

Library Board of Directors
Regular Meeting Agenda

Tuesday, August 19, 2025, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

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

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

1-253-215-8782, [https://us02web.zoom.us/j/89745812618?](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNIzTVsNDQ2dz09)

[wd=NFBFT0xUVjFSN0dDVGNIzTVsNDQ2dz09](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNIzTVsNDQ2dz09), Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the July 15, 2025 Regular Board Meeting	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Reports		
	i. June 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. Bilingual Pay Policy	Motion	Brian Hackett
IX.	New Business		
	i. Meeting room Policy	Motion	Brian Hackett
	ii. State Street Hotel Project Discussion		Brian Hackett

	iii. SDAO Public Meetings Law Training		Rachael Fox
X.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XI.	Agenda items for next meeting		Brian Hackett
XII.	Adjournment regular meeting		Brian Hackett

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

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

The Board of Directors meets on the 3rd Tuesday each month from 7:00pm to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board of Directors
Regular Meeting Agenda
Supplementary Information
Tuesday, August 19, 2025, 7:00pm
Library Meeting Room and Zoom
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Library Board:

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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 July 15, 2025 Regular Board Meeting Attachment: <ul style="list-style-type: none">IV.i. Minutes from the July 15, 2025 Regular Board Meeting	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Reports		
	i. June 2025 Financial Statement <ul style="list-style-type: none">Attachments: VII.i. June Financial Statement At the end of the 2024-25 fiscal year, the District's General Fund ended with \$827,228, which is \$17,228 more than anticipated based on estimates conducted for the 2025-26 budget. We also ended the Capital Fund with \$183,831 and the Grants Fund with \$149,547. This amount includes ample operating funds to carry us from July through November, when we receive the bulk of our tax revenue.		Rachael Fox

	ii. Friends update <ul style="list-style-type: none"> • The Friends of the Library does not meet in August. 	Rachael Fox
	iii. Foundation update <ul style="list-style-type: none"> • The Library Foundation does not meet in August. • The Library Foundation is having their annual brick campaign. The Library Foundation sells bricks to be laid along the path of the Georgiana Smith Memorial Gardens, the lovely green space adjacent to the Hood River Library. Bricks are sold once a year at the cost of \$75 each and inscribed with the wording of patron's choice. Patrons can visit the Library Foundation website for more information, or pick up a brick order form at the Hood River Library. 	Rachael Fox
	iv. Director's report <ul style="list-style-type: none"> • Administration <ul style="list-style-type: none"> ◦ We're thrilled to announce that Renee Thessing has joined our team as the new Adult Services Librarian! Renee brings exceptional experience and knowledge that will greatly benefit our library community. <p>Renee holds a Master of Education in English Language Learning and has dedicated most of her career to education. Most recently, she served as Assistant Principal at Wy'East Middle School and Mid-Valley Elementary School. Additionally, she has experience as an Adult ESL instructor at Columbia Gorge Community College and has advanced proficiency in Spanish.</p> <p>In her position with us, Renee will lead adult library services while helping expand our collection development, programming, outreach efforts, and community partnerships.</p> <p>We look forward to the valuable contributions she'll bring to our team and the positive impact she'll have on our community.</p> ◦ We are hiring for the Children's Services Assistant position at the library. <ul style="list-style-type: none"> ▪ Be the Essential Support to our dedicated Librarians. We are seeking someone to join our collaborative team to support engaging children's programs and services across all library branches, bookmobile, and community locations. 	Rachael Fox

	<ul style="list-style-type: none"> ▪ What They'll Do: <ul style="list-style-type: none"> • Support innovative programs and services for children birth through 12th grade, with primary focus on birth through 5th grade • Majority of focus will be working closely with the Children's Services Librarian to foster early literacy and lifelong learning while supporting the Teen and Tween Services and Bookmobile Librarians with their vital community work • Create promotional materials and social media content to connect with families across multiple platforms • Provide bilingual assistance to Spanish-speaking families ▪ We're Looking For: <ul style="list-style-type: none"> • A creative, positive, and flexible team player who thrives in collaborative work environments • Someone passionate about serving others and making a difference • A supportive team member dedicated to advancing the library's mission alongside librarians ○ Up Lift Local News and Info has previously attended our meetings and provides coverage at https://upliftlocal.news/. As part of their effort to gather information about public bodies, they contacted us asking whether we record meetings and where recordings are posted. We do record meetings and publish written minutes on our website, while internally retaining the recordings. • Program and events <ul style="list-style-type: none"> ○ Summer Reading Program Step into a summer of exciting programs, art adventures, fantastic performers, and retro movie magic at Hood River Library's All Ages Summer Reading Program! From classic film favorites to epic fantasy quests, readers of all ages can dive into stories that transport you to other worlds. Read books, earn awesome prizes, and celebrate the 		
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magic of storytelling. Whether you're into sci-fi classics, fantasy epics, or adventure tales that feel like blockbuster movies, we've got something for every reader! Prizes await all our reading stars. The Summer Reading Program runs June 10- August 16.

For a complete list of programs - pick up a brochure at any location or visit our [website](#).

