



**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, September 22, 2022, 5:30 pm**

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

<https://us02web.zoom.us/j/88327947288?pwd=V8SapcXI4FUFPk0b9w3WOkDnoLDvk9.1>

Meeting ID: 883 2794 7288

Passcode: 818116

Audio Only: +19712471195,,88327947288#,,,,\*818116# 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 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	President	Please sign up
Minutes - Board Meeting - August 25, 2022 ALSP Review Meeting - September 13, 2022	President	Approval
Calendar Update	Director	Updated to show ALSP Review Meetings
Correspondence	Director	
Reports  • Financial Statements o Accountants' Report - August 2022 o Banks & Pool Balances	Director	Acceptance

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> <li>Staff Monthly Reports</li> </ul>		Information
Board Training <ul style="list-style-type: none"> <li>Plans and Reviews</li> </ul>		Information
Old Business <ul style="list-style-type: none"> <li>UCSLD End of Year Report</li> </ul>	Board	Presented at the Meeting for Board Acceptance
<ul style="list-style-type: none"> <li>Hiring Committee and Process Job Notice Advertisement</li> </ul>	Board	Update
New Business <ul style="list-style-type: none"> <li>Board Duties &amp; Responsibilities Best Practices Checklist</li> </ul>	Director & Board	Decision
<ul style="list-style-type: none"> <li>Board Duties &amp; Responsibilities Manual</li> </ul>	Board	Decision
<ul style="list-style-type: none"> <li>Governing Documents and Policy Review - EDI &amp; A and Updates               <ul style="list-style-type: none"> <li>Circulation Policy</li> <li>Collection Development Policy</li> <li>Confidentiality and Privacy Policy</li> <li>Contracting Policy</li> <li>District Patron Card Moving Policy</li> </ul> </li> </ul>	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.
Good of the order	Everyone	
Next District Board Meeting - October 27, 2022.		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.



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Minutes  
Board of Directors Meeting  
August 25, 2022, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Jubilee Barron  
Nick Nash

Sharone McCann (via Zoom)  
John Thomas, President

**ATTENDANCE STAFF**

Erin McCusker, District Director

Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE - VISITORS**

None

**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 John Thomas, Nick Nash, and Jubilee Barron were present in the office, with no one present on Zoom. Erin noted we have a quorum. [Sharone McCann arrived on Zoom just moments later.]

**APPROVAL OF THE AGENDA**

Erin McCusker noted there were no changes to the agenda. Nick Nash moved to accept the agenda with no changes. Jubilee Barron seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meetings: July 28, 2022 – John Thomas wanted to make mention of discussion that had occurred in email regarding the Agreements item at last month's meeting. The information from the emails was shared in the meeting and included in the Board's continued discussion. The Board directed the following edits:

Add to the third paragraph, "When Mr. Tovey was asked questions, many times he deferred saying he was not the appropriate person to answer them." Remove the statement in the fourth paragraph, "Mr. Tovey, in closing, noted that he loves libraries and hopes to be a voice of reason in this."

Jubilee Barron moved to approve the July 28, 2022, Board meeting minutes with the edits discussed. Nick Nash seconded the motion. The motion pass unanimously.

**CALENDAR UPDATE**

Erin McCusker noted that the calendar was updated with the ALSP review dates. The only TBD dates remaining on the calendar are for the Board Retreat and the election process beginning dates. Erin stated that the Ready to Read grant application was submitted today. John Thomas found the election information and stated that the first day for

candidate filing is February 3, 2023, and the deadline is March 16, 2023, with election day on May 16, 2023.

#### CORRESPONDENCE

Erin McCusker stated we received a notice from the City of Hermiston Planning Department of recently annexed properties, withdrawing said properties from the Umatilla County Special Library District tax rolls.

#### REPORTS

##### FINANCIAL STATEMENTS - July 2022

Erin McCusker noted that the financial statement was the first one of the new budget year with appropriate budgetary updates in the statement. Erin also noted that we received the first distribution of tax monies for the year, through email link, which is the County's new process. Nick Nash moved to approve the July 2022 financial statement, pending audit. Sharone McCann seconded the motion. The motion passed unanimously.

##### STAFF MONTHLY REPORTS

Erin McCusker highlighted Monica Hoffman's story times this past month and her administrative duties, including scheduling, etc. John Thomas noted Monica's nomination for OLA Children's Services Division Chair-elect. Erin went on to mention that even with traveling here, Dea Nowell kept up on everything. Erin and Dea accomplished many of the filing, organizing and archiving tasks during Dea's visit. Nick Nash offered thanks to both Erin and Dea, noting it is nice to know we are following the guidelines and rules for special districts. Erin stated in late July she did several site visits and got to all the libraries - it was good to connect face to face. She additionally mentioned that she is excited about moving to bill pay processes. Erin wrote an article for the *EO Go!* section about September being library card sign-up month; it was published today. She has pictures, etc., from the libraries to do a wrap-up article on the summer reading program. She has a copy of the State of America's Libraries, 2<sup>nd</sup> year of the pandemic report which she will post on the Board's SharePoint site.

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

Erin McCusker noted that this is basically a reminder regarding SDAO's best practices checklist. She shared an update - staff tried to do SDAO board training on SafePersonnel site, however 3 of the 5 videos would not play. She contacted SDAO and was told that we don't have to do the training through SafePersonnel as she had been told. Erin noted that we would be going over the EDI concepts later in the agenda. She also stated that SDAO put out a Special Districts Handbook which is available electronically or as a printout that has very helpful information for Board Members. She stated that SDAO also has a Board recruitment toolkit that we can utilize for the upcoming election cycle.

#### OLD BUSINESS

##### UCSLD END OF YEAR REPORT

Erin McCusker shared that the end of the year report is in draft form and will put it on the Board's SharePoint site. She asked the Board members to please look at it and comment on areas to include/don't include, etc. She noted she would also appreciate the Board's feedback on the District-wide view, especially on events that occurred this last year. Erin noted that this document is our ALSP review.

#### NEW BUSINESS

##### INCREASE STAFF CREDIT CARD LIMITS

Erin McCusker mentioned at the last Board meeting that it would be helpful to increase the staff's credit card limits. There are situations during the year when there are larger purchases, such as a computer purchase and in-service costs, where it is difficult to juggle the needs versus the card limits. We need a letter and a decision from the Board to make a change at the bank. The staff suggested about \$1,500 last month, and Nick Nash suggested \$2,000. Erin and Dea feel that \$1,500 is workable. Sharon McCann moved to increase individual's credit cards to \$1,500 each. Nick Nash seconded the motion. The motion passed unanimously.

#### DECLARATION OF SURPLUS COMPUTERS

John Thomas read aloud Resolution 2022-2023-01 declaring two laptop computers surplus for disposal. The laptops were purchased about 2012 and 2015, they have been [or will soon be] wiped and reset to their beginning status. Nick Nash moved to accept Resolution 2022-2023-01 as read. Jubilee Barron seconded the motion. The motion passed unanimously.

