

Board of Directors
Regular Meeting Agenda
Tuesday, August 16, 2022, 7:00pm
Library Meeting Room and Zoom
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). The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on 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. Additions/deletions from the agenda (ACTION)	Sheppard
II. Actual or potential conflicts of interest	Sheppard
III. Consent agenda (ACTION)	Sheppard
IV. Open forum for the general public	Sheppard
V. Reports	
i. Friends update	Fox
ii. Foundation update	Fox
iii. June 2022 Financial Statements	Fox
iv. Director's Report	Fox
VI. Old Business	
i. Security branches	Fox
VII. New Business	
i. Library Front Entrance Project discussion	Fox
ii. Best Practice Program discussion	Fox
iii. Antiracism statement (ACTION)	Fox
iv. Feast of Words discussion	Fox
v. Library Policy review schedule discussion	Fox
vi. Use Restriction Policy (ACTION)	Fox
VIII. Agenda items for next meeting	Sheppard
IX. Adjournment	Sheppard

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

 ORS 192.660 (1) (d) Labor Negotiations

 ORS 192.660 (1) (e) Property

 ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00 to 9:00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, August 16, 2022, 7:00pm
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Jean Sheppard President

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- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from the July 19, 2022 meeting | |
| o Attachment: III.i. Minutes from the July 19, 2022, meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| • The Friends did not meet in August, 2022. | |
| ii. Foundation update | Fox |
| • The Foundation did not meet in August, 2022. | |
| iii. June 2022 Financial Statements | Fox |

Attachments:

- V.iii. June 2022 Financial Statements

At the end of the 2021-22 fiscal year, the District's General Fund ended with \$907,602. This amount includes ample operating funds to take us from July through November, when we receive the bulk of our tax revenue.

Here were other notable items from last fiscal year:

- Carried over \$62,148 more than last fiscal year
- Overall Personal Services came in \$93,252 under budget.
- Overall Materials and Services came in \$50,075 under budget.

Since we did not spend the full amount of several categories in Materials and Services, we spent more than anticipated in other categories. This is standard practice and permitted as long as we do not exceed spending in the entire Materials and Services budget.

iv. Director's Report

Fox

Administration

- We have entered the fifth month of our Strategic Planning Process.

Vision Statement

We are currently working on a new vision statement. Our consultants created a few different options based upon the exercises completed by the Library Board and the Strategic Planning Team (STP). Then Assistant Director Mo Burford and I worked with the our consultant to create one statement. The Strategic Planning Team will discuss the statement before bringing to the Library Board.

Interviews and Community Profiles

The SPT members are interviewing 2-3 community members selected by the Strategic Planning Team. The SPT will also be compiling community profiles that will assist our consultants in creating our plan.

Important dates - Library Board

- Board meeting - Tuesday, September 20, 7pm - Consultants will present the draft plan and findings to the Library Board
 - Board meeting - Tuesday, October 18, 7pm - Strategic Planning Team will present the new Strategic Plan to the Library Board
- We have seen an increase in attendance at our library programs and in our facilities. We had over 5,000 patrons visit the Hood River Library last month. We had over 120 people attend our indoor Aerial program at the library on Wednesday, August 3. We are expecting a full house for our Reptile Man program on Wednesday, August 31, 5:30pm. I'll provide a full report of our statistics from last fiscal year and our Summer Reading programs in the September board packet.
 - We had two Public Service Clerk Substitutes resign this month. We are currently hiring two Public Service Clerk Substitutes. This position is on-call. The positions are open until filled.
 - We have hired local teen Ashton Burner for a summer internship at the library for ten hours per week. Burner is a recent graduate from Hood River Valley High School. He started working at the library at the beginning of July and his last day at the library will be August 31. He has

assisted with outreach in Odell and teen programming at the Hood River Library. The internship is funded by a grant from the State Library of Oregon.

Facilities

- Our maintenance person will install a new window unit air conditioner in the Parkdale Library on Saturday, August 13. The Parkdale Library is located in the basement in the Parkdale Community Center. In the past, we have been able to get by without air conditioning. Due to the increase in temperatures in the summer months, we need air conditioning. We had to close the library for three days during the last heat wave because it was too warm for staff and patrons.
 - I am working with Mid-Columbia Action Council (MCAC) to help advertise all three library branches as cooling shelters.
- The theater room remodel is complete. We had the seating removed. The space was painted. It will be used by all ages. Children and families can enjoy the space during open hours! We've also showing movies with the theater equipment, host gaming and teen programs. We'll use it for the overflow for the Makerspace and Tech Lab programs. We also host our storytime in the space! Thank you to the Library Foundation for funding the project.



