



**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 24, 2024, 7:00 pm**

425 South Main Street, Pendleton, OR 97801 and

Zoom Link:

<https://us02web.zoom.us/j/82788584732?pwd=OdxpzbMdWapgIDZ5MirVPzS9oL7UUUV.1>

Meeting ID: 827 8858 4732

Passcode: 846049

One tap mobile

+19712471195,,82788584732#,,,,\*846049# US (Portland)

Dial by your location

+1 971 247 1195 US (Portland)

Meeting ID: 827 8858 4732

Passcode: 846049

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 – September 26, 2024 ALSP Review Meetings – October 8, 2024 and October 22, 2024	President	Approval
Calendar Update –	Director	Pendleton City Council – Nov. 5 Adams City Council – Nov. 12 November Board Meeting

Topic	Lead	Purpose Outcome
Correspondence	Director	Information
Reports <ul style="list-style-type: none"> <li>• Financial Statements               <ul style="list-style-type: none"> <li>○ Accountants' Report – September 2024</li> <li>○ Banks &amp; Pool Balances</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 1-3</li> </ul>		Information & Review
Old Business <ul style="list-style-type: none"> <li>• Update on car insurance options</li> <li>• Update on city agreements</li> </ul>	Board	Information
<ul style="list-style-type: none"> <li>• Best Practices – Certificates for public meetings law</li> </ul>	Director	Update
New Business <ul style="list-style-type: none"> <li>• Discussion and takeaways from ALSP review meetins</li> </ul>	Director & Board	Discussion
<ul style="list-style-type: none"> <li>• Policy review –</li> <li>• Circulation Policy</li> </ul>	Board	Discussion
Good of the order	Everyone	
Next District Board Meeting – November 21, 2024.		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**

September 26, 2024, at 5:30 pm

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

**ATTENDANCE BOARD**

Caty Clifton, President

Kathy Thew

Nick Nash

John Thomas

**ATTENDANCE STAFF**

Heather Estrada, District Director

Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE – VISITORS**

Judy Bracher

**CALL TO ORDER**

Board President Caty Clifton called the regular Board Meeting to order at 5:33 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated we have Board Members Kathy Thew and Caty Clifton in the office, and John Thomas via Zoom, so we have a quorum present. It was stated that Nick Nash is on his way.

**APPROVAL OF THE AGENDA**

Kathy Thew moved to approve the agenda. John Thomas seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

Judy Bracher was welcomed. There was no public comment.

**MINUTES**

Board Meeting: August 22, 2024 – Kathy Thew moved to approve the August 22, 2024, minutes as presented. John Thomas seconded the motion. The motion passed unanimously with the three (3) Board Members present.

ALSP Review meeting: September 19, 2024 – (Tabled till after Nick Nash arrived, as Kathy Thew was not at the meeting, so there was no quorum available for this vote. After Nick’s arrival the Board circled back around.) Nick Nash moved to approve the September 19, 2024, ALSP Review minutes as presented. John Thomas seconded the motion. The motion passed with 3 Board Members voting in favor and Katy Thew abstaining.

**CALENDAR UPDATE**

(After Nick Nash arrived the Board circled back to the calendar update.) Heather Estrada shared that next month’s Board meeting night would be her daughter’s last volleyball game for the year. The Board agreed to move the time to 7:00 pm to allow Heather to attend the game.

## CORRESPONDENCE

Heather Estrada shared the latest information on the Honda Fit and the IMESD. When Heather had not heard back from Rob Naughton she reached out again. Rob informed her that IMESD was not interested in owning or insuring the vehicle. Rob noted to Heather that they could change the agreement to add the cost of using an IMESD vehicle. Heather stated that she would like to talk to Michael Corey (Wheatland Insurance) again as he also didn't talk to Heather after he spoke with Rob Naughton.

[Nick Nash arrived during this report. After hearing this information from Heather, the Board circled back to the ALSP Review minutes and the Calendar Update.]

## REPORTS

### FINANCIAL STATEMENTS & bank reconciliations – July 2024 & August 2024

No comments or concerns were observed, though Caty Clifton noticed the carryover was a bit lower than expected. Nick Nash moved to approve the July & August 2024 financial reports, subject to audit. Kathy Thew seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Heather Estrada commented on the Dress-Up parade. The feedback from everyone was good or positive. Heather thanked the Board Members who participated. Heather shared that we may do the fair parade as this is the biggest other parade in the County. Kathy Thew suggested we wait on that parade to see if they settle where the route will be for next year as it was very chaotic this year.

Heather shared that the next all staff in-service will be November 1<sup>st</sup> at the Hermiston Senior Center. She also noted that she had a conversation with Charlie Brown who is a philanthropist who embraces Cecili [Longhorn]'s library model of connecting communities together. His foundation is called Trust for Civic Life. Heather also invited him to share at the recent Library Director's meeting.

Heather also shared that she met the new City Manager in Milton-Freewater. She thinks it was a positive meeting. Heather shared that she is planning to go to the Adams City Council meeting on November 12<sup>th</sup>. She read to the Board the cover letter for the agreement that Caty Clifton already approved.

