

Library Board of Directors
Regular Meeting Agenda

Tuesday, March 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?](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNIzTVsNDQ2dz09)

[wd=NFBFT0xUVjFSN0dDVGNIzTVsNDQ2dz09](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 February 18, 2025 regular board meeting	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Library Staff Presentation: Children's Librarian Annelisa Gebhard		Annelisa Gebhard
VI.	Reports		
	i. January and February 2025 Financial Statements		Rachael Fox
	ii. Friends update		Rachael Fox
	iii. Foundation update		Rachael Fox
	iv. Director's report		Rachael Fox
VII.	Old Business		
	i. Library card policy	Motion	Brian Hackett
VIII.	New Business		
	i. Budget Committee approval	Motion	Brian Hackett

	ii. Code of Conduct Policy	Motion	Brian Hackett
	iii. Bookmobile Librarian position discussion		Brian Hackett
	ii. Garden Maintenance discussion		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.

**Library Board of Directors
Regular Meeting Agenda
Supplementary Information**

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I.	Call to Order		Brian Hackett
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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 February 18, 2025 regular board meeting Attachment: <ul style="list-style-type: none"> IV.i. Minutes from the February 18, 2025 regular Library Board meeting. 	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Library Staff Presentation: Children's Librarian Annelisa Gebhard		Annelisa Gebhard
VIII.	Reports		
	i. January and February 2025 Financial Statements Attachment: <ul style="list-style-type: none"> VIII.i. January Financial Statements We are tracking well on our line items. I will present a FY 2025-26 budget preview at the April Library		Rachael Fox

	<p>Board meeting.</p> <p>The financial statements for February 2025 had not been released yet when the board packet was distributed.</p>		
	<p>ii. Friends update</p> <ul style="list-style-type: none"> The Friends are hosting a small book sale Saturday, April 5, 2025, 10am-5pm in the library meeting room. <ul style="list-style-type: none"> Hardbacks, Softcovers and Young Adult \$1 Pocketbooks 2 / \$1 Children's 4 /\$1 DVDs / CDs 2 / \$1 Bag Sale \$2 3-5 pm Cash, checks, and credit card payment Hood River County Reads program will take place February – March, 2025. The program details are listed below in the Director's report. 		Rachael Fox
	<p>iii. Foundation update</p> <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 are available for purchase through the library website. Fox will be volunteering at the event. 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
	<p>iv. Director's report</p> <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/. 		Rachael Fox

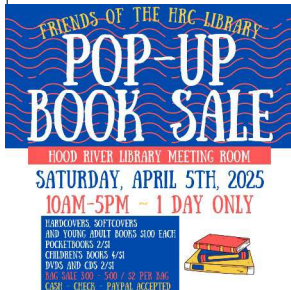
	<ul style="list-style-type: none"> • We rolled out a new receipt system for our patron hold shelf. These are printed receipts with the patron's last name and first three initials, replacing our previous hand-written option. This allows patrons to quickly and easily locate their holds on the hold shelf and is easier for library staff. • Feast of Words 2024 Circulation Desks project update <ul style="list-style-type: none"> ◦ Oregon Correction Enterprises had delays on their end and the installation of the circulations desks in Hood River upper and lower levels will take place in May 2025 instead of April 2025. • Feast of Words 2025 RFID project update <ul style="list-style-type: none"> ◦ There will be a modification to the Library Foundation Feast of Words project for RFID. When conducting the original research it was my understanding the gates would be included but they were not. We will not be purchasing security gates at this time. The cost is prohibitive for the District due to high number of entrances (3) and exits (6). Some libraries are choosing not to install security gates but still retaining advances of RFID technology. <p>The advantages of RFID are high and will transform workflows for staff and allow us to inventory our collection in small amount of time to maintain the most accurate and up-to-date system. RFID provides faster check-out/check-in with multiple items scanned simultaneously, reducing wait times, and RFID self-checkout is 3-4 times faster than barcode self-checkout. It enables high quality self-service options where patrons can check out materials independently. The technology allows improved inventory management through rapid shelf-reading and easier location of misplaced items. It will assist in providing the most up-to-date records in our online catalog and allow us more information to replace popular items. It provides enhanced collection analytics with better usage statistics for data-driven decisions.</p> <p><u>Programs and services</u></p> <p>Every month, we will highlight nationally recognized heritage months and holidays at our library, providing a platform for</p> 		
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	<p>celebration and exploration. Many libraries across the nation also participate in honoring these same occasions.</p> <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 online catalog, download ebooks and audiobooks or stream movies.</p> <p>Women's History Month</p> <p>This month serves as a time to honor the achievements and contributions that women of all backgrounds have made throughout the history of the United States, both by remembering those who paved the way in the struggle for gender equity in the United States, and by recognizing the history-makers and barrier breakers of today.</p> <p>Indian Creek Trail Poetry Walk</p> <p>We are collaborating with the Hood River Valley Parks and Rec for a poetry walk along the Indian Creek Trail.</p> <p>The Indian Creek Trail Poetry Walk blends the natural beauty of Hood River's Indian Creek Trail with the contemplative inspiration of poetry. Fourteen nature-themed poems are displayed on signs posted at multiple locations along sections of the trail. Local photographers have contributed photos as background images for the poems.</p> <p>A volunteer spearheaded and funded the program, and a committee selected the photos and images for the signs.</p> <p>The Indian Creek Poetry Walk is a collaboration of the Hood River County Library District and The Hood River Valley Parks and Recreation District. The installation opens on April 1 in recognition of National Poetry Month. The signs will be on display until the end of September. You can find the poems and photographs on our library website.</p> <ul style="list-style-type: none"> • Poetry Open Mic at the Library, Wednesday, April 2nd at 6pm, Hood River Library Reading Room Experience the magic of local poetry at the Hood River Library's Open Mic Night on Wednesday, April 2nd at 6pm, celebrating the Indian Creek Trail Poetry Walk. Share your original work or simply come to listen as 		
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community voices bring poetry to life in this special evening that honors the intersection of nature, art, and community connection.

Programs and Events

Friends of Hood River County Library Pop-Up Book Sale!



Looking for great reads at bargain prices? Join us for our special one-day book sale on Saturday, April 5th, 2025 from 10:00am to 5:00 pm in the Hood River Library meeting room.

Browse our curated selection of gently used books in all genres and formats! Don't miss our Bag Sale from 3:00-5:00pm

—fill a bag with books for one low price!

All proceeds directly support library programs and services. Cash and credit cards accepted.

Mark your calendars for this wonderful opportunity to support your library while expanding your personal collection!

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.

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 Brigitte 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

Library Foundation Fundraisers – April



Join us for a fabulous Library Foundation Fundraiser dinner at Celilo Restaurant with top local chefs on April 6th at 5:30pm. Enjoy live music by Chic Preston and Tim Mayer! Purchase your tickets <https://auctria.events/big-night-for-the-library>.

Save the date



Library Foundation is seeking volunteers to assist with the Feast of Words on Saturday, April 26th. If you are interested in volunteering, please email foundation@hoodriverlibrary.org.

