

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
 Tuesday, August 15, 2023, 7:00pm  
 Library Meeting Room and Zoom  
 502 State St, Hood River

**Library Board:**

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

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

Agenda Items		Action	Responsible
<b>I.</b>	<b>Call to Order</b>		Brian Hackett
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b>	<b>Motion</b>	Brian Hackett
<b>III.</b>	<b>Approval of the consent agenda</b>	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Actual or potential conflicts of interest</b>		Brian Hackett
<b>V.</b>	<b>Public comment (3 minutes each)</b>		Brian Hackett
<b>VI.</b>	<b>Reports</b>		
	<b>i. Friends update</b>		Rachael Fox
	<b>ii. Foundation update</b>		Rachael Fox
	<b>iii. August Financial Statements</b>		Rachael Fox
	<b>iv. Director's report</b>		Rachael Fox
<b>VII.</b>	<b>Old Business</b>		
	<b>I. Equity, Diversity, and Inclusion statement</b>	<b>Motion</b>	Rachael Fox
<b>VIII.</b>	<b>New Business</b>		
	<b>i. Privacy Policy</b>	<b>Motion</b>	Rachael Fox
	<b>ii. Health Insurance</b>	<b>Motion</b>	President
	<b>iii. Discussion Narcan</b>	<b>Discussion</b>	Brian Hackett
	<b>iv. Form for Reconsideration of Materials Addition to the Collection</b>	<b>Discussion</b>	Brian Hackett
<b>IX.</b>	<b>Oregon Audits Division</b>	<b>Discussion</b>	Rachael Fox
<b>X.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b>		All
	<b>ii. Requests/Comments from Library Director</b>		Rachael Fox

	<b>ii. Agenda items for next meeting</b>		Brian Hackett
<b>XI.</b>	<b>Adjournment regular meeting</b>		Brian Hackett

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

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

The Board of Directors meets on the 3rd Tuesday each month from 7:00pm to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

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<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b>	<b>Motion</b>	Brian Hackett
<b>III.</b>	<b>Approval of the consent agenda</b> <ul style="list-style-type: none"> <li>i. Minutes from the July 18, 2023 regular board meeting.</li> <li>ii. Minutes from the July 20, 2023 special board meeting</li> </ul> Attachment: <ul style="list-style-type: none"> <li>• III.i. Minutes from the July 18, 2023 regular board meeting.</li> <li>• III.ii. Minutes from the July 20, 2023 special board meeting</li> </ul>	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Actual or potential conflicts of interest</b>		Brian Hackett
<b>V.</b>	<b>Public comment (3 minutes each)</b>		Brian Hackett
<b>VI.</b>	<b>Reports</b>		
	<b>i. Friends update</b> <ul style="list-style-type: none"> <li>• There is no meeting for the Friends of the Library in August.</li> </ul>		Rachael Fox
	<b>ii. Foundation update</b> <ul style="list-style-type: none"> <li>• There is no meeting for the Foundation in August.</li> </ul>		Rachael Fox
	<b>iii. August Financial Statements</b> The financial statements were unavailable when the board packet was distributed.		Rachael Fox

	<p><b>iv. Director's report</b></p> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>Regrettably, the team member we had chosen for the role of Bookmobile Specialist is unable to assume the new position. As a result, we have initiated the process of reopening the position. We are actively seeking to hire a Bookmobile Specialist who will work for 32 hours per week.</li> </ul> <p>This role will encompass serving patrons of all age groups across the county, involving responsibilities such as operating and maintaining the bookmobile, as well as delivering library services to individuals spanning from infants to seniors. Moreover, the selected Bookmobile Specialist will collaborate closely with the Program Services Team to conceive, develop, and present an array of services, programs, and events.</p> <ul style="list-style-type: none"> <li>Due to various factors, including the Bookmobile Specialist's inability to take up the position and an injury and illness of staff members, we have been experiencing understaffing issues. Furthermore, we found it necessary to hire a new Public Service Clerk to fill the vacancy left by the team member initially selected for the Bookmobile Specialist role.</li> </ul> <p>This combination of events led to the unfortunate cancellation of bookmobile services for a few weeks. Additionally, our staffing shortages forced us to temporarily close the Parkdale and Cascade Locks libraries on separate occasions within the past month.</p> <p>In the midst of these challenges, we have begun the process of initiating our long-term planning for bookmobile services. As part of our revised strategy, we are implementing changes to enhance our services. Specifically, we will now be offering services in Odell on the second and fourth Saturdays of each month.</p> <p>In adapting our approach, we have transitioned from the previous practice of door-to-door visits in the Odell Mobile Home park. Instead, we will now be making two designated stops within the park. This adjustment allows us to provide services with a single staff member, as opposed to the previous requirement of having two staff members present.</p> <p>We are confident that this revised approach, with bi-</p>	<p>Rachael Fox</p>
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monthly services in Odell, will suffice, especially considering the extended three-week checkout period for library materials. Additionally, this change will enable us to extend our services to more areas throughout the county.

### **Facilities**

- The restoration of the Hood River Library's front entrance will start on Monday, August 28, and is anticipated to be completed within a timeframe of 2 to 4 weeks. During this period, patrons will be directed to use the Columbia Room doors for entry.

### **Programs and Services**

- **Bookmobile**

- Schedule & Route:

- Odell Mobile Home park - 2<sup>nd</sup> & 4<sup>th</sup> Saturdays, 10:00am-12:00pm. For residents only. The Bookmobile will make two designated stops within the park offering children a selection of books, a craft bag, and a snack.
    - Odell Community Park (Tamarack Rd.), 2<sup>nd</sup> & 4<sup>th</sup> Saturdays 12:30pm-1:30pm. Visit the Odell Community Park to check out library materials, pick up holds, and received.

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

- **All Ages**

- **Summer Reading Program**

We are offering our annual Summer Reading Program June 13-August 26. This program is open to individuals of all ages, from newborns to adults. Participants can choose to read books, listen to audiobooks, or complete activities to join in the excitement. This year, the program offers the convenience of online engagement through Beanstack, a platform that enables tracking of reading progress. By downloading the app and creating an account, individuals can embark on a reading journey to earn amazing prizes.

