



**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 - Annual Meeting of the Board of Directors  
Thursday, July 28, 2022, 5:30pm

UCSLD Office at 425 South Main Street, Pendleton, OR &

Zoom Meeting: [https://us02web.zoom.us/j/81924635802?pwd=Nb9TDWhQkXodGS\\_-6f9zplHN1cfOLf.1](https://us02web.zoom.us/j/81924635802?pwd=Nb9TDWhQkXodGS_-6f9zplHN1cfOLf.1)

Meeting ID: 819 2463 5802 Passcode: 378131

Phone (audio only) +19712471195,,81924635802#,,, \*378131# US (Portland)

Agenda		
Call to order- Regular July and Annual Meeting	President	
Call the Roll & Establish Quorum	Secretary to the Board	
Approval of the Agenda	President	
<ul style="list-style-type: none"> <li>Old Business: Agreement for Library Services with City of Hermiston</li> </ul>	Director	Discussion & Decision
Annual Meeting		
<ul style="list-style-type: none"> <li>Review of Board of Director List</li> <li>Board Elections - President, Vice-President</li> <li>Secretary Appointment</li> <li>Set Regular Monthly Meeting Date &amp; Time</li> </ul>	President and newly elected President	
Topic	Lead	Purpose Outcome
Public Comment - Limited to Two Minutes Per Person	President	
<p>Limited to 30 Minutes Total</p> <p>Please sign up</p> <p>Anyone may come forward at this time. Comment on any topic not on 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</p>		
Minutes - Board Meeting - June 23, 2022	President	Approval

Topic	Lead	Purpose Outcome
Special Meeting - June 30, 2022		
Calendar Update	Director	Fiscal Year calendar will be finalized and shared when the Board approves
Correspondence	Director	
Reports <ul style="list-style-type: none"> <li>• Financial Statements               <ul style="list-style-type: none"> <li>○ Accountants' Report - June 2022</li> <li>○ Banks &amp; Pool Balances</li> </ul> </li> <li>• Staff Monthly Reports</li> </ul>	Director	Acceptance  Information
Board Training	Everyone	EDI Checklist & Policy Review Schedule
Old Business <ul style="list-style-type: none"> <li>• Bill Pay</li> </ul>	Director	Information
<ul style="list-style-type: none"> <li>• UCSLD - End of Year Report</li> </ul>	Director	Information & Discussion
New Business <ul style="list-style-type: none"> <li>• Annual Library Service Plan Review Meetings - Dates &amp; Outline</li> </ul>	Director	Review & Decision
<ul style="list-style-type: none"> <li>• Auditor Contract</li> </ul>	Director	Information & Decision
<ul style="list-style-type: none"> <li>• Financial Services Contract</li> </ul>	Director	Information & Decision
<ul style="list-style-type: none"> <li>• Response to Peer Review Comments to the Board</li> </ul>	Director	Discussion
Good of the order	Everyone	
Next District Board Meeting - August 25, 2022	President	Information
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.

June 22, 2022

Ms. Erin McCuster  
Umatilla County Special Library District  
211 SW 1<sup>st</sup> Street  
Pendleton, OR 97801



*Where Life is Sweet*

Re: Agreement for Library Services

Dear Ms. McCuster;

The City of Hermiston has had the opportunity to review the proposed District/City Agreement and has several items that created considerable concern, making it very difficult to agree to the proposed agreement. The District's amendments to the original agreement address some of the City's concerns. We also agree with the concerns expressed to you by Mr. David Stockdale on behalf of the City of Umatilla. Finally, we continue to dispute the funding formula. It is on the face not fair to those residents that we service nor to the City of Hermiston. We will not agree to the same formula in the future.

Because we are in a completely different type of relationship with the District than all of the other cities, a cookie cutter agreement is not acceptable. We have additional concerns. As a partnership, these agreements should be worked on together and not dictated from one side to the other. Prior to signing another agreement with the District, the City expects to jointly work on an agreement. Being given a copy of the agreement for the first time and being asked to sign it is not a sign of a partnership. The fact that it was already signed by the District was also a sign that this agreement was very one-sided.

Due to our lack of input on the language of this agreement, we have made a few additional alterations to the draft of the agreement submitted to the City. They are summarized below and are marked on the attached agreement in legislative style (using strike-throughs, etc. to show changes made.).

- A completely new Section 4(A)(7) is proposed. (page 3 of 8)
- Strike the last sentence of Section 4(A)(11). (page 4 of 8)
- Paragraph 11(A) related to negotiation seemed to jump directly to mediation and that didn't seem to be the intent of the overall section, so a change is shown.

I would be happy to discuss any of these changes with you. Our city attorney is also available to discuss these with the District's legal counsel.

Sincerely,

Byron D. Smith  
City Manager

## AGREEMENT FOR LIBRARY SERVICES (Hermiston)

### Umatilla County Special Library District

This agreement ("Agreement") is entered into by and between the Umatilla County Special Library District ("District"), and the City of Hermiston ("City"), both municipal corporations and political subdivisions of the State of Oregon. This Agreement is entered into pursuant to Oregon Revised Statutes ("ORS") 190.010 and shall be effective upon signing by both parties hereto.

#### RECITALS

WHEREAS, the District was established by the voters of Umatilla County to provide Library Services as defined in ORS 357.400(3), within Umatilla County, Oregon; and WHEREAS, the voters of the City of Hermiston elected not to be included in the District, but the City offers library services to residents of the City and to residents dwelling outside the City and within District boundaries;

WHEREAS, for that purpose the District and the City desire to enter into an intergovernmental agreement for the District to provide special library services through the City Library in the same manner such special library services are provided to Libraries located within the District, and to establish compensation therefor; and

WHEREAS, the parties recognize that this Agreement is not exclusive and that the District has entered into or proposes to enter into similar agreements with other public entities to ensure consistent and cooperative provision of Library Services throughout Umatilla County.

#### AGREEMENT

In consideration of the mutual obligations stated herein, the parties agree as follows:

1. **DEFINITIONS.** When used in this Agreement, unless the context indicates otherwise:
  - A. "City" means the City of Hermiston in Umatilla County, Oregon.
  - B. "County" means Umatilla County, Oregon.
  - C. "District" means the Umatilla County Special Library District.
  - D. "Home Library" means the Library that uses the same ZIP code as a patron's residence.
  - E. "Library" means the City of Hermiston library.
2. **TERM.** This Agreement shall take effect July 1, 2022 and shall be of indefinite duration unless and until modified pursuant to Section 3 or terminated pursuant to Section 14 of this Agreement.
3. **REVIEW AND RENEGOTIATION.** The terms of this Agreement, including but not limited to terms and methods for Funding, are subject to review and renegotiation every three (3) years. Either party may submit a written request for review and renegotiation to the other party at least twelve (12) months prior to the end of the applicable three (3)-year period.

Upon the other party's receipt of such request, the parties shall engage in good-faith negotiations regarding any modifications. If the parties cannot agree to the modified terms within six (6) months of the date on the written notice, either party may terminate the Agreement as provided in Section 14. Failure to provide timely notice under this paragraph shall be deemed consent to renew the Agreement according to its existing terms until the next review period.

#### 4. DUTIES AND OBLIGATIONS OF THE PARTIES.

A. For the City. The City's obligations under this Agreement shall be as follows:

- (1) Operations. In operating the Library, be responsible for the following:
  - (a) Purchasing materials, supplies, equipment and services necessary for the setup and continued operation.
  - (b) Preparing and approving an annual Library budget.
  - (c) Entering into contracts with any person, firm or corporation, or any agency or government, as necessary, to acquire goods or services for the development of and the operation of the Library.
  - (d) Contracting or providing for the use of space for its operations, staff, a supervisor, or auxiliary services, including but not limited to records, payroll, accounting, purchasing and data processing.
  - (e) Reviewing staff contracts and job descriptions annually to maintain alignment with the Minimum Conditions and performing annual employee evaluations based on those job descriptions.
  - (f) Determining the level of staffing required to provide Library Services in alignment with the Minimum Conditions and this Agreement. Employing, supervising, and terminating a director and other Library employees.
  - (g) Compensating the Head Librarian/Library Director or equivalent at not less than 150% of the State of Oregon minimum wage.
  - (h) Taking any other action necessary and proper for the management of the Library and the performance of its functions.
- (2) Standards. Complying with all applicable State of Oregon laws and administrative rules relating to hours of operation, staffing levels, and collection size. To the extent feasible the Library will strive to meet Oregon Library Association Public Library Standards.
- (3) Unplanned Changes in Staffing and Operations. Notifying the District's Board of Directors when changes are made in Library staffing or operations that affect or may affect the implementation of the current Annual Library Service Plan ("ALSP").

