

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, September 20, 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

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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 |
| IV. | Library Strategic Planning consultants presentation draft plan | Chase and Barabakoff |
| V. | Open forum for the general public | Sheppard |
| VI. | Reports | |
| | i. Friends update | Fox |
| | ii. Foundation update | Fox |
| | iii. June 2022 Financial Statements | Fox |
| | iv. Director's Report | Fox |
| VII. | Old Business | |
| | i. Winter Hours at the Parkdale and Cascade Locks locations | Fox |
| | ii. Best Practice Program discussion | Fox |
| VIII. | New Business | |
| | i. Health Care renewal (ACTION) | Fox |
| | ii. Discussion Public Service Clerk part-time position and permanent substitute hours | Fox |
| | iii. Volunteer Policy (ACTION) | Fox |
| IX. | Agenda items for next meeting | Sheppard |
| X. | 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.

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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 August 19, 2022 meeting | |
| o Attachment: III.i. Minutes from the August 19, 2022, meeting | |
| ii. Engagement letter Onstott, Broehl, Cyphers | |
| o Attachment: III.ii. Engagement letter Onstott, Broehl, Cyphers | |

Onstott, Broehl, and Cyphers provide our accounting services for the District. We signed a three year contract with them, which runs July 1, 2020 to June 30, 2023. Each year, they present the District with an engagement letter, in which the cost of services may be adjusted. The cost this year is \$70 more per month. It will be \$1,650 per month for fiscal year 2022-23.

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|---|----------------------|
| IV. Library Strategic Planning consultants presentation draft plan | Chase and Barabakoff |
| o Attachment: IV.i. Strategic Plan Draft | |

The Constructive Disruption consultants Stephanie Chase and Audrey Barabakoff will present the draft strategic plan. The presentation and discussion will last one hour.

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| V. Open forum for the general public | Sheppard |
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| VI. Reports | |
| i. Friends update | Fox |
| • The Friends approved their annual budget. | |
| • The Friends will soon be accepting payment through paypal for memberships and book sale books. | |

- The Friends will be assisting with sorting donations, taking donations to Goodwill and process their books to Thriftbooks.
- The Friends will create a brochure or bookmark to highlight volunteer services, membership and the Pat Hazlehurst Endowment Fund.

ii. Foundation update

Fox

- The Foundation Board decided to hold Feast of Words in 2023. They would like to scale back to a two hour event and offer desserts, live auction, raffle and paddle raise. They also discussed doing the event every other year since they have a smaller board. They are going to seek volunteers for a Feast of Words Committee to assist with the event.
- The Foundation Board will focus on board recruitment after the form the Feast of Words Committee.
- The Foundation Board approved a new brochure which highlights the many ways people can donate and be involved with the Foundation.
- The Foundation made a few minor changes to the add they are running in the newspaper to advertise their Endowment.

iii. June 2022 Financial Statements

Fox

Attachments:

- VI.iii. July 2022 Financial Statements

The District is tracking well for our first month of the fiscal year.

iv. Director's Report

Fox

Administration

Attachment: VI.iv. Ruralite September 2022 issue

- We have entered the six month of our Strategic Planning Process. We are updating our Mission Statement, Vision Statement, and Values.

Mission Statement

We reach out, supporting everyone to learn, create, and grow.

Vision Statement

We come together to create an inclusive, dynamic, and creative community where everyone belongs and there are opportunities for all.

Values

Collaboration

Community

Compassion

Fun

Upcoming meetings

- 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 are seeking two on-call Public Service Clerk Substitutes. Applicants can apply [here](#).
- 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 in July and over 6,000 in the Hood River Library in August. We had over 120 people attend our indoor Aerial program at the library on Wednesday, August 3 and over two hundred people attend Reptile Man program on Wednesday, August 31.
- Our Bilingual Outreach Librarian Yelitza Vargas-Boots is the Cover Story of this month's *Ruralite*.

A local librarian who climbed out of childhood poverty and worked her way to professional success has been chosen to serve on the board of the State Library of Oregon.

Yelitza Vargas-Boots—Bilingual Outreach Librarian for Hood River County Library District—was recently appointed by Governor Kate Brown to serve a 3-year term.

Comprised of 9 members from throughout Oregon, the board is responsible for the statewide library mission, vision and policy.

The appointment is both a personal honor and professional affirmation, says Yelitza—or Yeli, for short.

“I have found my voice and passion working for libraries,” she says. “Libraries can be such a powerful place. Our job is just to purely give. No hidden agendas.”

The child of immigrant parents, Yeli, 35, grew up among strong women who worked hard.

Read the entire article [HERE](#).

