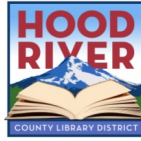


**Library Board of Directors
Regular Meeting Agenda**



Tuesday, March 28, 2023, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River
Jean Sheppard President

Library Board:

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

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		Jean Sheppard
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Jean Sheppard
III.	Approval of the consent agenda	Motion	Jean Sheppard
IV.	Action or potential conflicts of interest		Jean Sheppard
V.	Public comment		Jean Sheppard
VI.	Presentation		
	i. Westside Urban Renewal District proposal		Abigail Elder, Hood River City Manager
	ii. February 2023 SDAO conference		Brian Hackett
VII.	Reports		
	i. Friends update		Rachael Fox
	ii. Foundation update		Rachael Fox
	iii. February Financial Statements		Rachael Fox
	iv. Director's report		Rachael Fox
VIII	Old Business		
IX.	New Business		
	i. Board Governance Policy	Motion	Jean Sheppard

	ii. Misinformation discussion	Discussion	Rachael Fox
	iii. New hours for Cascade Locks and Parkdale libraries	Discussion	Rachael Fox
	iv. Library Director evaluation timeline	Motion	Jean Sheppard
	v. Library Gardens Maintenance Contract renewal	Motion	Jean Sheppard
X.	Announcements		
	i. Comments from board members		All
	ii. Agenda items for next meeting		Jean Sheppard
XI.	Adjournment regular meeting		Jean Sheppard

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00pm 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
 Tuesday, March 28, 2023, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River
 Jean Sheppard President

Library Board:

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

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Agenda Items		Action	Responsible
I.	Call to Order		Jean Sheppard
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Jean Sheppard
III.	Approval of the consent agenda	Motion	Jean Sheppard
	i. Minutes from the February 28, 2023 meeting <ul style="list-style-type: none"> Attachment: III.i. Minutes from February 28, 2023 meeting 		
IV.	Action or potential conflicts of interest		Jean Sheppard
V.	Public comment		Jean Sheppard
VI.	Presentation		
	i. Westside Urban Renewal District proposal <ul style="list-style-type: none"> Attachment: VI.i. Westside Urban Renewal District proposal <p>Hood River City Manager Abigail Elder will present on the proposed Westside Urban Renewal District.</p>		Abigail Elder, Hood River City Manager
	ii. February 2023 SDAO conference <p>Library Board member Brian Hackett will discuss the sessions he attended at the Special District Association Oregon Conference.</p> <p>Brian Hackett has received a Gold certificate for completing the Special Districts Association Oregon Board Leadership academy.</p> <p>Hackett has gained an increased knowledge in special district governance and learned about the regulations and risks facing</p>		Brian Hackett

	special districts. Hackett will be recognized by SDAO in their Spring newsletter, on social media, and at SDAO's 2024 conference in Seaside.		
VII. Reports			
	<p>i. Friends update</p> <ul style="list-style-type: none"> Friends of the Library Pat Hazlehurst Endowment Donation Matching Campaign: March 4-April 16, 2023 <p>All donations up to \$10,000 to the Friends of the Library Pat Hazlehurst Endowment at the Gorge Community Foundation will be matched during the 2023 Hood River County Reads from kickoff March 4 through author's presentation April 16. This effectively would double the value of any donation – \$100 becomes worth \$200; \$500 becomes \$1,000; \$5,000 becomes \$10,000, etc. Donors can visit our website to donate.</p> <p>The Endowment is able to grant \$12,000 this fiscal year to the District.</p> <ul style="list-style-type: none"> The Friends of the Library was the recipient of a fundraiser by Gorge Speakeasy held at The Ruins on Wednesday, March 1. The Gorge Speakeasy is a monthly storytelling event. People are encouraged to share their story or listen to others. The event raised over \$500 for the Friends of the Library. There were over 50 participants at the Hood River County Reads Kick-off event. For a full list of upcoming programs, please see Director's report. 		Rachael Fox
	<p>ii. Foundation update</p> <ul style="list-style-type: none"> The Foundation is focusing on planning the Feast of Words which will take place Saturday, May 6th, 6-8pm. They have started advertising for the event and selling tickets. 		Rachael Fox
	<p>iii. February Financial Statements</p> <p>Attachments:</p> <ul style="list-style-type: none"> VII.iii February 2023 Financial Statements <p>We are tracking well for this time of the year. I will prepare a budget preview for the April 18, 2023 Board meeting.</p> <p>Our October tax assessment we received from Hood River County for the FY 2022-23 showed we will receive \$38,949 more in tax revenue than we anticipated. I will look at the budget and</p>		Rachael Fox

	determine where to allocate the additional funds. I will present the plan to the Board at the April meeting.		
	<p>iv. Director's report</p> <p><u>Administration</u></p> <ul style="list-style-type: none"> Four candidates have filed for Library Board members positions on the May ballot. The candidates are Travis Chapman, Brian Hackett, Carol Hoffman, and Jean Sheppard. The election will take place May 16, 2023. <p><u>Programs and Services</u></p> <ul style="list-style-type: none"> Bookmobile <ul style="list-style-type: none"> Schedule & Route: <ul style="list-style-type: none"> Odell Mobile Home park - 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.), Saturdays 12:30pm-1:30pm. Visit the Odell Community Park to check out library materials, pick up holds, and received. The Hood River County Reads Events <ul style="list-style-type: none"> This year's selection is <i>Rough House</i> by Tina Ontiveros. In her gripping and courageous debut memoir, author Tina Ontiveros tells the story of her experience as a young girl growing up in Pacific Northwest logging camps and working-class towns amidst her family's intergenerational trauma and poverty. Ontiveros lives in Hood River County and teaches at Columbia Gorge Community College. Events <ul style="list-style-type: none"> Saturday, April 1. <ul style="list-style-type: none"> (Adults) Storytelling Workshop: Bringing our stories to Life with Will Hornyak. 10am-12pm. Meeting Room. Sign-up needed. (All Ages Fool's Gold! Stories of Unlikely Gifts with Will Hornyak. 1 pm. Reading Room. Tuesday, April 4. Challenged Lives: Help and Hope 		Rachael Fox

