	19	7	12	6	6	13	11					90
Children video	32	18	21	30	22	34	58	49					264
Children's fiction	5	43	25	18	8	5	16	19					139
Children's nonfiction	10	14	15	42	18	18	22	18					157
Picture books	48	31	48	42	15	12	17	30					243
Readers	11	8	5	11	14	31	4	3					87
Holiday books	2	3	4	1	1	13	5	0					29
Children's graphic novels	13	10	8	7	1	7	10	8					64
Children's Spanish	1	7	6	6	3	3	0	2					28
Theme bags	0	0	0	0	0	0	0	0					0
TOTAL	389	339	288	308	191	243	311	346	0	0	0	0	2,415

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	425	404	401	522	408	432	430	440	0	0	0	0	3,462
Video	1,515	1,529	1,725	1,770	1,592	2,064	2,181	1,963	0	0	0	0	14,339
Fiction	1,320	1,170	1,082	1,077	891	1,010	1,010	1,114	0	0	0	0	8,674
Large print	60	73	99	133	111	70	79	114	0	0	0	0	739
Nonfiction	975	927	922	902	783	859	904	974	0	0	0	0	7,246
Spanish	101	81	89	108	83	62	100	137	0	0	0	0	761
Magazines	196	256	198	237	267	269	314	307	0	0	0	0	2,044
New books	993	903	879	902	847	863	872	928	0	0	0	0	7,187
Graphic novels & comics	103	99	80	70	77	54	65	96	0	0	0	0	644
Miscellaneous	30	26	26	24	28	20	19	27	0	0	0	0	200
Young adult collection	416	377	245	196	180	222	214	214	0	0	0	0	2,064
Children's audio	361	301	218	236	257	231	212	215	0	0	0	0	2,031
Children's new books	419	421	423	371	345	338	462	440	0	0	0	0	3,219
Board Books	316	241	257	219	184	226	162	169	0	0	0	0	1,774
Children video	1,017	829	720	765	703	824	786	784	0	0	0	0	6,428
Children's fiction	1,308	1,008	744	783	757	649	661	708	0	0	0	0	6,618
Children's nonfiction	559	439	428	444	409	371	602	482	0	0	0	0	3,734
Picture books	1,115	1,002	867	799	736	558	931	801	0	0	0	0	6,809
Readers	418	373	292	399	378	372	348	286	0	0	0	0	2,866
Holiday books	25	9	84	178	244	395	73	75	0	0	0	0	1,083
Children's graphic novels	245	300	167	169	182	165	164	182	0	0	0	0	1,574
Children's Spanish	160	151	103	150	104	119	171	121	0	0	0	0	1,079
Theme bags	16	15	23	20	18	20	30	26	0	0	0	0	168
TOTAL	12,093	10,934	10,072	10,474	9,584	10,193	10,790	10,603	0	0	0	0	84,743

Interlibrary loans, 2015-16

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	861	768	861	946	797	967	1,035	967					7,202
Borrowed from Sage	795	668	684	716	713	832	845	862					6,115
<i>Sage difference</i>	66	100	177	230	84	135	190	105	0	0	0	0	1,087

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	39	55	54	59	43	53	34	39					376
Borrowed from Sage	62	47	53	75	43	62	61	47					450
<i>Sage difference</i>	-23	8	1	-16	0	-9	-27	-8	0	0	0	0	-74

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	35	37	35	40	22	36	42	36					283
Borrowed from Sage	16	19	23	28	16	23	28	29					182
<i>Sage difference</i>	19	18	12	12	6	13	14	7	0	0	0	0	101

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	935	860	950	1,045	862	1,056	1,111	1,042	0	0	0	0	7,861
Borrowed from Sage	873	734	760	819	772	917	934	938	0	0	0	0	6,747
<i>Sage difference</i>	62	126	190	226	90	139	177	104	0	0	0	0	1,114
Checked out by non-Sage	29	20	27	27	21	19	24	18					185
Borrowed from non-Sage	4	6	11	7	0	7	6	2					43
<i>Non-Sage difference</i>	25	14	16	20	21	12	18	16	0	0	0	0	142

Computer use, 2015-16

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	1,018	924	850	768	535	565	645	740					6,046
Cascade Locks	129	135	135	112	62	70	57	64					765
Parkdale	39	22	36	23	24	11	50	33					238
TOTAL	1,185	1,082	1,021	904	621	647	752	837	0	0	0	0	7,048

Electronic resource use, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
<i>Searches</i>	476	195	508	78	140	3	360	163					1,923
<i>Item views</i>	274	172	258	32	31	0	248	117					1,132
Auto Repair Ref Ctr	7	4	0	16	0	13	5	10					55
Facebook													
<i>Posts</i>	5	13	12	21	15	20	25	25					136
<i>Post reach</i>	830	2,466	2,792	1,756	3,618	3,315	4,272	6,100					25,149
<i>Post engagement</i>	56	219	297	93	468	268	305	325					2,031
<i>Total likes</i>	1,022	1,044	1,056	1,068	1,078	1,085	1,107	1,126					N/A
Gale databases													
<i>In library</i>	38	1	0	41	202	158	38	120					598
<i>Remote</i>	43	1	3	4	45	2	1	14					113
Heritage Quest													
<i>Searches</i>	22	30	46	9	148	0	0	0					255
<i>Item views</i>	13	30	39	6	129	0	0	0					217
hoodriverlibrary.org													
<i>Visits</i>	1,019	N/A	N/A	N/A	N/A	N/A	N/A	N/A					1,019
<i>Unique visitors</i>	741	N/A	N/A	N/A	N/A	N/A	N/A	N/A					N/A
<i>Pageviews</i>	1,882	N/A	N/A	N/A	N/A	N/A	N/A	N/A					1,882
Instagram													
<i>Posts</i>	4	7	4	4	3	3	2	8					35
<i>Post feedback</i>	7	24	20	20	18	12	17	29					147
<i>Followers</i>	110	121	127	132	142	152	156	165					110
LearningExpress	0	0	0	0	0	0	0	0					0
Library2go													
<i>ebooks</i>	372	327	301	375	354	378	376	386					2,869
<i>Audiobooks</i>	347	286	311	372	348	301	358	299					2,622
Newsletter													
<i>Subscribers</i>	680	680	680	680	680	680	680	734					680
<i>Messages sent</i>	0	0	0	0	0	0	0	1					1
<i>Opened</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	41.3%					41.3%
<i>Click rate</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.1%					1.1%
Pronunciator													
<i>Registrations</i>	1	16	2	10	2	14	26	9					80
<i>Logins</i>	2	157	9	31	5	31	87	33					355
TumbleBooks	514	20	2,805	3,521	2,028	2,512	4,602	3,721					19,723