Heather also shared that the Go! Article will be in next week's paper, as there was too much going on in the Go! Magazine this week and they asked if Heather would mind it being in a week later than usual.

Caty Clifton commented that Monica Hoffman's numbers were down, and asked is that typical? Heather shared that HeadStart starts later than other sites, and so Monica used the down time to visit several people she hadn't yet heard from. Heather also noted that Monica will be driving to Portland on Monday to pick up books following a trade show that we will share with our libraries, etc. Caty also noted that Dea has been doing a lot, as usual, and was recently here.

### BOARD TRAINING: CHECK-IN ON SDAO TRAININGS...

Heather Estrada noted that she has Caty Clifton's certificate for the SDAO Public Meetings Law training through Vector Solutions. She also noted that she received John Thomas's however she cannot open it. And Kathy Thew stated she did it, though she is still looking for the certificate. It was noted that the State is just now putting out training (2.5 hours in length). We'll see if this will count for, or towards, the State's training requirement. Nick Nash noted that he forgot about doing it and will take this as a reminder to do it.

## OLD BUSINESS

### CITY/DISTRICT AGREEMENTS DONE...

Heather Estrada shared the cover letter with the Board earlier in the meeting. She plans to take the agreement and cover letter to every community and get it to the appropriate person there. She also plans to visit with each city or city council regarding it.

### UPDATE ON .GOV DISCUSSION

Heather Estrada updated the Board on the .gov discussion from last month's meeting. She is trying to get a copy of the Banner Bank statement delivered to the office mailing address, though we haven't gotten a paper copy yet. This is probably going to turn into a long-term goal, as the grant is currently open and we're not sure we will get what we need to apply for the unique identity validation number before the grant closes. Heather noted that the cost to us for a change to .gov should be fairly minimal, mostly our time, we think.

## NEW BUSINESS

### NEW BOARD MEMBER

Heather Estrada introduced Judy Bracher, who is currently serving on the Helix PL Board and whose family owns the Bracher Century Farm. Judy shared a bit about herself and her family. She is a retired school teacher. Caty Clifton noted that this seat's term runs through the end of June, and that if desired, Judy could run for election for a full 4-year term in the upcoming spring election. Judy stated that she was willing to serve on the Board. Kathy Thew moved to appoint Judy Bracher for the remainder of the seat's term. Nick Nash seconded the motion. The motion passed unanimously. Judy Bracher then read the Oath of Office, and it was signed.

### BOARD MANUALS REVIEW AND NEW SCHEDULE FOR REVIEW?

Heather Estrada asked the Board about a regular schedule for updating/reviewing policies, etc. It was suggested that a 3-year plan, based on the number of policies for review, would be good, going from the oldest revised to the newest. Heather stated she would work with Dea Nowell to put together a schedule.

### GOOD OF THE ORDER

Heather Estrada shared that the staff performance appraisals have been completed. Caty Clifton shared that her husband is coming home tomorrow. Nick Nash noted that he will miss the next ALSP Review meeting as he was asked to do the EO Forum that evening and agreed before he recalled it was the same night as an ALSP Review. Heather shared, for Judy Bracher's sake, that the Board has monthly meetings and once a year the libraries come over a period of 3 evenings and share with the Board about what they did the previous fiscal year (basically a performance review), and that we are currently in the middle of that cycle.

### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on October 24, 2024, at 7:00 pm. And the second and third ALSP Reviews will be on October 8, 2024, and October 22, 2024, at 5:30 pm.

### ADJOURN

Nick Nash moved to adjourn the meeting. Kathy Thew seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:25 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell



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## Umatilla County Special Library District Board of Directors

### Work Session

**Libraries' FY23-24 Annual Library Service Plan Reviews**  
**UCSLD is inviting you to a scheduled Zoom meeting.**

**Topic: ALSP Review meeting**

**Time: Oct. 8, 2024 05:30 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87958541155?pwd=U3Ykif1myAtoYly0RsY1LjqGclv2im.1>

**Meeting ID: 879 5854 1155**

**Passcode: 091760**

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

**Tuesday, October 8, 2024 – 5:30 – 8:00 PM**

Minutes	
<b>Call to order</b>	President Caty Clifton called to order at 5:33 pm
<b>Call the Roll &amp; Establish Quorum</b>	Board Members: Caty Clifton, John Thomas, Judy Bracher, Kathy Thew; (Nick Nash excused) UCSLD Staff: Heather Estrada Visitors: Cecili Longhorn, Susan Price (zoom), Dave Slaght (zoom), Jennifer Johnson and James Simpson (zoom)

Review of FY2023-24 Library Service Plans	Information Sharing
Cecili Longhorn, Library Director of Stanfield Public Library	Cecili – Information Sharing
Susan Price, Library Director of Pilot Rock Public Library	Susan Price– Information Sharing
Dave Slaght, Library Director of Echo Public Library	Dave Slaght– Information Sharing
Jennifer Johnson & James Simpson, Library Director of Pendleton Public Library	Jennifer and James – Information Sharing
Adjourn	Caty Clifton adjourned at 8:59 pm



