

**Board of Directors**  
**Regular Meeting Agenda**  
Tuesday, September 19, 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

	<b>Agenda Items</b>	<b>Action</b>	<b>Responsible</b>
<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 and Foundation</b>		Rachael Fox
	<b>ii. Friends update</b>		
	<b>iii. Foundation update</b>		Rachael Fox
	<b>iv. July and August Financial Statements</b>		Rachael Fox
	<b>iv. Director's report</b>		Rachael Fox
<b>VII.</b>	<b>Old Business</b>		
	<b>i. Form for Reconsideration of Materials</b>	<b>Motion</b>	Rachael Fox
<b>VIII.</b>	<b>New Business</b>		
	<b>i. Staff training</b>	<b>Discussion</b>	Rachael Fox
	<b>ii. Request to increase credit limit District credit card</b>	<b>Motion</b>	Rachael Fox
	<b>iii. Westside Urban Renewal update</b>	<b>Motion</b>	Rachael Fox
	<b>iv. Board and Budget Committee positions</b>	<b>Discussion</b>	Rachael Fox
<b>IX.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b>		All
	<b>ii. Requests/Comments from Library Director</b>		Rachael Fox
<b>X.</b>	<b>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.

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
 Tuesday, September 19, 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

<b>Agenda Items</b>		<b>Action</b>	<b>Responsible</b>
<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> <ul style="list-style-type: none"> <li>i. Minutes from the August 15, 2023 regular board meeting.</li> </ul> Attachment: <ul style="list-style-type: none"> <li>• III.i. Minutes from the August 15, 2023 regular 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 and Foundation</b>  The Library District, in partnership with the Friends of the Library and Library Foundation, is embarking on a collaborative venture with Library Strategies, a specialized firm with extensive experience in assisting libraries, friends, and foundations. This initiative, funded by the Library District, encompasses the following components: <ul style="list-style-type: none"> <li><b>1. One-on-One Virtual Interviews:</b> These interviews will involve the Library Director, Friends President, and Foundation President.</li> <li><b>2. Separate Virtual Retreats:</b> Each retreat, spanning a</li> </ul>		Rachael Fox

	<p>minimum of 2 hours, will engage the Friends members and the Foundation Board. The specific topics to be covered will be determined collaboratively between the leadership of each group and Library Strategies, with insights from Library leadership. These discussions may encompass areas such as:</p> <ul style="list-style-type: none"> <li>• Goals and direction</li> <li>• Communication and alignment between the Library, Friends, and Foundation</li> <li>• Mission and vision</li> </ul> <p><b>3. Presentation to Stakeholders:</b> A virtual presentation, lasting 1.5-2 hours, will be delivered to the Library District, Friends, and Foundation groups. This presentation will delve into potential future scenarios for both organizations and how we can either collaborate or operate independently to support the library and the community. Key topics to be covered include:</p> <ul style="list-style-type: none"> <li>• General pros and cons of merging or maintaining separate entities</li> <li>• Case studies from the field offering actionable insights tailored to Hood River.</li> </ul>		
	<p><b>ii. Friends update</b></p> <ul style="list-style-type: none"> <li>• The Friends of the Library have allocated \$13,000 this year to support the Library District. Of this amount, \$10,000 is designated for summer reading programs, and \$3,000 is earmarked for supplying free books and book bags for our children's library programs throughout the year.</li> <li>• The Hood River Reads committee is actively searching for a book to feature in 2024.</li> </ul>		
	<p><b>iii. Foundation update</b></p> <ul style="list-style-type: none"> <li>• The Foundation did not have a meeting in August, but they're scheduled to convene on September 20, 2023, this month.</li> </ul>		Rachael Fox
	<p><b>iv. July and August Financial Statements</b> Attachment:</p> <ul style="list-style-type: none"> <li>◦ VI.iv. July 2023 financial statements</li> </ul> <p>For the July financial statements, the District is tracking well for our first month of the fiscal year. The financial statements for August were unavailable when the board packet was distributed.</p>		Rachael Fox
	<b>iv. Director's report</b>		Rachael Fox