Electronic resource use, 2015-16

Twitter

Tweets
Tweet impressions
Mentions
Total followers

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
5	12	6	8	7	7	4	12					61
873	2,430	1,402	1,011	1,589	1,982	1,314	1,447					12,048
2	1	1	0	3	3	2	2					14
417	435	443	447	449	453	464	477					N/A

Patron statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month	2,089	2,020	1,897	1,905	1,903	1,834	1,936	1,999					N/A
New patrons	134	138	124	104	94	86	103	108	0	0	0	0	891
<i>Hood River</i>	93	108	95	74	65	59	71	73					638
<i>Cascade Locks</i>	17	2	1	5	3	2	2	0					32
<i>Odell</i>	3	5	0	0	3	2	1	0					14
<i>Parkdale</i>	5	7	8	1	7	6	12	8					54
<i>MIX libraries</i>	14	12	14	21	16	14	15	22					128
<i>Sage libraries</i>	1	1	5	3	0	2	2	5					19
<i>Passport libraries</i>	0	0	0	0	0	0	0	0					0
<i>Other</i>	1	3	1	0	0	1	0	0					6

Metropolitan Interlibrary eXchange (MIX) statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Circulation													
First circs	423	349	402	507	406	612	601	868	0	0	0	0	4,168
Camas	0	0	0	0	0	0	0	0					0
Clackamas Co.	0	1	0	0	0	4	8	27					40
Fort Vancouver	409	333	376	481	381	577	534	792					3,883
Multnomah Co.	11	2	19	24	11	31	56	36					190
Washington Co.	3	13	7	2	14	0	3	13					55
Renewals	250	162	182	244	209	327	268	289	0	0	0	0	1,931
Camas	0	0	0	0	0	0	0	0					0
Clackamas Co.	0	0	0	0	0	0	4	7					11
Fort Vancouver	248	162	165	237	191	318	254	273					1848
Multnomah Co.	1	0	1	7	18	9	10	8					54
Washington Co.	1	0	16	0	0	0	0	1					
TOTALS	673	511	584	751	615	939	869	1157	0	0	0	0	6099

Program statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	6	8	12	13	12	11	11	14					87
<i>Attendees</i>	124	248	349	383	916	390	553	645	0	0	0	0	3,608
Kids programs													
<i>Number</i>	61	36	19	25	21	26	26	21					235
<i>Attendees</i>	4,726	2,157	1,632	1,176	1,027	1,840	2,568	2,523	0	0	0	0	17,649
Teen programs													
<i>Number</i>	12	16	13	16	12	4	8	10					91
<i>Attendees</i>	162	326	488	649	439	12	37	93	0	0	0	0	2,206
TOTAL													
<i>Number</i>	79	60	44	54	45	41	45	45	0	0	0	0	413
<i>Attendees</i>	5,012	2,731	2,469	2,208	2,382	2,242	3,158	3,261	0	0	0	0	23,463

Program statistics, February (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Recursos Informativos radio show	Radio Tierra SNAP-ED Program HRC Extension Services White Salmon Valley Community Library	The Gorge	Feb 03,24	400
Odell Book Mobile/Library @ Zumba	Hood River Providence Memorial Hospital St. Francis House	Odell	Feb 4,11,18,22,25	175
Library Book Discussion: <i>Being Mortal</i>		HR Library	Feb 4	12
Cascade Locks knitting class	Knot Another Hat	CL Library	Feb 6	13
Strategic plan focus group: Seniors	Hood River Valley Adult Center	Hood River	Feb 8	1
Strategic plan focus group: Spanish speakers	Migrant Education Program	Odell	Feb 8	10
Parkdale knitting class	Knot Another Hat	PK Library	Feb 13	7
Diá de los Niños Meeting	Radio Tierra HRC Prevention Department Next Door Inc. Cascade Eye Center Columbia Gorge Ecology Institute Gorge Grown Little Shredders One Community Health	HR Library	Feb 17	12
Storytelling workshop	Libraries of Eastern Oregon Port of Cascade Locks	CL Marine Park	Feb 20	15
Adult total				645
KIDS PROGRAMS				
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	Hood River	Feb 2,9,16,23	180
La Hora Infantil radio show	Radio Tierra	The Gorge	Feb 3,10,17,24	2,000
Outreach: Rinconcito Trailer Park	Rinconcito Trailer Park	Hood River	Feb 3, 10, 24	26
Storytime (combined)		HR Library	Feb 4, 25	122
Storytime (preschool)		HR Library	Feb 11,18	41
Storytime (baby/toddler)		HR Library	Feb 11,18	51
Library Express (LEX) Bus		Odell HR Library	Feb 13,27	28
				(bus riders: 12)
Cookies and books		CL Library	Feb 16	25
Outreach storytime: Mid-Valley Elementary Kindergarteners	Mid-Valley Elementary School	Odell	Feb 22	50
Kids total				2,523

