



**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  
Tuesday, November 26, 2024, 5:30 pm**

425 South Main Street, Pendleton, OR 97801 and

Zoom Link:

<https://us02web.zoom.us/j/85251967863?pwd=c25a74QV4hAkVYaw9EYwOeIAZ3vErZ.1>

Meeting ID: 852 5196 7863

Passcode: 160908

One tap mobile

+19712471195,,85251967863#,,,,\*160908# US (Portland)

Dial by your location

+1 971 247 1195 US (Portland)

Meeting ID: 852 5196 7863

Passcode: 160908

| Agenda                            |                        |
|-----------------------------------|------------------------|
| Call to order-<br>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<br>Per Person  | President      |  |
| Limited to 30 Minutes Total  | 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 –<br>Board Meeting – October 24, 2024<br>Special Meeting – November 12, 2024   | President      | Approval                                     |
| Calendar Update –  | Director       | December Meeting is 3 <sup>rd</sup> Thursday |

| 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 – October 2024</li> <li>○ Banks &amp; Pool Balances</li> </ul> </li> <li>• Staff Monthly Reports</li> </ul> | Director         | Acceptance<br><br>Information |
| Board Training <ul style="list-style-type: none"> <li>• Review Board Duties and Responsibilities Policy Section 4-6</li> </ul>   |                  | Information & Review          |
| Old Business <ul style="list-style-type: none"> <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                        |
| <ul style="list-style-type: none"> <li>• Car insurance and IMESD update</li> <li>• Streamline update</li> </ul>  | Director & Board | Discussion & Decision?        |
| New Business <ul style="list-style-type: none"> <li>• Accept City Budgets FY24-25</li> </ul>   | Director & Board | Discussion                    |
| <ul style="list-style-type: none"> <li>• Policy review – Collection Development</li> <li>• Date for Board Retreat</li> </ul>   | Board            | Discussion                    |
|  |                  |                               |
| Good of the order  | Everyone         |                               |
| Next District Board Meeting – December 19, 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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**11/26/24 - Monthly District Director Report**

|                                   |                                     |
|-----------------------------------|-------------------------------------|
| <b>Date:</b>                      | November 26, 2024 Board Meeting     |
| <b>Staff Name:</b>                | Heather Estrada                     |
| <b>Time Period Report Covers:</b> | October 21, 2024– November 15, 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/<br/>Activity</b>   | <b>Method</b>    | <b>What happened</b>  |
|-------------|---|------------------|---|
| 10/21/2024  | Weekly Check-in Meeting with Dea            | In-Person        | Check in on what's happening and what's coming up                     |
| 10/21/2024  | In-Service Committee Meeting                | In-Person        | Planning Fall In-service for Nov. 1                                   |
| 10/21/2024  | Meeting with Kristin Williams               | In-Person        | Planning for her help in fall in-service                              |
| 10/22/2024  | EDI training with Christina Fuller-Gregory  | Zoom             | 201 Training funded by the State Library                              |
| 10/22/2024  | ALSP Review meeting                         | In-Person & Zoom | Annual meetings with 4 libraries to hear how the previous year went.  |
| 10/23/2024  | Meeting with Susie Hansen and Kathly Street | In-person        | Planning for FIL in Mexico  |
| 10/24/2024  | Monthly Board Meeting                       | In-person & Zoom | Monthly regular board meeting for October                             |
| 10/25/2024  | LEO annual meeting                          | Zoom             | Joined the annual meeting to keep up with the latest with LEO         |
| 10/26/2024  | Weston Potato Show                          | In-Person        | Attended the potato show and particularly the Weston Cemetary Tour    |
| 10/28/2024  | Contacted Eileen Eakins                     | Email            | Requested her to lloklook at our 3 <sup>rd</sup> day Courier Contract |
| 10/29/2024  | EDI training with Christina Fuller-Gregory  | Zoom             | 201 Training funded by the State Library                              |
| 10/29/2024  | Picked up Dea in Pasco                      | In-Person        | Picked up Dea for her In-service visit                                |
| 10/29/2024  | SDAO contact                                | Email            | Add Judy and remove Sharone   |

