

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Regular Board Meeting
March 8, 2021

I. Call to Order

Meeting commenced at 5:16 PM via zoom.us.

II. Roll Call

Present: Chair Stanley, Fornoff, Rhodes, and Jondal

Absent: Trustee Brustol

III. Communications

1) Public Comment Period

None.

2) Other Communications

None.

IV. Consent Agenda

1) Review, potentially modify, and approve minutes from the February 8, 2021 Regular Board Meeting and the February 8, 2021 Closed Session.

Trustee Rhodes makes a motion to accept the minutes from the February 8, 2021 Regular Board Meeting and the February 8, 2021 Closed Session. Motion seconded by Trustee Jondal.

Public Comment: None.

Poll vote: Trustee Jondal - Yes. Trustee Fornoff - Yes. Trustee Rhodes – Yes. Chair Stanley - Yes.

Trustee Brustol is absent. Motion carried.

2) Review and authorize claims February 2021.

Trustee Rhodes asks if rent is for the Del Norte Reads facility; Chair Stanley states yes.

3) Authorize the Library Manager to spend \$50.00 for the month of April 2021 and \$50.00 for the month of May 2021 on food for employees under the Team Building budget line.

Trustee Rhodes makes a motion to authorize the Library Manager to spend \$50.00 for the month of April 2021 and \$50.00 for the month of May 2021 on food for employees under the Team Building budget line. Motion seconded by Trustee Fornoff.

Public Comment: None.

Poll vote: Trustee Fornoff - Yes. Trustee Rhodes - Yes. Trustee Jondal – Yes. Chair Stanley - Yes.

Trustee Brustol is absent. Motion carried.

V. Report of the Literacy Coordinator - Phoebe Lenhart

Literacy Coordinator, Phoebe presents Del Norte Reads report and states her programs are going well she is on track with her budget. Phoebe states she is getting ready for the Summer Reading Program.

VI. Report of the Library Manager - Beth Austen

Library Manager, Beth presents her Library Manager's report. Discussion takes place on heating charges and issues with current propane heating system. Beth is going to inquire with Moore Heating and Chimney Kraft about electric heaters, how long they last, and obtain the estimates.

VII. Committee Reports

1) Friends of the Library

Beth reports that per her report the Friends of the Library is planning a book sale for April and has approved the cost of a dehumidifier for their shed.

2) Board of Trustees

Trustee Jondal - No report.

Trustee Fornoff – Trustee Fornoff reports he has been assisting Beth with the heating situation and offers he will continue to be available to her.

Trustee Rhodes – No report.

Chair Stanley – No report.

Trustee Brustol - Absent.

3) Budget - Chair Stanley

No report but reminds the board it is almost time to start working on next fiscal year's budget.

4) Partnerships - Trustees Jondal and Brustol

No report.

5) Government Liaison - Chair Stanley and Trustee Fornoff

No report.

6) Policy & Strategic Planning

No report.

VIII. Old Business

None.

IX. New Business

1) Discuss the Library's role in helping share public information about COVID-19 to the community.

Beth presents to the board the outreach mediums the Library uses to communicate resources and information to the public and highlights Facebook, Twitter, the newsletter, and the website as instrumental in communicating COVID-19 resources. Trustee Rhodes thanks Beth; Beth asks if the board would like anything extra done; Trustee Jondal states she is going to start referring the community members to the Library's website and to subscribe to their newsletter. Trustee Rhodes states Curry Health Network can be added to the website.

2) Discuss and take action on bids for window replacement.

Beth presents the bids obtained for window replacement. Beth recommends we utilize Eureka Glass to replace the windows from our north and south walls. Beth would like to use the grant of \$3,500.00 obtained from PacifiCorp Foundation and pull the rest from our fund balance.

Trustee Rhodes makes a motion to hire Eureka Glass per their bid of \$13,155.87 with pulling the funds from the repairs and maintenance fund account and the \$3,500.00 Pacificorp grant.

Motion seconded by Trustee Fornoff.

Public Comment: None.

Poll vote: Trustee Rhodes – Aye. Trustee Jondal - Yes. Trustee Fornoff – Aye. Chair Stanley - Yes. Trustee Brustol is absent. Motion carried.

3) Discussion on entries for logo contest.

Beth presents logos as submitted by community members and vote outcome. Discussion took place on submissions. The board states Beth may proceed on accepting a winner.

X. Adjournment to Closed Session

XI. Closed Session
Personnel

XII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, April 12th, 2021 at 5:15 PM.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Robin Fornoff, Board Secretary

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: Monday, March 8, 2021

Time: 5:15 PM

Place: <https://us02web.zoom.us/j/84310091169>

(707) 464-9793

Due to the State of California's Declaration of Emergency - This meeting is being held pursuant to authorization from Governor Newsom's Executive Order N 29-20. The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is a "meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code §54953(b)(1). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code §54953(b)(1). The teleconferenced meeting must meet the following requirements:

(1) it must comply with all the Act's requirements applicable to other meetings (2) all votes must be taken by roll call; (3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code §54953(b)(1).

Public Comment: ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER, EITHER ON OR OFF THE AGENDA, THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair, please state your name and city or county of residency for the record. Speakers, please limit your comments to three (3) minutes.

A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

AGENDA

- I. Call to Order**
- II. Roll Call**

- III. **Communications**
 - 1) Public Comment Period
 - 2) Other Communications
- IV. **Consent Agenda**
 - 1) Review, potentially modify, and approve minutes from the February 8, 2021 Regular Board Meeting and the February 8, 2021 Closed Session.*
 - 2) Review and authorize claims February 2021.*
 - 3) Authorize the Library Manager to spend \$50.00 for the month of April 2021 and \$50.00 for the month of May 2021 on food for employees under the Team Building budget line.
- V. **Report of the Literacy Coordinator - Phoebe Lenhart***
- VI. **Report of the Library Manager - Beth Austen***
- VII. **Committee Reports**
 - 1) Friends of the Library
 - 2) Board of Trustees
 - 3) Budget - Chair Stanley
 - 4) Partnerships - Trustees Jondal and Brustol
 - 5) Government Liaison - Chair Stanley and Trustee Fornoff
 - 6) Policy & Strategic Planning - Trustees Rhodes and Fornoff
- VIII. **Old Business**

None
- IX. **New Business**
 - 1) Discuss the Library's role in helping share public information about COVID-19 to the community.*
 - 2) Discuss and take action on bids for window replacement.*
 - 3) Discussion on entries for logo contest.*
- X. **Adjournment to Closed Session**
- XI. **Closed Session**

Personnel
- XII. **Adjournment**

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, April 5th, 2021 at 5:15 PM.

Posted: _____

Elizabeth Austen - Library Manager

Posted March 4, 2021 at 2:00 PM

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Regular Board Meeting
February 8, 2021

I. Call to Order

Meeting commenced at 5:16 PM via zoom.us.

II. Roll Call

Present: Trustees Stanley, Fornoff, Rhodes, Brustol, and Jondal

Absent: None

III. Communications

1) Public Comment Period

None.

2) Other Communications

None.

IV. Consent Agenda

1. Review, potentially modify, and approve minutes from the January 11, 2021 Regular Board Meeting and the January 22, 2021 Special Board Meeting.

Trustee Jondal makes a motion to approve the minutes. Motion seconded by Trustee Rhodes.

Poll vote: Trustee Rhodes - Aye. Trustee Jondal - Aye. Trustee Brustol - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

2. Review and authorize claims January 2021.

Library Manager Beth Austen informs the board that per her manager's report, the main branch is in process of seeking repair services for a heater; Beth also reports she plans to investigate why we are being billed so much from Suburban Propane. Trustee Rhodes makes a motion to approve the claims. Motion seconded by Trustee Jondal.

Public Comment: Literacy Coordinator Phoebe Lenhart states there is a turbulent history in regards to the main branch's propane tank and heater and states we have already had one heater replaced a couple of years ago. Beth states this is going to be investigated.

Poll vote: Trustee Rhodes - Aye. Trustee Jondal - Aye. Trustee Brustol - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

3. Authorize the Library Manager to spend \$50.00 for the month of March 2021 and \$50.00 for the month of April 2021 on food for employees under the Team Building budget line.

Trustee Rhodes makes a motion to authorize this. Motion seconded by Trustee Fornoff.

Public Comment: None.

Poll vote: Trustee Rhodes - Aye. Trustee Jondal - Aye. Trustee Brustol - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

V. Report of the Literacy Coordinator - Phoebe Lenhart

Phoebe presents Del Norte Reads report and highlights that Del Norte Reads is starting the planning work for the Summer Reading Program.

VI. Report of the Library Manager - Beth Austen

Beth presents her Library Manager's report and highlights that she is getting ready to recruit staff for various positions such as relief work and Smith River and a video slideshow that has

been added to the website to inform the community of the progress that was made in the interior of the main branch this past year.

VII. Committee Reports

1) Friends of the Library

Beth reports that Friends of the Library has agreed to contribute \$2,000.00 to our programs budget and that they also plan to continue to financially support Del Norte Reads.

2) Board of Trustees

Trustee Rhodes - No report.

Trustee Jondal - No report.

Trustee Brustol - Trustee Brustol reports she attended a Friends of the Library meeting and that she has been actively working with Beth on the Library Love campaign and the Book to Action 2021 initiative.

Trustee Fornoff - No report.

Chair Stanley - No report.

3) Budget - Chair Stanley

Chair Stanley reports she has been working with Beth on the payroll budget.

4) Partnerships - Trustees Jondal and Brustol

Trustee Brustol reports she was not able to make it to the Library Foundation board meeting but that she will do her best to attend the next one. Trustee Brustol and Trustee Jondal both state they look forward to working together on this committee.