<p>For children, the prizes include a Hood River pool pass, Rosauers donut coupons, Mike's Ice Cream vouchers, Lake Taco burrito coupons, and free books. Additionally, there will be three raffle drawings throughout the summer, featuring enticing rewards such as Kindles, Lego kits, Squishmellows, tie-dye kits, kites, and much more.</p> <p>Teen participants can look forward to themed raffle baskets, exclusive event coupons, and the opportunity for the library to make a charitable donation based on their logged reading activities.</p> <p>Adult participants have their chance at winning captivating raffled baskets by local vendors.</p> <p>For detailed information and registration, please visit the library website at <a href="https://hoodriverlibrary.org/summer-reading/">https://hoodriverlibrary.org/summer-reading/</a>.</p> <p>Throughout the summer, the library will host a diverse range of captivating and free events for the entire family at multiple locations:</p> <p><b>Hood River Library, 502 State Street, Hood River:</b></p> <p><b>All Ages Events – Wednesdays, 5:30pm:</b></p> <ul style="list-style-type: none"> <li>• <b>June 21: LOS AMIGOS DE LA SIERRA (Library Gardens)</b> - Enjoy the lively tunes of Hood River-based band while indulging in Mike's ice cream. Suitable for all ages.</li> <li>• <b>July 19: DJ Zur Foam Party (Library Gardens)</b> - Experience music, foam machines, and ice cream. Participants should wear clothes that can get wet.</li> <li>• <b>August 16: Reptile Man</b> - Richard "The Oregon Reptile Man" will showcase his captivating reptile ambassadors.</li> </ul> <p><b>Kids Events - Wednesdays, 5:30pm:</b></p> <ul style="list-style-type: none"> <li>• <b>June 21: LOS AMIGOS DE LA SIERRA (Library Gardens)</b> - Enjoy the lively tunes of Hood River-based Norteno band while indulging in Mike's ice cream. <b>Suitable for all ages.</b></li> <li>• <b>June 28: Angel Ocasio</b> - A top physical comedian, actor, clown, writer, and ukulele player, will showcase and teach comedy and clowning skills.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• <b>July 5: Amazing Bubble Man</b> - Witness the extraordinary bubble art, tricks, and fun presented by Louis Pearl, one of the world's leading bubble-ologists.</li> <li>• <b>July 12: Rhys Thomas Juggling Comedy Show</b> - Be amazed by the juggling talents of Rhys Thomas, a highly respected performer in the juggling world.</li> <li>• <b>July 19: DJ Zur (Library Gardens)</b> - Experience music, foam machines, and ice cream. Participants should wear clothes that can get wet. <b>Suitable for all ages.</b></li> <li>• <b>July 26: Messy Field Day (Library Gardens)</b> - Engage in crafts and outdoor fun.</li> <li>• <b>August 2: Dragon Theater Puppet Show</b> - The Dragon Puppet Theatre brings ancient and modern tales from around the world to life with colorful puppet shows.</li> <li>• <b>August 9: Red Yarn</b> - A family performer who will captivate audiences with music and puppetry, reviving American roots music traditions.</li> <li>• <b>August 16: Reptile Man</b> - Richard "The Oregon Reptile Man" will showcase his captivating reptile ambassadors.</li> </ul> <p><b>Kids Recurring Events:</b></p> <ul style="list-style-type: none"> <li>• Tuesdays, 6 pm: Pajama Storytime</li> <li>• Wednesdays, 5:30 pm: Performances</li> <li>• Thursdays, 10:30 am: Storytime</li> <li>• Fridays, 3:30 pm: Snapdragon Yoga</li> </ul> <p><b>Teen Events:</b></p> <ul style="list-style-type: none"> <li>• <b>Summer Movies Kick-off:</b> Friday, June 23, 5 pm - Join us for a viewing of one of the worst movie musicals with fake felines – Meow!</li> <li>• <b>Teen Foam Party:</b> Saturday, June 24, 5 pm - Indulge in ice cream, music, and lots of foam!</li> <li>• <b>A Simple Summer Day,</b> Thursday, Aug. 3rd at 4pm. Hood River Library Garden. Leave your worries behind and enjoy an afternoon giant bubbles, pizza and Icees. For teens ages 12 to 19.</li> <li>• <b>End of Summer Campfire:</b> Saturday, August 26, 8:30</li> </ul>		
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	<p>pm - Enjoy s'mores under the stars.</p> <p><b>Teen Recurring Events:</b></p> <ul style="list-style-type: none"> <li>• Fridays, 2 pm: Summer Movies - The Sequels</li> <li>• Thursdays, 2nd and 4th: Magic the Gathering group – Facilitated by Hood River Hobbies.</li> </ul> <p><b>Adult Events:</b></p> <ul style="list-style-type: none"> <li>• <b>Foundations of investing, Saturday August 19th, 10:00-11:45am.</b> Do you have the information you need to make decisions about your financial goals? At this financial workshop, you'll learn key principles of saving and investing, and also learn specific strategies to help you reach your long-term financial goals. Brought to you in partnership with Edward Jones. Hood River Library Meeting Room.</li> </ul> <p><b>Adult Recurring Events:</b></p> <ul style="list-style-type: none"> <li>• Fridays, 10:30 am: Yoga for Adults with Snapdragon Yoga</li> <li>• Fridays, 5 pm: Summer Movies - The Sequels</li> <li>• <b>Hood River Book Club</b> meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room &amp; <u>Zoom</u>.</li> <li>• <b>Cascade Locks Book Club</b> meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library.</li> <li>• <b>Writing Group:</b> Every Wednesday at 3 pm in the Hood River Library Columbia Room.</li> </ul> <p><b>Cascade Locks Library, 300 Wa-Na-Pa (Elementary School), Cascade Locks:</b></p> <p><b>Performers/Events - Wednesdays, 12:00 pm:</b></p> <ul style="list-style-type: none"> <li>• <b>June 28: Angel Ocasio</b> - A top physical comedian, actor, clown, writer, and ukulele player, will showcase and teach comedy and clowning skills.</li> <li>• <b>July 19: Snapdragon Yoga</b> - Themed yoga for children!</li> <li>• <b>August 16: Reptile Man</b> - Richard "The Oregon</li> </ul>		
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	<p>Reptile Man" will showcase his captivating reptile ambassadors.</p> <p><b>Recurring Kids Events:</b></p> <ul style="list-style-type: none"> <li>• Fridays, 10:30 am: Parent Play Group</li> <li>• Saturdays, 10 am-2 pm: Crafty Saturdays</li> <li>• Last Friday of the Month, 10:30 am: Storytime</li> </ul> <p><b>Parkdale Library, 7300 Clear Creek Road (Community Center):</b></p> <p><b>Performers/Events - Wednesdays, 3:30 pm:</b></p> <ul style="list-style-type: none"> <li>• <b>June 28: Angel Ocasio</b> - A top physical comedian, actor, clown, writer, and ukulele player, will showcase and teach comedy and clowning skills.</li> <li>• <b>July 19: Snapdragon Yoga</b> - Themed yoga for children!</li> <li>• <b>August 16: Reptile Man</b> - Richard "The Oregon Reptile Man" will showcase his captivating reptile ambassadors.</li> </ul> <p><b>Recurring Kids Events:</b></p> <ul style="list-style-type: none"> <li>• Fridays, 10:30 am: Parent Play Group</li> <li>• Saturdays, 10 am-2 pm: Crafty Saturdays</li> <li>• First Friday of the Month, 10:30 am: Storytime</li> </ul> <p><b>Odell, Odell Neighborhood Community Park, 3167 Tamarack Road, Odell:</b></p> <ul style="list-style-type: none"> <li>• <b>Bookmobile stop:</b> 2<sup>nd</sup> &amp; 4<sup>th</sup> Saturdays, 12:30-1:30 pm.</li> <li>• <b>Mercado del Valle:</b> First and Third Thursdays, 4-6 pm. In partnership with Gorge Grown, Odell Historic Coalition, and Hood River Parks and Recreation.</li> <li>• <b>Special Events, Thursdays:</b> <ul style="list-style-type: none"> <li>• <b>July 6, 5 pm: Amazing Bubble Man</b> - Louis Pearl, one of the world's leading bubble-ologists, will present bubble art, tricks, and fun.</li> <li>• <b>July 20, 4-6 pm: Faces by Jen</b> - Fun face painting!</li> </ul> </li> </ul>		
<b>VII.</b>	<b>Old Business</b>		
	<b>I. Equity, Diversity, and Inclusion statement</b>	<b>Motion</b>	Rachael Fox