- As a member of the Metropolitan Interlibrary Exchange (MIX) and other reciprocal agreements, Hood River County Library District (HRCLD) makes it possible for HRCLD resident cardholders to get a free card to use nearby libraries. Patrons need to register for a library card at each library system they'd like to use. Check out and return materials at the library or library system that issued the library card. Patrons also have access to their electronic resources. Other library systems may have different registration requirements, rules and fees. We have reciprocal agreements with these libraries:
 - [Camas Public Library](#)

- [Clackamas County Libraries](#)
- [Fort Vancouver Regional Libraries](#)
- [Multnomah County Library](#)
- [Washington County Cooperative Library Services](#)

Programs and Services

- **Bookmobile**
 - **The Bookmobile will be delivered on Friday, September 23, 9:00am. Library staff will receive a 1.5 hour training.**
- The program staff have been working hard to provide creative programming for this summer. Please check out the [newsletter](#) for a full list of September programs.
 - Adult programs
 - 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, Saturdays, 4-6p.m. Switch, Jackbox, board games, legos. Time to play! Open to ages 12 to 20, games will be in the Theater room.
 - Stranger Things Trivia, Friday, September 16th at 5 p.m.
Teens and adults can try their luck with trivia, puzzles and games based on two of the stranger shows out there, Stranger Things and Umbrella Academy.

Please bring a phone or tablet to join the trivia. Snacks for all and prizes for winners will be provided. In the Theater.

 - Magic: the Gathering 2nd and 4th Thursdays from 4 to 6 p.m.
Magic is also changing nights! Going to Thursdays starting on Sept. 8, gamers of all ages can meet to play and learn Magic the Gathering. In the meeting room.
- Children's programs
 - Family Storytime at the Hood River Library! Thursdays at 10:30 a.m. The storytime is open to all ages. Storytime will feature 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 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 through September 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. Old Business

i. Discussion of Friends of the Library and Library Foundation liaisons President

VIII. Each year, the District Board designates liaisons to attend the monthly meetings for the Friends of the Library and the Library Foundation. Past Board members have found attending the meetings is appreciated by our support groups, which are a valuable asset to the library through their financial and volunteer support. I also attend all the meetings and can report to the Board.

- Friends of the Library – meet first Monday of each month from 11:00-12:00pm. They do not meet in July, August, or December.
- Library Foundation – Starting in October the Library Foundation will meet the fourth Tuesday of each month from 5:00-6:30pm. They do not meet in July, August or December.

i. Winter Hours at the Parkdale and Cascade Locks locations Fox

At the August 16, 2022 Library Board members discussed reducing the hours during the winter months. 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.

After looking at our statistics, I recommend reducing the evening hours at each branch October-February by one hour. Typically, in the fall and winter we rarely have patrons visit the branch libraries between 6-7pm. We have patrons visit between 5-6pm. I think it is important to still keep these hours because it allows patrons to still visit the library in the evenings after work.

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.

I recommend potentially adjusting the hours in the spring at both locations based upon feedback from the community and analysis of our people counters. In the Strategic plan, there were recommendations from the Cascade Locks and Parkdale communities for new hours but I think we need a more robust survey since we had a very small number of responses in both communities. We could focus the survey on hours only and survey everyone visiting the library and ask the school district and other local organizations to assist us with surveying the community.

ii. Best Practice Program discussion

Fox

Attachment: VII.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.**

Library Board members inquired at the August 16, 2022 Board meeting about the requirements and time commitment. I reached out to SDAO and they stated the only requirement is to register for the Board Academy. They are not requiring that Board members complete any assignment or training, although they hope the Board members registered would want to take some courses. They estimate it will take about 1 hour per topic. It will take anywhere between 3-6 hours per module. Board members would need to complete at least one module to obtain the Bronze certificate. In-person training will be held at regional training and conferences. Online options will also be made available.

IX. New Business

i. Health Care renewal (ACTION)

Fox

It's time to renew our medical/vision and dental insurance. We have used Pacific Source for the last three years.

Our health insurance agent, Century Insurance Group, received quotes from insurers including Pacific Source, Regence, and Providence. The PacificSource Navigator Gold 1000 plan with \$1,000 deductible appears to be our best option to retain the same deductible and almost same level of benefits. There will be an 18% **decrease** in the premium for both medical and dental. I budgeted for a 15% increase.

This plan is slightly different than our plan last year. There will be a \$5 increase in copay for office, urgent care and alternative care visits.

The District contributes \$1,300 toward the cost of employees' monthly health insurance. The amount of the monthly cap paid for each employee is based on a forty hour work week, and it is reduced proportionally for employees who work fewer than forty hours per week.

I asked the board to approve the Pacificsource Navigator Gold 1000 plan for medical/vision and dental with \$1,000 deductible.

i. Discussion Public Service Clerk part-time position and permanent substitute hours

Fox

I recommend we hire another Public Service Clerk (PSC) for 19.5 hours per week. In addition, I recommend we assign permanent hours to our regular substitutes for the rest of this fiscal year.