	<p>in our Community. Panelists and resource information from various local social service agencies. 12pm. FISH Food Bank Community Room.</p> <ul style="list-style-type: none"> • Wednesday, April 12. Hood River Library Book Club: <i>Rough House</i>. 12:30pm. Meeting Room and Zoom. • Saturday, April 15. Writing Workshop with Tina Ontiveros. 10-11:30am. Meeting Room. Sign-up needed. • Sunday, April 16. Public Presentation by author Tina Ontiveros. 2pm. Hood River Library. <ul style="list-style-type: none"> • The program staff have been working hard to provide creative programming for this winter. Please check out newsletter for a full list of March programs. <ul style="list-style-type: none"> ◦ All Ages <ul style="list-style-type: none"> • Arcade Night! The first Saturday of the month from 4 to 6 p.m. 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"> • A Guide to Spring Mushrooms with Krista Cushman on Saturday March 11th at 2pm Hood River Library Reading Room. Back by popular demand! Learn the basics of the identification process, what it takes to forage on your own and which spring mushrooms to watch for in your area. We had almost 100 people attend the program. • Hood River Book Club meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & Zoom. April book selection is <i>Rough House</i> by Tina Ontiveros. • Cascade Locks Book Club meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. In March they will meet the fifth Thursday. It will be patron lead and free for all to join. March book club selection is <i>Rough House</i> by Tina Ontiveros. 		
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	<ul style="list-style-type: none"> • Writing Group: Every Wednesday at 3 pm in the Hood River Library Columbia Room. 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). <ul style="list-style-type: none"> ○ Teen programs <ul style="list-style-type: none"> • Mario Kart Tournament Wednesday, March 22, Cascade Locks Library at 1pm, Hood River Library at 5pm. Go the distance and go for speed (and glory) in Mario Kart! Teens can play to win, play to crash, or eat snacks and cheer each other on. Snacks and a silly trophy provided. Ages 11 to 19. • Laser Tag Night, Friday, March 24th at 6pm Hood River Library. Laser tag, a closed library, and friends to chase. What more is needed? Snacks and a registration form filled out by a parent or guardian. • Library Teen Council: 1st week of the month on Wednesdays and Saturdays. The council will plan the month's projects and programs. Teens are welcome to meet up, work on projects, and earn volunteer hours any time during the month. Teen Librarian Rachel will be available to meet with, help out, suggest ideas, and get snacks for teens throughout the month. Projects will be posted in the Teen Space and on the Teen Discord. • Magic the Gathering game night, 2nd and 4th Friday, 4:00pm in the Library Theater. Play Magic the Gathering. Sponsored by Hood River Hobbies. ○ Children's programs <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! 		
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	<ul style="list-style-type: none"> • Lapsit Storytime – Hood River Library, Tuesdays 10:30am A new weekly storytime aimed at our littlest members! Lapsit storytimes are a great way to introduce babies (0-18 months) to the joys of reading and songs in a fun atmosphere. This storytime is designed so the child will be in their caregiver's lap and the grownup is actively involved in the program. • 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. • Snap Dragon Yoga with Nicole, Hood River Library (January-June) <ul style="list-style-type: none"> • Wednesdays 10:30am, ages 3-6 • Fridays 3:30pm, ages 6-12 <ul style="list-style-type: none"> ◦ Due to popular demand, we have extended our run of yoga classes for kids at the library! Yoga is a great way for little ones to build strength, spirit, and self-esteem. These classes will feature a lot of movement and potentially a craft and story or two. Caregivers are welcome to participate and yoga mats are provided. • Makerspace crafting hours at the Hood River Library. The hours are Tuesdays-Thursdays 2-7pm, Fridays 2-6pm and Saturdays from 10am-6pm. There are a variety of craft supplies to create a masterpiece. • The Cascade Locks and Parkdale branches have open crafting every Saturday from 10am-2pm. We offer a variety of supplies and the 		
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	only thing required is their imagination!		
VIII	Old Business		
IX.	New Business		
	<p>i. Board Governance Policy</p> <ul style="list-style-type: none"> • Attachment <ul style="list-style-type: none"> ◦ IX.i.a. Board Governance Policy ◦ IX.i.b. Resolution 2023-23.04 Amending the Board Governance policy <p>Our insurance company Special District Insurance Services (SDIS) focused their Best Practices Program in the calendar year 2022 on Boards.</p> <p>The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Our district annually receives credits on our property/casualty insurance contributions and takes 10% off our district's general liability, auto liability, and property insurance contributions for the policy year.</p> <p>One of the requirements was having a Board Duties and Responsibilities policy in place. We were able to receive the credit because we have a Board Governance Policy. We discussed at our November 15, 2022 meeting we would update the policy in the near future using the template form that SDIS recommended. The policy was last reviewed on December 18, 2018.</p> <p>District Attorney Ruben Cleaveland has reviewed and approved the updated Board Governance policy. The Board Governance policy must be passed by resolution.</p> <p>In addition, I would like to discuss a Library Board Code of Conduct policy. Boards can also have an additional policy which focuses on Code of Conduct tailored to the specific district mission, vision, and values. Other library districts and school districts have these type of policies in place.</p>	Motion	Jean Sheppard
	<p>ii. Misinformation discussion</p> <p>Library staff received a report there is misinformation on social media regarding library programming. I would like to discuss how the Library Board would like to address misinformation now if needed or if this occurs in the future.</p>	Discussion	Rachael Fox
	<p>iii. New hours for Cascade Locks and Parkdale libraries</p> <p>For the past two years, we have reduced hours in the winter for the Cascade Locks and Parkdale libraries. After looking at our statistics, I recommended reducing the evening hours at each</p>	Discussion	Rachael Fox

<p>location October-February by one hour. Typically, in the fall and winter we rarely have patrons visit the branch libraries between 6-7pm. We have patrons visit between 5-6pm. I think it is important to still keep these hours because it allows patrons to still visit the library in the evenings after work.</p> <p>After further analyzing the data, we discovered year round we have few patrons visit the Parkdale and Cascade Locks locations between 6-7pm. At the September 20, 2022 Library Board meeting I recommend adjusting the hours in the spring at both locations based upon feedback from the community and analysis of our people counter statistics. In the Strategic plan, there were recommendations from the Cascade Locks and Parkdale communities for new hours but I think we needed a more robust survey since we had a very small number of responses in both communities.</p> <p>We conducted a survey in the Cascade Locks and Parkdale communities over a four week period. We marketed the survey through our newsletter, social media, website and in partnership with the Cascade Locks and Parkdale elementary schools. We received 15 responses for the Cascade Locks survey and 19 responses for the Parkdale survey. In addition, we analyzed our people counter statistics. We keep track of patron visits by each hour.</p> <p>We discovered the current hours are close to what each community currently wants and a slight shift in hours would further benefit the community needs. The plan was not to add additional hours but to shift the 20 hours allocated for each location to better suit the community needs.</p> <p>I recommend the following hours for each location:</p> <p>Cascade Locks Library Tuesday, Thursday 2pm-6pm (Former hours 3pm-7pm) Wednesday, Friday, Saturday 10am-2pm</p> <p>Parkdale Library Tuesday, Wednesday, Thursday 2pm-6pm (Former hours 3pm-7pm) Friday, Saturday 10am-2pm</p> <p>The only thing to note for Parkdale was the survey response for Fridays was a higher request for afternoon hours instead of daytime hours. I recommend we retain the daytime hours because we just started a playgroup/monthly librarian led storytime on</p>		
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	<p>Fridays. We are regularly having 15+ patrons attend the program each week for the past four weeks. In addition, we meet the afternoon request for hours on Tuesdays, Wednesdays, and Thursdays.</p> <p>I believe the shift to add a 2pm-3pm time slot will benefit each community because the elementary schools are released at 2:05pm. This will allow patrons to come directly to the library after school and we can offer after school programs.</p>		
	<p>iv. Library Director evaluation timeline</p> <p><i>Attachments:</i></p> <ul style="list-style-type: none"> IX.iv. Library Director evaluation timeline <p>I will be reviewed annually at the May Board meeting. The process is delineated in the Library Director Evaluation Policy. It's a 360° process. I evaluate myself, the staff evaluates me, selected community members evaluate me, and finally, with those previous three evaluations, the Board evaluates me. The questions use a 1-5 scale, with optional comments. The process typically runs from April through May, with the review happening at the May regular Board meeting, usually in executive session (although my evaluation is considered a public record, unlike other staff). The process goes like this:</p> <ul style="list-style-type: none"> The Board reviews and approves the Library Director evaluation timeline. In April, I am given two weeks to complete my self-evaluation. It mainly consists of narrative. At the same time, the staff and community members (which consists of the Presidents of the Friends and Foundation plus other individuals selected by the Board) are given their questions, which are distributed via online survey. The Library District Board President administers the online surveys using the District's SurveyMonkey account. Once all three of those evaluations are completed, they're compiled by the Library District Board President and given to the entire Board to assist in completing their evaluations. Once the Board evaluation is completed, I am given a week before the May meeting to review the evaluation. 	Motion	Jean Sheppard

	<ul style="list-style-type: none"> At the May meeting, the evaluation meeting happens. At that time, the Board determines whether to renew my annual contract and if a step increase is warranted. The evaluation goes into my personnel file. <p>The Library Director evaluation timeline needs to be approved by the board.</p>		
	<p>v. Library Gardens Maintenance Contract renewal</p> <ul style="list-style-type: none"> Attachment: IX.v. Gardens Maintenance contract renewal <p>Crystal Greens has been taking care of our grounds since 2021. I recommend we extend our contract for another year. The rate will increase to \$795.00 per month for \$9,540 per year. We previously paid \$735 per month. This is the first increase since 2021.</p> <p>It is good practice to go through the bidding process every three to five years. We went out for bid two years ago. The contract renewal has been prepared by our lawyer Ruben Cleaveland. The contract will be for services from March 1, 2023 to February 28, 2024. The contract was delayed due to delayed response from Crystal Greens.</p>	Motion	Jean Sheppard
X.	Announcements		
	i. Comments from board members		All
	<p>ii. Agenda items for next meeting</p> <ul style="list-style-type: none"> Strategic Goals and Action items for FY 2023-24 Budget preview FY 2023-24 Policy 		Jean Sheppard
XI.	Adjournment regular meeting		Jean Sheppard

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

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

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Board of Directors
Regular Meeting Minutes
Tuesday, February 28, 2023, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River
Jean Sheppard President

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Please use the following phone number or video link:

1-253-215-8782

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

Meeting ID: 889 8794 2233

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

Board President Jean Sheppard called the meeting to order at 7:01pm. Bureker made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest Sheppard

None stated.

III. Consent agenda (ACTION) Sheppard

Bureker made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

IV. Open forum for the general public Sheppard

None present.

V. Reports

i. Friends update Fox

There was nothing to add the written report.

ii. Foundation update Fox

There was nothing to add the written report.

iii. January 2023 Financial Statements Fox

There was nothing to add the written report.

iv. Director's Report Fox

There was nothing to add the written report.

