

Board of Directors
Regular Meeting Agenda
Tuesday, May 20, 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?pwd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
III.	Approval of the consent agenda	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest		Brian Hackett
V.	Public comment (3 minutes each)		Brian Hackett
VI.	Reports		
	i. Friends update		Rachael Fox
	ii. Foundation update		Rachael Fox
	iii. April and May financial statements		Rachael Fox
	iv. Director's report		Rachael Fox
VII.	Old Business		
VIII.	New Business		

	i. Technology Policy	Motion	Brian Hackett
	ii. Public Meeting Policy discussion		Brian Hackett
	iii. Executive Session: Library Director Annual Evaluation		Brian Hackett
IX.	Announcements		Rachael Fox
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
X.	Agenda items for next meeting		Brian Hackett
XI.	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**

Tuesday, May 20, 2025, 7:00pm
Library Meeting Room and Zoom
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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 April 15, 2025 regular board meeting Attachment: <ul style="list-style-type: none"> IV.i. Minutes from the April 15, 2025 regular Library Board meeting 	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Karen Bureker
VI.	Citizen comment (3 minutes each)		Karen Bureker
VII.	Reports		
	i. April and May 2025 Financial Statements Attachment: <ul style="list-style-type: none"> VII.i. April 2025 Financial Statements <p>As of March 31, 2025, we have received \$1,191,308 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 third installment is due</p>		Rachael Fox

	<p>on May 15, 2025. We are tracking well for this time of year.</p> <p>The April 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 will hold their election for President at the June meeting. Incumbent Nadine Klebba has announced she will run for re-election for a two-year term. • The Ruins has invited non-profit organizations to set up information tables during their Tuesday evening concerts. The Friends will host a table this summer to share details about their organization. 		Rachael Fox
	<p>iii. Foundation update</p> <ul style="list-style-type: none"> • The Library Foundation is seeking a new treasurer. • The Library Foundation hosted another fabulous Feast of Words fundraising event. The total official amount raised have not been released yet. • The May meeting they will hold officer elections and 3-year board term renewals. 		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</p>		Rachael Fox

	<p>serving diverse communities. IMLS also provides 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 on March 15, 2025, raising questions about the agency's future and ability to distribute funds.</p> <p>The impact on loss of funding would be particularly significant for rural communities like ours that rely heavily on resource sharing and statewide support systems to provide comprehensive library services.</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 you place a hold from another library in SAGE and it's transported to a Hood River County Library District location for you 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.</p> <p>In addition, other services would be effected like our digital resources and state library provided services.</p> <p>UPDATE: Our State Librarian Wendy Cornelisen has notified the library that Oregon is party to a lawsuit against the current administration, requesting an</p>		
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	<p>injunction against the Executive Order issued March 14. On Tuesday, May 6, a ruling was granted in favor of this request.</p> <p>As a result, not only will current-fiscal-year funds resume flowing, but the states involved will also be receiving grant award letters this month. This means the State Library will be able to issue the competitive subgrants to successful applicants and continue supporting statewide services used by millions of Oregonians each year, including statewide databases, Answerland, and Northwest Digital Heritage, among others.</p> <p>The Sage consortium has been awarded these subgrants. Once the State Library receives the funds, our Sage courier system will be financially secured for the upcoming fiscal year (July 2025-June 2026). The Sage user council will be developing plans for future funding.</p> <p>For more information about the IMLS, please see the FAQ released by the American Library Association.</p> <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 met to discuss and approve the library budget for fiscal year 2025-26 on Tuesday, May 13, 6:00-8:00. The budget committee is composed of the five member elected Library Board and five members of the community. The Library Board will hold a budget hearing and vote on approval on Tuesday, June 17, 2025. Library Board Elections Five community members are running for three open 		
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seats in the upcoming May 20, 2025 election.

- **Library Director Evaluation**

- 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.

Facilities

- New circulation desks will be installed on both the upper and lower levels of the Hood River Library on Monday, May 19. Thank you to the Library Foundation for raising these funds during the Feast of Words 2024 event.

Programs and services

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

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

Discover the diverse range of materials available in our collection. Visit the library, search our [online catalog](#), download [ebooks and audiobooks](#) or stream [movies](#).

