

Board of Directors
Regular Meeting Agenda
Tuesday, December 20, 2016, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President



I. Additions/deletions from the agenda (ACTION)	Snyder
II. Actual or potential conflicts of interest	Snyder
III. Consent agenda (ACTION)	Snyder
i. Minutes from November 29, 2016 meeting	
ii. 2017 property and liability bill	
iii. Addition Personnel Policy	
iv. Revision Personnel Policy	
IV. Open forum for the general public	Snyder
V. Reports	
i. Friends update	Fox
ii. Foundation update	Schoppert
iii. November financial statements	Fox
iv. Director's report	Fox
VI. Previous business	Fox
VII. New business	
VIII. Agenda items for next meeting	Snyder
IX. Adjournment	Snyder

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

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

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

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Board of Directors
Regular Meeting Agenda, Supplementary Info

Tuesday, December 29, 2016, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President
Notes prepared by Library Director Rachael Fox



I. Additions/deletions from the agenda (ACTION)

Snyder

II. Actual or potential conflicts of interest

Snyder

III. Consent agenda (ACTION)

Snyder

i. Minutes from November 29, 2016 meeting

Attachments:

- III.i. Minutes of November 29, 2016, meeting

ii. 2017 property and liability bill

Attachments:

- III.ii. Insurance invoice from Special Districts Insurance Services

This invoice is for our annual property and liability insurance. The bill is approximately \$4,450 more than last year. This is because we assumed ownership of the Hood River property. This was an anticipated increase based upon the assessment of building, property, and contents with the Hood River building and property. The District actually updated the policy July 1, and the District paid a prorated amount of \$2,170 in addition to the \$4,254 paid in January 2016. Overall, the net insurance costs are up 1.69% this year due to a very moderate 2% increase on the property value. We received a ten percent discount on insurance thanks to our work on Special Districts Association of Oregon (SDAO) best practices recommendations.

iii. Addition Personnel Policies

Attachments:

- VII.iii. Proposed addition of Whistleblower Protection for the Personnel Policies

During the most recent legislative session, House Bill 4067 was passed to protect employees who act on good faith and objectively reasonable belief to report a violation of federal, state, or local law, rule, or regulation by their employer. Beginning January 1, 2017, all public and nonprofit employers must establish and implement a whistleblower policy. The policy must delineate all rights and remedies provided to employees and employers will need to deliver a written or electronic copy of the policy to each employee. This section was taken directly from SDAO suggested policy and updated with information that pertained to our District. SDAO has said it is sufficient to insert the Whistleblower Protection section in our Personnel Policies. I will provide staff have a copy of the policy.

iv. Revision Personnel Policies

Attachments:

- VII.iv.a. Proposed revision to Benefits and Leave section of the Personnel Policies
- VII.iv.b. Employee and Health Care Benefits Policy

When we hired our new employees, I discovered there was conflicting information regarding the date employee benefits begin. Section 11.5 of our Personnel Policy states there is a three month waiting

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period before an eligible employee before becoming eligible for benefits. While the Employee and Health Care Benefits Policy states benefits start the first day of the month that occurs after sixty days from the hire date. I recommend updating the Personnel Policies to reflect the Employee and Health Care Benefits Policy.

IV. Open forum for the general public

Snyder

V. Reports

i. Friends update

Fox

The Friends of the Library did not have a regular meeting in December but did hold their annual potluck. About forty-five people attended. The Hood River County Reads committee continues to finalize details for their events, which includes a concert at the library.

ii. Foundation update

Schoppert

The Library Foundation also took a break for December. They did meet to mail out their annual end-of-year giving letters. In addition, the Feast of Words committee met. They are still looking for a caterer and auctioneer.

iii. November financial statements

Fox

Attachments:

- V.iii. November 2016 financial statements

At the recommendation of District accountants Ken Onstott and Brian O'Shaughnessy from Onstott, Broehl & Cyphers, I communicated with Tara Kamp, Principal at District auditors Pauly Rogers and Co., regarding the SAGE Library System Fund. The SAGE fund currently has an excess of \$4,235 due to an error at the beginning of fiscal year 2015-16. The error occurred when the Sage Library System Fund was created. The money should have been attributed to the General Fund in fiscal year 2014-2015. Kamp said the amount is not material for audit purposes, which means wherever the money is kept will not affect the audit opinion. She said it's up to the District if we want to move the funds. This can occur in the current fiscal year. Since the funds were incorrectly deposited, I recommend we move the funds from the SAGE Library System Fund into the General Fund under the line item Personnel services.

There is a 3.7% increase in taxes imposed on property for the District from last fiscal year. With the November property tax deadline, the District now has received about 93% of the current taxes budgeted for the 2016-17 and 43% of the budgeted previous years' taxes. As of December 1, 2016 we have \$1,007,230 in our account with Hood River County.

iv. Director's report

Fox

Attachments:

- V.iv.a. November 2016 computer use statistics
- V.iv.b. November 2016 programs statistics

Facilities

- The branches have been decorated for the holidays, including snowflakes that are now hung in the Hood River Library atrium windows.
- The installation of the Legacy Stone in honor of Presidential Medal of Freedom winner Minoru Yasui has been postponed. There are a few more steps that need to be taken before the stone can be put in place. A small protruding section of the stone needs to be removed. The removal was recommended by a representative from Special District of Oregon and has been approved by the Yasui family. In addition, when the date is scheduled for installation, we need to locate

the underground utilities to ensure it's safe to dig. This has to occur no less than 48 hours and no more than 10 days. Maija Yasui is working with the Stone Yard on this project. I will keep you updated.

- I will meet with Brenda Katz from FFA Architecte and Interiors to discuss the next step in the planning phases for the Cascade Locks and Parkdale branch libraries. Based upon this discussion, we'll be able to move into the next phase of determining the cost of each project.

