



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla Special Library District Board

**Regular Meeting of the Board of Directors
Thursday, December 15, 2022, 5:30 pm**

425 South Main Street, Pendleton, OR 97801 and
Zoom Link:

<https://us02web.zoom.us/j/88350603993?pwd=5r1wwcXKr4QLgEOBijuSxNQD4ZrQq2.1>

Meeting ID: 883 5060 3993

Passcode: 998321

Audio Only: +19712471195,,88350603993#,,,,*998321# US (Portland)

Agenda	
Call to order- Regular Meeting	President
Call the Roll & Establish Quorum	Secretary to the Board
Approval of the Agenda	President

Topic	Lead	Purpose Outcome
Public Comment - Limited to Two Minutes Per Person Limited to 30 Minutes Total	President	Please sign up
Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted		
Minutes - Board Meeting - November 17, 2022	President	Approval
Calendar Update	Director	No changes
Correspondence	Director	Share at the meeting
Reports	Director	
<ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report - October 2022 ○ Banks & Pool Balances 	Director	Have the October financials and will have to wait on the November financials until after the Board Meeting because of earlier meeting date.

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> Staff Monthly Reports 	Director	Information
Board Training <ul style="list-style-type: none"> Onboarding of New District Director 	Board	Share information with the Board about the onboarding of the new District Director
Old Business <ul style="list-style-type: none"> None 		
New Business <ul style="list-style-type: none"> Change in Signatory List 	Board	Decision
<ul style="list-style-type: none"> New District Director Credit Card 	Board	Decision
<ul style="list-style-type: none"> 2022-2023-04: Move contingency funds to Capital Outlay 	Board	Resolution concerning the need for funds to cover
<ul style="list-style-type: none"> Governing Documents and Policy Review – EDI & A and Updates <ul style="list-style-type: none"> Contracting Policy Fiscal Agent Policy Public Meeting Policy Public Records Management Policy Public Records Policy and Procedure Surplus Property Disposal Policy Reporting Child and Elder Abuse replaces Mandatory Reporting of Suspected Child Abuse 	Board	Review & Approval Each month a new set of governing documents and policies will be reviewed with an equity, diversity, inclusion and anti-racism lens, as well as updating policies as needed.
<ul style="list-style-type: none"> Executive Session – District Director Exit Interview (i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may <i>not</i> be used to do a <ul style="list-style-type: none"> general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)(i) and 192.660(8). 	Board	Review and evaluate the performance of the outgoing District Director
Good of the order	Everyone	
<ul style="list-style-type: none"> Next District Board Meeting – January 26, 2023 		Information

Topic	Lead	Purpose Outcome
Adjourn	President	Motion

Sign language interpretation will be provided for the public if requested 48 hours before the meeting; notice 72 hours before the meeting is preferred. Requests may be made to Erin McCusker at 541-276-6449.



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PO Box 1689
425 S Main Street
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Minutes
Board of Directors Meeting
November 17, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Jubilee Barron (via Zoom)
Sharone McCann (via Zoom)
John Thomas, President

Caty Clifton, Vice President
Nick Nash

ATTENDANCE STAFF

Erin McCusker, District Director
(via Zoom)

Dea Nowell, Technical Services Manager (via
Zoom)

ATTENDANCE - VISITORS

Mark Rose (via Zoom) [arrived just prior to Executive Session for Hiring Committee...]

CALL TO ORDER

Board President John Thomas called the Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll, stating that Sharone McCann and Jubilee Barron were present via Zoom; and Caty Clifton, John Thomas, and Nick Nash were present in person, thus there is a quorum present.

APPROVAL OF THE AGENDA

Erin McCusker commented that she would be happy for them to move her exit interview to next month; and she noted that she mis-read her notes and put in the public records policy rather than the public records management policy, so both those policies could be moved to next month's meeting as well. Caty Clifton moved to amend the agenda as stated. Nick Nash seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting October 27, 2022: John Thomas noted that he was not present for this meeting. Nick Nash moved to approve the October 27, 2022, minutes as presented. Caty Clifton seconded the motion. The motion passed with four (4) Board Members approving the motion; John Thomas abstained as he was not present at the meeting.

CALENDAR UPDATE

Erin McCusker noted there were no updates.

CORRESPONDENCE

Erin McCusker noted there was no correspondence, other than she filled out a federal census of government regarding our 2021-22 finances.

REPORTS

FINANCIAL STATEMENTS - October 2022

Erin McCusker stated that we do not yet have the financial statements as it is still a bit early in the month and the accountants have been out the last two (2) weeks doing audits. Erin did note that the bank statements all looked good, and that we are beginning to get the November tax money rolling in.

STAFF MONTHLY REPORTS

Erin McCusker hit a highlight or two of the staff reports. There were no questions or comments from the Board Members regarding the reports.

BOARD TRAINING - BOARDROOM DANCING - WHAT DID YOU LEARN?

Erin McCusker stated that the Best Practices Program deadline has been extended. She asked Board Members to share their golden nuggets from the Boardroom Dancing training. Sharone McCann shared that it made her think about the difference between micromanaging and rubberstamping - there is a fine line; she also noted that she learned a lot. Nick Nash talked about the board's relationship with the director and the importance for us to think about with the upcoming transition. Sharone also noted that it made her appreciate her fellow Board Members. Jubilee Barron stated she heard communication is key, especially listening; she also commented that we don't all want to have the same opinions. She noted organization is also something she got out of the training. Nick commented about the nine (9) things mentioned that boards must do; he stated it is nice to know what is important to know. Sharone added those 9 things are about 70% of what most boards do. Caty Clifton commented, "exactly what everyone else said," and added about impacts and results. She also noted that the evaluation process is important and that the Board doesn't have an evaluation process. She also commented on the importance of relationships and that if a relationship between board and director needs to change there is a time component that needs to be devoted to it - she stated that will also be true as we get a new director. Additionally, Caty noted the area of separating roles and responsibilities and whose role is whose.

OLD BUSINESS

HIRING COMMITTEE AND PROCESS UPDATE - RECOMMENDATION TO HIRE - EXECUTIVE SESSION

The two (2) Board Members comprising the hiring committee (Nick Nash and Caty Clifton) felt it was important to share with the Board, in executive session, what they learned through the application, application review, and interview regarding our applicant. [Mark Rose arrived at the meeting via Zoom.] Thus, John Thomas read the statement about what could be shared in executive session as printed on the agenda: (a) To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may *not* be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7). [Dea Nowell and Mark Rose left the meeting as the Board went into executive session at approximately 5:53pm.]

The executive session closed at 6:25pm. Dea Nowell and Mark Rose were invited to return to the meeting, to which both did.

NEW BUSINESS

HIRING COMMITTEE RECOMMENDATION FOR DISTRICT DIRECTOR POSITION

John Thomas opened the floor for a motion, as a result of the information shared at the executive meeting, to send a letter extending an offer of employment of District Director to Heather Estrada, pending a background check. Jubilee Barron so moved. Nick Nash seconded the motion. The motion passed unanimously. There was a brief discussion regarding the salary to offer. The announcement gave a range of \$65,000 to \$75,000 dependent upon qualifications. The suggestion was to offer \$70,000. Caty Clifton moved to offer a salary of \$70,000. Sharone McCann seconded the motion. The motion passed unanimously. It was agreed that Caty would make a call in the morning to extend a verbal offer to Heather Estrada, pending background check, with a letter to follow.

ACCEPTANCE OF FY21-22 STATE LIBRARY STATISTICAL REPORTS

Erin McCusker stated that all the libraries' statistical reports have been received and loaded on the Board's SharePoint site, except for Stanfield's, as they requested and received an extension from the State Library. Caty Clifton noted that the statistical reports can be found in the SharePoint folder for the year they were submitted. Nick Nash moved to accept the received FY2021-22 State Library Statistical Reports, with the exception of Stanfield PL who received an extension. Sharone McCann seconded the motion. The motion passed unanimously.

ACCEPTANCE OF FY 2021-22 ALSP/STRATEGIC PLAN REVIEWS

Erin McCusker noted the last two (2) reviews were received yesterday (Echo) and this morning (Hermiston). All of the ALSP/Strategic Plan Reviews have been received and loaded on the Board's SharePoint site. Jubilee Barron moved to accept the FY2021-22 ALSP/Strategic Plan Reviews as received. Caty Clifton seconded the motion. The motion passed unanimously.

RESOLUTION 2022-2023-02: USE OF ZIP CODE POPULATION FOR COMMUNITY SERVICE FEES FORMULA

Erin McCusker noted that she is recommending we switch to zip code population from what we've used in the past - a calculated service population - since we are using the zip code population in the current funding formula. Caty Clifton iterated that we distribute this based half equally and half based on population. Caty noted that she did some figuring, and some went up and some went down, though everyone is getting more because the total amount we are receiving went up. John Thomas read resolution 2022-2023-02, Resolution of the Umatilla County Special Library District (UCSLD) Adopting the Use of Zip Code Population in the Community Service Fees Distribution. Nick Nash moved to adopt the resolution as read. Sharone McCann seconded the motion. The motion passed unanimously. [Mark Rose left the meeting.]

