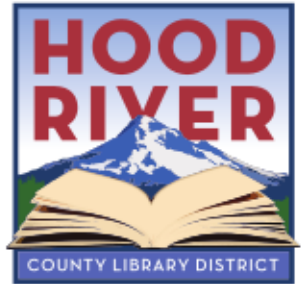


**Board of Directors
Regular Meeting Agenda
Supplementary information**

Tuesday, December 17, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from November 19, 2019 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. November 2019 financial statements and resolution (ACTION) | Fox |
| iv. Director's report | Fox |
| VI. Previous business | |
| i. SDAO Annual Conference | Fox |
| VII. New business | |
| i. Pay equity analysis and recommendations (ACTION) | Fox |
| ii. Reduction in hours request Assistant Director (ACTION) | Fox |
| iii. Personnel Policy review (ACTION) | Fox |
| iv. Benches (ACTION) | Fox |
| v. Revistas Magazine Renewal (Action) | Fox |
| vi. Approval of recurring payments for 2019-20 (ACTION) | Sheppard |
| vii. 2019 Property and Liability insurance invoice (ACTION) | Fox |
| viii. Special Districts Ethics training video | Sheppard |
| VIII. Agenda items for next meeting | Sheppard |
| IX. 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

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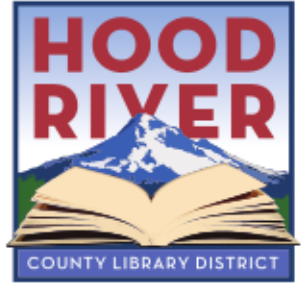
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ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, December 17, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from November 19, 2019 meeting | |

Attachments:

- III.i. Minutes of November 19, 2019 regular meeting

- | | |
|--|----------|
| IV. Open forum for the general public | Sheppard |
|--|----------|

V. Reports

- | | |
|--------------------------|-----|
| i. Friends update | Fox |
|--------------------------|-----|

- The Friends group did not meet in December.
- The Friends held their annual holiday potluck party at the Hood River Library on Sunday, December 8. This was a new venue for the group and they have received positive feedback regarding the change. There were 25-30 people in attendance.

- | | |
|------------------------------|-----|
| ii. Foundation update | Fox |
|------------------------------|-----|

- The Library Foundation did not meet in December.
- The Library Foundation has accepted an invitation from pFriem to be part of their Fundraising series. pFriem offers their Library room in their building to hold an event, which includes free appetizers and a percentage of their beer sales to a local organization. The Foundation will hold the Literary and Local History Trivia event on a Wednesday, January 29. There will be a \$10 charge to participate. Teen Services Librarian Rachel Timmons will run the Trivia event.
- The Endowment/Legacy Giving committee held their first meeting in December. They have selected the name Hood River Library Legacy Society. They would like to hear your feedback regarding the name. We can discuss this further at the board meeting.

- | | |
|--|-----|
| iii. November 2019 financial statements and resolution (ACTION) | Fox |
|--|-----|

Attachment: V.iii. Resolution 2019-20.04, Resolution transferring appropriations between the General Fund & Capital Equipment Fund

The November financial statements were not available at the time of the board packet distribution.

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We need to pass a resolution to transfer appropriations from Contingency in the General Fund to the Capital Equipment Reserve Fund. We will use \$80,000 from the transfer from contingency and \$23,659 currently in the Capital Fund for a total of \$103,569. The cost of the electrician to unhook the old unit and hook up the new unit is \$1,267 and is not included in the project. The additional cost of the electrician will come from the Capital Fund.

iv. **Director's report**

Fox

Administration

- I will be taking sick leave/vacation from December 21 to January 5. Assistant Director Arwen Ungar will be in charge of the District during my absence. I will be caring for my husband following his upcoming surgery and then my children while he recovers. I will be available to Ungar if she has questions and/or an emergency.

Facilities

- The new HVAC unit for the Hood River building will be installed mid-January.
- Our new outdoor reader board has been installed. We've received positive feedback from the community.

Personnel

- We will conduct our annual Emergency Procedures training for library at the December 13, 2019 staff meeting. Hood River Shelter Service director Sarah Kellems will also attend the December staff meeting to discuss shelter services with library staff.
- Our Operations Outreach Specialist Mo Burford will move from 32-40 hours starting December 14, 2019. This increase in hours will last until May 30, 2019. This position was reduced from 40 to 30 hours per week in fiscal year 2017-18 due to the large increase in personnel expenses prior to my becoming library director. The position was increased to 32 hours per week in fiscal year 2018-19.

This position is highly beneficial to assisting the library director with facilities maintenance and operations and our new marketing efforts. Burford's assistance will also be beneficial during Assistant Director Arwen Ungar's leave. Burford took over senior outreach two months ago for Ungar and will continue until Ungar returns from leave. We can absorb the increase in hours due to Ungar's parental leave.

Programs

- Writing Group Weekly on Thursdays from 3:00-4:30pm. Patrons can join writers in the Gorge for this informal writing group. The group is located in the Columbia Room in the library.
- Makerspace Open play, Saturdays, 10a.m. to 2p.m. Patrons can come check out all the tools in the Makerspace. This is an opportunity to explore the tools without instruction.
- Winter Solstice Party, Saturday, December 21, 6pm. There will be a puppet show, art activity, refreshments and a small gift for attendees.
- Family Maker Night: Quill Cards, Wednesday, December 18, 5:30pm. Participants will create holiday cards using a paper craft called quilling. Young children can work on simplified projects.

- The (blank) Was Better: Star Wars Trivia, Saturday, December 21, 4:00-5:30pm. Patrons can head to a galaxy far, far, away or to the Hood River Library to win prizes for knowing the most about Leia, Rey, Vader, Porgs, droids and so many more. This program is open to teen and adult Star Wars fans.

VI. Previous business

i. SDAO Annual Conference

Fox

The SDAO annual conference will be held February 7-9 in Seaside, Oregon. SDAO has offered our District one complimentary full-conference registration or a one-day registration. In the past, we have sent one board member and one staff member. I highly recommend attending the conference. They have a variety of sessions geared toward board members. I'd like to discuss a board member possibly attending the conference this year. Visit sdao.com for 2020 Annual Conference Brochure. I will not be attending the conference this year, due to Ungar's parental leave.

VII. New business

i. Pay equity analysis and recommendations (ACTION)

Fox

Attachments:

- VII.i.a. Pay Equity Job Characteristics Profiles
- VII.i.b. Bilingual Outreach Librarian job description

Oregon Equal Pay Act

The Oregon Equal Pay Act of 2017 is the first of its kind. While Canada and the State of Massachusetts have some similarities, they pale in comparison to the sweeping expanse that has been taken on by the Oregon legislature. Oregon is requiring every employer (except Federal Government) to have systems in place that equalize total compensation (wages and benefits) for all protected classes (not just gender) on the basis of substantially similar work.

Early in October of 2017 the first portion of the law went into effect. Simply put employers are no longer allowed to ask about the pay history of applicants. The Library District or anyone on behalf of the District does not ask the pay history of applicants.

The majority of the Act's requirements went into effect on January 1, 2019. The new law expands existing Oregon law, which already prohibits sex-based pay discrimination, to encompass 10 protected classes:

- Race
- Color
- Religion
- Sex
- Sexual orientation
- National origin
- Marital status
- Veteran status
- Disability
- Age (18 and over)

While existing Oregon law prohibits paying one gender less than another gender for “work of comparable character,” the new law expressly defines this standard as work that requires “substantially similar knowledge, skill, effort, responsibility and working conditions in the performance of work, regardless of job description or job title.”

The law does provide exceptions for one employee earning more than another of comparable character. The difference must be based on a bona fide system(s)/factor(s) that are job-related. These factors include:

- A seniority system
- A merit system
- A system that measures earnings by quantity or quality of production, including piece-rate work
- Workplace locations
- Travel, if travel is necessary and regular for the employee
- Education
- Training
- Experience, or
- a combination of the factors listed that accounts for the entire differential.

The District uses a merit system for step increases. The District evaluates education and experience when determining starting pay for employees.

Oregon’s law does give employers a safe harbor provision, if they conduct a pay equity analysis. However, this is not a complete defense to a violation. The Oregon law permits employers to file a motion to disallow compensatory or punitive damages in any case, including class actions, brought under the new law. The employer still would be responsible for up to two years’ back pay and attorneys’ fees.

