

**Board of Directors**  
**Regular Meeting Agenda, Supplementary**  
Tuesday, August 15, 2017, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard President



- |   |          |
|---|----------|
| <b>I. Swearing in new Board member</b>                  | Sheppard |
| <b>II. Additions/deletions from the agenda (ACTION)</b> | Sheppard |
| <b>III. Actual or potential conflicts of interest</b>   | Sheppard |
| <b>IV. Consent agenda (ACTION)</b>                      | Sheppard |
| <b>i. Minutes from July 18, 2017 meeting</b>            |          |
| <b>V. Open forum for the general public</b>             | Sheppard |
| <b>VI. Board officer elections (ACTION)</b>             | Sheppard |
| <b>VII. Reports</b>                                     |          |
| <b>i. Friends update</b>                                | Fox      |
| <b>ii. Foundation update</b>                            | Fox      |
| <b>iii. July financial statements</b>                   | Fox      |
| <b>iv. Director's report</b>                            | Fox      |
| <b>VIII. Previous business</b>                          |          |
| <b>i. Review of strategic goals</b>                     | Fox      |
| <b>ii. Financial Management policy update (ACTION)</b>  | Sheppard |
| <b>iii. Japanese Garden plans (ACTION)</b>              | Sheppard |
| <b>IX. New business</b>                                 |          |
| <b>i. Internet contract renewal (ACTION)</b>            | Sheppard |
| <b>ii. Estimate rebuilding stone wall (ACTION)</b>      | Sheppard |
| <b>iii. Estimate walkway repair (ACTION)</b>            |          |
| <b>X. Agenda items for next meeting</b>                 | Sheppard |
| <b>XI. Adjournment</b>                                  | Sheppard |

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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.

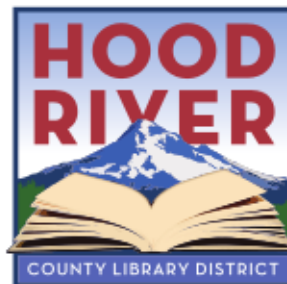
- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

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

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

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.

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Tuesday, August 15, 2017, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard President



**I. Swearing in new Board member**

Sheppard

President Jean Sheppard will swear in the newly elected Board member Karen Bureker.

Attachments:

I.a. Oath of office - Karen Bureker

**II. Additions/deletions from the agenda (ACTION)**

Sheppard

**III. Actual or potential conflicts of interest**

Sheppard

**IV. Consent agenda (ACTION)**

Sheppard

**i. Minutes from July 18, 2017 meeting**

Attachment: IV.i. Minutes from July 18, 2017 meeting

**V. Open forum for the general public**

Sheppard

**VI. Board officer elections (ACTION)**

Sheppard

Last month the board elected Karen Bureker as Vice President of the District for fiscal year 2017-18. I spoke to our legal counsel at the Special Districts of Oregon and he stated a board member can not be elected as an officer until they are sworn in. Bureker stated she is willing to serve. Further nominations can be taken from the floor, too. The successful candidate requires a majority of the vote in favor. After the election, the Board President will need to state the President, Vice President, Director and Assistant Director are authorized signers on the account. Fox will provide the meeting minutes to the bank to update the bank signature card.

**VII. Reports**

**i. Friends update**

Fox

The Friends of the Library held their annual picnic on Tuesday, August 8, 2017. We are thankful for the financial and volunteer support they provide. In fiscal year 2016-17, the Friends donated \$4,600 to support the Summer Reading Program and \$2,550 for new audiobooks. The Friends of the Library and other individuals also gave over 2,500 volunteer hours to the library doing everything from processing new materials to shelving to helping staff manage the collections. They helped process the 6,500 items we added to our collection. They go through literally thousands of books and other donations to put into the library collections, sell to raise funds, or distribute to help items find new homes.

**ii. Foundation update**

Fox

The Foundation is on summer break! They will be resuming their regular meetings in September.

**iii. July financial statements**

Fox

Attachment: VII.iii. July financial statements

The District is tracking well for our first month of the fiscal year. The Library Foundation Board will be presenting their annual donation check soon, which will increase our Grants fund to

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around \$100,000.

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

Fox

##### Administration

- Ken Jacobs and I were unable to meet this month to finalize the technology and maintenance replacement schedule. We will meet at the end of the month to finalize the plan and I will have it ready for the meeting on September, 19.
- As part of my contract agreement, I will complete the American Library Association Certified Public Library Assistant program within a five year period from my hire date as Library Director. I have completed a course on Budget and Finance. This fall I will take a class on Fundraising and Grantsmanship.

##### Facilities

- A small maple tree which had nearly died was successfully removed, by Braun Arboricultural, from the northeast corner of the property.
- I'm currently working on obtaining price quotes for furniture and carpet replacement for the Parkdale Branch. This project will be funded with Feast of Words funds of \$26,000 raised in 2014. The remainder of the funds will be used for the Cascade Locks Branch move project.
- I have received a few quotes for new furniture for the Hood River building, which will be purchased with Feast of Words funds from 2017. In September, I'll meet with our representative from Oregon Corrections Enterprises to further discuss the order.
- The HVAC system has a few valves, located on the pipes in the ceiling, which have worn out. This has caused a slow leak, which damaged a few ceiling tiles near the front desk. Northwest Control has ordered new parts and they should be installed soon.
- A delivery driver damaged our awning on the East side of the Hood River building. The driver had expired insurance. They were hired by our new courier provider Expak. Our insurance company Special District Insurance Services has hired an independent claims adjuster to handle the case. For the time being, Servpro has installed a brace for the awning to secure it until it can be fixed.

##### Personnel

- Our Operations Assistant Joanne Gibeau has resigned from the District. We thank her for her service to the District and wish her the best in her future endeavors. Arwen and I decided we have several qualified staff members who can fill her shoes. We have opened up the position internally and hope to fill the position by Tuesday, August 22.
- We welcomed Anna Lim back to the District on Tuesday, August 1 as our Cataloging Specialist. Lim has returned from a year long leave of absence and picked up seamlessly where she left off.

##### Programs

- We have almost completed our annual summer reading program. We've had programs for all ages in all the communities in the gorge. I'll provide a full report of statistics at the September meeting.
- We'll end our Summer Reading Program with our annual Unity Picnic on Saturday, August 26, 5:30 to 7:30pm. We will have a live band, taco bar and activities provided by local organizations. We'll also have the summer reading raffle drawing for the teen and adult programs. Last year, we had over 350 people attend!

##### Statistics

Last year, as I transitioned into the new position, the board proposed I present statistics quarterly to help create ease for me. My predecessor used to present the statistics each month. Presenting on a quarterly schedule works best for me, I would like to switch the months, which works best for my work flow. If it works for the Board, I will present statistics



in March, June, September, and December.

## **VIII.Previous business**

### **i. Review of strategic goals**

Fox

#### **1. Create a stable and permanent presence in Odell.**

- **Evaluate effectiveness of current bus pilot and determine next steps.**

At the end of 2016, Children's Librarian Jana Hannigan and Children's Services Assistant Yeli Boots reflected upon their efforts resulting in several refinements and adjustments that improved and enhanced the program to better fit the needs of families/youth. First, they realized it was better to provide the bus weekly rather than biweekly, which made it easier to remember the schedule. Secondly, they found offering a movie was a big motivator for families/youth. In 2016, the bus brought 86 children and 155 teens/adults from Odell to the library during an 8 month period.

The District has been awarded the 2016 Outstanding Ready to Read Grant Project Award. We were among 8 libraries out of the State of Oregon to win! Each year the State Library recognizes libraries that implement outstanding state-funded projects. The criteria for an outstanding project are: most participants achieved all the outcomes, established a good model for other libraries, developed strong partnerships to improve services to underserved youth, or implemented an outstanding summer reading project. Katie Anderson from the State Library will visit a Library Board meeting within the coming months to present the award.

Staff decided to continue another year of the project, using Reading to Read Grant 2018 funds.

This summer staff offered new ways to promote the service by creating a banner on the fence at Mid-Valley and sandwich boards in the community. They have also worked with the school district to promote the service using the robo-call system.

- **Develop a service plan and explore collaboration with prospective partners.**

Outreach Specialist Patty Lara-Martinez will take point on this service plan and work with other key staff members to evaluate service needs, explore partnerships and write an implementation plan and timeline. This fiscal year staff will be busy with the many projects at the Hood River Library, Parkdale branch renovation and Cascade Locks move, so we will focus on this service plan during the FY2018-19.

Lara-Martinez has already developed strong partnerships in our community with the Odell Hispanic Drug Prevention Coalition, Migrant Head Start in Odell, Mid-Valley Elementary, Radio Tierra (weekly radio show), Migrant Education Program, Oregon Child Development Coalition, and many more.

Lara-Martinez does a bookmobile at a weekly Zumba class throughout the year. In the summer, she attends Meracado del Valle (Odell Farmer's market), Odell movies in the Park and partners with Mid-Valley Elementary to provide storytime and activities during their three week summer reading program.

Lara-Martinez has a weekly radio program on Radio Tierra where she interviews people in the community and links the conversations to library services. She also does a weekly

storytime on air.

An estimated 300 to 500 children and their families gather in April each year at the District's Día de los Niños/El Día de los Libros (Day of the Children/Day of the Books) event at Mid-Valley Elementary. The event is a "Carnival" resource fair. The District gives between 150 to 250 books at the event each year.

Each year the District celebrates El Dia de Los Muetros (Day of the Dead) in November at St. Francis House in Odell. Free food, band and activities are provided. The event typically draws in 250-350 people.