5) Government Liaison - Chair Stanley and Trustee Fornoff

Chair Stanley states she attended a Smith River Water District meeting with Beth and that they agreed to continue to allow the Library to use their facility.

6) Policy & Strategic Planning

No report.

VIII. Old Business

1) Discuss and take action on the signing of State Oath of Office forms.

Trustee Jondal signs her State Oath of Office form on camera in the presence of all board members. Beth asks Trustee Jondal to return the form to her so that she can invite the Chair and Secretary to sign it.

IX. New Business

1) Discuss and take action on proposed updates to the Employee Handbook.

Beth presents to the board, her proposed modifications and asks that they approve them.

Trustee Rhodes makes a motion to accept the proposed modifications. Motion seconded by Trustee Jondal.

Public Comment: None.

Poll vote: Trustee Rhodes - Aye. Trustee Brustol - Aye. Trustee Jondal - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

2) Discuss and take action on proposed modifications to the Patron Code of Conduct Policy.

Beth presents to the board, her proposed modifications to the Patron Code of Conduct Policy and asks that they approve it. Trustee Rhodes makes a motion to accept the proposed modifications. Motion seconded by Trustee Jondal.

Public Comment: Phoebe states she wants the policy to clarify that it includes Smith River and Del Norte Reads. Trustee Jondal suggest adding it as *"We ask that you conduct yourself accordingly with this DNCLD Patron Code of Conduct Policy while on our properties and facility premises, including all branches and Del Norte Reads."* Beth asks Phoebe if this is satisfactory for

her; Phoebe states it is.

Trustee Jondal makes a motion to approve it with the clarification. Motion seconded by Trustee Rhodes.

Public Comment: None.

Poll vote: Trustee Rhodes - Aye. Trustee Brustol - Aye. Trustee Jondal - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

X. Adjournment to Closed Session

XI. Closed Session

Personnel

XII. Adjournment

Trustee Jondal makes a motion to adjourn the meeting. Motion seconded by Trustee Brustol.

Poll vote: Trustee Rhodes - Aye. Trustee Brustol - Aye. Trustee Jondal - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, March 8th, 2021 at 5:15 PM.

Minutes prepared and submitted by:

Elizabeth Austen, Library Manager

Minutes approved by:

Robin Fornoff, Board Secretary

Del Norte County Library District
Claim Report for the month of February 2021

10397	02/25/21	FRONTIER	\$159.71
10396	02/23/21	HARSHWAL & COMPANY LLP	\$1,250.00
10394	02/18/21	DEL NORTE COUNTY LIBRARY DISTRICT	\$73.94
10392	02/18/21	PACIFIC POWER	\$153.75
10391	02/18/21	CRESCENT CITY WATER & SEWER DEPARTMENT	\$67.24
10390	02/18/21	G. H. OUTREACH	\$85.00
10389	02/16/21	SUBURBAN PROPANE	\$161.78
10388	02/12/21	DEMCO	\$16,329.73
10387	02/12/21	DEL NORTE CHILD CARE COUNCIL	\$2,000.00
10386	02/12/21	SUBURBAN PROPANE	\$406.40
10385	02/12/21	TERMINIX	\$44.73
10377	02/08/21	DEL NORTE OFFICE SUPPLY	\$74.26
10376	02/08/21	U.S. BANK EQUIPMENT FINANCE	\$254.02
10374	02/04/21	MENDES	\$53.17
10373	02/02/21	US BANK	\$1,368.97

Claim ID: 10373

Vendor US BANK
P.O. BOX 790428
ST LOUIS, MO 63179-0428

Vendor ID:

18096

PBSP Expense

Notes: Cal Card Purchase 12/27/2020 - 01/22/2021

Fund	Dept	Line	Proj	Amount	Invoice	Description
414	70	20224	0	\$55.66	2109039	Printer Ink
414	70	20284	002	\$9.68	3442618	Book
414	70	20175	0	\$1.95	PP1390	PayPal Account setup ping
414	70	20224	0	\$15.04	8059409	Laminating sheets
414	70	20284	004	\$283.38	4645858	Books
414	70	20284	004	\$51.25	3756229	Book
414	70	20284	002	\$208.74	2080211	Books
414	70	20175	0	(\$1.95)	PP1390	PayPal Account setup ping
414	70	20283	0	\$24.78	5779436	Book
414	70	20283	0	\$500.27	5149862	Books
414	70	20224	0	\$9.66	5149862	First Aid Kit
414	70	20283	0	\$19.47	8904207	Book
414	70	20278	0	\$22.55	1703418	Note Cards
414	70	20121	0	\$14.99	Acct# 119548844	Zoom
414	70	20224	0	\$37.20	5369028	Storage Boxs
414	70	20224	0	\$7.64	2225819	Glass Cleaner
414	70	20224	0	\$29.46	9366664	Sticky notes, Legal Pads
414	70	20283	0	\$9.66	9366664	Book
414	70	20224	0	\$4.40	1761836	Memo Holder
414	70	20240	0	\$20.00	01/19/2021	Constant Contact
414	70	20141	0	\$61.23	5362617	Vinyl gloves for COVID
414	371	20285	0	(\$19.95)	BTCQ178N	Chegg subscription refund
414	371	20223	0	\$3.86	01/05/2021	Postage

Total Claim: \$1,368.97

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN SUBMITTED.

X

02/02/21

Signature of Department Head/Authorized Deputy

Claim Date

D N. County Library District
Balance Sheet
January 31, 2021

Unaudited

ASSETS

414 010 00000	Cash DN Co Library Dist	445,868.93
414 010 00300	Imprest Cash	300.00
414 010 03200	Land	33,777.00
414 010 03300	Buildings and Improvements	479,878.00
414 010 03400	Equipment	60,238.00
414 010 03700	Less Accum Depr Building	(368,853.00)
414 010 03800	Less Accum Depr Equip	(52,244.00)
	Total Assets	<u>598,964.93</u>

LIABILITIES AND FUND EQUITY

414 010 05120	Salaries Payable	8,653.80
414 010 05300	Tax Liability Federal	1,994.36
414 010 05310	Tax Liability State	25.01
414 010 05320	PERS Liability	(88,949.03)
414 010 05355	Unemployment Insurance	319.27
414 010 07100	Fund Balance	85,488.51
414 010 07101	Fund Balance Literacy	47,217.57
414 010 07102	Fund Balance Building Major Repairs & Improvem	40,997.82
414 010 07103	Fund Balance New Building	351,056.00
414 010 07104	Fund Balance Munson Trust	25,000.00
414 010 09600	Investment in Fixed Assets	152,796.00
	Revenue	177,458.88
	Expenditure	(203,093.26)
	Total Liabilities and Fund Equity	<u>598,964.93</u>

Detail of Revenues and Expenditures

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Fund: 414 D.N. County Library District
 Dept: 070 D.N. County Library District

Statement of Month Ended: 1/31/2021

Date	Description	Reference	Amount	Check No	Status	Clear Date
10010	Payroll					
1/31/2021	Journ No: 25894	LIBRARY PAYROLL 1/21	4,479.97			
		Total Payroll	4,479.97			
10015	Parttime/Temporary					
1/31/2021	Journ No: 25894	LIBRARY PAYROLL 1/21	4,834.05			
		Total Parttime/Temporary	4,834.05			
10020	Retirement					
1/31/2021	Journ No: 25894	LIBRARY PAYROLL 1/21	1,047.32			
1/31/2021	Journ No: 25894	LIBRARY PAYROLL 1/21	-367.31			
		Total Retirement	680.01			
10030	Employee Benefits					
1/31/2021	Journ No: 25894	LIBRARY PAYROLL 1/21	265.47			
		Total Employee Benefits	265.47			
20121	Communications					
1/22/2021	CHARTER COMMUNICATIONS	324853: 0002080010321	151.66	324853	CLEARED	1/28/2021
1/22/2021	CHARTER COMMUNICATIONS	324853: 0002080010321	64.99	324853	CLEARED	1/28/2021
		Total Communications	216.65			
20180	Building Maintenance					
1/22/2021	STONE ROOFING	324918: 2035, 2036	4,850.00	324918	CLEARED	2/1/2021
		Total Building Maintenance	4,850.00			
20221	Printing					
1/22/2021	DEL NORTE OFFICE SUPPLY	324865: 616347, 616998	16.26	324865	CLEARED	1/27/2021
		Total Printing	16.26			
20224	Office Supplies					
1/22/2021	DEL NORTE OFFICE SUPPLY	324865: 616347, 616998	26.06	324865	CLEARED	1/27/2021
		Total Office Supplies	26.06			
20250	Rents & Leases-Equipment					
1/22/2021	U.S. BANK OFFICE EQUIPMENT FIN	324929: 431993500	356.13	324929	CLEARED	1/29/2021
		Total Rents & Leases-Equipment	356.13			
20282	Magazines/Newspapers					
1/15/2021	KALMBACH MEDIA	324739: DPD11278	15.00	324739	CLEARED	1/21/2021
		Total Magazines/Newspapers	15.00			
20284	Books 18yrs-up					
1/31/2021	Journ No: 25898	REVERSE CHARGES	-256.36			
		Total Books 18yrs-up	-256.36			
20284 002	Books - Young Adult					
1/31/2021	Journ No: 25898	CORRECT PROJECT CHARGE	34.38			
		Total Books - Young Adult	34.38			
20284 004	Munson Books					
1/31/2021	Journ No: 25898	CORRECT PROJECT CHARGE	221.98			
		Total Munson Books	221.98			
20290	Travel & Training					
1/15/2021	MORGAN, KATHLEEN	324760: MILEAGE DEC 20	16.10	324760	CLEARED	1/20/2021
1/15/2021	MORGAN, KATHLEEN	324760: MILEAGE DEC 20	66.66	324760	CLEARED	1/20/2021

