

**Board of Directors**  
**Regular Meeting Agenda**

Tuesday, October 20, 2020, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

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

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/87012234956>

Meeting ID: 870 1223 4956

- |  |           |
|--|-----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b> | Sheppard  |
| <b>II. Actual or potential conflicts of interest</b>   | Sheppard  |
| <b>III. Consent agenda (ACTION)</b>                    | President |
| <b>i. Minutes from September 15, 2020 meeting</b>      |           |
| <b>IV. Open forum for the general public</b>           | Sheppard  |
| <b>V. Reports</b>                                      |           |
| <b>i. Friends update</b>                               | Fox       |
| <b>ii. Foundation update</b>                           | Fox       |
| <b>iii. August 2020 Financial Statements</b>           |           |
| <b>iv. Director's report</b>                           | Fox       |
| <b>VI. Previous business</b>                           |           |
| <b>i. Reopening library for Grab-and-Go Services</b>   |           |
| <b>VII. New business</b>                               |           |
| <b>i. Health Insurance Renewal</b>                     | Fox       |
| <b>VIII. Agenda items for next meeting</b>             | Sheppard  |
| <b>IX. Adjournment</b>                                 |           |

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

    ORS 192.660 (1) (d) Labor Negotiations

    ORS 192.660 (1) (e) Property

    ORS 192.660 (1) (h) Legal Rights

    ORS 192.660 (1) (i) Personnel

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

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

Tuesday, October 20, 2020, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

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

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

**III. Consent agenda (ACTION)** President

**i. Minutes from September 15, 2020 meeting**

Attachments: III.i. Minutes from the September 15, 2020, regular meeting

**IV. Open forum for the general public** Sheppard

**V. Reports**

**i. Friends update** Fox

- The Friends of the Library did not meet in October.
- The Hood River Reads committee meet in September and decided to hold a virtual HR Reads program in the Spring. They will be using the same selection from this year, *The Highest Tide* by Jim Lynch, since all programming was canceled due to COVID-19.

**ii. Foundation update** Fox

- The Foundation donated \$1,000 to the Hood River Reads committee.
- The Foundation voted board member Cathi Lannon as their new treasurer.
- The Foundation approved their 2020/21 budget, fundraising plan and their calendar/committee task list. The Foundation will continue to fund our newspapers, magazines, and electronic databases for next fiscal year.
- The Foundation is ready to use their annual Feast of Words in the spring to raise funds for a new bookmobile for the District. They currently have contributed \$43,000 towards services in Odell which can be used to purchase the bookmobile. In addition, they have contributed \$9,000 towards purchase materials which can be used for the bookmobile collection. This year they aim to raise \$60,000 for the purchase of a bookmobile

through Feast of Words and regular membership and annual giving campaign. My preliminary research shows a bookmobile 23' van will cost \$150K to \$200K. This is fully equipped to allow 2 staff members and 2-3 patrons on board. I am also exploring smaller options in small van with pop out sides which could potentially cost \$50,000-\$100,000.

### iii. **August 2020 Financial Statements**

Attachments: V.iii. August 2020 financial statements

The September financial statements were not ready at the time of the distribution of the meeting packet. There was a delay from Hood River County due to an upgrade in their software. I will bring the statement to the next board meeting.

We are tracking well. We will start receiving more tax revenue next month, with the bulk of the revenue arriving in November.

The District has applied for CARES Act funding for materials we have had to purchase due to COVID-19. The funds are designated for Special Districts. I am hoping we will be reimbursed for around \$5,000 for supplies.

I plan to present a budget to the board for the bookmobile at our November board meeting. In addition, I will make recommendations regarding ways we can spend or save any excess funds we may receive through tax revenue and funds we will not use this year due to COVID-19.

