

INTER-DEPARTMENTAL MEMORANDUM

THE DALLES, OREGON

DATE June 7, 1966

To: LIBRARY BOARD CHAIRMAN BEA DICK FROM CITY MANAGER SMITH

REMEMBER: THE ONLY REASON YOU AND I ARE HERE IS TO HELP THE PEOPLE OF DALLES CITY

Council discussed the dates and format of the new Library dedication ceremonies. It was their unanimous opinion that these decisions and arrangements could best be made by you and your highly capable Board members. Therefore, please go forth and proceed to formulate an impressive ceremony to be performed on an auspicious date as you deem best. Cheerio and good luck.

Also, as a postscript, I would like to direct your attention to the recent report on Library expenditures for books. I was surprised to note there appeared to be an unexpended balance of over \$2,000 in this account. Unless our accounting is wrong, it would be my advice that you proceed to spend this money as we know it is needed for more books.

COPIES TO:

SIGNED

TITLE CITY MANAGER

INTER-DEPARTMENTAL MEMORANDUM

THE DALLES, OREGON

DATE May 5, 1966

To: LIBRARY BOARD PRESIDENT BEA DICK FROM CITY MANAGER SMITH

REMEMBER: THE ONLY REASON YOU AND I ARE HERE IS TO HELP THE PEOPLE OF DALLES CITY

I have checked with Farnell Booth regarding the insurance coverage of the new library. We are amply covered for damage incurred by trees or limbs falling in a wind storm. We are not covered in a case where a tree simply gets old, rots away and drops. It is my opinion that the latter coverage is not needed and that we will maintain the trees and prevent such an occurrence. I feel we are in good shape on this subject.

COPIES TO:

NEO TEMPLE

SIGNED

TITLE CITY MANAGER