VI. New Business

i. Programming Policy (ACTION)

Fox

Hackett made a motion to approved the policy as presented. Janik seconded.

ii. Renew contract legal counsel Ruben Cleaveland (ACTION)

Fox

Sheppard stated Cleaveland's rate was reasonable and lower then the standard rate. Bureker made a motion to approve the contract. Janik seconded. The motion carried unanimously.

iii. Budget calendar, Budget Committee, and Budget Officer Approval (ACTION)

Fox

Bureker made a motion to approve the Budget calendar, Budget Committee as Jen Bayer, Andrea Krol, Angela Schock, Lani Roberts and Monica Zora and the Budget Officer is Rachael Fox, Library Director. Janik seconded. The motion carried unanimously.

iv. Insurance renewal and approve invoice (ACTION)

Fox

Bureker made a motion to approve the insurance renewal and invoice for \$18,433. Janik seconded. The motion carried unanimously.

VII. Agenda items for next meeting

Sheppard

- Policy
- Library District Strategic Goals and proposed action items for fiscal year 2023-24
- Budget preview
- Library Director evaluation timeline approval
- Abigail Elder Hood River County City Manager will present materials at the Tuesday, March 28 Library Board meeting in regards to the proposed Westside urban renewal district.
- Reminder: The Library Board meeting will take place Tuesday, March 28. The Library Board members decided to move the date of the meeting at the January 17, 2023.

VIII. Adjournment

Sheppard

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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MEMO

TO: Abigail Elder, City Manager

FROM: Elaine Howard

RE: Westside Urban Renewal Feasibility

DATE: February 22, 2023

Background

The City of Hood River has conducted planning for the Westside of Hood River over the last few years including the Hood River Affordable Housing Strategy (2022), the City of Hood River Transportation Systems Plan update (2021) and the Hood River Area Multi-Jurisdictional Parks, Recreation & Open Space Plan (2020). This planning has received significant public input as shown in Attachment A. There are many projects which were specified in the above referenced plans that need to be undertaken in the Westside area to allow it to develop with appropriate infrastructure and to add housing and recreational opportunities for Hood River residents.

Urban renewal, using tax increment financing, is commonly used in Oregon as a financing tool to help pay for projects specified in a city's master plans, housing strategies and transportation systems plan. This feasibility study looked at the amount of tax increment revenues that could be available over a specified time frame of 25 years and then relates that to a draft project list from the city of Hood River staff. The conclusion of the feasibility study is that sufficient tax increment revenues can be generated to fund major projects within the Westside that will help it developed in the manner which has been outlined by the planning documents.

Finances

Tiberius Solutions LLC has completed the initial financial analysis for the potential Hood River Westside Urban Renewal Area (Area). A summary of that information, which has been reviewed by city staff, is shown in Exhibit 1.

Some terminology which will help in understating the table follows:

- Total net TIF is the cumulative amount of TIF revenue that would be received by the Area over its duration.
- Maximum indebtedness (the total amount of money that may be spent on programs, projects and administration) is the total principal amount of indebtedness that could be incurred by the Area. Maximum indebtedness is stated in nominal (i.e., "year of expenditure") dollars. Maximum indebtedness is the limiting factor in urban renewal plans.

- The capacity in 2023 dollars shows the maximum indebtedness figure adjusted for inflation and presented in “real” dollars. This is the most useful measure of financial capacity.
- The capacity in 2023 dollars is also shown in five-year periods to provide a sense of when funding would become available over time.
- These projections are for an estimated 25-year time period. A time period is not a requirement in an urban renewal plan but it is projected for the purposes of calculating the maximum indebtedness, which is a requirement of ORS 457. These assumption were based on zoning designations and related development capacity. This capacity was then reviewed by city staff who provided realistic “on the ground” expectations for development.

Exhibit 1. Financial Capacity

Net TIF	\$ 186,600,000
Maximum Indebtedness	\$ 160,000,000
Capacity (2023\$)	\$ 103,000,000
Years 1-5	\$ 6,700,000
Years 6-10	\$ 21,500,000
Years 11-15	\$ 26,100,000
Years 16-20	\$ 25,900,000

These tax revenues are generated from the existing property tax rates of other taxing districts that overlap the Area. An urban renewal area would impact these affected taxing districts by redirecting a portion of these property tax revenues to the Area. The impact to other taxing districts is measured in terms of “foregone revenue”. Exhibit 2 and Exhibit 3 summarize the amount of foregone revenue that would be caused by the proposed Area under the high growth scenario as this would be the highest impacts. These impacts are based on the Net TIF that would be received from the assessor over the lifetime of the urban renewal area. The foregone revenue for the Hood River County School District and Columbia Gorge Education Service District does not have a direct impact on school funding, as funding is equalized at the State level. The impact of urban renewal is on the State School fund.

The amount of foregone revenues is equal to the amount of tax increment revenue needed to pay debt service on the maximum indebtedness.

To the extent that urban renewal investment is successful in stimulating new taxable development, not all of the foregone revenues should truly be categorized as impacts to taxing districts. Successful urban renewal areas cause new development to occur, above and beyond the level that would have occurred without urban renewal. In these situations, the property taxes would not have existed but for the urban renewal area’s targeted investments, so even though these tax revenues show up as tax increment revenue, and as foregone revenues, they may not be negative impacts to taxing districts. The analysis was **not** conducted at the detailed level required to estimate the portion of tax increment revenue in the proposed Area

that would likely be generated by new development dependent upon urban renewal investment.

The assumptions used in the development of the financial model are detailed in Attachment B.

Exhibit 2. Taxing District Impacts - General Government

FYE	Hood River County	911 Communication District	City of Hood River	Port of Hood River	Hood River Parks & Rec	Hood River County Trans District	Library District	Westside RFD	Name
2023	0	0	0	0	0	0	0	0	0
2024	(7,023)	(2,797)	(10,675)	(165)	(1,734)	(358)	(1,933)	(905)	(25,589)
2025	(62,129)	(24,745)	(120,713)	(1,456)	(15,336)	(3,170)	(17,098)	(705)	(245,351)
2026	(121,036)	(48,206)	(238,500)	(2,836)	(29,877)	(6,175)	(33,310)	(447)	(480,386)
2027	(183,208)	(72,968)	(362,922)	(4,292)	(45,224)	(9,347)	(50,421)	(145)	(728,527)
2028	(249,162)	(99,236)	(494,273)	(5,837)	(61,504)	(12,712)	(68,572)	(2)	(991,298)
2029	(319,016)	(127,057)	(632,855)	(7,474)	(78,747)	(16,276)	(87,796)	0	(1,269,221)
2030	(392,676)	(156,394)	(778,980)	(9,200)	(96,929)	(20,034)	(108,068)	0	(1,562,282)
2031	(467,530)	(186,207)	(927,472)	(10,953)	(115,406)	(23,853)	(128,669)	0	(1,860,091)
2032	(543,458)	(216,447)	(1,078,095)	(12,732)	(134,148)	(27,727)	(149,565)	0	(2,162,172)
2033	(621,933)	(247,702)	(1,233,771)	(14,571)	(153,519)	(31,731)	(171,162)	0	(2,474,389)
2034	(691,071)	(275,238)	(1,370,925)	(16,190)	(170,585)	(35,258)	(190,190)	0	(2,749,458)
2035	(776,545)	(309,281)	(1,540,487)	(18,193)	(191,684)	(39,619)	(213,713)	0	(3,089,523)
2036	(866,561)	(345,132)	(1,719,057)	(20,302)	(213,904)	(44,212)	(238,486)	0	(3,447,653)
2037	(961,116)	(382,791)	(1,906,633)	(22,517)	(237,244)	(49,036)	(264,509)	0	(3,823,846)
2038	(1,060,402)	(422,335)	(2,103,593)	(24,843)	(261,752)	(54,101)	(291,833)	0	(4,218,858)
2039	(1,164,614)	(463,840)	(2,310,326)	(27,285)	(287,476)	(59,418)	(320,513)	0	(4,633,472)
2040	(1,273,959)	(507,390)	(2,527,242)	(29,846)	(314,467)	(64,997)	(350,606)	0	(5,068,508)
2041	(1,384,173)	(551,286)	(2,745,881)	(32,429)	(341,672)	(70,620)	(380,938)	0	(5,507,000)
2042	(1,488,856)	(592,979)	(2,953,547)	(34,881)	(367,512)	(75,961)	(409,748)	0	(5,923,485)
2043	(1,598,248)	(636,547)	(3,170,556)	(37,444)	(394,515)	(81,542)	(439,854)	0	(6,358,707)
2044	(1,712,701)	(682,131)	(3,397,604)	(40,125)	(422,767)	(87,381)	(471,352)	0	(6,814,061)
2045	(1,803,893)	(718,451)	(3,578,508)	(42,262)	(445,277)	(92,034)	(496,449)	0	(7,176,875)
2046	(1,898,424)	(756,101)	(3,766,036)	(44,477)	(468,611)	(96,857)	(522,465)	0	(7,552,971)
2047	(1,996,840)	(795,298)	(3,961,270)	(46,782)	(492,904)	(101,878)	(549,550)	0	(7,944,522)
2048	(1,991,468)	(793,158)	(3,950,614)	(46,656)	(491,578)	(101,604)	(548,072)	0	(7,923,152)
Total	(23,636,043)	(9,413,720)	(46,880,534)	(553,748)	(5,834,371)	(1,205,904)	(6,504,874)	(2,203)	(94,031,397)