- **Expand adult literacy and ESL opportunities for Spanish speakers.**

Staff are working on improving ESL and early literacy collections for Spanish speakers. The Spanish collection expanded last year to include a section on ESL. This year, Lara-Martinez hopes to partner with local organizations who are already providing services in our community.

Pronunciator, our online language-learning database, also has strong ESL components that will focus on promoting this fiscal year.

## **2. Expand services to tweens and teens.**

- **Facilitate creative learning opportunities and provide a venue (at the library and/or online) for them to showcase their work.**

Teen Librarian Rachel Timmons will maintain a teen page on the District website. After the summer rush is over, Timmons will be hard at work on getting the page up to speed.

Timmons has created two areas in the teen space for teens to draw and hopes to create a space for teens to display their work.

- **Modify teen space to address their needs.**

Timmons has been weeding the collection and rearranged the collection to better suit the needs and interests of teens. Adult Graphic Novels will be moved out of the teen area.

Furniture will be arranged to create more comfort and ownership of the space by the teens.

This summer, Timmons put up signage in the teen space stating it's only open to teens during the summer. During the school year, we will most likely limit the space to teens during after school and weekend hours.

During the Parkdale renovation and Cascade Locks Branch move, we plan to create more defined teen sections to help support the teens in our communities.

- **Revitalize the teen advisory group.**

Timmons has already done this. The group is now meeting two times per month in the

teen area. She has several teens who volunteer at events and in the library.

- **Improve outreach to teens.**

Timmons has connected with staff at the school district and had several class visits this last fiscal year to promote programs and services.

Timmons plans to expand her outreach to organizations in the community who serve teens.

### **3. Expand outreach activities to continue to grow the library's active users.**

- **Connect with diverse audiences (and create connections between diverse communities)**

- with large scale community events.**

The District's annual end of summer Unity Picnic has been widely successful and drew a large, diverse audience of over 350 people last year. Summer Reading Program events have been focusing on drawing large, diverse audiences around the County, especially through performers. As mentioned above, Lara-Martinez's Dia de la Ninos and Día de Muertos each drew hundreds of people of diverse backgrounds as well.

Programming staff have a goal to have a least two large scale community events each year designed to draw together patrons from all areas of our community.

- **Develop collections, services and programs targeted to nonusers.**

The library has several under-utilized electronic resources that may be a way to reach out to some non-users. These included our language-learning, downloadable media, auto repair, and test prep resources. Staff will also explore a digital magazine resource.

Assistant Director Arwen Ungar has started a monthly book club which meets at Kick stand coffee shop. She hopes to target adults who do not usually use the library.

Ungar and Timmons will work together to create programming for new adults age 19-29.

Staff will create partnerships with the tech community in the gorge. Staff hope to partner with the Columbia Gorge STEM Hub to offer STEM based programming at the library.

If able, Ungar attends Gorge Technology Alliance monthly lunches and networking meetings.

Staff are exploring the idea of the "Library of Things". They will research libraries who offer this service and explore possible locations for storage and display in the library and how to target the collection to the needs of our community.

The Library Foundation has donated \$2,000 for staff to transform the Creative Corner in the children's area to a maker space. A maker space is a place in which people with shared interests, especially in computing or technology, can gather to work on projects while sharing ideas, equipment, and knowledge. Staff hope this will bring in people who currently do not use the library.

- **Reach out to vulnerable populations (including the homebound and homeless) through ongoing staff outreach.**

Ungar has built upon reaching out to senior populations, by adding two locations, which has been increasingly successful.

Ungar plans to expand her outreach to include homebound.

Ungar and I plan to reach out to the those experiencing homelessness by creating a relationship with the warming shelter staff and educating key members of the community to the availability of limited use cards.

Hannigan and Boots provide outreach story time and give away free books to children who live in the mobile park behind El Richoncito and the apartment complex Hood River Crossing, both on Cascade Ave. They are reaching adults and children who otherwise are unable to travel to a library branch.

Public Services Clerk Amber Strangstalien stocks mini libraries each week with children's books in One Community Health, WIC office, DHS office, and Indian Creek Apartments, which puts books into the hands of children who often do not visit the library. This summer staff placed book marks in each book with a list of summer programs at the Hood River Library.

Lara-Martinez's work reaching out to Latinos continues to be hugely successful and a model for other libraries. Lara-Martinez recently wrote an article for the Oregon Library Association on the District's outreach efforts.

#### **4. Increase library awareness throughout the county.**

- **Expand alternative ways of promoting library news (including targeted and word of mouth marketing) to increase participation and attendance.**

Ungar is leading a marketing team to create a marketing plan. Staff have been experimenting through the summer and will formalize the plan this fall.

Ungar revived the District's monthly electronic newsletter. We are looking into moving to a new platform, which will be more user friendly. Ungar also creates a monthly paper newsletter available at the public service desks, which lists programming at all three branches and in Odell.

- **Implement consistent branding to highlight all library sponsored events and activities.**

District logo banners are more common sights at outreach activities now, including Senior Outreach.

District logo is now present on all flyers created by staff members in every department.

Staff are considering using a template for all our flyers. This way it will be clear immediately

the flyer is from the library.

Staff were recently trained on writing press releases, which should create consistency in our materials.

- **Effectively communicate the positive impact of the library district and develop a plan for long-term funding sustainability.**

Staff will make presentations to inform the community what the library is doing – Hood River Lions, Hood River Rotary, Soroptimists, etc.

Staff will create a page on library website listing the programs and services the library provides throughout the year.

I am looking into creating an End of Year Report to distribute in the community.

## **5. Continue to develop the library as a cultural and educational hub for people of all ages and backgrounds.**

- **Provide access to diverse resources to meet the community's diverse needs.**

This fiscal year, staff will review the collection development policy to ensure it's up-to-date and meeting the needs of the community.

The District will continue to send staff to purchase items in Mexico to ensure we have a collection that meets the needs of our Latino population.

- **Continue to offer literary events, musical concerts and other expressions of community creativity**

Staff are working on delivering cultural programming, including concerts.

Ungar will lead the effort to expand educational programming for the District. Ideas include technology and civic engagement programming for all ages.

The District has a rotating, monthly art display in the meeting room and Library Lane.

- **Offer access to current and relevant technology**

The District currently offers public computer access with printing capabilities at all three branches. Wifi is also available in each location.

Staff are excited to create the maker space to offer more access to technology for all ages.

- **Continue to strengthen ongoing partnerships with other service providers, businesses, nonprofits and educational institutions.**

The majority of staff have developed strong partnerships with a variety of organizations in the community.

Staff will maintain a spreadsheet listing their involvement and connections in the community. This will give a big picture of our connections established and who we still need to connect with.

- **Ensure that the Friends of the Library and the Library Foundation continue to thrive as library support organizations.**

Encourage dialog and open communication with both organizations to see how the library can also best support them. I check in with each organization regularly to see if I can help them and make myself available when they need me.

Our Operations Assistant staff member will lead the effort to hold an annual volunteer appreciation party.

The volunteers who work inside our library have expressed their appreciation for offering volunteer parking reimbursement. They appreciate the support from the District.

- **Explore options for maximizing the library's open hours**

Staff are manually tracking the number of people who use the branch libraries. Staff plan to continue this evaluation over the next year. People counters have been installed at the Hood River Library but have not been connected to the tracking system. I am working on getting the system up and running. Both tracking systems should give us information on which hours are the busiest for the District.

Staff plan on conducting a public survey regarding hours in Parkdale and Cascade Locks this fiscal year. The following year, we would like to offer the same in Hood River.

## **ii. Financial Management policy update (ACTION)**

Sheppard

Attachment: VIII.ii.a. Financial Management policy update

VIII.ii.b. Resolution No. 2017-18-.04, Amending Financial Management Policy

Last month, I presented an invoice we received after our June 20, 2017 District Board meeting. Former Vice President John Schoppert and I discussed and agreed to pay this invoice in June to ensure it came out of the correct fiscal year 2016-17 for which it was budgeted. I was unaware the charge would be over \$2,000, until I received the invoice. My predecessor had allocated \$2,000 for elections expenses for fiscal year 2017-18. I had referenced our Financial Management Policy and found, "The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the District in excess of \$3,000 except with the following exceptions: Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed \$3,000. Such purchases must be approved by the Board President and comply with ORS."

I have been contemplating the wording from the policy and questioned whether it did cover the circumstance. I spoke to our legal counsel Jeff Baker and he stated it would be better for future reference to be more explicate if you want to allow this type of circumstance. I do not foresee this occurring often and would only happen near the end of the fiscal year. If the Board would like to

allow this in the future, Baker recommended adding, “Purchases that exceed \$3,000 but cannot be delayed until the next Board meeting because such delay would cause unnecessary hardship or financial detriment to the District; provided, the purchase is made after approval by the Library Director and the Board President.” If you approve, the update to the policy needs to be passed by Resolution 2017-18.04.

### **iii. Japanese Garden plans (ACTION)**

Sheppard

Attachments: VIII.iii.a. Min Yasui landscape plan

VIII.iii.b. Min Yasui perspective

Sadafumi Uchiyama, the designer of the updated Japanese Garden in Portland and restoration of the garden in Denver has presented the Yasui family with his vision of the legacy stone garden. Sadafumi has offered to oversee the work with a local contractor. For those new to the Board, the former board approved the installation of a small, low maintenance Japanese Garden surrounding the Legacy Stone in the Library Gardens. The stone honor the legacy of Minoru Yasui, who fought for justice throughout his life. Yasui was posthumously awarded the Presidential Medal of Freedom. The Yasui family has pledged to pay for the upkeep of the garden and to raise funds for the project. The Library Foundation is acting as the fiscal agent for the project. I have included the drawings in the board packet for approval. On Friday, August 11, I will meet with Maija Yasui to discuss the next steps in the project. I will give a report at the board meeting.