Patrons can participate at the following locations:

Hood River Library, Cascade Locks Library, Parkdale Library, Bookmobile Route, Mercado Del Valle (Odell)

Thank you to our sponsors and community partners:

- [Friends of the Library](#), [Library Foundation](#), [Dollar General](#), [Columbia Area Transit](#), [Bistro Flix](#), [Gorge Grown](#), [Hood River County Schools Walk and Roll](#), [Hood River Valley Parks and Recreation](#), [Mike's Ice Cream](#), Portland Trailblazers, [Lake Taco](#)

- **Family programs**

- **Summer Reading Wind-Down Party**, Wed, August 6th, 5:30pm. Foam Machine! Ice Pops! Music!

- **Adult programs**

- **Storytelling through Scent: Candle Making with Adventerous Aromas**, Saturday, August 9th, Two Session: 2:00-4:00pm & 4:00-6:00pm Hood River Library Meeting Room. Local artisan company Adventurous Aromas offered a unique candle making experience that blends immersive storytelling with healthy, handcrafted candles. In this hands-on workshop, participants explored scent as a storytelling tool—come with a story in mind and find the perfect fragrance to match, or let the scent inspire a tale of its own. They sampled fragrances and go home with a candle that's uniquely yours.
- **Hood River Book Club** meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & [Zoom](#).
- **Cascade Locks Book Club** meets the

Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library.

- **Writing Group:** Every Wednesday at 3 pm in the Hood River Library Columbia Room. Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).

- **Tween and Teen programs**

- **80s Retro Fantasy Movie Nights at Bistro Flix,** For Tween, Teens and Adults

8/1 E.T.

All movies on Fridays at 6pm.

Free Tickets available to Summer Reading participants at the Hood River Library one week before screening. Tickets are limited and must be picked up in person. Limited to 2 tickets per patron.

Thank you to [Bistro Flix](#) for partnering with the Hood River Library for these events!

- **End of Summer Teen Party, Summer Reading Raffle & Movie Night,** Friday, August 8th, 3:00pm – 6:00pm. Outside games, snacks, and the pulling of the raffle! Surprise movie followed.
- **Harry Potter Movie Night: Harry Potter and the Deathly Hollows Part 1,** Saturday, August 23, 3-6 pm, Hood River Library Theater. Watch the movie version of the second half of book seven! Stay for trivia and prizes! Snacks provided.
- **Teen Council,** Saturday, August 9 & 23, 10am-11am, Hood River Library Teen Area. Meet-up with other teen readers and our Teen Services Librarian on the last Saturday of every month to help plan library events and give input on books and materials you would like to see at the library!

	<ul style="list-style-type: none"> ▪ Fantasy World Building, Wednesdays, August 6 & 20, 2-4 pm, Hood River Library Theater. Create characters, storylines, and maps for your fantasy world. ▪ Teen Volunteer "Open Hours", Saturdays, August 2, 9 & 23, 11am-12 pm, Hood River Library. If you've attended an orientation, you are welcome to attend our Teen Volunteer Open Hours to help shelve books and work on other projects with our Teen Librarian. Sign up not required. ▪ Magic: the Gathering, Every Friday at 4pm in the Library Theater. Program provided by Hood River Hobbies. ▪ Columbia Area Transit (CAT) Did you know Teens in Hood River County can ride the Columbia Area Transit (CAT) bus for free? Students can receive a free pass at their local school or at CAT offices. Teens who take the CAT bus to Hood River Library can receive a free Rosauer's donut coupon when they arrive. The CAT bus stop is conveniently located next to Hood River Library at 4th and State Street. • Children's programs <ul style="list-style-type: none"> ▪ Reptile Man, Wednesday, August 13. Interactive Show w/ Live Animals. <ul style="list-style-type: none"> • 12:00-1:00pm - Cascade Locks Library • 3:00-4:00pm - Parkdale Library • 5:30pm-6:30pm - HRMS Gymnasium ▪ 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 Summer Reading 		
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	<ul style="list-style-type: none"> ▪ Mercado Del Valle – Odell with Gorge Grown. Summer Reading Program, Prizes, Booths, Food, and Entertainment. ▪ Thursdays, 5-7PM, Atkinson Rd. Downtown Odell <ul style="list-style-type: none"> • July 3rd & 17th • August 7th & 21st • September 4th ○ 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 • Community Outreach <ul style="list-style-type: none"> • We visited great community events in July and August. <ul style="list-style-type: none"> • Battle of the Bands, Saturday, July 12, 6-8pm, This year's "Another Summer Night/Otra Noche de Verano" featured three local Latino youth bands, including Nueva Tradicción, Trayecto Efectivo, and Grupo Siglo 20. 		
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	<p>Through the support of local foundations and community groups, this free summer evening of music brought together music fans and families from across the community. This event provided new opportunities for Latino youth musicians to become better known, inspire other Latino youth to become musicians, and raise the awareness of Gorge residents who might not have heard about their talents. We provided free books and signed up youth for the summer reading program.</p> <ul style="list-style-type: none"> • Parkdale Summer Party, Sunday July 27th 3-6pm, The event was co-sponsored by the Hood River Latino Network, Parkdale Grange, and Hutson Museum. Family fun including a pie-eating contest, karaoke, a dance contest. Participants enjoyed live music by Los Renegados and DJ KNO! We had a table set up with free books and more. • 7th Annual Hood River Latino Fest - Sunday, August 10th, 2-5pm at Hood River Waterfront Park. Hosted by the Hood River Latino Network. The community celebrated our beautiful Latino culture and community! There was live music by Los Morros del Norte, Orquesta Pura Vida, Lalo Vega, and Grupo XR. Incredible local DJ KNO provided entertainment for all! We offered free books and more. • Ready, Set, Learn! Hood River County School District Community Resources Fair - Mid-Valley Elementary School in Odell, Wednesday, August 13, 5-6:30pm. We joined the fair with all school district wide resources and community support services in one location. • We also provide monthly visits for seniors at Providence Dethman Manor, Providence Down Manor, and Hawk's Ridge, as well as for children and families at OCDC Oregon Child Development Coalition in Odell. We regularly partner with Hood River County 		
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	School District for classroom visits, school visits to the library, and library card registration drives.		
VIII. Old Business			
	<p>i. Bilingual Pay Policy</p> <ul style="list-style-type: none"> • Attachments: <ul style="list-style-type: none"> ◦ VIII.i.a. Bilingual Pay Policy ◦ VIII.i.b. Salary Schedule 2025-26 <p>The District recognizes the valuable contribution of employees who utilize bilingual skills in their daily work responsibilities to better serve our diverse community. To acknowledge this additional expertise and workload, we will discuss proposing a 5% bilingual differential pay for all employees who meet the requirements listed in the policy.</p> <p>The Library Board initially discussed this topic at the June 17, 2025 meeting and will be reviewing the policy for approval. The policy has been reviewed by our consultant firm HR Answers and our legal counsel Ruben Cleveland.</p> <p>The Salary Schedule has been updated to reflect the proposed Bilingual Pay.</p> <p>I request Library Board approval of both the Bilingual Pay Policy and the updated Salary Schedule for 2025-26.</p>	Motion	Brian Hackett
IX. New Business			
	<p>i. Meeting Room Policy</p> <ul style="list-style-type: none"> • Attachments: <ul style="list-style-type: none"> ◦ IX.i.a. Meeting Room Policy [2025-08-19] ◦ IX.i.b. Meeting Room Policy [2020-02-19] <p>I propose updating our Meeting Room Policy to bring it current with our standards. While there are no significant changes to the policy content, we have made updates to align language with other library policies, update time frames and booking procedures, and make the policy more user-friendly for patrons to read. I have included both the new and current policies for your reference. Our legal counsel Ruben Cleveland has reviewed the policy updates. I request Library Board approval for the updated policy.</p>	Motion	Brian Hackett
	<p>ii. State Street Hotel Project Discussion</p> <p>The Hood River Planning Commission will hold a public hearing on Monday, August 18, 2025, to consider approval of a site plan for a 135-room hotel development located across the</p>		Brian Hackett

