

Library Board of Directors
Regular Meeting Agenda
Supplementary Information
 Tuesday, February 18, 2025, 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/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

	Agenda Items	Action	Responsible
I.	Call to Order		Brian Hackett
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the December 17, 2024 regular board meeting ii. Elevator Safety Test invoice	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Reports		
	i. January 2025 Financial Statements		Rachael Fox
	ii. Friends update		Rachael Fox
	iii. Foundation update		Rachael Fox
	iv. Director's report		Rachael Fox
III.	Old Business		
IX.	New Business		
	i. Budget Officer and Budget calendar approval		Brian Hackett
	ii. Attorney contract renewal	Motion	Brian Hackett

	iii. Garden’s Maintenance contract renewal	Motion	Brian Hackett
	iv. Intergovernmental agreement Parkdale Library	Motion	Brian Hackett
	v. Library Director evaluation timeline	Motion	Brian Hackett
	vi. Library card policy	Motion	Brian Hackett
	v.ii. City Council of Hood River liaison	Motion	Brian Hackett
	viii. Hood River Urban Renewal Agency Fiscal Year 2023-24 Annual Statement		Brian Hackett
X.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XI.	Agenda items for next meeting		Brian Hackett
XII.	Adjournment regular meeting		Brian Hackett

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

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

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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III.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the December 17, 2024 regular board meeting Attachment: <ul style="list-style-type: none"> • IV.i. Minutes from the January 21, 2025 regular Library Board meeting ii. Elevator Safety Test invoice Attachment: <ul style="list-style-type: none"> ◦ IV.ii. Elevator safety test invoice I am requesting board approval for payment of \$5,177.81 to TK Elevator Corporation for mandatory elevator safety testing. The State of Oregon requires Category 5 rupture valve testing for elevators every five years, and this mandatory safety test needs to be completed this year. TK Elevator Corporation, our elevator service provider, will conduct the testing. As the invoice amount of \$5,177.81 exceeds my spending authority, I am asking for board approval.	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett

VII. Reports		
i. January 2025 Financial Statements The January 2025 Financial Statements were not available when the board packet was distributed.		Rachael Fox
ii. Friends update <ul style="list-style-type: none"> • The Friends plans to host a small book sale Saturday, April 5, 2025 in the library meeting room. • Hood River County Reads program will take place February – March, 2025. The program details are listed in the Director’s report. 		Rachael Fox
iii. Foundation update <ul style="list-style-type: none"> • The Library Foundation will be the recipient of Big Night in a Small Town, an exclusive feast prepared by local chefs. The event will take place on Sunday, April 6, at 5:30 PM at Celilo Restaurant. Limited to 50 guests, tickets are \$250 per person and will be available for purchase this month. • The Library Foundation is busy planning their annual Feast of Words fundraising event scheduled for Saturday, April 26. Proceeds from Feast of Words will be allocated for our new website and RFID implementation for library materials. 		Rachael Fox
iv. Director’s report <u>Administration</u> <ul style="list-style-type: none"> • Three positions are open for election on the Hood River County Library District Board. The elected members will serve four-year terms from July 1, 2025 to June 30, 2029. These positions are currently occupied by Karen Bureker, Megan Janik, and Sara Marsden. Candidates interested in running for these positions can file with the Hood River County Elections Office between February 8, 2025 and March 20, 2025. For more information, visit https://hoodriverlibrary.org/about/board/. • Budget committee open positions. Three positions on our budget committee are nearing the end of their terms. In February, we kicked off the recruitment process by promoting the available openings. Interested candidates have access to an online form for completion. During the library board meeting on March 18, 2025 the board will assess and select candidates 		Rachael Fox

- Library Board member Karen Bureker and Library Director Rachael Fox attended the Special Districts Association of Oregon Conference (SDAO) on Friday, February 7 and Saturday, February 8. There was over 20 training and educational sessions, networking opportunities, an exhibitor trade show, awards banquet, and more.
- The District has hired consultant Seth Elliott to enhance our library system's safety and security measures. Elliott recently provided safety training to library staff, which was well received. His next steps include conducting security assessments of our three locations. Building upon our existing general emergency plan, he will develop a customized Comprehensive Emergency Management Plan for each library site. This tailored approach will ensure coordinated team responses to emergencies and incidents across all locations.
- Bilingual Outreach Librarian Yeli Vargas-Boots has resigned after twelve years of service. Her contributions include expanding outreach in Odell, enhancing Spanish-language services, supporting underserved populations, and establishing bookmobile services. While we will miss her leadership, we look forward to continued community collaboration with her. We are committed to continuing this important work in our community. The position is under review as we prepare to begin our search for a new candidate.

Programs and services

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

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

Discover the diverse range of materials available in our collection. Visit the library, search our [online](#)

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

Black History Month

Black History Month was created to focus attention on the contributions of African Americans to the United States. It honors all Black people from all periods of U.S. history, from the enslaved people first brought over from Africa in the early 17th century to African Americans living in the United States today.

Hood River County Reads 2025

Hood River County Reads is a county-wide project sponsored by the Friends of the Library. Our goal is to encourage individuals and families to read and discuss books. We choose books and authors that reflect the diversity of our community and that will be shared widely. Our 2025 selection is *The Beadworkers: Stories* by Beth Piatote.

The Beadworkers is a feast of wit and storytelling.—Louise Erdrich

For some books, a cover-to-cover read is required so that you don't lose your way, but *The Beadworkers: Stories* invites you to start where you like and pick any path you please—all will lead to thoughtful, thought-provoking places.

Programs and Events

Saturday, February 8

KICK-OFF and book distribution

2 pm - Hood River Library program and refreshments

10 am - 2 pm - Cascade Locks and Parkdale book distribution

Saturday February 22

Hood River Library Reading Room

But They Were Here First: Native Americans and White Colonists in the Pacific Northwest

w/ Pat Evenson-Brady, Executive Board of the History Museum

of Hood River County

Saturday, March 1, 2 pm-4 pm

Hood River Library Meeting Room
Writing With/Out Constraints: a generative
workshop with Beth Piatote
Sign-ups on Library website

Sunday, March 2, 2 pm

Hood River Library Reading Room
AUTHOR PRESENTATION by Beth Piatote

Wednesday, March 12, 12:30 pm

Hood River Library Meeting Room and Zoom
Hood River Library Book Club: The
Beadworkers

Saturday, March 22 Two Sessions:

10 am - 1 pm or 1:30 - 4:30 pm
Hood River Library Meeting Room
Workshop: For the Love of Beads: Beginnings
and Basics of Two-Needle Beadwork
with Brigette McConville (Warm Springs)
Ages: Teens and Adults
sign-ups on Library website

Saturday, March 29, 11am-12:30pm

FISH Food Bank Meeting Room
The Land, The People: Native Americans and
the Natural World
Land Stewardship: Leon Ganuelas (Yakama),

Manager of Yakama Wildlife Resource
Management; Native Rights and Treaties: Russell
Spino (Warm Springs), CRITFC Chief of Police

Date: TBD

History Museum of Hood River County
Native American Beadwork Display
Sign-ups on Library website

- **Family programs**

- **Family Arcade Night**, First Saturday of the month at 4:00pm Hood River Library Theater. Join us for rad retro cabinet arcade games and other electronic offerings for fans of all ages to enjoy.