Asian American & Pacific Islander Month

- This month-long celebration recognizes the history, culture, and contributions of Asian Americans and Pacific Islanders in the United States.

Jewish Heritage Month

- Jewish American Heritage Month is celebrated annually in May in the United States, and by Presidential Proclamation, it's a time to recognize and celebrate the contributions of Jewish Americans to American culture, history, and society. It's an opportunity to learn more about the diverse experiences and resilience of Jewish

	<p>Americans throughout their history in the United States</p> <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 The Hood River County Library alongside Mid-Valley PTO hosted 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. We had over 500 participants and positive feedback on the event. • Adult programs <ul style="list-style-type: none"> • Christopher Van Tilburg, Author of Crisis on Mount Hood: Stories from a Hundred Years of Mountain Rescue, Thursday, May 1st at 6pm, Hood River Library Reading Room. Acclaimed author and local Hood River resident Christopher Van Tilburg presented his gripping book "Crisis on Mount Hood: Stories from a Hundred Years of Mountain Rescue" at the Hood River Library Reading Room on Thursday, May 1st at 6pm. Patrons heard firsthand accounts of daring rescues and harrowing adventures from Van Tilburg's extensive experience with mountain rescue operations on one of the Pacific Northwest's most challenging peaks, presented in partnership with Waucoma Bookstore. We had over 125 people attend this event. • Helicopter Heroine! with author Charles Morgan Evans, Saturday, May 24th at 4:00pm, Hood River Library Reading Room. Join us for an engaging presentation by Charles Morgan Evans author of Helicopter Heroine, the true story of Valerie Andre, the first woman to pilot a helicopter in combat. • But They Were Here First: Native Americans and White Settlers in the Pacific Northwest, Saturday, May 31st at 2:00pm Hood River Library Reading Room. Join 		
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	<p>Pat Evenson-Brady for a fascinating talk on Native Americans and White Colonists in the Pacific Northwest. Part of Hood River Reads 2025 programs. Learn about the region's complex history!</p> <ul style="list-style-type: none"> • 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). <ul style="list-style-type: none"> • Tween and Teen programs <ul style="list-style-type: none"> • Harry Potter Games & Quidditch, Saturday, May 31st, 2:00pm – 5:00pm. Hood River Library Meeting Room. We'll be playing the third Harry Potter and having trivia questions from the book! Snacks provided. • Trivia Night, Saturday, May 17, 3-6pm, Hood River Library Theater. Harry Potter and the Goblet of Fire. Read the book, then join us for trivia, prizes, and movie night! • Dungeons and Dragons, Saturday, May 31st, 2:00pm – 5:00pm Hood River Library Meeting Room. For this Fan Club meet up, we'll be playing table-top Quidditch and Harry Potter Jeopardy! Don't forget to bring your reading log for a prize! Snacks and Butter Beer included. • 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 		
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	<p>provided.</p> <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"> • Kids Mother's Day Craft Bags! Tuesday, May 6 - Saturday, May 10. Available in Parkdale, Cascade Locks & Hood River. Celebrate spring at the library by crafting your own colorful wreath with fun materials and creative flair! • 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 <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 		
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	<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			
IX. New Business			
	<p>i. Technology policy</p> <p>Attachment:</p> <ul style="list-style-type: none"> • IX.i. Technology policy <p>The technology policy has been updated to reference our new Code of Conduct, as we will be phasing out the Use Restriction Policy. The content from the Use Restriction Policy has been incorporated into the Code of Conduct. Legal Counsel Ruben Cleveland has reviewed and approved these updates. I request a motion to approve the updated technology policy.</p>	Motion	Rachael Fox
	<p>ii. Public Meeting Policy discussion</p> <p>Attachment:</p> <ul style="list-style-type: none"> • IX.i. Public Meeting Policy <p>At the March 18, 2025 Library Board meeting Library Board President Brian Hackett requested that the library board discuss the announcement and posting procedures for library meetings at the May 20, 2025</p> <p>I have included our Public Meeting Policy for this discussion.</p> <p>For reference, our current Public Meeting Policy states in the "Preparation for Board Meetings - Distribution of Agenda to the Public" section (page 1): "The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public."</p> <p>The "Notice of Meetings" section (page 3) requires that for regular or special meetings, notice shall be in the form of an agenda that must be sent to all Board members, local media, and persons/media representatives who have requested notice in writing, and the agenda must be published or posted at Hood River, Parkdale, and Cascade Locks libraries.</p> <p>Our current practice includes posting the agenda and packet on our library website under the Board of Directors page, posting the agenda on public bulletin boards at Hood River,</p>		Rachael Fox