Personnel and administration

- The Fair Labor Standards Act (FLSA) ruling to increase the exempt salary floor for the minimum salary for exempt positions (i.e. except from overtime pay) from \$23,660 to \$50,440 was expected to be in force by December 1 but is now on hold. A federal Judge in Texas has granted an injunction regarding the FLSA changes due to be in place December 1st. An injunction is not a permanent rollback of the overtime rule changes. The changes could still go into effect after a full review of the case. However, injunctions are also not granted unless the actual case is likely to succeed on its merits. The granting judge evidently has a belief that there is legal standing to what the states and Chamber of Commerce have argued. The District already made an adjustment to the Assistant Director salary at the beginning of the fiscal year 2016-17 to comply with the new rules. To allow breathing room, the lowest step salary for the Librarian II classification increased to \$51,958/year.

Programs and services

- The annual Winter Solstice Party will be held at the Hood River Library on Wednesday, December 21, 7pm. There will be a performance of "Puss in Boots" by Oregon Shadow Theater, winter craft activity, hot chocolate, refreshments, and a gift for everyone.
- For the first time, there will be a Winter Solstice Party at the Cascade Locks Library on Wednesday, December 21, from 10am-2pm. Participants can make their own shadow puppets and try them in our puppet theater. Everyone will go home with a cookies and a small gift.
- Free parking in downtown Hood River runs December 12-25.

Statistics

- Program attendance is up 42% during the months of July-November 2016 compaired to same time period last year.

VI. Previous business

VII. New business

VIII. Agenda items for next meeting

IX. Adjournment

Snyder

Snyder

Board of Directors
Regular Meeting Minutes
Tuesday, November 29, 2016, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President
Notes prepared by Library Director Rachael Fox



Present: Rachael Fox (Staff), Sara Snyder, John Schoppert, Jean Sheppard, Alexis Vaivoda, Karen Bureker

- I. Swearing in new Board member** Snyder
President Snyder called the meeting to order at 7.00p. Snyder swore in newly appointed board member, Karen Bureker.
- II. Additions/deletions from the agenda (ACTION)** Snyder
Snyder asked to move the Government Online Ethics training to the last item on the agenda. Schoppert moved to approve the amended agenda. Vaivoda seconded. The motion carried unanimously.
- III. Actual or potential conflicts of interest** Snyder
None stated.
- IV. Consent agenda (ACTION)** Snyder
 - i. Minutes from October 18, 2016 meeting**
Sheppard moved to approve the minutes of the October 18, 2016, as presented. Vaivoda seconded. The motion carried unanimously.
- V. Open forum for the general public** Snyder
No public present.
- VI. Reports**
 - i. Friends update** Fox
There was nothing to add to the written report.
 - ii. Foundation update** Schoppert
In addition to the written report, Schoppert noted the Foundation members will meet in December for a Feast of Words committee meeting and letter stuffing.
 - iii. October financial statements** Fox
In addition to the written report, Fox noted she will report her findings on the best course of action for the SAGE Fund at the December meeting.
 - iv. Director's report** Fox
In addition to the written report, Fox noted the following:
 - Outreach Specialist Patty Lara-Martinez is at the American Library Association Guadalajara International Book Fair in Guadalajara Mexico to purchase Spanish materials for the collection.
 - Assistant Director Arwen Ungar has joined Soroptomist.
 - I met with Hood River County School District Superintendent Dan Goldman. Goldman and I discussed the next steps involved in the moving the Cascade Locks branch. Goldman expressed his concern over the delay in the project and was hoping for reassurance it is still going to occur. He requested to have a plan in place to keep school children safe if the library is open during school hours. I will investigate this

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issue. In addition, I need to determine the cost of the project. The next step will be to contact FFA Architecture + Interiors, who has completed phase I of the planning process. Goldman and I agreed to meet at the end of February 2017. Snyder requested Fox provide an update each month to the Board regarding the project.

- In February, I will be attending a Budget and Finance class through the American Library Association Certified Public Library Administrator Program and a Local Budget Law workshop hosted by the Oregon Department of Revenue.

VII. New business

i. Digital signage at the Hood River Library

Fox

Board members expressed agreement on installing digital signage behind the circulation desk. Snyder mentioned there might be more possibilities of advertising other services in the community for a fee. Fox will look into the cost of the screen and installation and reach out to the Library Foundation and Friends of the Library for funds.

ii. Medical Insurance Renewal (Action)

Fox

Fox presented the annual medical insurance renewal. Board members generally agreed with renewing insurance in its current form. However, the Board suggested that we should consider alternatives next year, especially with the uncertainty with the new administration. For the 2017 renewal, Fox will form a committee with District staff to explore different carriers and policies. Schoppert moved to renew employee health insurance with PacificSource and Guardian Life Insurance Co. of America for the 2017 calendar year. Sheppard seconded. The motion carried unanimously.

iii. Government Ethics online training

Fox

District Board members and Fox watched a twenty minute online training offered by Special District of Oregon.

VIII. Agenda items for next meeting

Snyder

Adjournment

Snyder

The meeting adjourned at 8.05p

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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MEMORANDUM

DATE: November 28, 2016

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

FROM: SDIS Underwriting Department

SUBJECT: 2017 SDIS Property/Casualty Renewal

SDIS is pleased to continue offering the best coverage at the most affordable price for Oregon's Special Districts. The following are some of the renewal highlights.

- A two percent (2%) trend factor has been applied to property values.
- Please see the enclosed "Statement of Member Benefits." **This report is not a bill.** Rather, it provides each member a concrete sense of the real dollar value of the services they receive by being a member of SDIS and SDAO.

Renewal Documents

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

- Renewal Invoice - *Reflects the Best Practices Credit and the Longevity Credit Amount, if applicable.*
- Liability Coverage Declaration
- Property Coverage Declaration
- Supplemental Coverage for Earth Movement Declaration
- Supplemental Coverage for Flood Declaration
- Equipment Breakdown Supplemental Coverage Declaration
- Comprehensive Crime Policy Certificate
- Updated General Liability, Automobile, Property, Inland Marine and Extra Items Schedules
- Policy Year 2016 to 2017 Rate Change Comparison
- Loss ratio reports for districts that have over a 65% loss ratio in any one line of coverage from policy years 2010-2015. These are the years we use to calculate each district's experience factor.
- Statement of Member Benefits
- Automobile ID Cards – These are at the end of the packet. There is a separate page that can be combined with and used as the back of the ID Cards if you wish to print them yourself. If you want a card-stock version of the Auto ID Cards mailed to you, please contact us at underwriting@sdao.com and we will do so.