## **IX. New business**

### **i. Internet contract renewal (ACTION)**

Sheppard

Attachment: IX.i. Contract Gorge.net

Our three year contract with Gorge.net will expire this month. Gorge.net provides us with 100mbps for \$324.95 per month. This Internet serves both Internet and the Parkdale Branch Library. We pay Hood River Electric \$100 to run the internet from Gorge.net to the Parkdale Branch. This also allows us to have phone at the Parkdale branch because our system uses the internet to connect. Gorge.net has agreed to renew the contract for two years at the same price. I am happy with the service. It has been highly beneficial to have immediate, local support when we experience issues. I ask permission from the board to renew the contract.

### **ii. Estimate rebuilding stone wall (ACTION)**

Sheppard

Attachment: IX.ii. Estimate stone wall

The Stolz family gave the property in front of their building to the library in 2000, which became part of the Georgiana Smith Memorial Gardens. The agreement stated the Library District will be responsible for maintaining the stone wall which separates the property. Last fiscal year, a large tree was removed from the Gardens. It had been causing considerable damage to the stone wall and had been dropping large branches and was deemed unsafe for the public area. Part of the stone wall had to be dismantled to remove the tree. The stump was ground down at the time. While grinding the stump, it was discover the tree had grown around the stone wall and they were unable to completely grind it. While the stump is dead, the root system is still alive. John Stoltz is repaving his driveway and we agreed it would be the ideal time to remove the stump and and large roots from the area to repair the wall. Stonemason Michael Bryne will rebuild the wall and then Stoltz will have the area paved. Our part of the project is scheduled to be completed by the end of the month. Lane's Excavating will remove the dead stump and root system for \$987. Stonemason Michael Bryne will rebuild the section of the wall for an estimated \$3,900. The total project is estimated to cost around \$5,000. I had budgeted \$10,000 in our Capital Equipment Reserve Fund and I am pleased it has come in under budget. Because it exceeds my spending authority of \$3,000, I'm asking for permission to approve up to \$4,500 for the rebuilding of the

stone wall.

### **iii. Estimate walkway repair (ACTION)**

Attachment: IX.iii. Estimate Stamp the Earth

Unfortunately, the northwest corner of the Hood River building has a water intrusion issue. There are two emergency exits from the downstairs children's library that open onto a short walkway that leads to the Gardens. The 5' wide and 25' long walkway is sloped, and the doorways are at the bottom of that slope.

The walkway has insufficient drainage and improper grading. There is only one 8" X 8" drain for the area, which is slightly above the grade of the doors. It also plugs easily. The walkway grade also slopes toward the building and down to the doorways. This poor design has caused water to pool near the doorways and intrude under them and into the children's library at least five times in the last five and a half years, soaking the carpet in our storytime and picture book areas. Because of how the walkway is sloped, the water also runs along and pools along the edge of the 102-year-old bricks of the original part of the building. There is significant moss buildup in these areas. This situation can be exacerbated when leaves clog the area in the fall, the nearby roof downspout is overflowing, during torrential rains, or when snow is melting.

The former Library Director Buzzy Nielsen met with John Frazer from Stamp the Earth, a concrete professional. They devised a plan to rip up the current walkway and redesign it. The new walkway would include more drainage, including about 9' worth of load-bearing, large format drains in addition to expanding the existing drain. The walkway would be re-sloped to encourage water to travel towards the drains and away from the building. We do not believe that the downspout needs to be changed as it drains into the same basin as we're planning to expand, and it overflows very rarely.

Nielsen received a grant from the Special Districts of Oregon in 2015 for \$3,000. At that time, SDAO was focusing on supporting Districts with water intrusion issue by offering grants. The District will cover the remaining \$2,766.50. When I prepared the FY 2017-18 budget, I included this expense in our Capital Equipment Reserve Fund budget. Because this project exceeds my spending authority, I'm requesting board approval to pay an invoice for up to \$6,000.

## **X. Agenda items for next meeting**

Sheppard

- i. Technology and Replacement Maintenance Schedule
- ii. Presentation by Children's staff Jana Hannigan and Yeli Boots

## **XI. Adjournment**

Sheppard

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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.

## Oath of Office

I, Karen Bureker, on this date of August 15, 2017, do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of the Hood River County Library District, and that I will faithfully discharge the duties of Director to the best of my ability.

*Signed:*

\_\_\_\_\_ Board Member

Attest:

\_\_\_\_\_ Board Secretary

Attest:

\_\_\_\_\_ Board President

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, July 18, 2017, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
John Schoppert, Vice President



Present: Rachael Fox (Staff), Jean Sheppard, John Schoppert, Sara Marsden, Brian Hackett, Megan Janik

- I. Swearing in new Board members** Schoppert  
Vice President John Schoppert called the meeting to order at 7:06pm. Schoppert swore in new board members Megan Janik and Sara Marsden.
- II. Additions/deletions from the agenda (ACTION)** Schoppert  
Marsden moved to approve the agenda as presented. Janik seconded.
- III. Conflicts or potential conflicts of interest** Schoppert  
None stated.
- IV. Board officer elections (ACTION)** Schoppert  
Marsden moved to elect Sheppard as president of the Board of Directors for the 2016-17 fiscal year. Janik seconded. The motion carried unanimously. Janik moved to elect Bureker as vice president of the Board of Directors for the 2016-17 fiscal year. Marsden seconded. By statute, the Board's secretary is the Library Director. Sheppard stated the authorized people who can sign on the account are Jean Sheppard as President of the District Board, Karen Bureker as Vice President of the Board, Rachael Fox as Library Director and Arwen Ungar as Assistant Director. John Schoppert is to be removed.
- V. Discussion vote to appoint new Board member (ACTION)** President  
Janik moved to appoint Brian Hackett to fulfill the remainder of John Schoppert's term which ends on June 30, 2019. Marsden seconded. The motion carried unanimously.
- VI. Swear in new Board member** President  
Sheppard swore in newly appointed Board member Brian Hackett.
- VII. Consent Agenda (ACTION)** President  
**i. Minutes from June 20, 2017 meeting**  
**ii. Invoice May 2017 Special District Elections fees**  
Marsden moved to approve the minutes from the June 20, 2017 meeting. Janik seconded. The motion carried unanimously. Janik moved to approve the invoice for the May 2017, Special District Election fees and Hackett seconded. Fox will update the Board regarding the wording of the policy to ensure it covered the approval. Fox felt unsure about the wording and found the wording to not be clear if the emergency services and materials were separate.
- VIII. Open forum for the general public** President  
None stated.
- IX. Reports**  
**i. Friends update** Fox  
There was nothing to add to the written report.  
**ii. Foundation update** Fox  
Fox added the Foundation check for over \$50,000 will be presented to the District soon. It

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includes the donations for fiscal year 2017-18 and the Feast of Words funds from 2017.

**iii. June financial statements**

Fox

There was nothing else to report.

**iv. Director's report**

Fox

There was nothing else to report.

**X. Previous business**

**XI. New business**

**i. Appointing agents of record (ACTION)**

President

Janik moved to adopt Resolution 2017-18.01, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as Hub BCI group. Marsden seconded. The motion carried unanimously.

**ii. Establishing regular meeting time (ACTION)**

President

Marsden moved to adopt Resolution 2017-18.02, establishing the regular Board of Directors meeting as the 3<sup>rd</sup> Tuesday of month at the Hood River Library. Janik seconded. The motion carried unanimously.

**iii. Legal services contract (ACTION)**

President

Hackett moved to approve Resolution 2017-18.03, approving the new contract for legal services contract with Annala, Carey, Baker, Thompson, & VanKoten, P.C., for two years. Hackett seconded. The motion carried unanimously.

**iv. Discussion of Friends of the Library and Library Foundation liaisons**

President

Marsden will be the liaison for the Friends of the Library and Megan Janik will be the liason for the Library Foundation for the fiscal year 2017-18.

**v. Discussion District Board annual planning session for 2017-18 fiscal year**

President

Fox stated SDAO offers Board training opportunities. There is a training in Tigard in August and Fox will email the Board the information. Sheppard asked if the new Board members received the flash drive and Fox stated she met with all of them and presented them with the flash drive and Robert's Rules of Order.

**vi. Review lease agreement Hood River County School District**

President

Marsden moved to approve the lease agreement as presented. Sheppard seconded. The motion carried unanimously.

**XII. Agenda items for next meeting**

President

**XIII. Adjournment**

President

The meeting adjourned at 7:46pm.

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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.

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements July 31, 2017

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**Onstott, Broehl & Cyphers, P.C.**  
**Certified Public Accountants**

---

KENNETH L. ONSTOTT, c.p.a.  
JAMES T. BROEHL, c.p.a.  
RICK M. CYPHERS, c.p.a.