	<p>Cascade Locks, and Parkdale libraries, emailing the agenda and board packet to the editor of the Columbia Gorge News, and completing postings of the agenda four days prior to any regularly scheduled board meeting.</p> <p>Regarding library board minutes availability (page 8.9), written minutes of public sessions must be made available to the public within a reasonable time. Previously, I posted meeting minutes simultaneously with the next board packet but after reconsideration, minutes will now be posted only after they are approved by the library board. Draft minutes will continue to be included in board packets for approval at the following meeting.</p> <p>We can discuss these announcement and posting procedures further at the May 20 meeting.</p>		
	iii. Executive Session: Library Director Annual Evaluation		Brian Hackett
X.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XI.	Agenda items for next meeting <ul style="list-style-type: none"> • 2025-26 budget hearing and approval • 2025-26 salary schedule approval • Approval of recurring payments for 2025-26 • Discussion of 2025-26 President and Vice-President positions • Discussion of 2025-26 regular meeting time • Library Director Contract approval • Meeting Room Policy review 		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

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language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board of Directors
Regular Meeting Minutes
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 Library Meeting Room and Zoom
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Agenda Items		Action	Responsible
I.	Call to Order Library Board member Jean Sheppard called the meeting to order at 7:02pm.		Jean Sheppard
II.	Roll call Fox conducted a roll call. Sara Marsden, Megan Janik, and Jean Sheppard were present. Karen Bureker arrived to the meeting at 7:15pm. Assistant Director Mo Burford was present and community member Yesi Rojas.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) A motion to approve the agenda was made by Marsden and seconded by Janik. The motion carried unanimously with affirmative votes from Janik, Marsden and Sheppard.	Motion	Jean Sheppard
IV.	Approval of the consent agenda i. Minutes from the March 18, 2025 regular board meeting A motion to approve the consent agenda was made by Janik and seconded by Marsden. The motion carried unanimously with affirmative votes from Janik, Marsden and Sheppard.	Motion	Jean Sheppard
V.	Actual or potential conflicts of interest None stated		Jean Sheppard
VI.	Citizen comment (3 minutes each) None stated		Jean Sheppard
VII.	Reports		

	i. February and March 2025 Financial Statements Sheppard inquired whether the tax funding amount was close to the estimate. Fox confirmed that it was.		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 Regarding potential IMLS funding cuts, Sheppard inquired about continued access to Sage. Fox explained that Sage has funding for half of the next fiscal year, and Sage members plan to fundraise as a consortium for the remaining half. Sage is developing a long-term funding strategy. If courier service must be reduced to two days per week, potential adjustments include lowering the hold limit. These changes could impact our budget in the next fiscal year. Fox was interviewed by Columbia Gorge News about the potential IMLS funding cuts and their effect on library services. Sheppard asked whether the Teen and Tween Services Librarian could provide mentoring and tutoring for younger children. Community member Yesi Rojas noted that Hood River Valley High School offers a tutoring program called AVID. Fox stated she would discuss tutoring options with the Teen and Tween Services Librarian.		Rachael Fox
VIII. Old Business			
	i. Code of Conduct policy The policy was slightly changed for clarity. A motion to approve the Code of Conduct was made by Janik and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden and Sheppard.	Motion	Rachael Fox
IX. New Business			
	A motion to approve the Resolution and the addendum by made by Marsden and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden and Sheppard.	Motion	Rachael Fox
	i. Budget Preview discussion Sheppard inquired about the 20% increase in health insurance costs. Fox explained that her broker had informed her of this		Rachael Fox