- We have installed a new book drop at the Hood River Library. Our old book drop lasted 18 years. It was falling apart due to heavy use and it leaked. It also was too small for our growing community! Our brand new book drop is almost twice as big!



Programs and Services

- Bookmobile
 - The arrival of the bookmobile is tentatively scheduled for August. I have not received the exact date.
- The program staff have been working hard to provide creative programming for this summer. Please check out [enewsletter](#) for a full list of August programs.
 - Summer Reading ends on Wednesday, August 31, 2022. Patrons can download the Beanstack app to participate. Beanstack is a digital way to participate in the library's 2022 Summer Library Program. Visit our [website](#) for more details.
- Patrons can join us this summer for fun, free events for the whole family. We had almost 200 people attend our first concert on Wednesday, June 29, 5:30pm and 70 attend our second concert on Wednesday, July 20 in the Library Gardens and 120 for our indoor Aerial performance on Wednesday, August 3rd. Our new event will be Wednesday, Aug. 31, 5:30pm, Reading Room, Reptile Man.
 - Adult programs
 - Gorge Community Reads
 - The Aging in the Gorge Alliance/Alianza de la Tercera Edad invites readers Gorge-wide to join its 2022 reading campaign. Thanks to Providence Hood River Memorial Hospital and the Gorge Community Foundation, 70 copies of “Together” in English and 70 copies in Spanish will be made available through local libraries, Adult Centers, and other locations in July. Activities, including facilitated discussion groups and radio broadcasts, will be conducted throughout September. Discussion guides will be available so individuals can facilitate their own group discussions. For more information regarding facilitated discussions, contact Claire Culbertson at claireculbertson@gmail.com

In Together: The Healing Power of Human Connection in a Sometimes Lonely World, the U.S. Surgeon General and best-selling author, Dr. Vivek Murthy, addresses the importance of community and connection and offers practical solutions to the overlooked epidemic of social isolation.

The Aging in the Gorge Alliance/Alianza de la Tercera Edad (AGA/ATE) offers this opportunity to individuals and groups to explore the unique questions, challenges, and solidarity that come up when we discuss the hidden impact of loneliness on our health, and the social power of community. The COVID-19 pandemic has caused a period of extreme difficulties, isolation, and loss. AGA/ATE recognizes the importance of sharing our stories to build understanding and support.

- Book Club Wednesday, September 7 at 6:30 p.m. Hood River Library Meeting Room & [Zoom](#) This month's book club selection is *Cloud Cuckoo Land* by Anthony Doerr.

- Writing Group: Every Thursday at 3 pm in the Hood River Library Gardens. Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).
- Teen programs
 - LTC: Every Saturday at 11 a.m. Open to teens and tweens ages 12 to 19, the Library Teen Council is a volunteer group that helps plan library services, leads programming and assists the Teen Librarian.
 - Teen Game Nights, Thursday all summer long at 4 p.m. Switch, Jackbox, board games, legos. Time to play! Open to ages 12 to 20, games will be in the Theater room.
 - Campfire Night, Saturday, August 27th 8:30 pm to late. Open to ages 13 to 19. Let's wrap up the summer with a night of fire, friends and lots of marshmallows. Meet at 8:30 pm in the library garden for a fun, laid back night of not quite back to school.
 - SUMMER BLOCKBUSTER MOVIE NIGHTS, Fridays at 5 p.m. Get out of the heat and into the Library! Our new renovated theater is the place to be! We will be screening blockbusters new and old over the course of the summer. Teens and adults are welcome, and snacks and drinks will be provided.
 - We had our first Arcade Night with Arcade games funded by the Library Foundation. We had over 25 people attend!
- Children's programs
 - Family Storytime at the Hood River Library! Thursdays at 10:30 a.m. in the library theater. The storytime is open to all ages. Storytime features stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading! We will add storytime in Cascade Locks and Parkdale branches in October.
 - We have open Makerspace at the Hood River Library every Saturday from 10am-2pm. There are a variety of craft supplies and tools to create a masterpiece.
 - The Cascade Locks and Parkdale branches have open crafting every Saturday from 10am-2pm. We offer a variety of supplies and the only thing required is their imagination!
- Outreach
 - Library staff are providing outreach every Saturday in the Odell Mobile Home park. They are serving 38 families and 70 kids total! They are driving their cars and going door-to-door and offering kids a selection of books, a craft bag, and a burrito/snack.
 - Library staff are hosting a Pop-Up-Library every 1st and 3rd Thursday of the month in the Odell Neighborhood Park. We are partnering with Gorge Grown, One Community Health, and Hood River Valley Parks and Rec. The park is the second neighborhood they have been wanting to serve. They are averaging around 100 people at each time. They offer books, to-go or stay crafts, snacks and summer reading prizes.