Date: 01-Dec-16

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
32P26994-4482	26994	01-Jan-17	31-Dec-17	01-Dec-16

**2016 Longevity
Credit Amount****

\$205.50

Coverage	Contribution
General Liability	
General Liability Contribution	\$2,265
Less Best Practices Credit	(\$227)
Less Multi-Line Discount Credit	(\$91)
Adjusted Contribution	\$1,948
Auto Liability	
Auto Liability Contribution	\$0
Less Best Practices Credit	\$0
Adjusted Contribution	\$0
Non-owned and Hired Auto Liability	\$150
Auto Physical Damage	\$0
Hired Auto Physical Damage	\$107
Excess Liability	\$634
Property	
Property Contribution	\$6,027
Less Best Practices Credit	(\$628)
Adjusted Contribution	\$5,399
Earthquake	\$0
Flood	\$0
Equipment Breakdown / Boiler and Machinery	\$0
Crime	\$466

Total: \$8,704

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

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

Payment instructions are on the following page.

Date: 01-Dec-16

**** Payment Due: 2/1/2017 ****

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

Make Checks Payable to:

Special Districts Insurance Services

P.O. Box 12613

Salem, OR 97309

Phone: 1-800-285-5461 Fax: 503-371-4781

Hood River County Library District

Customer ID: 01-26994

Total Due: \$8,704

Check # _____ Amount \$ _____



Special Districts Insurance Services

Liability Coverage Declarations

Certificate Number: 32P26994-4482

Coverage Period: 1/1/2017 through 12/31/2017

Named Participant:

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

Agent of Record:

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

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

Coverage	Per Occurrence Limit	Annual Aggregate	Deductible	Contribution
Public Entity Liability Coverage including:	\$500,000	None	None	\$1,948.00
Increased Limits of Liability	\$4,500,000	None	N/A	\$634.00
Total Limit of Liability	\$5,000,000	None	None	N/A
Tort Liability - Coverage A	Included	Included	None	Included
Federal Acts Liability - Coverage B	Included	Included	None	Included
Other Jurisdictions - Coverage C	Included	Included	None	Included
Employee Benefits Liability	Included	Included	None	Included
Wrongful Acts/Public Officials	Included	Included	None	Included
Employment Practices (see below)	Included**	\$5,000,000	See Below**	Included
Sexual Molestation	Included**	Included	None	Included
Emergency Operations Pollution	Included	Included	None	Included
Potable Water Treatment Pollution	Included	Included	None	Included
Auto Liability	No Coverage	No Coverage	None	No Coverage
Non-Owned/Hired Auto Liability	Included	Included	None	\$150.00
Additional Coverages				
Unless otherwise indicated in Section III. ADDITIONAL COVERAGES of the SDIS Liability Coverage Document, the following Additional Coverages will not be in addition to the Total Limit of Liability identified above.				
Ethics Complaint Defense	\$2,500	\$5,000	None	Included
EEOC/BOLI Defense Costs	\$50,000	\$50,000	None	Included
Lead Liability Defense Costs	\$50,000	\$50,000	None	Included
Certified Acts of Terrorism	\$500,000	\$500,000	None	Included
OSHA Defense Costs	\$5,000	\$5,000	None	Included
Premises Medical Expense	\$5,000	\$5,000	None	Included
Limited Pollution Coverage	\$100,000	\$100,000	None	Included
Applicators Pollution Coverage	\$50,000	\$50,000	None	Included
OCITPA/ Credit Monitoring Expense Reimbursement	\$100,000	\$100,000	None	Included
Data Disclosure Liability	\$1,000,000	\$1,000,000	None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000	None	Included
Criminal Defense Costs	\$100,000	\$100,000	None	Included
Uninsured/Underinsured Motorist	No Coverage	No Coverage	None	No Coverage
Auto Physical Damage	No Coverage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	\$50,000	None	\$100 Comp/\$500 Coll	\$107.00

**** \$25,000,000 maximum per Occurrence limit for all SDIS Trust Participants involved in the same Occurrence.**
\$5,000,000 maximum per Occurrence and annual aggregate limit for all Employment Practices related Claims.
\$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.
\$10,000 controlled burn deductible if BPSST guidelines are not followed.



Special Districts Insurance Services
Liability Coverage Declarations

Lead Liability Defense Costs limited to \$200,000 for all members combined during the Coverage Period.
OCITPA Expense Reimbursement limited to \$500,000 for all members combined during the Coverage Period.

Forms Applicable to Named Participant:

SDIS Liability Coverage Document

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

Countersigned by: _____

A handwritten signature in black ink, appearing to read 'Frank Shattuck', is written over a horizontal line.

Special Districts Insurance Services

Thursday, December 1, 2016



Special Districts Insurance Services Property Coverage Declarations

Certificate Number: 32P26994-4482

Coverage Period: 1/1/2017 through 12/31/2017

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:

\$4,151,000	Buildings, Other Structures and Scheduled Outdoor Property
\$1,657,800	Personal Property
	Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

\$5,808,800	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)

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 60 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 60 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 60 days after the dates specified in section XII. A.)
\$25,000	Unscheduled Outdoor Property
\$250,000	Vandalism and Malicious Mischief to Tracks and Artificial Turf Fields
\$250,000	Property in Transit
\$250,000	Accounts Receivable
\$50,000	Property Damaged by Overflow of Sewers or Drains
\$100,000	Covered Leasehold Interest - (Sublimit is lesser of amount listed here, or an amount pro-rated based on time between the Loss and the earlier of: Lease Expiration; Re-occupancy of leased property; or lease of new property)
\$250,000	Valuable Papers and Records - (Sublimit is lesser of: Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced; or amount of sublimit listed here)
\$25,000	Property Damaged by Computer Virus
\$250,000	Miscellaneous Property Damaged by Specified Cause of Loss or Theft - (Sublimit lesser of: Appraised Value; Fair Market Value; or Sublimit listed here)
\$5,808,800	Property Damaged by an Act of Terrorism or Sabotage. The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.