Source: Tiberius Solutions LLC

Exhibit 3. Taxing District Impacts – Education

FYE	Columbia Gorge Community College	Hood River County School District	Columbia Gorge ESD	Subtotal	Total All
2023	0	0	0	0	0
2024	(1,340)	(23,848)	(2,318)	(\$27,506)	(\$53,095)
2025	(11,851)	(210,964)	(20,509)	(\$243,324)	(\$488,675)
2026	(23,087)	(410,989)	(39,955)	(\$474,031)	(\$954,417)
2027	(34,945)	(622,102)	(60,479)	(\$717,527)	(\$1,446,054)
2028	(47,526)	(846,054)	(82,251)	(\$975,830)	(\$1,967,128)
2029	(60,850)	(1,083,250)	(105,311)	(\$1,249,411)	(\$2,518,632)
2030	(74,900)	(1,333,371)	(129,627)	(\$1,537,897)	(\$3,100,180)
2031	(89,178)	(1,587,544)	(154,337)	(\$1,831,058)	(\$3,691,150)
2032	(103,660)	(1,845,363)	(179,401)	(\$2,128,424)	(\$4,290,596)
2033	(118,628)	(2,111,833)	(205,307)	(\$2,435,768)	(\$4,910,157)
2034	(131,816)	(2,346,597)	(228,130)	(\$2,706,543)	(\$5,456,001)
2035	(148,120)	(2,636,835)	(256,346)	(\$3,041,301)	(\$6,130,824)
2036	(165,289)	(2,942,491)	(286,061)	(\$3,393,841)	(\$6,841,494)
2037	(183,325)	(3,263,562)	(317,275)	(\$3,764,162)	(\$7,588,007)
2038	(202,263)	(3,600,696)	(350,050)	(\$4,153,009)	(\$8,371,867)
2039	(222,140)	(3,954,559)	(384,452)	(\$4,561,151)	(\$9,194,624)
2040	(242,997)	(4,325,852)	(420,548)	(\$4,989,397)	(\$10,057,904)
2041	(264,020)	(4,700,095)	(456,931)	(\$5,421,045)	(\$10,928,045)
2042	(283,987)	(5,055,554)	(491,487)	(\$5,831,029)	(\$11,754,513)
2043	(304,853)	(5,427,006)	(527,599)	(\$6,259,458)	(\$12,618,164)
2044	(326,683)	(5,815,640)	(565,381)	(\$6,707,705)	(\$13,521,766)
2045	(344,078)	(6,125,293)	(595,485)	(\$7,064,855)	(\$14,241,730)
2046	(362,109)	(6,446,283)	(626,690)	(\$7,435,082)	(\$14,988,053)
2047	(380,881)	(6,780,462)	(659,178)	(\$7,820,521)	(\$15,765,043)
2048	(379,856)	(6,762,223)	(657,405)	(\$7,799,484)	(\$15,722,636)
TOTAL:	(4,508,378)	(80,258,467)	(7,802,513)	(\$92,569,358)	(\$186,600,755)

Source: Tiberius Solutions LLC

Projects

A potential projects list was developed by city staff using the recommendations from the Hood River Affordable Housing Strategy (2022), the City of Hood River Transportation Systems Plan update (2021) and the Hood River Area Multi-Jurisdictional Parks, Recreation & Open Space Plan (2020). They are listed below in time blocks. The Alphabetic and numeral numbering (MV ½, P1 represent numbers in the Transportation Systems Plan (Motor Vehicle MV) and Multijurisdictional Parks, Recreation & Open Space Plan (P). The transportation projects are important to be able to provide access to parcels that can be developed into housing. Since the initial project compilation, city staff has indicated that the transportation projects may also include infrastructure such as water, sewer and stormwater. If the city council directs staff to proceed, this information will be deleted and added to the potential project list.

Projects have been identified in three main areas: Transportation, Parks & Trails and Affordable Housing

These projects, along with potential timing, are shown in Exhibit 4. The total cost in \$2023 for projects is estimated at \$87.2 million without the additional cost of the associated infrastructure in the transportation projects. If city council decides to move forward, this project list will be updated with costs for the associated infrastructure and will be reviewed with the community through the public input process.

Exhibit 4. Potential Westside Projects

	Transportation		Parks & Trails		Affordable Housing	
	#	Project	#	Project	Project	Units
0-8yrs	MV 1/2	Interim Exit 62 Interchange	P1	Historic Columbia River	780 Rand Road	120
	MV2b*	Widen Cascade Ave between Mt. Adams to Rand Rd.	P4	Westside Community Trail	Rental Proj. #2 - Land Acquisition	30%-60%
	MV3	Mt. Adams / Cascade Ave Neighborhood & Urban		Urban Neighborhood Park A - Land Acquisition	30%-60%	
8-15yrs	MV11	Mt. Adams / Cascade Ave Roundabout	P19	Henderson Creek Trail	Owner-Occupied	22
	MV4.2	Westside Drive, from Wine Country to May St. Cascade Ave Streetscape Improvements		Urban Neighborhood Park B - Land Acquisition Urban Neighborhood Park A - Development	Rental Project #2 - Development Rental Project #3 - Land Acquisition	120
15-25yrs				Urban Neighborhood Park B - Development P20 Ridgeline Trail north of	Rental Project #3	120

Equity Framework

A draft Equity Framework (Exhibit 5) for both plan development and implementation is being prepared by ECONorthwest with significant staff input. The purpose of the equity framework is to honor the goals articulated in Resolution 2020-13 on Racial and Social Equity and outline the broad questions the city should consider as it evaluates potential urban renewal investments in the Westside. Framed as a set of questions that can guide the project process, the equity framework will guide the project team as it works to embed equity in every step of the urban renewal planning process and implementation of the plan. .

Outreach to Taxing Districts

Initial outreach to impacted taxing districts has begun. This input is summarized in Exhibit 5.

Exhibit 5. Taxing District Outreach

Taxing District	City Manager discussion with Staff	Formal briefing to Board
Hood River County	No	March 20
Port of Hood River	Yes	March 7
Westside Rural Fire District	Yes	March 16
Parks and Recreation District	Yes	February 15
911 Communications (<i>County Commission serves as the 911 Board</i>)	No	March 20
Hood River County Transit District	Yes	March 15
Hood River Library District	Yes	March 21
Columbia Gorge Community College	Scheduled for March 2nd	
Hood River School District	Yes	
Columbia Gorge Education Service District		

Next Steps

The next steps are:

- City council review of the feasibility study information and determination on whether they would like to proceed with development of an urban renewal plan for the Westside area.
- Completion of the Equity Framework.
- Provide information to the community and taxing district partners on the process and provide opportunity for input consistent with the Equity Framework.

- Consultant to work with staff to prepare a draft urban renewal plan and report to be reviewed with the urban renewal agency.
- Formal consult and confer with taxing districts, providing them a copy of the draft plan and report and providing 45 days for formal input.
- Planning Commission review of conformance of the urban renewal plan to the comprehensive plan.
- Presentation to Hood River County and their vote on approval of the urban renewal plan as some of the properties are in unincorporated Hood River County.
- City Council hearing that is noticed city wide and consideration of a non-emergency ordinance.
- The time frame is to get the plan adopted prior to October 1, 2023 to enable the frozen base to be set using values as of January 1, 2022.

Attachment A

Outreach Review for Westside URD Feasibility Study:

Who was reached in previous plans advising the Westside Urban Renewal District?

Multi-Jurisdictional Parks Master Plan

This Multi-Jurisdictional Parks, Recreation & Open Space Plan is intended to serve as the guiding recreation plan for the Hood River Valley Parks and Recreation District, the City of Hood River and Hood River County. The Port of Hood River and Hood River County School District, along with several conservation organizations, were integral partners and contributors to the plan.