#### GOVERING DOCUMENTS AND POLICY REVIEW – EDI & A AND UPDATES – REVIEW OF THE VISION, MISSION, VALUES

Erin McCusker noted this is part of this year's policy review – asking whether the mission, vision and core values include equity, diversity and inclusive (EDI) language and concepts? Following discussion, which included specificity of language, that a vision statement should be aspirational as well, that the mission statement is based in the establishment language, and that it is important to state District documents in the most inclusive language as possible. Erin asked if there was anything anyone would like to see changed tonight. There was no motion to make a change to the current vision, mission, and values.

#### HIRING COMMITTEE AND PROCESS

Erin McCusker handed out copies of her resignation letter, effective December 31, 2022. She noted that she is looking at the next few months as transitional time as well as a time for the hiring process. She offered a suggested timeline to include posting about October 1<sup>st</sup>, review beginning October 24<sup>th</sup>, and interviews beginning in November. She noted that she budgeted enough money for some overlap with the new District Director beginning December 1<sup>st</sup>. Nick Nash asked about the search area – Erin & Dea suggested several statewide, regional, and national postings. Erin did a job analysis and ran through it, she noted that she is putting a workflow together (weekly, monthly, annually, etc.) Erin also noted that she just attended a webinar with CIS that dealt with hiring and interviewing. Erin noted that she would like to ask Caty if she is interested in serving on the hiring committee. Nick Nash noted that he would be willing to serve on it unless anyone else really wanted to. Erin noted that it is her goal to leave the District foundationally sound – policies, procedures, records management, bill pay, etc. Some discussion followed which included thoughts about hiring an administrative assistant a few hours per week to handle some of the tasks that take the Director's time, so that they can get out to the cities more to share information about the District – such as with year-end review (including the Board members stepping up to assist the District Director with such). John Thomas noted at the end of the day Erin is a librarian and librarians are social justice warriors. Nick thanked Erin for all the thought put into the process up till now, he expects we will have a smooth transition and he is grateful for it. John shared with Erin he appreciates her heart and fiery attitude. Erin noted that she has learned over the years that you don't replace people, you replace positions. John stated he was thinking of a comment from a television show; "I cannot replace you, I can only succeed you". Jubilee Barron moved to accept Erin's resignation. Sharone McCann seconded the motion. The motion passed unanimously. Nick Nash moved to set up/establish a hiring subcommittee with Nick and one other person. Jubilee Barron seconded the motion. The motion passed unanimously. John

noted thinking of the hiring committee he would like to see one small library and one large library represented.

#### GOOD OF THE ORDER

John Thomas noted that he is applying for a policy analyst job at the State in terms of inclusion and equity in rural mental and behavioral health services. John also shared that he saw an article today that the Brooklyn Public Library is offering a free digital library card to any teenager, so they have access to frequently banned or challenged books. He also noted that a teacher was fired today because they had publicized this fact. The Pendleton Public Library Friends of the Library book sale opens tonight and runs through Saturday.

#### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be September 22, 2022, at 5:30 pm.

#### ADJOURN

Jubilee Barron moved to adjourn the meeting; Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 7:07 pm.

Respectfully submitted by Dea Nowell



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Umatilla County Special Library District  
Board of Directors

Work Session  
Libraries' FY21-22 Annual Library Service Plan Reviews

*No decisions are made at these meetings - Information sharing only*

Tuesday, September 13, 2022 - 5:30 - 8:00 PM

Minutes	
Call to order	John Thomas called the work session to order at 5:32 PM.
Call the Roll & Establish Quorum	Board Members: Sharone McCann, Caty Clifton, John Thomas, Nick Nash UCSLD Staff: Erin McCusker Visitors: Dustin Schock, Ukiah Public Library; Kathleen Schmidtgall, Weston Public Library; Cecili Longhorn, Stanfield Public Library; Mark Rose, Hermiston Public Library
Review of FY2021-22 Library Service Plans	Information Sharing
Dustin Schock, Library Director of Ukiah Public Library	Shared the library's FY21-22 plan review.
Kathleen Schmidtgall, Library Director of Weston Public Library	Shared the library's FY21-22 plan review.
Cecili Longhorn, Library Director of Stanfield Public Library	Shared the library's FY21-22 plan review.
Mark Rose, Library Director of Hermiston Public Library	Shared the library's FY21-22 plan review.
Adjourn	John Thomas adjourned the work session at 8:04 PM

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

Governmental Type Funds

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Cash - Banner Bank	\$ 21,652.01	\$ -	\$ -	\$ -	\$ 21,652.01
Cash - LGIP	287,604.33	1,976.80	9,957.77	20,186.25	319,725.15
Cash - Columbia River Bank		-	19,082.35	-	19,082.35
Accounts Receivable	-	-	-	-	-
Prepaid expenses	4,770.73	-	-	-	4,770.73
<b>TOTAL</b>	<b>\$ 314,027.07</b>	<b>\$ 1,976.80</b>	<b>\$ 29,040.12</b>	<b>\$ 20,186.25</b>	<b>\$ 365,230.24</b>
<b>LIABILITIES AND FUND BALANCE</b>					
<b>CURRENT LIABILITIES</b>					
Accounts payable - general	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued payroll and benefits	864.99	-	-	-	864.99
Total Current Liabilities	864.99	-	-	-	864.99
<b>FUND BALANCES (DEFICIT)</b>					
Assigned	-	1,976.80	29,040.12	20,186.25	51,203.17
Unassigned	313,162.08	-	-	-	313,162.08
Total Fund Balances	313,162.08	1,976.80	29,040.12	20,186.25	364,365.25
<b>TOTAL</b>	<b>\$ 314,027.07</b>	<b>\$ 1,976.80</b>	<b>\$ 29,040.12</b>	<b>\$ 20,186.25</b>	<b>\$ 365,230.24</b>



**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS**  
**GENERAL FUND**  
**For the 2 Months Ended August 31, 2022**

