

Board of Directors
Regular Meeting Agenda
Supplementary information

Tuesday, July 21, 2020, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
Zoom meeting
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox

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

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/85467266974>

Meeting ID: 854 6726 6974

- | | |
|--|-----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Board officer elections (ACTION) | Sheppard |
| IV. Consent agenda (ACTION) | President |
| i. Minutes from June 16, 2020 meeting | |
| ii. Invoice OCLC | President |
| V. Open forum for the general public | President |
| VI. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. June 2020 Financial Statements | |
| iv. Director's report | Fox |
| VII. Previous business | |
| i. Discussion update Hood River County Library District Reopening Plan | |
| ii. Hood River County Library District COVID-19 Volunteer Policy (ACTION) | President |
| VIII. Agenda items for next meeting | President |
| IX. Adjournment | |
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Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. **Bolded topics are scheduled for the current meeting's executive session.**

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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

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

II. Actual or potential conflicts of interest Sheppard

III. Board officer elections (ACTION) Sheppard

Annually, the Board elects a President and Vice President, as delineated in the Board Governance Policy. At the June meeting, Sheppard agreed to be nominated as President for the 2020-21 fiscal year, and Bureker agreed to be nominated as the Vice President. Further nominations can be taken from the floor, too. Successful candidates require a majority of the vote in favor.

If there are any changes, the newly elected President will need to state the new President, Vice President, Library Director Rachael Fox and Assistant Director Arwen Ungar are authorized to sign checks for the District and then Fox will alert the bank to update the bank signature card.

IV. Consent agenda (ACTION) President

i. Minutes from June 16, 2020 meeting

Attachments: IV.ii. Minutes from the June 16, 2020, regular meeting

ii. Invoice OCLC President

Attachments: IV.iii. Invoice OCLC

The Online Computer Library Center (OCLC) is an American nonprofit cooperative organization "dedicated to the public purposes of furthering access to the world's information and reducing information costs". They provide our cataloging records for Evergreen, our Intergrated Library System, for the SAGE consortium. They also provide the software which

allows us to process out-of-SAGE interlibrary loans. The cost of the service is \$3,260.66, which is the same as last fiscal year. The invoice exceeds my spending authority. I ask for board approval.

V. Open forum for the general public

President

VI. Reports

i. Friends update

Fox

- The Friends of the Library does not meet in July and August.

ii. Foundation update

Fox

- The Library Foundation does not meet in July and August.

iii. June 2020 Financial Statements

Attachments:

- VI.iii. June 2020 financial statements

At the end of the 2019-20 fiscal year, the District's General Fund ended with \$671,615, \$16,615 more than budgeted for next fiscal year. This amount includes ample operating funds to take us from July through November, when we receive the bulk of our tax revenue. I estimate the need for \$86,690 per month for 4.5 months, or \$390,105. Here were some other notable items from last fiscal year:

- Current year tax revenues came in \$20,065 higher than budgeted.
- Overall Personal Services came in \$49,052 under budget.
- Overall Materials and Services came in \$58,047 under budget.

iv. Director's report

Fox

Administration

- I will be taking a vacation Friday, July 31 through Thursday, August 6. Assistant Director Arwen Ungar will be in charge of the District during my absence. I will be less than one hour away and I can return to the library if there is an emergency and/or I can assist Ungar by phone.
- We welcomed back eight volunteers in the library to process new library materials. Due to the dramatic increase of COVID-19 cases in our region and state and the recent mandates by Governor Kate Brown, I have paused having volunteers in the library.

Collection

- In addition to Curbside Services, we are continuing to offer digital resources.
 - [Ebooks and audiobooks](#)
 - [Movie streaming](#)
 - [Online learning and research tools](#)

Facilities

- Wi-Fi has been extended outside into the west side of the Hood River Library by running a cord from my office and placing a router in the window of the Columbia

Room. I'm working on a permanent solution with Gorge Electric. We plan to install an outdoor router on the west side of the building which will increase our strength and coverage in the Gardens.

- In May we had water intrusion in the Parkdale Library. A new irrigation system was installed outside the building and it caused minor flooding into the library. There was slight water damage to bottom of a small shelf but otherwise there was no permanent damage. The Parkdale Fire District (building owners) called in ServePro and they cleaned the carpets. The issue with the irrigation system has been resolved.

Programs

- Due to Covid-19, we has paused all in-person programming. For summer reading this year, we will have a variety of online programs, do-it-yourself crafts/free books in a Family Activity Bag and prizes for gift certificates to local businesses.

- **Adult Summer Reading**

Adults can participate in summer reading weekly by reading or listening to a book and then filling out [this form](#) to be entered into a drawing for a \$25 gift certificate to a local business.

- Bilingual Conversation Group [Zoom]
Wednesdays, 12 p.m.
Visit the library to practice Spanish and English in this casual language exchange. Participants will spend part of the conversations talking in English and part in Spanish.
- Book Club [Zoom]
Thursday, July 9, 4:30 p.m.
This month we will be discussing The Road by Cormac Mccarthy. Always Available eBook from Library2go
- Anti-Racism Book Club and Discussion Group [Zoom]
Friday, July 24, 12 p.m. and Friday, August 21, 12 p.m.
Each month, the group will read and discuss a book to learn about anti-racism. The book for July is How to Be Antiracist by Ibram X. Kendi and the book for August is Me and White Supremacy by Layla F. Saad.
- Letters to Local Seniors in Partnership with Hearts of Hospice
Many seniors living in assisted living and care facilities are in isolation without their usual visits from friends, family and community service workers. Patrons can support local seniors by writing letters. Patrons can contact arwen@hoodriverlibrary.org for details.

People have been addressing correspondence to "A friend I haven't met yet" or "Dear Community Member". A simple message about your day, description of the flowers you see outside your window, or a hopeful word are all that is needed. Children's drawings or writing are most appreciated. Rheva Wren, who created the program, said, "It's been one of the most rewarding things I've ever done. The cards and letters from the community members are so welcome at

the care facilities. it's been one of the most rewarding things I've ever done. The cards and letters from community members are so welcome at care facilities!

- **Teen Summer Reading**

Teen Summer reading this year will have three main parts, all that can be done online or from safe distances!

Starting June 23, there will be online programs, weekly challenges, and quick and easy book rankings. Taking part in any of these will earn teens an entry into a virtual weekly drawing for gift cards to local shops. The Teen Librarian will keep track of entries and will mail winners their prize.