TEEN PROGRAMS

Young writers club	HR Library	Feb 5,12,19	6
Literary Trivia Challenge meetings	HR Library	Feb 6,13,18	26
Strategic plan focus groups: Teens	HR Library	Feb 9	7
Teen movie club	HR Library	Feb 13,20	9
Literary Trivia Challenge: Doctor Who	HR Library	Feb 19	45
Teen total			93

Hood River County Library District Strategic Planning Retreat

First	Last	Board contact	RSVPs
Ken	Apland	Alexis	
Charlotte	Arnold	John	
Mark	Bailey		
Paul	Blackburn	Alexis	
Gorham	Blaine		
Ken	Block	Buzzy	
Rod	Blumenthal	Sara	
Kim	Brigham	Rachael	
Karen	Bureker	Alexis	
Anna	Carmichael	Buzzy	
Laurie	Carr	Buzzy	
Sheri	Castenada		
Tina	Casteneres	Rachael	
Evelyn	Charity	Rachael	
Kerry	Cobb	Buzzy	No
John	Davies	Alexis	
Tony	Diaz	Patty	
George	Earley	Suzanne	
Nicole	Faaborg	Alexis	
Tania	Garcia	Sara	
Pepe and Erica	Gerald	Alexis	
Kari	Goben	Rachael	Yes
Hugo	Guzman	Sara	
Gyda	Haight	Buzzy	Yes
Gus	Hedberg	Rachael	
Dave	Henehan	Rachael	
Jenny	Heredia	Patty	
Fr. Saul	Infante	Patty	
Stephanie	Irving	Rachael	
Katy	Kadlub		
Talon	Kennedy	Jana	No
June	Knudson	Buzzy	Yes
Gloria	Krantz of Dee	Rachael	
Ellen	Larsen		No
Stephanie	Laurr	Buzzy	
Miguel	Marquez	Patty	
Rich	Martin		
John	Metta	Buzzy	No
Kirby	Neumann-Rea	John	
Luz	Oropeza	Patty	

Hood River County Library District Strategic Planning Retreat

First	Last	Board contact	RSVPs
Lynn	Orr	Buzzy	Yes
Caroline	Park	Buzzy	
Allyson	Pate	Buzzy	No
Martina	Pennington	Buzzy	
Robin	Pereyda	Buzzy	Yes
Rachel	Perman		
Patrick	Rawson	Patty	
Sal	Rivera		
Ron	Rivers	Buzzy	
John	Rust	Rachael	No
Larry	Spellman	John	No
Darlene	Sullenger	Buzzy	
Connor	Truax	Jana	
Andy	VonFlotow		No
Stu	Watson	John	Yes
Jeff	Wavrunek	John	
Robert	Weinman	John	
JoAnn	Wittenberg	Rachael	
Nico	Yasui		Yes
Tom	Yates	Rachael	No
Dustin		Buzzy	
Gillermanina		Patty	
Judy	Dutcher	Buzzy	
Kristi	Garwood	Buzzy	
Shelley	Lindberg	Buzzy	
Belinda	Ballah	Buzzy	
Temira	Lital	Buzzy	
Mike	Glover	Buzzy	
Lori	Stirn	Buzzy	
Mike	Mccafferty	Buzzy	
Vicky	Stifter		

March 4, 2016



Addresses2.Sheet1.first Addresses2.Sheet1.last
Addresses2.Sheet1.mailing
Addresses2.Sheet1.city

Dear Addresses2.Sheet1.first:

Hood River County Library District is planning for the next chapter of our story with a strategic planning process in early 2016. We'll be hosting a visioning and planning retreat that will be attended by a selected group of individuals who know our community and have a commitment to its success.

We have identified a diverse group of community members who we feel would be invaluable participants in this process and we hope that you will agree to be part of this group. The retreat will be held on Saturday at our library in Hood River on Saturday, April 2, 2016, from 9.30a to 3.00p. Morning refreshments and lunch will be provided.

This retreat will be facilitated by library consultant Penny Hummel, and we promise that it will be interactive, informative and fun! You'll have the opportunity to share your insights with others who have creative and visionary ideas about the future of our community and our library.

Please contact Library Director Buzzy Nielsen at buzzy@hoodriverlibrary.org or 541-387-7062 *no later than Monday, March 21* to let us know whether you can join us or if you have any questions. We'll send more information about the retreat once we've heard from you.

We promise that April 2nd will be an excellent investment of your time and that you'll be making a significant contribution to the library and to the quality of life in our community. With your help, we will ensure that our library remains relevant, engaging and responsive for years to come.

We hope you can join us. Thank you!

Buzzy Nielsen
Library Director
Hood River County Library District

Suzanne VanOrman
District Board Chair
Hood River County Library District

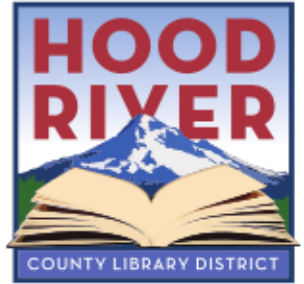
502 State Street
Hood River - OR 97031

541 386 2535

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Community Visioning and Strategic Planning Retreat Agenda

Hood River Library (502 State Street, Hood River OR)
Saturday, April 2, 2016, 9:30 am – 3 pm



