

Library Board of Directors
Regular Meeting Agenda
 Tuesday, April 15, 2025, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Library Board:

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

The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on Zoom Conferencing. Please use the following phone number or video link:

1-253-215-8782, <https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNIzTVsNDQ2dz09>, Meeting ID: 897 4581 2618

	Agenda Items	Action	Responsible
I.	Call to Order		Karen Bureker
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Karen Bureker
IV.	Approval of the consent agenda i. Minutes from the March 18, 2025 regular board meeting	Motion	Karen Bureker
V.	Actual or potential conflicts of interest		Karen Bureker
VI.	Citizen comment (3 minutes each)		Karen Bureker
VII.	Reports		
	i. February and March 2025 Financial Statements		Rachael Fox
	ii. Friends update		Rachael Fox
	iii. Foundation update		Rachael Fox
	iv. Director's report		Rachael Fox
VIII.	Old Business		
	i. Code of Conduct policy	Motion	Rachael Fox
IX.	New Business		
	i. Resolution Adopting the District of Hood River County Library District Representation in the Updates to the Hood River County Multi-	Motion	Rachael Fox

	Jurisdictional Natural Hazards Mitigation Plan		
	i. Budget Preview discussion		Rachael Fox
X.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XI.	Agenda items for next meeting		Karen Bureker
XII.	Adjournment regular meeting		Karen Bureker

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
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Supplementary Information**

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I.	Call to Order		Karen Bureker
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Karen Bureker
IV.	Approval of the consent agenda i. Minutes from the March 18, 2025 regular board meeting Attachment: <ul style="list-style-type: none"> IV.i. Minutes from the March 18, 2025 regular Library Board meeting 	Motion	Karen Bureker
V.	Actual or potential conflicts of interest		Karen Bureker
VI.	Citizen comment (3 minutes each)		Karen Bureker
VII.	Reports		
	i. February and March 2025 Financial Statements Attachment: <ul style="list-style-type: none"> VII.i. February Financial Statements <p>As of February 28, 2025, we have received \$1,177,926 this year in current year tax revenue for the General Fund.</p> <p>Tax payers have the option of making their property tax payments in three installments and the second installment was</p>		Rachael Fox

	<p>due on February 15, 2025. We are tracking well for this time of year.</p> <p>The March financial statements were not ready when the board packet was released.</p>		
	<p>ii. Friends update</p> <ul style="list-style-type: none"> The Friends of the Library raised \$567 at their Pop-Up Book Sale on April 5th, 2025. 		Rachael Fox
	<p>iii. Foundation update</p> <ul style="list-style-type: none"> The Library Foundation was the recipient of Big Night in a Small Town, an exclusive feast prepared by local chefs. The event took place Sunday, April 6. The event was sold out. The Foundation raised \$10,000. 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> <p><u>Administration</u></p> <ul style="list-style-type: none"> Institute of Museum and Library Services (IMLS) <p>The Institute of Museum and Library Services (IMLS) is a grant-making organization that also conducts research and develops policy. It helps libraries and museums innovate, fosters lifelong learning, and promotes cultural and civic engagement. IMLS is the primary source of federal support for the nation's libraries and museums. They provide funding through grants for programs, research, and technology.</p> <p>The IMLS provided \$266.7 million in grants and research funding to museums and libraries in fiscal year 2024. IMLS grants support a wide range of initiatives to strengthen museums, libraries, and related organizations. They fund projects related to professional development, collections care, digital humanities, and serving diverse communities. IMLS also provides</p>		Rachael Fox

	<p>funding for specific programs like Museums for America, National Leadership Grants, and grants to state library agencies</p> <p>On March 14, 2025, an executive order was signed calling for the reduction of federal agencies, including IMLS. While a continuing resolution provides IMLS funding through September 2025, IMLS employees were placed on administrative leave for 90 days on March 31, 2025, raising questions about the agency's future and ability to distribute funds. The State of Oregon, alongside 19 other states, is seeking a temporary restraining order against the action, supported by written testimony from Oregon's State Librarian, Wendy Cornelisen, detailing the effects of the IMLS shutdown on the State Library of Oregon and local libraries in Oregon.</p> <p>Library funding draws less than 0.003% of the annual federal budget yet has enormous impact in communities nationwide. IMLS funds support Oregonians through essential library services including literacy programs, digital access, historical preservation, job-seeker resources, accessibility services, and community programming. This is all made possible by over \$2.6 million in federal funding that's matched 2-to-1 with state contributions. The impact of funding cuts would be significant for rural communities like Hood River County that rely heavily on resource sharing and statewide support systems to provide comprehensive library services.</p> <p>State Librarian Wendy Cornelisen is awaiting information about Oregon's fiscal year 2025 LSTA grant from IMLS, which will fund the items listed below through September 2026.</p> <p>Our most immediate impact from the loss in funding would be to our SAGE courier system which transports library materials between libraries. This system is used when patrons place a hold from another library in SAGE</p>		
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	<p>and it's transported to a Hood River County Library District location for them to pick up.</p> <p>The Sage Library System is a consortium of 77 member libraries in fifteen counties of eastern and central Oregon. The combined catalog of these academic, public, school, and special libraries is hosted by Eastern Oregon University's Pierce Library and managed by the Sage Library System council. I am currently on the Sage User Council.</p> <p>Last year, the Sage libraries courier system transported 91,582 items across 15 rural counties in Eastern Oregon. Our Library District received over 12,000 items, which accounts for 10% of the items our patrons checked out.</p> <p>The Sage consortium has funding through June 2025. The annual fee for this service is \$120,000; \$40,000 comes from member fees while the remaining \$80,000 has been provided by IMLS funds. If IMLS funding ends, the SAGE User Council has discussed their preferred strategy for fiscal year 2025-26 is to launch a fundraising campaign to secure the \$80,000 needed to maintain this essential service. The council will then need to work to provide a long-term solution for the funding.</p> <p>In addition, Digital Resources would also be affected. The Oregon Digital Library Consortium (ODLC) receives 10% of its purchasing budget from IMLS. This funding primarily supports specific e-book and audiobook collections that library patrons access.</p> <p>There will also be a statewide impact that would affect our community. IMLS funding represents approximately 25% of the State Library of Oregon's overall budget, supporting:</p> <ul style="list-style-type: none"> • Two-thirds of State Library staff positions, including consultants for public libraries, youth services, digital equity, and more • Statewide Database Licensing Program (Gale resources and academic library subsidies) • iREAD Summer Reading Programs for all public 		
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	<p>libraries</p> <ul style="list-style-type: none"> • Northwest Digital Heritage search portal • Competitive grants, teen internships, and other funding opportunities • Regional projects including SAGE courier, Library2Go, and digitization efforts • Oregon Library Association programs including Oregon Battle of the Books and professional development • Answerland 24/7 online reference service • Continuing education resources including Oregon Library Staff Academy and board training <ul style="list-style-type: none"> • Hiring Public Service Clerk Substitute Hood River County Library District seeks an on-call Public Service Clerk Substitute to work at Cascade Locks, Hood River, Parkdale, and Bookmobile during days, evenings and Saturdays. Good customer service skills are required. Spanish speaking skills a plus. The position is open until filled. • Library Budget The Library Budget Committee will meet to discuss and approve the library budget for fiscal year 2025-26 on Tuesday, May 13, 6:00-8:00. They will have a follow up meeting on Tuesday, May 20, 6:00pm, if needed. The budget committee is composed of the five member elected Library Board and five members of the community. • Library Director Evaluation <ul style="list-style-type: none"> ◦ I am reviewed annually at the May Library Board meeting. It's a 360° process. I evaluate myself, the staff evaluates me, selected community members evaluate me, and finally, with those previous three evaluations, the Board evaluates me. The process typically runs from April through May, with the review happening at the May regular Board meeting. <p><u>Facilities</u></p> <ul style="list-style-type: none"> • This month we're adding two tables to the teen area on the library's upper level. Currently, there's only one small table in this space, which limits usage to a single group. 		
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	<p>Due to increasing numbers of tutors and teen study groups visiting the library, we need to expand our seating capacity with work table. Each new table will accommodate four people and feature power grommets on the surface for device charging. In addition, these tables can be easily moved together to accommodate larger groups.</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 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>National Poetry Month</p> <p>National Poetry Month, an annual celebration in April, was established by the Academy of American Poets in 1996 to raise awareness and appreciation for poetry in the United States, encouraging people to read, write, and share poems.</p> <p>Indian Creek Poetry Walk</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.</p> <p>The project combines 14 nature-themed poems with the work of local photographers along the popular Indian Creek Trail.</p> <p>The project was overseen by a seven-member volunteer Poetry Walk committee. All committee members have roots in the Gorge, and most are published writers themselves</p> <p>The installation opened on April 1 in recognition of National Poetry Month. The signs will be on display until the end of September.</p>		
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	<p>Programs and Events</p> <ul style="list-style-type: none"> • Family programs <ul style="list-style-type: none"> ▪ Dia del Niño Festival, Saturday, May 3rd, 1pm-4pm at Mid-Valley Elementary Celebrate Dia del Niño with us! The Hood River County Library alongside Mid-Valley PTO are hosting this year's 2025 Día del Niño. This is a day to celebrate children and reading of all ages. Join us for music, food, face painting, treats, free books, children's activities, raffles and much more. • Adult programs <ul style="list-style-type: none"> • Poetry Open Mic Night, Wednesday, April 2, at 6:00pm, Hood River Library Reading Room. We kicked off the Indian Creek Poetry Walk project with a presentation and then local poetry at the Hood River Library's Open Mic Night. Participants shared their original work in this special evening that honored the intersection of nature, art, and community connection. • Harp Workshop with Aryeh Frankfurter & Lisa Lynne, Saturday, April 12th at 12:00pm Hood River Library Reading Room. Join acclaimed harpists Aryeh Frankfurter and Lisa Lynne for an immersive hands-on harp workshop in the Hood River Library Reading Room. Experience the enchanting world of harps under expert guidance—perfect for both beginners and enthusiasts alike. • 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 		
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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: Movie Night,** Saturday, April 19th, 3pm, Hood River Library Theater. We'll be playing the third Harry Potter and having trivia questions from the book! Snacks provided.
- **Dungeons and Dragons,** Wednesday, April 9th & 23rd, 4:00pm, Hood River Library Makerspace. Have you always wanted to play D&D but don't know where to start? Come to this beginner-friendly group for Teens. Wednesday April 9th and 23rd from 4-6 PM.
- **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.
- **Magic: the Gathering,** Every Friday at 4pm in the Library Theater