	<p>street from the Hood River Library. The project includes a restaurant, meeting center, first-floor parking garage, and various site improvements. All interested parties may present oral or written testimony at the public hearing on Monday, August 18, 5:30pm.</p> <p>The library board previously discussed this project at their April 15, 2025 meeting. Library Board President Brian Hackett has placed this item on the current agenda for further board discussion.</p>		
	<p>iii. Special Districts Association Oregon (SDAO) Public Meetings Law Training</p> <p>Effective January 1, 2024, HB 2805 established a mandatory public meetings training requirement for governing body members of public entities with annual expenditures of \$1 million or more. All such members must complete Public Meetings Law training at least once during their term of office. Training is available through the Oregon Government Ethics Commission (OGEC) in two formats: webinar or in-person sessions. SDAO has recently received OGEC approval to offer in-person training. The training is specifically for district board members, managers, and staff, this training provides practical guidance and real-world examples to help participants navigate Oregon's Public Meeting Law with clarity and confidence. Content is tailored to the unique responsibilities of special districts and will assist governing bodies in maintaining compliance in everyday decision-making.</p> <p>I would like to arrange an in-person SDAO training session at the Hood River Library this fall. This would provide an opportunity for our library board members to fulfill the mandatory training requirement. SDAO has confirmed that board members from other special districts in Hood River are also interested in attending.</p> <p>We can offer our public meeting room as the venue for this training. I would like to discuss whether the library board would support hosting this session.</p>		Brian Hackett
XI.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XII.	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> Library staff member presentation 		Brian Hackett

	• Gift and Donation Policy Review		
XIII. Adjournment regular meeting			Brian Hackett

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

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

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Agenda Items		Action	Responsible
I.	Call to Order Library Board President Brian Hackett called the meeting to order at 7:01pm.		Brian Hackett
II.	Roll call Fox conducted a roll call. Karen Bureker, Brian Hackett, Sara Marsden, and Megan Janik were present. Library Director Rachael Fox were present. Three community members were present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) A motion to approve the agenda was made by Bureker and seconded by Janik The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
IV.	Board Officer Elections Marsden moved to elect Hackett as president of the Board of Directors and Bureker as Vice President for the 2025-26. Janik seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
V.	Approval of the consent agenda A motion to approve the consent agenda was made by Janik and seconded by Marsden. 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) No comment		Brian Hackett
VII.	Reports		
	i. April and May 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
VIII.	Old Business		
IX.	New Business		
	i. Resolution establishing a regular meeting day, time, and location for 2025-26 Marsden made a motion to approve Resolution No. 2025-26.01 establishing a regular meeting day, time, and location for 2025-26. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
	ii. Appointing agents of record Bureker voted to approve Resolution 2025-26.02, establishing agents of record. Marsden seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.		Brian Hackett
	iii. Hood River County Library District Code of Ethics Library Board members Brian Hackett, Megan Janik, and Sara Marsden signed the Code of Ethics for fiscal year 2025-26. Karen Bureker will sign at a later date as she was attending the meeting via Zoom.		Rachael Fox
	iv. Health Insurance Renewal Fox reported the broker checked several different carriers. SDIS was within budget and offered better coverage with a similar deductible, lower out-of-pocket maximum, and more alternative healthcare coverage. The team had not provided feedback on the new option. With one less staff member on the insurance plan, the library would see only a 2% increase with	Motion	Brian Hackett

