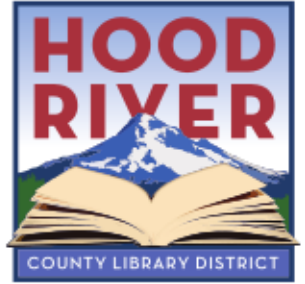


**Board of Directors**  
**Regular Meeting Agenda**  
 Tuesday, February 20, 2018, 7.00p  
 Jeanne Marie Gaulke Community Meeting Room  
 502 State St, Hood River  
 Jean Sheppard President



<b>I. Additions/deletions from the agenda (ACTION)</b>	Sheppard
<b>II. Actual or potential conflicts of interest</b>	Sheppard
<b>III. Consent agenda (ACTION)</b>	Sheppard
<b>i. Minutes from January 16, 2018 meeting</b>	
<b>ii. 2018 Property and Liability insurance invoice</b>	
<b>IV. Staff member presentation</b>	Dearing
<b>V. Open forum for the general public</b>	Sheppard
<b>VI. Reports</b>	
<b>i. Friends update</b>	Fox
<b>ii. Foundation update</b>	Fox
<b>iii. January financial statements</b>	Fox
<b>iv. Director's report</b>	Fox
<b>VII. Previous business</b>	
<b>VIII. New business</b>	
<b>i. Special District Association Report</b>	Fox & Hackett
<b>ii. Approval Contract for Gardens Maintenance Services (ACTION)</b>	Sheppard
<b>iii. Annual Planning Session discussion</b>	Sheppard
<b>iv. Budget committee and calendar approval (ACTION)</b>	Sheppard
<b>v. Code of Conduct discussion</b>	Sheppard
<b>vi. Supplemental budget (ACTION)</b>	Sheppard
<b>vii. Cascade Locks Branch discussion</b>	Sheppard
<b>viii. Estimate Swell City Carpets (ACTION)</b>	Sheppard
<b>ix. Parental leave discussion</b>	Fox
<b>IX. Agenda items for next meeting</b>	Sheppard
<b>X. Adjournment</b>	Sheppard

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

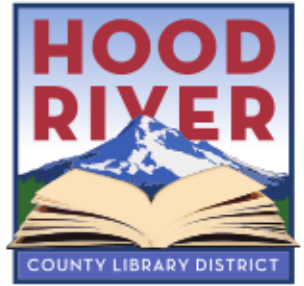
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Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

**Board of Directors**  
**Regular Meeting Agenda, Supplementary**  
Tuesday, February 20, 2018, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard President  
Notes prepared by Library Director Rachael Fox



- I. **Additions/deletions from the agenda (ACTION)** Sheppard
- II. **Actual or potential conflicts of interest** Sheppard
- III. **Consent agenda (ACTION)** Sheppard

- i. **Minutes from January 16, 2018 meeting**

- Attachments: III.i. Minutes from January 16, 2018 meeting

- ii. **2018 Property and Liability insurance invoice**

- Attachments: III.ii. 2018 SDAO Property and Liability insurance invoice

This invoice is for our annual property and liability insurance. The invoice is \$8,598, approximately \$106 less than last year. We received a ten percent discount on insurance thanks to our work on Special Districts Association of Oregon (SDAO) best practices recommendations.

- IV. **Staff member presentation** Dearing  
Our Collection Development Specialist, Michele Dearing, will discuss her duties at the library. She selects materials for the adult fiction, adult nonfiction, Columbia Gorge History collection and adult audio book collection.

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

- VI. **Reports**

- i. **Friends update** Fox

- At their last meeting, the Friends approved changes to their By-laws.
      - Their annual budget will now be presented and approved at the September meeting.
    - The Friends President Nadine Klebba and Treasurer Bette Lou Yenne cleaned out and updated the archives in their file cabinet in the Friends storage closet at the Hood River Library.
    - The Friends have updated their page on the Library District website. They added tabs geared toward specific topics like membership, book sale, donations, their history and Hood River County Reads.
    - The Friends recently issued a check in the amount of \$9,000 to the library district. \$7,000 will be used to fund all of our summer reading performers at all of the branches, including Odell. It will also fund our all ages kick off summer reading party and end of summer Unity Picnic. The remaining \$2,000 will be used to help purchase laptops for the district to use in outreach and in-house classes.

- ii. **Foundation update** Fox

- The Library Foundation netted \$18,651.65 this year compared to \$10,325.34 the previous year for their end of year fundraising drive.
    - The Library Foundation is busy planning the upcoming fundraiser Feast of Words, which is

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scheduled Saturday, March 10, 6pm.

The Library Foundation aims to raise \$30,000 this year. Funds will be used to develop the Cascade Locks Branch at its new location in the Cascade Locks Elementary School. Funds will also be allocated to Odell to fund programs for all ages, technology access and a weekly bookmobile.

### **iii. January financial statements**

Fox

Attachments: VII.iii. January financial statements

The budgeted transfer of \$28,000 from the General Fund to the Capital Fund has been made, which brings the fund to \$127,918.

We are tracking well and have paid for the majority of our large annual invoices for this fiscal year.

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

Fox

#### Facilities

- The new furniture purchased from the money raised at the Library Foundation fundraiser Feast of Words 2017 has arrived. Please check out the new lounge chairs throughout the upstairs with tablet arms. We have a new table downstairs outside the restrooms for donations and a new display table next to the main circulation desk. We also have new tables and chairs in the children's library and the meeting room.
- Tables and chairs from the children's area and lounge chairs from the Atrium have been moved to the new Cascade Locks space.
- I met with Dan Goldman to discuss the room, which could be renovated to hold our materials, within the new library in St. Francis House at the Mid Valley Elementary in Odell. Goldman stated they may not have enough funds to create the new library. The library project was added when they thought they would have additional funds from the school bond. Goldman said he should have more information in March or April regarding the project.

The school district is interested in forming this partnership. They own the property. If the project moves forward, I expressed interest in a long term lease agreement which included our staff and patrons having access to the school library, too, when we are open. If the project, does go forward, they will seek a bid for renovating the room within the library. Then we can enter into further negotiations with the school district.

- The work on the Minoru Yasui Legacy Garden should be completed by March 28, 2018. The Yasui family plans to hold an unveiling event on March 28, 2018 in honor of Minoru Yasui day.

## **VII. Previous business**

## **VIII. New business**

### **i. Special District Association Report**

Fox & Hackett

Fox attended the annual Special District conference at Seaside, Oregon on February 8, 9. Hackett attended February 7-9. They will both provide a report on the sessions they attended.

### **ii. Approval Contract for Gardens Maintenance Services (ACTION)**

Sheppard

Attachments: VIII.ii Contract for Gardens Maintenance Services

The contract for Gardens Maintenance Services is up for renewal. District Lawyer Ruben Cleaveland has drafted a short extension for our existing contract. After this year, we have one more year we can renew the contract. The contract will be for services from March 1, 2018 to February 28, 2019.

Walker's Landscape Maintenance is asking for an increase this year to cover the increase in business costs and labor rate changes. The request is for a \$420 single amount increase to the maintenance contracted amount of \$13,440 per year to \$13,860.

The request for a labor rate change is for extra work that is performed: The irrigation rate increased from \$47.00 per hour to \$48.00 per hour; the tree pruning rate increased from \$42.00 per hour to \$48.00 per hour.

We have been happy with their service and I recommended the board approve the short extension.

### iii. **Annual Planning Session discussion**

Sheppard

According to the Board Governance Plan, section M, the Board shall undertake an annual planning session. The District Board has completed the following planning sessions:

- Strategic Planning Session with Mary Kay Dahlgreen, Oregon State Librarian (2011-2012)
- Planning session for young adult services with Katie Anderson, Youth Services Consultant at the Oregon State Library (2012-2013)
- Facilities planning session with architect Rich Turi (2013-2014)
- Technology Planning Session, Darci Hanning, Technology Development Consultant in Library Support & Development at the Oregon State Library (2014-2015)
- Strategic Plan with Penny Hummel (2015-16)
- Technology Replacement Planning Session with Ken Jacobs (2016-17)

This year, I recommended focusing on safety for the District and possibly focusing the board planning session on safety. After the District completed the Safety Inspection in December and received training for our Safety Committee, I feel like the District is on track with making sure safety issues are covered.

Instead, I would like to propose the District Board do a Special District Insurance Services Board Practice Assessment (BPA) for our annual planning session meeting. The BPA is a new consulting tool SDIS is offering to show district boards how they rate in six key areas of risk management:

1. Duties & Responsibilities
2. Budget & Finance
3. Operational Compliance
4. Personnel Administration
5. Policies and Procedures
6. Customer Relations

The BPA is conducted in a 90-minute on-site meeting with the full board. This is not a training program or presentation by SDAO. It is a facilitated self-assessment discussion and format designed to help boards improve their effectiveness in the six Key Performance Areas that make the difference between high risk and low risk districts. Boards receive a follow-up summary of their self-assessment along with the facilitator's notes from the meeting and recommendations for improvement.

Completing this assessment would give the Library District an additional 4% credit on our best practices program. This is in addition to the 10% credit we receive when we complete the annual best practices program, which is designed to implement best practices to mitigate risk in areas of high exposure. We would receive 14% off our insurance premium for 2019.

I inquired about dates that coincide with our board meetings and the only date they have open this fiscal year is Tuesday, June 19, 5:00-6:30pm. All board members must attend to receive the credit. If this will not work for any of the board members, we can explore alternative dates. We need to book the date as soon as possible, since they are filling up slots quickly.

**iv. Budget committee and calendar approval (ACTION)**

Sheppard

Attachment: VIII.iv. Proposed 2018-19 budget calendar

With the start of the new year comes the start of the next fiscal year's budget process. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members. Budget committee members are appointed to 3-year terms. Nick Hogan and Erick VonLubken terms ended in 2017. VonLubken would like to renew but Hogan has moved out of the area and no longer is able to serve on the committee. Currently, our Budget Committee is Jen Bayer, Monica Zorza Hockett, Lani Roberts and Erick VonLubken (assuming the Board reappoints him). I'm asking the board approve the budget calendar and appoint the Budget Officer, which typically is the Library Director.

I welcome recommendations for the vacant slot on the budget committee, or, discuss how we can proceed to fill the vacancy. At the next meeting we can appointment VonLubken and the new member.

**v. Code of Conduct discussion**

Sheppard

*Attachments:*

- o VIII.v.a. Revised Code of Conduct for review
- o VIII.v.b. Use restrictions policy

Staff have experienced a sharp increase in incidents in the library related to intoxication and sleeping in the library. We rarely have had to deal with the issues in the past and found the behavior escalated quickly.

In the past, we have allowed patrons to sleep for short periods, due to our policy which states patrons can not sleep excessively. Based upon the recent incidents, staff are now strictly enforcing no sleeping in the library because for a short period we had 5-8 people sleeping in the Reading Room at a time and we noticed patrons would not go into the area and we received patron complaints. We also suspected some patrons who were sleeping were also intoxicated.

We identified one patron who was intoxicated. We gave him a warning and he returned intoxicated. We notified police who escorted him off the premises and issued him a trespassed letter, which states he can not return for 30 days.