- **Children's programs**

- **Kids Crafting Event - Spring Wreaths,** Saturday, April 12, 3-5pm
AGES 5-12.
Celebrate spring at the library by crafting your own colorful wreath with fun materials and creative flair!
- **Storytimes**
 - **Family Storytime – Hood River Library Thursdays at 10:30 a.m.**
 - The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased

	<p>vocabulary, and nurture a lifelong love of reading!</p> <ul style="list-style-type: none"> ○ 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 <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 		
VIII. Old Business			
	<p>i. Code of Conduct policy</p> <p>Attachment:</p> <ul style="list-style-type: none"> • VIII.i. Code of Conduct policy <p>There is one change recommended on our new Code of Conduct policy regarding unattended minors in the building. The language used has created confusion and I recommend we reword the policy to clarify the age requirements more clearly.</p> <p>Current:</p>	Motion	Rachael Fox

	<p>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 to age 10 years without an adult or responsible caregiver in the building.</p> <p>Recommended change:</p> <p>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 through age 9 years without an adult or responsible caregiver in the building.</p>		
IX.	New Business		
	<p>i. Resolution Adopting the District of Hood River County Library District Representation in the Updates to the Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan</p> <p>Attachment:</p> <ul style="list-style-type: none"> IX.i. Resolution Adopting the District of Hood River County Library District Representation in the Updates to the Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan IX.ii. Hood River County Library District Addendum to the Hood River County NHMP <p>I request the Library Board adopt the Hood River County Library District Addendum to the Hood River County NHMP and approve the resolution adopting the district representation in the updates to the Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan.</p> <p>In November 2024, I informed the Library Board at our library board meeting that Hood River County has been working on a Natural Hazard Mitigation Plan (NHMP). As part of this effort, I worked with the county and the University of Oregon to have the library district create a jurisdictional addendum for the plan. This process makes our district eligible for non-disaster and disaster mitigation project grants.</p> <p>The Hood River County Board of Commissioners approved the NHMP at their March meeting and now the other jurisdictions</p>	Motion	Rachael Fox

	may approve their sections. You will note that the enclosed still has the “draft” designation. This is included until all jurisdictions have approved their documents.		
	<p>i. Budget Preview discussion</p> <p>This fiscal year we are on track to retain our current level of services with the funding we receive from district tax revenue, Friends, Foundation, and the Pat Hazlehurst Endowment.</p> <p>The Sage courier system may be affected this fiscal year if the State Library does not receive anticipated funding from the Institute of Museum and Library Services (IMLS). The Sage Council is currently exploring options to raise the necessary funds to maintain courier operations throughout the fiscal year instead of raises rates for the individual libraries.</p> <p>We made several changes to personnel over this fiscal year 2024-25. We increased our children's Library to 32 hours from 30. We moved the classification for three Library Assistant II to Librarian I due additional duties which fall under Librarian I level job duties. We no longer have one Librarian I position after an employee resigned and we increased the hours and expanded duties of another Librarian.</p> <p>My preliminary calculations indicate that we should still be able to implement a 2.9% Cost of Living Increase. This expected adjustment is in line with the projected rise in Oregon's Minimum Wage, although the official figures have not yet been released and are expected by April 30, 2025. In addition, we can expect an increased of 20% for health insurance.</p> <p>We can also expect a general increase for items in nearly all categories for our materials and services. These increases will account for the increase in tax revenue we will receive and I do not recommend any additional changes to staffing or services at this time.</p>		Rachael Fox
X.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XI.	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> • Technology Use Policy review • Meeting Room Policy review • Tuesday, May 15, 2025, 6:00-8:00p: First Budget Committee meeting • Tuesday May 20, 2025, 6:00-7:00p: Second Budget 		Karen Bureker