Detail of Revenues and Expenditures

Printed on: 2/26/2021 12:33:56 PM

Fund: 414 D.N. County Library District
 Dept: 070 D.N. County Library District

Statement of Month Ended: 1/31/2021

Date	Description	Reference	Amount	Check No	Status	Clear Date
20300	Utilities					
1/22/2021	SUBURBAN PROPANE	324919: 1409-114788	183.45	324919	CLEARED	1/27/2021
1/29/2021	CRESCENT CITY WATER DEPT.	324988: 009583-000	67.24	324988	CLEARED	2/2/2021
1/29/2021	SUBURBAN PROPANE	325051: 1409-114959	269.26	325051	CLEARED	2/3/2021
1/29/2021	PACIFIC POWER & LIGHT CO.	325033: 61601611-0283	165.09	325033	CLEARED	2/2/2021
	Total Utilities		685.04			
90601	Hoptr-Secured/Unsecured					
1/4/2021	Trans No: 33143	1ST HOPTR APPORT 20/21	-1,661.99			
	Total Hoptr-Secured/Unsecured		-1,661.99			

Detail of Revenues and Expenditures

Printed on: 2/26/2021 12:36:05 PM

Fund: 414 D.N. County Library District
Dept: 371 Library District

Statement of Month Ended: 1/31/2021

Date	Description	Reference	Amount	Check No	Status	Clear Date
10015	Part-time/Temporary					
1/31/2021	Journ No: 25894	LIBRARY PAYROLL 1/21	1,111.50			
		Total Part-time/Temporary	1,111.50			
10020	Retirement					
1/31/2021	Journ No: 25894	LIBRARY PAYROLL 1/21	170.97			
		Total Retirement	170.97			
10030	Employee Benefits					
1/31/2021	Journ No: 25894	LIBRARY PAYROLL 1/21	32.23			
		Total Employee Benefits	32.23			
20250	Rent					
1/22/2021	TAB & ASSOCIATES	324922: 1/7/2021	1,725.00	324922	CLEARED	2/2/2021
		Total Rent	1,725.00			
90625	Miscellaneous					
1/31/2021	Journ No: 25930	321100	-40.00			
		Total Miscellaneous	-40.00			

D.N. County Library District

Statement of Revenues and Expenditures
7 Months Ended 1/31/2021

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-070-90010	Property Tx-Current Sec	0 00	101,948 21	201,000 00	(99,051 79)	50 72%
414-070-90011	Prop Tax-Sec Supplemental	0 00	2,044 36	1,600 00	444 36	127 77%
414-070-90020	Property Tx-Current Unse	0 00	4,047 98	4,000 00	47 98	101 20%
414-070-90091	Yield Tax	0 00	3,297 75	7,800 00	(4 502 25)	42 28%
414-070-90300	Interest - DN Library	0 00	2,986 47	10,000 00	(7 013 53)	29 86%
414-070-90601	Hoptr-Secured/Unsecured	1,661 99	1,661 99	3,300 00	(1,638 01)	50 36%
414-070-90741	Redevelopment Pass Thru	0 00	10,605 10	11,000 00	(394 90)	96 41%
414-070-91040	Book Fines	0 00	22 95	750 00	(727 05)	3 06%
414-070-91041	Equipment Rentals	0 00	85 67	0 00	85 67	0 00%
414-070-91042	Lost Book Reimbursement	0 00	40 00	50 00	(10 00)	80 00%
414-070-91060	Photo Copies	0 00	0 00	1,200 00	(1,200 00)	0 00%
414-070-91124	Gifts - Unspecified	0 00	1,173 71	500 00	673 71	234 74%
414-070-91127	Friends of DNL	0 00	4 00	1,200 00	(1,196 00)	0 33%
414-070-91128	DNC Library Foundation	0 00	0 00	3,000 00	(3,000 00)	0 00%
414-070-91129	Misc Revenue	0 00	960 20	300 00	660 20	320 07%
414-070-91131	STEER Grant	0 00	0 00	4,500 00	(4,500 00)	0 00%
414-070-91132	Donation/New Building	0 00	0 00	750 00	(750 00)	0 00%
414-070-91124-002	Gifts - Specified	0 00	24,000 00	22,000 00	2,000 00	109 09%
Total Revenues		1,661 99	152,878 39	272,950 00	(120,071 61)	56 01%
Expenses:						
414-070-10010	Payroll	4,479 97	33,157 99	56,000 00	22,842 01	59 21%
414-070-10015	Parttime/Temporary	4,834 05	41,299 10	84,000 00	42,700 90	49 17%
414-070-10020	Retirement	680 01	7,408 58	13,000 00	5,591 42	56 99%
414-070-10030	Employee Benefits	265 47	947 23	4,000 00	3,052 77	23 68%
414-070-10040	Workers Comp	0 00	1,177 82	1,200 00	22 18	98 15%
Total Salaries and Benefits		10,259 50	83,990 72	158,200 00	74,209 28	53 09%
414-070-20121	Communications	216 65	1,556 42	3,000 00	1,443 58	51 88%
414-070-20140	Household Expense	0 00	213 95	700 00	486 05	30 56%
414-070-20141	COVID 19 PPE	0 00	795 94	1,500 00	704 06	53 06%
414-070-20150	Insurance	0 00	9,873 82	9,900 00	26 18	99 74%
414-070-20170	Maint - Equipment	0 00	0 00	16,330 00	16,330 00	0 00%
414-070-20175	Computer Services	0 00	0 00	500 00	500 00	0 00%
414-070-20180	Building Maintenance	4,650 00	5,987 20	6,100 00	112 80	98 15%
414-070-20181	Building Maintenance - SR Library	0 00	7 39	1,000 00	992 61	0 74%
414-070-20200	Membership	0 00	1,735 99	2,500 00	764 01	69 44%
414-070-20221	Printing	16 26	23 79	50 00	26 21	47 58%
414-070-20223	Postage	0 00	130 99	150 00	19 01	87 33%
414-070-20224	Office Supplies	26 06	1,962 10	2,500 00	537 90	78 48%
414-070-20225	STEER Office Supplies	0 00	15,640 47	15,630 00	(10 47)	100 07%
414-070-20230	Professional Services	0 00	12,293 79	18,200 00	5,906 21	67 55%
414-070-20231	Prof Serv-Election	0 00	701 00	1,000 00	299 00	70 10%
414-070-20232	Data Processing - Software	0 00	2,854 00	2,900 00	46 00	98 41%
414-070-20233	Prof Svcs-County	0 00	22,153 00	18,300 00	(3,853 00)	121 05%
414-070-20235	STEER Prof Service	0 00	9,280 00	9,280 00	0 00	100 00%
414-070-20240	Publications-Advertising	0 00	313 00	500 00	187 00	62 60%
414-070-20250	Rents & Leases-Equipment	356 13	1,854 60	3,000 00	1,145 40	61 82%
414-070-20270	Minor Equipment	0 00	0 00	400 00	400 00	0 00%
414-070-20278	Team Building	0 00	24 61	1,500 00	1,475 39	1 64%
414-070-20279	Summer Reading Prg Awards/Incentive	0 00	141 32	2,000 00	1,858 68	7 07%
414-070-20280	Spec Dept Expense	0 00	1,271 04	4,000 00	2,728 96	31 78%
414-070-20281	Volunteer Program	0 00	0 00	500 00	500 00	0 00%
414-070-20282	Magazines/Newspapers	15 00	205 69	600 00	394 31	34 28%
414-070-20283	Childrens Books 0-12 years	0 00	0 00	2,000 00	2,000 00	0 00%
414-070-20284	Books 18yrs-up	(256 36)	1,043 23	1,000 00	(43 23)	104 32%
414-070-20285	STEER Subscriptions	0 00	200 00	200 00	0 00	100 00%
414-070-20288	Cataloging	0 00	0 00	500 00	500 00	0 00%
414-070-20290	Travel & Training	48 30	180 67	500 00	319 33	36 13%
414-070-20292	Training/Education	0 00	183 67	750 00	566 33	24 49%
414-070-20300	Utilities	685 04	3,382 65	8,000 00	4,617 35	42 28%
414-070-20284-002	Books - Young Adult	34 38	34 38	1,500 00	1,465 62	2 29%
414-070-20284-004	Munson Books	221 98	221 98	5,000 00	4,778 02	4 44%
Total Services and Supplies		6,213 44	94,266 69	141,490 00	47,223 31	66 62%
414-070-30500	Department Allotment	0 00	0 00	31,130 00	31,130 00	0 00%
414-070-30510	Contribution to Wonder Bus	0 00	2,000 00	2,000 00	0 00	100 00%
Total Other Charges		0 00	2,000 00	33 130 00	31 130 00	6 04%

414-070-70901	Intrafund Trans DN Reads (371)	0.00	0.00	18,000.00	18,000.00	0.00%
414-070-81000	Contingency	0.00	0.00	5,000.00	5,000.00	0.00%
Total Intrafund Transfers		0.00	0.00	23,000.00	23,000.00	0.00%
Total Expenses		16,472.94	180,257.41	355,520.00	175,562.59	50.66%
Revenues Over (Under) Expenditures		(14,810.95)	(27,379.02)	(82,870.00)	55,490.98	33.04%

