

Board of Directors
Regular Meeting Agenda
 Tuesday, October 17, 2023, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Library Board:

Board President: Brian Hackett, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik, Sara Marsden, and Jean Sheppard.

The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on Zoom Conferencing. Please use the following phone number or video link: 1-253-215-8782, <https://us02web.zoom.us/j/88987942233>, Meeting ID: 889 8794 2233

	Agenda Items	Action	Responsible
I.	Call to Order		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
III.	Approval of the consent agenda	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest		Brian Hackett
V.	Public comment (3 minutes each)		Brian Hackett
VI.	Reports		
	i. Friends update		
	ii. Foundation update		Rachael Fox
	iii. August Financial Statements		Rachael Fox
	iv. Director's report		Rachael Fox
VII.	Old Business		
	i. Policy discussion – Narcan, AED, CPR, First Aid	Discussion	Rachael Fox
VIII.	New Business		
	i. Proposed Service Plan Bookmobile	Discussion	Rachael Fox
	iii. Paid Leave Policy	Motion	Rachael Fox
	iv. Driving Policy	Motion	Rachael Fox
	v. Cascade Locks Lease	Motion	Rachael Fox
	vi. Special Districts Association Oregon (SDAO) Conference discussion	Discussion	Rachael Fox
	vii. Bids for ADA parking area	Motion	Rachael Fox
	iv. Feast of Words 2024	Discussion	Rachael Fox
IX.	Announcements		
	i. Comments from board members		All

	ii. Requests/Comments from Library Director		Rachael Fox
X.	Agenda items for next meeting		Brian Hackett
XI.	Adjournment regular meeting		Brian Hackett

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

ORS 192.660 (I) (d) Labor Negotiations

ORS 192.660 (I) (e) Property

ORS 192.660 (I) (h) Legal Rights

ORS 192.660 (I) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00pm to 9:00pm 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
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Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
III.	Approval of the consent agenda <ul style="list-style-type: none"> i. Minutes from the September 19, 2023 regular board meeting. Attachment: <ul style="list-style-type: none"> • III.i. Minutes from the September 19, 2023 regular board meeting. 	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest		Brian Hackett
V.	Public comment (3 minutes each)		Brian Hackett
VI.	Reports		
	i. Friends update <ul style="list-style-type: none"> • The annual holiday party hosted by The Friends of the Library is scheduled for Sunday, December 3, 2023, and will take place from 2:00 PM to 4:00 PM. 		
	ii. Foundation update <ul style="list-style-type: none"> • The Foundation had three long time members resign: Amanda Goeke, and Dale Hill, and Michael Schock. • Three long-time members, Amanda Goeke, Dale Hill, and Michael Schock, have resigned from The Foundation. • Cathi Lannon resigned as Treasurer and Brianna Lively was elected to take her place. 		Rachael Fox

	<ul style="list-style-type: none"> • Summer brick campaign resulted in 44 bricks, plus 5 at Feast of Words fundraiser. • The Library District has initiated a social media campaign aimed at attracting new members to join the Library Foundation board. • The Feast of Words Fundraiser is scheduled for Saturday, May 4, 2024. The Foundation is currently in search of a new auctioneer and a company to supply a sound system for the event. 		
	<p>iii. August Financial Statements Attachment:</p> <ul style="list-style-type: none"> ◦ VI.iii. August 2023 financial statements <p>We are tracking well with \$702,038 in the General Fund, \$118,331 in the Grants Fund, and \$120,232 in the Capital Equipment Reserve Fund. We will start receiving more tax revenue this month, with the bulk of the tax revenue arriving in November.</p> <p>The financial statements for September had not been released yet when the board packet was distributed.</p>		Rachael Fox
	<p>iv. Director's report</p> <p><u>Administration</u></p> <ul style="list-style-type: none"> • The initial training session for the staff in-service day will prioritize emergency procedures, bloodborne pathogens protocols, staff training to support our patrons with technology and databases, and the training of Novelist, our new database for Reader's Advisory. • The focus of this year's Special District Association (SDAO) best practices program is on Emergency Preparedness. I will be presenting a plan for the board's review during the November 21, 2023, board meeting. The best practices programs allows the District to receive up to 10% discount on our 2024 general liability and property insurance premiums. <p><u>Facilities/Gardens</u></p> <ul style="list-style-type: none"> • The restoration of the Hood River Library's front entrance started has been completed. Thank you to the Library Foundation for raising the funds for this project. 		Rachael Fox

Programs and Services

- **Bookmobile**

- Schedule & Route:

- Odell Mobile Home park - 2nd and 4th Saturdays, 10:00am-12:00pm. For residents only. The Bookmobile goes door-to-door offering children a selection of books, a craft bag, and a snack. Contact: yeli@hoodriverlibrary.org or 541-387-7068 for more details.
 - Odell Community Park (Tamarack Rd.), 2nd & 4th Saturdays 12:30pm-1:30pm. Visit the Odell Community Park to check out library materials, pick up holds, and received.
 - The Library Bookmobile is offering free health care kits. They include basic care items like deodorant, toothpaste, and sanitary pads. This program is co-sponsored by the Hood River County Health Department.

- The program staff have been working hard to provide creative programming for this fall. Please check out [newsletter](#) a full list of October programs.

- **All Ages**

- Every month, we will highlight nationally recognized heritage months and holidays at our library, providing a platform for celebration and exploration. Many libraries across the nation also participate in honoring these same occasions.

The Hood River County Library District provides free and equitable access to cultural and educational experiences. The library celebrates ideas, promotes creativity, connects people, and enriches lives, with an emphasis on promoting literacy and equity in library collections, services, and programs.

Discover the diverse range of materials available in our collection. Visit the library, search our

[online catalog](#), download [ebooks and audiobooks](#) or stream [movies](#).

- **National Hispanic Heritage Month**

Sept. 15 through Oct. 15 marks National Hispanic Heritage Month, which celebrates the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America.

The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period. The day of Sept. 15 is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico and Chile celebrate their independence days on Sept. 16 and Sept. 18, respectively. Also, Columbus Day or Día de la Raza, which is Oct. 12, falls within this 30 day period.