	Committee meeting, if needed.		
XII.	Adjournment regular meeting		Karen Bureker

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

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Regular Meeting Minutes

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Library Board:

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Agenda Items		Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:04pm.		Brian Hackett
II.	Roll call Fox conducted a roll call. Brian Hackett, Karen Bureker, Sara Marsden, and Megan Janik were present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) A motion to approve the agenda was made by Marsden and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the February 18, 2025 regular board meeting A motion to approve the consent agenda was made by Bureker and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
V.	Actual or potential conflicts of interest None stated		Brian Hackett
VI.	Citizen comment (3 minutes each) Yesi Rojas attended the meeting. She has filed to run for a position on the library board in the May 2025 election. She came to the meeting to see how it works.		Brian Hackett
VII.	Library Staff Presentation: Children's Librarian		Annelisa

	Annelisa Gebhard Gebhard presented regarding the children's library programs and services.		Gebhard
VIII. Reports			
	i. January and February 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 There was nothing to add to the written report.		Rachael Fox
IX. Old Business			
	i. Library card policy Fox discussed the changes in the policy regarding fees. Library staff are looking into implementing flat fees for item replacement. For example, there would be a flat fee for hardback adult books, etc. If the cost of an item falls outside the average price range, the library would charge the patron the actual cost of the item rather than the flat fee. These flat fees would be cost-effective for patrons while more accurately reflecting the actual cost the library pays for the items. A motion to approve the consent agenda was made by Bureker and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.		Brian Hackett
X. New Business			
	i. Budget Committee approval The library board discussed the budgeting experience of the candidates. Bayer has served on the committee since 2011 and possesses a comprehensive understanding of the library. Catherine Bourgault brings experience in non-profit management and finance. Jessica Metta previously served on the City Council and is currently the director of MCEDD, giving her significant budgeting experience. A motion to appoint Jen Bayer, Catherine Bourgault, Jessica Metta to a three year term on the Budget Committee and to continue with Jazmin Contreras and Eric Staysak on the committee. A motion to approve the consent agenda was made by		Brian Hackett

	Marsden and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.		
	<p>ii. Code of Conduct policy</p> <p>Hackett inquired whether the appeal process should be directed to the board or remain under the Library Director's authority. Fox expressed confidence in keeping the appeal process with the Library Director. Burford noted that this approach empowers library staff for future follow-up. Fox also stated that the appeal process for technology or meeting room issues will be incorporated into each of those specific policies.</p> <p>A motion to approve the Code of Conduct policy and Resolution No. 2024-25 of the Hood River County Library District adopting a code of conduct for library facilities and designating public forums was made by Marsden and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.</p>	Motion	Brian Hackett
	<p>iii. Bookmobile Librarian position</p> <p>Hackett asked if other staff members were interested in increasing their hours. Fox replied that no one else capable of performing these duties was interested in increasing their hours. Marsden inquired whether this would increase benefits, and Fox confirmed that it would, as benefit coverage is prorated based on the number of hours worked.</p> <p>Hackett expressed concern about becoming static with current services, potentially losing focus on outreach and not seeking new initiatives. Burford responded that while it took significant energy to reach their current position, maintaining these services may not require the same level of effort going forward.</p> <p>Fox stated we are currently meeting our goals and remain open to new partnerships and opportunities. Marsden noted that the previous librarian had accomplished a lot and expressed hope that they could maintain community connections and identify emerging needs. Fox affirmed their continued commitment to this approach.</p>	Motion	Rachael Fox
	<p>iii. Garden Maintenance discussion</p> <p>Fox contacted Crystal Greens to discuss their current application schedule and potential alternative products. Fox stated at the time of the meeting Crystal Greens inquired if Fox had any recommendations of alternative products. Fox explained that she lacked knowledge and experience about specific products and could not make recommendations. The</p>	Motion	Brian Hackett

	board discussed the importance of maintaining alignment with practices of other government organizations. Bureker will meet with the City Council liaison to learn about their practices and will report back to the library board.		
XI.	Announcements		
	i. Comments from board members Hackett will be unable to attend the April 15, 2025 library board meeting. Vice President Karen Bureker will chair the meeting in his absence. Hackett requested that the board discuss the Public Meetings Policy at their May 20, 2025 library board meeting including the announcement and posting procedures for library meetings.		All
	ii. Requests/Comments from Library Director Fox informed the library board that there are plans to build a five-story hotel with 128 rooms across the street from the library on State Street. Fox also informed the library board about the executive order regarding the Institute of Museum and Library Services. Fox will be on vacation the week of March 24-28, during which time Assistant Director Mo Burford will be the Person In Charge of the District. The library is currently working on renewing its lease with the Hood River County School District for the Cascade Locks school.		Rachael Fox
XII.	Agenda items for next meeting <ul style="list-style-type: none"> • Technology Use Policy review • Meeting Room Policy review • Public Meeting Policy discussion • Budget preview FY 2025-26 		Brian Hackett
XIII.	Adjournment regular meeting The meeting was adjourned at 8:27pm.		Brian Hackett

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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements February 28, 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.

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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 February 28, 2025, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eight months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
March 19, 2025

Hood River County Library District
Balance Sheet - Cash Basis
February 28, 2025

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$146,605			\$146,605
Cash with Hood River County	988,155	\$91,407	\$198,977	1,278,539
Petty cash	416			416
Total Current Assets	<u>1,135,176</u>	<u>91,407</u>	<u>198,977</u>	<u>1,425,560</u>
TOTAL ASSETS	<u><u>\$1,135,176</u></u>	<u><u>\$91,407</u></u>	<u><u>\$198,977</u></u>	<u><u>\$1,425,560</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$5,529			\$5,529
Total Current Liabilities	<u>5,529</u>	<u>0</u>	<u>0</u>	<u>5,529</u>
Total Liabilities	<u>5,529</u>	<u>0</u>	<u>0</u>	<u>5,529</u>
Fund Balances:				
Unassigned	1,129,647	91,407	198,977	1,420,031
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,135,176</u></u>	<u><u>\$91,407</u></u>	<u><u>\$198,977</u></u>	<u><u>\$1,425,560</u></u>

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HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Eight Months Ended February 28, 2025

