

Board of Directors
Regular Meeting Agenda
Supplementary information

Tuesday, December 15, 2020, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/81736137383>

Meeting ID: 817 3613 7383

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|---|-----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | President |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. November 2020 Financial Statements | Fox |
| iv. Director's report | Fox |
| VI. New business | |
| i. Library Fine Free and Automatic Renewals (Action) | Fox |
| ii. Library Card Policy (ACTION) | Fox |
| iii. Financial Management Policy (ACTION) | Fox |
| iv. Request to increase credit limit District credit card (ACTION) | Fox |
| v. COVID 19 Policies (ACTION) | Fox |
| vi. Insurance renewal (ACTION) | Fox |
| vii. Board member positions discussion | Fox |
| viii. Ethics Training video | Fox |
| VII. Agenda items for next meeting | Sheppard |
| VIII. Adjournment | |
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Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. **Bolded** topics are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

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.

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Meeting ID: 817 3613 7383

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

II. Actual or potential conflicts of interest Sheppard

III. Consent agenda (ACTION) President

i. Minutes from November 17, 2020 meeting

Attachments: III.i. Minutes from the November 17, 2020, regular meeting

IV. Open forum for the general public Sheppard

V. Reports

i. Friends update Fox

- The Friends of the Library did not meet in December. The Hood River County Reads committee has been busy planning their virtual program which will be held in March and April 2021.

ii. Foundation update Fox

- The Foundation Board did not have a December board meeting.
- The Foundation Feast Of Words committee met in December.
 - The Foundation Board decided to investigate hiring a consultant to assist with planning the Bookmobile Campaign. The consultant will work with the Foundation Board President Jen Bayer and myself to create a plan for the campaign. The consultant will also potentially assist with grants. The Foundation Board will directly hire the consultant. Assistant Director Arwen Ungar is also currently working on identifying grant opportunities and will apply for a grant offered by the State Library of Oregon.
 - The Foundation has decided to not hold Feast of Words this spring since we will not be able to hold a large event in the library. Instead, they will devote their time and

energy to raising money for the Bookmobile Campaign. They are planning on the consultant assisting with planning a series of activities to raise funds. They may range from a wine raffle, direct mailing, and more.

iii. **November 2020 Financial Statements**

Our financial were not available when the board packet was release. I will email the board if they are released before our meeting on Tuesday, December 15, 2020.

iv. **Director's report**

Fox

• **Administration**

- Oregon OSHA adopted temporary rule addressing COVID-19 in all workplaces, which went into effect Monday, November 16. The District was required to complete three tasks listed below. The District completed all three task by the deadlines set by OSHA.
 - Complete and document an "Exposure Risk Assessment". This was completed Thursday, December 10, 2020.
 - Complete and document an "Infection Control Plan". This was completed Thursday, December 10, 2020.
 - Inform and train all employees about certain aspects of the new rules.
- The District had our annual audit on November 18, 2020. They stated everything looked good and there were no findings to report. Our auditors, Pauly, Rogers, and Co. will present the audit to the District Board at the January 19, 2020 meeting.
- The District ran into a roadblock regarding the new occupancy counters the board approved the District purchase at the November 17, 2020 board meeting, which would be covered by CARES funding.

The occupancy counters require a PoE (power over ethernet) connection at each doorway. I had Gorge Electric visit the Hood River Library to obtain a price quote. They strongly advised to find a simpler system like a wireless counter because it would be expensive and extremely difficult to run the wiring needed due to the way our building is constructed. The new addition was built to highlight the old exterior inside the new building. This means we would need to drill through the historic brick walls in several places to run the lines and there would also be several visible conduits inside the building. I chose not to pursue this further and we did not order the occupancy counters.

The wireless counters are mainly designed for retail stores and do not count children under 36". I had purchased a People Counting system at the end of February with grant funds from the Pat Hazlehurst endowment fund. We did not install the units because the pandemic hit. When we went to install the units last month, we discovered the units do not count children under 36", which was not clearly stated on their website. I made one last attempt last week to request a refund, but they did not respond and had previously stated it must be made within three months and would not make any acceptations due to the pandemic.

Assistant Director Arwen Ungar and I have both done extensive research regarding People Counters and have found no other options for wireless counters which are better. Ungar and I decided to install the units since we already paid for them. While these units will not be precise and we can not use them for real time occupancy counters, we can make estimates each month on the number of children visiting the library using a system of taking samples and creating a formula. We are going to try this for a period of time to see if we can obtain relevant statistics. It will still be able to assist the library with determining high volume time periods and provide data for the state report.

- The District has purchased the GPS Needle Point Bipolar Ionization system for our HVAC system. The installation will be scheduled soon by Hunter Davisson. We have met the deadline to apply for reimbursement for the CARES act funding.

The units have been proven 99.4% effective neutralizing the SARS Cov 2 Virus. These units will mount inside of the air handler and treat the air before its distributed. These devices also increase the effectiveness of a MERV 8 filter to be equal with MERV 13. This will also filter wildfire smoke.

I contacted Hunter Davisson prior to approving the purchase to insure the unit met the specifications set by the District Board at the November 17, 2020 meeting.

- The average lifespan of the equipment is 15 - 20 years. The equipment should last the life of the unit.
- No Maintenance required, these are self-cleaning as they emit positive and negative ions which repel each other. Hunter Davvison does have an ion counter they can use to verify the operation anytime we need.

- **Collection**

- We have several options available to help our patrons browse our collection and help them select library materials.
 - We are now offering a cart of new items and a large shelf of LOT items at Curbside inside the lobby in Hood River. Patrons can browse the shelves and select materials. We have added almost two dozen new board games, which have been really popular with our patrons.
 - We also allow patrons into the breezeway at the main entrance in Parkdale to browse items on a cart.
 - We are unable to allow patrons to enter the building in Cascade Locks until the School District reopens the school. Staff often bring out a selection of items for patrons to browse under the covered overhand at the entrance.
 - We have a form on our website and now a paper form in our lobby to help library staff select materials for patrons. Library staff will gather materials, check them out to patrons and notify patrons when the items are ready. Click here for details: <https://hoodriverlibrary.org/select-for-you/>.

Patrons can also view all our new books, DVDs, and audiobooks for all ages on our [website](#). Patrons can also check out our list of [recommended websites](#) to help you find that next great read!

- The Friends of the Library Pat Hazlehurst Endowment Committee met to discuss the allocation of funds for this fiscal year. The committee has approved the following projects.
 - **Tablets, \$4,000**
 - The District will purchase twenty tablets for patrons to check out. Ten of the tablets will be reserved for patrons attending classes, for example GED or Citizenship classes. The other ten tables will be available for patrons to check out.
 - **Laptops, \$4,000**
 - The District will add ten new laptops for patrons to use during Curbside and home use. We currently have nine older model laptops for patron use. We plan to phase out the older laptops after the pandemic ends.
 - **Hood River County Reads, \$500**
 - The funds will support Hood River County Reads 2021.
- Library of Things (LOT) – We are continuing to expand our LOT collection thanks to the donation from the Library Foundation in fiscal year 2019-20. We recently added a Karaoke machine, tool set, meat grinder and almost two dozen popular board games. We working on adding a telescope and a cider press in the near future. Click this link for a full list of items or to place a hold in Sage: [Library of Things](#).
- **Facilities**
 - Our new light above the library book drop has been installed. This project has been funded by a matching Safety and Security grant from the Special Districts Association Oregon.
 - We've been experiencing issues with our new HVAC. Hunter Davvison had to reach out to Trane for assistance because they could not find the issue with the system. Trane thinks they have identified the issue and replaced a part on Monday, December 7. We have not experienced any additional issues. There also is a leak in the unit, which Hunter Davvison and Trane will work together to resolve. The parts and labor for these repairs are under warranty.
 - Our roof has been leaking around the area where the new HVAC unit was installed. The roofers discovered several small punctures. They are hopefully they found all the damaged areas. It's difficult to locate leaks on a flat roof. The roof is fragile and it is not unexpected there would be punctures due to installing our new unit, which weighs over 10,000 lbs. I will continue to monitor the area.
 - There are two windows in the new addition of the building on the west side which need to be repaired. One window has been cracked for several years and the other

window seal has deteriorated and needs to be repaired. We have funds to cover the expense in our building maintenance budget. I have contacted a local glass company.

- The automatic doors on the front of the library has one side which is not functioning. I have contacted a company to repair the issue.

- **Programs and Services**

- The program staff have been working hard to provide creative programming for this winter. It's a mix of online programs craft kits and distributing over a thousand free books in our community! Please check out our newsletter for a full list of programs in December, <http://conta.cc/3qtBQ2g>.

- **December programs**

- Adult programs

- **Bilingual Conversation Group [Zoom]**

Fridays, 12 p.m.

Practice Spanish and English in this casual language exchange.

Participants will spend part of the conversations talking in English and part in Spanish.

- **Yoga to De-Stress [Zoom]**

Friday, December 11, 10 a.m.

Join Sarah Nelsen, certified yoga therapist and yoga instructor, as she introduces breath practices, movements and guided relaxation that can help you feel more grounded and less anxious. No registration necessary!

- Take-Home Windowsill herb gardens

Adults can pick up all the supplies need to create a windowsill garden during Curbside Hours. There are limited kits available.

- Teen programs

- **Paint your own Bath Bomb Kits [Kit]**

The teen craft for December are blank bath bombs to make one of a kind with paints and scents to be added at home. Give as a present or keep for yourself! There is a limit of 8 kits, the exact date they will be available will be announced on social media.

- **Ghost Stories from inside the Library**

Telling ghost stories at the holidays is an old tradition that the library is putting a pandemic safe spin on this year. Videos of staff and teens telling

some of their favorite ghostly tales will be posted on Youtube and the library's Website throughout December.