RESOLUTION 2022-2023-03: AUTHORIZATION FOR ELECTRONIC PAYMENT

Erin McCusker noted that since we are in the process of moving to electronic bill pay, we need the resolution to authorize. In the future it will need to be completed during the July annual meeting and will be a resolution needing to be redone every year. John Thomas read resolution 2022-2023-03, Resolution of the Umatilla County Special Library District (USCLD) Authorizing Vendors for Online and Automatic Payment of Bills in FY2022-23. Caty Clifton moved to adopt the resolution as read. Nick Nash seconded the motion. The motion passed unanimously. [Caty Clifton left the meeting.]

GOVERNING DOCUMENTS AND POLICY REVIEW - EDI & A AND UPDATES - OREGON ETHICS LAW POLICY; PERSONNEL POLICY; PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY; PUBLIC MEETING POLICY
Erin McCusker ran through the policies noting areas that she suggested changes to. There were a few areas of general clean up and/or clarifying suggestions as well as some EDI &

A compliance updates. The Prevention of Workplace Discrimination, Harassment, and Retaliation Policy will be added to the Personnel Policy. Erin suggested moving the Public Meeting Policy to next month along with the Public Records Policy. Sharone McCann moved to accept changes to the first three (3) policies presented. Nick Nash seconded the motion. The motion passed unanimously with the four (4) remaining Board Members present.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be December 15, 2022, at 5:30 pm.

GOOD OF THE ORDER

Erin McCusker noted that she has the Information Security Policy Appendix A - Acceptable Use Policy printed out for Board Members to sign. She will mail them to Sharone McCann and Jubilee Barron, unless they want to wait until they are there in person to sign. John Thomas wished a very good and happy Thanksgiving to all.

ADJOURN

Nick Nash moved to adjourn the meeting at 7:09 pm. Sharone McCann seconded the motion. The motion passed unanimously with the four (4) remaining Board Members present. The meeting was adjourned by Board President John Thomas at 7:09 pm.

Respectfully submitted by Dea Nowell

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Four Months Ended October 31, 2022

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Dickey and Tremper, LLP
Certified Public Accountants and Business Advisors

110 SE First Street
P.O. Box 1533
Pendleton, OR 97801
Phone: 541-276-6862
Fax: 541-276-9040
Web: www.dickeyandtremper.com

To the Board of Directors
Umatilla County Special Library District
Pendleton, Oregon

Management is responsible for the accompanying financial statements of Umatilla County Special Library District (a governmental organization), which comprise the schedule of assets, liabilities, and fund balance – all fund types - budgetary basis of as of October 31, 2022 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the four months then ended, in accordance with the budgetary basis of accounting and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed the 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. 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 budgetary basis of accounting in accordance with Oregon Budget Law, 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 the disclosures ordinarily included in financial statements prepared in accordance with the budgetary basis. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, and fund balance – all fund types – budgetary basis, and the related schedules of revenues, expenditures, and changes in fund balance – all fund types – budgetary basis. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Umatilla County Special Library District.

Dickey and Tremper, LLP

November 22, 2022

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
October 31, 2022

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 17,224.88	\$ -	\$ -	\$ -	\$ 17,224.88
Cash - LGIP	354,303.20	41,051.81	9,957.45	18,304.20	423,616.66
Cash - Columbia River Bank	-	-	19,082.67	-	19,082.67
Accounts Receivable	9.80	-	-	-	9.80
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	\$ 376,308.61	\$ 41,051.81	\$ 29,040.12	\$ 18,304.20	\$ 464,704.74
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 165,091.28	\$ -	\$ -	\$ -	\$ 165,091.28
Accrued payroll and benefits	232.09	-	-	-	232.09
Total Current Liabilities	165,323.37	-	-	-	165,323.37
FUND BALANCES (DEFICIT)					
Assigned	-	41,051.81	29,040.12	18,304.20	88,396.13
Unassigned	210,985.24	-	-	-	210,985.24
Total Fund Balances	210,985.24	41,051.81	29,040.12	18,304.20	299,381.37
TOTAL	\$ 376,308.61	\$ 41,051.81	\$ 29,040.12	\$ 18,304.20	\$ 464,704.74

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 4 Months Ended October 31, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 199,814.25	\$ 200,855.38	\$ 2,204,478.00	\$ (2,003,622.62)	9.11%
Taxes - previously levied	5,036.83	19,819.56	55,000.00	(35,180.44)	36.04%
Other income	9.80	9.80	200.00	(190.20)	4.90%
Community services fees	-	-	85,000.00	(85,000.00)	0.00%
Interest earned - LGIP	506.86	1,843.72	2,350.00	(506.28)	78.46%
Interest earned - other	0.70	3.30	150.00	(146.70)	2.20%
Total Revenues	205,368.44	222,531.76	2,347,178.00	(2,124,646.24)	9.48%
PERSONNEL EXPENDITURES					
District Manager	6,369.83	25,479.33	80,000.00	(54,520.67)	31.85%
Library Tech. Manager	4,229.10	17,640.30	54,000.00	(36,359.70)	32.67%
Early Literacy Coordinator	3,633.85	15,054.51	46,000.00	(30,945.49)	32.73%
Payroll taxes	1,013.20	4,147.91	12,850.00	(8,702.09)	32.28%
Health and accident insurance	4,003.54	16,014.16	50,400.00	(34,385.84)	31.77%
Worker's compensation	4.77	652.69	650.00	2.69	100.41%
Unemployment	216.12	1,330.55	2,500.00	(1,169.45)	53.22%
Retirement	2,053.37	8,556.29	25,000.00	(16,443.71)	34.23%
Total Personnel Expenditures	21,523.78	88,875.74	271,400.00	(182,524.26)	32.75%
MATERIALS AND SERVICES					
Transportation	38.97	1,432.06	5,600.00	(4,167.94)	25.57%
Staff training and conferences	-	-	2,500.00	(2,500.00)	0.00%
Board expenses	-	750.98	2,600.00	(1,849.02)	28.88%
Legal fees	165.00	990.00	5,000.00	(4,010.00)	19.80%
Audit	-	-	5,900.00	(5,900.00)	0.00%
Insurance	140.00	140.00	5,000.00	(4,860.00)	2.80%
Fiscal management	1,150.00	4,600.00	13,800.00	(9,200.00)	33.33%
Postage	-	-	400.00	(400.00)	0.00%
Office supplies and maintenance	134.40	1,397.78	5,000.00	(3,602.22)	27.96%
Telephone	155.52	623.13	2,100.00	(1,476.87)	29.67%
Rent	1,570.14	3,925.35	9,500.00	(5,574.65)	41.32%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	7,500.00	(7,500.00)	0.00%
Email/website	-	1,200.00	2,200.00	(1,000.00)	54.55%
Total Materials and Services	3,354.03	15,059.30	68,600.00	(53,540.70)	21.95%
SPECIAL PAYMENTS					
Tax distribution to cities	163,880.86	176,539.95	1,783,583.00	(1,607,043.05)	9.90%
Community services fee distribution to cities	-	-	68,000.00	(68,000.00)	0.00%
Total Special Payments	163,880.86	176,539.95	1,851,583.00	(1,675,043.05)	9.53%
Capital outlay	799.99	3,007.60	3,000.00	7.60	100.25%
Contingency	-	-	108,000.00	(108,000.00)	0.00%
Total expenditures	189,558.66	283,482.59	2,302,583.00	(2,019,100.41)	12.31%
Revenues over (under) expenditures	15,809.78	(60,950.83)	44,595.00	(105,545.83)	-136.68%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	(93,000.00)	(93,000.00)	(129,815.00)	36,815.00	71.64%
Transfer to Capital Reserve Fund	-	-	(5,000.00)	5,000.00	0.00%
	<u>(93,000.00)</u>	<u>(93,000.00)</u>	<u>(134,815.00)</u>	<u>41,815.00</u>	<u>68.98%</u>
Total other financing sources (uses)					
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (77,190.22)</u>	(153,950.83)	(90,220.00)	<u>\$ (63,730.83)</u>	
FUND BALANCE, July 1, 2022		<u>364,936.07</u>	<u>219,135.00</u>		
FUND BALANCE, October 31, 2022		<u>\$ 210,985.24</u>	<u>\$ 128,915.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the 4 Months Ended October 31, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 150.00	\$ (150.00)	0.00%
Hermiston and courier reimbursement	-	-	29,000.00	(29,000.00)	0.00%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	-	-	32,150.00	(32,150.00)	0.00%
MATERIALS AND SERVICES					
Sage Library System	53,163.00	53,163.00	74,015.00	(20,852.00)	71.83%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Cataloging utilities	-	-	750.00	(750.00)	0.00%
Library2Go	-	12,577.00	13,400.00	(823.00)	93.86%
Programs and training	669.11	1,261.99	8,000.00	(6,738.01)	15.77%
Cooperative programs and activities	-	-	5,000.00	(5,000.00)	0.00%
Grant expenses - Other	-	-	3,000.00	(3,000.00)	0.00%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	53,832.11	67,001.99	144,165.00	(77,163.01)	46.48%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	53,832.11	67,001.99	174,165.00	(107,163.01)	38.47%
Revenues over (under) expenditures	(53,832.11)	(67,001.99)	(142,015.00)	75,013.01	47.18%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	93,000.00	93,000.00	129,815.00	(36,815.00)	71.64%
Total other financing sources (uses)	93,000.00	93,000.00	129,815.00	(36,815.00)	71.64%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 39,167.89</u>	25,998.01	(12,200.00)	<u>\$ 38,198.01</u>	
FUND BALANCE, July 1, 2022		<u>15,053.80</u>	<u>12,200.00</u>		
FUND BALANCE, October 31, 2022		<u>\$ 41,051.81</u>	<u>\$ -</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
CAPITAL IMPROVEMENT RESERVE FUND
For the 4 Months Ended October 31, 2022