	<p>SDIS, while other organizations experienced 30% increases. Fox noted that staying with Providence would have resulted in a 40% increase instead of the anticipated 20%.</p> <p>Marsden asked if SDIS covered all area providers. Fox confirmed it does cover the entire area.</p> <p>Bureker inquired whether a staff satisfaction survey had been conducted halfway through the year, as discussed previously, and suggested scheduling one. Fox acknowledged there aren't many options this year due to widespread rate increases and staying with Providence would be a 40% increase. Bureker recommended that surveying staff become standard practice for the future and Fox agreed to implement staff surveys going forward.</p> <p>Regarding dental coverage, Fox mentioned Delta Dental through SDIS. When Marsden asked about rate increases, Fox reported a 9% increase for dental, which is part of the SDIS package. Bureker asked if this information was included in the meeting packet and Fox apologized for omitting it. When asked about vision coverage, Fox confirmed it was also included in the SDIS medical insurance. Hackett commented that it sounded like a good deal overall.</p> <p>Bureker made a motion to approve the health insurance with SDIS and Delta Dental. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.</p>		
	<p>v. Discussion of Friends of the Library and Library Foundation liaisons</p> <p>Bureker will continue to serve as liaison for the Friends of the Library and Hackett will continue to serve as liaison for the Library Foundation.</p>	Motion	Brian Hackett
X.	Announcements		
	<p>i. Comments from board members</p> <p>None stated</p>		All
	<p>ii. Requests/Comments from Library Director</p> <p>None stated</p>		Rachael Fox
XI.	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> • Bilingual Pay Policy • Meeting Room Policy 		Brian Hackett
XII.	<p>Adjournment regular meeting</p> <p>The meeting adjourned at 7:24pm.</p>		Brian Hackett

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

ORS 192.660 (1) (d) Labor Negotiations

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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements June 30, 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 June 30, 2025, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and twelve 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.
July 20, 2025

Hood River County Library District
Balance Sheet - Cash Basis
June 30, 2025

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Umpqua Bank	\$258,049			\$258,049
Cash with Hood River County	572,974	\$149,547	\$183,831	906,352
Petty cash	416			416
Total Current Assets	<u>831,439</u>	<u>149,547</u>	<u>183,831</u>	<u>1,164,817</u>
TOTAL ASSETS	<u><u>\$831,439</u></u>	<u><u>\$149,547</u></u>	<u><u>\$183,831</u></u>	<u><u>\$1,164,817</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$4,211			\$4,211
Total Current Liabilities	<u>4,211</u>	<u>0</u>	<u>0</u>	<u>4,211</u>
Total Liabilities	<u>4,211</u>	<u>0</u>	<u>0</u>	<u>4,211</u>
Fund Balances:				
Unassigned	<u>827,228</u>	<u>149,547</u>	<u>183,831</u>	<u>1,160,606</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$831,439</u></u>	<u><u>\$149,547</u></u>	<u><u>\$183,831</u></u>	<u><u>\$1,164,817</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Twelve Months Ended June 30, 2025

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$139,835		\$139,835
Property tax revenues - current year	1,238,575			1,238,575
Property tax revenues - prior year	15,224			15,224
Fines and fees	4,881			4,881
Intergovernmental revenue	4,505	5,287		9,792
Interest revenue	36,687		\$6,345	43,032
Grants and donations	0			0
Miscellaneous	2,221			2,221
Total Revenues	1,302,093	145,122	6,345	1,453,560
Expenditures:				
Personal services:				
Wages and salaries	653,200	2,455		655,655
Employee benefits	236,237	-		236,237
Total Personal Services	889,437	2,455	0	891,892
Materials and services:				
Bank charges	497			497
Bookmobile	3,177			3,177
Building rental	16,206			16,206
Building maintenance	34,724	1,160		35,884
HVAC	16,608			16,608
Elevator	2,264			2,264
Telephone	7,061			7,061
Internet	3,253	2,520		5,773
Collection development	77,079	23,793		100,872
Technology	17,370	2,332		19,702
Accounting and auditing	31,895			31,895
Courier	4,593			4,593
Custodial services	27,330			27,330
Technical services	4,747			4,747
Library consortium	18,239			18,239
Copiers	7,440			7,440
Elections expense	0			0
Furniture and equipment	4,425	180		4,605
Insurance	24,165			24,165
Georgiana Smith Memorial Garden	16,980			16,980
Legal services	7,393			7,393
Professional services	9,288			9,288
Dues and subscriptions	4,782			4,782
Miscellaneous	4,618	404		5,022
Postage and freight	1,692			1,692
Printing	1,933			1,933
Programs	15	69,140		69,155
Advertising	2,299			2,299
Supplies - office	19,978	268		20,246
Travel	3,996			3,996
Training	2,311			2,311
Board development	785			785
Electricity	20,392			20,392
Garbage	1,899			1,899
Natural gas	6,969			6,969
Water & sewer - building	5,717			5,717
Total Materials and Services	412,120	99,797	0	511,917
Capital outlay	0	39,789	34,047	73,836
Total Expenditures	1,301,557	142,041	34,047	1,477,645
Revenues Over (Under) Expenditures	536	3,081	(27,702)	(24,085)
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	(99,464)	3,081	72,298	(24,085)
Fund Balance - July 1, 2024	926,692	146,466	111,533	1,184,691
Fund Balance - June 30, 2025	<u>\$827,228</u>	<u>\$149,547</u>	<u>\$183,831</u>	<u>\$1,160,606</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 Twelve Months Ended
June 30, 2025