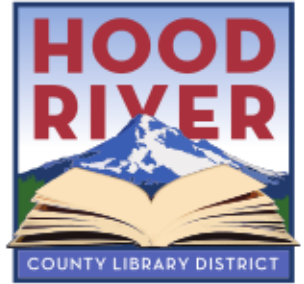
- 9:00 Coffee and refreshments
- 9:30 Welcome (Buzzy Nielsen)
- 9:35 Introductions
- 10:00 Retreat overview and outcomes (Penny Hummel, library consultant)
- 10:15 The Hood River County Library District (Buzzy Nielsen)
- Current programs and services
 - Benchmarking
 - Opportunities and aspirations for the future (+ Q & A)
- 10:45 Hood River County: Opportunities and Challenges (Presenter TBD)
- 11:15 Input from community interviews and focus groups
National library service trends (Penny Hummel)
- 11:45 Identifying Community Needs: Small Groups
- *What are our community's most pressing needs?*
 - *Which of these needs might the library help address?*
- 12:15 Reports from small groups
- 12:30 LUNCH
- 1:15 Vision for the Hood River County Library District: Small Groups
- *How can the library address identified community needs and make a positive contribution to local quality of life?*
 - *Where should the library focus its resources in the next 3 – 5 years?*
- 1:45 Reports from small groups
- 2:00 Developing Goals and Strategies: Small Groups
- *Within the identified focus areas, what should the library's goals be in the next three years?*
 - *What strategies will help reach these goals?*
 - *Are there other community organizations the library should partner with in order to achieve these goals?*
- 2:30 Final reports from small groups
- 2:45 Next steps (Penny Hummel)
- 3:00 Adjourn (Buzzy Nielsen)

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Library Card Policy



Hood River County Library District cards allow their holders to borrow a wide variety of free information and entertainment materials. They also provide access to the District's [licensed](#) electronic resources remotely.

Any resident of Hood River County, resident of a Metropolitan Interlibrary Exchange (MIX) library, or cardholder at an Oregon Library Passport Program (OLPP) library is eligible to receive a free library card from the District. The District also honors current valid library cards from any other library in the Sage Library System. Materials may be checked out from and returned to any Sage library.

RegularNew Library Cards

Patrons 18 and older may receive a [regular](#) library card by going to any District library and providing name, mailing address, street address, contact information, and date of birth. Patrons who are 16 or 17 can receive cards by providing the same information, as well as the name of their parent/guardian. Patrons 15 or younger must have approval of a parent/guardian accepting responsibility.

The person accepting responsibility for use of the library card (the adult or teen patron or parent/guardian) must provide proof of identification and current residence and mailing address. Acceptable proof of identification and residency include but are not limited to the following:

- Valid government-issued photo ID or voter's registration card
- Valid student photo identification
- Utility bill
- Rent receipt signed by a landlord
- Lease or mortgage agreement
- Imprinted check
- Postmarked piece of mail delivered to the mailing address

For patrons 17 and under, a parent/guardian's card in good standing may be used as proof of residence and mailing address. Staff members are encouraged to use sound but flexible judgment in accepting applications and proof of address, remembering that the District's major aims are to verify that the applicant lives in an area eligible for a free card and have enough information to contact the patron regarding hold pickup, billing, and other notices.

Patrons who come to a library without sufficient identification to get a library card are welcome to use the library facilities, including any materials and equipment, and take any free items on offer.

Privileges and Restrictions and Responsibilities

Library cards are not transferable; each patron must have his/her own card to check out materials. To check out, patrons must show the card in person, show it digitally, provide valid photo ID, or verify information on the account. Family members living in the same household may pick up each other's holds. A patron also may allow another individual to pick up his/her holds by giving that individual the

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card to present at the library. If doing business remotely, they must verify information on the account.

To help optimize availability of the collection to the public, the District limits the total number of items that can be checked out at the same time on a regular card to 50. Because holds and interlibrary loan requests are labor-intensive services, patrons also are limited to nine outstanding holds within the Sage Library System and six outstanding out-of-Sage interlibrary loan requests.

~~Other requests beyond the limit may be negotiated.~~

Other card types

Library staff, at the discretion of the Library Director, are authorized to issue specialized types of library cards with different privileges and restrictions from regular cards.

- Homeless/shelter cards: Homeless/shelter cards are issued to individuals with unstable living situations, such as homeless individuals or those living in domestic violence shelters. To receive a homeless/shelter card, individuals must present a government-issued photo ID (it does not have to be valid) and give a contact phone number. Cards are limited to two items checked out at once, one hold on HRCLD items only, are good only at HRCLD locations, and expire in three months but may be renewed.
- Institutional cards: Institutional cards are issued to organizations or businesses serving Hood River County that wish to use library services for business purposes. Institutional cards may have higher item limits or loan periods. To create an institutional card, a staff member of that organization must provide a valid photo ID as well as a business card in their name showing their association with the organization as well as the organization's contact information. Cards are issued at the discretion of the Library Director or Assistant Director.
- Metropolitan Interlibrary eXchange (MIX): MIX cards are issued to patrons residing within the service area of a participating MIX library. Cards have the same privileges, restrictions, and ID/address requirements as regular cards but can be used in-person only at HRCLD locations.
- Temporary/Non-resident cards: ~~n or Temporary~~ Non-resident cards ~~may be~~ issued to individuals who are temporary residents, ~~or do not reside within Hood River County, the service area of a MIX or OLPP library, or have a valid library card from another Sage library or don't qualify for MIX, OLPP, and other Sage library cards.~~ ~~Such Cards have the same privileges, restrictions, and ID/address requirements have the same identification requirements as regular cards but expire at the time the individual expects to leave the area or in one year, whichever comes first. There is a non-refundable fee of \$20 for three months or \$80 per year for temporary/non-resident cards. That fee is waived for area camp hosts.~~
- Oregon Library Passport Program (OLPP) cards: OLPP cards are issued to patrons who have a valid library card from a participating OLPP library. OLPP cards have the same privileges, restrictions, and ID/address requirements as regular cards but do not have remote access to the District's licensed electronic resources and expire one year from the issue date.

