

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

Tuesday, December 21, 2021, 7:00pm  
Zoom meeting  
502 State St, Hood River  
Jean Sheppard President

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/88987942233>

Meeting ID: 889 8794 2233

- |   |          |
|---|----------|
| I. <b>Additions/deletions from the agenda (ACTION)</b>          | Sheppard |
| II. <b>Actual or potential conflicts of interest</b>            | Sheppard |
| III. <b>Consent agenda (ACTION)</b>                             | Sheppard |
| <b>i. Minutes from November 16, 2021 meeting</b>                |          |
| IV. <b>Open forum for the general public</b>                    | Sheppard |
| V. <b>Reports</b>   |          |
| <b>i. November 2021 Financial Statements</b>                    | Fox      |
| VI. <b>New business</b>   |          |
| <b>i. Safety Cascade Locks and Parkdale branches discussion</b> | Fox      |
| <b>ii. Insurance renewal (ACTION)</b>                           | Fox      |
| <b>iii. Strategic plan document (ACTION)</b>                    | Fox      |
| VII. <b>Agenda items for next meeting</b>                       | Sheppard |
| VIII. <b>Adjournment</b>  |          |

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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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| III. <b>Consent agenda (ACTION)</b>                    | Sheppard |

**i. Minutes from November 16, 2021 meeting**

Attachment: III.i. Minutes from the November 16, 2021, regular meeting

- |  |          |
|--|----------|
| IV. <b>Open forum for the general public</b> | Sheppard |
|--|----------|

V. **Reports**

Due to an unplanned surgery and needing time to recuperate, I will be postponing reports for the Friends, Foundation and District until the January 18, 2022 board meeting.

<b>i. November 2021 Financial Statements</b>	Fox
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The financial statements were not available at the time the board packet was released. I will bring the statements to the January 18, 2022 board meeting.

VI. **New business**

<b>i. Safety Cascade Locks and Parkdale branches discussion</b>	Fox
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We had a recent issue involving harassment of library staff members at the Cascade Locks Library. The patron was issued a warning and behavior continued which resulted in a trespass. We have experienced no further issues since the patron was trespassed. I will provide a full account at the board meeting. I informed Library Board President Jean Sheppard of the situation.

Due to the concern for staff safety since staff work solo at the branches, our safety committee added safety measures at both the Cascade Locks and Parkdale branches.

- Staff park in designated areas which are well lit and easily accessed from each library.
- We installed a siren alarm at each branch. The sirens issue a loud sound and flashing lights if activated.
- We are temporarily using a doorbells system at the Cascade Locks branch to gain access to the library. This is the same system we used during Curbside Services. Staff were uneasy about working alone at the branch since we do not have the staffing capacity to have two staff members for every shifts. This procedures has been working well. We will review the need for this procedure at the beginning of January. We may continue the procedure during evening shifts.

I would like to add one additional safety measure but I wanted the board to discuss it first. Back in November 2019, we explored adding a panic button which will automatically call police or emergency dispatchers with the press of a button.

We are all connected by SLACK, which is a chat software installed on every computer in the building. Staff would like a device which allows them to immediately call 911, if they are unable to access a computer or phone.

I identified a company Solo Protect which sells a device connected to a cellular network. The device has a button to push or can be pulled off a lanyard which activates a call center which records the interaction taking place and notifies the proper response team, e.g. police, EMS, fire department, etc.

I would like to purchase 2 units for \$100 total and then we will have a monthly fee \$60 for the two devices. The units will be located at Parkdale and Cascade Locks. I think this is a reasonable cost for staff to feel safe and provide an extra level of security. We can sign a contract for one year.

Back in November 2019, we discussed a barrier to using this device. District lawyer Ruben Cleaveland stated there is an Oregon statute that states both parties (or all parties) must be aware if they are being recorded. Cleaveland stated we would need to post a sign at the service desk, that the desk transactions may be recorded. In the past, I did not feel comfortable since we have a policy to protect patron privacy. The Board agreed. I believe the concern for staff safety has risen to a level that we need this additional safety measure moving forward. I consulted again with Cleaveland and we found a good solution. We will post a sign with the following information at the Cascade Locks and Parkdale service desks. "For the safety of staff and patrons, library transactions may be recorded to assist emergency responders."

I'd like to discuss this further at the meeting.

## **ii. Insurance renewal (ACTION)**

Fox

Attachments: VI.ii. 2022 SDAO Property and Liability insurance invoice

This invoice is for our annual property and liability insurance. The invoice is \$15,173, approximately \$1,493 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 can reduce our premium by renewing our contract for the longevity credit. We will need to agree to use SDIS for Insurance services January 1, 2022 to December 31, 2023. In return they will return \$1,101 of the premium in 2022 and 2023.

SDIS saw significant premium increases for due to financial and claims pressures on a statewide, national and international level. Due to the continued strong financial position of the Trust, SDIS was able to absorb a large portion of that increase. However, some of the increase is being passed to members. This year, the insurance pool took an average 12% increase. Due to our good claims history, the Library District is seeing a 10% increase but our longevity rate lock reduces that further to 7.3% total increase. While any increase is unwelcome, we are doing significantly better than our peer districts.