### **Administration**

- The Library District has recently transitioned to Providence as our healthcare provider. As part of this change, we are pleased to offer an Employee Assistance Program (EAP) that is accessible to all members of our team and their households, regardless of whether they are enrolled in the healthcare plan. The Employee Assistance Program (EAP) is a complimentary and confidential benefit designed to provide support for a wide range of personal issues, no matter how big or small.
- The team member we had chosen for the role of Bookmobile Specialist was unable to assume the new position. We opened the position again and we are thrilled to introduce our new Bookmobile Specialist, Jasmin Martinez. Jasmin is a lifelong resident of Hood River and brings almost two decades of experience in working with children and engaging in community outreach. Fluent in both English and Spanish, she possesses a wealth of expertise. Her background includes extensive work with children ranging from preschool to K-5, as well as outreach initiatives with low-income families, seasonal/migrant families, and farmworkers. Jasmin's professional journey encompasses a decade of service at the Hood River County School District, where she served as an Instructional Assistant. Additionally, she worked at the Oregon Child Development Coalition as a dedicated Pre-school teacher and Family Advocate. Her involvement extended to acting as a Migrant Seasonal Farmworker (MSFW) Representative for the Hood River/Wasco counties. Jasmin also contributed her skills to the Oregon Employment Department as a Foreign Labor Certification Program Analyst.

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.

The Bookmobile Specialist will work 32 hours per week. The position will cater to patrons of all ages

	<p>throughout the county and will involve driving and maintaining the bookmobile, as well as providing library services for individuals ranging from babies to seniors. Additionally, the Bookmobile Specialist will collaborate with the Program Services Team to develop and offer a variety of services, programs, and events.</p> <ul style="list-style-type: none"> <li>• We have hired Lucy Barnett for the Part-Time Public Service Clerk position. Lucy currently also works at Celilo Restaurant and Bar just down the way from us, and brings with her a great deal of experience in customer service and human relations. Her background also includes a degree in forensic psychology.</li> <li>• We are hiring a Public Service Clerk Substitute to work the front desk at all our locations.</li> <li>• We are thrilled to announce that the Hood River County Library District is showcased in the <a href="#">September 2023 issue of Oregon Humanities</a>. Many thanks go out to our Bilingual Outreach Librarian Yeli Vargas-Boots for conducting the insightful interview!</li> </ul> <p>Furthermore, Vargas-Boots explored the subject of Bookmobile Services during an episode of Oregon Public Broadcasting (OPB) Think Out Loud that aired on Friday, September 8. You can find a link to the episode <a href="#">here</a>.</p> <p><b><u>Facilities/Gardens</u></b></p> <ul style="list-style-type: none"> <li>• We have recently undertaken a reorganization of the upper level of the Hood River Library to introduce a fresh seating arrangement within the cherished Reading Room. Furthermore, we have aligned our public computers in a cohesive manner, allowing us to maximize the available space while ensuring their proper usage in accordance with our technology policy.</li> </ul> <p>Additionally, we've allocated a dedicated area within the staff stairwell for Bookmobile supplies. In a bid to enhance the overall environment for our team, we have also undertaken a renovation of the staff kitchen, complete with new furniture and improved storage solutions, creating a more comfortable and inviting</p>		
--	---	--	--

	<p>space for our staff members.</p> <ul style="list-style-type: none"> <li>• The restoration of the Hood River Library's front entrance started on Monday, September 11, 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.</li> <li>• I am currently in the process of finalizing the policies and procedures related to the training and administration of naloxone, as well as the incorporation of AED, CPR, and First Aid protocols. My intention is to formally present these comprehensive policies to the Library Board during the meeting scheduled for October 17, 2023.</li> </ul> <p><b><u>Programs and Services</u></b></p> <ul style="list-style-type: none"> <li>• <b>Bookmobile</b> <ul style="list-style-type: none"> <li>◦ Schedule &amp; Route: <ul style="list-style-type: none"> <li>• Odell Mobile Home park - 2<sup>nd</sup> and 4<sup>th</sup> 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.</li> <li>• Odell Community Park (Tamarack Rd.), 2<sup>nd</sup> &amp; 4<sup>th</sup> Saturdays 12:30pm-1:30pm. Visit the Odell Community Park to check out library materials, pick up holds, and received.</li> </ul> </li> </ul> </li> <li>• The Library's Program team worked diligently to ensure a fantastic summer filled with a wide range of events for our Summer Reading Program. We offered a captivating summer reading program suitable for all ages, complete with exciting prizes. Thank you to the Friends of the Library for funding our Summer Reading Programs for children and all age events. We had engaging activities and performances at all our library locations, but were also able to extend the festivities to the community of Odell. I will provide statistics at the October Friends meeting.</li> </ul>		
--	---	--	--