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
<b>REVENUES</b>					
Taxes current year	\$ -	\$ -	\$ 2,204,478.00	\$ (2,204,478.00)	0.00%
Taxes - previously levied	7,776.71	7,776.71	55,000.00	(47,223.29)	14.14%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	85,000.00	(85,000.00)	0.00%
Interest earned - LGIP	465.66	850.34	2,350.00	(1,499.66)	36.18%
Interest earned - other	0.64	1.93	150.00	(148.07)	1.29%
<b>Total Revenues</b>	<b>8,243.01</b>	<b>8,628.98</b>	<b>2,347,178.00</b>	<b>(2,338,549.02)</b>	<b>0.37%</b>
<b>PERSONNEL EXPENDITURES</b>					
District Manager	6,369.83	12,739.66	80,000.00	(67,260.34)	15.92%
Library Tech. Manager	4,673.60	8,940.80	54,000.00	(45,059.20)	16.56%
Early Literacy Coordinator	3,979.93	7,613.77	46,000.00	(38,386.23)	16.55%
Payroll taxes	1,073.69	2,089.80	12,850.00	(10,760.20)	16.26%
Health and accident insurance	4,003.54	8,007.08	50,400.00	(42,392.92)	15.89%
Worker's compensation	5.06	644.59	650.00	(5.41)	99.17%
Unemployment	421.07	819.54	2,500.00	(1,680.46)	32.78%
Retirement	2,182.88	4,384.74	25,000.00	(20,615.26)	17.54%
<b>Total Personnel Expenditures</b>	<b>22,709.60</b>	<b>45,239.98</b>	<b>271,400.00</b>	<b>(226,160.02)</b>	<b>16.67%</b>
<b>MATERIALS AND SERVICES</b>					
Transportation	935.25	1,369.13	5,600.00	(4,230.87)	24.45%
Staff training and conferences	-	-	2,500.00	(2,500.00)	0.00%
Board expenses	-	725.98	2,600.00	(1,874.02)	27.92%
Legal fees	-	825.00	5,000.00	(4,175.00)	16.50%
Audit	-	-	5,900.00	(5,900.00)	0.00%
Insurance	-	-	5,000.00	(5,000.00)	0.00%
Fiscal management	-	1,150.00	13,800.00	(12,650.00)	8.33%
Postage	-	-	400.00	(400.00)	0.00%
Office supplies and maintenance	0.10	909.42	5,000.00	(4,090.58)	18.19%
Telephone	155.97	311.94	2,100.00	(1,788.06)	14.85%
Rent	785.07	1,570.14	9,500.00	(7,929.86)	16.53%
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%
<b>Total Materials and Services</b>	<b>1,876.39</b>	<b>8,061.61</b>	<b>68,600.00</b>	<b>(60,538.39)</b>	<b>11.75%</b>
<b>SPECIAL PAYMENTS</b>					
Tax distribution to cities	6,221.38	6,221.38	1,783,583.00	(1,777,361.62)	0.35%
Community services fee distribution to cities	-	-	68,000.00	(68,000.00)	0.00%
<b>Total Special Payments</b>	<b>6,221.38</b>	<b>6,221.38</b>	<b>1,851,583.00</b>	<b>(1,845,361.62)</b>	<b>0.34%</b>
Capital outlay	-	880.00	3,000.00	(2,120.00)	29.33%
Contingency	-	-	108,000.00	(108,000.00)	0.00%
<b>Total expenditures</b>	<b>30,807.37</b>	<b>60,402.97</b>	<b>2,302,583.00</b>	<b>(2,242,180.03)</b>	<b>2.62%</b>
<b>Revenues over (under) expenditures</b>	<b>(22,564.36)</b>	<b>(51,773.99)</b>	<b>44,595.00</b>	<b>(96,368.99)</b>	<b>-116.10%</b>

**OTHER FINANCING SOURCES (USES)**

Transfer to Resource Sharing Fund	-	-	(129,815.00)	129,815.00	0.00%
Transfer to Capital Reserve Fund	-	-	(5,000.00)	5,000.00	0.00%
Total other financing sources (uses)	-	-	(134,815.00)	134,815.00	0.00%

Revenues and other financing sources over  
(under) expenditures and  
other financing uses

\$ (22,564.36)	(51,773.99)	(90,220.00)	\$ 38,446.01
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**FUND BALANCE, July 1, 2022**

<u>364,936.07</u>	<u>219,135.00</u>
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**FUND BALANCE, August 31, 2022**

<u>\$ 313,162.08</u>	<u>\$ 128,915.00</u>
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**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS**  
**RESOURCE SHARING FUND**  
**For the 2 Months Ended August 31, 2022**

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
<b>REVENUES</b>					
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%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>32,150.00</b>	<b>(32,150.00)</b>	<b>0.00%</b>
<b>MATERIALS AND SERVICES</b>					
Sage Library System	-	-	74,015.00	(74,015.00)	0.00%
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	-	500.00	8,000.00	(7,500.00)	6.25%
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%
<b>Total Materials and Services</b>	<b>-</b>	<b>13,077.00</b>	<b>144,165.00</b>	<b>(131,088.00)</b>	<b>9.07%</b>
Contingency	-	-	30,000.00	(30,000.00)	0.00%
<b>Total expenditures</b>	<b>-</b>	<b>13,077.00</b>	<b>174,165.00</b>	<b>(161,088.00)</b>	<b>7.51%</b>
Revenues over (under) expenditures	-	(13,077.00)	(142,015.00)	128,938.00	9.21%
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from General Fund	-	-	129,815.00	(129,815.00)	0.00%
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>129,815.00</b>	<b>(129,815.00)</b>	<b>0.00%</b>
Revenues and other financing sources over (under) expenditures and other financing uses	\$ -	(13,077.00)	(12,200.00)	\$ (877.00)	
<b>FUND BALANCE, July 1, 2022</b>		<b>15,053.80</b>	<b>12,200.00</b>		
<b>FUND BALANCE, August 31, 2022</b>		<b>\$ 1,976.80</b>	<b>\$ -</b>		

**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 2 Months Ended August 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>
<b>OTHER FINANCING SOURCES (USES)</b>					
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>	
<b>FUND BALANCE, July 1, 2022</b>		<u>29,040.12</u>	<u>29,040.00</u>		
<b>FUND BALANCE, August 31, 2022</b>		<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 2 Months Ended August 31, 2022**

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
<b>REVENUES</b>					
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>
<b>MATERIALS AND SERVICES</b>					
Take Off materials and supplies	-	-	4,000.00	(4,000.00)	0.00%
State Ready to Read material	1,958.40	1,958.40	9,457.00	(7,498.60)	20.71%
Take Off transportation	337.50	576.15	5,000.00	(4,423.85)	11.52%
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	2,295.90	2,534.55	20,457.00	(17,922.45)	12.39%
Contingency	<u>-</u>	<u>-</u>	<u>9,030.00</u>	<u>(9,030.00)</u>	<u>0.00%</u>
Total expenditures	<u>2,295.90</u>	<u>2,534.55</u>	<u>29,487.00</u>	<u>(26,952.45)</u>	<u>8.60%</u>
Revenues over (under) expenditures	<u>(2,295.90)</u>	<u>(2,534.55)</u>	<u>(20,030.00)</u>	<u>17,495.45</u>	<u>12.65%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (2,295.90)</u>	<u>(2,534.55)</u>	<u>(20,030.00)</u>	<u>\$ 17,495.45</u>	
<b>FUND BALANCE, July 1, 2022</b>		<u>22,720.80</u>	<u>20,030.00</u>		
<b>FUND BALANCE, August 31, 2022</b>		<u>\$ 20,186.25</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:	September 14, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	August 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.

Book Box Statistics	Boxes/kits	Books
To Sites with Storytime	15	304
To Sites without Storytime	22	446
Total	37	750
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	1	10
Adults in Attendance	3	20
Children in Attendance	5	97
Total Attendance	8	117

3. Meetings and Site Visits-represented above:

Friday August 5, 2022-Weston

- Weston Public Library Storytime on the lawn with Kathleen

Monday August 8, 2022- Monmouth

- Travel to Monmouth for the 2022 Early Childhood Inclusion Summer Institute at Western Oregon University. A Kaleidoscope of Inclusion: Culturally Responsive Practice in Early Childhood.