Outreach efforts located on p. 1-7 of document, summarized as follows:

- Three Focus Groups: Wind/water/trail recreation group; sports fields and facilities group; Latino community group
- 11 stakeholder interviews: residents, NGOs, local business, rotary, community education, faith communities and activist groups.
- Community surveys: Mail & online-based community survey to gather input to help determine park, trail, open space and recreation priorities of the community. In close collaboration with Parks District staff and a Technical Advisory Committee, Conservation Technix developed the 16-question survey that was estimated to take approximately five minutes to complete. The mail survey was sent to a random sample of 2,500 households within the boundaries of the District on September 14th, and surveys were collected until October 31, 2018. Reminder postcards were mailed to the 2,500 households on October 2, 2018. An online version of the survey was posted to the District's website and made available to the general public. Information on the online survey was posted on September 19th and closed on October 22, 2018.
 - In total, 582 surveys were completed, and the two survey datasets were kept isolated to enable comparisons between the two samples. A summary of community survey results appear in Appendix B of the Master Plan.
- 1 community meeting
- 12 tabling events
- Social media content, eNewsletter, Radio Tierra advertising & emails
- Webpage for master plan process with project updates, links to the survey and additional information.
- HRVPRD partnered with The Next Door, a local nonprofit providing health and family services for the Latino community, to support outreach and recruitment of participants, in both English and Spanish. Also, staff from the Hood River Valley Park & Recreation District presented information about the plan to the Latinos In

Action group to solicit feedback on the best ways to reach and get information from Latinos in Hood River.

Affordable Housing Strategy

This Strategy identifies and describes actions and implementation steps to address housing affordability and encourages the development and preservation of housing units to better meet residents' affordability needs. With this Strategy, the City has identified a set of actions to support new and existing affordable development. The actions will encourage the development of more diverse housing types, grow partnerships with housing providers and agencies involved in housing issues, and reduce displacement risk for Hood River residents.

Engagement Process located on p. 67 of document:

- Project Task Force – The City of Hood River recruited members to a community advisory Task Force and advertised the opportunity to serve on the task force in both English and Spanish via the City's website, social media, and direct outreach. The Task Force met five times via Zoom over seven months to provide multiple rounds of feedback, advice, and input throughout the development of the AHS, providing greater understanding of unmet housing needs in Hood River, considerations about the development of housing in Hood River, and priorities for strategies. Meeting agendas and presentations are posted on the City's website.
 - Members of the twelve-person Task Force include renters, housing advocates, service providers, employers, people with lived experience in publicly subsidized housing, and other community members to ensure underrepresented voices are included in project outcomes. The Task Force included representatives from the Mid-Columbia Housing Authority, Columbia Cascade Housing Corporation, and Mid-Columbia Community Action Council.
- Stakeholder discussions
 - Service Providers: senior services, healthcare, families with young children, native communities, and farmworkers.
 - Public partners: Hood River County, HR School District, HR Parks and Rec, Port of HR, CAT Transit District, CGCC
 - Latino community (two of them), affordable housing providers, local housing developers, employers
 - Collaborative: multiple rounds of feedback, worked with the Task Force to refine strategies
- Public involvement announcements included use of:
 - Project webpage
 - Press releases
 - eNewsletter updates
 - Radio Tierra

Transportation System Plan, TSP Appendix is separate from original document:

The TSP amendments focused on incorporating new projects developed as a part of the Westside Area Concept Plan Report dated 12/29/2017

TSP Outreach Report:

- Public involvement included:
 - Online open house and website to present information and receive community input, managed by DKS Associates.
 - City advertised online open house through eNewsletter via MailChimp, direct emails to Latino/Latinx community advocates, Radio Tierra (95.1FM), Facebook, and two-week print and digital advertising through Hood River News.
 - In-person open house and other meetings were not feasible due to COVID-19 pandemic.
 - See attached TSP Outreach Report.
 - PC Hearings held 3/1/21 and 3/15/21 with opportunity to present testimony.
 - CC Hearings held 4/12/21 with opportunity to present testimony and 4/26/21 for first reading of Ordinance 2062.

Outreach Plan in TSP Appendix L p. 562-585 of TSP Appendix:

- Outreach tools: website updates, meeting announcements,
- Locations for flyering and outreach: City Hall, Library, recreation center, senior center, La Clinica, local newspaper
- News articles
- Advisory Committees: Invited agencies and communities of interest
 - Agencies: City of HR, HR County, DLCD field rep, several ODOT reps, CAT
 - Business: DT Business Association, Growers and Shippers, major employers (hospital, school district) Port of HR, MCEDD
 - Community: HRCSD-Safe Routes to School rep; liaisons to Bike-Ped group, senior/disabled, Healthy Hood River community group, recreation advocate, other neighborhood and stakeholder groups
- Bicycle-Pedestrian Group: High School student, Hood River Valley Residents Associate, bicyclists, pedestrians, senior citizen, mobility impaired citizen, trail user/advocate, Parks and Rec, City Staff
- Additional activities/groups/events: Stakeholder interviews, Truck circulation, community workshop.
- Multiple Virtual Open Houses

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
February 28, 2023**

TABLE OF CONTENTS

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

Onstott, Broehl & Cyphers, P.C.

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of February 28, 2023, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eight months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C
March 15, 2023

Hood River County Library District
Balance Sheet - Cash Basis
February 28, 2023

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$89,670			\$89,670
Cash with Hood River County	1,159,437	\$73,055	\$137,686	1,370,178
Petty cash	416			416
Total Current Assets	<u>1,249,523</u>	<u>73,055</u>	<u>137,686</u>	<u>1,460,264</u>
TOTAL ASSETS	<u><u>\$1,249,523</u></u>	<u><u>\$73,055</u></u>	<u><u>\$137,686</u></u>	<u><u>\$1,460,264</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$4,941			\$4,941
Total Current Liabilities	<u>4,941</u>	<u>0</u>	<u>0</u>	<u>4,941</u>
Total Liabilities	<u>4,941</u>	<u>0</u>	<u>0</u>	<u>4,941</u>
Fund Balances:				
Unassigned	<u>1,244,582</u>	<u>73,055</u>	<u>137,686</u>	<u>1,455,323</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,249,523</u></u>	<u><u>\$73,055</u></u>	<u><u>\$137,686</u></u>	<u><u>\$1,460,264</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Eight Months Ended February 28, 2023

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$13,101		\$13,101
Property tax revenues - current year	1,093,794			1,093,794
Property tax revenues - prior year	24,884			24,884
Fines and fees	2,823			2,823
Intergovernmental revenue	0	81,600		81,600
Interest revenue	12,941		\$1,563	14,504
Miscellaneous	0			0
Total Revenues	1,134,442	94,701	1,563	1,230,706
Expenditures:				
Personal services:				
Wages and salaries	367,367	1,026		368,393
Employee benefits	111,367	99		111,466
Total Personal Services	478,734	1,125	0	479,859
Materials and services:				
Bank charges	128			128
Bookmobile	945	588		1,533
Building rental	10,301			10,301
Building maintenance	12,328	2,770		15,098
HVAC	18,357			18,357
Elevator	940			940
Telephone	3,278			3,278
Internet	4,916			4,916
Collection development	49,956	34,115		84,071
Technology	12,528	1,783		14,311
Accounting and auditing	23,552			23,552
Courier	407			407
Custodial services	21,966			21,966
Technical services	3,479			3,479
Library consortium	15,236			15,236
Copiers	2,402			2,402
Elections expense	0			0
Furniture and equipment	7,325	27,794		35,119
Insurance	18,433	508		18,941
Georgiana Smith Memorial Garden	14,571			14,571
Legal services	1,120			1,120
Professional services	18,862			18,862
Dues and subscriptions	2,216			2,216
Miscellaneous	2,285			2,285
Postage and freight	973			973
Printing	553			553
Programs	13,705	59,507		73,212
Advertising	2,037			2,037
Supplies - office	10,386	223		10,609
Travel	1,600			1,600
Training	2,100			2,100
Board development	752			752
Parking reimbursement	0			0
Electricity	11,103			11,103
Garbage	1,112			1,112
Natural gas	5,554			5,554
Water & sewer - building	3,322			3,322
Total Materials and Services	298,728	127,288	0	426,016
Capital outlay	0	3,990	16,062	20,052
Total Expenditures	777,462	132,403	16,062	925,927
Revenues Over Expenditures	356,980	(37,702)	(14,499)	304,779
Other Financing Sources (Uses)				
Operating transfers in			20,000	20,000
Operating transfers out	(20,000)			(20,000)
Total Other Financing Sources (Uses)	(20,000)	0	20,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	336,980	(37,702)	5,501	304,779
Fund Balance - July 1, 2022	907,602	110,757	132,185	1,150,544
Fund Balance - February 28, 2023	<u>\$1,244,582</u>	<u>\$73,055</u>	<u>\$137,686</u>	<u>\$1,455,323</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 Eight Months Ended
February 28, 2023