Special Districts Insurance Services
Property Coverage Declarations

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: \$5,399.00

Forms Applicable: SDIS Property Coverage Document

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

Countersigned by: Frank Stratton
Special Districts Insurance Services

Thursday, December 1, 2016



Special Districts Insurance Services

Comprehensive Crime Policy Certificate

Insured by the Travelers Casualty and Surety Company of America



Certificate Number: 32P26994-4482

Coverage Period: 1/1/2017 through 12/31/2017

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

Comprehensive Crime Policy Certificate

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	\$25,000	\$1,000
I. Claims Expense \$5,000	\$5,000	\$0
<u>Contribution:</u>		\$466.00

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

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

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

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

General Information:

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

Hood River County Library District

Agent: Columbia River Insurance

Special Districts Insurance Services

Policy Year: 1/1/2017 to 12/31/2017

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

Premises: Cascade Locks Location

Structure: Library

Coverage Class: Building

3-1	26994P9437	Const. Class	JOISTED MASONRY	YR. Built	1930	% Sprinkler		Flood Cov.	No	Flood Zone **		Structure Value	\$0
140 SE Wa-Na-Pa Street		Prot. Class	5	# Stories	2	Fire Alm.	No	Quake Cov.	No	Effective Date	1/1/2017	Personal Property Value	\$78,900
City	Cascade Locks	Zip	97014	Valuation	Replacement	SQF.	900	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500
Appraiser		Date		Appraisal Rpt Code:		Comment		Contribution	\$79	Total Value	\$78,900		
Premises Total:										Contribution	\$79	Total Value	\$78,900

Premises: Hood River Library

Structure: Hood River Library

Coverage Class: Building

	26994P9508W	Const. Class	JOISTED MASONRY	YR. Built	2006	% Sprinkler		Flood Cov.	No	Flood Zone **		Structure Value	\$4,151,000
502 State Street		Prot. Class	2	# Stories		Fire Alm.	No	Quake Cov.	No	Effective Date	1/1/2017	Personal Property Value	\$1,500,000
City	Hood River	Zip	97031	Valuation	Replacement	SQF.	19,468	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500
Appraiser	CBIZ	Date	11/5/2015	Appraisal Rpt Code:	01-01	Comment		Contribution	\$5,241	Total Value	\$5,651,000		
Premises Total:										Contribution	\$5,241	Total Value	\$5,651,000

Premises: Parkdale Library

Structure: Parkdale Library

Coverage Class: Building

	26994P9763W	Const. Class	JOISTED MASONRY	YR. Built	1930	% Sprinkler		Flood Cov.	No	Flood Zone **		Structure Value	\$0
7300 Clear Creek Road		Prot. Class	5	# Stories	2	Fire Alm.	No	Quake Cov.	No	Effective Date	1/1/2017	Personal Property Value	\$78,900
City	Parkdale	Zip	97041	Valuation	Replacement	SQF.	700	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500
Appraiser		Date		Appraisal Rpt Code:		Comment		Contribution	\$79	Total Value	\$78,900		
Premises Total:										Contribution	\$79	Total Value	\$78,900

Hood River County Library District

Agent: Columbia River Insurance

Special Districts Insurance Services

Policy Year: 1/1/2017 to 12/31/2017

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

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

Total Building, Other Structure and Scheduled Outdoor Property Value	\$4,151,000
Total Personal Property Value	\$1,657,800
Total Value	\$5,808,800
Total Contribution	\$5,399

Construction Class Options

Fire Resistive	Noncombustible
Modified Fire Resistive	Joisted Masonry
Masonry Noncombustible	Frame

Valuation Options

Actual Cash Value
Replacement Cost
Stated Value

Protection Class

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

Hood River County Library District

Agent: Columbia River Insurance

Special Districts Insurance Services

Policy Year: 1/1/2017 to 12/31/2017

General Liability Schedule

Per Occurrence Deductible: \$0.00

Code	Description	Unit	Amount	Effective	Expiration	Contribution
				Date	Date	
260150	2016-2017 Budgeted Personal Services *	Dollars	672,238	1/1/2017	12/31/2017	\$747
260160	2016-2017 Budgeted Materials and Supplies *	Dollars	427,550	1/1/2017	12/31/2017	\$1,004
260170	2016-2017 Budgeted Contingencies *	Dollars	117,500	1/1/2017	12/31/2017	\$0
260180	Number of Employees	Each	17	1/1/2017	12/31/2017	\$0
260190	Number of Volunteers	Each	50	1/1/2017	12/31/2017	\$0
260192	Number of Board Members	Each	5	1/1/2017	12/31/2017	\$0
260200	District Size	Sq Miles	522	1/1/2017	12/31/2017	\$0
260210	Population Served	Each	22,885	1/1/2017	12/31/2017	\$0
26215	Buildings & Premises - Occupied by District	Sqf	19,600	1/1/2017	12/31/2017	\$0
26900	Dollars Paid For Services	Dollars	30,000	1/1/2017	12/31/2017	\$0
26997	Events/Fundraisers - No Alcohol Served	Days	3	1/1/2017	12/31/2017	\$0
26998	Events/Fundraisers - Alcohol Served	Days	3	1/1/2017	12/31/2017	\$197
						\$1,948



Statement of Member Benefits

***** This Is Not A Bill - Do Not Pay *****

This report displays the member services and grant funds your district has received over the last several years and what SDIS would charge a non-member for the equivalent services.

