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

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

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

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 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**

According to the Board Governance Plan, section M, the Board shall undertake an annual planning session. The District Board have 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)
- 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 possible 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 the 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 Hocket, 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:
   ○ VIII.v.a. Revised Code of Conduct for review
   ○ 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**

**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

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

X. Adjournment

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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
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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 to make sure it doesn’t happen 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.
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

There was nothing to add to the written report.

iv. Director’s report

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)**

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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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

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 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.

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 or 800-285-5461.
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
**INVOICE**

**Date:** 01-Jan-18

<table>
<thead>
<tr>
<th>Named Participant:</th>
<th>Hood River County Library District</th>
</tr>
</thead>
<tbody>
<tr>
<td>502 State St</td>
<td>97031</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agent:</th>
<th>Columbia River Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 500</td>
<td>97031-0059</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Entity ID</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Invoice Date</th>
<th>2018 Longevity Credit Amount**</th>
</tr>
</thead>
<tbody>
<tr>
<td>33P26994-4482</td>
<td>26994</td>
<td>01-Jan-18</td>
<td>31-Dec-18</td>
<td>01-Jan-18</td>
<td>$406.50</td>
</tr>
</tbody>
</table>

**Coverage**

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Liability</strong></td>
<td></td>
</tr>
<tr>
<td>General Liability Contribution</td>
<td>$2,566</td>
</tr>
<tr>
<td>Less Best Practices Credit</td>
<td>($257)</td>
</tr>
<tr>
<td>Less Multi-Line Discount Credit</td>
<td>($103)</td>
</tr>
<tr>
<td>Adjusted Contribution</td>
<td>$2,207</td>
</tr>
<tr>
<td><strong>Auto Liability</strong></td>
<td></td>
</tr>
<tr>
<td>Auto Liability Contribution</td>
<td>$0</td>
</tr>
<tr>
<td>Less Best Practices Credit</td>
<td>$0</td>
</tr>
<tr>
<td>Adjusted Contribution</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Non-owned and Hired Auto Liability</strong></td>
<td>$150</td>
</tr>
<tr>
<td><strong>Auto Physical Damage</strong></td>
<td>$0</td>
</tr>
<tr>
<td><strong>Hired Auto Physical Damage</strong></td>
<td>$107</td>
</tr>
<tr>
<td><strong>Excess Liability</strong></td>
<td>$593</td>
</tr>
<tr>
<td><strong>Property</strong></td>
<td></td>
</tr>
<tr>
<td>Property Contribution</td>
<td>$5,665</td>
</tr>
<tr>
<td>Less Best Practices Credit</td>
<td>($590)</td>
</tr>
<tr>
<td>Adjusted Contribution</td>
<td>$5,075</td>
</tr>
<tr>
<td><strong>Earthquake</strong></td>
<td>$0</td>
</tr>
<tr>
<td><strong>Flood</strong></td>
<td>$0</td>
</tr>
<tr>
<td><strong>Equipment Breakdown / Boiler and Machinery</strong></td>
<td>$0</td>
</tr>
<tr>
<td><strong>Crime</strong></td>
<td>$466</td>
</tr>
</tbody>
</table>

**Total:** $8,598

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.
** 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 $_________________
Certificate Number: 33P26994-4482
Named Participant: Hood River County Library District
502 State St
Hood River, OR 97031

Coverage Period: 1/1/2018 through 12/31/2018
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."

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Per Occurrence Limit</th>
<th>Annual Aggregate</th>
<th>Deductible</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Entity Liability Coverage including:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increased Limits of Liability</td>
<td>$4,500,000</td>
<td>None</td>
<td>N/A</td>
<td>$593.00</td>
</tr>
<tr>
<td>Total Limit of Liability</td>
<td>$5,000,000</td>
<td>None</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Tort Liability - Coverage A</td>
<td>Included</td>
<td>Included</td>
<td>None</td>
<td>Included</td>
</tr>
<tr>
<td>Federal Acts Liability - Coverage B</td>
<td>Included</td>
<td>Included</td>
<td>None</td>
<td>Included</td>
</tr>
<tr>
<td>Other Jurisdictions - Coverage C</td>
<td>Included</td>
<td>Included</td>
<td>None</td>
<td>Included</td>
</tr>
<tr>
<td>Employee Benefits Liability</td>
<td>Included</td>
<td>Included</td>
<td>None</td>
<td>Included</td>
</tr>
<tr>
<td>Wrongful Acts/Public Officials</td>
<td>Included</td>
<td>Included</td>
<td>None</td>
<td>Included</td>
</tr>
<tr>
<td>Employment Practices (see below)</td>
<td>Included**</td>
<td>$5,000,000</td>
<td>See Below**</td>
<td>Included</td>
</tr>
<tr>
<td>Sexual Molestation</td>
<td>Included**</td>
<td>Included</td>
<td>None</td>
<td>Included</td>
</tr>
<tr>
<td>Emergency Operations Pollution</td>
<td>Included</td>
<td>Included</td>
<td>None</td>
<td>Included</td>
</tr>
<tr>
<td>Potable Water Treatment Pollution</td>
<td>Included</td>
<td>Included</td>
<td>None</td>
<td>Included</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>No Coverage</td>
<td>No Coverage</td>
<td>None</td>
<td>No Coverage</td>
</tr>
<tr>
<td>Non-Owned/Hired Auto Liability</td>
<td>Included</td>
<td>Included</td>
<td>None</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