- **Banned Books Week, October 1-7, 2023**

- Banned Books Week celebrates the freedom to read and spotlights current and historical attempts to censor books in libraries and schools. The American Library Association recognizes for more than 40 years, the annual event has brought together the entire book community — librarians, teachers, booksellers, publishers, writers, journalists, and readers of all types — in shared support of the freedom to seek and to express ideas, even those some consider unorthodox or unpopular. The books featured during Banned Books Week in our displays and program have all been targeted for removal or restriction in libraries and schools. By focusing on efforts across the country to remove or restrict access to books, Banned Books Week draws national attention to

	<p>censorship.</p> <ul style="list-style-type: none"> • Family Game Night First Saturday, October 7, 4-6pm Hood River Library Theater. Join us for rad retro cabinet arcade games and other electronic offerings for fans of all ages to enjoy. ○ Adult programs <ul style="list-style-type: none"> • An Investors Tour of Mutual Funds, Saturday, October 21, 10am, meeting room. Brought to you in partnership with Edward Jones.Hood River Library Meeting Room. • Yvonne Pepin-Wakefield Author Reading & Talk, Saturday, October 7th, 2pm, Hood River Library Reading Room. We had almost 100 people attend the event. • Mayflower presentation, Saturday, October 21, 2pm. Hood River Library Reading Room. Rebecca Locklear, author of <i>The Mayflower at Cape Cod</i> and leader of Central Oregon Mayflower Descendants, shares Pilgrim-Native interactions while the Mayflower anchored off Cape Cod in 1620, as well as new historical details that shape the interpretation of the First Thanksgiving. Using a slideshow and props, Rebecca delights participants with new bits of Pilgrim-Native information. • Hood River Book Club meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & Zoom. October book selection is <i>The Music of Bees</i> by Eileen Garvin. • Cascade Locks Book Club meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. The October selection is <i>The Tea Girl of Hummingbird Lane</i> by Lisa See. • Writing Group: Every Wednesday at 3 pm in the Hood River Library Columbia Room. 		
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	<p>Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).</p> <ul style="list-style-type: none"> ○ Teen programs <ul style="list-style-type: none"> • Banned Book Trivia, Wednesday, October 4, 6pm. How much do you know about the books that someone doesn't want you to read? Come join Banned Books Trivia, learn about the books, the history of Banned Books Week and earn prizes. Please bring a phone or other device to join the game. Open to teens and adults, snacks included. • Halloteen Party, Friday, October 27, 7pm. Get ghoulish and come in costume to the library's sort of annual HallowTeen party! Teens ages 12 to 18 are invited to an evening with a Five Nights at Freddie's themed scavenger hunt, a haunted house, music and other fun. • <u>Instagram Spooky Stories</u> October 24th to the 28th (times will be announced closer to the dates) Tune in on the library's Instagram to hear Poe poems and other scary stories read live by library staff members. • <u>Magic the Gathering</u> The 2nd and 4th Thursdays of the month at 4pm in the Library Theater. ○ Children's programs <ul style="list-style-type: none"> • Halloween Party, Tuesday, October 31, 4-7pm, Hood River Library. <ul style="list-style-type: none"> • Get ready for a spooktacular night of thrills at our Halloween Party in the library! Join us for an eerie evening of creative crafts and activities, chillingly delicious punch, and free <i>books</i>! Also at Parkdale and Cascade Locks Libraries, come Oct 31 during open hours (2-6pm) to receive a treat and a free book! 		
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	<ul style="list-style-type: none"> • Storytimes <ul style="list-style-type: none"> • Family Storytime – Hood River Library Thursdays at 10:30 a.m. <ul style="list-style-type: none"> ◦ The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading! • Weekly playgroup and monthly storytime – Cascade Locks and Parkdale <ul style="list-style-type: none"> • Looking for something fun to do with your children that haven't yet started school? We are starting playgroups at our Parkdale and Cascade Locks Branches! Each Friday from 10:30-11:30 we invite parents to come with their children to explore the library, help kids build social skills, and make new friends. • The first Friday of the month in Parkdale, and the last Friday of the month in Cascade Locks we will have a librarian led storytime. 		
VII.	Old Business		
	<p>i. Policy discussion - Narcan, AED, CPR, First Aid</p> <p>In my endeavor to confirm that we have the correct policy for the District concerning staff administering Narcan, AED, First Aid, and CPR, I reached out to the Special Districts Association. They have been approached by other Special Districts in recent times regarding the use of Narcan. Their recommendation is to provide training for Narcan, AED, First Aid, and CPR as optional for staff members, rather than making it a job requirement. Consequently, they do not advise a policy for the District. We can further discuss this topic at the upcoming board meeting.</p>	Discussion	Rachael Fox
VIII.	New Business		
	<p>i. Proposed Service Plan Bookmobile</p> <p>Our new Bookmobile Specialist, Jasmin Martinez, and Bilingual Outreach Librarian, Yeli Vargas-Boots, have collaboratively devised a service plan that we aim to put into action in either November or December 2023. We welcome input on the proposed route.</p>	Discussion	Rachael Fox

<p>Parkdale</p> <ul style="list-style-type: none"> • 1st Thursday of the month <ul style="list-style-type: none"> • Mobile park and apartments off of HWY 35 (2:30-3:30) <p>Pine Grove</p> <ul style="list-style-type: none"> • 1st Thursday of the month <ul style="list-style-type: none"> ◦ Early Intervention School (4:00-5:00) <p>Hood River</p> <ul style="list-style-type: none"> • 2nd Thursday of the month, time to be determined <ul style="list-style-type: none"> ◦ Apartment complexes behind Rosauers <ul style="list-style-type: none"> ▪ Windy River Place Apartments ▪ Arends Place Apartments ▪ Wy'east Vista Apartments ▪ Indian Creek Village Apartments ▪ Indian Creek Court Apartments ▪ Rio Bella Heights ◦ One Community Health <p>Hood River</p> <ul style="list-style-type: none"> • 3rd Thursday of the month, time to be determined <ul style="list-style-type: none"> ◦ All 4 locations will have their own individual stops every 3rd Thursday of the month. <ul style="list-style-type: none"> ▪ Apartments across Les Schwab ▪ Hood River Mobile Manor next to Les Schwab ▪ Mobile Park by El Rincon Taqueria ▪ Columbia View Apartments <p>Hood River</p> <ul style="list-style-type: none"> • Every 4th Thursday of the month, time to be determined <ul style="list-style-type: none"> ◦ High School ◦ Hood River Grange <p>Senior facilities</p> <ul style="list-style-type: none"> • 1st Friday of the month, times to be determined. <p>FISH Food bank</p> <ul style="list-style-type: none"> • 3rd Friday of the month, time to be determined. <p>Odell</p> <ul style="list-style-type: none"> • 2nd and 4th Saturdays <ul style="list-style-type: none"> ◦ 2 stops at the Mobile Home Park: 45 minutes each (10:30-12:00) ◦ Odell Neighborhood Park (12:30-1:30) ◦ Wy'east Middle School (2:00-3:00) • The team is exploring adding one more stop at one of 		
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	<p>the following locations in Odell:</p> <ul style="list-style-type: none"> ◦ Midway Rd/Gateway Dr. ◦ Homestead Dr./Farwig Rd. <p>Dee</p> <ul style="list-style-type: none"> • The team is exploring locations in Dee. 		
	<p>iii. Paid Leave Policy Attachment:</p> <ul style="list-style-type: none"> • VII.iii. Employee Handbook – Paid Leave Policy <p>During the Library Board meeting held on September 19, 2023, the Library Board endorsed a new section in the Employee Handbook regarding Paid Leave. HR Answers supplied the policy template. Following the approval, I reached out to our legal counsel, Ruben Cleveland, who made some minor updates. I now request the Library Board to approve the revised Paid Leave section in the Employee Handbook.</p> <p>Furthermore, at the same September 19, 2023, Library Board meeting, I reported that our accountant had mentioned our current inability to cover Paid Leave for employees due to ongoing issues at the State level. I consulted with our accountant once more, and he informed me that the State level is still addressing these issues, but, in the meantime, we are permitted to provide the benefit. Beginning this month, we will cover the cost of this benefit for our employees.</p>	Motion	Rachael Fox
	<p>iv. Driving Policy Attachment:</p> <ul style="list-style-type: none"> • VII.iv. Driving Policy <p>We have identified one minor adjustment to our policy. It appears to have been an oversight when the policy was initially created. Specifically, the section related to meter maids has been removed, as it is not applicable to our circumstances.</p>	Motion	Rachael Fox
	<p>v. Cascade Locks Lease Attachment:</p> <ul style="list-style-type: none"> • VIII.v. a. Cascade Locks Lease 2023-24 • VIII.v.b. Cascade Locks Lease 2023-24, Appendix A <p>The Hood River County School District has increased the annual rent from \$1,115.40 to \$1,226.94. We had foreseen an increase for the current year and had budgeted sufficient funds in this line item to accommodate it.</p> <p>This year, the School District has introduced a 10% hike in lease rates for all businesses, both for-profit and non-profit,</p>	Motion	Rachael Fox