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**10/18/24 - Monthly District Director Report**

<b>Date:</b>	October 24, 2024 Board Meeting
<b>Staff Name:</b>	Heather Estrada
<b>Time Period Report Covers:</b>	September 23, 2024– October 18, 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>
9/23/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
9/24/2024	In-Service Committee Meeting	Zoom	Planning Fall In-service for Nov. 1
9/25/2024	Bi-Monthly Director's Meeting	In-Person & Zoom	Bi-Annual Director's Meeting in Helix
9/26/2024	Housing and Homeless forum for Umatilla County.	Hybrid	Attended a Umatilla County forum on how different agencies are helping and offering services for the unhoused.
9/26/2024	Meeting with Kristin Williams	In-Person	Meeting to talk about Kristin presenting at Nov. 1 In-service.
9/26/2024	Monthly Board meeting	In-person & Zoom	Regular monthly board meeting.
9/27/2024	Complete PERS reporting	On-line	Monthly reporting
10/2/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
10/2/2024	EDI training with Christina Fuller-Gregory	Zoom	201 Training funded by the State Library
10/3/2024	Finished up City/District Agreements	In-Person	Finished all paperwork to deliver agreements to cities
10/4/2024	Delivered final audit to Barnett and Moro	In-Person	Dropped off audit paperwork at the Barnett & Moro office in Hermiston
10/4/2024	Signed agreements with Caty	In-Person	Meeting with Caty to finish up

	– final step in prepping Agreements		agreements
10/4/2024	Began delivering agreements to Cities	In Person	Dropped off some of the agreements to Cities.
10/7/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
10/7/2024	Delivered more agreements to Cities	In-Person	Dropped off some of the agreements to Cities.
10/8/2024	EDI training with Christina Fuller-Gregory	Zoom	201 Training funded by the State Library
10/8/2024	ALSP meetings	In-Person & Zoom	Annual meetings with 4 libraries to hear how the previous year went.
10/9/2024	In-Service Committee Meeting	Zoom	Planning Fall In-service for Nov. 1
10/14/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
10/14/2024	Delivered more agreements to Cities	In-Person	Dropped off some of the agreements to Cities.
10/15/2024	Delivered more agreements to Cities	In-Person	Dropped off some of the agreements to Cities.
10/15/2024	Meeting with Irma from Head Start	Zoom	Meeting to give information about Dolly Parton Imagination Library
10/16/2024	Monthly staff and safety meeting	In-Person & Teams	Monthly checkin and safety meeting on Active Assilant Preparedness
10/16/2024	Meeting with Matt Roach from SLO	Zoom	Meeting to discuss Matt's participation in Fall In-Service
10/16/2024	In-Service Committee Meeting	Zoom	Planning Fall In-service for Nov. 1
10/16/2024	Banner Bank Signature work	In-Person	Working with bank to remove Sharone and add Judy
10/17/2024	Meeting with Michael Corey	Phone	Discussion around agreement with IMESD
10/18/2024	Meeting with Kaylee Chrystal	In-Person	Meeting with the new community coordinator from Oregon for DPIL



### 3. Projects and Progress

Project	Status	% Complete
In-Service Training	Meetings begun. Planning underway	80%
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, Parade season in swing, ongoing planning	85%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Survey is open and almost complete	85%
Safety & Staff Meetings	October – Active Assailant Preparedness	ongoing
ALSP Coming in	All in for 24-25, Two sessions complete, 1 to go.	85%
Budget Process	Budget wrapped up and submitted to County	100%

### 4. Feedback & Accomplishments

- City/District Agreements delivered to all Cities
- Grants turned into for Guadalajara monies
- Good introduction meetings with Matt Roach from SLO & Kaylee Chrystal from the Dollywood Foundation.

### 5. Upcoming Events – Activities.

- October 22 – ALSP Review meeting
- October 24 - UCSLD monthly board meeting
- October 29-November 6 – Dea in Umatilla County
- November 1 – All staff District In-Service in Hermiston
- November 5 – Pendleton City Council visit
- November 11 – Veteran's Day Holiday – Office closed
- November 12 – Adams City Council visit
- November 18 – Athena library board meeting



<b>Date:</b>	October 24, 2024
<b>Staff Name:</b>	Dea Nowell
<b>Time Period Report Covers:</b>	September 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>
Sept. 2024	223	78	15	22	47	5	0	0
* 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 Ukiah P/SL - 1 Milton-Freewater - 5	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	pre-cataloged items & in process items reports: Adams PL, Athena PL, Echo PL, Helix PL, Milton-Freewater PL, Pendleton PL, Pilot Rock PL, Stanfield PL, Ukiah P/SL, Umatilla PL, & Weston PL			
	Juvenile Easy & Video inventory reports - Helix PL			