WILLIAM S. ROOPER, c.p.a. retired

MEMBERS:  
American Institute of c.p.a.'s  
Oregon Society of c.p.a.'s

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**INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

Board of Directors  
Hood River County Library District  
Hood River, Oregon

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of July 31, 2017, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures and the statement of cash flows ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, equity, revenues, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained on pages 4 through 8 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

*Onstott, Broehl & Cyphers, P.C.*  
August 10, 2017

-1-

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**July 31, 2017**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$77,036			\$77,036
Cash with Hood River County	390,193	\$49,219	\$103,094	542,506
Petty cash	416			416
Total Current Assets	<u>467,645</u>	<u>49,219</u>	<u>103,094</u>	<u>619,958</u>
TOTAL ASSETS	<u><u>\$467,645</u></u>	<u><u>\$49,219</u></u>	<u><u>\$103,094</u></u>	<u><u>\$619,958</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$932			\$932
Total Current Liabilities	<u>932</u>	<u>0</u>	<u>0</u>	<u>932</u>
Total Liabilities	<u>932</u>	<u>0</u>	<u>0</u>	<u>932</u>
Fund Balances:				
Unassigned	466,713	49,219	103,094	619,026
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$467,645</u></u>	<u><u>\$49,219</u></u>	<u><u>\$103,094</u></u>	<u><u>\$619,958</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the One Month Ended July 31, 2017**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$0	\$683		\$683
Property tax revenues - current year	1,294			1,294
Property tax revenues - prior year	818			818
Fines and fees	1,764			1,764
Intergovernmental revenue		-		-
Interest revenue	425		\$99	524
Miscellaneous	0			0
<b>Total Revenues</b>	<b>4,301</b>	<b>683</b>	<b>99</b>	<b>5,083</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	36,641			36,641
Employee benefits	14,499			14,499
<b>Total Personal Services</b>	<b>51,140</b>	<b>0</b>	<b>0</b>	<b>51,140</b>
Materials and services:				
Bank charges	16			16
Building rental	0			0
Building maintenance	0			0
HVAC	235			235
Elevator	0			0
Telephone	566			566
Internet	427			427
Collection development	4,161	2,017		6,178
Technology	1,337			1,337
Accounting and auditing	0			0
Courier	214			214
Custodial services	1,823			1,823
Technical services	0			0
Library consortium	0			0
Copiers	106			106
Elections expense	0			0
Furniture and equipment	106			106
Insurance	0			0
Georgiana Smith Memorial Garden	2,968			2,968
Legal services	300			300
Professional services	0			0
Dues and subscriptions	340			340
Miscellaneous	0			0
Postage and freight	83			83
Printing	0			0
Programs	1,496	843		2,339
Advertising	108			108
Supplies - office	2,272			2,272
Travel	106			106
Training	75			75
Board development	99			99
Parking reimbursement	200			200
Electricity	1,803			1,803
Garbage	120			120
Natural gas	130			130
Water & sewer - building	381			381
<b>Total Materials and Services</b>	<b>19,472</b>	<b>2,860</b>	<b>0</b>	<b>22,332</b>
Capital outlay	0	0	0	0
<b>Total Expenditures</b>	<b>70,612</b>	<b>2,860</b>	<b>0</b>	<b>73,472</b>
<b>Revenues Over Expenditures</b>	<b>(66,311)</b>	<b>(2,177)</b>	<b>99</b>	<b>(68,389)</b>
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>(66,311)</b>	<b>(2,177)</b>	<b>99</b>	<b>(68,389)</b>
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
<b>Fund Balance - July 31, 2017</b>	<b>\$466,713</b>	<b>\$49,219</b>	<b>\$103,094</b>	<b>\$619,026</b>

See Independent Accountants' Compilation Report



**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2017**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$1,294	\$1,294	\$834,953
Tax revenues - prior year	818	818	15,000
Fines and fees	1,764	1,764	12,000
Interest revenue	425	425	4,000
Donations	0	0	0
Miscellaneous	0	0	0
<b>Total Revenues</b>	<b>4,301</b>	<b>4,301</b>	<b>865,953</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	544	544	6,858
Library clerk II	7,932	7,932	88,353
Library assistant I	3,960	3,960	48,751
Library assistant II	8,795	8,795	89,302
Librarian I	5,308	5,308	65,957
Librarian II	4,330	4,330	52,998
Library director	5,772	5,772	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,779	2,779	34,364
Social security	2,792	2,792	32,350
Workers' compensation	25	25	1,072
Health insurance	8,450	8,450	99,000
Unemployment insurance	453	453	5,497
<b>Total Personal Services</b>	<b>51,140</b>	<b>51,140</b>	<b>595,160</b>
Materials and services:			
Bank charges	16	16	250
Building rental	0	0	9,000
Building maintenance	0	0	15,000
HVAC	235	235	12,000
Elevator	0	0	2,000
Telephone	566	566	4,000
Internet	427	427	5,500
Collection development	4,161	4,161	55,000
Technology	1,337	1,337	10,000
Accounting and auditing	0	0	25,000
Courier	214	214	3,000
Custodial services	1,823	1,823	24,000

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2017**

	Current Period Actual	Year to Date Actual	Annual Budget
Technical services	0	0	4,000
Library consortium	0	0	12,000
Copiers	106	106	1,500
Elections expense	0	0	0
Furniture and equipment	106	106	2,000
Insurance	0	0	11,500
Georgiana Smith Memorial Garden	2,968	2,968	21,000
Legal services	300	300	3,000
Professional services	0	0	0
Dues and subscriptions	340	340	4,000
Miscellaneous	0	0	1,000
Postage and freight	83	83	1,000
Printing	0	0	1,000
Programs	1,496	1,496	20,000
Advertising	108	108	1,000
Supplies - office	2,272	2,272	15,000
Travel	106	106	5,000
Training	75	75	1,500
Board development	99	99	1,500
Parking reimbursement	200	200	1,000
Electricity	1,803	1,803	20,000
Garbage	120	120	1,500
Natural gas	130	130	10,000
Water & sewer - building	381	381	4,700
 Total Materials and Services	 19,472	 19,472	 307,950
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 <b>Total Expenditures</b>	 <b>70,612</b>	 <b>70,612</b>	 <b>1,003,110</b>
 <b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	0	0	(28,000)
 Total Other Financing Sources (Uses)	 0	 0	 (28,000)
 <b>Change in Fund Balance</b>	 <b>(\$66,311)</b>	 <b>(\$66,311)</b>	 <b>(\$165,157)</b>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2017**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$683	\$683	\$226,000
Intergovernmental revenue	0	0	0
<b>Total Revenues</b>	<u>683</u>	<u>683</u>	<u>226,000</u>
<b>Expenditures:</b>			
Personal services	0	0	0
Materials and services:	2,860	2,860	125,000
Capital outlay	0	0	146,000
<b>Total Expenditures</b>	<u>2,860</u>	<u>2,860</u>	<u>271,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$2,177)</u></u>	<u><u>(\$2,177)</u></u>	<u><u>(\$45,000)</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Capital Equipment Reserve Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2017**

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
<b>Revenues:</b>			
Interest revenue	\$99	\$99	\$400
<b>Other Financing Sources</b>			
Transfer from General Fund	0	0	28,000
<b>Total Revenues and Other Sources</b>	<u>99</u>	<u>99</u>	<u>28,400</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	0	0	60,000
<b>Total Expenditures</b>	<u>0</u>	<u>0</u>	<u>60,000</u>
<b>Change in Fund Balance</b>	<u><u>\$99</u></u>	<u><u>\$99</u></u>	<u><u>(\$31,600)</u></u>

See Independent Accountants' Compilation Report

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

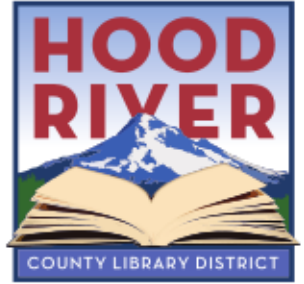
**Grants Funds**

For the One Month Ended July 31, 2017

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	General Donations	Friends of the Library	MCMC Grant	Outreach Fund	RTR 2017	Total
<b>Revenues:</b>									
Donations and grants	\$0	\$0	\$0	\$283	\$400	\$0	\$0	\$0	\$683
Intergovernmental revenue									0
<b>Total Revenues</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>283</u>	<u>400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>683</u>
<b>Expenditures:</b>									
Personal services:									
Wages and salaries:									0
Library assistant II									0
Employee benefits:									0
Retirement									0
FICA									0
Workers compensation									0
Health insurance									0
Unemployment insurance									0
<b>Total Personal Services</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Materials and services:</b>									
Building maintenance									0
Collection development			895		660			462	2,017
Technology				68				775	843
Programs									0
Furniture and equipment									0
Georgiana Smith Memorial Garden									0
Office supplies									0
Miscellaneous									0
Printing									0
<b>Total Materials and Services</b>	<u>0</u>	<u>0</u>	<u>895</u>	<u>68</u>	<u>660</u>	<u>0</u>	<u>0</u>	<u>1,237</u>	<u>2,860</u>
<b>Capital outlay</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Expenditures</b>	<u>0</u>	<u>0</u>	<u>895</u>	<u>68</u>	<u>660</u>	<u>0</u>	<u>0</u>	<u>1,237</u>	<u>2,860</u>
<b>Net Change in Fund Balance</b>	<u>0</u>	<u>0</u>	<u>(895)</u>	<u>215</u>	<u>(260)</u>	<u>0</u>	<u>0</u>	<u>(1,237)</u>	<u>(2,177)</u>
<b>Fund Balance - July 1, 2017</b>	<u>2,642</u>	<u>3,000</u>	<u>33,876</u>	<u>814</u>	<u>6,798</u>	<u>50</u>	<u>(291)</u>	<u>4,507</u>	<u>51,396</u>
<b>Fund Balance - July 31, 2017</b>	<u>\$2,642</u>	<u>\$3,000</u>	<u>\$32,981</u>	<u>\$1,029</u>	<u>\$6,538</u>	<u>\$50</u>	<u>(\$291)</u>	<u>\$3,270</u>	<u>\$49,219</u>

See Independent Accountants' Compilation Report

# Financial Management Policy



## I. Accounting System

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

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

The accounting system shall include:

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

## II. Control Policies and Procedures

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

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

502 State Street  
Hood River · OR 97031

541 386 2535

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

14. The Library Director and any other staff significantly involved in District financial procedures shall be required to take a vacation of at least five consecutive business days.
15. Financial duties shall be rotated to staff not normally involved in financial procedures for at least a consecutive two-week period. This rotation may coincide with the Library Director and other financial staff's mandatory absence.