|            |   |                   |  |
|------------|---|-------------------|--|
| 11/1/2024  | All Staff District In-Service                 | In Person         | Bi-annual District In-Service Training in Hermiston                              |
| 11/4/2024  | PERS reporting                                | Online            | Monthly reporting  |
| 11/4/2024  | Recorded retention work with Dea              | In-Person         | Worked on filing, records retention and processes                                |
| 11/5/2024  | Pendleton City Council Meeting                | In-Person         | Attended City Council meeting to meet and to share about City/District Contracts |
| 11/6/2024  | County Commissioners Meeting                  | In-Person         | Attended to keep up on what County is doing.                                     |
| 11/6/2024  | Streamline Training                           | Zoom              | Update and training on Streamline offerings                                      |
| 11/6/2024  | Drop Dea at Pasco airport                     | In-Person         | Dea's headed home  |
| 11/9/2024  | Reforma Meeting                               | In-Person         | Attended in person Reforma meeting to make connections and get ideas.            |
| 11/9/2024  | Ukiah fundraiser                              | In-Person         | Participated to touch base and support Ukiah.                                    |
| 11/11/2024 | <b>Veteran's Day Holiday</b>                  |                   |  |
| 11/12/2024 | Weekly Check-in Meeting with Dea              | In-Person         | Check in on what's happening and what's coming up                                |
| 11/12/2024 | Maintenance on the Fit                        | In-Person         | Change out tires/oil change  |
| 11/12/2024 | Special Board Meeting                         | In-Person & Zoom  | Meeting to discuss Hermiston agreement   |
| 11/13/2024 | Wrap up meeting for In-Service Committee      | In-Person         | Last meeting to assess In-service and brainstorm for 2025                        |
| 11/13/2024 | Meeting with Mark Rose                        | In-Person         | Meeting to discuss the Hermiston/District Agreements                             |
| 11/13/2024 | Meeting with Caty Clifton                     | In-Person         | Discussion for Hermiston meeting   |
| 11/13/2024 | Monthly staff and safety meeting              | In-Person & Teams | Monthly checkin and safety meeting on Stress Management                          |
| 11/15/2024 | Library Contract Review meeting with Hermison | In-Person         | Meeting to go over Hermiston City/District Agreement                             |
| 11/15/2024 | Meeting with ESD for Guadalajara trip         | Teams             | Checking with them to see how to spend the money for them in MX                  |
|            |   |                   |  |
|            |   |                   |  |

### 3. Projects and Progress

| Project  | Status  | % Complete     |
|--|---|----------------|
| In-Service Training                            | Both In-services wrapped up for year  | 100%           |
| Audit  | Audit papers turned into Barnett & Moro   | 90%            |
| Priorities for agreements for Library Services | Wording updated. 100% in from libraries   | 100%           |
| Public Records Management                      | The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff | 75%            |
| Performance Appraisals                         | Paperwork completed   | 100%           |
| Community Needs Assessment                     | Feedback received. Board to discuss what's next.  | 90%            |
| Succession Planning                            | Policy and plan to be written   | 5%             |
| Disaster Planning                              | More research completed on background. Work on final document complete. Ongoing process to include bi-annual tabletop exercises       | 100% + ongoing |
| Marketing Plan                                 | Ongoing EO column,  | 85%            |
| Office 365                                     | A portion of the UCSLD checks is on bill pay  | Ongoing        |
| Best Practices for SDAO                        | Survey is open and complete   | 100%           |
| Safety & Staff Meetings                        | November – Stress Management  | ongoing        |
| ALSP Coming in                                 | All in for 24-25, All sessions complete, only missing a few on website  | 95%            |
| Budget Process                                 | Budget wrapped up and submitted to County   | 100%           |

### 4. Feedback & Accomplishments

- City/District Agreements delivered to all Cities
- Grants received for Guadalajara monies!!
- Good fall all staff In-service, good feedback

### 5. Upcoming Events – Activities.

- November 26 - UCSLD monthly board meeting
- November 28-29 – Thanksgiving Holiday
- November 29-Dec. 7 – Heather and Susie in Guadalajara, MX
- November 11 – Veteran's Day Holiday – Office closed
- December 9 – Adams City Council visit
- November 18 – Athena library board meeting