- **Weekly Challenges:**
Challenges will be posted on the library's Facebook and Instagram every week. To enter, simply post your response as a comment. Once a challenge is posted, teens can post until any time until the end of the summer reading.
 - Pet picture (or plant or whatever)
 - Dramatic Reading or recreate a scene from a favorite book
 - Make your own Meme
 - Pick a book you hate and rant about it
 - Create a sculpture out of silverware. Preferably washed, but color and texture is up to you
 - Recreate the cover or Cosplay a favorite character
 - Animation Workshop (August 2 to 8)
 - Create a Cartoon or post a tik-tok dance
- **Writing Challenges:**
Write a fairytale or fantasy story or create a conspiracy theory. Please keep it fairly short. More than 5 pages and your librarian pals will get distracted. E-mail entries to rachelt@hoodriverlibrary.org. Winning stories will get a prize.
- **Short and sweet book ratings:**
[What did you think?](#) You can add your name to your review or keep it anonymous.

Unless otherwise noted, all teen programs on Zoom will be available to attend via this link: <https://zoom.us/j/91001800954>

- **Teen Storytime [Instagram Live]**
Monday through Friday at 4 p.m.
Reading Truly, Devious by Maureen Johnson.
- **Hamilton Trivia [Kahoot]**
July 1 at 3 p.m.: How much do you really know about Alexander Hamilton? Ready to rap along with "My Shot?" Test your knowledge in this Kahoot trivia night.
- **Musical Sing-a-long night: [Zoom]**
July 7 at 7:30 p.m.: Join us on Zoom for an evening of singing along to favorite songs from musicals and other general silliness.

- Library Teen Council [Zoom]
Saturdays, 11 a.m.
Library Teen Council: Stay connected, plan teen programs online and for the future, and advise your Teen Librarian. Please bring your own cheese.
- Teen Hangout [Zoom]
Wednesdays, 11 a.m.
Games, Chats, and whatnot. Wednesdays at 5 p.m. on Zoom.
- Teen Book Club [Zoom]
Thursday, June 18, 3 p.m.
This month's books theme is books for Pride Month.

You can find out more on our Online Library Programs page. Also see our online events calendar for a complete list of programs.

- **Children's Summer Reading**

- FAMILY FUN ACTIVITY KITS:
The Kids' Team has created 3 activity kits to be given away during the first 3 weeks of July. These kits are not only inspired by arts and science, but also the concept of SERVICE. In other words, how can kids use their kits to help someone else, teach them something, or get to know someone new? Maybe there's something to share with a neighbor. A game to play with parents. Directions to read to a younger sibling. Something to send in the mail to someone who's lonely. All of these are very important acts of SERVICE, which not only makes others happy, it makes kids happy too!

*Each child gets their own kit each week, and every week is a different kit with new activities! *Supplies are limited.

Kits can be picked up at the following locations during curbside hours:

Hood River:

Week 1

- Wednesday and Thursday July 8 & 9, noon – 6 pm
- Friday and Saturday July 10 & 11, 10 am – 3 pm

Week 2

- Wednesday and Thursday July 15 & 16, noon-6 pm
- Friday and Saturday July 17 & 18, 10 am – 3 pm

Week 3

- Wednesday and Thursday July 22 & 23, noon – 6 pm
- Friday and Saturday July 24 & 25, 10 am- 3 pm

Parkdale & Cascade Locks:

- Saturday, July 11, 10 am-2 pm
- Saturday, July 18, 10 am-2 pm
- Saturday, July 25, 10 am-2 pm

- KIDS SUMMER READS:

Fluent readers are invited to pick up their free copy of Matilda, by Roald Dahl, in its new “Chocolate Cake” edition. Come by during curbside hours starting July 7 to request a copy .

On Wednesday, August 5 at 2pm, we will host a Facebook Live Matilda Trivia Challenge on the library’s Facebook page to test your smarts and have a serious discussion about chocolate cake.

- Storytime [Facebook]
Thursdays, 10:30 a.m.
Join Teacher Jana each week for stories and songs! Live on Facebook.
- Literary Trivia [Facebook Live]
Wednesday, August 5, 2 p.m.
Matilda Trivia Challenge
- Tune into Radio Tierra 95.1 @ 9 a.m. every Wednesday of the month we will be on-air playing songs, stories, and making announcements regarding family programming at the Library. This program is dedicated to all the kiddos who stay at home and haven’t had the opportunity to begin school.
- The Friends of the Library donated funds for our summer reading performers for our children’s programs. Since we are not having performers at the library this summer, we used the funds to pay for our Family Activity Bags (do-it-yourself craft kits/free books) for children throughout Hood River County. Many libraries around the country are offering similar kits for youth. We are also using funds from our Ready to Read Grant. We expect to distribute three different kits during the summer throughout Hood River County for a total of 1,950 Family Activity Bags. We are distributing the bags at our physical branches as described above and at each of the Hood River County School District Meal Sites (May Street Elementary, Mid-Valley Elementary, Parkdale Elementary and Cascade Locks Elementary).
- Please read our latest newsletter for a details regarding great online library programs, FAQ about the library and much more. Enewsletter link: <https://conta.cc/3dUwEwT>.

Statistics

Electronic resource use, 2019-20

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
Searches	14	28	0	0	0	5	31	13	0	0	0	0	91
Auto Repair Ref Ctr													0
Database sessions													0
Regular sessions													0
Full text sessions													0
Facebook													
Posts	27	23	14	20	20	18	23	16	72	125	108	78	544
Post reach	10827	10123	3839	5711	6799	7141	5606	3809	30882	62096	37444	24932	209,209
Post engagement	603	600	221	361	402	554	226	234	4867	6601	2269	1934	18,872
Total likes	1603	1604	1605	1604	1606	1607	1610	1621	1626	1692	1707	1717	0
Gale databases													
In library sess.	0	0	0	38	79	0	0	39	0	0	0	0	156
Remote sess.	0	157	44	80	307	76	34	3	1	0	13	3	718
Full text	0	29	9	34	19	7	10	9	0	0	15	4	136
Searches	0	1021	52	698	1342	380	306	47	1	0	37	3	3,887
hoodriverlibrary.org													
Users	1134	1231	1253	1241	1350	1132	1829	2108	4746	5057	5744	5260	32,085
Sessions	2126	2486	2517	2453	2495	1940	3090	3299	14464	13462	14330	12224	74,886
Instagram													
Posts	8	10	8	10	11	7	10	5	6	45	56	41	217
Post feedback	123	157	140	232	214	142	227	89	87	483	354	267	2,515
Followers										996		1037	2,033
Kanopy	211	183	161	173	194	200	248	213	287	490	397	305	3,062
LearningExpress													
Registrations	2	1	1	3	5	1	1	0	0	0	0	0	14
Session	9	1	3	40	19	4	1	0	0	0	2	0	79
Library2go													
ebooks	647	665	623	661	657	712	797	778	796	815	991	874	9,016
Audiobooks	721	725	679	730	664	649	715	664	630	681	792	764	8,414
Newsletter													
Subscribers	884	878	884	984	935	944	951	1125	1127	1127	1128	1148	
Messages sent	1	1	1	1	1	1	1	1	3	1	2	2	16
Opened	45.00%	46.00%	46.00%	47.00%	50.00%	52.00%	54.00%	54	54.00%	55.00%	56.00%	54.50%	
Click rate	9.00%	8.00%	8.00%	11.00%	8.00%	8.00%	17.00%	10	2.00%	10.00%	11.5	7.50%	
Pronunciator													
Registrations	4	2	0	3	8	8	1	2	2	3	6	4	43
Logins	4	4	0	8	17	19	3	5	3	5	18	19	105
TumbleBooks													
Book views	49	50	8	17	11	13	218	53	120	99	38	34	710