- **Adult programs**

- **Hood River Book Club** meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & [Zoom](#).
- **Cascade Locks Book Club** meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library.
- **Writing Group**: Every Wednesday at 3 pm in the Hood River Library Columbia Room. Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).

- **Tween and Teen programs**

- **Harry Potter Fan Club Kick-Off** Saturday, February 8th, 3:00pm-5:00pm, Hood River Library Meeting Room. Join us as we celebrate the start of a new event series at the library! We'll have Harry Potter themed food, craft stations, and games. We encourage you to wear your robes, wizard hats, or other Hogwarts regalia!

This party will be the first in an on-going Harry Potter Fan Club series focused on reading, discussing, and crafting our way through J.K. Rowling's magical saga. Ages 10+.

- **Fantasy World Building**, Wednesday, February 12th, 4:00pm-6:00pm, Hood River Library Theater. Do you love creating fantasy worlds and characters? Join us for the second session of the Fantasy World Building group. Today's focus will be on creating your world using World Anvil. Bring your own laptop or ipad, or use one of ours. Snacks provided.
- **Movie Night: Harry Potter and the Sorcerer's Stone** Saturday, February 15th, 3-5pm, Hood River Library Theater. Harry Potter Fan Club members are invited to watch the first of the Harry Potter movies at the library theater. Come ready to share what your favorite part of the book is. Snacks provided! Ages 10+.
- **Fantasy World Building**, Wednesday, February 26th, 4-6pm, Hood River Library Theater. We'll continue to build worlds in World Anvil and will work on map making. Bring your ideas! Snacks provided.
- **Magic the Gathering**, Every Friday of the month at 4pm in the Library Theater.
- **Children's programs**
 - **Valentines Craft Bags** Tuesday February 11th - Saturday, February 15th. Spread the love this Valentine's Day with the library's Valentines Craft Bags, brimming with delightful projects that will inspire creativity and joy in every young heart! AVAILABLE AT ALL LOCATIONS. WHILE SUPPLIES LAST.
 - **Storytimes**
 - **Family Storytime – Hood River Library Thursdays at 10:30 a.m.**
 - The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the

heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading!

- **Weekly playgroup – Parkdale and Cascade Locks**

- Looking for something fun to do with your children that haven't yet started school? We have playgroups at our Cascade Locks and Parkdale Libraries! 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.

- **Bookmobile Route**

- 1st Thursday, 5:00p-6:30pm, Pine Grove, Early Intervention 2405 Eastside Rd
- 2nd Thursday, HOOD RIVER
 - 2:30-3:30p Pacific Ave (street parking)
 - 3:30-4:30 Mercado Guadalajara
 - 5:00-6:00p Wyeast Vista Apartments 1800 8th st.
- 3rd Thursday, HOOD RIVER
 - 2:30p-3:30p Walmart Parking Lot
 - 3:30-4:30p Hood River Crossings Apartments 3145 Cascade Ave.
 - 5:00p-6:00p Columbia View Apartments 1695 Oak St.
- 4th Thursday, HOOD RIVER/ODELL
 - 3p-4p Rockford Grange
- 2nd & 4th Saturday, ODELL
 - 10:30a-12:00p Mobile Home Park/AGA RD
 - 12:30p-1:30p Community Park 3163 Tamarack Rd.
 - 2:30p-3:30p Mid Valley Market

III. Old Business

IX. New Business

<p>i. Budget Officer and Budget calendar approval</p> <p>i. IX.i Proposed 2024-25 budget calendar</p> <p>With the start of the new year comes the start of the next fiscal year's budget process. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.</p> <p>ii.</p> <p>iii. The District is accepting applications for three open positions on our budget committee, each for a 3-year term. The application deadline was extended from Thursday, February 13 to Thursday, March 13 to allow more time for interested community members to apply.</p> <p>Current committee members Eric Stasak and Jazmin Contreras will continue serving in their roles. They are both in the second year of their three-year terms. The library board will review all applications at their meeting on Tuesday, March 18, 2025.</p> <p>In addition, we need to approve the budget officer which is the Library Director.</p> <p>I'm asking the board to approve the budget calendar and the budget officer.]</p>		Brian Hackett
<p>ii. Attorney contract renewal</p> <p>Attachment:</p> <ul style="list-style-type: none"> o IX.ii. Attorney contract renewal <p>Ruben Cleaveland took over providing service to the District in 2016. Cleaveland's services have been invaluable, and he has also been great to work with. The current municipal rate remains the same at \$210 per hour. I recommend we renew the contract for an additional year.</p>	Motion	Brian Hackett
<p>iii. Garden's Maintenance contract renewal</p> <p>Crystal Greens has been taking care of our grounds since 2021. I recommend we extend our contract for another year. I am currently working with them to have a one page contract extension approved by the Tuesday, February 18, 2025 meeting. Their current rate is \$835 per month.</p> <p>It is good practice to go through the bidding process every three to five years. We went out for bid last year. The contract</p>	Motion	Brian Hackett

	<p>renewal has been prepared by our lawyer Ruben Cleaveland. The contract renewal will be for services from March 1, 2025 to February 28, 2026.</p>		
	<p>iv. Intergovernmental agreement Parkdale Library Attachment:</p> <ul style="list-style-type: none"> IX.iv. Intergovernmental Agreement Parkdale Rural Fire Protection District <p>The Parkdale Rural Fire Protection District owns the Parkdale Community Center where the Parkdale Branch Library is located. Our legal counsel Ruben Cleaveland updated the new five year contract to expire June 30, 2029. The rate will remain the same at \$2,000 per year.</p> <p>I ask for the Library District Board to approve the new contract.</p>	Motion	Brian Hackett
	<p>v. Library Director evaluation timeline Attachments:</p> <ul style="list-style-type: none"> IX. v. Library Director evaluation timeline <p>I will be reviewed annually at the May Board meeting. The process is delineated in the Library Director Evaluation Policy. It's a 360° process. I evaluate myself, the staff evaluates me, selected community members evaluate me, and finally, with those previous three evaluations, the Board evaluates me. The questions use a 1-5 scale, with optional comments. The process typically runs from April through May, with the review happening at the May regular Board meeting, usually in executive session. The process goes like this:</p> <ul style="list-style-type: none"> The Board reviews and approves the Library Director evaluation timeline. In April, I am given two weeks to complete my self-evaluation. It mainly consists of narrative. At the same time, the staff and community members (which consists of the Presidents of the Friends and Foundation plus other individuals selected by the Board) are given their questions, which are distributed via online survey. The Library District Board President administers the online surveys using the District's SurveyMonkey account. Once all three of those evaluations are completed, they're compiled by the Library District Board President and given to the entire Board to assist in completing 	Motion	Brian Hackett