- (4) Library Closures. Notifying the District office of any unscheduled Library closures.
- (5) Interlibrary Loan. Participating in universal borrowing for all District residents.
- (6) Support for the District. Acknowledging the District's contributions on Library website, brochures, newsletters, etc. Providing other support and advocacy for the District upon reasonable request.
- (7) Annual Library Service Plan.
  - (a) ~~On or before May 1 of the current fiscal year, prepare and submit to the District an Annual Library Service Plan ("ALSP") proposal for the next fiscal year. The ALSP shall be based on the then-current District guidelines for programs. Funding under this Agreement is expressly conditioned upon District approval of the ALSP.~~ On or before May 1 of the current fiscal year, the City of Hermiston Public Library will provide a copy of its current Strategic Plan rather than an ALSP. Residents of rural Hermiston will receive all services and conditions offered to residents of Hermiston City by the Hermiston Public Library without distinction.
  - (b) ~~No later than October 31 of each year, the City will present a written review of the prior fiscal year's ALSP to the District Board of Directors.~~ No later than October 31 of each year, present a written review of the implementation of the prior fiscal year's Strategic Plan to the District Board of Directors.
- (8) Annual Statistical Report. On or before November 10 of each fiscal year, the City will furnish to the District a copy of the Library's annual statistical report as sent to the State Library of Oregon.
- (9) Funding Conditions. Comply with all Funding Conditions described in Section 5 of this Agreement.
- (10) Financial Reporting. The City will:
  - (a) Account for all Library resources and expenditures through a separate freestanding fund or a readily identifiable department function within the City General Fund, consistent with accounting and budgeting requirements under Oregon law.
  - (b) Budget any unexpended Funding from the prior fiscal year budget as beginning cash balance in the following fiscal year's Library budget, consistent with accounting and budgeting requirements under Oregon law.
  - (c) On or before October 10 of each fiscal year, provide to the District a copy of the City's annual adopted Library budget, showing the planned use of Funding from the District. The budget shall be accompanied by a written

summary of any anticipated changes in staffing or operations in the next fiscal year that may affect the apportionment of Funding.

- (d) On a monthly basis, provide a financial report for the Library to the Library Director and Library Board. The report shall include any anticipated changes in staffing or operations in the next fiscal quarter that may affect the apportionment of Funding.
  - (e) Provide additional or supplemental information upon reasonable request.
  - (f) On or before February 1 of each fiscal year, provide to the District a copy of an annual audit showing expenditures of Funding during the prior fiscal year.
  - (g) Ensure that all gifts, grants, contributions or fees received by the City for Library Services from any source other than the District are accounted for in the Library budget and used solely for Library operations.
- (11) In-Service Training. Provide regular wages and benefits for employees participating in District-provided in-service trainings, including reimbursement for reasonable and customary mileage, meals, substitutes, etc. ~~The Library must close for these trainings.~~
- B. For the District. Subject to the availability of funds, the District's obligations under this Agreement shall be as follows:
- (1) Funding. Subject to the terms and conditions stated in Section 5 of this Agreement, on an annual basis provide to the City Funding for Library Services according to the formula described in Appendix A, which is attached hereto and incorporated herein by this reference.
  - (2) Annual Budget. As soon as available, provide a copy of the District's anticipated annual Funding distribution amounts to the City for use in the budgeting process. The parties recognize that both parties' budgets must conform to Oregon budget laws.
  - (3) Distribution of Funds. Promptly upon receipt of property tax revenues from the Umatilla County Treasurer, transfer to the City its proportionate share of the Funding as described in Appendix A.
  - (4) District Director. Provide District Director services for the purposes of providing advice, sharing information, serving as a resource, and assisting in solving problems. When appropriate, the District Director shall act as a Communication Liaison for cooperative projects.
  - (5) Technical Services Manager. Provide technical services, including cataloging assistance, resolving database issues, and one-on-one library site visits at least twice per year.

- (6) Early Literacy Program Manager. When appropriate and upon request, provide resources and services through the Early Literacy Program Manager.
- (7) In-Service Staff Training. Fund and present a minimum of two trainings per year for all library staff based on District and Library program priorities and needs. The Library will be closed for these trainings.
- (8) Resource Sharing. When, in the District's sole discretion, it is reasonable and cost-effective, the District shall provide the following shared resources based on a proportionate basis for the population in the unincorporated Hermiston area:
  - (a) Courier Service. Contract courier services for delivery of books and other Library materials from and to the participating libraries within the County.
  - (b) Library Automation System. Sage Library System membership levels for the libraries in the District. Libraries shall follow all Sage Library System policies and all District policies relating to the implementation of such policies.
  - (c) Public Resources. Additional resources that will be accessible through the Library to a resident with a local library card.
  - (d) Joint Purchasing Opportunities. When appropriate and upon agreement of all participating parties, pursue and coordinate joint purchasing opportunities.
  - (e) Professional Learning Opportunities. Share free resources for training elected officials and non-Library personnel.
- (9) District Annual Service Plan (ALSP). By May 1 of each year, provide a copy of the District's Annual Service Plan on the District website for public viewing.

## **5. FUNDING TERMS AND CONDITIONS.**

- A. Use of Funds. The parties intend that Funding provided pursuant to paragraph 4.B(1) will be used solely to support operation of the Library and implementation of the ALSP. The Funding may not be used for the purchase, rehabilitation, or maintenance of a building or grounds for the Library; for structural modification of the Library; or for maintenance or operation of the Library's physical plant.
- B. Annual Library Service Plan. Receipt of Funding is expressly conditioned upon the City's timely submission of an ALSP proposal, pursuant to paragraph 4.A(7) of this Agreement.
- C. Budget Availability. The parties recognize that the District is a special taxing district which receives its funding through property tax receipts collected by Umatilla County. In the event the tax revenues are less or more than those in the budget adopted by the District for the applicable fiscal year, the allocations of funds to the City shall be proportionately reduced or increased by the same percentage as the reduced or increased level of tax revenues. For example, if the total annual revenues were



reduced/increased by one (1%) percent, then the City's total receipts from the District would be reduced/increased by one (1%) percent.

- D. Withholding Funding. If the City fails to comply with the terms of this Agreement, the District may withhold distributions of Funding to the City until all terms are met. written response. If the matter remains unresolved, the parties will commit to the procedures set out in Section 11, below.
- E. Changes to Funding Formula. The population element of the funding formula described in Appendix A is subject to change every three (3) years based on changes in ZIP Code information provided by Portland State University Population Research Center. Population changes could cause changes in the distribution percentages.

- 6. **PROHIBITION OF DISENFRANCHISEMENT**. A patron's residency outside of the City limits of their Home Library shall not be basis for excluding such patron from participation in public discussions regarding their Home Library.
- 7. **NO EMPLOYMENT RELATIONSHIP**. Any and all employees of the City, while engaged or performing any work or service required under this Agreement, shall be considered employees of the City and not employees of the Library District. Any claims that may arise under the Workers' Compensation Act on behalf of such employees while so engaged; any claim for or regarding compensation or benefits for such employees; and any and all claims made by third parties as a consequence of any act or omission on the part of the City or its employees shall be the sole obligation and responsibility of City.
- 8. **NOTICES**. Any notice required to be given under this Agreement shall be effective on the date of actual receipt or two (2) days after deposit as registered or certified mail, return receipt requested, postage prepaid and addressed to either party at the address stated below or such other addresses as either party may specify by written notice to the other party:

City of Hermiston  
235 E. Gladys Avenue  
Hermiston, OR 97838

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

- 9. **SEVERABILITY**. If any part, paragraph, section or provision of this Agreement is adjudged to be invalid by any court of competent jurisdiction, such adjudication shall not affect the validity of any remaining section, part or provision of this Agreement.
- 10. **GOVERNING LAW**. This Agreement shall be construed and regulated by the laws of the State of Oregon. Venue for any dispute hereunder shall lie in Umatilla County, Oregon.
- 11. **DISPUTE RESOLUTION**.
  - A. Negotiation. Prior to any mediation or arbitration of any dispute arising under this agreement, the parties agree to ~~submit each such dispute to mediation~~ negotiate for a mutually beneficial outcome and to attempt to settle such dispute in good faith.
  - B. Mediation. If the dispute cannot be resolved by good-faith negotiations, a mediator will be selected by and paid equally by the parties. If the matter is not settled after one mediation session, then the arbitration provisions of this agreement shall apply.

C. Arbitration. If any dispute arises between the parties which is not settled by mediation, such dispute shall be resolved by binding arbitration. Either party may request arbitration in writing to the other party. The parties shall mutually select a single arbitrator. If the parties cannot agree on an arbitrator, the presiding judge of the Umatilla County Circuit Court will choose an arbitrator. The arbitration shall take place in Umatilla County, Oregon, and shall be conducted according to the rules of the Arbitration Service of Portland, Oregon. Costs of the arbitration shall be shared equally by the parties, but each party shall pay its own attorney fees incurred in connection with the arbitration. The District's sole remedy shall be the return of Funding that it provided to the City during the period of noncompliance. The City's sole remedy shall be an award of that portion of the Funding that the arbitrator determines the City should have, but did not receive from the District.

**12. INDEMNITY.** Each party shall defend, indemnify, and hold the other party harmless from any claims, damages, suits or actions arising out of or in connection with the provision of Library Services provided pursuant to this Agreement.

**13. AMENDMENT.** This Agreement may be modified only by mutual written consent of the parties hereto.

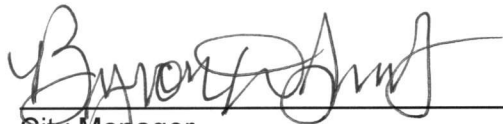
**14. TERMINATION.** Either party may terminate this Agreement without cause by giving written notice to the other party not less than six (6) months prior to the end of the then-current fiscal year. Such termination shall become effective at midnight of the last calendar day of the fiscal year in which such notice is given.