- **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**

- **Seed Saving Workshop**, Tuesday, March 11th at 6:00pm, Hood River Library Reading Room. Join Central Gorge Master Gardeners Paul Matalucci and Dennis Carlson for the popular Seed Starting workshop, kicking off the 2025 Garden Gathering series with practical tips on germination, soil blocking methods, and seedling care—no greenhouse required. Sessions will be held at the Hood River Library as part of the free monthly educational workshops running March through October 2025.
- **Tea & Tranquility Self Care Circle**, Saturday, March 15, 12-2pm - Cascade Locks Library. Connection, tea, and accessible self-compassion tools. Everyone receives a self-care kit to take home. Led by Emily Martin, mindfulness meditation teacher.
- **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: Crafternoon,** Saturday, March 8th, 2-5pm, Hood River Library Theater. Join us for an afternoon of Harry Potter themed crafting! We will be making Golden Snitches and wands! Ages 10+ Snacks provided.
- **Movie Night: Harry Potter and the Chamber of Secrets,** Saturday, March 22nd, 3pm, Hood River Library Theater. Have you finished the book? Then come watch the second Harry Potter movie with your friends in the Harry Potter Fan Club! Snacks provided! Ages 10+
- **Tween and Teen Spring Break Events** Teen Makerspace Thursday March 27th from 12-4 pm, drop in studio, Ages 10+. Come get your hands dirty and learn to use advanced tools and craft supplies that aren't available in the kids Makerspace! We'll have sticker printers, a vinyl cutting machine and heat press, weaving looms, needle felting, simple wood working projects, and more!
- **Sunrise on the Reaping Launch Party and Book Club,** Saturday, March 29th 3 pm. The much anticipated new book in the Hunger Games series is almost here! Join the Hood River Library and Waucoma Books for a launch party of Sunrise on the Reaping by Suzanne Collins on 3/29, and return on 4/19 for a book club discussion.
- **Fantasy World Building,** Wednesdays, 4-6pm, Hood River Library Theater. This week we'll focus on creating maps for your story and using World Anvil's novel writing software. Bring your own ipad or laptop, or use one of ours. Snacks provided.

	<ul style="list-style-type: none"> • Magic: the Gathering, Every Friday at 4pm in the Library Theater • Children's programs <ul style="list-style-type: none"> • Spring Break Kids Clay Classes, AGES 5-12, Tuesday, March 25, 2:30-3:30 Parkdale, Tuesday, March 25 5-6pm Cascade Locks, Wednesday, March 26 Session One 3-4pm, Session Two 5-6pm Hood River Library, Reading Room. Get creative with clay at the library! During Spring Break we will have several clay classes where kids will learn to hand-build their own gnome house luminaries or animal pinch-pots and paint them with vibrant colored slips with local artist Harvest Henderson. All pieces will be fired, glazed, and ready for pick-up in about two weeks. Space is limited, so please reserve your spot on our signup list (kids should sign up for only one session each). CLICK HERE TO SIGN UP • Storytimes <ul style="list-style-type: none"> • Family Storytime – Hood River Library Thursdays at 10:30 a.m. <ul style="list-style-type: none"> ◦ The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading! ◦ Bookmobile Route <ul style="list-style-type: none"> • 1st Thursday, 5:00p-6:30pm, Pine Grove, Early Intervention 2405 Eastside Rd • 2nd Thursday, HOOD RIVER <ul style="list-style-type: none"> • 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 		
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	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 3p-4p Rockford Grange • 2nd & 4th Saturday, ODELL <ul style="list-style-type: none"> • 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 		
IX.	Old Business		
	<p>i. Library card policy</p> <p>Attachment:</p> <ul style="list-style-type: none"> • IX.i. Library Card Policy <p>As discussed at our February 18, 2025 Library Board meeting, Fox has updated our policy for provisional cards to exclude patrons from checking out Library of Things materials. This change is due to the high cost of these items and the inability to contact patrons without verified identity and addresses.</p> <p>Fox proposes removing the \$5.00 replacement fee for materials and eliminating the option for patrons to provide replacement copies. Staff found that allowing patrons to provide replacement copies is time-consuming for staff, and often we may not replace certain items if they're outdated. Library staff are currently exploring the possibility of charging a more accurate replacement price based on our discount price rather than retail price. Additionally, library staff want to eliminate the separate \$5.00 processing fee by incorporating processing costs into the overall replacement price.</p>		Brian Hackett
X.	New Business		
	<p>i. Budget Committee approval</p> <p>Attachment:</p> <ul style="list-style-type: none"> • X.i Budget Committee Applications [2025-26] <p>The budget committee, consisting of both the Board of</p>		Brian Hackett

	<p>Directors and an equal number of community members, oversees our budget. Committee members serve three-year terms. All existing committee members, Jazmin Contreras and Eric Staysak, have confirmed their willing to serve again this year. The position of Budget Officer is held by Library Director Rachael Fox.</p> <p>Three positions were made available due to term expiration, and we invited community members to submit applications through our website by Thursday, March 13, at 5pm. We received four applications.</p> <p>Fox requests the board to review the applications and decide whether to appoint three candidates to fulfill the positions.</p>		
	<p>ii. Code of Conduct policy</p> <p>Attachments:</p> <ul style="list-style-type: none"> • X.ii.a. Code of Conduct Policy [2025-03-18] • X.ii.b. A Resolution of the Hood River County Library District adopting a code of conduct for library facilities and designating public forums • X.ii.c. Code-of-conduct-Ordinance-No.-2018-04-17 • X.ii.d. Use Restriction Policy [2022-08-22] <p>Fox attended the Special Districts Association of Oregon Conference in February 2025 and participated in a session regarding library policies. It was recommended that an appeals process be included in the Code of Conduct policy. Fox researched three large library system policies in Oregon to compile an updated Code of Conduct policy for our district.</p> <p>Fox worked with the Library District legal counsel Ruben Cleaveland to review and finalize the updates. We determined that an ordinance is not required for this policy since the grounds belong to the library district. This new policy will replace our former Code of Conduct. It will also replace our Use Restriction Policy. We will maintain the Use Restriction Policy until April 22, 2025, when the Library Board meeting will update both the meeting room policy and technology policy that currently reference the Use Restriction Policy. These two policies are included in the library board packet.</p> <p>The updated policy must be passed by Resolution. The policy will be discussed in detail at the upcoming Library Board meeting.</p>	Motion	Brian Hackett
	<p>iii. Bookmobile Librarian position</p>	Motion	Rachael Fox