- **Teen Holiday Hangout:** Come join the Library Teen Council for a holiday watch party and hang out on the **Library Discord**. The exact time and details are under discussion on Discord. Hot Chocolate mix and goodies will be available.

- Kids programs
 - Storytime [Facebook]
Thursdays, 10:30 a.m.
Join Teacher Jana each week for stories and songs! Live on Facebook.
 - Kids' Holiday Giveaway
December 15-30 (**Curbside hours**)
To celebrate the holidays, all children are invited to pick up an Art Kit and 1 free book at the library during curbside hours.
 - Lego Drive!
The Hood River Library is calling for donations of children's books and Legos in good condition! Donations will be distributed at the Hood River School District Meal Site bus stops this fall. Please drop off items during Curbside Services.

- Outreach programs
 - The kids team continues to distribute free books and legos through the school district meal sites and meal delivery program! The free books were funded by the Library Foundation. They plan to distribute 600 books to the schools in December. In addition, the District is contributing free books the winter boxes offered to children in our community through the School District.
 - This fiscal year, we will be distributing free books through the school migrant head start program for ages 0-5 and through the high school for teens in the migrant education program. The books were funded by the Friends of the Library.

VI. New business

i. Library Fine Free and Automatic Renewals (Action)

FOX

I recommend the Hood River County Library District eliminate late fees. The movement to eliminate fines is critical to our commitment to offer free and open access to our resources and services. Fines serve as an economic barrier that impedes access to library materials and services for the financially disadvantaged people of our community, particularly minors. We need to ensure every community member has an opportunity to benefit from the services and resources the library has to offer.

In the past 15 years, public libraries across the United States have investigated the results of charging late fines for overdue items. [Research](#) has shown that late fines are not effective and have no impact on return rates. In fact, fines have the unintended consequence of preventing a community's most vulnerable populations from using library services.

Historically, overdue fines amount to less than 0.9 percent of our budget. As a result, they have little impact on library operations.

This year the District Budget Committee approved the budget with a reduction to revenue generated from late fines in the amount of \$7,000. I told the committee I planned to request the District Board approve the library going fine free. Many libraries around the country are fine free, including our neighbors across river at the Fort Vancouver Library system.

Patrons will continue to be responsible for damages and materials not returned. After 30 days, replacement costs will be charged for lost items.

Other reasons to go fine free,

- It puts our community first. Our communities thrive when people have access to the programs, services, and materials they need to pursue their goals or interests. People should be able to use the library without worrying that they will be judged because of overdue fines.
- Advances racial equity. Library fines worsen existing inequities that disproportionately impact people of color and low-income communities. Read more from the Urban Libraries Council about how [eliminating fines advances racial equity](#).
- Treats print and digital materials the same. Digital materials, including ebooks and audiobooks, do not accrue late fines.

In addition to eliminating fines, I also recommend the following:

- Clear all accounts of overdue fines.
- Allow automatic renewal.
 - This feature saves patrons time and effort. It means that every library user will have the same basic renewal services, without needing access to technology or the internet.
 - Items that can be renewed will be renewed automatically for up to 2 renewals. If items can't be renewed, such as items with holds waiting, patrons will receive a notice three days before the due date.
 - Automatic renewal does not apply to digital materials, including ebooks, audiobooks or streaming video. It also does not apply to Out-Of-Sage interlibrary loan materials.

I ask the board approve going fine free, clearing all accounts of overdue fines, and allowing automatic renewals.

ii. Library Card Policy (ACTION)

Fox

Attachment: VI.ii. Library Card Policy

The District Board will need to approved updates to the Library Card Policy regarding fines. You may review the policy for the changes regarding fines and the following changes:

- Add Hood River Community ID as an acceptable form of identification
- Allow parents and/or guardians to authorize their children 17 years of age and younger to use their library card.
- Add the list the locations of MIX patrons. They must reside in the Oregon counties of Clackamas, Multnomah and Washington Counties,; Washington State counties of Clark, Skamania, Klickitat; City of Woodland and Yale Valley in Cowlitz County.
- Eliminate the \$1 charge for missing barcode, spine label, or replacement library card. Most barcodes and spine labels come off due to normal wear and tear. Eliminating the charge for a replacement eliminates another barrier to access.

iii. Financial Management Policy (ACTION)

Fox

Attachment: VI.iii. Financial Management Policy

It has been three years since our Financial Management Policy has been reviewed. I had our legal counsel Ruben Cleaveland review the updated policy. I would like to request the following changes to our policy:

- Deposits shall be performed weekly or when cash to be deposited exceeds \$1,000 (instead of \$500), whichever comes first. More frequent deposits may be required by the Library Director as circumstances require.
- [Increase the amount the Library Director can authorize to \$5,000 from \$3,000. The cost of many of our regular bills and repairs has risen since this policy was created in March of 2011. This change will save time and increase efficiency for the District.]
 - The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the District in excess of \$5,000 with the following exceptions:
 - Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed \$5,000. Such purchases must be approved by the Board President and comply with Oregon Law.
 - Purchases that exceed \$5,000 but cannot be delayed until the next Board meeting because such delay would cause unnecessary hardship or financial detriment to the District; provided, the purchase is made after approval by the Library Director and the Board President.
 - Payments of monthly statements, composed of individual invoices not exceeding \$5,000 , incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
 - Regular payments on contracts that have been pre-approved by the Board of Directors.
 - The Library Director shall authorize all expenditures or contracts up to \$5,000 except Contracts for legal services.
- Sold and Traded or Donated property:

- If not other library is interested in the property, the District may offer it for donation to local nonprofits.
- Added sections contracts and grants. Please see the additions in the attachment. The contracts section will replace the separate Personal Services Policy

iv. Request to increase credit limit District credit card Fox

The current credit limit on the District credit card is \$5,000. I request the board increase the credit limit to \$10,000. I currently run into several instances per year when I need to order new technology or end of year spending and I am limited due to our current credit limit. The credit card statements are reviewed monthly by the District Board President when the checks is signed.

v. COVID 19 Policies (ACTION) Fox

Attachments:

- VI.vi.a. COVID-19 Employee Policy
- VI.vi.b. COVID-19 Volunteer Policy

I seek board approval for the updated policies. The policies meet the requirements issued by Oregon OSHA COVID-19 temporary rules. Please note the Emergency Paid Family Sick leave and Emergency Paid Family Medical Leave Act expires December 31, 2020. I will remove this section at the end of the year.

The policies have been reviewed by the firm HR Answers, they provide free support to the District as a member of the Special Districts Association. This policies were also reviewed by District legal counsel Ruben Cleaveland.

vi. Insurance renewal (ACTION) Fox

Attachments: VI.vii. 2021 SDAO Property and Liability insurance invoice

This invoice is for our annual property and liability insurance. The invoice is \$13,680, approximately \$8,30 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.

We have longevity credit with the District because we agreed 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.

SDIS saw significant premium increases for both the liability and property reinsurance renewals. Though SDIS has allocated funds from the Trust reserves to reduce some of the impact, there will be an increase to 2021 member contribution rates. Members that qualified and enrolled in in the Longevity Credit and Rate Lock Guarantee Program will see no more than a 5% rate increase for the 2021 renewal.

Total contributions may increase more or less than the maximum guaranteed rate increase of 5% because of changes in exposures, such as the addition of vehicles or property, increases

in property values, increases in operating budgets, the addition of personnel and year-over-year differences in Best Practices credits. Also, the rate lock guarantee does not apply to Excess Liability, Equipment Breakdown and Crime contributions. Please take note of the comparison report at the end of the packet for more answers.

There are also two changes which our insurance agent highlighted.

- **Communicable Disease Exclusion**
- Effective at renewal, our property reinsurance panel and our liability reinsurance carrier are both issuing Communicable Disease Exclusions for both the property and the liability reinsurance agreements. This is a direct result of the COVID-19 pandemic. Without the protection of reinsurance, SDIS stated they have no choice but to follow suit and exclude losses arising from Communicable Diseases from the SDIS Property and Liability Coverage Documents.
- **Communicable Disease Defense Cost Reimbursement**
In response to the Communicable Disease Exclusion, the SDIS Trust has decided to add a Communicable Disease Defense Cost Reimbursement of up to \$50,000. This is for defense costs because of alleged or actual transmission of a communicable disease. The most that the Trust will pay for *all members combined* in a coverage year is \$2,000,000.
- **Sexual Assault and Molestation (SAM) Reporting Requirements**
The employees and leadership of certain entities that serve or work with children are designated as mandatory reporters and are under legal obligation to report suspected abuse or neglect of a child to the proper authorities. Effective 1/1/2021, SDIS is adding a reporting requirement for districts whose staff is under legal duty to report SAM cases.

Under this new exclusion, SDIS will not provide coverage for liability arising out of any sexual misconduct when any administrator, official, trustee, director, officer or board member designated by the Named Participant to be responsible in an official capacity to prevent, investigate or report SAM fails to do so.

Our Library District Staff are mandatory reporters 24/7. We provide annual training to library staff members.

I request the board approve the invoice since it exceeds my spending authority.

vii. **Board member positions discussion**

Fox

Three board member positions will end on June 30, 2021. These positions are currently occupied by Karen Bureker, Megan Janik, and Sara Marsden. Persons wanting to file for candidacy for board positions may began filing in February and the last day to file for candidacy is in March 2021. I have reached out to the Hood River County Elections office to request the exact dates. I'll report the dates at the January, 19, 2020 Board meeting.

viii. **Ethics Training video**

Fox

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.

VII. **Agenda items for next meeting**

Sheppard

- Audit 2019-20 presentation
- Gift and Donation Policy

VIII. Adjournment

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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Board of Directors
Regular Meeting Minutes
Supplementary information

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Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Jean Sheppard, Karen Bureker, Brian Hackett, Sara Marsden, Megan Janik, Rachael Fox (Staff).