** $25,000,000,000 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.
$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

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.

Countersigned by: ________________________________ 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:

<table>
<thead>
<tr>
<th>Type of Property</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings, Other Structures and Scheduled Outdoor Property</td>
<td>$4,234,020</td>
</tr>
<tr>
<td>Personal Property</td>
<td>$1,700,956</td>
</tr>
<tr>
<td>Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts</td>
<td></td>
</tr>
</tbody>
</table>

### Total Limit of Indemnification (Per Occurrence)

- **$5,934,976**
  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:

- **$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:

- **$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)
$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 Leasehold 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.
Property Coverage Declarations

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

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

---

**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

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.

Countersigned by: ____________________________

Special Districts Insurance Services

Monday, January 1, 2018
Certificate Number: 33P26994-4482  
Named Participant: Hood River County Library District  
502 State St  
Hood River, OR 97031  

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

For Any One Loss:  
<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>A2. ERISA Fidelity - same limit as A.1 (CRI-19044)</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>B. Forgery or Alteration</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>C. On Premises</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>D. In Transit</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>E. Money Order Counterfeit Currency</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>F1. Computer Fraud</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>F2. Computer Restoration - same limit as A1 or maximum limit of $100,000</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>G. Funds Transfer Fraud</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>H1. Personal Accounts Forgery or Alteration - same limit as A.</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

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.

III.i. 2018 SDAO Property and Liability insurance invoice
H2. Identity Fraud Expense Reimbursement - same limit as A1 or maximum of $25,000

CRI-19070 Social Engineering Fraud

I. Claims Expense $5,000

<table>
<thead>
<tr>
<th>Claim Description</th>
<th>Limit</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>H2. Identity Fraud Expense</td>
<td>$25,000</td>
<td>$0</td>
</tr>
<tr>
<td>CRI-19070 Social Engineering Fraud</td>
<td>$100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>I. Claims Expense</td>
<td>$5,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Contribution:** $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

**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
# Schedule of Property Values - Section 1

## Building, Other Structures and Scheduled Outdoor Property

### Premises: Cascade Locks Location

<table>
<thead>
<tr>
<th>Structure</th>
<th>Coverage Class: Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-1</td>
<td></td>
</tr>
<tr>
<td>140 SE Wa-Na-Pa Street</td>
<td>JOISTED MASONRY</td>
</tr>
<tr>
<td>Const. Class</td>
<td>Prot. Class</td>
</tr>
<tr>
<td>26994P9437</td>
<td>5</td>
</tr>
<tr>
<td>YR. Built</td>
<td>% Sprinkler</td>
</tr>
<tr>
<td>1930</td>
<td>0</td>
</tr>
<tr>
<td>Fire Alm.</td>
<td>No</td>
</tr>
<tr>
<td>Security Alm</td>
<td>No</td>
</tr>
<tr>
<td>900</td>
<td>No</td>
</tr>
<tr>
<td>Valuation</td>
<td>SQF.</td>
</tr>
<tr>
<td>Replacement</td>
<td>900</td>
</tr>
<tr>
<td># Stories</td>
<td>Fire Alm.</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
</tr>
<tr>
<td>No</td>
<td>Security Alm</td>
</tr>
<tr>
<td>No</td>
<td>97014</td>
</tr>
<tr>
<td>Appraiser</td>
<td>Date</td>
</tr>
<tr>
<td>CBIZ</td>
<td>11/5/2015</td>
</tr>
</tbody>
</table>