To enact the safe harbor provision, the pay analysis must be completed within three years of the complaint and the employer must show reasonable efforts based on the analysis to eliminate the prohibited wage disparities. An “equal-pay analysis” is defined as “an evaluation process to assess and correct wage disparities among employees who perform work of comparable character.” The law is concrete in the instruction that total compensation of any employee cannot be reduced to achieve equity. Correction requires that every employee in a group of comparable character be brought to the level of the highest paid (total compensation), unless one of the exceptions above applies.

Pay Equity Analysis

I worked with HR Answers to conduct the pay equity analysis. The District purchased a handbook and spreadsheet templates from HR Answers. They provided support throughout the process.

The law requires each job in the organization be evaluated against five (5) comparable characteristics. The characteristics are:

- Working conditions
- Knowledge

- Skill
- Responsibility
- Effort

The first step in the process involved updating all the job descriptions. Then a job character analysis was completed. Each job was evaluated against the five comparable characteristics above. Based upon the evaluation each job position was grouped together based upon similar characteristics. Please see Job Characteristics Profile document for further details.

Based on the job grouping, I pulled together the relevant data associated with each employee assigned to the jobs in each grouping. The information included the job grouping, job title, pay, benefits, date of hire, current and starting salary and step, and fringe benefits. Once the information was entered it was reviewed for differences. There were two employees which need to be addressed.

Pay equity analysis recommendations

Procedure

The District does not have a written procedure in place to determine starting pay based upon education and experience, which is highly recommended. HR Answers stated this is a common finding among many organizations as they complete their pay equity analysis.

I am in the process of creating a written procedure which determines the starting wage for each job characteristic profile. This is based upon evaluating the education and experience. Employees will start at either step 1, 2, or 3. Step 1 will be for employees who meet or are below the recommended minimum requirements for the position. Step two will be for employees who are above the minimum education and/or experience for the position. Step three will be for employees who have their Master's Degree in Library Science. We currently have seven steps for each position. Moving forward we will implement this new procedure when determining starting pay for each employee.

Employees

One of our Public Service Substitutes Helen Alexeff should have started her pay at level three based upon our former criteria set for determining pay for Public Service Clerks. Starting December 18, 2019 she will be paid at step three. Based upon Oregon law, she will also be entitled to back pay to January 1, 2019. She will be paid \$30.78 in back pay.

The Bilingual Outreach Specialist position shares the same job profile characteristics as the Librarian I positions for Children's Services Librarian and Teen Services Librarian. It was determined the only factor separating the positions was the requirement for education and experience, therefore the Bilingual Outreach Specialist is not being paid an equal wage for the same work. Based upon these factors and the desire to continue with same level of excellent service to our Latinx community, I consulted with HR Answers and we both recommend changing the Bilingual Outreach Specialist Position to Bilingual Outreach Librarian. The recommended requirements for this position are:

Education and experience:

1. Bachelor's degree in a library- or education-related field. Master's degree in library and information science from an American Library Association-accredited institution preferred.
2. Two years providing literacy services or instruction, preferably in a public library.
3. Two years experience working in customer service, preferably in a public library.
4. Any equivalent combination of education and experience satisfying the above.

Our current staff member has met these requirements through experience with the District and her former employment. She has been employed with the District since August 2012. I am confident in her abilities. She is an exemplary employee and has made great strides in building and nurturing relationships with patrons and community partners. In addition, she is committed to taking classes to fill her gap in knowledge. She recently completed a Collection Development Class through the American Library Association and she will take a Cataloging class in the near future. In addition, we plan to identify classes and trainings which will further empower her in her position.

I recommend she move to Librarian I, step one. Based upon Oregon law, she will also be entitled to back pay to January 1, 2019. She will be paid \$4,310.78 in back pay and \$387.97 in retirement benefits.

We are able to absorb this cost in our personal services budget due to our Assistant Director's three month parental leave.

ii. Reduction in hours request Assistant Director (ACTION) Fox

I am revisiting our discussion regarding Assistant Director Arwen Ungar's request for a reduction in weekly hours. She would like to move from 40 to 36 hours per week. I spoke to HR Answers and they stated we can reduce her hours and pay accordingly. I would need to create a letter for her to sign which HR Answers would approve.

I recommend we try this reduction in hours for a trial period of six months with the exception if becomes burdensome at anytime for the District or Ungar is unable to complete her job duties, she will return to 40 hours per week. Ungar has agreed to these terms. This reduction in hours would take effect January 1, 2020.

In addition, I am still working on the Personnel Policies. As the board previously discussed, we can explore adding a section in the policy which addresses reduction in hours for library staff. I will explore the possibilities with HR Answers.

iii. Personnel Policy review (ACTION) Fox

Attachment:

- VII.iii. Personnel Policy section 1-3

We are required to update our section of the personnel policy on Prevention of Workplace Discrimination, Harassment, and Retaliation to comply with a new Oregon law the Workplace

Protection Act. I received a sample policy from HR Answers, which I inserted into our Personnel Policy. The updates for sections 1-3 were approved by Special Districts Association of Oregon. I will continue to work on updating the Personnel Policies. We have ten more sections to cover.

iv. Benches (ACTION)

Fox

Last fiscal year, the Library Foundation received a \$5,000 donation from the family of long time supporter Dick Swart. Swart passed away last year. The family wanted the donation to be used for new benches. I recommend replacing the three wooden teak benches directly in front of the library with three 72” polly wood curved bench in tudor brown color. It is constructed with post consumer recycled plastic. It’s durable and maintenance-free. It will hold up to adverse weather conditions and will not crack, split, warp, rot, or mildew.

The cost of each bench is \$1,299 each. The total with shipping is \$3,996.00. The amount exceeds my spending authority. I ask the board to approve the expenditure.



v. Revistas Magazine Renewal (Action)

Fox

Attachments:

VII.v. Invoice from Rivistas Subscription Services

The District has about 85 periodicals subscriptions. This includes newspapers and magazines, for adults, teens, and children, at all three branches, in English and Spanish. To save staff time and District funds, we purchase the vast majority of subscriptions through a subscription agent. This allows us to pay a single invoice for several titles rather than having to deal with hundreds of separate invoices. Last year, the District paid \$3868.02 for our Rivistas Subscription Service. Our interactions with Rivistas has been positive, and they receive good reviews from other libraries. They also specialize in serving public libraries.

The Rivistas invoice for \$3,550.33 includes the titles we plan to purchase in 2020. In addition to those titles, we also receive area newspapers. We are adding the following new titles this year: Kids titles: *Ask, Butternut, and Faces*; Spanish titles: *Hola Made in USA*; Adult titles: *The believer, Field & Stream, Film Comment, Game Informer, Vegnews, Wired*.

We are canceling some titles this year, too, due to low or zero use. These include *Catster, Consumer Reports* in Cascade Locks, *Flyfishing & Tying Journal, Futbol total, Guitar Player, Highlights for Children* in Parkdale and Cascade Locks, *Mother Jones, Motor Trend, Mountain Bike Action, Threads* in Cascade Locks, *The Writer*.

The magazines are funded by our Library Foundation. I seek approval of the Rivistas invoice for

\$3550.33.

vi. Approval of recurring payments for 2019-20 (ACTION) Sheppard
Attachment:

VII.vi. Resolution 2019-20.04, approving recurring and online payments for 2019-20

Our auditors, Pauly Rogers & Co., recommend that the Board annually authorize the specific list of vendors whom we pay online and/or automatically. This mainly includes utilities and regular contract payments. The attached resolution provides this authorization. We usually update this list in June each year. Since we changed medical and dental insurance companies, we needed to remove United Healthcare and Lincoln Financial and add PacificSource. We also need to remove Gorge.net since they no longer provide our internet services. We need to add US Bank for our new copier lease.

vii. 2019 Property and Liability insurance invoice (ACTION) Fox
Attachments: VII.vii. 2020 SDAO Property and Liability insurance invoice

This invoice is for our annual property and liability insurance. The invoice is \$9,669, approximately \$1,287 more 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.

I recommend we take advantage of the longevity credit with the District. We must agree to use SDIS for Insurance services January 1, 2020 to December 31, 2021. In return they will return \$546.00 of the premium in 2019 and \$2020.

We also have the option of adding earthquake insurance for \$3,323 and/or flood insurance for \$1,652. I'd like to discuss this further at the meeting.

viii. Special Districts Ethics training video Sheppard
Each year the District Board views the Special Districts Association Safe Personnel ethics training together. This month we'll watch a 15-30 minute video at the board meeting.