Staff have started doing sweeps of the building every 30 minutes and now have zero tolerance for violations for our Code of Conduct to ensure we are being consistent with all our patrons. We have experienced a dramatic decrease in sleeping in the library and have not had to deal with visibly intoxicated patrons, since we trespassed the one patron who was intoxicated.

Another issue, we encountered involved two adult patrons who were engaged in intense kissing. We do not have anything in our current policy which addresses this issue. We asked them to refrain from the activity.

Our cleaning staff have also found empty beer cans in our garbage cans in the men's restroom and a staff member found ½ bottle of wine on the floor in the men's restroom.

I have reviewed the Code of Conduct with staff and conducted researched into the library policies at Multnomah County Library District and Fort Vancouver Library District. Based upon discussions and reviewing of the other policies, staff recommended we update our Code of Conduct to address the following areas. These are revisions to our current policy:

- Do not smoke or use tobacco products, or use vaping devices.
- Do not sleep or appear to sleep, camp, or loiter.
- Do not engage in sexual activities including but not limited to extensive physical contact.
- Do not be impaired by or under the influence of a controlled substance or intoxicating liquor, including marijuana and marijuana derivatives.
- Do not possess, sell, distribute or consume any alcoholic beverage, except as a participant at a library event for which alcohol use has been pre-approved.

Since we are updating the Code of Conduct, we recommend adding the following:

- Ensure children under age 10 be accompanied by a parent, guardian, or responsible caregiver 14 or older. Children 5 and under must always be in close proximity and within sight of the person responsible for their safety.
- Do not leave personal belongings unattended.
- Do not improperly use library restrooms, including, but not limited to, do not bath, shave or wash hair or clothing.

We have recently struggled with grooming in the public restrooms and washing of clothes. This is an issue many libraries deal with and have similar restrictions.

Patrons have also been leaving personal belongings unattended which we feel is unsafe. This is another issue libraries struggle with.

Many libraries allow responsible caregivers 14 or older to supervise younger children. For example, it may be their sibling or babysitter. It does have to be a responsible caregiver, which can be evaluated by library staff.

I am asking for the board to discuss the recommended changes. Our Code of Conduct is an ordinance. I will conduct research and determine the next steps we need to take to pass the revised Code of Conduct as an ordinance.

In addition, to updating our Code of Conduct we have revised our internal procedures for dealing with incidents. Staff now do the following:

- Desk staff conduct sweeps every 30 minutes of their floor and report violations immediately to the Person in Charge. We always have a Person in Charge of the building. If myself or Arwen are gone, we have seven other senior staff members who assume the position. The rank is based upon longevity with the District.
- Patrons who refuse to abide by our policies may be asked to leave the building by the [Person in Charge](#) or, in extenuating circumstances, trespassed by the police. Staff are advised to not

hesitate to call the police if the situation warrants it.

If there is a violation of our policies by a patron, staff are advised to do the following:

- Based upon the situation, the staff member will either speak to the patron, ask the PIC or police to speak to the patron.
- If able, staff will check our [\\*\\*Trespassed and Warnings Log\\*\\*](#) [located on staff wiki] to determine if the patron has already received a warning or trespass.
- When speaking to the patron, staff inform the patron of our policy and give them a letter\*. [The letters are already prepared, which includes a description of the warning or trespass and a copy of our Code of Conduct.]
- The PIC and/or staff member fill out an incident report on the staff wiki, which is emailed to the entire staff. The Library Director or Assistant Director will add the incident to a log on the staff wiki to ensure we are tracking all the incidents.
- Staff will post a description of the incident on our chat room to immediately alert other staff of the incident, if they feel like the patron may return or other staff need the details immediately.
- Staff are advised to either give a patron a warning or trespass the individual based upon the offense. For further details, you can see our Use Restriction Policy. I've broken down our typical offenses for staff and advised them to either issue a warning, or, trespass for specific amounts of time ranging from 30 days to indefinitely.

**vi. Supplemental budget (ACTION)**

Sheppard

*Attachments: VIII.vi. Resolution No. 2017-18.06. Resolution of Hood River County Library District adopting a supplemental budget for the fiscal year 2017-18.*

The board discussed a supplemental budget at the November 21, 2017 board meeting. The board agreed to the proposed expenditures. The information is below. Since the increase in expenditures do not exceed 10% of the total expenditures of the General Fund or Grants fund, we can pass the supplemental budget by resolution.

This year the Hood River County Library District received unanticipated revenue from a donation to the General Fund in the amount of \$82,945, a donation from Library Foundation in the Grants Fund of an additional \$25,000, and a donation to the Pat Hazlehurst Fund in the Grants Fund of an additional \$1,000, and a supplemental budget is required in order to expend those revenues.

A supplemental budget is necessary in the General Fund to increase the spending in the Collection Development budget which was reduced this fiscal year from \$75,000 to \$55,000. The Library Foundation and Friends of the Library gave \$13,000 to supplement the collection budget. I propose we increase spending of \$7,000 for the collection, which would bring the General Fund budget to \$62,000 but the overall budget will be \$75,000, which is the amount budgeted last fiscal year. Our Collection Development Specialist and Children's Librarian have both expressed they think we can better serve our community by expanding their budget to aid in purchasing more items.

The supplemental budget increases the appropriations in the General Fund from \$1,380,953 to \$1,463,898. The Materials and Services line item Collection Development will increase from \$55,000 to \$62,000. The rest of the funds will be appropriated to the Unappropriated Ending Fund balance which will increase from \$336,015 to \$411,960.

A supplemental budget is necessary in the Grants Fund to increase the appropriations from \$125,000 to \$151,000 in the Materials and Services fund to pay for the renovation of the Cascade Locks Library



Branch and new technology for the District.

Please review the resolution for a breakdown of the budget and updated figures.

I worked with members of the Department of Revenue and Special Districts Association of Oregon to properly prepare the supplemental budget and both parties give their approval of the resolution.

vii. **Cascade Locks Branch discussion**

Sheppard

**Preliminary estimate Cascade Locks Branch move project: \$55,036.11**

- Estimate Foundation donations: \$38,475
- At this point, I recommend the District spend funds from the capital fund in the amount of \$17,000 to \$20,000. These funds can come from the Arvilla Armstrong donation. We can dedicate an area in the Cascade Locks Library Branch in honor of her.

**Please see the breakdown below:**

**Donations:**

After the Parkdale remodel, we have \$16,475 left from the Feast of Words 2014 fundraiser for the branches. I estimate we will receive between \$22,000 to \$25,000 from Feast of Words 2018, which at least \$2,000 will be allocated to the community of Odell.

**Preliminary Budget:**

The new space in the Cascade Locks Branch is approximately 2,400 square feet.

Room preparation, wall repair and preparation, painting: \$6,780.

New carpet: \$7,410.11

New furniture: \$4,846 (\$3,510, 30 chairs + \$1336, 4 flip tables)

Projector and Screen: TBD (Estimate: \$3,000)

Shelving: TBD (Estimate: \$33,000)

- According to Oregon State Law regarding procurement of goods and services, the District needs to obtain three quotes for our new shelving at the Cascade Locks space. I've met with two companies and will be meeting with a third company on February 21. I should have the bids ready for review and approval by the March 21, district board meeting.
- The new space needs to have major repairs made to the walls due to glue from acoustic panels which need to be removed to install the new shelving and there is also many small holes and nicks in the drywall. Our maintenance worker Michael Love-Peterson, who is also a contractor, has estimated it will cost the following:

**Room preparation: \$1,320**

- Remove several existing cabinets and sink
- Remove acoustic panels
- Remove blinds (save for re-installation)
- Base vinyl removal

**Wall repair and preparation: \$1,760**

- Remove panel glue
- Patch all holes
- Skim coat as need

**Paint: \$3,700**

- Prime walls as needed (i.e. behind the removed panels)
- Paint interior doors (semi-gloss, complimentary color if desired)
- Paint walls (satin, one color)

**Total: \$6,780**

Michael Love-Peterson does excellent work. He repainted our children’s area in Hood River and completed all the repairs and painting in our Parkdale Branch. I am working with him to obtain a quote in contract form and will bring it the board meeting. I have asked Michael to not paint the interior doors, so I expect the quote to be less. We’d like to get started as soon as possible on the project.

**viii. Estimate Swell City Carpets (ACTION)**

Sheppard

*Attachments: VIII.viii. Swell City Carpets estimate for Cascade Locks Branch Library*

I ask approval to accept the bid from Swell City for the carpets \$7,410.11. I recommend the board approve up to \$8,000 for new carpets. This estimate is comparable to the estimate of \$7,100 we received for carpet replacement by architect Rich Turi in the Facilities Planning Session in (2013-2014). This is the same carpet Swell City installed in Parkdale but a different color.

**ix. Parental leave discussion**

Fox

As many of you know, I am pregnant and would like to take 12 weeks of parental leave. As long as I have a healthy pregnancy, I plan to have a scheduled delivery during the week of August 8 to August 15. I would return to my duties at the end of October or beginning of November.

I highly recommend Arwen Ungar to oversee the Library District in my absence. I am confident in her abilities to manage the District. Since Ungar will be conducting both the Library Director and Assistant Director duties, I recommend the District pays Ungar the wage of the Library Director for the twelve week period. I plan on using all my sick and vacation leave during this time, which amounts to 7-8 weeks of paid leave. When I draft the budget this year, I will include the additional personnel funds. In addition, the District can use substitutes to cover Ungar and my desk shifts for the duration of my leave, which will free Ungar to oversee both duties.

Ungar and I have already began planning for my leave. Ungar will have all her duties for adult programming scheduled and booked for the period of my leave. This will free her up to do the duties of the director and take care of her regular duty of scheduling. We may ask another employee to assist with scheduling, for example helping call in substitutes and rearranging the schedule if needed.

I will prepare many things ahead of time for her to use in my absence. This will help create ease for her and the rest of staff.

We plan to start training at the beginning of March, so she will feel confident in her duties by the time I start my leave.

In addition, I will be available to Ungar anytime she has a question, she is free to call or email me.

**IX. Agenda items for next meeting**

Sheppard

- Review bids for Janitorial contract
- Review bids for shelving for the Cascade Locks Branch Library
- Review Library Director evaluation questions

**X. 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.

**Board of Directors**  
Tuesday, January 16, 2018, 7:00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard President



Present: Jean Sheppard, Sara Marsden, Karen Bureker, Megan Janik, Jen Bayer (Public), Rachael Fox (Staff), Yeli Boots (Staff), Tara Kamp (Public, conference call)

**I. Additions/deletions from the agenda (ACTION)** Sheppard  
Board President Jean Sheppard called the meeting to order at 7:05pm. Hackett moved to approve the agenda as presented. Janik seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest** Sheppard  
None stated.

**III. Consent agenda (ACTION)** Sheppard  
**i. Minutes from December 19, 2017 meeting**  
**ii. Invoice Pauly, Rogers and Co. P.C.**

Janik moved to approve the consent agenda. Marsden seconded. The motion carried unanimously.