### Premises: Cascade Locks School

<table>
<thead>
<tr>
<th>Structure</th>
<th>Coverage Class: Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 SE WaNaPa</td>
<td>JOISTED MASONRY</td>
</tr>
<tr>
<td>Const. Class</td>
<td>Prot. Class</td>
</tr>
<tr>
<td>26994P67602W</td>
<td>5</td>
</tr>
<tr>
<td>YR. Built</td>
<td>% Sprinkler</td>
</tr>
<tr>
<td>1953</td>
<td>0</td>
</tr>
<tr>
<td>Fire Alm.</td>
<td>Yes</td>
</tr>
<tr>
<td>Security Alm</td>
<td>Yes</td>
</tr>
<tr>
<td>3,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Valuation</td>
<td>SQF.</td>
</tr>
<tr>
<td>Replacement</td>
<td>3,000</td>
</tr>
<tr>
<td># Stories</td>
<td>Fire Alm.</td>
</tr>
<tr>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>Security Alm</td>
</tr>
<tr>
<td>No</td>
<td>97014</td>
</tr>
<tr>
<td>Appraiser</td>
<td>Date</td>
</tr>
<tr>
<td>CBIZ</td>
<td>11/5/2015</td>
</tr>
</tbody>
</table>

### Premises: Hood River Library

<table>
<thead>
<tr>
<th>Structure</th>
<th>Coverage Class: Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>502 State Street</td>
<td>JOISTED MASONRY</td>
</tr>
<tr>
<td>Const. Class</td>
<td>Prot. Class</td>
</tr>
<tr>
<td>26994P9508W</td>
<td>2</td>
</tr>
<tr>
<td>YR. Built</td>
<td>% Sprinkler</td>
</tr>
<tr>
<td>2006</td>
<td>0</td>
</tr>
<tr>
<td>Fire Alm.</td>
<td>No</td>
</tr>
<tr>
<td>Security Alm</td>
<td>No</td>
</tr>
<tr>
<td>19,468</td>
<td>No</td>
</tr>
<tr>
<td>Valuation</td>
<td>SQF.</td>
</tr>
<tr>
<td>Replacement</td>
<td>19,468</td>
</tr>
<tr>
<td># Stories</td>
<td>Fire Alm.</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
</tr>
<tr>
<td>No</td>
<td>Security Alm</td>
</tr>
<tr>
<td>No</td>
<td>97031</td>
</tr>
<tr>
<td>Appraiser</td>
<td>Date</td>
</tr>
<tr>
<td>CBIZ</td>
<td>11/5/2015</td>
</tr>
</tbody>
</table>
### Schedule of Property Values - Section 1

#### Building, Other Structures and Scheduled Outdoor Property

**Premises: Parkdale Library**

<table>
<thead>
<tr>
<th>Structure: Parkdale Library</th>
<th>Coverage Class: Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>26994P9763W</td>
<td>JOISTED MASONRY</td>
</tr>
<tr>
<td>7300 Clear Creek Road</td>
<td></td>
</tr>
<tr>
<td>City: Parkdale</td>
<td>Zip: 97041</td>
</tr>
<tr>
<td>Valuation: Replacement</td>
<td>SQF: 700</td>
</tr>
<tr>
<td>Appraiser:</td>
<td>Date:</td>
</tr>
<tr>
<td>Appraisal Rpt Code:</td>
<td>Comment:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Const. Class: JOISTED MASONRY**

**Prot. Class: 5**

**YR. Built: 1930**

**% Sprinkler: 0**

**Fire Alm.: No**

**Security Alm.: No**

**Vacant (Y/N): No**

**Deductible: $500**

**Effective Date: 1/1/2018**

**Structure Value: $0**

**Personal Property Value: $80,478**

**Total Value: $80,478**

**Total Contribution: $74**

**Premises Total: $80,478**

**Total Building, Other Structure and Scheduled Outdoor Property Value: $4,234,020**

**Total Personal Property Value: $1,700,956**

**Total Value: $5,934,976**

**Total Contribution: $5,075**

**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.

**Construction Class Options**

- Fire Resistive
- Modified Fire Resistive
- Masonry Noncombustible

**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.
### General Liability Schedule

**Per Occurrence Deductible:** $0.00

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

**Total Contributions:** $2,207
### Hood River County Library District

#### Property

**2017**

<table>
<thead>
<tr>
<th>Claim Number: GCPR2017060950</th>
<th>Class Code:</th>
<th>Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claimant Name: Hood River County Library</td>
<td>Status: Open</td>
<td>Cause: Struck By Other Vehicle</td>
</tr>
<tr>
<td>Age:</td>
<td>Claim Type: PR</td>
<td>Anatomy:</td>
</tr>
<tr>
<td>Accident Date: 7/5/2017</td>
<td>Open Date: 7/5/2017</td>
<td>Injury:</td>
</tr>
<tr>
<td>Adjuster: Hackbart</td>
<td>Close Date:</td>
<td>District: Hood River County Library District</td>
</tr>
<tr>
<td>Description: A delivery driver struck the library's awning that is over their delivery area.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Paid</th>
<th>Reserve</th>
<th>Collection</th>
<th>Incurred</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>$4,560</td>
<td>$0</td>
<td>$0</td>
<td>$4,560</td>
</tr>
<tr>
<td>EXP</td>
<td>$0</td>
<td>$1,200</td>
<td>$0</td>
<td>$1,200</td>
</tr>
<tr>
<td></td>
<td>$4,560</td>
<td>$1,200</td>
<td>$0</td>
<td>$5,760</td>
</tr>
</tbody>
</table>