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$27,535		\$27,535
Property tax revenues - current year	1,177,926			1,177,926
Property tax revenues - prior year	11,644			11,644
Fines and fees	3,273			3,273
Intergovernmental revenue	4,393	5,287		9,680
Interest revenue	25,220		\$4,332	29,552
Grants and donations	0			0
Miscellaneous	77			77
Total Revenues	1,222,533	32,822	4,332	1,259,687
Expenditures:				
Personal services:				
Wages and salaries	438,232	2,455		440,687
Employee benefits	107,383	227		167,610
Total Personal Services	605,615	2,682	0	608,297
Materials and services:				
Bank charges	394			394
Bookmobile	2,326			2,326
Building rental	12,154			12,154
Building maintenance	29,234	1,160		30,394
HVAC	12,118			12,118
Elevator	1,630			1,630
Telephone	4,962			4,962
Internet	5,071			5,971
Collection development	53,739	19,945		73,684
Technology	13,102	2,106		15,208
Accounting and auditing	21,605			21,605
Courier	3,145			3,145
Custodial services	18,555			18,555
Technical services	4,148			4,148
Library consortium	18,239			18,239
Copiers	4,619			4,619
Elections expense	0			0
Furniture and equipment	4,356	180		4,536
Insurance	24,165			24,165
Georgiana Smith Memorial Garden	13,198			13,198
Legal services	6,868			6,868
Professional services	6,538			6,530
Dues and subscriptions	3,489			3,489
OGEC annual assessment	946			946
Miscellaneous	3,213	403		3,616
Network maintenance	26			26
Postage and freight	1,037			1,037
Printing	1,472			1,472
Programs	15	46,752		46,767
Advertising	1,708			1,708
Supplies - office	13,777			13,777
Travel	2,306			2,306
Training	1,491			1,491
Board development	0			0
Electricity	13,796			13,796
Garbage	1,275			1,275
Natural gas	4,060			4,060
Water & sewer - building	4,058			4,058
Total Materials and Services	313,735	70,546	0	384,281
Capital outlay	228	14,653	16,888	31,769
Total Expenditures	919,578	87,881	16,888	1,024,347
Revenues Over (Under) Expenditures	302,955	(55,059)	(12,556)	235,340
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	202,955	(55,059)	87,444	235,340
Fund Balance - July 1, 2024	920,692	146,466	111,533	1,184,691
Fund Balance - February 28, 2025	\$1,129,647	\$91,407	\$198,977	\$1,420,031

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HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$35,508	\$1,177,926	\$1,244,834
Tax revenues - prior year	425	11,644	10,000
Interest revenue	4,132	25,220	25,000
Fines and fees	242	3,273	3,500
Intergovernmental revenue	264	4,393	0
Grants and donations	0	0	0
Miscellaneous	0	77	0
Total Revenues	40,571	1,222,533	1,283,334
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	1,136	7,856	9,741
Library clerk II	11,109	81,501	150,946
Library assistant I	8,370	66,703	79,885
Library assistant II	0	33,368	116,765
Librarian I	19,252	133,209	157,818
Librarian II	6,155	48,917	73,861
Library director	8,370	66,678	100,443
Payroll taxes and benefits:			
Retirement	0	39,605	54,450
Social security	9,014	37,965	52,744
Workers' compensation	20	346	1,500
Health insurance	1,565	83,635	164,190
Unemployment insurance	805	5,832	6,205
Paid family and medical leave	0	0	6,895
Total Personal Services	65,796	605,615	975,443
Materials and services:			
Bank charges	16	394	300
Bookmobile	309	2,326	5,000
Building rental	0	12,154	20,000
Building maintenance	2,901	29,234	25,000
HVAC	0	12,118	15,000
Elevator	0	1,630	3,500
Telephone	1,929	4,962	8,000
Internet	1,559	5,971	5,000
Collection development	9,243	53,739	80,000
Technology	1,326	13,102	15,000
Accounting and auditing	350	21,605	33,000
Courier	577	3,145	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 Eight Months Ended
February 28, 2025

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	0	18,555	29,000
Technical services	0	4,148	4,000
Library consortium	0	18,239	17,500
Copiers	599	4,619	7,000
Elections expense	0	0	3,000
Furniture and equipment	609	4,356	4,000
Insurance	0	24,165	25,000
Georgiana Smith Memorial Garden	2,800	13,198	20,000
Legal services	189	6,868	4,000
Professional services	0	6,538	0
Membership dues	104	3,489	4,000
OGE annual assessment	0	946	0
Miscellaneous	153	3,213	3,000
Network maintenance	0	26	0
Postage and freight	63	1,037	1,500
Printing	296	1,472	1,500
Programs	0	15	10,000
Advertising	70	1,708	2,000
Office supplies	2,189	13,777	17,000
Travel	150	2,306	5,000
Training	213	1,491	3,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,712	13,796	20,000
Garbage	156	1,275	2,300
Natural gas	1,356	4,060	10,000
Water & sewer - building	405	4,058	5,800
Total Materials and Services	29,274	313,735	413,600
Capital Outlay	228	228	0
Contingency	0	0	100,000
Total Expenditures	95,298	919,578	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	(\$54,727)	\$202,955	(\$305,709)

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HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$14,887	\$27,535	\$345,000
Intergovernmental revenue	0	5,287	0
Total Revenues	<u>14,887</u>	<u>32,822</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	0	1,160	0
Collection development	1,072	19,945	80,000
Technology	0	2,106	40,000
Programs	7,847	46,752	80,000
Furniture and equipment	0	180	70,000
Other materials and services	0	403	96,000
Total Materials and Services	<u>8,919</u>	<u>70,546</u>	<u>366,000</u>
Capital outlay	0	14,653	100,000
Total Expenditures	<u>8,919</u>	<u>87,881</u>	<u>477,000</u>
Change in Fund Balance	<u><u>\$5,968</u></u>	<u><u>(\$55,059)</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 Eight Months Ended
February 28, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$536	\$4,332	\$3,000
Other Financing Sources			
Transfer from General Fund	0	100,000	100,000
Total Revenues and Other Sources	<u>536</u>	<u>104,332</u>	<u>103,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	3,925	16,888	75,000
Total Expenditures	<u>3,925</u>	<u>16,888</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$3,389)</u></u>	<u><u>\$87,444</u></u>	<u><u>\$28,000</u></u>

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HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Eight Months Ended February 28, 2025

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2024	R2R 2025	Teen Intern	SDIS Security	Safety Grant	Total
Revenues:												
Donations and grants	\$0	\$0	\$1,535	\$23,500	\$0	\$0	\$0	\$5,287	\$0	\$2,500	\$0	\$27,535
Intergovernmental revenue												5,287
Total Revenues	0	0	1,535	23,500	0	0	0	5,287	0	2,500	0	32,822
Expenditures:												
Personal services:												
Wages and salaries									2,455			2,455
Employee benefits									227			227
Total Personal Services	0	0	0	0	0	0	0	0	2,682	0	0	2,682
Materials and services:												
Building maintenance		1,160		4,161	2,901				1,182			1,160
Collection development		12,883									924	19,945
Technology		180			267				136			2,106
Furniture and equipment				16,808	6,213		5,281					180
Miscellaneous Programs		17,479	971	20,969	6,381							403
Total Materials and Services	0	31,702	971	20,969	6,381	0	5,281	0	1,318	0	924	70,546
Capital outlay	0	13,077		0	0	0	0	0	0	0	1,576	14,653
Total Expenditures	0	44,779	971	20,969	9,381	0	5,281	0	4,000	0	2,500	87,881
Net Change in Fund Balance	0	(44,779)	564	2,531	(9,381)	0	(5,281)	5,287	(4,000)	2,500	(2,500)	(55,059)
Fund Balance - July 1, 2024	338	107,974	3,873	13,611	9,608	1,781	5,281	0	4,000	0	0	145,466
Fund Balance - February 28, 2025	\$338	\$63,195	\$4,437	\$16,142	\$227	\$1,781	\$0	\$5,287	\$0	\$2,500	(\$2,500)	\$91,407