IT IS HEREBY AGREED:

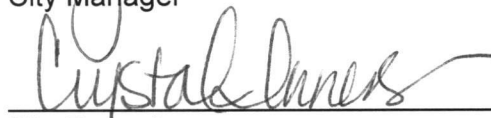
**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**

**CITY OF HERMISTON**

\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
City Recorder

\_\_\_\_\_, 2022  
Date

June 22, 2022  
Date

**ATTACHMENTS:**

**Appendix A:** Explanation of Distribution of Funds to Member and Partner Libraries

**Appendix B:** Oregon Public Libraries Definition & Link to Oregon Library Association Public Library Standards

**Appendix C:** UCSLD Organizational Governance Outline

## **Appendix A: Explanation of Distribution of Funds to Member and Partner Libraries**

The Umatilla County Special Library District (UCSLD) was created on November 4, 1986, by voters from all of Umatilla County except for incorporated Hermiston. The order creating the District reads, "The purpose of the Umatilla County Special Library District shall be to provide library and information services to persons within the district." Further, the UCSLD "shall be a municipal corporation and shall have perpetual succession, and shall, in its own name, exercise and carry out the powers and objects provided for by Oregon Statutes governing library districts."

Through agreements between the District and the established public libraries in Umatilla County, the UCSLD ensures the provision of public library service to all residents within its boundaries. The public libraries within the District boundaries are defined as "member libraries." At the start of the District the City of Hermiston chose not to be part of the District, but instead later signed an agreement with the District to provide access to library services for the rural or unincorporated Hermiston population. Therefore, Hermiston Public Library is considered a "partner library."

The funding model which distributes tax revenue to District libraries provides that 80 percent of UCSLD tax revenues would go to the District member libraries and partner library. The remaining 20 percent of revenues remain with the District, and are used for operations and administration, and services provided to member libraries, including but not limited to cataloging services, courier delivery service, membership in the Integrated Library System (ILS) [now SAGE], and resources for all residents such as Library2Go (Libraries of Eastern Oregon pricing) and early childhood literacy outreach services.

In the Fall of 2019 the UCSLD Board of Directors conducted a review of the tax distribution process, culminating in a decision in 2021 to update the distribution formula consistent with ORS 357.405, which defines "public library," and the rules for implementation found in OAR 543-010-0036. Each library's service population is now determined by population within their zip code area in Umatilla County.

The formula consists of two funding components: (1) Base threshold criteria, and (2) population. The elements of the base threshold criteria are: Personnel, collections, and operations and maintenance (O&M). These elements are adjusted by population size category. The population component is determined by the census zip code area numbers.

Every three (3) years, the Board of Directors will review the threshold criteria and update as needed and will review and update the formula to reflect the current population numbers.

The distribution percentages are determined through the following process:

Population for each zip code in UCSLD boundaries is provided to the District by the Portland State University Population Research Center. The zip code population for each member library and partner library is as follows:

Zip Code	City	2020 Census Population - City	2020 Census Population - Zip Code Area	Population of UCSLD Zip Code Areas	Zip Code area number as a percentage of the whole zip code population	Remainder of difference between County Population and zip code populations with % change applied	Final Population Figures to Use
97810	Adams	389	887	887	1.46%	888	888
97813	Athena	1,209	1,386	1,386	2.29%	1,388	1,388
97826	Echo	632	1,061	1,061	1.75%	1,063	1,063
97835	Helix	194	373	373	0.62%	374	374
97838	Hermiston	19,354	28,348	8,994	14.83%	9,007	9,007
97862	Milton-Freewater	7,151	11,512	11,512	18.99%	11,529	11,529
97801	Pendleton	17,107	21,882	22,052	36.37%	22,084	22,084
97859	Meacham	170	170	0	0.00%	0	0
97868	Pilot Rock	1,328	1,756	1,756	2.90%	1,759	1,759
97875	Stanfield	2,144	2,875	2,875	4.74%	2,879	2,879
97880	Ukiah	159	224	224	0.37%	224	224
97882	Umatilla	7,363	8,271	8,271	13.64%	8,283	8,283
97886	Weston	706	1,241	1,241	2.05%	1,243	1,243
		57,906	79,986	60,632	100.00%	60,721	60,721
PSU	Umatilla County	80,075	80,075				
Hermiston Rural		8,994					
Unassigned		89					

The formula for determining the distribution to each library is below:

	FY 22-23 80% Anticipated Distribution	2020 Population	Pop Size Category	Base/Threshold Criteria Elements					BASE Amount	REMAINDER Amount	TOTAL ESTIMATED DISTRIBUTION	Multiplier for Remainder Funds	
				Personnel FTE*	\$	Staff Funding	Collections	O&M				Total	Zip Code population
Adams	888	389	1	0.5	\$47,840	\$23,920	\$2,000	\$2,592	\$28,512	\$12,186	\$40,698	888	1.46%
Athena	1,388	1,209	1	0.8	\$47,840	\$38,272	\$2,500	\$4,077	\$44,849	\$19,041	\$63,890	1,388	2.29%
Echo	1,063	632	1	0.8	\$47,840	\$38,272	\$2,500	\$4,077	\$44,849	\$14,576	\$59,425	1,063	1.75%
Helix	374	194	1	0.5	\$47,840	\$23,920	\$2,000	\$2,592	\$28,512	\$5,124	\$33,636	374	0.62%
Hermiston (rural)	9,007	19,354	2	0.0	\$47,840	\$0	\$0	\$0	\$0	\$123,560	\$123,560	9,007	14.83%
Milton-Freewater	11,529	7,151	2	2.9	\$47,840	\$137,325	\$11,529	\$14,885	\$163,739	\$158,152	\$321,891	11,529	18.99%
Pendleton	22,084	17,107	2	4.3	\$47,840	\$204,653	\$22,084	\$22,674	\$249,411	\$302,951	\$552,362	22,084	36.37%
Pilot Rock	1,759	1,328	1	0.8	\$47,840	\$38,272	\$2,500	\$4,077	\$44,849	\$24,124	\$68,973	1,759	2.90%
Stanfield	2,879	2,144	2	1.2	\$47,840	\$55,097	\$2,879	\$5,798	\$63,774	\$39,497	\$103,270	2,879	4.74%
Ukiah	224	159	1	0.5	\$47,840	\$23,920	\$2,000	\$2,592	\$28,512	\$3,077	\$31,589	224	0.37%
Umatilla	8,283	7,363	2	2.4	\$47,840	\$116,622	\$8,283	\$12,490	\$137,395	\$113,627	\$251,022	8,283	13.64%
Weston	1,243	706	1	0.8	\$47,840	\$38,272	\$2,500	\$4,077	\$44,849	\$17,049	\$61,898	1,243	2.05%
	\$1,712,216	60,721	1<2000, 2>2000	Based on Pop Size Cat 1=0.5 pop<1000, 0.8 pop>1000, 2=pop/2000x 0.8 <5000 and for >5000=2/15,00 0*(pop-5000)*2	1 fte @ 23.00/HR	1- pop<1000=\$2000; pop>1000=2500; 2= 2500 or pop*1 whichever is greater	10% of Staff+Coll	\$879,251	\$832,965	\$1,712,216	60,721	100.00%	
		Hermiston shows Unincorporated only		Calculated, not rounded	Calculated, not rounded			51.35%	Used remaining funds after the base amount is distributed. Used a % derived from each libraries' % of whole zip code population.				

For the next three years, FY 2022-23, FY 2023-24 and FY 2024-25, the distribution multipliers (a fraction of the 80% calculated) for the member libraries, the partner library and the District

are as follows:

Adams	0.0190152
Athena	0.0298514
Echo	0.0277653
Helix	0.0157159
Hermiston (Rural)	0.0577310
Milton-Freewater	0.1503975
Pendleton	0.2580806
Pilot Rock	0.0322264
Stanfield	0.0482511
Ukiah	0.0147595
Umatilla	0.1172854
Weston	0.0289207
District	0.2000000
	100.00%

The Board will review and update the population numbers and funding elements during the last year of the Agreements.

## **Appendix B: Oregon Public Libraries Definition & Link to Oregon Library Association Public Library Standards**

From: <https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=278527>

Oregon State Library  
Chapter 543  
Division 10  
ADMINISTRATION

### **543-010-0036**

#### **Official Recognition of Public Libraries**

(1) The State Library Board will officially recognize those public libraries that become legally established under one of the methods described in ORS 357.216-286 or 357.400-621 and have met all minimum conditions.

(2) Libraries, that have a service population of over 2000, shall meet the following minimum conditions:

- (a) Have at least half (50%) of its operational financial support from public funds.
- (b) Be open to the public a minimum of 20 hours per week.
- (c) Provide a collection comprising books, media, or electronic resources.
- (d) Offer free public access computers with Internet access.
- (e) Offer free public wireless Internet access (wi-fi).
- (f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.
- (g) Dedicate at least 0.50 full-time equivalent (FTE) paid staff time exclusively to library functions.
- (h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.
- (i) Provide basic services for reference and youth services.
- (j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.

(3) Libraries, that have a service population of 2000 or less, shall meet the following minimum conditions:

- (a) Have at least one fourth (25%) of its operational financial support from public funds.
- (b) Be open to the public a minimum of 10 hours per week.
- (c) Provide a collection comprising books, media, or electronic resources.
- (d) Offer at least one free public access computer with internet access.
- (e) Offer free public wireless internet access (wi-fi).
- (f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.
- (g) Dedicate at least 0.25 full-time equivalent (FTE) paid staff time exclusively to library functions.

- (h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.
- (i) Provide basic services for reference and youth services.
- (j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.

(4) Official recognition as a public library will qualify the library to be eligible for state aid and grants from the State Library as authorized in statutes. A library must receive official recognition by June 30 to be eligible for grant funding in the next state fiscal year beginning July 1.