Our Insurance Broker Jon Davies at Columbia River Insurance told me that without a doubt, the SDIS pool is the best place to purchase our insurance but there are limitation and they are constantly monitoring the pool in a few areas that they feel could be improved. Cyber/Data breach and total Earthquake reserves are two such areas. They are not recommending any changes to those coverage lines but they are monitoring the exposure.

I anticipated this increase and have budgeted up to \$16,000 for property and liability insurance.

I ask the board for approval of the longevity credit and rate lock agreement and the invoice for up to \$16,000. We will receive our final rate and invoice in February. We will receive our check for the longevity credit in February for \$1,101.

### **iii. Strategic plan document (ACTION)**

Fox

Attachment: VI.iii. Strategic Plan Bid document

It is time for the Library District to create new strategic goals. The District has had two plans in the past for 2012-16 and 2016-21.

Last year we postponed creating next goals due to the pandemic. I recommend we proceed with creating goals for 2022-27. This year I budgeted \$30,000 for the process, which involves hiring a professional consultant. The consultant will facilitate a series of meetings, distilling themes and priorities from each, and will be instrumental in shaping the final document. The plan will address the implications of the proposed priorities and goals for library services, collections, technology, staffing, facilities, bookmobile and service models. The purpose of the strategic plan is to position the HRCLD to identify and respond to the needs and interests of its community, to engage library patrons, staff, board, and volunteers in the planning process, and to raise awareness of existing and potential library services and resources.

I recommend the following timeline:

- District Board review the following at their December 21, 2021 meeting:
  - Request for bids document for strategic planning facilitation

- Open up the informal bid process January 5<sup>th</sup> – February 9.
- District Board reviews bid at their February 15 meeting.

According to the Board Governance Plan, section M, the Board shall undertake an annual planning session. I recommend we use our annual planning session to develop our new strategic goals.

I have discussed the process with our legal counsel Ruben Cleaveland. We can negotiate with the most ideal responder on the scope of the project.

## VII. **Agenda items for next meeting**

Sheppard

- Audit report FY 2020-21
- Policy

## 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

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

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502 State St, Hood River  
Jean Sheppard President

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Meeting ID: 889 8794 2233

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

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:01pm. Fox states she would like to add an invoice for the SAGE Consortium to the consent agenda. Fox would like to also discuss the Collection Development policy and the steps patrons can take if they challenge a library material. Marsden made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest**

Sheppard

None stated.

**III. Consent agenda (ACTION)**

Sheppard

**i. Minutes from October 19, 2021 meeting**

Attachment: III. Minutes from the October 19, 2021, regular meeting

**ii. Invoice for SAGE Library Consortium**

This membership connects us to 80 consortium libraries, which we share materials. This funds technical staff who create an infrastructure, policies, and technical support for our integrated library system software Evergreen. It also funds our courier system which runs five days per week.

The cost has increased 2.8% since last fiscal year. I was aware of the increase and budgeted accordingly. The invoice for \$13,782 exceeds my spending authority, so I'm asking for Board approval.

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

IV. **Open forum for the general public** Sheppard  
None stated.

V. **Reports**

**i. Friends update** Fox

There was nothing to add to the written report.

**ii. Foundation update** Fox

There was nothing to add to the written report.

**iii. October 2021 Financial Statements** Fox

The financial statements were released after the board packet was released. They were emailed to the board prior to the meeting. We are tracking well and the bulk of the tax revenue will arrive in November.

**iv. Director's report** Fox

There was nothing to add to the written report.

VI. **New business**

**i. Oak tree removal discussion** Fox

The board discussed the moderate to high risk status of the tree and agreed with Library Director Rachael Fox that the tree needs to be removed for the safety of our community.

**ii. Review bids Janitorial Services and approve contract (ACTION)**

Hackett voted to approve the bid and contract for Tedene Enterprises (Clean-All Janitorial). Marsden seconded and the motion carried unanimously.

**iii. Information Security Policy (ACTION)** Fox

Bureker moved to approve Resolution 2021-22.03 – Creating Information Security Policy. Hackett seconded. The motion carried unanimously.

**iv. Strategic plan discussion and timeline** Fox

The board approved of the strategic plan timeline. Sheppard inquired how we would handle if the bids exceeded our budget. Fox stated she thought we could negotiate the price but would confirm with District Legal Counsel Ruben Cleaveland.

**v. Special District Insurance Services Best Practices Checklist** Fox

The board reviewed the best practices checklist.

**vi. Collection development policy review** Fox

Fox and Sheppard explained there has been an increase in challenges to library materials across the country and it would be helpful to review the policy and be prepared. The board



reviewed the collection development policy for the District. Fox explained whenever a patron objects to the presence of an item, s/he will be referred to the Library Director.

If the patron wishes the District to remove or reclassify the material, s/he must complete the "Request for Reconsideration of Library Material" form. The Collection Development Committee will examine the item in question, check reviews, and determine whether it conforms to the standards of this policy. The Library Director will decide whether or not to withdraw the material in question and will write to the patron, giving the reasons for the decision. If the patron is not satisfied by the Library Director's decision, the item will be referred to the Board of Directors for further review. Materials subject to complaint shall not be removed from use pending final action.