Claim Count: 1

Claim Count: 1

Claim Count: 1

Claim Count: 1
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 Comparison

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Annualized 2017 Contribution</th>
<th>2018 Contribution after rate and best practices changes</th>
<th>Change after rate and best practices changes</th>
<th>% change after rate and best practices changes</th>
<th>Change in Exposures</th>
<th>2018 Contribution after exposure, and all other changes</th>
<th>Total contribution change</th>
<th>Total % contribution change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>$1,948</td>
<td>$2,292</td>
<td>$344</td>
<td>17.65%</td>
<td>See Below</td>
<td>$2,207</td>
<td>$259</td>
<td>13.30%</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Non-Owned Auto Liability</td>
<td>$150</td>
<td>$150</td>
<td>$0</td>
<td>0.00%</td>
<td>0</td>
<td>$150</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Auto Physical Damage</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Non-Owned APD</td>
<td>$107</td>
<td>$107</td>
<td>$0</td>
<td>0.00%</td>
<td>0</td>
<td>$107</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Property</td>
<td>$5,399</td>
<td>$4,938</td>
<td>($461)</td>
<td>-8.53%</td>
<td>$126,176</td>
<td>$5,075</td>
<td>($324)</td>
<td>-6.00%</td>
</tr>
<tr>
<td>Earthquake</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$126,176</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Flood</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$126,176</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total</td>
<td>$7,604</td>
<td>$7,487</td>
<td>($117)</td>
<td>-1.54%</td>
<td>$126,176</td>
<td>$7,539</td>
<td>($65)</td>
<td>-0.85%</td>
</tr>
</tbody>
</table>

### Pass Through Coverages

<table>
<thead>
<tr>
<th>Coverage</th>
<th>2018 Contribution after Best Practices</th>
<th>Total Contribution Change</th>
<th>Total % Contribution Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess Liability</td>
<td>$634</td>
<td>-71,250</td>
<td>-6.47%</td>
</tr>
<tr>
<td>Boiler and Machinery</td>
<td>$126,176</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Crime</td>
<td>$466</td>
<td>$466</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total</td>
<td>$1,100</td>
<td>$1,059</td>
<td>-3.73%</td>
</tr>
</tbody>
</table>

### Total ALL Lines

<table>
<thead>
<tr>
<th>Total ALL Lines</th>
<th>2018 Contribution after Best Practices</th>
<th>Total Contribution Change</th>
<th>Total % Contribution Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,704</td>
<td>$8,598</td>
<td>($106)</td>
<td>-1.22%</td>
</tr>
</tbody>
</table>

### General Liability Exposure Comparison

<table>
<thead>
<tr>
<th>Description</th>
<th>Last Year</th>
<th>Current Year</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018 Budgeted Personal Services *</td>
<td>672,238</td>
<td>595,588</td>
<td>-76,650</td>
</tr>
<tr>
<td>2017-2018 Budgeted Materials and Supplies *</td>
<td>427,550</td>
<td>432,950</td>
<td>5,400</td>
</tr>
<tr>
<td>Events/Fundraisers - Alcohol Served</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

### Loss Ratio

| 2012-2016 Loss Ratio: | 0.00% |

### Best Practices

<table>
<thead>
<tr>
<th>Year</th>
<th>% Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>10.00%</td>
</tr>
<tr>
<td>2018</td>
<td>10.00%</td>
</tr>
</tbody>
</table>
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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

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

### LIABILITIES & FUND BALANCES

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Grants Fund</th>
<th>Capital Equipment Reserve Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll liabilities</td>
<td>$949</td>
<td></td>
<td>$949</td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>949</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>949</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>949</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>949</strong></td>
</tr>
<tr>
<td><strong>Fund Balances</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unassigned</td>
<td>918,189</td>
<td>62,819</td>
<td>127,918</td>
<td>1,128,926</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES &amp; FUND BALANCES</strong></td>
<td><strong>$919,138</strong></td>
<td><strong>$82,819</strong></td>
<td><strong>$127,918</strong></td>
<td><strong>$1,129,875</strong></td>
</tr>
</tbody>
</table>
HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis
For the Seven Months Ended January 31, 2018