(5) Official recognition will continue unless the library no longer meets the statutory requirements of a public library.

(a) Library responses to the Public Library Annual Statistical Survey will be used to determine compliance with minimum conditions outlined in sections (2) and (3).

(b) An officially recognized public library that fails to meet the minimum conditions as outlined in section (2) or (3) will have two (2) years to achieve compliance, during which time the library maintains eligibility for state aid and grants.

(c) Proceedings for termination of official recognition for a library that fails to meet minimum conditions after two (2) years will be scheduled for consideration by the Board, which will then make a determination.

(d) The State Library will provide an annual report to the Board on the status of public library compliance with minimum conditions.

(6) Notwithstanding section (5), if an officially recognized public library fails to meet the minimum conditions outlined in section (2) or (3) by June 30, 2021, the public library will have one year to meet the minimum conditions before section (5)(b) shall apply to the public library.

(7) The Board will terminate a public library's official recognition immediately after a local government withdraws support following the requirements of ORS 357.621. The State Library will notify the local government that official recognition is being terminated.

(8) Any affected agency may appeal the termination of official recognition to the Board. The appeal must be in writing and must contain a detailed statement specifying the reason the appellant agency believes the action was improper.

(9) The written appeal must be filed no later than 15 business days after the notice of termination of official recognition is received. Once an appeal is received, it will be scheduled for consideration by the Board, which will then make a determination.

(10) To be reinstated, a library must request reinstatement of official recognition from the Board. The request must include signed documentation attesting that the library has met all minimum conditions. The request will then be scheduled for consideration by the Board, which will make a determination. The State Library will notify the local



government if official recognition is being reinstated. A library may appeal a denial of reinstatement as described in this rule.

**Statutory/Other Authority:** ORS 357.026(1)

**Statutes/Other Implemented:** ORS 357.216-286, 357.400 - 357.621 & HB2243 A (2019)

**History:**

OSL 1-2021, temporary amend filed 06/23/2021, effective 06/23/2021 through 12/19/2021

OSL 2-2019, amend filed 10/21/2019, effective 01/01/2020

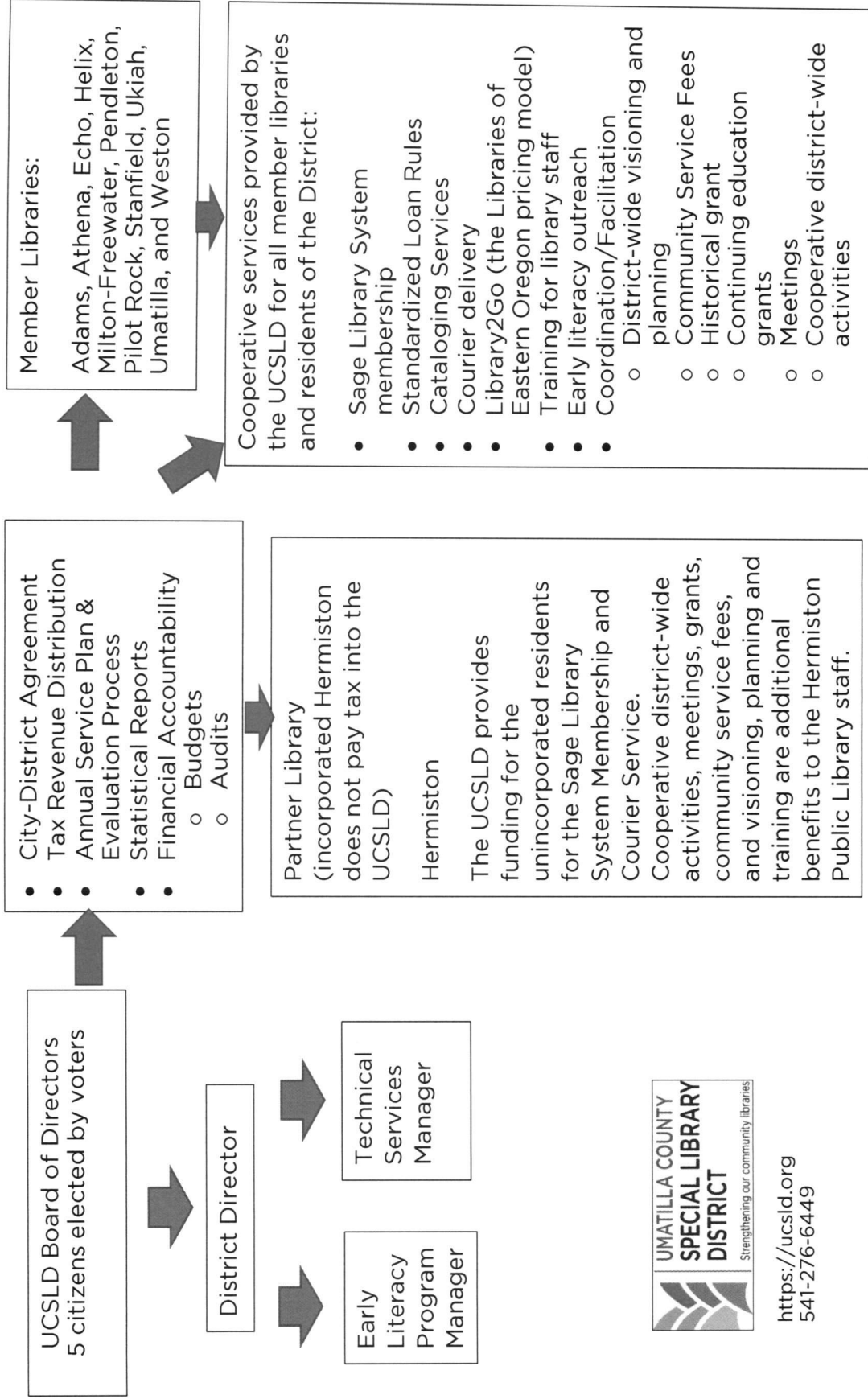
OSL 1-2000, f. & cert. ef. 4-13-00

**Oregon Library Association Standards**

See: <https://www.olaweb.org/assets/PLD/PLDStandards/PLD-Standards-091718.pdf>

Appendix C: Umatilla County Special Library District (UCSLD) Organizational Governance Structure

The UCSLD was established to provide library services district-wide. Currently, this is accomplished through inter-governmental agreements with 11 member libraries: 10 cities and one school district, and the one partner library's city, to provide library service to everyone within the UCSLD boundaries.



<https://ucslid.org>  
541-276-6449

## MAJOR ROLES AND RESPONSIBILITIES:

### *Library District Board of Directors*

- Operates according to the governing ORS statutes
- Oversees distribution of approved tax-payer funds that ensure the provision of public library services in the Umatilla County Special Library District
- Sets the District budget each year
- Oversees Agreements with cities and school district
- Sets District policies
- Develops and implements District strategic plans
- Hires District Director and staff

### *District Director*

- Provides expertise, leadership and coordination
- Advises District Board regarding policy, resource allocation and strategic planning
- Prepares and manages District budget
- Administers District operations
- Monitors and evaluates District activities
- Supervises and evaluates District staff
- Serves as District Board Secretary

### *Cities/School District*

- Adopts local library policies
- Hires local library director
- Prepares/adopts annual public library budget in coordination with the library director
- Fiscally supports local public library
- Provides and maintains the public library building
- Oversees compliance with the requirements of the UCSLD Agreement
- Supports and advocates for libraries and UCSLD

### *Library Boards*

- Serves as library policy advisors
- Supports and advocates for libraries and UCSLD
- Carries out duties as stated in Oregon State law/City ordinance and School District policy regarding library boards
- Monitors compliance with the requirements of the UCSLD Agreement

### *Local Library Director*

- Provides expertise, leadership and coordination
- Advises library board regarding policy, resource allocation and strategic planning
- Prepares and manages library budget
- Administers local library operations
- Monitors and evaluates library performance
- Hires and supervises library staff
- Oversees coordination with local library support groups
- Ensures compliance with the requirements of the UCSLD Agreement
- Collaborates with the UCSLD to provide the best public library service to the residents of the District
- Supports and advocates for libraries and the UCSLD

## AMENDMENT TO AGREEMENT FOR LIBRARY SERVICES

### Umatilla County Special Library District

This amends the Agreement for Library Services ("Agreement") proposed on December 17, 2021, by and between the Umatilla County Special Library District ("District"), and the City of Hermiston ("City"), both municipal corporations and political subdivisions of the State of Oregon. This amendment (" Amendment ") shall be effective upon signing by both parties hereto.

### RECITALS

WHEREAS, the District has all powers and authorities granted to special library districts pursuant to ORS chapter 357, including the authority to administer District funds and to enter into contracts; and

WHEREAS, in 2021 the District proposed an Agreement with libraries in Umatilla County to establish performance measures and conditions for receipt of funding from the District; and

WHEREAS, some of the libraries proposed to be funded have signed the Agreement and some signatures are pending; and

WHEREAS, the District's Board of Directors has determined that minor amendments to the Agreement will promote clarity and facilitate cooperation between the District and the funded libraries;

NOW, THEREFORE, IT IS HEREBY AG REED:

Section 4, DUTIES AND OBLIGATIONS OF THE PARTIES, is amended as follows:

A(3) Unplanned Changes in Staffing and Operations. Notifying the District's Board of Directors when changes are made in Library staffing or operations that affect or may affect the implementation of the current Annual Library Service Plan. ~~The District reserves the right to withhold or modify funding for substantial deviations from the approved plan.~~

Section 5, FUNDING TERMS AND COND ITIONS, is amended as follows:

D. Withholding Funding. If the City fails to comply with ~~the terms~~any term of this Agreement, the District ~~may withhold distributions of Funding to the City until all terms are met~~ shall notify the City in writing of any failure to comply and the parties shall work in good faith to promptly cure the failure. If substantial steps toward a cure are not taken within thirty (30) days of the date on the written notice, the District reserves the right to ~~may~~ withhold distributions of Funding to the City until all terms are met. If after working in good faith the parties are

unable to resolve the issue, either party may demand commencement of the dispute resolution process in Section 11 of the Agreement.