Fox stated she would review the policy with the library staff at the upcoming staff meeting on November 19, 2021.

#### VII. **Agenda items for next meeting**

Sheppard

- Policy
- Review the request for bids document for strategic planning facilitation

#### VIII. **Adjournment**

The meeting was adjourned at 7:45pm.

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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.

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## MEMORANDUM

**DATE:** November 24, 2021

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

**FROM:** SDIS Underwriting Department

**SUBJECT:** 2022 SDIS Property/Casualty Insurance Renewal

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As noted in the update packet memo, our reinsurers have advised us that we should expect significant premium increases due to financial and claims pressures on a statewide, national and international level. The good news is that due to the continued strong financial position of the Trust, we were able to absorb a large portion of that increase. However, some of that increase will need to be passed to the members. As such, we are advising members to budget for an *average* contribution increase of around 12%.

The SDIS Trust is once again offering *qualifying* members a significant contribution credit and rate lock guarantee as part of its Longevity Credit and Rate Lock Guarantee Program. If your district has qualified, there will be an agreement in the preliminary packet to sign and return. To be eligible for this program, members must have been continuous participants in the liability and property self-insurance program since January 1, 2017 and maintained a loss ratio below sixty-five percent (65%) from January 1, 2017 to October 1, 2021. **In total, \$3 million will be distributed to qualifying members over a two (2) year period.**

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, 2022 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)*
- Longevity Credit & Rate Lock Agreement- ***if applicable*** (Please return a signed copy to [underwriting@sdao.com](mailto:underwriting@sdao.com))
- 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 2021 to 2022 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 2016-2020. 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](mailto:underwriting@sdao.com).

### **Rate Change Comparison Report**

We have again included the Rate Comparison Report on the last page of the preliminary renewal packet. ***The report displays the changes from the 2021 renewal to the 2022 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.

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](mailto:underwriting@sdao.com) or call 800-285-5461.



# Longevity Credit and Rate Lock Agreement

## Hood River County Library District

By signing this Agreement the Member agrees to remain a participant in the Special Districts Insurance Services (SDIS) Property and Liability Program from January 1, 2022 to December 31, 2023.

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

1. Provide the Member with a Longevity Credit equal to: **\$2,202**
  - a. Amount to be mailed to the Member in February 2022: \$1,101.00
  - b. Amount to be mailed to the Member in February 2023: \$1,101.00
  
2. A maximum annual rate increase of five percent (5%) for policy year January 1, 2023 – December 31, 2023 based on the Member’s rates for the January 1, 2022 – December 31, 2022

The Member understands that breach of this agreement will require the Member to return the Longevity Credit plus interest to SDIS and will subject the Member to retroactive rate increases above the five percent (5%) maximum Rate Lock Guarantee.

*\* Total contributions assessed may increase more or less than the maximum guaranteed rate for changes in exposures such as the addition of vehicles, purchase of buildings, increase in operating budget or the addition of personnel. The rate guarantee does not apply to Excess Liability, Boiler and Machinery and Crime contributions because these are pass through costs to re-insurance carriers.*

It is so agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Special Districts Insurance Services

Hood River County Library District

\_\_\_\_\_  
Authorized Representative (Member)

\_\_\_\_\_  
Print Name and Title



# Preliminary Renewal Summary - NOT AN INVOICE

Date: 24-Nov-21

**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
37P26994-4482	26994	01-Jan-22	31-Dec-22	24-Nov-21

Coverage	Contribution
<b>SDIS Liability Coverage</b>	
Liability Contribution	\$5,016
Less Best Practices Credit	(\$502)
Less Multi-Line Discount Credit	(\$162)
Adjusted Contribution	\$4,353
<b>Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)</b>	
Auto Contribution	\$0
Less Best Practices Credit	\$0
Less Multi-Line Discount Credit	\$0
Adjusted Contribution	\$0
<b>Non-owned and Hired Auto Liability</b>	\$175
<b>Auto Physical Damage</b>	\$0
Less Multi-Line Discount Credit	\$0
Adjusted Contribution	\$0
<b>Hired Auto Physical Damage</b>	\$0
<b>Property</b>	
Property Contribution	\$7,329
Less Best Practices Credit	(\$733)
Less Multi-Line Discount Credit	(\$293)
Adjusted Contribution	\$6,303
<b>Earthquake</b>	\$3,847
<b>Flood</b>	\$0
<b>Equipment Breakdown / Boiler and Machinery</b>	\$0
<b>Crime</b>	\$495
<b>Total:</b>	<b>\$15,173</b>

<b>2022 Longevity Credit**:</b>	
<b>Longevity Credit %:</b>	<b>Longevity Credit:</b>
7.3%	\$1,101

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 1/1/2022

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



Special Districts Insurance Services Trust

PRELIMINARY SDIS Liability Coverage Summary - NOT A GUARANTEE OF COVERAGE

**Certificate Number:** 37P26994-4482

**Coverage Period:** 1/1/2022 through 12/31/2022

**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

<b>Limits of Liability: SDIS Liability Coverage</b>	<b>Limit</b>	<b>Deductible (2) (3)</b>
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.