<p>At the June 20 library board meeting, I proposed that the Hood River County Library District develop an Equity, Diversity, and Inclusion statement. This statement will serve as a means to communicate to the community the underlying purpose and motivation behind the programs and displays we offer. By doing so, we can empower both our library staff, library board and the community, providing a clear understanding of why we celebrate heritage months and holidays.</p> <p>I recommend the following statement for discussion and approval.</p> <p><b>Hood River County Library District Equity, Diversity, and Inclusion Statement</b></p> <p>The Hood River County Library District is committed to serving and representing our entire community and fostering a culture of Equity, Diversity, and Inclusion (EDI). As a vibrant and inclusive community space, we believe that everyone deserves equal access to knowledge, resources, and opportunities, regardless of their background, identity, or orientation.</p> <p>Our library district aims to provide a space that celebrates the richness of our diverse community. We wholeheartedly embrace individuals from all walks of life and affirm the importance of creating an environment where everyone feels valued, respected, and heard. We strive to provide a space that recognizes and cherishes the unique perspectives, experiences, and identities of our patrons.</p> <p>We actively curate a collection of programs, books, media, and resources that reflect the broad spectrum of human experiences. We understand that representation matters. In our library, you will find a dedicated team of staff members who are passionate about serving you. We are committed to ongoing education and training, equipping ourselves with the knowledge and tools necessary to provide an inclusive and supportive environment for all.</p>		
<p><b>VIII. New Business</b></p>		
<p><b>i. Privacy Policy</b> Attachments:</p> <ul style="list-style-type: none"> <li>VIII.i. Privacy Policy</li> </ul> <p>On a monthly basis, the Library Board will undertake the task of either reviewing existing policies or formulating new ones to ensure our adherence to current standards. This particular</p>	<p><b>Motion</b></p>	<p>Rachael Fox</p>

<p>month, our focus will be on evaluating the Privacy Policy.</p> <p>The most recent amendment to this policy dates back to August 20, 2013. Our legal counsel, Ruben Cleveland, has proposed a few minor adjustments, which are indicated in the policy document.</p>		
<p><b>ii. Health Insurance</b></p> <p>I recently discovered that our selected insurance provider, PacificSource, no longer includes our local hospital, Providence, in their network. We have been using PacificSource for the Library District for three and a half years. Surprisingly, this change was implemented during our December renewal, but PacificSource did not notify the Library District nor our insurance broker. To address this issue, I have solicited bids from three different insurance brokers in order to switch insurance companies during an early renewal on September 1, 2023.</p> <p>The most favorable renewal quote emerged from our present insurance broker, Century Insurance. We have opted for their Bend Chamber Plan, which involves Providence. We will retain the \$1,000 deductible and \$6,000 out of pocket maximum. We'll have a reduction in copay \$30 to \$25 per visit and coinsurance reduces 30% to 20%. This will entail an 18% rise in the medical/vision premium and a 12% reduction for dental coverage. While I had originally budgeted for a 15% increase for medical/vision and dental benefits, we find ourselves adequately prepared to handle this higher cost due to the delayed start of the Bookmobile Specialist's and the mandatory 60-day waiting period for benefits.</p> <p>I ask the Library Board approve the Bend Chamber Providence Premium Health plan and Bend Chamber Delta Dental plan.</p>	<p><b>Motion</b></p>	<p>President</p>
<p><b>iii. Discussion Narcan</b></p> <p>Belinda Ballah, the director of the Hood River County Prevention department, has reached out to me to explore the feasibility of having Naloxone (Narcan) accessible for our library staff to administer. Narcan is an FDA-approved medication specifically designed to swiftly reverse opioid overdoses.</p> <p>In conjunction with the Hood River County Prevention Department, the Hood River County Health Department is actively engaged in endeavors to mitigate opioid overdoses within our community. This involves targeted educational initiatives focused on the hazards of opioid usage and methods for preventing overdoses. These initiatives also encompass</p>	<p><b>Discussion</b></p>	<p>Brian Hackett</p>