We need additional staffing hours to start working on our new Strategic Goals. The top priority will be starting Bookmobile services with our current outreach locations and develop and implement a service plan over the next six months. The new PSC and regular substitute hours will be used to staff the public services desks at all the library locations and allow professional staff to use their hours to offer Bookmobile services, outreach services and develop a service plan.

The Library Budget Committee discussed adding additional staff in their May 2022 meeting since we have now completed the required minimum wage increases. We have not increased our staffing levels in the six years I have been Library Director. We are now expanding our services by adding the Bookmobile as another location. We now have the funds from two sources to support this new position and permanent PSC Substitute hours.

- Children's Services Librarian open position July-September: \$8,502
- Reduction in health care costs - \$9,548
 - There is an 18% reduction in costs for calendar year 2023.
 - The District will spend \$815.65 per month or \$4,894 less for January-June 2023.
 - Plus we will not use the \$4,654 I budgeted for a 15% increase.

Total: \$18,050

We currently budget 20 hours per week for substitute Public Service Clerks. We have been using 12 of those hours each week to reduce the desk hours of professional staff. The new PSC will pick up the

bulk of the regularly scheduled hours and there will be additional opportunity to reduce professional staff desk hours.

In addition, we will use up to nine hours per week to continuing to provide our Public Service Clerk substitutes with one regular shift per week. Then we can fully use the 20 hours of substitute hours per week to cover vacation and sick leave requests. We think it is important for our substitutes to have one regular shift which allows them to stay current with procedures, policies, and library services. This allows us to provide better services to our patrons.

The cost of the new Public Service Clerk position for the remainder of the year will be \$12,600. The cost of the regular permanent Public Service Clerk Substitute hours is \$5,672.

The total cost will be \$18,272 for this fiscal year.

I would like to start recruiting for this position immediately.

ii. Volunteer Policy (ACTION)

Fox

- Attachment:VIII.iv.Volunteer Policy

I recommend two changes in our current policy.

- Raise the age to volunteer to 12 years old.
- Change the name for the Personnel Policy to the Employee Handbook.

Our lawyer Ruben Cleaveland reviewed the policy and approved the changes. Cleveland recommended I check with Special Districts Insurance Services (SDIS) to ensure we can have volunteers as young as 12 years. I consulted with SDIS and they stated there is not a minimum age but staff and other volunteers working with minors should receive training and background checks to protect minors against potential sexual abuse. We currently background check library staff and all volunteers that work with children. I will put together a training plan and procedures for how to work with minors based on the information I received from SDIS.

X. Agenda items for next meeting

Sheppard

- Policy review

XI. 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, August 16, 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)

The Board meeting minutes were prepared by Rachael Fox.

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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. Hackett made a motion to approve the agenda. Marsden seconded. The motion carried unanimously.

II. **Actual or potential conflicts of interest** Sheppard
None stated.

III. **Consent agenda (ACTION)** Sheppard
Marsden moved to approve the consent agenda. Hackett seconded. The motion carried unanimously.

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

V. **Reports**

i. **Friends update** Fox
There was nothing to add to the written report.

ii. **Foundation update** Fox
There was nothing to add to the written report.

iii. **July 2022 Financial Statements** Fox
Attachments:

- V.iii. July 2022 Financial Statements

The Library Board went through the financial statements and identified the categories where additional money was spent and the categories where less money was spent. These categories for

additional funds: Building Maintenance (remodel children's library and LOT area), HVAC (leak and boiler repairs), Technology (replaced several laptops and purchased ipads for children's library and all three locations for staff use), Furniture and Equipment (new items for children's library, signage, and air conditioners Cascade Locks branch), Miscellaneous (water for patrons during pandemic and staff support). The categories the Library District spent significantly less funds: Collection Development, Insurance, Professional Services, Membership Dues, Programs, Travel, Training, Board Development, and Utilities. Overall, the Library District spent \$50,075 less than budgeted in the Materials and Services fund.

iv. Director's Report

Fox

The Bookmobile has been delayed again. Farber Specialty Vehicles is waiting for another part. They estimate the Bookmobile will be delivered in September.

VI. Old Business

i. Security branches

Fox

The Library Board discussed closing the branch early in the winter due to low use during evening hours and safety concerns. Fox stated she would investigate what time would be based upon patron use and she would report back at the September 20 board meeting.

The Library Board also supported installing video cameras in the Parkdale and Cascade Locks locations.

Sheppard asked if Mid-Columbia Center for Living has provided training. Fox said no. [Fox later checked her records and discovered Mid-Columbia Center for Living has provided training for staff but it has been over four years since their last visit]. Sheppard stated it might be helpful to reach out to Mid-Columbia Center for Living to have them train staff and provide resources. GOBI was also mentioned as a resource. Fox stated she would investigate.

