

March 2024  
Preliminary Data Selection

<b>Date</b>	<b>Visitors</b>	<b>Week No.</b>	<b>Day of Week</b>
2024-03-01	11	9	Fri.
2024-03-02	8	9	Sat.
2024-03-03	0	10	Sun.
2024-03-04	0	10	Mon.
2024-03-05	10	10	Tue.
2024-03-06	8	10	Wed.
2024-03-07	16	10	Thu.
2024-03-08	13	10	Fri.
2024-03-09	11	10	Sat.
2024-03-10	0	11	Sun.
2024-03-11	0	11	Mon.
2024-03-12	11	11	Tue.
2024-03-13	15	11	Wed.
2024-03-14	10	11	Thu.
2024-03-15	16	11	Fri.
2024-03-16	✱	11	Sat.
2024-03-17	0	12	Sun.
2024-03-18	0	12	Mon.
2024-03-19	25	12	Tue.
2024-03-20	13	12	Wed.
2024-03-21	9	12	Thu.
2024-03-22	15	12	Fri.
2024-03-23	11	12	Sat.
2024-03-24	0	13	Sun.
2024-03-25	0	13	Mon.
2024-03-26	14	13	Tue.
2024-03-27	7	13	Wed.
2024-03-28	16	13	Thu.
2024-03-29	14	13	Fri.
2024-03-30	0	13	Sat.
2024-03-31	0	14	Sun.
<b>Total:</b>	<b>253</b>		

Mirrored Lamp LLC (R. Allen Snider)

Library

Vendor # 3824  
Rate \$ 37.68

Mar. '24  
Year

Invoice # 23409  
Amnt. \$ 5,225.00

Employee Name (Please Print)

Department

Month

Year

Totals

Week #	9		10							11							12							13							14	
Day	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Office Use
Regular Hours	6.00	5.50	0.00	0.00	7.85	6.15	7.40	6.00	5.50	0.00	0.00	7.75	6.15	7.50	6.00	5.00	0.00	0.00	7.90	6.50	8.00	6.00	5.50	0.00	0.00	7.50	6.50	7.60	6.40	0.00	0.00	138.70
																																0.00
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																																0.00
																																0.00
																																0.00
																																0.00

Department Head Signature

Date

*R. Allen Snider*  
Employee Signature

2024-04-04  
Date



Mirrored Lamp LLC  
 2355 State St.  
 Suite 101, Salem, OR 97301 United States  
 library@mirroredlamp.com | 503-395-5863

Invoice #23409

Issue date  
 Apr 4, 2024

# City Library Services (Mar. '24)

Thanks! — Allen  
 [Rian Allen Snider, Mirrored Lamp LLC (Vendor No. 3824)]  
 Additional Recipients: sjorgensen@cityofrainier.com

### Customer

City of Rainier attn: Sarah Blodgett,  
 Office Manager  
 City of Rainier  
 sbloodgett@cityofrainier.com  
 503-556-7301  
 106 W B Street  
 PO Box # 100  
 Rainier, OR 97048

### Invoice Details

PDF created April 4, 2024  
 \$5,225.00  
 Service date March 31, 2024

### Payment

Due April 10, 2024  
 \$5,225.00

Items	Quantity	Price	Amount
City Library Service Hours <i>March 2024</i> <i>(2024-03-01 – 2024-03-31) [FY23/Q3c]</i> <i>Cumulative Days: 21   Hours: 138.70   Rate: \$37.68/hr.</i>	1	\$5,225.00	\$5,225.00

Subtotal \$5,225.00

**Total Due \$5,225.00**



### Pay online

To pay your invoice go to <https://squareup.com/u/FaGt5QsS>  
 Or open the camera on your mobile device and place the QR code in the camera's view.