	<ul style="list-style-type: none"> <li>The program staff have been working hard to provide creative programming for this fall. Please check out <a href="#">newsletter</a> or a full list of September programs.</li> <li> <ul style="list-style-type: none"> <li><b>All Ages</b></li> <li> <ul style="list-style-type: none"> <li><b>Library Card Sign-up month!</b> <ul style="list-style-type: none"> <li>Sign up for a library card this September! From borrowing books, ebooks, and museum passes to getting homework help, learning new skills, or attending story time, a library card helps you do more of what you enjoy. Get a library card and dive into a new hobby. Use your library card to tinker in a maker space and spark your creativity. A library card is your most important school supply and everyone should have one!</li> </ul> </li> <li>Visit your library to see what's new and take part in the celebration. Libraries across the country are participating. Do you have friends who don't have a library card? Invite them to sign up during September.</li> </ul> </li> <li>Every month, we will highlight nationally recognized heritage months and holidays at our library, providing a platform for celebration and exploration. Many libraries across the nation also participate in honoring these same occasions.</li> </ul> </li> </ul> <p>The Hood River County Library District provides free and equitable access to cultural and educational experiences. The library celebrates ideas, promotes creativity, connects people, and enriches lives, with an emphasis on promoting literacy and equity in library collections, services, and programs.</p> <p>Discover the diverse range of materials available in our collection. Visit the library, search our <a href="#">online catalog</a>, download <a href="#">ebooks and audiobooks</a> or stream <a href="#">movies</a>.</p> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>National Hispanic Heritage Month</b></li> </ul> </li> </ul> <p>Sept. 15 through Oct. 15 marks National Hispanic Heritage Month, which celebrates the histories, cultures and contributions of</p>		
--	--	--	--



	<p>American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America.</p> <p>The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period. The day of Sept. 15 is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico and Chile celebrate their independence days on Sept. 16 and Sept. 18, respectively. Also, Columbus Day or Día de la Raza, which is Oct. 12, falls within this 30 day period.</p> <p>The Library Bookmobile will be at the Hispanic Heritage month celebration at Jackson Park on Saturday, September 16, 4-6pm.</p> <ul style="list-style-type: none"> <li>• <b>Family Game Night</b> First Saturday, September 2, 4-6pm Hood River Library Theater. Join us for rad retro cabinet arcade games and other electronic offerings for fans of all ages to enjoy.</li> <li>• <b>Family Movie Matinee, Saturday, Sept. 16th, 2pm</b>, Hood River Library Theater In celebration of National Hispanic Heritage month, that Hood River Library will be showing the movie <i>The Book of Life</i>. This is an all ages family event. Free snack and drinks will be provided.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Adult programs</b> <ul style="list-style-type: none"> <li>• <b>Foundations of investing, Saturday September 16, 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</li> </ul> </li> </ul>		
--	--	--	--

	<p>strategies to help you reach your long-term financial goals. Brought to you in partnership with Edward Jones.Hood River Library Meeting Room.</p> <ul style="list-style-type: none"> <li>• <b>William Kent Kruegar</b>, Author Reading &amp; Talk, Wednesday Sept. 13th, 6pm, Hood River Library Reading Room. We had almost 100 people attend the event.</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; <a href="#">Zoom</a>. September book selection is <i>The Librarian Spy</i> by Madeleine Martin.</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. The September selection is <i>How the Penguins Saved Veronica</i> by Hazel Prior.</li> <li>• <b>Writing Group</b>: 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).</li> <li>○ <b>Teen programs</b> <ul style="list-style-type: none"> <li>• <b>Library Teen Council School Year Kick-Off: Last Saturday of the month, September 30, 2pm.</b> 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.</li> <li>• <b>Flower deconstruction craft</b>, Saturday Sept. 23rd, 4pm Hood River Library. School stress</li> </ul> </li> </ul>		
--	---	--	--

	<p>building up? Come take it out on some innocent flowers and make a pretty craft at the same time!</p> <ul style="list-style-type: none"> <li>○ <b>Children’s programs</b> <ul style="list-style-type: none"> <li>• <b>Storytimes</b> <ul style="list-style-type: none"> <li>• <b>Family Storytime – Hood River Library Thursdays at 10:30 a.m.</b> <ul style="list-style-type: none"> <li>○ 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!</li> </ul> </li> </ul> </li> <li>• <b>Weekly playgroup and monthly storytime – Cascade Locks and Parkdale</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> </li> <li>• <b>Makerspace crafting hours at the Hood River Library.</b> 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.</li> <li>• <b>The Cascade Locks and Parkdale branches have open crafting every Saturday</b> from 10am-2pm. We offer a variety of supplies and the only thing required is their imagination</li> <li>• The Hood River County Library District team has actively participated in all the elementary school Back to School nights, providing students with complimentary books and the chance to</li> </ul> </li> </ul>		
--	---	--	--