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Meeting ID: 865 9509 7326

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:02pm. Janik made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

President

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

IV. Open forum for the general public

Sheppard

None present.

V. Reports

i. Friends update

Fox

The Friends of the Library will not be holding their annual holiday party. They will send out a holiday letter requesting members to renew their membership.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. **September and October 2020 Financial Statements**

The accountant finished the financial statements for September and October. I emailed them to the board. We have received \$86,956 in taxes. We will receive the bulk of the rest of our taxes in November. Then two smaller installments in February and May. Otherwise, we are tracking well.

iv. **Director's report**

Fox

There is a leak in the roof in the main circulation area due to the installation of the new HVAC unit. I have called a roofing company to fix the issue.

v. **Grab-and-Go Services by appointment**

Fox

Due to the statewide freeze issued by Governor Kate Brown, the library board decided to support continuing with Curbside Service at this time. Library staff will reassess the situation in January. Fox will provide a recommendation to the Library Board at the January board meeting. Everything is in place to move forward when the time is right.

VI. New business

i. **Auditing bids 2021-2023 (Action)**

Fox

Fox, Sheppard and Hackett commented it wasn't stated which firm Handford and Associates would be contracting with to complete the audit. Hackett mentioned the District has received high quality support and services from Pauly Rogers and Co. through the years. Several other board members agreed and they decided the District was best supported by the experience and high quality service of Pauly Rogers and Co. Marsden made a motion to accept the bid from Pauly Rogers and Co. Janik seconded. The motion carried unanimously.

ii. **2020 Special District Insurance Services Best Practices Checklist for review**

Fox

Fox went through the checklist with the board.

iii. **Return Safety Grant (ACTION)**

Fox

Sheppard and Bureker asked if the safety grant could be used for another project. Fox stated she contacted Special Districts and they stated it could not be used for another project. Hackett made a motion to return the \$3,000 safety grant to Special Districts Insurance Services of Oregon. Janik seconded. The motion carried unanimously.

iv. **Bookmobile budget discussion**

Fox

Fox presented the difference between the two models of bookmobile in the two lowest price ranges. Sheppard stated since the library intends to use the bookmobile year round the sprinter van would work best. The board agreed.

Marsden stated there is a local company called DIY Van which might have a better rate. Fox stated due to the cost of the project the District will have to obtain multiple quotes. Fox said she would make sure to reach out to DIY Van.

Hackett asked about the next size up. Fox stated it would be larger, it may require a CDL, it would require a generator, and have 10 miles per gallon versus 20 miles per gallon in the sprinter van. Hackett stated the District should explore a small generator on the van because

it may save energy when running the AC and heat when the vehicle is parked at a location offering services. Fox stated she would make sure to include the optional feature on the bid documentation.

Sheppard stated the District should obtain as much funding as possible through grants. Fox agreed and stated she would be working on grant funding over the next few months.

Bureker mentioned naming opportunities for the van and the District should consider whether we want to explore this option. Fox stated other libraries she researched had offered naming opportunities and the Foundation was interested in this option. Hackett mentioned at the Foundation meeting members were also interested in other naming opportunities. Fox stated she would explore naming opportunities and present her recommendations at the next board meeting. Sheppard stated the Foundation or District might explore a consultant with experience in naming opportunities to allow small donors and large donors naming opportunities, especially since children might want to be involved. Fox agreed and said she would reach out to the Foundation and explore this further.

v. Dental Insurance Renewal (ACTION)

Fox

Marsden made a motion to approve Pacific Source dental insurance for 2021. Bureker seconded. The motion carried unanimously.

vi. Recommended expenditures (ACTION)

Fox

I. GPS Needle Point Bipolar Ionization system (ACTION)

The board members asked what is the life span of the unit, maintenance requirements, and if our HVAC company serviced the unit. They also asked if the unit has to be installed or if the only the payment has to be issued to apply for the CARES act funds for the unit. Fox stated she would find out the answers. The board discussed what is the minimum life span they would approve for the unit.

Hackett made a motion to approve the purchase of the GPS Needle Point Bipolar Ionization System if the system has a lifespan of at least 8 years and there is minimal and inexpensive maintenance for the unit. Bureker seconded. The motion carried unanimously.

II. Occupancy counters (ACTION)

The board asked if there was maintenance required and the annual cost of operating the unit using only the people counter function. Fox stated she would find out the answer to the questions. Fox reported the units measure heat and were placed at the entrances. Fox stated she planned to only use the occupancy counter function in real time during COVID and then switch to a less expensive plan after the pandemic which will only count people hourly. Hackett made a motion to approve the occupancy counters if there is limited maintenance required. Marsden seconded. The motion carried unanimously.

III. Film – Teen space windows in atrium

Fox

Marsden stated she had noticed the spine labels fading on items in the teen area. Sheppard asked if film will be visible. Fox reported it has a slight tint but it will not be noticeable. Marsden recommended contacting several companies to get the best deal. Bureker stated the

board should use a local company if the price is comparable to other quotes. Fox stated she would obtain multiple quotes.

IV. Light pole discussion

Fox

Burker asked if the concrete light pole we currently have in the gardens is visible from where the new pole would be installed. Fox stated it the poles directly line up on the walkway through the gardens. Marsden stated it would visually appealing if the poles matched. Fox stated the new pole should last a long time, perhaps even up to one hundred years. Fox stated she was not able to find records to determine how long the concrete pole had been in the gardens but she guessed it could have been many years. Hackett stated due to a matching grant for the new light pole and light above the book drop the estimate equals around \$6,000 and it made sense to select the concrete pole. The board agreed.

vii. Closure – December 24 and December 31 (ACTION)

Fox

Bureker stated she wanted the closure to be equal for to the entire staff. The board agreed. Bureker made a motion to close for a full day on December 24 and December 31 and pay the entire staff. Marsden seconded. The motion carried unanimously. Fox will pay each staff member a prorated holiday rate each day based upon the number of hours they regularly work each week.

VII. Agenda items for next meeting

Sheppard

VIII. Adjournment

Sheppard

The meeting was adjourned at 8:35pm.

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

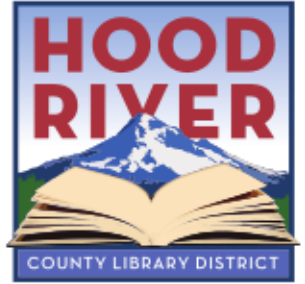
ORS 192.660 (1) (e) Property

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.

Library Card Policy



Hood River County Library District cards allow their holders to borrow a wide variety of free information and entertainment materials. They also provide access to the District's licensed electronic resources remotely.

Any resident of Hood River County, resident of a Metropolitan Interlibrary Exchange (MIX) library, or cardholder at an Oregon Library Passport Program (OLPP) library is eligible to receive a free library card from the District. The District also honors current valid library cards from any other library in the Sage Library System. Materials may be checked out from and returned to any Sage library.

Regular Library Cards

- Patrons 18 and older may receive a regular library card by going to any District library and providing name, mailing address, street address, contact information, and date of birth.
- Patrons who are 16 or 17 can receive cards by providing the same information [listed above](#), as well as the name of their parent/guardian.
- Patrons 15 or younger must have approval of a parent/guardian accepting responsibility.

The person accepting responsibility for use of the library card (the adult or teen patron or parent/guardian) must provide proof of identification and current residence and mailing address. Acceptable proof of identification and residency include but are not limited to the following:

- Valid government-issued photo ID or voter's registration card
- Valid student photo identification
- Utility bill
- [Hood River County Community ID](#)
- Rent receipt signed by a landlord
- Lease or mortgage agreement
- Imprinted check
- Postmarked piece of mail delivered to the mailing address

For patrons 17 and under, a parent/guardian's card in good standing may be used as proof of residence and mailing address.

Staff members are encouraged to use sound but flexible judgment in accepting applications and proof of address, remembering that the District's major aims are to verify that the applicant lives in an area eligible for a free card and have enough information to contact the patron regarding hold pickup, billing, and other notices.

Patrons who come to a library without sufficient identification to get a library card are

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welcome to use the library facilities, including any materials and equipment, and take any free items on offer.

Privileges and Restrictions

- Library cards are not transferable.
- Each adult patron must have his/her own card to check out materials. [Parents and/or Guardians may authorize their children 17 years of age and younger to use their library card.](#)
- To check out, patrons must show the card in person, show it digitally, provide valid photo ID, or verify information on the account.
- Family members living in the same household may pick up each other's holds. A patron also may allow another individual to pick up his/her holds by giving that individual the card to present at the library.
- If doing business remotely, the patrony must verify information on the account.

To help optimize availability of the collection to the public, the District limits the total number of items that can be checked out at the same time on a regular card to 50. Because holds and interlibrary loan requests are labor-intensive services, patrons also are limited to nine outstanding holds within the Sage Library System and six outstanding out-of-Sage interlibrary loan requests.

Other card types

Library staff, at the discretion of the Library Director, are authorized to issue specialized types of library cards with different privileges and restrictions from regular cards.