VIII. Agenda items for next meeting Sheppard

- Personnel Policy review
- Audit 2018-19 presentation

IX. Adjournment
Sheppard

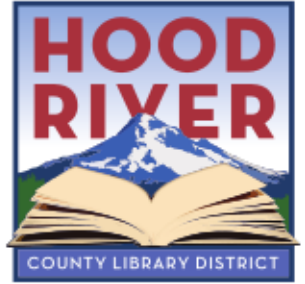
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- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights
ORS 192.660 (1) (i) Personnel

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Board of Directors
Regular Meeting Minutes
Tuesday, November 19, 2019, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Brian Hackett, Board Member
Minutes prepared by Library Director Rachael Fox



Present: Rachael Fox (staff), Megan Janik, Sara Marsden, and Brian Hackett.

I. Additions/deletions from the agenda (ACTION) Hackett

Board member Brian Hackett called the meeting to order at 7:18pm. Marsden moved to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest Hackett

None stated.

III. Consent agenda (ACTION) Hackett

i. Minutes from October 15, 2019 meeting

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

IV. Open forum for the general public Hackett

None present.

V. Reports

i. Friends update Fox

There was nothing to add to the written report.

ii. Foundation update Fox

There was nothing to add to the written report.

iii. October 2019 financial statements Fox

There was nothing to add to the written report.

iv. Director's report Fox

- Fox recently attended the Gorge Community Foundation breakfast. The Library Foundation and Friends of the Library both have an endowment with the Gorge Community Foundation. A member from the Friends of the Library and two members from the Library Foundation attended the event. There was a presentation by the Gorge Community Foundation's new fund adviser.
- Fox conducted a presentation at the Odell Lions Club which focused on library services in Odell.

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- Fox attended an Emergency Shelter Training by the Red Cross for gorge community partners.

VI. Previous business

i. Odell Feasibility and Scoping Exercise proposal

Fox

Fox will send the proposal to local and state-wide consultants. The due date will be Monday, January 13, 2020.

ii. Annual planning session

Fox

Hackett, Marsden and Janik are available December 17. Fox will contact the board when she confirms the date with Hummel and the rest of the board members.

iii. Boiler bids

Fox

Fox stated she discovered the Energy Trust of Oregon offers this incentive to many organizations in Oregon and many of the contractors are busy replacing boilers at the end of the year.

Fox stated she agrees with McCotter's recommendation to not replace the boiler at this time.

The District should have an amount it contributes yearly to the replacement of the boiler and HVAC systems. Fox will ensure this is addressed in the next budget cycle. Hackett stated the amount should be at least \$10,000 per year. Fox agreed.

The board decided to not replace the boiler at this time.

VII. New business

i. Dental Insurance Renewal (ACTION)

Marsden made a motion to accept PacificSource for the dental insurance carrier for the District for the year 2020. Janik seconded. The motion carried unanimously.

ii. Special Districts Association Annual Conference Discussion

Fox

The board member discussed sending a board member this year. They decided to wait to discuss it further at the December meeting. Fox stated she did not plan to attend this year because Assistant Director Arwen Ungar will be leaving on parental leave around this time.

iii. Staff safety discussion

Fox

Fox stated she discussed the safety device further with the District lawyer Ruben Cleaveland and he stated there was an issue with recording audio. There is an Oregon statute that states both parties (or all parties) must be aware if they are being recorded. Cleaveland stated we could post a sign at the service desk, that the desk transactions may be recorded. Fox stated she did not feel comfortable since we have a policy to protect patron privacy. The Board agreed. Fox stated she would search for a device which alerts 911 but does not record the conversation.

VIII. Agenda items for next meeting

Hackett

IX. Adjournment

Hackett

The meeting was adjourned at 7:58pm.

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

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Resolution No. 2019-20.04

Resolution transferring appropriations between the General Fund & Capital Equipment Fund

WHEREAS, the District desires to transfer FY 2019-20 budget appropriations between the General Fund and the Capital Equipment Reserve Fund; and

WHEREAS, the District has or anticipates spending additional funds in the Capital Equipment Reserve Fund for a new HVAC unit and installation in the amount of \$80,000; and

WHEREAS, the District will be using contingency funds from the General Fund; and

WHEREAS, ORS 294.463(1) allows for transfers of appropriations between funds when authorized by ordinance or resolution of the governing body of a municipal corporation; and

WHEREAS, no new appropriations categories will be created;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors, authorizes transfers from the General Fund to the Capital Equipment Reserve fund as follows:

Appropriation category	2019-20 adopted budget	Change	Revised appropriation
General Fund contingency	\$100,000	(\$80,000)	\$20,000
Transfer to Capital Equipment Reserve Fund	\$43,000	\$80,000	\$123,000

Adopted by the Board of Directors of Hood River County Library District this 17th day of December 17, 2019.

ATTEST:

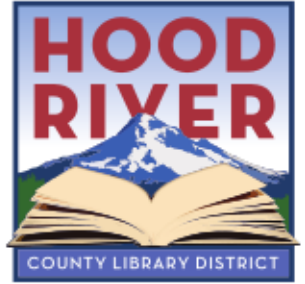
Jean Sheppard, President

Rachael Fox, Library Director

Job Characterists Profile	Working Title	(empty)
(empty)	(empty)	
12111	Shelver Youth Outreach Assistant	
22121	Public Service Clerk Public Service Clerk Substitute	
33221	Operations Assistant	
33222	Children's Services Assistant	
43231	Cataloging Specialist Collection Development Specialist	
43442	Bilingual Outreach Specialist Children's Services Librarian Teen Services Librarian	
45542	Assistant Director	
56652	Library Director	
Total Result		

Job Description

Bilingual Outreach Specialist



Summary

Does outreach activities, presents library programming, and coordinates activities focused on Latinx and Spanish-speaking individuals and families. Offers and coordinates with other agencies to provide literacy and education services for Latinx and Spanish-speaking residents. Provides services directly to patrons of all ages at the public service desks and via other communication methods.

Classification: Librarian I. The position is non-exempt.

Essential duties and responsibilities

1. Plans, budgets, and carries out programs aimed at Latinx and Spanish-speaking children, teens and adults.
2. Gathers information about and coordinates literacy programming for Spanish speakers throughout the county.
3. Provides literacy programming for Latinx and Spanish-speaking individuals and families in Hood River County, especially in Odell.
4. Prepares instructional classes and programs on the use of technology, electronic resources, and library services.
5. Publicizes programs through news media, flyers, and bulletin boards.
6. Seeks out and assists in writing grants to enhance library services.
7. Networks and works collaboratively with community organizations, especially those who offer literacy programming and serve or work with Hispanic or Spanish-speaking individuals and families.
8. Assists in selecting and weeding materials for Spanish-language materials in a variety of formats.
9. Offers special programs, both at library branches and outside locations, with special emphasis on Odell.
10. Prepares instructional documents in Spanish on accessing literacy services, community services, and library resources.
11. Provides Spanish language translation and interpretation.
12. Assists with coordination and presentation of bilingual programs for the annual Summer Reading Program.
13. Gives tours of the library to groups and classes, including book talks and related activities.
14. Works at library public service desks, performing circulation and reader's advisory duties as well as answering simple reference questions.
15. Answers questions on library organization, policies, and procedures.
16. Assists the public in using computers, equipment, the library catalog, and electronic resources.
17. Checks in returned library materials and routes items to the proper locations.

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Peripheral duties

1. Attends meetings and training seminars as required.
2. Performs other job-related duties as assigned.

Supervision received

Works under the general supervision of the Library Director.

Supervision exercised

Directs the activities of staff and volunteers assisting with bilingual outreach programs and services. The individual in this position may be assigned to be the Person in Charge, in the absence of the Library Director, Assistant Director, and other senior staff. Supervision of other employees for tasks not associated with outreach programs and services is not a normal responsibility of this position.