### **III. Cash and Purchasing**

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

1. Cash disbursement:
  - Check-signing authority is limited to the Library Director, Assistant Director, Board President, and Board Vice-President.
  - Two signatures are required on each check: the signature of the Board President or Vice-President and the signature of the Library Director or Assistant Director.
    - Some regularly-recurring bills and payments may be paid electronically by the Library Director or designee. Bills and payments authorized to be paid electronically shall be established annually by Board resolution. Invoices must be retained and reviewed by the Board President or Vice-President.
  - Authorization of payment is required by the Library Director or designee.
  - Original invoices shall be attached to checks before signing.
  - Pre-signing any check is prohibited.
  - Blank checks are prohibited.
  - Checks shall be numbered sequentially.
  - The check stock shall contain security safeguards to prevent fraud.
  - The check stock shall be secured and use shall be documented.
  - Voided checks shall be defaced and retained in the financial records.
  - Signature stamps are prohibited.
2. Cash handling
  - Daily cash counts shall be performed.
  - Deposits shall be performed weekly or when cash to be deposited exceeds \$500, whichever comes first.
  - Cash till control and reconciliation shall be standard policy.
3. Management shall review bank account reconciliations monthly.
4. Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds.
5. Banking shall be conducted according to ORS and applicable accounting practices.
6. Purchasing
  - Original invoices shall be required.
  - Employees of the District shall not serve as independent contractors to the District.
  - Employees of the District shall not accept consideration from an outside entity while performing District duties.
7. Vacation reserve
  - The District shall retain a vacation reserve of at least 75 percent of all employees' outstanding vacation and holiday accrual.
8. Expenditures approval
  - The Board of Directors shall approve all expenditures for supplies, materials,

equipment, or any contract obligating the District in excess of \$3,000 with the following exceptions:

- Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed \$3,000. Such purchases must be approved by the Board President and comply with ORS.
- Purchases that exceed \$3,000 but cannot be delayed until the next Board meeting because such delay would cause unnecessary hardship or financial detriment to the District; provided, the purchase is made after approval by the Library Director and the Board President.
- Payments of monthly statements, composed of individual invoices not exceeding \$3,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
- Regular payments on contracts that have been pre-approved by the Board of Directors.
- The Library Director shall authorize all expenditures or contracts up to \$3,000 except Contracts for legal services.
  - Total expenditures within a budgetary fund category (e.g. Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board of Directors.

#### **IV. Credit Cards**

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

1. Only the following officials and staff members shall be listed on the District's general purchasing credit card agreements as authorized users:
  - Board President
  - Library Director; and
  - Staff explicitly authorized by the Director.
2. If the District has credit cards used to purchase fuel for District vehicles, only employees who have been approved as drivers may utilize the cards.
3. District credit cards shall only be used for transactions in which writing a check in advance is either difficult or would delay delivery of goods or services during a time of emergency. District credit cards also may be used to facilitate travel by employees and officials on District business. Any use of the credit cards comply with shall the District's Financial Management Policy and travel reimbursement procedures.
4. Use of District credit cards for personal purchases is prohibited.
5. Any official or employee who uses District credit cards shall submit to the Library Director or designee original receipts for all purchases made as soon as practical after the purchase. Each month, the Library Director or designee shall reconcile the receipts submitted with the monthly credit card statements to ensure proper card usage.
6. The Library Director shall ensure that credit card statements are paid in full each month so that no finance charges are incurred. Copies of credit card statements shall be made available to the Board of Directors upon request.



## **V. Personnel**

Employment policies shall include procedures that reasonably protect District assets:

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

## **VI. District Assets and Capital Outlay**

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

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

Capital outlay shall include expenditures on the following:

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

Equipment, including nonexpendable equipment costing less than \$5,000, must be inventoried.

## **VII. Surplus Property**

The Library Director or designee may declare property surplus that is deemed no longer useful to the District. Such property may include all tangible assets such as equipment, materials, supplies, and furniture. Surplus property shall be disposed in the following order of

preference:

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

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

Approved by the Board of Directors, March 15, 2011  
Last revised, May 19, 2015

## **Resolution No. 2017-18.04**

### **Resolution amending Financial Management Policy**

WHEREAS one of the purposes of a financial management policy is to establish guidelines for managing the District's funds.

WHEREAS, the Hood River County Library District Board of Directors has determined that requiring Board approval on all purchases that exceed \$3,000 that cannot be delayed until the next board meeting impacts staff's ability to timely manage the District's financial obligations.

THEREFORE BE IT RESOLVED, that the Board amends its Financial Management Policy as presented in the attached document, delineating expenses that need not come before the Board.

Adopted by the Board of Directors of Hood River County Library District this 15<sup>th</sup> day of August, 2017.

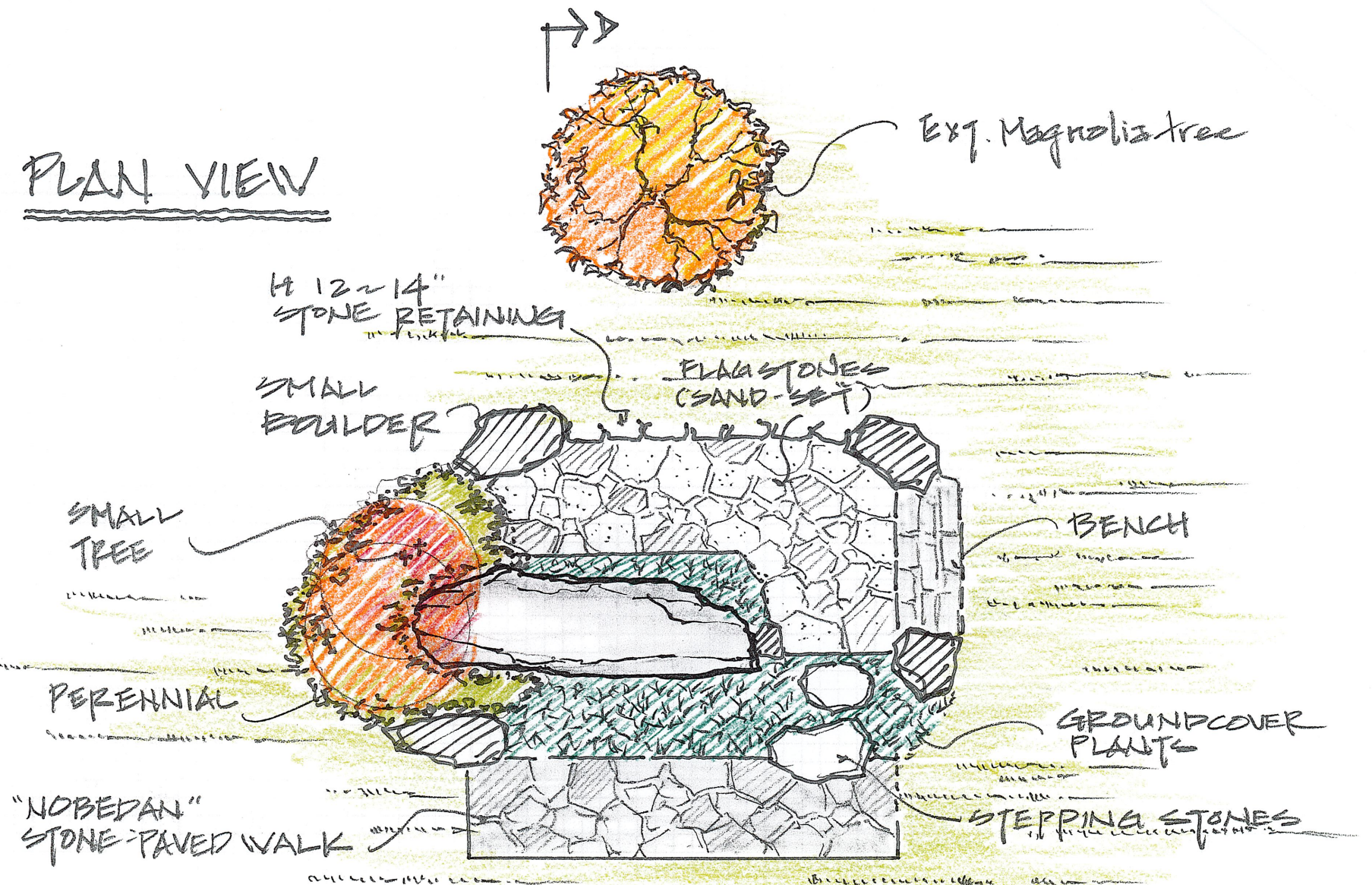
ATTEST:

\_\_\_\_\_  
Jean Sheppard, President

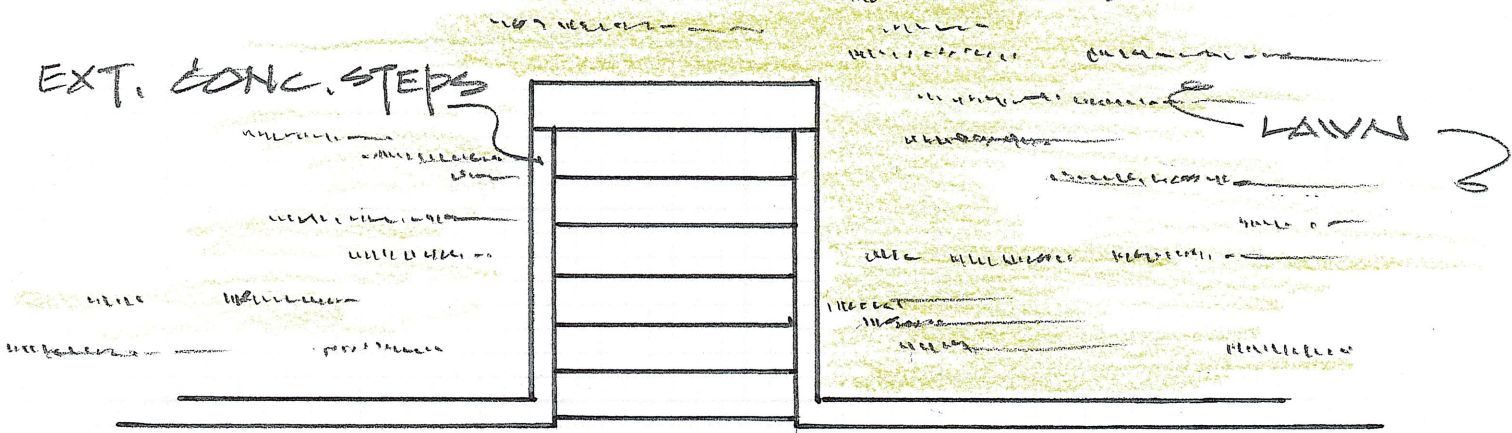
\_\_\_\_\_  
Rachael Fox, Secretary



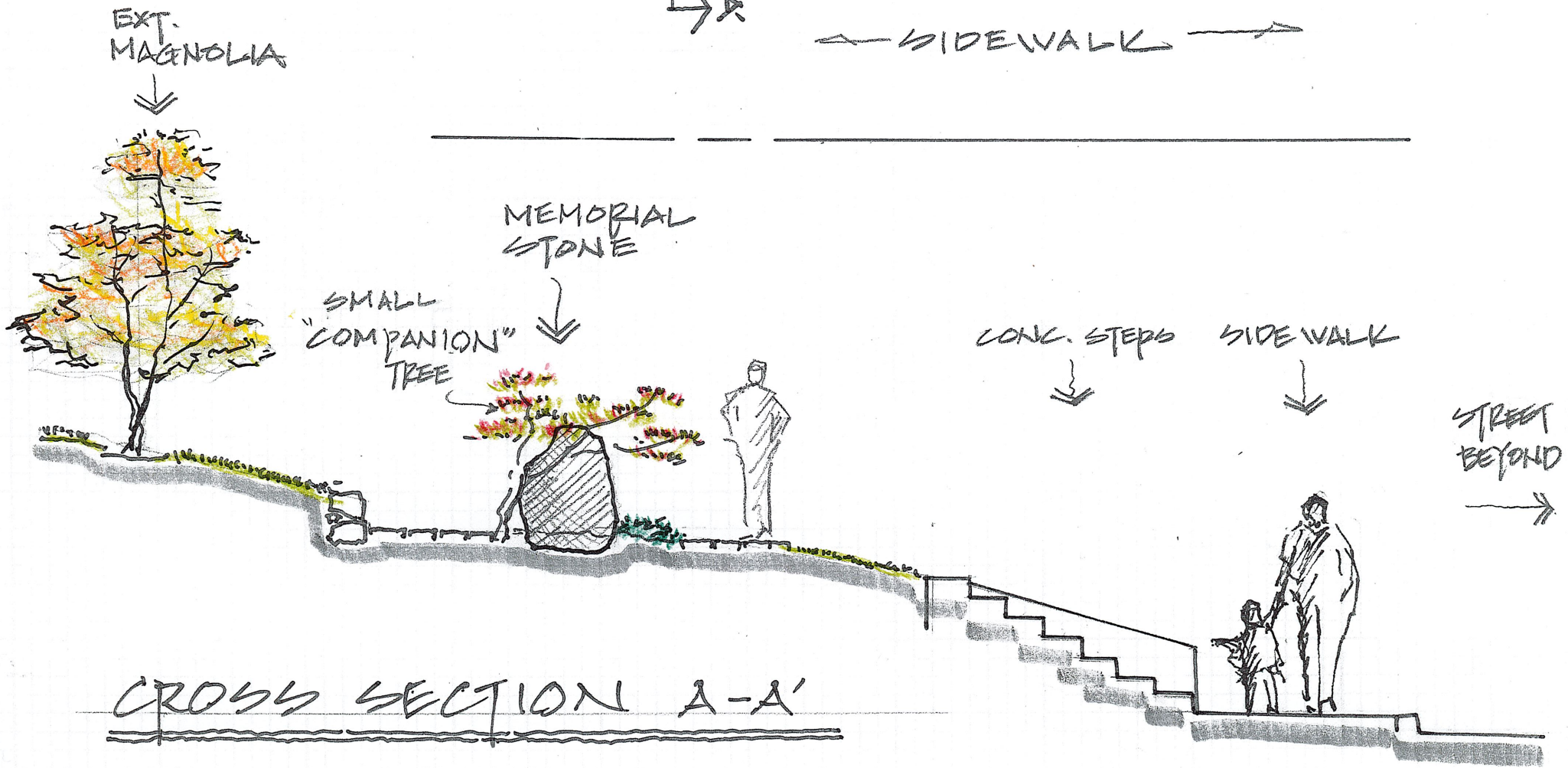
# PLAN VIEW



EXT. CONC. STEPS



EXT. MAGNOLIA

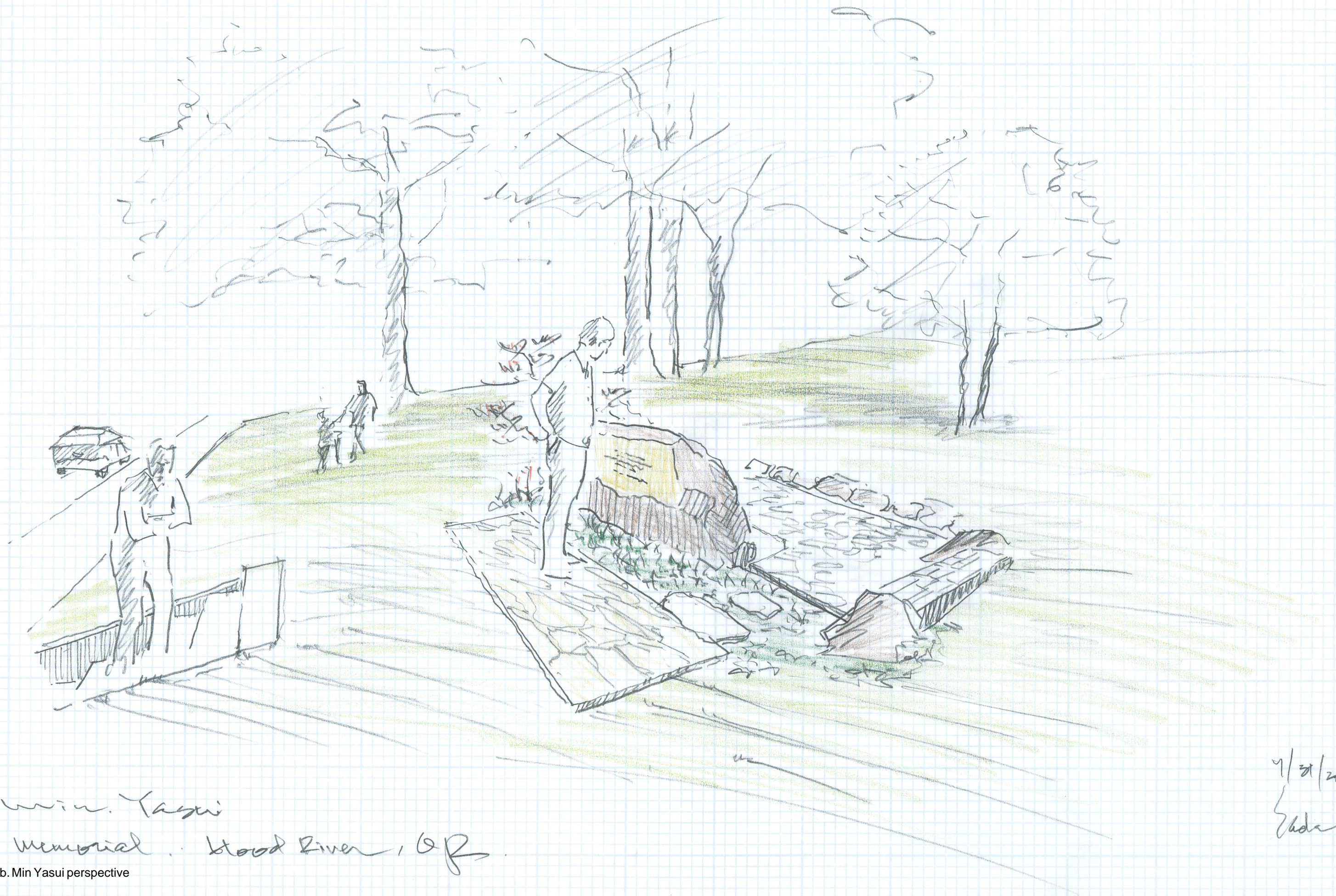


CROSS SECTION A-A'

Min Yasui memorial  
Hood River, OR

End  
11/30/2017





Min. Yasui  
Memorial . Hood River, OR

7/31/2017  
Chad



Service Agreement #ah080720174

### Service Order Agreement

Prepared exclusively for:

**Hood River Library**

**Attn: Rachael Fox**

**Proposal Date:** August 7<sup>th</sup>, 2017

**Prepared By:** Andrew Hoffman

**Service Description:** Upgrade service 0133931-0002 from 100M/20M Fiber Broadband to 100M/100M Fiber Broadband. This can be done with existing equipment and will not require a technician visit. No change to monthly billing amount and no setup fee for upgrade. Renew service for two years.