VII. Previous business

i. Discussion update Hood River County Library District Reopening Plan

Fox

Attachments:

VII.i. Hood River County Library District Roadmap to Reopening Plan

Current Services

Our Curbside Services have been going great! Our staff feel like we are doing an excellent job serving our patrons and things are running smoothly. Our system is safe

for staff and patrons. We have received overwhelming support from our patrons regarding the services.

Many libraries offering Curbside Service require a reservation which limits the amount of patrons they can serve each day. We allow our patrons to drop-in which means no one is turned away. We have been averaging 45 patrons per shift in Hood River (ranging from 26 to 89 patrons per shift) and serving 3-11 patrons per shift at the branches.

Since our last board meeting, we have added the following services:

- Curbside Pickup computer printouts. The first 20 copies per day are free. Patrons can email print requests to info@hoodriverlibrary.org.
- Expanded our Wi-Fi coverage outside the Hood River Library to the patio/lawn area on the west side of the library. We have signage posted in the Gardens. I'm working on getting an outside connection installed which will further expand coverage in the Gardens.
- Patrons can check out a laptop to use for up to 2 hours during Curbside Services in Hood River, Parkdale, and Cascade Locks. We are encouraging patrons to use the laptop in our outdoor Wi-Fi Zones. They can send documents to our printer in Hood Rive and we can bring them out to them.

I have ordered a banner for the front of the building in Hood River to advertise the services we offer during Curbside hours.

Please see our full offering of services below:

Stage 3: Library Services Restored Out of Building

- Continue services offered in Stage 1
- Curbside Services
 - Patrons can visit their branch library to pick up holds
 - Telephone reference/research assistance/reader's advisory services offered during Curbside hours
 - Printing capability for Curbside Pickup
 - Laptops are available for use outdoors at all our branches for a two hour period
- Library material returns accepted in outdoor book returns
- SAGE Library Consortium interlibrary loan services restored
- Volunteer services suspended
- Outdoor Wi-Fi 24/7
- Pop-Up Library/Mobile Wi-Fi hotspot
- Library of Things items are available for checkout
- Exploring:
 - Adding mail delivery for home bound patrons

Oregon/Washington Libraries update

I attended a Zoom meeting of Library Director's on Thursday, July 16, and the State Library of Oregon reported all libraries have paused moving forward with expanding services due to the rise in cases in Oregon. A few have had to shut down due to COVID-19 outbreaks among staff members but they have recently reopened their services.

Many libraries are still only offering Curbside Services or limited indoor services which only allow pick-up of holds and no browsing of the library stacks or computer use.

There are libraries in Oregon which allow computer use and browsing of stacks. Those libraries are using the Grab-and-Go model which we discussed at the last board meeting which encourage patrons to quickly come in to pick up times or use computers and then leave. All libraries are doing things differently to some degree.

Our neighbor libraries in White Salmon and Stevenson are still only offering Curbside Pickup. The Dalles Library has stopped Curbside Pickup and allows 15 patrons inside the building at a time if they are wearing a mask. Patrons must have their temperature taken and fill out a form for contact tracing. They are allowing patrons to pick-up holds and browse. They are not allowing patrons to sit in the library, there are no computers available and children under 14 are not allowed in the library.

Next steps

- **Continue with Curbside Services**

The Hood River Library Safety Committee met on Tuesday, July 14, and discussed reopening the library. We think due to the recent spike in cases in our region, Oregon and nationwide and the new mandates issued by the Governor this week, including the possibility of business closures, it is in the best interest for our patrons and staff to postpone the reopening.

In addition to the new measures announced on Monday by Governor Kate Brown, Dr. Sidelinger from the Oregon Health Authority reiterated other actions we can all take to slow the spread of COVID-19.

- If you can move activities outside, do so. The disease spreads less easily outdoors, and you can enjoy more of the Oregon summer.
- **If you run a business and can serve customers outside – do it.**
- Avoid groups of more than 10. And if you're unexpectedly in a group of 10 or more, think hard about whether that's a good choice, stay outside, keep 6 feet apart, and cover your face.

I think at this time the safest way we can serve our patrons is to continue serving our patrons outside.

I recommend the Safety Committee waits until the end of July to discuss reopening. I can check-in again with Library Board President Jean Sheppard after our next meeting.

Our Safety Committee is still focusing on preparing for two options in the future for library services.

1. Reopen the building for limited services if we do not have another shutdown or rollback in phases in Oregon. I have ordered sneeze guards for all our branches and face coverings for public distribution. In addition, we are working on signage and safe procedures.

OR

2. If we have to rollback in phases or we decide to continue with Curbside, when the rain starts in the fall, we are exploring moving Curbside into the lobby and maybe computer use into the meeting room by appointment only, if it is safe. We will also checkout laptops with a Wi-Fi hot spot at all three branches.

Increase Curbside hours

I propose we continue to offer modified service hours for the month of August but we add an additional hour on Fridays and Saturdays in Hood River.

New services hours

- Hood River
 - Tuesday, Wednesday, Thursday – 12:00-6:00pm
 - Friday, Saturday – 10:00pm-4:00pm
- Parkdale and Cascade Locks
 - Tuesday 2:00-6:00pm
 - Saturday 10:00pm-2:00pm

I highly recommend we continue with modified hours at this stage. Especially, if we plan to open the building we'll need to have modified hours because it will take more staff members "on desk/door monitors" than usual to run the building safely. In addition, we use hours outside of our service hours to shelve items, pull holds, check-in quarantine items, and cover new items.

In addition, we have staff members taking sick leave more frequently due to our COVID-19 Employee policy requiring staff members exhibiting symptoms to take sick leave and obtain a medical release before returning to work.

We currently have one staff member who has voluntarily reduced their hours by 13.5 hours per week and we have a staff member (30 hours per week) going on parental leave in August.