Desired minimum qualifications

Education and experience:

1. Bachelor's degree in a library- or education-related field. Master's degree in library and information science from an American Library Association-accredited institution preferred.
2. Two years providing literacy services or instruction, preferably in a public library.
3. Two years experience working in customer service, preferably in a public library.
4. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Knowledge of library organization systems, including Dewey Decimal Classification.
2. Familiarity with contemporary and classical Latin American literature and audiovisual materials.
3. Familiarity with literacy and English for Speakers of Other Languages (ESOL) principles and practices.
4. Familiarity with MARC & AACR2 metadata standards.
5. Ability to use or learn to use integrated library system software.
6. Ability to plan, present, and promote programming enthusiastically in English and Spanish to people of all ages.
7. Ability to type 35 words per minute.
8. Familiarity with the Internet and basic office applications, especially word processors.
9. Ability to speak and write English and Spanish fluently.
10. Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
11. Ability to comprehend and interpret laws, rules, and regulations.
12. Ability to communicate effectively vocally to the public and staff.
13. Ability to perform basic mathematical functions.
14. Understanding of general accounting, bookkeeping, and budgetary concepts.
15. Valid state driver's license or the ability to obtain one.
16. Ability to respond to a wide variety of practical problems and unpredictable circumstances, especially while on the public service desks.
17. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

18. Ability to perform essential job functions with or without accommodation.

Tools and equipment used

Puppets, books, and other props for storytelling programs; computers, including the Internet and social media, general office applications, spreadsheets, databases, design software, and integrated library systems; book carts; copy machine; telephone; book bins, magazine storage racks and boxes; general office tools; calculators; media players; tablets; e-readers, smart phones; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Working conditions

1. Stands or walks 50% of the time, 75% of the time when assigned to the public service desks.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the libraries.
4. Travels regularly among different areas of the county.
5. Performs simple physical activities including dances, fingerplays, demonstrations, etc. during the course of delivering programs.
6. Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
7. Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds.
8. May be asked to work at any library branch within the district.
9. Stares at computers screens and monitors regularly while carrying out essential job functions.
10. Normal office exposure to noise, stress, and disruptions.
11. Full-time position, 40 hours per week. Some weekend and evening hours are required.

Selection guidelines

Formal application, rating of education and experience, oral interview, reference check, job-related tests, and criminal background check may be required.

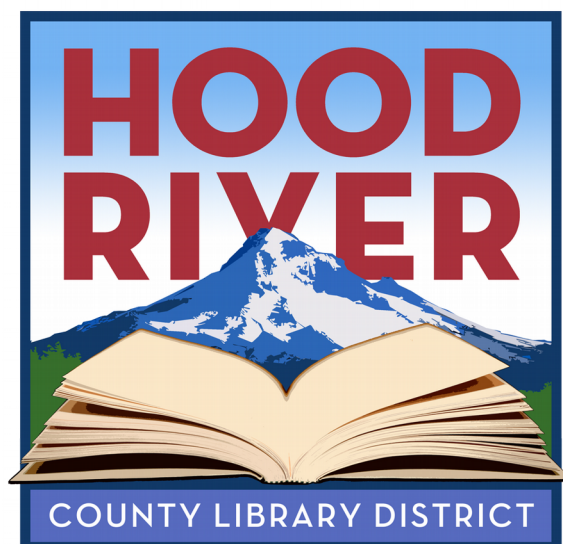
The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: August 30, 2017

Last revised: November 26, 2019

Last reviewed: November 26, 2019



Personnel Policies

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1 Introduction

1.1 Purpose

The purpose of the Personnel Policies is to provide systematic and equitable procedures and regulations to guide and inform employees on all general matters relating to their employment with Hood River County Library District (the "District"). Said rules and regulations are provided to maintain uniformity and equity in personnel matters in an effort to make library service attractive as a career and to encourage each employee to give his/her best service to the District. These policies shall not preclude the establishment of rules and regulations specific to various areas of service and responsibility so long as they are not in conflict with the policies set out herein.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: December 17, 2019

1.2 Variances

The Board of Directors shall have the power to vary or modify the strict application of the provisions of these policies in any case in which it determines that the said strict application would result in practical difficulties or unnecessary hardships or are at odds with the intent of said policies.

In order to retain necessary flexibility in the administration of policies and procedures, the District reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook with or without notice, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the Board of Directors.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: December 17, 2019

1.3 Application

These Personnel Policies apply to all employees, ~~with exceptions noted for temporary and part-time employees~~. In the event of a conflict between these policies and State or Federal law, the ordinance or law will apply. In all other cases, these policies will apply.

Any resolution adopted by the Board of Directors which bears on these policies shall be considered to supersede the policies adopted herein.

None of these provisions shall be deemed to create a vested contractual right in any employee to limit the power of the Board of Directors to repeal or modify these policies. These provisions shall not limit the general at-will status of District employees.

Created: June 29, 2011

Last revised: ~~December 17~~ June 29, 2011
Last reviewed: December 17, 2019

1.4 Distribution

The Library Director shall provide each employee at time of employment with either an electronic or harda copy of these policies and any amendments and shall make a record of receipt as provided in Appendix B: Affirmation of Receipt of Personnel Policies.

Created: June 29, 2011

Last revised: December 17, 2019~~June 29, 2011~~
Last reviewed: December 17, 2019

2 Prevention of Workplace Discrimination, Harassment, and Retaliation Non-Discrimination

2.1 Equal Employment Opportunity

It is the policy of the District to treat applicants and employees equally without regard to sex, gender, gender identity, sexual orientation, genetic information, race, color, religion, veteran status, national origin, ancestry, age, marital status, family relationship, political affiliation, or physical or mental disability or which, with reasonable accommodation, does not prevent the employee from adequately performing the essential functions of the position, or any other basis prohibited by local, State or Federal law, except where bona fide occupational qualifications exist.

Any alleged act or complaint of discrimination on the part of any District employee should be reported to the Library Director for appropriate investigation and action. If the complaint is against the Library Director, the alleged act should be reported to any member of the Board of Directors.

Created: June 29, 2011

Last revised: ~~December 17, 2019~~ June 29, 2011
Last reviewed: December 17, 2019

2.2 Disability Accommodation

The District is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. It is understood that this policy does not require the District to hire employees to accomplish work which they are not physically or mentally capable of accomplishing in a reasonable manner.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: December 17, 2019

Harassment

2.3 Generally

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, work related event, and any activity coordinated by the organization. The policy applies to all employees, elected officials, board, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

It is the intent of the District to provide a work environment free from unlawful harassment, discrimination, and retaliation.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means. Harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory towards either gender or towards racial, ethnic or religious groups, disabled employees, age groups, sexual orientations, gender identity, or any other act of harassment prohibited by law.

Harassment in the workplace, which includes District premises or any mode of transportation while on paid District business to outreach locations or meetings, is prohibited. ~~Any employee found to have engaged in unlawful harassment will be subject to disciplinary action up to and including discharge.~~

Created: June 29, 2011

Last revised: ~~December 17, 2019~~ June 29, 2011
Last reviewed: December 17, 2019

2.4 Racial

Racial harassment includes but is not limited to: epithets, forms of address based on race, racial jokes and undesirable work assignments due to race or color.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: December 17, 2019

2.5 Sexual

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro

quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Sexual harassment is verbal comments, gestures or physical contact of a sexual nature, which is not freely and mutually agreeable to both parties. Any employee who uses sexual behavior to implicitly or explicitly threaten, coerce, influence, or affect the employment, job status, salary, or performance of another employee is engaging in sexual harassment.

Created: June 29, 2011

Last revised: ~~December 17, 2019~~ June 29, 2011

Last reviewed: December 17, 2019

2.6 *Retaliation*

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of the District to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Created: December 17, 2019

Last revised: December 17, 2019

Last reviewed: December 17, 2019

2.7 *Reporting an incident of harassment, discrimination or retaliation*

The District encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Any employee who believes s/he is the subject of unlawful harassment should report the complaint to the Library Director for appropriate investigation and action. If the complaint is against the Library Director, the employee should report the alleged act to any member of the Board of Directors. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Library Director or the Board of Directors.

2.8 Internal complaint procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Library Director if you are unable to reach the primary contact please reach out to the Assistant Director. If the complaint is against the Library Director, the employee should report the alleged act to any member of the Board of Directors. The District encourage employees to document the event(s), associated date(s), and potential witnesses.

The District encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

The District will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as [Identify potential options: warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination] as the District believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

2.9 External complaint procedures

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to the District in accordance with ORS 30.275.

Created: December 5, 2019
2019

Last revised: December 17,

Last reviewed: December 17, 2019

2.10 Employee agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Created: December 5, 2019
2019

Last revised: December 17,

Last reviewed: December 17, 2019

2.11 Additional employee support services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

NOTE: insert specific resources for each bullet below

- Legal Resources
 - Oregon State bar Association: <https://www.osbar.org/index.html>
- Counseling and Support Services
 - Contact your health insurance provider for referral to counseling services
 - Visit the website [psychology today](https://www.psychologytoday.com/us) to find a counselor <https://www.psychologytoday.com/us>

Library Director Responsibility

The Library Director or designee is responsible to ensure that unlawful harassment does not occur in the workplace. Any employee who believes s/he is the subject of unlawful harassment should report the complaint to the Library Director for appropriate investigation and action. If the complaint is against the Library Director, the employee should report the alleged act to any member of the Board of Directors.