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Tax revenues - current	\$3,523	\$1,238,575	\$1,244,834
Tax revenues - prior year	686	15,224	10,000
Interest revenue	805	36,687	25,000
Fines and fees	236	4,881	3,500
Intergovernmental revenue	0	4,505	0
Grants and donations	0	0	0
Miscellaneous	0	2,221	0
Total Revenues	<u>5,250</u>	<u>1,302,093</u>	<u>1,283,334</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	957	12,894	9,741
Library clerk II	10,685	123,644	150,946
Library assistant I	5,354	98,255	79,885
Library assistant II	0	33,368	116,765
Librarian I	23,614	211,343	157,818
Librarian II	6,155	73,537	73,861
Library director	8,370	100,159	100,443
Payroll taxes and benefits:			
Retirement	4,496	57,768	54,450
Social security	4,160	54,001	52,744
Workers' compensation	20	645	1,500
Health insurance	774	114,775	131,085
Unemployment insurance	816	9,048	6,205
Paid family and medical leave	0	0	0
Total Personal Services	<u>65,401</u>	<u>889,437</u>	<u>935,443</u>
Materials and services:			
Bank charges	16	497	300
Bookmobile	0	3,177	5,000
Building rental	0	16,206	20,000
Building maintenance	0	34,724	50,000
HVAC	0	16,608	15,000
Elevator	211	2,264	3,500
Telephone	122	7,061	8,000
Internet	239	3,253	5,000
Collection development	0	77,079	80,000
Technology	54	17,370	15,000
Accounting and auditing	0	31,895	33,000
Courier	249	4,593	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 Twelve Months Ended
June 30, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	0	27,330	29,000
Technical services	0	4,747	4,000
Library consortium	0	18,239	17,500
Copiers	748	7,440	7,000
Elections expense	0	0	3,000
Furniture and equipment	0	4,425	4,000
Insurance	0	24,165	25,000
Georgiana Smith Memorial Garden	205	16,980	20,000
Legal services		7,393	4,000
Professional services	0	9,288	15,000
Membership dues	0	4,782	4,000
Miscellaneous	0	4,618	3,000
Postage and freight	0	1,692	1,500
Printing	0	1,933	1,500
Programs	0	15	10,000
Advertising	144	2,299	2,000
Office supplies	446	19,978	17,000
Travel	0	3,996	5,000
Training	0	2,311	3,000
Board development	0	785	1,500
Parking reimbursement	0	0	500
Electricity	1,747	20,392	20,000
Garbage	156	1,899	2,300
Natural gas	197	6,969	10,000
Water & sewer - building	443	5,717	5,800
Total Materials and Services	<u>4,977</u>	<u>412,120</u>	<u>453,600</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	0	0	100,000
Total Expenditures	<u>70,378</u>	<u>1,301,557</u>	<u>1,489,043</u>
Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	0	(100,000)	(100,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>(100,000)</u>	<u>(100,000)</u>
Change in Fund Balance	<u><u>(\$65,128)</u></u>	<u><u>(\$99,464)</u></u>	<u><u>(\$305,709)</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 Twelve Months Ended
June 30, 2025

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$320	\$6,345	\$3,000
Other Financing Sources			
Transfer from General Fund	0	100,000	100,000
Total Revenues and Other Sources	<u>320</u>	<u>106,345</u>	<u>103,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	7,564	34,047	75,000
Total Expenditures	<u>7,564</u>	<u>34,047</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$7,244)</u></u>	<u><u>\$72,298</u></u>	<u><u>\$28,000</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Twelve Months Ended
June 30, 2025

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$0	\$139,835	\$345,000
Intergovernmental revenue	0	5,287	0
Total Revenues	<u>0</u>	<u>145,122</u>	<u>345,000</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	0	0	4,400
Library clerk II	0	2,455	0
Library assistant II	0	0	5,000
Payroll taxes and benefits:			
Social security	0	0	750
Workers' compensation	0	0	250
Unemployment insurance	0	0	100
Other personal services			500
Total Personal Services	<u>0</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	936	23,793	80,000
Technology	0	2,332	40,000
Programs	2,582	69,140	80,000
Furniture and equipment	0	180	70,000
Office supplies	0	268	0
Other materials and services	0	404	96,000
Total Materials and Services	<u>3,518</u>	<u>99,797</u>	<u>366,000</u>
Capital outlay	0	39,789	100,000
Total Expenditures	<u>3,518</u>	<u>142,041</u>	<u>477,000</u>
Change in Fund Balance	<u><u>(\$3,518)</u></u>	<u><u>\$3,081</u></u>	<u><u>(\$132,000)</u></u>