<p>leasing space from the Hood River County School District (HRCSD). HRCSD intends to maintain a 10% annual increment in lease rates per square foot for the next few years.</p> <p>There was a delay in contract signing due to personnel changes at the School District towards the end of the previous fiscal year. Unfortunately, my email went unanswered during this transition, and there was delay on my end in reaching out after new personnel were appointed at the start of this fiscal year. I am now in contact with the Chief Financial Officer and new Superintendent for the school district and will initiate the renewal process in March 2024 for the upcoming fiscal year.</p> <p>I request the Library Board approve the contract.</p>		
<p>vi. Special Districts Association Oregon (SDAO) Conference discussion</p> <p>The 2024 SDAO Annual Conference is scheduled to be held from February 9 to 11, with a preconference session on February 8 at the Seaside Civic and Convention Center in Seaside, Oregon. The event will feature 20 training and educational sessions, networking opportunities, an exhibitor trade show, an awards banquet, and more.</p> <p>Additionally, the annual conference provides an opportunity for member districts to send a representative to attend their caucus meeting and participate in voting at the Annual Business Meeting.</p> <p>I'd like to discuss whether a board member is interested in attending this conference.</p>	<p>Discussion</p>	<p>Rachael Fox</p>
<p>vii. Bids for ADA parking area</p> <p>The ADA parking spot located in the driveway on the north side is experiencing erosion beneath the concrete slab. This has rendered the slab unsafe for driving and necessitates its removal.</p> <p>I have reached out to three companies for bids on this project. As of now, I have received one bid, not yet heard back from one company, and there's a need to modify another bid to expand the replacement area to ensure full compliance with ADA standards.</p> <p>I plan to email both the current and revised bids to the board prior to the library board meeting. I anticipate that the project's cost will be approximately \$7,300.</p>	<p>Motion</p>	<p>Rachael Fox</p>

	iv. Feast of Words 2024 <p>In this fiscal year, I would like to propose that the Library District places a strong emphasis on our strategic goal for enhancing accessibility for both our staff and patrons. To this end, I'd like to request the Foundation's support for two important projects through their Feast of Words 2024 fundraiser.</p> <p>The first project involves replacing the outdated main circulation desk at the Hood River Library. The installation of a new unit would transform this area into a more inviting and dynamic space for library staff to assist patrons. This desk would be designed to cater to patrons of all ages and those with disabilities, offering a comfortable seating area where library staff can provide assistance. Additionally, it would be ergonomically designed to create a more efficient and ergonomic workspace.</p> <p>In addition, we would ask donors to support accessibility and our strategic goal for engaging communities at their point of need by funding the continuing operations for the bookmobile.</p> <p>I would greatly appreciate hearing your thoughts on these proposals before I present them to the Library Foundation.</p>	Discussion	Rachael Fox
IX.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
X.	Agenda items for next meeting <ul style="list-style-type: none"> • Policy review • SDAO Best Practices Checklist • Janitorial contract renewal 		Brian Hackett
XI.	Adjournment regular meeting		Brian Hackett

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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Library Board:

Present: Board President: Brian Hackett, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik and Jean Sheppard.

Staff members: Library Director Rachael Fox and Assistant Director Mo Burford.

Members of the public: None present.

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	Agenda Items	Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:00pm.		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions) Sheppard made a motion to approve the agenda with the additional of the Employee Handbook-Paid Leave Policy. Marsden seconded. The motion carried unanimously.	Motion	Brian Hackett
III.	Approval of the consent agenda Marsden moved to accept the consent agenda, encompassing the minutes of the August 15 regular board meeting. Sheppard provided the second. The motion passed with unanimous approval.	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest None stated.		Brian Hackett
V.	Public comment (3 minutes each) None present.		Brian Hackett
VI.	Reports		
	i. Friends and Foundation There was nothing to add to the written report.		Rachael Fox
	ii. Friends update		

	There was nothing to add to the written report.		
	iii. Foundation update There was nothing to add to the written report.		Rachael Fox
	iv. July and August Financial Statements There was nothing to add to the written report.		Rachael Fox
	iv. Director's report Fox mentioned an issue concerning the ADA parking spot in, specifically, the presence of erosion under the concrete. She plans to conduct a more in-depth investigation and will present bids for consideration at the October 17, 2023 board meeting. Chinook Plumbing is installing a water spigot on the west side of the building, as there was previously no water access available for programming in the gardens. The library will be introducing a new database, NoveList Plus, which will provide both patrons and staff with the tools to engage in comprehensive reader's advisory services.		Rachael Fox
VII.	Old Business		
	i. Form for Reconsideration of Materials Hackett suggested a modification to question 5, which involves adding a checkbox to inquire whether the patron wishes to include or exclude the material. Depending on their response, they would then be directed to provide further explanation in either section 5a or 5b. Sheppard proposed a motion to approve the Request for Reconsideration Materials form, along with the recommended amendments, as well as the Request for Reconsideration Policy and Collection Development Policy. Janik seconded the motion, which passed unanimously with approval from all members.	Motion	Rachael Fox
VIII.	New Business		
	i. Staff training During the board meeting, there was a discussion regarding the potential use of volunteers to manage library operations. Fox expressed that volunteers might not have the necessary training to fully utilize the integrated library system or provide comprehensive support for the extensive amount of library services we offer. It was suggested that managing three volunteers to run library operations would require staff oversight and extensive training for the volunteers. Fox pointed out that many libraries offer in-service days. Burford mentioned that having the team together for training	Discussion	Rachael Fox