**IV. Audit presentation** Kamp  
Tara Kamp from our auditing firm Pauly, Rogers, and Co. attended the meeting by phone. Kamp stated all government agencies require an audit. Kamp stated the District Board should have received a Letter to the Governing Board and the audit report which includes financial statements. Kamp gave the District a clean opinion with no reservations and there were no separate management issues. Kamp stated overall it was very good. She reported no difficulties in performing the audit. Kamp stated Library Director Rachael Fox is knowledgeable about the library and finances of the District and Fox is highly professional.

Kamp noted the exceptions on page 16 of the audit report. Sheppard asked about the Sage Library System Fund transfer out. Kamp stated this is usually done by resolution, which the board did dissolve the fund by resolution and transfer the funds. Fox stated she asked Kady Strode from Pauly Rogers and Co. and Kady stated this happens often and to make note of it in the Management Discussion and Analysis, which Fox stated she did. Sheppard also asked about the invoice which exceeded \$10,000, which did not have multiple bids. Fox stated this was a project her predecessor Buzzy Nielsen started and had ordered all the shelving before he left the District. The shelving was installed shortly after Fox became Director. Sheppard asked if there was a system in place in make sure it doesn't happened again. Fox said yes.

Kamp asked the board if there were any questions. Hackett asked about full accrual accounting. The District currently uses modified accrual accounting. Kamp stated it is usually determined by size and modified accrual accounting is accepted in Oregon. Sheppard stated the financial aspect of the District shouldn't get more complicated and switching would increase the accounting cost for the District. Sheppard stated the first year would cost a lot to set up. Hackett suggested it would be helpful to discuss each year. Kamp and Sheppard agreed.

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Sheppard asked if there was anything to District can do or anything we can change to improve the process. Kamp said things went well and the District is well prepared during the audit visits.

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

Sheppard

Jen Bayer, President of the Library Foundation (Hood River) was present.

**VI. Staff Presentation Yeli Boots, Bilingual Outreach Specialist**

Boots

Boots went through each section of the Odell Strategic plan with the board. Boots stated she was making several new connections in the community and looked forward to working with other organizations. Boots is working with the school district to use school records as ID verifications. Sheppard stated Boots can let the board know of any policy changes which can be made to help our residents obtain library cards. Boots stated patrons have expressed being unable to visit the Hood River Library due to the cost of parking meters. The board discussed a possible coin jar, pay it forward system. Free parking was also recommended on State and Sherman Street. Bureker asked about the word "Latinx". Boots stated it's gender neutral.

**VII. Reports**

Fox

**i. Friends update**

There was nothing to add to the written report.

**ii. Foundation update**

Library Foundation President Jen Bayer stated the end of year membership drive brought in \$17,000 and there is now \$14,500 for the Min Yasui Legacy Garden. Bayer also mentioned the Katie Barker bequest might be a good fit to invest in the possible space in the new library at Mid-Valley Elementary.

**iii. December financial statements**

Fox

There was nothing to add to the written report.

**iv. Director's report**

Fox

There was nothing to add to the written report.

**VIII. Previous business**

**i. Hood River County Reads update**

Sheppard

The author Alejandro Jimenez removed names from his book Moreno. Prieto. Brown. The School District approved the revised version of the book. The School District had previously stated they would not allow the book to be distributed if a former member of staff might be defamed and would not have a chance to defend themselves. The School District Librarian Matthew Gerlick has joined the Hood River Reads committee. The Hood River Reads committee will meet on January 24, 2018 and will discuss recommended new procedures, which will hopefully eliminate the issues experienced this year. Sheppard stated the selection of the committee reflects on the library. Sheppard stated there was another book *Stubborn Twig* by Lauren Kessler which could have also been controversial. Sheppard stated she thought a district board member should also be on the committee and volunteered to sit on the committee. The rest of the board agreed.

**IX. New business**

**i. Special Districts Ethics training video**

Sheppard

The District Board completed the online training.

ii. **Approval of recurring payments for 2017-18 (ACTION)**

Sheppard

Bureker moved to adopt Resolution 2017-18.05, Authorizing vendors for online and automatic payment of bills in 2017-18. Hackett seconded. The motion carried unanimously.

iii. **Odell library services discussion**

Sheppard

Sheppard asked if the School District owns the building. Fox stated she would ask Superintendent Dan Goldman when she meets with him. Sheppard also stated the District should seek to lease the space for a long period of time, if the District is going to invest money in the project. Fox will report back to the board at the next meeting.

iv. **Risk Management Visit discussion**

Fox

The board agreed with the plans to address the two concerns. Fox will contact a contractor to secure the loose stones and the Library Foundation will organize a work party to raise the bricks to sidewalk level. Fox will submit the plan to SDAO.

**X. Agenda items for next meeting**

Sheppard

**XI. Adjournment**

Sheppard

The meeting was adjourned at 8:34pm.

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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.

## MEMORANDUM

**DATE:** January 1, 2018  
**TO:** SDIS Independent Insurance Agents & SDIS Property/Casualty Insurance Program Participants  
**FROM:** SDIS Underwriting Department  
**SUBJECT:** 2018 SDIS Property/Casualty Insurance Renewal

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Attached is the 2018 SDIS property/casualty insurance renewal packet.

### RENEWAL HIGHLIGHTS

- A two percent (2%) trend factor has been applied to property values.
- Best Practices credits were applied to those districts that submitted surveys. To view the total percentage that was obtained, please login to [www.sdao.com](http://www.sdao.com) and go to the Insurance Site (this is where you took the survey) and the percentages are displayed at the bottom left hand corner.

### New Changes Effective January 1, 2018

SDIS has added or improved the following:

- Physical damage coverage for drones if they are scheduled on Section II of the SDIS property schedule. Physical damage coverage is provided *only if* the scheduled drone is damaged in a scheduled structure or scheduled auto. Coverage is excluded for any damage done while in flight.
- Up to \$250,000 of Limited Marine Salvage Coverage for expenses required by a regulatory authority arising from a sudden and accidental sinking of watercraft at the Named Participant's premises (waterway).
- Increased limit for sudden and accidental pollution coverage from \$100,000 to \$250,000.

Enclosed you will find the following applicable renewal documents for the SDIS members you represent:

- Longevity Credit Agreement – **NO NEED TO RESIGN AND RESEND!!** Only sign and send if you have **NOT** previously submitted your form to the Underwriting Department.
- Renewal Invoice - *Reflects the Best Practices credit and the Longevity Credit amount (if applicable)*

- Liability Coverage Declaration
- Property Coverage Declaration
- Earth Movement Endorsement
- Flood Endorsement
- Supplemental Coverage for Equipment Breakdown Declaration
- Comprehensive Crime Policy Certificate
- Updated General Liability, Automobile, Property- Schedule I and Schedule II and Extra Items Schedules
- Policy Year 2017 to 2018 Rate Change Comparison
- Loss ratio reports for districts that have over a 65% loss ratio in any one line of coverage from policy years 2011-2016. These are the years we use to calculate each district's experience factor.
- Automobile ID Cards – These are at the end of the packet. There is a separate page that can be combined with and used as the back of the ID cards if you wish to print them yourself. If you want a card-stock version of the auto ID cards mailed to you, please contact us at [underwriting@sdao.com](mailto:underwriting@sdao.com).

Thank you for your continued support of Special Districts Insurance Services. We are pleased to continue offering the best coverage at the most affordable price for Oregon's special districts. If you have any questions or concerns, please contact us at [underwriting@sdao.com](mailto:underwriting@sdao.com) or 800-285-5461.





# Longevity Credit and Rate Lock Agreement

## Hood River County Library District

By signing this Agreement the Member agrees to remain a participant in the Special Districts Insurance Services (SDIS) Property and Liability Program from January 1, 2018 to December 31, 2019.

In return for this commitment the SDIS Trust agrees to the following:

1. Provide the Member with a Longevity Credit equal to: **\$813**
  - a. Amount to be mailed to the Member in January 2018: \$406.50
  - b. Amount to be mailed to the Member in January 2019: \$406.50
2. A maximum annual rate increase of five percent (5%) for policy year January 1, 2019 – December 31, 2019 based on the Member’s rates for the January 1, 2018 – December 31, 2018

The Member understands that breach of this agreement will require the Member to return the Longevity Credit plus interest to SDIS and will subject the Member to retroactive rate increases above the five percent (5%) maximum Rate Lock Guarantee.

*\* Total contributions assessed may increase more or less than the maximum guaranteed rate for changes in exposures such as the addition of vehicles, purchase of buildings, increase in operating budget or the addition of personnel. The rate guarantee does not apply to Excess Liability, Boiler and Machinery and Crime contributions because these are pass through costs to re-insurance carriers.*

It is so agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Special Districts Insurance Services

Hood River County Library District

\_\_\_\_\_  
Authorized Representative (Member)

\_\_\_\_\_  
Print Name and Title

**Date:** 01-Jan-18

**Named Participant:** Hood River County Library District  
 502 State St  
 Hood River, OR 97031

**Agent:** Columbia River Insurance  
 P.O. Box 500  
 Hood River, OR 97031-0059

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
33P26994-4482	26994	01-Jan-18	31-Dec-18	01-Jan-18

**2018 Longevity Credit Amount\*\***

**\$406.50**

\*\*Only Eligible Districts that signed the Longevity Credit and Rate Lock Guarantee Agreement will receive the indicated Longevity Credit Amount

Coverage	Contribution
<b>General Liability</b>	
General Liability Contribution	\$2,566
Less Best Practices Credit	(\$257)
Less Multi-Line Discount Credit	(\$103)
Adjusted Contribution	\$2,207
<b>Auto Liability</b>	
Auto Liability Contribution	\$0
Less Best Practices Credit	\$0
Adjusted Contribution	\$0
<b>Non-owned and Hired Auto Liability</b>	\$150
<b>Auto Physical Damage</b>	\$0
<b>Hired Auto Physical Damage</b>	\$107
<b>Excess Liability</b>	\$593
<b>Property</b>	
Property Contribution	\$5,665
Less Best Practices Credit	(\$590)
Adjusted Contribution	\$5,075
<b>Earthquake</b>	\$0
<b>Flood</b>	\$0
<b>Equipment Breakdown / Boiler and Machinery</b>	\$0
<b>Crime</b>	\$466
<b>Total:</b>	<b>\$8,598</b>

Coverage is provided for only those coverages indicated above for which a contribution is shown or that are indicated as "included." Your payment evidences "acceptance" of this renewal. Please use the payment coupon on the following page to help us apply your payment correctly.

Payment instructions are on the following page.

**Date:** 01-Jan-18

**\*\* Payment Due: 3/1/2018 \*\***

**Please include the bottom portion of this sheet with you payment.**

**Make Checks Payable to:**

**Special Districts Insurance Services**  
P.O. Box 12613  
Salem, OR 97309  
Phone: 1-800-285-5461 Fax: 503-371-4781

**Hood River County Library District**

**Customer ID: 01-26994**  
**Total Due: \$8,598**

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_



Special Districts Insurance Services

Liability Coverage Declarations

**Certificate Number:** 33P26994-4482

**Coverage Period:** 1/1/2018 through 12/31/2018

**Named Participant:**

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

**Agent of Record:**

Columbia River Insurance  
P.O. Box 500  
Hood River, OR 97031-0059

Coverage is provided for only those coverages indicated below for which a contribution is shown or that the contribution is indicated as "included."