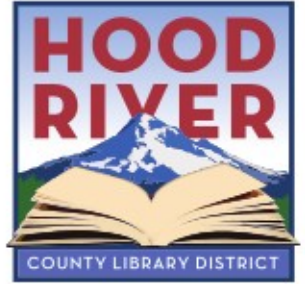
See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Twelve Months Ended June 30, 2025

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2024	R2R 2025	Teen Intern	SDIS Security	Total
Revenues:											
Donations and grants	\$0	\$97,500	\$4,535	\$24,300	\$11,000	\$0	\$0	\$5,287	\$0	\$2,500	\$139,835
Intergovernmental revenue											5,287
Total Revenues	0	97,500	4,535	24,300	11,000	0	0	5,287	0	2,500	145,122
Expenditures:											
Personal services:											
Wages and salaries									2,455		2,455
Employee benefits									0		0
Total Personal Services	0	0	0	0	0	0	0	0	2,455	0	2,455
Materials and services:											
Building maintenance		1,160									1,160
Internet		2,520									2,520
Collection development		15,795		5,097	2,901						23,793
Technology									1,408	924	2,332
Furniture and equipment		180			267				137		180
Miscellaneous					6,214		5,281	1,470			404
Programs		25,432	2,214	28,529	268						69,140
Office supplies											268
Total Materials and Services	0	45,087	2,214	33,626	9,650	0	5,281	1,470	1,545	924	99,797
Capital outlay	0	38,213		0	0	0	0	0	0	1,576	39,789
Total Expenditures	0	83,300	2,214	33,626	9,650	0	5,281	1,470	4,000	2,500	142,041
Net Change in Fund Balance	0	14,200	2,321	(9,326)	1,350	0	(5,281)	3,817	(4,000)	0	3,081
Fund Balance - July 1, 2024	338	107,974	3,873	13,611	9,608	1,781	5,281	0	4,000	0	146,466
Fund Balance - June 30, 2025	\$338	\$122,174	\$6,194	\$4,285	\$10,958	\$1,781	\$0	\$3,817	\$0	\$0	\$149,547

See Independent Accountants' Compilation Report

Bilingual Pay Policy



It is estimated that over 30% of the population of Hood River County speak Spanish as their primary language. Hood River County Library District ("District") recognizes the value of employees who can communicate with patrons in both Spanish and English. Accordingly, the District would like to offer additional compensation to eligible employees who can communicate effectively in both Spanish and English (hereafter referred to as "bilingual") when bilingual skills are a benefit to their specific job duties.

Purpose

The objective of this policy is to establish uniform guidelines and criteria for additional compensation for employees who have bilingual skills. Such bilingual skills include the ability to communicate in writing, reading, and conversing, with full comprehension proficiency in both Spanish and English.

Scope

This policy applies to all Hood River County Library District employees who meet the eligibility requirements.

Eligibility Requirements

To be eligible for bilingual pay, employees must work in a capacity where bilingual skills are:

- Necessary for the performance of their job duties, or
- Considered beneficial to Hood River County Library District's service delivery

The Library Director or designee will determine whether bilingual language skills are necessary for an employee's job performance or beneficial to service delivery. The job description will indicate if the position has been reviewed and approved for bilingual pay compensation. At any time, the District can discontinue offering bilingual pay when, in the discretion of the Library Director, bilingual skills are not necessary or beneficial to the duties assigned to the employee. Additionally, the District may determine whether other languages may be added for bilingual pay due to various external factors and needs of the District.

Testing Requirements

To receive bilingual pay, eligible employees must demonstrate proficiency in Spanish and English. Proficiency will be established by achieving the required minimum score on testing administered through a vendor determined by the District.

- Employees who fail to achieve the required minimum score may retest after 60 days

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- with Library Director or designee approval
- Employees may not test more than twice in a calendar year
- Employees are only eligible to receive bilingual pay for Spanish language skills, unless other languages are determined by the District to be necessary or beneficial for the employee's position

Employees who are unable or unwilling to use bilingual skills in their Hood River County Library District work may have bilingual pay revoked.

Testing Format and Compensation

Language proficiency will be assessed using the Common European Framework of Reference (CEFR), which is the standard international framework for describing language achievement. Testing will include both a standardized written competency test and an oral examination.

Compensation for bilingual skills is separate from base pay and cannot be paid retroactively.

Recertification and Discontinuation

To continue receiving bilingual pay, employees must recertify their proficiency every three (3) years from the date of initial certification.

Bilingual pay must be discontinued if:

- An employee's certification expires,
- The employee is reassigned to a position where bilingual skills will not be used, or
- The employee's position duties no longer meet the qualifying criteria

Compensation

Employees eligible for bilingual pay will receive additional compensation equal to five percent (5%) of their base pay rate. Nothing in this policy is intended to prohibit or discourage employees from communicating with library patrons in Spanish, or any other language, as appropriate in the discretion of the employee.