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>General Fund</th>
<th>Grants Fund</th>
<th>Capital Equipment Reserve Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations and grants</td>
<td>$82,945</td>
<td>$62,650</td>
<td></td>
<td>$145,595</td>
</tr>
<tr>
<td>Property tax revenues - current year</td>
<td>798,875</td>
<td></td>
<td></td>
<td>798,875</td>
</tr>
<tr>
<td>Property tax revenues - prior year</td>
<td>9,500</td>
<td></td>
<td></td>
<td>9,500</td>
</tr>
<tr>
<td>Fines and fees</td>
<td>9,379</td>
<td></td>
<td></td>
<td>9,379</td>
</tr>
<tr>
<td>Intergovernmental revenue</td>
<td></td>
<td>4,965</td>
<td></td>
<td>4,965</td>
</tr>
<tr>
<td>Interest revenue</td>
<td>5,183</td>
<td></td>
<td>$823</td>
<td>6,006</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>955,862</strong></td>
<td><strong>67,615</strong></td>
<td><strong>823</strong></td>
<td><strong>974,320</strong></td>
</tr>
</tbody>
</table>

| Expenditures: | | | | |
| Personal services: | | | | |
| Wages and salaries | 242,009 | | | 242,009 |
| Employee benefits | 83,070 | | | 83,070 |
| **Total Personal Services** | **325,079** | | | **325,079** |
| Materials and services: | | | | |
| Bank charges | 83 | | | 83 |
| Building rental | 3,489 | | | 3,489 |
| 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 | 22,224 | 14,273 | | 36,497 |
| Technology | 3,996 | 129 | | 4,125 |
| Accounting and auditing | 16,475 | | | 16,475 |
| Clerical | 941 | | | 941 |
| Custodial services | 12,791 | | | 12,791 |
| 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 | 8,596 | | | 8,596 |
| Georgiana Smith Memorial Garden | 15,327 | | 3,000 | 18,327 |
| 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 | 1,333 | | | 1,333 |
| Board development | 294 | | | 294 |
| 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 |
| **Total Materials and Services** | **167,636** | **36,192** | | **203,828** |
| Capital outlay | 0 | | | 0 |
| **Total Expenditures** | | **36,192** | | **36,192** |
| **Revenues Over Expenditures** | **413,165** | **31,423** | (3,077) | **441,511** |
| Other Financing Sources (Uses) | | | | |
| Operating transfers in | 0 | | | 0 |
| Operating transfers out | (28,000) | | | (28,000) |
| **Total Other Financing Sources (Uses)** | (28,000) | | | 0 |
| **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 |
| Fund Balance - January 31, 2018 | $918,189 | **$82,819** | **$127,918** | **$1,258,926** |

See Independent Accountant's 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

<table>
<thead>
<tr>
<th></th>
<th>Current Period</th>
<th>Year to Date</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax revenues - current</td>
<td>$8,835</td>
<td>$798,875</td>
<td>$834,953</td>
</tr>
<tr>
<td>Tax revenues - prior year</td>
<td>1,471</td>
<td>9,500</td>
<td>15,000</td>
</tr>
<tr>
<td>Fines and fees</td>
<td>1,472</td>
<td>9,379</td>
<td>12,000</td>
</tr>
<tr>
<td>Interest revenue</td>
<td>1,217</td>
<td>5,183</td>
<td>4,000</td>
</tr>
<tr>
<td>Donations</td>
<td>0</td>
<td>82,945</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>12,965</td>
<td>905,882</td>
<td>865,953</td>
</tr>
</tbody>
</table>

| **Expenditures:**     |                |              |               |
| Personal services:    |                |              |               |
| Wages and salaries:   |                |              |               |
| Library clerk I       | 473            | 3,547        | 6,858         |
| Library clerk II      | 7,154          | 52,093       | 68,353        |
| Library assistant I   | 4,061          | 24,348       | 48,751        |
| Library assistant II  | 6,539          | 53,485       | 89,302        |
| Librarian I           | 5,247          | 36,005       | 65,957        |
| Librarian II          | 4,417          | 30,829       | 52,998        |
| Library director      | 5,888          | 41,101       | 70,658        |
| Other                 | 0              | 0            | 0             |
| **Total Personal Services** | 53,406       | 325,078      | 595,160       |