|                                   |                   |
|-----------------------------------|-------------------|
| <b>Date:</b>                      | November 26, 2024 |
| <b>Staff Name:</b>                | Dea Nowell        |
| <b>Time Period Report Covers:</b> | October 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> |
|--|---------------------------------|-----------------------------------|-----------------------------------|--------------------------------|---------------------------|----------------------------|-----------------------------|------------------------------|
| Oct. 2024  | 372                             | 214                               | 10,757                            | 0                              | 69                        | 10                         | 0                           | 2                            |
| * 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.<br>temp bibs missed put into bucket                               | OCLC CatExpress stats (added & deleted) | circulation related:<br>Adams PL - 3<br>Echo PL - 6<br>Pilot Rock PL - 1<br>Stanfield PL - 3<br>Milton-Freewater PL-5 | pre-cataloged items:<br>Milton-Freewater PL-1<br>Ukiah P/SL - 1<br>in process items:<br>Milton-Freewater PL-1 |
| additionally:    | pre-cataloged items & in process items reports: Weston PL, Hermiston PL, & BMCC Lib.           |   |   |   |
|                  | items with age-based hold protection to be remove protection - Helix PL, Athena PL, & Adams PL |   |   |   |
|                  | items marked as "not holdable" - Athena PL   |   |   |   |
|                  | YA Non-Fiction items - Athena PL   |   |   |   |
|                  | Children's Non-Fiction & YA Non-Fiction items for call # clean-up - Adams PL                   |   |   |   |

### 3. Meetings and Site Visits

- Sage Cataloging workgroup meeting [via GoToMeeting]: 1 (10/1)
- Staff/Safety meetings [via MS Teams]: 1 (10/16)
- Sage Library of Things (LoT) discussion [via GoToMeeting]: 1 (10/16)
- UCSLD Board meeting [via Zoom]: 1 (10/24)
- Sage Cataloging Mentor meeting [via Zoom]: 1 (10/30)
- webinars/trainings attended [virtual]:
  - PERS Expo: Social Security webinar (10/1/24)
  - Vector solutions: Active Assailant Preparedness (10/7/24)
  - OLAC Conference sessions: keynote, video games cataloging, cataloging graphic novels, media devices: introduction to the media devices RDA best practices, MarcEdit for A/V cataloging, closing session (10/8/24 & 10/10/24) [will be listening to several other sessions when recordings are made available]
- meet weekly w/ Heather [MS Teams/phone/in person]: 5 (10/2, 10/7, 10/14, 10/21, 10/29)

## visits to/with District Libraries:

- all libraries - 3 [email]
  - emailed re. attending virtual conference this week & upcoming trip to Umatilla Co.
  - emailed updated City Library hours spreadsheet (Pilot Rock hours change)
  - emailed WebJunction webinar info. to library directors (request from Board mtg.)
- Adams PL - 2 [email]
  - emailed a report & an update on work done that was requested during site visit
  - emailed a ? re. some items asked to be removed from catalog
- Athena PL - 2 [email]
  - emailed 2 reports & an update on work done that was requested during site visit
  - emailed thanks for sending me the QR code link to the in-service evaluation
- Helix PL - 3 [email, phone]
  - emailed response to ? about whether I was processing new books while in Oregon
  - call rec'd from lib. aide re. how to send an ILL to a location not listed on courier list - suggested may need to call & provided phone numbers for location & another location in same community on courier list
  - call rec'd from library aide re. creating new location & scanning items to move there
- Hermiston PL - 3 [email, in person]
  - emailed cataloger to check in, as had been out following surgery
  - emailed cataloger re. site visit scheduling
  - site visit with cataloger, director, & asst. director
- Milton-Freewater PL - 3 [email, phone]
  - emailed cataloger request for 3 items attached to temporary bib records to see
  - called re. email received in response to my request for 3 items attached to temporary bibs be placed on hold for UCSLD & sent to Pendleton PL for me to pick up
  - emailed thanks for changing the process used for sending the temp bib items
- Pendleton PL - 7 [email, phone]
  - emailed cataloger response that I had rec'd her emails
  - emailed cataloger response to question about merged records
  - emailed cataloger response to ? about Library of Things records & subjects (2)
  - emailed cataloger response to ? clarifying use of temp bib item bucket (2)
  - called re. 4 holds noted expiring 10/29 - asked if could be extended to 10/30 or 10/31
- Pilot Rock PL - 2 [phone, email]
  - called re. follow-up on question about how many items before Ingram ships > 15
  - emailed thanks for update on new hours, would get updated on our website & on spreadsheet to send out to libraries
- Stanfield PL - 8 [phone]
  - called re. item barcode
  - called re. patron's last name-trying to follow up on ? about holds he posed to me
  - call rec'd re. organization of what was sent for additions (a large collection of Playaways) & talked about how much might get put in right away
  - called w/ a ? about shelving location for Playaways & call number structure
  - called re. pagination check on some items sent
  - call rec'd re. a (not standard) barcode for ILL not scanning > needed typed in
  - called re. call # on an item(s)
  - called re. call # on an item
- Umatilla PL - 7 [phone, email, Zoom]
  - called director re. site visit makeup, going to meet via Zoom (2)
  - emailed Zoom link to director/cataloger
  - email reply to director/cataloger re. need to cancel & reschedule Zoom meeting & some possible times for rescheduling & new Zoom link (3)
  - Zoom w/ director/cataloger re. items left for director when there for site visit in Sept.
- Weston PL - 4 [phone, email, in person]
  - called re. site visit - missed her in Sept. & touching base about seeing in Oct.
  - called re. site visit scheduling & followed with an email (2)
  - site visit with director