Hood River County Library District

Date	Service Provided	Department	Activity	Amount	Unit	Rate	Dollar Benefit
1/4/2016	SDAO 2016 Safety Grant	Loss Control	Safety Grant	1	Dollars	\$3,000	\$3,000
11/20/2015	Loss Control Survey	Loss Control	Field Visit	2	Hours	\$45	\$90
11/7/2014	Bio-Med Testing Services	Loss Control	Criminal Background Check	1	Dollars	\$87	\$87
8/6/2014	2014 Safety Grant	Loss Control	Safety Grant	1	Dollars	\$3,000	\$3,000
5/29/2014	Risk Management Review	Loss Control	On-site Consultation	1	Hours	\$45	\$45
2/6/2013	2013 Safety Grant	Loss Control	Safety Grant	1	Dollars	\$325	\$325
8/9/2011	Risk Management Review	Loss Control	On-site Consultation	1	Hours	\$45	\$45
6/17/2011	Bio-Med Testing Services	Loss Control	Criminal Background Check	1	Each	\$29	\$29
6/10/2011	Bio-Med Testing Services	Loss Control	Criminal Background Check	1	Each	\$29	\$29
5/16/2011	Bio-Med Testing Services	Loss Control	Criminal Background Check	1	Each	\$29	\$29
5/13/2011	Mediation Clause	Technical Assista	Email	1	Hours	\$90	\$90
5/12/2011	Board - Governance Policy	Technical Assista	Telephone Call	1	Hours	\$90	\$90
5/6/2011	Public Contracting	Technical Assista	Email	1	Hours	\$90	\$90
4/11/2011	Contract Review - District Manager	Pre-Loss	Email	1	Hours	\$90	\$90
4/11/2011	Public Contracting - Personal Services Cont	Technical Assista	Email	1	Hours	\$90	\$90
4/8/2011	Contract Review - IGA	Pre-Loss	Email	1	Hours	\$90	\$90
3/31/2011	Contract Review - Legal Services	Pre-Loss	Email	1	Hours	\$90	\$90
3/31/2011	Public Meetings - Notice	Technical Assista	Telephone Call	1	Hours	\$90	\$90
3/30/2011	Intergovernmental Agreement	Technical Assista	Email	1	Hours	\$90	\$90
3/28/2011	Public Meetings - Email	Technical Assista	Telephone Call	1	Hours	\$90	\$90
3/25/2011	Public Contracting - Legal Services Contrac	Pre-Loss	Email	1	Hours	\$90	\$90
3/22/2011	Contract Review	Pre-Loss	Email	1	Hours	\$90	\$90
3/9/2011	Accounting Firm Bonding	Technical Assista	Email	1	Hours	\$90	\$90
2/17/2011	RFQ for Insurance Agent	Technical Assista	Telephone Call	1	Hours	\$90	\$90



Statement of Member Benefits

***** This Is Not A Bill - Do Not Pay *****

This report displays the member services and grant funds your district has received over the last several years and what SDIS would charge a non-member for the equivalent services.

2/14/2011 Public Meetings

Technical Assista Telephone Call

1 Hours \$90

\$90

Total Dollar Benefit: \$8,029

***** This is not a bill. This report is provided for your information only *****

Special Districts Insurance Services - Policy Year 2016-2017 Comparison Report

Hood River County Library District

Columbia River Insurance

The following comparison shows the difference in contributions from the 2016 policy year to the 2017 policy year renewal. The following summary shows the amounts and percentages that have changed from 2016 to 2017. This summary is intended only to give you a general idea of the rating components that influence contributions.

Coverages Subject to Longevity Credit Rate Lock for coverage year 2017								
Coverage	Annualized 2016 Contribution	2017 Contribution after rate and best practices changes	Change after rate and best practices changes	% change after rate and best practices changes	Change in Exposures	2017 Contribution after exposure, and all other changes	Total contribution change	Total % contribution change
General Liability	\$1,840	\$1,822	(\$18)	-0.99%	See Below	\$1,948	\$108	5.87%
Auto Liability	\$0	\$0	\$0	0.00%	0	\$0	\$0	0.00%
Non-Owned Auto Liability	\$150	\$150	\$0	0.00%		\$150	\$0	0.00%
Auto Physical Damage	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
Non-Owned APD	\$107	\$107	\$0	0.00%		\$107	\$0	0.00%
Property	\$5,410	\$5,410	\$0	0.00%	(\$10,406)	\$5,399	(\$11)	-0.20%
Earthquake	\$0	\$0	\$0	0.00%	(\$10,406)	\$0	\$0	0.00%
Flood	\$0	\$0	\$0	0.00%	(\$10,406)	\$0	\$0	0.00%
Total	\$7,507	\$7,489	(\$18)	-0.24%		\$7,604	\$97	1.29%
Pass Through Coverages								
Excess Liability	\$586				82,750	\$634	\$48	8.19%
Boiler and Machinery	\$0				(\$10,406)	\$0	\$0	0.00%
Crime	\$466					\$466	\$0	0.00%
Total	\$1,052					\$1,100	\$48	4.56%
TOTAL ALL LINES	\$8,559					\$8,704	\$145	1.69%

General Liability Exposure Comparison			
Description	Last Year	Current year	Difference
2016-2017 Budgeted Personal Services *	593,298	672,238	78,940
2016-2017 Budgeted Materials and Supplies *	423,740	427,550	3,810
Events/Fundraisers - Alcohol Served	3	3	0

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

Loss Ratio	Best Practices
2011-2015 Loss Ratio: 0.00%	% Credit
	2016 10.00%
	2017 10.00%

7.17 Whistleblower Protections

7.17.1 Purpose

To provide reporting procedures should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

7.17.2 Reporting Procedure

The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report it to the Library Director or designee. The employee may also provide the information to the Assistant Director, District Board, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Library Director or designee.

7.17.3 Sound Judgment

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.

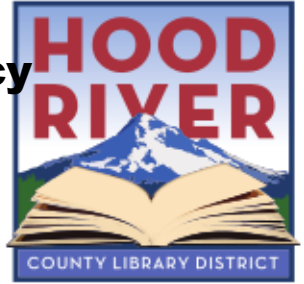
7.17.4 Protections to maintain confidentiality and prevent retaliation

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Library Director or designee. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

7.17.5 Prompt reporting

All reports of illegal and dishonest activities will be promptly submitted to the Library Director or designee who is responsible for investigating and coordinating corrective action.