Tuesday August 9, 2022- Monmouth

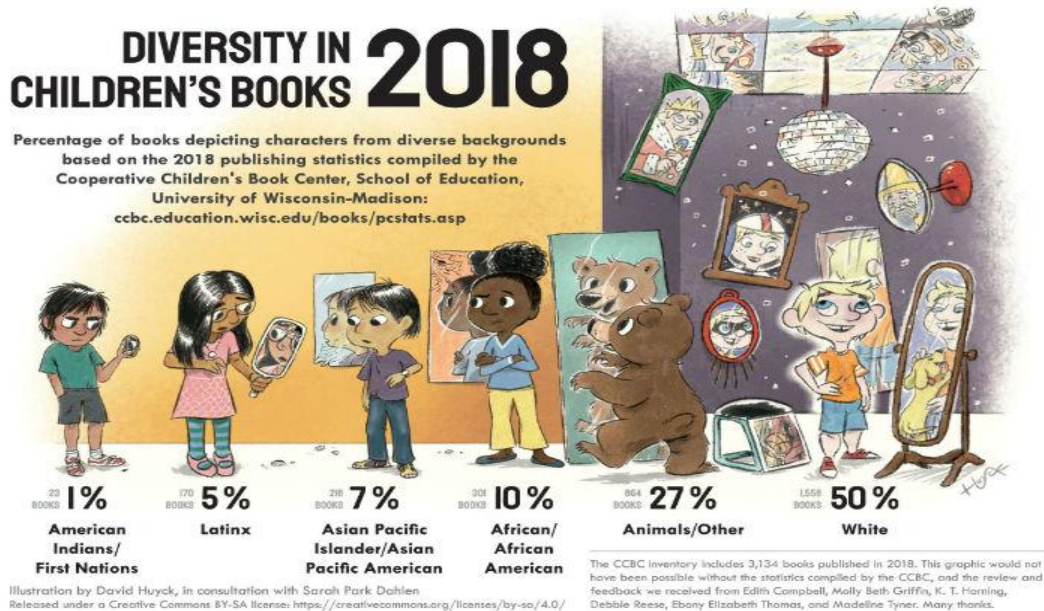
- Early Childhood Inclusion Summer Institute Pre-conference Oregon Coast Field Trip: Exploring Nature to Enhance Student Learning with Oregon Recess Outdoor Adventure School. Learning Environments and Curriculum
- Bringing the Outside in and the Inside Out: Nature-Based Learning in Early Childhood with Dr. Cindy Ryan, Learning Environments and Curriculum; Special Needs- how to implement developmentally

appropriate best practices for children of all abilities both inside and outside the classroom

Wednesday August 10, 2022- Monmouth

- Social Studies with Infants and Toddlers? Exploring Diversity, Equity & Inclusion with our Youngest Learners with Dr. Cindy Ryan How we can create community, belongingness, and build on diversity, equity and inclusion with infants and toddlers.

An infographic from this session that set off discussion I will be mindful of when developing and maintaining the Take Off! collection.



- Let's Talk About it! Fostering Language Development in Infants and Toddlers with Aimee Anderson, how young children develop language. Break some misconceptions about how infants and toddlers develop language. Human Growth and Development -Infants/Toddlers

Thursday August 11, 2022- Monmouth

- Exploration: Engaging in Culturally Responsive Scientific Inquiry with Maria Laine, Instructional Mentor, Ways to build off home cultures to empower children to be explorers, experimenters, and scientific thinkers. By making connections to children's past experiences, you will support children in being scientific thinkers. Diversity; Learning Environments & Curriculum
- Conversations with Children About Consent with Amy Williams, Owner & Director-Amy Williams Academy. Discussing boundaries and consent with young children, about their own voice and choices. Learn basics of consent, ways we inadvertently teach children that consent is not important. -Human Growth & Development

Monday August 15, 2022- Hermiston

- Good Shepherd Children's Center Pre-K storytime and materials exchange with Lynn -2 book boxes

- Good Shepherd Children's Center toddler storytime and materials exchange with Lynn -2 book boxes
- Misty's In-home Childcare materials exchange -1 book box and storytime kit
- Hermiston Oregon Child Development Coalition materials exchange-8 book boxes
- Oregon Library Association Children's Services Division board meeting Tuesday August 16, 2022-Pendleton

- Jen's In-home Childcare Storytime and materials exchange 1 book box
- Mindy's In-home Childcare Storytime and materials exchange 1 book box, 1 storytime kit
- Lil Angels Preschool and Childcare materials exchange-3 book boxes Wednesday August 17, 2022-Pendleton

- Staff and Safety Meeting SDAO Board Training
- Room to Bloom Childcare Toddler Storytime and materials exchange with Maria -1 book box
- 10:30am Room to Bloom Childcare Preschool Storytime and materials exchange with Trina -1 book box Thursday August 18, 2022- Milton Freewater

- Lily's Kids Preschool and childcare Storytime and materials exchange with Lili -2 book boxes
- Little Ardo's Academy Storytime and materials exchange with María -2 book boxes
- Walla Walla YMCA Summer Camp Preschool Storytime and materials exchange with Kim -2 book boxes



Lili shared this photo of the day that her students were given books to keep from the Take Off! Program

- Milton-Freewater Oregon Child Development Coalition materials exchange-8 book boxes Friday August 19, 2022-Helix and Pendleton and Helix
- Delivered the District Summer Reading Road Trip prize basket to Helix
- Umatilla Morrow Head Start P-Wees Material Collection with Kevan Monday August 22, 2022, to Friday August 26, 2022 Out of the office Medical and Vacation



Monday August 29, 2022, Pendleton

- Elsie In-home Childcare Storytime and materials exchange -2 book boxes

Wednesday August 31, 2022

- Meeting with Erin

### Projects and Progress

- Collection development/box revisions- ongoing
- Continually adding books to *Handy Library Manager*
- 2022-2023 Take Off! Registration 75% Complete

### Accomplishments

- 2023 Ready to Read Grant Application submitted

### Upcoming Events - Activities

- Election for the Oregon Library Association Children's Services Division Chair-elect position for 2022-2023
- Back to School!



Miss Monica asked what camouflage meant 😂

The child seated on the pink pillow answering my question has been at Take Off! Storytimes with me since she was an infant. This was her last Storytime with me before heading to PELC for Kindergarten.