	<p>their evaluations.</p> <ul style="list-style-type: none"> • Once the Board evaluation is completed, I am given a time before the May meeting to review the evaluation. • At the May meeting, the evaluation meeting happens. At that time, the Board determines whether to renew my annual contract and if a step increase is warranted. • The evaluation goes into my personnel file. <p>The Library Director evaluation timeline needs to be approved by the board.</p>		
	<p>vi. Library card policy <i>Attachments:</i></p> <ul style="list-style-type: none"> • IX. vi. Library Card policy <p>This month we are reviewing and updating our library card policy. I would like to discuss expanding the scope of our provisional cards as noted in the updated policy.</p>	Motion	Brian Hackett
	<p>v.ii. City Council of Hood River liaison</p> <p>The Hood River City Council, during their January retreat, established a new initiative for monthly meetings between City Council members and various city agencies through elected-to-elected relationships. As part of this initiative, Council Member Amanda Goeke, who is also a library employee, was appointed as liaison to the Library Board.</p> <p>We can discuss appointing a Library Board member to serve as our liaison to the City of Hood River and adding a standing agenda item for monthly liaison reports to the Library Board.</p>	Motion	Brian Hackett
	<p>viii. Hood River Urban Renewal Agency Fiscal Year 2023-24 Annual Statement <i>Attachments:</i></p> <ul style="list-style-type: none"> • IX. viii. Hood River Urban Renewal Agency Fiscal Year 2023-24 Annual Statement <p>I have attached the annual statement provided to our Library District regarding the Hood River Urban Renewal agency.</p>		Brian Hackett
X.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XI.	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> • Policy review • Budget Committee approval 		Brian Hackett

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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	Agenda Items	Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:04pm.		Brian Hackett
II.	Roll call Fox conducted a roll call. Brian Hackett, Karen Bureker, and Sara Marsden were present. Jean Sheppard was not present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) A motion to approve the agenda was made by Janik and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the December 17, 2024 regular board meeting A motion was made by Bureker to approve the consent agenda, which included the December 17, 2024 Library Board meeting minutes. The motion was seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
V.	Actual or potential conflicts of interest None stated		Brian Hackett
VI.	Citizen comment (3 minutes each) None present		Brian Hackett
VII.	Audit report and presentation FY 2023-24 Our auditor Tara Kamp from Clear Trail CPAs, LLC. presented		Tara Kamp

	the District's 2023-24 fiscal year audit via Zoom. The District Board received a Letter to the Governing Board and the audit report which included financial statements. Kamp gave the District a clean opinion with no reservations and there were no separate management issues. She reported no difficulties in performing the audit. Kamp stated overall it was excellent.		
VIII. Reports			
	i. November and December 2024 Financial Statements Hackett asked about the difference between the projected and actual amounts in the 2024-2025 budget. Fox responded that there is a \$10,000 difference, explaining that budgets are always based on estimates and noting that additional funds may still be received beyond what was anticipated.		Rachael Fox
	ii. Friends update There was nothing to add to the written report.		Rachael Fox
	iii. Foundation update There was nothing to add to the written report.		Rachael Fox
	iv. Director's report Bureker, Marsden, and Janik stated they will be running for the library board again. There is a Public Meeting Laws training in Hood River on Friday, 24. Bureker may attend the training in person. Teen and Tween Services Librarian Elizabeth Backer will start Teen Council in the next few months. Participants should apply again for both volunteer opportunities and Teen Council. Fox stated we may need to extend the deadline for the budget committee to ensure we have enough time for applicants to apply for the three positions.		Rachael Fox
IX. Old Business			
	i. Library Director job description review and update There were no new additions recommended. Bureker moved to approve the updated Library Director job description. Marsden seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
X. New Business			
	i. 2025 SDIS Property/Casualty Insurance Renewal The Board discussed the Special Districts Insurance Services (SDIS) policy, noting it is one of the only insurance options		Brian Hackett

	<p>available and is used by most, if not all, Special Districts in Oregon. As such, the District does not seek competitive bids for this service. They noted that the Bookmobile was added to the policy over two years ago. Fox reported there had been one minor accident involving the Bookmobile hitting a snow bank, resulting in minimal damage.</p> <p>Bureker moved to approve the 2024 SDIS property liability insurance from Special Districts Insurance Services for \$24,165. Janik seconded the motion which passed unanimously.</p>		
	<p>ii. Employee Handbook policy section review</p> <p>We do not qualify for OFLA due to the size of the organization. The consulting firm for human resources we use (HR Answers) stated we are not a covered employer for OFLA because we have under 25 employees. The District currently has 21 employees.</p> <p>Fox stated in the past the District had offered these benefits as though the Act's provisions applied because there were no options for staff to take leave for medical reasons. Paid Leave Oregon insurance will cover items previously covered under OFLA. Bureker inquired about Bereavement Leave which is not covered under Paid Leave Oregon. Fox stated we currently have a Bereavement Leave in our Employee Handbook policy.</p> <p>Hackett emphasized we are removing OFLA because we are not a covered employer and we were in excess of the law and employees are covered in other ways by existing statutes and policies and updating this policy would be in line with current legal standards. Fox stated yes this is correct and in the past, no options were available with the protections like OFLA and now Paid Leave Oregon covers these items. All staff pay for this insurance each month.</p> <p>The board discussed changes to Oregon Paid Leave Insurance may change every six months.</p> <p>There was a small change to Telework or Telecommute policy due to workmen's compensation requirement.</p> <p>Hackett asked if we should wait until the full board was present (Jean Sheppard) was absent for approval. The board discussed whether we should wait. Fox expressed a desire to move forward with policy approval to get the leave benefits in place due to discussions with library staff regarding the</p>	<p>Motion</p>	<p>Brian Hackett</p>

	<p>information update but would be fine waiting if needed.</p> <p>Fox explained this updated text for each section was recommended by our consulting firm HR Answers which provides consultation benefits for human resources through our membership with Special District and provides Employee Handbook policy updates which are approved by Special Districts Association of Oregon. In addition, our legal counsel Ruben Cleaveland has approved the updates, too.</p> <p>The library board decided to approve the updates with four board members present.</p>		
	<p>iii. Library Board recruitment packet discussion</p> <p>Hackett recommended adding the term expiration dates for library board members. Fox stated she would do so. Fox also stated she would add a link to the "What is a Special District" article created by Special Districts of Oregon.</p>		Brian Hackett
X.	Announcements		
	<p>i. Comments from board members</p> <p>Bureker stated that Fox had accomplished a lot of work this month.</p>		All
	<p>ii. Requests/Comments from Library Director</p> <p>Fox reported that during the Hood River City Council's January retreat, they decided to establish elected-to-elected relationships with agencies operating in the city. Council members were assigned as liaisons to various boards. Fox explained that Amanda Goeke, a City Council member who is also a library employee, was assigned as liaison to the library district. Fox anticipated that Goeke would contact Hackett.</p>		Rachael Fox
XI.	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> • Board Governance Policy review • Budget Officer, Budget Committee and Budget Calendar approval 		Brian Hackett
XII.	<p>Adjournment regular meeting</p> <p>The meeting was adjourned at 8:03pm.</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.