Coverage	Per Occurrence Limit	Annual Aggregate	Deductible	Contribution
<b>Public Entity Liability Coverage including:</b>	\$500,000	None	None	\$2,207.00
Increased Limits of Liability	\$4,500,000	None	N/A	\$593.00
<b>Total Limit of Liability</b>	<b>\$5,000,000</b>	<b>None</b>	None	<b>N/A</b>
Tort Liability - Coverage A	Included	Included	None	Included
Federal Acts Liability - Coverage B	Included	Included	None	Included
Other Jurisdictions - Coverage C	Included	Included	None	Included
Employee Benefits Liability	Included	Included	None	Included
Wrongful Acts/Public Officials	Included	Included	None	Included
Employment Practices (see below)	Included**	\$5,000,000	See Below**	Included
Sexual Molestation	Included**	Included	None	Included
Emergency Operations Pollution	Included	Included	None	Included
Potable Water Treatment Pollution	Included	Included	None	Included
Auto Liability	No Coverage	No Coverage	None	No Coverage
Non-Owned/Hired Auto Liability	Included	Included	None	\$150.00
<b>Additional Coverages</b>				
Unless otherwise indicated in Section III. ADDITIONAL COVERAGES of the SDIS Liability Coverage Document, the following Additional Coverages will not be in addition to the Total Limit of Liability identified above.				
Marine Salvage Liability	\$250,000	\$250,000	None	Included
Ethics Complaint Defense	\$2,500	\$5,000	None	Included
EEOC/BOLI Defense Costs	\$50,000	\$50,000	None	Included
Lead Liability Defense Costs	\$50,000	\$50,000	None	Included
Certified Acts of Terrorism	\$500,000	\$500,000	None	Included
OSHA Defense Costs	\$5,000	\$5,000	None	Included
Premises Medical Expense	\$5,000	\$5,000	None	Included
Limited Pollution Coverage	\$250,000	\$250,000	None	Included
Applicators Pollution Coverage	\$50,000	\$50,000	None	Included
OCITPA/ Credit Monitoring Expense Reimbursement	\$100,000	\$100,000	None	Included
Data Disclosure Liability	\$1,000,000	\$1,000,000	None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000	None	Included
Criminal Defense Costs	\$100,000	\$100,000	None	Included
Uninsured/Underinsured Motorist	No Coverage	No Coverage	None	No Coverage
<b>Auto Physical Damage</b>	No Coverage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	\$50,000	None	\$100 Comp/\$500 Coll	\$107.00

\*\* \$25,000,000 maximum per Occurrence limit for all SDIS Trust Participants involved in the same Occurrence.

\$5,000,000 maximum per Occurrence and annual aggregate limit for all Employment Practices related Claims.

\$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.



Special Districts Insurance Services  
Liability Coverage Declarations

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**\$10,000 controlled burn deductible if DPSST guidelines are not followed.**

**Lead Liability Defense Costs limited to \$200,000 for all members combined during the Coverage Period.**

**OCITPA Expense Reimbursement limited to \$500,000 for all members combined during the Coverage Period.**

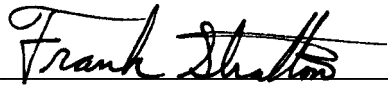
**Forms Applicable to Named Participant:**

SDIS Liability Coverage Document

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**This certificate is made and is mutually accepted by the Pool and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Liability Coverage Document. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document and/or SDIS Auto Physical Damage Document.**

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Countersigned by:   
Special Districts Insurance Services

Monday, January 1, 2018



Special Districts Insurance Services  
Property Coverage Declarations

**Certificate Number:** 33P26994-4482

**Coverage Period:** 1/1/2018 through 12/31/2018

**Named Participant:**

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

**Agent of Record:**

Columbia River Insurance  
P.O. Box 500  
Hood River, OR 97031-0059

**Scheduled Property Values:**

\$4,234,020	Buildings, Other Structures and Scheduled Outdoor Property
\$1,700,956	Personal Property
	Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

**Total Limit of Indemnification (Per Occurrence)**

<b>\$5,934,976</b>	The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
\$300,000,000	SDIS Per Occurrence Aggregate Loss Limit

**Sublimits (Per Occurrence):**

The subjects of coverage listed below are sub-limited within the "occurrence" Total Limit of Indemnification shown above. The limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

**Sublimits for Covered Property:**

(Reference Section VIII - Covered Property in the SDIS Property Coverage Document)

\$250,000	Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment
\$100,000	Property of Employees/Volunteers - (subject to a \$5,000 maximum per person)
\$100,000	Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days
\$10,000	Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

**Sublimits for Additional Coverages:**

(Reference Section X - Additional Coverages in the SDIS Property Coverage Document)

\$5,000,000	Debris Removal - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)
\$50,000	Pollutant Clean-up and Removal From Land or Water- (Sublimit is \$50,000 or 20% of the scheduled location(s) value whichever is less)
\$10,000	Fungus as a Result of a "Covered Cause of Loss" - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)
\$10,000	Preservation of Undamaged Covered Property - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)
\$250,000	Professional Services - (Sublimit is \$250,000 or 10% of the covered portion of the loss whichever is less)
\$25,000	Fire Department Service Charge
\$10,000	Recharging of Fire Extinguishing Equipment
\$10,000	Arson Reward
\$5,000,000	Increased Cost of Construction - Enforcement of Ordinance or Law - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)
\$500,000	Increased Cost of Construction - Cost Resulting From Unforeseen Delay - (Sublimit is \$500,000 or 25% of loss, whichever is less)



Special Districts Insurance Services  
Property Coverage Declarations

\$500,000 Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities - (Sublimit is \$500,000 or 25% of loss, whichever is less)

**Sublimits for Additional Coverages - Business Income and Extra Expense:**

(Reference Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document)

\$1,000,000 Business Income  
 \$1,000,000 Extra Expense  
 \$25,000 Enforcement of Order by Government Agency or Authority  
 \$25,000 Business Income from Dependent Property  
 \$100,000 Interruption of Utility Services  
 \$25,000 Inability to Discharge Outgoing Sewage

**Sublimits for Coverage Extensions:**

(Reference Section XII - Coverage Extensions in the SDIS Property Coverage Document)

\$2,000,000 Property in the Course of Construction. (If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction).

\$500,000 Newly Acquired or Constructed Property. (No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII. A.)

\$25,000 Unscheduled Outdoor Property

\$250,000 Vandalism and Malicious Mischief to Tracks and Artificial Turf Fields

\$250,000 Property in Transit

\$250,000 Accounts Receivable

\$50,000 Property Damaged by Overflow of Sewers or Drains

\$100,000 Covered Leashold Interest - (Sublimit is lesser of amount listed here, or an amount pro-rated based on time between the Loss and the earlier of: Lease Expiration; Re-occupancy of leased property; or lease of new property)

\$250,000 Valuable Papers and Records - (Sublimit is lesser of: Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced; or amount of sublimit listed here)

\$25,000 Property Damaged by Computer Virus

\$250,000 Miscellaneous Property Damaged by Specified Cause of Loss or Theft - (Sublimit lesser of: Appraised Value; Fair Market Value; or Sublimit listed here)

\$5,934,976 Property Damaged by an Act of Terrorism or Sabotage. The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.



Special Districts Insurance Services  
Property Coverage Declarations

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**Additional Sublimits and Deductibles (Per Occurrence):**

Sublimits and Deductibles shown below, if any, are in addition to the sublimits shown above.

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**Locations Covered:** Locations specifically listed on the Named Participant's Schedule of Property Values.

**Perils Covered:** Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the current SDIS Property Coverage Document.

**Deductibles:** As indicated on the Schedule of Property Values on file with the Trust

**Contribution:** \$5,075.00

**Forms Applicable:** SDIS Property Coverage Document

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**This Declaration is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Property Coverage Document. This Declaration represents only a brief summary of coverages.**

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Countersigned by: Frank Stratton  
Special Districts Insurance Services

Monday, January 1, 2018





Special Districts Insurance Services

Comprehensive Crime Policy Certificate

Insured by the Travelers Casualty and Surety Company of America



**Certificate Number:** 33P26994-4482

**Coverage Period:** 1/1/2018 through 12/31/2018

**Named Participant:**

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

**Agent of Record:**

Columbia River Insurance  
P.O. Box 500  
Hood River, OR 97031-0059

This Certificate of Insurance is a coverage description intended to provide important information about the protection available to the the referenced Insured under the Crime Master Policy (the "Master Policy" ). Keep this coverage description for your records. This coverage description is not an insurance policy and does not amend, extend or alter coverage afforded by the Master Policy described herein. The insurance afforded by the Master Policy as described herein is subject to all the terms, exclusions and conditions of such Master Policy. The period is specified in the Master Policy.

The Master Policy has been issued to: Special Districts Insurance Services Trust - see attached Schedule of Named Insured's listed per spreadsheet List of Special Districts Members, Scheduled Limits and Retentions. Address: 727 Center Street NE, Salem, Oregon, 97301. Policy Number: 105870359 Underwritten by: Travelers Casualty and Surety Company of America, Hartford, CT 06183 ("Travelers") to provide insurance to an Insured for as described in this Certificate.

<b><u>For Any One Loss:</u></b>	<b><u>Limit:</u></b>	<b><u>Retention:</u></b>
A1. Employee Theft - Per Loss Includes Faithful Performance of Duty, same limit as A1, CRI-7126 Non-Compensated Officers, Directors-includes Volunteer Workers as employees, Deletion of Bonded Employee and Treasurer/ Tax Collectors Exclusion - CRI-19044	\$100,000	\$1,000
A2. ERISA Fidelity - same limit as A.1 (CRI-19044)	\$100,000	\$1,000
B. Forgery or Alteration	\$100,000	\$1,000
C. On Premises	\$100,000	\$1,000
D. In Transit	\$100,000	\$1,000
E. Money Order Counterfiet Currency	\$100,000	\$1,000
F1. Computer Fraud	\$100,000	\$1,000
F2. Computer Restoration - same limit as A1 or maximum limit of \$100,000	\$100,000	\$1,000
G. Funds Transfer Fraud	\$100,000	\$1,000
H1. Personal Accounts Forgery or Alteration - same limit as A.	\$100,000	\$1,000

**General Information:**

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call Special Districts Insurance Services for general information at 1-800-285-5461



Special Districts Insurance Services

Comprehensive Crime Policy Certificate

Insured by the Travelers Casualty and Surety Company of America




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H2. Identity Fraud Expense Reimbursement - same limit as A1 or maximum of \$25,000	\$25,000	\$0
CRI-19070 Social Engineering Fraud	\$100,000	\$1,000
I. Claims Expense \$5,000	\$5,000	\$0
	<b><u>Contribution:</u></b>	\$466.00

**Claim Filing and General Information including a complete copy of the Master Policy:**

Special Districts Association of Oregon  
PO Box 23879  
Tigard, OR  
Phone: 800-305-1736

**Our claims staff will then coordinate and submit the official claim to:**

Travelers Casualty and Surety Company of America  
Bond and Specialty Insurance Claim Department  
Cindy Bruder, 6060 S. Willow Drive, Greenwood Village, CO 80111  
Phone: 720-200-8476      Email: BFPCLAIMS@travelers.com

