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, October 27, 2022, 5:30 pm

425 South Main Street, Pendleton, OR 97801 and
Zoom Link:
https://us02web.zoom.us/j/87091299943?pwd=s1oUvO1bRmQfy7sWSjPRP-bbmrqQ0g.1

Meeting ID: 870 9129 9943
Passcode: 432526
Audio Only: +19712471195,,7091299943#,,,,*432526# 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	President	
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	Please sign up	
Minutes – Board Meeting – September 22, 2022 ALSP Review Meetings – October 18, 2022 and October 19, 2022	President	Approval
Calendar Update	Director	No changes
Correspondence	Director	

Reports
 	
• Financial Statements
   o Accountants' Report – September 2022
   o Banks & Pool Balances
	Director	Acceptance

Topic	Lead	Purpose Outcome
• Staff Monthly Reports		Information
Board Training • In-service Training		Information
Old Business • Best Practices	Board	Update
• Hiring Committee and Process Update – Interview Information	Board	Update
New Business • Acceptance of FY22-23 City/School District Budgets	Director & Board	Decision

• Governing Documents and Policy Review – EDI & A and Updates
  o Financial Management Policy
  o Information Security Policy
  o Information Security Policy, Appendix A: Acceptable Use Policy
  o Loss Control Policy
  o Mandatory Reporting of Suspected Child Abuse Policy
	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 – November 17, 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.

UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Minutes
Board of Directors Meeting
September 22, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD
Jubilee Barron   Caty Clifton
Nick Nash (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 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM
Erin McCusker called the roll, noting that Caty Clifton, Jubilee Barron, John Thomas, and Nick Nash (by Zoom) were present. Erin stated a quorum is present.

APPROVAL OF THE AGENDA
Erin McCusker stated that on the decision with the hiring committee piece we are looking for confirmation of Kristin Williams on the hiring committee and three others who will help with interviewing. Caty Clifton moved to include these pieces in the agenda. Jubilee Barron seconded the motion. The motion passed unanimously.

PUBLIC COMMENT
None.

MINUTES
Board Meeting August 25, 2022: Jubilee Barron moved to approve the August 25th minutes as presented. Nick Nash seconded the motion. The motion passed with 3 Board Members approving the motion; Caty Clifton abstained since she was not present at the meeting.

ALSP Review Meeting September 13, 2022: Caty Clifton moved to approve the September 13th minutes as presented. Nick Nash seconded the motion. The motion passed with 3 Board Members approving the motion; Jubilee Barron abstained since she was not present at the meeting.

CALENDAR UPDATE
Erin McCusker noted that the calendar was updated with the ALSP review dates.

CORRESPONDENCE
Erin McCusker noted that she had received an email from Mr. Joe Hodge concerning a wonderful poster that Gina Williams created with pictures of the libraries that she had visited during the Library Road Trip that was at the Hermiston Public Library. Erin cc'd the Board Members and Mark Rose on her response regarding the poster to Mr. Hodge.

Erin also noted having received notification of proposed modification to the Pendleton and Pilot Rock Enterprise Zone Boundary.

<u>REPORTS</u>

FINANCIAL STATEMENTS - August 2022
Erin McCusker stated that the financial report is fairly straight forward right now. She also noted we are getting good interest with LGIP. Caty Clifton moved to approve the accountant's report - August 2022 financials – subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

Erin also mentioned we had received the quote from PDT fast.net to upgrade the WiFi, etc.

STAFF MONTHLY REPORTS
Erin McCusker briefly highlighted that Monica Hoffman has been busy and that during Round-Up she loaded the van full and made many deliveries throughout the County. Erin also noted that Dea Nowell has been busy as her report shows. Erin stated that she has been working on updating the job description information and getting it ready to post and that the audit documents had been delivered. She also noted that the meeting of the Directors was the day before and the CE committee met on Tuesday regarding the in-service which will be on November 4th at Pendleton Public Library. Caty Clifton commented that the reports were awesome, highlighting Monica is the Chair-elect of OLA's Children's Service Division; the amazing work Dea does connecting with everyone; and the major accomplishment of Erin's work on completing the annual report. Erin noted in late August she wrote and submitted an article recapping the summer reading program with lots of pictures and the EO was unable to publish much of it.

BOARD TRAINING – PLANS AND REVIEWS
Erin McCusker noted the Annual Library Service Plan (ALSP) process cycles through our fiscal years. Each library's ALSP or Strategic Plan for the upcoming fiscal year is due in May. By the end of October, each library reports on their ALSP from the past fiscal year during the Review Meetings. The library directors report on a series of eight questions that are sent to them after the end of the fiscal year. In September and October, reports are heard on the ALSPs from fiscal year 2021-2022, ending in June 2022. The questions to be answered are as follows:

1. What were your goals for FY2021-2022?

2. What are the community needs for which your goals were written?

3. What goals did you accomplish in FY2021-22?

4. Share the challenges, if any, you had in meeting your plan's goals. What changes would you have made to better meet the needs in your community?

5. In what ways did you create access for everyone within your community's zip code area?

6. List your partners, including the UCSLD and other District libraries, with a brief statement about how you worked together to accomplish your goals.

7. What actions did you take this last year to increase awareness of UCSLD support of library customers?

8. Outside of current financial support, in what ways can the UCSLD continue to support district libraries' staff members and customers?

OLD BUSINESS

UCSLD END OF YEAR REPORT
Erin McCusker presented the UCSLD report of fiscal year 2021-2022 activities. This is the District's ALSP review; Erin noted that the report focuses on what we do, not the libraries' activities. She shared about UCSLD goals and activities. One highlight is that we have over 600 Dolly Parton Imagination Library participants and have had 200 children graduate since the start of the program in Umatilla County. She also addressed the questions and issues that came up last year. Caty Clifton noted her appreciation of Erin's documentation of the questions. She also wanted to highlight several services that provide seamless service to everyone in the District: Library2Go, Sage Library System, Courier Service, etc. Nick Nash moved to accept the UCSLD End of the Year Report with the suggested corrections. Jubilee Barron seconded the motion. The motion passed unanimously.

HIRING COMMITTEE AND PROCESS JOB NOTICE ADVERTISEMENT
Erin McCusker reported that the hiring process documents have been updated and the District Director workflow (daily, monthly, yearly, etc.) noted. Erin also reported that the job advertisement will be posted on our website and out to listservs on Friday, September 23rd. Applications are due Monday October 24th, with review scheduled for October 25-26. Erin noted that the Board already approved the committee formation with Erin, Nick Nash, and Caty Clifton. The committee would like to add Kristin Williams, BMCC Library Director to the core hiring committee.

Erin spoke with Kathleen Schmidtgall (Weston PL director), Susie Sotelo (Umatilla PL director), and Linda Hall (Milton-Freewater City Manager), who have all agreed to serve, along with the core group, as an interview team. Nick Nash moved to confirm Kristin Williams to the hiring committee and to add Kathleen Schmidtgall, Susie Sotelo and Linda Hall to the interview team. Jubilee Barron seconded the motion. The motion passed unanimously.

NEW BUSINESS

BOARD DUTIES & RESPONSIBILITIES BEST PRACTICES CHECKLIST
The Board went through the checklist, which comes from the Special District Association of Oregon.

BOARD DUTIES & RESPONSIBILITIES MANUAL
It was noted that this manual does not have a Board assessment process, which may be something to consider. The question was where to place this. It was decided it should go in section 9 and occur each year before the end of the fiscal year. Caty Clifton commented that other than that missing piece she thought this was fabulous and laid it all out. Erin McCusker noted that this document will replace 2 policies – Board By-Laws, and Powers and Duties of the Board of Directors. Nick Nash moved to approve the Board Duties and Responsibilities combining the 2 policies – Board By-Laws, and Powers and Duties of the Board of Directors. Caty Clifton seconded the motion. The motion passed unanimously.

GOVERNING DOCUMENTS AND POLICY REVIEW – EDI & A AND UPDATES – CIRCULATION POLICY, COLLECTION DEVELOPMENT POLICY, CONFIDENTIALITY AND PRIVACY POLICY, CONTRACTING POLICY, AND DISTRICT PATRON CARD MOVING POLICY

Erin McCusker noted she changed she/he to they/their and asked if the Board had noted any other needed changes. Erin noted that she and Monica Hoffman are going to work on a "request for reconsideration" form to go with the Collection Development Policy. She also noted that all policies have a "Reviewed & Updated -" statement at the bottom. Caty Clifton moved to approve the reviewed documents and changes. Nick Nash seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

Nick Nash noted he may possibly miss a small bit of the October 18th ALSP Review meeting. He also noted that Wednesday was the first day of school at BMCC – he suggested encouraging faculty members if you see them, as morale is very low. John Thomas noted that he will be at a conference in L.A. during the next Board meeting. Erin McCusker noted that she will be leaving Saturday and will be working remotely and intermittently; she will be back October 13th.

NEXT DISTRICT BOARD MEETING

The last two ALSP Reviews will be on October 18, 2022, and October 19, 2022. And the next Board Meeting will be October 27, 2022, at 5:30 pm.

ADJOURN

Jubilee Barron moved to adjourn the meeting at 7:17pm; Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 7:17 pm.

Respectfully submitted by Dea Nowell

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

Umatilla County Special Library District
Board of Directors

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

No decisions will be made at these meetings – Information sharing only

Tuesday, October 18, 2022 – 5:30 – 8:00 PM

Minutes	
Call to order	John Thomas called the work session to order at 5:30 PM
Call the Roll & Establish Quorum	Board Members: Sharone McCann, Caty Clifton, John Thomas, Nick Nash UCSLD Staff: Erin McCusker Visitors: Lili Schmidt, Milton-Freewater Public Library; Susan Price, Pilot Rock Public Library; Susie Sotelo, Umatilla Public Library; Jennifer Costley & James Simpson, Pendleton Public Library

Review of FY2021-22 Library Service Plans	Information Sharing
Lili Schmidt, Library Director of Milton-Freewater Public Library	Shared the library's FY21-22 plan review.
Susan Price, Library Director of Pilot Rock Public Library	Shared the library's FY21-22 plan review.
Susie Sotelo, Library Director of Umatilla Public Library	Shared the library's FY21-22 plan review.
Jennifer Costley, Library Director and James Simpson, Assistant Director of Pendleton Public Library	Shared the library's FY21-22 plan review.
Adjourn	John Thomas adjourned the work session at 8:08 PM.

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

Umatilla County Special Library District
Board of Directors

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

No decisions will be made at these meetings – Information sharing only

Wednesday, October 19, 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: Dave Slaght, Echo Public Library; Amanda Hespel, Adams Public Library; Stephanie Partida, Athena Public Library; Annette Kubishta, Helix Public Library

Review of FY2021-22 Library Service Plans	Information Sharing
Dave Slaght, Library Director of Echo Public Library	Shared the library's FY21-22 plan review.
Amanda Hespel, Library Director of Adams Public Library	Shared the library's FY21-22 plan review.
Stephanie Partida, Library Director of Athena Public Library	Shared the library's FY21-22 plan review.
Annette Kubishta, Library Director of Helix Public Library	Shared the library's FY21-22 plan review.
Adjourn	John Thomas adjourned the work session at 8:11 PM.

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Three Months Ended September 30, 2022

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

Management is responsible for the accompanying financial statements of Umatilla County Special Library District (a governmental organization), which comprise the schedule of assets, liabilities, and fund balance – all fund types - budgetary basis of as of September 30, 2022 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the three months then ended, in accordance with the budgetary basis of accounting and for determining that the budgetary basis of accounting is an acceptable financial reporting framework.   We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the budgetary basis of accounting in accordance with Oregon Budget Law, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the budgetary basis. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, and fund balance – all fund types – budgetary basis, and the related schedules of revenues, expenditures, and changes in fund balance – all fund types – budgetary basis. Accordingly, the financial statements are not designed for those who are not informed about such matters.

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

October 17, 2022

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
September 30, 2022

			Governmental Type Funds		
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	$ 18,843.11	$ -	$ -	$ -	$ 18,843.11
Cash - LGIP	267,575.62	1,883.92	9,957.61	18,841.62	298,258.77
Cash - Columbia River Bank	-	-	19,082.51	-	19,082.51
Accounts Receivable	-	-	-	-	-
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	$ 291,189.46	$ 1,883.92	$ 29,040.12	$ 18,841.62	$ 340,955.12
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	$ 1,833.61	$ -	$ -	$ -	$ 1,833.61
Accrued payroll and benefits	1,181.46	-	-	-	1,181.46
Total Current Liabilities	3,015.07	-	-	-	3,015.07
FUND BALANCES (DEFICIT)					
Assigned	-	1,883.92	29,040.12	18,841.62	49,765.66
Unassigned	288,174.39	-	-	-	288,174.39
Total Fund Balances	288,174.39	1,883.92	29,040.12	18,841.62	337,940.05
TOTAL	$ 291,189.46	$ 1,883.92	$ 29,040.12	$ 18,841.62	$ 340,955.12

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 3 Months Ended September 30, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	$ 7,006.02	$ 7,006.02	$ 2,204,478.00	$ (2,197,471.98)	0.32%
Taxes - previously levied	1,041.13	8,817.84	55,000.00	(46,182.16)	16.03%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	85,000.00	(85,000.00)	0.00%
Interest earned - LGIP	486.52	1,336.86	2,350.00	(1,013.14)	56.89%
Interest earned - other	0.67	2.60	150.00	(147.40)	1.73%
Total Revenues	8,534.34	17,163.32	2,347,178.00	(2,330,014.68)	0.73%
PERSONNEL EXPENDITURES					
District Manager	6,369.84	19,109.50	80,000.00	(60,890.50)	23.89%
Library Tech. Manager	4,470.40	13,411.20	54,000.00	(40,588.80)	24.84%
Early Literacy Coordinator	3,806.89	11,420.66	46,000.00	(34,579.34)	24.83%
Payroll taxes	1,044.91	3,134.71	12,850.00	(9,715.29)	24.39%
Health and accident insurance	4,003.54	12,010.62	50,400.00	(38,389.38)	23.83%
Worker's compensation	4.40	648.99	650.00	(1.01)	99.84%
Unemployment	294.89	1,114.43	2,500.00	(1,385.57)	44.58%
Retirement	2,120.54	6,502.92	25,000.00	(18,497.08)	26.01%
Total Personnel Expenditures	22,115.41	67,353.03	271,400.00	(204,046.97)	24.82%
MATERIALS AND SERVICES					
Transportation	23.96	1,393.09	5,600.00	(4,206.91)	24.88%
Staff training and conferences	-	-	2,500.00	(2,500.00)	0.00%
Board expenses	25.00	750.98	2,600.00	(1,849.02)	28.88%
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	2,300.00	3,450.00	13,800.00	(10,350.00)	25.00%
Postage	-	-	400.00	(400.00)	0.00%
Office supplies and maintenance	353.96	1,263.38	5,000.00	(3,736.62)	25.27%
Telephone	155.67	467.61	2,100.00	(1,632.39)	22.27%
Rent	785.07	2,355.21	9,500.00	(7,144.79)	24.79%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	7,500.00	(7,500.00)	0.00%
Email/website	-	1,200.00	2,200.00	(1,000.00)	54.55%
Total Materials and Services	3,643.66	11,705.27	68,600.00	(56,894.73)	17.06%
SPECIAL PAYMENTS					
Tax distribution to cities	6,437.71	12,659.09	1,783,583.00	(1,770,923.91)	0.71%
Community services fee distribution to cities	-	-	68,000.00	(68,000.00)	0.00%
Total Special Payments	6,437.71	12,659.09	1,851,583.00	(1,838,923.91)	0.68%
Capital outlay	1,327.61	2,207.61	3,000.00	(792.39)	73.59%
Contingency	-	-	108,000.00	(108,000.00)	0.00%
Total expenditures	33,524.39	93,925.00	2,302,583.00	(2,208,658.00)	4.08%
Revenues over (under) expenditures	(24,990.05)	(76,761.68)	44,595.00	(121,356.68)	-172.13%

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	$ (24,990.05)	(76,761.68)	(90,220.00)	$ 13,458.32	
FUND BALANCE, July 1, 2022		364,936.07	219,135.00		
FUND BALANCE, September 30, 2022		$ 288,174.39	$ 128,915.00		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the 3 Months Ended September 30, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	$ -	$ -	$ 150.00	$ (150.00)	0.00%
Hermiston and courier reimbursement	-	-	29,000.00	(29,000.00)	0.00%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	-	-	32,150.00	(32,150.00)	0.00%
MATERIALS AND SERVICES					
Sage Library System	-	-	74,015.00	(74,015.00)	0.00%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Catologing utilities	-	-	750.00	(750.00)	0.00%
Library2Go	-	12,577.00	13,400.00	(823.00)	93.86%
Programs and training	92.88	592.88	8,000.00	(7,407.12)	7.41%
Cooperative programs and activities	-	-	5,000.00	(5,000.00)	0.00%
Grant expenses - Other	-	-	3,000.00	(3,000.00)	0.00%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	92.88	13,169.88	144,165.00	(130,995.12)	9.14%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	92.88	13,169.88	174,165.00	(160,995.12)	7.56%
Revenues over (under) expenditures	(92.88)	(13,169.88)	(142,015.00)	128,845.12	9.27%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	-	129,815.00	(129,815.00)	0.00%
Total other financing sources (uses)	-	-	129,815.00	(129,815.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	$ (92.88)	(13,169.88)	(12,200.00)	$ (969.88)	
FUND BALANCE, July 1, 2022		15,053.80	12,200.00		
FUND BALANCE, September 30, 2022		$ 1,883.92	$ -		

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 3 Months Ended September 30, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	$ -	$ -	$ 5,000.00	$ (5,000.00)	0.00%
Revenues and other financing sources over (under) expenditures					
and other financing uses	$ -	-	$ 5,000.00	$ (5,000.00)	
FUND BALANCE, July 1, 2022		29,040.12	29,040.00		
FUND BALANCE, September 30, 2022		$ 29,040.12	$ 34,040.00		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the 3 Months Ended September 30, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
State Ready to Read Grant	$ -	$ -	$ 9,457.00	$ (9,457.00)	0.00%
Total Revenues	-	-	9,457.00	(9,457.00)	0.00%
MATERIALS AND SERVICES					
Take Off materials and supplies	-	-	4,000.00	(4,000.00)	0.00%
State Ready to Read material	1,221.71	3,180.11	9,457.00	(6,276.89)	33.63%
Take Off transportation	122.92	699.07	5,000.00	(4,300.93)	13.98%
Outreach materials and supplies	-	-	2,000.00	(2,000.00)	0.00%
Total materials and services	1,344.63	3,879.18	20,457.00	(16,577.82)	18.96%
Contingency	-	-	9,030.00	(9,030.00)	0.00%
Total expenditures	1,344.63	3,879.18	29,487.00	(25,607.82)	13.16%
Revenues over (under) expenditures	(1,344.63)	(3,879.18)	(20,030.00)	16,150.82	19.37%
Revenues and other financing sources over (under) expenditures and other financing uses	$ (1,344.63)	(3,879.18)	(20,030.00)	$ 16,150.82	
FUND BALANCE, July 1, 2022		22,720.80	20,030.00		
FUND BALANCE, September 30, 2022		$ 18,841.62	$ -		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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

Date:	October 10, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	September 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	11	237
To Sites without Storytime	57	1064
Total	68	1301
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	3	8
Adults in Attendance	13	16
Children in Attendance	21	91
Total Attendance	34	107

3.   Meetings and Site Visits-represented above:

Friday September 2, 2022-Weston
- Weston Public Library Storytime on the lawn with Kathleen

Wednesday September 7, 2022- Athena, Milton-Freewater
- Adams Public Library Storytime with Amanda
- ABC Children's Ministries Material delivery to Rebekah
- ABC Children's Ministries Material delivery to Kate
- Intermountain Education Service District- Freewater Early Childhood Special Education Material delivery to with Sherry
- Umatilla Morrow Head Start Material delivery to Mary
- Head Start Material delivery to Linda
- Zoom Meeting with Emily and Tara Oregon Library Association Children's Services Division Co Chairs

Thursday September 8, 2022-Pendleton
- Room to Bloom Childcare Toddler materials exchange with Norrie
- Room to Bloom Childcare Preschool Storytime with Trina
- Intermountain Education Service District Pendleton Early Learning Center Material delivery to Corrine
- Umatilla Morrow Head Start Pendleton Early Learning Center Material delivery to Heather
- Umatilla Morrow Head Start Pendleton Early Learning Center Material delivery to Tierney
- Intermountain Education Service District Stillman Center Material delivery to Hannah

Friday September 9, 2022- Hermiston
- Good Shepherd Children's Center Pre-K Materials exchange with Lynn
- Good Shepherd Children's Center toddler storytime with Lynn
- Misty's In-home Childcare materials exchange

Monday September 12, 2022- Hermiston
- Intermountain Education Service District Punkin Center materials delivery to Crystal
- Intermountain Education Service District Punkin Center materials delivery to Avery
- Intermountain Education Service District Punkin Center materials delivery to Keri
- Bethlehem Lutheran Preschool materials delivery to Tess
- Umatilla Morrow Head Start Hermiston Child Development Center Combo 1 Material delivery to Ruby
- Umatilla Morrow Head Start Hermiston Child Development Center Full Day materials delivery to Johanna
- Intermountain Education Service District McNary Heights materials delivery to Kathryn
- Umatilla Morrow Head Start materials delivery to Janie
- Umatilla Morrow Head Start Umatilla Early Head Start materials delivery to Favi
- Umatilla Morrow Head Start HCSR Rocky Heights Storytime to Ayerim
- Umatilla Morrow Head Start Umatilla Storytime to Ashley

Tuesday September 13, 2022- Pendleton, Stanfield, Hermiston
- Mindy's In-home Childcare materials exchange
- Stanfield Public Library Storytime with Cecili
- BMCC Hermiston- Intermountain Education Service District Migrant Education Program Materials delivered to Marisol
- Intermountain Education Service District Migrant Education Program Materials delivered to Erika
- Oregon Child Development Coalition materials exchange with Norma
- Intermountain Education Service District Cornerstone Materials delivery with Jennifer and Liza

Wednesday September 14, 2022 - Pendleton
- Elsie's In-home Childcare Storytime
- Lil Angels Preschool and Childcare materials exchange

Wednesday September 21, 2022
- Staff Meeting Office Ergonomics

Monday September 26, 2022 - Milton-Freewater
- Little Ardo's Academy with Storytime with María
- Lily's Kids Academy Storytime with Lili
- Walla Walla YMCA Childcare Center at Freewater School Storytime with Victor
- Oregon Child Development Coalition materials exchange with Mika and Tifanie

Tuesday September 27, 2022 - Pendleton
- Jen's In-home Childcare Storytime

Friday September 30, 2022 - Stanfield
- Training At Stanfield Elementary School- Strategies for Incorporating Universal Design for Learning in Shared Reading

Projects and Progress:
- Collection development/box revisions- ongoing
- Ordered gift books for the 2022-2023 School year.

Accomplishments:

Upcoming Events – Activities
- A Great Year!

Monthly Report

Date:	October 27, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	September 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:

	* Item additions to Sage	** Item deletions from Sage*	** Item corrections in Sage*	*Temporary bibs upgraded*	**** Sage bib fixes*	**** Sage bib merges*	**** Sage bib deletes*	**** Sage bib overlays*
Sept. 2022	171	441	123	0	88	8	1	0

* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings

reports run:

regular monthly:	item stats: all 12 pub. lib.	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
	temp bibs missed put into bucket			in process items: Milton-Freewater PL-1

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (9/28)
- Sage [Cataloging] RDA Subcommittee meetings [via Zoom]: 1 (9/13 – *last one*)
- Sage "Library of Things" discussion group meeting [via GoToMeeting]: 1 (9/21)
- Sage User Council meeting [via GoToMeeting]: 1 (9/20)
- UCSLD Board meetings [via Zoom]: 1 (9/22)
- Staff/Safety meetings [via MS Teams]: 1 (9/21)
- webinars/trainings attended [virtual]:
  - SafePersonnel – Office Ergonomics (9/20)
- weekly mtg. w/ Erin, Mon. am [via MS Teams]: 2 (9/12, 9/26)

visits to/with District Libraries:

- all 12 libraries - 1 [email]
  - email sent with proposed site visit schedule
- Adams PL - 3 [phone, email]
  - called re. email ? about non-fiction filing and items being on juvenile & adult lists
  - email reply to ? – what info. do I need to switch shelving locations in catalog for items

- call re. shelving location term – juvenile or young adult for non-fiction; & re. statistical category for graphic novel shelving location item template
- **Echo PL - 1** [email]
  - · forwarded the proposed site visit email with a date correction
  - · reply to email from City Manager/Lib. Dir. re. lib. clerk's correct email address
  - · email conversation with lib. clerk re. proposed site visit schedule (2)
- **Helix PL - 4** [phone, email]
  - · call re. shelving locations questions
  - · emailed response to ? about whether received some emails with additions
  - · called re. email ? whether patrons can access magazine through Sage – not quite sure what the question was exactly, however explained a couple of things so lib. dir. would hopefully have the necessary info. to answer the patron's question when talking with
  - · called seeking additional DVD item information
- **Hermiston PL - 1** [email]
  - · forwarded to cataloger the proposed site visit email with a date correction
- **Milton-Freewater PL - 1** [phone]
  - · email reply to cataloger re. ? about using bibs without RDA elements
- **Pendleton PL - 1** [email]
  - · emailed cataloger regarding schedule for proposed site visit
- **Stanfield PL - 3** [email, phone]
  - · emailed response to ? about whether received some emails with additions
  - · forwarded the proposed site visit email with a date correction
  - · rec'd call asking if Sage was down… spoke about email rec'd re., & several other items
- **Umatilla PL - 1** [email]
  - · forwarded the proposed site visit email with a date correction
- **Weston PL - 1** [phone]
  - · called re. item barcode missing a digit (left a message)

4. Projects and Progress

- new/update technology [Board meetings, etc. (✓); Wi-Fi router upgrade (conversation held & bid received); Technical Services replacement laptop (✓); In-Service potential for fully-hybrid trainings (screen & projector identified to be purchased in Oct.)] ~ *60% complete*

5. Accomplishments

- Technical Services replacement laptop set up & running
- finished going through the items on temporary bibs I picked up in August and making notes for cataloging – returned to UCSLD office, when passing through the area, to be sent back to libraries on courier
- *proposed* fall 2022 site visit schedule created & sent out to libraries for feedback
- kept up on most things even though out of the office 7+ days during September
- website work:
  - · agendas for ALSP Reviews posted
  - · Board agenda/packet, packet w/ financial statement, & minutes posted
  - · posted Strategic Plan
  - · posted District Director position information
  - · removed Ukiah P/SL Facebook link
  - · posted Erin's September 15th EO column
- Sage Cataloging Mentor:
  - · phone conversation with Lisa Hauner, OR Trail Lib. Dist. Cataloger, who has agreed to chair the Sage Cataloging Committee to encourage and offer her support, reminding her we, as cataloging mentors, are a team
  - · email exchange with another mentor who was looking for some files to upload & some suggestions for a video tutorial being created on importing bib records (sent 2 files), then had some additional interchange when things didn't quite work correctly for her (4) – ultimately I volunteered to create the video tutorial sometime soon

- email conversation with 3 other cataloging mentors regarding tagging bibs in 040
- email reply to Beth Ross (system admin.) re. cataloger's status at Wallowa PL & a scheduled meeting & if I would like to join them (I was out the day of that meeting)
- email reply to another cataloging mentor who asked about book new release dates…
- email reply to cataloger in Enterprise who had some questions about available videos for learning as working toward taking CAT2 test
- emailed another mentor who has been working on putting together some video tutorials and what the progress of availability is
- email current & incoming Cataloging Comm. Chair re. specifics of French language genres in bibs (as is an upcoming Cataloging Committee meeting agenda item)
- **Other:**
    - emailed Beth Ross re. an error on Sage User Council minutes prior to meeting
    - emailed reply to Oliver Vargas (dedicated Dell contact for District) thanking him for reaching out and giving a bit of background of staff & tech. needs/purchases
    - emailed Circulation Committee Chair re. draft Circulation Policy emailed out with a couple comments and follow-ups (3)
    - sent Lib-Idaho, Wired-MT, & Sage-Lib email lists District Director position announcement

Feedback received:
- 9/1/22 – email from Annette Kubishta (Helix PL director) re. some items added to the catalog: "Thank you Dea, you're awesome! Happy Labor Day to you, hope you relax and have some fun."
- 9/8/22 – email from Laurie O'Connor (cataloger at Harney Co. Lib.) re. email conversation re. tagging bibs in 040: "Thank you, Dea. Yes, I thought this was the logical explanation, but thought the traffic in this 040 was of interest…. Still a funny traffic jam, but I defer to your logic and experience…."
- 9/8/22 – email from Kathleen Schmidtgall (Weston PL director) re. batch of items added to catalog: "I appreciate that quick turn-around. There are some local favorite authors in this bunch. You have a good weekend!"
- 9/29/22 – email from Amanda Hespel (Adams PL director) re. changing shelving location in catalog to Graphic Novels for several items: "Thank you for doing all of that for me Dea!"

6. Upcoming Events - Activities

- Staff/Safety meeting – Oct. 19
- Sage Library of Things discussion group – Oct. 19
- Fall trip to Umatilla County for in-service, site visits, etc. – Oct. 24-Nov. 8
- Sage Cataloging Mentor meeting – Oct. 26
- site visits to libraries – Oct. 27 & 28, Nov. 1, 2, & 7
- UCSLD Board meeting – Oct. 27
- District in-service – Nov. 4

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

Monthly District Director Report

Date:	October 27, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	September 16 – October 21, 2022

1. Position Purpose Statement

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

2. Meetings and Site Visits

Date	Meeting/ Site Visits/ Activity	Method	What happened
9/19/2022	Monthly Check in with Stephanie Chase	Zoom	Check in on Libraries of Eastern Oregon and planning the next meeting
9/20/2022	CE Committee Meeting	Zoom	Planning the Autumn 2022 In-Service
9/21/2022	Safety & Staff Meeting	Teams	Monthly safety and staff meeting to meet safety requirement and update on staff happenings
9/21/2022	Window Cleaning	In-person	Ed Paulsen cleaned the office libraries
9/21/2022	Meeting of the Directors	Zoom	Meeting of all the library directors in the District – sharing information, etc.
9/2022	Meeting with Jennifer Costley	In-Person	Determining the space needs for the In-service at Pendleton Public Library
9/22/2022	UCSLD Board Meeting	In-person & Zoom	Monthly regular Board meeting
9/26/2022	Weekly Check-in Meeting with Dea	In-person	Check in on what's happening and what's coming up
9/30/2022	PERS Report Submission	Online	
10/3/2022	Weekly Check-in Meeting with Dea	In-person	Check in on what's happening and what's coming up

Date	Meeting/ Site Visits/ Activity	Method	What happened
10/5/2022	Meeting with Darci Hanning	Zoom	Monthly check in meeting
10/6/2022	UCSLD Hiring Committee	Zoom	Co-creating the application review document
10/13/2022	Travel to Hood River	In-person	Travel to Hood River for the LEO Meeting
10/14/2022	Libraries of Eastern Oregon Meeting	In-person	Board and Annual Meeting
10/17/2022	Weekly Check-in Meeting with Dea	In-person	Check in on what's happening and what's coming up
10/17/2022	Monthly Check in with Stephanie Chase	Zoom	Check in on Libraries of Eastern Oregon
10/18/2022	ALSP Review Meeting	Zoom	FY21-22 Plan reviews – Board met with Lili Schmidt, Susan Price, Susie Sotelo, Jennifer Costley, James Simpson
10/19/2022	ALSP Review Meeting	Zoom	FY21-22 Plan reviews – Board met with Dave Slaght, Amanda Hespel, Stephanie Partida, Annette Kubishta
10/6/2022	UCSLD Hiring Committee	Zoom	Co-creating the interview questions
10/21/2022	Board Packets out		

3. Projects and Progress

Project	Status	% Complete
Policy Review	EDI & A review of policies	ongoing
In-Service Training	Agenda is created, supplies ordered, food lined up, and working on handouts/presentation	50%
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	Hiring committee is working and waiting on applications	45%
Disaster Planning	In the initial stages of working on this planning	10%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	45%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
COVID-19	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	Office Ergonomics in September	ongoing
ALSP Review Meetings	3 meetings complete – waiting on final submission of written report	85%

4. **Feedback & Accomplishments**
   - Many wonderful comments from library directors and staff after I announced my resignation.
   - ALSP Review meetings complete.
   - Hiring committee coordinating the hiring process.

5. **Upcoming Events – Activities**
   - October 24th – Dea arrives in Oregon
   - October 24th – District Director applications due to UCSLD.
   - October 25th & 26th – Applications reviewed
   - October 27th – UCSLD Board Meeting
   - November 4th – All-Staff In-Service at Pendleton Public Library
   - November 17th – UCSLD Board Meeting

<u>Financial Management Policy</u>

I.   Introduction

These guidelines are designed to:
- Protect the assets of the UCSLD;
- Ensure the maintenance of accurate records of the UCSLD's financial activities;
- Provide a framework of operating standards and behavioral expectations; and,
- Ensure compliance with federal, state and local legal reporting requirements

Exceptions to written policies may only be made with the prior approval of the Board of Trustees. Changes or amendments to these policies may be approved by the Board of Trustees at any time. All personnel with financial responsibilities are expected to be familiar with and operate within the parameters of these policies.

II.   Accounting

The UCSLD's accounting system shall be designed specifically to:
- Assemble information on all finance-related transactions and events.
- Provide the ability to analyze all data collected.
- Classify data according to the chart of accounts.
- Record data in the appropriate books of accounts.
- Report data to management and outside parties in an appropriate format and in a timely manner.
- Maintain accountability of assets.
- Retain data according to the State of Oregon's retention schedule for special districts.

The accounting system shall include:
- A general ledger.
- Subsidiary journals as necessary, including revenue, expenditures, and payroll.
- Written documentation supporting, authorizing, and explaining individual financial transactions including invoices, bank statements, purchase orders, payroll, transfers, etc.
- Any other data deemed necessary to prepare financial statements.

III.   Fraud Prevention

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.

All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:
- Embezzlement, theft, misappropriation or other financial irregularities;

- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files);
- Improprieties in the handling or reporting of financial transactions;
- Misappropriation of funds, securities, supplies, inventory or any other asset (such as furniture, fixtures, equipment, materials), including assets of the UCSLD, patrons, suppliers, or others with whom there is a business relationship;
- Authorizing or receiving payment for goods not received or services not performed;
- Authorizing or receiving payments for hours not worked or expenses not accrued and documented;
- Profiteering as a result of insider knowledge of UCSLD activities.

Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Trustees and employees are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Any Trustee or employee who knows or suspects fraud or related misconduct shall report that to the President of the Board of Trustees or the District Director.

When fraud or related misconduct is reported, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and UCSLD policies/procedures. During or following the investigation, the Board may choose to consult with legal counsel and take appropriate steps to minimize recurrence.

IV. Investment Policy

It is the policy of the UCSLD to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds.

A. Objective
   The Primary Objectives of the UCSLD's financial investments are, in priority order:
   - Safety of Principal – Safety of principal is the foremost objective. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.
   - Liquidity – The UCSLD's investment portfolio will remain sufficiently liquid to enable the UCSLD to meet all operating requirements which might be reasonably anticipated.
   - Return on Investments (Yield) – The UCSLD's investments should generate the highest available return without sacrificing the first two objectives.

B. Funds

The Board may establish funds for money and securities of the UCSLD. All monies from whatever source derived will be receipted into funds established by the Board under authority of law.

C. Delegation of Authority

The District Director and Board shall implement the investment program and establish investment procedures consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy.

D. Deposit Requirements

The UCSLD's Board of Trustees shall designate its public depositories. Any eligible financial institution that has offices within the State of Oregon may become a public depository of the funds of the Library.

E. Reporting

The District Director shall provide the Board with monthly reports which clearly provide the following information regarding the investment portfolio:
- types of investment and cash position
- depository institutions,
- principal balances

F. Ethics and Conflicts of Interest

Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.

G. Electronic Transfers

The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:
- Direct deposit of telecom tax funds and credit card receipts
- All investment transfers for certificates of deposit and savings accounts authorized by the Board
- Payroll for UCSLD employees and fees associated with payroll processing
- Health insurance payments for UCSLD employees
- Utility payments, Internet and telecom service payments
- Credit card payments
- Other services with a monthly subscription cost or contract payment as approved by the Board of Trustees
- To satisfy long-term bond or debt obligations when required by a depository trust company

The Board or District Director will maintain appropriate documentation of the transactions so these may be audited as required by statute.

H. Personal Use of District Assets

Neither the District Director nor any Board member will use or permit the use of UCSLD funds, vehicles, equipment, telephones, materials or property for their own personal benefit or profit. Neither the District Director nor a Board member will ask or require a UCSLD employee to perform services for the personal benefit or profit of a Board member or the District Director. The District Director and all Board members will safeguard UCSLD property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

    I.   Segregation of Fiscal Duties and Internal Controls

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the UCSLD will assist the Board in maintaining adequate fiscal oversight of the expenditure of funds.

V.   Control Policies and Procedures

The UCSLD follows these policies and procedures to ensure control and an effective accounting system:
- All financial transactions shall conform to standard accounting procedures and Oregon Revised Statutes and Administrative Regulations (ORS).
- All transactions are authorized properly.
- Duties are segregated. As much as is practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, and (3) take custody of the assets resulting from the transaction.
- Accounting records and documentation are designed and maintained properly.
- Access to assets and records is controlled.
- Accounting data is reviewed periodically and compared to underlying records.
- All financial records are retained and secured in accordance with ORS .
- Records no longer required to be retained are destroyed securely.
- Payroll records and processing are reviewed periodically.
- Physical assets are reviewed periodically and an inventory is maintained.
- The District Director shall submit the prior month's financial report to the Board of Directors with the packet for the regular monthly meeting.
- Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
- Annual audits shall be performed in compliance with ORS and generally accepted accounting principles (GAAP) for governmental entities.

VI.   Cash and Purchasing

The UCSLD shall follow these specific policies for cash and purchasing:

A. Cash disbursement:
- Check-signing authority is limited to the Library Director and every Board Trustee
- Two signatures are required on each check.
  - Some regularly-recurring bills and payments may be paid electronically by the District Director or designee. Bills and payments authorized to be paid electronically shall be established annually by Board resolution. Invoices must be retained and reviewed by the Board of Trustees.
- Authorization of payment is required by the District Director or designee.
- Original invoices shall be attached to checks before signing.
- Pre-signing any check is prohibited.
- Blank checks are prohibited.
- Checks shall be numbered sequentially.
- The check stock shall contain security safeguards to prevent fraud.
- The check stock shall be secured and use shall be documented.
- Voided checks shall be defaced and retained in the financial records.
- Signature stamps are prohibited.

B. Cash handling
- Deposits shall be performed weekly.

C. Petty Cash handling
- The Petty Cash fund is to be used for small purchases or for purchases to solve an immediate need when a UCSLD-issued credit card is not available or is not practical to use.
- The UCSLD will maintain a Petty Cash fund of $75.00 in a locked space. Only the District Director and Staff should access these funds. Transactions should be reimbursed only with a receipt. At any time total cash and receipts will equal $75.00.
- When cash is low, the District Director can request funds equal to the total amount of receipts to replenish the Petty Cash fund. The request is made by submitting the Petty Cash log with receipts to the Accountant.
- The District Director or Board may conduct an unscheduled check of all Petty Cash funds to insure proper handling.

D. District Director and the Board shall review bank account reconciliations monthly.

E. Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds.

F. Banking shall be conducted according to ORS and applicable accounting practices.

G. Purchasing
- Original invoices shall be required.
- Employees of the UCSLD shall not serve as independent contractors to the UCSLD.
- Employees of the UCSLD shall not accept consideration from an outside entity while performing UCSLD duties.

H. Vacation reserve

- The UCSLD shall retain a vacation reserve of at least 75 percent of all employees' outstanding vacation and holiday accrual.

I. Expenditures approval
- The Board shall approve all expenditures for supplies, materials, equipment, or any contract obligating the UCSLD in excess of $3,000 with the following exceptions:
  o Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed $3,000. Such purchases must be approved by the Board President and comply with ORS.
  o Payments of monthly statements, composed of individual invoices not exceeding $3,000, incurred while conducting regular library business such as purchasing office supplies, fuel for UCSLD vehicles or paying credit card statements.
  o Regular payments on contracts that have been pre-approved by the Board.
- The District Director shall authorize all expenditures or contracts up to $3,000 except Contracts for legal services.
  o Total expenditures within a budgetary fund category (e.g. Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board.
- UCSLD credit card limits are set by the Board when they approve the card use for personnel.

VII. Credit Cards

The UCSLD may utilize credit cards to facilitate a predefined set of small (typically under $1000) routine purchases of budgeted items, subject to subsequent approval, administered by employees who are both accountable and responsible for the related transactions subject to prudent financial controls. As provided by the policy, the District Director is the administrator of the district credit cards. The District Director follows the policies and procedures set out in this policy.

The credit card is issued by the bank used by the UCSLD. The cards are the property of the UCSLD and are issued to employees by the bank after Board approval. The UCSLD credit card shall be used only to charge official UCSLD purchases. Monthly, the billing statements and the purchase receipts are submitted by cardholders and then reviewed and reconciled by District Director and sent to the Accountant for payment.

A. Credit Card Limits
Limits will be set for each cardholder by the Board. These may include: a single transaction purchase limit; Spending limit allowed per day: Spending limit per month; Credit Card spending limit.

B. Restricted Purchases
The following is a list of restricted purchases:

Examples of Authorized Purchases

Umatilla County Special Library District

Professional Dues
Office and Other Supplies
Conference Registrations & Travel
Equipment Supplies
Event Refreshments
Subscriptions
Repair and Maintenance
Room Rentals
Training Programs
Operational Supplies
Books and Videos

Examples of Blocked Purchases
Cash Advances
Adult Entertainment
Tobacco Products
Cash Refunds
Controlled Substances
Alcoholic Beverages

Examples of Unauthorized Purchases
Any Personal Items or Use
Unbudgeted Items
Personal Service Contracts
Unsecured Internet Purchases – non-https:// sites
Trade Service Agreements
Purchase Requiring 1099 Form

Exceptions to the above may be granted by the District Director on a limited basis upon a showing of sufficient justification or extenuating circumstances.

   C. Reconciling Accounts
Each transaction on the monthly billing statement is compared with receipts submitted by the purchasing staff member and assigned an account number before being sent to the Accountant for payment.

   D. Paying the Bill
The UCSLD credit card(s) will be paid in full each month after reconciliation with the receipts

   E. Responsibilities

   • The District Director will:
        o Provide administrative oversight for successful operation of the credit card program
        o Ensure that appropriate procedures are in place and approve all special procedure issues.
        o Update the credit card procedures for UCSLD as needed

Umatilla County Special Library District

- Verify that funds are budgeted for the transactions of UCSLD cardholders
- Review and audit credit card data and transactions.
- Monitor cardholder compliance with UCSLD rules
- Reconcile the monthly billing statements to appropriate submitted receipts
- Monitor cardholder purchases during the month
- Report lost, stolen or fraudulent use of the credit cards to the credit card vendor.

- The Cardholder is responsible for:
  - Treating the UCSLD credit card with the same care as they do with their own personal credit cards. The card should be maintained in a secured location and the account number should be carefully guarded.
  - Only the individual whose name appears on the face of the card is entitled to use the card. The card shall not be loaned to another individual for any reason.
  - Obtaining purchase documentation (sales receipt, itemized packing slip, service receipt, etc.) from the merchant for every purchasing card transaction to support the purchase. If someone other than the cardholder receives the shipment or service, the cardholder is sill responsible for obtaining the supporting documentation.
  - Receipts shall be given to the District Director who will reconcile the card purchases to the monthly billing statement on a timely basis. Failure to do so will result in a loss of cardholder privileges.
  - Working with the merchant to correct any problems, exchanges or credits.
  - Not accepting cash in lieu of a credit card credit for returns.
  - Reporting a lost or stolen card to the card issuer immediately. Also notify the District Director as soon as possible.
  - Returning the credit card to the District Director upon termination of employment, upon change in employment that no longer requires a credit card or upon request from the District Director or the Board
  - Not misusing the credit card. Failure to comply with the Credit Card policy and procedures and other UCSLD policies that relate to purchases will result in the revocation of purchasing card privileges. If the purchasing card is used for unlawful or improper purposes, the employee may also be subject to disciplinary action for that misconduct.

VIII. Personnel

Employment policies shall include procedures that reasonably protect UCSLD assets:

A. Employment applications shall include:

- A statement that false information or misrepresentation can be cause for disqualification or dismissal.
- A criminal background check with candidate's written approval.
- Reference checks.

B. Appropriate staff supervision
C. Rotation of duties/cross-training.
D. Communication and confirmation of policies and ethics
E. Employee and financial contractor fidelity coverage (bonding) is required (when applicable)

F. Staff Reimbursement for Purchases

Staff members may occasionally need to purchase materials for the Library with their personal funds. Staff may submit itemized receipts for these purchases to the Director and pending Director and Board Approval a reimbursement check will be issued within 30 days.

G. Staff Reimbursement for Travel Expense

Employees will be reimbursed for travel expenses incurred in the performance of their work. Any cost incurred should be the most economical with the Library's best interest.

Any employee of the Library incurring expenses for Library related business shall be reimbursed as follows:

Official travel in privately owned vehicles shall be reimbursed in accordance with the rates as set forth in the UCSLD travel policies and procedures.

Air travel shall not be first class unless other rates are unavailable. Under reasonable circumstances, or for necessary expediency, the Board may authorize other travel means.

Lodging shall be reimbursable at the actual expense. Receipts must be provided for all lodging.

Parking, tolls, and public transport shall be reimbursable at the actual expense. Receipts must be provided for all parking, tolls and public transport.

Conference and registration fees shall be approved in advance by the District Director, and may be prepaid when necessary and appropriate.

Use of rental vehicles is allowed when more feasible than other types of available transportation.

The UCSLD will reimburse an employee for meals at required training sessions. Oregon per diem rates apply. All expenses should be reported on the Travel Expense Reimbursement Form and submitted for Director and Board Approval.

Other necessary expenses which were unforeseeable prior to travel may be approved by the Board upon presentation of documentation of the need for such expense.

Expenses not in compliance with the travel expense policy will not be reimbursed or paid by the Board, e.g. costs incurred by family members or staff attendance at events not approved by the Director or the Board.

IX. District Assets and Capital Outlay

The District Director shall not allow assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, s/he may not:

A. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses.
B. Subject facilities to improper use or insufficient maintenance.
C. Unnecessarily expose the UCSLD, its Board, or staff to claims of liability.
D. Make any purchase (1) contrary to state statutes and regulations concerning conflicts of interest; (2) of over $500 without having obtained comparative prices and quality; (3) of over $3,000 without evaluating a balance of long-term quality and cost. Such evaluation shall be presented to the Board to use as they make their decision.
E. Fail to protect intellectual property, information, and files from loss or damage.
F. Receive, process, or disburse funds under insufficient controls to meet the Board-appointed auditor's standards.
G. Fail to follow state law regarding investment of capital assets in secure instruments.

Capital outlay shall include expenditures on the following:

A. Land acquisition or improvement, including improvements and installations on the grounds;
B. Building construction, expansion, or remodeling;
C. Installation, addition, or replacement of major building systems such as heating and cooling, electrical, plumbing, and other services;
D. Shelving;
E. Depreciable equipment, which includes items that have an anticipated useful life exceeding one year, cost $5,000 or more, retain their original shape and use, and are nonexpendable.

Equipment, including nonexpendable equipment costing less than $5,000, must be inventoried.

X.   Surplus Property

Surplus property is defined as any personal property of the UCSLD that has been determined by the District Director or designee as being of no use or value to the District. See the Surplus Property Disposal Policy for details.

Appendix A – Acceptable Use Policy

Purpose
The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at the Umatilla County Special Library District (UCSLD). These rules are in place to protect the employee and the company. Inappropriate use exposes the company to risks including virus attacks, compromises of network systems and services, and legal issues.

Scope
This policy applies to both permanent, temporary employees and volunteers of the UCSLD. This policy applies to all equipment that is owned or leased by the company. This policy is a supplement to the UCSLD Information Security Policy.

General Use
IDs/Passwords:
Access to the UCSLD's IT systems is controlled by the use of User IDs and passwords. All User IDs and passwords to equipment are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on UCSLD systems and services.

Password Requirements:
- Minimum password length: 10
- Must have a combination of letters, numbers, and special characters.
- If possible, utilize a password manager to create (much stronger) and unique passwords for each service or account.

Individuals must not:
- Allow anyone else to use their user ID and/or password on any UCSLD IT systems.
  - Exceptions to this must be approved by District Director or their designee.
- Leave their password unprotected.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Perform any unauthorized changes to the UCSLD's IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Insert unapproved media (CD, USB thumb drive, SD card) into UCSLD devices.
- Store UCSLD data on any non-authorized equipment, or personnel equipment.
- Give or transfer UCSLD data or software to any person or organization outside of the UCSLD without the authority of the District Director or their designee.

Internet and Email Use
Use of the internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to the UCSLD in any way, not in breach of any term and condition of employment and does not place the individual or UCSLD in breach of statutory or other legal obligations.

Umatilla County Special Library District
Adopted – 9/23/2021
Reviewed & Updated –

All individuals are accountable for their actions on the internet and email systems. Individuals must not:

- Disclose employee, client, and other proprietary information which the employee has access.
- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the UCSLD considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to the UCSLD, alter any information about it, or express any opinion about the UCSLD, unless they are specifically authorized to do this.
- Send unprotected sensitive or confidential information externally.
- Forward UCSLD mail to personal non-UCSLD email accounts (for example a personal Gmail account).
- Make official commitments through the internet or email on behalf of the UCSLD unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval.
- Remove or disable anti-virus software.
- Use unauthorized services on the internet to store or transmit PII (personally identifying information). This includes (Dropbox, Google Drive, personal email accounts, etc.)

Email:
To avoid being a victim of malicious software or phishing attack remember:

- Never download or open attachments from unknown recipients.
- Hover over links to determine if the link is legitimate.
- If it's a specific account asking you to sign into an account don't click a link within the email visit the site directly to login.
- Verify sender. Sometimes the best way to do this is call the sender back to make sure they are the ones who initiated the email.
- Never provide personal information. Legitimate companies will never ask for you to provide personal information including passwords in an email.

Clean Desk and Clear Screen
In order to reduce the risk of unauthorized access or loss of information, the UCSLD enforces a clear desk and screen policy as follows:

- Maintaining a "clean desk" or working area throughout the day and ensure there are no confidential documents in open view if absent from their desk for an extended period of time. This will help to ensure that confidential customer information is not inadvertently disclosed.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Ensure that paper-based information is appropriately monitored and protected.
- Ensure that all confidential documents are properly locked-up at the end of each business day. Appropriate methods to secure documents include utilizing locking filing cabinets or desk drawers, etc.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site
It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:
- Only equipment approved by the UCSLD may be used to download personal information locally to the device.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car. Lock devices in the trunk out of sight while traveling.
- Laptops must be carried as hand luggage when traveling.
- When outside the office, computers must utilize the endpoint protection VPN before connecting to resources.

Mobile Devices
- Mobile devices such as smartphones and tablets may be used but require approval.
- It is not permitted to save client information locally to a mobile device.
- Mobile devices need to be password protected.

Mobile Storage Devices
Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only authorized mobile storage devices ~~with encryption enabled~~ must be used, when transferring sensitive or confidential data.

Telephone Equipment Conditions of Use
The use of UCSLD voice equipment is intended for business use. Personal use of voice equipment is allowed but should be limited. Individuals must not:
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators, unless it is for business use.

Actions upon Termination of Contract
All UCSLD equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to the UCSLD at termination of employment.

Monitoring and Filtering

All data that is created and stored on UCSLD-owned computers and third-party vendor's systems is the property of the UCSLD and there is no official provision for individual data privacy, however wherever possible the UCSLD will avoid opening personal emails.

System logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The UCSLD has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

It is your responsibility to report suspected breaches of security policy without delay to the District Director. All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with the UCSLD's disciplinary procedures.

Signature

I have received a copy of the UCSLD's Acceptable Use Policy as revised and approved by the management.   I have read and understand the policy.

_____
(Print your name)

_____   _____
(Signature)   (Date)

<u>Information Security Policy</u>

The Umatilla County Special Library District (UCSLD) seeks to ensure that appropriate measures are implemented to protect customer and employee personal and sensitive information. This Information Security Policy is designed to establish a foundation for a UCSLD culture of security.

The purpose of this policy is to clearly communicate the UCSLD's security objectives and guidelines to minimize the risk of internal and external threats.

Compliance
Non-compliance with this policy may pose risk to the UCSLD; accordingly, compliance with this program is mandatory. Failure to comply may result in disciplinary action up to and including termination of employment – please see the UCSLD Discipline Personnel Policy. Management reserves the right to monitor, consistent with applicable laws, all activities within their business environment. The UCSLD will appropriately report violations of State and/or Federal laws and will cooperate with regulatory bodies and law enforcement agencies investigating such incidents.

Privileged Access
Access to the UCSLD's systems and applications above and beyond general user access shall be limited to the District Director and/or their designee.

Data Backup & Recovery
The UCSLD will conduct regular backups of all critical business data. Full data backups will be performed on a weekly basis. Checklist of backup information will be reviewed by the District Director periodically, but not less than monthly.

Multi-factor Authentication
Multi-factor authentication is highly suggested and will be utilized where most appropriate and when available.

Endpoint Protection
All UCSLD workstations will utilize an endpoint protection tool to protect systems against malware and viruses.

Firewall with Security Services
The UCSLD will protect their computers from the Internet through the use of a firewall with Intrusion Prevention System (IPS) capability.

Email Security
The UCSLD will protect their email system by utilizing antivirus, antispam and anti-phishing technologies. The UCSLD will also not utilize email to send or receive sensitive information.

Wireless
The UCSLD's wireless system is limited to staff and Board of Director use only. The password will be changed yearly.

Umatilla County Special Library District
Adopted – 9/23/2021
Reviewed & Updated –

Password Management
The UCSLD will use a password configuration system. Current best practices will be consulted and will be available through the cybersecurity procedure and checklist. In addition, the UCSLD will educate users on creating/ utilizing secure passwords for systems/ services that can't be controlled by the UCSLD.

Security Awareness Training
The UCSLD's personnel are required to participate in security training in the following instances:
1. All new hires are required to complete security awareness training before being granted system access
2. The UCSLD staff will continue to share at monthly safety and staff meetings, new security issues, cybersecurity occurrences, best practices and training to expand security knowledge.
3. A formal refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Acceptable Use Policy
The UCSLD will require all users sign an acceptable use policy before accessing UCSLD resources. This policy governs the use of the company resources and covers a wide range of issues surrounding the rights, responsibilities and privileges – as well as sanctions – connected with computer use.

Asset Management
An inventory of all the UCSLD's hardware and software will be maintained that documents the following:
- Employee in possession of the hardware or software
- Location of hardware or software
- Date of purchase
- Serial number
- Type of device and description

Patch Management
All software and operating system updates and patches will be configured to automatically install. Periodic review will be conducted to ensure all updates and patches are applied to all devices.

Securing Remote Workers
The UCSLD requires all remote users to utilize company owned devices when working remotely. Those devices will be setup with a secure VPN.

Mobile Device Management (MDM)
The UCSLD will utilize a tool or service for the administration of mobile devices in the event the mobile device is used to access UCSLD information (this includes email).

Standard Configuration

The UCSLD will utilize a standard configuration for all endpoints, mobile devices, and printers. Any changes to the standard configurations will be reviewed and approved by leadership.

Vulnerability Scanning

The UCSLD will ensure all critical external and internal resources have periodic vulnerability scans conducted on them to ensure they are properly configured and updated.

Incident Response

The UCSLD will utilize an incident response plan in the event of cyber related incident. This plan will include at the minimum:

- Essential contact for an incident response service provider, FBI, local law enforcement, cyber insurance company, legal counsel.
- Users' roles and responsibilities.

Auditing and Logging

The UCSLD will ensure proper logging is enabled on all critical resources. At a minimum the following events will be recorded:

- Invalid Login Attempts
- Creation of New User Accounts
- Escalation of User Privileges

Loss Control Program

The safety and health of all workers/employees is a shared goal of all who work for the Umatilla County Special Library District (District). The District's policy is that all employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The District will hold a monthly safety meeting for all employees. The goal is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention and evaluating the District's loss prevention and safety program.

The District expects all employees to focus on the following as applicable:

- Strive to achieve zero accidents and injuries
- Take reasonable steps to improve safety and health policies and procedures
- Assist loss control and safety efforts by helping to identify and mitigate hygiene or safety hazards
- Identify reasonable and appropriate mechanical and physical safeguards
- Conduct reasonable safety and health inspections
- Train employees as needed in safe work practices and procedures
- Provide employees with personal protective equipment (PPE) as appropriate to specific job tasks and train employees in its appropriate care and use.
- Use appropriate personal protective equipment
- Report hazards, unsafe work conditions, and on the job near misses/accidents
- Assist in the identification of the cause of on-the-job injuries and in the identification of reasonable methods to prevent similar occurrences
- Supervise workers in safe work practices
- Enforce applicable safe work rules
- Disciplining and retraining workers that fail to work safely
- Participate in and support safety meeting proposals
- Review the District's safety and health program annually, or as needed

Discipline up to and including termination could result from a failure to pay reasonable attention to any of the above.

If loss prevention assistance is needed at any time, contact:

Scott Neufeld, Director of Risk Management
800-285-5461
riskmanagement@sdao.com

Umatilla County Special Library District
Adopted – 9/8/2011
Reviewed & Updated – 11/16/2017   1

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE POLICY

Purpose:
Oregon State law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters.

Employees of the Umatilla County Special Library District, as defined under ORS 419B.005, are obligated to report abuse either on or off duty.

Definitions:
Oregon law recognizes these types of child abuse:
- Mental injuries
- Sexual abuse or exploitation
- Rape or Incest
- Neglect or maltreatment
- Threatened harm
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

A child is an unmarried person under the age of 18.

Reporting Procedure:
Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone who has abused a child shall immediately notify the Oregon Department of Human Services or local law enforcement agency. (ORS 419.B010). The employee shall also immediately inform his/her supervisor.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. (ORS 419B.015). The report must contain, if known, the following information.

- The names and addresses of the child and parents/person responsible for the child's care
- The child's age
- The nature and extent of abuse (including any evidence of previous abuse)
- The explanation given for the abuse.
- Any information the official believes may be helpful in establishing the cause of the abuse of the perpetrator's identity.

All district volunteers are also subject to this policy even though they are not mandatory reporters under the law. A volunteer who suspects that a child has been abused is to report the situation to the District Coordinator, the district's designated representative. The representative will then immediately notify the Oregon Department of Human Services or local law enforcement agency.

Immunity of Persons Making a Report in Good Faith. (ORS 419B.025)
Anyone participating in good faith in the making of a report of child abuse and who has reasonable grounds for the making the report shall have immunity from any liability, civil or criminal, that might otherwise by incurred or imposed with respect to the making of content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

Failure to Comply
Any district employee/volunteer who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A person who violates subsection ORS 419B.005(1) commits a Class A violation. Intentionally making a false report of child abuse is also a Class A violation. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined.

Training
The district shall establish written procedures to provide annual training for all district staff and volunteers in the prevention and identification of child abuse and on the obligations of district employees under ORS 419B.005 to report suspected child abuse.

Adopted with form and contact table by UCSLD Board of Directors   2-19-15

SUSPICION OF CHILD ABUSE

All employees must report or cause a report to be made when there is reasonable suspicion to believe that a child has been abused (ORS 419B.010), even if you learn of the abuse outside of work. Mandated reporting is considered a request for an assessment of a suspected incident or incidents of abuse (sexual, physical) or neglect. It is the beginning of a helping process for children and families.

YOUR INFO

Date: _____ Day: _____ Time: _____ Facility: _____

Name: _____ Position: _____ Work Hours: _____

CHILD'S INFO

Name: _____ Age: _____ ☐ M ☐ F

Address: _____ Phone: _____

Class or Activity: _____ Time of Class/Activity: _____

Parent(s), guardian or caregiver's name(s): _____

Address: _____ Phone: _____

WHAT YOU OBSERVED

SAW

Observed ☐ bruise ☐ scrape/scratch ☐ swelling ☐ mark ☐ bandage/dressing ☐ burn

☐ other _____

Where	Head	Face	Eye	Nose	Neck	Shoulder	Chest	Ribs	Stomach	Back	Arm	Hand	Buttock	Leg	Knee	Calf	Shin	Foot
L	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
R	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

☐ other _____

What did child say was cause? (use back of this sheet for additional information)

_____
_____
_____

HEARD

What did child say to you (possible sexual abuse)? (use back of this sheet for additional information)

_____
_____
_____

CALL REPORT

Your Supervisor: _____ Time you notified him/her: _____

Who did you call? ☐ DHS – Department of Human Services 503-681-6917
☐ Police Department
☐ County Sheriff

Date you made the call: _____ Time you made the call: _____

Person(s)/Officer(s) name who took your report: _____

Additional notes (use back of this sheet for additional information):

_____
_____
_____

Print your name _____ Signature _____ Date _____

- DO NOT call or notify the parent(s)/guardian/caregiver that you suspect abuse.
- Complete an incident report.
- Print a copy of your completed online incident report and attach this form, and leave with your supervisor.

Revised: 01/09/2013

County	Daytime phone numbers	Office hours	After hours phone numbers
Sherman	541-384-4252 local Condon office 800-388-7787 toll free The Dalles office (Main office numbers)	Monday through Friday 8 am to 5 pm	911 or Tri-County Dispatch 541-384-2080
Tillamook	877-302-0077 toll free (Dedicated child abuse hotline)	Monday through Friday 8 am to 5 pm	911
Umatilla	541-481-9482 local 800-547-3897 toll free (Main office numbers)	Monday through Friday 8 am to 5 pm	911 or City/County Dispatch 541-966-3650 option 7
Union	541-963-8571 local 888-278-4411 toll-free (Main office number)	Monday through Friday 8 am to 5 pm	911 or local law enforcement agency: Union County Sheriff 541-963-1017
Wallowa	541-426-4558 local 866-538-5804 toll free (Main office numbers)	Monday through Friday 8 am to 5 pm	911 or Wallowa County Sheriff 541-426-3131
Wasco	541-298-5136 local 800-388-7787 toll free (Main office numbers)	Monday through Friday 8 am to 5 pm	911 or Wasco County Sheriff at 541-296-5454
Washington	503-681-6917 local (Dedicated child abuse hotline) 800-275-8952 dial 1, toll free (Main office number)	Monday through Friday 8 am to 5 pm	503-681-6917 local (Dedicated child abuse hotline) 800-275-8952 dial 1, toll free (Main office number) Calls are forwarded to Multnomah County hotline
Wheeler	541-384-4252 local Condon office 800-388-7787 toll free The Dalles office (Main office numbers)	Monday through Friday 8 am to 5 pm	911 or Tri-County Dispatch 541-384-2080
Yamhill	503-472-4634 local 800-822-3903 toll free (Main office number)	Monday through Friday 8 am to 5 pm	911 or local law enforcement agency: Yamhill Communications (dispatch for McMinnville, Sheriff's Office, Amity, Yamhill, Carlton, Willamina, Dayton, and Sheridan) 503-434-6500 Newberg-Dundee Police 503-538-8321

SUSPICION OF CHILD ABUSE

All employees must report or cause a report to be made when there is reasonable suspicion to believe that a child has been abused (ORS 419B.010), even if you learn of the abuse outside of work. Mandated reporting is considered a request for an assessment of a suspected incident or incidents of abuse (sexual, physical) or neglect. It is the beginning of a helping process for children and families.

YOUR INFO

Date: _____ Day: _____ Time: _____ Facility: _____

Name: _____ Position: _____ Work Hours: _____

CHILD'S INFO

Name: _____ Age: _____ ☐ M ☐ F

Address: _____ Phone: _____

Class or Activity: _____ Time of Class/Activity: _____

Parent(s), guardian or caregiver's name(s): _____

Address: _____ Phone: _____

WHAT YOU OBSERVED

SAW

Observed ☐ bruise ☐ scrape/scratch ☐ swelling ☐ mark ☐ bandage/dressing ☐ burn

☐ other _____

Where

	Head	Face	Eye	Nose	Neck	Shoulder	Chest	Ribs	Stomach	Back	Arm	Hand	Buttock	Leg	Knee	Calf	Shin	Foot
L	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
R	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

☐ other _____

What did child say was cause? (use back of this sheet for additional information)

_____
_____
_____

HEARD

What did child say to you (possible sexual abuse)? (use back of this sheet for additional information)

_____
_____
_____

CALL REPORT

Your Supervisor: _____ Time you notified him/her: _____

Who did you call? ☐ DHS – Department of Human Services   **503-681-6917**

☐ Police Department

☐ County Sheriff

Date you made the call: _____ Time you made the call: _____

Person(s)/Officer(s) name who took your report: _____

Additional notes (use back of this sheet for additional information):

_____
_____
_____

Print your name _____ Signature _____ Date _____

- DO NOT call or notify the parent(s)/guardian/caregiver that you suspect abuse.
- Complete an incident report.
- Print a copy of your completed online incident report and attach this form, and leave with your supervisor.

Revised: 01/09/2013

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Umatilla	541-481-9482 local 800-547-3897 toll free (Main office numbers)	Monday through Friday 8 am to 5 pm	911 or City/County Dispatch 541-966-3650 option 7
Union	541-963-8571 local 888-278-4411 toll-free (Main office number)	Monday through Friday 8 am to 5 pm	911 or local law enforcement agency: Union County Sheriff 541-963-1017
Wallowa	541-426-4558 local 866-538-5804 toll free (Main office numbers)	Monday through Friday 8 am to 5 pm	911 or Wallowa County Sheriff 541-426-3131
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