Library District

Statement of Revenues and Expenditures
7 Months Ended 1/31/2021

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-371-90620	Grant Revenues	0 00	0 00	2,500 00	(2,500 00)	0 00%
414-371-90622	CLLS Grant	0 00	24,289 00	26,822 00	(2,533 00)	90.56%
414-371-90625	Miscellaneous	40 00	281 49	0 00	281.49	0.00%
414-371-91123	Gifts & Donations	0 00	10 00	0 00	10.00	0.00%
414-371-91125	Travel Reimbursements	0 00	0 00	1,000 00	(1,000 00)	0 00%
414-371-91126	DNCL Foundation	0 00	0 00	1,000 00	(1,000 00)	0 00%
414-371-91128	Service Club Donation	0 00	0 00	100 00	(100 00)	0 00%
414-371-91129	Humboldt Area/WR Foundation	0 00	0 00	500 00	(500 00)	0 00%
414-371-91132	Donations - CC Women's Club	0 00	0 00	200 00	(200 00)	0 00%
Total Revenues		40 00	24,580 49	32,122 00	(7,541 51)	76.52%
Expenses:						
414-371-10010	Payroll	0 00	0 00	30,000 00	30,000 00	0 00%
414-371-10015	Part-time/Temporary	1,111 50	13,054 99	0 00	(13,054 99)	0 00%
414-371-10020	Retirement	170 97	1,837 44	4,000 00	2,162 56	45.94%
414-371-10030	Employee Benefits	32 23	69 84	400 00	330 16	17.46%
Total Salaries and Benefits		1,314 70	14,962 27	34,400 00	19,437 73	43.49%
414-371-20121	Communications	0 00	643 78	1,200 00	556 22	53.65%
414-371-20200	Memberships	0 00	40 00	200 00	160 00	20.00%
414-371-20221	Printing	0 00	27 54	400 00	372.46	6.89%
414-371-20223	Postage	0 00	32 51	100 00	67 49	32.51%
414-371-20224	Office Supplies	0 00	389 82	800 00	410.18	48.73%
414-371-20240	Advertising/Publications	0 00	0 00	1,000 00	1,000 00	0 00%
414-371-20250	Rent	1,725 00	5,175 00	6,900 00	1,725 00	75.00%
414-371-20270	Minor Equipment	0 00	0 00	200 00	200 00	0 00%
414-371-20280	Special Department Expense	0 00	432 45	500 00	67 55	86.49%
414-371-20281	Volunteer Program	0 00	23 48	300 00	276.52	7.83%
414-371-20283	Books-ESL	0 00	390 41	500 00	109 59	78.08%
414-371-20284	Books	0 00	658 85	1,000 00	341.15	65.89%
414-371-20285	Manipulatives & Software	0 00	19 95	200 00	180 05	9.98%
414-371-20286	Books-Family Literacy	0 00	39 79	400 00	360 21	9.95%
414-371-20290	Travel & Training	0 00	0 00	1,000 00	1,000 00	0 00%
Total Services and Supplies		1,725 00	7,873.58	14,700 00	6,826 42	53.56%
414-371-30500	Department Allotment - Literacy	0 00	0 00	82 00	82 00	0 00%
Total Other Charges		0 00	0 00	82 00	82 00	0 00%
Total Fixed Assets		0 00	0 00	0 00	0 00	0 00%
414-371-70901	Intrafund Trans Library District (070)	0 00	0 00	(18,000 00)	(18,000 00)	0 00%
Total Intrafund Transfers		0 00	0 00	(18,000 00)	(18,000 00)	0 00%
Total Expenses		3,039 70	22,835 85	31,182 00	8,346 15	73.23%
Revenues Over (Under) Expenditures		(2,999 70)	1,744 64	940 00	804 64	185.60%

To: Beth, Manager DNCL

From: Phoebe, DNR Literacy coordinator and education facilitator

Date: March 1, 2021

Regarding: March's, 2021 DNR report for the DNCL Board

*There is one new student in the HiSET program. We have 40 students and 12 tutors. We offer 4 ESL/US Citizenship classes; 5 classes tutoring COR students; and 2 classes for adult learners. It was announced that DNC is in the "red zone"; at DNR we continue to practice PPE. One of my tutors is offering his 2 classes for tutoring COR students by Zoom. I am tutoring an ESL/US Citizenship class by Zoom.

*DNR was awarded a \$200 grant by the women at Grace Evangelical Lutheran Church.

*I applied to Harbor Freight Giving Back in order to receive a fire extinguisher, air 2 air purifiers, and a security monitoring system. DNR's request for a grant was denied.

*I provided Beth previous billing from Blue Star Gas to Beth.

*Pending information on grant status from College of the Redwoods and the Crescent City's Women's Club.

*DNCL is applying to reopen. Beth has instructed me to apply to the Del Norte County Public Health separately for DNR.

*Nillie, Brandi, and I have reviewed the materials for the summer reading program (SRP) and are planning to order the materials this month.

*The Department of Education has not responded to numerous inquiries that I have made regarding the North Coast Adult Education Consortium. I will continue to contact them.

*I continue to reorganize the DNR office with unwanted shelving from the DNCL and am very happy with the progress. A new volunteer, David, has been very helpful.

*Attended webinars/Zoom meetings: "Nonprofit Alliance"; "Northern CA Literacy Coalition's" quarterly meeting; "An Open Door out of Poverty" and "Big Talk from Small Libraries".

*Assisted the Friends.

Del Norte County Library District

Manager's Report for March 2021 Board Meeting

Book to Action 2021 Grant - CLA

Bernadette Johnson has accepted our invitation for her to speak at a virtual seminar. This is going to be a seminar series of three; the others being Kati Morton and Dr. Harjot Singh. Two staff have been trained and certified as Mental Health First Aid Responders to support the theme of this initiative. We are currently working on creating a landing page for this initiative and sending speaker invoice updates to the state.

Energy Grant - PacifiCorp Foundation

We are in receipt of the \$3,500.00 we received for this grant. In our efforts to replace damaged windows of the main branch, we have received an estimate from Eureka Glass in the amount of \$13,155.87 for the north and south walls and an estimate from McKinleyville Glass in the amount of \$21,990.00 for the north and south walls. (More information can be found in the supporting documents to the agenda packet.)

Facility Maintenance

Main Branch - Our thermostat is unavailable due to safety issues. I have been in contact with Suburban Propane regarding our high bills and other heating vendors. (More information can be found in the supporting documents to the agenda packet.) Members of the public have been parking in our staff spot located near the back door; staff frequently use this space and for safety reasons, I prefer for it to remain available for those who go home at dark and for myself as I frequently do unloading. I am in contact with Ross Janitorial about possibly installing an "employee parking only" sign for this spot. Upon my hire, there were many unlabeled and mislabeled keys; this system has been organized and the keys are now correctly labeled however we still have a pile of keys that we are unable to determine what they are for.

Website Maintenance

New items have been published to the website. Newsletters have been published to the website. Published board meeting minutes. I made a main branch makeover video and added to our home page on the website. I modified the patron code of conduct policy as discussed at the last board meeting and published it to the web.

Newsletters and Weekly Columns Published

"Feel the Love"

"Here to Brighten Your Day"

"One of the Greatest Inventions of Society"

"A Special Place in Your Heart"

"The Library - Your Second Home"

Services and Programs

Our Curbside Services program continues to have a positive response from the community. We extended our book drop hours to now being open 24/7.

Services currently being offered are as follows:

- Borrower Card Services
- Curbside Pick-Up of Books and Movies
- e-books and Audio Books
- e-Newsletter Subscription
- Daily posts and announcements via our Facebook Page
- Content via our Twitter Page
- Weekly Online Story Time & Crafts (via Facebook and Twitter)
- Weekly Trivia with Prize Drawings
- Free Zip Book delivery
- Volunteer Opportunities with Friends of the Library
- Scholarship for Career Online High School, Where You can Earn an Accredited High School Diploma and a Career Certificate
- ESL Classes for Non-English Speakers
- U.S. Citizenship Classes

COVID-19 and Reopening

Applications have been submitted to Public Health in order to reopen the main branch and the Smith River branch. The application for Del Norte Reads will be submitted shortly. We plan to abide by the requirements of Public Health and only allow patrons inside at a 25% capacity. (The submitted applications can be found in the agenda packet following this report.)

Smith River Branch

We continue to check on the Smith River branch facility and have not found any recent disturbances.

Friends of the Library

Attended a Friends of the Library board meeting. During the meeting, the Friends voted to approve \$150.00 to be spent on a new dehumidifier for their shed. The Friends are also in the planning stages of their next book sale which will tentatively happen in April.

Other Items

- Attended a Book to Action 2021 meeting in which the importance of developing a clear "action" was discussed.
- Had appointments and phone calls with heating vendors and investigated a payment history for Suburban Propane and Blue Star.
- Attended a Chamber Mixer in which Jessica Cejnar with Wild Rivers Outpost presented advertising options.
- Assistance provided to Trustees in getting into their new library email.
- Modified the patron code of conduct policy as discussed at the last board meeting and published it to the web.

- Did work on my job description and contract.
- Placed ads for a Smith River employee and a Relief Worker.

HEATING

Suburban Propane

Lisa said prices are changing - propane has risen 60% since last year due to Covid. But she said we are using the same amount of gallons each month.

Blue Star

Lynette said they are competitive because they family owned and Suburban Propane has stockholders to pay. Brain says he was able to talk to the boss and has determined that they can not beat our current price. He did say that if our price raises substantially, or if we were not happy with the customer service then we should call again. We asked what price he could offer for future reference and he said he was not sure, but insisted it would be slightly higher than what we pay now.