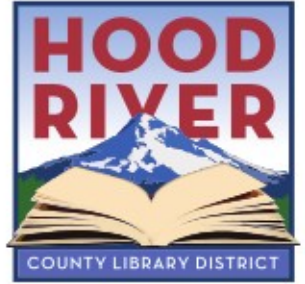
Adopted by the Board of Directors: August 19, 2025

Salary Schedule, 2025-26

	Steps:							Bilingual differential
	1	2	3	4	5	6	7	
Clerk I		\$15.06 \$31,325	\$15.36 \$31,949	\$15.67 \$32,594	\$15.98 \$33,238	\$16.30 \$33,904	\$16.63 \$34,590	+5% base pay
Clerk II	\$16.99 \$35,339	\$17.33 \$36,046	\$17.68 \$36,774	\$18.03 \$37,502	\$18.39 \$38,251	\$18.76 \$39,021	\$19.14 \$39,811	+5% base pay
Library Assistant I	\$20.41 \$42,453	\$20.82 \$43,306	\$21.24 \$44,179	\$21.66 \$45,053	\$22.09 \$45,947	\$22.53 \$46,862	\$22.98 \$47,798	+5% base pay
Library Assistant II	\$23.45 \$48,776	\$23.92 \$49,754	\$24.40 \$50,752	\$24.89 \$51,771	\$25.39 \$52,811	\$25.90 \$53,872	\$26.42 \$54,954	+5% base pay
Librarian I	\$28.14 \$58,531	\$28.70 \$59,696	\$29.27 \$60,882	\$29.86 \$62,109	\$30.46 \$63,357	\$31.07 \$64,626	\$31.69 \$65,915	+5% base pay
Librarian II	\$34.26 \$71,261	\$34.95 \$72,696	\$35.65 \$74,152	\$36.36 \$75,629	\$37.09 \$77,147	\$37.83 \$78,686	\$38.59 \$80,267	+5% base pay
Library Director	\$45.68 \$95,014	\$46.59 \$96,907	\$47.52 \$98,842	\$48.47 \$100,818	\$49.44 \$102,835	\$50.43 \$104,894	\$51.44 \$106,995	+5% base pay

Range approved by the Board of Directors,
Steps established by Library Director, May 13, 2025
Steps updated, August 19, 2025

Meeting and Study Rooms Policy



Hood River County Library District ("District") strives to create a warm, welcoming, and enjoyable environment for our patrons, including spaces for the public to use for gatherings and meetings. Although District sponsored events take priority, we welcome all community members to use our spaces as long as they follow the policies of the District. Use of the District's meeting and study rooms does not constitute the District's endorsement of the beliefs or practices of any individual, organization, or group.

Purpose of the Meeting Room

- Meeting room space is reserved primarily for District, Friends of the Library, and Library Foundation activities.
- Nonprofit, civic, community organizations, and government entities may use meeting room space without charge for non-commercial uses such as meetings, lectures, or similar activities, whenever a conflict does not exist with District or affiliate group activities. Such events must be open to the general public to be eligible for free use of the Meeting Room.
- Businesses and commercial organizations may use the Meeting Room without charge for educational and informational purposes, or for staff meetings and trainings, at the discretion of the Library Director.
- Organizations or individuals may use the Meeting Room for commercial activities or private events - which includes selling products or services, fundraising, events where a fee is charged, private parties, or depositions. The cost for such activities is \$20 per hour, billable in one-hour increments. The maximum daily cost for using the Meeting Room shall be \$160. The District may administratively revise rates from time-to-time without requiring an update to this policy.

Meeting Room Rules

The Jeanne Marie Gaulke Community Meeting Room is a limited public forum open to all legal content and viewpoints, subject to the restrictions outlined in this policy.

Reservations and Access

- Space is available to the public on a first-come, first-served basis, and may be reserved up to six months in advance.
- A maximum of two reservations per person or group within any one-month period is allowed due to limited availability. Exceptions may be made for meetings that are not monthly recurring events, at the discretion of the Library Director or designee.
- Operating hours are 6am-11pm. After-hours usage may require additional approval from the Library Director or designee.
- When not reserved, the room is available for walk-in use on a first-come, first-served

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basis, with priority given to groups over individuals.

Capacity and Safety

- Maximum capacity is 49 people, including organizers and presenters.
- Event organizers are responsible for crowd control and ensuring activities remain within the meeting room.
- Events must not interfere with Library District operations.

Organizer Requirements

- Event organizers must be at least 18 years old and assume full responsibility for any injury or damage to District property, building, furnishings, artwork, and equipment.
- The adult signing the meeting room application is responsible for ensuring compliance with this policy, other District policies, accompanying rules, and all applicable laws.
- When youth (17 & under) use the meeting room, at least one adult (18+) must be present at all times.

Room Use and Setup

- Users are responsible for setting up chairs and tables. Furniture may not be moved between rooms without prior staff approval.
- All furniture and equipment must be returned to original locations.
- The room must be left clean, in good repair, and in the same condition as found.
- Materials may not be attached to walls, windows, doors, or furnishings without approval from the Library Director or designee.
- Activities that could adversely impact the facility or furnishings are prohibited.
- Alcoholic beverages are not permitted on District premises, unless as part of a District-sponsored event.
- The District's audiovisual equipment may be available for use in the meeting space. Person(s) hosting the meeting are responsible for requesting training from District staff before the meeting date.

Signage and promotion

- Directional signs may be placed on lower level exterior glass doors and/or in the hallway leading to the meeting room before and during events.
- Library staff may remove signs that interfere with District operations or imply District sponsorship.
- Signs must be removed promptly after events conclude.
- Events shall not be publicized in a manner suggesting library sponsorship or affiliation except those sponsored by the District or affiliate groups.