Created: June 29, 2011

Last revised: June 29, 2011

Hood River County Library District

2824 Columbia Ave

Attn Orders Dept

Hood River, OR 97031

Wilmington NC 28403

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Title	Issues	Price	Qty	Start
Architectural Digest <i>ISSN: 0003-8520 Publisher: Conde Nast Publications</i>	12	\$15.00	1	03/01/2020
Artists Magazine, The <i>ISSN: 0741-3351 Publisher: F & W Media Inc</i>	10	\$25.00	1	03/01/2020
Ask <i>ISSN: 1535-4105 Publisher: Cricket Media</i>	9	\$33.95	1	02/03/2020
Atlantic, The <i>ISSN: 1072-7825 Publisher: Atlantic Media Company</i>	12	\$59.99	1	03/01/2020
Believer, The <i>ISSN: 1543-6101 Publisher: Believer, The</i>	6	\$68.00	1	02/03/2020
Better Homes & Gardens <i>ISSN: 0006-0151 Publisher: Meredith Corporation</i>	12	\$44.00	2	03/01/2020
Bon Appetit <i>ISSN: 0006-6990 Publisher: Conde Nast Publications</i>	11	\$10.00	1	06/01/2020
Butternut Magazine <i>ISSN: Publisher: Butternut Magazine</i>	6	\$35.00	1	02/03/2020
Cocina Facil <i>ISSN: Publisher: Martin de Jesus Sanchez Espinosa</i>	11	\$140.00	1	02/20/2020
Consumer Reports <i>Consumer Reports Buying Guide ISSN: 0010-7174 Publisher: Consumers Union of US, Inc</i>	12	\$30.00	1	03/01/2020
Cook's Illustrated <i>ISSN: 1068-2821 Publisher: Boston Common Press Ltd Partners</i>	6	\$24.95	1	03/01/2020
Cricket <i>ISSN: 0090-6034 Publisher: Cricket Media</i>	9	\$33.95	1	03/01/2020
Dwell Magazine <i>ISSN: 1530-5309 Publisher: Dwell Magazine</i>	6	\$19.95	1	03/01/2020
Economist, The - Print <i>World In, The ISSN: 0013-0613 Publisher: The Economist</i>	51	\$189.00	1	03/25/2020
Faces <i>ISSN: 0749-1387 Publisher: Cricket Media</i>	9	\$33.95	1	02/03/2020
Field & Stream <i>ISSN: 1554-8066 Publisher: Bonnier Corporation</i>	6	\$14.97	1	02/03/2020
Film Comment	6	\$44.95	1	02/03/2020

<i>ISSN: 0015-119X</i>	<i>Publisher: Film Society Lincoln Center</i>				
Fine Gardening		6	\$31.95	1	03/22/2020
<i>ISSN: 0896-6281</i>	<i>Publisher: Taunton Press</i>				
Fine Homebuilding		8	\$42.95	1	03/01/2020
<i>ISSN: 1096-360X</i>	<i>Publisher: Taunton Press</i>				
Game Informer		12	\$24.98	1	02/03/2020
<i>ISSN: 1067-6392</i>	<i>Publisher: Game Informer</i>				
Good Housekeeping		11	\$21.97	1	03/01/2020
<i>ISSN: 0017-209X</i>	<i>Publisher: Hearst Magazines Division</i>				
Harper's Magazine		12	\$17.97	1	03/01/2020
<i>Harper's Magazine Index</i>					
<i>ISSN: 0017-789X</i>	<i>Publisher: Harper's Magazine</i>				
High Times		12	\$34.49	1	02/01/2021
<i>ISSN: 0362-630X</i>	<i>Publisher: High Times</i>				
Highlights For Children		12	\$34.95	1	03/01/2020
<i>ISSN: 0018-165X</i>	<i>Publisher: Highlights for Children</i>				
Highlights High Five Bilingue		12	\$39.99	1	02/21/2020
<i>ISSN:</i>	<i>Publisher: Highlights for Children</i>				
Hobby Farms		6	\$21.95	1	03/01/2020
<i>ISSN: 1533-0931</i>	<i>Publisher: Lumina Media</i>				
Hola Made In USA - Spanish		7	\$19.99	1	02/03/2020
<i>ISSN: 0214-3895</i>	<i>Publisher: Hola S.L.</i>				
Horn Book Magazine		6	\$72.00	1	04/01/2021
<i>Horn Book Cumulative Index</i>					
<i>ISSN: 0018-5078</i>	<i>Publisher: Media Source Incorporated</i>				
Horticulture Magazine		8	\$19.95	1	03/01/2020
<i>ISSN: 0018-5329</i>	<i>Publisher: Active Interest Media</i>				
House Beautiful		10	\$24.00	1	03/01/2020
<i>ISSN: 0018-6422</i>	<i>Publisher: Hearst Magazines Division</i>				
Ingredient Magazine		4	\$35.00	1	11/20/2019
<i>ISSN:</i>	<i>Publisher: Ingredient</i>				
Ladybug		9	\$33.95	1	03/01/2020
<i>ISSN: 1051-4961</i>	<i>Publisher: Cricket Media</i>				
Library Journal - Print		12	\$157.99	1	03/01/2021
<i>ISSN: 0363-0277</i>	<i>Publisher: Media Source Incorporated</i>				
Make Magazine		4	\$39.95	1	03/01/2020
<i>ISSN: 1556-2336</i>	<i>Publisher: Make Magazine</i>				
Martha Stewart Living		10	\$28.00	1	03/01/2020
<i>ISSN: 1057-5251</i>	<i>Publisher: Meredith Corporation</i>				
Mother Earth News		6	\$20.00	1	03/01/2020
<i>ISSN: 0027-1535</i>	<i>Publisher: Ogden Publications Inc</i>				
National Audubon Society Membership - Please Order Direct		6	\$0.00	1	03/01/2020
<i>Audubon Magazine - Please Order Direct</i>					
<i>ISSN:</i>	<i>Publisher: National Audubon Society Inc</i>				

National Geographic Kids	10	\$25.00	1	03/01/2020
<i>ISSN: 1542-3042 Publisher: National Geographic Society</i>				
National Geographic Magazine	12	\$39.00	1	03/01/2020
<i>ISSN: 0027-9358 Publisher: National Geographic Society</i>				
National Geographic Traveler - Ceased	6	\$0.00	1	03/01/2020
<i>ISSN: 0747-0932 Publisher: National Geographic Society</i>				
New York Review Of Books	20	\$89.95	1	11/24/2020
<i>ISSN: 0028-7504 Publisher: New York Review Of Books</i>				
New York Times Book Review	52	\$186.80	1	03/25/2020
<i>ISSN: 0028-7806 Publisher: New York Times</i>				
New Yorker, The	47	\$99.00	1	03/25/2020
<i>ISSN: 0028-792X Publisher: Conde Nast Publications</i>				
O, The Oprah Magazine	12	\$28.00	1	03/01/2020
<i>ISSN: 1531-3247 Publisher: Hearst Magazines Division</i>				
Oregon Historical Society Membership	1	\$80.00	1	03/01/2020
<i>Oregon Historical Quarterly</i>				
<i>ISSN: Publisher: Oregon Historical Society</i>				
Outside Magazine	12	\$24.00	1	06/01/2020
<i>ISSN: 0278-1433 Publisher: Outside Magazine</i>				
Parents	12	\$15.98	1	03/01/2020
<i>ISSN: 1083-6373 Publisher: Meredith Corporation</i>				
People	54	\$236.52	2	03/25/2020
<i>ISSN: 0093-7673 Publisher: Meredith Corporation</i>				
People en Espanol	10	\$39.94	2	03/01/2020
<i>ISSN: 1096-5750 Publisher: Meredith Corporation</i>				
Permaculture	12	\$85.00	1	03/01/2020
<i>ISSN: Publisher: Permaculture</i>				
Popular Mechanics	10	\$24.00	1	03/01/2020
<i>ISSN: 0032-4558 Publisher: Hearst Magazines Division</i>				
Popular Science	4	Paid	1	12/01/2022
<i>ISSN: 0161-7370 Publisher: Bonnier Corporation</i>				
QuiltMaker	6	\$29.97	1	03/01/2020
<i>ISSN: Publisher: Quilt Maker</i>				
Ranger Rick	10	\$24.95	1	03/01/2020
<i>ISSN: 0738-6656 Publisher: National Wildlife Federation</i>				
Real Simple	12	\$28.95	1	03/01/2020
<i>ISSN: 1528-1701 Publisher: Meredith Corporation</i>				
Rolling Stone	12	\$59.95	1	03/01/2020
<i>ISSN: 0035-791X Publisher: Wenner Media Inc</i>				
Runner's World	10	\$24.00	1	03/01/2020
<i>ISSN: 0897-1706 Publisher: Hearst Magazines Division</i>				
School Library Journal - Print	12	\$136.99	1	02/01/2021
<i>ISSN: 0362-8930 Publisher: Media Source Incorporated</i>				
Science News	23	\$50.00	1	03/01/2020