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	-	\$ 5,000.00	<u>\$ (5,000.00)</u>	
FUND BALANCE, July 1, 2022		<u>29,040.12</u>	<u>29,040.00</u>		
FUND BALANCE, October 31, 2022		<u>\$ 29,040.12</u>	<u>\$ 34,040.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the 4 Months Ended October 31, 2022

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ -	\$ -	\$ 9,457.00	\$ (9,457.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,457.00</u>	<u>(9,457.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	-	4,000.00	(4,000.00)	0.00%
State Ready to Read material	424.34	3,604.45	9,457.00	(5,852.55)	38.11%
Take Off transportation	113.08	812.15	5,000.00	(4,187.85)	16.24%
Outreach materials and supplies	<u>-</u>	<u>-</u>	<u>2,000.00</u>	<u>(2,000.00)</u>	<u>0.00%</u>
Total materials and services	537.42	4,416.60	20,457.00	(16,040.40)	21.59%
Contingency	<u>-</u>	<u>-</u>	<u>9,030.00</u>	<u>(9,030.00)</u>	<u>0.00%</u>
Total expenditures	<u>537.42</u>	<u>4,416.60</u>	<u>29,487.00</u>	<u>(25,070.40)</u>	<u>14.98%</u>
Revenues over (under) expenditures	<u>(537.42)</u>	<u>(4,416.60)</u>	<u>(20,030.00)</u>	<u>15,613.40</u>	<u>22.05%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (537.42)</u>	(4,416.60)	(20,030.00)	<u>\$ 15,613.40</u>	
FUND BALANCE, July 1, 2022		<u>22,720.80</u>	<u>20,030.00</u>		
FUND BALANCE, October 31, 2022		<u>\$ 18,304.20</u>	<u>\$ -</u>		



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

425 S. Main Street
PO Box 1689
Pendleton, OR 97801
takeoff@ucslid.org
Phone (541) 612-2052

Date:	December 7, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	November 2022

Position Purpose Statement:

The Program Manager creates and implements outreach services to childcare, preschool and public library sites throughout the county, fostering a love of reading and promoting kindergarten readiness through the development of early literacy skills targeting children ages birth to six.

Statistics:

Attendances at Library Storytime’s are kept separately as Take Off! does not count those numbers for the statistical report, to not count attendance the libraries have counted.

Book Box Statistics	Boxes/kits	Books
To Sites with Storytime	45	810
To Sites without Storytime	44	748
Total	89	1558
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	38
Adults in Attendance	21	94
Children in Attendance	34	372
Total Attendance	55	466

Meetings and Site Visits-represented above:

Tuesday November 1, 2022, Athena

- 9am ABC Children’s Ministries Storytime and materials exchange with Rebekah
- 9:30am ABC Children’s Ministries Storytime and materials exchange with Kate
- 10:30am Athena Public Library Storytime with Stephanie
- 1:30pm Quarterly Check-in Meeting with Erin.

Wednesday November 2, 2022, Pendleton

- 10am Pioneer Relief Nursery storytime and materials exchange with Makayla
- 10:30am Pioneer Relief Nursery materials exchange with Amanda, Cheri and MaryChris

Thursday November 3, 2022, Pendleton

- 9am Intermountain Education Service District (IMESD) Early Intervention, Early Childhood Special Education at Pendleton Early Learning Center (PELC) Storytime and materials exchange with Corrine

- 9:30am Umatilla Morrow Head Start (UMHS) at PELC Storytime and materials exchange with Heather
- 10:15am Mindy's In-home Childcare materials exchange.
- 1pm IMESD Early Intervention, Early Childhood Special Education at PELC Storytime with Corrine
- 1:45pm UMHS at PELC Storytime and materials exchange with Tierney

Friday November 4, 2022, Pendleton

- UCSLD Fall In-Service Training at Pendleton Public Library



Monday November 7, 2022, Pendleton

- 9:15am IMESD Early Intervention, Early Childhood Special Education Stillman Center Storytime and materials exchange with Hannah
- 10am Elsie's In-home Childcare Storytime and materials exchange
- 10:30am Room to Bloom Childcare Preschool Storytime and materials exchange with Trina
- 11:15am Lil Angels Preschool and Childcare materials exchange with Becky
- 1:30pm IMESD Early Intervention, Early Childhood Special Education Stillman Center Center Storytime with Hannah

Tuesday November 8, 2022, Helix

- 9am Oregon Libraries Get Ready for 2023 Summer Reading with iREAD!
- 10:30am Helix Public Library Storytime with Annette

Wednesday November 9, 2022, Milton Freewater

- 8:45am IMESD Freewater Early Intervention, Early Childhood Special Education Storytime and materials exchange with Sherry
- 9:30am Little Ardos Academy Storytime and materials exchange with Maria
- 10am Lily's Kids Academy Storytime and materials exchange with Lili
- 10:45am Walla Walla YMCA Childcare Center at Freewater School Storytime and materials exchange with Victor

- 11:15am Milton Freewater Oregon Child Development Coalition materials exchange
- 11:45am UMHS Milton Freewater Storytime and materials exchange with Mary
- 1:30pm IMESD Freewater Early Intervention, Early Childhood Special Education Storytime with Sherry
- 2pm UMHS Milton Freewater Storytime and materials exchange with Linda

Tuesday November 15, 2022, Stanfield Hermiston

- 9:15am Stanfield Elementary Pre-School Storytime and materials exchange with Stacey and Debbie
- 10am Stanfield Public Library Storytime with Cecili
- 10:30am Oregon Child Development Coalition Hermiston materials exchange with Norma
- 11:30am IMESD Cornerstone Materials exchange with Early Intervention, Early Childhood Special Education Specialist home visitors Jennifer, Liza, Deysi and Deb
- 1pm Stanfield Elementary Pre-School Storytime with Stacey and Debbie

Wednesday November 16, 2022, Adams

- 8am Staff and Safety Meeting Winter Driving.
- 10:30am Adams Public Library Storytime with Amanda

Thursday November 17, 2022, Hermiston Umatilla

- 8:45am IMESD Early Intervention, Early Childhood Special Education Punkin Center materials exchange with Avery
- 9am IMESD Early Intervention, Early Childhood Special Education Punkin Center Storytime, and materials exchange with Keri
- 9:30am IMESD Early Intervention, Early Childhood Special Education Punkin Center Storytime, and materials exchange with Becca
- 10:30am UMHS Umatilla Early Head Start Storytime and materials exchange with Favi
- 11am UMHS Umatilla Head Start Storytime and materials exchange with Ashley
- 12pm UMHS Umatilla PM Storytime with Crystal
- 1pm IMESD Early Intervention, Early Childhood Special Education Punkin Center Storytime with Keri
- 1:30pm IMESD Early Intervention, Early Childhood Special Education Punkin Center Storytime with Becca

Monday November 28, 2022, McNary Hermiston

- 8:45am UMHS Hermiston Child Development Center Combo Class 1 Storytime and materials exchange with Ruby
- 9:15am UMHS Hermiston Child Development Center Storytime and materials exchange with Johanna
- 10am IMESD McNary Heights Early Intervention, Early Childhood Special Education Storytime, and materials exchange with Kathryn
- 10:45am Bethlehem Lutheran Preschool materials exchange with Tess

- 11am UMHS Hermiston Center for School Readiness at Rocky Heights Storytime and materials exchange with Ayerim
- 11:45am Misty's In-home Childcare materials exchange
- 2:15pm IMESD McNary Heights Early Intervention, Early Childhood Special Education Storytime with Kathryn

Tuesday November 29, 2022, Hermiston

- 9am BMCC Hermiston IMESD Migrant Education Materials exchange with Marisol
- 9:15am IMESD Migrant Education Program Storytime and materials exchange with Erika
- 10am Good Shepherd Children's Center Pre-K Otters and Tiger classrooms Storytime and materials exchange with Lynn
- 10:30am Good Shepherd Children's Center toddler Giraffe and Monkey classrooms Storytime and materials exchange with Lynn

Wednesday November 30, 2022, Hermiston Umatilla

- 9am UMHS Hermiston Child Development Center Combo Class 2 Storytime and materials exchange with Ruby
- 10am UMHS Umatilla Enhanced Class Storytime and materials exchange with Janie
- 1pm Oregon Library Association, Children's Services Division, Fall Workshop.