### 3. Meetings and Site Visits

- Sage User Council meeting [via GoToMeeting]: 1 (9/17)
- Staff/Safety meetings [in person]: 1 (9/18)
- UCSLD Board meeting [via Zoom]: 1 (9/26)
- Sage Cataloging Mentor meeting (unable to attend 9/25 due to flight change - listened to recording 9/30)
- webinars/trainings attended [virtual]:
  - OCLC's Virtual AskQC Office: Cataloging audiobooks (9/10/24)
- meet weekly w/ Heather, typically Monday am, [MS Teams/in person]: 3 (9/3, 9/9, 9/16)

#### visits to/with District Libraries:

- all libraries - 1 [email]
  - emailed updated City Library hours spreadsheet (Pendleton PL director's name change)
- Adams PL - 1 [in person]
  - site visit with director
- Athena PL - 3 [in person, phone]
  - site visit with director

- called with a ? re. an item marked as a replacement
  - called re. pagination for an item
- Echo PL - 2 [phone, in person]
  - called re. 2 items with same barcode listed
  - site visit with director/city manager & library clerk
- Helix PL - 4 [phone, in person, email, text]
  - called lib. aide re. email about 2 books made YA instead of JF, as I hadn't finished adding items w/ email from director asking for change from JF to YA
  - site visit with director & library aide
  - emailed Juvenile Easy & Video inventory reports
  - text message from library aide re. an item listed on the Juvenile Easy report that shows in catalog as "on holds shelf" - replied where system says it is located... (she noted it hadn't showed up for her)
- Hermiston PL - 2 [email]
  - email reply to director [who cc'd asst. director] re. his email about cataloger being out for a while & staff keeping things rolling - I thanked him for heads up & asked who would be doing cataloging in her absence & if I should stop by & visit w/ the staff person while I'm in the area on 9/23
  - email reply to asst. director who said she would be doing the match & attach cataloging & if needed something cataloged that was not in the system she'd ask for my help
- Milton-Freewater PL - 2 [email, in person]
  - email reply to director's ? about how to search for just Book Club Kits in the catalog with info. on a couple of approaches of how to do that
  - site visit with cataloger & director
- Pendleton PL - 1 [in person]
  - site visit with primary cataloger & briefly touched base with assistant director
- Pilot Rock PL - 2 [in person, phone]
  - site visit with director
  - [called, no answer]
- Stanfield PL - 2 [in person, phone]
  - site visit with director
  - call rec'd from director re. receipts printing rather small, walked through reloading templates & all seemed well after
- Ukiah P/SL - 1 [in person]
  - site visit with director
- Umatilla PL - 1 [in person]
  - site visit with library staff/cataloger (director/cataloger not in that day, left message & cataloging materials to follow up with at another site visit or Zoom call)
- Weston PL - 1 [in person]
  - arrived for site visit [found director was on vacation], had a brief visit with substitute
- Beth Ross [Sage Library System - Systems Administrator] - 4 [email]
  - emailed Jon & Beth when the system was down
  - sent thank you email for getting the system back up
  - emailed Beth & Jon re. Helix PL's primary email address change a while back & asked they update on Sage-Lib email group & various locations on website & ILS listings
  - email thanks [to Jon & Beth] for taking care of updates for Helix PL's email address
- Jon Georg [Sage Library System Specialist] - 7 [email]
  - emailed Jon several times when system was down
  - emailed sent thank you's to Jon for his diligent work on keeping they system up as much as possible, and for implementing countermeasures previously that helped with this round of attacks...
  - emailed Beth & Jon re. Helix PL's primary email address change a while back & asked they update on Sage-Lib email group & various locations on website & ILS listings
  - email thanks [to Jon & Beth] for taking care of updates for Helix PL's email address

#### 4. Projects and Progress

- work on temp bib items seen during fall trips – 100% complete
- [cybersecurity] password manager – 1Password subscribed for 1 yr. > full staff implementation as staff time permits – ongoing
- file retention system – still more work to do overall (on-going)
- new laptop for Monica – ordered & received – ~98% complete
- fall site visits – prep completed, & 10 of the 12 libraries visited... (w/ a list of things to follow-up on) – now beginning to think about the last couple of site visits & when they will occur...
- changed password on Sharone McCann’s Microsoft acct., backup up email, and blocked sign-in > all in preparation for setting up acct. for new Board Member

#### 5. Accomplishments

- website work:
  - Board meeting minutes, agenda & packet posted
  - posted September Library Happenings video
- Sage Cataloging Mentor:
  - emailed thanks to Heather Spry (fellow cataloging mentor @ Baker Lib. Dist.) for letting me know about a duplicate that was created by one of my catalogers that she merged
  - email note of thanks to Jon Georg (Sage Library System Specialist) for sending out the August 2024 new bibs spreadsheet
  - emailed Lisa Hauner (Cataloging Workgroup chair & fellow mentor) that I would not be able to attend the upcoming Library of Things (LoT) discussion due to making site visits during the time
  - emailed Lisa Hauner (Cataloging Workgroup chair) that I would not be able to attend the Catalog Mentor meeting the next day due to change of flights
  - reviewed new bibs (September – 113 bibs)