<i>ISSN: 0036-8423</i>	<i>Publisher: Society For Science & Public</i>				
Scientific American		12	\$84.00	1	03/01/2020
<i>ISSN: 0036-8733</i>	<i>Publisher: Scientific American, Inc.</i>				
Small Farmer's Journal		4	\$50.00	1	12/01/2019
<i>ISSN: 0743-9989</i>	<i>Publisher: Small Farmer's Journal</i>				
Smithsonian		11	\$34.00	1	03/01/2020
<i>ISSN: 0037-7333</i>	<i>Publisher: Smithsonian Magazine</i>				
Spider		9	\$33.95	1	03/01/2020
<i>ISSN: 1070-2911</i>	<i>Publisher: Cricket Media</i>				
Sports Illustrated For Kids		12	\$31.95	1	03/01/2020
<i>ISSN: 1042-394X</i>	<i>Publisher: Meredith Corporation</i>				
Stone Soup - Print		11	\$90.00	1	03/01/2020
<i>ISSN: 0094-579X</i>	<i>Publisher: Stone Soup</i>				
Sun, The		12	\$42.00	1	03/01/2020
<i>ISSN: 0744-9666</i>	<i>Publisher: Unknown</i>				
This Old House		6	\$24.95	1	03/01/2020
<i>ISSN: 1086-2633</i>	<i>Publisher: Meredith Corporation</i>				
Threads		6	\$34.95	1	03/01/2020
<i>ISSN: 0882-7370</i>	<i>Publisher: Taunton Press</i>				
Time Magazine		52	\$76.13	1	03/25/2020
<i>ISSN: 0040-781X</i>	<i>Publisher: Meredith Corporation</i>				
TV Y Novelas - Please Order Direct		12	\$0.00	1	03/01/2020
<i>ISSN: 0188-0683</i>	<i>Publisher: Televisa</i>				
Utne Reader - Ceased		4	\$0.00	1	12/01/2019
<i>ISSN: 1544-2225</i>	<i>Publisher: Ogden Publications Inc</i>				
Vanidades - Please Order Direct		12	\$0.00	2	03/01/2020
<i>ISSN: 0505-0146</i>	<i>Publisher: Televisa</i>				
Vanity Fair		12	\$24.00	1	03/01/2020
<i>ISSN: 0733-8899</i>	<i>Publisher: Conde Nast Publications</i>				
Vegnews		4	\$20.00	1	02/03/2020
<i>ISSN:</i>	<i>Publisher: Vegnews</i>				
Vogue		12	\$29.95	1	02/20/2020
<i>ISSN: 0042-8000</i>	<i>Publisher: Conde Nast Publications</i>				
Vogue Knitting International		5	\$27.97	1	12/01/2019
<i>ISSN: 0890-9237</i>	<i>Publisher: Soho Publishing</i>				
Wall Street Journal - Mon-Sat - Carrier		305	\$475.00	1	12/23/2019
<i>WSJ Weekend</i>					
<i>WSJ Magazine</i>					
<i>ISSN: 0099-9660</i>	<i>Publisher: Dow Jones & Company Inc</i>				
Wired Magazine		12	\$24.00	1	02/03/2020
<i>ISSN: 1059-1028</i>	<i>Publisher: Conde Nast Publications</i>				
Yoga Journal		10	\$24.99	1	03/01/2020
<i>ISSN: 0191-0965</i>	<i>Publisher: Active Interest Media</i>				

Total	\$4,000.53
Discount	450.20

Renewal Total **\$3,550.33**

Please send approved orders or questions to orders@rivistas.com, call 1-800-277-5750 or mail to the above address.

Thank you for choosing Rivistas.

Resolution No. 2019-20.05
Resolution authorizing vendors for
online and automatic payment of bills in 2019-20

WHEREAS, many companies allow paying for products and services electronically; and

WHEREAS, paying online and automatically rather than by paper check would save the Hood River County Library District time and money; and

WHEREAS, Hood River County Library District's Financial Management policy allows for such online payments;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors authorizes the following vendors for online payments and deposits in 2019-20.

- AT&T (telecommunications)
- CenturyLink (telecommunications)
- City of Hood River (water)
- Columbia Bank (bank fees, payroll deposits, and employee reimbursements)
- Constant Contact (eNewsletter)
- Harland Clarke (bank checks, deposit slips, and other documents)
- Hood River Electric Co-op (telecommunications)
- Hostwinds (Web and email hosting)
- HRA VEBA (employee in-lieu health benefits)
- NW Natural (natural gas)
- Oregon Department of Revenue (state taxes)
- Pacific Power (electricity)
- PacificSource (medical, vision, and dental insurance)
- Ricoh (copier lease)
- Stamps.com (postage)
- T. Rowe Price (employee retirement)
- ThyssenKrup Elevator Corp. (building maintenance)
- US Bank (copier lease)
- US Treasury (federal taxes)
- Waste Connections/Hood River Garbage (garbage/recycling)

Adopted by the Board of Directors of Hood River County Library District this 17th day of December, 2019.

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

MEMORANDUM

DATE: November 26, 2019

TO: SDIS Independent Insurance Agents & SDIS Property/Casualty Insurance Program Participants

FROM: SDIS Underwriting Department

SUBJECT: 2020 SDIS Property/Casualty Insurance Renewal

The rising cost of claims coupled with increasing reinsurance costs are both contributing to a higher than usual renewal for SDIS. Average premium contributions will be increasing by just under 10% for the 2020 renewal. Please remember this is just an average. Districts with risk management concerns or frequent or severe claims history may experience a larger than average increase. Included in this increase is a 2% property trend.

One of our goals is long-term rate stability. The average premium increase over the past 10 years (including 2020) has been 4.35%. This also includes increased budgets, 2% property value increase trend, and property values increased due to appraised values.

Enclosed you will find your members' Preliminary Renewal Packets with the documents listed below. Please remember these are *preliminary* only. Final renewal packets with the official invoices and declarations pages will be issued on January 1, 2020 and include any changes that were made between now and that date.

Preliminary Renewal Packet

- Preliminary Contribution Summary - *Reflects the Best Practices credit and the Longevity Credit amount (if applicable)*
- Longevity Credit & Rate Lock Agreement (Please return a signed copy to underwriting@sdao.com)
- Liability Coverage Preliminary Summary
- Auto Coverage Preliminary Summary
- Property Coverage Preliminary Summary
- Earth Movement Preliminary Summary
- Flood Endorsement Preliminary Summary
- Equipment Breakdown Protection Preliminary Summary
- Comprehensive Crime Policy Preliminary Summary
- Updated General Liability, Automobile, Property - Schedule I and Schedule II and Extra Items Schedules (if applicable)
- Policy Year 2019 to 2020 Rate Change Comparison Report
- Loss ratio reports for districts that have over a 65% loss ratio in any one line of coverage from policy years 2014-2018. 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 cardstock version of the auto ID cards mailed to you, please contact us at underwriting@sdao.com.

Rate Change Comparison Report

We have again included the Rate Comparison Report on the last page of the Preliminary Renewal Packet. It displays the changes from the 2019 renewal to the 2020 renewal. This will show the change in rates as well as how your district's individual contribution is affected by any changes in exposures that you may have experienced in the last year.

Employment Practices Wrongful Act Sublimit of Liability

SDIS Underwriting is excited to announce that our liability reinsurer has removed our Employment Practices Wrongful Act Sublimit of Liability effective 1/1/2020. This means that the limit for an employment claim will be subject to your Per Wrongful Act Limit of Liability found on your SDIS Liability Coverage Declarations.

Marijuana Exclusion

In the update packets, we included a warning that any property used in the design, manufacture, distribution, storage, sale, furnishing, or possession of marijuana is not covered property. After further discussions with our reinsurance broker we were able to get the property reinsurance issued without this limitation. The 2020 SDIS Property Coverage Document will not include a limitation for marijuana.