	<p>increase. Janik noted that Hood River County had switched to OEBB and considered the increase reasonable. Fox stated she would explore OEBB. Fox added that more staff members are now utilizing the insurance option instead of HRA VEBA.</p> <p>Bureker asked about last year's increase, and Fox responded that she believed it was approximately 15%. Bureker mentioned that her employer anticipated a 17-20% increase. Sheppard shared that her organization uses Kaiser, which offers low out-of-pocket costs for doctor visits. Sheppard stated that OEBB sounds like a good option.</p> <p>Sheppard stated we still need to comply with minimum wage guidelines. Fox confirmed we are on track to meet these requirements.</p> <p>Sheppard inquired about potential increases in tax revenue. Fox explained she was still awaiting information from the county and needed to factor in Urban Renewal impacts. Fox noted we might receive additional funds next year as the Waterfront Urban Renewal program approaches its conclusion.</p>		
X.	Announcements		
	<p>i. Comments from board members</p> <p>Janik inquired about plans for a hotel development across the street. Fox responded that she was not able to attend the meeting. Board members discussed potential impacts on library parking due to the hotel's planned conference center, as well as pedestrian safety concerns for street crossing.</p> <p>Sheppard noted these issues might be challenging and there would need to be traffic assessment done for the project. Marsden proposed expanding library parking in front of the building. There was also discussion about promoting public transit. Fox committed to attending the next meeting regarding the hotel development and reporting back to the board.</p> <p>The board considered submitting a formal letter outlining their concerns if needed and consulting with legal counsel. Bureker agreed to speak with the City of Hood River liaison about the matter.</p>		All
	<p>ii. Requests/Comments from Library Director</p> <p>Fox asked whether Bureker had met with the City Council liaison member. Bureker confirmed they had met and discussed their respective roles, including the impact of Urban Renewal. She noted that both are still becoming familiar with their new positions and plan to continue their discussions.</p>		Rachael Fox
XI.	Agenda items for next meeting		Jean

	<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 Committee meeting, if needed. 		Sheppard
XII.	Adjournment regular meeting The meeting was adjourned at 7:55pm.		Jean Sheppard

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- ORS 192.660 (1) (d) Labor Negotiations
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**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
March 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 March 31, 2025, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and nine 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.
April 30, 2025

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$189,593			\$189,593
Cash with Hood River County	865,555	\$81,010	\$199,362	1,145,927
Petty cash	416			416
Total Current Assets	<u>1,055,564</u>	<u>81,010</u>	<u>199,362</u>	<u>1,335,936</u>
TOTAL ASSETS	<u><u>\$1,055,564</u></u>	<u><u>\$81,010</u></u>	<u><u>\$199,362</u></u>	<u><u>\$1,335,936</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,830			\$2,830
Total Current Liabilities	<u>2,830</u>	<u>0</u>	<u>0</u>	<u>2,830</u>
Total Liabilities	<u>2,830</u>	<u>0</u>	<u>0</u>	<u>2,830</u>
Fund Balances:				
Unassigned	<u>1,052,734</u>	<u>81,010</u>	<u>199,362</u>	<u>1,333,106</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,055,564</u></u>	<u><u>\$81,010</u></u>	<u><u>\$199,362</u></u>	<u><u>\$1,335,936</u></u>

