

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
Tuesday, July 20, 2021, 7:00pm  
Hybrid: In-Person and Zoom meeting  
502 State St, Hood River  
Jean Sheppard President  
Notes prepared by Library Director Rachael Fox

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

- |                                                                                  |           |
|----------------------------------------------------------------------------------|-----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>                           | Sheppard  |
| <b>II. Actual or potential conflicts of interest</b>                             | Sheppard  |
| <b>III. Board officer elections (ACTION)</b>                                     | Sheppard  |
| <b>IV. Consent agenda (ACTION)</b>                                               | Sheppard  |
| <b>i. Minutes from June 16, 2021 meeting</b>                                     |           |
| <b>V. Open forum for the general public</b>                                      | Sheppard  |
| <b>VI. Reports</b>                                                               |           |
| <b>i. Friends update</b>                                                         | Fox       |
| <b>ii. Foundation update</b>                                                     | Fox       |
| <b>iii. June 2021 Financial Statements</b>                                       | Fox       |
| <b>iv. Director's report</b>                                                     | Fox       |
| <b>VII. Previous business</b>                                                    |           |
| <b>i. Library Reopening</b>                                                      | Fox       |
| <b>VIII. New business</b>                                                        |           |
| <b>i. Appointing agents of record (ACTION)</b>                                   | President |
| <b>ii. Establishing regular meeting time (ACTION)</b>                            | President |
| <b>iii. Discussion of Friends of the Library and Library Foundation liaisons</b> |           |
| <b>iv. Hood River County Library District COVID-19 Employee Policy (ACTION)</b>  |           |
| <b>IX. Agenda items for next meeting</b>                                         | Sheppard  |
| <b>X. Adjournment</b>                                                            |           |

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

    ORS 192.660 (1) (d) Labor Negotiations

    ORS 192.660 (1) (e) Property

    ORS 192.660 (1) (h) Legal Rights

## ORS 192.660 (1) (i) Personnel

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

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Meeting ID: 889 8794 2233

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

Sheppard

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

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 2021-22 fiscal year. Karen Bureker is willing 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.

**III. Board officer elections (ACTION)**

Sheppard

**IV. Consent agenda (ACTION)**

Sheppard

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

Attachment: IV.i. Minutes from the June 16, 2021, regular meeting

**V. Open forum for the general public**

Sheppard

**VI. Reports**

**i. Friends update**

Fox

- The Friends of the Library did not meet in July.

**ii. Foundation update**

Fox

- The Library Foundation did not meet in July.
- The Library Foundation is selling bricks to be laid along the paths of the **Georgiana Smith Memorial Gardens**. The bricks are sold once a year at springtime and cost \$75 each and can be inscribed with the wording of your choice. Patrons can fill out the [Brick Order Form](#). Orders must be completed by July 31! Visit this link for details: <https://hoodriverlibrary.org/foundation/bricks/>

### **iii. June 2021 Financial Statements**

Fox

Attachments:

- VI.iii.a. June 2021 financial statements

At the end of the 2020-21 fiscal year, the District's General Fund ended with \$857,401 \$27,401 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.

Here were some other notable items from last fiscal year:

- Carried over \$185,869 more than last fiscal year
- Overall Personal Services came in \$65,294 under budget.
- Overall Materials and Services came in \$105,079 under budget.

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

Fox

#### ***Administration***

- Our Assistant Director Arwen Ungar will be leaving the library on August 14, 2021. We are currently accepting applications and plan to interview candidates this month.

#### ***Facilities***

- Our new concrete light pole has been installed in the library gardens. The light pole was removed two years ago because it showed signs of cracking and had become a safety hazard.

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

- This year summer reading looks different. We are using Beanstack, an online tracking tool for our program. Kids, teens and adults will sign up online to track their reading goals for prizes! If a patron does not have online access, they can still participate. Library staff will track their progress for them and we will have paper forms for the kids program. We plan to offer limited in-person programming at the library. For more information, <https://hoodriverlibrary.org/summer-reading/>.
- The program staff have been working hard to provide creative programming for this summer. It's a mix of online programs and small in-person outside programs. Please check out our newsletter for a full list of programs in July <https://conta.cc/3hd3XQI>.
- **July programs**
- **Teen programs**
  - Take home craft: Paper Snakes  
In honor of everyone's favorite God of Mischief, we are making paper snakes. Classic chain snakes or accordion style will be available to take home. Look for them near Loki in the Teen Area.