Equipment Breakdown Coverage Change

The deductible for transformers and secondary Miscellaneous Electrical Apparatus (MEA) is going from \$2/KVA to \$10/KVA.

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 email us at underwriting@sdao.com or call 800-285-5461.



Longevity Credit and Rate Lock Agreement

Hood River County Library District

By signing this Agreement the Member agrees to remain a participant in the Special Districts Insurance Services (SDIS) Property and Liability Program from January 1, 2020 to December 31, 2021.

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

1. Provide the Member with a Longevity Credit equal to: **\$1,092**
 - a. Amount to be mailed to the Member in January 2019: \$546.00
 - b. Amount to be mailed to the Member in January 2020: \$546.00

2. A maximum annual rate increase of five percent (5%) for policy year January 1, 2021 – December 31, 2021 based on the Member’s rates for the January 1, 2020 – December 31, 2020

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

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

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

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
35P26994-4482	26994	01-Jan-20	31-Dec-20	27-Nov-19

Coverage	Contribution
SDIS Liability Coverage	
Liability Contribution	\$3,952
Less Best Practices Credit	(\$395)
Less Multi-Line Discount Credit	(\$126)
Adjusted Contribution	\$3,431
Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)	
Auto Contribution	\$0
Less Best Practices Credit	\$0
Adjusted Contribution	\$0
Non-owned and Hired Auto Liability	\$175
Auto Physical Damage	\$0
Hired Auto Physical Damage	\$137
Property	
Property Contribution	\$6,062
Less Best Practices Credit	(\$631)
Adjusted Contribution	\$5,431
Earthquake	\$0
Flood	\$0
Equipment Breakdown / Boiler and Machinery	\$0
Crime	\$495
Total:	\$9,669

2020 Longevity Credit**:	
Longevity Credit %:	Longevity Credit:
5.6%	\$546

****Only eligible districts that signed the Longevity Credit and Rate Lock Guarantee Agreement will receive the indicated Longevity Credit Amount.**

This is not an invoice. This is a preliminary contribution indication only. The official invoice will be produced on January 1, 2020 and will reflect any and all changes made up until that date.



Special Districts Insurance Services Trust
 PRELIMINARY Liability Coverage Summary - NOT A GUARANTEE OF
 COVERAGE

Certificate Number: 35P26994-4482

Coverage Period: 1/1/2020 through 12/31/2020

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

Limits of Liability: SDIS Liability Coverage	Limit	Deductible (2) (3)
Per Occurrence Limit of Liability	\$5,000,000 (1)	None
Per Wrongful Act Limit of Liability	\$5,000,000 (1)	None
Annual Aggregate Limit of Liability	No Limit Except as Outlined Below (1)	None

Additional and Supplemental Coverages

Unless otherwise indicated in Section III Additional Coverages of the SDIS Liability Coverage Document, the following Additional Coverages are not in addition to the Total Limit of Liability identified above.

Coverage	Limit	Coverage Period Total Limit	Deductible	Contribution
Ethics Complaint Defense Costs	\$2,500	\$5,000	None	Included
EEOC/BOLI Defense Cost	\$5,000,000	None	None	Included
Premises Medical Expense	\$5,000	\$5,000	None	Included
Limited Pollution Coverage	\$250,000	\$250,000	None	Included
Applicators Pollution Coverage	\$50,000	\$50,000	None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000 (4)	None	Included
Fungal Pathogens (Mold) Defense Costs	\$100,000	\$100,000	None	Included
OCITPA Expense Reimbursement	\$100,000	\$100,000 (5)	None	Included
Data Disclosure Liability	\$1,000,000	\$1,000,000	None	Included
Lead Sublimit Defense Costs	\$50,000	\$50,000 (6)	None	Included
Marine Salvage Expense Reimbursement	\$250,000	\$250,000	None	Included
Criminal Defense Costs	\$100,000	\$100,000 (7)	None	Included

Forms applicable to Named Participant:

Total Contribution: \$3,431.00

SDIS Liability Coverage Document effective January 1, 2020

- (1) \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.
- (2) \$10,000 controlled burn deductible if DPSST guidelines are not followed.
- (3) \$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.
- (4) Injunctive Relieve Defense Costs limited to \$100,000 for all members of the Trust combined during the Coverage Period.
- (5) OCITPA Expense Reimbursement limited to \$500,000 for all members combined during the Coverage Period.
- (6) Lead Liability Defense Costs limited to \$200,000 for all members of the Trust combined during the Coverage Period.
- (7) Criminal Defense Costs limited to \$500,000 for all members of the Trust combined during the Coverage Period.

This certificate 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 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. Titles referenced above 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.



Special Districts Insurance Services Trust
 PRELIMINARY Auto Coverage Summary - NOT A GUARANTEE
 OF COVERAGE

Certificate Number: 35P26994-4482

Coverage Period: 1/1/2020 through 12/31/2020

Named Participant:

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

Agent of Record:

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

Coverage is provided for only those coverages indicated below for which a contribution is shown.

Auto Liability Coverage

Applicable Coverage Document: SDIS Auto Liability Coverage Document, January 1, 2020

	Per Accident Limit of Liability	Deductible	Contribution
Auto Liability Coverage	No Coverage	None	No Coverage
Non-Owned/Hired Auto Liability	\$500,000	None	\$175.00

Excess Auto Liability Coverage

Applicable Coverage Document: SDIS Auto Excess Liability Coverage Document, January 1, 2020

	Per Accident Excess Limit of Liability	Deductible	Contribution
Excess Auto Liability Coverage	No Coverage	None	No Coverage
Excess Non-Owned/Hired Auto Liability	\$4,500,000	None	Included with Non-Owned/Hired AL Contribution

Auto Supplemental Coverage

Applicable Coverage Document: SDIS Auto Supplemental Coverage Document, January 1, 2020

	Limit of Liability	Deductible	Contribution
Personal Injury Protection	No Coverage	None	No Coverage
Uninsured/Underinsured Motorist Bodily Injury Coverage	No Coverage	None	No Coverage

Auto Physical Damage

Applicable Coverage Document: SDIS Auto Physical Damage Coverage Document, January 1, 2020

	Per Accident Limit of Liability	Deductible	Contribution
Auto Physical Damage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	\$50,000	\$100/\$500	\$137.00

This summary 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 coverage documents referenced above. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the above-referenced coverage documents. Titles referenced above 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.



Special Districts Insurance Services
PRELIMINARY Property Coverage Summary - NOT A
GUARANTEE OF COVERAGE

Certificate Number: 35P26994-4482

Coverage Period: 1/1/2020 through 12/31/2020

Named Participant:

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

Agent of Record:

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

Scheduled Property Values:

\$4,405,074	Buildings, Other Structures and Scheduled Outdoor Property
\$1,769,676	Personal Property
	Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

\$6,174,750	The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
\$300,000,000	SDIS Per Occurrence Aggregate Loss Limit

Sublimits (Per Occurrence):

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

Sublimits for Covered Property:

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

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

Sublimits for Additional Coverages:

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

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



Special Districts Insurance Services
PRELIMINARY Property Coverage Summary - NOT A
GUARANTEE OF COVERAGE

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

Sublimits for Additional Coverages - Business Income and Extra Expense:

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

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

Sublimits for Coverage Extensions:

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

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

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

\$25,000 Unscheduled Outdoor Property

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

\$250,000 Property in Transit

\$250,000 Accounts Receivable

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

\$100,000 Covered Leashold Interest - (Sublimit is lesser of amount listed here, or an amount prorated 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)

\$6,174,750 Property Damaged by an Act of Terrorism or Sabotage. The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.



Special Districts Insurance Services
PRELIMINARY Property Coverage Summary - NOT A
GUARANTEE OF COVERAGE

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: \$5,431.00

Forms Applicable: SDIS Property Coverage Document

This Summary 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.