VI. Old Business

i. Security branches

Fox

We have experienced an increase in incidents at the library branches which involve trespassing individuals due to either sexual harassment or aggressive and threatening behavior. In the past year, we have trespassed two individuals for their behavior at the Cascade Locks Branch and one individual from the Hood River Library. We had police involvement in all three cases. Staff and patrons were not physically harmed but staff emotional and mental well being has been effected by the incidents.

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 over the past year.

- Staff park in designated areas which are 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 using a doorbell 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 due to the recent incidents with the two patrons since we do not have the staffing capacity to have two staff members for every shifts. This procedure has been working well. We have a sign alerting patrons the doorbell is in use for staff and patron security.
- We have purchased flash lights for staff members working at each branch. In addition, I purchased a motion light for the window at the Cascade Locks Library which illuminates the parking area for staff. Both Cascade Locks and Parkdale have exterior lights outside the front entrance and street lights which illuminate the area.
- We have a panic button staff wear on a lanyard around their neck which will automatically call police or emergency dispatchers with the press of a button.

I'd like to discuss a few additional measures.

- Install a video surveillance system run by an independent firm at each branch. We would need to post signage alerting patrons. This is required by law and hopefully would also deter any criminal activity.

I have obtained quotes from ASET technology. It will cost \$4,100 to outfit each branch. I have reached out to three firms from the Portland area and have not received a reply. I will also reach out to the School District to see if we can link into their system in Cascade Locks instead of hiring an independent firm.

I am going to apply for a Safety and Security Grant from the Special Districts Association of Oregon. This is a matching grant. They will fund up to \$5,000.

- In addition, I would like to reduce the evening hours at each branch October-February. Typically, in the fall and winter we rarely have patrons visit the branch libraries between 6-7pm. This means staff are completely alone during this time without other patrons present. I think it would be safer and more efficient use of staff time to shift the hours. We can move the staff to the main branch. This equals five desk hours for staff: Tuesday, Wednesdays and Thursday in Parkdale and Tuesdays and Thursdays in Cascade Locks. We have shifts that can be covered and several side projects we are currently working on. We had winter hours last year at the

branches. We did not receive any feedback from patrons they were unsatisfied with the reduction in hours.

VII. New Business

i. Library Front Entrance Project discussion

Fox

I applied for the Preserving Oregon Grant in May 2022. This is a matching grant. We did not receive the grant. The Oregon Heritage State Preservation Office stated the program is extremely competitive and they didn't have enough funds to award to all of the worthy applications they receive. This year they were only able to fund 14 of 29 applications.

The estimated cost of the project is \$25,000. The Library Foundation has provided \$12,500 towards the project. I recommend the Library District funds the rest of the project. We have ample funds in our reserve to cover all our capital projects for the next twenty year, including the restoration of our building. If the board approves, I will move forward with the informal bid process for the project.

ii. Best Practice Program discussion

Fox

- Attachment: VI.ii. Board Member Education Program

The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Our district annually receives credits on our property/casualty insurance contributions and takes 10% off our district's general liability, auto liability, and property insurance contributions for the 2023 policy year. Each year Special District's has a theme for the Best Practices Program. This year, the theme and requirements revolves around the Board.

To receive credit, a district representative must complete the Best Practices Survey. **The deadline to complete the survey is Nov. 4, 2022.**

To receive our full discount this year, the Library Board will need to complete the following by November 1, 2022.

- **SDAO/SDIS training – Boardmanship 301 video – ALL BOARD MEMBERS**

<https://www.sdao.com/boardmanship-301>

Every board member must watch this video series to receive the 2% discount. Please let me know when you complete the series. It will take 1.5 hours.

- **Board Member Education Program -ENROLL Two Board members**

To receive credit in this category at least two members of the board will need to enroll in the SDAO Board Leadership Academy. <https://www.sdao.com/sdao-board-leadership-academy>. Please note, the board members do not need to complete the program by November 1, 2022. They only need to register for the program. Please see attachment VI.ii. for a complete description of the program. **I would like to discuss having two members enroll in the leadership academy to receive the credit.**

iii. Antiracism statement (ACTION)

Fox

I would like to request the Library Board approve the following statement. This statement was created and approved by the Josephine Community Library District in Oregon. This statement will be posted on our policy page.