See Independent Accountants' Compilation Report

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

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$28,035		\$28,035
Property tax revenues - current year	1,191,308			1,191,308
Property tax revenues - prior year	11,945			11,945
Fines and fees	3,810			3,810
Intergovernmental revenue	4,393	5,287		9,680
Interest revenue	28,315		\$4,945	33,260
Grants and donations	0			0
Miscellaneous	77			77
Total Revenues	<u>1,239,848</u>	<u>33,322</u>	<u>4,945</u>	<u>1,278,115</u>
Expenditures:				
Personal services:				
Wages and salaries	488,607	2,455		491,062
Employee benefits	181,922	-		181,922
Total Personal Services	<u>670,529</u>	<u>2,455</u>	<u>0</u>	<u>672,984</u>
Materials and services:				
Bank charges	410			410
Bookmobile	2,428			2,428
Building rental	13,505			13,505
Building maintenance	29,234	1,160		30,394
HVAC	13,899			13,899
Elevator	1,841			1,841
Telephone	5,583			5,583
Internet	3,690	2,520		6,210
Collection development	59,699	19,945		79,644
Technology	14,611	2,106		16,717
Accounting and auditing	26,750			26,750
Courier	3,522			3,522
Custodial services	21,480			21,480
Technical services	4,148			4,148
Library consortium	18,239			18,239
Copiers	5,328			5,328
Elections expense	0			0
Furniture and equipment	4,425	180		4,605
Insurance	24,165			24,165
Georgiana Smith Memorial Garden	15,391			15,391
Legal services	6,952			6,952
Professional services	6,538			6,538
Dues and subscriptions	4,487			4,487
Miscellaneous	3,816	404		4,220
Postage and freight	1,104			1,104
Printing	1,472			1,472
Programs	15	55,355		55,370
Advertising	1,771			1,771
Supplies - office	16,144			16,144
Travel	2,730			2,730
Training	2,311			2,311
Board development	785			785
Electricity	15,495			15,495
Garbage	1,430			1,430
Natural gas	5,415			5,415
Water & sewer - building	4,464			4,464
Total Materials and Services	<u>343,277</u>	<u>81,670</u>	<u>0</u>	<u>424,947</u>
Capital outlay	<u>0</u>	<u>14,653</u>	<u>17,116</u>	<u>31,769</u>
Total Expenditures	<u>1,013,806</u>	<u>98,778</u>	<u>17,116</u>	<u>1,129,700</u>
Revenues Over (Under) Expenditures	<u>226,042</u>	<u>(65,456)</u>	<u>(12,171)</u>	<u>148,415</u>
Other Financing Sources (Uses)				
Operating transfers in			100,000	100,000
Operating transfers out	(100,000)			(100,000)
Total Other Financing Sources (Uses)	<u>(100,000)</u>	<u>0</u>	<u>100,000</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over (Under) Expenditures	<u>126,042</u>	<u>(65,456)</u>	<u>87,829</u>	<u>148,415</u>
Fund Balance - July 1, 2024	926,692	146,466	111,533	1,184,691
Fund Balance - March 31, 2025	<u>\$1,052,734</u>	<u>\$81,010</u>	<u>\$199,362</u>	<u>\$1,333,106</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 Nine Months Ended
March 31, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$13,381	\$1,191,308	\$1,244,834
Tax revenues - prior year	301	11,945	10,000
Interest revenue	3,095	28,315	25,000
Fines and fees	537	3,810	3,500
Intergovernmental revenue	0	4,393	0
Grants and donations	0	0	0
Miscellaneous	0	77	0
Total Revenues	17,314	1,239,848	1,283,334
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	1,130	8,986	9,741
Library clerk II	10,484	91,985	150,946
Library assistant I	7,212	73,915	79,885
Library assistant II	0	33,368	116,765
Librarian I	17,023	150,233	157,818
Librarian II	6,155	55,072	73,861
Library director	8,370	75,048	100,443
Payroll taxes and benefits:			
Retirement	4,867	44,472	54,450
Social security	3,616	41,581	52,744
Workers' compensation	240	586	1,500
Health insurance	8,561	88,670	164,190
Unemployment insurance	781	6,613	6,205
Paid family and medical leave	0	0	6,895
Total Personal Services	68,439	670,529	975,443
Materials and services:			
Bank charges	16	410	300
Bookmobile	102	2,428	5,000
Building rental	1,350	13,505	20,000
Building maintenance	0	29,234	25,000
HVAC	1,781	13,899	15,000
Elevator	211	1,841	3,500
Telephone	621	5,583	8,000
Internet	239	3,690	5,000
Collection development	5,959	59,699	80,000
Technology	1,509	14,611	15,000
Accounting and auditing	5,145	26,750	33,000
Courier	377	3,522	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 Nine Months Ended
March 31, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,925	21,480	29,000
Technical services	0	4,148	4,000
Library consortium	0	18,239	17,500
Copiers	710	5,328	7,000
Elections expense	0	0	3,000
Furniture and equipment	70	4,425	4,000
Insurance	0	24,165	25,000
Georgiana Smith Memorial Garden	2,193	15,391	20,000
Legal services	84	6,952	4,000
Professional services	0	6,538	0
Membership dues	52	4,487	4,000
Miscellaneous	578	3,816	3,000
Postage and freight	67	1,104	1,500
Printing	0	1,472	1,500
Programs	0	15	10,000
Advertising	62	1,771	2,000
Office supplies	2,367	16,144	17,000
Travel	424	2,730	5,000
Training	820	2,311	3,000
Board development	785	785	1,500
Parking reimbursement	0	0	500
Electricity	1,699	15,495	20,000
Garbage	156	1,430	2,300
Natural gas	1,355	5,415	10,000
Water & sewer - building	405	4,464	5,800
 Total Materials and Services	 32,062	 343,277	 413,600
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 100,501	 1,013,806	 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	 (\$83,187)	 \$126,042	 (\$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 Nine Months Ended
March 31, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$500	\$28,035	\$345,000
Intergovernmental revenue	0	5,287	0
Total Revenues	<u>500</u>	<u>33,322</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)	0	750
Workers' compensation	(1)	0	250
Unemployment insurance	(37)	0	100
Other personal services			500
Total Personal Services	<u>(226)</u>	<u>2,455</u>	<u>11,000</u>
Materials and services:			
Building maintenance	0	1,160	0
Internet	0	2,520	0
Collection development	0	19,945	80,000
Technology	0	2,106	40,000
Programs	8,603	55,355	80,000
Furniture and equipment	0	180	70,000
Other materials and services	0	404	96,000
Total Materials and Services	<u>8,603</u>	<u>81,670</u>	<u>366,000</u>
Capital outlay	0	14,653	100,000
Total Expenditures	<u>8,377</u>	<u>98,778</u>	<u>477,000</u>
Change in Fund Balance	<u><u>(\$7,877)</u></u>	<u><u>(\$65,456)</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 Nine Months Ended
March 31, 2025