	win prizes.		
<b>VII.</b>	<b>Old Business</b>		
	<p><b>i. Form for Reconsideration of Materials</b></p> <ul style="list-style-type: none"> <li>○ Attachment: <ul style="list-style-type: none"> <li>○ VII.i.a. Collection Development Policy</li> <li>○ VII.i.b. Request for Reconsideration Policy</li> <li>○ VII.i.c. Request for Reconsideration Form</li> </ul> </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>At the meeting convened on August 15, 2023, the Library Board resolved to establish a formal appeal process. Subsequent to conducting research, I determined that the most appropriate course of action would be to integrate this process into our existing policies. Ruben Cleaveland has reviewed and endorsed the modifications made to the documents.</p>	<b>Motion</b>	Rachael Fox
<b>VIII.</b>	<b>New Business</b>		
	<p><b>i. Staff training</b></p> <p>In light of the limited opportunities and time constraints for staff training, we recognize the need to consolidate and formalize a comprehensive training program for our team members. I request permission from the Library Board to implement staff in-service training days, a practice widely adopted by libraries in our state. This approach will allow our entire team to convene and receive crucial training, offering efficiency and cost-effectiveness.</p> <p>To address our team's training needs, we propose holding staff in-service training days over the course of October, November, and December. Our plan involves closing the Hood River Library for half a day each month, specifically on Thursdays, from 10 am to 3 pm, with a one-hour lunch break. During these sessions, we will provide extensive training on various important topics, including:</p> <ol style="list-style-type: none"> <li><b>1. Trauma-informed services</b></li> <li><b>2. De-escalation techniques</b></li> </ol>	<b>Discussion</b>	Rachael Fox

	<ol style="list-style-type: none"> <li>3. Services for vulnerable populations, including the unhoused and mental health resources, with guest presentations from local organizations</li> <li>4. Reader's Advisory, including training on our new database, NoveList</li> <li>5. Library databases</li> <li>6. Troubleshooting technology</li> <li>7. Customer service training</li> <li>8. Emergency procedures for the Library District</li> <li>9. Training in administering Narcan, AED, CPR, and First Aid</li> <li>10. Bloodborne pathogens training</li> <li>11. Person-In-Charge training</li> <li>12. Mental Health and Wellness in Stressful Times: Supporting Ourselves and Each Other</li> </ol> <p>These in-depth training sessions will empower our team to better serve the community and enhance the safety, well-being, and overall experience of our patrons. We believe that this dedicated time for training will have a positive and lasting impact on our library's services and operations.</p> <p>Thank you for considering this proposal, and we look forward to your feedback and support in providing our staff with the necessary tools to excel in their roles.</p>		
	<p><b>ii. Request to increase credit limit District credit card</b></p> <p>The existing credit limit on the District credit card is set at \$10,000. I am formally requesting that the Board consider raising this credit limit to \$20,000. Throughout the year, I encounter numerous situations where it becomes necessary to procure new technology, program supplies, print materials, furniture, equipment, and address end-of-year expenditures. Our current credit limit poses constraints in these scenarios.</p> <p>It is essential to note that any expenditure exceeding \$5,000 necessitates approval from the Board of Directors, encompassing supplies, materials, equipment, or contractual obligations on behalf of the District. Additionally, it is part of our standard practice that the credit card statements are subject to monthly review by the District Board President when authorizing checks.</p> <p>Increasing the credit limit to \$20,000 will provide the flexibility needed to effectively manage these expenditures while ensuring that all financial transactions remain within the oversight and approval processes established by the Board.</p>	<b>Motion</b>	Rachael Fox

	<b>iii. Westside Urban Renewal update</b>  I will furnish you with an update on the Westside Urban Renewal district approval process. I have sought guidance from both the Special District Association of Oregon and our legal counsel, Ruben Cleaveland. Moreover, I propose that we engage in a discussion regarding the financial impact for the District and explore strategies for future preparedness.	<b>Motion</b>	Rachael Fox
	<b>iv. Board and Budget Committee positions</b> A patron recently contacted both Brian Hackett and me, inquiring about our open committee positions and the methods we use to communicate and inform the community about these vacancies on the elected library board and appointed budget committee. We will provide an update to the board during the meeting.  In the interim, I have expanded upon the process for both elected and appointed positions on the library's website to ensure that all community members have equitable access to this information. I would like to initiate a discussion regarding our approach to filling open positions on the budget committee and our strategies for advertising vacancies on both the Library Board and budget committee. It is essential that we continue to ensure equitable access for all members of our community.	<b>Discussion</b>	Rachael Fox
<b>IX.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b>		All
	<b>ii. Requests/Comments from Library Director</b>		Rachael Fox
<b>X.</b>	<b>Agenda items for next meeting</b> • Policy review		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.