- Beth Ross [Sage Library System - Systems Administrator] – 2 [email]
  - emailed CatExpress subscription numbers for upcoming subscription year
  - emailed feedback on thoughts of whether a Sunday or Monday was better for upgrade
- Jon Georg [Sage Library System Specialist] – 1 [email]
  - emailed re. courtesy notice rec'd that my staff log-in was due to expire in 30 days

#### 4. Projects and Progress

- went through Evergreen 3.13 documentation & made prep notes, as well put together a bookmark with keyboard shortcuts and searching tips for in-service (shared with Kristin Williams who was presenting)
- site visits follow-up to do's – some done from Sept. trip, w/ more added from Oct. trip
- work on temp bib items seen during fall trips – ~17% complete
- [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
- October fall site visits - prep completed & the last 3 libraries visited...
- deleted Sharone McCann's account; set up Judy Bracher's account & email address; and assisting Judy Bracher with getting signed into & set up w/ her MS365 acct.

#### 5. Accomplishments

- website work:
  - Board meeting minutes, agenda & packet posted
  - posted Heather's (10/2/24 & 10/30/24) EO Go! columns
  - updated Board Member's page on website
  - posted October Library Happenings video
- Sage Cataloging Mentor:
  - emailed Kristin Williams (BMCC Lib. director) regarding a site visit (2)
  - emailed Heather Spry (fellow cataloging mentor & new Cataloging workgroup "guru") with an agenda item for the upcoming Mentor meeting
  - site visit with Kristin Williams (BMCC Lib. director & cataloger)
  - reviewed new bibs (October – 96 bibs)

#### Feedback received:

- 10/1/24 – chat message from Catherine Campbell (Pendleton PL cataloger) at Cataloging workgroup meeting: "I had a great meeting with Dea the other week" [referencing site visit]

#### 6. Upcoming Events - Activities

- in Umatilla County: for in-service, office work, & remaining site visits – October 29-November 6
- UCSLD in-service – November 1
- Sage: Evergreen upgrade preview: general staff client functions & circulation – November 6
- Heather & Dea - meeting with Streamline Account Manager – November 6
- Streamline webinar: Prepare now for upcoming rule changes – November 7
- Sage: Upcoming look at cataloging in the Evergreen update – November 7
- Veterans Day holiday – November 11
- WebJunction webinar: How do we rebuild trust in authoritative information sources? – Nov. 12
- Staff/Safety meeting – November 13
- Streamline webinar: Learn about the new accessibility dashboard – November 14
- EAP webinar: Stress Management – November 14
- Sage User Council meeting – November 19
- Sage Cataloging Mentor meeting – November 20
- OGEC Public Meetings Law webinar – November 26
- UCSLD Board meeting – November 26
- Thanksgiving holiday – November 28-29





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

|                            |                  |
|----------------------------|------------------|
| Date:                      | November 4, 2024 |
| Staff Name:                | Monica Hoffman   |
| Time Period Report Covers: | October 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                | 69                 | 1380                 |
| Storytime/ Specialty Kits Delivered | 15                 | 117                  |
| Total                               | 84                 | 1497                 |
| Storytime Statistics                | Library Storytimes | Childcare Storytimes |
| Storytimes Provided                 | 4                  | 40                   |
| Adults in Attendance                | 17                 | 93                   |
| Children in Attendance              | 28                 | 493                  |
| Total Attendance                    | 45                 | 586                  |

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

Tuesday October 1, 2024, Athena

- Athena Public Library Storytime with Stephanie

Thursday October 3, 2024, Umatilla

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

Friday October 4, 2024, Weston

- Weston Public Library Storytime with Heather

Monday October 7, 2024, Hermiston

- Hermiston Child Development Center Early Head Start Combo Monday/Tuesday class Storytime and materials exchange with Clair
- Hermiston School District Lil Pups 1 Storytime and materials exchange with Mr. Mac