Expanding services

- **Browsing:**

We are currently exploring ways to allow patrons to browse our collection and find new together a page of resources for patrons to help them find more reading materials. We have added a link to our front page on the [website](#) to new items. We'll be expanding the lists on the page. In addition, we'll offer a list of websites patrons can explore to

find new reading material and advertise librarians are available to help during Curbside Hours with Reader's Advisory.

- **Support for Job Seekers**

Assistant Director Arwen Ungar has just connected with the State Library of Oregon to participate in a discussion with East Cascade Works staff about how to support job seekers our region. The goal is to share information about services provided, identify areas where more support is needed, and discuss possible areas of collaboration.

The State Library is convening regional discussions in order to identify areas of need and potential workforce recovery and development projects that could be supported with CARES Act or LSTA funding.

- **Wi-Fi hotspots and laptop checkout**

We have purchased 10 additional Wi-Fi hotspots, which brings our total to 20 Wi-Fi hotspots for the District. We are allowed to purchase 10 hotspots per year through a program for schools and libraries with Mobile Beacon. We receive a great discount of \$10 per hotspot per month for the service. We plan to catalog 5 of the hotspots for checkout and then pair 5 hotspots with laptops, which patrons can check out for 3 days. We'll have 3 laptop/hotspots at the Hood River branch and one at Parkdale and Cascade Locks.

- **Service for homebound**

Our next focus for library staff will be on how to serve the homebound in our county. I'll give an update by our next board meeting.

VIII. New business

- i. **Appointing agents of record (ACTION)**

President

Attachments: VIII.i. Resolution 2020-21.01, establishing agents of record

The District must appoint its insurance agents of record. We have two agents. Columbia River Insurance assists the district with general liability and property insurance, which we currently get through Special Districts Insurance Services. Century Insurance Group, LLC of Bend, Oregon assists us with employee benefits such as health insurance, which we currently get through Pacific Source (medical, vision and dental insurance insurance). Both agents have been helpful. The attached resolution affirms these companies as our agents of record for the coming year.

- ii. **Establishing regular meeting time (ACTION)**

President

Attachments: VIII.ii. Resolution 2020-21.02, establishing a regular meeting time

The Board's regular meeting time, date, and location needs to be established annually. At the June regular meeting, Board members agreed that the third Tuesday from 7.00-9.00p was a good time for regular monthly meetings.

iii. **Discussion of Friends of the Library and Library Foundation**

liaisons President

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 second Tuesday of each month from 12:00-1:00pm. They do not meet in July, August, or December.
- Library Foundation – meets the first Wednesday of each month from 5:00-6:30pm. They do not meet in July, August or December.

iv. **Hood River County Library District COVID-19 Volunteer Policy (ACTION)**

President

Attachment: VIII.iv. HRCLD COVID-19 Volunteer policy [2020-07-21]

I worked with HR Answers to create this policy. Special District's Association of Oregon contracts with HR Answers to provide Human Resources assistance for SDAO members. Ruben Cleaveland has reviewed the final draft of the policy. As I mentioned, I have paused having volunteers in the library but I would like to be prepared when we can safely welcome volunteers back.

v. **Partnership: Pop-Up Library/Mobile Hotspot van (ACTION)** President

Attachment: VIII.v. Bookmobile IGA

The Library District staff would like to partner with the Hood River County School District to run a Pop-Up Library/Mobile Hotspot for the month of August. Depending upon restrictions for COVID-19 in the fall, we might continue with the partnership through the school year. Library District staff and School District staff will meet in late August to discuss continuing the partnership.

The School District will provide a van, insurance and gas. The Library District will provide staff, cleaning supplies, hand sanitizer, table/signage/cones, safety gear for staff, laptop for staff, free books, battery pack and the wifi hotspots for patrons to connect. We plan to offer this service one day per week in August. We have safety guidelines and procedures in place to protect library staff and patrons.

To ensure staff and patron safety, we want to start this project small by initially offering only Wi-Fi access and free books. We will park the van at specific locations in Hood River County for a few hours. We will set out a table with free library books. The books will be individually packaged in a clear zip lock bag to encourage patrons to not touch the inside of the items. The Library Foundation has donated \$5,000 to purchase books to give away.

We hope to add laptop checkout and possibly library material check out in the future.

Our lawyer Ruben Cleaveland has created an intergovernmental agreement (IGA) that outlines each entities responsibilities.

Library District staff are currently working on identifying locations in the county to park the van. We plan to start the first week in August.

IX. Vacation leave carryover (ACTION)

Fox

Our Personnel Policy states, employees may carryover up to eighty hours of vacation leave into a new fiscal year. The hours are prorated based upon their weekly hours. Due to COVID-19 shut down in March and April, we had a few employees who carried over excess vacation leave into the new fiscal year. Typically in March, I email employees to remind them they must use their vacation before the end of the fiscal year. Due to the shut down, we paid our employees, so they did not have the chance to use their vacation.

I request we allow our staff to retain their vacation hours they carried over into this fiscal year. Several staff are using their excess vacation hours this summer.

Section 10.2 from our Personnel Policy:

Vacation Leave

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

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

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

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

Accrued vacation upon termination or death after one full year of employment shall be paid for the last regular rate of the employee's pay on the date of termination or death. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee.

Personnel who are not eligible for overtime shall be granted an additional two hours of vacation each month.

X. **Agenda items for next meeting**

President

- Policy
- Discussion: Fine Free and automatic renewals

XI. Adjournment

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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, June 16, 2020, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
Zoom meeting
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox

Additions/deletions from the agenda (ACTION) Sheppard

Board President Jean Sheppard called the meeting to order at 7:05pm. Marsden made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.

I. Actual or potential conflicts of interest

Sheppard

None stated

II. Consent agenda (ACTION)

Sheppard

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

III. Open forum for the general public

Sheppard

None present

IV. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

Marsden stated we should not pay for movie licensing. Fox said she renewed one license for \$200 but would look into pausing the other license. Fox also stated we would pause magazine renewal in November if we are not open to the public.

iii. May 2020 Financial Statements

Sheppard asked if the District had received less money during the month of May than in previous years. Fox said the District had received about \$2,000 less than last May.

i. Director's report

Fox

There was nothing to add to the written report.

II. Previous business

i. Discussion update Hood River County Library District Reopening Plan and moving to the next stage Fox

The Board agreed to keep the current hours when the District moves to Stage 4 of the Reopening Plan. The Board agreed we can add more hours later.

Sheppard stated she would like the bathrooms open when the library moves beyond the Grab-and-Go model. Fox stated other libraries have their bathrooms closed and she agreed we would need to have the bathrooms open when we allow patrons to stay longer in the building for longer periods of time.