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Repair Work Order



Hood River County Library District

January 28, 2025

Purchaser: Hood River County Library District
Address: 502 State St
Hood River, OR 97031-2042

Location: Hood River County Library District
Address: 502 State St
Hood River, OR 97031-2042

Purchaser authorizes TK Elevator Corporation (referred to as "TK Elevator" hereafter) to perform the following work on the equipment and at the location described above, in exchange for the sum of **Five Thousand One Hundred Seventy Seven Dollars and Eighty One Cents (\$5,177.81)** inclusive of all applicable sales and use taxes pursuant to the terms and conditions contained in this Work Order (the "Work Order").

Summary:

Elevator	TKE ID	Description	Repair category
1/ US138325		Safety Test	Safety
1/ US138325			Proactive

For further information, please see a detailed Scope of Work on the pages that follow.

Recommended by Service Technician: Guy Chevraux-Randall

In the event you have any questions regarding the content of this Work Order please contact me at +1 503 2550079.

We appreciate your consideration.

Regards,

Tawnya Randall
TK Elevator Corporation
14626 NE Airport Way
Portland OR 97230
tawnya.randall@tkelevator.com | +1 503 2550079

Notice:

No permits or inspections by others are included in this work, unless otherwise indicated herein. Delivery and shipping is included. All work is to be performed during regular working days and hours as defined in this Work Order unless otherwise indicated herein.

Repair Work Order



Scope of Work

5 Year Periodic Rupture Valve Safety Testing

TK Elevator will perform ASME and State of Oregon required category 5 rupture valve testing as outlined below.

1. Mobilization to jobsite with test weights
2. Check in with customer & remove elevator from service (place out of service signs)
3. Check and record no load elevator speeds using Tach tool, calibrate no load down full speed as necessary to achieve contracted settings (typically 85-90% down contract speed)
4. Gain access to the elevator pit following TKE pit access/ egress safety policy procedures, inspect existing rupture valve & pipe fittings/ check all connections
5. Remove seal from over speed valve, exit pit and bring elevator to floor level
6. Place test weights in elevator cab, place Tach tool in cab, run elevator to top landing to setup a full speed full load run down
7. Record full load contract speed indicated on Tach tool, check floor level accuracy with full load, make adjustments as necessary to achieve full load down contract speed (100% contract speed)
8. Run elevator to top landing, adjust main control valve down full speed to contract speed + 25% (125% contract speed)
9. Run elevator down, verify over speed valve trip point is setting as desired, make over speed trip point adjustments as necessary (may require access to elevator pit multiple times to achieve, follow TKE pit access/ egress safety policy procedures), repeat this step until the over speed valve is calibrated per code. Note it is recommended to send the elevator to an intermediate landing during full load over speed down direction testing, avoiding the bottom terminal landing when permitted.
10. Once over speed tripping settings are verified and recorded using Tach tool, access pit following TKE pit access/ egress safety policy procedures, lock jamb nut on over speed valve, install new seal and test tag
11. Exit pit and bring elevator to floor level
12. Adjust the main control valve back to full load down contract speed (100%), verify using Tach tool. Check floor levels and ride quality, adjust as necessary
13. Remove test weights
14. Run elevator no load checking for floor level accuracy and ride quality, remove out of service signs and place elevator back in service
15. Document completion of testing in elevator logs
16. Check out with customer

Payment Terms

50% of the price set forth in this Work Order will be due and payable as an initial progress payment within 10 days from TK Elevator's receipt of a fully executed copy of this Work Order. This initial progress payment will be applied to any applicable project management, permits, engineering, drawings and material procurement. Material will be ordered once this payment is received and the parties have both executed this Work Order.

The remaining 50% of the price set forth in this Work Order and any fully executed change orders shall be due and payable at the time TK Elevator commences the work described in the Work Order. TK Elevator's receipt of this final payment is a condition precedent to TK Elevator's return of the equipment described in this Work Order to the full operation and use and Purchaser agrees to waive any and all claims to such operation and use until such time as that payment is made in full.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the affected elevator(s) until such time as TK Elevator has been paid 100% both of the price reflected in this Work Order and for any other work performed by TK Elevator or its subcontractors in furtherance of this Work Order. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full. TK Elevator reserves the right to assign payments owed to TK Elevator under this Work Order.

Work order price:		\$5,177.81
Initial progress payment:	(50%)	\$2,588.91
Total due upon completion:	(50%)	\$2,588.91

Repair Work Order



Terms and Conditions

TK Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent TK Elevator has performed the work described above.

No work, service, examination or liability on the part of TK Elevator is intended, implied or included other than the work specifically described above. It is agreed that TK Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, TK Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that TK Elevator's personnel shall be given a safe place in which to work. TK Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, TK Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to TK Elevator's satisfaction. Unless otherwise agreed, it is understood that the work described above will be performed during regular working days and hours which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at TK Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of TK Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against TK Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of TK Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend TK Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

Purchaser expressly agrees to name TK Elevator along with its officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or losses arising from the negligence or legal responsibility of TK Elevator and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives the right of subrogation.

TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor, troubles, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, acts of God, or any cause beyond its control. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay regarding the work called for in this Work Order.

In the event that this Work Order includes a safety test of any type or kind TK Elevator shall not be responsible for any damage to the equipment that is the subject matter of the test or the associated building structure, any of its contents or its appurtenances and Purchaser fully releases TK Elevator from all such damage.

Should loss of or damage to TK Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate TK Elevator therefor, unless such loss or damage results solely from TK Elevator's own acts or omissions.

If any drawings, illustrations or descriptive matter are furnished with this Work Order, they are approximate and are submitted only to show the general style and arrangement of equipment being offered. Work Order.

Purchaser shall bear all cost(s) for any reinspection of TK Elevator's work due to items outside the scope of this Work Order or for any inspection arising from the work of other trades requiring the assistance of TK Elevator.

Purchaser expressly agrees to waive any and all claims for consequential, special or indirect damages arising out of the performance of this Work Order and specifically releases TK Elevator from any and all such claims.

A service charge of 1.5% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. In the event of any default of any of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, any attorney fees, court costs and all other expenses, fees and costs incurred by TK Elevator in connection with the collection of that defaulted amount.

Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, both state and Federal, of that as to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.

The rights of TK Elevator under this Work Order shall be cumulative and the failure on the part of the TK Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by TK Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order.

In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order. This Work Order shall be considered as having been drafted jointly by Purchaser and TK Elevator and shall not be construed or interpreted against either Purchaser or TK Elevator by reason of either Purchaser or TK Elevator's role in drafting same. In the event Purchaser's acceptance of the work called for in this Work Order is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this Work Order shall exclusively govern the relationship between TK Elevator and Purchaser with respect to the work described herein.