First Service Plumbing & Heating

Pat Hawkins came Jan 14 and said he would fix the heater in a few weeks. Said heater was repaired incorrectly, that wrong size pipes were used and duct taped was wrapped around everything which is not proper. He said the heater is safe to use in the meantime. He said estimate approx. \$1500. Never heard back from him after this.

Chimney Kraft

Appointment scheduled March 5th.

Franks Heating & Refrigeration

They came Feb 16th (I was out). Said we need to replace the flues/pipes in the furnace room. It looks like whoever did the pipe job in there "stuffed the PVC pipe into the furnace, it's not sealed properly and was duct taped, now there is condensation running down." This is where we are getting puddles on the floor from. "Our new flue needs to be solid all the way, not just for water, but for the exhaust". The exhaust might possibly leak into the library; the exhaust was going into the intake return and could potentially release carbon monoxide into the library. RED FLAG he said. We need to leave the furnace off for the time being. White tape around the duct could have asbestos. From the roof, the cap that is supposed to cover that pipe is completely rotted off, totally open pipe facing the sky. The exhaust piece for sure needs changed. Also, whoever installed it, the PVC pipe that we see in the furnace is actually supposed to go all the way through this exhaust to the roof. He couldn't even see ANY PVC pipe at all from the room, even while trying to video what the inside of the pipe looked like. We need a new PVC pipe that runs continuously from the furnace to the exhaust pipe on the roof and it needs a collar on it. The gas is heavy and adds condensation by itself to the pipe, let alone it not being capped. On the furnace on the right, it appears parts are welded and that is why the fan won't start. There is a huge gap where it should be sealed in one of the furnace units with red tape on the top (one closest to the door). He is aware that the staff thermostat needs replaced; that the heat will only go down, unable to go up in temperature and the fan is not attached to it or there are issues with the fan from the thermostat. Said not safe to run heater. He will work on an estimate for us and he suggests we replace the entire system instead of bits and pieces as there are issues with both the

furnace and the thermostat. When asked why our bills are so high from Suburban Propane, he said he doesn't know.

Moore Heating & Air

Erica told me they don't service propane so they can't fix our heater. She said propane is extremely expensive. She said if our propane is \$1,000 a month, it could be between \$300-\$400 per month if we switched to a normal heater that isn't propane. She said they could install one for approx \$7,000.

ISSUES:

- Our Suburban Propane cost is escalating.
- One of our heaters is leaking on the floor around the heater.
- Our thermostat in the staff area does not work if put on "auto."

INFORMATION:

We are using approx 1530-1550 gallons per year.

Suburban

PROPOSAL

☐ On-Site Proposal
☐ Phone Quote/Proposal

707-464-4465

TELEPHONE /

707-464-3575

FAX /

mschmidt

@suburbanpropane.com E-MAIL

Company Mailing Address

Date 9-29-17	Account Number	Account Representative Name MIKE SCHMIDT	FAX Number
Name "Customer" DNC LIBRARY	Home Telephone Number	Business Telephone Number	Cell Telephone Number
Billing Address	City CRESCENT CITY	State CA	Zip Code 95531
Delivery Address	City	State	Zip Code
Delivery Address Owner (if other than Customer)	Home/Business Telephone Number	Cell Telephone Number	
Contractor or other Contact	Home/Business Telephone Number	Cell Telephone Number	

QUANTITY	EQUIPMENT/SERVICES DESCRIPTION	TOTAL
	INSTALL 2 UPRIGHT 120 TANKS LEAK & SAFETY CHECKS	NO CHARGE
PRICE PER GALLON IS A FIXED MARGIN OVER WEIGHTED AVERAGE COST 1.45 OUR COST		
ON 9/28/17 YOUR PRICE 2499		
WILL FLUCTUATE W/ MARKET		
We propose to furnish the above stated Equipment/Services for the sum of:		

PROPANE SALES DESCRIPTION

We propose to sell propane for all of Customer's LP-Gas requirements at 9.28-17 2499 / GALLON
per gallon, subject to market price escalation/de-escalation, minimum requirement and applicable taxes.

Customer acknowledges that this Proposal is confidential and agrees not to disclose its contents to third parties. Changes or additions to the Equipment/Services described above are subject to Suburban's approval and acceptance and may involve additional charges. This Proposal is contingent upon Customer's execution of a written agreement, completion of a credit check, and Suburban's acceptance of them. The terms and conditions of the agreement will include the Equipment/Services/Propane Sales Description and above pricing. This proposal may be withdrawn if not accepted within _____ days.

COMPANY REPRESENTATIVE



ACCEPTANCE OF PROPOSAL

I am authorized to accept this Proposal for work to proceed at the Delivery Address. The above Equipment/Services/Propane Sales Description, prices and conditions are hereby accepted.

CUSTOMER NAME

CUSTOMER AUTHORIZED SIGNATURE

DATE OF ACCEPTANCE

Suburban Propane				
Date 2020	Amount	Gal	\$/Gal	Act\$/Gal
1/10/2020	\$ 345.90	129.10	\$ 2.37	2.68
1/24/2020	\$ 279.97	101.70	\$ 2.37	2.75
2/13/2020	\$ 401.68	141.40	\$ 2.42	2.84
2/28/2020	\$ 318.55	115.00	\$ 2.44	2.77
3/5/2020	\$ 209.88	73.60	\$ 2.44	2.85
4/8/2020	\$ 290.40	104.30	\$ 2.44	2.78
4/21/2020	\$ 257.43	87.80	\$ 2.27	2.93
5/14/2020	\$ 133.96	48.40	\$ 2.27	2.77
6/4/2020	\$ 230.40	87.80	\$ 2.27	2.62
6/23/2020	\$ 128.36	47.30	\$ 2.22	2.71
10/21/2020	\$ 198.57	81.10	\$ 2.09	2.45
11/5/2020	\$ 209.40	78.10	\$ 2.30	2.68
11/19/2020	\$ 232.27	83.70	\$ 2.40	2.78
12/4/2020	\$ 366.61	132.90	\$ 2.45	2.76
12/18/2020	\$ 305.99	103.60	\$ 2.60	2.95
12/29/2020	\$ 342.79	116.70	\$ 2.60	2.94
Total/Avg	\$ 4,252.16	1532.50	\$ 2.37	2.77

Suburban Propane				
Date 2018	Amount	Gal	\$/Gal	Act\$/Gal
1/20/2018	\$ 299.00	100.80	\$ 2.63	2.97
1/25/2018	\$ 261.85	85.70	\$ 2.69	3.06
2/10/2018	\$ 275.82	88.70	\$ 2.74	3.11
2/25/2018	\$ 275.50	91.60	\$ 2.65	3.01
3/7/2018	\$ 124.41	39.30	\$ 2.60	3.17
3/8/2018	\$ 179.74	59.10	\$ 2.60	3.04
3/30/2018	\$ 305.22	98.00	\$ 2.68	3.11
3/26/2018	\$ 314.41	100.70	\$ 2.77	3.12
4/7/2018	\$ 224.19	70.40	\$ 2.77	3.18
4/24/2018	\$ 192.03	59.60	\$ 2.77	3.22
5/9/2018	\$ 172.03	55.30	\$ 2.70	3.11
5/25/2018	\$ 80.66	25.50	\$ 2.42	3.16
6/25/2018	\$ 137.39	45.20	\$ 2.33	3.04
8/20/2018	\$ 87.03	27.90	\$ 2.38	3.12
11/5/2018	\$ 118.67	38.50	\$ 2.46	3.08
11/5/2018	\$ 189.78	60.00	\$ 2.70	3.16
11/19/2018	\$ (168.33)	-58.00	\$ 2.70	2.90
11/19/2018	\$ 596.42	205.50	\$ 2.70	2.90
11/29/2018	\$ 326.23	107.20	\$ 2.70	3.04
12/5/2018	\$ 418.36	139.50	\$ 2.70	3.00
12/17/2018	\$ 338.95	109.30	\$ 2.77	3.10
Total/Avg	\$ 4,749.36	1549.80	\$ 2.64	3.08

Suburban Propane				
Date 2019	Amount	Gal	\$/Gal	Act\$/Gal
1/2/2019	\$ 160.45	49.00	2.79	3.27
1/14/2019	\$ 479.38	153.20	2.81	3.13
1/23/2019	\$ 278.24	84.80	2.87	3.28
2/6/2019	\$ 360.52	111.40	2.87	3.24
2/19/2019	\$ 346.98	105.50	2.92	3.29
3/5/2019	\$ 518.84	175.60	2.66	2.95
3/12/2019	\$ 359.61	117.70	2.71	3.06
3/18/2019	\$ 136.18	40.70	2.73	3.35
4/3/2019	\$ 263.24	84.00	2.73	3.13
4/17/2019	\$ 201.45	66.60	2.58	3.02
5/17/2019	\$ 206.78	74.80	2.36	2.76
6/17/2019	\$ 120.00	46.50	2.05	2.58
9/24/2019	\$ 30.96	14.60 min		2.12
10/16/2019	\$ 133.75	51.30	2.12	2.61
11/4/2019	\$ 109.83	39.60	2.18	2.77
11/19/2019	\$ 198.86	76.20	2.22	2.61
12/5/2019	\$ 200.27	74.40	2.29	2.69
12/13/2019	\$ 274.43	101.00	2.37	2.72
12/26/2019	\$ 175.26	61.00	2.37	2.87
Total/Avg	\$ 4,555.03	1527.90	2.54	2.92

Blue Star Gas					
2015	Amount	2016	Amount	2017	Amount
2-Jan	739.21	8-Jan	685.27	13-Jan	915.60
30-Jan	875.68	29-Jan	932.94	16-Feb	1306.75
27-Feb	770.46	4-Mar	643.3	30-Mar	1800.99
27-Mar	582.63	8-Apr	592.68	5-May	678.89
1-May	628.84	6-May	379.04	2-Jun	532.17
5-Jun	658.04	3-Jun	192.39	30-Jun	276.11
30-Jun	156.61	30-Jun	145.39	28-Jul	56.42
31-Jul	29.98	29-Jul	64.49	1-Sep	45.98
28-Aug	9.5	26-Aug	32.33	29-Sep	46.80
2-Oct	80.29	30-Sep	136.58	3-Nov	9.50
25-Nov	133.81	10-Nov	174.41	8-Dec	538.86
18-Dec	276.33	9-Dec	368.43	Suburban	
Total	4941.38	Total	4347.25	Total	6208.07



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

This form is for businesses that serve customers at the designated place of business and/or that have regular face-to-face interactions with non-employees at the designated place of business. Examples include retail stores, grocery, auto dealers, auto repair, utility payment centers, hotels/lodging, museums, etc. This may also include office-based workplaces that see customers/clients at the designated place of business, such as day care, real estate, accounting, engineering, etc.

