



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla Special Library District Board

**Regular Meeting of the Board of Directors
Thursday, December 28, 2023, 5:30 pm**

<https://us02web.zoom.us/j/86495600385?pwd=U0thK1BVQ2EwQklFcU5EUkc1Qjc4UT09>

Meeting ID: 864 9560 0385

Passcode: 424064

One tap mobile

+19712471195,,86495600385#,,,,*424064# US (Portland)

Dial by your location +1 971 247 1195 US (Portland)

Meeting ID: 864 9560 0385

Passcode: 424064

425 South Main Street, Pendleton, OR 97801 and

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

Topic	Lead	Purpose Outcome
Public Comment – Limited to Two Minutes Per Person Limited to 30 Minutes Total	President	Please sign up
Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted		
Minutes – Board Meeting – November 16, 2023	President	Approval
Calendar Update	Director	
Correspondence	Director	Information

Topic	Lead	Purpose Outcome
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – October & November 2023 ○ Banks & Pool Balances • Staff Monthly Reports 	Director Director Director	 Approval Information
Board Training <ul style="list-style-type: none"> • SDAO training on Leave... 	Board	Information
Old Business <ul style="list-style-type: none"> • Sick Leave Policy Discussion • Emergency Plan Update 	Board Director	Discussion and decision Discussion and next steps
New Business <ul style="list-style-type: none"> • Board Workshop dates and topics 	Board	Discussion and decision
<ul style="list-style-type: none"> • Acceptance of FY22-23 Audit 	Board	Decision
<ul style="list-style-type: none"> • Magazine costs added to Lib2Go 	Board	Discussion and Decision
<ul style="list-style-type: none"> • Budget calendar 	Board	Decision
<ul style="list-style-type: none"> • New County CIP agreement 	Board	Decision
<ul style="list-style-type: none"> • Governing Documents and Policy Review – EDI & A and Updates <ul style="list-style-type: none"> ○ Sick Leave Policy ○ 	Board	Review & Approval Each month a new set of governing documents and policies will be reviewed with an equity, diversity, inclusion and anti-racism lens, as well as updating policies as needed.
Good of the order	Everyone	
Next District Board Meeting – January 25, 2023		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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425 S Main Street
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Minutes

Board of Directors Meeting

November 16, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President
Nick Nash
John Thomas

Sharone McCann, Vice President
Kathy Thew

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 Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that all five (5) Board Members were present in the office, thus we have a quorum.

APPROVAL OF THE AGENDA

Caty Clifton noted a minor edit under New Business – the dates listed for the acceptance of the State Library statistical reports and the ALSP/Strategic Plan Reviews should read FY2022-23. Nick Nash moved to approve the agenda as amended. John Thomas seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: October 26, 2023 – Nick Nash moved to approve the October 26, 2023, minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada noted she is planning to attend the Helix Library Board meeting on November 30 and the Weston Library Board on December 5, which will be Kathleen Schmidtgall's last meeting as she is retiring at the end of the calendar year. She commented that as part of grand jury duty last week they toured EOCC and that was very interesting as she had never been there.

CORRESPONDENCE

Heather Estrada commented that there was no correspondence.

REPORTS

FINANCIAL STATEMENTS – October 2023

Heather Estrada commented that the financial statement for October is not yet ready due to our early meeting date this month. She mentioned that the back statements are on the Board's SharePoint site though.

STAFF MONTHLY REPORTS

Heather Estrada noted her biggest thing lately was the in-service. She thinks it went fine. She reviewed the evaluations with the Board, and it was noted that all the responses were positive responses. Heather shared that they had their last EDI cohort on Monday in Eugene and that the timing was good for Heather, as it brought things back in specifics and she got some ideas for moving forward with it. Caty Clifton stated that Heather did a fantastic job – developing, facilitating, and delivering a fantastic program. Heather stated she is still catching up with email, etc., though making progress.