**Board of Directors**  
**Regular Meeting Minutes**  
**Supplementary information**  
Tuesday, August 15, 2023, 7:00pm  
Library Meeting 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.*

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

Members of the public: None present.

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.	<b>Call to Order</b> Board President Brian Hackett called the meeting to order at 7:00pm.		Brian Hackett
II.	<b>Approval of the agenda (additions/corrections/deletions)</b> Bureker made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
III.	<b>Approval of the consent agenda</b> Bureker moved to accept the consent agenda, encompassing the minutes of both the July 18 regular board meeting and the July 20 special library board meeting. Marsden provided the second. The motion passed with unanimous approval.	<b>Motion</b>	Brian Hackett
IV.	<b>Actual or potential conflicts of interest</b> None stated.		Brian Hackett
V.	<b>Public comment (3 minutes each)</b> None present.		Brian Hackett
VI.	<b>Reports</b>		
	i. <b>Friends update</b> <ul style="list-style-type: none"><li>There was nothing to add to the written report.</li></ul>		Rachael Fox
	ii. <b>Foundation update</b>		Rachael Fox

	<ul style="list-style-type: none"> <li>There was nothing to add to the written report.</li> </ul>		
	<b>iii. July Financial Statements</b> There was nothing to add to the written report.		Rachael Fox
	<b>iv. Director's report</b> There was nothing to add to the written report.		Rachael Fox
<b>VII.</b>	<b>Old Business</b>		
	<b>I. Equity, Diversity, and Inclusion statement</b> The board members granted approval for the statement. Marsden suggested integrating the statement into staff training to ensure their understanding of it. Fox agreed and committed to incorporating the statement into staff training, discussing it during the upcoming staff meeting, and also posting it within the building.	<b>Discussion</b>	Rachael Fox
<b>VIII.</b>	<b>New Business</b>		
	<b>i. Privacy Policy</b> The Library Board approved the updates to the Privacy Policy. Marsden made a motion to approve the agenda as amended. Bureker seconded. The motion carried unanimously.	<b>Motion</b>	Rachael Fox
	<b>ii. Health Insurance</b> Bureker inquired whether the staff had endorsed the plan. Fox explained that she was operating on a tight schedule because she had recently discovered that Pacificsource had excluded Providence from their in-network coverage. In light of potential emergencies requiring Hood River hospital visits, she aimed to expedite the renewal process. Fox assured the team that she was available for any questions.  Fox also mentioned that the usual practice allowed staff a full two-week enrollment period, in contrast to the one-week period proposed here.  Marsden proceeded to propose a motion to approve the agenda with the suggested amendments, which Bureker seconded. The motion was unanimously carried.	<b>Motion</b>	President
	<b>iii. Discussion Narcan</b> Bureker cautioned about the possibility of individuals becoming agitated after using Narcan, but emphasized that it was a life-saving measure. Hackett expressed concern about the potential for violence and its impact on both patrons and staff in such situations. Despite these apprehensions regarding violence, everyone expressed unanimous support for making Narcan accessible at all library locations.  Bureker emphasized the need for the District to establish policies and procedures covering both Narcan and AED, CPR,	<b>Discussion</b>	Brian Hackett



	and First Aid. Fox concurred and stated she would work to develop a policy to be presented at the next board meeting.		
	<b>iv. Form for Reconsideration of Materials Addition to the Collection</b> The board members supported the idea of having a formal appeal process. Bureker recommended creating a form similar to the existing removal form. Fox seconded this idea, emphasizing that the policy and form should align with the current format. Fox stated she would conduct research and present updated policies at the September 19, 2023 library board meeting.	<b>Discussion</b>	Brian Hackett
<b>IX.</b>	<b>Oregon Audits Division</b> There was nothing to add to the written report.	<b>Discussion</b>	Rachael Fox
<b>X.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b> Bureker has expressed an interest in attending the SDAO conference in February 2024. Fox will contact her as soon as registration becomes available.		All
	<b>ii. Requests/Comments from Library Director</b> <p>Fox reported that the Library District had recently received its first two Request for Reconsideration of Library forms, which were submitted by patrons. In accordance with our Request for Reconsideration Policy, the Collection Development Team reviewed the materials in question and provided recommendations. These recommendations were subsequently considered by myself as the Library Director.</p> <p>After a thorough and comprehensive evaluation, the following determinations were reached:</p> <ol style="list-style-type: none"> <li><b>1.</b> The first item, due to its outdated information, was withdrawn in accordance with the collection maintenance guidelines outlined in our Collection Development Policy. This policy necessitates the periodic removal of items from the collection to ensure its ongoing relevance, usefulness, and efficient use of space. Such removals encompass items that have become worn, outdated, of limited historical significance, or are no longer in demand.</li> <li><b>2.</b> The second item was retained in the collection without any special labeling, and it may potentially be featured in library displays. Notably, this particular item has been circulated eight times since 2021. It offers a unique individual perspective and encapsulates a personal</li> </ol>		Rachael Fox