<p>making Narcan widely available throughout our community.</p> <p>A growing number of public libraries across the nation are not only stocking Narcan but also training their staff to administer it. In 2018, nearly 68,000 individuals in the United States lost their lives due to drug overdoses, as indicated by provisional estimates from the Centers for Disease Control and Prevention. Given that overdoses can transpire in any location, it is advantageous for library staff and individuals in other public spaces to be equipped with the knowledge to administer Narcan, much like librarians are trained in utilizing fire extinguishers, performing CPR, or utilizing automated external defibrillators.</p> <p>Our legal advisor, Ruben Cleveland, has granted approval for Narcan to be accessible at the library for staff members, provided they receive the necessary training. Both the Prevention department and the Hood River County Health Department would be responsible for delivering the requisite training to our library staff.</p>		
<p><b>iv. Form for Reconsideration of Materials Addition to the Collection</b></p> <p><b>i. Attachment:</b></p> <ul style="list-style-type: none"> <li>○ VIII.iv.a. Collection Development Policy</li> <li>○ VII.iv.b. Request for Reconsideration Policy</li> <li>○ VII.iv.c. Request for Reconsideration Form</li> </ul> <p>We received a patron's request to add an item to our collection. However, the staff member responsible for that section of the collection determined that the item did not align with our collection development policy criteria. I also support the decision. The patron expressed dissatisfaction with this decision and subsequently contacted both the Library Board President, Brian Hackett, and myself to explore the matter further.</p> <p>Currently, we do not have an established formal appeal process in place. While it's worth noting that many libraries also lack such a process, I've come across instances where some do have one.</p> <p>I would like to initiate a discussion with the library board to ascertain whether they are interested in implementing an appeal process. I have attached our collection development policies and the process for requesting reconsideration of materials for your review. We could implement a form similar</p>	<p><b>Discussion</b></p>	<p>Brian Hackett</p>

	to the request for reconsideration form.		
<b>IX.</b>	<b>Oregon Audits Division</b> Attachment: <ul style="list-style-type: none"> <li>IX.i. Oregon Audits division letter</li> </ul> <p>The Oregon Audits Division has sent a letter to the Board of Directors detailing forthcoming modifications to the Municipal Audit Law. Given that our annual budget surpasses 1 million dollars, we will continue to conduct our routine audit each year.</p>	<b>Discussion</b>	Rachael Fox
<b>X.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b>		All
	<b>ii. Requests/Comments from Library Director</b>		Rachael Fox
	<b>ii. Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>Policy review</li> </ul>		Brian Hackett
<b>XI.</b>	<b>Adjournment regular meeting</b>		Brian Hackett

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Library Meeting Room and Zoom  
502 State St, Hood River

Notes prepared by: Rachael Fox

**Library Board:**

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

Staff members: Rachael Fox.

Community members: Abigail Elder, Hood River City Administrator; Megan Saunders, City Council member; Daniela Pulido, Notary Public (Administered Oath of Office).

Members of the public: None present.

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	<b>Agenda Items</b>	<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b> Board President Jean Sheppard called the meeting to order at 7:00pm.		Jean Sheppard
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b> Marsden made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.	<b>Motion</b>	Jean Sheppard
<b>III.</b>	<b>Board Officer Elections</b> Sheppard moved to elect Hackett as president of the Board of Directors and Bureker as Vice President for the 2023-24. Marsden seconded. The motion carried unanimously. Hackett stated the new President Brian Hackett, Vice President Karen Bureker, Library Director Rachael Fox and Assistant Director Mo Burford are authorized to sign checks for the District. Fox will alert the bank to update the bank signature card.	<b>Motion</b>	Jean Sheppard
<b>IV.</b>	<b>Board members Oath of Office</b>		Brian Hackett

	As this is a new requirement as noted in our Library Board Governance Policy, Notary Public Daniela Pulido sworn in Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, and Jean Sheppard.		
<b>V.</b>	<b>Approval of the consent agenda</b> Sheppard made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
<b>VI.</b>	<b>Actual or potential conflicts of interest</b> None stated.		Brian Hackett
<b>VII.</b>	<b>Public comment (3 minutes each)</b> None present.		Brian Hackett
<b>VIII.</b>	<b>Westside Urban Renewal discussion</b>  The Westside Urban Renewal discussion involved the presence of Hood River City Administrator Abigail Elder and City Council member Megan Saunders, who attended the Library Board meeting to address inquiries.  The discussion revolved around three plans: the Affordable House Strategy, Parks and Recreation plan, and transportation plans. It was noted that the District had become smaller since its initial presentation at the library board meeting in March.  Key dates were outlined for the process: a public hearing on August 14, the City Council's decision on August 21, and authorization for the creation of the District on August 28, with the intended start date set for January 1, 2024. Formal comments were requested by August 1.  During the discussion, Marsden inquired about the reduction of the District's size, to which Elder responded that it had decreased to 425. She explained that the feedback process led to the reduction, allowing the possibility of creating another urban renewal district in the future.  Sheppard questioned the allocation of payments for the District, expressing concern that they seemed higher compared to other districts. Saunders clarified that payments should be proportional to the tax rate. Elder mentioned that the city would forgo 40 million dollars, which Sheppard stated, as the library district's revenue solely relied on taxes, and tight finances affected staffing and operational hours.  Bureker raised concerns about the impact on other locations in Cascade Locks and Parkdale if the District lost 6 million dollars. Fox was still investigating the potential impact on current operations and the addition of services, given the	Discussion	Abigail Elder