Heather said that Dea Nowell was here and super helpful with in-service, from putting together the PowerPoint to running the tech end. Heather also stated it was good for her to see the library staff face to face. Dea commented that she had an aha moment while traveling and visiting with someone when they mentioned that she does consulting and realized that she does indeed do some of that – the Board concurred.

Heather commented that Monica Hoffman is back in the swing and that things are beginning to settle down with work related pieces.

Caty Clifton again expressed thanks to the staff for all the reports – she finds them very helpful.

BOARD TRAINING – SDAO TRAINING ON LEAVE...

Heather Estrada commented that she meant to pull some things out of some videos on leave and didn't get to it. She did comment on the SDAO Conference; she will be going to Molalla on Friday of the conference for the high school swimming finals. She also has been looking into lodging reservations and verified with Board Members attending that they were okay with an Airbnb rather than a hotel, as the cost savings would be significant.

OLD BUSINESS

EMERGENCY PLAN UPDATE

Heather Estrada stated that Caty Clifton gave some notes on updates to the emergency plan. They included things like grouping response procedures by topic, as well as a couple of additional topics. She suggested that the plan have version numbers and be reviewed or refreshed annually, and that monthly safety topics could highlight these topics as well.

SICK LEAVE POLICY DISCUSSION

There was much discussion among the Board and Director regarding possible approaches to this topic. Heather Estrada noted that she would also have Rob Tremper look over whatever we propose for feedback; as well as legal counsel if needed, etc. Some of the comments from the Board included: adding additional hours under certain situations is helpful and succinct; leave pool idea; do we want to move forward with writing a new draft policy while continuing to research concurrently; do we need to consider value of sick leave based on different employee salary or does it matter (a token hour – in regards to hours, not to value); do we know what other districts use; starting with a number of hours (such as forty (40) hours); leave donation limitations; should we list out exhaustion options first; we need to study Paid Leave Oregon and explore all options – bring all options to bear and number appropriately, how to donate into a pool – end of year, periodically, etc.; ability to donate all hours over cap until drop below; catastrophic situation can donate accordingly (need-based); ongoing seems to be the only thing that makes sense due to small staff and capacity); relations strong among the three (3) employees – could cause some potential tension; need to budget for...; out of box thinking in terms of recruiting

new employees – looking forward to future, good plus; last year speaking of salary – sick leave benefits are part of if all. The consensus of the Board during and following the discussion was to concurrently draft a policy while study the legality of it, and the possibility of seeding a pool.

NEW BUSINESS

NICK'S OFFER OF GRANT WRITING HELP

It was noted that Caty Clifton, following the last Board meeting, had concerns about Nick Nash's offer to help the libraries with grant writing due to his business. Checking the box, this will be from Nick as a citizen and Board Member, not as a businessman. Nick stated yes that was his intent, pro bono as a citizen – he was planning to do a presentation, which he doesn't see as a huge contribution. Kathy Thew moved that this had been discussed and the Board is giving their approval to Nick Nash helping the libraries with fundraising and grant writing. John Thomas seconded the motion. The motion passed with four (4) Board Members' approval; Nick Nash abstained from the vote.

ACCEPTANCE OF FY2022-23 STATE LIBRARY STATISTICAL REPORTS

Heather Estrada shared with the Board where these are located on the Board SharePoint site in a folder titled "Library Submissions" and broken down by fiscal year submissions. Heather noted that we currently have statistical reports from 8 libraries, and another was received from a library, but not in a format that is workable for us, so the State Library staff are working on that. Heather noted that a couple more may have come in that she hasn't seen since she sent out a reminder. Nick Nash made a motion to accept the State Library statistics that have been received, with several pending. John Thomas seconded the motion. The motion passed unanimously.

ACCEPTANCE OF FY2022-23 ALSP/STRATEGIC PLAN REVIEWS

There was conversation about the logistics of where these are stored – website and/or SharePoint. Dea Nowell noted that we only post two (2) fiscal years reports on the website. For clarification, it was noted that this is the written portion of the review that can be posted on the website for public review. It was noted that we give wide latitude as to the presentations themselves, but we need some sort of written piece for public presentation on our website. Heather Estrada noted that she will be sure to put it out front next year as a reminder. Sharone McCann moved to accept the reviews we have in hand and directed Heather to ask again for the missing ones. Nick Nash seconded the motion. The motion passed unanimously.