	would be highly beneficial as it facilitates the sharing of ideas and concepts. Additionally, Fox mentioned that the library's opening hours would coincide with the release times of local elementary schools and the Cascade Locks and Parkdale libraries would be open regular hours. The board acknowledged and approved the proposal.		
ii. Request to increase credit limit District credit card	<p>Sheppard raised the question of whether we could issue checks to vendors we're currently paying with the credit card. Fox clarified that we already do so in most cases and emphasized that many of our purchases come from companies that accept checks or offer payment through Amazon. However, she pointed out that there's still a significant amount of regular technology support tools and other vendors that necessitate payment via credit card.</p> <p>Sheppard also expressed concerns about the potential for an increased credit card limit to expose the District to fraudulent charges. In response, Fox mentioned that the District's credit card has been subject to fraudulent charges five times over the past seven years. She highlighted the credit card company's prompt detection and reimbursement for these fraudulent charges.</p> <p>Marsden made a motion to raise the credit card limit to \$20,000, and Bureker seconded the motion. The motion passed unanimously.</p>	Motion	Rachael Fox
iii. Westside Urban Renewal update	<p>The District's legal counsel, Ruben Cleaveland, outlined for Fox all the necessary procedures to be followed concerning the Westside Urban Renewal. Fox confirmed that they were indeed adhered to.</p> <p>The Special Districts Association of Oregon reported that they frequently receive input from Fire Districts facing similar challenges as the Library District, as both do not charge fees for their services and encounter losses as a result. In light of this, the board engaged in a discussion about the possibility of lobbying the legislature for potential changes.</p>	Motion	Rachael Fox
iv. Board and Budget Committee positions	<p>Sheppard suggested that the Library District follows the same procedures as other Special Districts by opening up positions when a committee member's term ends, allowing them to apply for reappointment and other members of the public to</p>	Discussion	Rachael Fox

	apply. The rest of the board concurred with this approach. There were also suggestions to place advertisements in local newspapers to inform the public about available committee positions.		
IX.	Announcements		
	i. Comments from board members Hackett asked the status of the signature card for Umpqua bank. Fox mentioned that she had made both physical visits to the branch and several phone calls, but was informed that the process was being managed by Umpqua Bank's main office. She expressed her intention to visit the bank again for further inquiries. Hackett also mentioned that he would provide his picture for the board member profiles.		All
	ii. Requests/Comments from Library Director Fox confirmed that there had been no additional requests from the patron who had submitted two Request for Reconsideration forms, suggesting that they were likely content with the decision made by the library collection development committee.		Rachael Fox
X.	Agenda items for next meeting		Brian Hackett
XI.	Adjournment regular meeting The meeting was adjourned at 7:43pm.		Brian Hackett

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**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
August 31, 2023**

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Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

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

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

Management is responsible for the accompanying interim financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of August 31, 2023, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C
September 20, 2023

Hood River County Library District
Balance Sheet - Cash Basis
August 31, 2023

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$62,623			\$62,623
Cash with Hood River County	661,270	\$118,331	\$120,232	899,833
Petty cash	416			416
Other	1,102			1,102
Total Current Assets	<u>725,411</u>	<u>118,331</u>	<u>120,232</u>	<u>963,974</u>
TOTAL ASSETS	<u><u>\$725,411</u></u>	<u><u>\$118,331</u></u>	<u><u>\$120,232</u></u>	<u><u>\$963,974</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$23,373			\$23,373
Total Current Liabilities	<u>23,373</u>	<u>0</u>	<u>0</u>	<u>23,373</u>
Total Liabilities	<u>23,373</u>	<u>0</u>	<u>0</u>	<u>23,373</u>
Fund Balances:				
Unassigned	<u>702,038</u>	<u>118,331</u>	<u>120,232</u>	<u>940,601</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$725,411</u></u>	<u><u>\$118,331</u></u>	<u><u>\$120,232</u></u>	<u><u>\$963,974</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, 2023

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$1,400		\$1,400
Property tax revenues - current year	4,683			4,683
Property tax revenues - prior year	2,807			2,807
Fines and fees	629			629
Intergovernmental revenue	246			246
Interest revenue	5,316		\$876	6,192
Miscellaneous	0			0
Total Revenues	13,681	1,400	876	15,957
Expenditures:				
Personal services:				
Wages and salaries	149,242			149,242
Employee benefits	33,165			33,165
Total Personal Services	182,407	0	0	182,407
Materials and services:				
Bank charges	78			78
Bookmobile	415			415
Building rental	4,231			4,231
Building maintenance	4,270			4,270
HVAC	0			0
Elevator	584			584
Telephone	1,697			1,697
Internet	3,345			3,345
Collection development	13,829	8,279		22,108
Technology	603			603
Accounting and auditing	4,740			4,740
Courier	0			0
Custodial services	3,396			3,396
Technical services	3,627			3,627
Library consortium	0			0
Copiers	1,167			1,167
Elections expense	2,637			2,637
Furniture and equipment	414	530		944
Insurance	0			0
Georgiana Smith Memorial Garden	1,675			1,675
Legal services	252			252
Professional services	1,125			1,125
Dues and subscriptions	606			606
Miscellaneous	1,004			1,004
Postage and freight	60			60
Printing	0			0
Programs	3,694	8,294		11,988
Advertising	119			119
Supplies - office	1,190			1,190
Travel	0			0
Training	1,037			1,037
Board development	90			90
Parking reimbursement	0			0
Electricity	3,356			3,356
Garbage	299			299
Natural gas	136			136
Water & sewer - building	865			865
Total Materials and Services	60,541	17,103	0	77,644
Capital outlay	0	0	2,800	2,800
Total Expenditures	242,948	17,103	2,800	262,851
Revenues Over Expenditures	(229,267)	(15,703)	(1,924)	(246,894)
Other Financing Sources (Uses)				
Operating transfers in			0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(229,267)	(15,703)	(1,924)	(246,894)
Fund Balance - July 1, 2023	931,305	134,034	122,156	1,187,495
Fund Balance - August 31, 2023	<u>\$702,038</u>	<u>\$118,331</u>	<u>\$120,232</u>	<u>\$940,601</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, 2023