Fox stated she would be advertising Wi-Fi in the Gardens and laptop use during Curbside hours. Fox will further explore how to serve home bound patrons.

III. New business

i. 2010-21 Budget approval (ACTION) Sheppard

I. Budget hearing

President Sheppard opened the budget hearing at 7:30pm. She closed it at 7:35pm, as no public were present. Bureker moved to approve Resolution 2019-20.07, adopting the budget, making appropriations, imposing taxes, and categorizing taxes. Marsden seconded. The motion carried unanimously.

ii. Approval of recurring payments for 2020-21 (ACTION) Sheppard

Marsden moved to approve Resolution 2019-20.08 - Authorizing Vendors for online and automatic payment of bills. Bureker seconded. The motion carried unanimously.

iii. Discussion of 2020-21 President and Vice-President positions Sheppard

The board discussed Jean Sheppard and Karen Bureker continuing in their roles of President and Vice President. Sheppard stated she would like to hear from Brian Hackett at the next meeting to see if he would like to serve in either role.

iv. Discussion of regular meeting time Sheppard

The board discussed continue to meet the third Tuesday of each month at 7:00pm.

v. Library Director contract renewal (ACTION) Sheppard

Bureker moved to approve the Library Director contract with the minimum wage increase approved at the May 19, 2020 Board meeting. Marsden seconded. The motion carried unanimously.

vi. Hood River County Library District COVID-19 Employee Policy (ACTION)

Fox

Bureker made a motion to approve the COVID-19 Employee Policy. Marsden seconded. The motion carried unanimously.

vii. Accounting services contract approval (ACTION) Fox

Bureker made a motion to approve the accounting services contract. Janik seconded. The motion carried unanimously.

viii. **Janitorial contract (ACTION)**

Sheppard

Marsden made a motion to approve the Janitorial contract. Janik seconded. The motion carried unanimously.

ix. Bookmobile/Mobile Hotspot discussion

The Board liked the idea of a boomobile/mobile hotspot. Sheppard said she would like information on the side of the vehicle. Fox stated staff will be designing a sign with information and the logo for the Library District and School District.

IV. **Agenda items for next meeting**

Sheppard

There was nothing to add.

V. Adjournment

Adjourned 8:03pm.

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

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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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Hood River County Library District

Rachael Fox
Library Director
502 State St
Hood River OR 97031
United States

Participant Library

Hood River County Library District

502 State St
Hood River OR 97031
United States

Item Code	Item	Amount
3000065	WorldShare ILL	\$962.47
3000030	Cataloging and Metadata Subscription	\$2,298.19
Total		\$3,260.66

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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements June 30, 2020

TABLE OF CONTENTS

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

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

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INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of June 30, 2020, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the year 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.
July 17, 2020

Hood River County Library District
Balance Sheet - Cash Basis
June 30, 2020

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$133,235			\$133,235
Cash with Hood River County	535,414	\$114,429	\$109,875	759,718
Petty cash	416			416
Other	1,702			1,702
Total Current Assets	<u>670,767</u>	<u>114,429</u>	<u>109,875</u>	<u>895,071</u>
TOTAL ASSETS	<u><u>\$670,767</u></u>	<u><u>\$114,429</u></u>	<u><u>\$109,875</u></u>	<u><u>\$895,071</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	(\$848)			(\$848)
Total Current Liabilities	<u>(848)</u>	<u>0</u>	<u>0</u>	<u>(848)</u>
Total Liabilities	<u>(848)</u>	<u>0</u>	<u>0</u>	<u>(848)</u>
Fund Balances:				
Unassigned	671,615	114,429	109,875	895,919
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$670,767</u></u>	<u><u>\$114,429</u></u>	<u><u>\$109,875</u></u>	<u><u>\$895,071</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Year Ended June 30, 2020

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$200	\$55,223		\$55,423
Property tax revenues - current year	948,558			948,558
Property tax revenues - prior year	19,915			19,915
Fines and fees	12,299			12,299
Intergovernmental revenue	2,637	5,114		7,751
Interest revenue	16,178		\$2,359	18,537
Miscellaneous	4,354			4,354
Total Revenues	1,004,141	60,337	2,359	1,066,837
Expenditures:				
Personal services:				
Wages and salaries	457,306	1,951		459,257
Employee benefits	140,690	(8)		140,682
Total Personal Services	597,996	1,943	0	599,939
Materials and services:				
Bank charges	190			190
Building rental	13,938			13,938
Building maintenance	16,940	6,297		23,237
HVAC	8,359			8,359
Elevator	2,086			2,086
Telephone	5,336			5,336
Internet	2,450			2,450
Collection development	74,051	21,262		95,313
Technology	13,275	1,430		14,705
Accounting and auditing	26,715			26,715
Courier	1,747	27		1,774
Custodial services	20,136			20,136
Technical services	5,157			5,157
Library consortium	13,069			13,069
Copiers	1,417			1,417
Elections expense	0			0
Furniture and equipment	4,444	8,300		12,744
Insurance	13,002			13,002
Georgiana Smith Memorial Garden	19,449	75		19,524
Legal services	2,915			2,915
Professional services	0	1,148		1,148
Dues and subscriptions	3,880			3,880
Miscellaneous	1,670	300		1,970
Postage and freight	710			710
Printing	298			298
Programs	13,131	15,329		28,460
Advertising	1,250			1,250
Supplies - office	10,713			10,713
Travel	2,594			2,594
Training	1,409			1,409
Board development	81			81
Parking reimbursement	200			200
Electricity	14,835			14,835
Garbage	1,418			1,418
Natural gas	4,748			4,748
Water & sewer - building	4,640			4,640
Total Materials and Services	306,253	54,168	0	360,421
Capital outlay	0	0	111,714	111,714
Total Expenditures	904,249	56,111	111,714	1,072,074
Revenues Over Expenditures	99,892	4,226	(109,355)	(5,237)
Other Financing Sources (Uses)				
Operating transfers in	0		123,000	123,000
Operating transfers out	(123,000)			(123,000)
Total Other Financing Sources (Uses)	(123,000)	0	123,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(23,108)	4,226	13,645	(5,237)
Fund Balance - July 1, 2019	694,723	110,203	96,230	901,156
Fund Balance - June 30, 2020	\$671,615	\$114,429	\$109,875	\$895,919