Section 12, INDEMNITY, is amended as follows:

**INDEMNITY.** ~~The~~ Subject to the limitations of the Oregon Constitution and the Oregon Tort Claims Act [ORS 30.260 to 30.300]. ~~City~~ each party shall defend, indemnify and hold the ~~District~~ other party harmless from any claims, damages, suits or actions, including third-party actions, arising out of or in connection with the indemnifying party's provision of Library Services performance provided pursuant to this Agreement.


SIGNED:

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT      CITY OF HERMISTON**

\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
City Recorder

\_\_\_\_\_, 2022  
Date

  
\_\_\_\_\_, 2022  
Date



UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT

Strengthening our community libraries

PO Box 1689  
425 South Main Street  
Pendleton, OR 97801

Phone (541) 276-6449

Board of Directors (Effective 7/1/22)

Caty Clifton  
P.O. Box 90  
Athena, OR 97813  
Employment: Retired  
(Term ends 6-30-23)  
541-969-2446 (cell)  
e-mail: [cclifton@ucsld.org](mailto:cclifton@ucsld.org)

Nick Nash  
206 SW Hailey Avenue  
Pendleton, OR 97801  
Employment: College Professor; Community Development Coordinator  
(Term ends 6-30-23)  
503-449-8641 (cell)  
e-mail: [nnash@ucsld.org](mailto:nnash@ucsld.org)

Jubilee Barron  
P.O. Box 101  
Hermiston, OR 97838  
home address: 457 Stephens Avenue, Umatilla, OR 97882  
Employment:  
(Term ends 6-30-23)  
541-969-9546 (cell)  
e-mail: [jbarron@ucsld.org](mailto:jbarron@ucsld.org)

Sharone Pettus McCann  
PO Box 446  
Stanfield, OR 97875  
home address: 260 Blankenship Drive, Stanfield, OR 97875  
Employment: Retired  
(Term ends 6-30-25)  
541-561-8297 (cell)  
e-mail: [smccann@ucsld.org](mailto:smccann@ucsld.org)

John Thomas  
720 South Main Street  
Pendleton, OR 97801  
Employment: Oregon Health Authority - Psychiatric Social Worker  
(Term ends 6-30-25)  
541-969-4436 (cell)  
e-mail: [jthomas@ucsld.org](mailto:jthomas@ucsld.org)

UCSLD Staff

Erin McCusker, District Director  
[director@ucsld.org](mailto:director@ucsld.org) (541) 276-6449

Monica Hoffman, Early Literacy Program Manager  
[takeoff@ucsld.org](mailto:takeoff@ucsld.org) (541) 612-2052

Dea Nowell, Technical Services Manager  
[dea@ucsld.org](mailto:dea@ucsld.org) (541) 966-0917

7/1/2021

# UCSLD Fiscal Year Overview



# Fiscal Year: 2022-2023

JULY	
7/1	Fiscal Year Begins
7/4	4 <sup>th</sup> of July Closure
7/13	Director's Meeting-Zoom: 1 PM – 3 PM
7/28	Board Meeting – 5:30

AUGUST	
8/25	Board Meeting – 5:30
8/31	Ready to Read Grant Application due

SEPTEMBER	
9/5	Labor Day Closure
9/14	Director's Meeting: 1 PM – 3 PM
TBD	ALSP Review Meeting - 5:30 – 8 PM
9/22	Board Meeting – 5:30

OCTOBER	
10/10	City Library Budgets due to UCSLD
TBD	ALSP Review Meeting – 5:30 – 8 PM
TBD	ALSP Review Meeting – 5:30 – 8 PM
10/27	Board Meeting – 5:30
10/31	ALSR Evaluations due
10/31	State Statistical Report due to the State Library

NOVEMBER	
11/4	District In-Service Training
11/10	State Statistical Report due to UCSLD
11/9	Director's Meeting: 1 PM – 3 PM
11/11	Veteran's Day Closure
11/17	Board Meeting – 5:30
11/24-25	Thanksgiving Holiday Closures

DECEMBER	
12/1	Ready to Read Grant Final Report due to SLO
12/15	Board Meeting – 5:30
12/23 – 26	Christmas Holiday Closure

JANUARY	
TBD	UCSLD Board Retreat
1/2	New Year's Day Holiday
1/3	Historical Materials process begins
1/11	Meeting of the Directors: 1 PM – 3 PM
1/16	Martin Luther King Jr Closure
1/26	Board Meeting – 5:30

FEBRUARY	
2/1	City Audits due to UCSLD
2/15	UCSLD Projected Budget figures to Libraries
2/20	President's Day Closure
TBD	Election Process Begins
2/23	Board Meeting – 5:30

MARCH	
3/9	Meeting of the Directors: 1 PM – 3 PM
3/23	Board Meeting – 5:30
3/31	Historical Materials process wraps up

APRIL	
4/7	District In-Service Training
TBD	UCSLD Budget Committee Meeting
4/18-22	OLA Conference – Bend, OR
4/27	Board Meeting – 5:30

MAY	
5/1	ALSP Due to UCSLD
5/10	Meeting of the Directors: 1 PM – 3 PM
TBD	Board Director Elections
5/25	Budget Hearing & Board Meeting – 5:30

JUNE	
6/22	Board Meeting – 5:30
6/30	End of Fiscal Year

**Checklist for the UCSLD Fiscal Year**

7/1/2023 - 6/30/2023

Complete?	Due Dates	Documents for UCSLD	Description
<input checked="" type="checkbox"/>	7/1/2022	Fiscal Year Begins	
<input type="checkbox"/>	10/10/2022	City FY21-22 Budget	Copy of the City's budget that includes the library's fund or accounting information
<input type="checkbox"/>	10/31/2022	ALSP FY20-21 Review Report	Review of last year's plan - report provided in person/Zoom and in a pdf
<input type="checkbox"/>	11/4/2022	UCSLD All-Staff In-Service	Libraries and UCSLD office are closed
<input type="checkbox"/>	11/10/2022	State Library Statistical Report	Copy of the Library's Statistical Report
<input type="checkbox"/>	1/3/2023	CS Jackson Historical Grant Process Begins	
<input type="checkbox"/>	2/1/2023	City FY20-21 Audit	Copy of the City's audit of the prior fiscal year
<input type="checkbox"/>	2/15/2023	Projected Budget Figures to Libraries for Budgeting	The UCSLD provides these figures to the Libraries
<input type="checkbox"/>	3/31/2023	CS Jackson Historical Grant Process Closes	
<input type="checkbox"/>	4/7/2023	UCSLD All-Staff In-Service	
<input type="checkbox"/>	5/1/2023	FY2023-23 Annual Library Service Plan	Plan for next fiscal year's library service activities and how UCSLD funds were used
<input type="checkbox"/>	6/30/2022	Fiscal Year Ends	

Complete?	Due Dates	Document for State Library of Oregon	Description
<input type="checkbox"/>	8/31/2022	Ready to Read Application	
<input type="checkbox"/>	10/31/2022	State Library Statistical Report	
<input type="checkbox"/>	12/1/2022	Ready to Read Report	
<input type="checkbox"/>	12/1/2022	Ready to Read Funds Delivered/Deposited	
<input type="checkbox"/>			

Complete?	Dates	Library Professional Development Opportunities	Description
<input type="checkbox"/>	9/14-17/2022	ARSL Conference - Chattanooga, TN	
<input type="checkbox"/>	4/18 - 22/2023	Oregon Library Association Conference - Bend, OR	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			





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Minutes  
Board of Directors Meeting  
June 23, 2022, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Jubilee Barron

John Thomas, Vice President

Caty Clifton (via Zoom)

**ATTENDANCE STAFF**

Erin McCusker, District Director

Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE - VISITORS**

Brianna G. (via Zoom) [arrived shortly before the Board was about to go into Executive Session]

**CALL TO ORDER**

Board Vice President John Thomas called the Board Meeting to order at 5:35 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker stated who was present and noted that with the 3 Board Members present there was a quorum. She stated that both Sharone McCann and Nick Nash had notified her that they would be unable to attend the meeting.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: May 26, 2022 - Caty Clifton moved to accept the Board minutes for the last Board meeting as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

No calendar changes.

**CORRESPONDENCE**

Erin McCusker shared correspondence received: a notice of changing the greater Enterprise Zone District in the City of Umatilla, and an email from Hermiston City Manager re. suggestions for agreement changes. Erin noted that she had sent the suggestions for changes to our attorney and hadn't heard anything back yet, we will need to address this at a later point.

**REPORTS**

**FINANCIAL STATEMENTS - May 2022**

Erin McCusker commented that we will be ending the year with just under \$400,000 - with COVID, there has not been as much traveling, etc. Jubilee Barron moved to approve the May 2022 financial statement, subject to audit. Caty Clifton seconded the motion. The motion passed unanimously.