See Independent Accountants' Compilation Report

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 through age 9 years 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: April 15, 2025, March 18, 2025

Resolution No. 2024-25.04

Resolution Adopting the Hood River County Library District Representation in the Updates to the Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan

Whereas, the Hood River County Library District recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

Whereas, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the Hood River County Library District has fully participated in the FEMA prescribed mitigation planning process to prepare the Hood River County, Multi-Jurisdictional Natural Hazards Mitigation Plan, which has established a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

Whereas, the Hood River County Library District has identified natural hazard risks and prioritized a number of proposed actions and programs needed to mitigate the vulnerabilities of the Hood River County Library District to the impacts of future disasters within the Hood River County, Multi-Jurisdictional Natural Hazards Mitigation Plan; and

Whereas, these proposed projects and programs have been incorporated into the Hood River County, Multi-Jurisdictional Natural Hazards Mitigation Plan that has been prepared and promulgated for consideration and implementation by the participating cities and special districts of Hood River County; and

Whereas, the Oregon Department of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the Hood River County, Multi-

Jurisdictional Natural Hazards Mitigation Plan and pre-approved it contingent upon this official adoption of the participating governments and entities;

Whereas, the NHMP is in an on-going cycle of development and revision to improve it's effectiveness; and

Whereas, Hood River County Library District adopts the NHMP and directs the Library Director to develop, approve, and implement the mitigation strategies and any administrative changes to the NHMP.

Now, therefore, be it resolved, that the Hood River County Library District adopts the Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan as an official plan; and

Be it further resolved, that the Hood River County Library District will submit this Adoption Resolution to the Oregon Department of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan.

Adopted this 15th day of April, 2025

ATTEST:

Karen Bureker, Vice President

Rachael Fox, Secretary

Hood River County Library District Addendum to the Hood River County NHMP



Photos courtesy of Hood River County Library District (left, center) / Columbia Gorge News (right)

Effective:

January XX, 2025 through January XX, 2030

Prepared for
Hood River County Library District
502 State Street
Hood River, OR 97031

Prepared by
The University of Oregon
Institute for Policy Research & Engagement
School of Planning, Public Policy, and Management



Institute for Policy
Research and Engagement

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Introduction

Purpose

This is the new Hood River County Library District addendum to the Hood River County Natural Hazard Mitigation Plan (NHMP). This addendum supplements information contained in Volume I (Basic Plan) which serves as the NHMP foundation and Volume II (Appendices), which provide additional information. This addendum meets the following requirements:

- Multi-Jurisdictional **Plan Adoption** §201.6(c)(5),
- Multi-Jurisdictional **Participation** §201.6(a)(3),
- Multi-Jurisdictional **Mitigation Strategy** §201.6(c)(3)(iv) and
- Multi-Jurisdictional **Risk Assessment** §201.6(c)(2)(iii).

The Hood River County Library District adopted their addendum to the Hood River County NHMP on [date], 2025. FEMA Region X approved the Hood River County NHMP and the District's addendum on [date], 2025. With approval of this NHMP, the District is now eligible for non-disaster and disaster mitigation project grants through [date], 2030.

NHMP Process, Participation and Adoption

This section of the NHMP addendum addresses 44 CFR 201.6(c)(5), *Plan Adoption* and 44 CFR 201.6(a)(3), *Participation*.

In addition to establishing a comprehensive city level mitigation strategy, the Disaster Mitigation Act of 2000 (DMA2K), and the regulations contained in Title 44 CFR Part 201, require that jurisdictions maintain an approved NHMP to receive federal funds for mitigation projects. Local adoption and federal approval of this NHMP ensures that the District will remain eligible for non-disaster and disaster mitigation project grants. This is the first Hood River County NHMP process in which the Hood River County Library District has participated via an addendum.

The Oregon Partnership for Disaster Resilience (OPDR) at the University of Oregon's Institute for Policy Research and Engagement (IPRE) collaborated with Hood River County Emergency Management and the Hood River County Library District to update their NHMP. This project is funded through the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program.

By updating the NHMP, locally adopting it, and having it re-approved by FEMA, the Hood River County Library District will maintain eligibility for FEMA Hazard Mitigation Assistance grant program funds.

The Hood River County NHMP and Hood River County Library District addendum are the result of a collaborative effort between residents, public agencies, non-profit organizations, the private sector, and regional organizations. A project steering committee guided the NHMP development process.

Convener and Committee

The Executive Director of the Hood River County Library District served as the designated convener of the NHMP update and will take the lead in implementing, maintaining, and updating the addendum to the Hood River County NHMP in collaboration with the designated convener of the Hood River County NHMP (Emergency Manager).

Representatives from the Hood River County Library District Steering Committee met formally and informally, to discuss updates to their addendum (see Attachment A and Volume II, Appendix C). The Steering Committee reviewed and developed the District's addendum, with a focus on the NHMP's risk assessment and mitigation strategy (action items).

This addendum reflects decisions made at the designated meetings and during subsequent work and communication with Hood River County Emergency Management and OPDR. The decisions are highlighted with more detail throughout this document and within Volume II, Appendix C. Other documented actions include the development of the District's risk assessment and hazard identification sections, NHMP mission and goals, action items, and community profile.

The Hood River County Library District Steering Committee was comprised of the following representative:

- Convener: Rachael Fox, Library Director

The Steering Committee served as the local review body for the NHMP's development.

NHMP Implementation and Maintenance

The Hood River County School District Board of Directors will be responsible for adopting the Hood River County School District addendum to the Hood River County NHMP. This addendum designates a steering committee and a convener to oversee the development and implementation of action items. Because the District addendum is part of the County's NHMP, the District will look for opportunities to partner with the County. The District's Steering Committee will convene after re-adoption of the NHMP addendum on an annual schedule. The County is meeting on a semi-annual basis and will provide opportunities for the jurisdictions to report on NHMP implementation and maintenance during their meetings. The Steering Committee, assembled by the convener, will be responsible for:

- Reviewing existing action items to determine suitability of funding;
- Reviewing existing and new risk assessment data to identify issues that may not have been identified at NHMP creation;
- Educating and training new steering committee members on the NHMP and mitigation actions in general;
- Assisting in the development of funding proposals for priority action items;
- Discussing methods for continued public involvement;
- Evaluating effectiveness of the NHMP at achieving its purpose and goals (use Table 4-1, Volume I, Section 4, as one tool to help measure effectiveness); and

- Documenting successes and lessons learned during the year.

The convener will also remain active in the County's implementation and maintenance process (Volume I, Section 4).

The Steering Committee will be responsible for activities outlined in Volume I, Section 4.

The District will utilize the same action item prioritization process as the County (Volume I, Section 4 and Volume II, Appendix E).