This form was completed on the following date: Click or tap to enter a date. 3/4/21

GENERAL INFORMATION ABOUT THE CUSTOMER-SERVING BUSINESS

DESCRIBE YOUR BUSINESS:

Business name: Del Norte County Library District - MAIN BRANCH
 Responsible party(ies): Beth Austin - Manager
 Contact phone and email: (707) 464-9793 / (707) 218-1673
 Facility address(es): 190 Price Mall Crescent City, CA 95531
 Approximate gross square footage of space open to the public: 3000
 Approximate gross square footage for employees only: 300

THE HEATING AND VENTILATION TYPE OF YOUR FACILITY:

- | | |
|---|--|
| <input type="checkbox"/> Electric (baseboard, space heat) | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Central air with or without AC | <input type="checkbox"/> Fans |
| <input checked="" type="checkbox"/> Kerosene | <input type="checkbox"/> Passive (windows, doors). |

REGARDING EMPLOYEES, CHECK ALL THAT APPLY:

- ☒ Under normal conditions, this business typically had employees working together in a common building/facility.
- ☒ For the interim period, this business will implement work-from-home policies to at least some degree for at least some employees.
- ☒ For the interim period, this business will implement alternate shift policies to at least some degree for at least some employees.
- ☒ For the interim period, this business will allow employees to work together in a common building/facility with some degree of modified policies that include provisions for social distancing and other safety precautions.

REGARDING NON-EMPLOYEES, CHECK ALL THAT APPLY:

- ☒ Under normal conditions, this business included a storefront or retail space in which customers typically entered the facility.
- ☐ For the interim period, this business will operate with curbside pickup only.
- ☒ For the interim period, this business will allow customers to enter the facility with some degree of modified policies that include provisions for social distancing and other safety precautions.
- ☒ Under normal conditions, this business included instances in which non-employees other than customers (such as delivery personnel, contractors, cleaners, consultants, or other non-employees) entered the facility at least once per week.
- ☒ For the interim period, this business will continue to allow non-employees to enter the facility.
- ☐ For the interim period, this business will not allow non-employees to enter the facility.

**CONFIRMATION FORM:
CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN****CONDUCT A COVID-19 RISK ASSESSMENT (RETAIL)**

Read each of the items listed below and check all that apply to your business. Fill in the blanks. The following is based on guidance from CalOSHA (<https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>).

LOWER RISK FACTORS (check all that apply to your business)

- ☒ Some employees work remotely (including working from home).
- ☒ Some employees are office workers who do not have frequent close contact with coworkers, customers, or the public.
- ☒ Some employees are workers who do not have frequent close contact with coworkers, customers, or the public (such as manufacturing, logistics, shipping, truck drivers, etc).

MEDIUM RISK FACTORS (check all that apply to your business)

- ☒ Some or all jobs require frequent contact or close contact with members of the general public (which may inadvertently include people who may be infected or may have frequent contact with travelers who return from international locations with widespread COVID-19 transmission).
- ☒ Business includes frequently-touched-surfaces, such as credit card payment equipment, shopping baskets, shopping carts, handles on closed doors, etc.
- ☒ Business includes employee break rooms and/or employee kitchen areas.
- ☒ Business includes employee-only restrooms.
- ☒ Business includes restrooms open to employees and customers.

HIGH RISK FACTORS (check all that apply to your business)

- ☐ Business includes healthcare workers and/or health laboratory workers.

What do you think are your business's greatest risks for spreading COVID-19:

The transfer of germs from patrons to others in the community; patrons, staff who are in the building. We plan to mitigate this by having modified hours of "open" and only allow minimal patrons in building at once.



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

CONFIRMATION OF SAFE BUSINESS OPERATIONS (RETAIL)

The business owners and/or senior management must review the appropriate Statewide industry-specific guidance: <https://covid19.ca.gov/industry-guidance/>. The owners/managers must then implement all applicable measures listed below and must be prepared to explain why any measure that is not implemented is not applicable to the business. *Items in red are required and must be checked and completed. Items in green are recommendations. Blue text are links to websites.*

STAY INFORMED:

REQUIRED (review and check the following box, indicating your commitment)

- ☒ Check the following websites on a regular basis (at least once per month) in order to know, understand, and follow State guidance and requirements for business operations: <https://covid19.ca.gov/> and <https://covid19.ca.gov/industry-guidance/>.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ A representative of my business will check the following website periodically in order to know, understand, and follow County Health Department guidance and requirements for business operations: <http://www.co.del-norte.ca.us/departments/health-human-services/public-health>. (Highly recommended once per week).
- ☒ Check the following website at least once per week in order to know, understand, and follow Federal guidance and requirements for business operations: <https://www.coronavirus.gov/>

PRIORITIZE SAFETY OF EMPLOYEES AND CUSTOMERS:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ The business's priority during the COVID-19 pandemic is to keep our employees and customers safe.
- ☒ The business will ask that all employees take this situation seriously, implement all the policies below, be extra diligent to keep social distance, wash hands often, and sanitize per company requirements.

PLAN IF ANY EMPLOYEE TESTS POSITIVE FOR COVID-19:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ If any employee tests positive for COVID-19, the business will temporarily close all facilities that the employee visited within the past 7 to 10 days. The closure will last for at least 48 to 72 hours while an investigation can be conducted.
- ☒ Company managers will work with County health officials to conduct contact tracing.
- ☒ The business will begin re-opening facilities following guidance from County health officials.
- ☒ Upon re-opening, all facilities will receive a thorough deep cleaning prior to the re-establishment of operations.

SANITATION PRACTICES:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ A cleaning schedule has been created and posted to ensure the following: thorough cleaning in high traffic areas, frequent disinfection of commonly used surfaces, sanitization of shared equipment between each use, and cleaning of touchable surfaces between shifts or between users (whichever is more frequent).
- ☒ Break rooms, bathrooms, and other common areas are being disinfected frequently per an established schedule.
- ☒ All cleaning sessions are being logged/recorded.
- ☒ Disinfectant and related supplies used by the business to prevent the spread of COVID-19 are on the Environmental Protection Agency approved list (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
- ☒ The procedures used to clean and sanitize surfaces follow product instructions and Cal/OSHA requirements (<https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>).

KEY

Red text = required that must be checked.

Green text = recommendation that may be checked or left unchecked.

Blue text = links to websites.



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

- ☒ Disinfectant and related supplies are available to all employees.
- ☒ Handwashing facilities are available to all employees.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ Handwashing facilities are available to all customers.
- ☒ Hand sanitizer is available to all employees and customers.
- ☒ Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).

MODIFIED EMPLOYEE OPERATIONS/PROCEDURES:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ Business has evaluated, and if possible implemented, some degree of flexible work hours for employees with the objective of minimizing physical proximity/contact with other employees.
- ☒ Business has evaluated, and if possible implemented, some degree of teleworking options for employees.
- ☒ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ☒ Place limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- ☒ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- ☒ To the greatest degree possible, all desks or individual workstations are separated by at least 6 feet.
- ☒ Where sensible to do so, the business has installed physical barriers (Plexiglas, plastic sheeting) between people when physical separation is not possible.
- ☒ To the degree possible, the business has increased the distance between tables/chairs in breakrooms or provided break areas in open space to ensure physical distancing.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ Conduct pre-shift employee symptom screenings and/or temperature checks.
- ☒ Where sensible to do so, the business has installed physical barriers (Plexiglas, plastic sheeting) between people when physical separation is not possible.
- ☒ Encourage staff to wash their hands frequently with hot soapy water, at least once each hour and as needed when circumstances justify a higher frequency.

MODIFIED CUSTOMER OPERATIONS/PROCEDURES:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ Signs and practices are in place to limit the number of people in the store (or workplace) at any one time to a set number of people that allows for individuals to easily maintain at least 6-foot distance from one another at all practicable times. Recommendation is to maintain less than 25% capacity of customers (if feasible).
- ☒ A designated staff member(s) has been assigned the responsibility of communicating and monitoring the limitation of the number of people in the store (or workplace).
- ☒ Where applicable, place tape or other markings at least 6 feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☒ When possible, the business is encouraging the use of debit or credit cards by customers.
- ☒ All high-contact surfaces touched by customers (including payment systems) are disinfected frequently.

KEY

Red text = required that must be checked.

Green text = recommendation that may be checked or left unchecked.

Blue text = links to websites.