Repair Work Order



Acceptance

This Work Order is submitted for acceptance within 30 days from the date executed by TK Elevator.

Purchaser's acceptance of this Work Order will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this Work Order will be recognized unless made in writing and properly executed by both parties. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Work Order without the written approval of an authorized TK Elevator manager.

This Work Order specifically contemplates work outside the scope of any other contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the branch address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work called for in this Work Order.

(Purchaser):		TK Elevator Corporation Management Approval	
By: _____		By: _____	
(Signature of Authorized Individual)		(Signature of Branch Representative)	
_____		Ann Pauly-Anderson	
(Print or Type Name)		Sr Sales Manager	

(Print or Type Title)			
_____		_____	
(Date of Acceptance)		(Date of Execution)	

Please contact _____ to schedule work at the following phone number _____



REPAIR DOWN PAYMENT REQUEST

Date	Terms	Reference ID	Customer Reference # / PO
January 28, 2025	Immediate	ACIA-2AM0QD4	
Total Contract Price:			\$5,177.81
Down Payment:			(50%) \$2,588.91

For inquiries regarding your contract or services provided by TK Elevator, please contact your local account manager at +1 503 2550079. To make a payment by phone, please call 404-445-2839 with the reference information provided below.

Current and former service customers can now pay online at: <https://secure.billtrust.com/tkelevator/ig/one-time-payment>

Thank you for choosing TK Elevator. We appreciate your business.

Please detach the below section and provide along with payment.

Customer Name: Hood River County Library District
Location Name: Hood River County Library District
Customer Number: 78507
Quote Number: 2025-2-1845182

Reference ID: ACIA-2AM0QD4

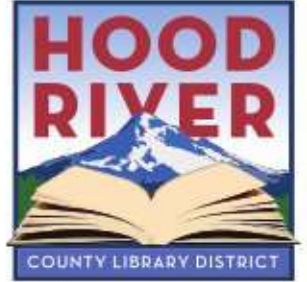
Remittance Amount: \$2,588.91

Remit To:
TK Elevator
PO Box 3796
Carol Stream, IL
60132-3796

For overnight checks,
please send to:

Deluxe
TK Elevator 3796
5450 N. Cumberland Ave.
Chicago, IL 60656

2024-2025 Budget Calendar



Wednesday, April 16, 2025

Publish Website Notice of First Budget Committee Meeting
(5 - 30 days before hearing)

Wednesday, April 23, 2025

Publish Newspaper Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Tuesday, May 13, 2025, 6:00 – 8:00pm, Zoom and/or in-person meeting

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

Tuesday, May 20, 2025, 6:00 – 7:00pm, Zoom and/or in-person meeting

Second Budget Committee Meeting (*if necessary*)

- Budget Committee deliberations and questions

Wednesday, May 28, 2025

Publish financial summaries and Notice of Budget Hearing
(one publication, 5 – 30 days before hearing)

Tuesday, June 17, 2025, 7:00pm, Zoom and/or in-person meeting

Public hearing

- Meeting to adopt budget, appropriate funds, and levy property taxes

Friday, June 27, 2025

Deliver notice of property tax form LB-50 to County Tax Assessor
(by July 15)

- *LB-50 (2 copies)*
- *Resolution passing budget (2 copies with original signatures)*
- *Budget (2 copies)*
- *Affidavits of publication (Budget Committee meeting & Budget Hearing)*

502 State Street
Hood River - OR 97031

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**HOOD RIVER COUNTY LIBRARY DISTRICT
ATTORNEY SERVICES CONTRACT RENEWAL**

PARTIES:

Hood River County Library District (‘‘Client’’)
502 State Street
Hood River, OR 97031

VanKoten & Cleaveland LLC (‘‘Contractor’’)
417 Sherman Ave., Ste. 7
Hood River, OR 97031

RECITALS

- A. Contractor was engaged to provide legal services to the District pursuant to an Attorney Services Contract, which expired on February 29, 2024, and was renewed for an additional term, with an expiration date of February 28, 2025;
- B. The Contract may be renewed by mutual consent of the Parties; and
- C. The Parties desire to renew the contract for an additional one year term.


NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

- 1. The renewal term of the Contract is for one (1) additional year. Unless this Contract is terminated in accordance with its terms or extended, this contract ends on February 28, 2026.
- 2. All other terms and conditions of the Contract remain in full force and effect.

IT IS SO AGREED by the Parties hereto as indicated by the signatures of their authorized representatives:

CONTRACTOR

CLIENT:


_____ 2-12-25
Ruben Cleaveland date
VanKoten & Cleaveland LLC

Brian Hackett, President date

Intergovernmental Agreement

between the

**Parkdale Rural Fire Protection District in Parkdale, Oregon
(PO Box 40, Parkdale, OR 97041)**

and the

**Hood River County Library District in Hood River County, Oregon
(502 State St., Hood River, OR 97031)**

regarding housing for the Parkdale Library

This Agreement is entered into this _____ day of _____, by and between the Parkdale Rural Fire Protection District (hereafter “PRFPD”), Hood River County, Oregon and the Hood River County Library District (hereafter “HRCLD”) of Hood River County, Oregon. The EFFECTIVE DATE of this Agreement is July 1, 2024. This Agreement supersedes and replaces the previous IGA between the Parties, which was effective January 1, 2015.

RECITALS

- A) ORS 190.010 permits units of local government to enter into intergovernmental agreement for the performance of any or all functions that a party to the agreement has authority to perform; and
- B) ORS 357.410(3) permits units of local government to provide jointly a public library or public library services or share in the use of facilities, under such terms and conditions as may be agreed upon.
- C) HRCLD needs space for the Parkdale Library in Parkdale, Oregon. PRFPD has acquired the Parkdale Community Center where the Parkdale Library currently is located (in the northeast room on the lower level of the Parkdale Community Center building), and PRFPD desires to continue to provide the same space for the branch library. HRCLD and PRFPD believe that by cooperating in providing space in the Parkdale Community Center for a library they can more efficiently provide library services to County residents and District patrons.

THEREFORE IT IS AGREED

- A) HRCLD will:
 - 1. Pay an annual rent of \$2,000 to PRFPD on July 1 of each year this agreement is in effect for the space currently used for the Parkdale Library described in Recital C above.
 - 2. Pay for telecommunications services at the Parkdale Library.
 - 3. Provide liability insurance for use of the library space.
- B) PRFPD will provide:
 - 1. The Parkdale Library space referenced in Recitals, Section C.
 - 2. Use of the multipurpose room, subject to the scheduling needs of PRFPD and the Oregon Child Development Coalition.
 - 3. Two storage cabinets located in the multipurpose room.
 - 4. Electricity and water needed to operate the Parkdale Library.

REVENUE

All fees, fines and charges collected by HRCLD shall be the property of HRCLD. [ORS 190.020(1)(b)].