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**General Information:**

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call Special Districts Insurance Services for general information at 1-800-285-5461

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**Schedule of Property Values - Section 1**  
**Building, Other Structures and Scheduled Outdoor Property**

**Premises: Cascade Locks Location**

Structure: Library

Coverage Class: Building

3-1	26994P9437	Const. Class	JOISTED MASONRY	YR. Built	1930	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Structure Value	\$0		
140 SE Wa-Na-Pa Street		Prot. Class	5	# Stories	2	Fire Alm.	No	Quake Cov.	No	Effective Date	1/1/2018				
City	Cascade Locks	Zip	97014	Valuation	Replacement	SQF.	900	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	Personal Property Value	\$80,478
Appraiser		Date		Appraisal Rpt Code:		Comment		Contribution		\$74	Total Value	\$80,478			

<b>Premises Total:</b>	<b>Contribution</b>	\$74	<b>Total Value</b>	\$80,478
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**Premises: Cascade Locks School**

Structure: Cascade Locks School

Coverage Class: Building

	26994P67802W	Const. Class	JOISTED MASONRY	YR. Built	1953	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Structure Value			
300 SE WaNaPa		Prot. Class	5	# Stories	0	Fire Alm.	Yes	Quake Cov.	No	Effective Date	1/1/2018				
City	Cascade Locks	Zip	97014	Valuation	Replacement	SQF.	3,000	Security Alm	Yes	Vacant (Y/N)	No	Deductible	\$0	Personal Property Value	\$10,000
Appraiser		Date		Appraisal Rpt Code:		Comment		Contribution		\$9	Total Value	\$10,000			

<b>Premises Total:</b>	<b>Contribution</b>	\$9	<b>Total Value</b>	
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**Premises: Hood River Library**

Structure: Hood River Library

Coverage Class: Building

	26994P9508W	Const. Class	JOISTED MASONRY	YR. Built	2006	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Structure Value	\$4,234,020		
502 State Street		Prot. Class	2	# Stories	0	Fire Alm.	No	Quake Cov.	No	Effective Date	1/1/2018				
City	Hood River	Zip	97031	Valuation	Replacement	SQF.	19,468	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	Personal Property Value	\$1,530,000
Appraiser	CBIZ	Date	11/5/2015	Appraisal Rpt Code:		01-01	Comment		Contribution	\$4,918	Total Value	\$5,764,020			

<b>Premises Total:</b>	<b>Contribution</b>	\$4,918	<b>Total Value</b>	\$5,764,020
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**Schedule of Property Values - Section 1**  
**Building, Other Structures and Scheduled Outdoor Property**

**Premises: Parkdale Library**

**Structure: Parkdale Library**

**Coverage Class: Building**

		26994P9763W	<b>Const. Class</b>	JOISTED MASONRY	<b>YR. Built</b>	1930	<b>% Sprinkler</b>	0	<b>Flood Cov.</b>	No	<b>Flood Zone **</b>		<b>Structure Value</b>	\$0	
7300 Clear Creek Road			<b>Prot. Class</b>	5	<b># Stories</b>	2	<b>Fire Alm.</b>	No	<b>Quake Cov.</b>	No	<b>Effective Date</b>	1/1/2018	<b>Personal Property Value</b>	\$80,478	
<b>City</b>	Parkdale	<b>Zip</b>	97041	<b>Valuation</b>	Replacement	<b>SQF.</b>	700	<b>Security Alm</b>	No	<b>Vacant (Y/N)</b>	No	<b>Deductible</b>	\$500	<b>Total Value</b>	\$80,478
<b>Appraiser</b>		<b>Date</b>		<b>Appraisal Rpt Code:</b>		<b>Comment</b>						<b>Contribution</b>	\$74	<b>Total Value</b>	\$80,478
											<b>Premises Total: Contribution</b>	\$74	<b>Total Value</b>	\$80,478	

\*\* Flood Zones: The flood zone shown on the Schedule of Property Values is an estimate, either provided by the member, the insurance agent, or an independent appraiser. It is not a guarantee that the location is or is not in federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim under this Supplemental Coverage, a determination on the flood zone will be made based on a review of Federal Emergency Management Agency flood maps, not by the estimated flood zone indicated on this Schedule of Property Values. If there is any question that a location is in a Special Flood Hazard Area, then make sure you obtain NFIP coverage for the location.

<b>Total Building, Other Structure and Scheduled Outdoor Property Value</b>	\$4,234,020
<b>Total Personal Property Value</b>	\$1,700,956
<b>Total Value</b>	\$5,934,976
<b>Total Contribution</b>	\$5,075

**Construction Class Options**

Fire Resistive            Noncombustible  
 Modified Fire Resistive    Joisted Masonry  
 Masonry Noncombustible    Frame

**Valuation Options**

Actual Cash Value  
 Replacement Cost  
 Stated Value

**Protection Class**

Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.

**Hood River County Library District**

Agent: Columbia River Insurance

## Special Districts Insurance Services

Policy Year: 1/1/2018 to 12/31/2018

**General Liability Schedule**

Per Occurrence Deductible: \$0.00

Code	Description	Unit	Amount	Effective	Expiration	Contribution
				Date	Date	
260150	2017-2018 Budgeted Personal Services *	Dollars	595,588	1/1/2018	12/31/2018	\$779
260160	2017-2018 Budgeted Materials and Supplies *	Dollars	432,950	1/1/2018	12/31/2018	\$1,196
260170	2017-2018 Budgeted Contingencies *	Dollars	113,400	1/1/2018	12/31/2018	\$0
260180	Number of Employees	Each	18	1/1/2018	12/31/2018	\$0
260190	Number of Volunteers	Each	60	1/1/2018	12/31/2018	\$0
260192	Number of Board Members	Each	5	1/1/2018	12/31/2018	\$0
260200	District Size	Sq Miles	522	1/1/2018	12/31/2018	\$0
260210	Population Served	Each	22,885	1/1/2018	12/31/2018	\$0
26100	Number of Drones (UAVs) Owned or Operated	Each	0	1/1/2018	12/31/2018	\$0
26215	Buildings & Premises - Occupied by District	Sqf	19,600	1/1/2018	12/31/2018	\$0
26900	Dollars Paid For Services	Dollars	30,000	1/1/2018	12/31/2018	\$0
26997	Events/Fundraisers - No Alcohol Served	Days	3	1/1/2018	12/31/2018	\$0
26998	Events/Fundraisers - Alcohol Served	Days	3	1/1/2018	12/31/2018	\$232
						\$2,207

Claims Schedule

Hood River County Library District

Property

2017

Type Paid Reserve Collection Incurred

<b>Claim Number:</b>	G CPR2017060950	<b>Class Code:</b>		<b>Source:</b>		PD	\$4,560	\$0	\$0	\$4,560
<b>Claimant Name:</b>	Hood River County Library	<b>Status:</b>	Open	<b>Cause:</b>	Struck By Other Vehicle	EXP	\$0	\$1,200	\$0	\$1,200
<b>Age:</b>		<b>Claim Type:</b>	PR	<b>Anatomy:</b>			\$4,560	\$1,200	\$0	\$5,760
<b>Accident Date:</b>	7/5/2017	<b>Open Date:</b>	7/5/2017	<b>Injury:</b>						
<b>Adjuster:</b>	Hackbart	<b>Close Date:</b>		<b>District:</b>	Hood River County Library District					
<b>Description:</b>	A delivery driver struck the library's awning that is over their delivery area.									

Claim Count: 1	\$4,560	\$1,200	\$0	\$5,760
Claim Count: 1	\$4,560	\$1,200	\$0	\$5,760
<b>Claim Count: 1</b>	<b>\$4,560</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$5,760</b>
<b>Claim Count: 1</b>	<b>\$4,560</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$5,760</b>

Special Districts Insurance Services - Policy Year 2017-2018 Comparison Report

**Hood River County Library District**

Columbia River Insurance

The following comparison shows the difference in contributions from the 2017 policy year to the 2018 policy year renewal. The following summary shows the amounts and percentages that have changed from 2017 to 2018. This summary is intended only to give you a general idea of the rating components that influence contributions.

Coverage	Annualized 2017 Contribution	2018 Contribution after rate and best practices changes	Change after rate and best practices changes	% change after rate and best practices changes	Change in Exposures	2018 Contribution after exposure, and all other changes	Total contribution change	Total % contribution change
<b>General Liability</b>	\$1,948	\$2,292	\$344	17.65%	See Below	\$2,207	\$259	13.30%
<b>Auto Liability</b>	\$0	\$0	\$0	0.00%	0	\$0	\$0	0.00%
<b>Non-Owned Auto Liability</b>	\$150	\$150	\$0	0.00%		\$150	\$0	0.00%
<b>Auto Physical Damage</b>	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>Non-Owned APD</b>	\$107	\$107	\$0	0.00%		\$107	\$0	0.00%
<b>Property</b>	\$5,399	\$4,938	(\$461)	-8.53%	\$126,176	\$5,075	(\$324)	-6.00%
<b>Earthquake</b>	\$0	\$0	\$0	0.00%	\$126,176	\$0	\$0	0.00%
<b>Flood</b>	\$0	\$0	\$0	0.00%	\$126,176	\$0	\$0	0.00%
<b>Total</b>	\$7,604	\$7,487	(\$117)	<b>-1.54%</b>		\$7,539	(\$65)	-0.85%
<b>Pass Through Coverages</b>								
<b>Excess Liability</b>	\$634				-71,250	\$593	(\$41)	-6.47%
<b>Boiler and Machinery</b>	\$0				\$126,176	\$0	\$0	0.00%
<b>Crime</b>	\$466					\$466	\$0	0.00%
<b>Total</b>	\$1,100					\$1,059	(\$41)	-3.73%
<b>TOTAL ALL LINES</b>	\$8,704					\$8,598	(\$106)	-1.22%

**General Liability Exposure Comparison**

Description	Last Year	Current year	Difference
2017-2018 Budgeted Personal Services *	672,238	595,588	-76,650
2017-2018 Budgeted Materials and Supplies *	427,550	432,950	5,400
Events/Fundraisers - Alcohol Served	3	3	0

\* Auto Liability Exposure = Number of Autos  
 Auto Physical Damage Exposure = Total Insured Automobile Values  
 Property Exposure = Total Insured Property Values  
 Excess Liability = Materials and Supplies + Personal Services  
 Boiler and Machinery = Total Insured Property Values

Loss Ratio	Best Practices
2012-2016 Loss Ratio: <b>0.00%</b>	% Credit
	2017 10.00%
	2018 10.00%

**HOOD RIVER COUNTY  
LIBRARY DISTRICT**

**Compiled Financial Statements  
January 31, 2018**

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

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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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100 EAST FOURTH STREET  
THE DALLES, OREGON 97058  
Telephone: (541) 296-9131  
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1313 BELMONT STREET  
HOOD RIVER, OREGON 97031  
Telephone: (541) 386-6661  
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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 January 31, 2018, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and seven months 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 9 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.*  
February 9, 2018