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

- ☒ Implement reasonable measures to minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas. Where barriers are not feasible, strongly recommend that employees and customers wear face covers.
- ☒ Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.
- ☒ Limit the number of in-store customers based on the size of the facility.
- ☒ Be prepared to queue customers outside while still maintaining physical distance.
- ☒ Business is either not allowing reusable bags provided by customers, or business is encouraging customers with reusable bags to clean them frequently. In either case, either require or encourage customers to bag their own purchases.
- ☒ Where applicable, separate order areas from delivery areas to prevent customers from gathering.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ Provide contactless payment systems or, if not feasible, sanitizing payment systems regularly.
- ☒ Do not allow customers to bring their own bags, mugs, or other reusable items from home.
- ☒ Measures/signage is in place to prevent customers and/or employees from self-serving any items that are food related. Alternatively, self-serve items are greatly limited and thorough safety measures are in place.
- ☒ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☒ Personnel are assigned to disinfect carts and baskets after each use.
- ☒ Use signage to remind customers of physical distancing at every opportunity.
- ☒ Dedicate shopping hours for seniors and other vulnerable populations.
- ☒ Increase pickup and delivery service options such as online ordering for curbside pickup.
- ☐ Provide separate, designated entrances and exits.

MODIFIED DELIVERY OPERATIONS/PROCEDURES:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing masks.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☐ Expand direct-to-store delivery window hours to spread out deliveries and prevent overcrowding.
- ☐ Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible.
- ☒ Wherever possible, use contactless signatures for deliveries.
- ☒ Make some locations pickup- or delivery-only to minimize physical interaction, if possible.
- ☒ Encourage and train employees to practice physical distancing during pickup and delivery.

MODIFIED FACILITY OPERATIONS:

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☐ Business has established a method for keeping a log of keep log of employees, customers, and non-customers that enter the facility on a day-by-day basis. These logs would be available to County officials in instances of contact tracing. (Highly recommended).
- ☒ Business has adjusted or modified store hours to provide adequate time cleaning and stocking with physical distancing.
- ☒ Business has provided time for workers to implement cleaning practices before and after shifts (or hired third-party cleaning companies).
- ☐ Business has installed hands-free devices if possible.

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Blue text = links to websites.



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

- ☒ Air filtration and ventilation systems have been evaluated and replaced/updated/cleaned as appropriate.
- ☒ Implement measures to physically separate staff by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

PERSONAL PROTECTIVE EQUIPMENT (PPE):

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ The business will establish and implement policies that require staff to utilize PPE (such as facemasks) based on the most recent requirements issued by Del Norte County. These policies may be rescinded when the County indicates that PPE is no longer necessary.
- ☒ The business will post signs requiring non-employees (such as customers and suppliers) that enter the facility to comply with County requirements regarding PPE.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☐ The business will encourage employees to visit the CDC website to self-educate themselves regarding the proper use of PPE.
- ☒ The business will provide the following PPE to employees:

Masks, gloves, cleaning supplies

POSTED SIGNS:

REQUIRED (review and check the following box, indicating your commitment)

- ☒ The business will post signs requiring non-employees (such as customers and suppliers) that enter the facility to comply with County and State requirements regarding PPE (such as facemasks). Example: <http://allfreeprintable.com/wear-face-mask-sign>
- ☒ The business will post signs indicating that no one should enter the facility if they have a fever, cough, shortness of breath, or other prominent COVID-19 symptoms. (Strongly recommended)

The number of entrances to the facility = 24

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ The business will post signs indicating that no one should enter the facility if they have a fever, cough, shortness of breath, or other prominent COVID-19 symptoms. (Strongly recommended)
- ☒ Social distancing protocol, such as maintaining a minimum of 6-foot distance from other individuals and avoiding unnecessary physical contact (no hand shaking/hug etc.).
- ☒ Wash hands frequently.
- ☒ Sneeze and cough into a cloth or tissue or, if not available, into one's elbow.
- ☒ Recommendations/requirements regarding face masks based on the most recent communications from the County Health Department and/or the State of California.

EMPLOYEE COMMUNICATIONS AND TRAINING:

Total number of employees = 9

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ Copies of this document have been made available to all personnel (either digitally or printed).

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Red text = required that must be checked.

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Blue text = links to websites.



**CONFIRMATION FORM:
CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN**

- ☒ All employees have been instructed to read the information in the following link, which includes information on COVID-19, preventing spread, and who is especially vulnerable: <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html#risk-assessment>.
- ☒ Employees have been provided with the following at-home self-screening tool from the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html#>.
- ☒ All personnel have been informed of the importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. Individuals are encouraged by the CDC to seek medical attention if experiencing the above symptoms.
- ☒ Employees have been informed of the business's sick leave policy.
- ☒ Everyone who can realistically carry out their work duties from home has been directed to do so.
- ☒ Employees have been instructed on the importance of hand washing (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>).
- ☒ Employees have been instructed on the importance of physical distancing, both at work and off work time (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>).
- ☒ Employees have been informed of face mask and face covering requirements based on the most recent requirements/recommendations from the County Health Department and/or the State of California.
- ☒ Employees have been informed of the business's requirements regarding other forms of Personal Protective Equipment (PPE) such as gloves.

KEY

Red text = required that must be checked.

Green text = recommendation that may be checked or left unchecked.

Blue text = links to websites.



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

This form is for businesses that serve customers at the designated place of business and/or that have regular face-to-face interactions with non-employees at the designated place of business. Examples include retail stores, grocery, auto dealers, auto repair, utility payment centers, hotels/lodging, museums, etc. This may also include office-based workplaces that see customers/clients at the designated place of business, such as day care, real estate, accounting, engineering, etc.

This form was completed on the following date: Click or tap to enter a date. 3/4/21

GENERAL INFORMATION ABOUT THE CUSTOMER-SERVING BUSINESS

DESCRIBE YOUR BUSINESS:

Business name: Del Norte County Library District- Smith River Branch
 Responsible party(ies): Beth Austen - manager
 Contact phone and email: 707-464-9793 / 707-218-1673
 Facility address(es): 241 First St. SR, CA 95531
 Approximate gross square footage of space open to the public: 300
 Approximate gross square footage for employees only: 5

THE HEATING AND VENTILATION TYPE OF YOUR FACILITY:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Electric (baseboard, space heat) | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Central air with or without AC | <input type="checkbox"/> Fans |
| <input type="checkbox"/> Kerosene | <input checked="" type="checkbox"/> Passive (windows, doors). |

REGARDING EMPLOYEES, CHECK ALL THAT APPLY:

- ☒ Under normal conditions, this business typically had employees working together in a common building/facility.
- ☒ For the interim period, this business will implement work-from-home policies to at least some degree for at least some employees.
- ☒ For the interim period, this business will implement alternate shift policies to at least some degree for at least some employees.
- ☒ For the interim period, this business will allow employees to work together in a common building/facility with some degree of modified policies that include provisions for social distancing and other safety precautions.

REGARDING NON-EMPLOYEES, CHECK ALL THAT APPLY:

- ☒ Under normal conditions, this business included a storefront or retail space in which customers typically entered the facility.
- ☐ For the interim period, this business will operate with curbside pickup only.
- ☒ For the interim period, this business will allow customers to enter the facility with some degree of modified policies that include provisions for social distancing and other safety precautions.
- ☒ Under normal conditions, this business included instances in which non-employees other than customers (such as delivery personnel, contractors, cleaners, consultants, or other non-employees) entered the facility at least once per week.
- ☒ For the interim period, this business will continue to allow non-employees to enter the facility.
- ☒ For the interim period, this business will not allow non-employees to enter the facility.



**CONFIRMATION FORM:
CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN**

CONDUCT A COVID-19 RISK ASSESSMENT (RETAIL)

Read each of the items listed below and check all that apply to your business. Fill in the blanks. The following is based on guidance from CalOSHA (<https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>).

LOWER RISK FACTORS (check all that apply to your business)

- ☒ Some employees work remotely (including working from home).
- ☒ Some employees are office workers who do not have frequent close contact with coworkers, customers, or the public.
- ☒ Some employees are workers who do not have frequent close contact with coworkers, customers, or the public (such as manufacturing, logistics, shipping, truck drivers, etc).

MEDIUM RISK FACTORS (check all that apply to your business)

- ☒ Some or all jobs require frequent contact or close contact with members of the general public (which may inadvertently include people who may be infected or may have frequent contact with travelers who return from international locations with widespread COVID-19 transmission).
- ☒ Business includes frequently-touched-surfaces, such as credit card payment equipment, shopping baskets, shopping carts, handles on closed doors, etc.
- ☐ Business includes employee break rooms and/or employee kitchen areas.
- ☐ Business includes employee-only restrooms.
- ☒ Business includes restrooms open to employees and customers.

HIGH RISK FACTORS (check all that apply to your business)

- ☐ Business includes healthcare workers and/or health laboratory workers.

What do you think are your business's greatest risks for spreading COVID-19:

The transfer of germs from patrons to other patrons + staff in facility. We plan to mitigate this by only allowing one person (patron) in facility at a time.



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

CONFIRMATION OF SAFE BUSINESS OPERATIONS (RETAIL)

The business owners and/or senior management must review the appropriate Statewide industry-specific guidance: <https://covid19.ca.gov/industry-guidance/>. The owners/managers must then implement all applicable measures listed below and must be prepared to explain why any measure that is not implemented is not applicable to the business. Items in red are required and must be checked and completed. Items in green are recommendations. Blue text are links to websites.