VII. New Business

i. Library Front Entrance Project discussion

Fox

Marsden stated the front entrance does need repair and the current state may suggest we do not take care of our facilities. Fox agreed. The Library Board supported funding the \$12,500+ needed for the project. Fox will seek three bids for the project.

ii. Best Practice Program discussion

Fox

Fox asked Library Board members to notify her when they completed the Boardmanship video series.

Sheppard and Marsden asked the time commitment and format for the Board Member Education Program. Fox stated she would reach out to SDAO and report back at the September 20 Library Board meeting.

iii. Antiracism statement (ACTION)

Fox

Fox stated she had found the Antiracism statement on the Josephine Community Library website and felt it was important to adopt. Sheppard stated she agreed it's important. Hackett asked if this statement is in response to an incident. Fox stated no. Marsden asked if library staff will be informed of the statement. Fox stated all current staff members will be informed at the upcoming staff meeting and new employees will be informed when they receive their training.

Marsden moved to approve the Antiracism statement. Hackett seconded. The motion carried unanimously.

iv. Feast of Words discussion

Fox

The Library Board supported the focus for 2023 Feast of Words.

v. Library Policy review schedule discussion

Fox

Hackett stated it might be best to split up the Operations policy over a few months since it will be combining many policies into one policy. Sheppard agreed. Fox stated she will only bring the sections requiring edits and does not anticipate we will need to adopt changes to the entire Operations document each year. [Fox will split the policy the review over several months if there are extensive updates needed in the Operations policy].

vi. Use Restriction Policy (ACTION)

Fox

- Attachment: VII.iv. Use Restriction Policy

Hackett made a motion to approved the updated Use Restriction policy. Marsden seconded. The motion carried unanimously.

VIII. Agenda items for next meeting

Sheppard

Fox mentioned the Strategic Planning consultants will present the draft plan at the September 20, 2022 Library Board meeting.

IX. Adjournment

Sheppard

The meeting was adjourned at 8:12pm.

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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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.

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

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

August 16, 2022

Hood River County Library District
Hood River, OR 97031

We are pleased to confirm our acceptance and understanding of the services we are to provide for Hood River County Library District for the year ended June 30, 2023.

You have requested that we perform the following services:

- Prepare checks for issuance from the invoices that you provide to us. These will be posted to the general ledger accounts based upon the coding that you indicate.
- Reconcile accounts with bank statements for the Columbia State Bank each month.
- Prepare and reconcile your payroll records, payroll tax returns, and payroll tax deposits.
- Record all income and expenses, deposits, and adjusting entries needed each month.
- Prepare Form 1099's, and quarterly and annual payroll reports for Hood River County Library District for the year ended December 31, 2022.
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Our bookkeeping services will cover the year ended June 30, 2023.

We will prepare the financial statements Hood River County Library District, which comprise the annual and monthly balance sheet – cash basis, and the related statement of revenues, expenses and other changes in net assets – cash basis of, for the year ended June 30, 2023, and perform a compilation engagement with respect to those financial statements.

The objective of the preparation and compilation portion of our engagement is to—

1. prepare financial statements in accordance with the cash basis of accounting based on information provided by you, and
2. apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with cash basis of accounting.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct* and its ethical principles of integrity, objectivity, professional competence, and due care, when performing the bookkeeping services, preparing the financial statements, and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

The financial statement preparation and compilation portion of the engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the cash basis of accounting and assist you in the presentation of the financial statements in accordance with the cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of the financial statements in conformity with cash basis of accounting.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection fraud.
5. To ensure that the District complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with –
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the compilation engagement.
 - Unrestricted access to persons within the District of whom we determine it necessary to make inquiries.

As part of our engagement, we will issue a compilation report that will state that we did not audit or review the financial statements and that accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

Other Relevant Information

You are also responsible for all management decisions and responsibilities, and for designating an individual with, suitable skills, knowledge, and experience to oversee our bookkeeping and financial statement preparation. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Ken Onstott is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees will be \$1,650 per month. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Invoices for work performed will be submitted at the end of the month and are due within 30 days.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe that letter accurately summarizes the significant terms of our engagement. If you have any question, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Kenneth L. Onstott, CPA

Acknowledged:
Hood River County Library District

Title

Date

Hood River County Library District

Strategic Plan, 2023 — 2028

Mission Statement

We reach out, supporting everyone to learn, create, and grow.

Vision Statement

We come together to create an inclusive, dynamic, and creative community where everyone belongs and there are opportunities for all.

Core Values

- Collaboration
- Community
- Compassion
- Fun

Priorities and Goals

Make library service fully accessible to all by reducing barriers to access.