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**January 31, 2018**

**ASSETS**

	<u>General Fund</u>	<u>Grants Fund</u>	<u>Capital Equipment Reserve Fund</u>	<u>Total</u>
Current Assets:				
Cash in bank - Columbia State Bank	\$75,216			\$75,216
Cash with Hood River County	841,792	\$82,819	\$127,918	1,052,529
Petty cash	416			416
Accounts receivable	1,714			1,714
Total Current Assets	<u>919,138</u>	<u>82,819</u>	<u>127,918</u>	<u>1,129,875</u>
<b>TOTAL ASSETS</b>	<b><u>\$919,138</u></b>	<b><u>\$82,819</u></b>	<b><u>\$127,918</u></b>	<b><u>\$1,129,875</u></b>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$949			\$949
Total Current Liabilities	<u>949</u>	<u>0</u>	<u>0</u>	<u>949</u>
Total Liabilities	<u>949</u>	<u>0</u>	<u>0</u>	<u>949</u>
Fund Balances:				
Unassigned	<u>918,189</u>	<u>82,819</u>	<u>127,918</u>	<u>1,128,926</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b><u>\$919,138</u></b>	<b><u>\$82,819</u></b>	<b><u>\$127,918</u></b>	<b><u>\$1,129,875</u></b>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Seven Months Ended January 31, 2018**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$82,945	\$62,650		\$145,595
Property tax revenues - current year	798,875			798,875
Property tax revenues - prior year	9,500			9,500
Fines and fees	9,379			9,379
Intergovernmental revenue		4,965		4,965
Interest revenue	5,183		\$823	6,006
Miscellaneous	0			0
<b>Total Revenues</b>	<b>905,882</b>	<b>67,615</b>	<b>823</b>	<b>974,320</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	242,008			242,008
Employee benefits	83,070			83,070
<b>Total Personal Services</b>	<b>325,078</b>	<b>0</b>	<b>0</b>	<b>325,078</b>
Materials and services:				
Bank charges	83			83
Building rental	3,488			3,488
Building maintenance	6,060	6,034		12,094
HVAC	6,495			6,495
Elevator	965			965
Telephone	2,467			2,467
Internet	3,046			3,046
Collection development	32,224	14,273		46,497
Technology	3,896	129		4,025
Accounting and auditing	16,475			16,475
Courier	941			941
Custodial services	12,761			12,761
Technical services	3,029			3,029
Library consortium	11,914			11,914
Copiers	508			508
Elections expense	0			0
Furniture and equipment	511	5,246		5,757
Insurance	8,598			8,598
Georgiana Smith Memorial Garden	15,327		3,900	19,227
Legal services	1,490			1,490
Professional services	64			64
Dues and subscriptions	2,110			2,110
Miscellaneous	456			456
Postage and freight	473			473
Printing	145			145
Programs	5,292	10,436		15,728
Advertising	324			324
Supplies - office	6,972	74		7,046
Travel	1,383			1,383
Training	1,335			1,335
Board development	284			284
Parking reimbursement	400			400
Electricity	11,895			11,895
Garbage	840			840
Natural gas	2,136			2,136
Water & sewer - building	3,252			3,252
<b>Total Materials and Services</b>	<b>167,639</b>	<b>36,192</b>	<b>3,900</b>	<b>207,731</b>
Capital outlay	0	0	0	0
<b>Total Expenditures</b>	<b>492,717</b>	<b>36,192</b>	<b>3,900</b>	<b>532,809</b>
Revenues Over Expenditures	413,165	31,423	(3,077)	441,511
Other Financing Sources (Uses)				
Operating transfers in	0		28,000	28,000
Operating transfers out	(28,000)			(28,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(28,000)</b>	<b>0</b>	<b>28,000</b>	<b>0</b>
Revenues and Other Financing Sources (Uses) Over Expenditures	385,165	31,423	24,923	441,511
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
<b>Fund Balance - January 31, 2018</b>	<b>\$918,189</b>	<b>\$82,819</b>	<b>\$127,918</b>	<b>\$1,128,926</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 Seven Months Ended**  
**January 31, 2018**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$8,835	\$798,875	\$834,953
Tax revenues - prior year	1,471	9,500	15,000
Fines and fees	1,472	9,379	12,000
Interest revenue	1,217	5,183	4,000
Donations	0	82,945	0
Miscellaneous	0	0	0
<b>Total Revenues</b>	<b>12,995</b>	<b>905,882</b>	<b>865,953</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	473	3,547	6,858
Library clerk II	7,154	52,093	88,353
Library assistant I	4,061	24,348	48,751
Library assistant II	6,539	53,485	89,302
Librarian I	5,247	36,605	65,957
Librarian II	4,417	30,829	52,998
Library director	5,888	41,101	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,826	19,204	34,364
Social security	2,576	18,448	32,350
Workers' compensation	24	(144)	1,072
Health insurance	13,762	42,998	99,000
Unemployment insurance	439	2,564	5,497
<b>Total Personal Services</b>	<b>53,406</b>	<b>325,078</b>	<b>595,160</b>
Materials and services:			
Bank charges	0	83	250
Building rental	944	3,488	9,000
Building maintenance	2,110	6,060	15,000
HVAC	0	6,495	12,000
Elevator	0	965	2,000
Telephone	570	2,467	4,000
Internet	427	3,046	5,500
Collection development	4,033	32,224	55,000
Technology	576	3,896	10,000
Accounting and auditing	8,300	16,475	25,000
Courier	187	941	3,000
Custodial services	1,823	12,761	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 Seven Months Ended**  
**January 31, 2018**

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Technical services	0	3,029	4,000
Library consortium	0	11,914	12,000
Copiers	7	508	1,500
Elections expense	0	0	0
Furniture and equipment	0	511	2,000
Insurance	8,598	8,598	11,500
Georgiana Smith Memorial Garden	2,640	15,327	21,000
Legal services	437	1,490	3,000
Professional services	16	64	0
Dues and subscriptions	345	2,110	4,000
Miscellaneous	101	456	1,000
Postage and freight	114	473	1,000
Printing	0	145	1,000
Programs	(424)	5,292	20,000
Advertising	0	324	1,000
Supplies - office	557	6,972	15,000
Travel	52	1,383	5,000
Training	0	1,335	1,500
Board development	0	284	1,500
Parking reimbursement	200	400	1,000
Electricity	1,500	11,895	20,000
Garbage	120	840	1,500
Natural gas	739	2,136	10,000
Water & sewer - building	400	3,252	4,700
Total Materials and Services	<u>34,372</u>	<u>167,639</u>	<u>307,950</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	0	0	100,000
<b>Total Expenditures</b>	<u>87,778</u>	<u>492,717</u>	<u>1,003,110</u>
<b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	(28,000)	(28,000)	(28,000)
Total Other Financing Sources (Uses)	<u>(28,000)</u>	<u>(28,000)</u>	<u>(28,000)</u>
Change in Fund Balance	<u><u>(\$102,783)</u></u>	<u><u>\$385,165</u></u>	<u><u>(\$165,157)</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Seven Months Ended**  
**January 31, 2018**

	<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	\$9,750	\$62,650	\$226,000
Intergovernmental revenue	0	4,965	0
<b>Total Revenues</b>	<u>9,750</u>	<u>67,615</u>	<u>226,000</u>
<b>Expenditures:</b>			
Personal services	0	0	0
Materials and services:	8,872	36,192	125,000
Capital outlay	0	0	146,000
<b>Total Expenditures</b>	<u>8,872</u>	<u>36,192</u>	<u>271,000</u>
<b>Change in Fund Balance</b>	<u><u>\$878</u></u>	<u><u>\$31,423</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 Seven Months Ended**  
**January 31, 2018**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Interest revenue	\$135	\$823	\$400
<b>Other Financing Sources</b>			
Transfer from General Fund	28,000	28,000	28,000
<b>Total Revenues and Other Sources</b>	<u>28,135</u>	<u>28,823</u>	<u>28,400</u>
<b>Expenditures:</b>			
Materials and services	0	3,900	0
Capital outlay	0	0	60,000
<b>Total Expenditures</b>	<u>0</u>	<u>3,900</u>	<u>60,000</u>
<b>Change in Fund Balance</b>	<u><u>\$28,135</u></u>	<u><u>\$24,923</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 Seven Months Ended January 31, 2018**

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Programs Fund	Friends of the Library	MCMC Grant	RTR 2017	RTR 2018	Total
<b>Revenues:</b>									
Donations and grants	\$0	\$0	\$50,433	\$1,417	\$10,800	\$0	\$0	\$0	\$62,650
Intergovernmental revenue							\$4,965	\$4,965	4,965
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>50,433</b>	<b>1,417</b>	<b>10,800</b>	<b>0</b>	<b>0</b>	<b>4,965</b>	<b>67,615</b>
<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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Materials and services:									
Building maintenance			6,034						6,034
Collection development			10,015	300	3,446	50	462		14,273
Technology			129						129
Programs			1,057	1,093	4,241		4,045		10,436
Furniture and equipment			5,246						5,246
Georgiana Smith Memorial Garden									0
Office supplies			74						74
Miscellaneous									0
Printing									0
<b>Total Materials and Services</b>	<b>0</b>	<b>0</b>	<b>22,555</b>	<b>1,393</b>	<b>7,687</b>	<b>50</b>	<b>4,507</b>	<b>0</b>	<b>36,192</b>
Capital outlay	0	0	0	0		0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>22,555</b>	<b>1,393</b>	<b>7,687</b>	<b>50</b>	<b>4,507</b>	<b>0</b>	<b>36,192</b>
<b>Net Change in Fund Balance</b>	<b>0</b>	<b>0</b>	<b>27,878</b>	<b>24</b>	<b>3,113</b>	<b>(50)</b>	<b>(4,507)</b>	<b>4,965</b>	<b>31,423</b>
Fund Balance - July 1, 2017	2,642	3,000	33,876	523	6,798	50	4,507		51,396
<b>Fund Balance - January 31, 2018</b>	<b>\$2,642</b>	<b>\$3,000</b>	<b>\$61,754</b>	<b>\$547</b>	<b>\$9,911</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,965</b>	<b>\$62,819</b>

See Independent Accountants' Compilation Report



**HOOD RIVER COUNTY LIBRARY DISTRICT  
AMENDMENT OF CONTRACT FOR GARDENS MAINTENANCE SERVICES  
(Amendment No. 1)**

DATE: \_\_\_\_\_

**PARTIES:**

Hood River County Library District (‘‘District’’)  
502 State Street  
Hood River, OR 97031

Walker’s Landscape Maintenance (‘‘Contractor’’)  
P.O. Box 1821  
The Dalles, OR 97058

**RECITALS**

Whereas, Contractor and District entered into a Contract for Gardens Maintenance Services regarding District’s grounds located at 502 State Street, Hood River, Oregon;

Whereas, the initial Contract term is from March 1, 2017, to February 28, 2018;

Whereas, the Contract may be amended by the Parties and may also be renewed for up to two (2) additional 1-year terms by written agreement;

Whereas, the parties wish to renew for an additional 1-year term and amend the compensation amount by this Agreement; and

Whereas, the amendment of the compensation amount is allowed and is in compliance with OAR 137-047-0800.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

1. The above referenced Contract is renewed for an additional 1-year term. The additional term shall begin on March 1, 2018, and expire on February 28, 2019.