	<p>financial constraints. Hackett suggested involving the Special Districts Association of Oregon (SDAO) to address the situation.</p> <p>Elder welcomed the idea of involving SDAO, as they are experienced in such matters. She clarified that the library district board would make policy decisions regarding fund allocation. The discussion continued about the long-term effects of the District, assumed to last for 25 years, and potential investments returning to the tax roll.</p> <p>Janik mentioned that the benefits of such investments might not be realized due to the possibility of another urban renewal district starting. Legal recourse and ways to communicate with the City Council were discussed, and Saunders recommended submitting written comments by August 1.</p> <p>Regarding the master plan, Saunders explained that the current discussion was focused on the westside plan, which would eventually become part of the city.</p> <p>The Library Board decided to hold a planning meeting as a follow-up, scheduling a special meeting on Thursday, July 20, at 5:30 pm, after confirming the requirement for a 24-hour notice for a Special Meeting.</p>		
<b>IX.</b>	<b>Reports</b>		
	<p>i. <b>Friends update</b></p> <ul style="list-style-type: none"> <li>• There was nothing to add to the written report.</li> </ul>		Rachael Fox
	<p>ii. <b>Foundation update</b></p> <ul style="list-style-type: none"> <li>• There was nothing to add to the written report.</li> </ul>		Rachael Fox
	<p>iii. <b>June Financial Statements</b></p> <p>Fox presented the June financial statement to the Library Board at the meeting.</p> <p>At the end of the 2023-24 fiscal year, the District's General Fund ended with \$931,305 This amount includes ample operating funds to take us from July through November, when we receive the bulk of our tax revenue. This is \$16,305 more than I estimated we would carry over in our 2023-24 budget.</p> <p>Here were other notable items from last fiscal year:</p> <ul style="list-style-type: none"> <li>• Carried over \$23,703 more than last fiscal year</li> <li>• Received \$40,048 more in tax revenue than anticipated.</li> <li>• Received \$7,128 more in previous year tax revenue than anticipated.</li> <li>• Received \$18,483 more in interest revenue than anticipated.</li> </ul>		Rachael Fox



	<ul style="list-style-type: none"> <li>• Overall Personal Services came in \$88,593 under budget.</li> <li>• Overall Materials and Services came in \$140 under budget.</li> <li>• Since we did not spend the full amount of several categories in Materials and Services, we spent more than anticipated in other categories. This is standard practice and permitted as long as we do not exceed spending in the entire Materials and Services budget. In addition, the district received more tax revenue than anticipated and was able to fund the additional items in the categories. <ul style="list-style-type: none"> <li>◦ Fox noted the categories in the Materials Services section that exceeded the line item: <ul style="list-style-type: none"> <li>▪ Building maintenance, which included additional projects such as remodeling the theater.</li> <li>▪ HVAC, where funds were used to repair a ducting leak and hire an external company, Trane, to address issues with VAV units and controls.</li> <li>▪ Telephone expenses, which increased due to switching providers and undergoing an initial setup process.</li> <li>▪ Internet services, which were expanded to accommodate the library bookmobile.</li> <li>▪ Technology expenses, used to purchase new laptops, sound systems, and monitors for team members.</li> <li>▪ Custodial services, which covered the cost of carpet cleaning at Parkdale and Cascade Locks.</li> <li>▪ Copiers, where additional copiers were acquired for the building.</li> <li>▪ Furniture and equipment, which included purchases of shelving, storage areas, air conditioners, new book carts, and a cubical divider for the staff area.</li> <li>▪ Miscellaneous expenses, which saw an increase in the current fiscal year. The line item has been increased this fiscal year and items such as water for the public will be under other line items for this year.</li> <li>▪ Postage, where the budget was increased for the next year due to rising postage costs.</li> <li>▪ Printing and advertising, which involved printing new materials for summer reading. Next year, this expense will be covered by the program</li> </ul> </li> </ul> </li> </ul>		
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	<p>budget.</p> <ul style="list-style-type: none"> <li>▪ Program expenses, which slightly exceeded the allocated budget.</li> <li>▪ Office supplies, which also showed a slight overage.</li> <li>▪ Training and Travel, where multiple staff members were sent to the Oregon Library Association due to a pause during the pandemic.</li> </ul> <p>○ Fox also noted several categories that were underspending, and a few specific ones were highlighted:</p> <ul style="list-style-type: none"> <li>▪ Professional Services, as part of the funds for the Strategic Planning consultant were allocated from the fiscal year 2022-23.</li> <li>▪ Elections expenses, where the bill was not received in the current fiscal year as it has become a standard practice to account for them in the following fiscal year.</li> </ul>		
	<p><b>iv. Director's report</b> There was nothing to add to the written report.</p>		Rachael Fox
<b>X.</b>	<b>Old Business</b>		
<b>XI.</b>	<b>New Business</b>		
	<p><b>i. Appointing agents of record</b> Bureker voted to approve Resolution 2023-24.01, establishing agents of record. Marsden seconded. The motion carried unanimously.</p>	<b>Motion</b>	Brian Hackett
	<p><b>ii. Establishing regular meeting time (ACTION)</b> The incorrect information was present in this category in the board meeting agenda. The information has been corrected. Janik made a motion to approve Resolution No. 2023-24.02 – establishing regular meeting time. Marsden seconded. The motion carried unanimously.</p>	<b>Motion</b>	Brian Hackett
	<p><b>iii. Discussion of Friends of the Library and Library Foundation liaisons</b> Bureker will continue to serve as liaison for the Friends of the Library and Hackett will continue to serve as liaison for the Library Foundation. There was correction to the times listed for the Friends meeting, it will be the second Monday of the month at 11am.</p>	<b>Discussion</b>	Brian Hackett
	<p><b>iv. Accounting services bid and contract approval</b> Sheppard made a motion to approve the bid and contract with</p>	<b>Motion</b>	President

	Onstott, Broehl and Cyphers. Janik seconded. The motion carried unanimously.		
<b>XIII.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b> Sheppard stated the article was well written. Hackett stated he asked the item to be included in the agenda because he thought it was an excellent way to explain special districts. Fox stated the library would add a link to the article from the Board of Directors page on the library website.		All
	<b>ii. Requests/Comments from Library Director</b> There were no additional requests or comments from the Library Director.		Rachael Fox
	<b>ii. Agenda items for next meeting</b> There was nothing to add to the agenda items.		President
<b>XIV.</b>	<b>Adjournment regular meeting</b> The meeting adjourned at 8:19pm.		President

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**  
**Special Meeting Agenda**  
Thursday, July 20, 2023, 5:30pm  
Columbia Room and Zoom  
502 State St, Hood River

**Library Board:**

*Present: Board President: Brian Hackett, Board Vice-President: Karen Bureker, Board members: Megan Janik, Sara Marsden. Jean Sheppard. Library staff member: Rachael Fox.*

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/88525032817>, Meeting ID: 885 2503 2817