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$613	\$4,945	\$3,000
Other Financing Sources			
Transfer from General Fund	0	100,000	100,000
Total Revenues and Other Sources	<u>613</u>	<u>104,945</u>	<u>103,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	17,116	75,000
Total Expenditures	<u>0</u>	<u>17,116</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$613</u></u>	<u><u>\$87,829</u></u>	<u><u>\$28,000</u></u>

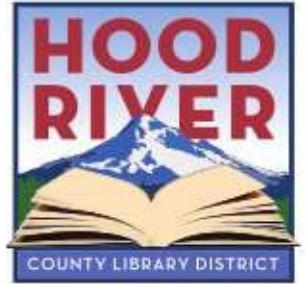
See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Nine Months Ended March 31, 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	\$24,000	\$0	\$0	\$0	\$5,287	\$0	\$2,500	\$0	\$28,035
Intergovernmental revenue												5,287
Total Revenues	<u>0</u>	<u>0</u>	<u>1,535</u>	<u>24,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,287</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>33,322</u>
Expenditures:												
Personal services:												
Wages and salaries									2,455			2,455
Employee benefits												0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,455</u>	<u>0</u>	<u>0</u>	<u>2,455</u>
Materials and services:												
Building maintenance		1,160										1,160
Internet		2,520										2,520
Collection development		12,883		4,161	2,901						924	19,945
Technology		180							1,182			2,106
Furniture and equipment									136			180
Miscellaneous Programs		19,198	971	22,222	6,213		5,281	1,470				404
Total Materials and Services	<u>0</u>	<u>35,941</u>	<u>971</u>	<u>26,383</u>	<u>9,382</u>	<u>0</u>	<u>5,281</u>	<u>1,470</u>	<u>1,318</u>	<u>0</u>	<u>924</u>	<u>81,670</u>
Capital outlay	<u>0</u>	<u>13,077</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,576</u>	<u>14,653</u>
Total Expenditures	<u>0</u>	<u>49,018</u>	<u>971</u>	<u>26,383</u>	<u>9,382</u>	<u>0</u>	<u>5,281</u>	<u>1,470</u>	<u>3,773</u>	<u>0</u>	<u>2,500</u>	<u>98,778</u>
Net Change in Fund Balance	0	(49,018)	564	(2,383)	(9,382)	0	(5,281)	3,817	(3,773)	2,500	(2,500)	(65,456)
Fund Balance - July 1, 2024	338	107,974	3,873	13,611	9,608	1,781	5,281	0	4,000	0	0	146,466
Fund Balance - March 31, 2025	<u>\$338</u>	<u>\$58,956</u>	<u>\$4,437</u>	<u>\$11,228</u>	<u>\$226</u>	<u>\$1,781</u>	<u>\$0</u>	<u>\$3,817</u>	<u>\$227</u>	<u>\$2,500</u>	<u>(\$2,500)</u>	<u>\$81,010</u>