Projects and Progress:

Collection development/box revisions- ongoing
 Oregon Ready to Read 2022 Grant 92% Complete.
 Oregon Ready to Read 2022 Grant Report Submitted.

Upcoming Events - Activities:

December 7, 2022, Oregon Library Association, Children's Services Division Board Meeting
 December 21, 2022, Staff and Safety Meeting Accident investigation.
 December 27, 2022 - December 30, 2022, IMESD Courier



Monthly Report

Date:	December 15, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	November 2022

1. Position Purpose Statement

The purpose of this position is to support the UCSLD member libraries' abilities to provide services and participate in consortia activities through cataloging (maintaining the integrity of the bibliographic database and authority control) and technical support. Additionally, this position also administratively & technologically supports the UCSLD Board of Directors and staff.

2. Statistics

cataloging statistics:

	<i>* Item additions to Sage</i>	<i>* Item deletions from Sage</i>	<i>* Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	<i>*** Sage bib fixes</i>	<i>*** Sage bib merges</i>	<i>*** Sage bib deletes</i>	<i>*** Sage bib overlays</i>
Nov.2022	241	85	77	0	18	8	0	1
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

reports run:

regular monthly:	item stats: all 12 pub. lib. temp bibs missed put into bucket	OCLC CatExpress stats (added & deleted)	circulation related: Adams PL - 1 Echo PL - 6, Pilot Rock PL - 1, Stanfield PL - 7, Milton-Freewater - 3 Weston - 1	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	pre-cataloged items: Athena PL, Echo PL, Helix PL, Hermiston PL, Pilot Rock PL, Stanfield PL, Ukiah P/SL, Umatilla PL			
	in process items: Athena PL, Echo PL, Helix PL, Hermiston PL, Pilot Rock PL, Stanfield PL, Ukiah P/SL (2), Umatilla PL			
	no circ in 5 yrs. in all collections (8) - Echo PL			
	overdue items report - Helix PL			

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (11/30)
- Sage User Council meeting(s) [via GoToMeeting]: 1 (11/15)
- UCSLD Board meetings [via Zoom]: 1 (11/17)
- Staff/Safety meetings [via Zoom]: 1 (11/16)
- webinars/trainings attended [virtual & in person]:
 - UCSLD in-service [in person] (11/4)
 - SafePersonnel - Winter Driving [virtual] (11/10)
- meet weekly, Monday mornings, with Erin [via MS Teams]: 3 (11/14, 11/21, 11/28)

visits to/with District Libraries:

- all 12 libraries - 1 [email]
 - email city library hours spreadsheet update

- Adams PL - 5 [call, email]
 - call re. a video item requested I update # of discs, need to talk with about re. # of discs, etc. – no answer (left message) & emailed (2)
 - email reply to email about new hours, asking when new hours will begin
 - call re. ?s in email (box set of board books – circ. as a set or separately; book + audio)
 - email reply to call # question
- Athena PL - 2 [in person, email]
 - in person site visit with director
 - email – sent an older requested report again
- Echo PL - 7 [call, in person, email]
 - call re. site visit times – changing order of afternoon visits...
 - in person site visit with library clerk
 - email reply – may be able to help mark an item damaged if barcode provided & marked as damaged (2)
 - emailed 8 reports in 2 batches (all collections no circulation in 5 years)
 - email reply re. ? of odd occurrence while registering new patron & who should contact
- Helix PL - 4 [in person, phone, email]
 - in person site visit with director & assistant
 - called re. barcode changes, plus overdue items report & overdue notices link; plus spoke about duplicate cards report requested
 - emailed overdue items report & link to overdue print notices
 - call re. how to find who last had item checked out & info. on emailed overdue items list
- Hermiston PL - 1 [in person]
 - in person site visit with cataloger
- Milton-Freewater PL - 5 [in person, email]
 - in person site visit with cataloger & director
 - email from director about deleting items
 - email reply to director ? re. OCLC info. looking for for deleting holdings in OCLC (2)
 - email to cataloger re. library courtesy notification rec'd. re. an item checkout that I did not have – we had talked thru together at her desk re. what needed to be done w/ bib
- Pilot Rock PL - 1 [email, phone, in person]
 - emailed re. car [tires/wheels off], will probably be later than expected to site visit
 - call re. site visit times – changing due to car tire/wheel issue, plus weather
 - in person site visit with director
- Stanfield PL - 7 [in person, email, call]
 - in person site visit with director
 - email reply to ? about how many batches of cataloging emails in inbox
 - rec'd call from director who stated figured out what calling about as I answered phone
 - call re. barcodes for 4 items (2)
 - called to speak with director re. email ? re. ordering new library cards & barcodes – not in, so replied via email
- Ukiah Lib. - 7 [email, phone, in person]
 - emailed re. car [tires/wheels off], will probably be later than expected to site visit
 - email reply re. ODOT road report (icy roads reported over Battle Mtn.)
 - call re. site visit times – changing due to car tire/wheel issue, plus weather (3)
 - in person site visit with director
 - emailed updated report of items with status “in process”
- Umatilla PL - 2 [in person, email]
 - in person site visit with library aide
 - email director re. request about “You saved...” added to print receipts
- Weston PL - 1 [phone]
 - called re. item info. on scans being unreadable; also revisited settings for scanning
- Kathy Street [Sage Library System Circulation Committee Chair] - 3 [email]
 - emailed a couple of questions re. Circulation Policy draft & thanks for reply (3)
- Jon Georg [Sage Library System Specialist] - 4 [email]
 - email to report catalog search not functioning properly (4)

4. Projects and Progress

- new/update technology [Board meetings, etc. (✓); Wi-Fi router upgrade (conversation held & bid received); Technical Services replacement laptop (✓); In-Service potential for fully-hybrid trainings (✓)] ~ *90% complete*
- looked at several temp bib items to get information for upgrading temp bibs in Sage (still need to get info. into the catalog for these & ones from Aug./Sept.) ~ *50% complete*
- attempted to set up new Google Analytics acct., which doesn't look like it was successful... (Google is sunsetting the current analytics software as of July 1, 2023, so need to move over to the new one, or find a new method - which I've done a bit of research regarding) - *need to continue to work on this*

5. Accomplishments

- fall site visits made to all 12 libraries
- got tires changed on courier car (5 wheel studs needed to be replaced as well)
- worked on Director's old ("backup") laptop that hasn't been working properly and cleared off unnecessary information if new Director wants to try using for a backup... & cleared off & reset old Chromebook
- reviewed/compared Sage Circulation Policy draft update to previous policies (in Dec. will be communicating changes to smaller libraries in Sage I represent on the Sage User Council for their feedback)
- website work:
 - Board agenda, packets, & minutes posted
 - posted policies reviewed/updated in September & October 2022
 - in-service agenda, presentations, & evaluations posted
 - changes to library hours: Adams PL & Umatilla PL (winter hours)
 - [email reply to 2 people wanting us to add their info. to our Community Links page]
- Sage Cataloging Mentor:
 - email exchange with Sage RDA subcommittee chair re. video showing how to import bib records from OCLC, etc., which I had volunteered to do; she had done one that was more encompassing than I would have done when I got to it... (2)
 - email reply to another mentor who asked me to look over a Library of Things bib record she created
 - emailed Beth Ross, Systems Administrator, asking her to remove a cataloger from the cataloging contacts spreadsheet and the system as no longer working in a Sage library
 - reviewed Sage Spanish Language Cataloging Resource document at request of Sage Cataloging Committee chair and emailed findings re. (2)
- Other:
 - email reply to Kristin Williams, BMCC Lib. Dir., re. ? re. possible contract for cataloging...
 - called Dell ProSupport Plus re. a Dell Command Update (firmware update) getting stuck on tech. services new laptop again - he advised me to do the same thing as previously done and what to watch for if should occur again & what to do if so... (he noted this is a software issue & was the second time he'd seen it that day)
 - interestingly enough, the same thing occurred with the Board laptop the next day - we pulled the power cord and let the battery drain & then proceeded to make sure the firmware update had completed in a day or so...