- **Game night in the Gardens**

Wednesday, July 28, 7 p.m.

Teens can join us in the Library Gardens for a relaxed evening of hanging out and trying to win. Everything from board games to Kahoot to Jackbox games will be on hand along with snacks and the thrill of victory. [Register Here.](#)

- **Kids programs**

- **Storytime [Facebook]**

Thursdays, 10:30 a.m.

Join Teacher Jana each week for stories and songs! Live on Facebook.

- **Kids activities in the Gardens**

Tuesdays, 10:30-12:00pm

Library staff will provide chalk and bubbles for all ages.

- **Kids Summer Reading 2021**

Sign up on Beanstack to earn a cookie coupon, a free book, and a certificate for Mike's Ice Cream! For kids ages 3-12, choose your age bracket and log your reading hours to earn your prizes. For babies and toddlers ages 0-2, complete 15 activities to earn your prizes. The kids' library will soon be receiving 200 butterfly eggs! Families visiting the library this summer will be able to watch them change and grow. On July 31st, they'll be released at our Butterfly Release Party. Stay Tuned!

- **Odell Children's Lending Library**

This summer kids can come to the free outdoor lending library at the Odell Mobile Home park on Wednesdays and Saturdays to borrow books. There will be hundreds of books available for all ages of children. The items will not be cataloged in the system but lent on the honor system. This program is being advertised in the mobile home park and through the Mid-Valley Elementary School. The Odell Mobile Home park was the pick up location for our Odell Library Express Bus and we have greatly missed serving the children there. This program was funded with the Ready to Read Grant money from the State of Oregon.

- **Outreach programs**

The kids team continues to distribute free books through the school district meal sites and the FISH Food Bank! The free books were funded by the Library Foundation.

## **VII. Previous business**

### **i. Library Reopening**

Fox

- We are offering regular library services at all our branches.
- All furniture has been restored at all three branches.
- Our public meeting rooms are open.
- Masks are recommended but not required. We provide face masks for adults and kids.
- We are not currently offering toys for children to play with at the branches due to sanitation requirements. I will review the new requirements in detail next week to see if you can start putting some or all of them out. We are offering coloring sheets and crayons at all the branches and a chalk table at the Hood River Branch.

### **Next steps:**

#### **Restore full operational hours on Tuesday, August 3**

##### Hood River Library

- Tuesdays, Wednesdays, Thursdays 10am-7pm
- Fridays, Saturdays 10am-6pm

##### Cascade Locks

- Tuesdays and Thursdays 3pm-7pm
- Wednesdays, Fridays, Saturdays 10am-2pm

##### Parkdale Library

- Tuesdays, Wednesdays, Thursdays 3pm-7pm
- Fridays, Saturdays 10am-2pm

### **Programs**

We are currently offering in-person programs outdoors for kids and teens and virtual programs for adults. The State Library of Oregon recently released guidelines regarding in-person programs. Most restrictions have been lifted except we must exclude anyone with COVID-19 from programs. They also recommend we discourage unvaccinated patrons from attending programs.

I reached out to Library Directors in Oregon regarding whether libraries are offering in-door programs and if they have any restrictions in place. The majority are planning to start their indoor programs for youth in September. A few are offering programs in-doors to a small number of participates.

I recommend we continue to offer outdoor programs for kids and teens through the end of August. At the August meeting, we can discuss offering in-door programs for all ages.

### **VIII. New business**

#### **i. Appointing agents of record (ACTION) President**

Attachments: VIII.i. Resolution 2021-22.01, 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 2021-22.02, 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 Employee Policy (ACTION)**

President

Attachment: VIII.iv. HRCLD COVID-19 Employee policy

I worked with HR Answers and Special District Association of Oregon to update 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.

- Since regulations are changing rapidly, the policy refers in several places to CDC, OHA, and OSHA guidelines.
- The District is required by Oregon OSHA to continue to keep a safe work environment. We will address this in the following ways:
  - Staff are asked to continue to monitor their health. If they are ill and it can not be explained by allergies or a medical condition they may have, they need to contact the Library Director or Assistant Director to discuss the next steps.
  - Staff are required to report if you have a known case of COVID or if they were substantially exposed to COVID.
  - The District will continue to follow cleaning requirements.