We, at Hood River County Library District, [stand with American Library Association \(ALA\) and the Black Caucus of the American Library Association \(BCALA\)](#) in condemning violence and racism

toward Black people and people of color. We stand with ALA and BCALA against the systemic and systematic social injustices and racism endured by Black people and people of color. We also stand with the [Oregon Library Association](#) (OLA), [Asian/Pacific American Librarians Association](#) (APALA), [Chinese American Librarians Association](#) (CALA), [REFORMA](#), and [American Library Association](#) (ALA) to condemn hate crimes and racist language towards Asian, Asian-American, and Pacific Islander communities.

The Hood River County Library District is actively committed to antiracist values, which informs all policy development, operational procedures, and staff and volunteer training for the library. We urge library patrons to look out for actions and policies that condone bigotry, systemic racism, and prejudicial misinformation and to do their part to eliminate them in our organization and community. We urge staff, volunteers, and patrons to actively support and protect Black, Indigenous, Latinx, and people of color communities from discrimination and hateful actions and find ways to serve as allies to our fellow community members across the county, state, and country.

Library staff, volunteers, and patrons are charged with the responsibility to report instances of bias and racism in support of our racially and socially marginalized communities. For more information and assistance, contact [Oregon Hate and Bias Information and Reporting](#).

We are dedicated to amplifying the diverse voices of our communities and authors of color as we evolve to connect our diverse communities to reliable resources, technology, and information, envisioning a community where diverse ideas and people come together to share knowledge, experiences, and perspectives.

We embrace the American Library Association's [Code of Ethics](#) and the [Library Bill of Rights](#)—adopted in 1939 and supplemented with modern [interpretations](#) to evolve with the times. We also acknowledge the [historical legacy of unequal access that public libraries have in the United States](#) and we are actively involved in rebuilding an equitable institution.

iv. Feast of Words discussion

Fox

This fiscal year I would like to request the Library District focus on accessibility for our staff and patrons. I would like to ask the Foundation to support two projects with their Feast of Words 2023 fundraiser.

The first project will be replacing the outdated circulation desk at the Hood River Library. A new unit will create a more welcoming and dynamic area for library staff to assist patrons. It would be accessible to patrons of all ages and those with disabilities. It would offer an area for patrons to sit and receive assistance while being helped by library staff. It would also be more ergonomically correct work space. In addition, we would redo the hold shelf for patrons. We have received feedback it is difficult for patrons to reach items on the bottom shelf.

In addition, we would ask donors to support accessibility by funding the continuing operations for the bookmobile.

I'd love to hear your thoughts on these ideas before I present them to the Library Foundation.

v. Library Policy review schedule discussion

Fox

I have developed an updated schedule for reviewing our library policies. This process involves combining several of our policies together to create ease for staff, patrons, and the board to review the policies.

After we complete compiling the policies together we will have six policies instead of twenty separate policies.

- Board Governance Policy
- Code of Conduct Policy (Ordinance No. 1)
- Employee Handbook (Personnel Policies)
- Financial Management Policy
- Operations Policy
- Volunteer Policy

Here is the schedule for policy review schedule for fiscal year 2022-23:

- July 19, 2022 Board Meeting - Financial Management Policy. This policy has been reviewed and approved.
- August 12, 2022 Board Meeting – Use Restriction Policy. This policy will be combined with the Operations Policy in November.
- September 20, 2022 Board meeting - Board Governance Policy
- October 18, 2022 Board meeting – Volunteer Policy
- November 15, 2022 Board meeting – Operations policy
Combine following policies into Operations policy:
 - Bulletin Board Policy
 - Collection Development Policy
 - Exhibits Policy
 - Intellectual Property Policy
 - Library Card Policy
 - Library Director Evaluation Policy
 - Meeting and Study Rooms Policy
 - Preventative Maintenance Policy
 - Privacy Policy
 - Programming Policy
 - Public Records Policy
 - Social Media Policy
 - Technology Use Policy
 - Use Restriction Policy
 - Volunteer Policy
- December 20, 2022 Board meeting - Code of Conduct Policy (Ordinance 1)

Starting next fiscal year, we will review one policy every other month or as needed. This will ensure we are reviewing all our policies annually.

vi. Use Restriction Policy (ACTION)

Fox

- Attachment: VII.iv. Use Restriction Policy

Since we are discussing Safety for patron and staff, I thought it would be helpful to review our Use Restriction Policy. Our legal council recommended a few minor changes. They are noted in the IX.i. attachment.

VIII. Agenda items for next meeting

Sheppard

- Policy review – Board Governance Policy
- Health Insurance renewal

IX. Adjournment

Sheppard

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

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

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Board of Directors
Regular Meeting Minutes
Tuesday, July 19, 2022, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River
Jean Sheppard President

Present: Brian Hackett, Megan Janik, Sara Marsden, Jean Sheppard, Rachael Fox (staff)

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Meeting ID: 889 8794 2233

I. Additions/deletions from the agenda (ACTION)

Sheppard

President Jean Sheppard called the meeting to order at 7:02pm. Fox stated she would like to add a the Cascade Locks leave agreement to the agenda. Janik made a motion to approve the amended agenda. Marsden seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Board Officer Elections

Sheppard

Hackett moved to elect Sheppard as president of the Board of Directors and Bureker as Vice President for the 2022-23. Janik seconded. The motion carried unanimously.