Implementation through Existing Programs

Many of the NHMP's recommendations are consistent with the goals and objectives of the District's existing plans and policies. Where possible, the Hood River County Library District will implement the NHMP's recommended actions through existing plans and policies. Plans and policies already in existence have support from residents, businesses, and policy makers. Many land-use, comprehensive, and strategic plans get updated regularly, allowing them to adapt to changing conditions and needs. Implementing the NHMP's action items through such plans and policies increases their likelihood of being supported and implemented.

The Hood River County Library District currently has the following plan that relates to natural hazard mitigation. For a complete list visit the District's [website](#):

- [Strategic Plan, 2023-2028](#) (2023)

The Hood River County Library District is also subject to the following City plans:

- City of Cascade Locks
 - Downtown Revitalization Plan (expected 2025)
 - [Strategic Plan](#) (2023)
 - [Wastewater Facilities Plan](#) (2017)
 - [Water System Master Plan](#) (2014)
 - [Emergency Operations Plan](#) (2013)
 - [Economic Opportunities Analysis](#) (2009)
 - [Transportation System Plan](#) (2001)
 - [Comprehensive Plan](#) (2001) – implemented via [Community Development Code](#).
- City of Hood River
 - [Transportation System Plan](#) (2021)
 - [Downtown Parking Study and Plan](#) (2019)
 - [Stormwater Management Plan](#) (2019)
 - [Housing Strategy/Needs Analysis](#) (2015)
 - Emergency Operations Plan (2015)
 - Capital Improvements Plan (2015)
 - [Comprehensive Plan](#) (2021) – implemented via [Zoning and Development Code](#).

Capability Assessment

Hood River County Library District, Oregon

The Capability Assessment identifies and describes the ability of the Hood River County Library District to implement the mitigation strategy and associated action items. This is a key component of the 2024 Natural Hazard Mitigation Plan (NHMP) update. Capabilities can be evaluated through an examination of broad categories, including existing authorities, policies, programs, funding, and resources.

As the District's website states:

The Hood River County Library District is committed to delivering excellent library services to all the people of Hood River County, Oregon. It was created by a vote of the citizens of Hood River County on November 2, 2010, following the closure of the Hood River County Library, a department of Hood River County. The County's first publicly funded library opened on September 13, 1912.

The District has three locations within the County:

- Hood River Library (502 State Street) – this is the primary library and the only one solely owned by the District.
- Cascade Locks Library (300 Wa Na Pa Street) – this library is one room and is located in a wing attached to the Cascade Locks Elementary School.
- Parkdale Library (7300 Clear Creek Road) – this library is one room and is located on the first floor of the Parkdale Community Center.

Existing Authorities

Hazard mitigation can be executed at a local scale through three (3) methods: integrating hazard mitigation actions into other local planning documents (i.e., plan integration), adopting building codes that account for best practices in structural hardening, and codifying land use regulations and zoning designations that prescribe mitigation into development requirements. The extent to which a municipality or multi-jurisdictional effort leverages these approaches is an indicator of that community's capabilities.

Land Use Regulations

Existing land use policies that define zoning and address hazardous conditions provide another source of mitigation capability. The District falls under both the City of Hood River and City of Cascade Locks' land use codes, in addition to Hood River County.

Structural Building Codes

The Oregon Legislature recently adopted updated building codes for both residential (2021 adoption) and commercial structures (2022) since the last update of the NHMP. These building codes are based on the 2021 version of the International Building Code, International Fire Code, and International Existing Building Code. New wildfire defensible space code for land within the

Wildland-Urban Interface (WUI) is scheduled to be completed this December with an effective date announced in 2024. Fire hardening requirements were adopted on October 1, 2022, and effective April 1, 2023.

Though Hood River County currently administers and enforces codes for residential zones last updated in 2018, the county does utilize the most recent Oregon Structural and Specialty Codes (2022) for commercial zones. Additionally, the City of Hood River administers and enforces the most recent Oregon Structural and Oregon Specialty Codes (2022), and the 2022 Oregon Fire Code. As a result, both new residential and commercial structures will be required to build according to the latest seismic and wind hardening standards in addition to requiring fire resistant building materials for those structures constructed in proximity to or within the WUI.

Policies and Programs

The NHMP directs Hood River County Library District to explore integration into other planning documents and processes. As the District is a new addition to the NHMP, it has not yet incorporated the plan into its portfolio of planning processes and programs. However, key documents and staffing components are reviewed in this section.

Hood River County Library District Strategic Plan 2023-2028, 2023

The District's [Strategic Plan](#) lays out how they will continue to expand their operations to serve the county's population, with a significant focus on internal programmatic work. The only major item of relevance to the NHMP is Goal 3 of the "create community through library" strategy, which emphasizes the importance of the District working with community organizations, coalitions, and government agencies.

Personnel

The Executive Director for the Hood River County Library District, Rachael Fox, takes on all assignments related to natural hazard mitigation planning and implementation:

- **Emergency Management**
- **Public Information Officer**
- **Grant writing (for Public Works or emergency management)**
- **Capital improvement planning**
- **Capital improvement execution**

The Executive Director integrates hazards and resilience planning into their greater work programs to the best of their abilities. However, there is limited capacity to expand upon their capability or workload.

Capital Projects

The District has not completed any mitigation projects in line with the goals of this NHMP over the last five (5) years.

Capital Resources

The Hood River County Library District maintains several capital resources that have important roles to play in the implementation of the natural hazard mitigation plan, including:

- **Communication towers:** None.
- **Critical facilities with power generators:** None.
- **Warming/cooling/smoke shelters:**
 - All three libraries could serve as warming/cooling/smoke shelters.
- **Community shelters:**
 - The Hood River Library could serve as a community shelter in an emergency, but lacks the capacity for overnight stays (i.e., no showers).
- **Food pantries:** None.
- **Fueling storage:** None.

Findings

Several important findings from this capability assessment informed the design of the Plan's mitigation strategy and aided in prioritizing action items.

Staffing Limitations and Capacity

The Hood River County Library District Executive Director takes on assigned hazard mitigation responsibilities as a part of their larger job responsibilities. Limited capacity reduces the breadth of the programming the community can undertake in any year. The District relies upon its relationships with the County and City governments to expand its operations.

Reliance upon outside funding streams and local match requirements

The Hood River County Library District operates on a limited budget with a small staff. This leaves few opportunities for using local financial resources to implement hazard mitigation work. They lean heavily upon state and federal grant funds as the primary means for securing mitigation funding. Hazard mitigation grants such as BRIC require a 25% local funding match, as well as extra staff capacity and expertise to navigate the application process and manage the funding.

Mitigation Strategy

This section of the NHMP addendum addresses 44 CFR 201.6(c)(3(iv), *Mitigation Strategy*.

In order to develop the District’s mitigation strategy (action items), the Steering Committee assessed the District’s risk and identified potential issues to be addressed. The Steering Committee also noted what mitigation accomplishments have been made in recent years.

Action Items

Table LD-1 documents the title of each action along with potential funding sources (HMA stands for FEMA’s Hazard Mitigation Assistance disaster and non-disaster grant programs), the coordinating organization and any partner organizations, the timeline, and the anticipated cost.