<p>Attachment:</p> <ul style="list-style-type: none"> • X.iii. Bookmobile Librarian position <p>Due to the resignation of our Bilingual Outreach Librarian in February 2025, we have been reviewing the position, our vision for outreach services, and the overall needs of the District.</p> <p>The Bilingual Outreach Librarian position originated in 2014 as a Library Assistant II position called Bilingual Outreach Specialist before being reclassified in 2019. This position primarily served the Odell community, which lacks a physical library location. Our outreach journey began with developing partnerships with Odell organizations and schools, providing access to a summer reading program, establishing a library materials delivery system (initially using staff vehicles, then a school district van, and eventually a bookmobile), creating the annual Dia event for children, and evolved to participating in community events. Over the past year, we have refined the outreach duties of this position, streamlining responsibilities and transitioning many school and some community visits to other library staff.</p> <p>During this evolution, we hired a Bookmobile Specialist in 2023 (32 hours per week), which later became the Bookmobile Librarian position in 2024 (34 hours per week). The first year focused on developing the bookmobile route, adult outreach services, and some community events.</p> <p>We have transitioned to the Bookmobile Librarian and Children's and Teen Librarian assuming responsibility for school collaborations. The Bookmobile Librarian and Teen Librarian will attend Odell Mercado to provide a summer reading program, while the Bookmobile Librarian and Children's Librarian will use the State Library Read to Read 2025 grant to offer special services to Odell's summer school. In addition, the Bookmobile Librarian has expanded visits to Oregon Children Development Coalition serving migrant families and collaborating with the Children's Librarian to serve youth 0-5 in Hood River County. We have also streamlined our Día de los Niños annual program by collaborating with the Mid-Valley Elementary PTO to share responsibilities and funding.</p> <p>Our vision moving forward is to provide bookmobile and outreach services through the Bookmobile Librarian in collaboration with the Teen and Tween Services Librarian, Children's Services Librarian, and Children's Services</p>		
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	<p>Assistant. I believe we can maintain the same service level while adjusting our outreach approach. This includes shifting from spending large amounts of time creating and designing large, one-time events to maintaining regular attendance at community events as representatives. This approach addresses our staffing limitations while allowing us to participate in more events and services.</p> <p>I have updated the job description to incorporate these duties, which remain similar to the current responsibilities. Our human resources support organization HR Answers has reviewed and approved the job description, confirming it aligns with the accountability, responsibility, and scope for this role. The position hours will increase from 34 to 40 hours per week, providing additional paid leave time and benefit coverage. We are currently considering removing the cataloging portion of the duties to better allocate time and are exploring other options for cataloging backup within the District. I am confident we will find a solution.</p> <p>I would like to discuss the proposed changes in personnel for the District.</p>		
	<p>iii. Garden Maintenance discussion We will discuss our grounds maintenance services and practices provided by the company Crystal Greens.</p>	Motion	Brian Hackett
XI.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XII.	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> • Technology Use Policy review • Meeting Room Policy review • Budget preview FY 2025-26 		Brian Hackett
XIII.	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.

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	Agenda Items	Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:01pm.		Brian Hackett
II.	Roll call Fox conducted a roll call. Brian Hackett, Karen Bureker, Sara Marsden, Megan Janik, and Jean Sheppard were present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) A motion to approve the agenda was made by Bureker and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	Motion	Brian Hackett
IV.	Approval of the consent agenda A motion was made by Bureker to approve the consent agenda, which included the January 21, 2025 Library Board meeting minutes and the elevator safety test invoice. The motion was seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	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.	Reports		

	i. January 2025 Financial Statements There was nothing to add to the written report.		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 Fox reported learning about recommended policy updates and new policies to implement at the Special Districts Association of Oregon conference in February 2025. She plans to present these policies to the Library Board in the future.		Rachael Fox
III.	Old Business		
IX.	New Business		
	i. Budget Officer and Budget calendar approval There was discussion regarding the availability of existing budget committee members and whether to alter the meeting dates. Six out of seven members and all candidates who applied for the budget committee are available. The final member can make the scheduled date work, but it would be more difficult for them due to being out of the county both during the period prior to the meetings and during the first meeting itself. The board decided to approve the proposed dates. Bureker proposed appointing Library Director Rachael Fox as the budget officer and approving the budget calendar. Marsden supported the motion with a second. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.		Brian Hackett
	ii. Attorney contract renewal A motion to approve the attorney contract renewal with Ruben Cleaveland was made by Marsden and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	Motion	Brian Hackett
	iii. Garden's Maintenance contract renewal A motion to approve the Garden's Maintenance contract renewal with Crystal Greens was made by Marsden and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	Motion	Brian Hackett
	iv. Intergovernmental agreement Parkdale Library A motion to approve the Intergovernmental agreement with	Motion	Brian Hackett

	Parkdale Rural Fire District contract was made by Burker and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.		
	v. Library Director evaluation timeline A motion to approve the Library Director evaluation timeline was made by Bureker and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	Motion	Brian Hackett
	vi. Library card policy The Library Board discussed restricting provisional library cards from accessing the Library of Things collection due to the high value of some items. Fox will research this option and present policy updates for discussion at the March 18, 2025 Library Board meeting.	Motion	Brian Hackett
	v.ii. City Council of Hood River liaison The Library Board discussed possible candidates to serve as the liaison. Hackett indicated his willingness to serve if needed. Bureker then stepped forward as a candidate. The board also discussed the possibility of rotating the role in the future. A motion to approve Karen Bureker as the liason with the City Council of Hood River was made by Marsden and seconded by Janik The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	Motion	Brian Hackett
	viii. Hood River Urban Renewal Agency Fiscal Year 2023-24 Annual Statement The Library Board discussed the timeline for the Waterfront District closure. Fox indicated she understood that it would remain open for another fiscal year.		Brian Hackett
X.	Announcements		
	i. Comments from board members Burker reported attending the Public Meeting Law training in Hood River. She learned that candidates running for office do not need to complete the training before election. Board members are required to complete the training once during their term. Marsden and Hackett had plans to complete the training.		All
	ii. Requests/Comments from Library Director There were not requests or comments.		Rachael Fox
XI.	Agenda items for next meeting <ul style="list-style-type: none"> • Policy review • Library Card Policy review 		Brian Hackett

	• Budget Committee approval		
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.

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
January 31, 2025**

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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 January 31, 2025, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and seven months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
February 14, 2025

Hood River County Library District
Balance Sheet - Cash Basis
January 31, 2025

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$234,763			\$234,763
Cash with Hood River County	950,303	\$85,005	\$202,366	1,237,674
Petty cash	416			416
Total Current Assets	<u>1,185,482</u>	<u>85,005</u>	<u>202,366</u>	<u>1,472,853</u>
TOTAL ASSETS	<u><u>\$1,185,482</u></u>	<u><u>\$85,005</u></u>	<u><u>\$202,366</u></u>	<u><u>\$1,472,853</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,107			\$1,107
Total Current Liabilities	<u>1,107</u>	<u>0</u>	<u>0</u>	<u>1,107</u>
Total Liabilities	<u>1,107</u>	<u>0</u>	<u>0</u>	<u>1,107</u>
Fund Balances:				
Unassigned	<u>1,184,375</u>	<u>85,005</u>	<u>202,366</u>	<u>1,471,746</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,185,482</u></u>	<u><u>\$85,005</u></u>	<u><u>\$202,366</u></u>	<u><u>\$1,472,853</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Seven Months Ended January 31, 2025