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$32,249	\$1,093,794	\$1,103,210
Tax revenues - prior year	802	24,884	20,000
Interest revenue	2,836	12,941	7,000
Fines and fees	528	2,823	3,000
Intergovernmental revenue	0	0	0
Miscellaneous	0	0	0
Total Revenues	36,415	1,134,442	1,133,210
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	688	5,105	8,767
Library clerk II	16,440	96,391	121,026
Library assistant I	5,519	46,427	69,862
Library assistant II	5,719	45,799	67,725
Librarian I	8,106	68,931	143,676
Librarian II	5,540	43,685	66,477
Library director	7,682	61,029	92,186
Payroll taxes and benefits:			
Retirement	0	25,308	45,765
Social security	3,753	27,900	43,583
Workers' compensation	21	938	1,300
Health insurance	7,259	54,392	153,660
Unemployment insurance	343	2,829	5,128
Paid family and medical leave	0	0	2,848
Total Personal Services	61,070	478,734	822,003
Materials and services:			
Bank charges	16	128	300
Bookmobile	0	945	5,000
Building rental	0	10,301	15,200
Building maintenance	300	12,328	20,000
HVAC	1,681	18,357	15,000
Elevator	0	940	2,315
Telephone	343	3,278	5,200
Internet	258	4,916	5,840
Collection development	7,804	49,956	90,000
Technology	2,221	12,528	13,000
Accounting and auditing	0	23,552	29,000
Courier	0	407	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 Eight Months Ended
February 28, 2023

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,684	21,966	30,000
Technical services	0	3,479	4,000
Library consortium	0	15,236	15,400
Copiers	383	2,402	3,500
Elections expense	0	0	3,000
Furniture and equipment	3,224	7,325	4,000
Insurance	0	18,433	21,000
Georgiana Smith Memorial Garden	3,388	14,571	20,000
Legal services	105	1,120	4,000
Professional services	0	18,862	25,000
Membership dues	158	2,216	4,000
Miscellaneous	364	2,285	1,500
Postage and freight	118	973	1,000
Printing	0	553	500
Programs	2,580	13,705	20,000
Advertising	139	2,037	2,000
Office supplies	1,797	10,386	14,000
Travel	310	1,600	4,000
Training	1,400	2,100	3,000
Board development	280	752	1,500
Parking reimbursement	0	0	500
Electricity	1,408	11,103	20,000
Garbage	142	1,112	2,000
Natural gas	1,991	5,554	10,000
Water & sewer - building	432	3,322	5,600
 Total Materials and Services	 33,526	 298,728	 422,655
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 94,596	 777,462	 1,344,658
 Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(20,000)	(20,000)
 Total Other Financing Sources (Uses)	 0	 (20,000)	 (20,000)
 Change in Fund Balance	 (\$58,181)	 \$336,980	 (\$231,448)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2023

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$0	\$13,101	\$320,000
Intergovernmental revenue	14,944	81,600	0
Total Revenues	<u>14,944</u>	<u>94,701</u>	<u>320,000</u>
Expenditures:			
Personal services	0	1,125	11,600
Materials and services:	9,982	127,288	278,400
Capital outlay	0	3,990	100,000
Total Expenditures	<u>9,982</u>	<u>132,403</u>	<u>390,000</u>
Change in Fund Balance	<u><u>\$4,962</u></u>	<u><u>(\$37,702)</u></u>	<u><u>(\$70,000)</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 Eight Months Ended
February 28, 2023

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$217	\$1,563	\$1,000
Other Financing Sources			
Transfer from General Fund	0	20,000	20,000
Total Revenues and Other Sources	<u>217</u>	<u>21,563</u>	<u>21,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	2,899	16,062	125,000
Total Expenditures	<u>2,899</u>	<u>16,062</u>	<u>125,000</u>
Change in Fund Balance	<u><u>(\$2,682)</u></u>	<u><u>\$5,501</u></u>	<u><u>(\$104,000)</u></u>

See Independent Accountants' Compilation Report

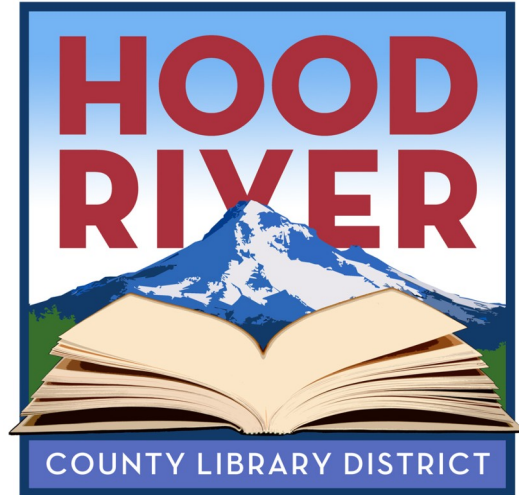
HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Eight Months Ended February 28, 2023

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2022	R2R 2023	Teen Intern	State Library	State Library Newspaper	Cascade Locks	HR Cultural Trust	Total
Revenues:														
Donations and grants	\$0	\$0	\$1,101	\$12,000	\$0	\$0	\$0	\$5,154	\$0	\$74,972	\$1,474	\$0	\$0	\$13,101
Intergovernmental revenue														81,600
Total Revenues	0	0	1,101	12,000	0	0	0	5,154	0	74,972	1,474	0	0	94,701
Expenditures:														
Personal services:														
Wages and salaries									1,026					1,026
Employee benefits									99					99
Total Personal Services	0	0	0	0	0	0	0	0	1,125	0	0	0	0	1,125
Materials and services:														
Bookmobile		2,770								588				588
Building maintenance										223				223
Supplies - office		10,037		2,944	3,828					15,632	1,474			34,115
Collection development										1,783				1,783
Technology					478		2,737		2,125	41,353		221		59,507
Programs		5,791	1,801	5,001						9,445				27,794
Furniture & equipment		9,384		8,965						508				508
Property and liability insurance														
Total Materials and Services	0	27,982	1,801	16,910	4,306	0	2,737	0	2,125	69,732	1,474	221	0	127,288
Capital outlay														
	0	0	0	0	0	0	0	0	0	3,990	0	0	0	3,990
Total Expenditures	0	27,982	1,801	16,910	4,306	0	2,737	0	3,250	73,722	1,474	221	0	132,403
Net Change in Fund Balance	0	(27,982)	(700)	(4,910)	(4,306)	0	(2,737)	5,154	(3,250)	1,250	0	(221)	0	(37,702)
Fund Balance - July 1, 2022	338	71,752	2,041	16,208	10,150	1,781	2,737	0	3,250	0	0	0	2,500	110,757
Fund Balance - February 28, 2023	\$338	\$43,770	\$1,341	\$11,298	\$5,844	\$1,781	\$0	\$5,154	\$0	\$1,250	\$0	(\$221)	\$2,500	\$73,055

See Independent Accountants' Compilation Report

BOARD DUTIES AND RESPONSIBILITIES

POLICY MANUAL



Hood River County Library District

TABLE OF CONTENTS

SECTION 1: Overview	Page 4
----------------------------	--------

SECTION 2: The Board	Page 4
-----------------------------	--------

- 2.1 Board Members
- 2.2 Oath of Office
- 2.3 Board Officers
- 2.4 Vacancies
- 2.5 Board Member Conduct

SECTION 3: Board Meetings	Page 5
----------------------------------	--------

- 3.1 Required Meetings
- 3.2 Notice
- 3.3 Agenda
- 3.4 Executive Sessions
- 3.5 Special and Emergency Meetings
- 3.6 Minutes
- 3.7 Procedural Rules
- 3.8 Order and Decorum
- 3.9 Public Participation/Comment
- 3.10 Virtual Attendance

SECTION 4: COMMITTEES	Page 13
------------------------------	---------

- 4.1 General
- 4.2 Standing Advisory Committees
- 4.3 Ad Hoc Advisory Committees

SECTION 5: ADMINISTRATION	Page 13
----------------------------------	---------

- 5.1 Delegation
- 5.2 Management
- 5.3 Board Member Expenses and Compensation

SECTION 6: ETHICS	Page 16
--------------------------	---------

- 6.1 Governing Statutes
- 6.2 Conflicts of Interest
- 6.3 Prohibited Actions

TABLE OF CONTENTS (Cont'd)

SECTION 7: COMMUNICATIONS	Page 17
----------------------------------	---------

- 7.1 Communications with the Media
- 7.2 Communications with District Staff

7.3 Confidentiality

SECTION 8: BUDGET

Page 18

8.1 Governing Statutes and the Budget Process

SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

Page 19

9.1 General

9.2 Minimum Requirements

ACKNOWLEDGMENT OF RECEIPT AND COMPLIANCE

Page 21

SECTION 1: OVERVIEW

The policies compiled in this guidebook represent the board member duties and responsibilities of Hood River County Library District. Board member's signature on the Acknowledgment and Agreement to Comply page of this manual (pg. 21) constitutes board member's agreement to comply with the board policies and guidelines stated herein.