For the timeline, O=Ongoing (continuous), S=Short (1-2 years), M=Medium (3-5 years), and L=Long (5 or more years). For cost, L=Low (\$50,000 or less), M=Medium (\$50,000 to \$500,000), H=High (\$500,000 to \$5 million), and VH=Very High (\$5 million or more).

Table LD-1 Action Items

Action Item #	Mitigation Action Title	Potential Funding Sources	Coordinating Organization	Partner Organizations	Timeline	Cost
Multi-Hazard Mitigation Strategies						
1.1	Purchase power generator and fuel for Hood River Library.	HMA; Economic Development Agency; State Funding	Library District	County Emergency Management	M	M
1.2	Evaluate options for installing solar panels and a battery backup at the Hood River Library.	HMA; Economic Development Agency; State Funding	Library District	County Emergency Management	L	H
1.3	Explore capacity for the Hood River Library to serve as a community shelter or emergency resilience hub for the City of Hood River	HMA; State Funding (OREM)	Library District/County Emergency Management	City of Hood River; Hood River FD; State Agencies (OEM, OREM)	L	H
1.4	Develop shelter plan and prepare facilities to provide shelter-in-place services, including expanding staffing and operations.	HMA; Economic Development Agency; Existing Staff Resources	County Emergency Management	Cities; Ports; Fire Districts; School District; Library District; Gorge Grown Food Network; Granges and Town Halls; Hood River Rotary; State Agencies (OEM); FEMA	L	M
Air Quality/Smoke Mitigation Strategies						
2.1	Evaluate options for partnering with hosts of Cascade Locks and Parkdale libraries to install air filters in and/or upgrade HVAC systems	HMA; State Funding	Library District	County Emergency Management; School District; Parkdale RFPD	L	M
Drought Mitigation Strategies						
3.0	Given that Drought is categorized as low risk in the Hazard Vulnerability Assessment, the Steering Committee decided not to develop any mitigation action items for this hazard. This is in line with the decision-making process for low-risk hazards used by the 2024 Hood River County NHMP Steering Committee for the County Mitigation Strategy.					

Action Item #	Mitigation Action Title	Potential Funding Sources	Coordinating Organization	Partner Organizations	Timeline	Cost
Earthquake/CSZ Event Mitigation Strategies						
4.1	Address seismic issues in Hood River Library via structural and non-structural retrofit.	HMA; Seismic Rehabilitation Grant Program; State Funding	Library District	County Emergency Management	L	VH
Extreme Heat Mitigation Strategies						
5.1	Develop long-term plan for mitigating impacts of extreme temperatures on garden at Hood River Library.	HMA; State Funding	Library District	City of Hood River	L	M
Flood Mitigation Strategies						
6.0	Given that Flood is categorized as low risk in the Hazard Vulnerability Assessment, the Steering Committee decided not to develop any mitigation action items for this hazard. This is in line with the decision-making process for low-risk hazards used by the 2024 Hood River County NHMP Steering Committee for the County Mitigation Strategy.					
Landslide/Debris Flow Mitigation Strategies						
7.0	Given that Landslide/Debris Flow is categorized as low risk in the Hazard Vulnerability Assessment, the Steering Committee decided not to develop any mitigation action items for this hazard. This is in line with the decision-making process for low-risk hazards used by the 2024 Hood River County NHMP Steering Committee for the County Mitigation Strategy.					
Volcanic Event Mitigation Strategies						
8.0	Given that Volcanic Event is categorized as low risk in the Hazard Vulnerability Assessment, the Steering Committee decided not to develop any mitigation action items for this hazard. This is in line with the decision-making process for low-risk hazards used by the 2024 Hood River County NHMP Steering Committee for the County Mitigation Strategy.					
Wildfire Mitigation Strategies						
9.1	Coordinate with School District to ensure defensible space is created and other vegetation is cleared near the Cascade Locks Library/Cascade Locks Elementary School	HMA; Federal Funding (Community Wildfire Defense Grant); State Funding (OSFM, ODF); Existing Staff Resources	Library District/ School District	County Emergency Management; Cascade Locks FD; State Agencies (ODF, OSFM)	L	H

Action Item #	Mitigation Action Title	Potential Funding Sources	Coordinating Organization	Partner Organizations	Timeline	Cost
Windstorm Mitigation Strategies						
10.0	Given that Windstorm is categorized as low risk in the Hazard Vulnerability Assessment, the Steering Committee decided not to develop any mitigation action items for this hazard. This is in line with the decision-making process for low-risk hazards used by the 2024 Hood River County NHMP Steering Committee for the County Mitigation Strategy.					
Winter Storm Mitigation Strategies						
11.1	Develop long-term plan for mitigating impacts of freezing temperatures and other winter storm hazard characteristics on garden at Hood River Library.	HMA; State Funding	Library District	City of Hood River	L	M

Source: Hood River County Library District NHMP Steering Committee, updated 2024
 Potential Funding Sources: HMA=FEMA’s Hazard Mitigation Assistance disaster and non-disaster grant programs
 Cost: L=Low (less than \$50,000), M=Medium (\$50,000-\$500,000), H=High (\$500,000-\$5 million), VH=Very High (\$5 million or more)
 Timing: O=Ongoing (continuous), S=Short (1-2 years), M=Medium (3-5 years), L=Long (5 or more years)

Risk Assessment

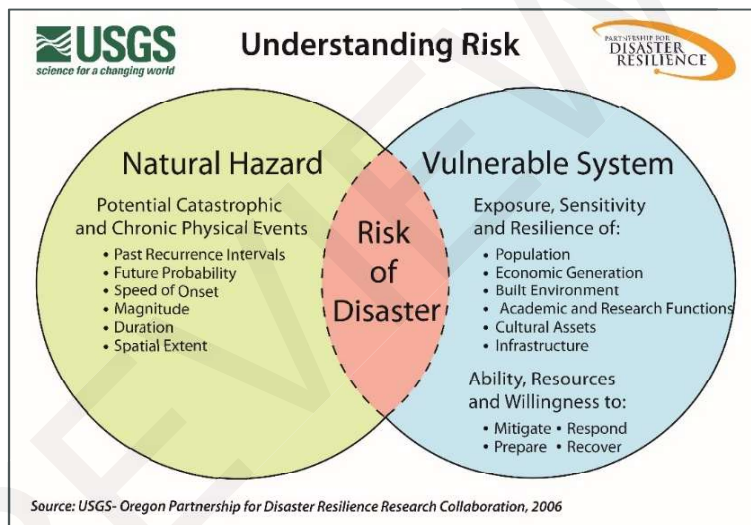
This section of the NHMP addendum addresses 44 CFR 201.6(b)(2) - Risk Assessment. In addition, this chapter can serve as the factual basis for addressing Oregon Statewide Planning Goal 7 – Areas Subject to Natural Hazards.