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$2,494	\$4,683	\$1,199,267
Tax revenues - prior year	2,347	2,807	25,000
Interest revenue	3,178	5,316	10,000
Fines and fees	416	629	3,500
Intergovernmental revenue	246	246	0
Miscellaneous	0	0	0
Total Revenues	8,681	13,681	1,237,767
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	1,417	2,092	9,042
Library clerk II	29,580	43,454	142,958
Library assistant I	12,532	18,503	72,945
Library assistant II	11,971	17,589	108,829
Librarian I	18,070	26,777	149,488
Librarian II	11,433	16,973	69,971
Library director	16,172	23,854	94,644
Payroll taxes and benefits:			
Retirement	3,970	3,970	51,473
Social security	7,631	11,270	49,965
Workers' compensation	43	354	1,300
Health insurance	9,166	14,317	165,750
Unemployment insurance	593	907	4,572
Paid family and medical leave	0	0	6,479
Other employee benefits	1,174	2,347	0
Total Personal Services	123,752	182,407	927,416
Materials and services:			
Bank charges	32	78	300
Bookmobile	415	415	5,000
Building rental	1,115	4,231	17,500
Building maintenance	3,984	4,270	20,000
HVAC	0	0	15,000
Elevator	389	584	2,500
Telephone	1,232	1,697	6,300
Internet	2,849	3,345	8,000
Collection development	6,325	13,829	90,000
Technology	758	603	14,000
Accounting and auditing	4,740	4,740	32,000
Courier	0	0	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, 2023

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	532	3,396	29,000
Technical services	0	3,627	4,000
Library consortium	0	0	16,500
Copiers	888	1,167	5,000
Elections expense	0	2,637	0
Furniture and equipment	130	414	4,000
Insurance	0	0	20,000
Georgiana Smith Memorial Garden	838	1,675	20,000
Legal services	147	252	4,000
Professional services	1,125	1,125	0
Membership dues	150	606	4,000
Miscellaneous	776	1,004	2,500
Postage and freight	20	60	1,500
Printing	0	0	1,000
Programs	1,039	3,694	20,000
Advertising	109	119	2,500
Office supplies	1,131	1,190	14,000
Travel	0	0	4,000
Training	757	1,037	3,000
Board development	0	90	1,500
Parking reimbursement	0	0	500
Electricity	1,866	3,356	20,000
Garbage	142	299	2,000
Natural gas	17	136	10,000
Water & sewer - building	433	865	5,600
Total Materials and Services	31,939	60,541	407,500
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	155,691	242,948	1,434,916
Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	0	0	(10,000)
Total Other Financing Sources (Uses)	0	0	(10,000)
Change in Fund Balance	(\$147,010)	(\$229,267)	(\$207,149)

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, 2023

	<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	\$0	\$1,400	\$270
Intergovernmental revenue	0	0	0
Total Revenues	<u>0</u>	<u>1,400</u>	<u>270</u>
Expenditures:			
Personal services	0	0	11,000
Materials and services:	5,422	17,103	269,000
Capital outlay	0	0	100,000
Total Expenditures	<u>5,422</u>	<u>17,103</u>	<u>380,000</u>
Change in Fund Balance	<u><u>(\$5,422)</u></u>	<u><u>(\$15,703)</u></u>	<u><u>(\$379,730)</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, 2023

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$239	\$876	\$2,000
Other Financing Sources			
Transfer from General Fund	0	0	10,000
Total Revenues and Other Sources	<u>239</u>	<u>876</u>	<u>12,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	2,800	75,000
Total Expenditures	<u>0</u>	<u>2,800</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$239</u></u>	<u><u>(\$1,924)</u></u>	<u><u>(\$63,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Two Months Ended August 31, 2023

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2023	HR Cultural Trust	Safety Grant	Total
Revenues:										
Donations and grants	\$0	\$0	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400
Intergovernmental revenue										0
Total Revenues	<u>0</u>	<u>0</u>	<u>1,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,400</u>
Expenditures:										
Personal services:										
Wages and salaries										0
Employee benefits										0
Total Personal Services	<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:										
Bookmobile										0
Building maintenance										0
Supplies - office										0
Collection development		5,388		1,626	780		485			8,279
Technology										0
Programs		1,725	799	600	741		4,429			8,294
Furniture & equipment					530					530
Property and liability insurance										0
Total Materials and Services	<u>0</u>	<u>7,113</u>	<u>799</u>	<u>2,226</u>	<u>2,051</u>	<u>0</u>	<u>4,914</u>	<u>0</u>	<u>0</u>	<u>17,103</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>	<u>0</u>
Total Expenditures	<u>0</u>	<u>7,113</u>	<u>799</u>	<u>2,226</u>	<u>2,051</u>	<u>0</u>	<u>4,914</u>	<u>0</u>	<u>0</u>	<u>17,103</u>
Net Change in Fund Balance	<u>0</u>	<u>(7,113)</u>	<u>601</u>	<u>(2,226)</u>	<u>(2,051)</u>	<u>0</u>	<u>(4,914)</u>	<u>0</u>	<u>0</u>	<u>(15,703)</u>
Fund Balance - July 1, 2023	<u>338</u>	<u>102,259</u>	<u>3,052</u>	<u>4,381</u>	<u>14,093</u>	<u>1,781</u>	<u>5,154</u>	<u>2,500</u>	<u>476</u>	<u>134,034</u>
Fund Balance - August 31, 2023	<u>\$338</u>	<u>\$95,146</u>	<u>\$3,653</u>	<u>\$2,155</u>	<u>\$12,042</u>	<u>\$1,781</u>	<u>\$240</u>	<u>\$2,500</u>	<u>\$476</u>	<u>\$118,331</u>

See Independent Accountants' Compilation Report

Paid Leave Oregon Insurance

Hood River County Library District provides a Paid Leave Oregon Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

Employees will see *up to* .006% deduction from gross wages for each paycheck. The employer will contribute *no less than* .004% of the employee's gross wages for each paycheck. While the employee contributions ~~do not apply to~~ are not required for the District (due to our employee population being less than the mandate standard) the Board has decided to provide these benefits as though the Act's provisions did apply. This decision will be revisited periodically ~~and is not guaranteed to be continued in the future~~ and may be amended at any time by the board.

The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of leave

The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in single day or single week segments.

Reasons for leave

Benefits may apply to a variety of situations, including:

Family leave - Caring for members of the employee's family:

1. During the birth of a child
2. Bonding with a child in the first year:
 1. After birth
 2. Through adoption
 3. When the child is placed in the employee's home through foster care
3. To care for a family member with a serious health condition*.

Medical leave - The employee caring for themselves when the employee has a serious health condition*.