IV. Consent agenda (ACTION)

Sheppard

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

V. Open forum for the general public

Sheppard

None present.

VI. Reports

i. Friends update

Fox

- The Friends did not meet in July, 2022.

ii. Foundation update

Fox

- The Foundation did not meet in July, 2022.

iii. May 2022 Financial Statements

Fox

There was nothing to add to the written report. Hackett asked if the estimate regarding the uncollectible (5%) was accurate. Fox reported it was accurate and we are on target to receive the

amount provided in the October 2021 assessment provided by Hood River County minus the 5% uncollectible.

iv. Director's Report

Fox

Fox added information regarding outreach in Odell.

- Library staff are providing outreach every Saturday in the Odell Mobile Home park. They are serving 38 families and 70 kids total! They are driving their cars and going door-to-door and offering kids a selection of books, a craft bag, and a burrito/snack.
- Library staff are hosting a Pop-Up-Library every 1st and 3rd Thursday of the month in the Odell Neighborhood Park. We are partnering with Gorge Grown and Hood River Valley Parks and Rec. The park is the second neighborhood they have been wanting to serve. At their last Pop-Up-Library they had around 100 people stop by. They offer books, to-go or stay crafts, snacks and summer reading prizes.

VII. New Business

i. Oregon Corrections Enterprises furniture quote (ACTION)

Sheppard

Janik made a motion to approve the estimate of \$8,500 for the purchase of new furniture from Oregon Corrections Enterprises. Marsden seconded. The motion carried unanimously.

ii. Financial Management Policy (ACTION)

Sheppard

Hackett made a motion to approve Resolution 2022-23.01 and the updated Financial Management Policy. Janik seconded. The motion carried unanimously.

iii. Appointing agents of record (ACTION)

Sheppard

Marsden made a motion to approve Resolution 2022-23.02, establishing agents of record. Janik seconded. The motion carried unanimously.

iv. Establishing regular meeting time (ACTION)

Sheppard

Janik made a motion to approve Resolution 2022-23.03, establishing a regular meeting time. Marsden seconded. The motion carried unanimously.

v. Cascade Locks Lease – Hood River County School District (Action)

Sheppard

The Hood River County School District has made an increase in rent from \$943.80 to \$1,115.40 per month. They have not raised the rent in five years.

The School District requested the contract be changed from five years to one year. They stated there is complex accounting/accountability practices that must be followed for multiyear contracts. This results in significant increase in workload for their business services office.

Sheppard noted that the section stating “year-over-year increases shall not exceed five percent” was removed. She asked the board if they felt comfortable with the removal. Fox noted they have not increased the rent in five years. She also noted they usually look to the Port of Cascade Locks to set their rates and the port has significantly raised their rates and they did not think it was appropriate to apply the same increase to the Library District.

The Library District lawyer Ruben Cleaveland approved the contract. Janik made a motion to approve the lease agreement. Hackett seconded. The motion carried unanimously.

VIII. **Agenda items for next meeting**

Sheppard

IX. **Adjournment**

Sheppard

The meeting adjourned at 7:36pm.

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 (I) (d) Labor Negotiations

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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements June 30, 2022

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

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

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

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

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100 EAST FOURTH STREET
THE DALLES, OREGON 97058
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1313 BELMONT STREET
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Board of Directors
Hood River County Library District
Hood River, Oregon

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of June 30, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the twelve months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

The supplementary information contained on pages 4 through 8 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Onstott, Broehl & Cyphers, P.C
August 4, 2022

Hood River County Library District
Balance Sheet - Cash Basis
June 30, 2022

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$163,294			\$163,294
Cash with Hood River County	744,063	\$110,757	\$132,185	987,005
Petty cash	416			416
Total Current Assets	<u>907,773</u>	<u>110,757</u>	<u>132,185</u>	<u>1,150,715</u>
TOTAL ASSETS	<u><u>\$907,773</u></u>	<u><u>\$110,757</u></u>	<u><u>\$132,185</u></u>	<u><u>\$1,150,715</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$171			\$171
Total Current Liabilities	<u>171</u>	<u>0</u>	<u>0</u>	<u>171</u>
Total Liabilities	<u>171</u>	<u>0</u>	<u>0</u>	<u>171</u>
Fund Balances:				
Unassigned	<u>907,602</u>	<u>110,757</u>	<u>132,185</u>	<u>1,150,544</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$907,773</u></u>	<u><u>\$110,757</u></u>	<u><u>\$132,185</u></u>	<u><u>\$1,150,715</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Twelve Months Ended June 30, 2022