Employee Health Care Benefits Policy



In an effort to ensure a healthy, productive, and talented workforce, the Hood River County Library District provides health care benefits to eligible employees. This policy establishes those benefits, how they are selected, and what types of health care benefits are provided by the District.

Eligibility

Any regular employee who is scheduled in any capacity at any site to work for the District at least twenty hours per week is deemed to be eligible for health care benefits as defined in this policy. Health care benefits shall be available on the first day of the month that occurs after sixty days from the hire date.

Health Care Benefits

The District shall contribute to the cost of health care benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,000 per month. In future years, the amount of the District's monthly contribution may be set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. Employees shall not be compensated for any amount under the monthly cap not being spent, except as provided below in "In-Lieu Health Care Benefits".

The health care benefits provider shall be selected by the employees, with guidance and limitations established by the Board of Directors, and may include medical, vision, dental, and mental health coverage. If given the option by the benefits provider(s), employees may elect whether or not to participate in the different types of insurance, thereby electing how they would like to spend their District-provided monthly health care benefits cap.

In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan. For employees participating in the HRA VEBA plan, the District shall contribute a monthly amount equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap. This contribution shall be prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

Other Considerations

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place their own limits and conditions on employee eligibility and benefits, so these

restrictions, if any, must be considered as well.

Adopted by the Board of Directors, January 17, 2012
Last revised, November 18, 2014

11.4 Eligibility

Any permanent employee who is scheduled regularly in any capacity at any work site to work for the District at least twenty hours per week is eligible for benefits as defined in this article and the Employee Health Care Benefits Policy. Employees who are scheduled regularly for fewer than twenty hours per week are eligible for sick leave benefits as defined in this article. Unless otherwise specified, employees must be employed beyond their trial period (see 8.1) to be eligible for the leave benefits delineated in this article.

Created: November 15, 2011

Last revised: April 21, 2015

11.5 Waiting Period

There is a ~~three month~~ waiting period before an eligible employee may qualify for benefits under the District's health care or retirement benefits. The waiting period begins on the hire date of the employee. Health care benefits shall be available on the first day of the month that occurs after sixty days from the hire date.

Created: November 15, 2011

Last revised: January 17, 2012

11.6 Retirement Benefits

The District shall contribute a monthly amount equal to six percent of an employee's gross salary into a 403(b) or 457(b) plan, the provider of which shall be selected by the employees, with guidance and limitations established by the Board of Directors. In addition, the District shall match up to an additional three percent of an employee's own contributions. Retirement benefits shall be available three months after an employee's start date.

Created: January 17, 2012

Last revised: January 17, 2012

11.7 Vacation Leave

Vacation time with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. During an employee's trial period (see 8.1), vacation leave shall accrue but not be granted. A full-time employee shall accrue vacation leave as follows:

- 1-5 years of service - 8 hours per month
- 6+ years of service - 10 hours per month

Accrual occurs during continuous service, which is service unbroken by separation as a District employee, except that time spent by an employee on military leave. Time spent on other types of authorized leave, except sick, vacation or emergency leave, shall not count as part of continuous service except that employees returning from such leave, or employees who were laid off, shall be entitled to credit for service prior to the leave. Vacation leave shall not accrue while an employee is on extended sick leave of over forty hours.

Employees may carryover up to eighty hours of vacation leave into a new fiscal year.

Accrued vacation upon termination or death after one full year of employment shall be paid for the last regular rate of the employee's pay on the date of termination or death. In the event of

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements November 30, 2016

TABLE OF CONTENTS

Independent Accountants' Compilation Report	1
Balance Sheet – Cash Basis	2
Statement of Revenues, Expenditures and Changes in Fund Balances – Cash Basis.	3
Supplementary Information:	
Statement of Revenues and Expenditures – Cash Basis:	
General Fund.	4-5
Grants Fund.	6
Capital Equipment Reserve Fund	7
Sage Library System Fund.	8
Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds.	9

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

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

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

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

OFFICES:

100 EAST FOURTH STREET
THE DALLES, OREGON 97058
Telephone: (541) 296-9131
Fax: (541) 296-6151

1313 BELMONT STREET
HOOD RIVER, OREGON 97031
Telephone: (541) 386-6661
Fax: (541) 308-0178

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of November 30, 2016, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and five months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

The supplementary information contained on pages 4 through 9 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Onstott, Broehl & Cyphers, P.C
December 15, 2016

Hood River County Library District
Balance Sheet - Cash Basis
November 30, 2016

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Current Assets:					
Cash in bank - Columbia State Bank	\$107,775				\$107,775
Cash with Hood River County	880,795	\$58,244	\$63,025	\$4,929	1,006,993
Petty cash	416				416
Employee draw	400				400
Total Current Assets	<u>989,386</u>	<u>58,244</u>	<u>63,025</u>	<u>4,929</u>	<u>1,115,584</u>
TOTAL ASSETS	<u>\$989,386</u>	<u>\$58,244</u>	<u>\$63,025</u>	<u>\$4,929</u>	<u>\$1,115,584</u>

LIABILITIES & FUND BALANCES

Liabilities					
Current Liabilities					
Payroll liabilities	\$1,258				\$1,258
Total Current Liabilities	<u>1,258</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,258</u>
Total Liabilities	<u>1,258</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,258</u>
Fund Balances:					
Unassigned	<u>988,128</u>	<u>58,244</u>	<u>63,025</u>	<u>4,929</u>	<u>1,114,326</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$989,386</u>	<u>\$58,244</u>	<u>\$63,025</u>	<u>\$4,929</u>	<u>\$1,115,584</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Five Months Ended November 30, 2016