Feedback received: *[October feedback included since it was not included in last month's report]*

- 10/3/22 - email from Kathleen Schmidtgall (Weston PL director) following assisting figuring out how to correct a MS Publisher glitch in newsletter: "Dea, thanks so much for your help. Please help me remember the wording you used when explaining the re-sending of the newsletter...."
- 10/5/22 - email from Kathleen Schmidtgall (Weston PL director) re. some items added to the catalog: "Wow, thanks for the quick work. There are several titles in this order that people have been asking for so this is great."

- 10/26/22 – email from Lisa Hauner (Sage Cataloging Committee chair) re. conversation she & I had prior to Sage cataloging mentor meeting re. agendas & running meetings: “Thank you for talking, too! I have a better idea of how to make the agenda items less implied and more spelled out. I’m going to have to do better with the timing aspect, for sure. That is a practiced skill – gauging the time allotment for topics and knowing how many topics can be covered.”
- 11/9/22 – email from Anna Lemmon (Echo PL library clerk), she had a question and closed it with: “Thank you for everything”
- 11/14/22 – email from Erin McCusker re. draft of email response to Kristin Williams’ email re. possible contract for cataloging: “I made a couple of changes – use or not – what you are communicating is good!...”
- 11/15/22 – email from Heather Spry (Sage cataloging RDA subcommittee chair) re. my looking at a video she put together for importing OCLC CatExpress records into the catalog: “Thank you for taking a look at it, it always makes me a little nervous to put some of them up when I’m not very familiar with it.... I appreciate your help thank you!”
- 11/30/22 – email from Kathleen Schmidtgall (Weston PL director) re. group of new items added to the catalog: “Thanks so much for your good work!”
- 11/30/22 – 2 emails from Lisa Hauner (Sage Cataloging Committee chair) re. some things I saw in terms of visual of the Sage Spanish Language Cataloging Resource document soon to be made available to catalogers: “You understood exactly why I need your input. Thank you <3 Those margin and alignment details are the things I don’t notice, no matter how many times I print stuff out or what viewing pane I try lol. I KNEW you would nail those down for me 😊... Thank you!!! 😊 😊 😊” & “...Thanks for all YOU do, too 😊 You’re a good team player and I enjoy working with you very much!”

6. Upcoming Events - Activities

- UCSLD Board meeting – Dec. 15
- Staff/Safety meeting – Dec. 21
- Sage Library of Things discussion group – Dec. 21
- Christmas holiday – Dec. 23-26
- Sage Cataloging Mentor meeting – Dec. 28



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Monthly District Director Report

Date:	December 15, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	November 10 – December 8, 2022

1. Position Purpose Statement

The mission of this position is to manage the operations of the UCSLD and support and strengthen the development of excellent library services in Umatilla County by working in partnership with the independent libraries.

2. Meetings and Site Visits

Date	Meeting/ Site Visits/ Activity	Method	What happened
11/11/2022	Veteran's Day	Out of the Office	Holiday
11/14/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
11/15/2022	Reference Check Calls	Phone	Contacted references
11/16/2022	Safety & Staff Meeting	Teams	Monthly safety and staff meeting to meet safety requirement and update on staff happenings
11/16/2022	Check in with BJ Compau of Ingram	Teams	Discussion about discounts and training on iPage
11/17/2022	UCSLD Board Meeting	In-person & Zoom	Monthly regular Board meeting
11/18/2022	Offer letter to new District Director	Email	Conferring with Hiring Committee
11/21/2022	Weekly Check-in Meeting with Dea	In-person	Check in on what's happening and what's coming up
11/21/2022	Meeting	In-person	Answering questions about the UCSLD
11/21/2022	Meeting with Stephanie Chase and Valerie Stephenson	Zoom	Libraries of Eastern Oregon Co-Chairs and Executive Director meeting

Date	Meeting/ Site Visits/ Activity	Method	What happened
11/24-25/2022	Thanksgiving	Out of the office	Holiday
11/28/2022	Meeting with Dea Nowell	Teams	Check in on what's happening and what's coming up
11/30/2022	PERS Reporting	Online	Complete the monthly report
12/1- 9/2022	Records Management, Procedures, Policies, Moving out of office, etc.	In-person	Getting ready for the new District Director
12/5/2022	Meeting with Dea Nowell	Teams	Check in on what's happening and what's coming up
12/7/2022	Meeting with Stephanie Partida	Phone	Questions on a potential site visit
12/7/2022	Meeting with Amanda Hespel	Phone	Discussion about staff, board and city council roles
12/8/2022	Board Packets out		

3. Projects and Progress

Project	Status	% Complete
Policy Review	EDI & A review of policies	95%
In-Service Training	The Fall In-Service was amazing!	100%
Audit	Checked in with the Auditor. They will have the audit complete by the 12/31 deadline, but not by the Board meeting on 12/15.	50%
Agreements for Library Services	All Agreements are complete	100%
Public Records Management	The records are about 65% complete – procedures are being written and the outline of the filing structure will be available for staff	65%
Performance Appraisals	Work plan check ins complete for first two quarters	50%
Community Needs Assessment	Data gathering is complete, and the reports are being compiled	45%
Strategic Planning – New	The plan strategic directions, goals and staff work plans are complete. The final write-up needs finalized.	90%
Succession Planning	New District Director is hired.	90%
Disaster Planning	In the initial stages of working on this planning	10%

Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	45%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
COVID-19	Status quo	Ongoing
Best Practices for SDAO	Submitted best practices on 11/3	100%
Safety & Staff Meetings	Winter Driving in November and Accident Investigation in December	ongoing
ALSP Review Meetings	All ALSPPs submitted	100%

4. Feedback & Accomplishments

- Policies!
- Procedures!
- Records Management!
- Orientation Planning!
- Tying up loose ends!
- Many, many appreciative comments from library staff and even a few community members who read the Library EO articles about my service.

5. Upcoming Events – Activities

- December 12th – New Director’s first day
- December 15th – UCSLD Board Meeting
- December 21st – Safety & Staff Meeting
- December 23rd through 26th – Out of the Office for Christmas
- December 27th – Last day in the office
- November 16th – Meeting of the Directors



RESOLUTION 2022-2023-04

AUTHORIZING THE TRANSFER OF FUNDS FROM GENERAL FUND CONTINGENCY TO GENERAL FUND CAPITAL OUTLAY FOR FY2022-2023, PER ORS 294.463

WHEREAS, the UCSLD FY2022-2023 budget was adopted by the Board of Directors with the funds appropriated for General Fund Capital Outlay; and

WHEREAS, this line is on track to be overspent due to capital expenditures in excess of the amounts budgeted; and

WHEREAS, the amount of transfer is within the 15% allowable stated in ORS 294.463; and

WHEREAS, the General Fund Contingency is budgeted at \$108,000.00, which is adequate to cover the transfer.

NOW, THEREFORE, BE IT RESOLVED that \$500.00 be transferred from General Fund Contingency to General Fund Capital Outlay to be distributed as follows:

GENERAL FUND

Budget Line	Original Budget	Transfer of Funds	New Adopted Budget Lines
Capital Outlay	\$3,000	\$500	\$3,500
Contingency	\$108,000	-\$500	\$107,500

BE IT FURTHER RESOLVED THAT said transfers to Capital Outlay be appropriated for expenditure in Budget Year 2022-2023 comply with ORS 294.463, titled "Transfers of Appropriations within Fund or Between Funds."

Adopted this 15th day of December 2022
Umatilla County Special Library District

President, John Thomas

Attest, Secretary, Erin McCusker, UCSLD District Director

Contracting

Umatilla County Special Library District (UCSLD) follows the Oregon Model Public Contracting Rules (ORS 279A.065) when purchasing goods and services and for construction projects, subject to the additions or exceptions provided in this policy.

1. Local Contract Review Board

Except when otherwise provided in UCSLD policies, the powers and duties of the Local Contract Review Board (LCRB) under the Public Contracting Code shall be exercised and performed by the UCSLD Board of Directors.

2. Delegation of Contracting Authority

Unless expressly limited by the Local Contract Review Board or UCSLD policies, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the board president, district director, or their ~~his/her~~ designee, including the authority to enter into emergency contract pursuant to ORS 279B.080, "Emergency Procurements." ~~and 279C.320(1).~~

3. Personal Services Contracts

Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The district director or ~~their his/her~~ designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

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Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the UCSLD will consider qualifications, performance history, expertise, knowledge, creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Unless otherwise provided in this section, contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services shall be awarded according to ORS 279C.110(3) "Selection Procedures for Consultants to Provide Services." A contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$45,000 in a fiscal year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or

Umatilla County Special Library District
Adopted - 7/18/2019
Reviewed & Updated -

rendered in an earlier contract with the consultant that was awarded under this policy, and the new contract is a continuation of that project.