**IX. Agenda items for next meeting**

Sheppard

- Policy review

## **X. Adjournment**

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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**Board of Directors**  
**Regular Meeting Minutes**

Wednesday, June 16, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Brian Hackett, Megan Janik, Sara Marsden, Jean Sheppard, 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/88987942233>

Meeting ID: 889 8794 2233

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

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:03pm. Hackett made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

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

Sheppard

None stated.

**III. Consent agenda (ACTION)**

Sheppard

Hackett stated the minutes from the May 18, 2021 budget committee meeting should state he voted no on approving the budget. Fox stated she will correct the minutes.

Hackett make a motion to approve the consent agenda with the correction to the May 18, 2021 minutes. Janik second. The motion carried unanimously.

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

Sheppard

None present.

**V. Reports**

**i. Friends update**

Fox

The was nothing to add to the written report.

**ii. Foundation update**

Fox

The was nothing to add to the written report.

**iii. April and May 2021 Financial Statements**

Fox

The was nothing to add to the written report.

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

Fox

There was nothing to add to the written report.

### **VI. Previous business**

#### **i. Reopening plans: Library Services**

Fox

Hackett asked if we should announce the upcoming changes since the restrictions might not be lifted by Tuesday, June 29. Fox stated she would be posting a sign stating the restrictions on mask and occupancy limits will be lifted when the Governor's office makes the decision. Since we need to schedule the moving of furniture and installation of our technology in its former locations, she felt comfortable setting a date close to the restrictions being lifted. Fox stated she was no longer concerned with capacity limits since we have not been close to meeting our limits since our reopening.

Sheppard asked why we were waiting to restore our full operational hours. Fox stated one of our Public Service Clerks (19.5 hours) does not want to return to her position but move to substitute status. Another Public Service Clerk will continue at 10 hours per week instead of 19.5 hours until she moves from the area in December. We will be hiring a new Public Service Clerk for 30 hours per week and the position will change to 40 hours per week in 2022. We plan to have our new staff hired and trained by the end of July. In addition, several staff members have already requested vacation time in July.

The Board approved the reopening plans.

### **VII. New business**

#### **i. 2021-22 Budget approval (ACTION)**

Sheppard

##### **I. Budget hearing**

Sheppard opened the public hearing at 7:26pm. No members of the public were present. Sheppard closed the public hearing at 7:27pm. Marsden make a motion to approve the Resolution No.2020-21.05 adopting the budget, making appropriations, imposing taxes, and categorizing taxes. Janik seconded. The motion carried unanimously.

#### **ii. 2021-22 Salary Schedule approval (ACTION)**

Sheppard

Janik made a motion to approved the 2021-22 Salary Schedule. Marsden seconded. Janik, Marsden, Sheppard voted yes and Hackett voted no. The motion passed by majority vote.

#### **iii. Approval of recurring payments for 2021-22 (ACTION)**

Sheppard

Hackett made a motion to approve Resolution No. 2020-21.06 - approving recurring and online payments for 2021-22. Janik seconded. The motion carried unanimously.

#### **iv. Discussion of 2021-22 President and Vice-President positions**

Sheppard

The board discuss retaining the current officers, Jean Sheppard as President and Karen Bureker as Vice President. The board will formally approve the officers at the July 20, 2021 board meeting.

**v. Discussion of regular meeting time**

Sheppard

The board decides to continue to meet the third Tuesday of the month at 7pm.

**vi. Library Director contract renewal (ACTION)**

Sheppard

Sheppard asked if there were any changes to the contract besides the salary. Fox stated District lawyer Ruben Cleaveland recommended removing section F (3) (severance pay). It refers to the "initial terms of employment set forth in paragraph A(1). This paragraph was revised and we no longer have an initial term since I have worked with the District for five years.

In addition, Fox stated she will receive a step increase as stated in her contract when she receives her certification for the Certified Public Library Administrator program. The certification is delayed due to a core class being canceled. Fox has now completed all seven classes but must wait for the committee to formally approve her certification. The committee only meets four times per year.

**vii. Bookmobile Procurement (ACTION)**

Fox

The District Board went through the specs for the bookmobile. Hackett asked if there was an awning. Fox stated there is an awning listed under the misc section. Fox stated staff will need to be careful with the awning when it is windy.

Fox recommended adding five additional carts to the project to allow for a more robust collection. The bookmobile will be paid by the Library Foundation and a small portion by a State of Oregon grant. Hackett made a motion to approve the quote \$184,220. Marsden seconded. The motion carried unanimously.