**Service Location:** 502 State St. Hood River, OR 97031

#### Monthly Services:

QTY	Item	Unit Rate	Total Due
1	100M/100M Fiber Broadband (0133931-0002)	\$315.00	\$315.00
1	Static IP Service (0133931-0004)	\$9.95	\$9.95
Monthly Total			<b>\$324.95</b>

#### Non Recurring One-Time Charges:

QTY	Item	Unit Rate	Total Charge(s)
1	Upgrade Existing Fiber Broadband Service	\$0.00	\$0.00
Total One-Time Charges:			<b>\$0.00</b>

\*Does not include state and federal taxes that may apply (currently none on above services) or regulatory recovery fee (currently \$1.79 per month).

**Contract Term:** **Two Years**

Installation timelines vary based on the services and equipment being ordered.  
Services and equipment will be ordered upon receipt of this signed agreement.

**Customer Requested Install Date (completed by customer):** \_\_\_\_\_

The requested install date will be confirmed by our Business Customer Service Department.

**Will this be a phased install? (2-part, 3-part) (completed by Gorge Networks):** No

Phased installs are completed over 2 or 3 separate dates as deemed necessary for quality service delivery.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Any alteration or deviation from above specifications involving extra costs will be executed with a written and signed change order, and will become an extra charge over and above the proposal amount. Activation date to be determined within 5 business days of proposal acceptance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date of Acceptance

### Customer Questionnaire

#### Customer Billing Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Address2: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Email: \_\_\_\_\_

#### Installation and Technical contact. Who should we work with during the installation?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Maintenance/outage contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Service Descriptions:

(as applicable)

Voice phone service line	A dial tone phone line for use as a voice line
FAX line	A dial tone phone line designed for use with fax, modem, etc.
Hosted FAX	Fax service that routes incoming faxes as an email attachment
Voice Mail Service	Voice mail box to phone line service
Hunt Group	Roll to next phone line in the event of busy line
Local Long Distance	Included in ALL phone line(s) – unlimited mid-Columbia calling OR & WA
Long Distance Service	Long Distance package as identified – includes Contiguous US
Unlimited Long Distance	Please see Reasonable Use Policy Below
8xx Service	Base service and up to 200 minutes, .05 minute thereafter
Broadband Internet	High Speed internet at speed annotated in Monthly Services table

## Clarifications

1. \*Equipment for service delivery provided by Gorge Networks and not purchased for ownership by customer (modems, IAD's, punch down blocks, etc.) remains the property of Gorge Networks and will need to be returned in good working order by customer in the event these services are discontinued.
2. Local long distance includes all areas of the mid-Columbia Gorge in both OR and WA. For a complete listing contact Gorge Networks.
3. Additional regulatory fee of 2% on any per minute long distance charges.
4. Configuration of phone system is outside the scope of this proposal.
5. Domestic long distance is the contiguous US.
6. \*Equipment for service delivery provided by Gorge Networks and not purchased for ownership by customer (modems, IAD's, punch down blocks, etc.) remains the property of Gorge Networks and will need to be returned in good working order by customer in the event these services are discontinued.

## SERVICE AGREEMENT TERMS

This Agreement ("Agreement") contains the general terms and conditions applicable to purchases of services ("Services") from Gorge Networks.

- 1) Service Delivery.** Requests for Services will be on Gorge Networks, Inc. orders ("Orders") stating the pricing and term ("Service Term") for which Services are requested. Once order is approved, customer has up to 48 business hours to cancel order, otherwise order is considered irrevocable. If there is a cancellation of order by customer prior to commencement of service, there will be an administrative charge equal to costs incurred by provider to date for provisioning, labor and equipment as applicable. The Service will continue on a month to month basis at the expiration of the Service Term at Gorge Networks, Inc.'s then current rates. Gorge Networks, Inc. will try, but is not obligated, to provide Services by requested or otherwise committed delivery dates. Should Gorge Networks, Inc. determine to accept Orders, the Service Term will commence when the Service is installed ("Service Commencement Date"). Unless Customer notifies Gorge Networks, Inc. within 3 days of the Service Commencement Date that Service is not working properly, the Service will be deemed accepted and billing will commence on the Service Commencement Date. Customer will at its expense provide suitable access to non-Gorge Networks, Inc. facilities or power required for Service delivery or removal of equipment. Title to all equipment and software provided by Gorge Networks, Inc. remains with Gorge Networks, Inc..
- 2) Charges.** Invoices are delivered monthly. Gorge Networks, Inc.'s standard charges apply to moves, adds or changes agreed to by Gorge Networks, Inc.. Payment is due upon Customer's receipt of invoices and is past due 30 days after the invoice date ("Payment Deadline"). Past due amounts bear interest at the lesser of 1.5% per month or the highest rate allowed by law. Customer agrees to pay all Service charges, even if incurred as the result of unauthorized use. If



Customer disputes an invoice, Customer will pay the undisputed amount by the Payment Deadline and submit written notice of the disputed amount detailing the nature of the dispute and the invoices disputed. Disputes must be submitted within 90 days of the date of the invoice or the right to dispute is waived. If a dispute is resolved against Customer, Customer will pay the disputed amounts plus interest from the Payment Deadline within 30 days. Gorge Networks, Inc. may require a security deposit of up to 2 months estimated charges at any time; unused deposits will be refunded after the expiration or termination of this Agreement. If any change in applicable law or regulation affects the delivery of Service, Gorge Networks, Inc. may pass any increased costs through to Customer without termination liability by delivering written notice to Customer within 30 days.

- 3) Taxes and Tax Like Fees.** Except for Gorge Networks, Inc.'s net income tax, Customer is responsible for all taxes, fees, surcharges, license fees and other tax like charges imposed on or incident to the provision, sale or use of Service (whether imposed on Gorge Networks, Inc. or its affiliates). Such charges may be billed as cost recovery fees. Valid exemption certificates will be given prospective effect upon receipt by Gorge Networks, Inc. Some fees may change through the life of the contract as they may be mandated by federal and state agencies and are required by law.
- 4) Maintenance.** Maintenance of the Service may, but ordinarily will not, result in limited Service interruptions. Customer will not attempt maintenance of the Service. Customer is responsible for the costs of maintenance required by acts or omissions of Customer.
  - a. **Preventative Maintenance:** Preventative Maintenance refers to upgrades (including upgrades to increase capacity), and or routine maintenance or the necessary replacement, alteration or repair of equipment or network upgrades. Preventative Maintenance may temporarily degrade the quality of the service or cause temporary outages. Preventative Maintenance shall be undertaken typically between the hours of 24:00:00 and 06:00:00 Local Time. Gorge Networks agrees to provide at least two (2) days notice to Customer prior to any Preventative Maintenance.
  - b. **Emergency Maintenance (Unscheduled Maintenance or Repair):** Emergency Maintenance shall mean repair work not reasonably anticipated but which requires immediate action to restore network connectivity, use or efforts to correct network conditions that are likely to cause a material service outage, or address any issue reasonably observed as a threat to Gorge Networks resources (person, equipment or facility). Work to address an Emergency Maintenance situation may degrade the quality of or cause outages in the Service. Gorge Networks may undertake Emergency Maintenance at any time deemed necessary but shall make commercially reasonable efforts to perform such maintenance within the hours identified for Preventative Maintenance if possible. Gorge Networks shall provide notice of Emergency Maintenance to Customer as soon as is commercially practicable under the circumstances and, when reasonably possible, provide notice twenty-four (24) hours in advance. Whenever prior notice is given, Customer agrees it will take the steps necessary to notify key personnel internally in order for Gorge Networks to correct or repair the affected area.
  - c. **Demand Maintenance:** Demand Maintenance is work necessary to restore service to one or more End-Users of Gorge Networks and/or maintenance work required when a deficiency is found while performing Preventative Maintenance work. Gorge Networks may undertake Demand Maintenance immediately. Gorge Networks shall provide notice of Demand Maintenance to Customer as soon as is commercially practicable under the circumstances.
  - d. **Notification:** Gorge Networks shall provide Customer with notice of Preventative Maintenance, or as soon as possible in the case of Emergency or Demand Maintenance, to the contacts as specified on the Customer Questioner in Exhibit B.

- 5) Trouble reporting.** *Normal business hours trouble reporting:* To report suspected problems with your service during normal business hours please call 541 386 8300. It is assumed that standard trouble shooting processes have been followed to rule out problems with customer owned equipment and facilities.

We will request the following information related to the problem you are reporting:

- Company name
- Your name
- Your phone number
- Customer Contact name and number
- Customer account number
- Customer trouble ticket number
- Service origination and termination locations
- Time of trouble onset Nature of observed trouble
- Is Service(s) released to Customer for testing?

Once our service representative has received all of this information, a Customer Trouble Ticket will be assigned and investigation of your report will begin. Once the status of your report has been determined the service agent will contact your designated contact individual at the appropriate number to discuss the findings. In any circumstance the initial response to Customer will be within two (2) hours of the completion of the trouble reporting procedure.

If it is determined that the problem is not with Gorge Networks Services or equipment, then a service call fee may be assessed.