N.	title
1	Public Library Trustee Ethics Statement
2	The board evaluates itself
3	Working Together: Roles and Responsibilities Guidelines
4	Rainier Municipal Code Chapter 2.20: Public Library Board
5	Handbook for Trustees of Oregon Public Libraries
6	Basic Principles of Parliamentary Procedure
7	Application for Serving on Citizen Advisory Boards/Committees - City of Rainier
8	Professional Ethics / Code of Ethics(ALA)
9	Interlibrary Loan Code for Oregon Libraries
10	(Policies via City Website)
11	Welcome to Rainier City Library - thanks for volunteering!
12	Volunteer Info Needs (draft B)
13	Volunteer Application Form - Rainier City Library + Mirrored Lamp LLC (originally Rainier School District)
14	Rainier City Library Inventories form
15	RCL Policy Sheet Sources
16	Draft Collection Policies - Rainier City Library
17	Some Links re. Friends Groups
18	Order Confirmation - rainiercitylibrary.com domain registration (Hover)
19	Library revenue log tables
20	Professional Services Agreement between the City of Rainier and Mirrored Lamp LLC (2023--25)
21	Professional Services Agreement between the City of Rainier and Mirrored Lamp LLC (2022--23)
22	Proposal for Contracted Library Services
23	2023/2025 Adopted Budget - City of Rainier
24	City of Rainier - Proposed 2023-25 Fiscal Year Budget
25	RCL Proposed Budget (2023,2024,2025) (draft (C): 2023-05-04)
26	City of Rainier 2012/2013 Budget draft - Library Trust Fund
27	City Librarian job description - City of Rainier (September 2009)
28	Rainier City Library Hours fliers (2024)
29	City of Rainier General Ledger - Expense vs Budget, 10-050s (2024-02-01)
30	City of Rainier General Ledger - Expense vs Budget, 90-900s (2024-02-01)
31	City of Rainier General Ledger - Trial Balance, 10-050s (2024-02-01)
32	City of Rainier General Ledger - Trial Balance, 90-900s (2024-02-01)
33	Oregon State Grange Community Service Project Report example forms