- Goal 1: Support vibrant locations across the county.
- Goal 2: Increase the ease of access to library services.
- Goal 3: Using a universal design approach, update library spaces to be more accessible for patrons with a variety of physical abilities and needs.

Engage our communities at their point of need.

- Goal 1: Provide Bookmobile service to underserved areas of the county.
- Goal 2: Develop partnerships to support service development in underserved areas of the county.
- Goal 3: Ensure services connect with the whole family, developing programming and access to services that serve families together.

Create community through the Library.

- Goal 1: Prioritize opportunities for local community members to come together, including using library space and through activities and programming.
- Goal 2: Prioritize co-creation and partnership when developing new programs and offerings.
- Goal 3: Make a difference in community issues by being at the table with community organizations, coalitions, and government agencies.

Facilitate learning through experiences.

- Goal 1: Take opportunities to share local, global, and creative culture with local residents.
- Goal 2: Provide opportunities to learn more about the landscape around us.
- Goal 3: Continue to expand the Library of Things, including collections at each location.

Tell the story of the Library, with an emphasis on the future.

- Goal 1: Develop fun and innovative ways to broadly communicate the library's value.
- Goal 2: Work together to envision the future of the library in our county's communities.
- Goal 3: Raise awareness of the library's impact through participation in and presentations to community coalitions and local government.

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements July 31, 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.

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

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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 July 31, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month 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 17, 2022

Hood River County Library District
Balance Sheet - Cash Basis
July 31, 2022

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$138,880			\$138,880
Cash with Hood River County	680,227	\$89,003	\$120,385	889,615
Petty cash	416			416
Total Current Assets	<u>819,523</u>	<u>89,003</u>	<u>120,385</u>	<u>1,028,911</u>
TOTAL ASSETS	<u><u>\$819,523</u></u>	<u><u>\$89,003</u></u>	<u><u>\$120,385</u></u>	<u><u>\$1,028,911</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$4,821			\$4,821
Total Current Liabilities	<u>4,821</u>	<u>0</u>	<u>0</u>	<u>4,821</u>
Total Liabilities	<u>4,821</u>	<u>0</u>	<u>0</u>	<u>4,821</u>
Fund Balances:				
Unassigned	<u>814,702</u>	<u>89,003</u>	<u>120,385</u>	<u>1,024,090</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$819,523</u></u>	<u><u>\$89,003</u></u>	<u><u>\$120,385</u></u>	<u><u>\$1,028,911</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the One Month Ended July 31, 2022

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$100		\$100
Property tax revenues - current year	1,576			1,576
Property tax revenues - prior year	396			396
Fines and fees	337			337
Intergovernmental revenue	0			0
Interest revenue	545		\$95	640
Miscellaneous	0			0
Total Revenues	2,854	100	95	3,049
Expenditures:				
Personal services:				
Wages and salaries	42,477			42,477
Employee benefits	18,717			18,717
Total Personal Services	61,194	0	0	61,194
Materials and services:				
Bank charges	16			16
Building rental	3,608			3,608
Building maintenance	4,567	2,770		7,337
HVAC	0			0
Elevator	376			376
Telephone	454			454
Internet	293			293
Collection development	4,202	3,379		7,581
Technology	503			503
Accounting and auditing	3,690			3,690
Courier	228			228
Custodial services	2,270			2,270
Technical services	3,479			3,479
Library consortium	0			0
Copiers	266			266
Elections expense	0			0
Furniture and equipment	1,571	8,248		9,819
Insurance	0			0
Georgiana Smith Memorial Garden	947			947
Legal services	367			367
Professional services	1,324			1,324
Dues and subscriptions	245			245
Miscellaneous	414			414
Postage and freight	121			121
Printing	0			0
Programs	1,996	7,457		9,453
Advertising	416			416
Supplies - office	1,520			1,520
Travel	0			0
Training	0			0
Board development	0			0
Parking reimbursement	0			0
Electricity	1,241			1,241
Garbage	135			135
Natural gas	269			269
Water & sewer - building	42			42
Total Materials and Services	34,560	21,854	0	56,414
Capital outlay	0	0	11,895	11,895
Total Expenditures	95,754	21,854	11,895	129,503
Revenues Over Expenditures	(92,900)	(21,754)	(11,800)	(126,454)
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(92,900)	(21,754)	(11,800)	(126,454)
Fund Balance - July 1, 2022	907,602	110,757	132,185	1,150,544
Fund Balance - July 31, 2022	\$814,702	\$89,003	\$120,385	\$1,024,090