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$87	\$84,520		\$84,607
Property tax revenues - current year	1,073,215			1,073,215
Property tax revenues - prior year	41,596			41,596
Fines and fees	3,361			3,361
Intergovernmental revenue	3,534	5,208		8,742
Interest revenue	6,040		\$770	6,810
Miscellaneous	25			25
Total Revenues	1,127,858	89,728	770	1,218,356
Expenditures:				
Personal services:				
Wages and salaries	506,291			506,291
Employee benefits	166,684			166,684
Total Personal Services	672,975	0	0	672,975
Materials and services:				
Bank charges	326			326
Building rental	11,326			11,326
Building maintenance	23,319		4,873	28,192
HVAC	17,928			17,928
Elevator	2,220			2,220
Telephone	4,795			4,795
Internet	5,833			5,833
Collection development	74,143	26,485		100,628
Technology	19,785			19,785
Accounting and auditing	24,778			24,778
Courier	2,036			2,036
Custodial services	29,938			29,938
Technical services	4,114			4,114
Library consortium	13,782			13,782
Copiers	3,077			3,077
Elections expense	2,973			2,973
Furniture and equipment	7,896	600		8,496
Insurance	14,076			14,076
Georgiana Smith Memorial Garden	23,654	110		23,764
Legal services	1,820			1,820
Professional services	8,211			8,211
Dues and subscriptions	1,994			1,994
Miscellaneous	2,247			2,247
Postage and freight	1,136			1,136
Printing	248			248
Programs	18,175	19,350		37,525
Advertising	2,616			2,616
Supplies - office	14,034		1,823	15,857
Travel	551			551
Training	753			753
Board development	0			0
Parking reimbursement	100			100
Electricity	16,214			16,214
Garbage	1,687			1,687
Natural gas	7,201			7,201
Water & sewer - building	4,749			4,749
Total Materials and Services	367,735	46,545	6,696	420,976
Capital outlay	0	184,220	12,227	196,447
Total Expenditures	1,040,710	230,765	18,923	1,290,398
Revenues Over Expenditures	87,148	(141,037)	(18,153)	(72,042)
Other Financing Sources (Uses)				
Operating transfers in	0		25,000	25,000
Operating transfers out	(25,000)			(25,000)
Total Other Financing Sources (Uses)	(25,000)	0	25,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	62,148	(141,037)	6,847	(72,042)
Fund Balance - July 1, 2021	845,454	251,794	125,338	1,222,586
Fund Balance - June 30, 2022	\$907,602	\$110,757	\$132,185	\$1,150,544

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Twelve Months Ended
June 30, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$4,017	\$1,073,215	\$1,091,490
Tax revenues - prior year	1,453	41,596	15,000
Interest revenue	497	6,040	10,000
Fines and fees	29	3,361	4,000
Intergovernmental revenue	0	3,534	0
Donations	87	87	0
Miscellaneous	0	25	0
Total Revenues	6,083	1,127,858	1,120,490
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	670	7,335	8,281
Library clerk II	9,380	110,373	115,605
Library assistant I	5,134	56,114	68,838
Library assistant II	5,228	63,386	63,265
Librarian I	7,716	126,510	128,034
Librarian II	5,127	57,649	65,291
Library director	7,112	84,924	87,048
Payroll taxes and benefits:			
Retirement	3,223	47,702	43,068
Social security	3,064	38,399	40,226
Workers' compensation	19	1,074	1,300
Health insurance	6,561	74,740	136,280
Unemployment insurance	360	4,769	6,310
Paid family and medical leave	0	0	2,681
Total Personal Services	53,594	672,975	766,227
Materials and services:			
Bank charges	46	326	300
Building rental	944	11,326	13,400
Building maintenance	5,469	23,319	20,000
HVAC	1,245	17,928	15,000
Elevator	0	2,220	2,450
Telephone	346	4,795	5,220
Internet	293	5,833	5,840
Collection development	4,256	74,143	90,000
Technology	6,429	19,785	13,000
Accounting and auditing	0	24,778	29,000
Courier	194	2,036	2,300

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Twelve Months Ended
June 30, 2022