- ***Institutional cards:*** Institutional cards are issued to organizations or businesses serving Hood River County that wish to use library services for business purposes. Institutional cards may have higher item limits or loan periods. To create an institutional card, a staff member of that organization must provide a valid photo ID as well as a business card in their name showing their association with the organization as well as the organization's contact information. Cards are issued at the discretion of the Library Director or Assistant Director.
- ***Metropolitan Interlibrary eXchange (MIX):*** MIX cards are issued to patrons residing within the service area of a participating MIX library. Cards have the same privileges, restrictions, and ID/address requirements as regular cards but can be used in-person only at HRCLD locations. [MIX patrons must reside in the Oregon counties of Clackamas, Multnomah and Washington Counties,; Washington State counties of Clark, Skamania, Klickitat; City of Woodland and Yale Valley in Cowlitz County.](#)
- ***Non-resident cards:*** Non-resident cards are issued to individuals who are temporary residents, do not reside within Hood River County, or don't qualify for MIX, OLPP, and other Sage library cards. Cards have the same privileges, restrictions, and ID/address requirements as regular cards but expire at the time the individual expects to leave the area or in one year, whichever comes first. There is a non-refundable fee of \$20 for three months or \$80 per year. That fee is waived for area camp hosts.
- ***Oregon Library Passport Program (OLPP) cards:*** OLPP cards are issued to patrons who have a valid library card from a participating OLPP library. OLPP cards have the

same privileges, restrictions, and ID/address requirements as regular cards but do not have remote access to the District's licensed electronic resources and expire one year from the issue date.

- *Provisional cards:* Provisional cards are issued to individuals with unstable living situations, such as those experiencing homelessness or those living in domestic violence shelters. To receive a Provisional card, individuals must present a government-issued photo ID (it does not have to be valid) and give a contact phone number. Cards are limited to two items checked out at once, one hold on HRCLD items only, are good only at HRCLD locations, and expire in three months but may be renewed.

Loan Periods

All circulating materials, except movies, check out for three weeks. Movies check out for one week. Patrons may renew materials by contacting any District or Sage library. An item may not be renewed if another person is waiting for it, it has already been renewed twice, or the patron has been billed for the item.

Fines and Fees

~~Materials that are kept beyond their due dates will incur overdue fines. There is a three-day grace period on all items during which fines will not be charged. Fines are \$0.10/day, \$3 per item maximum.~~

Late fines are not charged for Adult, Children's or Young Adult materials.

The District ~~also~~ collects fees for the following:

- Lost or irreparably damaged items: Retail cost of item + \$5 processing fee. Patrons may bring in a good identical copy of an item to have the retail cost waived. They will still be charged the processing fee.
- Damaged items, if repairable: \$10 or the cost of the repair, whichever is higher.
- Destroyed media case: Audiobooks, \$10; everything else, \$5
- Lost media piece (e.g. disc from an audiobook or DVD series), if individually replaceable: \$10 or the replacement cost, whichever is higher.
- Damaged media cover art: \$5 or the replacement cost, whichever is higher.
- ~~Damaged barcode or spine label: \$1.~~
- Out-of-Sage interlibrary loans: \$3 plus any fees charged by lending library
- Non-resident cards: \$20 for 3 months or \$80/year
- ~~Replacement card—\$1~~

Fees paid for lost materials may be refunded, less the processing fee, if they are returned in good condition within six months of having paid the fee.

Overdues and Billing

Patrons will be notified about overdue materials by email only. Otherwise, it is the patron's responsibility to monitor their record for overdue items. If a patron fails to return overdue materials within four weeks of the due date, the material will be considered lost and the patron

will be billed for the item.

The District will not check out materials to any patron with outstanding ~~finer-or~~ fees exceeding \$15 at any library or combination of libraries in the Sage Library System. Borrowing privileges will be restored when outstanding fees are brought under \$15.

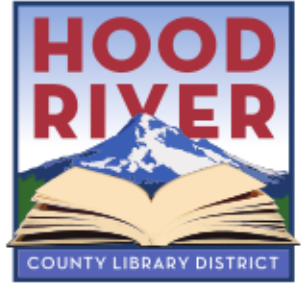
Exceptions to any provisions of this policy are at the discretion of the Library Director or designee.

Adopted by the Board of Directors, July 12, 2011

Last revised, ~~March 21 2017~~ December 15, 2020

Last reviewed, December 15, 2020

Financial Management Policy



I. Accounting System

The District's accounting system shall be designed specifically to:

1. Assemble information on all finance-related transactions and events.
2. Provide the ability to analyze all data collected.
3. Classify data according to the chart of accounts.
4. Record data in the appropriate books of accounts.
5. Report data to management and outside parties in an appropriate format and in a timely manner.
6. Maintain accountability of assets.
7. Retain data according to the State of Oregon's retention schedule for special districts.

The accounting system shall include:

1. A general ledger.
2. Subsidiary journals as necessary, including revenue, expenditures, and payroll.
3. Written documentation supporting, authorizing, and explaining individual financial transactions including invoices, bank statements, purchase orders, payroll, transfers, etc.
4. Any other data deemed necessary to prepare financial statements.

II. Control Policies and Procedures

The District follows these policies and procedures to ensure control and an effective accounting system:

1. All financial transactions shall conform to standard accounting procedures and Oregon Revised Statutes and Administrative Regulations [Oregon Law \(ORS\)](#).
2. All transactions are authorized properly.
3. Duties are segregated. As much as is practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, and (3) take custody of the assets resulting from the transaction.
4. Accounting records and documentation are designed and maintained properly.
5. Access to assets and records is controlled.
6. Accounting data is reviewed periodically and compared to underlying records.
7. All financial records are retained and secured in accordance with [Oregon Law ORS](#).
8. Records no longer required to be retained are destroyed securely.
9. Payroll records and processing are reviewed periodically.
10. Physical assets are reviewed periodically and an inventory is maintained.
11. The Library Director shall submit the prior month's financial report to the Board of Directors with the packet for the regular monthly meeting.
12. Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
13. Annual audits shall be performed in compliance with [Oregon Law ORS](#) and generally accepted accounting principles (GAAP) for governmental entities.
14. The Library Director and any other staff significantly involved in District financial

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procedures shall be required to take a vacation of at least five consecutive business days.

15. Financial duties shall be rotated to staff not normally involved in financial procedures for at least a consecutive two-week period. This rotation may coincide with the Library Director and other financial staff's mandatory absence.

III. Cash and Purchasing

The District shall follow these specific policies for cash and purchasing:

1. Cash disbursement:
 - Check-signing authority is limited to the Library Director, Assistant Director, Board President, and Board Vice-President.
 - Two signatures are required on each check: the signature of the Board President or Vice-President and the signature of the Library Director or Assistant Director.
 - Some regularly-recurring bills and payments may be paid electronically by the Library Director or designee. Bills and payments authorized to be paid electronically shall be established annually by Board resolution. Invoices must be retained and reviewed by the Board President or Vice-President.
 - Authorization of payment is required by the Library Director or designee.
 - Original invoices shall be attached to checks before signing.
 - Pre-signing any check is prohibited.
 - Blank checks are prohibited.
 - Checks shall be numbered sequentially.
 - The check stock shall contain security safeguards to prevent fraud.
 - The check stock shall be secured and use shall be documented.
 - Voided checks shall be defaced and retained in the financial records.
 - Signature stamps are prohibited.
2. Cash handling
 - Daily cash counts shall be performed.
 - Deposits shall be performed weekly or when cash to be deposited exceeds \$1,000 \$500, whichever comes first. More frequent deposits may be required by the Library Director as circumstances require.
 - Cash till control and reconciliation shall be standard policy.
3. Management shall review bank account reconciliations monthly.
4. Available surplus funds may be invested according to Oregon LawORS with the primary consideration being the security of public funds.
5. Banking shall be conducted according to Oregon LawORS and applicable accounting practices.
6. Purchasing
 - Original invoices shall be required.
 - Employees of the District shall not serve as independent contractors to the District.
 - Employees of the District shall not accept consideration from an outside entity while performing District duties unless specifically authorized by a Board approved intergovernmental Agreement of similar contractual arrangement by the Board.
7. Vacation reserve
 - The District shall retain a vacation reserve of at least 75 percent of all employees' outstanding vacation and holiday accrual.
8. Expenditures approval

- The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the District in excess of ~~\$5,000~~ ~~\$,0003~~ with the following exceptions:
 - Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed ~~\$5,000~~ ~~\$3,000~~. Such purchases must be approved by the Board President and comply with Oregon Law ORS.
 - Purchases that exceed \$5,000 but cannot be delayed until the next Board meeting because such delay would cause unnecessary hardship or financial detriment to the District; provided, the purchase is made after approval by the Library Director and the Board President.
 - Payments of monthly statements, composed of individual invoices not exceeding ~~\$5,000~~ ~~\$3,000~~, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
 - Regular payments on contracts that have been pre-approved by the Board of Directors.
- The Library Director shall authorize all expenditures or contracts up to ~~\$5,000~~ ~~\$3,000~~ except Contracts for legal services.
 - Total expenditures within a budgetary fund category (e.g. Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board of Directors.

IV. Credit Cards

The Library Director is authorized to apply for credit cards in the name of the District. District credit cards are subject to the following restrictions and controls:

1. Only the following officials and staff members shall be listed on the District's general purchasing credit card agreements as authorized users:
 - Board President
 - Library Director; and
 - Staff explicitly authorized by the Director.
2. If the District has credit cards used to purchase fuel for District vehicles, only employees who have been approved as drivers may utilize the cards.
3. District credit cards shall only be used for transactions in which writing a check in advance is either difficult or would delay delivery of goods or services during a time of emergency. District credit cards also may be used to facilitate travel by employees and officials on District business. Any use of the credit cards comply with shall the District's Financial Management Policy and travel reimbursement procedures.
4. Use of District credit cards for personal purchases is prohibited.
5. Any official or employee who uses District credit cards shall submit to the Library Director or designee original receipts for all purchases made as soon as practical after the purchase. Each month, the Library Director or designee shall reconcile the receipts submitted with the monthly credit card statements to ensure proper card usage.
6. The Library Director shall ensure that credit card statements are paid in full each month so that no finance charges are incurred. Copies of credit card statements shall be made available to the Board of Directors upon request.