**viii. Window tint discussion**

Fox

The board agreed the window tint would be a good investment. Fox will schedule the installation.

**VIII. Agenda items for next meeting**

Sheppard

- Board officer elections
- Appointing agents of record
- Resolution establishing regular meeting time
- Discussion Board Friends and Foundation liaisons

**IX. Adjournment**

The meeting was adjourned at 7:50pm.

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

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ORS 192.660 (1) (i) Personnel

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# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements June 30, 2021

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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:  
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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, 2021, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and twelve months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

*Onstott, Broehl & Cyphers, P.C*  
July 16, 2021

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**June 30, 2021**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$263,799			\$263,799
Cash with Hood River County	584,731	\$251,794	\$125,338	961,863
Petty cash	416			416
Other	11,948			11,948
Total Current Assets	<u>860,894</u>	<u>251,794</u>	<u>125,338</u>	<u>1,238,026</u>
TOTAL ASSETS	<u><u>\$860,894</u></u>	<u><u>\$251,794</u></u>	<u><u>\$125,338</u></u>	<u><u>\$1,238,026</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$3,493			\$3,493
Total Current Liabilities	<u>3,493</u>	<u>0</u>	<u>0</u>	<u>3,493</u>
Total Liabilities	<u>3,493</u>	<u>0</u>	<u>0</u>	<u>3,493</u>
Fund Balances:				
Unassigned	<u>857,401</u>	<u>251,794</u>	<u>125,338</u>	<u>1,234,533</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$860,894</u></u>	<u><u>\$251,794</u></u>	<u><u>\$125,338</u></u>	<u><u>\$1,238,026</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Twelve Months Ended June 30, 2021**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$100	\$181,265		\$181,365
Property tax revenues - current year	1,074,014			1,074,014
Property tax revenues - prior year	27,171			27,171
Fines and fees	1,087			1,087
Intergovernmental revenue	4,081	27,716		31,797
Interest revenue	6,499		\$637	7,136
Miscellaneous	322			322
<b>Total Revenues</b>	<b>1,113,274</b>	<b>208,981</b>	<b>637</b>	<b>1,322,892</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	458,762			458,762
Employee benefits	151,422			151,422
<b>Total Personal Services</b>	<b>610,184</b>	<b>0</b>	<b>0</b>	<b>610,184</b>
Materials and services:				
Bank charges	346			346
Building rental	14,269			14,269
Building maintenance	13,692	4,635		18,327
HVAC	6,473			6,473
Elevator	1,973			1,973
Telephone	5,041			5,041
Internet	2,824			2,824
Collection development	73,478	26,681		100,159
Technology	13,987	1,710		15,697
Accounting and auditing	26,444			26,444
Courier	2,064			2,064
Custodial services	22,033			22,033
Technical services	3,700			3,700
Library consortium	13,396			13,396
Copiers	3,554			3,554
Elections expense	0			0
Furniture and equipment	2,662	6,681		9,343
Insurance	13,134			13,134
Georgiana Smith Memorial Garden	20,029	160		20,189
Legal services	2,135			2,135
Professional services	1,498			1,498
Dues and subscriptions	3,026			3,026
Miscellaneous	1,289	(150)		1,139
Postage and freight	793			793
Printing	376			376
Programs	12,603	16,734		29,337
Advertising	903			903
Supplies - office	8,149	2,804		10,953
Travel	222			222
Training	1,761	49		1,810
Board development	0			0
Parking reimbursement	0			0
Electricity	13,129			13,129
Garbage	1,586			1,586
Natural gas	5,647			5,647
Water & sewer - building	5,005			5,005
<b>Total Materials and Services</b>	<b>297,221</b>	<b>59,304</b>	<b>0</b>	<b>356,525</b>
Capital outlay	0	12,395	5,174	17,569
<b>Total Expenditures</b>	<b>907,405</b>	<b>71,699</b>	<b>5,174</b>	<b>984,278</b>
<b>Revenues Over Expenditures</b>	<b>205,869</b>	<b>137,282</b>	<b>(4,537)</b>	<b>338,614</b>
Other Financing Sources (Uses)				
Operating transfers in	0		20,000	20,000
Operating transfers out	(20,000)			(20,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(20,000)</b>	<b>0</b>	<b>20,000</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>185,869</b>	<b>137,282</b>	<b>15,463</b>	<b>338,614</b>
Fund Balance - July 1, 2020	671,532	114,512	109,875	895,919
<b>Fund Balance - June 30, 2021</b>	<b>\$857,401</b>	<b>\$251,794</b>	<b>\$125,338</b>	<b>\$1,234,533</b>