<b>Coverage</b>	<b>Limit</b>	<b>Coverage Period Total Limit</b>	<b>Deductible</b>	<b>Contribution</b>
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	\$1,000,000 (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: \$4,353.00**

SDIS Liability Coverage Document effective January 1, 2022

- (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 certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.



Special Districts Insurance Services Trust (SDIS)  
 PRELIMINARY Auto Liability and Auto Physical Damage  
 Coverage Summary - NOT A GUARANTEE OF COVERAGE

**Certificate Number:** 37P26994-4482

**Coverage Period:** 1/1/2022 through 12/31/2022

**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, 2022

	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

**Auto Physical Damage**

Applicable Coverage Document: SDIS Auto Physical Damage Coverage Document, January 1, 2022

	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 certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the above-referenced coverage documents. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.**



Special Districts Insurance Services

PRELIMINARY Property Coverage SUMMARY - NOT A GUARANTEE OF COVERAGE

**Certificate Number:** 37P26994-4482

**Coverage Period:** 1/1/2022 through 12/31/2022

**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:**

- \$4,348,000 Buildings, Other Structures and Scheduled Outdoor Property
- \$1,841,171 Personal Property
- Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

**Total Limit of Indemnification (Per Occurrence)**

- \$6,189,171** 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)





\$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 Data Storage Media

\$250,000 Miscellaneous Property Damaged by Specified Cause of Loss or Theft - (Sublimit lesser of: Appraised Value; Fair Market Value; or Sublimit listed here)

\$6,189,171 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

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

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

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**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:** \$6,303.00

**Forms Applicable:** SDIS Property Coverage Document effective January 1, 2022

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**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.**

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**Certificate Number:** 37P26994-4482

**Coverage Period:** 1/1/2022 through 12/31/2022

**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 **\$3,847.00**, 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 **\$6,189,171** ;
  - 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 **\$6,189,171** ;
  - 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**.

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Special Districts Insurance Services



PRELIMINARY Comprehensive Crime Policy Summary -  
NOT A GUARANTEE OF COVERAGE

Insured by the Travelers Casualty and Surety Company of America

**Certificate Number:** 37P26994-4482

**Coverage Period:** 1/1/2022 through 12/31/2022

**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 summary 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.

<b><u>For Any One Loss:</u></b>	<b><u>Limit:</u></b>	<b><u>Retention:</u></b>
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 Policy Summary -  
NOT A GUARANTEE OF COVERAGE

Insured by the Travelers Casualty and Surety Company of America

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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
	<b>Contribution:</b>	\$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

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**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

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**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	1/1/2022	Personal Property Value	\$97,937
City	Cascade Locks	Zip	97014	Valuation	Replacement	SQF.	3,000	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	Total Value	\$97,937
Appraiser		Date		Appraisal Rpt Code:		Comment						Contribution	\$108		
												Premises Total: Contribution	\$108	Total Value	\$97,937

**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	\$4,348,000
502 State Street				Prot. Class	2	# Stories	0	Fire Alm.	Yes	Quake Cov.	Yes	Effective Date	1/1/2022	Personal Property Value	\$1,656,121
City	Hood River	Zip	97031	Valuation	Replacement	SQF.	19,468	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	Total Value	\$6,004,121
Appraiser	CBIZ	Date	1/29/2021	Appraisal Rpt Code:		01-01	Comment					Contribution	\$6,099		
												Premises Total: Contribution	\$6,099	Total Value	\$6,004,121

**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	1/1/2022	Personal Property Value	\$87,113
City	Parkdale	Zip	97041	Valuation	Replacement	SQF.	700	Security Alm	No	Vacant (Y/N)	No	Deductible	\$500	Total Value	\$87,113
Appraiser		Date		Appraisal Rpt Code:		Comment						Contribution	\$96		
												Premises Total: Contribution	\$96	Total Value	\$87,113



**Hood River County Library District**

Agent: Columbia River Insurance

Special Districts Insurance Services

Policy Year: 1/1/2022 to 12/31/2022

**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.

<b>Total Building, Other Structure and Scheduled Outdoor Property Value</b>	\$4,348,000
<b>Total Personal Property Value</b>	\$1,841,171
<b>Total Value</b>	\$6,189,171
<b>Total Contribution</b>	\$6,303