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Revenues:					
Donations and grants	\$85	(\$900)		\$682	(\$133)
Property tax revenues - current year	745,315				745,315
Property tax revenues - prior year	8,565				8,565
Fines and fees	6,919				6,919
Intergovernmental revenue				23,604	23,604
Interest revenue	1,634		\$295		1,929
Miscellaneous	25				25
Total Revenues	762,543	(900)	295	24,286	786,224
Expenditures:					
Personal services:					
Wages and salaries	172,765	69		18,016	190,850
Employee benefits	54,914			5,219	60,133
Total Personal Services	227,679	69	0	23,235	250,983
Materials and services:					
Bank charges	153				153
Building rental	0				0
Building maintenance	1,208				1,208
HVAC	5,880				5,880
Elevator	618				618
Telephone	1,601				1,601
Internet	2,134				2,134
Collection development	27,436	625			28,061
Technology	2,959				2,959
Accounting and auditing	3,975				3,975
Courier	840				840
Custodial services	10,518				10,518
Technical services	2,927				2,927
Library consortium	11,567				11,567
Copiers	512				512
Elections expense	0				0
Furniture and equipment	501	2,927			3,428
Insurance	2,170				2,170
Georgiana Smith Memorial Garden	17,701	7,490			25,191
Legal services	1,638				1,638
Professional services	0				0
Dues and subscriptions	1,426				1,426
Miscellaneous	2,692	26			2,718
Postage and freight	333				333
Printing	607	2,172			2,779
Programs	8,654	2,467			11,121
Advertising	545				545
Supplies - office	6,838				6,838
Travel	1,530				1,530
Training	330				330
Board development	0				0
Electricity	7,505				7,505
Garbage	604				604
Natural gas	234				234
Water & sewer - building	2,092				2,092
Total Materials and Services	127,728	15,707	0	0	143,435
Capital outlay	0	13,220	40,906		54,126
Total Expenditures	355,407	28,996	40,906	23,235	448,544
Revenues Over Expenditures	407,136	(29,896)	(40,611)	1,051	337,680
Other Financing Sources (Uses)					
Operating transfers in			0		0
Operating transfers out	0				0
Total Other Financing Sources (Uses)	0	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	407,136	(29,896)	(40,611)	1,051	337,680
Fund Balance - July 1, 2016	580,992	88,140	103,636	3,878	776,646
Fund Balance - November 30, 2016	\$988,128	\$58,244	\$63,025	\$4,929	\$1,114,326

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Five Months Ended
November 30, 2016

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$578,677	\$745,315	\$799,956
Tax revenues - prior year	1,706	8,565	20,000
Fines and fees	1,197	6,919	12,000
Interest revenue	727	1,634	3,500
Donations	35	85	0
Miscellaneous	0	25	500
Total Revenues	582,342	762,543	835,956
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	458	2,400	6,855
Library clerk II	6,114	32,795	81,515
Library assistant I	4,266	23,507	60,817
Library assistant II	8,557	45,047	111,443
Librarian I	4,568	18,594	59,859
Librarian II	4,330	17,429	55,141
Library director	5,772	29,494	79,608
Other	0	3,499	0
Payroll taxes and benefits:			
Retirement	2,453	13,077	36,160
Social security	2,602	13,180	34,826
Workers' compensation	32	1,372	1,200
Health insurance	5,395	25,300	81,498
Unemployment insurance	404	1,985	5,918
Total Personal Services	44,951	227,679	614,840
Materials and services:			
Bank charges	16	153	250
Building rental	0	0	12,400
Building maintenance	126	1,208	15,000
HVAC	0	5,880	8,000
Elevator	0	618	2,000
Telephone	327	1,601	4,500
Internet	427	2,134	5,250
Collection development	6,562	27,436	75,000
Technology	1,111	2,959	20,000
Accounting and auditing	0	3,975	23,000
Courier	0	840	3,000
Custodial services	3,446	10,518	24,000

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HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Five Months Ended
November 30, 2016

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Technical services	0	2,927	4,000
Library consortium	0	11,567	12,000
Copiers	130	512	1,100
Elections expense	0	0	2,000
Furniture and equipment	501	501	5,000
Insurance	0	2,170	10,000
Georgiana Smith Memorial Garden	2,750	17,701	21,000
Legal services	0	1,638	3,000
Professional services	0	0	0
Dues and subscriptions	317	1,426	4,000
Miscellaneous	18	2,692	1,000
Postage and freight	170	333	1,000
Printing	0	607	1,000
Programs	1,750	8,654	22,000
Advertising	0	545	1,000
Supplies - office	589	6,838	16,000
Travel	205	1,530	5,000
Training	0	330	1,750
Board development	0	0	1,500
Parking reimbursement	0	0	1,000
Electricity	1,359	7,505	20,000
Garbage	117	604	1,500
Natural gas	234	234	10,000
Water & sewer - building	465	2,092	4,500
Total Materials and Services	20,620	127,728	341,750
Capital Outlay	0	0	0
Transfer to Equipment Reserve	0	0	40,000
Contingency	0	0	100,000
Total Expenditures	65,571	355,407	1,096,590
Change in Fund Balance	\$516,771	\$407,136	(\$260,634)

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HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Five Months Ended
November 30, 2016

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$0	(\$900)	\$211,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>0</u>	<u>(900)</u>	<u>211,000</u>
Expenditures:			
Personal services	0	69	0
Materials and services:	2,689	15,707	79,500
Capital outlay	0	13,220	175,000
Total Expenditures	<u>2,689</u>	<u>28,996</u>	<u>254,500</u>
Change in Fund Balance	<u><u>(\$2,689)</u></u>	<u><u>(\$29,896)</u></u>	<u><u>(\$43,500)</u></u>

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HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Five Months Ended
November 30, 2016

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$49	\$295	\$400
Other Financing Sources			
Transfer from General Fund	0	0	40,000
Total Revenues and Other Sources	<u>49</u>	<u>295</u>	<u>40,400</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	40,906	75,000
Total Expenditures	<u>0</u>	<u>40,906</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$49</u></u>	<u><u>(\$40,611)</u></u>	<u><u>(\$34,600)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Sage Library System Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Five Months Ended
November 30, 2016