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$17,935		\$17,935
Property tax revenues - current year	1,142,418			1,142,418
Property tax revenues - prior year	11,219			11,219
Fines and fees	3,031			3,031
Intergovernmental revenue	4,130			4,130
Interest revenue	21,088		\$3,795	24,883
Grants and donations	0			0
Miscellaneous	77			77
Total Revenues	1,181,963	17,935	3,795	1,203,693
Expenditures:				
Personal services:				
Wages and salaries	383,840	2,455		386,295
Employee benefits	155,979	227		156,206
Total Personal Services	539,819	2,682	0	542,501
Materials and services:				
Bank charges	378			378
Bookmobile	2,017			2,017
Building rental	12,154			12,154
Building maintenance	26,333	1,160		27,493
HVAC	12,118			12,118
Elevator	1,630			1,630
Telephone	3,034			3,034
Internet	4,412			4,412
Collection development	44,497	18,873		63,370
Technology	11,776	2,106		13,882
Accounting and auditing	21,255			21,255
Courier	2,568			2,568
Custodial services	18,555			18,555
Technical services	4,148			4,148
Library consortium	18,239			18,239
Copiers	4,020			4,020
Elections expense	0			0
Furniture and equipment	3,747	180		3,927
Insurance	24,165			24,165
Georgiana Smith Memorial Garden	10,398			10,398
Legal services	6,679			6,679
Professional services	6,538			6,538
Dues and subscriptions	3,385			3,385
OGEC annual assessment	946			946
Miscellaneous	3,060	404		3,464
Network maintenance	26			26
Postage and freight	973			973
Printing	1,176			1,176
Programs	15	39,338		39,353
Advertising	1,638			1,638
Supplies - office	11,588			11,588
Travel	2,155			2,155
Training	1,278			1,278
Board development	0			0
Electricity	12,085			12,085
Garbage	1,118			1,118
Natural gas	2,704			2,704
Water & sewer - building	3,653			3,653
Total Materials and Services	284,461	62,061	0	346,522
Capital outlay	0	14,653	12,962	27,615
Total Expenditures	824,280	79,396	12,962	916,638
Revenues Over (Under) Expenditures	357,683	(61,461)	(9,167)	287,055
Other Financing Sources (Uses)				
Operating transfers in			100,000	100,000
Operating transfers out	(100,000)			(100,000)
Total Other Financing Sources (Uses)	(100,000)	0	100,000	0
Revenues and Other Financing Sources (Uses) Over (Under) Expenditures	257,683	(61,461)	90,833	287,055
Fund Balance - July 1, 2024	926,692	146,466	111,533	1,184,691
Fund Balance - January 31, 2025	<u>\$1,184,375</u>	<u>\$85,005</u>	<u>\$202,366</u>	<u>\$1,471,746</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 Seven Months Ended
January 31, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$17,760	\$1,142,418	\$1,244,834
Tax revenues - prior year	699	11,219	10,000
Interest revenue	274	21,088	25,000
Fines and fees	307	3,031	3,500
Intergovernmental revenue	0	4,130	0
Grants and donations	0	0	0
Miscellaneous	0	77	0
Total Revenues	19,040	1,181,963	1,283,334
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	995	6,720	9,741
Library clerk II	9,504	70,392	150,946
Library assistant I	7,761	58,333	79,885
Library assistant II	0	33,368	116,765
Librarian I	25,772	113,958	157,818
Librarian II	6,155	42,761	73,861
Library director	8,370	58,308	100,443
Payroll taxes and benefits:			
Retirement	4,115	39,605	54,450
Social security	4,422	28,951	52,744
Workers' compensation	20	326	1,500
Health insurance	14,691	82,070	164,190
Unemployment insurance	867	5,027	6,205
Paid family and medical leave	0	0	6,895
Total Personal Services	82,672	539,819	975,443
Materials and services:			
Bank charges	16	378	300
Bookmobile	280	2,017	5,000
Building rental	2,701	12,154	20,000
Building maintenance	4,448	26,333	25,000
HVAC	1,781	12,118	15,000
Elevator	211	1,630	3,500
Telephone	621	3,034	8,000
Internet	302	4,412	5,000
Collection development	8,311	44,497	80,000
Technology	4,271	11,776	15,000
Accounting and auditing	0	21,255	33,000
Courier	427	2,568	3,200

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	5,220	18,555	29,000
Technical services	0	4,148	4,000
Library consortium	0	18,239	17,500
Copiers	657	4,020	7,000
Elections expense	0	0	3,000
Furniture and equipment	542	3,747	4,000
Insurance	24,165	24,165	25,000
Georgiana Smith Memorial Garden	1,765	10,398	20,000
Legal services	63	6,679	4,000
Professional services	1,490	6,538	0
Membership dues	379	3,385	4,000
OGEC annual assessment	0	946	0
Miscellaneous	342	3,060	3,000
Network maintenance	26	26	0
Postage and freight	379	973	1,500
Printing	693	1,176	1,500
Programs	0	15	10,000
Advertising	71	1,638	2,000
Office supplies	2,499	11,588	17,000
Travel	239	2,155	5,000
Training	0	1,278	3,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,682	12,085	20,000
Garbage	156	1,118	2,300
Natural gas	1,355	2,704	10,000
Water & sewer - building	405	3,653	5,800
 Total Materials and Services	 65,497	 284,461	 413,600
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 148,169	 824,280	 1,489,043
 Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(100,000)	(100,000)
 Total Other Financing Sources (Uses)	 0	 (100,000)	 (100,000)
 Change in Fund Balance	 (\$129,129)	 \$257,683	 (\$305,709)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2025

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$2,635	\$17,935	\$345,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>2,635</u>	<u>17,935</u>	<u>345,000</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I			4,400
Library clerk II		2,455	0
Library assistant II			5,000
Payroll taxes and benefits:			
Social security		188	750
Workers' compensation		2	250
Unemployment insurance		37	100
Other personal services			500
Total Personal Services	<u>0</u>	<u>2,682</u>	<u>11,000</u>
Materials and services:			
Building maintenance	1,160	1,160	0
Collection development	2,717	18,873	80,000
Technology	924	2,106	40,000
Programs	6,362	39,338	80,000
Furniture and equipment	180	180	70,000
Other materials and services	190	404	96,000
Total Materials and Services	<u>11,533</u>	<u>62,061</u>	<u>366,000</u>
Capital outlay	1,576	14,653	100,000
Total Expenditures	<u>13,109</u>	<u>79,396</u>	<u>477,000</u>
Change in Fund Balance	<u><u>(\$10,474)</u></u>	<u><u>(\$61,461)</u></u>	<u><u>(\$132,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Seven Months Ended
January 31, 2025

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$64	\$3,795	\$3,000
Other Financing Sources			
Transfer from General Fund	0	100,000	100,000
Total Revenues and			
Other Sources	<u>64</u>	<u>103,795</u>	<u>103,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	2,141	12,962	75,000
Total Expenditures	<u>2,141</u>	<u>12,962</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$2,077)</u></u>	<u><u>\$90,833</u></u>	<u><u>\$28,000</u></u>

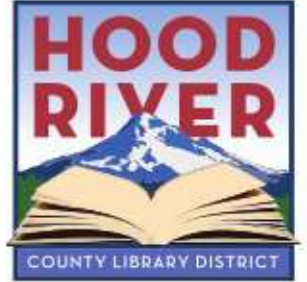
See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Seven Months Ended January 31, 2025

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2024	Teen Intern	SDIS Security	Safety Grant	Total
Revenues:											
Donations and grants	\$0	\$0	\$1,435	\$14,000	\$0	\$0	\$0	\$0	\$2,500	\$0	\$17,935
Intergovernmental revenue											0
Total Revenues	0	0	1,435	14,000	0	0	0	0	2,500	0	17,935
Expenditures:											
Personal services:											
Wages and salaries								2,455			2,455
Employee benefits								227			227
Total Personal Services	0	0	0	0	0	0	0	2,682	0	0	2,682
Materials and services:											
Building maintenance		1,160									1,160
Collection development		12,153		4,102	2,618					924	18,873
Technology		180						1,182			2,106
Furniture and equipment								136			180
Miscellaneous		16,019	971	10,854	268		5,281				404
Programs					6,213						39,338
Total Materials and Services	0	29,512	971	14,956	9,099	0	5,281	1,318	0	924	62,061
Capital outlay	0	13,077	1,576	0	0	0	0	0	0	0	14,653
Total Expenditures	0	42,589	2,547	14,956	9,099	0	5,281	4,000	0	924	79,396
Net Change in Fund Balance	0	(42,589)	(1,112)	(956)	(9,099)	0	(5,281)	(4,000)	2,500	(924)	(61,461)
Fund Balance - July 1, 2024	338	107,974	3,873	13,611	9,608	1,781	5,281	4,000	0	0	146,466
Fund Balance - January 31, 2025	\$338	\$65,385	\$2,761	\$12,655	\$509	\$1,781	\$0	\$0	\$2,500	(\$924)	\$85,005

See Independent Accountants' Compilation Report

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.