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and One Month Ended
July 31, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$1,576	\$1,576	\$1,103,210
Tax revenues - prior year	396	396	20,000
Interest revenue	545	545	7,000
Fines and fees	337	337	3,000
Intergovernmental revenue	0	0	0
Miscellaneous	0	0	0
Total Revenues	2,854	2,854	1,133,210
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	650	650	8,767
Library clerk II	10,318	10,318	121,026
Library assistant I	5,604	5,604	69,862
Library assistant II	5,491	5,491	67,725
Librarian I	8,033	8,033	143,676
Librarian II	5,127	5,127	66,477
Library director	7,254	7,254	92,186
Payroll taxes and benefits:			
Retirement	6,663	6,663	45,765
Social security	3,226	3,226	43,583
Workers' compensation	990	990	1,300
Health insurance	7,472	7,472	153,660
Unemployment insurance	366	366	5,128
Paid family and medical leave	0	0	2,848
Total Personal Services	61,194	61,194	822,003
Materials and services:			
Bank charges	16	16	300
Bookmobile	0	0	5,000
Building rental	3,608	3,608	15,200
Building maintenance	4,567	4,567	20,000
HVAC	0	0	15,000
Elevator	376	376	2,315
Telephone	454	454	5,200
Internet	293	293	5,840
Collection development	4,202	4,202	90,000
Technology	503	503	13,000
Accounting and auditing	3,690	3,690	29,000
Courier	228	228	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 One Month Ended
July 31, 2022

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	2,270	2,270	30,000
Technical services	3,479	3,479	4,000
Library consortium	0	0	15,400
Copiers	266	266	3,500
Elections expense	0	0	3,000
Furniture and equipment	1,571	1,571	4,000
Insurance	0	0	21,000
Georgiana Smith Memorial Garden	947	947	20,000
Legal services	367	367	4,000
Professional services	1,324	1,324	25,000
Membership dues	245	245	4,000
Miscellaneous	414	414	1,500
Postage and freight	121	121	1,000
Printing	0	0	500
Programs	1,996	1,996	20,000
Advertising	416	416	2,000
Office supplies	1,520	1,520	14,000
Travel	0	0	4,000
Training	0	0	3,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,241	1,241	20,000
Garbage	135	135	2,000
Natural gas	269	269	10,000
Water & sewer - building	42	42	5,600
 Total Materials and Services	 34,560	 34,560	 422,655
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 95,754	 95,754	 1,344,658
 Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(20,000)
 Total Other Financing Sources (Uses)	 0	 0	 (20,000)
 Change in Fund Balance	 (\$92,900)	 (\$92,900)	 (\$231,448)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and One Month Ended
July 31, 2022

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Revenues:			
Donations and grants	\$100	\$100	\$320,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>100</u>	<u>100</u>	<u>320,000</u>
Expenditures:			
Personal services	0	0	11,600
Materials and services:	21,854	21,854	278,400
Capital outlay	0	0	100,000
Total Expenditures	<u>21,854</u>	<u>21,854</u>	<u>390,000</u>
Change in Fund Balance	<u><u>(\$21,754)</u></u>	<u><u>(\$21,754)</u></u>	<u><u>(\$70,000)</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 One Month Ended
July 31, 2022

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$95	\$95	\$1,000
Other Financing Sources			
Transfer from General Fund	0	0	20,000
Total Revenues and Other Sources	<u>95</u>	<u>95</u>	<u>21,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	11,895	11,895	125,000
Total Expenditures	<u>11,895</u>	<u>11,895</u>	<u>125,000</u>
Change in Fund Balance	<u><u>(\$11,800)</u></u>	<u><u>(\$11,800)</u></u>	<u><u>(\$104,000)</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 One Month Ended July 31, 2022

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2022	Teen Intern	HR Cultural Trust	Total
Revenues:										
Donations and grants	\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Intergovernmental revenue										0
Total Revenues	0	0	100	0	0	0	0	0	0	100
Expenditures:										
Materials and services:										
Building maintenance		2,770								2,770
Collection development		2,869		510						3,379
Programs		2,469		3,424	298		1,266			7,457
Furniture & equipment		8,059		189						8,248
Georgia Smith Memorial Garden										0
Total Materials and Services	0	16,167	0	4,123	298	0	1,266	0	0	21,854
Capital outlay	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	16,167	0	4,123	298	0	1,266	0	0	21,854
Net Change in Fund Balance	0	(16,167)	100	(4,123)	(298)	0	(1,266)	0	0	(21,754)
Fund Balance - July 1, 2022	338	71,752	2,041	16,208	10,150	1,781	2,737	3,250	2,500	110,757
Fund Balance - July 31, 2022	<u>\$338</u>	<u>\$55,585</u>	<u>\$2,141</u>	<u>\$12,085</u>	<u>\$9,852</u>	<u>\$1,781</u>	<u>\$1,471</u>	<u>\$3,250</u>	<u>\$2,500</u>	<u>\$89,003</u>

See Independent Accountants' Compilation Report

Ruralite

**HOOD RIVER
ELECTRIC &
INTERNET CO-OP**

SEPTEMBER 2022



Yelitza Vargas-Boots—a bilingual outreach librarian for Hood River County Library District—serves on the board of the State Library of Oregon. PHOTO BY DREW MYRON

Encouraging Community | Electricity 101 | Suffering in Silence

Book by Book

Bilingual librarian encourages community

Story and photos by Drew Myron

A local librarian who climbed out of childhood poverty and worked her way to professional success has been chosen to serve on the board of the State Library of Oregon.