**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: 1/1/2022 to 12/31/2022

**General Liability Schedule**

Per Occurrence Deductible: \$0.00

Code	Description	Unit	Amount	Effective	Expiration	Contribution
				Date	Date	
260150	2021-2022 Budgeted Personal Services *	Dollars	782,827	1/1/2022	12/31/2022	\$1,129
260160	2021-2022 Budgeted Materials and Supplies *	Dollars	686,210	1/1/2022	12/31/2022	\$2,095
260170	2021-2022 Budgeted Contingencies *	Dollars	112,000	1/1/2022	12/31/2022	\$0
260180	Number of Employees	Each	21	1/1/2022	12/31/2022	\$0
260190	Number of Volunteers	Each	60	1/1/2022	12/31/2022	\$0
260192	Number of Board Members	Each	5	1/1/2022	12/31/2022	\$0
260200	District Size	Sq Miles	522	1/1/2022	12/31/2022	\$0
260210	Population Served	Each	23,382	1/1/2022	12/31/2022	\$0
26100	Number of Drones (UAVs) Owned or Operated	Each	0	1/1/2022	12/31/2022	\$0
26215	Buildings & Premises - Occupied by District	Sqf	19,600	1/1/2022	12/31/2022	\$0
26900	Dollars Paid For Services	Dollars	10,000	1/1/2022	12/31/2022	\$0
26997	Events/Fundraisers - No Alcohol Served	Days	3	1/1/2022	12/31/2022	\$0
26998	Events/Fundraisers - Alcohol Served	Days	3	1/1/2022	12/31/2022	\$252
						\$3,476



## Statement of Member Benefits

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

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

### Hood River County Library District

Date	Service Provided	Department	Activity	Dollar Benefit
10/29/2020	COVID and face coverings	Human Resources	General HR Consultation	\$63
10/19/2020	Meeting on LCP	Risk Management	VRMC	\$28
8/25/2020	Employee issue	Human Resources	General HR Consultation	\$56
7/14/2020	Volunteer Inquiry	Technical Assistan	Volunteer Management	\$27
6/17/2020	FFCRA COVID 19	Human Resources	General HR Consultation	\$63
5/22/2020	COVID-19 Facility Reopening	Risk Management	Email/Phone Question	\$14
5/21/2020	COVID-19 - FFCRA	Human Resources	General HR Consultation	\$63
4/22/2020	Budget Meeting	Technical Assistan	BOLI Rules	\$36
2/3/2020	Public Contracting Issue	Technical Assistan	Public Contracting	\$180
1/31/2020	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$58
1/8/2020	Employee Counseling	SDIS Pre-Loss Leg	Employment	\$135
12/11/2019	SB 479 Harassment policy	Human Resources	Personnel Policy Review	\$63
12/4/2019	Providing feedback	Human Resources	Hiring Procedures	\$31
11/27/2019	Staff Carrying Mace	Risk Management	Email/Phone Question	\$14
10/23/2019	2019-2020 Safety and Security Grant	Risk Management	Safety Grant	\$3,130
9/23/2019	Public Contracting	SDIS Pre-Loss Leg	Public Contracting	\$135
9/18/2019	Public Contracting	SDIS Pre-Loss Leg	Public Contracting	\$158
9/12/2019	Bio Med Testing Services	Risk Management	Criminal Background Check	\$29
9/11/2019	Public Records	SDIS Pre-Loss Leg	Public Meetings/Records	\$180
8/16/2019	Employment	SDIS Pre-Loss Leg	Employment	\$338
8/15/2019	Executive Session vs. Open Meeting	Technical Assistan	Technical Assistance	\$23
8/15/2019	Public Contracting	Technical Assistan	Technical Assistance	\$23
8/15/2019	Policy Review	Technical Assistan	Technical Assistance	\$23
7/3/2019	Job classification	SDIS Pre-Loss Leg	Employment	\$225



## Statement of Member Benefits

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

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

6/19/2019	Public Contracting	Technical Assistan	Technical Assistance	\$45
6/11/2019	Policy Review	Technical Assistan	Technical Assistance	\$23
6/10/2019	Policy Review	Technical Assistan	Technical Assistance	\$23
6/10/2019	Review of application	SDIS Pre-Loss Leg	Employment	\$113
5/31/2019	Ergonomic Assessment	Risk Management	VRMC	\$220
5/1/2019	Assist with review of interview process	SDIS Pre-Loss Leg	Employment	\$225
4/19/2019	Bio Med Testing Services	Risk Management	Criminal Background Check	\$29
4/16/2019	Mandatory Reporting	SDIS Pre-Loss Leg	Pre-Loss Legal	\$113
4/15/2019	Public Meetings/Records	SDIS Pre-Loss Leg	Public Meetings/Records	\$158
4/15/2019	Mandatory Reporting	SDIS Pre-Loss Leg	Pre-Loss Legal	\$225
4/10/2019	Resolution Correcting Budget Transfer	Technical Assistan	Technical Assistance	\$45
4/9/2019	Public Contracting	Technical Assistan	Technical Assistance	\$23
3/18/2019	Employment	SDIS Pre-Loss Leg	Pre-Loss Legal	\$225
2/20/2019	Public Contracting	Technical Assistan	Technical Assistance	\$23
2/5/2019	Hazard Communication	Risk Management	VRMC	\$28
1/10/2019	Reviewed policy	SDIS Pre-Loss Leg	Employment	\$113
8/23/2018	Bio Med Testing Services	Risk Management	Criminal Background Check	\$87
7/10/2018	Bio Med Testing Services	Risk Management	Criminal Background Check	\$29
7/3/2018	GASB 75	Technical Assistan	Technical Assistance	\$23
6/15/2018	Resolution re Emergency Public Contract	Technical Assistan	Technical Assistance	\$23
4/19/2018	Criminal Background Check	Risk Management	Criminal Background Check	\$29
3/30/2018	Bio Med Testing Services	Risk Management	Criminal Background Check	\$29
3/22/2018	Return to Work Policy - Light Duty	Technical Assistan	Technical Assistance	\$45
3/22/2018	Amending an Ordinance	Technical Assistan	Technical Assistance	\$23
3/12/2018	Public Contracting Bidding Process	Technical Assistan	Technical Assistance	\$23
2/14/2018	Resolution Adopting Amended Budget	Technical Assistan	Technical Assistance	\$23