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, 2020

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Tax revenues - current	\$6,314	\$948,558	\$928,493
Tax revenues - prior year	1,203	19,915	15,000
Interest revenue	737	16,178	12,000
Fines and fees	0	12,299	13,500
Intergovernmental revenue	0	2,637	0
Donations	0	200	0
Miscellaneous	29	4,354	0
Total Revenues	<u>8,283</u>	<u>1,004,141</u>	<u>968,993</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	520	6,769	7,376
Library clerk II	7,461	98,255	103,314
Library assistant I	5,219	57,568	54,228
Library assistant II	8,053	104,607	100,477
Librarian I	5,786	67,269	68,801
Librarian II	4,397	45,511	58,157
Library director	6,462	77,327	77,542
Payroll taxes and benefits:			
Retirement	2,985	33,446	34,977
Social security	3,073	35,564	35,947
Workers' compensation	(1)	118	1,200
Health insurance	5,308	68,356	100,800
Unemployment insurance	262	3,206	4,229
Total Personal Services	<u>49,525</u>	<u>597,996</u>	<u>647,048</u>
Materials and services:			
Bank charges	16	190	250
Building rental	2,944	13,938	14,530
Building maintenance	75	16,940	20,000
HVAC	394	8,359	15,000
Elevator	176	2,086	2,350
Telephone	363	5,336	5,100
Internet	225	2,450	5,800
Collection development	7,309	74,051	83,000
Technology	2,064	13,275	13,000
Accounting and auditing	0	26,715	27,000
Courier	0	1,747	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, 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	3,030	20,136	23,000
Technical services	0	5,157	4,000
Library consortium	0	13,069	13,070
Copiers	486	1,417	2,400
Elections expense	0	0	0
Furniture and equipment	587	4,444	4,000
Insurance	1,024	13,002	9,000
Georgiana Smith Memorial Garden	1,315	19,449	25,000
Legal services	227	2,915	4,000
Professional services	0	0	0
Dues and subscriptions	862	3,880	4,000
Miscellaneous	(18)	1,670	1,000
Postage and freight	51	710	1,200
Printing	22	298	500
Programs	854	13,131	20,000
Advertising	246	1,250	1,500
Supplies - office	1,788	10,713	14,000
Travel	0	2,594	5,000
Training	65	1,409	4,000
Board development	0	81	1,500
Parking reimbursement	0	200	1,000
Electricity	824	14,835	21,000
Garbage	97	1,418	1,600
Natural gas	28	4,748	10,000
Water & sewer - building	401	4,640	5,200
Total Materials and Services	<u>25,455</u>	<u>306,253</u>	<u>364,300</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>20,000</u>
Total Expenditures	<u>74,980</u>	<u>904,249</u>	<u>1,031,348</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(123,000)	(123,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>(123,000)</u>	<u>(123,000)</u>
Change in Fund Balance	<u><u>(\$66,697)</u></u>	<u><u>(\$23,108)</u></u>	<u><u>(\$185,355)</u></u>

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, 2020

	<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	\$26,960	\$55,223	\$410,000
Intergovernmental revenue	0	5,114	0
Total Revenues	<u>26,960</u>	<u>60,337</u>	<u>410,000</u>
Expenditures:			
Personal services	0	1,943	5,500
Materials and services:	13,094	54,168	235,000
Capital outlay	0	0	169,500
Total Expenditures	<u>13,094</u>	<u>56,111</u>	<u>410,000</u>
Change in Fund Balance	<u><u>\$13,866</u></u>	<u><u>\$4,226</u></u>	<u><u>\$0</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, 2020

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$121	\$2,359	\$1,500
Other Financing Sources			
Transfer from General Fund	0	123,000	123,000
Total Revenues and Other Sources	<u>121</u>	<u>125,359</u>	<u>124,500</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	111,714	155,000
Total Expenditures	<u>0</u>	<u>111,714</u>	<u>155,000</u>
Change in Fund Balance	<u><u>\$121</u></u>	<u><u>\$13,645</u></u>	<u><u>(\$30,500)</u></u>

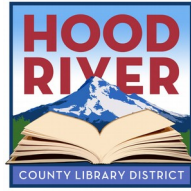
See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Year Ended June 30, 2020

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	Pat Hazelhurst	Safety	RTR 2018	RTR 2019	RTR 2020	Total
Revenues:												
Donations and grants	\$0		\$30,694	\$389	\$15,010	\$500	\$5,500	\$3,130	\$0	\$0	\$0	\$55,223
Intergovernmental revenue											5,114	5,114
Total Revenues	0	0	30,694	389	15,010	500	5,500	3,130	0	0	5,114	60,337
Expenditures:												
Personal services:												
Wages and salaries:												
Library clerk I					649						237	886
Library assistant II					773						292	1,065
Employee benefits:												
Retirement					(7)						-	0
FICA											-	(7)
Workers compensation											-	0
Health insurance											-	0
Unemployment insurance					(1)						-	(1)
Total Personal Services	0	0	0	0	1,414	0	0	0	0	0	529	1,943
Materials and services:												
Building maintenance			6,298									6,298
Collection development			15,679		2,384		329			430	2,440	21,262
Technology			230		1,200							1,430
Courier					27							27
Programs			3,068	111	5,635	395	1,682		147	1,304	4,668	15,328
Furniture and equipment	0		2,622		3,996							8,300
Georgia Smith Memorial Garden			75				1,148					1,148
Professional services												300
Miscellaneous			300									
Total Materials and Services	0	0	28,272	111	13,242	395	3,159	0	147	1,734	7,108	54,168
Capital outlay	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	0	28,272	111	14,556	395	3,159	0	147	1,734	7,637	56,111
Net Change in Fund Balance	0	0	2,422	278	354	105	2,341	3,130	(147)	(1,734)	(2,523)	4,226
Fund Balance - July 1, 2019	825	3,000	99,732	105	5,089	0	0	0	147	1,305	0	110,203
Fund Balance - June 30, 2020	\$825	\$3,000	\$102,154	\$383	\$5,443	\$105	\$2,341	\$3,130	\$0	(\$429)	(\$2,523)	\$114,429

See Independent Accountants' Compilation Report

Hood River County Library District Reopening Plan



The Hood River County Library District leadership team has developed a staged approach to providing library services to our community in response to the COVID-19 pandemic. This plan is a work in progress and will be updated as new information is available and new health and safety guidelines and regulations are released.