	<p>journey. The narrative is presented from the author's childhood standpoint.</p> <p>As specified in our Request for Reconsideration Policy, the patron has the option to request that I present their case before the Hood River County Library District Board of Directors. However, in this instance, the patron did not request any further action to be taken.</p>		
	<p><b>ii. Agenda items for next meeting</b></p> <ul style="list-style-type: none"> <li>• Policy review</li> </ul>		Brian Hackett
<b>XI.</b>	<p><b>Adjournment regular meeting</b></p> <p>The meeting was adjourned at 7:46pm.</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
- 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.

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements July 31, 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.**  
Certified Public Accountants

---

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

MEMBERS:  
American Institute of c.p.a.'s  
Oregon Society of c.p.a.'s

OFFICE:

100 EAST FOURTH STREET  
THE DALLES, OREGON 97058  
Telephone: (541) 296-9131  
Fax: (541) 296-6151

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

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

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

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

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

*Onstott, Broehl & Cyphers, P.C.*  
August 14, 2023

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

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$204,204			\$204,204
Cash with Hood River County	647,585	\$123,753	\$119,993	891,331
Petty cash	416			416
Other	1,102			1,102
Total Current Assets	<u>853,307</u>	<u>123,753</u>	<u>119,993</u>	<u>1,097,053</u>
TOTAL ASSETS	<u><u>\$853,307</u></u>	<u><u>\$123,753</u></u>	<u><u>\$119,993</u></u>	<u><u>\$1,097,053</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$4,260			\$4,260
Total Current Liabilities	<u>4,260</u>	<u>0</u>	<u>0</u>	<u>4,260</u>
Total Liabilities	<u>4,260</u>	<u>0</u>	<u>0</u>	<u>4,260</u>
Fund Balances:				
Unassigned	<u>849,047</u>	<u>123,753</u>	<u>119,993</u>	<u>1,092,793</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$853,307</u></u>	<u><u>\$123,753</u></u>	<u><u>\$119,993</u></u>	<u><u>\$1,097,053</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the One Month Ended July 31, 2023**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$0	\$1,400		\$1,400
Property tax revenues - current year	2,189			2,189
Property tax revenues - prior year	460			460
Fines and fees	213			213
Intergovernmental revenue	0			0
Interest revenue	2,138		\$637	2,775
Miscellaneous	0			0
<b>Total Revenues</b>	<b>5,000</b>	<b>1,400</b>	<b>637</b>	<b>7,037</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	48,067			48,067
Employee benefits	10,589			10,589
<b>Total Personal Services</b>	<b>58,656</b>	<b>0</b>	<b>0</b>	<b>58,656</b>
Materials and services:				
Bank charges	46			46
Bookmobile	0			0
Building rental	3,115			3,115
Building maintenance	287			287
HVAC	0			0
Elevator	195			195
Telephone	464			464
Internet	496			496
Collection development	7,503	6,079		13,582
Technology	(155)			(155)
Accounting and auditing	0			0
Courier	0			0
Custodial services	2,864			2,864
Technical services	3,627			3,627
Library consortium	0			0
Copiers	279			279
Elections expense	2,637			2,637
Furniture and equipment	284	530		814
Insurance	0			0
Georgiana Smith Memorial Garden	838			838
Legal services	105			105
Professional services	0			0
Dues and subscriptions	456			456
Miscellaneous	228			228
Postage and freight	40			40
Printing	0			0
Programs	2,655	5,072		7,727
Advertising	10			10
Supplies - office	59			59
Travel	0			0
Training	280			280
Board development	90			90
Parking reimbursement	0			0
Electricity	1,490			1,490
Garbage	157			157
Natural gas	120			120
Water & sewer - building	432			432
<b>Total Materials and Services</b>	<b>28,602</b>	<b>11,681</b>	<b>0</b>	<b>40,283</b>
Capital outlay	0	0	2,800	2,800
<b>Total Expenditures</b>	<b>87,258</b>	<b>11,681</b>	<b>2,800</b>	<b>101,739</b>
<b>Revenues Over Expenditures</b>	<b>(82,258)</b>	<b>(10,281)</b>	<b>(2,163)</b>	<b>(94,702)</b>
<b>Other Financing Sources (Uses)</b>				
Operating transfers in	0		0	0
Operating transfers out	0			0
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>(82,258)</b>	<b>(10,281)</b>	<b>(2,163)</b>	<b>(94,702)</b>
Fund Balance - July 1, 2023	931,305	134,034	122,156	1,187,495
Fund Balance - July 31, 2023	<u>\$849,047</u>	<u>\$123,753</u>	<u>\$119,993</u>	<u>\$1,092,793</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 One Month Ended**  
**July 31, 2023**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$2,189	\$2,189	\$1,199,267
Tax revenues - prior year	460	460	25,000
Interest revenue	2,138	2,138	10,000
Fines and fees	213	213	3,500
Intergovernmental revenue	0	0	0
Miscellaneous	0	0	0
<b>Total Revenues</b>	<b>5,000</b>	<b>5,000</b>	<b>1,237,767</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	675	675	9,042
Library clerk II	13,874	13,874	142,958
Library assistant I	5,971	5,971	72,945
Library assistant II	5,618	5,618	108,829
Librarian I	8,707	8,707	149,488
Librarian II	5,540	5,540	69,971
Library director	7,682	7,682	94,644
Payroll taxes and benefits:			
Retirement	0	0	51,473
Social security	3,639	3,639	49,965
Workers' compensation	311	311	1,300
Health insurance	5,151	5,151	165,750
Unemployment insurance	314	314	4,572
Paid family and medical leave	0	0	6,479
Other employee benefits	1,174	1,174	0
<b>Total Personal Services</b>	<b>58,656</b>	<b>58,656</b>	<b>927,416</b>
Materials and services:			
Bank charges	46	46	300
Bookmobile	0	0	5,000
Building rental	3,115	3,115	17,500
Building maintenance	287	287	20,000
HVAC	0	0	15,000
Elevator	195	195	2,500
Telephone	464	464	6,300
Internet	496	496	8,000
Collection development	7,503	7,503	90,000
Technology	(155)	(155)	14,000
Accounting and auditing	0	0	32,000
Courier	0	0	2,300