## STAFF MONTHLY REPORTS

John Thomas commented that Monica has been rocking it a lot of late. Erin McCusker shared that Monica Hoffman has been wrapping up the year with sites and delivering free books. Erin commented that Dea Nowell has been doing her normal, which is so much. Erin spoke of her site visits with the libraries in May. Erin shared a comment made in peer review regarding site visits. Caty Clifton commented that is very good for support, for both long term directors and newer directors.

Erin stated that she had been gone a good portion of June, though still had much to get done. She noted that the budget documents were submitted to the County, she has started working with accounting staff on bill pay, been working on staff performance appraisals, and just submitted another article to the EO for the Go! Magazine regarding the summer reading program. She shared that one library had a parent ask about visiting other library storytimes, so Erin queried the libraries regarding their scheduled storytimes and put together information to go out to libraries for any interested patrons.

Erin also mentioned a memorandum that was sent out to Oregon Special Library District Board Members and Library Directors by Christy Davis and MaryKay Dahlgreen and their Board Chairs (Silver Falls Library District and Lincoln County Library District, respectively) regarding codification of attendance standards for Oregon Special Library District Board members. They would like to have SDAO support putting this into state statues, as it is in some districts' code, however it is not a blanket code. There were some overarching concerns raised about this type of thing by some Board Members. Erin commented that evidently it is in some types of districts codes and works well. They are needing, by July 8<sup>th</sup>, a letter that our Board supports or does not support this. There will be a special meeting of the Board on Thursday, June 30, 2022, at 5:30 pm.

## BOARD TRAINING -EDI & A CONCEPTS & BEST PRACTICES CHECKLIST

Erin McCusker recommended if the Board Members had not been on the SafePersonnel site yet, to please do look at it. She would like to wrap up that portion of the Best Practices checklist by the end of October. The Board then went through a thought exercise on equity. The definition of equity, directed in a library setting, being "an approach that ensures that everyone has access to the same opportunities" as defined in OLA's EDI&A Toolkit. The first thought question: In what ways have you noticed equity/inequity in District services? The second thought question: Think about a process (or processes) within the District and identify each step within that process where individual decision-making takes place. Can you identify instances that should require District staff to be intentional and conscious of the importance of equity? There was some discussion on both thought questions. At the end of the discussion John Thomas commented that making those calls in diversity and equity is not for those folks who are the majority, but those who are in the minority to make. And he also stated, how do we meet the needs of the least of these if we don't know them - we're doing a lot of guess work. Erin asked the Board Members to think about equity as we go through the process of reviewing policies, etc.

## OLD BUSINESS

### AGREEMENTS FOR LIBRARY SERVICES

Erin McCusker stated that all the received agreements (11) and amendments (10 - Athena had not sent a signed amendment back) have been scanned and posted on the Board's SharePoint site. It was noted that because Hermiston had edited the agreement and signed it, it was a different agreement and would be dealt with later, as legal counsel was needed. Caty Clifton moved to accept the fully executed agreements and amendments received from Adams, Athena, Echo, Helix, Milton-Freewater, Pendleton, Pilot Rock,

Stanfield, Ukiah, Umatilla, and Weston. Jubilee Barron seconded the motion. The motion passed unanimously.

#### ACCEPTANCE OF AUDITS

Erin McCusker stated that all audits, except from the City of Helix, have been received – explaining why and that they had been granted an extension by the State. Jubilee Barron moved to accept all the audits received. Caty Clifton seconded the motion. The motion passed unanimously.

#### NEW BUSINESS

##### RESOLUTION NO. 2021-2022\_03: TRANSFER OF FUNDS

Erin McCusker noted that we are so close on our tax distribution received without going over and if we receive another check we might go over. So, to be on the safe side and give ourselves a buffer we have this resolution. John Thomas read Resolution No. 2021-2022\_03 authorizing the transfer of funds from General Fund Contingency to General Fund Special Payments lines for FY2021-2022, Per ORS 294.463. John Thomas moved to accept Resolution 2021-2022\_03 transferring funds. Jubilee Barron seconded the motion. The motion passed unanimously.

##### PERFORMANCE APPRAISALS FOR UCSLD STAFF

Erin McCusker stated that she has two great people to work with who keep the District mission and vision in mind in all they do. A peer review was done of Dea Nowell's peers and Monica Hoffman does a year-end survey with her clientele. Erin noted that it is lovely to see how well they are recognized by their peers. Staff ROJDs have been updated, as have work plans for next year aligning with the strategic plans. Erin stated it is a joy to work with them and to do their performance appraisals this year.

John Thomas welcomed Brianna G. to the meeting. He stated that the time of public comment had passed and asked if there was anything particular that had brought her to our meeting. There was not, she stated she had just never been to a meeting like this and was curious. He further noted that the meeting was close to being wrapped up and that the Board and District Director would be going into an executive session for a performance appraisal.

##### EXECUTIVE SESSION:

Board Vice President John Thomas read the ORS from the agenda regarding the Executive Session. "192.660(2)(i) and 192.660(8) for the purpose: (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 executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects." John Thomas moved to go into Executive Session for the purpose of the District Director's performance appraisal. Caty Clifton seconded the motion. The motion passed unanimously. Dea Nowell and Brianna G. left the meeting, and the Executive Session was called to order at 6:42 pm. Following the District Director's performance appraisal, John Thomas moved to close the Executive Session. Caty Clifton seconded the motion. The motion passed unanimously. The Executive Session was closed at 7:16 pm by Board Vice President John Thomas.

##### GOOD OF THE ORDER

None.

##### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be July 28, 2022, at 5:30 pm.

ADJOURN

Caty Clifton moved to adjourn the meeting at 7:18 pm. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board Vice President John Thomas.

Respectfully submitted by Dea Nowell

DRAFT



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SPECIAL LIBRARY  
DISTRICT**

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PO Box 1689  
425 S Main Street  
Pendleton, OR 97801

Phone (541) 276-6449

Minutes  
Special Meeting of the Board of Directors  
June 30, 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, Vice President (via Zoom)

Caty Clifton (via Zoom)  
Nick Nash, President (via Zoom)

**ATTENDANCE STAFF**

Erin McCusker, District Director (via Zoom)  
Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE - VISITORS**

None

**CALL TO ORDER**

Board President Nick Nash called the special meeting of the Board to order at 5:31 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker stated all the Board Members present, thus there was a quorum.

**APPROVAL OF THE AGENDA**

No changes.

**NEW BUSINESS**

**BOARD RESPONSE TO THE SILVER FALLS LIBRARY DISTRICT AND LINCOLN COUNTY LIBRARY DISTRICT**

Board President Nick Nash had been contacted about the possibility of some changes in OR library district law concerning Board Director absences. Erin McCusker shared some places in Oregon Revised Statutes where the law is already in place [People's Utility Districts (ORS 261.415(c)) and School Districts (ORS 332.030(e))]. The Board Members each stated their feelings about this request and everyone was comfortable with it not being a trigger, but acknowledging the situations that arise in people's lives. They appreciated the wording of may/shall; liked the flexibility and discretion the examples allowed. The only concern voiced was if this was to be used inappropriately. The Board members, however, support the concept, especially for small district boards. Following the discussion, Nick Nash moved to support the effort to have SDAO lobby to change the ORS rules for library districts to allow library districts to establish policies addressing board member absenteeism. John Thomas seconded the motion. The motion passed unanimously.

Nick Nash thanked Erin McCusker for pulling this meeting together so quickly.

**GOOD OF THE ORDER**

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be the annual meeting on July 28, 2022, at 5:30 pm.

ADJOURN

Caty Clifton moved to adjourn the meeting. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President Nick Nash at 5:44pm.

Respectfully submitted by Dea Nowell

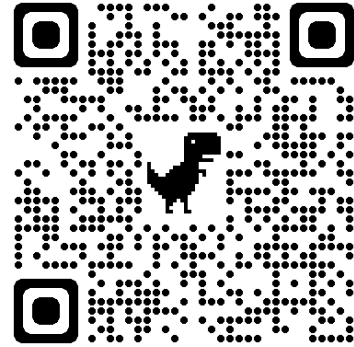
DRAFT



<b>Date:</b>	July 20, 2022
<b>Staff Name:</b>	Monica Hoffman
<b>Time Period Report Covers:</b>	June 2022

**1. 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.



**2. 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.

<b>Book Box Statistics</b>	<b>Boxes/kits</b>	<b>Books</b>
<b>To Sites with Storytime</b>	15	300
<b>To Sites without Storytime</b>	16	292
<b>Total</b>	31	592
<b>Storytime Statistics</b>	<b>Library Storytimes</b>	<b>Childcare Storytimes</b>
<b>Storytimes Provided</b>	2	8
<b>Adults in Attendance</b>	10	16
<b>Children in Attendance</b>	20	122
<b>Total Attendance</b>	30	138

**3. Meetings and Site Visits-represented above:**

- Wednesday June 1, 2022- Meeting with Erin
- Thursday June 2, 2022- Started creating “On the Go Stories” for the Take Off! YouTube Channel.
- Tuesday June 14, 2022-Storytime at Helix Public Library – *2 Gift books delivered to children.*
- Wednesday June 15, 2022- Assisted Stanfield Public Library with distributing summer reading program-Library Road Trip materials to: Milton-Freewater Public Library, Weston Public Library, Athena Public Library, Helix Public Library’s Director and Adams Public Library While making these deliveries I asked each director details of their programs to gain information to promote the individual libraries summer reading programs to Take Off! patrons in each community.