Liability

- The District assumes no liability for personal injuries or damage/theft of personal property occurring during events.
- All persons and groups using the meeting room must hold the District harmless from liability for injury to persons or property resulting from their activities.
- Violation of District policies may result in denial of future access per the Code of Conduct, and groups causing damage may be liable for repair costs and lose future meeting room privileges.

Use of Study Rooms

The District provides the Kimber and Parker rooms in the Hood River Library as study rooms for public use. They can be used on a first-come, first-served basis. The District does not take reservations for study rooms. Daily use is limited to two hours. A maximum of five people may use a room at one time.

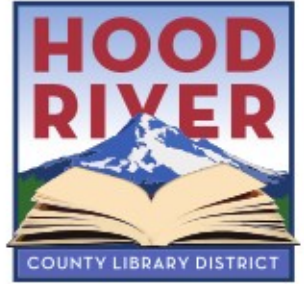
Exceptions to these policies and rules are at the discretion of the Library Director.

Approved by the Board of Directors: July 12, 2011

Last amended: August 19, 2025

Last reviewed: August 19, 2025

Meeting and Study Rooms Policy



Meeting room space is provided in the Jeanne Marie Gaulke Community Meeting Room and study rooms of the Hood River Library in order to promote the Hood River County Library District's mission to provide access to the power of information and imagination.

Purpose and Scope of the Meeting Room

Meeting room space is reserved primarily for District, Friends of the Library, and Library Foundation activities.

Nonprofit, civic, and community organizations or government entities may use meeting room space without charge for non-commercial uses such as meetings, lectures, or similar activities whenever a conflict does not exist with District or affiliate group activities. Such events must be open to the general public to be eligible for free use of the Meeting Room.

Organizations or individuals may use the Meeting Room for commercial activities or private events - which include selling products or services, fundraising, events where a fee is charged, private parties, or depositions - for \$20 per hour, billable in hour increments. The maximum daily cost for using the Meeting Room shall be \$160.

Businesses and commercial organizations may use the Meeting Room without charge for educational and informational purposes or for staff meetings and trainings at the discretion of the Library Director.

Meeting Room use does not constitute District endorsement of the beliefs or ideas expressed by users of the space. Events will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any event except those sponsored by the District or affiliate groups.

Rules on using the Meeting Room

The Jeanne Marie Gaulke Community Meeting Room is considered a limited public forum and thus is open to all legal content and viewpoints, with the restrictions noted in this policy.

Space is available to the public on a first-come, first-served basis and may be reserved up to six months in advance. In order to allow maximum access to the room, regular weekly bookings are only allowed at the sole discretion of District Staff, taking into account the requested duration of the booking and the foreseeable availability of the room.

Event organizers are responsible for abiding by the terms of this policy, other District policies, any accompanying rules of use, and local, state, and federal laws. Violation of these terms may result in denial of future access to the space per the Library Use Restrictions Policy.

An event organizer wishing to book the room must be a responsible adult over age

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seventeen. This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility. When an event includes people younger than age eighteen, the following number of adults are required for each age group of children, per Oregon regulations regarding childcare:

Ages 0-2: 1 adult per 4 children

Age 2: 1 adult per 5 children

Ages 3-4: 1 adult per 10 children

Ages 5-17: 1 adult per 15 children

People attending events must make their own provisions for childcare and supervision. Ensure children under age 10 be accompanied by a parent, guardian, or responsible caregiver 14 or older. Children 5 and under must always be in close proximity and within sight of the person responsible for their safety

Users are responsible for setting up chairs or tables. Furniture may not be moved from one room to another without staff approval. All furniture and equipment must be returned to their original locations.

Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of Library Director or designee. Activities which the Library Director determines would adversely impact the facility or furnishings will not be allowed.

Meeting Room users may put up directional signs slightly before and during the event to direct people to it. However, library staff may remove the signs if they interfere with regular District operations or imply District sponsorship. Such signs must be removed promptly after the event is finished.

The District does not assume liability for personal injuries, nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the organizers or participants in events scheduled in District facilities.

Do not possess, sell, distribute or consume any alcoholic beverage, except as a participant at a library event for which alcohol use has been pre-approved.

Unauthorized reproduction or public display of any material in the Meeting Room is prohibited if it is not covered by a public performance license for the District or the event organizer or for which a written waiver of the applicable rights has not first been obtained.

The Meeting Room is open for use at any time. However, certain after-hours usage may require additional approval by the Library Director or designee. When not scheduled, anyone may use the Meeting Room on a first-come, first-served basis, but priority is given to groups over individuals.

Maximum room capacity is 49 people, including organizers/presenters. Meeting organizers are responsible for crowd control. Meetings must be confined to the Jeanne Marie Gaulke Community Meeting Room. Programs must not interfere with District operations.

Use of Study Rooms

The District provides the Kimber and Parker rooms in the Hood River Library as study rooms for public use. They can be used on a first-come, first-served; the District does not take reservations for study rooms. Daily use is limited to two hours. A maximum of five people may use a room at one time.

Exceptions to these policies and rules are at the discretion of the Library Director.

Approved by the Board of Directors: July 12, 2011

Last amended: February 19, 2020

Last reviewed: February 19, 2020