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2023**

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	2,864	2,864	29,000
Technical services	3,627	3,627	4,000
Library consortium	0	0	16,500
Copiers	279	279	5,000
Elections expense	2,637	2,637	0
Furniture and equipment	284	284	4,000
Insurance	0	0	20,000
Georgiana Smith Memorial Garden	838	838	20,000
Legal services	105	105	4,000
Professional services	0	0	0
Membership dues	456	456	4,000
Miscellaneous	228	228	2,500
Postage and freight	40	40	1,500
Printing	0	0	1,000
Programs	2,655	2,655	20,000
Advertising	10	10	2,500
Office supplies	59	59	14,000
Travel	0	0	4,000
Training	280	280	3,000
Board development	90	90	1,500
Parking reimbursement	0	0	500
Electricity	1,490	1,490	20,000
Garbage	157	157	2,000
Natural gas	120	120	10,000
Water & sewer - building	432	432	5,600
<b>Total Materials and Services</b>	<b>28,602</b>	<b>28,602</b>	<b>407,500</b>
Capital Outlay	0	0	0
Contingency	0	0	100,000
<b>Total Expenditures</b>	<b>87,258</b>	<b>87,258</b>	<b>1,434,916</b>
<b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	0	0	(10,000)
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>
<b>Change in Fund Balance</b>	<b>(\$82,258)</b>	<b>(\$82,258)</b>	<b>(\$207,149)</b>