- 6) Termination.** If (i) Customer fails pay Gorge Networks, Inc. any undisputed charges when due and such failure continues for 5 business days after written notice from Gorge Networks, Inc. or (ii) either party fails to observe any other material term of this Agreement and such failure continues for 30 days after written notice from the other party, then the non-defaulting party may terminate this Agreement or any Order, in whole or in part, and subject to the limitations of this Agreement, pursue any remedies it may have at law or in equity. If Customer terminates Service for convenience or Gorge Networks, Inc. terminates Service for cause, Customer will pay Gorge Networks, Inc. a termination charge equal to the sum of: (a) all unpaid amounts for Service actually provided; (b) any waived or discounted charges for the Services(s); (c) 100% of the remaining monthly recurring charges up to the last year of the contract Service Term; (d) 50% of the remaining monthly recurring charges for the last 12 months of the Service Term; and (e) any termination liability payable to third parties by Gorge Networks, Inc. resulting from the termination. Any amounts owed may be sent to collections and customer will be responsible for the amount due plus reasonable cost recovery fees.
- 7) Renewal Terms.** Upon completion of the contract term, If neither party notifies the other, at least 30 days prior to contract termination, this contract will remain in force at the same terms and conditions on a month to month basis. If either party choses to terminate any or all services, then 30 days advance notice must be given.
- 8) LIABILITY LIMITATIONS. NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES FOR LOST PROFITS, LOST REVENUES, LOSS OF GOODWILL, LOSS OF ANTICIPATED SAVINGS, LOSS OF DATA, THE COST OF PURCHASING REPLACEMENT SERVICES, OR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES IN ANY WAY RELATED TO THIS AGREEMENT OR ANY ORDER. GORGE NETWORKS, INC. WILL HAVE NO LIABILITY FOR ANY CLAIMS RELATING TO 911 OR OTHER EMERGENCY REFERRAL CALLS. GORGE NETWORKS, INC. MAKES NO WARRANTIES OR REPRESENTATIONS RESPECTING THE SERVICE, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**
- 9) Service Levels.** The Service level commitments ("Service Levels") for Services are stated in the applicable Service Schedules for each Service. Service Levels generally do not apply to services provided by third parties, during periods of force majeure or during Service maintenance ("Excused Outages"). If Gorge Networks, Inc. does not meet a Service Level (based on Gorge Networks, Inc.'s records) applicable service credits will be issued upon Customer's request to Gorge Networks, Inc. Customer Service. Credits must be requested within 60 days after the event giving

rise to the credit. Customer's sole remedies for any outages, failures to deliver or defects in Service are contained in the Service Levels (if any). Service credits are outlined in Exhibit A.

- 10) Assignment.** Customer may not resell the Services or assign its rights or obligations under this Agreement or any Order without the prior written consent of Gorge Networks, Inc., not to be unreasonably withheld. Customer will indemnify and defend Gorge Networks, Inc., its affiliates and their agents against any claims related to any use or resale of Service. Nothing in this Agreement, express or implied, confers upon any third party any right, benefit or remedy under this Agreement.
- 11) Miscellaneous.** The terms of this Agreement and all information of a confidential nature acquired in performing this Agreement are confidential and will not be disclosed to third parties. Gorge Networks, Inc. may provide notices under this Agreement to any address identified in an Order. Notices to Gorge Networks, Inc. will be made in writing to the address below. Services may be provided by Gorge Networks, Inc. or its affiliates. This Agreement is the entire agreement between the parties respecting the subject matter hereof and can only be modified in a writing signed by both parties. Neither party will be liable, nor will any remedy provided by this Agreement be available, for any failure to perform due to causes beyond such party's reasonable control. If either party fails to enforce any right or remedy under this Agreement, such failure will not waive the right or remedy. This Agreement will be governed by and construed in accordance with the laws of the State of Oregon.
- 12) Rights and Obligations of Customer.** Customer shall, at its expense, undertake all necessary preparations required to comply with Gorge Networks Inc. installation and maintenance instructions. Such preparations include obtaining all necessary consents for the installation and use of Gorge Networks, Inc. facilities and/or equipment in the building, including consents for necessary alterations to buildings; ensuring that any floor loading limits will not be exceeded; providing suitable accommodations, foundations and an environment to meet the environmental specifications, including providing suitable electric power and any other utilities needed by Gorge Networks, Inc. to install, test and or maintain Gorge Networks, Inc.'s facilities and equipment; providing a suitable and safe working environment for Gorge Networks, Inc.'s personnel, including an environment safe from environmental hazards; and taking up or removing, in time to allow Gorge Networks, Inc. to carry out installation as scheduled, any fitted or fixed floor coverings, ceiling tiles, suspended ceilings and partition covers. Customer will provide Gorge Networks, Inc. with access to all existing conduits, raceways and etc. to be used in cable pathway. By accepting this Agreement Customer implicitly provides Gorge Networks, Inc. with permission to use any available conduits in said pathway.
- 13) Facilities and Equipment.** Any facilities and/or equipment installed on Customer's premises shall be and remain the property of Gorge Networks, Inc. and may be repaired or replaced at any time and removed at the termination of service, and may be used to supply other customers of Gorge Networks, Inc. whether or not on the same premises. No rent or other charge shall be made by Customer on Gorge Networks, Inc. for placing or maintaining its facilities or equipment upon Customer's premises. Gorge Networks, Inc. shall be entitled, at any time, to affix to Gorge Networks, Inc. facilities or equipment a label indicating the interest of Gorge Networks, Inc. After at least 48 hours' notice, Customer will grant Gorge Networks, Inc. reasonable access to Customer's premises for the installation, operation, removal, repair and/or maintenance of the facilities and equipment for the services hereunder. In the event that Customer does not provide Gorge Networks, Inc. with the necessary access to remove said equipment and/or facilities after the termination of service upon receiving notification as indicated above, Gorge Networks, Inc. may assess a fee to Customer equal to the retail cost of said equipment and/or facilities plus 25%.

**Exhibit A - Service Performance and Credits**

A "Service Interruption" is the continuous period of time during which any Service is not provided substantially as warranted to one or more Customer sites and which (a) exceeds two (2) consecutive hours, (b) is not caused by Customer, Customer's End-Users, or their agents or employees, or an event of Force Majeure, (c) is not caused by scheduled maintenance of which Customer has been given prior notice as provided, (d) is not caused by Customer-provided equipment or facilities beyond the demarcation point, and (e) is reported to Gorge Networks within four (4) hours of the commencement of the interruption if the Service Interruption is not discovered earlier by Axxis. Service Credits shall not apply to any period of time for which Gorge Networks is not granted access, if necessary, to the applicable Customer Site.

Customer shall be entitled to Service Credits per Service Location per affected Service in accordance with Table 1. below:

Service credits are calculated as follows:

<b>Length of Service Interruption:</b>	<b>Amount of Credit</b>
Between one and three consecutive hours	5% of MRCs
Between four and eight consecutive hours	15% of MRCs
Between eight and twelve consecutive hours	25% of MRCs
Twelve consecutive hours or more	50% of MRCs

Service Credits will be based on the Customer's Monthly Recurring Charges for the Services affected by the Service Interruption. Non-recurring, equipment and usage-based charges are excluded from the calculation. In no event shall the total of any Service Credits per individual Service Location exceed 100% the MRC for the affected Services. Customer must contact Gorge Networks to request a Service Credit with respect to a specific Service Interruption. Gorge Networks will exercise commercially reasonable efforts to respond to such Service Credit requests within thirty (30) business days of receipt thereof. The approved Service Credit will be applied on the billing cycle following the date Gorge Networks notifies Customer of its credit determination. Service Credits shall be Customer's sole and exclusive remedy for Gorge Network's failure to provide Services as warranted.

4594 Woodworth Drive  
Parkdale, Oregon 97041  
541-490-4199  
CCB 173627

**ESTIMATE 807**

HOOD RIVER LIBRARY

**SUBMIT TO:**  
**Rachael Fox**  
**Hood River Library**  
**502 East State Street**  
**Hood River, OR 97031**

**August 7, 2017**

[illegible]

All work guaranteed.

Respectfully submitted,

Michael Byrne

mb stonemasonry

mb stonemasonry



Stamp the Earth LLC

PO Box 1751  
The Dalles OR 97058

# Estimate

Date	Estimate #
12/19/2016	45

Name / Address
Hood River Library Rachael Fox Library Director Hood River Library Hood River OR 97031

Estimate valid for 30 days.
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Description	Qty	Rate	Total
Site Work- Demolition, saw cutting, hand removal of the existing concrete	25	45.00	1,125.00
Site Work entry level labor throughout the process	45	20.00	900.00
Demolition equipment and supplies	6	55.00	330.00
Rental equipment- dump trailers and mechanized power tools	3.5	100.00	350.00
Site Work- dump fees, travel time and contractor demolition labor	18	45.00	810.00
Plumbing- drains, gutters, piping and installation	3	65.00	195.00
Hardened steel for structural integrity.	35	5.00	175.00
Concrete- premium grade, fiber reinforced winter mix	2.75	170.00	467.50
Concrete- unilaterally order a half yard (.5) over for safety	0.5	170.00	85.00
Strategic placement. Concrete pumping- they'll have to clean up offsite. (charges included)	4	100.00	400.00
Hire skilled labor- Day of the pour = quality control.	8	40.00	320.00
Concrete- hand place the fresh concrete - cubic yardage	174	1.00	174.00
Machine place and hand finish to be able to broom the concrete surface.	174	2.50	435.00
Contingency- If the Library wants to recycle some of the busted up concrete, I can build a level terraced area for seating. I can stamp the patios for free- I would ask for additional funds to cover the costs for 1 skilled man for the pour and extra concrete to span the patio area.		0.00	0.00
Contingency 2: I can stamp the service area in a 'Roman slate' stamp pattern, if the Library wants to. Complimentary upgrade, free of additional charges- a \$1,300.00 value.		0.00	0.00
25% acrylic concrete sealer.- Complimentary sealer. \$100.00 value.	1	0.00	0.00
Renovated service area.	<b>Total</b>		\$5,766.50

All major credit and debit cards accepted.

Phone #
541-716-1094

E-mail
stamptheearthconcrete@gmail.com