Attachments Index

filename	extent	filesize	url
public-library-trustee-ethics-statement-united-for-libraries-2012.pdf	1 page/sheet	219 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N9B8UK6b1OopgMoA">https://1drv.ms/b/s!AptokYPOy9Ugg9N9B8UK6b1OopgMoA</a>
board-self-evaluation.pdf	3 pages/sheets	664 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9NvExVRS8MALAw2hA">https://1drv.ms/b/s!AptokYPOy9Ugg9NvExVRS8MALAw2hA</a>
working-together-roles-and-responsibilities-guidelines-connecticut-state-library.pdf	1 page/sheet	60 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9QJ3L_7iRX2OqKQNg">https://1drv.ms/b/s!AptokYPOy9Ugg9QJ3L_7iRX2OqKQNg</a>
rainier-municipal-code-2-20-2022.pdf	3 pages/sheets	31 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9NuWRpXVXWpPglIQ">https://1drv.ms/b/s!AptokYPOy9Ugg9NuWRpXVXWpPglIQ</a>
handbook-trustees-oregon-public-libraries-lidman-2005.pdf	12 sheets (24 source-pages)	307 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9QJfR91xKk4d4ucg">https://1drv.ms/b/s!AptokYPOy9Ugg9QJfR91xKk4d4ucg</a>
basic-principles-of-parliamentary-procedure-john-cagle.pdf	1 page/sheet	11 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9QD98cGvS27_ffQ">https://1drv.ms/b/s!AptokYPOy9Ugg9QD98cGvS27_ffQ</a>
cor-citizen-advisory-board-application-questionnaire.pdf	2 pages/sheets	396 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N4lwqgn_GdV2rfqQ">https://1drv.ms/b/s!AptokYPOy9Ugg9N4lwqgn_GdV2rfqQ</a>
ala-professional-ethics-code-2021.pdf	2 pages/sheets	57 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9QGmKhHVhQbHLI_w">https://1drv.ms/b/s!AptokYPOy9Ugg9QGmKhHVhQbHLI_w</a>
interlibrary-loan-code-for-oregon-libraries-1996.pdf	3 pages/sheets	21 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N8_hitTRdAtii59Q">https://1drv.ms/b/s!AptokYPOy9Ugg9N8_hitTRdAtii59Q</a>
rcl-cor-web-policies.pdf	8 pages/sheets	559 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9NvicY2wFpRL_Eig">https://1drv.ms/b/s!AptokYPOy9Ugg9NvicY2wFpRL_Eig</a>
beginning-volunteer-tasks.pdf	1 page/sheet	104 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N_tW01PmiEzCuuuQ">https://1drv.ms/b/s!AptokYPOy9Ugg9N_tW01PmiEzCuuuQ</a>
volunteer-info-needs-draft.pdf	1 page/sheet	185 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9OAR1TExc0K7p6NEQ">https://1drv.ms/b/s!AptokYPOy9Ugg9OAR1TExc0K7p6NEQ</a>
earlier-volunteer-application-forms.pdf	4 pages/sheets	1.1 MB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9OJDZG-PogifFee1bA">https://1drv.ms/b/s!AptokYPOy9Ugg9OJDZG-PogifFee1bA</a>
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friends-links_20221104.pdf	1 page/sheet	213 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N1OClwz8PMecyCYw">https://1drv.ms/b/s!AptokYPOy9Ugg9N1OClwz8PMecyCYw</a>
rainiercitylibrary-domain-registration-order-confirmation-hover-20240308.pdf	1 page/sheet	264 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N5iXni6VEtAH_8g">https://1drv.ms/b/s!AptokYPOy9Ugg9N5iXni6VEtAH_8g</a>
rcl-revenue-logs20221109--20240329.pdf	10 sheets (19 source-pages)	5.8 MB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9ONg7MzUnMvArKnA">https://1drv.ms/b/s!AptokYPOy9Ugg9ONg7MzUnMvArKnA</a>
city-library-professional-services-agreement-cor-mllc-2023--25_as-signed.pdf	6 pages/sheets	206 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9OEnN_lu7Z8tbe2Zw">https://1drv.ms/b/s!AptokYPOy9Ugg9OEnN_lu7Z8tbe2Zw</a>
city-library-professional-services-agreement-cor-mllc-2022--23.pdf	6 pages/sheets	7.5 MB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9QOS3iVuoMkBlfIQ">https://1drv.ms/b/s!AptokYPOy9Ugg9QOS3iVuoMkBlfIQ</a>
mirrored-lamp-llc-proposal-for-contracted-library-services-2022.pdf	5 pages/sheets	1.0 MB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N_UiXsYl_wdUxm13_g">https://1drv.ms/b/s!AptokYPOy9Ugg9N_UiXsYl_wdUxm13_g</a>
city-of-rainier-adopted-budget-fy-2023--25.pdf	34 source-pages	1.6 MB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9Nzri4EG2m6BxdNoA">https://1drv.ms/b/s!AptokYPOy9Ugg9Nzri4EG2m6BxdNoA</a>
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rcl-proposed-budget-2023--2025_draft-C-20230504.pdf	1 page/sheet	51 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N7JXCu5zmRBULW5g">https://1drv.ms/b/s!AptokYPOy9Ugg9N7JXCu5zmRBULW5g</a>
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cor-city-librarian-job-description-2009.pdf	2 pages/sheets	649 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9QBoRe9ke1hpWmw3A">https://1drv.ms/b/s!AptokYPOy9Ugg9QBoRe9ke1hpWmw3A</a>
rcl-hours-fliers-2024.pdf	1 sheet (2 source-pages)	2.9 MB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9QM9dsFvTebx8Xa6g">https://1drv.ms/b/s!AptokYPOy9Ugg9QM9dsFvTebx8Xa6g</a>
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cor-general-ledger-expense-v-budget-20240201-b.pdf	1 page/sheet	74 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N6_2di7u2lXMGjDg">https://1drv.ms/b/s!AptokYPOy9Ugg9N6_2di7u2lXMGjDg</a>
cor-general-ledger-trial-balance-20240201-a.pdf	4 pages/sheets	81 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9QCKJQIL8Y78x1DWA">https://1drv.ms/b/s!AptokYPOy9Ugg9QCKJQIL8Y78x1DWA</a>
cor-general-ledger-trial-balance-20240201-b.pdf	1 page/sheet	74 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9N2ilzKxHwYeTeezQ">https://1drv.ms/b/s!AptokYPOy9Ugg9N2ilzKxHwYeTeezQ</a>
grange-service-projects-report-examples.pdf	2 pages/sheets	427 KB	<a href="https://1drv.ms/b/s!AptokYPOy9Ugg9NwOitQr5ZD12POg">https://1drv.ms/b/s!AptokYPOy9Ugg9NwOitQr5ZD12POg</a>

Shared Links

host	subdirectory	url
OneDrive (Microsoft)	shared/library-board-meetings/2024-04-12	<a href="https://1drv.ms/f/s!AptokYPOy9Ugg9NDYqfUznOjWwBBg">https://1drv.ms/f/s!AptokYPOy9Ugg9NDYqfUznOjWwBBg</a>
Google Drive	rcl-shared/library-board-meetings/2024-04-12	<a href="https://drive.google.com/open?id=1-SOIRoBhbOJoDh8dC_XMwSjS5JKfzYA">https://drive.google.com/open?id=1-SOIRoBhbOJoDh8dC_XMwSjS5JKfzYA</a>
Proton Drive	rcl-shared/library-board-meetings/2024-04-12	<a href="https://drive.proton.me/urls/VT5JWfMk3G#7X7n2gMnoCPX">https://drive.proton.me/urls/VT5JWfMk3G#7X7n2gMnoCPX</a>