## Statement of Member Benefits

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

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

1/25/2018	Risk Management Review	Risk Management	VRMC	\$83
1/24/2018	Supervision of Minors	Technical Assistan	Technical Assistance	\$23
1/18/2018	Public Contracting	Technical Assistan	Technical Assistance	\$23
12/6/2017	Safety Committee Training	Risk Management	Training	\$55
11/16/2017	Audit Services Contract	Technical Assistan	Technical Assistance	\$23
10/31/2017	Employee Attending Political March	Technical Assistan	Technical Assistance	\$23
10/31/2017	Audit Services RFP Advertisement	Technical Assistan	Technical Assistance	\$23
10/17/2017	Background Checks	Technical Assistan	Technical Assistance	\$23
10/10/2017	Risk Management	SDIS Pre-Loss Leg	Risk Management	\$225
9/21/2017	Donation Site	Technical Assistan	Technical Assistance	\$23
8/10/2017	Financial Management Policy Resolution	Technical Assistan	Technical Assistance	\$45
6/1/2017	Underpayment of Wages	Technical Assistan	Technical Assistance	\$11
5/31/2017	Wage & Hour	Technical Assistan	Technical Assistance	\$30
5/31/2017	Teen Lock-In Agreement	Technical Assistan	Technical Assistance	\$30
3/16/2017	Library Card Policy	Technical Assistan	Technical Assistance	\$11
3/8/2017	Employee Issue	Technical Assistan	Technical Assistance	\$30
1/13/2017	Budget Appropriations	Technical Assistan	Technical Assistance	\$11
12/13/2016	Bio Med Testing Services Inc.	Risk Management	Criminal Background Check	\$29
11/3/2016	Bio Med Testing Services Inc.	Risk Management	Criminal Background Check	\$29
9/8/2016	Bio Med Testing Services Inc.	Risk Management	Criminal Background Check	\$58
1/4/2016	SDAO 2016 Safety Grant	Risk Management	Safety Grant	\$3,000
8/20/2015	Field Visit	Risk Management	VRMC	\$90
12/30/2014	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$87
8/6/2014	2014 Safety Grant	Risk Management	Safety Grant	\$3,000
5/29/2014	Risk Management Review	Risk Management	Toolkit Consultation	\$45
2/6/2013	2013 Safety Grant	Risk Management	Safety Grant	\$325

## Statement of Member Benefits

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

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

8/9/2011	Risk Management Review	Risk Management	Toolkit Consultation	\$45
6/17/2011	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29
6/10/2011	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29
5/16/2011	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29
5/13/2011	Mediation Clause	Technical Assistan	Technical Assistance	\$90
5/12/2011	Board - Governance Policy	Technical Assistan	Technical Assistance	\$90
5/6/2011	Public Contracting	Technical Assistan	Technical Assistance	\$90
4/11/2011	Contract Review - District Manager	Technical Assistan	Technical Assistance	\$90
4/11/2011	Public Contracting - Personal Services Cont	Technical Assistan	Technical Assistance	\$90
4/8/2011	Contract Review - IGA	Technical Assistan	Technical Assistance	\$90
3/31/2011	Public Meetings - Notice	Technical Assistan	Technical Assistance	\$90
3/31/2011	Contract Review - Legal Services	Technical Assistan	Technical Assistance	\$90
3/30/2011	Intergovernmental Agreement	Technical Assistan	Technical Assistance	\$90
3/28/2011	Public Meetings - Email	Technical Assistan	Technical Assistance	\$90
3/25/2011	Public Contracting - Legal Services Contrac	SDIS Pre-Loss Leg	Pre-Loss Legal	\$90
3/22/2011	Contract Review	Technical Assistan	Technical Assistance	\$90
3/9/2011	Accounting Firm Bonding	Technical Assistan	Technical Assistance	\$90
2/17/2011	RFQ for Insurance Agent	Technical Assistan	Technical Assistance	\$90
2/14/2011	Public Meetings	Technical Assistan	Technical Assistance	\$90