REAL OR PERSONAL PROPERTY

- A) There shall be no transfer of title or possession to any real or personal property except as expressly provided for above pursuant to this Agreement at the time this Agreement is entered into by PRFPD and HRCLD.
- B) PRFPD owns the Parkdale Library space in the Parkdale Community Center and will maintain property insurance on the entire facility.
- C) HRCLD owns the equipment, furniture, shelves and collection materials in the library space, including any other items purchased by HRCLD, and will maintain property insurance for said materials.

DURATION AND OPTION TO EXTEND. [ORS 190.020(1)(E)].

The term of this Agreement shall be after approval and execution by both parties and shall expire on June 30, 2029. This Agreement shall automatically renew for an additional five-year term in perpetuity, unless either party provides the other with notice of termination no less than 180 days before the termination date.

TERMINATION

- A) Termination by mutual consent: This Agreement may be terminated at any time by mutual consent of both parties.
- B) Termination for default or breach: PRFPD or HRCLD may terminate this Agreement in the event of a breach of contract. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice. The rights and remedies of the parties provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

AMENDMENTS

This agreement may be amended only by an instrument in writing executed by both parties, which writing must refer to this instrument.

INDEMNIFICATION

Subject to the limitations of liability for public bodies as set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, HRCLD agrees to defend, hold harmless, and indemnify PRFPD from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of HRCLD while acting within the scope of their duties and authority for activities arising out of this contract.

Subject to the limitations of liability for public bodies as set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, PRFPD agrees to defend, hold harmless, and indemnify HRCLD from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of PRFPD while acting within the scope of their duties and authority for activities arising out of this contract.


VALIDITY AND INTEGRATION

If any portion of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

This document contains the entire agreement and understanding between the parties as to the subject matter herein and supersedes all prior agreements, commitments, representations, writings, and discussions between them regarding the subject matter of this Agreement.

HRCLD and PRFPD have executed this agreement pursuant to due authority, as evidenced by the signature of the duly appointed representative of each entity below.

Parkdale Rural Fire Protection District



[name], Board President

Date: 12/19, 2024

Attest: 

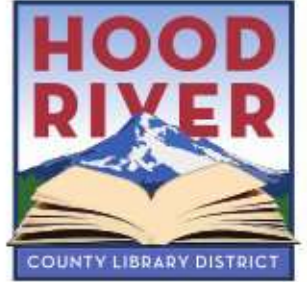
Hood River County Library District

Brian Hackett, Board President

Date: _____, 2024

Attest: _____

Library Director Evaluation Timeline



2024-25

Library Staff and Community Member Surveys

- **Friday, April 18, 2025** *Library Director*
 - Email Library Staff - Upcoming Library Director evaluation
- **Monday, April 21, 2025** *Library District Board President*
 - Email survey monkey link and explanation to library staff and community members
- **Monday, May 5, 2025**
 - Evaluation due
 - Library Staff
 - Friends and Foundation presidents

Library District Board Survey

- **Wednesday, May 7, 2025**
 - Email board survey monkey form and compilation of survey from staff and Friends and Foundation presidents *and Library Director self evaluation*
- **Wednesday, May 14, 2025**
 - Evaluation due from Library District Board

Library Director reviews compilation

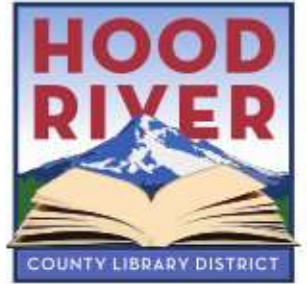
- **Thursday, May 15 2025**
 - Library Director reviews compilation of staff, community and District board surveys
- **Tuesday, May 20, 2025**
 - Library District Board conducts Library Director evaluation in Executive session at the regular monthly board meeting

502 State Street
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Library Card Policy



Hood River County Library District cards allow their holders to borrow a wide variety of free information and entertainment materials. They also provide access to the District's licensed electronic resources remotely.

Any resident of Hood River County, resident of a Metropolitan Interlibrary Exchange (MIX) library, or cardholder at an Oregon Library Passport Program (OLPP) library is eligible to receive a free library card from the District. The District also honors current valid library cards from any other library in the Sage Library System. Materials may be checked out from and returned to any Sage library.

Regular Library Cards

- Patrons 18 and older may receive a regular library card by going to any District library and providing name, mailing address, street address, contact information, and date of birth.
- Patrons who are 16 or 17 can receive cards by providing the same information listed above as well as the name of their parent/guardian.
- Patrons 15 or younger must have approval of a parent/guardian accepting responsibility.

The person accepting responsibility for use of the library card (the adult or teen patron or parent/guardian) must provide proof of identification and current residence and mailing address. Acceptable proof of identification and residency include but are not limited to the following:

- Valid government-issued photo ID or voter's registration card
- Valid student photo identification
- Utility bill
- Hood River County Community ID
- Rent receipt signed by a landlord
- Lease or mortgage agreement
- Imprinted check
- Postmarked piece of mail delivered to the mailing address

For patrons 17 and under, a parent/guardian's card in good standing may be used as proof of residence and mailing address.

Staff members are encouraged to use sound but flexible judgment in accepting applications and proof of address, remembering that the District's major aims are to verify that the applicant lives in an area eligible for a free card and have enough information to contact the patron regarding hold pickup, billing, and other notices.

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Patrons who come to a library without sufficient identification to get a library card are welcome to use the library facilities, including any materials and equipment, and take any free items on offer.

Privileges and Restrictions

- Library cards are not transferable.
- Each adult patron must have his/her own card to check out materials. Parents and/or Guardians may authorize their children 17 years of age and younger to use their library card.
- To check out, patrons must show the card in person, show it digitally, provide valid photo ID, or verify information on the account.
- Family members living in the same household may pick up each other's holds. A patron also may allow another individual to pick up **their** his/her holds by giving that individual the card to present at the library.
- If doing business remotely, the patron must verify information on the account.

To help optimize availability of the collection to the public, the District limits the total number of items that can be checked out at the same time on a regular card to 50. Because holds and interlibrary loan requests are labor-intensive services, patrons also are limited to fifteen outstanding holds within the Sage Library System and six outstanding out-of-Sage interlibrary loan requests.

Other card types

Library staff, at the discretion of the Library Director, are authorized to issue specialized types of library cards with different privileges and restrictions from regular cards.

- ***Institutional cards:*** Institutional cards are issued to organizations or businesses serving Hood River County that wish to use library services for business purposes. Institutional cards may have higher item limits or loan periods. To create an institutional card, a staff member of that organization must provide a valid photo ID as well as a business card in their name showing their association with the organization as well as the organization's contact information. Cards are issued at the discretion of the Library Director or Assistant Director.
- ***Metropolitan Interlibrary eXchange (MIX):*** MIX cards are issued to patrons residing within the service area of a participating MIX library. Cards have the same privileges, restrictions, and ID/address requirements as regular cards but can be used in-person only at HRCLD locations. MIX patrons must reside in the Oregon counties of Clackamas, Multnomah and Washington Counties in Oregon,; Clark, Skamania, Klickitat counties in Washington; City of Woodland, Washington and Yale Valley in Cowlitz County, Washington.
- ***Non-resident cards:*** Non-resident cards are issued to individuals who are temporary residents, do not reside within Hood River County, or don't qualify for MIX, OLPP, and other Sage library cards. Cards have the same privileges, restrictions, and ID/address requirements as regular cards but expire at the time the individual expects to leave the area or in one year, whichever comes first. There is a non-refundable fee of \$20 for three months or \$80 per year. That fee is waived for area camp hosts.