Assessing natural hazard risk has three phases:

- **Phase 1:** Identify hazards that can impact the jurisdiction. This includes an evaluation of potential hazard impacts – type, location, extent, etc.
- **Phase 2:** Identify important community assets and system vulnerabilities. Example vulnerabilities include people, businesses, homes, roads, historic places, and drinking water sources.
- **Phase 3:** Evaluate the extent to which the identified hazards overlap with or have an impact on, the important assets identified by the community.

The local level rationale for the identified mitigation strategies (action items) is presented herein and within Volume I, Sections 2 and 3. The risk assessment process is graphically depicted in Figure LD-1. Ultimately, the goal of hazard mitigation is to reduce the area of risk, where hazards overlap vulnerable systems.

Figure LD-1 Understanding Risk



Hazard Analysis

The Hood River County Library District Steering Committee developed their hazard vulnerability assessment (HVA), using the County’s HVA (Volume I, Section 2) as a reference. Changes from the County’s HVA were made where appropriate to reflect distinctions in vulnerability and risk from natural hazards unique to the District, which are discussed throughout this addendum.

Table LD-2 shows the HVA matrix for the Hood River County Library District listing each hazard in order of rank from high to low. For local governments, conducting the hazard analysis is a useful step in planning for hazard mitigation, response, and recovery. The method provides the jurisdiction with a sense of hazard priorities but does not predict the occurrence of a particular hazard.

Wildfire and Winter Storm are the **high hazard threats** to the District. Extreme Heat, Air Quality/Smoke, Crustal Earthquake, and a Cascadia Subduction Zone (CSZ) Event are all **moderate hazard threats** to the District. Drought, Landslide/Debris Flow, Windstorm, Flood, and a Volcanic Event are the **low hazard threats** to the District.

Table LD-2 Hazard Analysis Matrix – Hood River County Library District

Hazard	History (x2)	Probability (x7)	Vulnerability (x5)	Maximum Threat (x10)	Total Threat Score	Rank	Hazard Tier
Wildfire	9	9	9	10	226	1	High
Winter Storm	10	10	6	10	220	2	High
Extreme Heat	4	8	6	9	184	3	Moderate
Air Quality/Smoke	5	6	6	9	172	4	Moderate
Crustal Earthquake	2	5	7	9	171	5	Moderate
CSZ Event	2	6	6	8	156	6	Moderate
Drought	5	8	4	6	146	7	Low
Landslide/Debris Flow	6	7	3	7	146	8	Low
Windstorm	4	4	4	8	136	9	Low
Flood	4	6	3	7	135	10	Low
Volcanic Event	2	2	5	6	103	11	Low

Source: Hood River County Library District Steering Committee (2024); Analysis by OPDR.

Hazard and Community Characteristics

Hood River County Library District buildings are located within the City of Cascade Locks, the City of Hood River, and in Parkdale (covered through the County NHMP). The District’s hazard and community characteristics are therefore identical to both cities and the County – as well as the Hood River County School District for the Cascade Locks Library, located at the Cascade Locks Elementary School – regarding the type, location, and extent for identified natural hazards. Moreover, the District does not have the authority to adopt and enforce floodplain management or other land use regulations for the areas within its jurisdiction.

Please review the County Risk Assessment (Volume I, Section 2) and the City of Cascade Locks and City of Hood River addenda (Volume III) for additional information on the community characteristics and hazard vulnerability for the District.

Community Assets

Table LD-3 lists key community assets for the Hood River County Library District. For a full list of critical and essential facilities and infrastructure¹ in Hood River County, see the County Risk Assessment (Volume I, Section 2).

Table LD-3 Hood River County Library District Assets

Facility Name	Details
Hood River Library	Built in 1913 and remodeled in 2004. 19,468 square feet.
Cascade Locks Library	Built in 1949. 2,300 square feet.
Parkdale Library	700 square feet.
Bookmobile	Launched in October 2022. Purchased and outfitted for \$184,000. Primarily driven from Hood River Library to Odell Community Park.

Source: Hood River County Library District Steering Committee (2024).

Table LD-4 identifies the hazards to which each of the assets listed in Table LD-3 are vulnerable, if any. The vulnerability for Earthquake (Crustal/CSZ), Flood, Landslide/Debris Flow, Volcano, and Wildfire was determined based on data from the 2021 DOGAMI Risk Report for Hood River County. The remaining hazards were not included in the Risk Report; their vulnerability was determined based on the County Risk Assessment (Volume I, Section 2) and the City of Cascade Locks and City of Hood River addenda (Volume III).

¹ Critical and essential facilities and infrastructure are those that are essential to the continued delivery of key government services, that may significantly impact the public's ability to recover from a natural hazard event, and that are key to government response and recovery activities (i.e., life, safety, property, and environmental protection).

Table LD-4 Hood River County Library District Asset Hazard Vulnerability

Facility Name	Air Quality/ Smoke	Drought	Earthquake (Crustal/CSZ)	Extreme Heat	Flood	Landslide/ Debris Flow	Volcano	Wildfire	Windstorm	Winter Storm
Hood River Library	X		X	X					X	X
Cascade Locks Library	X		X	X		X		X	X	X
Parkdale Library	X		X	X			X	X		X
Bookmobile	X		X	X		X	X	X	X	X

Source: Hood River County Library District Steering Committee (2024). Analysis by OPDR.

Attachment A: Public Involvement Summary

Members of the Steering Committee provided edits and updates to the NHMP prior to the public review period as reflected in the final document. In addition, a survey was distributed that included responses from residents of the County (Volume II, Appendix G).

To provide the public information regarding the draft NHMP addendum, and provide an opportunity for comment, an announcement was provided from **DATES TBD** on the District's website. The plan was also posted and announced on the County's website. There was one comment provided that has been reviewed and integrated into the NHMP as applicable. Additional opportunities for stakeholders and the public to be involved in the planning process are addressed in Volume II, Appendix C.

A diverse array of agencies and organizations were provided an opportunity to provide input to inform the plan's content through a variety of mechanisms including the opportunity for comment on the draft plan. The agencies and organizations represent local and regional agencies involved in hazard mitigation activities, those that have the authority to regulate development, neighboring communities, representatives of businesses, academia, and other private organizations, and representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations. For more information on the engagement strategy, see Volume II, Appendix C.



Hood River County Library District Steering Committee

Steering Committee members possessed familiarity with the community and how it is affected by natural hazard events. The Steering Committee guided the update process through several steps including goal confirmation and prioritization, action item review and development, and information sharing, to update the NHMP and to make the NHMP as comprehensive as possible. The Steering Committee met formally on the following dates:

Meeting #1: Hood River County Library District Steering Committee, August 7, 2024 (virtually via Zoom)

During this meeting, the Steering Committee reviewed the previous NHMP, and were provided updates on hazard mitigation planning, the NHMP update process, and project timeline. The Steering Committee:

- Updated recent history of hazard events in the District.
- Reviewed and confirmed the County NHMP's mission and goals.
- Discussed the NHMP public outreach strategy.
- Reviewed and provided feedback on the draft risk assessment update including community vulnerabilities and hazard information.
- Reviewed and updated their existing mitigation strategy (actions).
- Reviewed and updated their implementation and maintenance program.

Meeting Attendees:

- Rachael Fox, Library Director