<table>
<thead>
<tr>
<th>Materials and services:</th>
<th>Current Period</th>
<th>Year to Date</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank charges</td>
<td>0</td>
<td>83</td>
<td>250</td>
</tr>
<tr>
<td>Building rental</td>
<td>944</td>
<td>3,488</td>
<td>9,000</td>
</tr>
<tr>
<td>Building maintenance</td>
<td>2,110</td>
<td>5,060</td>
<td>15,000</td>
</tr>
<tr>
<td>HVAC</td>
<td>0</td>
<td>6,495</td>
<td>12,000</td>
</tr>
<tr>
<td>Elevator</td>
<td>0</td>
<td>965</td>
<td>2,000</td>
</tr>
<tr>
<td>Telephone</td>
<td>570</td>
<td>2,467</td>
<td>4,000</td>
</tr>
<tr>
<td>Internet</td>
<td>427</td>
<td>3,046</td>
<td>5,500</td>
</tr>
<tr>
<td>Collection development</td>
<td>4,033</td>
<td>32,224</td>
<td>55,000</td>
</tr>
<tr>
<td>Technology</td>
<td>576</td>
<td>3,896</td>
<td>10,000</td>
</tr>
<tr>
<td>Accounting and auditing</td>
<td>8,300</td>
<td>16,475</td>
<td>25,000</td>
</tr>
<tr>
<td>Courier</td>
<td>187</td>
<td>941</td>
<td>3,000</td>
</tr>
<tr>
<td>Custodial services</td>
<td>1,823</td>
<td>12,761</td>
<td>24,000</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Current Period</th>
<th>Year to Date</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Actual</td>
<td></td>
</tr>
</tbody>
</table>

- **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
  - 264
  - 1,500
- **Parking reimbursement**
  - 200
  - 400
  - 1,000
- **Electricity**
  - 1,500
  - 11,865
  - 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 | 34,372 | 167,839 | 307,950 |
| Capital Outlay               | 0      | 0       | 0       |
| Contingency                  | 0      | 0       | 100,000 |

| Total Expenditures           | 87,778 | 492,717 | 1,003,110 |

## Other Financing Sources (Uses)

| Operating transfers In       | 0      | 0       | 0       |
| Operating transfers out      | (28,000) | (28,000) | (28,000) |

| Total Other Financing Sources (Uses) | (28,000) | (28,000) | (28,000) |

| Change in Fund Balance        | ($102,783) | $385,165 | ($165,157) |

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

<table>
<thead>
<tr>
<th></th>
<th>Current Period</th>
<th>Year to Date</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations and grants</td>
<td>$9,750</td>
<td>$62,650</td>
<td>$226,000</td>
</tr>
<tr>
<td>Intergovernmental revenue</td>
<td>0</td>
<td>4,965</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>9,750</td>
<td>67,615</td>
<td>226,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Current Period</th>
<th>Year to Date</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal services</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Materials and services:</td>
<td>8,972</td>
<td>36,192</td>
<td>125,000</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>0</td>
<td>0</td>
<td>146,000</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>8,972</td>
<td>36,192</td>
<td>271,000</td>
</tr>
</tbody>
</table>

|                                | $878           | $31,423      | ($45,000)     |

See Independent Accountants' Compilation Report

-6-
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  

<table>
<thead>
<tr>
<th></th>
<th>Current Period Actual</th>
<th>Year to Date Actual</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest revenue</td>
<td>$135</td>
<td>$823</td>
<td>$400</td>
</tr>
<tr>
<td><strong>Other Financing Sources</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer from General Fund</td>
<td>28,000</td>
<td>28,000</td>
<td>28,000</td>
</tr>
<tr>
<td><strong>Total Revenues and Other Sources</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>28,135</td>
<td>28,823</td>
<td>28,400</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and services</td>
<td>0</td>
<td>3,900</td>
<td>0</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>0</td>
<td>0</td>
<td>60,000</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
<td>3,900</td>
<td>60,000</td>
</tr>
<tr>
<td><strong>Change in Fund Balance</strong></td>
<td>$28,135</td>
<td>$24,923</td>
<td>($31,600)</td>
</tr>
</tbody>
</table>

See Independent Accountants' Compilation Report  

-VII.iii. January financial statements-
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