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

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, cannot check out Library of Things items, 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. A 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 3/18/25, 3/18/24, 12/15/20

Name

Jennifer Bayer

Email**Phone****Address****1. Why are you interested in serving on the Budget Committee?**

I would like to support the HRC Library District's budget process so that the District Board and Library District staff have input from a variety of perspectives as they develop the planned budget. As the Library Foundation Board President, I have a keen interest in understanding the fiscal realities of the District's budget, including current constraints and plans for the future.

2. Have you served in similar capacities in the past and, if so, under what circumstances?

I have served on the Library District's Budget Committee since its inception, including serving as Chair a number of those years. In addition, in my professional work I manage a complex inter-governmental partnership, including a substantial budget that supports staff & volunteers, events, programs, publications, training, applications of research and web tool development. Due to this work, I have experience in budgeting and other forecasting that helps me effectively serve on the Library District's Budget Committee.

3. Please provide us with a brief resume of your background and your activities in the community.

After assisting with the Save Our Library PAC in 2009-2010 and successfully passing a local operating levy for the new Library District, I was elected to serve as the HRC Library Foundation's Board President in 2011. In this role, I have helped the Foundation raise more than \$500,000 to support library services in our community. In addition, I have coached and moderated OBOB at the elementary level; served as lead organizer for the HRVHS Nordic Ski Team for several years; and volunteer as needed in other community events such as at Riverside Church, schools, etc. in Hood River, Portland, and my home community in Michigan. My professional background is as a research scientist for the USGS, where I spent my first 10 years conducting research related to native fishes in the Columbia River and the past 20 years leading an intergovernmental partnership to enable collaboration across states, tribes, and federal agencies to inform salmon recovery.

Name

Catherine Bourgault

Email**Phone****Address****1. Why are you interested in serving on the Budget Committee?**

I'm passionate about the role a vibrant public library plays in our community. Not only does it serve as a supplier of equal access to literature, information resources, and entertainment offerings, it also is a center for people to come together as a community. Helping to ensure the viability and sustainability of the Hood River Library would be an honor.

2. Have you served in similar capacities in the past and, if so, under what circumstances?

This would be my first time serving in this type of capacity. However, my education and professional experience provide me with the needed skills to jump into this role. I hold a BA in business administration with a concentration in finance and a MBA. I've held a variety of leadership positions for more than 35 years providing me with extensive experience in strategy and budget management.

3. Please provide us with a brief resume of your background and your activities in the community.

I'm currently serving as CHRO for Oregon's 8 Providence Hospitals and have been employed by Providence for over 24 years. My husband and I moved to the Washington side of the Columbia River Gorge in 2000 and to Hood River in 2019 where we currently reside. As a working mother with a challenging professional career, my community activities have been limited to volunteering for my daughter's school and dance activities as well as briefly serving as an advisory board member for The Next Door's youth mentoring program (formally known as "Big Brothers Big Sisters of the Columbia River Gorge. My daughter is now in college and, as I approach retirement, I'm looking forward to opportunities to give back to my community. My linkedin profile:

https://www.linkedin.com/search/results/all/?fetchDeterministicClustersOnly=true&heroEntityKey=urn%3Ali%3Afsd_profile%3AACA0AAuhmk4BrXH6LZ8tcNu41wHZkUP4U1o9fCc&keywords=catherine%20bourgault&origin=RICH_QUERY_SUGGESTION&position=1&searchId=cdbb6c7d-8f2f-4c9f-92a2-4988ddb5b021&sid=6ti&spellCorrectionEnabled=false

Name

Tracy Dana

Email**Phone****Address****1. Why are you interested in serving on the Budget Committee?**

I am interested serving on the Budget Committee for several reasons. I think I have an understanding of the need for fiscal responsibility when providing a service. funded by and for the public. I recognize the desire to maximize services for a diverse public while providing a living wage for employees and good stewardship of other operating expenses can be challenging. Finally, I have been seeking ways to increase my community involvement, which has been limited since my move to Parkdale 5 years ago.

2. Have you served in similar capacities in the past and, if so, under what circumstances?

I have not previously been part of a volunteer budget committee, but I do have some indirect relevant experience. During my time working at both the OHSU Library and Fort Vancouver Regional Library (see #3) I was responsible for making budgeting decisions, both individually and as part of a committee.

3. Please provide us with a brief resume of your background and your activities in the community.

I am a medical librarian and evidence-based researcher at OHSU, where I have worked for the last 20 years. I also have worked as a clinical librarian and participated in collection development through the OHSU Library. Prior to working at OHSU, I worked as a circulation supervisor for the Fort Vancouver Regional Library District, and before that I spent 8 years as a public school teacher.

I moved to Parkdale in January 2020, just before the start of the COVID pandemic, and I really didn't know anyone in the community prior to my move. Consequently, I have not been very involved in community-based activities during my time here. Prior to my move to the Upper Valley, I lived in Portland for 25 years. During that time, I was an active volunteer for numerous school-based activities, including fundraising. I also volunteered for many years supporting various youth sports teams. In addition to these activities, I volunteered at a local nursing home and assisted living facility with my dog, Milly, who is a certified Animal Assisted Therapy dog through the Pet Partners organization

Name

Jessica Metta

Email

jessica@jmetta.org

Phone**Address****1. Why are you interested in serving on the Budget Committee?**

I love our library district and use its services often with my family. I've thought about engaging with the library before but my schedule is full. The Budget Committee looked like a less-time intensive but still valuable way to show my appreciation for the library. Plus I have good financial experience!

2. Have you served in similar capacities in the past and, if so, under what circumstances?

For the last five years, I have prepared the budget for my organization (\$5M in FY25). I also served on the City of Hood River Budget Committee as part of my City Councilor duties for my four-year term.

3. Please provide us with a brief resume of your background and your activities in the community.

Work: Mid-Columbia Economic Development District, 2008 to present (Executive Director from 2020 to present). Columbia River Gorge Commission as a planner (2005-2008)

Volunteer: Elected to Hood River City Council (2019-2023). Co-led the Board of our church (Bethel UCC in White Salmon, 2014-2017?). Served on/ led the theater committee at Columbia Center for the Arts (2006-2012?). Was very involved with the CAST theater at Columbia Center for the Arts (2005-2012) and then:

Three children (twins aged 12 and a 9-year old)

Exhibit A – Code of Conduct

Purpose of Code of Conduct

The purpose of this Hood River County Library District (HRCLD) Code of Conduct is to provide and maintain library buildings, premises, and/or library programs and events that are comfortable, safe and welcoming for all patrons. This Code of Conduct also ensures access for all patrons to HRCLD facilities, the safety of all users and staff, and the protection of HRCLD materials, resources, equipment, and facilities.

Objective

The objective of these rules is to provide patrons with a clear understanding of appropriate behavior while on property of the Hood River County Library District and at all on or off site HRCLD programs and events. This Code of Conduct also provides employees with a clear understanding of their responsibilities in dealing with in-appropriate behavior on library property or at HRCLD programs and events. This Code of Conduct may be modified, rescinded, or a new new rule may be adopted at any time, with or without notice.

Rules and regulations

A. Definitions and Scope

The Code of Conduct shall apply to all HRCLD buildings, interior and exterior, and all grounds and vehicles controlled and operated by the Hood River County Library District (such buildings, grounds and vehicles are hereafter referred to as the "premises") and to all persons entering in or on the premises.