Yelitza Vargas-Boots—bilingual outreach librarian for Hood River County Library District—was recently appointed by Gov. Kate Brown to serve a three-year term.

Comprised of nine members from throughout Oregon, the board is responsible for the statewide library mission, vision and policy.

The appointment is both a personal honor and professional affirmation, says Yelitza—or Yeli, for short.

“I have found my voice and passion working for libraries,” she says. “Libraries can be such a powerful place. Our job is just to purely give. No hidden agendas.”

The child of immigrant parents, Yeli, 35, grew up among strong women who worked hard.

“My mother and grandmothers are immigrants to this country, and I was raised by single mothers,” she says. “We only spoke Spanish at home and learned English at school. We come from low-income housing, hoods, ghettos. I am a self-educated, motivated woman of color. I am grateful for all of my experiences, good and bad.

I used every moment in my life to learn. We make mistakes in life, but what I learned from the women who raised me was that we keep going and keep fighting.”

Yeli was born in the United States and spent her childhood in California. Raised by her Mexican grandmothers who did not read or write English, Yeli became the family translator for every need, from doctor appointments to school visits and everyday errands.

“It’s a big responsibility at a young age,” says Yeli, who made the honor roll throughout high school



but did not have the financial means to attend college.

At 18, she moved to Portland, fell in love and married Brandon Boots, who lived in the Columbia Gorge. The couple live in Cascade Locks and have two children.

Yeli has worked at Hood River Library for 10 years, starting as a children’s service assistant. She now serves as bilingual outreach librarian with a focus on Spanish speakers.

Latinos make up 31% of Hood River County’s population, with a large concentration in Odell, a small industrial community 8 miles south of Hood River.

The Hood River County Library District has three locations: the main library in downtown Hood River and smaller sites in Parkdale (at the Parkdale Community Center) and Cascade Locks (at Cascade Locks Elementary School).

While the role of a librarian typically requires an advanced degree, Yeli proved her expertise through hands-on experience, says Rachael Fox, library director.

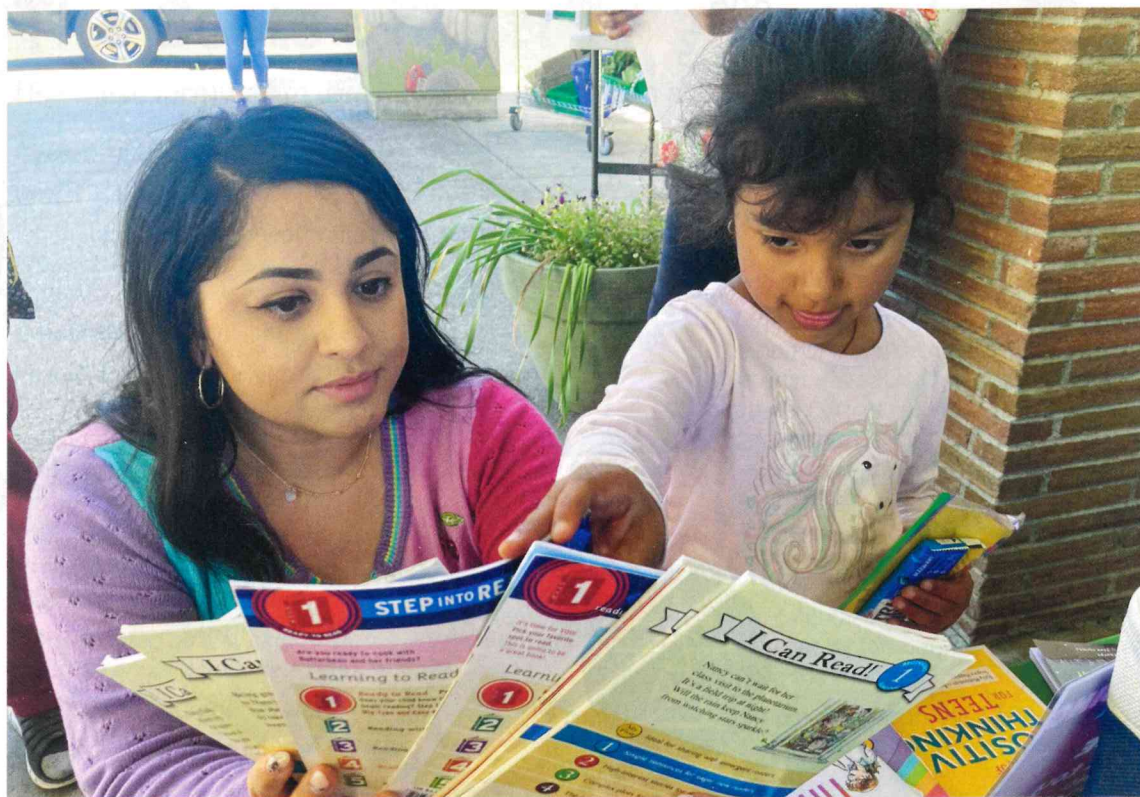
“Yeli has gone above and beyond,” she says. “She’s amazing—a natural leader who is great at gathering people together. And she’s one of the most humble people I know. She’s a quiet leader.”