SECTION 2: THE BOARD

2.1 Members of the Board

The board of Hood River County Library District shall be comprised of five board members, who are duly elected public officials serving a term of four years. Any elector residing within the District is qualified to serve as a board member. Current District employees or officers may not serve as board members. Board members are elected at large.

Each board member is charged with serving the best interests of the district, and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Hood River County Library District, ORS Chapter 357. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except that expressly delegated by the board.

2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall substantially similar to the following:

"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of Board Member of the Hood River County Library District to the best of my abilities; that I will abide by the rules, regulations, and policies of the Hood River County Library District; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."

2.3 Board Officers

The board shall elect annually, from among its members, officers as prescribed by the Principal Act of Hood River County Library District. These shall include President, Vice-President, and Secretary. Elections shall be held by voice vote. Officers have the general powers and duties outlined below:

President – The president of the board shall preside at board meetings and shall confer with the Library Director on preparation of the meeting agenda. The president is charged with conducting meetings, preserving order and enforcing the rules of the board. They may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board). They should also, when authorized to do so by a majority of the board, be the source of contact for the district's general counsel attorney on behalf of the district. The president has the same right as other members of the board to move, second, debate and vote.

Vice-President – In the president’s absence, the vice-president shall act as president pro tempore, and shall have the powers and duties of the president of the board as prescribed by district policies.

In the absence of the President and Vice President, the remaining three members shall elect a temporary Presiding Officer.

Secretary – The Library Director shall serve as the secretary and shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district’s records permanently. The Library Director may delegate any of the secretary’s duties to staff. The Secretary is an ex-officio, non-voting member of the Board.

2.4 Vacancies

As provided by ORS 198.320, if a board member should resign from the board before their term is up, the vacancy shall be filled by appointment decided by a simple majority vote of the remaining board members. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Hood River County will appoint a replacement. The appointed replacement shall serve until the next regular election of board members. The board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

2.5 Board Member Conduct

A) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

B) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the Library Director. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state *in writing* the board member’s operational duties/functions, and the board president and Library Director shall agree to said arrangement prior to the board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

SECTION 3: BOARD MEETINGS

3.1 Required Meetings

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. The day and time shall be set by resolution annually during the regular meeting in July. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate and take action as appropriate on all agenda items.

3.2 Notice

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least five calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting.
- C. Notice shall be given in at least two of the following ways:
 - 1. By publication in newspaper of general circulation in the community.
 - 2. By publication on the district website.
 - 3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.
 - 4. By physical posting in at least one public place, such as a community bulletin board or in a public area of the district office.

3.3 Agenda

The Library Director shall prepare an agenda for each regular board meeting, special meeting, or emergency meeting in consultation with the Board President. The agenda shall specify all matters scheduled to come before the board at the meeting, under the following headings:

- A. CALL TO ORDER
- B. APPROVAL OF THE AGENDA
- C. CONSENT AGENDA
- D. CONFLICTS OR POTENTIAL CONFLICTS OF INTEREST
- E. PUBLIC COMMENT
- D. PRESENTATION AND REPORTS
- E. PUBLIC HEARING (if any)
- H. OLD BUSINESS
- I. NEW BUSINESS
- J. ANNOUNCEMENTS

K. ADJOURNMENT

Board members may request items to be placed on an agenda through the Library Director. Agenda suggestions by board members should be made at least five days in advance of meeting. The agenda and any attachments thereto, including any Director's or financial reports, shall be made available to board members and to the public at least three days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under New Business.

The board may place certain items on a Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

3.4 Work sessions

Work sessions of the Board may be called by the President or by three Board members. Subjects discussed at the work session shall be limited to the agenda items. Final decisions will not be made a work sessions. A work session may be held in conjunction with a regular or special meeting. Final action may be taken at a regular or special meeting in conjunction with a work session or at the next regular or special meeting.

3.5 Executive Sessions

The board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board meetings, and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions are closed to the public, but the media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite persons not part of the board to attend executive sessions.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

3.6 Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for

Page | 7

which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

3.7 Minutes

Written minutes shall be taken at every meeting of the district. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect the matters discussed and views of the participants. The board secretary is responsible for ensuring that accurate minutes are transcribed and distributed to board members and available to the public within a reasonable time after the meeting. The secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the district permanently.

Tape or video recordings of meetings are not required, but may be utilized at the board's discretion, and will be subject to the same permanent retention requirement. Minutes of an executive session will be kept in the form of written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

- A. Name of board members and staff present;
- B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- C. The result of any votes, including the names of each board member and how they voted;
- D. The substance of the discussion on any matter; and
- E. Reference to any document discussed at the meeting.
- F. If an emergency meeting, the minutes of the meeting shall describe the emergency justifying less than 24 hours' notice and why the meeting could not be delayed to allow at least 24 hours' notice.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, board members may submit any corrections or additions to the Library Director so that a corrected copy may be issued to the board and public prior to the next meeting for board approval. The board must authorize any changes to the meeting minutes.

3.8 Procedural Rules

To ensure focused and efficient meetings, the board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the board shall use Robert's Rules of Order to decide such issue.

A. Motions - General

1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
2. Board member motions will be clearly and concisely stated. The president will state the name of the board members making the motion and the second.
3. The president will repeat the motion prior to a board vote.
4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the president prior to speaking on the motion.
7. The president may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The clerk will maintain a record of the votes.
8. The president will announce the results of any vote. Board members may explain their votes but must do so succinctly.

A. Ties: A motion receiving a tie vote fails.

B. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board.

C. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.

D. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

E. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.

F. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member who wishes it should

have one opportunity to speak before the motion is called. Once called, the president will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.

- G. Reconsideration: When a motion has been decided, a board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
- H. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
- I. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.9 Order and Decorum

Board members will assist the board president in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the president or board, and the following rules will be observed to maintain order and decorum during meetings:

- A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- B. Any board member desiring to be heard will request to the president to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.
- C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
- D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
- E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
- F. Board members should keep discussions moving and adhere to established time limits on discussions.
- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

3.10 Board Interaction agreement

In its work together, the Board always shall seek the best outcome for the District, its users, and its taxpayers. The Board shall listen carefully to one another and strive to hear the best elements of a suggestion. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions. The Board shall speak carefully to respect the time and feelings of its volunteer colleagues. The Board shall celebrate successes and persevere through difficult times.

3.11 Public Participation/Comment

In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of Hood River County Library District to allow public comment at all open board meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular board meeting. The board will provide public comment time at the beginning of each regular meeting, according to the agenda (see Sect. 3.3 (E) *Public Comment*). Public comment is limited to a total of 30 minutes to its designated place on the agenda and while time allows. During this time members of the public may speak to the board about district items that are not already included on the agenda. Once recognized by the board president, members shall state their name and county of residence and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose. The board may set time limits on comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks. A person giving public comment is limited to an established time limit of three minutes. Statements should be brief and concise. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the Library Director as directed.
- B. Board members should not respond to comments made during Public Comments. Occasionally, it may be deemed necessary to ask clarifying questions in response to public comment; however, such questions are discouraged and should be limited to those instances when needed to understand the issue presented. Any public requests for board action should be referred to staff for review before being placed on a future agenda. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.
- C. The district is under no obligation to take public comment on any agenda item under discussion, but may choose to do so at the discretion of the board president, unless otherwise decided by the board. The president may also limit duration or subject matter at their discretion.

3.12 Virtual Attendance

In-person public meetings of the board of Hood River County Library District shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

- A. The board shall designate the district manager or other such staff person as deemed appropriate to oversee requests for remote accommodation.
- B. Meeting notices will include an instruction that directs any person wishing to attend the meeting by virtual means to contact the district (and will include a phone number and/or email at which to do so) at least 48 hours before the scheduled meeting. The district manager or delegate will monitor the requests.
- C. If a request is received, the requester will be provided with the appropriate link, virtual meeting invite, etc.
- D. Requests for remote attendance received with less than 48 hours' notice may be accommodated at the discretion of the district, and a reasonable effort will be made to accommodate such requests.
- E. If remote attendance requests have been received, the board will delegate a board member or staff attendee responsible to set up the device at the meeting (laptop, desktop computer, etc., with functional camera, speakers and microphone), start the virtual meeting, monitor any remote attendees, technical issues, etc., and end the feed upon adjournment of the board meeting.
- F. The presiding officer will have the same authority for control of the meeting for virtual attendees as addressed in Section 3.7 (J).
- G. Virtual attendees will have the same opportunity as in-person attendees for Public Comment, if requested. The delegee in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for Public Comment. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

3.13 Planning Session

The Board shall undertake an annual planning session.