V. Personnel

Employment policies shall include procedures that reasonably protect District assets:

1. Employment applications shall include:
 - A statement that false information or misrepresentation can be cause for disqualification or dismissal.
 - A criminal background check with candidate's written approval.
 - Reference checks.
2. Appropriate staff supervision.
3. Rotation of duties/cross-training.
4. Communication and confirmation of polices and ethics.
5. Employee and financial contractor fidelity coverage (bonding) is required (when applicable).

VI. District Assets and Capital Outlay

The Library Director shall not allow assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, s/he may not:

1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses.
2. Subject facilities to improper use or insufficient maintenance.
3. Unnecessarily expose the District, its Board, or staff to claims of liability.
4. Make any purchase (1) contrary to state statutes and regulations concerning conflicts of interest; (2) of over \$500 without having obtained comparative prices and quality; (3) of over \$3,000 without evaluating a balance of long-term quality and cost.
5. Fail to protect intellectual property, information, and files from loss or damage.
6. Receive, process, or disburse funds under insufficient controls to meet the Board-appointed auditor's standards.
7. Fail to follow state law regarding investment of capital assets in secure instruments.

Capital outlay shall include expenditures on the following:

1. Land acquisition or improvement, including improvements and installations on the grounds;
2. Building construction, expansion, or remodeling;
3. Installation, addition, or replacement of major building systems such as heating and cooling, electrical, plumbing, and other services;
4. Shelving;
5. Depreciable equipment, which includes items that have an anticipated useful life exceeding one year, cost \$5,000 or more, retain their original shape and use, and are nonexpendable. Equipment, including nonexpendable equipment costing less than \$5,000, must be inventoried.

VII. Surplus Property

The Library Director or designee may declare property surplus that is deemed no longer useful to the District. Such property may include all tangible assets such as equipment, materials, supplies, and furniture. Surplus property shall be disposed in the following order of preference:

1. *Recycled internally*: Staff should first deem whether property has use for District

- purposes other than its original use.
2. *Sold or traded:* If property is deemed to have significant value, it shall be sold or traded for something of equivalent value. Property shall be sold “as is”. If property is deemed of particular use to a library, it shall first be offered for sale to other libraries in the District's consortium or in Oregon. If no other library is interested in the property, the District may offer it for sale to local nonprofits organizations. Funds received from sale of property shall be considered miscellaneous income into the fund from which the property was or would have been purchased.
 3. *Donated:* If property is deemed to have little value, it shall be offered for donation if it is not cumbersome to do so. Property also may be donated rather than sold if the donation would provide significant good will benefits to the District. If property is deemed of particular use to a library, it shall first be offered for donation to other libraries in the District's consortium or in Oregon. If no other library is interested in the property, the District may offer it for donation to local nonprofits. Unless they are considered of particular value, discarded collection materials shall be donated to the Friends of the Hood River County Library.
 4. *Discarded:* Property that has no value or cannot be sold, traded, or donated shall be discarded. The District prefers to discard property with a service that recycles all or a portion of the property. Otherwise, the District shall discard property through its regular waste disposal service.
 - Hazardous substances shall be discarded in accordance with proper safety procedures. Any electronic equipment that stores documents, licensed software, copyrighted material, personal information about District patrons, staff, or Board members, or other sensitive information shall be erased before being disposed per this policy.

VIII. Contracts

The District follows the Oregon Model Public Contracting Rules (ORS 279A.065) when purchasing goods and services and for construction projects, subject to the additions or exceptions provided in this policy.

1. Local Contract Review Board
Except when otherwise provided in District policies, the powers and duties of the Local Contract Review Board (LCRB) under the Public Contracting Code shall be exercised and performed by the District Board of Directors.
2. Delegation of Contracting Authority
Unless expressly limited by the Local Contract Review Board or District policies, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Board President, Library Director, or his/her designee, including the authority to enter into emergency contract.
3. Professional Services Contracts
Professional services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider.

Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The library director or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Professional service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the district will consider qualifications, performance history, expertise, knowledge, creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Unless otherwise provided in this section, contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services shall be awarded according to ORS 279C. A contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$100,000

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4. Sole Source Procurement

When necessary, the district's Local Contract Review Board, Library Director, or his/her designee may enter into a sole source procurement pursuant to ORS 279B.075.5.

5. Electronic Advertising

The Board hereby determines that electronically providing public notice of bids and proposals is likely to be cost-effective. Instead of in a newspaper of general circulation when so authorized by Oregon law.

IX. Grants

The District seeks grants to fund projects beyond the provision of the standard operations budget.

1. Evaluating Grant Opportunities

The library director shall inform the District Board of Directors of the initiation of any new projects that will require grant funding.

The library director shall be authorized to submit grant proposals requesting up to \$100,000 providing the proposed project is within the scope of the District library core services or the District strategic framework.

The District library core services are to:

- a. Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth, and children in the community.

b. Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.

c. Provide access to the Internet and a variety of digital media with subsequent digital skills training.

d. Provide special programming to encourage children's literacy.

e. Provide adult and teen programs that encourage lifelong learning.

2. Grant Contracts

The library director shall be authorized to sign contracts for and accept grant awards up to \$100,000 providing that the grant-funded project is within the scope of the District library core services and/or the District strategic framework. According to ORS 279A.025, grant contracts are not subject to competitive bid requirements.

3. Grant Funds Management

Grant funds shall be used only for the project for which the funder approved the grant.

Progress on the grant project and expenditures shall be tracked and reported back to the funder according to the funder's requirements.

Approved by the Board of Directors, March 15, 2011

Last reviewed, December 15, 2020

Last revised, August 15, 2017/December 15, 2020

Hood River County Library District

Coronavirus COVID-19 Employee Policy



Due to the ongoing changes in COVID-19 protocol and infection information, this Policy is in addition to any COVID-19 regulations and orders that are in effect as set by the state or federal government. In the event of any conflict between this Policy and state or federal government regulations, the state or federal regulations shall prevail.

Purpose

This policy includes the measures the District is actively taking to mitigate the spread of coronavirus. Employees are kindly requested to follow all these rules diligently to sustain a healthy and safe workplace in this unique environment. It's important that employees all respond responsibly and transparently to these health precautions. The District will always treat employees' private health and personal data with a high level of confidentiality and sensitivity.

This coronavirus (COVID-19) District Policy is subject to changes with the introduction of additional governmental guidelines. If changes are necessary, the District will update employees as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees and those who work in the District libraries.

Policy elements

Here, the District outlines the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

General Guidelines

Employees shall adhere to the following basic guidelines as follows:

- Physical distancing (specifically, staying 6 feet away from others).
- Stay behind the plexiglass as much as possible when serving members of the public.
- Wearing cloth or paper face coverings at all times indoors and outdoors unless you are in a private office with the door closed or unless an accommodation or other exemption applies.
 - Each employee will receive 2 cloth face masks.
 - Paper masks are available next to staff mailboxes (upstairs and downstairs) and desks at the CL/PK branches.
- Wear gloves when handling library materials and serving patrons during curbside and other in-person services.

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General Hygiene

In addition to the above stated General Guidelines, employees shall use the following general hygiene practices:

- Frequently wash hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- Avoiding touching eyes, nose, and mouth
- Stay home when sick
- Clean and disinfect frequently touched objects and surfaces

In-person meetings

- Limit in-person meetings to 5-10 minutes.
- If an employee needs to meet for longer than 5-10 minutes in-person, the meeting must be conducted via electronic means by phone or by video conferencing.

Cleaning and disinfecting procedures

Cleaning workstations and work areas

- Disinfect when you start or finish at a station or move to a new station
- Electronics: Spray disinfectant on a paper towel and wipe the surfaces: Keyboards, Mice, Phones.

Cleaning specific areas after each use

Elevator: Disinfect buttons by spraying disinfectant on a paper towel and wiping the surfaces.

Copier: Disinfect display area and surfaces you or others touched on the copier by spraying disinfectant on a paper towel and wiping the surfaces.

Door handles: Disinfect handles you or others touch by spraying disinfectant on the handle and wiping the surfaces.

Individual staff use

- No more than one employee in the kitchen at a time
- After using the staff kitchen
 - Clean any surfaces that you touch including refrigerator handle, toaster oven, hot water kettle, microwave, table top with disinfectant.

Restrooms

- Staff bathroom upstairs HAND WASHING ONLY
- Downstairs restrooms are for staff and volunteer use. Please keep your masks on and wash your hands before and after use. Please wipe down surfaces you touch in the bathroom stall. Disinfectant and gloves will be available.
- One person at a time in the restroom
 - Slide cone (Sign) occupied into the doorway to let staff know the restroom is

occupied

Facilities

- Janitorial service [Increased areas cleaned and sanitized]
 - Sanitize and wipe down all public and staff area counters, door handles (inside and outside building), tables, computer desks, computer keyboards and mice, end tables, and meeting room tables and meeting room sink.
 - Clean and sanitize all bathroom floors, counters, bathroom stall doors and handles (inside and out), sinks, toilets and changing tables.
 - Clean and sanitize staff kitchen counters, sink, floor and tables.
 - Clean elevator floor, walls, and buttons outside the elevator.
 - Clean ADA buttons (Four total located inside/outside long hallway on lower level and two total located inside/outside front door of building).
 - Clean and sanitize all hard floors and vacuum carpets

Vehicles

Employees are encouraged to take separate vehicles when traveling for library businesses. They may travel together in a vehicle if absolutely necessary. Masks will be required in the vehicle and a maximum of two people per vehicle.

Training

The following training programs are required for staff:

- Videos [Staff wiki]
 - Required: [Gloves safety](#)
 - Required: [Mask safety](#)
 - Required: [HR ANSWERS OSHA Required Training](#); Password will be provided.

Procedures for Reporting Workplace Hazards for COVID-19

An employee is responsible for notifying the Library Director or Assistant Director regarding a workplace hazard related to COVID-19.