**Total Dollar Benefit: \$15,882**

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

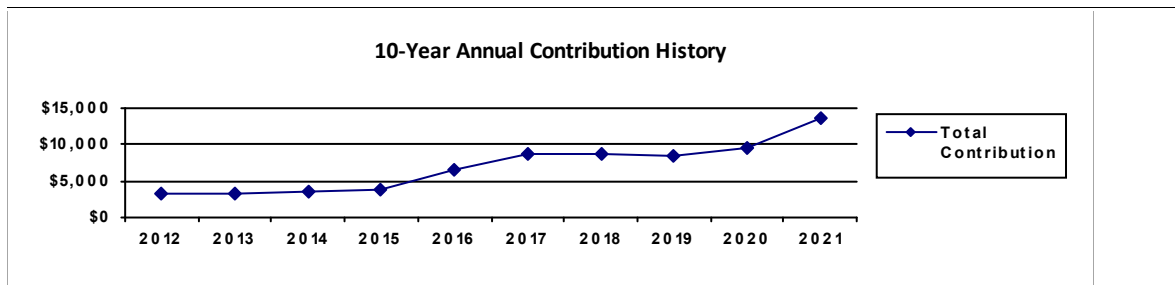
Special Districts Insurance Services - Policy Year 2021-2022 Comparison Report

**Hood River County Library District**

Columbia River Insurance

The following comparison shows the difference in contributions from the 2021 policy year to the 2022 policy year renewal. The following summary shows the amounts and percentages that have changed from 2021 to 2022. This summary is intended only to give you a general idea of the rating components that influence contributions.

Coverage	Annualized 2021 Contribution	2022 Contribution after rate and best practices changes	Change after rate and best practices changes	% change after rate and best practices changes	Change in Exposures	2022 Contribution after exposure, and all other changes	Total contribution change	Total % contribution change
<b>General Liability</b>	\$3,644	\$3,739	\$95	2.60%	See Below	\$4,353	\$709	19.46%
<b>Auto Liability</b>	\$0	\$0	\$0	0.00%	0	\$0	\$0	0.00%
<b>Non-Owned Auto Liability</b>	\$175	\$175	\$0	0.00%		\$175	\$0	0.00%
<b>Auto Physical Damage</b>	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>Non-Owned APD</b>	\$0	\$0	\$0	0.00%		\$0	\$0	0.00%
<b>Property</b>	\$5,811	\$6,414	\$603	10.38%	(\$109,074)	\$6,303	\$492	8.47%
<b>Earthquake</b>	\$3,559	\$3,737	\$178	5.00%	(\$109,074)	\$3,847	\$288	8.09%
<b>Flood</b>	\$0	\$0	\$0	0.00%	(\$109,074)	\$0	\$0	0.00%
<b>Total</b>	\$13,189	\$14,065	\$876	<b>6.64%</b>		\$14,678	\$1,489	11.29%
<b>Pass Through Coverages</b>								
<b>Boiler and Machinery</b>	\$0				(\$109,074)	\$0	\$0	0.00%
<b>Crime</b>	\$495					\$495	\$0	0.00%
<b>Total</b>	\$495					\$495	\$0	0.00%
<b>TOTAL ALL LINES</b>	\$13,684					\$15,173	\$1,489	10.88%



<b>Longevity Credit:</b> See Longevity Credit Memo for details	<b>Amount:</b> \$1,101	<b>% of Contribution:</b> 7.26%
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**General Liability Exposure Comparison**

Description	Last Year	Current year	Difference
Events/Fundraisers - Alcohol Served	3	3	0
2021-2022 Budgeted Materials and Supplies *	602,300	686,210	83,910
2021-2022 Budgeted Personal Services *	687,078	782,827	95,749

\* 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
2017-2021 Loss Ratio: <b>9.32%</b>	% Credit
	2021 10.00%
	2022 10.00%

Claims Schedule

Hood River County Library District

Property

2017

Type      Paid      Reserve      Collection      Incurred

<b>Claim Number:</b>	GCPR2017060950	<b>Class Code:</b>		<b>Source:</b>		EXP	\$2,329	\$0	\$0	\$2,329
<b>Claimant Name:</b>	Hood River County Library	<b>Status:</b>	Closed	<b>Cause:</b>	Struck By Other Vehicle	PD	\$6,168	\$0	\$4,204	\$1,964
<b>Age:</b>		<b>Claim Type:</b>	PR	<b>Anatomy:</b>			\$8,496	\$0	\$4,204	\$4,293
<b>Accident Date:</b>	7/5/2017	<b>Open Date:</b>	7/5/2017	<b>Injury:</b>						
<b>Adjuster:</b>	Hackbart	<b>Close Date:</b>	7/26/2018	<b>District:</b>	Hood River County Library District					
<b>Description:</b>	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
<b>Claim Count: 1</b>	<b>\$8,496</b>	<b>\$0</b>	<b>\$4,204</b>	<b>\$4,293</b>
<b>Claim Count: 1</b>	<b>\$8,496</b>	<b>\$0</b>	<b>\$4,204</b>	<b>\$4,293</b>



## Request for competitive proposals for strategic planning facilitation

*Proposals due: Wednesday, February 9, 2021, at 5:00pm*

*Email: rachael@hoodriverlibrary.org*

*Phone: 541-387-7062*

Pursuant to ORS 279B.070, the Hood River County Library District (HRCLD) seeks informal competitive proposals from a qualified, experienced facilitator to help lead creation of its 2022-2027 strategic plan. The ideal candidate will facilitate a series of meetings, distilling themes and priorities from each, and will be instrumental in shaping the final document. The plan will address the implications of the proposed priorities and goals for library services, collections, technology, staffing, facilities, and service models. The purpose of the strategic plan is to position the HRCLD to identify and respond to the needs and interests of its community, to engage library patrons, staff, board, and volunteers in the planning process, and to raise awareness of existing and potential library services and resources.