Though she loves books, Yeli spends most of her time outside the formal building. The world is her library: the park, the mobile home court, the school yard.

During the height of the pandemic, Yeli distributed thousands of books and craft supplies to students at their homes.

Even now, as students have returned

ADOBE STOCK IMAGE BY PINKASEVICH



LEFT: Yelitza Vargas-Boots helps a student choose a book at Mid Valley School in Odell.

BELOW: Maria Jose bonds with Makaekla Flores over books and writing during a program offered through a library and school collaboration.

OPPOSITE PAGE: A student chooses a free book provided by Hood River County Library's bilingual outreach program.

to class, Yeli takes to the streets. Every Saturday, she loads her car with books and goes door to door in Odell, meeting youngsters and families who have limited transportation and limited library access.

"What works best is taking services to the community," Yeli says.

In 2021, the Hood River Library District, with help from the community, raised more than \$200,000 for a book-mobile that will travel the county. The vehicle has been ordered but is delayed due to production and supply chain issues.

Yeli partners with local schools, agencies and businesses so literary events are held in popular community spots. Books are often paired with coupons for free ice cream, burritos and other treats. For parents, Yeli offers food from the FISH Food Bank or fresh vegetables from Gorge Grown Food Network.

One by one, book by book, Yeli sees herself in nearly every child she meets.

"I am a child of a migrant family," she says. "I see myself in others in this community. I strongly believe in empowering community. Everyone is seen and heard and valued. It just takes that one adult to



make an impact on a child. I had that one person, a teacher who told me I was smart and could be successful. Children are our future. They're watching us."

In her day-to-day work, Yeli is quietly working to make libraries safe and inviting for children, families, people from various racial and ethnic backgrounds, LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, intersex and asexual),

and those who struggle with mental illness and homelessness.

"We want everyone to feel welcome," she says. "Working here has given me so much hope for humanity and has forever changed my life."

"I come from poverty. We were made to believe it's shameful, but I say it's beautiful. Culture is important. Little brown girls who come from the ghetto can make it, too." ■

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.

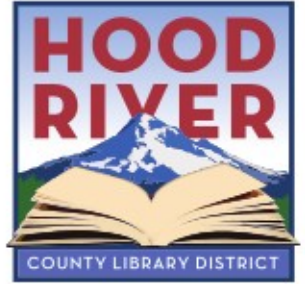
Participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver and gold levels; however, the bronze-level certificate must be earned within three years from the date of enrollment before silver and gold can be awarded.

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.

Volunteer Policy



Hood River County Library District recognizes that volunteers are valuable. Their energy and talents help the District meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteers aid the District in making the best use of its fiscal resources and help connect the District to other community groups and organizations.

Volunteers also can be valuable advocates for the District in the community. The District and its volunteers must work together to ensure a successful relationship. District staff will continually work to recognize the contributions of volunteers and seek to expand the volunteer group as needed.

District volunteers are coordinated by the Library Director or designee and must be at least ~~18~~ **12** years of age. Each volunteer must complete the "Volunteer Application", which will be kept on file. Volunteers also may be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

District volunteers are bound by the rules contained in all District policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the District and will be guided by the same work and behavior policies as employees. In addition, provisions of the District's [Employee Handbook](#) [Personnel Policies](#) related to Non-Discrimination, Harassment, Safety and Health, and general behavior also apply to volunteers.

The District or the volunteer has the right to terminate the volunteer's working association at any time, for any reason. Volunteers are covered by District's Property, Liability, and Workers' Compensation Insurance policies. Volunteers who work primarily in children's services will be subject to criminal background checks.

Volunteers are required to record their hours of service using a designated form.

The District accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director or designee prior to being accepted for service.

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to volunteer for the District.

Members of the Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations of other volunteers.

Approved by the Board of Directors, June 29, 2011

Last amended, ~~July 16, 2019~~ [September 20, 2022](#)

Last reviewed, ~~July 16, 2019~~ [September 20, 2022](#)

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org