2. The consideration for the contract, as set forth in Exhibit D of the Contract, is amended to a total contract cost of \$13,860.00 per year. The compensation rate is revised according to **Exhibit A** attached hereto, and thereby incorporated herein. If any terms, other than compensation, are included in the attached Exhibit A that conflict with the original contract documents, the original contract documents shall control.

3. All other terms and conditions of the Contract remain in full force and effect.

///

Extension of Contract for Gardens Maintenance Services - Page 1 of 2





# Walker's Landscape Maintenance

Wade Walker  
541-980-2813  
P.O. Box 1821  
The Dalles, OR 97058  
wdwalks@gmail.com  
www.WLM.cu.cc  
OR Lic. #9321

*Commercial and Residential Properties*

*Licensed - Bonded - Insured*

Hood River Library  
Georgiana Smith Memorial Garden  
502 State Street  
Hood River, OR 97031

2-6-2018

This is a proposal for maintaining the landscape garden of the Hood River Library, Georgiana Smith Memorial Garden. This is a twelve month landscape maintenance service agreement commencing on \_\_\_\_\_ and ending \_\_\_\_\_. This maintenance agreement is given as a set annual dollar amount within the proposed work. This proposal includes all of the following services as listed below that will be performed over the twelve month time period.

**Frequency of visits:** Work visits will be performed weekly during the growing season, as needed, during the off season to maintain a well-kept appearance throughout the year.

**General Garden Care:** We will work to maintain good communication with volunteers from the community. We will oversee to the overall maintenance care of the garden through regular inspections then provide recommendations for the best care of the garden.

**Mowing:** Mowing of all lawn panels mowing will be performed weekly throughout the growing season and 'as needed' in the off season to maintain a well-kept appearance.

**Edging:** Edging will be performed 'as needed' to keep the lawns looking well-kept, this may be weekly, or bi-weekly.

**Lawn Fertilizing:** Fertilizing of lawns 'as needed' within the season to maintain color (Fertilizer included).

**Irrigation Maintenance:** Regular maintenance of the irrigation system through monitoring water coverage, sprinkler and clock adjustments for seasonal changes, i.e. rainfall and evaporation rate. We work at keeping the water cost down by balancing usage and plant need, to encourage proper growth and yet help to prevent plant disease.

**Irrigation start-up and winterization:** Oversee to the start-up and winterization of the irrigation system to ensure proper operation and sprinkler coverage. The startup service is performed at a time and material rate of \$48.00 per hour plus the cost of the materials. If any Major irrigation repairs, or modifications are needed we will first report this to the property management for approval before we proceed with repairs. Irrigation winterization is billed at a set rate once the size of the irrigation system is determined; the estimated cost would be \$125.00.

**Pruning:** Pruning of shrubs and ground covers, as needed, to maintain a clean look; our preferred approach to pruning is to encourage the natural shape of a plant.

**Tree Pruning:** Basic care of all established trees which includes safety related needs such as keeping limbs up off walkways and removal of broken, or dangerous limbs. Tree pruning is considered as extra work and is billed at a time and materials rate of \$48.00 per hour, or can be performed at a set price. We specialize in ornamental tree pruning and are able to prune trees that are fifteen feet in height, or smaller; we refer out large tree pruning to an Arborist.

**Rose and Perennial Care:** Dead heading select varieties, as needed, fertilizer applications, as needed, through-out the growing season to encourage flower growth; pruning to remove dead wood and to train plant structure.

**Plant Fertilizer:** Fertilizing small trees, shrubs and ground covers, as needed, in late winter and throughout the growing season according to each plants specific need.



# Walker's Landscape Maintenance

Wade Walker  
541-980-2813  
P.O. Box 1821  
The Dalles, OR 97058  
wdwalks@gmail.com  
www.WLM.cu.cc  
OR Lic. #9321

*Commercial and Residential Properties*

*Licensed - Bonded - Insured*

**Weed Control:** Treating for weeds in all bed areas, walkway cracks, roadside curbs and parking lots. We use a combined approach of both manual removal and pre/post emergent herbicide treatments to attain a "Nearly weed-free" landscape. We are careful with the use and types of chemicals we apply, feel free to express any thoughts or concerns.

**Flower bed care:** Grooming of flower bed areas to smooth out displaced bark and unwanted debris.

**Debris and Litter Removal:** Lawn clippings, pruning's, and leaves hauled to a dumpsite, litter removal off lawns, flowerbeds and along street curbs; as a courtesy we also remove animal droppings (Debris cost included).

**Fall Clean-up:** Fall and winter leaf control on turf, in flower bed areas and parking lots. We will also cut back spent annuals, perennials and grasses for a clean look through winter.

**Drains:** Basic cleaning of walkway drains to assure translocation of run-off water.

**Blowing/Sweeping:** Clean-up of vegetative debris in all driveway and parking areas, sidewalks, patios, entries, curb edges and parameter sidewalks 'as needed' to maintain a clean appearance; special attention to overall curb appeal. There may be an occasional missed area if people are present.

**Insect/Disease Monitoring:** Regular inspection for insects and disease on trees, ornamental shrubs and turf and any concerns will be reported to the project manager. Special needs insecticide applications are performed upon request of the management, applications are billed at a time and materials rate of \$48.00 per hour plus the cost of materials. WLM is fully licensed and able to perform pesticide applications up to 35ft in height.

**Frequency of visits:** Work visits will be performed weekly during the growing season 'as needed' during the off season to maintain a well-kept look throughout the year.

**Safety:** We give special attention to the security of pedestrians and resident's in work proximity as well as for vehicles and building windows; we also try to arrange site visits when the least amount of people and cars are present.

**Annual Rate: \$13,860.00**

**Monthly Rate: \$ 1155.00**

I accept the terms of this contract and approve 'Walker's Landscape Maintenance' to perform this work.

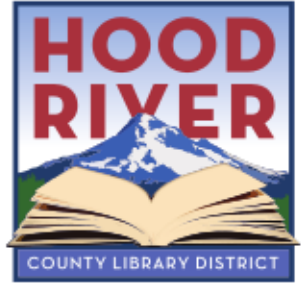
Customer signature \_\_\_\_\_, Date \_\_\_\_\_

Contractor signature \_\_\_\_\_, Date \_\_\_\_\_

Statements will be mailed out on a monthly basis, payment due within thirty days from reception of the statement. This maintenance contract does not include a warranty; either party may cancel this contract upon a thirty day written notice without cause. Landscape work requested outside of this maintenance agreement will be done at a time and materials rate, or by an agreed set dollar amount; our labor rate is \$32.00 per man hour.

Walker's Landscape Maintenance is licensed with the State Landscape Contractors Board which is located at: 2111 FRONT ST. NE., SUITE 2-101, SALEM, OR. 97301, PH: (503) 967-6291.

# 2018-2019 Budget Calendar



## **Wednesday, April 18, 2017**

Publish Website Notice of First Budget Committee Meeting  
(5 - 30 days before hearing)

## **Wednesday, April 25, 2017**

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

## **Tuesday, May 8, 2017, 6.00 - 8.00p**, at Hood River Library

First Budget Committee Meeting

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

## **Tuesday, May 15, 2017, 6.00 - 7.00p**, at Hood River Library

Second Budget Committee Meeting  
(if necessary)

- Budget Committee deliberations and questions

## **Saturday, June 2, 2017**

Publish financial summaries and Notice of Budget Hearing  
(one publication, 5 – 30 days before hearing)

## **Tuesday, June 19, 2017, 7.00p**, at Hood River Library

Public hearing

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

## **Tuesday, July 3, 2017**

Deliver notice of property tax form LB-50 to County Tax Assessor  
(by July 15)

- LB-50 (2 copies)
- Resolution passing budget (2 copies with original signatures)
- Budget (2 copies)
- Affidavits of publication (Budget Committee meeting & Budget Hearing)

502 State Street  
Hood River · OR 97031

**541 386 2535**

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

# **Hood River County Library District Ordinance No. 1**

## **An ordinance regulating conduct on Library District property**

WHEREAS, Hood River County Library District operates libraries in locations throughout Hood River County; and

WHEREAS, the District owns or manages the buildings and rooms where these branches are located as well as, in some cases, the grounds outside those facilities; and

WHEREAS, the District wants to ensure that those spaces are safe, welcoming environments for everyone;

NOW, THEREFORE Hood River County Library District ordains that users of the properties and spaces it owns and manages abide by the Code of Conduct included in Exhibit A;

and that, violations of this ordinance will be handled in accordance with the District's Use Restrictions Policy and relevant local, state, and federal laws;

and that, the District's affiliate groups, the Friends of the Hood River County Library and Hood River County Library Foundation, are not subject to restrictions on soliciting and advocating;

and that, the District reserves the right to partner with organizations and individuals with closely-aligned missions and goals to offer programming, including solicitation and advocacy events, on District property, per the District's Programming Policy;

and that, the public meeting room at the Cascade Locks and Hood River Libraries and the publicly-accessible bulletin boards and literature racks at the Cascade Locks, Hood River, and Parkdale Libraries are considered limited public forums and therefore designated areas as referenced in Exhibit A;

and that, the Georgiana Smith Memorial Gardens at the Hood River Library is considered a traditional public forum and therefore a designated area as referenced in Exhibit A.

Read for the second time and passed on the 21<sup>st</sup> day of April, 2015, to become effective thirty (30) days hence.

SIGNED:

ATTEST:

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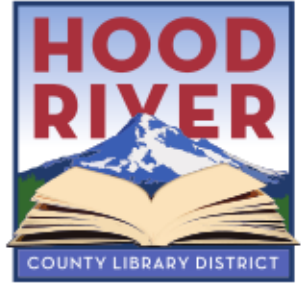
Suzanne VanOrman, President

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Buzzy Nielsen, Library Director

## Exhibit A - Code of Conduct

Hood River County Library District wants to make sure that our libraries are safe and welcoming environments for everyone. To do this, we ask that you please follow these few rules while using the library.



### ***While anywhere on library property, please:***

- Ask for help when you need it.
- Let us know if the library does not have the item or service you want.
- Ensure children under age 10 be accompanied by a parent, guardian, or responsible caregiver 14 or older. Children 5 and under must always be in close proximity and within sight of the person responsible for their safety. Ensure that children under the age of 10 are supervised by an adult.
- Be courteous to other patrons and staff.
- Keep your animals leashed and otherwise under control and properly clean up after them.
- Do not leave your animals unattended.
- Do not destroy, deface, or abuse library property or remove it without permission.
- Do not be disruptive, disorderly, or harass other patrons, staff, or wildlife.
- Do not smoke or use tobacco products, or use vaping devices. Do not smoke or use tobacco products.
- Do not sleep or appear to sleep, camp, or loiter. Do not sleep excessively, camp, or loiter.
- Do not leave personal belongings unattended.
- Do not engage in sexual activities including but not limited to extensive physical contact.
- Do not be impaired by or under the influence of a controlled substance or intoxicating liquor, including marijuana and marijuana derivatives.
- Do not possess, sell, distribute or consume any alcoholic beverage, except as a participant at a library event for which alcohol use has been pre-approved.
- Do not distribute materials or display signs anywhere except in designated areas.
- Do not solicit or advocate for any purposes except in designated areas.
- If soliciting or advocating in designated areas, do not
  - Display signs unless temporarily as part of an event;
  - Block or significantly limit access to paths, streets, sidewalks, and building entrances; or
  - Attach materials to vegetation, structures, or furnishings.
- Do not use skateboards, skates, rollerblades, or bicycles.
- Do not litter.
- Do not build or attempt to build fires, unless permitted as part of a library program.