Agenda Items		Action	Responsible
I.	<b>Call to Order</b> Library Board President called the meeting to order at 5:34pm.		Brian Hackett
II.	<b>Approval of the agenda (additions/corrections/deletions)</b> Sheppard moved to approve the agenda. Janik seconded. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
III.	<b>Westside Urban Renewal Plan</b>  The Westside Urban Renewal Plan was initially drafted by Sheppard and later reviewed and revised by the Library Board. During the discussion, Hackett stated it was interesting how the plan was funded. Questions arose about whether county and city employees would be involved in the project and if the city and county would be paid with the funds from the urban renewal district, to which Sheppard mentioned the city received their revenue from parking fees and other sources and not taxes.  Hackett pointed out the lack of facilities in the urban renewal district, and Bureker stated fire districts are impacted in the same way as libraries. Janik stated she was unsure of the long-term benefits of the plan, given the potential creation of a new urban renewal district after this one is dissolved. Questions were raised about the duration of the plan and the length was most likely to allow repayment of bonds.  Sheppard clarified that the plan included commercial areas such as Wind Master and other businesses, leading to concerns from library board members about the city's capacity to handle	<b>Motion</b>	Brian Hackett

	<p>an influx of new homes and the need for improved infrastructure.</p> <p>Legal recourse and the selection process for targeted entities were discussed, with Hackett suggesting that the plan should only be authorized by voters. Board members questioned the fairness of the funds being taken without a guarantee of return.</p> <p>Bureker inquired about the funding withheld by the existing urban renewals, and Fox referred to the Board packet for the combined amount the library was paying to them. The status of various ongoing urban renewal projects was also mentioned.</p> <p>Bureker brought up concerns about the plan's effects on schools, and Sheppard clarified that no housing was included, and Hackett replied there was a need to increase enrollment.</p> <p>Funding discrepancies between the Library District and Parks and Rec, and the necessity of cutting services due to lack of additional funding sources, were also discussed.</p> <p>Bureker mentioned the potential impact on library operations over the course of 25 years.</p> <p>There was also a discussion about adding the beginning fund balance for both the Port of Hood River and the Library District and the comparison was added to the letter.</p> <p>In addition, the comparison was made that the six million dollars forgone by the Library District compares to two years of operating budget.</p> <p>Decisions were made to finalize the document and Hackett offered to provide the edits in handwritten form. Fox agreed to type up the document and then the Library Board members agreed to sign the document on library letterhead. Hackett would then submit the letter to the City Council.</p> <p>The meeting concluded with plans for a public hearing on August 14, which Sheppard will attend.</p>		
<b>XIV.</b>	<p><b>Adjournment regular meeting</b></p> <p>The meeting was adjourned at 6:34pm.</p>		Brian Hackett

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

- ORS 192.660 (I) (d) Labor Negotiations
- ORS 192.660 (I) (e) Property
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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.



LaVonne Griffin-Valade Secretary of State  
Cheryl Myers Deputy Secretary of State, Tribal Liaison  
Kip Memmott Audits Director

August 1, 2023

BOARD OF DIRECTORS  
HOOD RIVER COUNTY LIBRARY DISTRICT  
502 STATE STREET  
HOOD RIVER, OR 97031

The May election is complete and some of you are new to your official positions. Welcome! And many more of you are returning officials who have been serving your local government for quite some time. Thank you.

We are providing this letter to remind you of your responsibilities as a fiduciary of your local government.

As a governing official, you are a trustee of the local government and must exercise due diligence and oversight to ensure the local government is well-managed and its financial situation remains sound. As a trustee, you also carry some responsibility to ensure compliance with certain laws, rules, and grant or loan covenants.

Municipal Audit Law provides instructions for reports local governments are required to submit annually to the Secretary of State. Annual reporting is important for ensuring local governments are transparent and accountable to the public.

Under Municipal Audit Law (ORS 297.405-297.990), financial reports **must be filed each year** with the Oregon Audits Division. These annual filings must be filed either 90 or 180 days after fiscal year end and require a response to any findings reported by the independent auditor within 30 days of filing. Failure to file annual reports could result in dissolution.

Other areas of responsibility include the following:

1. Government Ethics for Public Officials – ORS 244<sup>1</sup>
2. Public meetings and public records law – ORS 192
3. Local budget law – ORS 294
4. Procurement and contracting – ORS Chapters 279A-C
5. Deposit and Investment of public funds – ORS Chapters 294 and 295

<sup>1</sup> ORS – Oregon Revised Statutes

More information and resources to help you understand and comply with these statutes can be found on our website: [sos.oregon.gov/muniofficial](https://sos.oregon.gov/muniofficial)

Please contact our office if you have questions or wish to discuss any of the responsibilities or requirements outlined in this letter or on the linked site. Your role as a government official is an important one to ensure needed services are available and we appreciate your willingness to serve in this capacity.

A handwritten signature in black ink, appearing to read "Amy John", followed by a horizontal line.

Amy John, CPA  
Municipal Program Manager  
Oregon Audits Division



## MUNICIPAL AUDIT LAW CHANGES effective January 1, 2024

You are receiving this letter because you are currently registered as a local government subject to Municipal Audit Law (ORS 297.405 - 297.990). Changes to Municipal Audit Law were enacted during the 2023 legislative session and impact all local governments.

House Bill 2110 A amended Municipal Audit Law; these changes become effective January 1, 2024. You can find more details on HB 2110 A online at

<https://olis.oregonlegislature.gov/liz/2023R1/Measures/Overview/HB2110>. Key changes are listed below.

1. **Updated thresholds:** Audits are required for counties and school districts and are now required for entities spending more than \$1 million annually — an increase from \$500,000. All other entities may be eligible for an audit exemption. Entities spending less than \$250,000 may be eligible to file a self-prepared report in lieu of audit.

Report Type	Thresholds as of 1/1/24
Audit	> \$1,000,000
AUP	\$250,001 - \$1,000,000
Self-Prepared	≤ \$250,000

2. **Agreed Upon Procedures (AUP) reporting:** Replacing review reports, AUP reporting directs auditors to perform and report results of procedures specified in the Oregon Minimum Standards (OAR 162-040). The procedures will address certain components of financial reporting, operations, and compliance.
3. **Filing fees:** As determined by entity spending, increased fees will range from \$40 to \$500.