4. Small Procurements for Goods and Services up to \$10,000

The library district may award a procurement of goods or services that does not exceed \$10,000 in any manner the contracting agency deems practical or convenient, pursuant to ORS 279B.065 "Small Procurements".

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5. Intermediate Procurement for Goods and Services up to \$150,000

The library district may award a procurement of goods or services between \$10,000 and \$150,000, pursuant to ORS 279B.070, "Intermediate Procurements." When conducting an intermediate procurement, the library district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The library district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the library district shall make a written record of the effort makes to obtain the quotes or proposals. The library district may award the contract to the contractor whose quote or proposal will best serve the interests of the library, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.

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6. Requests for Proposals for Goods and Services over \$150,000

For procurement of goods or services exceeding \$150,000, the library district shall distribute and publish a Request for Proposal (RFP) for competitive bids, pursuant to ORS 279B.060 "Competitive Sealed Proposals." The Request for Proposal will contain the information required by ORS 279B.060 (2) and will be published as a public notice. The sealed proposals will be opened at the time and date specified in the RFP. The library district will evaluate the proposals and request any necessary additional information from proposers. If and when a choice is made, the library will issue or electronically post the Notice of Intent to Award as described in ORS 279B.135 "Notice of Intent to Award" to each proposer who was evaluated, at least seven days in advance of the contract award to the selected vendor.

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7. Sole-Source Procurement When necessary, the district's Local Contract Review Board, district director, or their his/her designee may award a contract for goods or services without competition if they determine in writing that the goods or services are available from only one source ~~enter into a sole source procurement~~ pursuant to ORS 279B.075 "Sole-Source Procurements".-

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5. Electronic Advertising

Pursuant to ORS 279C.360 "Requirement for Public Improvement Advertisements" and ORS 279B.055C(4c) "Competitive Sealed Bidding", electronic advertisement of public contracts in lieu of newspaper publication

is authorized when it is cost effective to do so. The board president, district director, or designee shall have the authority to determine when electronic publication is appropriate, and consistent with the district's public contracting policies. ~~(OAR 137-47-0270(3)).~~

Fiscal Agent Policy

The Umatilla County Special Library District (UCSLD) shall not act as a grant fiscal agent for any other agency or organization.

Public Records Management Policy

I. Purpose

The purpose of this Policy is to ensure public records are managed and maintained appropriately within the Umatilla County Special Library District (UCSLD).

II. Authority

ORS 192 and 357 requires a public library agency to “maintain a public record or accurate copy of a public record in accordance with a retention schedule authorized under ORS 192.018 (Written policies on use, retention and ownership of public records), without regard to the technology or medium used to create or communicate the record. (ORS 293.208)

III. Definitions

“Cloud-computing” has the same meaning as defined in the National Institute of Standards and Technology (NIST) Special Publication 800-145.

“Custodian” refers to a public body mandated, directly or indirectly, to create, maintain, care for or control a public record. “Custodian” does not include a public body that has custody of a public record as an agent of another public body that is the custodian, unless the public record is not otherwise available.

“Instant Messaging” refers to real-time text communications between or among computers or mobile devices over the Internet or functionally similar communications network.

“Metadata” is data that provides information about other data. Metadata assists in resource discovery by allowing resources to be found by relevant criteria, identifying resources, bringing similar resources together, distinguishing dissimilar resources, and giving location information.

“Public Record” has the meaning established in ORS 192.005. In general, it refers to information that is prepared, owned, used or retained by a state agency or political subdivision; relates to an activity, transaction or function of a state agency or political subdivision; and is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

“Social Media” refers to web-based and mobile communication technologies that allow the creation and exchange of user-generated content such as comments or responsive postings. Examples of “social media” as of the time

this Policy is adopted include but are not limited to Twitter, Flickr, blogging sites, Facebook, YouTube and Instagram.

“Text Messaging” refers to messages exchanged between fixed-line phones or mobile phones and fixed or portable devices over a network. Excluded from the definition of “text messages” are electronic mail (“email”) communications, whether such messages are exchanged among or between official UCSLD email accounts or email accounts maintained by private entities.

IV. Policy

a. PUBLIC RECORDS MAINTENANCE

Public records shall be maintained and managed in a manner that protects the integrity of the records within the UCSLD without regard to the technology or medium used to create or communicate the record, from the time of creation of a public record to the time of final disposition of the public record as determined by their authorized records retention schedule.

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b. ROLES AND RESPONSIBILITIES

Oregon law requires agencies to designate an *Agency Records Officer* “to coordinate its agency’s Records Management Program” (ORS 192.105 (2)(a)). The UCSLD will ensure district public records are managed in accordance with their authorized records retention schedules, from the time of creation to final disposition, by assigning designated staff/positions with the following responsibilities:

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- i. Regular review of records, regardless of format (electronic, paper, etc.) to determine if records should be retained or destroyed;
- ii. Identify and develop retention schedules for new records series (groups of records);
- iii. Maintain a filing system of the UCSLD’s paper and electronic records based on authorized retention schedules. UCSLD filing systems must include the description and location of public records, including records the district is required to retain due to litigation (active litigation hold) and/or special audit. Records retained beyond their authorized retention period due to mitigating administrative need must also be accounted for in the filing system.
- iv. Coordinate and track employee completion of public records management training to ensure district staff understand how records are properly managed, in compliance with authorized records retention schedules;
- v. Review and update internal public records management policies and procedures.

- vi. Develop and implement internal processes and procedures for the transfer, retrieval and destruction of records in accordance with authorized retention periods; and
- vii. Ensure that records are destroyed according to their authorized retention period;
- viii. Document the destruction of public records and retain that documentation according to the authorized records retention schedule found in OAR chapter 166-300.

c. EDUCATION AND TRAINING

Basic public records training will be completed as a component of the UCSLD new employee orientation training and incorporated as part of regular employee training. The UCSLD will utilize the following training program to provide public records training: Secretary of State Archives Training.

d. ACCESS AND OWNERSHIP

Without regard to how public records are being stored, the UCSLD will have custody and control over public records. Through ongoing review of technological advances, the district shall ensure all public records are maintained and accessible for as long as required by applicable retention schedules or litigation holds.

V. RETENTION GENERALLY

The UCSLD will preserve and classify public records in accordance with ORS chapters 192 and 357, OAR chapter 166-150-0140. The UCSLD will create a retention schedule recommended by the Oregon State Archives.

VI. STORAGE AND RETRIEVAL

Paper Records: The UCSLD will maintain a filing system of the agency's paper records based on authorized retention schedules. The filing system will include the location of records, retention periods and procedures for retrieval to ensure accessibility of agency records.

Electronic Records: The UCSLD will maintain a filing system and naming conventions for all agency records stored in electronic format based on the agency's authorized retention schedules. The filing system and naming conventions will include the location of records in agency directories, retention periods, access controls and privacy conditions to support management of the agency's inventory of electronic records. The UCSLD will use the State Archivist retention schedules to ensure that retention periods for all records have been met before any data is destroyed and prior to deleting any large electronic record system.

VII. DISPOSITION AND DESTRUCTION OF PUBLIC RECORDS

The UCSLD will dispose of and/or destroy public records on a regular and routine basis according to the record retention procedure. The State

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Archivist shall be consulted for advice and assistance with determining the disposition of certain record types, not accounted for in General or Special Retention Schedules and reconciliation of unforeseen issues regarding public records.

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VIII. SPECIAL SITUATIONS

- a. Retained records may be subject to public disclosure upon request, even if their retention was not required by law. Please see the Public Records Policy.
- b. The UCSLD is not required to create public records that would not otherwise exist.
- c. Only the official copy of a public record must be retained.

DRAFT

PUBLIC MEETING POLICY

BOARD MEETINGS – from Board Duties-Responsibilities

Required Meetings

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate and take action as appropriate on all agenda items.

Regularly monthly meetings shall be scheduled at a convenient time agreed upon by a majority of the Board members annually.

Distribution of Materials to Board Members

The Agenda, District Director's Report, Financial Reports, and miscellaneous reports shall be given to each member of the Board of Directors at least three (3) days prior to any regularly scheduled Board meeting.

At the same time, the District Director shall provide members detailed information relative to the Agenda.