## Monthly Report

<b>Date:</b>	September 22, 2022, Board Meeting
<b>Staff Name:</b>	Dea Nowell
<b>Time Period Report Covers:</b>	August 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>
Aug. 2022	201	601	76	5	43	2	0	2
* 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 Ukiah P/SL - 1 in process items: Milton-Freewater PL-1
additionally:	Ukiah P/SL - shelf list of all items for site visit & sent following	Adams PL - Juvenile NonFiction - no circulation in 5 years	Adams PL - Adult NonFiction - no circulation in 5 years	Adams PL - Pacific NW - no circulation in 5 & 10 years
	Adams PL - video collection inventory w/ circulation dates, circulation totals, & date created			

### 3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (8/31)
- Sage [Cataloging] RDA Subcommittee meetings [via Zoom]: 1 (8/2)
- Sage "Library of Things" discussion group meeting [via GoToMeeting]: 1 (8/17)
- UCSLD Board meetings [via Zoom]: 1 (8/25)
- Staff/Safety meetings [via MS Teams]: 1 (8/17)
- webinars/trainings attended [virtual]:
  - SafePersonnel - SDAO Board Training (8/16)
- weekly mtg. w/ Erin, Mon. am [in person, & via Zoom & MS Teams]: 4 (8/1, 8, 15, 29)
- work plan mtg. w/ Erin [in person]: 1 (8/3)
- SharePoint training w/ Erin for Sharone McCann [in person]: 1 (8/8)

- mtg. w/ Jordan McDonald & Erin - updating office Wi-Fi, etc. [in person]: 1 (8/12)
- visits to/with District Libraries:
- all 12 libraries - 1 [email]
    - email re. upcoming days off (remainder of August through September)
  - Adams PL - 10 [in person, email, phone]
    - site visit
    - sent reports requested via email (2)
    - reply to email hoping I had a great trip home & about meeting in person...
    - email asking for guidance on game call number and shelving location for catalog
    - call re. game (follow-up: no email response)-create shelving loc. & call #: game name
    - email re. delay in getting game added to catalog
    - email reporting above item added as we spoke about
    - call re. ? about shelf list of videos to verify skipping initial article (a, an, the) in shelving
    - emailed video inventory list with circulation dates, circulation totals, and date created
  - Athena PL - 3 [phone, email]
    - call re. 3 items on hold, unable to fill holds through system, so just sent items to my attention Pendleton PL instead (2)
    - email re. email ? about item not in catalog, which had slipped through cracks during automation project years ago
  - Echo PL - 1 [email]
    - email re. email ? about getting a list of Oregon history book (since not in a separate shelving location informed how we might be able to approach it...)
  - Helix PL - 1 [phone]
    - call re. email ? - standardization of processing new books & ILL books by lib. assistant
  - Milton-Freewater PL - 1 [phone]
    - call re. email ? : creating book club kits - walked through template, etc.
  - Pendleton PL - 3 [phone, email]
    - called to give a heads up some items coming from Athena PL to my attention as unable to fulfill the holds through the catalog
    - emailed ILL contact that more [temporary bib] items were coming via courier
    - called asking that they return a [temporary bib] item that came in from a hold I'd placed and forgot to cancel before I left Pendleton (I cancelled all remaining holds)
  - Pilot Rock PL - 1 [email]
    - fwd. email from Beth Ross sent to Pilot Rock PL's old email address (& myself) re. long lost item (cc'd Beth for new address)
  - Ukiah Lib. - 4 [in person, email]
    - site visit
    - email follow-up items from site visit: shelf list, list of shelving locations set up, & EOU courier contact for requesting courier bags & CD &/or DVD boxes
    - email requesting a temporary bib item title missed being picked up at site visit - asking be sent via courier
    - email re. items returned still showing checked out (not yet received)
  - Weston PL - 4 [phone, email]
    - call re. items on hold, with one showing "in transit" for 1 ½ weeks & not yet rec'd.
    - email re. item on hold - FYI, now checked out
    - email reply re. whether I was now back home...
    - call re. email about lost status items sent by Beth Ross and how to handle
  - Beth Ross [Sage Library System - Systems Administrator] - 3 [email]
    - emailed a correction for District office address on SageLib website
    - email reporting cataloging issue when creating an item
    - email follow-up on above issue and reporting system down
  - Jon Georg [Sage Library System - Systems Specialist] - 3 [email]
    - email reporting cataloging issue when creating an item
    - email follow-up on above issue and reporting system down (2)
  - Jeff McDonald [EOU - Sage Library System courier central hub contact] - 1 [email]
    - email request for Sage courier bags sent to UCSLD (2)

## 4. Projects and Progress

- new/update technology [Board meetings, etc.; Wi-Fi router upgrade; Technical Services replacement laptop; In-Service potential for fully-hybrid trainings] ~ *40% complete*

## 5. Accomplishments

- Board laptop, TV, & external webcam set up
- set up recurring Zoom meetings for ALSP Reviews
- continued work on files with Erin, shifting from old filing system and from file cabinets to storage boxes, retaining necessary documents in files (completing CIS Health Benefits, UCSLD Audits, several grants [including CS Jackson historical grants], SDIS/SDAO liability & worker's compensation), and destruction of unneeded documents from files
- wiped an old HP laptop & reset to initial set-up (purchased around 2012)
- meeting held with Erin & Jordan McDonald re. Wi-Fi equipment upgrade/replacement, etc. (bid received by Erin)
- Technical Services replacement laptop purchased (will be set up in Sept.)
- website work:
  - Board agenda/packet, financial statement & minutes posted
  - UCSLD FY 2022-23 calendar overview posted & updated
  - historical grant materials purchased lists for 2020, 2021, & 2022 posted
  - posted Erin's August 25<sup>th</sup> EO Go! column
- Sage Cataloging Mentor:
  - reply to email of another mentor about a diacritic quick chart being compiled
  - reply - Sage RDA subcommittee email ? re. sharing draft RDA manual w/ all the mentors
  - email Beth Ross link for Playaway LaunchPad cheat sheet mentioned during Library of Things discussion group
  - email Beth Ross reply re. email heads-up about a cataloger returning after an absence
  - email a cataloger in training next steps in process after finishing a training course (2)
  - email another mentor double checking new process for training, verifying steps, etc. (2)
  - email another mentor suggested changes/corrections to a document she created (2)
  - reviewed some July new bibs created by catalogers under my mentorship
  - reply to another mentor asking I review a bib record
  - reply to ? asking about switching Sage RDA subcommittee meeting date
  - reply to email ? about who is the mentor for a particular cataloger (3)
  - email contact made with the above mentioned cataloger
  - emailed a cataloger welcoming her and suggesting which email list is best to use for courier related communications (rather than cataloging list)

### Feedback received:

- 8/30/22 - email from Erin re. drafted Board meeting minutes: "...Excellent job pulling all the myriad strands together!"
- 8/31/22 - email from Lisa Hauner (cataloging mentor, OTLD) after she decided to step up, after much encouragement by several mentors to chair the Sage Cataloging Committee: "...and you said very encouraging and motivating things Dea. Thank you for that vote of confidence because it feels pretty surreal right now... You are officially in charging of making sure I don't get too full of myself... Thank you again, Dea, for your much-needed approval :)"

## 6. Upcoming Events - Activities

- off - Fridays through September; plus Sept. 14-19
- Sage [cataloging] RDA subcommittee meeting - 9/13
- Staff/Safety meeting - 9/21
- Sage Library of Things discussion group - 9/21
- UCSLD Board meeting - 9/22
- Sage Cataloging Mentor meeting - 9/28