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, 2021**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$5,746	\$1,074,014	\$1,029,687
Tax revenues - prior year	1,687	27,171	12,000
Interest revenue	232	6,499	14,000
Fines and fees	67	1,087	6,500
Intergovernmental revenue	0	4,081	0
Donations	0	100	0
Miscellaneous	0	322	0
<b>Total Revenues</b>	<b>7,732</b>	<b>1,113,274</b>	<b>1,062,187</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	554	6,986	7,638
Library clerk II	6,935	91,914	107,038
Library assistant I	4,593	50,075	56,196
Library assistant II	4,844	57,948	58,378
Librarian I	9,639	117,702	118,113
Librarian II	4,519	54,039	60,258
Library director	6,694	80,098	80,330
Payroll taxes and benefits:			
Retirement	5,960	35,923	36,339
Social security	2,835	35,097	36,596
Workers' compensation	17	81	1,300
Health insurance	6,729	75,352	108,900
Unemployment insurance	444	4,969	4,392
<b>Total Personal Services</b>	<b>53,763</b>	<b>610,184</b>	<b>675,478</b>
Materials and services:			
Bank charges	16	346	250
Building rental	2,944	14,269	13,400
Building maintenance	749	13,692	20,000
HVAC	0	6,473	15,000
Elevator	182	1,973	2,350
Telephone	619	5,041	5,100
Internet	225	2,824	3,300
Collection development	9,556	73,478	83,000
Technology	1,147	13,987	13,000
Accounting and auditing	3,580	26,444	28,000
Courier	166	2,064	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, 2021**

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,123	22,033	25,200
Technical services	0	3,700	4,000
Library consortium	0	13,396	13,500
Copiers	365	3,554	3,500
Elections expense	0	0	4,000
Furniture and equipment	1,580	2,662	4,000
Insurance	0	13,134	13,700
Georgiana Smith Memorial Garden	1,724	20,029	25,000
Legal services	332	2,135	4,000
Professional services	1,498	1,498	25,000
Dues and subscriptions	887	3,026	4,000
Miscellaneous	0	1,289	1,000
Postage and freight	18	793	4,000
Printing	0	376	500
Programs	3,608	12,603	20,000
Advertising	200	903	2,000
Supplies - office	1,957	8,149	14,000
Travel	0	222	5,000
Training	0	1,761	4,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,332	13,129	21,000
Garbage	133	1,586	1,800
Natural gas	323	5,647	10,000
Water & sewer - building	417	5,005	5,400
<b>Total Materials and Services</b>	<b>35,681</b>	<b>297,221</b>	<b>402,300</b>
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
<b>Total Expenditures</b>	<b>89,444</b>	<b>907,405</b>	<b>1,177,778</b>
 <b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	0	(20,000)	(20,000)
 Total Other Financing Sources (Uses)	 0	 (20,000)	 (20,000)
 <b>Change in Fund Balance</b>	 <b>(\$81,712)</b>	 <b>\$185,869</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 Twelve Months Ended**  
**June 30, 2021**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$150,535	\$181,265	\$330,000
Intergovernmental revenue	0	27,716	0
<b>Total Revenues</b>	<u>150,535</u>	<u>208,981</u>	<u>330,000</u>
<b>Expenditures:</b>			
Personal services	0	0	11,600
Materials and services:	6,098	59,304	200,000
Capital outlay	0	12,395	118,400
<b>Total Expenditures</b>	<u>6,098</u>	<u>71,699</u>	<u>330,000</u>
<b>Change in Fund Balance</b>	<u><u>\$144,437</u></u>	<u><u>\$137,282</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, 2021**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Interest revenue	\$32	\$637	\$1,500
<b>Other Financing Sources</b>			
Transfer from General Fund	0	20,000	20,000
<b>Total Revenues and</b>			
<b>Other Sources</b>	<u>32</u>	<u>20,637</u>	<u>21,500</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	3,295	5,174	75,000
<b>Total Expenditures</b>	<u>3,295</u>	<u>5,174</u>	<u>75,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$3,263)</u></u>	<u><u>\$15,463</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 Twelve Months Ended June 30, 2021**