Spending over	Spending Not Over	Annual Fee
\$0	\$50,000	\$40
\$50,000	\$150,000	\$80
\$150,000	\$250,000	\$150
\$250,000	\$500,000	\$250
\$500,000	\$1,000,000	\$300
\$1,000,000	\$5,000,000	\$350
\$5,000,000	\$10,000,000	\$400
\$10,000,000	\$50,000,000	\$450
\$50,000,000	-	\$500

## Next Steps

The Oregon Administrative Rules and Minimum Standards for Audits and Reviews will be revised to reflect these changes in law. Specifically, the rules will be revised to (1) include a definition of expenditures that will be consistently used to determine the filing threshold and fee, and (2) replace review report guidance with AUP guidance.

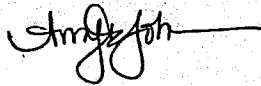
Rules will be developed in cooperation with the municipalities, CPAs, and membership organizations. I encourage you to participate in the rulemaking process or provide feedback to our office directly.

## Effective January 1, 2024

Changes to Municipal Audit Law are effective for fiscal years ending on or after January 1, 2024. You'll want to plan and ensure you're prepared for these changes. You can find more information on our website at [sos.oregon.gov/hb2110](https://sos.oregon.gov/hb2110). For timely information and notices related to rulemaking and other Municipal Audit Law topics sent directly to your email, look for the "Stay Connected" heading on the right side of our web page.

Please contact our office at 503-986-2255 if you have questions about the changes or have suggestions for revising the rules.

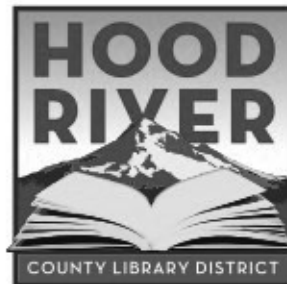
Thank you,



Amy John

Municipal Audit Manager  
Secretary of State, Audits Division

## Request for Reconsideration Policy



Patrons wishing to express concerns about materials already in the collection or library services such as programs and displays may formally request that Hood River County Library District reconsider its classification or possession of an item or engagement in programs or displays by submitting a Request for Reconsideration of Library Material and Services to the library director.

The library director will convene the Collection Development/Program Services Team to review the questioned material or service and make a written recommendation concerning the material or service to the library director. In consultation with appropriate staff, the library director will render a decision as to appropriate action. Challenged resources and services will remain in or with the library and available for lending or participation during the reconsideration process.

It is recommended that patrons submitting a request for reconsideration take the time to read, view, or participate in the entire work or program. The Collection Development/Program Services team will draft a written response to the requester as approved by the library director.

Should the patron wish to pursue the matter further, they may ask that the library director bring the matter before the Hood River County Library District Board of Directors at their next regular board meeting. The board will consider the request and recommendations at the following regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the patron submitting the request.

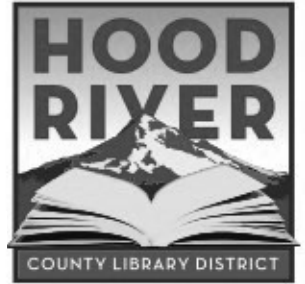
Patron input is limited to residents within the library district service area as stakeholders in public library services.

Approved by the Board of Directors; Tuesday, January 17, 2023

502 State Street  
Hood River - OR 97031  
**541 386 2535**

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

## Request for Reconsideration of Library Materials and Services Form



The library recognizes that some materials and services are controversial and that any given item, program, or display may offend some patrons. Selection of materials and services will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in our collection development policy, strategic plan, Oregon Library Association Public Library Standards, and American Library Association Library Bill of Rights. These documents are available on our website, [hoodriverlibrary.org](http://hoodriverlibrary.org), or upon request.

Patrons may use this form to express concerns about materials that are in the Hood River County Library District collection or provided as a service by the District. Items and subjects that are reviewed pursuant to this request will remain in or with the library and available for lending or participation during the review process. In order to request a review, please provide the following information:

Name of person making request: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Whom do you represent? (please check one): ☐ Self ☐ Organization ☐ Child

If you represent a child residing in Hood River County, are you the legal guardian?

☐ Yes ☐ No

Name (if applicable): \_\_\_\_\_

Have you read the American Library Association Library Bill of Rights, the library's strategic plan, and the library's operations policy for collection development, programs, and displays?

☐ Yes ☐ No

These documents are available on our website, [hoodriverlibrary.org](http://hoodriverlibrary.org), or upon request.

502 State Street  
Hood River - OR 97031

541 386 2535

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

Item requested for reconsideration:

Title of work or program, or description of display: \_\_\_\_\_

Author, artist, or presenter: \_\_\_\_\_

Format:   ☐ Printed book   ☐ Audiobook   ☐ DVD   ☐ Program   ☐ Display   ☐ Other

---

Material designed for:   ☐ Adult   ☐ Young Adult   ☐ Child

Please answer the following questions to the best of your ability.

1. Did you read, view, or listen to the material in its entirety? ☐ Yes   ☐ No

2. If not, which part did you read or see, listen to, or otherwise use?

3. Have you read or heard reviews of this material or service? ☐ Yes   ☐ No

4. If yes, please name review source: \_\_\_\_\_

5. To what in the material/s or of the service do you object? Please be specific. Please include page numbers if applicable.

6. What do you feel might be the result of reading, viewing, hearing or participating in this work?

7. For what age group would you recommend this material or service?

8. Is there anything good about the material or service?

9. What do you see as the purpose of this material or service?

10. What other material or service, serving substantially the same purpose, would you recommend in place of this material?

11. What would you like the District to do about this material or service?

---

Please return this form, with the date and your signature written below, to the Hood River County Library District at 502 State St., Hood River, OR 97031, [info@hoodriverlibrary.org](mailto:info@hoodriverlibrary.org). If you have questions, please call us at 541-386-2535.

Thank you for taking the time to fill out this request. A response will be mailed when a review of the material or service is completed. Additional information regarding requests for reconsideration is available on our website, [hoodriverlibrary.org](http://hoodriverlibrary.org), or upon request.