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Intergovernmental revenue	\$4,438	\$23,604	\$68,698
Donations	100	100	0
Grants	582	582	0
Total Revenues	<u>5,120</u>	<u>24,286</u>	<u>68,698</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Librarian I	3,433	18,016	43,534
Payroll taxes and benefits:			
Retirement	339	1,635	3,918
Social security	259	1,362	3,330
Workers' compensation	3	15	50
Health insurance	360	1,985	6,000
Unemployment insurance	33	222	566
Total Personal Services	<u>4,427</u>	<u>23,235</u>	<u>57,398</u>
Materials and services:			
Dues and subscriptions	0	0	300
Miscellaneous	0	0	2,000
Travel	0	0	3,000
Training	0	0	1,000
Total Materials and Services	<u>0</u>	<u>0</u>	<u>6,300</u>
Contingency	0	0	5,000
Total Expenditures	<u>4,427</u>	<u>23,235</u>	<u>68,698</u>
Change in Fund Balance	<u><u>\$693</u></u>	<u><u>\$1,051</u></u>	<u><u>\$0</u></u>

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

For the Five Months Ended November 30, 2016

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Friends of the Library	LSTA Outreach 2015	MCMC Grant	Aging in the Gorge	Atrium Remodel	RTR 2016	Total
Revenues:										
Donations and grants	\$0	\$0	\$0	\$0	\$0	\$0	(\$900)	\$0	\$0	(\$900)
Intergovernmental revenue										0
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(900)</u>	<u>0</u>	<u>0</u>	<u>(900)</u>
Expenditures:										
Personal services:					69					69
Wages and salaries:										0
Library assistant II										0
Employee benefits:										0
Retirement										0
FICA										0
Workers compensation										0
Health insurance										0
Unemployment insurance										0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>69</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>69</u>
Materials and services:										0
Building maintenance			1,575	(979)		12			17	625
Collection development			500	11					1,956	2,467
Technical services			2,677							2,927
Programs			7,490	50				250		7,490
Furniture and equipment			2,172						(24)	26
Georgiana Smith Memorial Garden										2,172
Miscellaneous										
Printing										
Total Materials and Services	<u>0</u>	<u>0</u>	<u>14,414</u>	<u>(918)</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>250</u>	<u>1,949</u>	<u>15,707</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>13,220</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,220</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>27,634</u>	<u>(918)</u>	<u>69</u>	<u>12</u>	<u>0</u>	<u>250</u>	<u>1,949</u>	<u>28,996</u>
Net Change in Fund Balance	<u>0</u>	<u>0</u>	<u>(27,634)</u>	<u>918</u>	<u>(69)</u>	<u>(12)</u>	<u>(900)</u>	<u>(250)</u>	<u>(1,949)</u>	<u>(29,896)</u>
Fund Balance - July 1, 2016	<u>1,642</u>	<u>3,000</u>	<u>73,634</u>	<u>5,410</u>	<u>69</u>	<u>62</u>	<u>900</u>	<u>0</u>	<u>3,423</u>	<u>88,140</u>
Fund Balance - November 30, 2016	<u>\$1,642</u>	<u>\$3,000</u>	<u>\$46,000</u>	<u>\$6,328</u>	<u>\$0</u>	<u>\$50</u>	<u>\$0</u>	<u>(\$250)</u>	<u>\$1,474</u>	<u>\$58,244</u>

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We assume that some people do not sign up for their computers sessions. Here are the multipliers for each location:

HR adult: 1.4
HR kids: 3
CL and PK: 1.1

[illegible]

Program statistics, November 2016

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Odell Book Mobile/Library @ Zumba Mon & Thurs	Hood River Providence Hospital & St. Francis House	Odell	Nov. 3, 7, 10	130
Author Reading: Peter Marbach		Hood River	Nov 2, 16	57
Book Club		Hood River	Nov 3, 10	7
Harvesting Our Stories	LEO	Hood River	Nov 10	98
Ana Consuela		Hood River	Nov 12	12
Author Reading: Rivers of Oregon		Hood River	Nov 16	35
Death Cafe		Hood River	Nov 30	5
Adult total				344
KIDS PROGRAMS				
Story time Tuesdays	Learning Farm Preschool	Hood River	Nov. 1, 8, 15	130
La Hora Infantil: Radio Show	Radio Tierra	The Gorge	Nov. 2, 9, 16	1,500
	St. Francis House, Michoacan, Mercado Guadalajara, Los Amigos de la Sierra, Juanita's Chips, Dog River Coffee, Odell Coalition	Odell	Nov. 2	350
Dia de los Muertos				
Cookies and Books	CL Elementary	Cascade Locks	Nov. 1	23
Outreach Rinconcito	Rinconcito	HR	Nov 1	4
Outreach HR X-ings	HR Crossings	Hood River	Nov 2, 16	26
Preschool Story Time		Hood River	Nov 3, 10	58
Infant/Toddler Story Time		Hood River	Nov 3, 10	16
CL Story Time		Cascade Locks	Nov 5, 12, 19, 26,	6
LTC Meeting		Hood River	Nov. 12, 19	17
Combined Story Time		Hood River	Nov 17	30
PK Placemat Activity		Parkdale	Nov 19	18
HR Placemat Activity		Hood River	Nov 22	54
CL Thanksgiving Break Program		Cascade Locks	Nov 23	6
Kids total				2,238
TEEN PROGRAMS				
Teen council		Hood River	Nov, 5 & 19	11
Teen total				11

Program statistics, 2016-17

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs														
	Number	11	13	11	17	7								59
	Attendees	1,007	1,117	760	98	344	0	0	0	0	0	0	0	3,326
Kids programs														
	Number	27	20	26	47	25								145
	Attendees	4,370	3,995	2,528	4,190	2,238	0	0	0	0	0	0	0	17,321
Teen programs														
	Number	2	2	5	4	1								14
	Attendees	31	37	361	69	11	0	0	0	0	0	0	0	509
TOTAL														
	Number	40	35	42	68	33	0	0	0	0	0	0	0	218
	Attendees	5,408	5,149	3,649	4,357	2,593	0	0	0	0	0	0	0	21,156