Stage 1

Library Branches Closed, Virtual Library Services

Date: March 14, 2020

- Most staff work remotely, some staff work in the building
- Volunteer services suspended
- Take care of fiscal, personnel, maintenance and statistical tasks
- Offer virtual programs for all ages
- Call center and email assistance to patrons
- Staff processing new physical library materials at home
- Physical branches closed
- Outdoor book returns closed
- Preparation for next phase

Stage 2

Library Buildings Open to Staff Only

Date: March 26, 2020

- Continue services offered in Stage 1
- Collections work caught-up
- Office work routines restored
- Outdoor book returns closed
- Preparation for next stage

Stage 3: Library Services Restored Out of Building

Date: March 28, 2020

- Continue services offered in Stage 1
- Pop-Up Library/Mobile Wi-Fi Hotspot – Partnering with Hood River County School District to send a van to specific neighborhoods in Odell and Hood River
- Curbside Services
- Patrons can visit their branch library to pick up holds
- Telephone reference/research assistance/reader's advisory services offered during Curbside hours
- Printing capability for Curbside Pickup
- Library material returns accepted in outdoor book returns

- SAGE Library Consortium interlibrary loan services restored
- Outdoor Wi-Fi Zones with laptops for day use
- Senior outreach to assisted living facilities
- LOT items for checkout
- Volunteer services suspended

Exploring:

- Adding mail delivery for home bound patrons
- Restocking of mini-libraries located around the county
- Some volunteers services restored

Stage 4

Library buildings open: Grab-and-Go Model

Date: TBD

Continue services offered in Stage 1

- Library branches open to public and library services for the general public are provided on a limited schedule to allow for enhanced cleaning and physical distancing requirements
- Limit the number of people allowed at one time in each building to facilitate physical distancing (max capacity TBD).
- Limit computer time/wifi use in the building to 45 minutes by appointment so that sanitation can take place between users
- Most seating will be removed from the public floor to reduce sanitation requirements and to limit the amount of people in the building due to physical distancing requirements
- Programs and most services remain virtual, including Summer Reading
- Meeting room is designated for materials quarantine and furniture storage and will remain closed for reservations for the foreseeable future
- Study rooms will not be available
- Children's toys, costumes and coloring crayons/sheets will not be available
- Makerspace will be closed
- To limit cleaning/disinfecting requirements, bathrooms closed to the public. A public restroom is located on State Street.
- Some volunteers services restored

Stage 5

Majority of Library Services Restored

Date: TBD

- Majority of library services and programs are restored
- Some virtual programs may continue
- Public meeting room and study rooms may open with limited capacity
- Some seating will be restored
- Makerspace will reopen with restrictions
- Programs for children, teens, and adults may be offered in open spaces in the library and outdoors

- Some children's toys and coloring crayons/sheets may be available
- No appointment necessary for computer use but physically distancing and sanitation procedures still are in place
- Some volunteers services continue

Stage 6: Full Library Services (All restrictions lifted)

Date: TBD

- All library programs library services are restored with new changes in place based upon new health and safety recommendations
- All volunteer services are restored

Cleaning, Disinfecting, and Safety Guidelines for all Stages

For staff:

- Each staff person disinfects their work area at the beginning, ending and hourly during their shift and will clean shared surfaces and equipment often
- Wears face coverings when working in the building and community
- Wash hands often and use alcohol-based hand sanitizers
- Work stations are set up to accommodate physical distancing between individuals
- Adhere to the Hood River County Library District COVID-19 Employee policy

For Public Areas:

- Rearrange library furniture to establish proper physical distancing
- Increase cleaning and disinfecting, especially door handles, light switches, faucets, railings, elevator buttons, high touch tables/counters, seating and tables
- Staff will wiping down computer keyboards, work station surfaces and public service desks after each patron use
- Staff will wear gloves when emptying book drop and providing Curbside and In-Person Services
- Quarantine returned materials for a minimum of 72 hours

For patrons we highly encourage the following:

- Face coverings are required in the building. Paper masks will be provided.
- Use hand sanitizer when entering and leaving the building
- Do not enter the building if you are sick
- Keep six feet of distancing from people who do not live in your household
- If able, please only send one representative from your household during Stage 4

The Hood River County Library District would like to thank the Wyoming State Library, and the Cook Memorial Library and Jackson County Library System in Oregon for sharing their reopening plans. This plan was created by drawing from their plans.

This document is a work in progress. We will update the document as new reopening plans are shared and new health and safety guidelines and regulations are released.

Draft: Last revised 7/15/20

Resolution No. 2020-21.01

Resolution adopting Insurance and Employee Benefits Agents of Record

WHEREAS, special districts need to annually affirm their agents of record;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors appoints Columbia River Insurance of Hood River, Oregon, as the District's Insurance Agent of Record; and

RESOLVED, that the Board appoints Century Insurance Group, LLC of Bend, Oregon, as the District's Employee Benefits Agent of Record.

Adopted by the Board of Directors of Hood River County Library District this 21st day of July, 2020.

ATTEST:

Jean Sheppard, President

Rachael Fox, Secretary

Resolution No. 2020-21.02

Resolution establishing a regular meeting day, time, and location for 2020-21

RESOLVED, that the Board of Directors of the Hood River County Library District shall meet monthly on the third Tuesday of the month from 7.00 to 9.00p in the Jeanne Marie Gaulke Community Meeting Room of the Hood River Library during the 2020-21 fiscal year.

Adopted by the Board of Directors of Hood River County Library District this 21st day of July, 2020.

ATTEST:

Jean Sheppard, President

Rachael Fox, Secretary

Hood River County Library District

Coronavirus COVID-19 Volunteer Policy



Purpose

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

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

Scope

This Coronavirus Policy applies to all of our volunteers.

Policy elements

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

General Guidelines

Volunteers shall adhere to the following basic guidelines as follows:

- Physical distancing (specifically, staying at least 6 feet away from others when you must go into a shared space).
- Wearing cloth or paper face coverings when you are working with other volunteers and the public, unless an accommodation or other exemption applies.
 - Paper masks are available.
- Wear gloves when handling library materials unless you are part of the book covering group which will not wear gloves and the items will be quarantined for 72 hours prior to handling.

General Hygiene

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

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

502 State Street
Hood River · OR 97031
541 386 2535

www.hoodriverlibrary.org

Cleaning and disinfecting procedures

Cleaning work areas

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

Restrooms

- Staff bathroom upstairs may be used by volunteers
- Please keep your masks on and wash your hands before and after use. Please wipe down surfaces you touch in the bathroom. Disinfectant and gloves will be available.

Training

The following training programs are available to volunteers:

- Videos
 - Required: [Gloves safety](#)
 - Required: [Mask safety](#)

Volunteer health

Self monitor health

Before coming volunteering at the library

1. Check temperature
2. Screen yourself by asking if you have any of the following symptoms?
 - Cough
 - Shortness of breath
 - Fever 100.4 degrees F or higher
 - New loss of smell/taste
 - Chills
 - Repeated shaking with chills
 - Sore throat
 - Muscle pain
 - Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?
1. If you answer “yes” to any of these symptoms, you must take the following precautions:
 1. Do not come to the library to volunteer;
 2. Report if you have a confirmed case of COVID-19 if you have volunteered at the library in the past seven days; and
 3. Only return to volunteer if the following has occurred:
 - 3 days without a fever;
 - Respiratory symptoms have improved; **and**
 - It has been 10 days since symptoms first appeared.