**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

<b>Date:</b>	September 22, 2022 Board Meeting
<b>Staff Name:</b>	Erin McCusker
<b>Time Period Report Covers:</b>	August 18 – September 15, 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>
8/24 – 8/26/2022	CIS Annual Conference	Virtual	Classes on mental health support, workplace wellness, Oregon paid leave act, interviewing, etc.
8/25/2022	UCSLD July Board Meeting	Zoom & In-person	
8/26/2022	Jordan Lloyd	In-person	Copier maintenance and toner replacement salesman
8/29/2022	Weekly Check-in Meeting with Dea	In-person	Check in on what's happening and what's coming up
8/31/2022	Monthly Check in Meeting with Darci Hanning	Zoom	Statewide view of what's happening for libraries
8/31/2022	Monica Hoffman	In-person	Work Plan check in
8/31/2022	PERS Report Submission	Online	
9/1/2022	James Simpson	In-person	Discussion about data collection and uses
9/5/2022	Labor Day Holiday	Office Closed	
9/7/2022	UCSLD Hiring Committee	In-person	

<b>Date</b>	<b>Meeting/ Site Visits/ Activity</b>	<b>Method</b>	<b>What happened</b>
9/8/2022	Helix Board Meeting	Zoom	Set up and start of the meeting
9/12/2022	Weekly Check-in Meeting with Dea	In-person	Check in on what's happening and what's coming up
9/12/2022	FY21-22 Audit	In-person	Dropped off the audit documents to Barnett & Moro in Hermiston
9/13/2022	ALSP Review Meeting	Zoom	FY21-22 Plan reviews – Board met with Dustin Schock, Kathleen Schmidtgall, Cecili Longhorn, Mark Rose
9/15/2022	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	Documents submitted to Auditor	50%
Agreements for Library Services	All Agreements are complete	100%
Public Records Management	The records are about 45% complete – procedures are being written and the retention schedule is being updated	45%
Performance Appraisals	Work plan check ins complete for first quarter	25%
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	Working on the details of succession	25%
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 being worked on by the Board and District Director	10%
Safety & Staff Meetings	SDAO Board Training in August	ongoing
ALSP Review Meetings	1 <sup>st</sup> meeting complete	30%

#### **4. Feedback & Accomplishments**

- “Hope some of this info comes in handy. Thanks for all you do!” from Mary Dowdy, Hermiston Public Library Children’s Services
- ALSP Reviews scheduled and begun.
- Audit documents delivered to the auditor.
- FY21-22 Annual Report complete

#### **5. Upcoming Events – Activities**

- September 23 – District Director hiring open
- September 26 – October 13 – Out of the office and working remotely
- October 14 – LEO Annual Meeting in Hood River.

# Board Duties & Responsibilities Checklist

Review – 9/22/2022

- Does your district have written board duties and responsibilities of officers?
- Do you provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent?
- Do you distribute a copy of Oregon Government Ethics Law to each board member?
- Do you have an adopted policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit?
- Is there an annual review/training of each board member and written acknowledgement of policy and training kept on file?
- Does the frequency of board meetings comply with the Oregon statute regulating your type of district?
- Do you have a procedure for election of board officers?
- Does your district follow ORS 198 or other authorizing statute for filling board vacancies?
- Does your Board file the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually review the submitted notice to ensure that information is current?
- Does your district have an established Budget Committee? (For districts not governed by Oregon Budget Law, hold at least one budget work session.)
- Does your district approve an annual budget?
- Does your district annually review the board approved personnel policies?
- Does your district have an adopted public meetings and records policy and have you trained your board members on public meetings and records laws?
- Has your board engaged in a Board Practices Assessment with the SDAO Consulting Services Program?



# BOARD DUTIES AND RESPONSIBILITIES POLICY

Umatilla County Special Library District

DRAFT

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## SECTION 1: OVERVIEW

The policies compiled in this guidebook represent the board member duties and responsibilities of the Umatilla County Special Library District (UCSLD). Board member's signature on the Acknowledgment and Agreement to Comply page of this manual (pg. 22) constitutes board member's agreement to comply with the board policies and guidelines stated herein.

The Umatilla County Special Library District (UCSLD) Board of Directors exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the residents of the UCSLD.

Board Directors are elected for four-year terms by the electors residing within the UCSLD. Newly elected or re-elected Board members take their oath of office at the Annual Meeting during the regular July Board Meeting. The Board sets their monthly meeting date at this Annual Meeting as well.

Individual Board Directors have no authority; the Board's decision-making authority is only found when they convene with a quorum. Board activities are not limited to monthly regular meetings, but may also include other meetings, retreats, training sessions and workshops.

## SECTION 2: THE BOARD

### 2.1 Members of the Board

The board of UCSLD shall be comprised of five board members, who are duly elected public officials serving a term of four years. Each board member is charged with serving the best interests of the District, and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for the Umatilla County Special Library District, ORS Chapter 198. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except that expressly delegated by the board.

### 2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall be substantially similar to the following:

"I, [NAME], do solemnly swear that I will faithfully and honestly perform the duties of the office of Board Director of the Umatilla County Special Library District to the best of my abilities; that I will abide by the rules, regulations, and policies of the Umatilla County Special Library District; and that I will

uphold the laws and the Constitutions of the State of Oregon and the United States of America.”

### 2.3 Board Officers

The board shall elect annually, from among its members, officers as prescribed by the Principal Act of the UCSLD. These shall include President (or Chair), Vice-President, and Secretary, Officers have the general powers and duties outlined below:

President - The president of the board shall preside at board meetings and shall prepare or confer with the Secretary on preparation of the meeting agenda. The president is charged with conducting meetings, preserving order and enforcing the rules of the board. They may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board). They should also, when authorized to do so by a majority of the board, be the source of contact for the district’s general counsel attorney on behalf of the district. The president has the same right as other members of the board to move, second, debate and vote.

Vice-President - In the president’s absence, the vice-president shall act as president pro tempore, and shall have the powers and duties of the president of the board as prescribed by district polices.

Secretary - The secretary shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district’s records permanently. Responsibilities associated with meeting minutes may be delegated to a staff member by majority vote of the board, but in such a case are still under the supervision and responsibility of the board secretary. In the absence of both the president and vice-president, the secretary may act as president pro tempore.

### 2.4 Vacancies

As provided by ORS 198.320, if a board member should resign from the board before his or her term is up, the vacancy shall be filled by appointment decided by majority vote of the board. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Umatilla County will appoint a replacement. The appointed replacement shall serve until the next regular election of board members. The board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

## 2.5 Board Member Conduct

A) Board Directors have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from the Board. Likewise, no individual Board Director may speak for or on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the UCSLD.

B) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she must support and advocate for the official district position on the issue.

C) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the district director. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state in writing the board member's operational duties/functions, and the board president and district director shall agree to said arrangement prior to the board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

## SECTION 3: BOARD MEETINGS

### 3.1 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.

### 3.2 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.

### 3.3 Agenda

The board 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 board 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 Manager's 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.

### 3.4 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 are closed to the public, but the media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite persons not part of the board to attend executive sessions.