Loan Periods

All circulating materials, except movies, check out for three weeks. Movies check out for one week. Patrons may renew materials by contacting any District or Sage library. An item may not be renewed if another person is waiting for it, it has already been renewed twice, or the patron has been billed for the item.

Fines and Fees

Materials that are kept beyond their due dates will incur overdue fines. There is a three-day grace period on all items during which fines will not be charged. Fines are \$0.10/day, \$3 per item maximum.

The District also collects fees for the following:

- Lost or irreparably damaged items: Retail cost of item + \$5 processing fee. Patrons may bring in a good identical copy of an item to have the retail cost waived. They will still be charged the processing fee.
- Damaged items, if repairable: \$10 or the cost of the repair, whichever is higher.
- Destroyed media case: Audiobooks, \$10; everything else, \$5
- Lost media piece (e.g. disc from an audiobook or DVD series), if individually replaceable: \$10 or the replacement cost, whichever is higher.
- Damaged media cover art: \$5 or the replacement cost, whichever is higher.
- Damaged barcode or spine label: \$1.
- Out-of-Sage interlibrary loans: \$3 plus any fees charged by lending library
- ~~Temporary~~/Non-resident cards: \$20 for 3 months or \$80/year
- Replacement card - \$1

Fees paid for lost materials may be refunded, less the processing fee, if they are returned in good condition within six months of having paid the fee.

Overdues and Billing

Patrons will be notified about overdue materials by email only. Otherwise, it is the patron's responsibility to monitor their record for overdue items. If a patron fails to return overdue materials within four weeks of the due date, the material will be considered lost and the patron will be billed for the item.

The District will not check out materials to any patron with outstanding fines or fees exceeding \$15 at any library or combination of libraries in the Sage Library System. Borrowing privileges will be restored when outstanding fees are brought under \$15.

Exceptions to any provisions of this policy are at the discretion of the Library Director or designee.

Adopted by the Board of Directors, July 12, 2011

Last revised, ~~March 15, 2016~~September 15, 2015

Resolution No. 2015-16.10

Resolution revising the Library Card Policy

WHEREAS, the District wishes to provide library cards to the homeless, residents of domestic violence shelters, and other individuals with unstable housing situations; and

WHEREAS, the District already provides other specialized types of library cards that need to be codified in policy;

Now, therefore be it RESOLVED, that the Board amends the Library Card Policy as presented in the attached document and discussed and revised during the meeting of March 15, 2016.

Adopted by the Board of Directors of Hood River County Library District this 15th day of March, 2016.

ATTEST:

Suzanne VanOrman, President

Buzzy Nielsen, Library Director

Janitorial Services Contract

Hood River County Library District and Clean-All Janitorial

This is a contract for janitorial services at the Hood River branch of the Hood River County Library District, 502 State Street, Hood River, OR 97031 (Customer), to be performed by Clean-All Janitorial (Contractor).

1. **Effective Date and Duration.** This contract shall become effective on April 1, 2015, and unless extended or terminated earlier, this contract shall expire on March 31, 2018.
2. **Statement of Work.** Contractor shall perform the work, as outlined and set forth in the Statement of Work. This Statement of Work may be changed from time to time with the approval of both parties as indicated on the Statement by signatures and date.
3. **Expectations.** Contractor must provide all essential cleaning products and equipment. The contractor must also have in place an OSHA-compliant MSDS program and provide Customer with a copy to be made available on-site. Contractor must keep the program and Customer updated if there are changes. Notification of changes must be made immediately.

The District will provide trash bags, toilet paper, soap, paper towels, toilet bowl blocks, feminine products, disposable cups, and toilet seat covers.

Contractor is prohibited from sharing keys to the building with assistants or anyone else without approval from Customer. Customer reserves the right to reject any employee's privilege to work inside or outside the facilities.

4. **Consideration.** For the first year, Customer shall pay \$1,723.00 per month under this Contract, which includes any allowable expenses as outlined in the Statement of Work. Customer will not pay any amount in excess of the above amount unless specifically agreed to by the parties for additional janitorial work.
 1. All routine travel and other expenses are included in the total monthly payment and will not be charged separately. Any unique expense to be charged to Customer will be agreed to prior to the charge.
 2. To receive payment, Contractor shall submit monthly invoices to Customer by the 10th of each month.
 3. Compensation will be reviewed on or by March 31, 2016, and again on or by March 31, 2017, and amended and agreed as necessary by both parties for the next contract year.
5. **Independent Contractor.** Contractor is an independent contractor and will perform all work required by this contract as an independent contractor. Contractor is responsible to

determine the appropriate means and manner of performing the work. Contractor is responsible for all social security, unemployment insurance, vacation, sick leave, or worker's compensation for its own employees. Contractor will be responsible for all federal or state taxes which are applicable to any of Contractor's employees' wages under this contract.

6. **Subcontracts and Assignment.** Contractor is responsible for the work under this contract and will not subcontract any part of the work to another entity without the express written approval of Customer.
7. **Termination.**
 1. **Unilateral or Mutual Agreement.** The parties may at any time agree to the termination of this agreement by written and signed mutually agreeable terms. Either party may give sixty days written notice of intent to terminate the contract for no fault.
 2. **Default of Either Party.** Upon either party's failure to perform the duties as outlined in the Contract, and if the failure continues after thirty days appropriate notice of the default by the other party, if the default is not corrected, this Contract may be terminated by the non-defaulting party and damages may be collected.
 3. **Contractor No Longer Holds a Required Certificate or License.** In the event Contractor fails to maintain a required certificate or license for the performance of this work, or the hiring of people to maintain the work, Contractor may give Customer notice of intent to terminate the contract, or Customer may request clarification of intent to terminate the Contract or intent to perform the duties of the Contract. If such assurance of license to perform or notice of default is not provided, Customer may give notice of immediate termination.
8. **Compliance with Applicable Law.** Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to this 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. Customer'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.