Notice

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least five calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting.
- C. Notice shall be given in at least two of the following ways:
 1. By publication in newspaper of general circulation in the community.
 2. By publication on the district website.
 3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.
 4. By physical posting in at least one public place, such as a community bulletin board or in a public area of the district office.
- D. 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 special meetings, press releases shall be issued or phone calls made to wire services and other media; and interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

Agenda

The President or Secretary shall prepare an agenda for each regular board meeting, special meeting, or executive session. If the responsibility to prepare the agenda is delegated to the Secretary, the President shall review and approve the final agenda. The agenda shall specify all matters scheduled to come before the board at the meeting, under the following headings:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PUBLIC HEARING (if any)
- D. PUBLIC COMMENT
- E. PRESENTATION AND REPORTS
- F. BOARD TRAINING
- G. OLD BUSINESS
- H. NEW BUSINESS
- I. GOOD OF THE ORDER
- J. ADJOURNMENT

Board members may request items to be placed on an agenda through the board president or secretary. Agenda suggestions by board members should be made at least five days in advance of meeting. The agenda and any attachments thereto, including any staff or financial reports, shall be made available to board members and to the public at least three days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member may also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under New Business.

The Board may place certain items on a Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

Executive Sessions

The Board may convene an executive session only for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board meetings and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

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. The notice shall indicate the general subject matter to be considered and set

forth the statutory basis for calling the executive session.

Executive sessions are closed to the public, but the media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. 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 certain specified information from the executive session. The non-disclosure requirement should be no broader than the public interest requires. 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.

Purposes - Executive sessions shall be held only for the following purposes:

- Employment of Personnel: ORS 192.660(2)(a). To discuss the employment of a public officer, employee, or staff member, but only if the following requirements have been met:
 - The vacancy for the position has been advertised.
 - Regularized procedures for hiring have been adopted.
 - There has been opportunity for public input into the employment of such employee or officer.
 - Where employment of a Chief Executive Officer is under consideration, the standards, criteria and policy directives to be used in hiring such officer must have been adopted at a meeting open to the public at which the public has had an opportunity to comment. No executive session may be held under ORS 192.660(2)(a) for purposes of filling a vacancy in an elective office.
- Discipline of Public Officers and Employees: ORS 192.660(2)(b). To consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or to hear complaints or charges brought against such persons, unless the person complained against requests an open hearing.
- Medical Staff of a Public Hospital: ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital 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.
- Consultation with Labor Negotiator: ORS 192.660(2)(d). To conduct deliberations with persons designated by the Board to carry on labor negotiations on its behalf. News media representatives may be excluded from executive sessions called under this section.
- Real Property Transactions: ORS 192.660(2)(e). To conduct deliberations with persons designated by the Board to negotiate real property

transactions.

- Exempt Records: ORS 192.660(2)(f). To consider records which are exempt by law from public inspection. Examples of such records include medical records pertaining to personnel, confidential communications from legal counsel, employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law, ORS 192.501 and 192.502.
- Trade or Commerce: ORS 192.660(2)(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.
- Litigation/Consultation with Legal Counsel: ORS 192.660(2)(h). To consult with legal counsel concerning the District's legal rights and duties, relating to current litigation or litigation likely to be filed. Whenever written legal advice received from counsel is to be discussed, the Board may discuss the writing in executive session under the authority of ORS 192.660(2)(f), which authorizes an executive session to consider records which are exempt from public inspection.
- Performance Evaluations: ORS 192.660(2)(i). To review and evaluate the employment-related performance of the chief executive officer, other officers, employees or staff members, pursuant to standards, criteria and policy directives adopted by the District, unless the person whose performance is being reviewed and evaluated requests an open hearing. The standards, criteria and policy directives to be used in evaluating chief executive officers must first have been adopted by the Board in meetings open to the public in which there was an opportunity for public comment. Executive sessions called pursuant to this section may not include a general evaluation of any District goal, objective or operation, and may not include any directive to the Chief Executive Officer or other District personnel concerning agency goals, objectives, operations or programs.
- Public Investments: ORS 192.660(2)(j). An executive session may be called to negotiate with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- Health Professional Licensee Investigation: ORS 192.660(2)(k). A meeting to consider information obtained as part of an investigation or licensee or applicant conduct. Confidential information must be protected even when the board convenes in public session for the purposes of deciding whether or not to issue a notice of intent to impose a disciplinary sanction on a licensee or to deny or approve an application for licensure.
- Labor Negotiations: ORS 192.660(2)(n). Labor negotiations may be held in executive session if either side requests an executive session.

Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address only that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business. At the beginning of any emergency meeting, the District Director or Board Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

Minutes

Written minutes shall be taken at every meeting of the district. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect the matters discussed and views of the participants. The board secretary is responsible for ensuring that accurate minutes are transcribed and distributed to board members and available to the public within a reasonable time after the meeting. The secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the district permanently.

Tape or video recordings of meetings are not required, but may be utilized at the board's discretion, and will be subject to the same permanent retention requirement. Minutes of an executive session will be kept in the form of a tape recording rather than written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

- A. Name of board members and staff present;
- B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- C. The result of any votes, including the names of each board member and how they voted;
- D. The substance of the discussion on any matter; and
- E. Reference to any document discussed at the meeting.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, board members may submit any corrections or additions to the secretary so that a corrected copy may be issued to the board and public prior to the next meeting for board approval. The Board must authorize any changes to the meeting minutes.

- Minutes of Executive Session

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law. ORS 192.650(2).

- Disclosure of Executive Session Matters

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. ORS 192.650(2).

- 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. It is required that minutes be retained forever.

- Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting. ORS 192.650(1)

- Procedural Rules

To ensure focused and efficient meetings, the Board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the Board shall use Robert's Rules of Order to decide such issue.

A. Motions - General

1. All Board members have the right to make motions, discuss questions and vote on any issue before the Board.
2. Board member motions will be clearly and concisely stated. The president will state the name of the board members making the motion and the second.
3. The President will repeat the motion prior to a Board vote.
4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.

5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
 6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the president prior to speaking on the motion.
 7. The president may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The secretary will maintain a record of the votes.
 8. The president will announce the results of any vote. Board members may explain their votes but must do so succinctly.
- B. Ties: A motion receiving a tie vote fails.
 - C. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board.
 - D. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
 - E. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
 - F. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
 - G. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member who wishes it should have one opportunity to speak before the motion is called. Once called, the president will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
 - H. Reconsideration: When a motion has been decided, a board member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
 - I. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
 - J. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such

reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

- Order and Decorum

Board members will assist the Board President in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the president or board, and the following rules will be observed to maintain order and decorum during meetings:

- A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- B. Any board member desiring to be heard will request to the president to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.
- C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
- D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
- E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
- F. Board members should keep discussions moving and adhere to established time limits on discussions.
- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

- 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 decision of the presiding officer at the meeting may be overridden by a majority vote of the Board.

- 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. The extent of the non-disclosure requirement should be no broader than the public interest requires. 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.

- Public Participation

If public 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 Board of reasonable rules necessary to assure 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, if such request is made prior to consideration of the next order of business.

- Quorum Requisites

Three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

- Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating either 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

Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe or other smoking equipment into a room where a meeting is being held by the Board or is to continue after a recess. For purposes of the statute, a meeting is deemed to have started at the time the agenda or meeting notice indicates it is to commence, regardless of the time the meeting actually begins. This rule shall apply at any regular, special or emergency meeting at which the Board intends to "exercise or advise in the exercise of any power of government." No quorum requirement shall apply for this smoking ban to apply. If the Board intends to reconvene after leaving a meeting room for an executive session, the Board will be deemed to be in a "recess" during which smoking shall be prohibited in the meeting room.

- A. Smoking Policy at Other Locations: If a meeting is held at a location other than one which is "rented, leased or owned" by the District, such as a hotel meeting room, where no separate charge is made for the room, the smoking ban of ORS 192.710 shall not apply, but other laws prohibiting smoking except in designated areas, such as that found in ORS 433.845, may apply.
- B. Smoking Reminder: Whenever members of the public are in attendance at a meeting, the presiding officer shall remind those present of the no smoking rule at the beginning of the meeting to avoid potential embarrassment.

- Public Participation/Comment

In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of the UCSLD to allow public comment at all open board meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular board meeting. Virtual attendees can sign up through the chat function. The board will provide public comment time at the beginning of each regular meeting, according to the agenda (see Sect. 3.3. During this time members of the public may speak to the board about district items that are not already included on the agenda. Once recognized by the board president, members shall state their name and address for the record and address the board. The board may set time limits comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks.
- B. Board members should not respond to comments made during Public Comment time except to ask clarifying questions. Any public requests for board action should be referred to staff for review before being placed on a future agenda.
- C. The district is under no obligation to take public comment on any agenda item under discussion but may choose to do so at the discretion of the board president, unless otherwise decided by the board. The president may also limit duration or subject matter at his or her discretion.