Rachael Fox, Library Director  
Hood River County Library District  
502 State St, Hood River, OR 97031  
rachael@hoodriverlibrary.org  
541-387-7062

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy. HRCLD reserves the right to:

1. Reject any or all proposals not in compliance with public proposal procedures;
2. Postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening;
3. Waive informalities in proposals; and
4. Select the proposal which will best serve the interests of the District, taking into account price as well as experience, expertise, functionality, suitability, and proposer responsibility.

### **About the District**

HRCLD is dedicated to promoting the enjoyment of reading and culture, responding to the community's need for information, and enriching quality of life for its patrons. The library serves approximately 24,000 people, who checked out over 106,000 items in 2020-21. It includes three branches: Cascade Locks, Hood River, and Parkdale. The District has purchased a bookmobile and will start offering services to the entire county in spring 2022. Staff also do extensive outreach to other areas of the county, especially in Odell, a rural community of approximately 2,380 people, 65% of who are Latinx. The three libraries are crucial sources of free public Internet access and electronic information by residents and visitors alike on the district's computers as well as thousands of wireless internet sessions. The Hood River branch is in a stunning 102-year-old Carnegie library that was expanded in 2003. Cascade Locks and Parkdale are located in the busy centers of their communities.

HRCLD enjoys a very supportive Friends group, Foundation, and volunteers. The district is a member of the Sage Library System and the Libraries of Eastern Oregon. Hood River County is in the heart of Columbia River Gorge and the Mount Hood recreational area, providing opportunity for many outdoor recreational activities including windsurfing, kiteboarding, hiking, cycling, skiing, and much more. The district has stable funding from a countywide special district that was created in 2011 following the yearlong closure of the previously county-run library system.

Since 2016, the district has operated on a strategic plan created by its Board of Directors and staff by a consultant. That plan expired in June of 2021. The district is in the fortunate situation of having met most of its strategic goals and thus has a lot of opportunity for its new plan.

### ***Mission***

- To serve and enrich our community by providing access to the power of information and imagination.

### ***Vision***

- A community of lifelong learners where everyone reads;
- A community where everyone accesses information and current technology;
- A community of informed people who will compete, succeed, and prosper;
- A community of people who participate effectively in the civic life of their community, state, nation, and world.

### ***Values***

- Access for all
- Freedom of thought and expression
- A professional and productive workforce
- Good stewardship of resources
- Fiscal prudence and financial responsibility
- Innovation in all things
- People-oriented service
- Integrity, compassion and respect
- Welcoming public spaces
- A fulfilling work environment
- Diversity
- Collaboration
- Civic involvement and social responsibility
- Excellence in all we do

### ***Proposal details***

HRCLD seeks a professional facilitator to:

- Oversee the strategic planning process.
- Guide all stages of the strategic planning process, including meetings with stakeholders, library staff, Board of Directors, and community members.
- Assist in identifying service priorities, goals, objectives, and activities to meet community needs

for the next five years.

- Identify gaps between current library operations, resources, facilities, and staffing and the above priorities, goals, objectives, and activities.
- Write and present the strategic plan that will be finalized by staff.

### ***Proposed timeline***

Initial stages of the strategic planning process are expected to start in April 2022 with an expected completion in September 2022.

### ***Selection criteria***

Competitive proposals will be evaluated by HRCLD staff, with final approval by the Board of Directors. Staff may conduct follow-up interviews via phone or streaming video. Competitive proposals will be evaluated on the following criteria:

- Relevant experience and success in strategic planning facilitation, including the level of satisfaction of current and past clients.
- Cost to complete the process.
- Demonstrated ability to meet deadlines and operate within budget.
- Prior experience working with both public and staff committees.
- Demonstrable facilitation and qualitative/quantitative integration skills.
- Creativity and ingenuity.

### ***Proposal requirements***

To be considered, competitive proposals must include:

- Cover letter including a brief description of the firm or individual, as well as the name and contact information of the principal.
- List of any personnel involved in the process and their role and prior experience.
- Summary of the facilitator's qualifications and experience.
- Project plan that includes a description of the methodology, tasks, timeline, and key dates.
- Schedule of costs to complete the project, with reimbursable costs such as mileage and lodging estimated as separate line items.
- References and contact information for at least 3 current or previous clients for whom comparable work was completed.
- Copy of your standard contract, if applicable.
- Additional documentation or information as the facilitator deems fit to assist Hood River County Library District in the selection process.

Proposals addressing the above criteria shall be directed via the contact information below.

Rachael Fox  
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Hood River County Library District  
502 State St.  
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Proposals will be received by HRCLD until 5:00p on Wednesday, February 9, 2021. Proposals received after this time will not be accepted. Please submit proposal via email as PDF files with the subject line "Proposal for Strategic Planning Facilitation."