The employee shall submit a hazard report form on the staff wiki which will be delivered to the Library Director and Assistant Director. Administration will solve the issue immediately or assign to the appropriate department to resolve. Corrective actions will be recorded and preventative actions will be implemented. The employee who made the report will be notified.

Employees health

Self monitor health

Before leaving for work

1. Check temperature [Thermometers are provided to all staff members]
2. Screen yourself by asking if you have any of the following symptoms?
 - Cough
 - Shortness of breath
 - Fever 100.4 degrees F or higher
 - New loss of smell/taste
 - Chills

- Repeated shaking with chills
 - Sore throat
 - Muscle pain
 - Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?
3. If you answer yes to any of these symptoms, you will need to do the following.
- Do not come to work
 - Notify Library Director and/or Assistant Director
 - We request you talk to a health care provider and obtain a medical release to return to work. If you do not obtain a medical release, you will not be able to return for 10 days past the onset of symptoms. You are required to report if you have a confirmed case of COVID-19.

Employee with diagnosed COVID-19

Step 1:

- Employee will be sent home to self-isolate; or, if employee is home, they shall not come to work.
- Employee must obtain a medical release from their medical provider prior to returning to work, but in no case shall an employee return earlier if the criteria in step 2 are not met.

Step 2:

- Return to work: Employee(s) may return to work upon all of the following occurrences:
 - 24 hours with no fever or without a fever reducing medications;
 - Respiratory symptoms and other symptom of COVID-19 are improving, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation; **and**
- It has been 10 days since symptoms first appeared.

Suspected COVID-19

- Employees who have directly been exposed, defined as six feet for a total of 15 minutes, to someone with COVID-19 should report the situation immediately to their supervisor and remain absent from work for 14 days. See below for the definition of exposed COVID-19.

Definition - Exposed COVID-19

- “Close contact”— An employee will be considered “exposed” if they had “close contact” with a person who has been diagnosed with COVID-19. The term “close contact” means the following:
 - Being within six feet for at least total of 15 minutes or more
 - Provided care at home to someone who is sick with COVID-19.
 - Had direct physical contact with the person (hugged or kissed them).
 - Shared eating or drinking utensils.
 - COVID-19 person sneezed, coughed, or somehow got respiratory droplets on employee.
 - If exposed, please do not come to the library and remain absent from working at the library for 14 days.

- When should an employee quarantine according to Oregon Health Authority Guidance?
 - Even if the employee does not feel sick, they should quarantine if they returned to Oregon from non-essential travel out-of-state.

COVID-19 Workplace Exposure

- Employees will be notified if they have been exposed to COVID-19 within 24 hours of the employer being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise may have had work-related contact with employees while infectious
- A email, text, or phone notification will be issued by email and/or phone stating the fact of exposure without specifics to maintain confidentiality of employee as required by the Americans with Disabilities Act (ADA).

Exposed employees will be assessed

- “Close contact”— An employee will be considered “exposed” if they had “close contact” with a person who has been diagnosed with COVID-19. The term “close contact” means the following:
 - Being within six feet for at least total of 15 minutes or more.
 - Had direct physical contact with the person (hugged or kissed them).
 - Shared eating or drinking utensils.
 - COVID-19 person sneezed, coughed, or somehow got respiratory droplets on employee.
- If exposed, please do not come to work and remain absent from working in-person for 14 days.

Cleaning and disinfecting work place

- Affected employee: Gone fewer than seven days: clean and disinfect workplace after waiting at least 24 hours.
- Gone more than seven days: routine cleaning and disinfecting high-touch areas.

Emergency Paid Family Sick leave and Emergency Paid Family Medical Leave

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18*

years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:[\[3\]](#)

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [\[4\]](#)

For more details: [Families First Coronavirus Response Act: Employee Paid Leave Rights](#)

Extended Leave Request Form

If employees wish to use Emergency Paid Family Sick leave and/or Emergency Paid Family Medical Leave they must fill out the [extended leave request form](#) located on the staff wiki and submit the form to the Library Director.

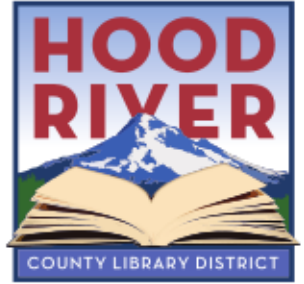
Approved by the Board of Directors, July 16, 2020

Last revised, December 15, 2020

Last reviewed, December 15, 2020

Hood River County Library District

Coronavirus COVID-19 Volunteer Policy



Due to the ongoing changes in COVID-19 protocol and infection information, this Policy is in addition to any COVID-19 regulations and orders that are in effect as set by the state or federal government. In the event of any conflict between this Policy and state or federal government regulations, the state or federal regulations shall prevail.

Purpose

This policy includes the measures the District is actively taking to mitigate the spread of coronavirus. Volunteers are kindly requested to follow all these rules diligently to sustain a healthy and safe workplace in this unique environment. It is important that volunteers all respond responsibly and transparently to these health precautions. The District will always treat volunteers' private health and personal data with a high level of confidentiality and sensitivity.

This Coronavirus (COVID-19) District Policy is subject to changes with the introduction of additional governmental guidelines. If changes are necessary, the District will update volunteers as soon as possible by email.

Scope

This Coronavirus Policy applies to all of our volunteers.

Policy elements

Here, the District outlines the required actions volunteers should take to protect themselves and their fellow volunteers from a potential coronavirus infection.

General Guidelines

Volunteers shall adhere to the following basic guidelines as follows:

- Physical distancing (specifically, staying at least 6 feet away).
- Wearing cloth or paper face coverings at all times when you are volunteering for the library indoors or outdoors, unless an accommodation or other exemption applies.
 - Paper masks are available.
- Wear gloves when handling library materials unless you are part of the book covering group which will not wear gloves and the items will be quarantined for 24+ hours prior to handling.

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

General Hygiene

In addition to the above stated General Guidelines, volunteers shall use the following general hygiene practices:

- Frequently wash hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- Avoiding touching eyes, nose, and mouth
- Stay home when sick
- Clean and disinfect frequently touched objects and surfaces

In-person meetings

- Limit in-person meetings to 5-10 minutes.
- If a volunteer needs to meet for longer than 5-10 minutes in-person, the meeting must be conducted via electronic means by phone or by video conferencing.

Cleaning and disinfecting procedures

Cleaning work areas

- Disinfect work area and supplies
- Electronics: Spray disinfectant on a paper towel and wipe the surfaces

Restrooms

- Staff bathroom downstairs may be used by volunteers
- Please keep your masks on and wash your hands before and after use. Please wipe down surfaces you touch in the bathroom. Disinfectant and gloves will be available.
- One person at a time in the restroom
 - Slide cone (Sign) occupied into the doorway to let staff know the restroom is occupied

Training

The following training programs are required for volunteers:

- Videos
 - Required: [Gloves safety](#)
 - Required: [Mask safety](#)
 - Required: [HR ANSWERS OSHA Required Training](#); Password will be provided.

Volunteer health

Self monitor health

Before coming to volunteer at the library

1. Check temperature
2. Screen yourself by asking if you have any of the following symptoms?
 - Cough
 - Shortness of breath
 - Fever 100.4 degrees F or higher
 - New loss of smell/taste
 - Chills

- Repeated shaking with chills
 - Sore throat
 - Muscle pain
 - Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?
1. If you answer “yes” to any of these symptoms, you must take the following precautions:
 1. Do not come to the library to volunteer;
 2. Report if you have a confirmed case of COVID-19 if you have volunteered at the library in the past seven days; and
 3. Only return to volunteer if the following has occurred:
 - 24 hours with no fever or without fever reducing medications;
 - Respiratory symptoms and other symptom of COVID-19 are improving, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation; **and**
 - It has been 10 days since symptoms first appeared.

Suspected COVID-19

- Volunteers who have directly been exposed to someone with COVID-19 shall report the situation to the Library Director if they have volunteered in the last seven days and shall remain absent from volunteering for 14 days. See below for the definition of exposed COVID-19.

Definition - Exposed COVID-19

- “Close contact”– A volunteer will be considered “exposed” if they had “close contact” with a person who has been diagnosed with COVID-19. The term “close contact” means the following:
 - Being within six feet for at least total of 15 minutes or more
 - Provided care at home to someone who is sick with COVID-19.
 - Had direct physical contact with the person (hugged or kissed them).
 - Shared eating or drinking utensils.
 - COVID-19 person sneezed, coughed, or somehow got respiratory droplets on volunteer.
 - If exposed, please do not come to the library and remain absent from volunteering at the library for 14 days.
- When should a volunteer quarantine according to Oregon Health Authority Guidance?
 - Even if the volunteer does not feel sick, they should quarantine if they returned to Oregon from non-essential travel out-of-state.

COVID-19 Workplace Exposure

Volunteers will be notified if they have been exposed to COVID-19

- Volunteers will be notified if they have been exposed to COVID-19 within 24 hours of the District being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise may have had work-related contact with a volunteer while infectious.

Exposed volunteers will be asked to quarantine

- “Close contact”– An employee will be considered “exposed” if they had “close contact” with a person who has been diagnosed with COVID-19. The term “close contact” means the following:
 - Being within six feet for at total of 15 minutes or more
 - Had direct physical contact with the person (hugged or kissed them).
 - Shared eating or drinking utensils.
 - COVID-19 person sneezed, coughed, or somehow got respiratory droplets on volunteer.
 - If exposed, please do not come to the library and remain absent from volunteering at the library for 14 days.