B. General Code of Conduct

Patrons have the responsibility to use the HRCLD facilities in a manner that:

- Does not interfere with the rights of other individuals to access or use HRCLD materials, resources and services;
- Does not limit the ability of HRCLD staff to conduct business; and
- Does not threaten the secure and comfortable environment of HRLCD facilities.

C. Specific Behavior and Rules

Any person who violates HRCLD's code of conduct by engaging in prohibited conduct identified in Rules 1-5, while in or on library premises or while attending a library program or event, will be immediately ejected and excluded from all Hood River County Library District premises, programs and events without a warning, and the incident will be reported to the appropriate law enforcement agency. Any person so excluded shall lose all library privileges pursuant to a determination issued under Section D.

Prohibited conduct includes:

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
2. Engaging in sexual conduct, as defined under ORS 167.060, including, but not limited to, the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.

3. Being visibly intoxicated or under the influence of any controlled substance, as that term is defined in ORS 475.005.
4. Possessing, selling, distributing or consuming any alcoholic beverage, except as allowed at a library-approved event.
5. Possessing, selling, distributing or consuming any part of the plant Cannabis family or any derivative, mixture, resin, seed or part of a plant.

Any person who violates HRCLD's general code of conduct, above, by engaging in prohibited conduct identified in Rules 6-25, while on or in library premises or while attending a library program or event, will be advised by library staff, or designee, that the person's conduct violates an identified Rule and given one warning to cease such conduct. If a person fails or refuses to cease the prohibited conduct or to otherwise comply with staff's direction in a reasonable manner, then the person will be required to leave the library premises, program or event immediately. The appropriate law enforcement agency will be summoned if a person fails to leave the premises, program or event. Subsequent violations of these Rules by the person will result in that person's immediate ejection and exclusion from all Hood River County Library District premises, programs and events. Any person so excluded shall lose all library privileges pursuant to a determination issued under Section D.

Prohibited conduct includes:

6. Engaging in conduct that disrupts or interferes with the normal operation of the library, its program or event, whether conducted on or off library premises, or disturbs library staff or customers, including, but not limited to, conduct that:
 - a) involves the use of abusive or threatening language or gestures
 - b) constitutes sexual harassment
 - c) constitutes deliberate intimidation, stalking, body policing, bullying or coercion
 - d) creates unreasonable noise
 - e) consists of loud or boisterous physical behavior or talking
7. Using library materials, equipment, furniture, fixtures or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive or potentially damaging manner; or in a manner likely to cause personal injury to the actor or others.
8. Disobeying the reasonable direction of a library staff member, including but not limited to failing to exit the library premises at closing.
9. Leaving one or more child(ren) unsupervised or unattended anywhere in or on library premises. For purposes of this Code of Conduct, child(ren) means a child 6 years and under who is not in the immediate vicinity of an adult or responsible caregiver, or a child from age 7 up to age 10 years without an adult or responsible caregiver in the building.
10. Soliciting, petitioning, distributing written materials or canvassing for political, charitable or religious purposes inside a library building, including the doorway or vestibule of any such library building or in a manner on the library premises that unreasonably interferes with or impedes access to the library. If soliciting or advocating in allowed areas, signs may not be displayed unless temporary, as part of event, and may not be attached to materials, vegetation, structures or furnishings.
11. Soliciting, petitioning, distributing written materials or canvassing during a library program or event, whether conducted on or off library premises.

12. Interfering with the free passage of library staff or customers in or on the library premises, including, but not limited to, placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free passage.
13. Placing personal belongings on or against buildings, furniture, equipment or fixtures in a manner that interferes with library staff or customer use of the library facility. Unattended packages or personal items may be inspected and removed from the premises by library staff.
14. Bringing bicycles or other similar devices inside library buildings, including, but not limited to, vestibules or covered doorways if no bicycle rack is provided within that area.
15. Operating roller skates, skateboards, bicycles, scooters or other similar devices in or on library premises.
16. Build or attempt to build fires, unless permitted as part of a library program.
17. Smoking or other use of tobacco inside the buildings or on library property.
18. Bringing animals inside library buildings (with the exception of service animals), except as allowed while attending a library sponsored event.
19. Leaving unattended animals on library premises at any time.
20. Disturbing others because of offensive body odor, including but not limited to scented products, such as colognes, after-shave lotions, perfumes, deodorants, body/face lotions, or hair sprays.
21. Entering non-public areas unaccompanied by a staff member or without prior authorization from a staff member.
22. Relocating or tampering with furniture or equipment without staff authorization.
23. Consuming food in the computer areas.
24. Using a cell phone or other electronic device in a manner that is disruptive to others.
25. The Library staff may interrupt any activity to ensure the well-being and safety of patrons and staff. Such as: Sleeping; improper use of library restrooms including, but not limited to, bathing, shaving, and changing clothes; and entering library buildings without proper attire, including but not limited to appropriate shoes, shirt, and pants.

E. Exclusion Criteria

Any person excluded under Rules 1-25 above, shall lose all library privileges for a period of time ranging from one day to multiple years, as determined by the Library Director, or designee, based on the following criteria:

- The severity of the offense
- Whether or not this is a repeated offense
- Whether the conduct poses a continuing disruption and/or threat to the comfort or safety of other library patrons and/or library staff

- The level of disruption created by the conduct whether or not law enforcement involvement is required to address the situation.

Exclusion length will generally increase for repeat offenders, but HRLCD reserves the right to impose exclusion terms on any violator, based upon the conduct at issue.

F. Exclusion Appeal Procedure

Patrons excluded from Hood River County Library District, can appeal their exclusion. The request must be in writing and filed at the Hood River County Library within seven days (exclusive of weekends or library's observed holidays) of receipt of the exclusion notice.

The Library Director or designee will consider all information provided and will also talk to library staff and witnesses who were present when the patron was excluded. The Library Director or designee may affirm, modify, or rescind the imposed exclusion.

Adopted: March 18, 2025

Last amended: March 18, 2025

Resolution No. 2024-25.03

A RESOLUTION OF THE HOOD RIVER COUNTY LIBRARY DISTRICT ADOPTING A CODE OF CONDUCT FOR LIBRARY FACILITIES AND DESIGNATING PUBLIC FORUMS

WHEREAS, the Hood River County Library District (“District”) operates libraries and associated grounds (collectively “facilities”) in locations throughout Hood River County, Oregon;

WHEREAS, the District would like to ensure the safe use of library facilities by patrons and a safe environment for staff working at such facilities;

WHEREAS, the District can promote safe use of facilities by establishing a code of conduct to regulate inappropriate behavior in library facilities;

WHEREAS, the District would like to designate areas of District facilities that are considered to be a traditional public forum for free speech purposes; and

WHEREAS, the District would like to designate limited public forums for enforcing reasonable restrictions.

NOW, THEREFORE, THE HOOD RIVER COUNTY LIBRARY DISTRICT RESOLVES AS FOLLOWS:

Section 1. Code of Conduct Adopted. The Code of Conduct set forth in Exhibit “A” attached hereto, and thereby incorporated herein as though set forth in full, is adopted as the policy of the District.

Section 2. Traditional Public Forum Established. The Georgiana Smith Memorial Gardens at the Hood River Library is a traditional public forum where solicitation, advocacy, and other forms of free speech may occur; provided, signs may only be temporary as part of an event and may not be attached to vegetation, structures, or furnishings.