See Independent Accountants' Compilation Report



**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2023**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$1,400	\$1,400	\$270
Intergovernmental revenue	0	0	0
<b>Total Revenues</b>	<u>1,400</u>	<u>1,400</u>	<u>270</u>
<b>Expenditures:</b>			
Personal services	0	0	11,000
Materials and services:	11,681	11,681	269,000
Capital outlay	0	0	100,000
<b>Total Expenditures</b>	<u>11,681</u>	<u>11,681</u>	<u>380,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$10,281)</u></u>	<u><u>(\$10,281)</u></u>	<u><u>(\$379,730)</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Capital Equipment Reserve Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2023**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Interest revenue	\$637	\$637	\$2,000
<b>Other Financing Sources</b>			
Transfer from General Fund	0	0	10,000
<b>Total Revenues and Other Sources</b>	<u>637</u>	<u>637</u>	<u>12,000</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	2,800	2,800	75,000
<b>Total Expenditures</b>	<u>2,800</u>	<u>2,800</u>	<u>75,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$2,163)</u></u>	<u><u>(\$2,163)</u></u>	<u><u>(\$63,000)</u></u>

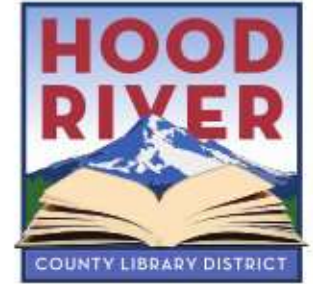
See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**Grants Funds**  
**For the One Month Ended July 31, 2023**

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2023	HR Cultural Trust	Safety Grant	Total
<b>Revenues:</b>										
Donations and grants	\$0	\$0	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400
Intergovernmental revenue										0
<b>Total Revenues</b>	<u>0</u>	<u>0</u>	<u>1,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,400</u>
<b>Expenditures:</b>										
Personal services:										
Wages and salaries										0
Employee benefits										0
<b>Total Personal Services</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Materials and services:										
Bookmobile										0
Building maintenance										0
Supplies - office										0
Collection development		4,812		1,626	(369)					6,079
Technology		1,172		600	530		3,300			5,072
Programs										530
Furniture & equipment										0
Property and liability insurance										0
<b>Total Materials and Services</b>	<u>0</u>	<u>5,984</u>	<u>0</u>	<u>2,226</u>	<u>171</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>0</u>	<u>11,681</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Expenditures</b>	<u>0</u>	<u>5,984</u>	<u>0</u>	<u>2,226</u>	<u>171</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>0</u>	<u>11,681</u>
<b>Net Change in Fund Balance</b>	<u>0</u>	<u>(5,984)</u>	<u>1,400</u>	<u>(2,226)</u>	<u>(171)</u>	<u>0</u>	<u>(3,300)</u>	<u>0</u>	<u>0</u>	<u>(10,281)</u>
<b>Fund Balance - July 1, 2023</b>	<u>338</u>	<u>102,259</u>	<u>3,052</u>	<u>4,381</u>	<u>14,093</u>	<u>1,781</u>	<u>5,154</u>	<u>2,500</u>	<u>476</u>	<u>134,034</u>
<b>Fund Balance - July 31, 2023</b>	<u>\$338</u>	<u>\$96,275</u>	<u>\$4,452</u>	<u>\$2,155</u>	<u>\$13,922</u>	<u>\$1,781</u>	<u>\$1,854</u>	<u>\$2,500</u>	<u>\$476</u>	<u>\$123,753</u>

See Independent Accountants' Compilation Report

# 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 selection 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 the inclusion or exclusion of 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).

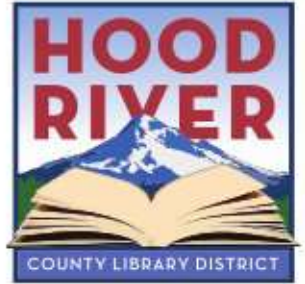
Approved by the Board of Directors, October 21, 2014

| Last reviewed: ~~Tuesday, January 17, 2023~~ September 19, 2023

| Last updated: ~~Tuesday, January 17, 2023~~ September 19, 2023



## 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.~~

Patrons wishing to communicate their concerns regarding library materials or library services, including programs and displays, can initiate a formal process by submitting a Request for Reconsideration of Library Material and Services to the Library Director, prompting a review of the suitability of identified material for inclusion or exclusion in the Library's collection or services.

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.

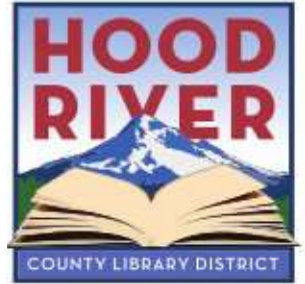
Approved by the Board of Directors; Tuesday, January 17, 2023 September 18, 2023

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~~ they wish be included or excluded from 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.

---

Signature of patron

Date

Approved by the Board of Directors: October 21, 2014

Last updated: ~~June 13, 2023~~ September 19, 2023

Last reviewed: ~~June 13, 2023~~ September 19, 2023