Cleaning and disinfecting work place

- When it becomes known to the Library that an affected volunteer has been present within 7 days of the known exposure and/or onset of symptoms the library will clean and disinfect workplace after waiting at least 24 hours.
- If the volunteer has not been present within 7 days, there will be routine cleaning and disinfecting high-touch areas.

Approved by the Board of Directors, July 16, 2020

Last revised, December 15, 2020

Last reviewed, December 15, 2020

MEMORANDUM

DATE: November 20, 2020

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

FROM: SDIS Underwriting Department

SUBJECT: 2021 SDIS Property/Casualty Insurance Renewal

This year, SDIS saw significant premium increases for both the liability and property reinsurance renewals. Though SDIS has allocated funds from the Trust reserves to reduce some of the impact, there will be an increase to 2021 member contribution rates.

Members that qualified and enrolled in in the Longevity Credit and Rate Lock Guarantee Program will see no more than a 5% rate increase for the 2021 renewal. For members that did not enroll or qualify, the renewal increase will depend upon their loss ratio and may be higher than the expected 5%.

Total contributions may increase more or less than the maximum guaranteed rate increase of 5% because of changes in exposures, such as the addition of vehicles or property, increases in property values, increases in operating budgets, the addition of personnel and year-over-year differences in Best Practices credits. Also, the rate lock guarantee does not apply to Excess Liability, Equipment Breakdown and Crime contributions. Please take note of the comparison report at the end of the packet for more answers.

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, 2021 and will 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)*
- Liability Coverage Preliminary Summary
- Auto Coverage Preliminary Summary
- Property Coverage Preliminary Summary

- Earth Movement Coverage Preliminary Summary
- Flood Coverage Preliminary Summary
- Equipment Breakdown Protection Preliminary Summary
- Comprehensive Crime Coverage Preliminary Summary
- Updated General Liability, Automobile, Property - Schedule I, Schedule II and Extra Items Schedules (if applicable)
- Policy Year 2020 to 2021 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 2015-2019. 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 2020 renewal to the 2021 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.

Coverage Changes

Communicable Disease Exclusion

Effective at renewal, our property reinsurance panel and our liability reinsurance carrier are both issuing Communicable Disease Exclusions for both the property and the liability reinsurance agreements. This is a direct result of the COVID-19 pandemic. Without the protection of reinsurance, SDIS has no choice but to follow suit and exclude losses arising from Communicable Diseases from the SDIS Property and Liability Coverage Documents.

Communicable Disease Defense Cost Reimbursement

In response to the Communicable Disease Exclusion, the SDIS Trust has decided to add a Communicable Disease Defense Cost Reimbursement of up to \$50,000. This is for defense costs because of alleged or actual transmission of a communicable disease. The most that the Trust will pay for *all members combined* in a coverage year is \$2,000,000.

Ethics Complaint Defense Coverage

The current Ethics Complaint Defense Cost Coverage has a \$2,500 limit. This is a reimbursement for a successful defense of an ethics complaint. Effective 1/1/2021, the SDIS Trust will increase the limit to \$5,000 for this additional coverage.

Additional Coverage 14 Access or Disclosure of Confidential or Personal Information & Data Related Liability

At renewal, SDIS is adding a \$5,000,000 Trust-wide aggregate limit for all SDIS members in a coverage year. This means that the coverage will continue to provide up to \$1,000,000 per occurrence, and in the aggregate, per member while adding a \$5,000,000 limit for *all* SDIS members in a coverage year.

Additional Coverages 13 and 14 in the SDIS Liability Coverage Document provide limited coverage for credit monitoring, notification after a qualified event, and some third-party liability coverage. However, this is not considered a true cyber policy. We encourage all our members, with their insurance agents, to purchase their own separate cyber policy.

Sexual Assault and Molestation (SAM) Reporting Requirements

The employees and leadership of certain entities that serve or work with children are designated as mandatory reporters and are under legal obligation to report suspected abuse or neglect of a child to the proper authorities. Effective 1/1/2021, SDIS is adding a reporting requirement for districts whose staff is under legal duty to report SAM cases.

Under this new exclusion, we will not provide coverage for liability arising out of any sexual misconduct when any administrator, official, trustee, director, officer or board member designated by the Named Participant to be responsible in an official capacity to prevent, investigate or report SAM fails to do so.

We encourage everyone to report suspected cases of abuse, but this exclusion will only apply to districts with mandatory reporters when the Named Participant or Participant fails to report as described above.

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.

Date: 22-Nov-20

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
36P26994-4482	26994	01-Jan-21	31-Dec-21	22-Nov-20

Coverage	Contribution
SDIS Liability Coverage	
Liability Contribution	\$4,198
Less Best Practices Credit	(\$420)
Less Multi-Line Discount Credit	(\$135)
Adjusted Contribution	\$3,644
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	\$0
Property	
Property Contribution	\$6,482
Less Best Practices Credit	(\$675)
Adjusted Contribution	\$5,807
Earthquake	\$3,559
Flood	\$0
Equipment Breakdown / Boiler and Machinery	\$0
Crime	\$495
Total:	\$13,680

2020-21 Longevity Credit:**
Longevity Credit %: 4.0%
Longevity Credit: \$546

THIS IS NOT AN INVOICE, PLEASE DON'T PAY THE AMOUNTS LISTED IN THIS SUMMARY. YOUR FINAL TOTAL CONTRIBUTION WILL BE LISTED IN THE FINAL RENEWAL PACKET, WHICH WILL BE POSTED ONLINE ON 1/1/2021.

****This amount is for illustration only. Your Longevity Credit Check will be mailed to you in February.**



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

Certificate Number: 36P26994-4482

Coverage Period: 1/1/2021 through 12/31/2021

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	\$5,000	\$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	\$5,000,000 (6)	None	Included
Lead Sublimit Defense Costs	\$50,000	\$50,000 (7)	None	Included
Marine Salvage Expense Reimbursement	\$250,000	\$250,000	None	Included
Criminal Defense Costs	\$100,000	\$100,000 (8)	None	Included
Communicable Disease Defense	\$50,000	\$2,000,000 (9)	None	Included

Forms applicable to Named Participant:

Total Contribution: \$3,644.00

SDIS Liability Coverage Document effective January 1, 2021

- (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 of the Trust combined during the Coverage Period.
- (6) Data Disclosure Liability Limited to \$5,000,000 for all members of the Trust combined during the Coverage Period.
- (7) Lead Liability Defense Costs limited to \$200,000 for all members of the Trust combined during the Coverage Period.
- (8) Criminal Defense Costs limited to \$500,000 for all members of the Trust combined during the Coverage Period.
- (9) Communicable Disease Defense limited to \$2,000,000 for all members of the Trust combined during the Coverage Period.

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 Liability Coverage Document. This 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 (SDIS)
 PRELIMINARY Auto Coverage Summary - NOT A GUARANTEE
 OF COVERAGE

Certificate Number: 36P26994-4482

Coverage Period: 1/1/2021 through 12/31/2021

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, 2021

	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, 2021

	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, 2021

	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, 2021

	Per Accident Limit of Liability	Deductible	Contribution
Auto Physical Damage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	No Coverage	No Coverage	No Coverage

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 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: 36P26994-4482

Coverage Period: 1/1/2021 through 12/31/2021

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:

\$4,493,175	Buildings, Other Structures and Scheduled Outdoor Property
\$1,805,070	Personal Property
	Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

\$6,298,245	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 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)

\$6,298,245 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: \$5,807.00

Forms Applicable: SDIS Property Coverage Document effective January 1, 2021

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 Earth Movement Coverage SUMMARY-
NOT A GUARANTEE OF COVAERAGE

Certificate Number: 36P26994-4482

Coverage Period: 1/1/2021 through 12/31/2021

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 ENDORSEMENT MODIFIES AND AMENDS THE PROPERTY COVERAGE DOCUMENT
PLEASE READ IT CAREFULLY**

As consideration for an additional contribution paid by the **Named Participant**, in the amount of **\$3,559.00** , the **Property Coverage Document** is amended as follows:

Section **XII. Coverage Extensions**, is amended to add the following **Coverage Extension**:

L. Extension of Coverage for Property Damaged by Earth Movement

Subject to the additional conditions and limitations set forth below, we will indemnify you for direct physical loss or damage to **Covered Property** caused by or resulting from **earth movement** that occurs on premises listed on the Schedule of Property Values on file with the Trust.

1. This **Coverage Extension** is subject to per-occurrence deductibles as follows:

a. The deductible shall be no less than the greater of:

- (1)** \$5,000;
- (2)** two percent (2%) of the **actual cash value** of the **Covered Property** damaged by **earth movement** in a single **occurrence** on premises listed on the Schedule of Property Values on file with the Trust; or
- (3)** the Deductible stated in the Declarations.

b. The deductible shall be no more than the greater of:

- (1)** \$50,000; or
- (2)** the Deductible stated in the Declarations.

2. For the purposes of this **Coverage Extension** only, **earth movement** means:

- a.** sudden and accidental earthquake, seaquake, shock, tremor, landslide, submarine landslide, avalanche, subsidence, sinkhole collapse, mud flow, rock fall, **volcanic activity**, or any similar seismic activity, resulting in cracking, crumbling, lateral movement, rising, shifting, settling, sinking, or upheaval of **land**;
- b.** **flood** that would not have occurred but for tsunami caused by, resulting from, or arising out of **earth movement**, regardless of any other cause or event that contributes concurrently or in any sequence to such **flood**; and
- c.** **collapse** directly caused by **earth movement**.