9. **Indemnity.** Contractor shall defend, hold harmless, and indemnify Customer, its officers, employees, and agents, from all claims, suits, losses, damages, liabilities, costs, expenses or actions of any nature whatsoever resulting from the activities of Contractor, its officers, and employees, under this contract.

10. **Insurance.** Contractor shall provide a certificate of liability insurance.

Contractor provided on _____
Initials _____

10. **Severability.** If any term or provision of this Contract 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 Contract did not contain the particular term or provision held to be invalid.

11. **Waiver.** The failure of either party to enforce any provision of this contract shall not constitute a waiver by that party of that or any other provision.

12. **Amendments.** The parties 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 both parties.

13. **Notices and Contract Representatives.** All notices to the respective parties shall either be sent to the following addresses:

Buzzy Nielsen
Hood River County Library District
502 State St
Hood River, OR 97031
541-387-7062
buzzy@hoodriverlibrary.org

Steve Roberts
Clean-All Janitorial
1767 12th St #239
Hood River, OR 97031
541-386-5773
tedene@embarqmail.com

IT IS SO AGREED:

Hood River County Library District

Clean-All Janitorial

Signature

Signature

Printed name

Printed name

Date

Date

Statement of Work

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

- 2 days per week full building cleaning:
 - Sweep or vacuum all non-carpet areas
 - Wet mop all non-carpet areas or auto-scrub
 - Clean and disinfect all bathroom sinks and toilets
 - Fill all soap, paper, and feminine product dispensers
 - Empty all wastebaskets and remove trash from building
 - Vacuum all carpet areas
 - Spot clean carpets as needed.
 - Sift all outside ashtrays of refuse
 - Ensure all entrances are locked
 - Clean and sanitize all drinking fountains.
 - Clean glass doors
 - Clean elevator floors and walls
- 3 Days per week high traffic area service:
 - Clean and disinfect all bathrooms
 - Fill all soap and paper dispensers
 - Empty all wastebaskets and remove trash from building
 - Vacuum high traffic areas (defined as stairs, entry areas, and hallways)
 - Spot clean elevator as needed
 - Ensure all entrances are locked
- Weekly duties:
 - Remove spider webs up to 120"
 - Clean and sanitize break room
 - Wash all work and public desks and tables (when cleared by staff)
 - Emptying garbage cans in the Georgiana Smith Memorial Gardens (May-September)
- Biweekly duties:
 - Emptying garbage cans in the Georgiana Smith Memorial Gardens (October-April)
- As-needed duties (to be performed during regularly-scheduled cleanings):
 - Remove broken glass or sharp material from all surfaces
 - Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling
 - Remove excess water from floors during inclement weather
 - Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers

- Emptying garbage cans in the Gardens before and after large downtown events including but not limited to First Friday (May-October), Independence Day (July 4th), Library end of Summer Reading party (August), Hops Fest (September), Harvest Fest (October), and Hood River Holidays (December).
- Annual duties:
 - Extract all carpets
 - Deep scrub and recoat vinyl floors in staff area
 - Clean all windows inside and out, excluding the tall north windows in the atrium area.

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

Janitorial Services Contract
between Hood River County Library District and Clean-All Janitorial
2016-17 addendum

This addendum updates the janitorial contract between Hood River County Library District (Customer) and Clean-All Janitorial (Contractor) for the period of April 1, 2016, to March 31, 2017.

Contractor shall perform the work, as outlined in the Updated Statement of Work. For the addendum period, Customer shall pay \$1,958.00 per month under the considerations agreed to in the original contract.

IT IS SO AGREED:

Hood River County Library District

Clean-All Janitorial

Signature

Signature

Printed name

Printed name

Date

Date

Updated Statement of Work

(Red text are changes from the previous Statement of Work)

Hood River Library

Contractor will be responsible for cleaning all areas of the Hood River Library (502 State St., Hood River, OR) as well as shutting off all designated lights and ensuring all doors and exits are locked before the end of the shift.

- 5 days per week high traffic area service:
 - Clean and disinfect all bathrooms, sinks, and toilets.
 - Clean and sanitize all drinking fountains.
 - Fill all soap, paper, and feminine product dispensers.
 - Empty all wastebaskets and remove trash from building.
 - Vacuum high traffic areas (defined as stairs, entry areas, and hallways).
 - Spot clean elevator as needed.
 - Ensure all entrances **and marked doors** are locked **and that non-emergency lights are off.**
- 2 days per week full building cleaning:
 - Sweep or vacuum all non-carpet areas.

- Wet mop or scrub all non-carpet areas.
 - Vacuum all carpet areas.
 - Wipe down all heavily-used surfaced including counters, tables, and computer desks.
 - Spot clean carpets as needed.
 - ~~○ Sift all outside ashtrays of refuse~~
 - Clean glass doors.
 - Clean elevator floors and walls.
- Weekly duties:
 - Remove spider webs up to 10'.
 - Clean and sanitize break room.
 - Wash all work and public desks and tables including counters, tables, and computer desks.
 - Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September)
 - ~~• Biweekly duties:

 - ~~○ Emptying garbage cans in the Georgiana Smith Memorial Gardens (October-April)~~~~
 - As-needed duties (to be performed during regularly-scheduled cleanings):
 - Remove broken glass or sharp material from all surfaces.
 - Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling.
 - Remove excess water from floors during inclement weather.
 - Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers.
 - Emptying garbage cans in the Gardens before and after large downtown events including but not limited to Blossom Time (spring), First Friday (May-October), Independence Day (July 4), Library end of Summer Reading party (end of summer), Hops Fest (September), Harvest Fest (October), and Hood River Holidays (December).
 - Annual duties:
 - Extract all carpets (September).
 - Deep scrub and recoat vinyl floors in staff area.
 - Clean all windows inside and out, excluding the tall north windows in the atrium area (May).