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	Pat Hazelhurst	Safety 2020	CARES Act	R2R 2021	HR Cultural Trust	Total
<b>Revenues:</b>												
Donations and grants	\$0	\$0	\$153,500	\$2,965	\$14,300	\$0	\$8,000	\$0	\$22,609	\$0	\$2,500	\$181,265
Intergovernmental revenue										\$5,108		27,717
<b>Total Revenues</b>	<u>0</u>	<u>0</u>	<u>153,500</u>	<u>2,965</u>	<u>14,300</u>	<u>0</u>	<u>8,000</u>	<u>0</u>	<u>22,609</u>	<u>5,108</u>	<u>2,500</u>	<u>208,982</u>
<b>Expenditures:</b>												
Personal services:												0
Wages and salaries:												0
Library clerk I												0
Library assistant II												0
Employee benefits:												0
Retirement												0
FICA												0
Workers compensation												0
Health insurance												0
Unemployment insurance												0
<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>	<u>0</u>	<u>0</u>	<u>0</u>
Materials and services:												4,635
Building maintenance	487	3,000	16,380	8	3,197		6,609	685	950			26,681
Collection development				755			140		815			1,710
Technology												0
Courier				1,937	1,197	105			6,260	2,654		16,734
Programs			10,841									6,682
Furniture and equipment			422									160
Georgia Smith Memorial Garden			160									0
Professional services									2,804			2,804
Supplies - office									49			49
Training												(150)
Miscellaneous				(150)								
<b>Total Materials and Services</b>	<u>487</u>	<u>3,000</u>	<u>27,803</u>	<u>2,550</u>	<u>4,394</u>	<u>105</u>	<u>6,749</u>	<u>685</u>	<u>10,878</u>	<u>2,654</u>	<u>0</u>	<u>59,305</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>2,445</u>	<u>9,950</u>	<u>0</u>	<u>0</u>	<u>12,395</u>
<b>Total Expenditures</b>	<u>487</u>	<u>3,000</u>	<u>27,803</u>	<u>2,550</u>	<u>4,394</u>	<u>105</u>	<u>6,749</u>	<u>3,130</u>	<u>20,828</u>	<u>2,654</u>	<u>0</u>	<u>71,700</u>
<b>Net Change in Fund Balance</b>	<u>(487)</u>	<u>(3,000)</u>	<u>125,697</u>	<u>415</u>	<u>9,906</u>	<u>(105)</u>	<u>1,251</u>	<u>(3,130)</u>	<u>1,781</u>	<u>2,454</u>	<u>2,500</u>	<u>137,282</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>0</u>	<u>0</u>	<u>0</u>	<u>114,512</u>
<b>Fund Balance - June 30, 2021</b>	<u>\$338</u>	<u>\$0</u>	<u>\$227,852</u>	<u>\$798</u>	<u>\$12,479</u>	<u>\$0</u>	<u>\$3,592</u>	<u>\$0</u>	<u>\$1,781</u>	<u>\$2,454</u>	<u>\$2,500</u>	<u>\$251,794</u>

See Independent Accountants' Compilation Report

## **Resolution No. 2021-22.01**

### **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 20th day of July, 2021.

ATTEST:

\_\_\_\_\_  
Jean Sheppard, President

\_\_\_\_\_  
Rachael Fox, Secretary

## **Resolution No. 2021-22.02**

### **Resolution establishing a regular meeting day, time, and location for 2021-22**

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 2021-22 fiscal year.

Adopted by the Board of Directors of Hood River County Library District this 20<sup>st</sup> day of July, 2020.

ATTEST:

\_\_\_\_\_  
Jean Sheppard, President

\_\_\_\_\_  
Rachael Fox, Secretary

# **Hood River County Library District**

## **Coronavirus COVID-19 Employee Policy**



Due to the ongoing changes in COVID-19 protocol and infection information, this Policy is in addition to any COVID-19 regulations and orders that are in effect as set by the state or federal government. In the event of any conflict between this Policy and state or federal government regulations, the state or federal regulations shall prevail.

### **Purpose**

This policy includes the measures the District is actively taking to mitigate the spread of coronavirus. Employees are kindly requested to follow all these rules diligently to sustain a healthy and safe workplace in this unique environment. It's important that employees all respond responsibly and transparently to these health precautions. The District will always treat employees' 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 employees as soon as possible by email.

### **Scope**

This coronavirus policy applies to all of our employees and those who work in the District libraries.