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	4,716	29,938	29,000
Technical services	0	4,114	4,000
Library consortium	0	13,782	14,200
Copiers	403	3,077	3,500
Elections expense	0	2,973	0
Furniture and equipment	1,540	7,896	4,000
Insurance	0	14,076	16,000
Georgiana Smith Memorial Garden	817	23,654	25,000
Legal services	70	1,820	4,000
Professional services	3,750	8,211	30,000
Membership dues	228	1,994	4,000
Miscellaneous	178	2,247	1,500
Postage and freight	157	1,136	1,000
Printing	53	248	500
Programs	3,930	18,175	20,000
Advertising	183	2,616	2,000
Office supplies	1,698	14,034	14,000
Travel	56	551	4,000
Training	0	753	4,000
Board development	0	0	1,500
Parking reimbursement	0	100	500
Electricity	1,216	16,214	21,000
Garbage	135	1,687	2,000
Natural gas	492	7,201	10,000
Water & sewer - building	401	4,749	5,600
Total Materials and Services	39,245	367,735	417,810
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	92,839	1,040,710	1,284,037
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(25,000)	(25,000)
Total Other Financing Sources (Uses)	0	(25,000)	(25,000)
Change in Fund Balance	(\$86,756)	\$62,148	(\$188,547)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Twelve Months Ended
June 30, 2022

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$62,335	\$84,520	\$290,000
Intergovernmental revenue	0	5,208	0
Total Revenues	<u>62,335</u>	<u>89,728</u>	<u>290,000</u>
Expenditures:			
Personal services	0	0	16,600
Materials and services:	9,341	46,545	268,400
Capital outlay	0	184,220	250,000
Total Expenditures	<u>9,341</u>	<u>230,765</u>	<u>535,000</u>
Change in Fund Balance	<u><u>\$52,994</u></u>	<u><u>(\$141,037)</u></u>	<u><u>(\$245,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Twelve Months Ended
June 30, 2022

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$91	\$770	\$2,000
Other Financing Sources			
Transfer from General Fund	0	25,000	25,000
Total Revenues and Other Sources	<u>90</u>	<u>25,770</u>	<u>27,000</u>
Expenditures:			
Materials and services	4,873	6,696	0
Capital outlay	0	12,227	100,000
Total Expenditures	<u>4,873</u>	<u>18,923</u>	<u>100,000</u>
Change in Fund Balance	<u><u>(\$4,783)</u></u>	<u><u>\$6,847</u></u>	<u><u>(\$73,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Twelve Months Ended June 30, 2022

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2021	R2R 2022	Teen Intern	HR Cultural Trust	Total
Revenues:											
Donations and grants	\$0	\$52,500	\$3,770	\$15,000	\$10,000	\$0	\$0	\$5,208	\$3,250	\$0	\$84,520
Intergovernmental revenue											5,208
Total Revenues	0	52,500	3,770	15,000	10,000	0	0	5,208	3,250	0	89,728
Expenditures:											
Personal services:											0
Wages and salaries:											0
Library clerk I											0
Library assistant II											0
Employee benefits:											0
Retirement											0
FICA											0
Workers compensation											0
Health insurance											0
Unemployment insurance											0
Total Personal Services	0	0	0	0	0	0	0	0	0	0	0
Materials and services:											
Collection development		20,708	1,678	771	2,279		567	481			26,484
Programs		3,562	849	9,900	1,163		1,887	1,990			19,351
Furniture & equipment				600							600
Georgia Smith Memorial Garden		110									110
Total Materials and Services	0	24,380	2,527	11,271	3,442	0	2,454	2,471	0	0	46,545
Capital outlay	0	184,220	0	0	0	0	0	0	0	0	184,220
Total Expenditures	0	208,600	2,527	11,271	3,442	0	2,454	2,471	0	0	230,765
Net Change in Fund Balance	0	(156,100)	1,243	3,729	6,558	0	(2,454)	2,737	3,250	0	(141,037)
Fund Balance - July 1, 2021	338	227,852	798	12,479	3,592	1,781	2,454	0	0	2,500	251,794
Fund Balance - June 30, 2022	\$338	\$71,752	\$2,041	\$16,208	\$10,150	\$1,781	\$0	\$2,737	\$3,250	\$2,500	\$110,757

See Independent Accountants' Compilation Report

Board Member Education Program

Special Districts Association of Oregon (SDAO) recognizes that being appointed or elected to a special district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

The SDAO Board Leadership Academy has been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. Our program offers current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, risk management, and human resources.

Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements.

PROGRAM BENEFITS

District directors that participate in this program will:

- Better understand the roles and responsibilities of being a special district director.
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

ELIGIBILITY AND ENROLLMENT

Eligible individuals will need to complete an [enrollment form](#) and submit it to SDAO Member Services (memberservices@sdao.com) to enroll. There is no charge to enroll and no obligation to finish. The only cost for the program is the cost to attend trainings. The Library District has a budget for board training.