Safe leave - For survivors of:

4. Sexual assault
5. Domestic violence
6. Harassment
7. Stalking

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance benefit while on leave

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs.

Employees may visit the Employees and Paid Leave Oregon websites for the current rates.

Employee may make up the difference between the PLO Paid Leave Oregon benefit amount and their regular rate of pay. The following leave banks are available for this purpose: Vacation, Sick Leave, Compensatory Leave, and Holiday Leave.

Notification of the need for leave

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events, the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Please complete the Paid Leave Oregon - Notice Form found on the Hood River County Library District employee staff wiki to notify the employer of the intention to take leave. The employee may also contact the Library Director for a copy.

Filing a Claim for coverage

Employees will need to establish an account at Frances Online and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

Job and Benefit Protection while on leave

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

If, at the time of leave, the employee is receiving health benefits, these will be maintained.

Complaints Procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Library Director promptly and in writing.

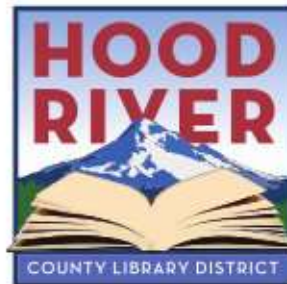
We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

Created: September 19, 2022

Last Revised: October 17, 2023

Last Reviewed: October 17, 2023

Driving Policy



PURPOSE

The Hood River County Library District values the safety and health of employees and the public. The safe operation of motor vehicles by District employees is essential.

The District has full authority and discretion to determine who shall drive District owned vehicles and privately owned vehicles used in the course and scope of District Business. This policy defines the minimum standards for vehicle operation, usage, and maintenance.

MINIMUM STANDARDS FOR DRIVING FOR THE DISTRICT

POSSESSION OF A VALID DRIVER'S LICENSE

Employees driving District vehicles, or their own personal vehicle in the course of District business, must hold a valid driver's license valid in the State of Oregon. The license shall have the necessary endorsements for the vehicle you will be driving as required by law.

In the event that your driver's license is suspended, you are required to notify your supervisor immediately. If you cannot drive for the District, and driving is an essential function of your job, the District will proceed with the appropriate action. Failure to notify your supervisor of a driver's license suspension or revocation may constitute discipline up to and including termination.

If you have your license suspended or revoked, you will not be allowed to drive for the district.

SATISFACTORY MOTOR VEHICLE REPORT

The District may Request Motor Vehicle Reports (MVR) from Oregon Department of Motor Vehicle annually. The annual review will keep the District informed of any adverse trends developing with District drivers. The District will use a 35-point matrix system to evaluate your status. The procedure is based on the points you have accumulated, based on the class of violations you have had over a three-year period (violation classes are found in ORS 806 through ORS 815). An explanation of how the Evaluation Matrix System works is as follows:

- **CLASS A VIOLATIONS per DMV report:**
 - **POINT SYSTEM:**
 - During the last year: 35 points
 - The second year: 25 points
 - The third year: 15 points
 - The fourth year: 0 points
- **CLASS B VIOLATIONS per DMV report:**

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

- **POINT SYSTEM:**
 - During the last year: 25 points
 - The second year: 15 points
 - The third year: 10 points
 - The fourth year: 0 points
- **CLASS C & D VIOLATIONS per DMV report:**
 - **POINT SYSTEM:**
 - During the last year: 20 points
 - The second year: 10 points
 - The third year: 5 points
 - The fourth year: 0 points
- **FELONIES/MISDEMEANORS TRAFFIC CRIME per DMV report:**
 - If any felony or misdemeanor traffic crime appears on your record in the last 3 years, you will be considered a significant risk.

The District has set a maximum of 35 points during a three-year period. If you have 35 points or more, you will be considered a significant risk and will be subject to actions deemed appropriate by the District. If your record indicates that you are a significant risk, the District will review your driving record. At this time the District will provide you with a copy of the record, so that, you may review it for incorrect information. If you believe information on the report to be incorrect you must work with the Department of Motor Vehicles to make corrections. A meeting will be scheduled to discuss any question or comments you may have about your record. After the meeting the District will determine what action is appropriate and will notify you.

In addition to violations, if you have 3 or more preventable accidents in the last 3 years, you will be considered a significant risk. Preventability of accidents will be determined using details of the accident and Federal Motor Carriers Guidelines.

DRIVER RESPONSIBILITIES

Driver responsibilities are as follows:

CITATIONS

If you should be issued a citation for a moving violation while operating a District vehicle or while operating your own vehicle for District business any fines, penalties or bail will be your responsibility.

You must notify your supervisor of any citations, traffic crimes, or acts of gross negligence involving a motor vehicle, whether it occurs on District time or your personal time in a timely manner. If convicted, the employee understands the district may impose discipline up to and including termination.

VEHICLE ACCIDENTS

This section will include all accidents involving District vehicles and personal vehicles driven for District business.

All District vehicles will have a “Driver’s Accident Kit”. This kit is used to gather information at the accident scene. Pictures shall be taken of all vehicles, position of vehicles and damage done to all vehicles. The vehicles photographed should match those that are identified in the accident report. The scene shall also be photographed to capture weather/road conditions that may have played a role in the accident. You shall immediately report the accident to your immediate supervisor or manager. A district “Accident Report” is required to be completed by the immediate supervisor or yourself and given to the manager or supervisor as soon as possible or the beginning of the next day. The employee should not make any comments regarding the cause of the accident or who is at fault. Police response shall be requested for the following accidents: a fatality, injury requiring ambulance transportation of an injured person, accidents involving a driver who appears to be under the influence of intoxicants and any accident involving a hazardous material spill.

If you are driving your personal vehicle for District business, turn in any information about the accident that you collect. All required forms must be completed.

In all cases a DMV “Traffic Accident and Insurance Report” will be submitted within 72 hours. If you and/or passengers are disabled and unable to complete the report, your immediate supervisor or manager shall be responsible for the timely completion of all reports.

Information to Obtain from Other Driver After Accident:

- Name, Phone Number, Address
- Insurance Name, Phone Number, Address
- Policy Number
- Driver License Number

Required forms:

- District Accident Report
- Accident report from Driver’s Accident Kit
- DMV “Traffic Accident and Insurance Report”
- 801 form (if necessary)

You will be required to submit to drug and alcohol testing if at least one of the following occurs:

- A fatality
- An injury, to anyone involved, requiring professional medical attention
- A citation is issued to you for a moving violation as a result of the accident (within 8hrs)
- If there is reasonable suspicion you have been operating the vehicle under the influence

You *MAY* be tested, at the manager and supervisor discretion, if at least one of the following occur:

- The incident results in significant damage to a vehicle or property

- Damage to a vehicle makes it unsafe/illegal to drive and/or
- Vehicle is towed from the scene and/or
- Combined damage to vehicle/property might exceed \$1500.00

In the event of an accident that requires a drug or alcohol test, you will be transported by your supervisor or other District representative to the nearest testing facility. If the accident occurs out of the area, arrangements will be made with a local medical facility. The Post-Accident test shall be performed as soon as possible. On-Call personnel will be required to immediately notify their supervisor or their Department Manager if the accident occurs after hours.