Amanda Hespel, Director, Adams Public Library stamps my Library Road Trip Card and gifts a brag tag to my collection.

Storytime at Adams Public Library  
– **18 Gift books delivered to children**

- Tuesday June 21, 2022-  
Storytime Cancelled-Collected  
materials -no children until July at  
Umatilla Morrow Head Start (UMHS) P-  
Wees Pendleton

Storytime outside at Jen's in-home  
childcare Pendleton 1 book box

**6 Gift books delivered to children**

Storytime outside at Elsie in-home  
childcare Pendleton 2 book boxes

Lil Angels Preschool and Childcare  
Pendleton - Doors locked- rescheduled

Meeting with Erin to discuss performance appraisal

- Wednesday June 22, 2022-

**UCSLD Staff Meeting** –Cyber Security Awareness Best practices

Storytime at Room to Bloom Preschool- preschool class Pendleton 1 book box

Storytime at Room to Bloom Preschool- toddler class Pendleton 1 book box

Mindy's in-home childcare Pendleton 1 book box

Playtime Education pick up all Take Off! materials.

Lil Angels Preschool and Childcare Pendleton 3 book boxes

- Thursday June 23, 2022

Oregon Child Development Center Hermiston collect Take Off! materials

**45 Gift books delivered to students**

Storytime at Good Shepherd preschool class Hermiston 2 book boxes

Storytime at Good Shepherd toddler class Hermiston 2 book boxes

Misty's in-home childcare Hermiston 1 book box, 1 kit

Tia's in-home childcare Hermiston 1 book box, 1 kit

- Monday June 27, 2022

Storytime at YMCA Kim's class Milton Freewater 3 Book Boxes

Storytime at Lil Ardo's in home preschool Milton Freewater 1 book box

Storytime at Lily's Kids in home preschool Milton Freewater 2 book boxes

Oregon Child Development Center Milton Freewater 8 book boxes

- Tuesday June 28, 2022

Travelled to Safelight in Kennewick to find out they had ordered the wrong  
version to replace the cracked windshield from a winter rock chip.



The front table of children attending Storytime in the Adams Park.  
Photo by Amanda Hespel, Director, Adams Public Library





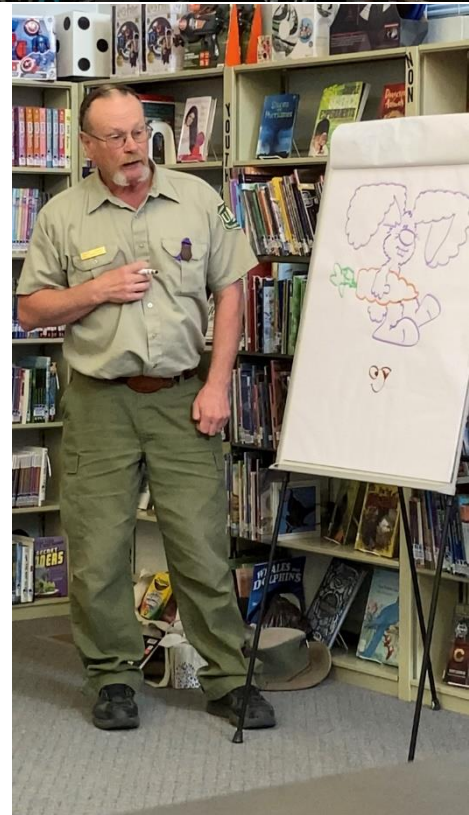
- Thursday June 30, 2022  
Assisted at Stanfield Public Library for a Summer Reading Program on Fire Safety. Travelled to Safelight in Kennewick to replace the cracked windshield from a winter rock chip.

**4. Projects and Progress**

- Collection development/box revisions- ongoing
- Continually adding books to *Handy Library Manager*
- Summer is the time when I do the most extensive rehabilitation on the heavily used book boxes.

**5. Accomplishments**

- **71 gift books delivered to children**
- With some creative scheduling I was able to fulfill every request received from library directors and still meet the needs and expectation of the patrons of the Take Off! Program



Forest fire prevention program at Stanfield Public Library

**6. Upcoming Events – Activities**

- July Storytimes scheduled at Weston, Helix, Adams, and Stanfield libraries.
- August 9-August 11 Early Childhood Inclusion Summer Institute at Western Oregon University.



## Monthly Report

<b>Date:</b>	July 28, 2022, Board Meeting
<b>Staff Name:</b>	Dea Nowell
<b>Time Period Report Covers:</b>	June 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>
June 2022	172	282	19	19	22	6	0	0
* 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, Milton-Freewater - 3, Pilot Rock PL - 1, Stanfield PL - 7, Weston - 1	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	Adams PL - adult fiction w/ no circ in last 5 yrs.		Ukiah P/SL - pre-cataloged items update	

### 3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (6/29)
- Sage Cataloging Committee meetings [via GoToMeeting]: 1 (6/6)
- Sage [Cataloging] RDA Subcommittee meetings [via Zoom]: 1 (6/7)
- UCSLD Board meetings [generally via Zoom]: 2 (6/23, 6/30)
- Staff/Safety meetings [generally via MS Teams]: 1 (6/22)
- webinars/trainings attended [virtual]:
  - SafePersonnel - Cybersecurity Awareness for Employees: End User Best Practices (6/8)
  - South Carolina State Library - Cataloging Monographs w/ RDA/MARC21: A Practical Guide (viewed 6/20, presented June 17, 2020)
  - South Carolina State Library - Cataloging Monographs in RDA/MARC21: A Practical Guide (viewed 6/20, presented June 8, 2021)
- weekly mtg. w/ Erin, Mon. mornings [via MS Teams or Zoom]: 3 (6/6, 6/20, 6/27)
- performance appraisal, with Erin [via MS Teams]: 1 (6/22)

## visits to/with District Libraries:

- Athena PL - 4 [email, phone]
  - email reply to ? re. whether Sage or LEO has an app available so patrons don't have to pull up entire catalog website - yes there is a Sage app available (called SageCat)
  - called, left message, re. duplicate barcode in scans
  - call re. email asking me to call re. some ?s on a batch
  - email follow-up response on email comment re. scan darkness & ? about video call #s
- Helix PL - 2 [email]
  - email reply - "weird thing happen" that morning re. patron account that expired...
  - email reply re. patron record (above) - suggested contacting Beth Ross or Jon George (Sage staff) regarding, also noted barcode was a Ready2Learn barcode
- Milton-Freewater PL - 2 [email]
  - email reply to cataloger who asked me for some assistance on a bib record, asked as to why didn't choose other OCLC bib (better record) instead of the one chosen... (2)
- Pendleton PL - 3 [email]
  - email reply to a cataloger re. ? of how to delete a bib record (2)
  - email reply to a cataloger ? re. LitF & LTxt fixed fields best practice in Sage
- Pilot Rock PL - 1 [phone]
  - returned call re. director going on vacation for a week and wanting to stop holds being placed on items during that time - suggested contact Beth Ross, System Admin.
- Weston PL - 2 [email, phone]
  - email reply to ? regarding new website & whether I'd taken a look at it...
  - call re. information for scanned items to add to catalog

## 4. Projects and Progress

- scanned Jan. 2014-June 2015 of Board Meeting minutes & support documents - ongoing

## 5. Accomplishments

- set up Zoom sessions for FY2022-23 Board meetings & sent a list of links to Erin
- website work:
  - Board agendas/packet & minutes posted
  - Summer Reading Program theme & info. teaser posted
  - EO Go article (Library Road Trip Gears Up) posted
  - EO Go article (Summer Reading Hits the Road) posted
  - removed Budget Hearing notice
  - moved Funding Model Overview from front page to Governing Documents page, replacing the Tax Formula Review section
  - new library service agreement template & appendices posted
- Sage Cataloging Mentor:
  - reviewed a few of May 2022 new bibs (14 of 209 bibs)
  - email conversation with another mentor re. bibs for Playaway Launchpad (a specialized preloaded material(s) tablet)
  - volunteered to facilitate Sage Cataloging Mentor meeting discussion, in absence of chair
  - requested Heather Culley (Pendleton PL) & I be added to list of catalogers interested in a Library of Things discussion group (idea for having this generated out of site visit with Heather in May)
  - forwarded via email some information I mentioned at the RDA subcommittee meeting
  - converted the Sage Cataloging Policy from PDF to Word for updating for Sage website
  - emailed a cataloger: ? about large print attached/added to a regular book bib (2)
  - emailed a cataloger: ? re. video bib with 2 separate 300 fields (physical description) (2)
  - emailed comment on a ? by another mentor about a possible resource
  - reply to question from another mentor to a cataloger in district & myself re. a series numeration issue on a bib (3)

- reply to a Sage library director's email about a new hire – new hire will become director on current director's retirement and asking for cataloging training assistance (2)
- follow-up email (from above) to Sage System Admin. and another mentor for current training info. as new system in place & sent name of new hire to System Admin. (3)
- emailed thanks to Jon & Beth (Sage staff) for diligently working on rebuilding SageLib website on new platform and keeping usable at the same time
- email follow-up on emails after Sage Catalog Mentor meeting (3)