### iv. **Director's report**

Fox

#### **Administration**

- Library staff have been working hard throughout the pandemic to provide patrons with additional digital learning tools, online programming, reading materials and more. Although our service model has temporarily changed; our mission remains the same: to serve and enrich our community by providing access to the power of information and imagination.
- This year has been unprecedented and filled with change. The library continues to partner with local organizations to help our community thrive. Ensuring the safety of our patrons, volunteers and staff has been our number one priority during this pandemic.
- **Some highlights of our summer:**
  - Provided free books to elementary school age children. The free books were funded by the Hood River Library Foundation.
  - Gave away free books and Wi-Fi via our mobile hotspot van at various locations throughout the county, a project that will continue with Hood River County School District throughout the fall.
  - Served 2,983 patrons at our Curbside Services

- Checked out 11,681 library materials
- Redesigned our library website
- Provided laptops and Wi-Fi hotspots for checkout
- Expanded our Wi-Fi capabilities to cover the entire library gardens
- Served 50 High school age students through Migrant Education Summer
- Distributed 150 Fun/Safety Care kits to families in Odell
- Gave away 1,950 Family Fun Activity Kits to families at our library branches and the school meal sites. The kits were funded by our Friends of the Library and Ready to Read State grant.
- Worked with patrons to provide more than 800 letters to Seniors in isolation our community
- Distributed free books to our community for our Children's Summer Reads Program
- Offered bilingual conversation circles
- Hosted programs about race and equity
- Moved our book clubs to a virtual platform
- Engaged preschoolers through interactive online adventures and storytime
- We have built a safe online Teen Space with the Discord Server.
- Engaged preschoolers through interactive online adventures and storytime
- We have built a safe online Teen Space with the Discord Server.
- **Partners and those that have donated to make these programs happen!**
  - Hood River County School District
  - Hood River County School District Migrant Education Program
  - History Museum of Hood River County
  - Odell Hispanic Prevention Coalition
  - Library Foundation
  - Friends of the Library
  - And all our patrons who have donated kids books and Legos!
- Due to inclement weather, the pickup location for materials has moved into the library lobby until we transition to Grab-N-Go services.
- Our annual audit will be conducted on Wednesday, November 18.

## **Collection**

- We are now quarantining all our library materials for two days. The new requirement is based upon a recommendation by the Oregon Health Authority for a 24 hour quarantine period. Washington State has also made the same recommendations to libraries.

### ***Programs and Services***

- We are offering fall online programming for adults, teens, and kids. Please check out our newsletter for a full list of programs in October, <https://conta.cc/3neyAGA>.
  - October programs - Highlights
    - Teens: Halloween Movie Watch Party: Friday, October 30, 7 p.m on the [Teen Discord](#). Teens can stop by the library for a bag of movie watching goodies during curbside hours Oct. 27-30 for our Halloween movie watch party. More details available on Discord. Ages 13 to 19.
    - Teens can also pick up supplies during Curbside hours to create their own terrarium while supplies last.
    - Kids: Trick-or-Treat Book Give-Away October 27-31. Kids are invited to come to the library and choose a free book anytime during our curbside hours. Fiction, picture books, readers, and board books will all be available! Location of free books will vary depending on weather conditions. Books are quarantined and bagged beforehand for safety.
- Outreach
  - The kids team is distributing free books and legos through the school district meal sites and meal delivery program! The free books were funded by the Library Foundation.
  - This fiscal year, we will be distributing free books through the school migrant head start program for ages 0-5 and through the high school for teens in the migrant education program. The books were funded by the Friends of the Library.

## **VI. Previous business**

### **i. Reopening library for Grab-and-Go Services**

Fox

Attachment: VI.i. Reopening plan for the Hood River County Library District

Some libraries in Oregon are starting to reopen their buildings to the public. Arwen and I contacted around 15 libraries in the State of Oregon that have reopened to inquire about services and procedures which have been successful. Based upon the information we gathered, I am confident we can develop a procedure to reopen our buildings to the public while implementing physical distancing and safety measures.

Many libraries we contacted advised us to start small with core services and add more services and service hours incrementally. Based upon our research and feedback from our patrons and library staff, I think the safest strategy is to start with appointments for browsing and computer use. Due to the increase in cases in our region and state and the projections the pandemic could become worse during the winter months, I also think this is the safest way to limit the potential spread of COVID-19 in our community.

This model will also allow staff to continue to offer Curbside Services. We will continue with Curbside pickup in the lobby and have patrons with appointments enter through the Columbia Room (door next to the book drop). We have received feedback from our community there is a desire to not come in our building and continue to pick up items from curbside and patrons who would also like to be able to enter the building to browse. Please see additional details regarding the plan below.