Because circumstances after the accident can change, alcohol testing may occur up to 8 hours after the accident and drug testing may occur up to 32 hours of the accident.

You will not be allowed to drive, for the District, until test results are received. The District will assist in making arrangements for you to get home if you wish.

You will be considered under the influence of alcohol if test results indicate a detectable level of alcohol at .02 or greater. You may be considered under the influence of intoxicants if tests reveal the presence of a substance and observations show that more likely than not you were impaired at the time of the accident. In such cases the District will consider further action.

CELL PHONES

The employee is responsible to follow all required laws relating to cell phone use and driving whether in a district vehicle or their personal vehicle being used for district business. Any cell phone citation while driving will be the responsibility of the employee and needs to report to their supervisor or District Manager.

MAINTENANCE

The District believes it is providing you a safe vehicle. It is your responsibility to operate the vehicle safely.

All vehicles will be kept in safe operating condition at all times; you will be responsible for inspecting the vehicle for safe operations before each trip. The pre-trip inspections are to assure the vehicle is in a safe operating condition and free from apparent damage that could cause failure during use.

You are encouraged to thoroughly inspect the vehicle occasionally during use and after fueling the vehicle as an ongoing safety practice.

Any vehicle, which is found to have defects in parts vital to the safe operation, will be removed from service until necessary repairs are made.

Vehicle reports are to be available to all drivers of the vehicle. It is your responsibility to check previous inspection reports before driving a vehicle.

USE

All occupants of any District vehicle are required to wear seat belts. ~~The only exception will be Meter Readers, while performing the act of reading meters, are not required to wear a seat belt. If not reading meters, seat belts are required as well.~~

PASSENGERS

Non-Employee passengers will be allowed in District Vehicle if the passenger is involved in the scope and application of District business.

Under emergency conditions non-employee passengers may be permitted to ride in District vehicles. In an emergency, you are allowed to drive a person to a gas station, phone, etc. if they are stranded.

Employees that do not adhere to the above responsibilities will be subject to disciplinary action as stated in the District's Disciplinary Policy

EMPLOYEES CONSIDERED A SIGNIFICANT RISK

If the District determines, from your driving record, that you pose a significant risk to the District you will be subject to the following actions.

- **Written warning**
- **If driving is an essential function of your job, you may be suspended, without pay until your driving record has improved for the three-year period.**
- **If driving is not an essential function of your job, you may be suspended from driving for the District until your driving record has improved for the three-year period.**
- **The District may allow you to take a driving class. It will be your responsibility to find, take, and pay for the class. The class must be approved by the district.**
- **If you resume driving, a monthly DMV report may be required for a 12-month period.**
- **Termination of employment**

TRAINING

The District will provide you with Defensive Driving Training on a regular basis or as needed.

Adopted by the Board of Directors: November 15, 2022

Last amended: ~~November 15, 2022~~ October 17, 2023

Last reviewed: November 15, 2022 October 17, 2023



LEASE AGREEMENT 2023-2024

This lease is made and entered into by and between Hood River County Library District. (LESSEE) hereinafter called “HRCLD”, and Hood River County School District (LESSOR) hereinafter called the “DISTRICT.”

1. Description of Premises

- a) The DISTRICT hereby leases to HRCLD and HRCLD leases from the DISTRICT a portion of certain real property commonly known as the Cascade Elementary School, located at 300 Wa Na Pa Street, Cascade Locks, Oregon referred to herein as (“Property”). Specifically, the DISTRICT agrees to allow use Rooms 11 and 13 of the Property and common areas of the Property needed for bathroom facilities, ingress, and egress for use by HRCLD to locate its Cascade Locks branch library.
- b) HRCLD agrees:
 - to adhere to all School Board Policies and Rules;
 - that all use shall be scheduled with the Facilities Use Coordinator for the use of the CL Rooms #11 & 13 including access to restrooms;
 - that the premise shall be used and occupied in a safe and proper manner;
 - that no nuisance, trade or custom that is unlawful or hazardous shall be permitted therein; and,
 - that no waste shall be committed upon, nor any damage be done to said premises.

1. Term

The term of the lease shall be for a period of 12 months beginning July 1, 2023 and ending June 30, 2024. Either party may cancel this lease at any time with 120 days written notice to the other party. Notwithstanding the foregoing, DISTRICT may terminate this Agreement immediately and without notice if it is found that HRCLD has failed to follow any regulations, orders, or guidance as provided by the CDC and federal, state, and local governments.

2. Rent

HRCLD shall pay to the DISTRICT rent of \$.715 per square foot for a total of \$1,226.94 per month based upon 1.716 square feet. Said rent includes payment for utilities (water, sewer, electricity, trash service, internet, basic custodial services and cleaning supplies). Any rent due shall be payable on the 1st day of each month with the first payment due on or before the first day of lease agreement. Rent will be mailed to Hood

River County School District, Attn: Business Services, 1011 Eugene, Hood River, OR 97031. Rent for partial months shall be pro-rated.

3. Insurance and Indemnity

- a) Subject to any and all limitations, exclusions, and notice requirements of the Oregon Tort claims Act (ORS 30.260 through 30.300) and the constitution of the State of Oregon, each party shall be responsible for their own acts and those of its officers, employees, or agents. The parties agree that they will hold harmless, waive, release, indemnify, defend, and discharge each other from all liability and claims arising from each party's own acts and omissions. The parties agree to this defense and indemnification to the fullest extent allowed by law, which includes liability and claims arising from negligent acts or omissions. Each party agrees to have adequate general liability coverage to cover any tort claim that could arise from this agreement including coverage for sexual molestation and abuse, and injuries to the head, brain, neck and spine.
- b) Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss neither party's insurance company shall have a subrogated claim against the other.
- c) Covid 19 Liability. HRCLD understands 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. HRCLD acknowledges that it understands the circumstances regarding COVID-19 and will take all necessary precautions as provided by the CDC and federal, state, and local governments. HRCLD shall indemnify, defend, and hold harmless the School District from and against any and all claims, demands, lawsuits, judgments, losses, or expenses of any nature arising out of HRCLD'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.
- d) Sexual Conduct and Abuse Provision. HRCLD acknowledges the School District's obligations related to abuse and sexual conduct. If there are reports or allegations of sexual conduct or abuse involving one of HRCLD's employees, HRCLD agrees to immediately remove that employee from providing services to the School District. HRCLD will follow the School District's requests for removal of such employees following a report or allegation. HRCLD will cooperate in any investigation being conducted by School District, law enforcement, DHS, ODE and/or TSPC. HRCLD has received information regarding abuse and sexual conduct and the School District will provide current information to HRCLD on an annual basis. HRCLD will provide information necessary for district to perform background checks on any employee who may have direct, unsupervised contact with students, in accordance with state law and district policy. All of HRCLD's employees 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.