See Independent Accountants' Compilation Report

Technology Use Policy



Hood River County Library District provides technology to the public. The District makes this service available as part of its mission to reach out, supporting everyone to learn, create, and grow. In keeping with its value of intellectual freedom, the District provides unfiltered Internet access on most of its networks, with the exception of the Cascade Locks Library which is located within an elementary school.

Choosing and Evaluating Sources

While the Internet enhances resources the District already provides, the District cannot control information available over the Internet and is not responsible for its content. Internet content could be inaccurate, incomplete, outdated, offensive, disturbing, or illegal.

To assist patrons, staff curate electronic resources on selected topics. District staff review resources regularly but, due to the ever-changing nature of the Internet, cannot guarantee that they remain valid. Similarly, the District cannot be responsible for content changes in the resources it suggests. Users are encouraged to evaluate the validity of information. Staff may be able to assist with locating appropriate resources, basic Internet use, and use of technology, but trained staff may not always be available. User guides and reference books are available.

Access by Minors

The District upholds the right of each individual to access constitutionally-protected material. The District also affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of library resources and the Internet. Accordingly, parents and guardians are solely responsible for supervision of their children's use of the internet. To assist parents in their responsibility the District provides specially-selected resources for children and young adults, although access by minors is not restricted to these resources.

Rules Governing Use

Library technology and Internet access are provided to meet the informational, educational, cultural, and recreational needs and interests of patrons. However, District prohibits the following:

- Damaging, altering, or installing equipment, systems, or software;
- Displaying, printing, or sending any material that is obscene, libelous, defamatory, threatening, harassing, or otherwise illegal, as defined by relevant laws;
- Downloading, installing, or creating any harmful programs.
- Violating intellectual property laws or software licensing agreements.
- Viewing material that could reasonably be considered pornography, as determined by District staff.
- Exposing children to obscene materials.

502 State Street
Hood River · OR 97031
541 386 2535

www.hoodriverlibrary.org

The Library is not responsible for any information a patron accesses using a WIFI hotspot or any actions they take while online. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state or municipal law will result in the revocation of hotspot borrowing privileges and potentially criminal prosecution.

Library staff cannot assist with connections or configurations of patron's computers.

In addition to violating this policy, many of the listed activities may violate local, state, or federal laws.

In order to provide equitable access to technology, patrons may be asked to comply with signup and time limitations and other restrictions as deemed necessary by staff.

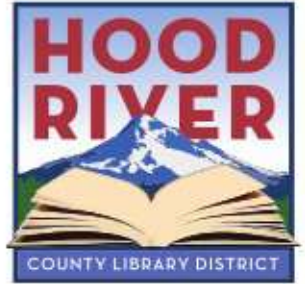
Because technology is located in public areas and the District serves people of all ages, what is displayed on screens is not confidential, and patrons should use discretion when choosing what to view. It is the responsibility of the library patron to clear the content of their session and verify personal information has been deleted at the end of their session. There is no guarantee that data will be cleared after each use.

Refusal to comply with these rules may result in loss of technology privileges, ejection from District property, or summoning of law enforcement, as determined by the **Code of Conduct Library Use Restrictions Policy**.

Approved by the Board of Directors: July 19, 2011

Last amended: **5/20/25**, 7/8/24, 10/15/19

PUBLIC MEETING POLICY



Preparation for Board Meetings

Distribution of Materials to Board Members

The agenda, Library Director's report and financial statements shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Library Director or the Director's designee shall provide members with detailed information relative to the agenda, including existing District Policy pertinent to Agenda items.

Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

Board Meeting Agenda

The Library Director shall draft the agenda after conferring with the president of the Board. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Roll call by Library Director or designee
- Approval of the minutes
- Citizen comment
- Financial report
- Library Director's report
- Old business
- New business
- Agenda suggestions for future meetings from Board members and District personnel
- Adjournment
- Executive Session (*include citation to statutory authority*)

Notice and Location of Meetings

Application

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board, if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

Regular Meetings

The Board shall hold regular monthly meetings on the third Tuesday of each month. Such meetings shall be held at the Hood River Library 502 State Street Hood River, at 7:00pm, or at such other places and times as the Board may designate from time to time.

Special Meetings

The Board may hold special meetings at the request of the President; the Vice-President in the absence of the President; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the minutes. Only business related directly to the emergency shall be conducted at an emergency meeting. If the Board determines that the reasons for calling the meeting are

insufficient, the meeting shall be immediately adjourned.

Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published or posted at the following locations within the District: Hood River, Parkdale and Cascade Locks Libraries.

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The Library Director shall be responsible for developing and maintaining a list of qualified interpreters and is responsible for arranging for attendance of an interpreter at

any meeting for which an interpreter is requested.

Board Meeting Conduct

Presiding Officer

The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, the remaining members shall select a board member to preside.

Conduct of Meetings

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any procedural decision of the presiding officer regarding the conduct of the meeting may be overridden by a majority vote of the Board.

Public Comment

Public comment and public participation is at the sole discretion of the Board. If public comment or participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business by making a motion for the Board to reconsider the issue and conduct a new vote. Such motion must be seconded and approved by the Board in the usual manner of business. If the motion to reconsider is approved, then Board members may recast their votes accordingly.

Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action. If there are

vacancies on the Board such that a quorum cannot be obtained, fewer than a quorum may meet and take action in accordance with ORS 198.320.

Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating the reason for their vote or abstention.

Conflict of Interest/Ex Parte Contacts

Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

Smoking

Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

Adjournment

Upon completion of the entire agenda, or at an hour pre-determined for the meeting to end, a board member shall make a motion to adjourn the meeting. Another board member shall second the motion, and the board chair (or acting board chair) shall declare the meeting adjourned.

Special circumstances: in the case of emergency circumstances (medical emergency, threat to public safety, etc.), the meeting may be adjourned without motion or preamble. If a loss of board quorum occurs for any reason during the course of the meeting, the meeting is considered adjourned at that point. The minutes of the meeting shall reflect how and why the meeting was adjourned.

Executive Sessions

Notice

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

No Final Decisions

The Board may fully discuss board members' views but may not make any final decisions during any executive session.

Authorized Purposes

Executive sessions shall be held only for the following purposes:

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

- A. The District has advertised the vacancy;
- B. The Board has adopted regular hiring procedures;
- C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
- D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

- (1) The filling of a vacancy in an elective office.
- (2) The filling of a vacancy on any public committee, commission or other advisory group.
- (3) The consideration of general employment policies.
- (4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

ORS 192.660(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ORS 192.660(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

ORS 192.660(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

ORS 192.660(n). To discuss information about review or approval of programs relating to the security of any of the following:

- (A) A nuclear-powered thermal power plant or nuclear installation.
- (B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.
- (C) Generation, storage or conveyance of:
 - (i) Electricity;
 - (ii) Gas in liquefied or gaseous form;
 - (iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);
 - (iv) Petroleum products;
 - (v) Sewage; or
 - (vi) Water.
- (D) Telecommunication systems, including cellular, wireless or radio systems.
- (E) Data transmissions by whatever means provided.

ORS 192.660(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

ORS 192.660(3). Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in

executive session are not subject to the notification requirements of ORS 192.640.

Conduct of Executive Session

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole. Board members shall only discuss the subject matter of the executive session, and shall not discuss other topics or general District policy.

Minutes of Board Meetings

Minutes

The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio recording, and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

Disclosure of Executive Session Minutes

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

Adopted by the Board of Directors: November 19, 2024, 2024