#### *Stage 4 – Hood River County Library District Reopening Plan*

Library buildings open: Grab-and-Go Model by appointment

Date: TBA

- 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 by appointment to facilitate physical distancing.
- 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
- 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.
- Limit computer time/wifi use in the building to 30 minutes by appointment so that sanitation can take place between users

In addition we will **require** our patrons to do the following due to State Mandate:

- Wear face masks in the building for ages 5 and up. Paper masks will be provided. As noted in the state mandate, we will provide accommodations for library patrons unable to wear a mask.

We will highly encourage our patrons to do the following:

- Use hand sanitizer when entering and leaving the building

- Do not enter the building if they are sick
- Keep six feet of distancing from people who do not live in their household

In order to implement this plan safely, we will need to add one more staff member on desk during our hours open for appointments. We currently have three staff members on desk at all times during Curbside hours. I recommend we start with adding a few days for appointments for a few weeks. This way we can fine tune our procedures and then we can expand the days we offer these services. Once we expand, we will potentially have to reduce our open hours to have the additional staff member on desk at all times. This would be a trade off for more services offered to our community.

It will take 3-4 weeks to prepare the buildings, develop procedures and train library staff. I recommend waiting a few weeks to determine the exact date of reopening for appointments. If we determine, we could open for appointments before the next board meeting, I will consult with Library Board President Jean Sheppard regarding an opening date.

Tasks to complete before reopening the buildings to the public:

- Install plexiglass at service desks to protect staff
- Post directional signage in the building for patrons
- Post signage regards rules and recommendations
- Rearrange and remove furniture from all public areas at all three branches
- Replace filters in the HVAC with Merv 13
- Develop procedures for staff and provide training
- Issue press release, enewsletter and social media posts detailing our plans and services.

## **VII. New business**

### **i. Health Insurance Renewal**

Fox

Attachment: VII.i. Employee Health Care Benefits Policy

It's time to renew our health insurance. We have used Pacific Source for the past year. We have able to receive an adequate plan by being part of the Bend Chamber plan, which was recommended to the District by our health insurance agent. Unfortunately, we have to have 67% of employees participating in this plan and we have four staff members not participating in medical and vision coverage through the District, which results in 60% enrollment.

Our health insurance agent, Century Insurance Group, received quotes from insurers for plans outside the Bend Chamber Plan, including Pacific Source, Regence, and the Special Districts Association of Oregon. The Pacific Source Gold plan with \$1,000 deductible appears to be our best option to retain the same deductible and level of benefits. Although, out coinsurance and maximum out-of-pocket expenses will increase. There will be a 15% increase, which is exactly the amount I budgeted for this year. The next closest plan is a Regence BSBCO with less coverage, there is a \$1,000 deductible but the out-of-pocket



maximum is higher for the individual and family. It would only save the District \$500 for the year.

The District contributes \$1,100 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.

We will review dental insurance quotes at the next board meeting. Dental must be renewed by January 1, 2020.

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

Sheppard

- Special District Insurance Services Best Practices Checklist
- Audit Services bids 2021-2023
- Bookmobile budget discussion
- Magazine renewal

#### **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

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

Tuesday, September 15 2020, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

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<https://us02web.zoom.us/j/81098300619>

Meeting ID: 810 9830 0619

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

Bureker/Sheppard

Library Board Vice President Karen Bureker called the meeting to order at 7:07pm. Sheppard arrived and was the chair of the rest of the meeting. Hackett made a motion to approve the agenda as amended. Bureker seconded. The motion carried unanimously.

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

Sheppard

None stated.

**III. Consent agenda (ACTION)**

President

Bureker 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. August 2020 Financial Statements**

Fox stated Hood River County (HRC) had forgotten to post the tax statements needed for our accountant to complete our financial statements. HRC posted the statements on the day of

the board meeting and the accountant was not able to complete the statements before the board meeting. Fox will bring the August financial statement to the October board meeting.

iv. **Director's report**

Fox

Fox stated she is participating in a Homelessness Stakeholders Coalition to address homelessness in our community. In addition, she is on the SAGE User Council.

Due to wildfire smoke, Fox stated she would reopen the library as soon as the air quality improves. She stated it would most likely occur on Friday. The board discussed possible options for cleaning the air in the building but decided the best solution is to keep the library closed since the air quality will improve in the near future.

**VI. Previous business**

i. **Discussion bookmobile for the Hood River County Library District**

Fox

Fox stated she would have a budget for the board to review by the next board meeting or the November 17 meeting for vehicles and ongoing operational expenses. The Board discussed contributing seed money, raising funds through the Foundation and applying for grants.

**VII. Agenda items for next meeting**

Sheppard

The board discussed expanding our efforts to inform the community of our value. This could be convened through several outlets: newspaper, social media, and enewsletter. Fox stated she would investigate these options.

In addition, Fox will review the budget and present a plan to the board to allocate additional funds we may received this fiscal year through tax revenue or funds we have saved during the closure. The recommendation will include saving funds for future building repairs and replacements and putting the funds towards the restoration project and potentially the bookmobile.

**VIII. Adjournment**

The meeting adjourned at 7:42pm.

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# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements August 31, 2020

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

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

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

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

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**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 August 31, 2020, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and two months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

*Onstott, Broehl & Cyphers, P.C.*  
September 16, 2020

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**August 31, 2020**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$89,567			\$89,567
Cash with Hood River County	439,356	\$117,309	\$110,117	666,782
Petty cash	416			416
Other	1,702			1,702
Total Current Assets	<u>531,041</u>	<u>117,309</u>	<u>110,117</u>	<u>758,467</u>
TOTAL ASSETS	<u><u>\$531,041</u></u>	<u><u>\$117,309</u></u>	<u><u>\$110,117</u></u>	<u><u>\$758,467</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$798			\$798
Total Current Liabilities	<u>798</u>	<u>0</u>	<u>0</u>	<u>798</u>
Total Liabilities	<u>798</u>	<u>0</u>	<u>0</u>	<u>798</u>
Fund Balances:				
Unassigned	<u>530,243</u>	<u>117,309</u>	<u>110,117</u>	<u>757,669</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$531,041</u></u>	<u><u>\$117,309</u></u>	<u><u>\$110,117</u></u>	<u><u>\$758,467</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Two Months Ended August 31, 2020**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$0	\$6,900		\$6,900
Property tax revenues - current year	2,039			2,039
Property tax revenues - prior year	3,376			3,376
Fines and fees	25			25
Intergovernmental revenue	0			0
Interest revenue	1,409		\$242	1,651
Miscellaneous	19			19
<b>Total Revenues</b>	<b>6,868</b>	<b>6,900</b>	<b>242</b>	<b>14,010</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	77,902			77,902
Employee benefits	23,564			23,564
<b>Total Personal Services</b>	<b>101,466</b>	<b>0</b>	<b>0</b>	<b>101,466</b>
Materials and services:				
Bank charges	57			57
Building rental	1,888			1,888
Building maintenance	2,478			2,478
HVAC	1,762			1,762
Elevator	176			176
Telephone	735			735
Internet	450			450
Collection development	7,477	2,540		10,017
Technology	5,780			5,780
Accounting and auditing	4,575			4,575
Courier	341			341
Custodial services	3,766			3,766
Technical services	3,261			3,261
Library consortium	0			0
Copiers	497			497
Elections expense	0			0
Furniture and equipment	2,275			2,275
Insurance	0			0
Georgiana Smith Memorial Garden	2,773	160		2,933
Legal services	770			770
Professional services	0			0
Dues and subscriptions	335			335
Miscellaneous	65			65
Postage and freight	172			172
Printing	0			0
Programs	1,206	1,403		2,609
Advertising	269			269
Supplies - office	1,697			1,697
Travel	92			92
Training	0			0
Board development	0			0
Parking reimbursement	0			0
Electricity	2,611			2,611
Garbage	260			260
Natural gas	90			90
Water & sewer - building	833			833
<b>Total Materials and Services</b>	<b>46,691</b>	<b>4,103</b>	<b>0</b>	<b>50,794</b>
Capital outlay	0	0	0	0
<b>Total Expenditures</b>	<b>148,157</b>	<b>4,103</b>	<b>0</b>	<b>152,260</b>
<b>Revenues Over Expenditures</b>	<b>(141,289)</b>	<b>2,797</b>	<b>242</b>	<b>(138,250)</b>
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>(141,289)</b>	<b>2,797</b>	<b>242</b>	<b>(138,250)</b>
Fund Balance - July 1, 2020	671,532	114,512	109,875	895,919
Fund Balance - August 31, 2020	<u>\$530,243</u>	<u>\$117,309</u>	<u>\$110,117</u>	<u>\$757,669</u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Two Months Ended**  
**August 31, 2020**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$1,018	\$2,039	\$1,029,687
Tax revenues - prior year	2,283	3,376	12,000
Interest revenue	629	1,409	14,000
Fines and fees	25	25	6,500
Intergovernmental revenue	0	0	0
Donations	0	0	0
Miscellaneous	0	19	0
<b>Total Revenues</b>	<u>3,955</u>	<u>6,868</u>	<u>1,062,187</u>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	673	1,365	7,638
Library clerk II	8,236	16,275	107,038
Library assistant I	4,804	9,115	56,196
Library assistant II	8,942	17,408	58,378
Librarian I	6,390	11,737	118,113
Librarian II	5,004	8,846	60,258
Library director	6,694	13,156	80,330
Payroll taxes and benefits:			
Retirement	2,584	5,414	36,339
Social security	3,082	6,425	36,596
Workers' compensation	20	40	1,300
Health insurance	5,091	10,247	108,900
Unemployment insurance	236	1,438	4,392
<b>Total Personal Services</b>	<u>51,756</u>	<u>101,466</u>	<u>675,478</u>
Materials and services:			
Bank charges	16	57	250
Building rental	944	1,888	13,400
Building maintenance	1,472	2,478	20,000
HVAC	1,762	1,762	15,000
Elevator	176	176	2,350
Telephone	370	735	5,100
Internet	225	450	3,300
Collection development	4,277	7,477	83,000
Technology	2,480	5,780	13,000
Accounting and auditing	4,575	4,575	28,000
Courier	341	341	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 Two Months Ended**  
**August 31, 2020**

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	1,883	3,766	25,200
Technical services	0	3,261	4,000
Library consortium	0	0	13,500
Copiers	239	497	3,500
Elections expense	0	0	4,000
Furniture and equipment	2,157	2,275	4,000
Insurance	0	0	13,700
Georgiana Smith Memorial Garden	1,486	2,773	25,000
Legal services	280	770	4,000
Professional services	0	0	25,000
Dues and subscriptions	0	335	4,000
Miscellaneous	65	65	1,000
Postage and freight	136	172	4,000
Printing	0	0	500
Programs	399	1,206	20,000
Advertising	30	269	2,000
Supplies - office	649	1,697	14,000
Travel	92	92	5,000
Training	0	0	4,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,389	2,611	21,000
Garbage	130	260	1,800
Natural gas	90	90	10,000
Water & sewer - building	422	833	5,400
<b>Total Materials and Services</b>	<b>26,085</b>	<b>46,691</b>	<b>402,300</b>
Capital Outlay	0	0	0
Contingency	0	0	100,000
<b>Total Expenditures</b>	<b>77,841</b>	<b>148,157</b>	<b>1,177,778</b>
<b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	0	0	(20,000)
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>(20,000)</b>
<b>Change in Fund Balance</b>	<b>(\$73,886)</b>	<b>(\$141,289)</b>	<b>(\$135,591)</b>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Two Months Ended**  
**August 31, 2020**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Donations and grants	\$5,800	\$6,900	\$330,000
Intergovernmental revenue	0	0	0
<b>Total Revenues</b>	<u>5,800</u>	<u>6,900</u>	<u>330,000</u>
<b>Expenditures:</b>			
Personal services	0	0	11,600
Materials and services:	1,767	4,103	200,000
Capital outlay	0	0	118,400
<b>Total Expenditures</b>	<u>1,767</u>	<u>4,103</u>	<u>330,000</u>
<b>Change in Fund Balance</b>	<u><u>\$4,033</u></u>	<u><u>\$2,797</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 Two Months Ended**  
**August 31, 2020**

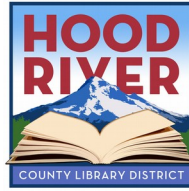
	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Interest revenue	\$125	\$242	\$1,500
<b>Other Financing Sources</b>			
Transfer from General Fund	0	0	20,000
<b>Total Revenues and Other Sources</b>	<u>125</u>	<u>242</u>	<u>21,500</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	0	0	75,000
<b>Total Expenditures</b>	<u>0</u>	<u>0</u>	<u>75,000</u>
<b>Change in Fund Balance</b>	<u><u>\$125</u></u>	<u><u>\$242</u></u>	<u><u>(\$53,500)</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 Two Months Ended August 31, 2020**

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	Pat Hazelhurst	Safety	Total
<b>Revenues:</b>									
Donations and grants	\$0	\$0	\$0	\$1,100	\$5,800	\$0	\$0	\$0	\$6,900
Intergovernmental revenue									0
<b>Total Revenues</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>5,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,900</u>
<b>Expenditures:</b>									
Personal services:									
Wages and salaries:									0
Library clerk I									0
Library assistant II									0
Employee benefits:									0
Retirement									0
FICA									0
Workers compensation									0
Health insurance									0
Unemployment insurance									0
<b>Total Personal Services</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Materials and services:</b>									
Building maintenance									0
Collection development			1,317		1,223				2,540
Technology									0
Courier									0
Programs			983		420				1,403
Furniture and equipment			160						0
Georgia Smith Memorial Garden									160
Professional services									0
Miscellaneous									0
<b>Total Materials and Services</b>	<u>0</u>	<u>0</u>	<u>2,460</u>	<u>0</u>	<u>1,643</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,103</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Expenditures</b>	<u>0</u>	<u>0</u>	<u>2,460</u>	<u>0</u>	<u>1,643</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,103</u>
<b>Net Change in Fund Balance</b>	<u>0</u>	<u>0</u>	<u>(2,460)</u>	<u>1,100</u>	<u>4,157</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,797</u>
<b>Fund Balance - July 1, 2020</b>	<u>825</u>	<u>3,000</u>	<u>102,155</u>	<u>383</u>	<u>2,573</u>	<u>105</u>	<u>2,341</u>	<u>3,130</u>	<u>114,512</u>
<b>Fund Balance - August 31, 2020</b>	<u><u>\$825</u></u>	<u><u>\$3,000</u></u>	<u><u>\$99,695</u></u>	<u><u>\$1,483</u></u>	<u><u>\$6,730</u></u>	<u><u>\$105</u></u>	<u><u>\$2,341</u></u>	<u><u>\$3,130</u></u>	<u><u>\$117,309</u></u>

# **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 (Hood River Library: Lobby pickup during inclement weather in the fall/winter months. Masks are required and available at the entrance, if needed)
- 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
- Library of Things 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 by appointment**

**Date: TBA**

- 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 by appointment to facilitate physical distancing.
- 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
- 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.
- Limit computer time/wifi use in the building to 30 minutes by appointment so that sanitation can take place between users

#### **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.*

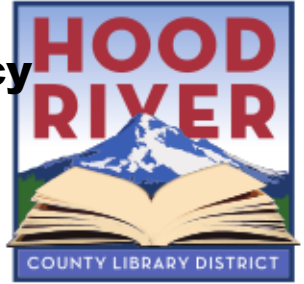
*This document is a work in progress. We will update the document as new reopening plans are shared and new health and safety guidelines and regulations are released.*

*Draft: Last revised 7/15/20*





# Employee Health Care Benefits Policy



In an effort to ensure a healthy, productive, and talented workforce, the Hood River County Library District provides health care benefits to eligible employees. This policy establishes those benefits, how they are selected, and what types of health care benefits are provided by the District.

## Eligibility

Any regular employee who is scheduled in any capacity at any site to work for the District at least twenty hours per week is deemed to be eligible for health care benefits as defined in this policy. Health care benefits shall be available on the first day of the month that occurs after sixty days from the hire date.

## Health Care Benefits

The District shall contribute to the cost of health care benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,000 per month. In future years, the amount of the District's monthly contribution may be set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. Employees shall not be compensated for any amount under the monthly cap not being spent, except as provided below in "In-Lieu Health Care Benefits".

The health care benefits provider shall be selected by the employees, with guidance and limitations established by the Board of Directors, and may include medical, vision, dental, and mental health coverage. If given the option by the benefits provider(s), employees may elect whether or not to participate in the different types of insurance, thereby electing how they would like to spend their District-provided monthly health care benefits cap.

## In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan. For employees participating in the HRA VEBA plan, the District shall contribute a monthly amount equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap. This contribution shall be prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

## Other Considerations

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place their own limits and conditions on employee eligibility and benefits, so these

restrictions, if any, must be considered as well.

Adopted by the Board of Directors, January 17, 2012  
Last revised, November 18, 2014