- *Oregon Library Passport Program (OLPP) cards*: OLPP cards are issued to patrons who have a valid library card from a participating OLPP library. OLPP cards have the same privileges, restrictions, and ID/address requirements as regular cards but do not have remote access to the District's licensed electronic resources and expire one year from the issue date.
- **Provisional cards**: Provisional cards are issued to resident and reciprocal borrowers who have not provided proof of current physical address, or who are without proof of physical address or identification, or individuals with unstable living situations, such as those experiencing homelessness or those living in domestic violence shelters. Provisional cardholders may only have a total of two items checked out at any given time, one hold on HRCLD items only, are good only at HRCLD locations, and expire in three months but may be renewed.

~~Provisional cards are issued to individuals with unstable living situations, such as those experiencing homelessness or those living in domestic violence shelters. To receive a Provisional card, individuals must present a government-issued photo ID (it does not have to be valid) and give a contact phone number. Cards are limited to two items checked out at once, one hold on HRCLD items only, are good only at HRCLD locations, and expire in three months but may be renewed.~~

Loan Periods

All circulating materials, except movies and Library of Things, check out for three weeks. Movies and Library of Things check out for one week. Patrons may renew materials by contacting any District or Sage library. An item may not be renewed if another person is waiting for it, it has already been renewed twice, or the patron has been billed for the item.

Fees

Late fines are not charged for Adult, Children's or Young Adult materials.

The District collects fees for the following:

- Lost or irreparably damaged items: Retail cost of item + \$5 processing fee. Patrons may bring in a good identical copy of an item to have the retail cost and processing fee waived.
- Damaged items, if repairable: \$10 or the cost of the repair, whichever is higher.
- Destroyed media case: Audiobooks, \$10; everything else, \$5
- Lost media piece (e.g. disc from an audiobook or DVD series), if individually replaceable: \$10 or the replacement cost, whichever is higher.
- Lost Library of Things storage bag: \$10.00.
- Damaged media cover art: \$5 or the replacement cost, whichever is higher.
- Out-of-Sage interlibrary loans: Borrowing two items at a time is free, and each additional items borrowed simultaneously incurs a charge of \$3.00 each.
- Non-resident cards: \$20 for 3 months or \$80/year

Fees paid for lost materials may be refunded, less the processing fee, if they are returned in good condition within six months of having paid the fee.

Overdues and Billing

Patrons will be notified about overdue materials by email only. Otherwise, it is the patron's responsibility to monitor their record for overdue items. If a patron fails to return overdue materials within four weeks of the due date, the material will be considered lost and the patron will be billed for the item.

The District will not check out materials to any patron with outstanding fees exceeding \$15 at any library or combination of libraries in the Sage Library System. Borrowing privileges will be restored when outstanding fees are brought under \$15.

Exceptions to any provisions of this policy are at the discretion of the Library Director or designee.

Adopted by the Board of Directors, July 12, 2011

Revised 2/18/25, 3/18/24, 12/15/20



Fiscal Year 2023-24
Annual Statement

Distributed to impacted taxing districts and on file with the City of Hood River

URBAN RENEWAL AGENCY OF THE CITY OF HOOD RIVER
ANNUAL STATEMENT
January, 2025

Each year, urban renewal agencies in Oregon prepare an annual statement summarizing certain financial information, which is filed with the governing body of the municipality and distributed to each taxing district affected by an urban renewal plan of the agency (ORS 457.460). This report is presented on the same basis of accounting as the Agency's audited financial statements and includes:

1. The maximum indebtedness for each urban renewal area included in an urban renewal plan of the agency including the amount of indebtedness incurred through the end of the immediately preceding fiscal year.
2. The purposes and amounts for which any monies received and from indebtedness incurred were expended during the preceding fiscal year.
3. A budget setting forth the purposes and estimated amounts for which the monies that have been or will be received and from indebtedness incurred are to be expended during the current fiscal year.
4. An analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all taxing districts.

The Hood River Urban Renewal Administrator is available to consult with affected taxing district and respond to questions, contact:

Will Norris
Hood River Urban Renewal Administrator
211 2nd Street, Hood River OR 97219
w.norris@cityofhoodriver.gov | (541) 387-5206

Maximum Indebtedness

The Urban Renewal Agency of the City of Hood River operated three plans in FY2023-24; the Hood River Heights Plan (adopted in 2011), the Hood River Waterfront Plan (adopted in 2008) and the Columbia Cascade Plan (adopted in 1987). A fourth district, the Westside District, was adopted in 2023. This new district will not begin operating until FY2024-25. Therefore, only the Westside District’s planned activities and budgeted amounts are included in this annual statement.

The primary economic development tool of an urban renewal agency is its authority to borrow for strategic investments that spur private development and taxable value growth. This tax growth repays agency borrowing, leaving a revitalized area and a higher tax base for ongoing general government services. Each district has an assigned maximum borrowing level that is established when its Plan is adopted and can only be changed by a major amendment process. The Waterfront District completed a Major Amendment process in FY2023-24 that increased its maximum borrowing from \$5.75 million to \$7.90 million. This additional borrowing is intended to complete the Waterfront Stormwater Line Replacement Project.

The authorized borrowing levels, known as “Maximum Indebtedness”, for each Hood River Urban Renewal District and the amount of actual debt incurred through FY2023-24 are below.

	Maximum Indebtedness		
	Columbia Cascades Plan	Waterfront Plan	Heights Plan
Authorized Maximum Indebtedness	\$ 19,298,192	\$ 7,900,000	\$ 8,495,650
Indebtedness Incurred Through 2023-24	16,658,827	5,213,005	1,232,957
Remaining Available Indebtedness	\$ 2,639,365	\$ 2,686,995	\$ 7,262,693

FY2023-24 Division of Tax and Impact on Overlapping Districts

Property taxes are used by urban renewal agencies to repay debt incurred for projects that improve urban renewal areas. Hood River’s Urban Renewal Districts calculate taxes through a “division of tax” process. Under this process, overall property taxes remain the same. However, some property taxes that would have been received by the taxing districts are paid to the urban renewal agency instead. Property owners are often confused when reading their tax statements because the amount distributed from the division of tax process to the agency is shown as a separate amount, even though it is not an additional tax.

Taxing districts forego a share of the property tax income during the life of an urban renewal plan so that the urban renewal agencies can carry out activities that increase future property values. The table on the next page shows the property taxes raised in Fiscal Year 2023-24 for the Hood River Urban Renewal Agency from the permanent rate levies of impacted taxing districts.