### **Policy elements**

Here, the District outlines the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

### **General Hygiene**

#### **Employees 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

### **Cleaning and disinfecting procedures**

#### **Cleaning workstations and work areas**

- Disinfect when you finish at a work station
  - Electronics: Spray disinfectant on a paper towel and wipe the surfaces:

502 State Street  
Hood River · OR 97031

541 386 2535

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)



Keyboards, Mice, Phones.

## **Facilities**

- Janitorial service occurs every 24 hrs on the days the library is open to staff and/or patrons. [Increased areas cleaned and sanitized]
  - Sanitize and wipe down all public and staff area counters, door handles (inside and outside building), tables, computer desks, computer keyboards and mice, end tables, and meeting room tables and meeting room sink.
  - Clean and sanitize all bathroom floors, counters, bathroom stall doors and handles (inside and out), sinks, toilets and changing tables.
  - Clean and sanitize staff kitchen counters, sink, floor and tables.
  - Clean and sanitize elevator floor, walls, and buttons outside the elevator.
  - Clean and sanitize ADA buttons (Four total located inside/outside long hallway on lower level and two total located inside/outside front door of building).
  - Clean and sanitize all hard floors and vacuum carpets

## **Training**

The following training programs are required for staff:

- Videos [Staff wiki]
  - Required: [HR ANSWERS OSHA Required Training](#); Password will be provided.

## **Procedures for Reporting Workplace Hazards for COVID-19**

An employee is responsible for notifying the Library Director or Assistant Director regarding a workplace hazard related to COVID-19.

The employee shall submit a hazard report form on the staff wiki which will be delivered to the Library Director and Assistant Director. Administration will solve the issue immediately or assign to the appropriate department to resolve. Corrective actions will be recorded and preventative actions will be implemented. The employee who made the report will be notified.

## **Employees health**

### **Self monitor health**

*Before leaving for work*

1. Check temperature [Thermometers are provided to all staff members]
2. Screen yourself by asking if you have any of the following symptoms
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Fever 100.4 degrees F or higher
  - New loss of taste or smell
  - Congestion or runny nose
  - Chills
  - Sore throat
  - Muscle or body aches
  - Runny nose or congestion
  - Nausea or vomiting

- Diarrhea

3. If you answer yes to any of these symptoms, you will need to do the following.

- *Contact the Library Director or Assistant Director to discuss the current Oregon OSHA, OHA, and CDC guidance.*
- *You are required to report if you have a confirmed case of COVID-19.*

### **Employee with diagnosed COVID-19**

#### **Step 1:**

- Employee will be sent home to self-isolate; or, if employee is home, they shall not come to work.
- Employee must obtain a medical release from their medical provider prior to returning to work, but in no case shall an employee return earlier if the criteria in step 2 are not met.

#### **Step 2:**

- Isolate for at least 10 days after illness onset and until 24 hours after fever is gone, without use of antipyretics, and COVID-19 symptoms (cough, shortness of breath, and diarrhea) are improving.

### **Close Contacts**

- Employees who have had a substantial exposure to someone with confirmed COVID-19 or a presumptive COVID-19 case should report the situation immediately to their supervisor and remain absent from work. The supervisor will inform the employee of the current CDC and OHA guidelines. See below for the definition of substantial exposure COVID-19.

### **Definition – Substantial Exposure COVID-19**

- “Close contact”– An employee will be considered “substantially exposed” if they had “close contact” with a person who has been diagnosed with COVID-19 or a presumptive COVID-19 case. The term “close contact” means the following:
  - Within 6 feet of a confirmed COVID-19 case or presumptive COVID-19 case for 15 minutes or more within one day
  - In contact with the infectious secretions or clinical specimens of a confirmed COVID-19 case or presumptive COVID-19 case.

### **COVID-19 Workplace Exposure**

- Employees will be notified if they have been exposed to COVID-19 within 24 hours of the employer being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise may have had work-related contact with employees while infectious
- A email, text, or phone notification will be issued by email and/or phone stating the fact of exposure without specifics to maintain confidentiality of employee as required by the Americans with Disabilities Act (ADA).

### **Cleaning and disinfecting work place**

- The areas used by the person who is sick will be closed off and employees will not use those areas until after cleaning and disinfecting.
- The janitorial crew will wait several hours before they clean and disinfect.

- If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, the janitorial crew will clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space cleaning the regular every 24-hour cleaning is enough.

Approved by the Board of Directors, July 16, 2020

Last revised, July 15, 2021

Last reviewed, July 15, 2021