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

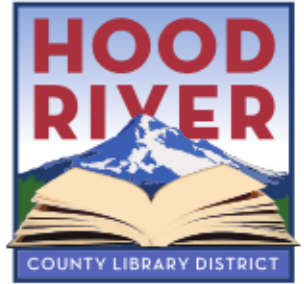
Parkdale Library

Contractor will be responsible for cleaning all areas of the Parkdale Library room in the Parkdale Community Center (7300 Clear Creek Rd., Parkdale, OR) as well as shutting off all designated lights and ensuring all doors and exits are locked before the end of the shift.

- Weekly duties:

- Empty all wastebaskets and remove trash from building.
- Vacuum carpet.
- Wipe down all heavily-used surfaced including counters, tables, and computer desks.
- Ensure all entrances and marked doors are locked and that non-emergency lights are off.
- Remove spider webs up to 10'.
- Clean and sanitize break room.
- Wash all work and public desks and tables including counters, tables, and computer desks.
- As-needed duties (to be performed during regularly-scheduled cleanings):
 - Remove broken glass or sharp material from all surfaces.
 - Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling.
 - Remove excess water from floors during inclement weather.
 - Empty all recycling bags/containers and remove recycling from building.
- Annual duties:
 - Extract all carpets (September).
 - Clean all windows inside and out, excluding the tall north windows in the atrium area (May).

Library Director Evaluation Policy



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

Frequency

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

Procedure

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

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

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

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

Approved by the Board of Directors, June 19, 2012

Library Director Evaluation Board Questions May 2015

Scoring:

- 5 – Consistently exceeds expectations
- 4 – Often exceeds expectations
- 3 – Meets expectations
- 2 – Often below expectations
- 1 – Consistently below expectations

1. Please look at the Library Director's (LD) job contract and description. How successful has the LD been in performing all duties outlined? How well has the LD shown commitment and leadership to the organization?
 1. Job description
 2. Commitment to the organization
 3. Leadership

Explain:

2. How do you feel the LD has done at administering Board policies, making policy recommendations to the Board, and providing executive support and information to the Board?
 1. Administering Board policy
 2. Providing executive support and information
 3. Meeting deadlines
 4. Consistent quality of work
 5. Communication skills

Explain:

3. How well has the LD progressed in meeting goals established for the 2012- 2016 strategic plan?
 1. Promoting the library to the community
 2. Increasing outreach to the Hispanic community
 3. Increasing outreach to the Odell community
 4. Creating a young adult area
 5. Creating a technology plan
 6. Bringing the collection up to date

Explain:

4. How successful has the LD been in staying within the District's financial budget and policies,

and administering the District's funds?

1. Budget
2. Financial policies
3. Administering District funds
4. Administering grants

Explain:

5. How has the LD done at overseeing the maintenance of the collection?
 1. Developing the collection
 2. Collection maintenance
 3. Classifying and cataloging materials
 4. Developing the collection for a diverse citizenry
 5. Increasing audiovisual materials
 6. Electronic materials

Explain:

6. How has the Director done at supervising personnel?
 1. Hiring personnel
 2. Training personnel
 3. Increasing bilingual capacity on staff
 4. Recruiting, training, and supervising volunteers
 5. Supervising personnel
 6. Supervising volunteers
 7. Hearing grievances
 8. Administering disciplinary action as needed

Explain:

7. How effectively has the LD provided appropriate and properly-maintained facilities, technology, and equipment to serve patrons?
 1. Ensuring safety:
 2. Providing appropriate and up-to-date technology:
 3. Maintaining the facilities:
 4. Providing and maintaining other necessary equipment:
 5. Ensuring proper upkeep of outdoor areas:

Explain:

8. How successful has the LD been at championing community and state partnerships for the operation and services provided now and for the future?
 1. Hood River County Library Foundation
 2. Friends of the Hood River County Library

3. Businesses
4. Schools
5. Oregon Library Association
6. Special Districts Association of Oregon
7. Clubs/organizations

Explain:

9. How successful has the Director been in providing appropriate library services and technology to the community?
 1. Provide programs, services, and activities
 2. Staffing levels
 3. Operational hours
 4. Handling patron requests and complaints
 5. Provide reference and information services
 6. Sage Library System
 7. Internet
 8. Library programming trends
 9. Early childhood literacy

Explain:

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

Explain:

Library Director Evaluation Community Questions May 2015

Scoring:

- 5 – Consistently exceeds expectations
- 4 – Often exceeds expectations
- 3 – Meets expectations
- 2 – Often below expectations
- 1 – Consistently below expectations

1. How well do you feel the Library Director (LD) serves as an effective spokesperson for the Library District?
 1. Demonstrates commitment to the organization
 2. Acts as an effective spokesperson
 3. Represents programs and services accurately
 4. Communicates the Library District's point of view
 5. Is Professional and courteous
 6. Has Knowledge of community needs

Explain:

2. How successful has the LD been in developing library services that represent the needs and wants of the community?
 1. Develops appropriate library services
 2. Meets the needs of a diverse community
 3. Develops well-received public programs
 4. Shows creativity
 5. Takes initiative

Explain:

3. How well does the LD present himself to the community?
 1. Participates in meetings/events
 2. Listens and responds appropriately
 3. Is on time and prepared
 4. Verbal communication
 5. Written communication
 6. Provides clear information
 7. Accepts feedback

Explain:

4. How successful has the LD been at championing community involvement for the operation and services provided now and for the future?
 1. Hood River County Library Foundation
 2. Friends of the Hood River County Library
 3. Businesses
 4. Schools
 5. Organizations/clubs

Explain:

5. How successful has the LD been in providing appropriate library services to the community?
 1. Developing the collection
 2. Providing programs, services, and activities
 3. Staffing levels
 4. Operational hours
 5. Handling patron requests and complaints
 6. Children's programming

Explain:

6. How successful has the LD been at communicating library services to the community?
 1. Public events
 2. Electronic resources
 3. Free public Internet
 4. Early childhood services
 5. Adult services
 6. Teen services
 7. Reaching out to different demographics
 8. Reference and information services

Explain:

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

Explain:

Library Director Evaluation

Library Director questions

May 2015

Scoring:

- 5 – Consistently exceeds expectations
- 4 – Often exceeds expectations
- 3 – Meets expectations
- 2 – Often below expectations
- 1 – Consistently below expectations

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

1. Job description
2. Commitment to the organization
3. Leadership:

Explain:

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

1. Administering board policies:
2. Providing executive support and information
3. Meeting deadlines
4. Consistent quality of work
5. Communication Skills

Explain:

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

1. Promoting the library to the community
2. Increasing outreach to the Latino community
3. Increasing outreach to the Odell community
4. Creating a young adult area
5. Creating a technology plan
6. Bringing the collection up to date

Explain:

4. How successful have you been in staying within the District's financial budget and policies, and administering the District's funds?

1. Budget

2. Financial policies
3. Administering district funds
4. Administering grants

Explain:

5. How have you done at overseeing the maintenance of the collection?
 1. Collection maintenance
 2. Developing the collection
 3. Classifying and cataloging materials
 4. Developing collection for a diverse citizenry
 5. Increasing audiovisual material
 6. Electronic resources:

Explain:

6. How have you done at supervising personnel?
 1. Hiring personnel
 2. Training personnel
 3. Increasing bilingual capacity on staff
 4. Recruiting, training, and supervising volunteers
 5. Supervising personnel
 6. Hearing grievances
 7. Administering disciplinary action as needed

Explain:

7. How effectively have you provided appropriate and properly-maintained facilities, technology, and equipment to serve patrons?
 1. Ensuring safety
 2. Providing appropriate and up-to-date technology
 3. Maintaining the facilities
 4. Providing and maintaining other necessary equipment
 5. Ensuring proper upkeep of outdoor areas

Explain:

8. How successful have you been at championing community and state partnerships for the operation and services provided now and for the future?
 1. Hood River County Library Foundation
 2. Friends of the Hood River County Library
 3. Businesses
 4. Schools
 5. Oregon Library Association

6. Special District Association of Oregon
7. Clubs/organizations

Explain:

9. How successful have you been in providing appropriate library services and technology to the community?
 1. Providing programs, services, and activities:
 2. Staffing levels
 3. Operational hours
 4. Handling patron requests and complaints
 5. Providing reference and information services
 6. Sage Library System
 7. Public Internet
 8. Library Programming Trends
 9. Early childhood literacy

Explain:

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

Explain:

Library Director Evaluation Staff Questions May 2015

Scoring:

- 5 – Consistently exceeds expectations
- 4 – Often exceeds expectations
- 3 – Meets expectations
- 2 – Often below expectations
- 1 – Consistently below expectations

1. How well do you feel the Library Director (LD) has demonstrated his leadership qualities?
 1. Sensitivity and awareness in relating to people
 2. Fosters an environment that stimulates enthusiasm, initiative, and creativity
 3. Sets example for integrity, openness, cooperation, and commitment
 4. Encourages teamwork and a strong work ethic among staff
 5. Maintains an environment of trust and respect

Explain:

2. How well do you feel the LD works with you and the rest of the library staff?
 1. Encourages and supports professional development
 2. Establishes purposeful goals and helps staff meet them
 3. Works to continually improve performance of staff
 4. Is effective in planning, organizing, and controlling the work of staff
 5. Delegates effectively
 6. Holds staff responsible for assignments and duties
 7. Makes appropriate personnel recommendations and decisions

Explain:

3. How well do you feel the LD communicates with the library staff?
 1. Verbal communication
 2. Written communication
 3. Provides clear information
 4. Listens and responds appropriately
 5. Effectively conducts and participates in meetings
 6. Keeps staff informed

Explain:

4. How effective is the LD at problem solving?
 1. Identifies problems

2. Develops alternate solutions
3. Implements practical, effective, and innovative solutions
4. Responds appropriately to new and different situations
5. Overcomes resistance to change
6. Seeks advice in dealing with problems
7. Demonstrates effective conflict resolution skills

Explain:

5. How is the LD's attitude and level of cooperation?
 1. Committed to organizational goals
 2. Demonstrates helpful manner to staff
 3. Is approachable
 4. Respects views of others
 5. Projects a positive outlook
 6. Adjusts to change and manages stress
 7. Exhibits responsible and mature management behavior
 8. Assumes responsibilities for decisions and actions

Explain:

6. How well do you feel the LD demonstrates skills and knowledge of the job?
 1. Demonstrates necessary skills
 2. Has knowledge expected for a Library Director
 3. Articulates knowledge to staff
 4. Trains staff in necessary skills

Explain:

7. Within the District's budgetary limits, how successful has the LD been in providing appropriate library services to the community?
 1. Planning and developing collections
 2. Providing programs, services, and activities
 3. Promoting/marketing resources to patrons
 4. Staffing levels
 5. Operational hours
 6. Handling patron requests and complaints
 7. Communicating with library users
 8. Meeting the needs of patrons
 9. Overall treatment of patrons
 10. Interaction with the community

Explain:

8. How successful has the LD been at staying current with library and information services and technology, including the integrated library system, electronic resources and Internet?
 1. Sage Library System
 2. Electronic resources
 3. Internet
 4. Library programming trends
 5. Early childhood literacy

Explain:

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

Explain: