



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
425 South Main Street  
Pendleton, OR 97801

Phone (541) 276-6449

**Umatilla Special Library District Board**

**Regular Meeting of the Board of Directors  
Thursday, December 19 2024, 5:30 pm**

**UCSLD December 2024 Board Meeting – December 19, 2024**

<https://us02web.zoom.us/j/85372987219?pwd=vjhGXeyNiMFEGyuvkSTcab7ifNatBc.1>

Meeting ID: 853 7298 7219

Passcode: 998100

One tap mobile

+19712471195,,85372987219#,,,,\*998100# US (Portland)

Dial by your location

+1 971 247 1195 US (Portland)

Meeting ID: 853 7298 7219

Passcode: 998100

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

Topic	Lead	Purpose Outcome
Public Comment – Limited to Two Minutes Per Person  Limited to 30 Minutes Total	President	Please sign up
Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted		
Minutes – Board Meeting – November 26, 2024	President	Approval
Calendar Update –	Director	
Correspondence	Director	Information

Topic	Lead	Purpose Outcome
Reports <ul style="list-style-type: none"> <li>• Financial Statements               <ul style="list-style-type: none"> <li>○ Accountants' Report – November 2024</li> <li>○ Banks &amp; Pool Balances - Oct &amp; Nov 2024</li> </ul> </li> <li>• Staff Monthly Reports</li> </ul>	Director	Acceptance  Information
Board Training <ul style="list-style-type: none"> <li>• Review Board Duties and Responsibilities Policy Section 7-9</li> </ul>		Information & Review
Old Business <ul style="list-style-type: none"> <li>• Update on city agreements</li> </ul>	Board	Information (Adams)
<ul style="list-style-type: none"> <li>• Best Practices – Certificates for public meetings law</li> </ul>	Director	Update – still need Judy's
<ul style="list-style-type: none"> <li>• Car insurance and IMESD update</li> <li>• Feb 1 for Board Retreat – does this work for all, place and time?</li> </ul>	Director & Board	Discussion & Decision?
New Business <ul style="list-style-type: none"> <li>• Sharing on Grant monies and FIL trip</li> </ul>	Director	Information
<ul style="list-style-type: none"> <li>• Policy review – Finalize Collection Development policy &amp; Confidentiality and Privacy Policy</li> </ul>	Board	Discussion & update
Good of the order	Everyone	
Next District Board Meeting – January 23, 2025.		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 Heather Estrada at 541-276-6449.



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**Minutes**

**Board of Directors Meeting**

November 26, 2024, at 5:30 pm

District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Caty Clifton, President  
John Thomas

Kathy Thew, Vice President

**ATTENDANCE STAFF**

Heather Estrada, District Director  
Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE – VISITORS**

None

**CALL TO ORDER**

Board President Caty Clifton called the regular Board Meeting to order at 5:31 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated we have Board Members John Thomas, Kathy Thew, and Caty Clifton in the office; so, we have a quorum. Heather also noted that Nick Nash and Judy Bracher were excused.

**APPROVAL OF THE AGENDA**

Kathy Thew moved to approve the agenda. John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: October 24, 2024 – John Thomas moved to approve the October 24, 2024, minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

Special Board meeting: November 12, 2024 – Kathy Thew moved to approve the November 12, 2024, special Board meeting minutes as presented. John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

**CALENDAR UPDATE**

Heather Estrada reminded the Board Members that the next Board meeting would be December 19, 2024 – a week earlier than usual due to Christmas.

**CORRESPONDENCE**

None.

## REPORTS

### FINANCIAL STATEMENTS & BANK RECONCILIATIONS – October 2024

Heather Estrada noted that we've only had the October 2024 financial statement for about 30 hours. She also noted that we have not yet received the bank reconciliations. John Thomas moved to approve the accountant's financial report for October 2024, pending to audit. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

### STAFF MONTHLY REPORTS

Heather Estrada shared a couple of highlights from her report. She noted that the all-District in-service was good, and the committee's work has recently wrapped up. Heather also noted that she went to the Pendleton City Council, which was good, and they were very accepting and thought we were wonderful. She noted that we have received 6 of the 12 agreements, and that some are waiting for the new calendar year, as there will be new council members on board. Heather also shared that she and Caty Clifton met with Byron Smith, who was more congenial than expected; and noted that each side has completely different vantage points and that is unlikely to change. Byron invited Heather to the City Council meeting in January or after; and he also noted that he would like to see any future agreement(s) in advance.

When asked if there were any questions or comments about Dea Nowell's or Monica Hoffman's reports, Caty Clifton noted lots of great work, and thanks for documenting that work for the record. Heather stated she also noted to Hermiston the work that Dea and Monica do in the Hermiston area.

### BOARD TRAINING: REVIEW BOARD DUTIES AND RESPONSIBILITIES POLICY SECTION 4-6

The Board reviewed sections 4-6 of the Board Duties and Responsibilities Policy. Caty Clifton noted that we have had sub-committees or ad-hoc committees in the past, however we only have one committee which is a standing committee – the Budget Committee. Caty also noted that the administration section in this policy is an important area. Dea Nowell noted a typo in 5.3 A – Board's instead of Boards. The Board Members present felt this was all good to review. Caty also noted under reimbursements that Kathy Thew can be reimbursed for travel to Board meetings if she wishes. Caty also noted under ethics that it is helpful and encouraged to attend training on ethics within the first couple of years of a term.

Heather Estrada stated that she will not be going to the SDAO conference this year in person; though she may jump on virtually to a session or two and will offer Judy Bracher an invitation to join her.

The Board will continue reviewing this document next month beginning with section 7. It was asked that it be noted that sections 4-6 were reviewed tonight; and the consensus of those present was there are no substantive changes in sections 4-6, except the noted typo.

## OLD BUSINESS

### UPDATE ON CITY AGREEMENTS

Heather Estrada shared earlier that we have received six (6) signed agreements to date. She also noted that she will probably be attending the Adams City Council meeting in January.

### BEST PRACTICES – CERTIFICATES FOR PUBLIC MEETINGS LAW

Heather Estrada noted that she left this on the agenda for Judy Bracher. Heather also noted that Dea Nowell did the 2.5-hour Oregon Government Ethics Commission Public Meetings Law training today. During the training it was stated that each elected official needs to take this training by the end of their elected term.

#### UPDATE ON CAR INSURANCE OPTIONS

Heather Estrada shared that we are still waiting for a response from IMESD on this after sharing the suggestions from our attorney. They are having their legal team review it, though it has been stated that they really don't want to have multiple different contracts.

#### STREAMLINE UPDATE

Heather Estrada shared that Streamline is the website platform that we use and was designed especially for special districts. She also noted that the cost has been reasonable. Heather shared that accessibility is creating another issue, which Streamline is on the front lines proactively assisting with which means the cost is going up. The Department of Justice is calling for consistency across all websites and the date that we must meet for that is by April 26, 2027. Heather also noted that we are looking at adding a portal, which is an intranet (not a public interface) which we are looking to use for the District library directors. There have been litigation costs for some entities already due to accessibility issues, Streamline noted that the average amount for a web accessibility claim in 2023 was \$39,000. We want to stay ahead of this and have already met with Streamline regarding it and our options moving forward. It will require additional work on our website to remediate documents being posted so they are readable by screen readers, etc., and any videos will need to have closed captioning. The nice thing is that any current document that does not meet this requirement can currently be archived [prior to DOJ's deadline], which Streamline includes a request form for each document in the archives for meeting this need, if requested. Streamline also provides differing levels of indemnification for the different levels of service. One nice thing is that we get the benefits of the new level without additional cost until our next billing cycle, which is July 1, 2025. Caty Clifton noted that this will impact Dea's workload.

#### NEW BUSINESS

##### ACCEPT CITY BUDGETS FY24-25

John Thomas moved to accept the city budgets for FY2024-25. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

##### POLICY REVIEW – COLLECTION DEVELOPMENT POLICY

Heather Estrada noted that this policy is specific to the District's TakeOff collection, as that is our only collection of materials. Caty Clifton noted the point in the policy about libraries having their own collection development policy. Heather stated that she has been talking with the library directors regarding policies this year, including collection development policy. The Board suggested Monica Hoffman review this policy and send back comments to the Board. Heather will bring this policy back to the Board in December, along with another policy to review.

##### DATE FOR BOARD RETREAT

Heather Estrada began the discussion by noting this is a beginning point for selecting a date for the Board Retreat. She noted that January 11, February 1, and February 22 were good dates for her. John Thomas noted that the January date may not work for him. Heather noted that February 1 was her first choice, Caty Clifton noted that date was okay for her, and John stated he would double check his work calendar regarding this date. The date will be set at the December Board meeting. Heather suggested that the Retreat be a half day with lunch, as we've done the past few years with topics to include grant options, more money for libraries options, and strategic plan thinking – as our next strategic plan should begin FY2025-26.

##### GOOD OF THE ORDER

Heather Estrada stated that she is going to Mexico on Friday. John Thomas stated it is the holiday season.

Caty Clifton commented: stay safe and remember those you've lost.

**NEXT DISTRICT BOARD MEETING**

The next Board Meeting will be on December 19, 2024, at 5:30 pm.

**ADJOURN**

Kathy Thew moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:50 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT



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**12/19/24 - Monthly District Director Report**

<b>Date:</b>	December 19, 2024 Board Meeting
<b>Staff Name:</b>	Heather Estrada
<b>Time Period Report Covers:</b>	November 15, 2024– December 13, 2024

**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>
11/15/2024	Finished up Wheatland Insurance forms for SDIS 2025	In-Person	Updated insurance forms and tied up loose ends for 2025
11/15/2024	Wrote and turned in Go! Article	Email	Article on Talking Books for marketing
11/18-11/22/2024	Out of town for college visits	Vacation	Trip with daughter #2
11/25/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
11/26/2024	Monthly Board Meeting	In-person & Zoom	Monthly regular board meeting for November
11/27-28/2024	Thanksgiving Vacation	Vacation	Vacation Days
11/29/2024	Travel to Guadalajara, MX	In-person	Travel for International Book Fair in Mexico
11/30/2024	FIL (International Book Fair)	In-Person	Initial walk through and scope of the Book Fair to plan our attack 😊
12/1/2024	ALA orientation and dinner	In-Person	Orientation meeting with the ALA team and gala dinner with ALA and other sponsors
12/2/2024	Multicultural meeting and FIL book shopping	In-Person	Met up with our "helper" from Multicultural and began the book selection process.

12/3/2024	FIL book shopping and Muticultural Dinner	In-Person	More book selection and dinner hosted by Multicultural for networking
12/4/2024	Final day of book selection at FIL	In-Person	Final picks and wrap up at FIL
12/6/2024	Travel home from Guadalajara, MX	In-Person	Travel day home
12/9/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
12/9/2024	Adams City Council Meeting	In-Person	Meeting with City Council to go over the City/District contract
12/10/2024	Meeting with Kristin Williams	In-Person	Meeting to thank her and wrap up her in-service presentation.
12/12/2024	Another check in with Rob Naughton	Email	Regarding courier car contract

### 3. Projects and Progress

Project	Status	% Complete
In-Service Training	Both In-services wrapped up for year	100%
Audit	Audit papers turned into Barnett & Moro	90%
Priorities for agreements for Library Services	Wording updated. 100% in from libraries	100%
Public Records Management	The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff	75%
Performance Appraisals	Paperwork completed	100%
Community Needs Assessment	Feedback received. Board to discuss what's next.	90%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	More research completed on background. Work on final document complete. Ongoing process to include bi-annual tabletop exercises	100% + ongoing
Marketing Plan	Ongoing EO column,	85%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Survey is open and complete	100%
Safety & Staff Meetings	December – EDI -skills for employees	ongoing



ALSP Coming in	All in for 24-25, All sessions complete, only missing a few on website	95%
Budget Process	Budget wrapped up and submitted to County	100%

**4. Feedback & Accomplishments**

- Great trip with Susie, money spent!
- Meeting with Hermiston and Adams leadership in regard to contract

**5. Upcoming Events – Activities.**

- December 9 – Adams City Council visit
- December 18 – Staff and Safety meeting
- December 18 – Meeting of the Directors in Pendleton
- December 19 – Regular monthly board meeting
- December 23-27 – UCSLD to run courier
- December 24-25 – Christmas holiday
- January 1 – New Year’s holiday
- January 23 – Regular monthly board meeting



<b>Date:</b>	December 19, 2024
<b>Staff Name:</b>	Dea Nowell
<b>Time Period Report Covers:</b>	November 2024

### 1. Position Purpose Statement

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

### 2. Statistics

**cataloging statistics:**

	<i>* Item additions to Sage</i>	<i>* Item deletions from Sage</i>	<i>* Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	<i>*** Sage bib fixes</i>	<i>*** Sage bib merges</i>	<i>*** Sage bib deletes</i>	<i>*** Sage bib overlays</i>
Nov. 2024	350	27	55	0	38	6	0	1
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, Umatilla, & Weston [though I do add a few bibs 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 - 3 Pilot Rock PL - 1 Stanfield PL - 4 Milton-Freewater PL-5	pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL - 1 in process items: Milton-Freewater PL-1
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### 3. Meetings and Site Visits

- UCSLD in-service - Hermiston Senior Center [in person]: 1 (11/1)
- mtg. w/ Streamline (HE & DN): ADA compliance readiness check-in & portals [via Zoom]: 1 (11/6)
- UCSLD Board meetings [via Zoom]: 2 (11/12, 11/26)
- Staff/Safety meetings [via MS Teams]: 1 (11/13)
- Sage User Council meeting [via Zoom]: 1 (11/19)
- Sage Cataloging Mentor meeting [via Zoom]: 1 (11/20)
- webinars/trainings attended [virtual]:
  - Streamline webinar: Prepare now for upcoming rule changes (11/7/24)
  - Sage: upcoming look at general/circulation in the Evergreen update (11/6/24)
  - Sage: upcoming look at cataloging in the Evergreen update (11/7/24)
  - Vector solutions: Stress Management (11/12/24)
  - WebJunction webinar: How do we rebuild trust in authoritative information sources? (11/12/24)
  - EAP webinar: Stress Management (11/14/24)
  - Streamline webinar: Learn about the new accessibility dashboard (11/14/24)
  - Gale webinar: Make the most of your Gale databases, overview of Opposing Viewpoints, Spanish language resources, and accessibility tools (11/21)
  - Oregon Government Ethics Commission webinar: Public Meetings Law (11/26)
- meet weekly w/ Heather [in person / phone / MS Teams ]: 3 (11/6, 11/12, 11/25)

visits to/with District Libraries:

- Adams PL - 3 [email]
  - emailed re. book returned at in-service still on account, asking to check in... & reply (2)
  - email reply to an email ? about a deposit fee for an ILL that arrived in courier > suggested contacting owning library, as it may have been an input error adding the price to the deposit, instead of in the price
- Echo PL - 1 [phone]
  - called as a follow-up to email about having trouble with Sage system all week letting her know that a hard refresh should help; asked about whether receiving Sage-Lib emails > no; so gave some of the known issues & spoke about Libby as well
- Milton-Freewater PL - 2 [phone, email]
  - called director & left message re. exactly what patron info. looking for in report requested, though will not send patron PPI through email
  - email reply to email response re. voice message I left
- Pendleton PL - 3 [email]
  - email reply re. ? about MARC files coming w/ Playaway audiobooks & how to access & import into catalog (2)
  - email reply to cataloger re. a couple of records to merge
- Pilot Rock PL - 5 [phone, email]
  - call rec'd. re. how to upload Offline transaction from previous day > pulled up documentation and sent; & also mentioned having issues with the catalog > not alone
  - emailed documentation re. Offline transactions
  - call rec'd. needing assistance w/ process... imported transactions, what next? > walked through & double checked a transaction from my end to verify...
  - call rec'd. re. had done something & then showed needing to register a workstation > walked through process of setting up workstation, etc.
  - email reply to a call number for an item I inquired about
- Stanfield PL - 10 [phone, text, email]
  - call rec'd. asking if I'd been receiving emails w/ items to add, just wanted to make sure
  - call rec'd.-best way to handle GED bk. to keep local for a while > age-based hold protection
  - text rec'd. re. Libby issues > due to upgrade
  - call rec'd. re. catalog weirdness... blank screens, patron record w/ no patron name listed, birthdate on phone, etc. > due to upgrade issues
  - called re. email - asked if staff had done any hard refreshes this week > no; also asked if staff email gets the Sage-Lib emails > response was they never log on & check it --> suggested that in the future they call me if not around & weird things are occurring, like with this upgrade...
  - call rec'd. dir. checking on Libby (just got in & afraid to read Sage-Lib emails); also gave her an update on items added & now working on Playaways, Launchpads, etc.
  - call rec'd. asking about what I said about items added; & having problems w/ checking in an item > suggested sending to Beth & Jon to check on though suspect it has to do with fines patron has... (known issue at the moment)
  - called re. Launchpad ? > put all in "Launchpad" shelving location, so changing current; will also be sending puzzle cards to check out puzzles similar to magazines (2)
  - called re. rechargeable black light battery/batteries question
- Ukiah P/SL - 3 [email, phone]
  - email reply to a question about issues with checking in/out books & not having correct information for patron names > currently in a meeting, but asked if had done a hard refresh & that I'd call a bit later to check in on things
  - called following up on email that I said I'd call later; not receiving Sage-Lib emails > said I'd contact Beth & Jon re. adding/changing Dustin's email address
  - called to double check re. Evergreen (catalog) forwarder address question from Jon
- Weston PL - 1 [email]
  - email reply to ? re. a date in item records
- Beth Ross [Sage Library System - Systems Administrator] - 10 [email]
  - email asking about upcoming Sage User Council meeting & agenda thoughts (3)
  - email reply to email re. a setting regarding new layout for adding items to catalog (2)

- emails requesting adding/changing Ukiah P/SL's & Echo PL's email address for Sage-Lib emails & maps on catalog & website, etc. (2)
- emailed thanks (3)
- Jon Georg [Sage Library System Specialist] – 12 [email]
  - email thanking Jon for keeping us updated on the upgrade... & sharing issues occurring (6)
  - email requesting adding/changing Ukiah P/SL's & Echo PL's email address for Sage-Lib emails & maps on catalog & website, etc. (2)
  - emailed thanks (3)
  - emailed an image for a Library of Things record to be uploaded into the catalog

#### 4. Projects and Progress

- site visits follow-up to do's – some done from Sept. trip, w/ more added from Oct. trip
- work on temp bib items seen during fall trips – ~17% complete (*same as last mo.*)
- [cybersecurity] password manager – 1Password subscribed for 1 yr. > full staff implementation as staff time permits - ongoing
- file retention system – worked on, though still more work to do overall (on-going)
- new laptop for Monica – 100% complete

#### 5. Accomplishments

- website work:
  - Board meeting minutes, agendas & packet posted
  - posted Heather's (11/27/24) EO Go! column
  - posted November Library Happenings video
- Sage Cataloging Mentor:
  - emailed Sage cataloging mentor group with a list of all the cataloging resources documents with dates to help us as we review the documents... (2)

#### 6. Upcoming Events - Activities

- Sage Cataloging Work Group meeting – December 3
- Staff/Safety meeting – December 18
- Sage Cataloging Mentor meeting – December 18
- UCSLD Board meeting – December 19
- Christmas holiday – December 24-25



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

Date:	December 11, 2024
Staff Name:	Monica Hoffman
Time Period Report Covers:	November 2024

### **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 birth to six.

### **Statistics:**

Attendances at Library Storytime's are kept separately as Take Off! Childcare/preschool Storytimes so the libraries can count those attendees for their statistical reports.

Book Box Statistics	Boxes/kits	Books
Book Boxes Delivered	88	1760
Storytime/ Specialty Kits Delivered	4	32
Total	92	1792
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	3	51
Adults in Attendance	18	132
Children in Attendance	23	564
Total Attendance	41	696

### **Meetings and Site Visits:**

Friday November 1, 2024, Hermiston

- UCSLD All-Staff Training

Tuesday November 5, 2024, Weston, Athena

- Athena Weston School District Preschool Storytime and material exchange with Corrine
- Athena Public Library with Stephanie (No storytime provided due to no attendance)

Wednesday November 6, 2024, Pendleton

- IMESD Early Childhood Special Education at Pendleton Early Learning Center morning combined classes Storytime and materials delivery with Becca and Hannah
- Umatilla Morrow Head Start at Pendleton Early Learning Center Storytime and material exchange with Heather and Amanda
- Mindy's In-home Childcare materials exchange
- Pioneer Relief Nursery materials exchange with Makayla and Cheri
- IMESD Early Childhood Special Education at Pendleton Early Learning Center afternoon combined classes Storytime with Becca and Hannah

- Umatilla Morrow Head Start at Pendleton Early Learning Center Storytime and material exchange with Erika

Thursday November 7, 2024, Umatilla

- Umatilla Early Head Start Storytime and materials exchange with Favi
- Umatilla Head Start Enhanced Class Storytime and materials exchange with Janie
- IMESD Early Childhood Special Education at McNary morning class Storytime and materials exchange with Katy
- Umatilla Head Start afternoon class Storytime and materials exchange with Crystal
- IMESD Early Childhood Special Education at McNary afternoon class Storytime with Katy

Friday November 8, 2024, Weston

- Weston Public Library Storytime with Heather

Tuesday November 12, 2024, Hermiston

- Hermiston Child Development Center Early Head Start Combo Monday/Tuesday class Storytime and materials exchange with Clair
- Hermiston Center for School Readiness 3 Storytime and materials exchange with Ayerim

Wednesday November 13, 2024, Hermiston

- Hermiston School District Lil Pups 2 Storytime and materials exchange with Mr. Mac
- Hermiston Child Development Center Early Head Start Combo Wednesday/Thursday class Storytime with Clair
- Hermiston Child Development Center Early Head Start Storytime and materials exchange with Johanna
- Bethlehem Lutheran Preschool materials exchange
- Misty's In-home Childcare materials exchange
- Staff Meeting: Stress Management

Thursday November 14, 2024, Hermiston

- Umatilla Morrow Head Start at Victory Square Storytime and materials delivery with Heather
- Hermiston School District Lil Pups 1 Storytime and materials exchange with Mr. Mac
- Umatilla Morrow Head Start at Victory Square Storytime and materials delivery with Nikki
- Umatilla Morrow Head Start at Victory Square Storytime and materials delivery with Amalia

Friday November 15, 2024, Hermiston

- Oregon Library Association Children's Service Division Meeting
- Good Shepherd Children's Center materials exchange with Lynn
- Good Shepherd Children's Center Storytime with Tigers and Otters
- Good Shepherd Children's Center Storytime with Monkeys and Giraffes

Monday November 18, 2024, Milton Freewater, Hermiston

- Milton Freewater Oregon Child Development Coalition materials exchange with Tifanie
- Milton Freewater Oregon Child Development Coalition B2 Storytime with Angelica and Jannette
- Milton Freewater Oregon Child Development Coalition G3 Storytime with Maricela and Margarita

- Milton Freewater Oregon Child Development Coalition G2 Storytime with Blanca and Lupe
- Milton Freewater Oregon Child Development Coalition E3 Storytime with Araceli and Maria
- Lily's Kids Academy Storytime and materials exchange with Lili
- Little Ardo's Academy Storytime and materials exchange with Maria
- Collaborative Planning Meeting with Amy regarding upcoming Every Child Ready to Read Train the Trainer in-service.
- IMESD Migrant Education Program and School Readiness Home Visitor materials Marisol
- IMESD School Readiness Home Visitor at Hermiston BMCC materials delivery to Jennifer

Tuesday November 19, 2024, Stanfield, Hermiston

- Stanfield Elementary Preschool morning class Storytime and materials exchange with Debbie and Stacey
- Stanfield Public Library Storytime with Cecili
- Hermiston Oregon Child Development Coalition materials exchange with Kimberly
- Stanfield Elementary Preschool afternoon class Storytime with Debbie and Stacey
- Stanfield Early Head Start at Patriot Heights Storytime and materials exchange with Ruby
- Umatilla Morrow Head Start at Airport Way Storytime and materials exchange with Sara

Wednesday November 20, 2024, Hermiston

- IMESD Early Childhood Special Education at Punkin Center morning class Storytime with Charmayne
- IMESD Early Childhood Special Education at Punkin Center morning class Storytime with Yolanda
- IMESD Early Childhood Special Education at Punkin Center morning class Storytime with Carrie
- Angie's Kid Kare In-home Childcare Storytime and materials exchange
- IMESD Early Childhood Special Education at Punkin Center afternoon class Storytime with Charmayne
- IMESD Early Childhood Special Education at Punkin Center afternoon class Storytime with Carrie
- IMESD Early Childhood Special Education at Punkin Center afternoon class Storytime with Yolanda
- IMESD Migrant Education Program at Punkin Center Storytime and materials exchange with Erika
- Umatilla Morrow Head Start at Cathy Walmsley Early Learning Center Storytime and material exchange with Yesenia

Thursday November 21, 2024, Milton Freewater

- IMESD Early Childhood Special Education at Freewater morning class Storytime and materials exchange with Sherry
- Freewater Little Pioneers morning class Storytime with Jessica
- YMCA Childcare Center Storytime and materials exchange with Mr. Aiden's Class
- YMCA Childcare Center Storytime and materials exchange with Ms. Hannah's Class

- YMCA Childcare Center Storytime and materials exchange with Ms. Bianca's Class
- Umatilla Morrow Head Start at Milton Freewater 2 morning class Storytime and materials exchange with Linda
- Umatilla Morrow Head Start at Milton Freewater Enhanced class Storytime and materials exchange with Amy
- IMESD Early Childhood Special Education at Freewater afternoon class Storytime with Sherry
- Freewater Little Pioneers Full day and afternoon class Storytime and materials exchange with Jessica and Kayla

Friday November 22, 2024, Adams

- Adams Public Library with Amanda (No storytime provided due to no attendance)

Monday November 25, 2024, Pilot Rock

- Pilot Rock School District Preschool Storytime with Marcy

Tuesday November 26, 2024, Pendleton/Helix

- Playtime Education materials exchange with Amber
- Helix Public Library Storytime with Annette

Wednesday November 27, 2024, Pendleton

- Jen's In-home Childcare Storytime and material exchange

### **Projects and Progress:**

- Oregon Ready to Read 2024 Grant. 92% complete
- Collection development/box revisions- ongoing.
- Event marketing slideshows and window display- ongoing.

### **Upcoming Events – Activities:**

- Family Literacy Night at Stanfield Early Head Start at Patriot Heights
- Develop and provide “The art of storytelling” virtual training about using book reading to effectively engage children 0-5, requested by the Intermountain ESD Director of Early Intervention and Early Childhood Special Education. Pendleton-Friday morning, January 31, 2025
- Provide Train the Trainer in “Every Child Ready to Read” to Umatilla Morrow Head Start Education Managers and Family Advocates. Hermiston -Friday afternoon January 31, 2025



# BOARD DUTIES AND RESPONSIBILITIES POLICY

Umatilla County Special Library District

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- 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 Minimum 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.

Umatilla County Special Library District  
BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

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



## 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 Program 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 Program Manager employs objective professional judgment through selection, cataloging, classification, and readers' services

Umatilla County Special Library District

Adopted - 10/22/2020

Reviewed & Updated - 09/22/2022

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.