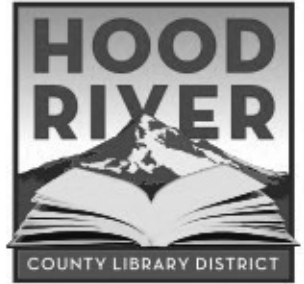
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Signature of patron

Date

Approved by the Board of Directors: October 21, 2014  
Last updated: June 13, 2023  
Last reviewed: June 13, 2023

# Collection Development Policy



Hood River County Library District recognizes that its patrons are diverse. The District further recognizes that public libraries provide free and convenient access to informational, cultural, educational, and recreational materials. The District provides carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure and the creative use of leisure time.

The District aims to provide equal access to all people. To achieve this goal, the District must ensure that its collections remain current and responsive to the needs of its patrons and that materials are easily accessible through appropriate technology.

## Intellectual Freedom

The District believes that the right to access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, the District favors no viewpoint and endorses the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access to Libraries for Minors statement.

## Authority and Responsibility for Selection

The responsibility for the library collection lies with the Library Director, who may designate other staff who are qualified through education and training to participate in selection tasks. The Board of Directors determines the policies for collection development set forth in this document. The policy is carried out by a Collection Development Committee composed of staff responsible for selecting materials, developing procedures, and setting annual goals as determined by the Library Director. All staff members and the general public are encouraged to recommend materials for consideration as well.

## Access

The library makes materials available in a variety of formats to provide inclusive and equitable access to resources for all community members, such as print, audio, and digital materials including books, audio books, electronic books, research and subscription databases, and web resources on community information needs.

Except where noted elsewhere in this policy, all materials are freely and easily accessible to the public in accordance with the ALA Free Access to Libraries Minors Statement.

502 State Street  
Hood River - OR 97031

541 386 2535

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

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public in accordance with the ALA Free Access to Libraries for Minors statement. Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

The use of rare and scholarly items, or items frequently subject to damage or theft, may be controlled to protect the materials for future patrons.

### **Labeling**

Librarians employ objective professional judgment through selection, cataloging, classification, and readers' services to make available the information that library users want or need. Cataloging decisions, labels, or ratings applied in an attempt to restrict or discourage access to materials or to suggest moral or doctrinal endorsement is a violation of the First Amendment and the Library Bill of Rights.

Labeling systems in the library are employed as a means of organizing resources, providing guidance to users, and are viewpoint-neutral. Labels are used as directional aides and may include broad categories such as children's fiction and nonfiction, reference materials, etc.

### **Selection Criteria**

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to primary sources, such as AASA Science Books and Films, ALA Booklist, American Film & Video Association Evaluations, Horn Book Guide, Kirkus, Library Journal, New York Times Best Sellers lists, Pacific Northwest Independent Bestseller List, School Library Journal, and others.

The main points considered in the selection of materials are:

- Favorable reviews found in standard selection sources
- Reputation and significance of the author, producer, and publisher
- Current and historical significance
- Validity, currency, and appropriateness of material
- Contribution of representative viewpoints on controversial issues
- High degree of potential user appeal
- Community needs and interest
- High artistic quality and/or literary style



- Quality and variety of format
- Diverse authors and perspectives
- Value commensurate with cost and/or need
- Timeliness or permanence
- Budget and space considerations
- Integrity

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

- Materials in the children's collection are selected to serve the needs of youth from birth through elementary school age.
- Materials in the young adult collection are selected to serve the needs of individuals from middle school through high school age.
- Suggestions from patrons are welcomed and considered using the standards outlined in this policy.
- The library will acquire materials in languages commonly spoken at home by Hood River County Library District patrons, including English and Spanish.
- The library makes a special effort to select and retain items of local significance and history. Usual weeding practices do not apply to local historical materials.
- Final decisions are based on the value and interest of the item to the public, regardless of selectors' personal tastes. These standards apply equally to purchased and donated materials.
- The District does not attempt to acquire textbooks or other curriculum-related materials unless such materials also serve the general public.
- Since the District's collection cannot be totally comprehensive, special interest items may have to be borrowed through interlibrary loan.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.

### **Suggest a Purchase**

Hood River County Library District welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a Suggest a Purchase online or print form, and all such suggestions will be considered for acquisition in accordance with the Collection Development Policy.

### **Gifts and Donations**

The District gratefully accepts gifts and donations of materials but reserves the right to evaluate and dispose of such gifts (see *Gift and Donation Policy*).

### **Local and Archival Collections**

To preserve the area's unique history and meet the needs of local researchers, the District collects

and maintains materials pertaining to Oregon and the local area. These items may be kept in protected areas or be restricted to use only in the library. Copies may also be available in the circulating collection. Items in this collection include the following:

- Histories for Hood River County, the Columbia Gorge, the Columbia River, and Mount Hood and surrounding areas;
- Materials relevant to the unique commercial, industrial, cultural, and civic enterprises of Hood River County and the Columbia River Gorge.
- Newspapers within Hood River County;
- Directories covering Hood River County;
- Yearbooks for schools within Hood River County;
- Historical works on other regions of Oregon or Oregon generally;
- Documents from governmental entities operating within Hood River County or the Columbia Gorge with historical value for District patrons;
- Works in areas useful for genealogical research specific to Hood River County, the Columbia Gorge, or Oregon;
- Rare and unusual fiction with historical value for Hood River County patrons.

As a rule, the District limits selection to documents pertaining to the local area. Photographs, memorabilia and other artifacts are collected by museums within Hood River County.

### **Collection Maintenance**

In order to keep the collection vital and useful and to use space efficiently, the library will regularly remove items from the collection that are worn, outdated, of little historical significance, or no longer in demand. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs. Library staff use professional judgment and expertise to decide which materials to retain, replace, repair, or remove.

The library makes every effort to rehome discarded material; however, withdrawn materials will be handled in a similar manner and under the same authority as donated materials (see *Gift and Donation Policy*)

### **Request for Reconsideration of Library Material**

Patrons wishing to express concerns about materials already in the collection may formally request that Hood River County Library District reconsider its classification or possession of an item or engagement in programs or displays by submitting a Request for Reconsideration of Library Material and Services to the library director. (See the *Request for Reconsideration Policy* for complete details).

Approved by the Board of Directors, October 21, 2014

Last reviewed: Tuesday, January 17, 2023

Last updated: Tuesday, January 17, 2023