Section 3. Limited Public Forum Established. Public meeting rooms, publicly-accessible bulletin boards, and literature racks located at District libraries and bookmobile are limited public forums, in which reasonable restrictions may be placed as further set forth in the Code of Conduct as adopted. In limited public forums, the District may place restrictions on solicitation or advocacy that is not related to the operations and funding of the District.

ATTEST:

Brian Hackett, President

Rachael Fox, Secretary

Hood River County Library District Ordinance No. 1

An ordinance regulating conduct on Library District property

WHEREAS, Hood River County Library District operates libraries in locations throughout Hood River County; and

WHEREAS, the District owns or manages the buildings and rooms where these branches are located as well as, in some cases, the grounds outside those facilities; and

WHEREAS, the District wants to ensure that those spaces are safe, welcoming environments for everyone;

NOW, THEREFORE Hood River County Library District ordains as follows:

1. Users of the properties and spaces District owns and manages abide by the Code of Conduct included in Exhibit A.
2. Violations of this ordinance will be handled in accordance with the District's Use Restrictions Policy and relevant local, state, and federal laws.
3. The District's affiliate groups, the Friends of the Hood River County Library and Hood River County Library Foundation, are not subject to restrictions on soliciting and advocating.
4. The District reserves the right to partner with organizations and individuals with closely-aligned missions and goals to offer programming, including solicitation and advocacy events, on District property, per the District's Programming Policy.
5. The public meeting room at the Cascade Locks and Hood River Libraries and the publicly-accessible bulletin boards and literature racks at the Cascade Locks, Hood River, and Parkdale Libraries are considered limited public forums and therefore "designated areas" as referenced in Exhibit A.
6. The Georgiana Smith Memorial Gardens at the Hood River Library is considered a traditional public forum and therefore a "designated area" as referenced in Exhibit A.

Read for the second time and passed on the 29th day of May, 2018, to become effective thirty (30) days hence.

SIGNED:

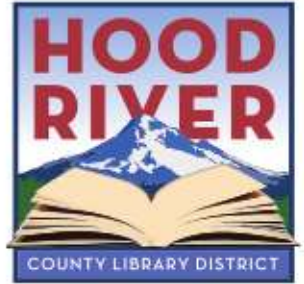
ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

Exhibit A - Code of Conduct

Hood River County Library District wants to make sure that our libraries are safe and welcoming environments for everyone. To do this, we ask that you please follow these few rules while using the library.



While anywhere on library property, please:

- Ask for help when you need it.
- Let us know if the library does not have the item or service you want.
- Ensure children under age 10 be accompanied by a parent, guardian, or responsible caregiver 14 or older. Children 5 and under must always be in close proximity and within sight of the person responsible for their safety.
- Be courteous to other patrons and staff.
- Keep your animals leashed and otherwise under control and properly clean up after them.
- Do not leave your animals unattended.
- Do not destroy, deface, or abuse library property or remove it without permission.
- Do not be disruptive, disorderly, or harass other patrons, staff, or wildlife.
- Do not smoke or use tobacco products, or use vaping devices.
- Do not sleep or appear to sleep, camp, or loiter.
- Do not leave personal belongings unattended.
- Do not engage in sexual activities including but not limited to extensive physical contact.
- Do not be impaired by or under the influence of a controlled substance or intoxicating liquor, including marijuana and marijuana derivatives.
- Do not possess, sell, distribute or consume any alcoholic beverage, except as a participant at a library event for which alcohol use has been pre-approved.
- Do not distribute materials or display signs anywhere except in designated areas.
- Do not solicit or advocate for any purposes except in designated areas.
- If soliciting or advocating in designated areas, do not
 - Display signs unless temporarily as part of an event;
 - Block or significantly limit access to paths, streets, sidewalks, and building entrances; or
 - Attach materials to vegetation, structures, or furnishings.
- Do not use skateboards, skates, rollerblades, or bicycles.
- Do not litter.
- Do not build or attempt to build fires, unless permitted as part of a library program.

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

While in library buildings, please:

- Wear appropriate clothing, including shoes and shirts.
- Keep beverages in covered containers.
- Do not consume food in the computer areas, unless permitted as part of library programming.
- Keep your conversations and personal devices at a volume that does not disturb others. Please use headsets or headphones with your personal electronic devices.
- Do not consume alcohol, unless permitted as part of library programming, or be intoxicated.
- Do not use the library restrooms for personal hygiene such as bathing, shaving, washing hair or clothing.
- Do not bring animals into the building, other than service animals or those involved in library programs.
- Do not bring into the library anything which creates an obstacle or takes up seating.
- Do not run.
- Do not disturb other library patrons or staff through extremely strong odor or poor personal hygiene.

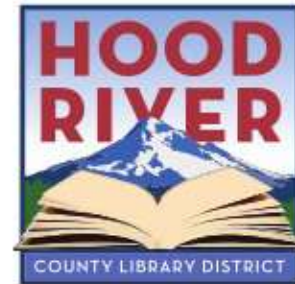
In addition to the above, any violation of local, state, or federal statutes will be regarded as a violation of District rules. Violations of the Code of Conduct will be handled in accordance with the District's Use Restrictions Policy and relevant local, state, and federal laws. Hood River County Library District reserves the right to eject or suspend or revoke privileges of those individuals who violate District rules. In addition to the sanctions imposed by the District, further sanctions may be pursued as determined by law.

Adopted as Ordinance No. 1 by the Board of Directors: April 21, 2015

Became effective: June 28, 2018

Last amended: April 17, 2018

Use Restrictions Policy



Sometimes a patron's behavior may necessitate restricting his/her use of Hood River County Library District services. Such behavior includes but is not limited to violations of District policies as well as violations of federal, state, or local statutes.

Responsibility and restrictions

District staff, and ultimately the Library Director, are responsible for determining whether behavior(s) of patrons are unacceptable as delineated by District policies. When such behavior occurs, staff are authorized to restrict a patron's access to District services in a manner that is appropriate to address the unacceptable behavior and past actions by the patron. Such sanctions include, but are not limited to, the following:

- Bans from using the relevant service (e.g. meeting room, computers, bulletin boards);
- Loss of library card privileges;
- Billing for damage;
- Requirement for accompaniment by a parent, guardian, or caretaker;
- Ejection from District property (temporary, conditional, or extended).

Staff members are encouraged to use sound but flexible judgment in determining appropriate sanctions and lengths. Severe or extended sanctions require approval of the Library Director or designee.

Warnings

At their discretion, and depending upon the specific actions by an offending or disruptive patron, staff may warn a patron up to twice before imposing a sanction. Subsequent similar behavior by the same individual may not require warning before sanctions are issued, and such sanctions may be more severe. While the District views this policy as primarily corrective and progressive, it is not possible to define in advance the specific action to be taken in response to every behavior and the need to protect the safety of library patrons and personnel. Consequently, the District reserves the right to take appropriate action, including immediate ejection from District property, in response to circumstances and events on a case-by-case basis.

For instance, staff may restrict a patron's use of services, or immediately eject a patron without warning for more severe violations of policy, including without limitation abusing District staff or patrons, abusing District property, attempting to alter or compromise District technology or networks, or violations of local, state, or federal laws.

Record of sanctions

Staff will make a written record of any instances in which sanctions are issued and will maintain current lists of patrons who are restricted from using library services and are banned from District facilities.