PROGRAM CURRICULUM

A curriculum of study has been developed for each module and each training will be available through courses provided by SDAO and approved affiliate organizations. In-person trainings will be held at regional trainings and conferences. Online options will also be made available. Credit-eligible courses will be specifically marked with the SDAO Board Leadership Academy logo within the course description and on any course marketing materials.

PROGRAM MODULES

Below are the program modules and required trainings for each. All trainings must be completed in order to receive credit for the module. Trainings must be provided by SDAO or pre-approved affiliate.

Module I: Board Member Basics

- Powers and Protections
- Roles and Responsibilities
- Representing the Board
- Ordinances and Resolutions
- Ethics
- Public Meetings

Module 2: Statutory Responsibilities

- Public Records
- Public Contracting
- Local Budgeting and Finance

Module 3: Risk Management

- Analyzing Exposure to Risk
- ADA Compliance
- General Risk Management
- Contingency Plans: Disaster Preparedness and Succession Planning

Module 4: Human Resources

- Evaluating your Executive Director/General Manager/Fire Chief
- Harassment and Discrimination
- Wrongful Termination
- Cultural Diversity

Participants can receive a bronze, silver, or gold certificate after completing certain modules. All trainings within a module must be completed to receive credit for that module.

Bronze Certificate

Participants will need to complete modules 1-2 to receive a bronze level certificate.

Silver Certificate

Participants will need to complete bronze level requirements and module 3 to receive a silver level certificate.

Gold Certificate

Participants will need to complete silver level requirements and module 4 to receive a gold level certificate.

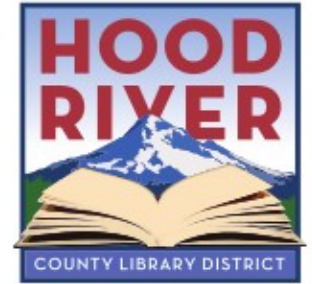
Participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver and gold levels; however, the bronze-level certificate must be earned within three years from the date of enrollment before silver and gold can be awarded.

TRACKING AND COMPLETION OF PROGRAM

Participants will track their progress by using the [self-tracking worksheet](#). Certificates will be provided to attendees at each training to facilitate tracking progress. When all trainings have been completed, individuals can apply for program certificate(s) by submitting their tracking worksheet and training certificates to memberservices@sdao.com.

Participants that successfully complete the program will receive a certificate of completion, recognition at the SDAO Annual Conference and mention on SDAO's social media and newsletter.

Use Restrictions Policy



Sometimes a patron's behavior may necessitate restricting his/her use of Hood River County Library District services. Such behavior includes but is not limited to violations of District policies as well as violations of federal, state, or local statutes.

Responsibility and restrictions

District staff, and ultimately the Library Director, are responsible for determining whether behavior(s) of patrons are unacceptable as delineated by District policies. When such behavior occurs, staff are authorized to restrict a patron's access to District services in a manner that is appropriate to address the unacceptable behavior and past actions by the patron. Such sanctions include, but are not limited to, the following:

- ✦ Bans from using the relevant service (e.g. meeting room, computers, bulletin boards);
- ✦ Loss of library card privileges;
- ✦ Billing for damage;
- ✦ Requirement for accompaniment by a parent, guardian, or caretaker;
- ✦ Ejection from District property (temporary, conditional, or extended).

Staff members are encouraged to use sound but flexible judgment in determining appropriate sanctions and lengths. Severe or extended sanctions require approval of the Library Director or designee.

Warnings

At their discretion, and depending upon the specific actions by an offending or disruptive patron, staff may warn a patron up to twice before imposing a sanction. Subsequent similar behavior by the same individual may not require warning before sanctions are issued, and such sanctions may be more severe. While the District views this policy as primarily corrective and progressive, it is not possible to define in advance the specific action to be taken in response to every behavior and the need to protect the safety of library patrons and personnel. Consequently, the District reserves the right to take appropriate action, including immediate ejection from District property, in response to circumstances and events on a case-by-case basis.

For instance, staff may restrict a patron's use of services, or immediately eject a patron without warning for more severe violations of policy, including without limitation abusing District staff or patrons, abusing District property, attempting to alter or compromise District technology or networks, or violations of local, state, or federal laws.

Record of sanctions

Staff will make a written record of any instances in which sanctions are issued and will maintain current lists of patrons who are restricted from using library services and are banned from District facilities.

Adopted by the Board of Directors, September 18, 2012

Last reviewed, ~~February 26, 2019~~ August 16, 2022

Last amended, ~~February 26, 2019~~ August 16, 2022

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