### ***While in library buildings, please:***

- Wear appropriate clothing, including shoes and shirts.
- Keep beverages in covered containers.
- Do not consume food in the computer areas, unless permitted as part of library programming.
- Keep your conversations and personal devices at a volume that does not disturb others. Please use headsets or headphones with your personal electronic devices.
- Do not consume alcohol, unless permitted as part of library programming, or be intoxicated.
- Do not bring animals into the building, other than service animals or those involved in library programs.
- Do not improperly use library restrooms, including, but not limited to, do not bath, shave or wash hair or clothing.
- Do not bring into the library anything which creates an obstacle or takes up seating.

502 State Street

Hood River, OR 97031

541 386 2535

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- Do not run.
- Do not disturb other library patrons or staff through extremely strong odor or poor personal hygiene.
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In addition to the above, any violation of local, state, or federal statutes will be regarded as a violation of District rules. Violations of the Code of Conduct will be handled in accordance with the District's Use Restrictions Policy and relevant local, state, and federal laws. Hood River County Library District reserves the right to eject or suspend or revoke privileges of those individuals who violate District rules. In addition to the sanctions imposed by the District, further sanctions may be pursued as determined by law.

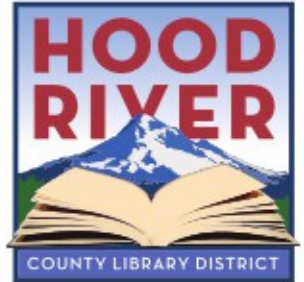
Adopted as Ordinance No. 1 by the Board of Directors: April 21, 2015

Became effective: May 21, 2015

Last amended: April 21, 2015



# Use Restrictions Policy



Sometimes a patron's behavior may necessitate restricting his/her use of Hood River County Library District services. Such behavior includes but is not limited to violations of District policies as well as violations of federal, state, or local statutes.

## Responsibility and restrictions

District staff, and ultimately the Library Director, is responsible for determining whether behaviors are unacceptable as delineated by District policies. When such behavior occurs, staff are authorized to restrict a patron's access to District services, appropriate to the unacceptable behavior and past actions by the patron. Such sanctions include, but are not limited to, the following:

- Bans from using the relevant service (e.g. meeting room, computers, bulletin boards);
- Loss of library card privileges;
- Billing for damage;
- Requirement for accompaniment by a parent, guardian, or caretaker;
- Ejection from District property (temporary, conditional, or extended).

Staff members are encouraged to use sound but flexible judgment in determining appropriate sanctions and lengths. Severe or extended sanctions require approval of the Library Director or designee.

## Warnings

At their discretion, staff may warn a patron up to twice before sanctioning as per above. Subsequent similar behavior by the same individual may not require warning before sanctions are issued, and such sanctions may be more severe. While the District views this policy as primarily corrective and progressive, it is not possible to define in advance the specific action to be taken in response to every behavior. Consequently, the District reserves the right to take appropriate action, including immediate ejection from District property, in response to circumstances and events on a case-by-case basis.

For instance, staff may restrict a patron's use of services, or immediately eject a patron without warning for more severe violations of policy, including without limitation abusing District staff or patrons, abusing District property, attempting to alter or compromise District technology or networks, or violations of local, state, or federal laws.

## Recording

Staff will record any instances in which sanctions are issued and will maintain current lists of patrons who are restricted from using library services and are banned from District facilities.

Adopted by the Board of Directors, September 18, 2012  
Last amended, February 17, 2015

502 State Street  
Hood River - OR 97031  
541 386 2535

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

## **Resolution No. 2017-18.06**

### **A Resolution of Hood River County Library District adopting a supplemental budget for the fiscal year 2017-18 and making supplemental appropriations**

**WHEREAS**, the Hood River County Library District budget for the fiscal year 2017-18 was adopted by the Hood River County Library District Board at their regular meeting thereof on Tuesday, June 20, 2017; and

**WHEREAS**, the Hood River County Library District has since received unanticipated revenue from a donation to the General Fund in the amount of \$82,945, a donation from Library Foundation in the Grants Fund of an additional \$25,000, and a donation to the Pat Hazlehurst Fund in the Grants Fund of an additional \$1,000, and a supplemental budget is required in order to expend those revenues; and

**WHEREAS**, a Supplemental budget is necessary in the General Fund to increase the spending in the Collection Development budget which was reduced this fiscal year; the Supplemental Budget increases the appropriations in the General Fund from \$1,380,953 to \$1,463,898. The Materials and Services line item Collection Development will increase from \$55,000 to \$62,000. The rest of the funds will be allocated to the Unappropriated Ending Fund balance which will increase from \$336,015 to \$411,960.

**WHEREAS**, a Supplemental budget is necessary in the Grants Fund to increase the appropriations from \$125,000 to \$151,000 in the Materials and Services fund to pay for the renovation of the Cascade Locks Library Branch and new technology for the District.

**WHEREAS**, in accordance with local budget law, notice was published in the Hood River News on February 14, 2018 of the supplemental budget at the Hood River County Library District board meeting on February 20, 2017.

**NOW, THEREFORE, BE IT RESOLVED BY THE HOOD RIVER COUNTY LIBRARY DISTRICT, HOOD RIVER, OREGON THAT:**

**Section 1:** Adopt the following Supplemental Budget and make appropriations for fiscal year 2017-18 in the General Fund.

**2017-18 SUPPLEMENTAL BUDGET SUMMARY**

**General Fund**

<b>RESOURCES</b>	<b>Adopted budget</b>	<b>Change</b>	<b>Supplemental budget</b>
Available cash on hand	515,000	-	515,000
Previously levied taxes estimated to be received	15,000	-	15,000
Interest	4,000	-	4,000
Fines and fees	12,000	-	12,000
Donations	-	82,945	82,945
Intergovernmental revenue	-	-	-
Miscellaneous revenue	-	-	-
Total resources, except taxes to be levied	546,000	82,945	628,945
Taxes estimated to be received	834,953		834,953
Taxes collected in year levied			
<b>TOTAL RESOURCES</b>	<b>1,380,953</b>	<b>82,945</b>	<b>1,463,898</b>

**General Fund**

Requirements	Adopted budget	Change	Supplemental budget
<b>PERSONAL SERVICES</b>			
<b>TOTAL PERSONAL SERVICES</b>	595,588		595,588
<b>MATERIALS AND SERVICES</b>			
Bank charges	250		250
Building rental	9,000		9,000
Building maintenance	15,000		15,000
HVAC	12,000		12,000
Elevator	2,000		2,000
Telecommunications	-		-
Telephone	4,000		4,000
Internet	5,500		5,500
Collection development	55,000	7,000	62,000
Technology	10,000		10,000
Accounting and auditing	25,000		25,000
Courier	3,000		3,000
Custodial services	24,000		24,000
Technical services	4,000		4,000
Library consortium	12,000		12,000
Copiers	1,500		1,500
Elections	-		-
Furniture and equipment	2,000		2,000
Property and liability insurance	11,500		11,500
Georgiana Smith Memorial Gardens	21,000		21,000
Legal Services	3,000		3,000
Professional services	-		-
Membership dues	4,000		4,000
Miscellaneous	1,000		1,000
Postage/freight	1,000		1,000
Printing	1,000		1,000
Programs	20,000		20,000
Advertising	1,000		1,000
Office supplies	15,000		15,000
Travel	5,000		5,000
Training	1,500		1,500
Board development	1,500		1,500
Parking reimbursement	1,000		1,000
Utilities	-		-
Electricity	20,000		20,000
Garbage	1,500		1,500
Natural gas	10,000		10,000
Water and sewer (building)	4,700		4,700
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>307,950</b>		<b>314,950</b>
<b>TRANSFER TO CAPITAL RESERVE</b>	<b>28,000</b>		<b>28,000</b>
<b>CONTINGENCY</b>	<b>100,000</b>		<b>100,000</b>
<b>Total expenditures</b>	<b>1,031,538</b>		<b>1,038,538</b>
Vacation Reserve	13,400		13,400
Ending Balance (Prior Years)			
<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>836,015</b>	<b>75,945</b>	<b>411,960</b>
<b>TOTAL REQUIREMENTS</b>	<b>1,380,953</b>		<b>1,463,898</b>

**Section 2:** Adopt the following Supplemental Budget and make appropriations for fiscal year 2017-18 in the Grants Fund.

**Grants Fund**

<b>RESOURCES</b>	<b>Adopted budget</b>	<b>Change</b>	<b>Supplemental budget</b>
Cash on hand	45,000	-	45,000
Grants (specific purposes)	150,000	-	150,000
Friends of the Library donations	15,000	-	15,000
Library Foundation donations	60,000	25,000	85,000
Pat Hazelhurst Fund donations	1,000	1,000	2,000
<b>TOTAL RESOURCES</b>	<b>271,000</b>	<b>26,000</b>	<b>297,000</b>

<b>REQUIREMENTS</b>	<b>Adopted budget</b>	<b>Change</b>	<b>Supplemental budget</b>
<b>Materials and services</b>			
Collection development	30,000	-	30,000
Technology	5,000	2,000	7,000
Programs	15,000	-	15,000
Furniture and equipment	50,000	5,000	55,000
Other materials and services	25,000	19,000	44,000
<b>Total materials and services</b>	<b>125,000</b>	<b>26,000</b>	<b>151,000</b>
<b>Capital outlay</b>	<b>146,000</b>		<b>146,000</b>
Ending balance (prior years)			
<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REQUIREMENTS</b>	<b>271,000</b>		<b>297,000</b>

**Section 3:** Effective Date. Resolution shall take effect immediately.

Adopted by the Board of Directors of Hood River County Library District this 20<sup>th</sup> day of February, 2018.

ATTEST:

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

\_\_\_\_\_  
Rachael Fox, Library Director

Swell City Decor  
 1737 W. Cascade Ave  
 Hood River, OR 97031

# Estimate

Date	Estimate #
1/24/2018	4896

Phone #	Fax #	E-mail
541-386-1222	541-386-1224	swellcitydecor@yahoo.com

Name / Address
Fox, Rachael 1461 Sunset Hood River, OR 97031

P.O. No.
Cascade Locks

Description	Qty	Rate	Total
Mohawk Alma Mater #565 Sunrise	215	16.00	3,440.00
Glue	5	35.00	175.00
Carpet Tear out and Dispose	170.35	4.00	681.40
VCT Tear out and Dispose	220.13	0.75	165.10
Floor Prep	1,863.57	0.45	838.61
Carpet Labor	215	6.50	1,397.50
Cove Base	285	2.50	712.50
Sales Tax		0.00%	0.00
<b>Total</b>			\$7,410.11