3. **Earth movement** does not mean, and we will not indemnify you or anyone else for, damage caused by, resulting from, or consisting of:
 - a. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land**, occurring over a period of fourteen or more days, caused by, or arising out of artificial means or artificially created soil conditions, including contraction, corrosion, erosion, excessive or insufficient moisture, expansion, freezing, improperly compacted soil, insufficient fill, liquefaction, slope instability, slumping, subsidence, or thawing;
 - b. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land**, occurring over a period of fourteen or more days, caused by, or arising out of underground activity of animals, vegetation, or **water**; or
 - c. any **water movement** or **flood**, except for **flood** that would not have occurred but for tsunami caused by, resulting from, or arising out of **earth movement** as described in section **XII.L.2.** above.
4. All **earth movement** that occurs within a 72-hour period will constitute a single **occurrence**.
5. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless the damaged **Covered Property** is expressly identified on the Schedule of Property Values on file with the Trust as having coverage for **earth movement**.
6. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless the damage or loss occurs during the **Property Coverage Period**, and is discovered and reported to the Trust by you within one year of the ending date of the **Property Coverage Period**.
7. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless you notify us as soon as reasonably possible after the **earth movement** occurs and allow us to inspect the damaged **Covered Property** prior to making any repairs or replacing the damaged or destroyed **Covered Property**.
8. Indemnification under this **Coverage Extension** is subject to the following limits:
 - a. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** in any single **occurrence** is **\$6,298,245** ;
 - b. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** during the **Coverage Period**, is an **Annual Aggregate Loss Limit** of **\$6,298,245** ;
 - c. The **SDIS Per-Occurrence Aggregate Loss Limit**;
 - d. an **SDIS Annual Aggregate Loss Limit** of \$300,000,000 for all damage or loss caused by, resulting from, or arising out of either **earth movement, flood**, or both.

9. Any amounts paid under this **Coverage Extension** are included in, subject to, and not in any event in addition to, the **Total Limit of Indemnification** stated in the Declarations.

This Endorsement only amends Section **XII. Coverage Extensions** of the **Property Coverage Document**, and does not modify, amend, waive or otherwise affect any of the other terms, conditions, limitations, exceptions, or exclusions of the **Property Coverage Document**.



Special Districts Insurance Services



PRELIMINARY Comprehensive Crime Coverage Summary-
Not a Guarantee of Coverage

Insured by the Travelers Casualty and Surety Company of America

Certificate Number: 36P26994-4482

Coverage Period: 1/1/2021 through 12/31/2021

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 Counterfeit 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 - Section 1
Building, Other Structures and Scheduled Outdoor Property

Premises: Cascade Locks School

Structure: Cascade Locks School Coverage Class: Building

		26994P67802W		Const. Class	JOISTED MASONRY	YR. Built	1953	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Structure Value	\$0
300 SW WaNaPa				Prot. Class	5	# Stories	0	Fire Alm.	Yes	Quake Cov.	Yes	Effective Date	1/1/2021	Personal Property Value	\$96,017
City	Cascade Locks	Zip	97014	Valuation	Replacement	SQF.	3,000	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	Total Value	\$96,017
Appraiser		Date		Appraisal Rpt Code:		Comment						Contribution	\$96		
												Premises Total: Contribution	\$96	Total Value	\$96,017

Premises: Hood River Library

Structure: Hood River Library Coverage Class: Building

		26994P9508W		Const. Class	JOISTED MASONRY	YR. Built	2006	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Structure Value	\$4,493,175
502 State Street				Prot. Class	2	# Stories	0	Fire Alm.	Yes	Quake Cov.	Yes	Effective Date	1/1/2021	Personal Property Value	\$1,623,648
City	Hood River	Zip	97031	Valuation	Replacement	SQF.	19,468	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	Total Value	\$6,116,823
Appraiser	CBIZ	Date	11/5/2015	Appraisal Rpt Code:		01-01	Comment					Contribution	\$5,630		
												Premises Total: Contribution	\$5,630	Total Value	\$6,116,823

Premises: Parkdale Library

Structure: Parkdale Library Coverage Class: Building

		26994P9763W		Const. Class	JOISTED MASONRY	YR. Built	1930	% Sprinkler	0	Flood Cov.	No	Flood Zone **		Structure Value	\$0
7300 Clear Creek Road				Prot. Class	5	# Stories	2	Fire Alm.	Yes	Quake Cov.	Yes	Effective Date	1/1/2021	Personal Property Value	\$85,405
City	Parkdale	Zip	97041	Valuation	Replacement	SQF.	700	Security Alm	Yes	Vacant (Y/N)	No	Deductible	\$500	Total Value	\$85,405
Appraiser		Date		Appraisal Rpt Code:		Comment						Contribution	\$81		
												Premises Total: Contribution	\$81	Total Value	\$85,405

Hood River County Library District

Agent: Columbia River Insurance

Special Districts Insurance Services

Policy Year: 1/1/2021 to 12/31/2021

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	\$4,493,175
Total Personal Property Value	\$1,805,070
Total Value	\$6,298,245
Total Contribution	\$5,807

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: 1/1/2021 to 12/31/2021

General Liability Schedule

Per Occurrence Deductible: \$0.00

Code	Description	Unit	Amount	Effective	Expiration	Contribution
				Date	Date	
260150	2020-2021 Budgeted Personal Services *	Dollars	687,078	1/1/2021	12/31/2021	\$931
260160	2020-2021 Budgeted Materials and Supplies *	Dollars	602,300	1/1/2021	12/31/2021	\$1,728
260170	2020-2021 Budgeted Contingencies *	Dollars	112,000	1/1/2021	12/31/2021	\$0
260180	Number of Employees	Each	20	1/1/2021	12/31/2021	\$0
260190	Number of Volunteers	Each	60	1/1/2021	12/31/2021	\$0
260192	Number of Board Members	Each	5	1/1/2021	12/31/2021	\$0
260200	District Size	Sq Miles	522	1/1/2021	12/31/2021	\$0
260210	Population Served	Each	23,382	1/1/2021	12/31/2021	\$0
26100	Number of Drones (UAVs) Owned or Operated	Each	0	1/1/2021	12/31/2021	\$0
26215	Buildings & Premises - Occupied by District	Sqf	19,600	1/1/2021	12/31/2021	\$0
26900	Dollars Paid For Services	Dollars	10,000	1/1/2021	12/31/2021	\$0
26997	Events/Fundraisers - No Alcohol Served	Days	3	1/1/2021	12/31/2021	\$0
26998	Events/Fundraisers - Alcohol Served	Days	3	1/1/2021	12/31/2021	\$237
						\$2,896

Claims Schedule

Hood River County Library District

Property

2017

Type Paid Reserve Collection Incurred

Claim Number:	GCPR2017060950	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

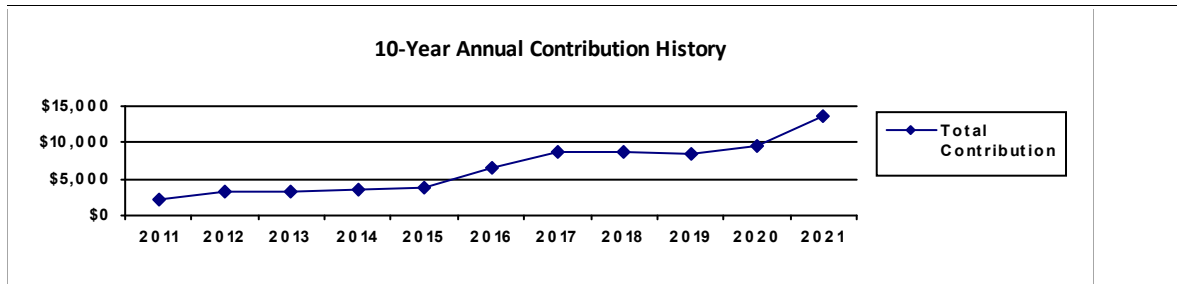
Special Districts Insurance Services - Policy Year 2020-2021 Comparison Report

Hood River County Library District

Columbia River Insurance

The following comparison shows the difference in contributions from the 2020 policy year to the 2021 policy year renewal. The following summary shows the amounts and percentages that have changed from 2020 to 2021. This summary is intended only to give you a general idea of the rating components that influence contributions.

Coverage	Annualized 2020 Contribution	2021 Contribution after rate and best practices changes	Change after rate and best practices changes	% change after rate and best practices changes	Change in Exposures	2021 Contribution after exposure, and all other changes	Total contribution change	Total % contribution change
General Liability	\$3,431	\$3,400	(\$31)	-0.90%	See Below	\$3,644	\$213	6.21%
Auto Liability	\$0	\$0	\$0	0.00%	0	\$0	\$0	0.00%
Non-Owned Auto Liability	\$175	\$175	\$0	0.00%		\$175	\$0	0.00%
Auto Physical Damage	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
Non-Owned APD	\$0	\$0	\$0	0.00%		\$0	\$0	0.00%
Property	\$5,426	\$5,364	(\$62)	-1.15%	\$123,495	\$5,807	\$381	7.02%
Earthquake	\$3,323	\$3,489	\$166	5.00%	\$123,495	\$3,559	\$236	7.10%
Flood	\$0	\$0	\$0	0.00%	\$123,495	\$0	\$0	0.00%
Total	\$12,355	\$12,428	\$73	0.59%		\$13,185	\$830	6.72%
Pass Through Coverages								
Boiler and Machinery	\$0				\$123,495	\$0	\$0	0.00%
Crime	\$495					\$495	\$0	0.00%
Total	\$495					\$495	\$0	0.00%
TOTAL ALL LINES	\$12,850					\$13,680	\$830	6.46%



Longevity Credit: See Longevity Credit Memo for details	Amount: \$546	% of Contribution: 3.99%
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General Liability Exposure Comparison

Description	Last Year	Current year	Difference
Events/Fundraisers - Alcohol Served	3	3	0
2020-2021 Budgeted Materials and Supplies *	599,300	602,300	3,000
2020-2021 Budgeted Personal Services *	652,548	687,078	34,530

* 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
	2020 10.00%
	2021 10.00%