Preliminary Comprehensive Crime Coverage Summary- Not a Guarantee of Coverage

Insured by the Travelers Casualty and Surety Company of America

Certificate Number: 35P26994-4482

Coverage Period: 1/1/2020 through 12/31/2020

Named Participant:

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

Agent of Record:

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

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

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

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

General Information:

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



Special Districts Insurance Services



Preliminary Comprehensive Crime Coverage Summary- Not a Guarantee of Coverage

Insured by the Travelers Casualty and Surety Company of America

H2. Identity Fraud Expense Reimbursement - same limit as A1 or maximum of \$25,000	\$25,000	\$0
CRI-19070 Social Engineering Fraud	\$100,000	\$1,000
I. Claims Expense \$5,000	\$5,000	\$0
CRI-7072 Third Party Entity Funds Coverage	Not Covered	Not Covered
	<u>Contribution:</u>	\$495

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

Premises: Cascade Locks School

Covered Property:		Cascade Locks School				Cascade Locks School								
		26994P67802W	Const. Class	JOISTED MASONRY	YR. Built	1953	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Covered Property Value	\$0
300 SW WaNaPa		Prot. Class		5	# Stories	0	Fire Alm.	Yes	Quake Cov.	No	Effective Date	1/1/2020	Personal Property Value	
City	Cascade Locks	Zip	97014	Valuation	Replacement	SQF.	3,000	Security Alm	Yes	Vacant (Y/N)	No	Deductible	\$0	\$94,134
Appraiser		Date		Code		Comment				Contribution	\$90	Total Value	\$94,134	

Facility Total:	Contribution	\$90	Total Value	\$94,134
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Premises: Hood River Library

Covered Property:		Hood River Library				Hood River Library								
		26994P9508W	Const. Class	JOISTED MASONRY	YR. Built	2006	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Covered Property Value	\$4,405,074
502 State Street		Prot. Class		2	# Stories	0	Fire Alm.	Yes	Quake Cov.	No	Effective Date	1/1/2020	Personal Property Value	
City	Hood River	Zip	97031	Valuation	Replacement	SQF.	19,468	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	\$1,591,812
Appraiser	CBIZ	Date	11/5/2015	Code		01-01	Comment			Contribution	\$5,257	Total Value	\$5,996,886	

Facility Total:	Contribution	\$5,257	Total Value	\$5,996,886
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Premises: Parkdale Library

Covered Property:		Parkdale Library				Parkdale Library								
		26994P9763W	Const. Class	JOISTED MASONRY	YR. Built	1930	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Covered Property Value	\$0
7300 Clear Creek Road		Prot. Class		5	# Stories	2	Fire Alm.	No	Quake Cov.	No	Effective Date	1/1/2020	Personal Property Value	
City	Parkdale	Zip	97041	Valuation	Replacement	SQF.	700	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	\$83,730
Appraiser		Date		Code		Comment				Contribution	\$84	Total Value	\$83,730	

Facility Total:	Contribution	\$84	Total Value	\$83,730
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Hood River County Library District

Agent: Columbia River Insurance

Special Districts Insurance Services

Policy Year: 1/1/2020 to 12/31/2020

Schedule of Property Values

** Flood Zones: The flood zone shown on the property schedule 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 Property Schedule. 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 Noncombustible
Modified Fire Resistive Joisted Masonry
Masonry Noncombustible Frame

Valuation Options

Actual Cash Value
Functional Replacement
Replacement

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.

Total Buildings	\$4,405,074
Total Contents	\$1,769,676
Total EDP	\$0
Total O/P	\$0
Total Value	\$6,174,750
Total Contribution	\$5,431

Hood River County Library District

Agent: Columbia River Insurance

Special Districts Insurance Services

Policy Year: 1/1/2020 to 12/31/2020

General Liability Schedule

Per Occurrence Deductible: \$0.00

Code	Description	Unit	Amount	Effective	Expiration	Contribution
				Date	Date	
260150	2018-2019 Budgeted Personal Services *	Dollars	652,548	1/1/2020	12/31/2020	\$842
260160	2018-2019 Budgeted Materials and Supplies *	Dollars	599,300	1/1/2020	12/31/2020	\$1,638
260170	2018-2019 Budgeted Contingencies *	Dollars	112,000	1/1/2020	12/31/2020	\$0
260180	Number of Employees	Each	24	1/1/2020	12/31/2020	\$0
260190	Number of Volunteers	Each	60	1/1/2020	12/31/2020	\$0
260192	Number of Board Members	Each	5	1/1/2020	12/31/2020	\$0
260200	District Size	Sq Miles	522	1/1/2020	12/31/2020	\$0
260210	Population Served	Each	22,885	1/1/2020	12/31/2020	\$0
26100	Number of Drones (UAVs) Owned or Operated	Each	0	1/1/2020	12/31/2020	\$0
26215	Buildings & Premises - Occupied by District	Sqf	19,600	1/1/2020	12/31/2020	\$0
26900	Dollars Paid For Services	Dollars	10,000	1/1/2020	12/31/2020	\$0
26997	Events/Fundraisers - No Alcohol Served	Days	3	1/1/2020	12/31/2020	\$0
26998	Events/Fundraisers - Alcohol Served	Days	3	1/1/2020	12/31/2020	\$225
						\$2,705

Claims Schedule

Hood River County Library District

Property

2017

Type Paid Reserve Collection Incurred

Claim Number:	G CPR2017060950	Class Code:		Source:		PD	\$6,168	\$0	\$4,204	\$1,964
Claimant Name:	Hood River County Library	Status:	Closed	Cause:	Struck By Other Vehicle	EXP	\$2,329	\$0	\$0	\$2,329
Age:		Claim Type:	PR	Anatomy:			\$8,496	\$0	\$4,204	\$4,293
Accident Date:	7/5/2017	Open Date:	7/5/2017	Injury:						
Adjuster:	Hackbart	Close Date:	7/26/2018	District:	Hood River County Library District					
Description:	A delivery driver struck the library's awning that is over their delivery area.									

Claim Count: 1	\$8,496	\$0	\$4,204	\$4,293
Claim Count: 1	\$8,496	\$0	\$4,204	\$4,293
Claim Count: 1	\$8,496	\$0	\$4,204	\$4,293
Claim Count: 1	\$8,496	\$0	\$4,204	\$4,293

Special Districts Insurance Services - Policy Year 2019-2020 Comparison Report

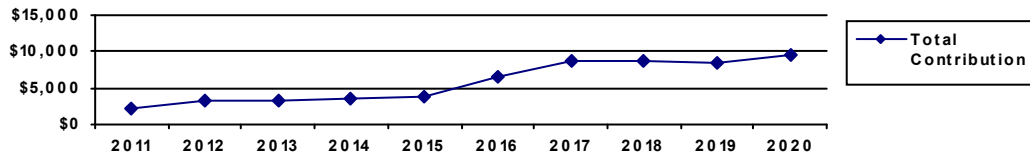
Hood River County Library District

Columbia River Insurance

The following comparison shows the difference in contributions from the 2019 policy year to the 2020 policy year renewal. The following summary shows the amounts and percentages that have changed from 2019 to 2020. This summary is intended only to give you a general idea of the rating components that influence contributions.

Coverage	Annualized 2019 Contribution	2020 Contribution after rate and best practices changes	Change after rate and best practices changes	% change after rate and best practices changes	Change in Exposures	2020 Contribution after exposure, and all other changes	Total contribution change	Total % contribution change
General Liability	\$2,840	\$2,806	(\$34)	-1.20%	See Below	\$3,431	\$591	20.81%
Auto Liability	\$0	\$0	\$0	0.00%	0	\$0	\$0	0.00%
Non-Owned Auto Liability	\$150	\$175	\$25	16.67%		\$175	\$25	16.67%
Auto Physical Damage	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
Non-Owned APD	\$110	\$137	\$27	24.55%		\$137	\$27	24.55%
Property	\$4,813	\$4,930	\$117	2.44%	\$116,074	\$5,431	\$618	12.84%
Earthquake	\$0	\$0	\$0	0.00%	\$116,074	\$0	\$0	0.00%
Flood	\$0	\$0	\$0	0.00%	\$116,074	\$0	\$0	0.00%
Total	\$7,913	\$8,048	\$135	1.71%		\$9,174	\$1,261	15.94%
Pass Through Coverages								
Boiler and Machinery	\$0				\$116,074	\$0	\$0	0.00%
Crime	\$473					\$495	\$22	4.65%
Total	\$473					\$495	\$22	4.65%
TOTAL ALL LINES	\$8,386					\$9,669	\$1,283	15.30%

10-Year Annual Contribution History



Longevity Credit: See Longevity Credit Memo for details	Amount:	% of Contribution:
	\$546	5.65%

General Liability Exposure Comparison

Description	Last Year	Current year	Difference
Events/Fundraisers - Alcohol Served	3	3	0
2018-2019 Budgeted Materials and Supplies *	509,900	599,300	89,400
2018-2019 Budgeted Personal Services *	622,648	652,548	29,900

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

Loss Ratio	Best Practices
2015-2019 Loss Ratio: 13.97%	% Credit
	2019 14.00%
	2020 10.00%