- Hermiston Center for School Readiness 3 Storytime and materials exchange with Ayerim
- IMESD Migrant Education Program and School Readiness Home Visitor materials Marisol
- IMESD School Readiness Home Visitor at Hermiston BMCC materials delivery to Jennifer

Tuesday October 8, 2024, Milton Freewater

- Umatilla Morrow Head Start at Milton Freewater 2 morning class Storytime and materials exchange with Linda
- Umatilla Morrow Head Start at Milton Freewater Enhanced class Storytime and materials exchange with Amy

Wednesday October 9, 2024, Milton Freewater

- Milton Freewater Oregon Child Development Coalition materials exchange with Tifanie
- Milton Freewater Oregon Child Development Coalition B2 Storytime with Angelica and Jannette
- Milton Freewater Oregon Child Development Coalition G3 Storytime with Maricela and Margarita
- Milton Freewater Oregon Child Development Coalition G2 Storytime with Blanca and Lupe
- Milton Freewater Oregon Child Development Coalition E3 Storytime with Araceli and Maria
- Lily's Kids Academy Storytime and materials exchange with Lili
- Little Ardo's Academy Storytime and materials exchange with Maria

Thursday October 10, 2024, Milton Freewater

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

Tuesday October 15, 2024, Stanfield

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

Wednesday October 16, 2024, Pendleton

- Staff Meeting with Safety topic Active Assailant Preparedness
- Elsie's In-home Childcare Storytime and materials exchange
- Jen's In-home Childcare Storytime and material exchange

- Pioneer Relief Nursery materials exchange with Makayla and Cheri

Thursday October 17, 2024, Hermiston

- Angie's Kid Kare In-home Childcare Storytime and materials exchange
- Misty's In-home Childcare materials exchange
- Good Shepherd Children's Center materials exchange with Lynn
- Good Shepherd Children's Center Storytime with Tigers and Otters
- Good Shepherd Children's Center Storytime with Monkeys and Giraffes

Monday October 21, 2024, Weston

- Athena Weston School District Preschool Storytime and material exchange with Corrine

Tuesday October 22, 2024, Off Medical

Wednesday October 23, 2024, Pendleton

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

Thursday October 24, 2024, Hermiston

- IMESD Early Childhood Special Education at Punkin Center morning class Storytime with Charmayne
- Umatilla Morrow Head Start at Cathy Walmsley Early Learning Center Storytime and material exchange with Yesenia
- Umatilla Morrow Head Start at Airport Way Storytime and materials exchange with Sara
- Beyond Well Webinar
- IMESD Early Childhood Special Education at Punkin Center afternoon class Storytime and materials exchange with Charmayne
- IMESD Migrant Education Program at Punkin Center Storytime and materials exchange with Erika

Friday October 25, 2024, Adams

- Oregon Library Association Children's Service Division Meeting
- Adams Public Library Storytime scheduled with Amanda- no attendees

Monday October 28, 2024, Pilot Rock

- Pilot Rock School District Preschool Storytime with Marcy

Tuesday October 29, 2024,  
Pendleton/Helix

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

Wednesday October 30, 2024,  
Off

Thursday October 31, 2024-  
Halloween



- Handed out 450 books at the UCSLD office to Trick-or-Treaters



### **Projects and Progress:**

- Oregon Ready to Read 2024 Grant. 83% complete
- Collection development/box revisions- ongoing.
- Event marketing slideshows and window display- ongoing.

### **Upcoming Events – Activities:**

- 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. Pendleton-Friday morning, January 31, 2025
- Provide Train the Trainer in “Every Child Ready to Read” to Umatilla Morrow Head Start Education Managers and Family Advocates. Hermiston -Friday afternoon January 31, 2025



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**Minutes**

**Board of Directors Meeting**

October 24, 2024, at 7:00 pm

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

**ATTENDANCE BOARD**

Judy Bracher

Nick Nash

John Thomas

Caty Clifton, President (via Zoom)

Kathy Thew, Vice President

**ATTENDANCE STAFF**

Heather Estrada, District Director

Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE – VISITORS**

None

**CALL TO ORDER**

Board President Caty Clifton called the regular Board Meeting to order at 7:06 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated we have Board Members Kathy Thew, Judy Bracher, John Thomas, and Nick Nash in the office, and Caty Clifton via Zoom, so we have a quorum.

**APPROVAL OF THE AGENDA**

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

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: September 26, 2024 – Nick Nash moved to approve the September 26, 2024, minutes as presented. John Thomas seconded the motion. The motion passed unanimously.

ALSP Review meetings: October 8, 2024 & October 22, 2024 – Kathy Thew moved to approve the October 8, 2024 and October 22, 2024 ALSP Review meetings minutes as presented. John Thomas seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

Heather Estrada shared that she will be attending the Pendleton City Council meeting on November 5<sup>th</sup>, and John Thomas will also be attending. The Adams City Council meeting has been changed from November 12<sup>th</sup> and Heather will not be able to attend in November, so she is planning to attend in December, though not sure when it will be yet. Heather then asked the Board about changing the November Board meeting as she will now not be available that night. The Board settled on Tuesday, November 26<sup>th</sup> at 5:30pm. Heather shared a bit of her work schedule for the end of November into December with the Board.

## CORRESPONDENCE

Heather Estrada passed around the correspondence for the month – an annexation notice from the City of Hermiston.

## REPORTS

### FINANCIAL STATEMENTS & BANK RECONCILIATIONS – September 2024

Heather Estrada noted that there was nothing of concern in the financial statement. She did mention that we have received the Sage bill to pay next month, and Caty Clifton noted that we will start having more money coming in as the taxes begin coming in. Nick Nash moved to approve the September 2024 financial reports, subject to audit. Kathy Thew seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Heather Estrada reported that she is currently taking the SLO sponsored EDI 201 training, which is virtual this time around. She has attended 3 of the 4 sessions so far. She also reported that she'd recently had 2 meetings related to the Dolly Parton Imagination Library Foundation; one with a new staff person in Oregon who is doing a listening tour and one with HeadStart wanting to know more about the Dolly Parton Imagination Library. Heather will be connecting the two individuals. Heather shared that there are currently only 3 counties in the State not involved with Dolly Parton Imagination Library. Heather shared that Monica Hoffman's statistics in her report were incorrect and had the correct ones available for anyone interested. She also noted that Dea Nowell is coming on Tuesday afternoon and will be in the County through the morning of November 6<sup>th</sup> for in-service, finishing up site visits, and file retention work.

### BOARD TRAINING: REVIEW BOARD DUTIES AND RESPONSIBILITIES POLICY SECTION 1-3

The Board reviewed sections 1-3 of the Board Duties and Responsibilities Policy. Several commented that these are all good reminders, and they are thankful to have things lined out so well in this document, such as section 2.5B and section 3.7. Heather Estrada said it was noteworthy to mention that Board Members have no authority individually.

The Board will continue reviewing this document next month beginning with section 4. It was asked that it be noted that sections 1-3 were reviewed tonight.

## OLD BUSINESS

### UPDATE ON CAR INSURANCE OPTIONS

Heather Estrada shared an update on the car insurance options. She noted that she and Michael Corey (Wheatland Insurance) had had some conversations, and that Rob Naughton (IMESD) had responded again and recapped the options probably because he hadn't heard back from Heather yet. Heather has sent the third day courier contract with IMESD to Michael to review.

Option 1: Continue as is and have our attorney Eileen Eakins add an indemnity clause(s) into the contract with IMESD. Option 2: IMESD doesn't want the Honda Fit, and the cost increase without us providing a vehicle is an additional \$3,700. Heather noted that she doesn't know where gas falls into this, as we currently pay for the gas for that courier day.

Heather noted that Rob Naughton is fine to continue doing as we're doing until a decision is made. She also noted that Michael Corey is nervous about this, knowing what he now knows. Heather shared that the third day costs about \$16,000 and the 2 days, which are piggy backed on IMESD already being in the communities, is also

\$16,000. The Board's consensus was to continue doing what we are currently doing for now and have Eileen add an indemnity clause(s) to the contract. Heather will contact Eileen regarding this.

#### UPDATE ON CITY AGREEMENTS

Heather Estrada shared that all the agreements have been handed out. Additionally, four (4) cities have returned the signed agreements (Athena, Helix, Stanfield, and Ukiah).

#### BEST PRACTICES – CERTIFICATES FOR PUBLIC MEETINGS LAW

Heather Estrada noted that she has received certificates for the SDAO public meetings law training from Nick Nash, Kathy Thew, and Caty Clifton. She asked John Thomas to please resend his certificate as she is unable to open it. Heather needs to update SDAO regarding Judy Bracher to get her access to the Vector Solutions training site.

#### NEW BUSINESS

##### DISCUSSION AND TAKEAWAYS FROM ALSP REVIEW MEETINGS

There was some discussion regarding some commonalities that Caty Clifton noted were shared during the ALSP Review meetings: connecting with teens, rise in homeschooling, and space limitations. It was also noted that there was some special assistance/support needed by a few libraries. John Thomas stated that he looks forward every year to these reviews and hearing from dedicated people doing so much.

##### POLICY REVIEW – CIRCULATION POLICY

Dea Nowell noted that this policy fills a piece on our end that is not addressed directly within the Sage circulation policy. In looking over the Circulation Policy, it was noted that the name of the Sage circulation policy has changed to "Sage Library System Standardized Loan Rules with Locally Discretionary UCSD Rules" to "Sage Library System Circulation Policies". It was also suggested that a couple of extra lines be added before the last paragraph to make it clearer that the item is not part of the Library Card Eligibility section.

##### GOOD OF THE ORDER

Nick Nash shared that the EO has been sold. Caty Clifton reminded everyone to vote. John Thomas noted that the Pendleton Friends of the Library book sale is going on through Saturday. Dea Nowell mentioned that she is signed up for an upcoming webinar entitled "How do we rebuild trust in authoritative information sources?" and was asked to push information about this webinar out the library directors.

##### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on November 26, 2024, at 5:30 pm.

##### ADJOURN

John Thomas moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:32 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell





**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
425 S Main Street  
Pendleton, OR 97801

Phone (541) 276-6449

**Minutes**

**Special Board of Directors Meeting**

November 12, 2024, at 6:30 pm

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

**ATTENDANCE BOARD**

Judy Bracher (via Zoom)

Nick Nash

John Thomas (via Zoom)

Caty Clifton, President (via Zoom)

Kathy Thew, Vice President

**ATTENDANCE STAFF**

Heather Estrada, District Director

Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE – VISITORS**

Mark Rose, Hermiston PL Director (via Zoom)

**CALL TO ORDER**

Board President Caty Clifton called the special Board Meeting to order at 6:33 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated we have Board Members Kathy Thew and Nick Nash in the office, with Caty Clifton, John Thomas, and Judy Bracher via Zoom, thus we have a quorum.

**NEW BUSINESS**

**BOARD RESPONSE TO THE CITY OF HERMISTON’S AGREEMENT WITH UCSLD**

Board President Caty Clifton opened with the statement that we are here “considering Byron Smith’s email of November 5th”. Caty asked Heather if she had sent out a revision copy? Caty noted that this agreement is a new time frame only, the agreement hasn’t changed except for some clean-up and/or clarification language, and only includes population updates for the tax distribution formula.

Mark Rose was asked if he had any comments. Mark said that Byron’s concern is that there has been no negotiation this round. Heather Estrada stated that from a 30,000-foot view, the Board’s intention was not to do a full review every three (3) years, only to update the population numbers in the tax distribution formula. Mark stated that he did not agree with that. Heather noted that she has heard Mark’s comments regarding the agreement and understands. She also noted that Byron has not reached out to us in the last three (3) years. She also stated that it is the Board’s right to do this; and that they have been as transparent and fair as they can make it. Mark commented that he understands what Heather is saying, however he doesn’t believe this end is in agreement. Heather asked to meet with Mark before meeting with Byron, maybe tomorrow.

Caty stated she felt it was a good idea for Heather and Mark to talk, as this email came out of the blue, and our options are limited. She stated that the Board thought through this very thoroughly four (4) years ago. The options are: keep the agreement as it is now, redo the formula moving to base numbers rather than population based numbers, or do a straight contract with a per capita amount. John Thomas added that the issue is that the District has been around for almost forty (40) years and Hermiston incorporated area chose not to



participate in the District; the rural area are the taxpayers who pay into the District and are the ones who we are supporting. In 2020 the Board decided to do a full review of the tax distribution formula with input requested from everyone. Caty noted that we want County residents to be able to go to any of the libraries for service. Mark commented that he doesn't understand why the rural citizens aren't accounted for the same way as all other residents in other areas of the County. Heather stated this Board is charged with equitably supporting all, not equally supporting all. Mark stated he differs on this point, and it will stay that way. He commented that the District wanted a livable wage for all employees – in his mind this is overreaching and trying to correct injustices, if that is what you want to call it; this is not the charge of the District, that is the cities' charge. Nick Nash stated that Mark doesn't know all the things that occur in the background. John commented that we wouldn't have the service to citizens in all the communities if it were not for the District. Heather commented that this is why she has been trying to come to Hermiston's City Council for the last two (2) years, to meet with them and talk about the District when it was not in contract signing times.