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

### 3.5 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.

### 3.6 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.

### 3.7 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.

### 3.8 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.

### 3.9 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.

### 3.10 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. 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 Audience 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 Audience Time. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

## SECTION 4: COMMITTEES

### 4.1 General

A. The board will create district committees/advisory committees as needed. The board will create committee, determine the number of committee members and length of term, and appoint members to any district committees by resolution. Qualifications for committee members will be as follows:

1. Committee members shall be residents of the district.
2. Committee members will be required to pass a background check consistent with the operational policies of the district prior to appointment to a committee.
3. Neither district employees nor persons having a contractual relationship with the district may serve on district committees as public members.
4. A member of the public may not simultaneously serve on more than two district committees or one district advisory committee, nor may a member of the public simultaneously serve as chair on two district committees, except relative to service on the budget committee.
5. Candidates for committees will complete a board-approved application or statement of interest.

B. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility.

C. The district will give public notice of committee vacancies.

D. Committees will select a chair and a secretary and determine the committee's meeting schedule and rules for operation. Minutes must be taken of all committee meetings. Minutes will be retained by the committee secretary and distributed to committee members, board members and district director.

E. The board may, by resolution, remove a member of the public from a district committee prior to the expiration of the term of office.

F. Committees and their members have no authority to represent the district's official position on any matter except by express and explicit approval of the board for such.

G. All advisory committee meetings are public meetings under state law and subject to all requirements thereof.

### 4.2 Standing Advisory Committees

A. The board will create standing advisory committees as needed for each major service area.

1. Terms for standing advisory committees will be three years.
2. The district director may, at his or her discretion, appoint a staff liaison to be present at committee meetings.
3. Standing advisory committees will make a report and respond to questions from the board once a year, unless more frequent reports are requested by the board.

#### 4.3 Ad Hoc Advisory Committees

The board may create ad hoc committees as needed to assess the needs of the district, evaluate existing programs and/or facilities, recommend long-range goals and plans, or any other needs as determined by the board. Any ad hoc advisory committees formed will operate for such time as needed to accomplish the assigned purpose and may be discharged after their recommendations to the board, or at any other time at the discretion of the board.

## SECTION 5: ADMINISTRATION

### 5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the district's chief executive officer. Administrative authority for the daily operations of the district and the management of all district personnel shall be delegated to the district director to the extent reasonably possible. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the district director. Any board communications relative to district business must be directed to the board president, who will then communicate the question, request, or concern to the district director.

### 5.2 Management

The board shall be responsible for the following supervisory duties:

- A. District Director:
  1. Hire the district director.
  2. Define the duties and responsibilities of the district director.

3. Approve the plan, form and amount of management compensation, to include salary, benefits, bonuses, vacation, travel, etc.
  4. Evaluate the district director annually.
  5. Approve programs for management development.
  6. Provide advice and consultation to management on matters within the purview of the board's responsibilities.
  7. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the district director, up to and including termination.
- B. Financial:
1. Approve contracts for professional services required by and for the board, and any other contracts binding the district.
  2. Approve the form and amount of reimbursement for board members.
  3. Approve specific important projects.
  4. Review and approve the annual budget.
  5. Review and approve any employee benefit plans.
  6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
  7. Select the district's independent municipal auditor and annually approve the audit report.
- C. District Plans and Objectives:
1. Become familiar with and abide by all laws and policies governing the operation of the district.
  2. Approve any significant departure from established plans or policy.
  3. Review and approve major changes in the district's organization or structure.
  4. Develop and approve long-range plan of growth and development for the district.
  5. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
  6. Receive, discuss and take action on committee or other planning Body recommendations.
  7. Pass district resolutions and adopt ordinances.
- D. Compliance and Legal
1. Select legal counsel and consultants for the district.
  2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a board member without the concurrence of the board. Before requesting research or other action by legal counsel, the board

should, if appropriate, consult with the district director to determine if the request or action can be accomplished cost-effectively. Outside a board meeting, the board should make requests of legal counsel through the district director, with the exception of issues related to performance of the district director.

3. Ensure that the district is in compliance with all federal, state, and local laws.

### 5.3 Board Member Expenses and Compensation

#### A. Compensation

Board member's will serve as unpaid volunteers per this policy set by the Board.

#### B. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars;  
and
5. Other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary district expense and should not undertake any board business that will generate reimbursable expenses without the express approval of the board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the board and, if deemed unreasonable, may be declined for reimbursement.

## SECTION 6: ETHICS



Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

### 6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the district's liability coverage, and the costs of investigation and any penalty issue are the responsibility of the board member.

### 6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the board could result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the board will result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed, and the board member may not participate in discussion of the matter or vote on the issue.

### 6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

- A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
- C. Seeking employment of relatives with the district without making appropriate disclosures.

- D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
- E. Taking an action that benefit special interest groups at the expense of the district as a whole.
- F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the district.

## SECTION 7: COMMUNICATIONS

### 7.1 Communications with the Media

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the board president and/or the district director. Any other communication with the media by board members shall be considered unauthorized and shall not represent the official position of the district.

### 7.2 Communication with Staff

The board will respect the separation between policymaking and administration (board and district director functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

- A. The board will work with the district staff as a team in the spirit of mutual respect and support.
- B. Outside of board meetings, board members will not attempt to influence a district employee or the district director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a non-coercive manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with district staff to the district director, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine director authority or prevent the board as a whole from receiving information. The district director will determine the most effective way to respond to board requests.

- D. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.
- E. Any written materials or information requested of staff by board members will be submitted to the entire board and include a notation stating who requested the information.
- F. The board president will refer comments or questions regarding district personnel or administration to the district director. The district director may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

### 7.3 Confidentiality

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, district director, or legal counsel.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the district director, legal counsel, or designated board member.
- C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

## SECTION 8: BUDGET

### 8.1 Governing Statutes and the Budget Process

The board will be responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

- A. Budget Process
  1. The board appoints a budget officer (ORS 294.331)
  2. The board appoints a budget committee consisting of all board members plus an equal number of electors of the district (ORS 294.414).

3. Vacancies on the budget committee are filled by appointment of a majority of the board.
4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The board adopts the budget, makes appropriations, imposes and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456)
11. The board certifies taxes to the county assessor.

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials, and are subject to conflict of interest disclosure and other ethics requirements.

## SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

### 9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board.

## 9.2 Mimimum Requirements

All board members will be required to complete certain curricula as recommended by the UCSLD strategic plan. The curricula shall consist of the following minimum criteria, but the board may add additional board training requirements or recommendations as needed:

- A. Attend an SDAO Board Training once per year.
- B. Read and be familiar with Oregon Ethics Guide for Public Officials.
- C. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- D. Read and be familiar with the UCSLD Board Manual which includes all board policies and duties outlined herein.

I am a duly elected board member of the board of the UCSLD, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board director. I have read and understand the policies contained in the Manual and have asked the currently presiding board president or president tempore for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

---

Board Member's Name (Print)

---

Board Member's Signature

---

Date

## Circulation Policy

The Umatilla County Special Library District (UCSLD) encourages the use of library services by individuals of all ages to support their personal, educational, recreational, and professional needs. The following policy and guidelines are provided to ensure consistent and equitable access to library services for all patrons.