<table>
<thead>
<tr>
<th></th>
<th>Newspaper Digitization</th>
<th>SDAO Safety 2016</th>
<th>Foundation Grants</th>
<th>Programs Fund</th>
<th>Friends of the Library</th>
<th>MCMC Grant</th>
<th>RTR 2017</th>
<th>RTR 2018</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations and grants</td>
<td>$0</td>
<td>$0</td>
<td>$50,433</td>
<td>$1,417</td>
<td>$10,800</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$62,650</td>
</tr>
<tr>
<td>Intergovernmental revenue</td>
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<td></td>
<td></td>
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<td></td>
<td>$4,965</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>0</td>
<td>0</td>
<td>50,433</td>
<td>1,417</td>
<td>10,800</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4,965</td>
</tr>
<tr>
<td>Expenditures:</td>
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<td>67,615</td>
</tr>
<tr>
<td>Personal services:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages and salaries:</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library assistant II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits:</td>
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</tr>
<tr>
<td>Retirement</td>
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<td></td>
</tr>
<tr>
<td>FICA</td>
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<td></td>
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</tr>
<tr>
<td>Workers compensation</td>
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<tr>
<td>Health insurance</td>
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<tr>
<td>Unemployment insurance</td>
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<tr>
<td>Total Personal Services</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Materials and services:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building maintenance</td>
<td>6,034</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,034</td>
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<td>Collection development</td>
<td>10,815</td>
<td>300</td>
<td>3,446</td>
<td>50</td>
<td>482</td>
<td></td>
<td></td>
<td></td>
<td>14,273</td>
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<tr>
<td>Technology</td>
<td>129</td>
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<td>1,093</td>
<td>4,241</td>
<td>4,045</td>
<td>10,436</td>
<td></td>
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<td>10,436</td>
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<td>Furniture and equipment</td>
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<td></td>
<td></td>
<td>5,246</td>
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<td></td>
<td></td>
<td>5,246</td>
</tr>
<tr>
<td>Georgiana Smith Memorial Garden</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office supplies</td>
<td>74</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>74</td>
</tr>
<tr>
<td>Miscellaneous</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Printing</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Total Materials and Services</td>
<td>0</td>
<td>0</td>
<td>22,555</td>
<td>1,393</td>
<td>7,687</td>
<td>50</td>
<td>4,507</td>
<td>0</td>
<td>36,192</td>
</tr>
<tr>
<td>Capital outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>0</td>
<td>0</td>
<td>22,555</td>
<td>1,393</td>
<td>7,687</td>
<td>50</td>
<td>4,507</td>
<td>0</td>
<td>36,192</td>
</tr>
<tr>
<td>Net Change in Fund Balance</td>
<td>0</td>
<td>0</td>
<td>27,878</td>
<td>24</td>
<td>3,113</td>
<td>(50)</td>
<td>(4,507)</td>
<td>4,965</td>
<td>31,423</td>
</tr>
<tr>
<td>Fund Balance - July 1, 2017</td>
<td>2,642</td>
<td>3,000</td>
<td>33,876</td>
<td>523</td>
<td>6,798</td>
<td>50</td>
<td>4,507</td>
<td>0</td>
<td>51,396</td>
</tr>
<tr>
<td>Fund Balance - January 31, 2018</td>
<td>$2,642</td>
<td>$3,000</td>
<td>$81,754</td>
<td>$547</td>
<td>$9,911</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$82,819</td>
</tr>
</tbody>
</table>

See Independent Accountants' Compilation Report
DATE: ____________________

PARTIES:

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

Walker’s Landscape Maintenance
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
IT IS SO AGREED by the Parties hereto as indicated by the signatures of their authorized representatives:

**CONTRACTOR:**

___________________________________
Wade Walker
Walker Landscape Maintenance

date

**DISTRICT:**

___________________________________
Rachael Fox
Library Director

date
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.
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)
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 21st day of April, 2015, to become effective thirty (30) days hence.

SIGNED:                                        ATTEST:

Suzanne VanOrman, President                    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 bathe, shave or wash hair or clothing.
- Do not bring into the library anything which creates an obstacle or takes up seating.
- Do not run.
- Do not disturb other library patrons or staff through extremely strong odor or poor personal hygiene.

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
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

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

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

<table>
<thead>
<tr>
<th>PERSONAL SERVICES</th>
<th>Adopted budget</th>
<th>Change</th>
<th>Supplemental budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL PERSONAL SERVICES</strong></td>
<td>595,588</td>
<td>595,588</td>
<td>595,588</td>
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</table>