	Billing Rate per \$1,000	Incremental Assessed Value	Division of Tax for Urban Renewal
Hood River County	\$ 1.41710	\$ 113,728,372	\$ 161,164
911 Communications District	0.56440	113,728,372	64,188
City of Hood River	2.81120	113,728,372	319,713
Port of Hood River	0.03320	113,728,372	3,776
Hood River Parks & Recreation District	0.34980	113,728,372	39,782
Hood River County Transit District	0.07230	113,728,372	8,223
Hood River County Library District	0.39000	113,728,372	44,354
Columbia Gorge Community College	0.27030	113,728,372	30,741
Columbia Gorge Educational School District	0.46780	113,728,372	53,202
Hood River County School District	4.81190	113,728,372	547,250
Total			\$ 1,272,393

Fiscal Year 2023-24

In FY2023-24, the Agency received \$1.24 million in property taxes that, along with existing fund balances, were used to repay debt from prior agency projects and continue plan projects. Specific plan activities included:

Columbia Cascade Plan:

The downtown district contributed to the engineering, design and construction of a traffic signal at 2nd & Oak. It also paid to replace several trashcans, dead trees, and install additional parking kiosks.



2nd & Oak Signal

Waterfront Plan:

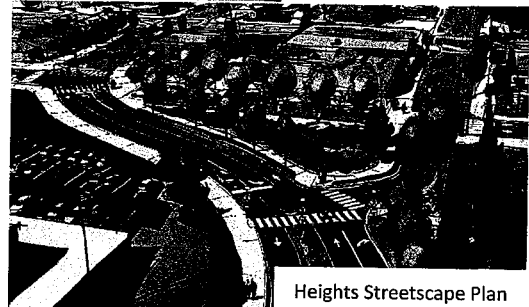
The Waterfront District continued to fund the replacement of the Waterfront Drive Stormwater Line. This failing line was located underneath several businesses. The project moves the line to the roadway. The work completed in FY2023-24 created a new outfall into the Columbia River.



New Stormwater Outfall

Heights Plan:

The Heights Streetscape Plan is now fully adopted and incorporated into the City's Transportation System Plan. The plan calls for 12th street to become a single lane with a protected cycle track and transitions 13th street to two-way traffic with center turn lane. This plan was adopted by Minor Amendment to the Heights Plan and incorporated into the City's Transportation System Plan in FY2023-24.



Heights Streetscape Plan

Fiscal Year 2023-24 Results:

	General Fund	Columbia Cascades	Waterfront	Heights
Resources				
Beginning Fund Balance	\$ 54,675	\$ 4,267,852	\$ 541,991	\$ 732,228
Tax Increment Revenues	-	2,773	908,931	328,875
Transfers In	172,575	-	-	-
Other	3,667	200,313	53,310	42,381
Total Resources	230,916	4,470,938	1,504,232	1,103,484
Requirements				
Personnel	126,864	-	-	-
Materials & Services	15,764	1,391,136	119,235	195,149
Debt Service	-	-	18,947	-
Special Payment	-	179,826	-	-
Transfers Out	-	57,525	57,525	57,525
Total Requirements	142,628	1,628,487	195,707	252,674
Ending Fund Balance	\$ 88,289	\$ 2,842,451	\$ 1,308,525	\$ 850,810

Budgeted Activities in FY2024-25 include:

Columbia Cascade Plan

Hood River’s downtown urban renewal district is no longer collecting tax increment but still holds remaining funds to deploy before closure. Needed stormwater improvements have priority for urban renewal funding. Once the downtown stormwater project is designed and bid, the agency intends to engage in a public discussion on the final downtown projects. Possible projects include:

- Parking Garage Feasibility and Business Plan
- Grant Program for Sidewalk Repair
- Additional Parking Infrastructure
- Wayfinding Signage
- Permanent “Big Art” installations

These potential projects will be augmented with additional ideas from downtown businesses and residents and vetted through a public process. The results of the public input will be synthesized into a “Close Out Resolution” for Urban Renewal Agency consideration.

Waterfront Plan

All remaining resources are dedicated to the Waterfront Stormwater Line replacement project. FY2024-25 will include decommissioning of the stormwater lines underneath Shepards and Hood River Juice and relocating the line to Riverside Drive.

Heights Plan

The Urban Renewal Agency is leading jurisdictional transfer negotiations with ODOT to gain control of the Heights section of State Highway OR-281. This is a precondition to begin construction of Heights Streetscape Plan projects. The proposed jurisdictional transfer was reviewed by the Oregon Legislature’s Jurisdictional Transfer Advisory Committee and recommended for \$30.1 million in state funding. The Heights jurisdictional transfer and funding request will be considered during the 2025 Legislative Session. Construction on Heights Streetscape Projects will begin once jurisdictional transfer is complete. The first Heights Streetscape project will add enhanced crosswalks on 13th Street at the intersections of A Street and Taylor Avenue.

The Agency also purchased the home at 1217 May Street from willing sellers to accommodate the eventual roundabout at 13th and May Streets. The property will be offered to a non-profit tenant on an interim basis until it is needed for the eventual roadway improvement.

Westside Plan

FY2024-25 is the first year of operation for the new Westside District. The Westside District will complete a 5-Year Action Plan to guide initial investments. The district will also launch a Middle Housing Construction Incentive to promote this needed housing type.

Fiscal Year 2024-25 Budget:

	<u>General Fund</u>	<u>Columbia Cascades</u>	<u>Waterfront</u>	<u>Heights</u>	<u>Westside</u>
Resources					
Beginning Fund Balance	\$ 97,506	\$2,414,868	\$1,311,985	\$ 833,872	\$ -
Tax Increment Revenues	-	-	912,162	342,916	63,148
Transfers In	114,000	-	-	-	-
Interest Earnings	2,500	140,710	28,031	63,000	1,425
Other	-	14,070	-	-	1,250,000
Total Resources	<u>209,945</u>	<u>2,569,648</u>	<u>2,252,178</u>	<u>1,239,788</u>	<u>\$1,314,573</u>
Requirements					
Personnel	177,282	-	-	-	-
Materials & Services	23,600	2,376,088	1,322,124	414,755	1,286,073
Capital Outlay	-	-	-	566,000	-
Special Payments	-	-	795,992	-	-
Transfers Out	-	193,560	28,500	28,500	28,500
Contingency	2,500	-	50,000	150,000	-
Total Requirements	<u>203,382</u>	<u>2,569,648</u>	<u>2,196,616</u>	<u>1,159,255</u>	<u>1,314,573</u>
Unappr. Ending Fund Balance	<u>\$ 10,624</u>	<u>\$ -</u>	<u>\$ 55,562</u>	<u>\$ 80,533</u>	<u>\$ -</u>

The full FY2024-25 Budget is available at: cityofhoodriver.gov/administration/finance-reports/