1. Assignment

HRCLD shall not assign this lease, or any interest therein, or any portion thereof; nor shall HRCLD sublet any portion of the demised premises, nor permit any other person to occupy or use said premise or any part

thereof, without first obtaining the written consent of the DISTRICT. There shall be no personal storage use on the leased premises.

2. *Alcohol, Drugs, and Weapons*

The HRCLD shall familiarize itself with all District policies regarding Alcohol, Drugs, and Weapons. HRCLD shall comply with all the conditions of said policies. HRCLD understands that the DISTRICT does not allow any alcoholic beverages, tobacco products, drugs, or weapons on DISTRICT property, and agrees to uphold these and other conditions contained in its policies and procedures.

3. *Inspection of Premises*

The DISTRICT and its representatives shall have the right to search or inspect the premises, fixtures, and equipment at any time.

4. *Alterations and Additions*

Except as set forth in the attached Appendix A, HRCLD shall make no alterations or additions to the leased premises without prior written consent of the DISTRICT, which all reasonable requests will be considered, and any permanent improvements to the leased premises made by HRCLD shall remain the property of the DISTRICT at the termination of this lease, except as otherwise provided below.

5. *Taxes*

Under the provisions of ORS 307.112, certain real property tax savings resulting from the exemption of the property leased herein shall be to the benefit of the DISTRICT. In future tax years, in the event for reasons not foreseen, if the DISTRICT loses the tax exemption status for the space defined in this lease, then, for purposes of this lease, an adjustment to the rent shall be negotiated which will accommodate the increased tax burden to the DISTRICT.

6. *Possession and Surrender of Premises*

HRCLD agrees to return to the DISTRICT said premises at the expiration of this lease, in good order and condition, usual wear and tear and damage by the elements excepted, and also to remain liable for rent until all the premises, with keys to the same being returned to the DISTRICT in like good order, and no demand or notice of such delivery shall be necessary. At the termination of this lease, all trade fixtures and equipment, unless a permanent improvement, provided or installed by the HRCLD, moveable partitions, furniture and equipment of HRCLD shall remain HRCLD property and may be removed from the leased premises.

Any property remaining on said premises belonging to the HRCLD remaining 60 days after the termination of the lease shall be considered property of the DISTRICT. At that time DISTRICT shall immediately remove all property in accordance with its policies and procedures.

7. *Repairs and Maintenance*

DISTRICT'S obligations:

- 7.A.i) Repairs and maintenance of the roof and gutters, exterior walls, load bearing walls, structural members, and foundation.
- 7.A.ii) Repair and maintenance of interior walls, ceilings, doors, windows, and related hardware.
- 7.A.iii) Painting of exterior walls.
- 7.A.iv) Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by HRCLD and the DISTRICT.
- 7.A.v) Repair and maintenance of water, sewage, gas, electrical, and plumbing services.
- 7.A.vi) Repair and maintenance of the heating and air conditioning system.
- 7.A.vii) The DISTRICT shall be responsible for all other items listed in Appendix A, Item A.

HRCLD'S obligations.

- 7.A.viii) Any repairs necessitated by the negligence of HRCLD, its agents, employees, and invitees.
- 7.A.ix) All other repairs to the premises that the DISTRICT is not required to make under Section A above.
- 7.A.x) All painting of interior walls, with approval of District Maintenance Director.
- 7.A.xi) The HRCLD shall be responsible for all costs for the approved repair or addition, including permitting and inspection.
- 7.A.xii) The HRCLD shall be responsible for all other items listed in Appendix A, Item B.

8. Governing Law

This lease shall be construed and enforced in accordance with the laws of the State of Oregon.

9. Amendments

No waivers, alterations or modifications of this lease or any agreements in connection therewith shall be valid unless dully executed in writing by both the DISTRICT and HRCLD.

10. Time is of the Essence

Time is of the essence of this lease

11. Force Majeure

Neither the School District nor HRCLD shall be responsible for delay, default, or termination of contract caused by any contingency beyond their control, including, but not limited to war or insurrection (whether declared or not); plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including, but not limited to quarantine or other restrictions as directed by state or federal government; compliance with any law or governmental order, rule, regulation or direction; strikes or lockouts by the Parties' own employees; walkouts by the Parties' own employees; fires; natural calamities; riots; or requirements of governmental agencies.

IN WITNESS WHEREOF, the undersigned DISTRICT and HRCLD have executed this lease in duplicate as of the date it is mutually executed.

**HOOD RIVER COUNTY
SCHOOL DISTRICT:**

**HOOD RIVER COUNTY
LIBRARY DISTRICT:**

Date

Date

**LEASE AGREEMENT
2023-2024**

APPENDIX A

This attachment is pertaining to the use of the Cascade Locks School, Rooms 11 & 13 for Hood River County Library District for the 2023-24 School Year, beginning July 1, 2023 through June 30, 2024. The DISTRICT and the HRCLD have mutually determined public hours of use for the Library. It is mutually agreed that the public will not access the Library or associated services on the Cascade Locks School campus outside the following hours of operation during the school calendar:

- Tuesday: 2:30 pm to 9 pm
- Wednesday: 10 am to 9 pm
- Thursday: 2:30 pm to 9 pm
- Friday 10 am to 9 pm
- Saturday: 8 am to 9 pm
- Sunday: 8 am to 9 pm

In addition, summer library programming may occur Tuesday through Sunday 8 am to 9 pm outside of the school calendar.

A. The DISTRICT'S obligations:

- a. Provide Internet access/web filtering service and Wi-fi
- b. Modify filtering for HRCLD equipment and networks as necessary for HRCLD to serve the general public
- c. Rooms will be keyed separately; senior HRCSD staff will retain access for emergency purposes.
- d. Provide six sets of key to access the building and library door.

B. HRCLD Obligations:

- a. Interior painting
- b. Carpet
- c. Telephone service
- d. Install library shelving in accordance with regulatory standards
- e. Provide screen and projector
- f. Signage for HRCLD, including hours of operation
- g. Computers and printers
- h. Create an emergency plan with protocols for obtaining emergency services and share with HRCSD
- i. Ensure the library is staffed appropriately at all operational times

Hood River County Library District

Hood River County School District

Initials: _____

Initials: _____

Date: _____

Date: _____