STAY INFORMED:

REQUIRED (review and check the following box, indicating your commitment)

- ☒ Check the following websites on a regular basis (at least once per month) in order to know, understand, and follow State guidance and requirements for business operations: <https://covid19.ca.gov/> and <https://covid19.ca.gov/industry-guidance/>.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ A representative of my business will check the following website periodically in order to know, understand, and follow County Health Department guidance and requirements for business operations: <http://www.co.del-norte.ca.us/departments/health-human-services/public-health>. (Highly recommended once per week).
- ☒ Check the following website at least once per week in order to know, understand, and follow Federal guidance and requirements for business operations: <https://www.coronavirus.gov/>

PRIORITIZE SAFETY OF EMPLOYEES AND CUSTOMERS:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ The business's priority during the COVID-19 pandemic is to keep our employees and customers safe.
- ☒ The business will ask that all employees take this situation seriously, implement all the policies below, be extra diligent to keep social distance, wash hands often, and sanitize per company requirements.

PLAN IF ANY EMPLOYEE TESTS POSITIVE FOR COVID-19:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ If any employee tests positive for COVID-19, the business will temporarily close all facilities that the employee visited within the past 7 to 10 days. The closure will last for at least 48 to 72 hours while an investigation can be conducted.
- ☒ Company managers will work with County health officials to conduct contact tracing.
- ☒ The business will begin re-opening facilities following guidance from County health officials.
- ☒ Upon re-opening, all facilities will receive a thorough deep cleaning prior to the re-establishment of operations.

SANITATION PRACTICES:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ A cleaning schedule has been created and posted to ensure the following: thorough cleaning in high traffic areas, frequent disinfection of commonly used surfaces, sanitization of shared equipment between each use, and cleaning of touchable surfaces between shifts or between users (whichever is more frequent).
- ☒ Break rooms, bathrooms, and other common areas are being disinfected frequently per an established schedule.
- ☒ All cleaning sessions are being logged/recorded.
- ☒ Disinfectant and related supplies used by the business to prevent the spread of COVID-19 are on the Environmental Protection Agency approved list (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
- ☐ The procedures used to clean and sanitize surfaces follow product instructions and Cal/OSHA requirements (<https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>).

KEY

Red text = required that must be checked.

Green text = recommendation that may be checked or left unchecked.

Blue text = links to websites.



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

- ☒ Disinfectant and related supplies are available to all employees.
- ☒ Handwashing facilities are available to all employees.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ Handwashing facilities are available to all customers.
- ☒ Hand sanitizer is available to all employees and customers.
- ☒ Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).

MODIFIED EMPLOYEE OPERATIONS/PROCEDURES:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ Business has evaluated, and if possible implemented, some degree of flexible work hours for employees with the objective of minimizing physical proximity/contact with other employees.
- ☒ Business has evaluated, and if possible implemented, some degree of teleworking options for employees.
- ☒ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ☒ Place limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- ☒ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- ☒ To the greatest degree possible, all desks or individual workstations are separated by at least 6 feet.
- ☒ Where sensible to do so, the business has installed physical barriers (Plexiglas, plastic sheeting) between people when physical separation is not possible.
- ☒ To the degree possible, the business has increased the distance between tables/chairs in breakrooms or provided break areas in open space to ensure physical distancing.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ Conduct pre-shift employee symptom screenings and/or temperature checks.
- ☒ Where sensible to do so, the business has installed physical barriers (Plexiglas, plastic sheeting) between people when physical separation is not possible.
- ☒ Encourage staff to wash their hands frequently with hot soapy water, at least once each hour and as needed when circumstances justify a higher frequency.

MODIFIED CUSTOMER OPERATIONS/PROCEDURES:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ Signs and practices are in place to limit the number of people in the store (or workplace) at any one time to a set number of people that allows for individuals to easily maintain at least 6-foot distance from one another at all practicable times. Recommendation is to maintain less than 25% capacity of customers (if feasible).
- ☒ A designated staff member(s) has been assigned the responsibility of communicating and monitoring the limitation of the number of people in the store (or workplace).
- ☒ Where applicable, place tape or other markings at least 6 feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☒ When possible, the business is encouraging the use of debit or credit cards by customers.
- ☒ All high-contact surfaces touched by customers (including payment systems) are disinfected frequently.

KEY

Red text = required that must be checked.

Green text = recommendation that may be checked or left unchecked.

Blue text = links to websites.



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

- ☒ Implement reasonable measures to minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas. Where barriers are not feasible, strongly recommend that employees and customers wear face covers.
- ☒ Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.
- ☒ Limit the number of in-store customers based on the size of the facility.
- ☒ Be prepared to queue customers outside while still maintaining physical distance.
- ☒ Business is either not allowing reusable bags provided by customers, or business is encouraging customers with reusable bags to clean them frequently. In either case, either require or encourage customers to bag their own purchases.
- ☒ Where applicable, separate order areas from delivery areas to prevent customers from gathering.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ Provide contactless payment systems or, if not feasible, sanitizing payment systems regularly.
- ☒ Do not allow customers to bring their own bags, mugs, or other reusable items from home.
- ☒ Measures/signage is in place to prevent customers and/or employees from self-serving any items that are food related. Alternatively, self-serve items are greatly limited and thorough safety measures are in place.
- ☒ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☒ Personnel are assigned to disinfect carts and baskets after each use.
- ☒ Use signage to remind customers of physical distancing at every opportunity.
- ☒ Dedicate shopping hours for seniors and other vulnerable populations.
- ☒ Increase pickup and delivery service options such as online ordering for curbside pickup.
- ☐ Provide separate, designated entrances and exits.

MODIFIED DELIVERY OPERATIONS/PROCEDURES:

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☒ Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing masks.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☐ Expand direct-to-store delivery window hours to spread out deliveries and prevent overcrowding.
- ☐ Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible.
- ☒ Wherever possible, use contactless signatures for deliveries.
- ☒ Make some locations pickup- or delivery-only to minimize physical interaction, if possible.
- ☒ Encourage and train employees to practice physical distancing during pickup and delivery.

MODIFIED FACILITY OPERATIONS:

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☐ Business has established a method for keeping a log of keep log of employees, customers, and non-customers that enter the facility on a day-by-day basis. These logs would be available to County officials in instances of contact tracing. (Highly recommended).
- ☒ Business has adjusted or modified store hours to provide adequate time cleaning and stocking with physical distancing.
- ☒ Business has provided time for workers to implement cleaning practices before and after shifts (or hired third-party cleaning companies).
- ☐ Business has installed hands-free devices if possible.

KEY

Red text = required that must be checked.

Green text = recommendation that may be checked or left unchecked.

Blue text = links to websites.



CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

- ☒ Air filtration and ventilation systems have been evaluated and replaced/updated/cleaned as appropriate.
- ☒ Implement measures to physically separate staff by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

PERSONAL PROTECTIVE EQUIPMENT (PPE):

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☐ The business will establish and implement policies that require staff to utilize PPE (such as facemasks) based on the most recent requirements issued by Del Norte County. These policies may be rescinded when the County indicates that PPE is no longer necessary.
- ☒ The business will post signs requiring non-employees (such as customers and suppliers) that enter the facility to comply with County requirements regarding PPE.

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☐ The business will encourage employees to visit the CDC website to self-educate themselves regarding the proper use of PPE.
- ☒ The business will provide the following PPE to employees:

Masks, gloves, cleaning supplies

POSTED SIGNS:

REQUIRED (review and check the following box, indicating your commitment)

- ☒ The business will post signs requiring non-employees (such as customers and suppliers) that enter the facility to comply with County and State requirements regarding PPE (such as facemasks). Example: <http://allfreeprintable.com/wear-face-mask-sign>
- ☒ The business will post signs indicating that no one should enter the facility if they have a fever, cough, shortness of breath, or other prominent COVID-19 symptoms. (Strongly recommended)

The number of entrances to the facility = 1

RECOMMENDATIONS (encouraged, but not required; check those items that you will implement)

- ☒ The business will post signs indicating that no one should enter the facility if they have a fever, cough, shortness of breath, or other prominent COVID-19 symptoms. (Strongly recommended)
- ☒ Social distancing protocol, such as maintaining a minimum of 6-foot distance from other individuals and avoiding unnecessary physical contact (no hand shaking/hug etc.).
- ☒ Wash hands frequently.
- ☒ Sneeze and cough into a cloth or tissue or, if not available, into one's elbow.
- ☒ Recommendations/requirements regarding face masks based on the most recent communications from the County Health Department and/or the State of California.

EMPLOYEE COMMUNICATIONS AND TRAINING:

Total number of employees = 1 + 1 volunteer

REQUIRED (review and check each of the following boxes, indicating your commitment)

- ☐ Copies of this document have been made available to all personnel (either digitally or printed).

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CONFIRMATION FORM: CUSTOMER-SERVING-BUSINESSES COVID-19 OPERATIONS PLAN

- ☒ All employees have been instructed to read the information in the following link, which includes information on COVID-19, preventing spread, and who is especially vulnerable: <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html#risk-assessment>.
- ☒ Employees have been provided with the following at-home self-screening tool from the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html#>.
- ☒ All personnel have been informed of the importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. Individuals are encouraged by the CDC to seek medical attention if experiencing the above symptoms.
- ☒ Employees have been informed of the business's sick leave policy.
- ☒ Everyone who can realistically carry out their work duties from home has been directed to do so.
- ☒ Employees have been instructed on the importance of hand washing (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>).
- ☒ Employees have been instructed on the importance of physical distancing, both at work and off work time (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>).
- ☒ Employees have been informed of face mask and face covering requirements based on the most recent requirements/recommendations from the County Health Department and/or the State of California.
- ☒ Employees have been informed of the business's requirements regarding other forms of Personal Protective Equipment (PPE) such as gloves.

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Outreach Mediums

Twitter

Facebook

YouTube

Website

Newsletter

Radio

Newspaper(s)

Fairgrounds ad

Chamber of Commerce website and email

WRCF calendar

Signage at branches