Adopted by the Board of Directors, September 18, 2012

Last reviewed, August 16, 2022

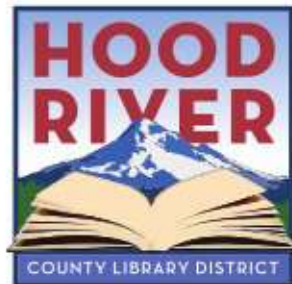
Last amended, August 16, 2022

502 State Street
Hood River - OR 97031

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Job Description



Position Title: Bookmobile Librarian

Classification: Librarian I

Hours Per Week: Full-time – 40 hours per week

FLSA Status: Non-exempt

Salary Range: \$27.48 to \$30.94

General statement of duties

The Bookmobile Librarian is responsible for operating and maintaining the bookmobile, conducting outreach services in Hood River County, providing inclusive library services to diverse patrons, and developing community-based programs with a focus on Spanish-speaking patrons. This role involves collection development, outreach activities, program planning, and collaboration with other library staff. The Bookmobile librarian champions the library's mission by providing welcoming, inclusive services that support development, promote literacy and learning, and foster a lifelong appreciation for libraries among patrons, while serving as a bridge between libraries and the local community.

Supervision received

Works under the general supervision of the Library Director.

Supervision exercised

Directs the activities of staff and volunteers assisting with bookmobile and outreach services. The individual in this position may be assigned to be the Person in Charge, in the absence of the Library Director and Assistant Director. Supervision of employees not involved with bookmobile is not a normal function of this position.

Essential duties and responsibilities

- **Patron service and programming**
 - Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for diverse patronage of all ages, especially Spanish-speaking patrons. Embrace and celebrate diversity by treating everyone with respect and without judgment.
 - Provide access to library services and materials to those who may not be able to visit the physical library. Reach out to and serve underserved populations, such as Spanish-speaking families, youth, and seniors.
 - Develop and present diverse programs on bookmobile and at external community locations, with a strong emphasis on community-based programs. This includes presenting storytimes, book clubs, and other engaging activities that promote literacy and learning.

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- Conduct outreach to patrons in Hood River County utilizing various modalities such as in-person interactions, interactive programs, and social media platforms.
- Organize special events, including the annual Summer Reading Program, and network with schools and community organizations.
- Collaborate with ~~the Bilingual Outreach Librarian and~~ other staff to serve patrons of all ages.
- **Collection development and information services**
 - Participate in the selection, replacement, and weeding of ~~Spanish language materials bookmobile materials~~ using industry reviews and the library's Collection Development Policy. ~~Rotate the Bookmobile collection. Select, maintain, and evaluate the Large Print collection.~~
 - Assist and collaborate with the Cataloging Librarian in creating and maintaining bibliographic records for library materials.
 - Maintain diverse collections representing all perspectives and assist patrons of all ages and abilities in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
 - Provide information, readers' advisory, and reference services in-person, by phone, and online.
 - Maintain current knowledge of authors and trends in library services.
 - Give bookmobile tours to school classes, including book talks and related activities.
- **Library space and promotion**
 - Operate and maintain Sprinter Van bookmobile, including driving to community locations, performing safety checks, and minor repairs.
 - Maintain and clean the bookmobile regularly, including performing minor repairs and restocking materials. Drive the vehicle to and from the service garage for maintenance and repairs as needed.
 - Maintain an inviting bookmobile and ~~Spanish language areas in the physical library buildings~~ with recommended book lists, displays, and self-guided activities.
 - Promote library services and programs at community events and collaborate with the marketing team on publicity.
 - Assist in designing and maintaining the library website's bookmobile and ~~outreach services~~ section and managing social media accounts.
- **Administrative and professional duties**
 - Serve as Person-In-Charge of the building when required.
 - Collaborate with library leadership to develop and evaluate bookmobile routes and ~~outreach activities~~ with partner organizations.
 - Manage bookmobile and ~~outreach~~ volunteers and serve as staff contact.
 - Collect, maintain, and report statistical data on circulation, vehicle maintenance, program attendance, and patron feedback.
 - Serve as rotating chair of the Program Team Committee.
 - Seek out and assist in writing grants to enhance library services.
 - Manages budget for bookmobile ~~and outreach~~ operations and collection development.

- Stay current on professional and technological developments through participation in organizations, workshops, continuing education, and professional reading.

- **General responsibilities**

- Champion the Library's strategic goals, mission, vision, and values. Works cooperatively with other library departments develop plans and initiatives that support the library's mission and goals.
- Provide friendly and courteous customer service to patrons from diverse backgrounds.
- Perform circulation duties at public service desks and Bookmobile.
- Assist in physical library locations and outreach activities when the bookmobile is not operating.
- Answer questions on library organization, policies, and procedures.
- Train patrons in library skills, including computer use, catalog navigation, and electronic resource utilization.

Minimum qualifications

- Bachelor's degree in a library or education related field.
- Two years experience working in customer service, preferably in a public library.
- This position requires bilingual proficiency (read/write/speak) in Spanish.
- Any equivalent combination of six (6) years of education, experience, and training satisfying the above.

Desired education, experience and qualifications

- Master's degree in Library and Information Science from an ALA-accredited institution
- Experience working with organizations serving underserved populations.
- Experience building community partnerships.
- Experience working in school or public libraries.

Secondary duties

- May be in charge of the building in the absence of other supervisory staff.
- Attend meetings and training seminars as required.
- Engage in ongoing professional development.
- Assist with special projects as required.
- Serve on assigned committees.
- Performs other job-related duties as assigned.

Special requirements/licenses

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating privately owned vehicle for business purposes.
- Valid driver's license and the ability to meet the Library District's driving standards; willingness to drive a Mercedes Sprinter Van.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings.

Knowledge, skills and abilities

- Demonstrate strong skills in planning, implementing, and evaluating outreach bookmobile library services. This includes the ability to conceptualize projects, set clear objectives, coordinate resources, manage timelines, and conduct thorough post-project assessments to ensure continuous improvement of bookmobile services and programs.
- Thorough understanding of community outreach and advanced knowledge of library services to diverse populations.
- Demonstrate expert knowledge of collection development policies and procedures, specializing in Spanish language materials. Exhibit extensive familiarity with library resources for all age groups, including both contemporary and classic works.
- Ability to plan, present, and promote engaging programs for library patrons of all ages.
- Familiarity with library resources, programs, and services, focusing on Spanish speaking patrons.
- Knowledge of alpha-numeric systems, metadata standards (MARC, RDA, AACR2), and collection development policies.
- Proficiency in using integrated library systems, web-based databases, and basic office applications.
- Understanding of intellectual freedom principles in public libraries
- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English and Spanish, with the ability to effectively engage diverse audiences.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Excellent organizational abilities and attention to detail.
- Ability to work independently, set priorities, and respond to unpredictable circumstances.
- Capability to handle disruptive behavior calmly and effectively.
- Ability to respond and adapt quickly to diverse challenges and unpredictable situations, particularly when staffing public service desks or conducting community outreach.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

Essential physical abilities and working conditions

- The Librarian I is a full-time position, up to 40 hours per week. Weekends and some evening hours are required.
- Stands or walks 25% of the time, 75% of the time when assigned to the public service desks and 90% of the time when delivering presentations or programming.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

- Moves back and forth between all areas of the library.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- May be asked to work at any library branch within the district.
- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.
- Newly hired and promoted employees are subject to the completion of a standard 90-day introductory period.

Tools and equipment used

Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; tablets; smart phones; book bins; book carts; copy machine; telephone; book bins, general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Signatures

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

Employee Name

Signature

Date

Supervisor Name

Signature

Date

Effective Date: July 27, 2023

Last revised: March 12, 2025