#### Feedback received:

- 6/6/22 – rec'd email from Celine Vandervlugt (Sage Cataloging Committee chair) regarding idea floated at Cataloging Mentor meeting about whether there was any interest in having a Library of Things discussion group: "Dea, I think your idea is a hit! These are the names I have so far... Great idea!"
- 6/13/22 & 6/14/22 – rec'd emails from Celine Vandervlugt (Cook Memorial Lib. [La Grande] cataloger) regarding some resources I mentioned at Sage Cataloging Mentor meeting and forwarded to group: "These were great and just what I needed." & "I read through those documents you sent more carefully and I'm going to give the playaway launchpad document to Ryan as a template. It's spelled out clearly enough... Using this document will at least make our records consistent... Thanks for the input, I have a hard time using 'cataloger discretion' yet, since I don't feel like I've got enough experience to draw from. 😊"
- 6/28/22 – rec'd email from Denine Rautenstrauch (Wallowa PL director) who had asked if I could assist with cataloging training for new hire: "... I look forward to her working with you and the other catalogers to get things going."
- 6/28/22 – rec'd email from Tracy Hayes (another Sage cataloging mentor) regarding a series numeration issue and my suggested solution: "I think your idea is a marvelous solution to this sticky wicket, Dea!... would you mind doing the edit? Thanks so much! Tracy"
- 6/30/22 – rec'd email from Lisa Haunter (another Sage cataloging mentor): "You ran a great meeting yesterday Dea. IF I ever consider running for chair, keeping the meeting on track like you did will be one of the things I will try to do. I really appreciate how you are able to guide the discussion.... What a great meeting! :D Thank you again for kudos and support"

## 6. Upcoming Events - Activities

- vacation: Fridays off in July
- Sage [cataloging] RDA subcommittee meeting – 7/5
- ~~Sage User Council meeting – 7/19~~ - cancelled
- Staff/Safety meeting – 7/20
- Sage Library of Things discussion group starts up – 7/20
- Sage Cataloging Mentor meeting – 7/27
- UCSLD Board meeting – 7/28
- working in Pendleton office – 8/1 – 8/12

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#### summary of some FY21-22 year-end statistics:

- 3,366 items added to the catalog (for the most part all District Libraries: except Hermiston, Milton-Freewater, Pendleton, Umatilla)
- 3,415 items deleted from the catalog (for the most part all District Libraries: except Hermiston, Milton-Freewater, Pendleton, Umatilla)
- 1,055 catalog corrections (bib & item records) made in the catalog associated with District Libraries

- 166 temp bibs were updated (Pendleton, mostly, some for the smallest 9 UCSLD libraries, Hermiston & Milton-Freewater)
  - 1,125 bibs fixes were made in the catalog (an idea of the types of things: typo corrections, item fixes based on parts management, series statement related, Oregon author statements added to bibs, just an unnecessary line or two removed, etc.)
  - 150 bibs were merged in the catalog
  - 6 [empty] bibs were deleted from the catalog (bibs with no holdings or items attached)
  - 36 bibs were overlaid in the catalog
  - 184 OCLC CatExpress records were added (records purchased) to the catalog (UCSLD Libraries)
  - 175 OCLC CatExpress holdings were deleted from OCLC (UCSLD Libraries)
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**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**

<b>Date:</b>	July 28, 2022 Board Meeting
<b>Staff Name:</b>	Erin McCusker
<b>Time Period Report Covers:</b>	June 17 – July 21, 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**

<b>Date</b>	<b>Meeting/ Site Visits/ Activity</b>	<b>Method</b>	<b>What happened</b>
6/20/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/21/2022	Meeting with Monica	In-Person	Performance appraisal final meeting
6/22/2022	Monthly Check in Meeting with Darci Hanning	Zoom	Statewide view of what's happening for libraries
6/22/2022	Meeting with Dea	Teams	Performance appraisal final meeting
6/22/2022	Safety & Staff Meeting	Teams and In-person	Monthly staff meeting – Cyber security awareness for employees
6/22/2022	Meet with Umatilla County Historical Society	In-person	Pick up check for CS Jackson historical grant reimbursement
6/23/2022	UCSLD June Board Meeting	Zoom	
6/27/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/30/2022	Lunch & Learn - Leadership	Webinar	Niche Academy webinar
6/30/2022	Special Board Meeting	Zoom & In-person	

<b>Date</b>	<b>Meeting/ Site Visits/ Activity</b>	<b>Method</b>	<b>What happened</b>
7/4/2022	4 <sup>th</sup> of July Holiday		
7/7/2022	Honda Fit Repair	In-person	Vehicle to Zeigler's
7/11/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
7/11/2022	Meeting with Stephanie Chase	Zoom	Planning for LEO Meeting
7/11/2022	Site Visit	In-Person	Visit with Lili at Milton-Freewater Public Library
7/13/2022	Meeting of the Directors	Zoom	
7/15/2022	LEO Board Meeting	Zoom	
7/18/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
7/20/2022	Safety & Staff Meeting	Teams and In-person	Monthly staff meeting – Active Shooter training
7/20/2022	CIS Benefits RFC Training	Zoom	Web training on this year's RFC
7/20/2022	Meeting with Greta Bergquist of State Library	Phone	Information about the Teen Internship Program - <a href="https://libguides.osl.state.or.us/lstagrants/teeninterns">https://libguides.osl.state.or.us/lstagrants/teeninterns</a>
7/21/2022	Board Packets out		

### 3. Projects and Progress

<b>Project</b>	<b>Status</b>	<b>% Complete</b>
Policy Review	EDI & A review of policies	ongoing
In-Service Training	Planning has begun for the November in-service	0%
Audit	Compiled the amounts sent out to the cities for FY21-22	20%
Agreements for Library Services	Finalizing Hermiston's at July meeting	90%
Public Records Management	The records are about 45% complete – procedures are being written and the retention schedule is being updated	45%

Performance Appraisals	Performance reviews are complete, signed and filed. Staff work plans are being implemented.	100%
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	In the initial stages of this process	10%
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 are on bill pay	Ongoing
COVID-19	Indoor masking requirement has lifted	Ongoing
Best Practices for SDAO	New requirements are available	10%
Safety & Staff Meetings	Cyber security for employees was the topic for June’s meeting, Active Shooter was the topic for July’s meeting	ongoing
ALSP Review Meetings	Planning for Fall 2022	0%

#### 4. Feedback & Accomplishments

- Bill pay tracking and approval document set up for FY22-23
- From Lisa Britton, EO Go Coordinator, “Thank you, Erin! This sounds like a great program! And now I have some books to add to my reading list. 😊” Article about the Teen Intern programs in several libraries.
- From Stephanie Partida, Athena Public Library Director, “This looks great Erin! Thank you so much!” about the teen internship article.
- From Greta Bergquist, State Library of Oregon, “Thanks for talking yesterday! Thanks so much for writing about the interns!”
- From Cindy Shurtz, Dickey & Tremper, “Thanks for the heads up!” about the new PERS formatting of reports.
- Fiscal year calendar and checklist for the library directors complete.

#### 5. Upcoming Events – Activities

- August 19-22 – out of the office
- September 5 – Labor Day Holiday
- September 12 – Round Up – Staff will be working remotely
- September 27 – October 13 – Out of the office and working remotely





Date: July 28, 2022  
To: Library Directors  
From: Erin @ Umatilla County Special Library District  
Re: Annual Library Service Plan Reviews

I hope this finds you all well during the Summer Reading Program and the first month of the new fiscal year. Congratulations on all of your successes this past year. You have all beautifully navigated the re-opening of public libraries post pandemic to the benefit of our constituents.

It is time for the Annual Library Service Plan (ALSP) reviews. The UCSLD Board and I look forward to meeting with you and hearing how the last fiscal year, July 1, 2021 through June 30, 2022, progressed at your library at the ALSP review meetings in September and October.

There will be three meetings and all will be hybrid meetings: in person and through Zoom. The review reports need to be complete and submitted to Erin in PDF by October 31st. The meeting time options can be found in the Google Drive. See the email for the link and sign up for a time.

Prepare and submit a report highlighting your activities based on your FY2021-2022 plan. You can choose to do a written report, a visual presentation or a brochure that can be posted to the UCSLD website as a PDF.

Regardless of the format you choose, your report must answer the following questions for the UCSLD Board:

1. What were your goals for FY2021-2022?
2. What are the community needs for which your goals were written?
3. What goals did you accomplish in FY2021-22?
4. Share the challenges, if any, you had in meeting your plan's goals. What changes would you have made to better meet the needs in your community?
5. In what ways did you create access for everyone in your community?
6. List your partners, including the UCSLD and other District libraries, with a brief statement about how you worked together to accomplish your goals.
7. What actions did you take this last year to increase awareness of UCSLD support of library customers?
8. Outside of current financial support, in what ways can the UCSLD continue to support district libraries' staff members and customers?

**FY21-22 Annual Library Service Plan Review Meetings - Schedule**

Add your name, library name and any needs you have to a time slot

_____ day, _____, 2022			
Time	Library Director	Library	Needs for Presentation
5:35 - 6:05			
6:15 - 6:45			
6:55 - 7:25			
7:30 - 8:00			

_____ day, _____, 2022			
Time	Library Director	Library	Needs for Presentation
5:35 - 6:05			
6:15 - 6:45			
6:55 - 7:25			
7:30 - 8:00			

_____ day, _____, 2022			
Time	Library Director	Library	Needs for Presentation
5:35 - 6:05			
6:15 - 6:45			
6:55 - 7:25			
7:30 - 8:00			