#### MATERIALS AND SERVICES

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<thead>
<tr>
<th>Description</th>
<th>Adopted Budget</th>
<th>Change</th>
<th>Supplemental Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank charges</td>
<td>250</td>
<td>250</td>
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<tr>
<td>Building rental</td>
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<tr>
<td>Building maintenance</td>
<td>15,000</td>
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<tr>
<td>HVAC</td>
<td>12,000</td>
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<tr>
<td>Elevator</td>
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<td>2,000</td>
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<tr>
<td>Telecommunications</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>4,000</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td>5,500</td>
<td>5,500</td>
<td></td>
</tr>
<tr>
<td>Collection development</td>
<td>55,000</td>
<td>7,000</td>
<td>62,000</td>
</tr>
<tr>
<td>Technology</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Accounting and auditing</td>
<td>25,000</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Courier</td>
<td>3,000</td>
<td>3,000</td>
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<tr>
<td>Custodial services</td>
<td>24,000</td>
<td>24,000</td>
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<tr>
<td>Technical services</td>
<td>4,000</td>
<td>4,000</td>
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</tr>
<tr>
<td>Library consortium</td>
<td>12,000</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>Copiers</td>
<td>1,500</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>2,000</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Property and liability insurance</td>
<td>11,500</td>
<td>11,500</td>
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<tr>
<td>Georgiana Smith Memorial Gardens</td>
<td>21,000</td>
<td>21,000</td>
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<tr>
<td>Legal Services</td>
<td>3,000</td>
<td>3,000</td>
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</tr>
<tr>
<td>Professional services</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Membership dues</td>
<td>4,000</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Postage/freight</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Programs</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Office supplies</td>
<td>15,000</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>5,000</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>1,500</td>
<td>1,500</td>
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</tr>
<tr>
<td>Board development</td>
<td>1,500</td>
<td>1,500</td>
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</tr>
<tr>
<td>Parking reimbursement</td>
<td>1,000</td>
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</tr>
<tr>
<td>Utilities</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
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<tr>
<td>Garbage</td>
<td>1,500</td>
<td>1,500</td>
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</tr>
<tr>
<td>Natural gas</td>
<td>10,000</td>
<td>10,000</td>
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</tr>
<tr>
<td>Water and sewer (building)</td>
<td>4,700</td>
<td>4,700</td>
<td></td>
</tr>
</tbody>
</table>

#### TOTAL MATERIALS & SERVICES

<table>
<thead>
<tr>
<th>Description</th>
<th>Adopted Budget</th>
<th>Supplemental Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL MATERIALS &amp; SERVICES</strong></td>
<td>307,950</td>
<td>314,950</td>
</tr>
</tbody>
</table>

#### TRANSFER TO CAPITAL RESERVE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td><strong>TRANSFER TO CAPITAL RESERVE</strong></td>
<td>28,000</td>
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#### CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td><strong>CONTINGENCY</strong></td>
<td>100,000</td>
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</table>

#### Total Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total expenditures</strong></td>
<td>1,031,538</td>
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</tbody>
</table>

### Ending Balance (Prior Years)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation Reserve</strong></td>
<td>13,400</td>
</tr>
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</table>

### Unappropriated Ending Fund Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL REQUIREMENTS</strong></td>
<td>1,380,953</td>
</tr>
</tbody>
</table>

**Note:**

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

**Grants Fund**

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

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>Adopted budget</th>
<th>Change</th>
<th>Supplemental budget</th>
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<tbody>
<tr>
<td>Materials and services</td>
<td></td>
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<tr>
<td>Collection development</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
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<tr>
<td>Technology</td>
<td>5,000</td>
<td>2,000</td>
<td>7,000</td>
</tr>
<tr>
<td>Programs</td>
<td>15,000</td>
<td>-</td>
<td>15,000</td>
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<tr>
<td>Furniture and equipment</td>
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<td>5,000</td>
<td>55,000</td>
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<tr>
<td>Other materials and services</td>
<td>25,000</td>
<td>19,000</td>
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<td><strong>Total materials and services</strong></td>
<td><strong>125,000</strong></td>
<td><strong>26,000</strong></td>
<td><strong>151,000</strong></td>
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<tr>
<td>Capital outlay</td>
<td>146,000</td>
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<td>146,000</td>
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<tr>
<td>Ending balance (prior years)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>UNAPPROPRIATED ENDING FUND BALANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REQUIREMENTS</strong></td>
<td><strong>271,000</strong></td>
<td></td>
<td><strong>297,000</strong></td>
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</table>
Section 3: Effective Date. Resolution shall take effect immediately.

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

ATTEST:

____________________________  ______________________________
Jean Sheppard, President     Rachael Fox, Library Director
Swell City Decor  
1737 W. Cascade Ave  
Hood River, OR 97031

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>Mohawk Alma Mater #565 Sunrise</td>
<td>215</td>
<td>16.00</td>
<td>3,440.00</td>
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<td>Glue</td>
<td>5</td>
<td>35.00</td>
<td>175.00</td>
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<tr>
<td>Carpet Tear out and Dispose</td>
<td>170.35</td>
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<td>681.40</td>
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<td>VCT Tear out and Dispose</td>
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<td>Floor Prep</td>
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<td>Carpet Labor</td>
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<td>1,397.50</td>
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<td>Cove Base</td>
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<td>Sales Tax</td>
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Total $7,410.11