3.14 Virtual participation

Except as provided in Oregon Public Meetings Law, members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. Notices shall be made using the same requirements as in-person meetings.

SECTION 4: COMMITTEES

4.1 General

A. The board will create district committees/advisory committees as needed. The board will create committee, determine the number of committee members and length of term, and appoint members to any district committees by resolution. Qualifications for committee members will be as follows:

1. Committee members shall be residents of the district.
2. Committee members will be required to pass a background check consistent with the operational policies of the district prior to appointment to a committee.
3. Neither district employees nor persons having a contractual relationship with the district may serve on district committees as public members.
4. A member of the public may not simultaneously serve on more than two district committees or one district advisory committee, nor may a member of the public simultaneously serve as chair on two district committees, except relative to service on the budget committee.
5. Candidates for committees will complete a board-approved application or statement of interest.

B. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility.

C. The district will give public notice of committee vacancies.

D. Committees will select a chair and a secretary and determine the committee's meeting schedule and rules for operation. Minutes must be taken of all committee meetings. Minutes will be retained by the committee secretary and distributed to committee members, board members and district manager.

E. The board may, by resolution, remove a member of the public from a district committee prior to the expiration of the term of office.

F. Committees and their members have no authority to represent the district's official position on any matter except by express and explicit approval of the board for such.

G. All advisory committee meetings are public meetings under state law and subject to all requirements thereof.

SECTION 5: ADMINISTRATION

5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the Library Director. Administrative authority for the daily operations of the district and the management of all district personnel shall be delegated to the

Library Director to the extent reasonably possible. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the Library Director. Any board communications relative to district business must be directed to the board president, who will then communicate the question, request, or concern to the district manager.

5.2 Management

The board shall be responsible for the following supervisory duties:

Library Director:

1. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedure.
2. Define the duties and responsibilities of the Library Director.
3. Approve the plan, form and amount of management compensation, to include salary, benefits, bonuses, vacation, travel, etc.
4. Evaluate the Library Director annually.
5. Provide advice and consultation to management on matters within the purview of the board's responsibilities.
6. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the Library Director, up to and including termination.

Financial:

1. Approve contracts exceeding the Library Director's spending authority.
2. Approve the form and amount of reimbursement for board members.
3. Approve specific important projects.
4. Review and approve the annual budget and assess, levy and collect property taxes (including setting the tax rate within the limits approved by the electors).
5. Review and approve employee salary schedules and employee benefit plans.
6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
7. Select the district's independent municipal auditor and annually approve the audit report.

District Plans and Objectives:

1. Become familiar with and abide by all laws and policies governing the operation of the district.
2. Approve any significant departure from established plans or policy.
3. Review and approve major changes in the district's organization or structure.
4. Develop and approve long-range plan of growth and development for the district.
5. Receive, discuss and take action on committee or other planning body recommendations.
6. Formulate District policies.
7. Pass district resolutions and adopt ordinances.

Compliance and Legal

1. Select legal counsel for the district.
2. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Board members should refrain from communicating with legal counsel without the consent of the President or explicit Board direction.
3. Ensure that the district is in compliance with all federal, state, and local laws.

5.3 Board Member Expenses and Compensation

A. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars; and
5. Other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary district expense and should not undertake any board business that will generate reimbursable expenses without the express approval of the board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the board and, if deemed unreasonable, may be declined for reimbursement.

5.4 Discipline

If necessary, the Board may discipline a Board member who does not follow its adopted rules and policies.

SECTION 6: ETHICS

Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the district's liability coverage, and the costs of investigation and any penalty issue are the responsibility of the board member.

6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed and the board member may not participate in discussion of the matter or vote on the issue.

6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

- A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
- C. Seeking employment of relatives with the district without making appropriate disclosures.
- D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
- E. Taking an action that benefit special interest groups at the expense of the district as a whole.
- F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the district.

SECTION 7: COMMUNICATIONS

7.1 Communications with the Media

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the board president and/or the Library Director. Any other communication with the media by board members shall be considered unauthorized and board members shall not represent or imply that the communication is the official position of the district.

7.2 Communication with Staff

The board will respect the separation between policymaking and administration (board and Library Director functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

- A. The board will work with the district staff as a team in the spirit of mutual respect and support.
- B. Outside of board meetings, board members will not attempt to influence a district employee or the Library Director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with district staff to the Library Director, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager

- authority or prevent the board as a whole from receiving information. The Library Director will determine the most effective way to respond to board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.
 - E. Any written materials or information requested of staff by board members will be submitted to the entire board and include a notation stating who requested the information.
 - F. The board president will refer comments or questions regarding district personnel or administration to the Library Director. The Library Director may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

7.3 Confidentiality

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, Library Director, or legal counsel.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the Library Director, legal counsel, or designated board member.
- C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

SECTION 8: BUDGET

8.1 Governing Statutes and the Budget Process

The board will be responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

- A. Budget Process
 - 1. The board appoints a budget officer (ORS 294.331)
 - 2. The board appoints a budget committee consisting of all board members plus an equal number of electors of the district (ORS 294.414). The electors of the district shall serve for three years. Their terms shall be staggered so that as near as possible one third of the terms of the appointed members shall end each year. Appointed members may not receive any compensation for their service on the committee.

3. Vacancies on the budget committee are filled by appointment of a majority of the board.
4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied, the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The board adopts the budget, makes appropriations, imposes and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456)
11. The board certifies taxes to the county assessor.

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials, and are subject to conflict of interest disclosure and other ethics requirements.

SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board. The Board and District staff will assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal & ethical responsibilities before they take office.

9.2 Minimum Requirements

All board members will be required to complete certain curricula. The curricula shall consist of the following minimum criteria, but the board may add additional board training requirements or recommendations as needed:

- A. Read and be familiar with Oregon Ethics Guide for Public Officials.
- B. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- C. Read and be familiar with all board policies and duties outlined herein.

SECTION 10: AMENDMENTS

The Board Governance Policy may be amended by resolution at any regular or special meeting provided that at least five days notice and a majority of the Board members vote in favor.

Approved by the Board of Directors, April 5, 2011

Last amended, March 28, 2023

Last reviewed, March 28, 2023

BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

I am a duly elected board member of the board of Hood River County Library District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board member. I have read and understand the policies contained in the Manual and have asked the currently presiding board president or president tempore for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

Board Member's Name (Print)

Board Member's Signature

Date

Resolution No. 2022-23.04

Resolution amending Board Governance Policy

WHEREAS, the Special Districts Association Oregon recommended updating Board Governance Policy; and

WHEREAS, Special Districts Association Oregon provided a Board Governance Policy template; and

WHEREAS, District attorney Ruben Cleaveland reviewed and approved of the updated Board Governance Policy;

Now, therefore be it RESOLVED, that the Board amends Board Governance Policy as presented in the attached document and discussed during the Board's meeting of March 28, 2023.

Passed by the Board of Directors this 28 day of March, 2023.

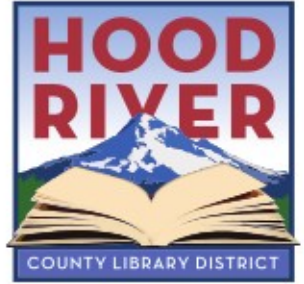
Jean Sheppard, President

ATTEST:

Rachael Fox, Secretary

Library Director Evaluation Timeline

2022-23



Library Staff and Community Member Surveys

- **Monday, April 17, 2023** *Library Director*
 - Email Library Staff - Upcoming Library Director evaluation
- **Friday, April 21, 2023** *Library District Board President*
 - Email survey monkey link and explanation to library staff and community members
- **Friday, April 21, 2023**
 - Evaluation due
 - Library Staff
 - Friends and Foundation presidents

Library District Board Survey

- **Monday, May 1, 2023** *Library District Board President*
 - Email board survey monkey form and compilation of survey from staff and Friends and Foundation presidents
- **Monday, May 8, 2023**
 - Evaluation due from Library District Board

Library Director reviews compilation

- **Tuesday, May 9, 2023 – Thursday, May 13, 2023**
 - Library Director reviews compilation of staff, community and District board surveys
- **Tuesday, May 16, 2023**
 - Library District Board conducts Library Director evaluation in Executive session at the regular monthly board meeting

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

3. All other terms and conditions of the Contract remain in full force and effect.

IT IS SO AGREED by the Parties hereto effective as of the date stated above.

CONTRACTOR:

DISTRICT:

By: Forrest Visscher

Jean Sheppard
Board President