#### Feedback received:

- 9/9/24 – email reply from Lili Schmidt (Milton-Freewater PL director) re. information I sent her about how to search for just Book Club Kits in the catalog... “YES!!! THANK YOU!! The regular catalog worked. You are the best!”
- 9/16/24 – email reply from Lisa Hauner (Cataloging Workgroup chair & fellow mentor) re. my not being able to attend the upcoming Library of Things (LoT) discussion due to site visits... “And we will miss you! No worries – we will record 😊 As usual 😊 I will miss your insider hints and handy recesses of knowledge 😊 You are like a specialized ‘on demand’ service and when you’re not there, usually – a ‘wish Dea was here’ one comes up 😊 ... Thank you for the heads up 😊 Have a really nice site visit times!!”

#### 6. Upcoming Events - Activities

- Sage Cataloging WorkGroup meeting – October 1
- OLAC [On-line Audiovisual Catalogers] Conference (virtually) – October 8-10
- Staff/Safety meeting – October 16
- Library of Things (LoT) discussion – October 16
- UCSLD Board meeting – October 24
- Sage Cataloging Mentor meeting – October 30
- in Umatilla County: for in-service, office work, & remaining site visits – October 29-November 6
- UCSLD in-service – November 1



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

Date:	October 21, 2024
Staff Name:	Monica Hoffman
Time Period Report Covers:	September 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	34	680
Storytime/ Specialty Kits Delivered	8	43
Total	42	723
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	22
Adults in Attendance	17	48
Children in Attendance	24	206
Total Attendance	41	254

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

Fri Sep 6, 2024

Weston Public Library Storytime with Heather

Mon Sep 9, 2024

Visit Hermiston Sites for additional Take Off! Registrations

Tue Sep 10, 2024

Helix Public Library Storytime with Annette

Visit Umatilla, McNary Sites for additional Take Off! Registrations

Wed Sep 11, 2024

Visit Milton Freewater Sites for additional Take Off!

Milton Oregon Child Development Coalition Storytimes and materials exchange with Tifanie

Lily's Kids Academy Storytime and materials exchange with Lili

Little Ardo's Materials Delivery to Maria

Thu Sep 12, 2024

Freewater IMESD ECSE materials delivery and Storytime with Sherry

YMCA Childcare Center materials delivery and Storytime with Mr. Aiden  
YMCA Childcare Center materials delivery and Storytime with Ms. Hannah  
YMCA Childcare Center materials delivery and Storytime with Ms. Bianca  
Freewater IMESD ECSE Storytime with Sherry  
Freewater materials delivery to Little Pioneers with Jessica and Kayla

Fri Sep 13, 2024-Request Vacation

Mon Sep 16, 2024

Athena Weston Preschool materials delivery and Storytime with Corrine  
Visit Pendleton sites for additional Take Off! Registrations:

Tue Sep 17, 2024

Stanfield Elementary Preschool materials delivery and Storytime with Debbie and Stacey  
Stanfield Public Library Storytime with Cecili  
OCDL materials exchange with Kimberly  
Stanfield Elementary Preschool Storytime with Debbie and Stacey  
Stanfield Patriot Heights Storytime and materials exchange with Ruby

Wed Sep 18, 2024

Elsie's In-home Childcare Storytime and materials exchange with Ms. Elsie  
Jen's In-home Childcare Storytime and materials exchange with Ms. Jen  
Mindy's In-home Childcare materials exchange  
Staff Meeting

Thu Sep 19, 2024

Angie's Kid Kare materials delivery and Storytime with Ms. Angie  
Misty's In-home Childcare materials exchange  
Good Shepherd Children's Center pre-K storytime with Tigers and Otters  
Good Shepherd toddler Storytime and Material exchange with Monkeys, and Giraffes  
Bethlehem Lutheran Preschool book box delivery

Fri Sep 20, 2024

OLA CSD Meeting

Mon Sep 23, 2024

Pilot Rock Preschool materials delivery and Storytime with Marcy

Tue Sep 24, 2024

Take Dea to Pasco Airport

Wed Sep 25, 2024

Medical appointment

Thu Sep 26, 2024

Airport Way materials delivery and Storytime with Sara  
CWELC materials delivery and Storytime with Yesenia

Fri Sep 27, 2024

Adams Public Library Storytime with Amanda

Mon Sep 30, 2024

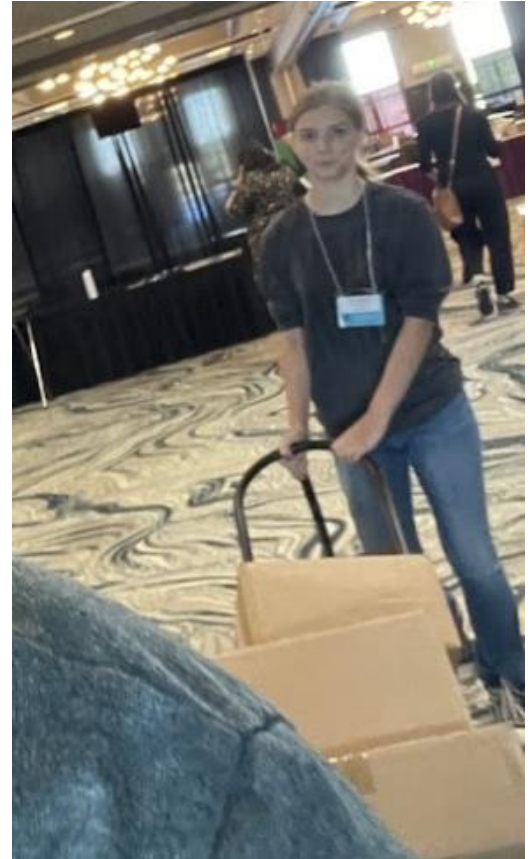
Travel to Portland to pick up a van load of books.

**Projects and Progress:**

- Oregon Ready to Read 2024 Grant. 75% complete
- Collection development/box revisions- ongoing.
- Event marketing slideshows and window display- ongoing.
- Take Off Registration for 2024-2025 school year. 90%

**Upcoming Events – Activities:**

- Halloween Book give away. October 31, 2024
- UCSLD All-Staff Training November 1, 2024
- 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. Friday, January 31, 2025



**Grace assisted with picking up books in Portland**



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Three Months Ended [September 30, 2024](#)



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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, 2024](#) 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 16, 2024](#)

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON**  
**SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -**  
**ALL FUND TYPES - BUDGETARY BASIS**  
**September 30, 2024**

Governmental Type Funds

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Cash - Banner Bank	\$ 9,453.69	\$ -	\$ -	\$ -	\$ 9,453.69
Cash - LGIP	224,570.09	72,803.62	12,464.63	15,519.44	325,357.78
Cash - Banner Bank Savings	19,096.79	-	-	-	19,096.79
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,931.86	-	-	-	5,931.86
<b>TOTAL</b>	<b>\$ 259,052.43</b>	<b>\$ 72,803.62</b>	<b>\$ 12,464.63</b>	<b>\$ 15,519.44</b>	<b>\$ 359,840.12</b>
<b>LIABILITIES AND FUND BALANCE</b>					
<b>CURRENT LIABILITIES</b>					
Accounts payable - general	\$ 2,836.05	\$ -	\$ -	\$ -	\$ 2,836.05
Accrued payroll and benefits	1,792.90	-	-	-	1,792.90
Total Current Liabilities	4,628.95	-	-	-	4,628.95
<b>FUND BALANCES (DEFICIT)</b>					
Assigned	-	72,803.62	12,464.63	15,519.44	100,787.69
Unassigned	254,423.48	-	-	-	254,423.48
Total Fund Balances	254,423.48	72,803.62	12,464.63	15,519.44	355,211.17
<b>TOTAL</b>	<b>\$ 259,052.43</b>	<b>\$ 72,803.62</b>	<b>\$ 12,464.63</b>	<b>\$ 15,519.44</b>	<b>\$ 359,840.12</b>

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS**  
**GENERAL FUND**  
**For the Three Months Ended September 30, 2024**

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
<b>REVENUES</b>					
Taxes current year	\$ 2,711.24	\$ 5,830.60	\$ 2,277,117.00	\$ (2,271,286.40)	0.26%
Taxes - previously levied	3,450.01	6,488.03	35,000.00	(28,511.97)	18.54%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	175,000.00	(175,000.00)	0.00%
Interest earned - LGIP	1,519.61	5,222.03	19,500.00	(14,277.97)	26.78%
Interest earned - other	0.27	1.05	500.00	(498.95)	0.21%
<b>Total Revenues</b>	<b>7,681.13</b>	<b>17,541.71</b>	<b>2,507,317.00</b>	<b>(2,489,775.29)</b>	<b>0.70%</b>
<b>PERSONNEL EXPENDITURES</b>					
District Manager	6,630.67	19,892.01	79,600.00	(59,707.99)	24.99%
Library Tech. Manager	6,206.63	19,447.43	76,900.00	(57,452.57)	25.29%
Early Literacy Coordinator	4,423.44	13,902.25	55,500.00	(41,597.75)	25.05%
Payroll taxes	1,222.22	3,778.32	20,500.00	(16,721.68)	18.43%
Health and accident insurance	5,187.65	15,575.55	79,350.00	(63,774.45)	19.63%
Worker's compensation	1.57	426.56	650.00	(223.44)	65.62%
Unemployment	454.77	1,423.75	2,500.00	(1,076.25)	56.95%
Retirement	3,672.57	11,312.61	45,300.00	(33,987.39)	24.97%
<b>Total Personnel Expenditures</b>	<b>27,799.52</b>	<b>85,758.48</b>	<b>360,300.00</b>	<b>(274,541.52)</b>	<b>23.80%</b>
<b>MATERIALS AND SERVICES</b>					
Transportation	89.13	1,360.82	7,000.00	(5,639.18)	19.44%
Staff training and conferences	60.25	166.25	4,500.00	(4,333.75)	3.69%
Board expenses	-	79.98	4,500.00	(4,420.02)	1.78%
Legal fees	-	456.00	4,000.00	(3,544.00)	11.40%
Audit	-	-	6,500.00	(6,500.00)	0.00%
Insurance	-	1,003.00	6,600.00	(5,597.00)	15.20%
Fiscal management	1,300.00	3,900.00	15,600.00	(11,700.00)	25.00%
Postage	-	-	500.00	(500.00)	0.00%
Office supplies and maintenance	390.74	420.87	5,500.00	(5,079.13)	7.65%
Telephone	158.97	476.67	2,200.00	(1,723.33)	21.67%
Rent	832.88	2,474.38	10,100.00	(7,625.62)	24.50%
Ads and notices	-	-	1,000.00	(1,000.00)	0.00%
Elections	-	-	9,500.00	(9,500.00)	0.00%
Email/website	-	1,512.00	2,400.00	(888.00)	63.00%
<b>Total Materials and Services</b>	<b>2,831.97</b>	<b>11,849.97</b>	<b>79,900.00</b>	<b>(68,050.03)</b>	<b>14.83%</b>
<b>SPECIAL PAYMENTS</b>					
Tax distribution to cities	4,929.01	9,854.91	1,849,694.00	(1,839,839.09)	0.53%
Community services fee distribution to cities	-	-	140,000.00	(140,000.00)	0.00%
<b>Total Special Payments</b>	<b>4,929.01</b>	<b>9,854.91</b>	<b>1,989,694.00</b>	<b>(1,979,839.09)</b>	<b>0.50%</b>
Capital outlay	-	1,452.36	3,500.00	(2,047.64)	41.50%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
<b>Total expenditures</b>	<b>35,560.50</b>	<b>108,915.72</b>	<b>2,533,394.00</b>	<b>(2,424,478.28)</b>	<b>4.30%</b>
<b>Revenues over (under) expenditures</b>	<b>(27,879.37)</b>	<b>(91,374.01)</b>	<b>(26,077.00)</b>	<b>(65,297.01)</b>	<b>350.40%</b>

**OTHER FINANCING SOURCES (USES)**

Transfer to Resource Sharing Fund	-	(80,000.00)	(115,000.00)	35,000.00	69.57%
Transfer to Capital Reserve Fund	-	<u>(10,000.00)</u>	<u>(10,000.00)</u>	-	100.00%

Total other financing sources (uses)	-	<u>(90,000.00)</u>	<u>(125,000.00)</u>	<u>35,000.00</u>	<u>72.00%</u>
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Revenues and other financing sources over  
(under) expenditures and  
other financing uses

<u>\$ (27,879.37)</u>	(181,374.01)	(151,077.00)	<u>\$ (30,297.01)</u>
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**FUND BALANCE, July 1, 2024**

<u>435,797.49</u>	<u>426,046.00</u>
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**FUND BALANCE, September 30, 2024**

<u>\$ 254,423.48</u>	<u>\$ 274,969.00</u>
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**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS**  
**RESOURCE SHARING FUND**  
**For the Three Months Ended September 30, 2024**

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
<b>REVENUES</b>					
Other income	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%
Hermiston and courier reimbursement	-	-	22,000.00	(22,000.00)	0.00%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>26,000.00</b>	<b>(26,000.00)</b>	<b>0.00%</b>
<b>MATERIALS AND SERVICES</b>					
Sage Library System	-	-	67,200.00	(67,200.00)	0.00%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Cataloging utilities	-	-	500.00	(500.00)	0.00%
Library2Go	-	22,297.00	21,000.00	1,297.00	106.18%
Programs and training	337.05	337.05	10,000.00	(9,662.95)	3.37%
Cooperative programs and activities	101.51	125.51	6,000.00	(5,874.49)	2.09%
Grant expenses - Other	-	-	3,000.00	(3,000.00)	0.00%
Marketing	262.44	581.88	4,000.00	(3,418.12)	14.55%
<b>Total Materials and Services</b>	<b>701.00</b>	<b>23,341.44</b>	<b>146,700.00</b>	<b>(123,358.56)</b>	<b>15.91%</b>
Contingency	-	-	10,331.00	(10,331.00)	0.00%
<b>Total expenditures</b>	<b>701.00</b>	<b>23,341.44</b>	<b>157,031.00</b>	<b>(133,689.56)</b>	<b>14.86%</b>
Revenues over (under) expenditures	(701.00)	(23,341.44)	(131,031.00)	107,689.56	17.81%
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from General Fund	-	80,000.00	115,000.00	(35,000.00)	69.57%
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>80,000.00</b>	<b>115,000.00</b>	<b>(35,000.00)</b>	<b>69.57%</b>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (701.00)</u>	56,658.56	(16,031.00)	<u>\$ 72,689.56</u>	
<b>FUND BALANCE, July 1, 2024</b>		<u>16,145.06</u>	16,031.00		
<b>FUND BALANCE, September 30, 2024</b>		<u>\$ 72,803.62</u>	<u>\$ -</u>		

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS**  
**CAPITAL IMPROVEMENT RESERVE FUND**  
**For the Three Months Ended September 30, 2024**

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
<b>EXPENDITURES</b>					
Capital improvements	<u>-</u>	<u>41,575.49</u>	<u>\$ 54,040.00</u>	<u>\$ (12,464.51)</u>	<u>76.93%</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer from General Fund	<u>-</u>	<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>	<u>\$ -</u>	<u>100.00%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<u>(31,575.49)</u>	<u>\$ (44,040.00)</u>	<u>\$ 12,464.51</u>	
<b>FUND BALANCE, July 1, 2024</b>		<u>44,040.12</u>	<u>44,040.00</u>		
<b>FUND BALANCE, September 30, 2024</b>		<u>\$ 12,464.63</u>	<u>\$ -</u>		

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS**  
**OUTREACH FUND**  
**For the Three Months Ended September 30, 2024**

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
<b>REVENUES</b>					
State Ready to Read Grant	\$ -	\$ -	\$ 9,555.00	\$ (9,555.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,555.00</u>	<u>(9,555.00)</u>	<u>0.00%</u>
<b>MATERIALS AND SERVICES</b>					
Take Off materials and supplies	-	-	3,000.00	(3,000.00)	0.00%
State Ready to Read material	-	1,076.54	9,555.00	(8,478.46)	11.27%
Take Off transportation	125.66	265.47	5,000.00	(4,734.53)	5.31%
Outreach materials and supplies	<u>10.50</u>	<u>10.50</u>	<u>2,000.00</u>	<u>(1,989.50)</u>	<u>0.53%</u>
Total materials and services	136.16	1,352.51	19,555.00	(18,202.49)	6.92%
Contingency	<u>-</u>	<u>-</u>	<u>7,002.00</u>	<u>(7,002.00)</u>	<u>0.00%</u>
Total expenditures	<u>136.16</u>	<u>1,352.51</u>	<u>26,557.00</u>	<u>(25,204.49)</u>	<u>5.09%</u>
Revenues over (under) expenditures	<u>(136.16)</u>	<u>(1,352.51)</u>	<u>(17,002.00)</u>	<u>15,649.49</u>	<u>7.96%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (136.16)</u>	<u>(1,352.51)</u>	<u>(17,002.00)</u>	<u>\$ 15,649.49</u>	
<b>FUND BALANCE, July 1, 2024</b>		<u>16,871.95</u>	<u>17,002.00</u>		
<b>FUND BALANCE, September 30, 2024</b>		<u>\$ 15,519.44</u>	<u>\$ -</u>		



# BOARD DUTIES AND RESPONSIBILITIES POLICY

Umatilla County Special Library District

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## SECTION 1: OVERVIEW

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

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

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

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

## SECTION 2: THE BOARD

### 2.1 Members of the Board

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

### 2.2 Oath of Office

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

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

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

### 2.3 Board Officers

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

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

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

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

### 2.4 Vacancies

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

## 2.5 Board Member Conduct

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

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

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

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

## SECTION 3: BOARD MEETINGS

### 3.1 Required Meetings

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

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

### 3.2 Notice

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

- A. Notice of regular meetings shall be provided at least five calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting.
- C. Notice shall be given in at least two of the following ways:
  - 1. By publication in newspaper of general circulation in the community.
  - 2. By publication on the district website.
  - 3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.
  - 4. By physical posting in at least one public place, such as a community bulletin board or in a public area of the district office.

### 3.3 Agenda

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

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

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

made available to board members and to the public at least three days prior to each regular board meeting.

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

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

### 3.4 Executive Sessions

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

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

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

### 3.5 Special and Emergency Meetings

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

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a



reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

### 3.6 Minutes

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

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

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

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

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

### 3.7 Procedural Rules

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

- A. Motions - General

1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
  2. Board member motions will be clearly and concisely stated. The president will state the name of the board members making the motion and the second.
  3. The president will repeat the motion prior to a board vote.
  4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
  5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
  6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the president prior to speaking on the motion.
  7. The president may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The secretary will maintain a record of the votes.
  8. The president will announce the results of any vote. Board members may explain their votes but must do so succinctly.
- B. Ties: A motion receiving a tie vote fails.
- C. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board.
- D. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
- E. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- F. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
- G. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member who wishes it should have one opportunity to speak before the motion is called. Once called, the president will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.

- H. Reconsideration: When a motion has been decided, a board member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
- I. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
- J. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

### 3.8 Order and Decorum

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

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

- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

### 3.9 Public Participation/Comment

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

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

### 3.10 Virtual Attendance

In-person public meetings of the board of the UCSLD shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

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

## Circulation Policy

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

### Library Card Eligibility

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

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

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

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