### Library Card Eligibility

All residents of Umatilla County will get a library card at their home library – the library that serves their zip code.

All UCSLD member libraries are members of the Sage Library System for which the UCSLD pays the membership fee for each. The one contracting partner library, Hermiston, is also a member of the Sage Library System and the UCSLD pays for the percentage of their membership fee for the rural population which is within the UCSLD.

Registration procedures are determined by each library within the Sage Library System. See the policy - Sage Library System Standardized Loan Rules with Locally Discretionary UCSLD Rules.

Participants in the Take Off! program register for the program through a process determined by the Early Literacy Program Manager.

## Collection Development

The Umatilla County Special Library District (UCSLD) Board and staff envision a vibrant community, with access to resources that build strong, literate residents, connected to the world. The UCSLD enriches Umatilla County through access to quality library services in various ways.

The UCSLD works with partner libraries, distributing tax funds to support the public libraries in providing carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Each library has their own collection development policy guiding their selection of resources to best serve their community.

The UCSLD Take Off! program directly offers daycares, preschools, Head Start schools and other clientele a selection of carefully selected early literacy books, manipulatives and story time support resources for the development of early literacy skills.

The collection development policy sets out the conceptual framework, guiding philosophy, and major procedures of the UCSLD's Take Off! program collection development plan. Selection of materials is based on emergent literacy goals, clientele needs and the principles of intellectual freedom. The library honors diversity of viewpoints and the right of individuals to receive information. The UCSLD endorses the American Library Association Library (ALA) Bill of Rights, Freedom to Read statement, and Freedom to View. These statements may also be viewed on the ALA website at [ala.org](http://ala.org).

### Authority

The responsibility for the Take Off! collection lies with the Early Literacy Manager under the supervision of the District Director. The Board of Directors determines the broad policies for collection development set forth in this document and the strategic plan.

Requests for specific materials are accepted from clientele and if they fit with the guidelines of this policy and the Take Off! budget, they can be added to the collection.

### Access

The UCSLD makes materials available in a variety of formats in an effort to provide inclusive and equitable access to resources for all clientele, such as print, audio, and digital materials including books and magazines, audio books, electronic books, research and subscription databases, and manipulatives used to build emergent literacy.

### Labeling



The Early Literacy Manager employs objective professional judgment through selection, cataloging, classification, and readers' services to make available the information that Take Off! program clientele want or need.

Labeling systems in the UCSLD are employed as a means of organizing resources, providing guidance to users, and are viewpoint-neutral. Labels are used as directional aides and may include broad categories or themes.

### Criteria for Selection

Because of the volume of publishing, as well as the limitations of budget and space, the UCSLD must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the Early Literacy Program Manager in the selection of materials and also serves to acquaint the general public with the principles of selection. Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to professional and amateur publications, websites, blogs, reviews, bestseller lists, current media, and local sources. Items will be selected considering the following criteria.

1. The main points considered in the selection of materials are:
  - Relevant to youth from birth to approximately five years of age.
  - Artistic, literary, historic, and/or scientific merit.
  - Clientele needs and interests.
  - Relevance and diversity of viewpoints.
  - Availability, format, and accessibility.
  - Clarity and accuracy of information.
  - Current and historical significance

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

- Materials in the children's collection are selected to serve the needs of youth from birth through early school age.
- Suggestions from clientele are welcomed and considered using the standards outlined in this policy.
- The UCSLD will acquire materials in languages commonly spoken by Umatilla County residents, including English and Spanish.
- The UCSLD makes a special effort to select and retain items of local significance and history that are appropriate for children from birth to age five.

### Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. The UCSLD makes every effort to rehome discarded material, as long as it is in reasonable condition.

## Donated and Gifted Materials

### Books and Materials

The UCSLD accepts donations of books and other library materials in good condition which meet current collection development criteria. Items in poor physical condition, outdated material formats, condensed/abridged titles, textbooks, magazines and encyclopedias will not generally be accepted for donation. The district's acceptance of a donated item does not constitute an agreement to add it to the collection; the UCSLD will make all necessary decisions as to the retention, location, cataloging and other considerations related to the use, disposition and disposal of all donations. The UCSLD does not assess the value of gifts made to the district. Valuation should be determined by the donor.

### Cash Donations

Monetary donations may be made to the Umatilla County Special Library District.

## Confidentiality and Privacy Policy

The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation, or reprisal. Confidentiality is the primary means of providing First Amendment protection for public library users.

Oregon State law recognizes the Umatilla County Special Library District (UCSLD) as a public body subject to Oregon Public Records Law. The UCSLD's policies on its records can be found in the Public Records Policy.

However, the Oregon Public Records Law also allows libraries to exempt certain records. In accordance with Oregon Revised Statute (ORS) 192.355 (Public Records Exempt from Disclosure) section 23 exempts from disclosure under Oregon Public Records Law, the records of a library, the following District records are exempt from disclosure:

- Circulation records showing use of specific library materials, whether analog or electronic, consulted, borrowed, acquired, or transmitted, by a named person; or
- Records showing the name of a patron together with the person's address, email address, telephone number, or other personally identifiable information.

The UCSLD is committed to protecting every patron's library records. However, upon issuance of a court order, the UCSLD may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the UCSLD may or may not be allowed to disclose to the patron or anyone else, with the exception of legal counsel, that the records were released.

These records include, but are not limited to:

- Circulation records;
- Registration records; and
- Records regarding use of library information, materials, and services.

To protect patrons, if a court order is received, the UCSLD will not make library records available to any agency of state, federal, or local government without first consulting its legal counsel and unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All such requests must be made through the District Director.

To further protect library record privacy the UCSLD shall electronically purge or manually shred the following records when they are no longer needed for regular library business:

- Records with personally identifiable information including but not limited to a name together with an address, email, telephone number, or name of a library material used or accessed.
- Records showing information on use of the UCSLD's computer networks that can be specifically identified with a particular user or device.

The UCSLD reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative communications.

The UCSLD does not allow use of library records for fundraising or political purposes.

In all contracts with third-party agents, the UCSLD will protect patron and staff privacy to the greatest extent reasonable under the circumstances.

Nothing in this statement prevents the UCSLD from exercising its right to protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes.

## 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 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.

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). 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 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. Sole Source Procurement When necessary, the district's Local Contract Review Board, district director, or their ~~his/her~~ designee may enter into a sole source procurement pursuant to ORS 279B.075.

5. Electronic Advertising Pursuant to ORS 279C.360 and ORS 279B.055C(4c), 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)).

## District Library Patrons Who Move Within the County

Umatilla County patrons moving to a new city within the county will normally be issued a new home library card from the new city library after clearing any prior blocks or holds. When a new card is issued the new home library shall promptly notify the former home library to delete the old patron record.

There may be circumstances (i.e. patron move is very short term) at the discretion of the patron's new home library to allow a patron to keep their current card longer perhaps until the expiration date. If allowed the new home library will update the current patron record to include a note of the circumstances and notify their former home library.