Suspected COVID-19

- Volunteers who have directly been exposed, defined as six feet for at least fifteen minutes, to someone with COVID-19 shall report the situation to the Library Director if they have volunteered in the last seven days and shall remain absent from volunteering for 14 days.

COVID-19 Workplace Exposure

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

- A letter will be issued by email stating the fact of exposure.

Exposed volunteers will be asked to quarantine

- “Close contact”– An employee will be considered “exposed” if they had “close contact” with a person who has been diagnosed with COVID-19. The term “close contact” means being within six feet for at least fifteen minutes.
 - If exposed, please do not come to the library and remain absent from volunteering at the library for 14 days.

Cleaning and disinfecting work place

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

Updated 7/16/20

INTERGOVERNMENTAL AGREEMENT
Between the Hood River County Library District and
Hood River County School District
(Bookmobile Program)

DATE: July 14, 2020.

PARTIES: Hood River County Library District (“Library District”)
502 State Street
Hood River, OR 97031

Hood River County School District (“School District”)
1011 Eugene St.
Hood River, OR 97031

RECITALS

- A. The Library District and School District have the authority under ORS 190.010 to enter into intergovernmental agreements for the performance of functions and activities by each party.
- B. ORS 357.410(3) permits units of local government to provide joint public library services under such terms and conditions as may be agreed upon.
- C. The parties desire to cooperate to provide bookmobile services to the community in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual agreements of the parties, the parties agree as follows:

Section 1. Purpose of Agreement: The parties desire to provide bookmobile services to the community in Hood River County during the summer of 2020. To further this purpose, Library District shall have use of a van owned by School District on all days of the week during the term of this Agreement; provided, the van shall only be used for summer bookmobile services and for no other purpose.

Section 2. School District Responsibilities:

- A. Provide a van for purposes of operating a bookmobile.
- B. Insurance for the van.
- C. Gas and other operating expenses for the van.

- D. Training for proper operation of the van.
- E. Provide volunteer or school staff member as available, in School District's discretion.

Section 3. Library District Responsibilities:

- A. Return the School District van to the location designated by School District at the end of each day it is used.
- B. WiFi mobile hotspot for van.
- C. Battery or solar power for electronic devices.
- D. Staffing for bookmobile (driving van and performing library services).
- E. Laptop computers for staff and library patron use.
- F. Staff equipment such as scanner, printer, etc.
- G. Tables, chairs, and tent.
- H. Cones and signage.
- I. Books and other library materials for checkout.
- J. Free books for distribution (as available).
- K. Plastic bins for return of library materials.
- L. Safety gear (face masks, coverings, shields).
- M. Cleaning supplies (disinfectant and paper towels).
- N. Safety training for staff regarding proper use of gloves and masks.

Section 4. Length of Agreement - Withdrawal: This Agreement shall remain in force and effect from the date it is signed until September 7, 2020. This Agreement may be terminated by either party hereto by written notice to the other party giving at least thirty (30) days' notice prior to the date of desired termination. In the event of such termination, an accounting shall be completed in a manner mutually satisfactory to the parties.

Section 5. No employee/employer relationship: The parties agree that this Agreement does not create an employee/employer relationship between the parties. Neither party is responsible for any federal or state taxes applicable to any compensation or payments made under this Agreement. Any services provided pursuant to this Agreement are not eligible for any Federal Social Security, unemployment insurance, or workers' compensation benefits.

Section 6. Liability and Indemnification: Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney's fees and costs) arising from the performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party. Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

Section 7. Insurance: Each party agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement, at levels necessary to protect against public body liability as specified in ORS 30.270. This Agreement is expressly subject to the tort limits and provisions of the Oregon Tort Claims Act (ORS 30.260 to 30.300).

Section 8. Force Majeure: Neither Library District nor School District shall be held responsible for delay or default caused by unforeseen catastrophe, fire, riot, acts of God, epidemic, pandemic, outbreak of communicable disease, quarantine, terrorist acts, or other acts of political sabotage, or war where such cause was beyond the reasonable control of either party. Each party shall; however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

Section 9. Compliance With Laws: Each party agrees to comply with all local, State and Federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.

Section 10. Attorney Fees: In the event of any action or proceeding to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursements, at arbitration, trial, and on appeal.

Section 11. Final Agreement; Modification: This writing is intended both as the final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. Although this Agreement may be changed by subsequent review, amendment or modification, such changes must be in writing and signed by both parties' duly authorized representatives.

Section 12. COVID-19 Liability: The novel coronavirus ("COVID-19"), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies have provided orders, regulations, and guidance regarding COVID-19.

The Parties understand the hazards of COVID-19 and is familiar with the Centers for Disease Control Prevention ("CDC") guidelines; and federal, state, and local orders regarding COVID-19. The Parties acknowledge that they understand the circumstances regarding COVID-19 and will take all necessary precautions as provided by the CDC and federal, state, and local governments. The Parties shall indemnify, defend, and hold harmless from and against any and all claims, demands, lawsuits, judgments, losses, or expenses of any nature arising out of the

Party's failure to follow the CDC, federal, state, or local orders or guidance regarding COVID-19 and that leads to, directly or indirectly, the infection of COVID-19 or any other illness or injury related to COVID-19.

Section 13. COVID-19 Termination: The parties may terminate this Agreement immediately and without notice if it is found that a Party has failed to follow any regulations, orders, or guidance as provided by the CDC and federal, state, and local governments.

Section 14. Sexual Conduct and Abuse Provision: The Party acknowledges School District's obligations related to abuse and sexual conduct. If there are reports or allegations of sexual conduct or abuse involving one of Party's employees and/or volunteers, the Party agrees to immediately remove that employee or volunteer from providing services to the School District. The Party will follow School District's requests for removal of such employees following a report or allegation. The Party will cooperate in any investigation being conducted by School District, law enforcement, DHS, ODE and/or TSPC. The Party has received information regarding abuse and sexual conduct and School District will provide current information to the Party on an annual basis. The Party will provide information necessary for School District to perform background checks on any employee or volunteer who may have direct, unsupervised contact with students, in accordance with state law and district policy. All of the Party's employees or volunteers who may have direct, unsupervised contact with students, will complete the School District's sexual conduct and child abuse training program prior to having direct, unsupervised contact with students.

Section 15. Counterparts: This Agreement may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the respective duly authorized officers of the School District and the Library District.

**HOOD RIVER COUNTY
SCHOOL DISTRICT:**

**HOOD RIVER COUNTY LIBRARY
DISTRICT:**

Rich Polkinghorn, Superintendent

Jean Sheppard, Library Board Chairperson