Caty asked if it is because there are no numbers on the left side of the formula for Hermiston that this is a problem? Mark stated, yes, he believes so. Caty then asked if there were numbers on the left side, would it ease the problem, as a fundamental flaw? Mark responded, yes. Caty asked if there were zeroes on the population side? Mark responded it would be seen as a manipulation. Mark stated that because we were not satisfied last time, we thought we would have a opportunity for negotiation and are not satisfied with this.

Caty noted another option is to take Hermiston rural out of the funding formula and do a straight contract. She asked Mark if he thought Byron understands the District, and Mark responded, yes, he believes so. Caty noted that she was glad to see the recent in-service was held in Hermiston and reads the monthly reports from the early literacy program and the services provided in Hermiston daycares, etc. She noted this is a mechanical problem.

The Board then held some conversation regarding the situation. There was the question about the amount set aside for Hermiston rural being changed, and the response was not a lot, as it can't be with the way it is calculated. It was also stated that it doesn't make any sense to go back and change the work we put into it, as it disrespects the work we put into it in good faith. There was no suggestion of changing the formula at all, only how the numbers were laid out – this was a way to provide service the rural citizens. We need to find a way to reconcile with the City of Hermiston. It was brought up that by one Board Member that it is a question of whether Hermiston is going to sign the agreement, or not sign the agreement – the rest is very frustrating to them. This is the question.

Heather asked the newest Board Members who were not a part of the previous tax distribution review process what comments or questions they had. It was noted that they understand the formula, that the past Board did a lot of work, and they respect the work that has been done. One noted that she hates to see everything torn apart and hopes there is a solution to this to make amends.

In recapping the conversation, the three (3) options remain. Some of the Board Members noted that they didn't like the idea of a straight contract. In simple language, it comes down to take it or leave it. The Board is asking for understanding of what the District is and what Hermiston's role is – that all Hermiston area citizens get the same benefit. Heather stated she appreciates that all want to work with Hermiston and feels this has been helpful – it is probably coming down to as Mark said, a difference of opinion, and what the Board is willing to do. The Board consensus seemed to be sign the proposed agreement as is, or not. The Board thanked Mark for joining the call and providing perspective.

In closing, Heather and Caty will be meeting with Mark and Byron on Friday at 9am. Nick applauded the fact that we can have this meeting in a public forum, as it should be, and have a respectful conversation. Additionally, Caty noted that the funds were never intended to fully fund the libraries.

**NEXT DISTRICT BOARD MEETING**

The next Board Meeting will be on November 26, 2024, at 5:30 pm.

**ADJOURN**

John Thomas left the meeting, as he had another meeting to attend. Judy Bracher moved to adjourn the meeting. [Connection to the office was lost briefly.] Caty Clifton seconded the motion. [Judy & Caty left the meeting, as the connection to the office was restored.] Kathy Thew and Nick Nash said “aye” to the motion to adjourn the meeting, thus the meeting was adjourned at 7:29 pm.

Respectfully submitted by Dea Nowell

DRAFT

# BOARD DUTIES AND RESPONSIBILITIES POLICY

Umatilla County Special Library District

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## SECTION 4: COMMITTEES

### 4.1 General

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

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

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

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

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

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

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

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

### 4.2 Standing Advisory Committees

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

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

#### 4.3 Ad Hoc Advisory Committees

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

## SECTION 5: ADMINISTRATION

### 5.1 Delegation

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

### 5.2 Management

The board shall be responsible for the following supervisory duties:

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

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



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

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

### 5.3 Board Member Expenses and Compensation

#### A. Compensation

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

#### B. Reimbursement

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

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

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

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

## SECTION 6: ETHICS

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

### 6.1 Governing Statutes

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

### 6.2 Conflicts of Interest

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

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

### 6.3 Prohibited Actions

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

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

- C. Seeking employment of relatives with the district without making appropriate disclosures.
- D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
- E. Taking an action that benefit special interest groups at the expense of the district as a whole.
- F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the district.

## SECTION 7: COMMUNICATIONS

### 7.1 Communications with the Media

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

### 7.2 Communication with Staff

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

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

## Collection Development

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

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

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

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

### Authority

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

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

### Access

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

### Labeling

The Early Literacy Program Manager employs objective professional judgment through selection, cataloging, classification, and readers' services

Umatilla County Special Library District

Adopted - 10/22/2020

Reviewed & Updated - 09/22/2022

to make available the information that Take Off! program clientele want or need.

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

#### Criteria for Selection

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

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

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

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

#### Weeding

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

## Donated and Gifted Materials

### Books and Materials

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

### Cash Donations

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