- Virtual Attendance

In-person public meetings of the board of the UCSLD shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. Meetings held by telephone or other electronic communication are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2). In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

- A. The board shall designate the District Director or other such staff person as deemed appropriate to ensure the ability for the public to attend UCSLD board meetings virtually.
- B. Virtual attendees will have the same opportunity as in-person attendees for Public Comment time, if requested. The delegee in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for Public Comment time. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

- 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:

- A. 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.
- B. If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- C. The requirement for an interpreter does not apply to emergency meetings.
- D. The District Director shall be responsible for developing and maintaining a list of qualified interpreters and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

- Adjournment

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

Public Records Policy

The Umatilla County Special Library District (UCSLD) fully complies with the Oregon Public Records Law, ORS 192.001-192.513.

Specificity of Request:

In order to facilitate the public's access to records in the UCSLD's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying must submit a written request for copies of public records and shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable UCSLD personnel to readily locate the records sought.

Access:

The UCSLD shall permit inspection and examination of its non-exempt public records during regular business hours in the UCSLD's offices, or such other locations as the District Director may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.324(2).

Process

A request for public records that are in the custody of the UCSLD may be made by submitting a written request to:

Umatilla County Special Library District
PO Box 1689
Pendleton, OR 97801

Or director@ucslid.org

The request may be submitted in person, ~~or~~ by mail **or email**.

The request must:

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow UCSLD to search for and identify responsive records.

The request should:

- Be dated;
- Be signed by the person requesting the public record.

Within five business days, the UCSLD will either

- (a) acknowledge the request, or
- (b) complete the request.

To acknowledge the request, the UCSLD will:

- Confirm that the public body is the custodian of the requested record, or
- Inform the requester that the public body is not the custodian, or
- Notify the requester that the public body is unsure whether it is the custodian of the record.

After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the UCSLD will:

- Complete the request, or
- Provide a written statement that the public body is still processing the request and provide a reasonable estimated completion date.

Complete means the UCSLD has:

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure,
- Complied with ORS 192.338 - separate exempt from non-exempt material and make non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists, AND
- Told the requester appeals rights if exemptions were asserted.

The clock pauses when:

- (1) the public body tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or
- (2) the public body requests additional information or clarification for the purpose of expediting the public body's response (clock starts once requester provides this information or affirmatively declines to provide it).

The district is not subject to this response timeframe if it is awaiting a response from the requestor seeking clarification of the inquiry of if the requestor has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- (1) The necessary staff to complete the request is unavailable, or
- (2) Processing the request would impede other necessary services, or
- (3) Requests involving documents not readily available, or
- (4) Complicated requests
- (5) The volume of requests is too large.

However, the public body must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.

The UCSLD shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

Fees for Public Records:

The UCSLD makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, UCSLD may charge fees associated with searching for and copying records. The District Director may waive these fees at their discretion. Fees will be limited to no more than \$25.00 unless the requester is provided with a written notification of the estimated amount of the fee and the requester confirms that they want the UCSLD to proceed.

In order to recover costs for responding to public records requests, the following fee schedule is adopted by the UCSLD:

- Copies of Public Records; Certified Copies:
Copies of public records shall be 25 cents per side copy for black and white, standard, letter size copies. Color copies shall be 50 cents per side. Copies shall be certified for an additional charge of \$5 per document.
- Copies of Non-Standard Materials (for example, maps, videos, sound recordings):
Charges for copying maps or other non-standard size documents shall be charged in accordance with the actual costs incurred by the UCSLD plus staff time.
- Research Fees:
If a request for records requires UCSLD personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$25.00 per hour charged in 15 minute increments for any time spent over 15 minutes. The UCSLD shall estimate the total amount of time required to respond to the records request, and the

person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

- **Additional Charges:**
If a request is of such magnitude and nature that compliance would disrupt the UCSLD's normal operation, the UCSLD may impose such additional charges as are necessary to reimburse the UCSLD for its actual costs of producing the records.
- **Reduced Fee or Free Copies:**
Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Director may so authorize. ORS 192.324(5).

Personally Identifying Information to be Separated or Redacted In accordance with ORS 192.338, 192.345, 192.355, and 192.377

UCSLD shall separate the exempt and nonexempt records and make the nonexempt records available to the requester. Where necessary, exempt material, including personally identifying information, shall be redacted from any public records requests.

Authorization Required for Removal of Original Records

At no time shall an original record of the UCSLD be removed from the UCSLD's files or the place at which the record is regularly maintained, except upon authorization of the Board or the District Director.

On-Site Review of Original Records

If a request to review original records is made, the UCSLD shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any UCSLD record, the UCSLD representative shall immediately terminate such person's review, and notify the attorney for the UCSLD.

DRAFT

Procedure for Public Records Request

A request for public records that are in the custody of the Umatilla County Special Library District (UCSLD) may be made by submitting a written request to:

Umatilla County Special Library District
PO Box 1689
Pendleton, OR 97801

Or director@ucslid.org

The request may be submitted in person, ~~or~~ by mail **or email**.

The request must:

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow UCSLD staff to search for and identify responsive records.

The request should:

- Be dated;
- Be signed by the person requesting the public record.

Within five business days, the UCSLD will either

- (a) acknowledge the request, or
- (b) complete the request.

To acknowledge the request, the UCSLD will:

- Confirm that the public body is the custodian of the requested record, or
- Inform the requester that the public body is not the custodian, or
- Notify the requester that the public body is unsure whether it is the custodian of the record.

After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the UCSLD will:

- Complete the request, or

- Provide a written statement that the public body is still processing the request and provide a reasonable estimated completion date.

Complete means the UCSLD has:

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure,
- Complied with ORS 192.338 - separate exempt from non-exempt material and make non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists, AND
- Told the requester appeals rights if exemptions were asserted.

The clock pauses when:

- (1) the public body tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or
- (2) the public body requests additional information or clarification for the purpose of expediting the public body's response (clock starts once requestor provides this information or affirmatively declines to provide it).

The district is not subject to this response timeframe if it is awaiting a response from the requestor seeking clarification of the inquiry of if the requestor has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- (1) The necessary staff to complete the request is unavailable, or
- (2) Processing the request would impede other necessary services, or
- (3) Requests involving documents not readily available, or
- (4) Complicated requests
- (5) The volume of requests is too large.

However, the public body must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.

The UCSLD shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

Calculation of Fees

- \$0.25 per side for black and white photocopies and \$0.50 per side for color.

- Actual cost for use of material and equipment for producing copies of nonstandard records.
- Upon request, copies of public records may also be provided on a thumb/flash drive if the document(s) are stored in the UCSLD computer system. Thumb/flash drivers will be provided at their actual cost per thumb/flash drive and may contain as much information as the thumb/flash drive will hold. Due to the threat of computer viruses, UCSLD will not permit requesters to provide thumb/flash drives for electronic reproduction of computer records.
- Labor charges that include researching, locating, compiling, editing or otherwise processing information and records:
 - No charge for the first 15 minutes of staff time.
 - Beginning with the 16th minute, the charge per total request is \$25.00 per hour charged in 15-minute increments.
- The actual cost for delivery of records such as postage and courier fees.
- \$5.00 for each true copy certification.
- Actual accountant fees charged to UCSLD for the cost of time spent locating and compiling records for the request.
- Actual attorney fees charged to UCSLD for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

UCSLD may require prepayment of estimated fees before taking further action on a request.

Surplus Property Disposal Policy

Surplus property is defined as any personal property of the Umatilla County Special Library District (UCSLD) that has been determined by the District Director or designee as being of no use or value to the district.

The District Director or designee may dispose of surplus property as follows:

- A. The District Director may dispose of property that is broken or valued at \$500 or less.
- B. For property that is in working order and valued at over \$500, the District Director shall submit a request to the Board for a declaration that certain property is of no further use or value to the District.
- C. The Board shall, by resolution, declare such property "surplus" and authorize the means by which the District Director may dispose of the property, including granting the District Director discretion to dispose of the property in any appropriate manner.
- D. The Board may require the District Director to obtain an appraisal of the property prior to disposition.
- E. Surplus property may be disposed of in the manner that is most advantageous to the UCSLD or the community at large, including, but not limited to, the following:
 - a. Recycled Internally. Staff should first deem whether property has use for UCSLD purposes other than its original use.
 - b. Donation. Surplus property may be donated to any library in the UCSLD, to any library in Oregon, any nonprofit organization, any other local government or any state or federal program created to dispose of surplus property.
 - c. Sold. Property may be sold "as is."
 - d. Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the UCSLD may purchase surplus property from the UCSLD only at an advertised auction, and only if the employee submits the highest bid for the property.
 - e. Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

Umatilla County Special Library District

Adopted - 12/19/2013 Source: Special Districts Association of Oregon
Reviewed & Updated - 02/16/2017, 03/15/2018, 12/15/2022