ACCEPTANCE OF FY2023-24 FINAL BUDGETS FOR LIBRARIES

Heather Estrada noted that we have received FY2023-24 budgets from Helix, Hermiston, Pilot Rock, and Stanfield libraries. John Thomas moved to accept the four (4) budgets received. Kathy Thew seconded the motion. The motion passed unanimously.

GOVERNING DOCUMENTS AND POLICY REVIEW – EDI & A AND UPDATES:

SICK LEAVE POLICY

Heather Estrada noted that this was discussed earlier in the meeting.

GOOD OF THE ORDER

Caty Clifton shared two things. She was a substitute teaching history today in the Athena/Weston School District and noted that CTUIR came to the schools today and along with their Native American club did a drumming circle and dance, with a drum built for it. She also commented on two stories in the EO on November 11th – on Paid Leave Oregon, and the Helix story which had a quote by Heather Estrada; Caty said thanks to Heather for her professional handling of the issue, especially for a non-issue.

Everyone was wished a happy Thanksgiving.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on December 28, 2023, at 5:30 pm.

ADJOURN

Kathy Thew moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:27 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Three Months Ended October 31, 2023

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Web: www.dickeyandtremper.com

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 October 31, 2023 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the four 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.

Dickey and Tremper, LLP

November 20, 2023

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
October 31, 2023

Governmental Type Funds					
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ (137,952.68)	\$ -	\$ -	\$ -	\$ (137,952.68)
Cash - LGIP	300,989.11	22,478.79	44,040.12	15,730.66	383,238.68
Cash - Banner Bank Savings	19,089.63	-	-	-	19,089.63
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,719.22	-	-	-	5,719.22
TOTAL	\$ 187,845.28	\$ 22,478.79	\$ 44,040.12	\$ 15,730.66	\$ 270,094.85
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 2,335.36	\$ -	\$ -	\$ -	\$ 2,335.36
Accrued payroll and benefits	352.23	-	-	-	352.23
Total Current Liabilities	2,687.59	-	-	-	2,687.59
FUND BALANCES (DEFICIT)					
Assigned	-	22,478.79	44,040.12	15,730.66	82,249.57
Unassigned	185,157.69	-	-	-	185,157.69
Total Fund Balances	185,157.69	22,478.79	44,040.12	15,730.66	267,407.26
TOTAL	\$ 187,845.28	\$ 22,478.79	\$ 44,040.12	\$ 15,730.66	\$ 270,094.85

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the Four Months Ended October 31, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 1,930.99	\$ 5,975.21	\$ 2,191,544.00	\$ (2,185,568.79)	0.27%
Taxes - previously levied	2,012.96	6,762.89	45,000.00	(38,237.11)	15.03%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	113,000.00	(113,000.00)	0.00%
Interest earned - LGIP	1,286.30	5,224.56	7,850.00	(2,625.44)	66.55%
Interest earned - other	0.52	5.28	150.00	(144.72)	3.52%
Total Revenues	5,230.77	17,967.94	2,357,744.00	(2,339,776.06)	0.76%
PERSONNEL EXPENDITURES					
District Manager	6,242.00	24,968.00	75,000.00	(50,032.00)	33.29%
Library Tech. Manager	4,756.50	18,890.10	56,600.00	(37,709.90)	33.37%
Early Literacy Coordinator	4,074.40	16,112.41	48,400.00	(32,287.59)	33.29%
Payroll taxes	1,058.87	4,210.89	17,000.00	(12,789.11)	24.77%
Health and accident insurance	4,976.08	19,901.18	62,850.00	(42,948.82)	31.66%
Worker's compensation	5.45	394.13	650.00	(255.87)	60.64%
Unemployment	242.94	1,396.63	2,500.00	(1,103.37)	55.87%
Retirement	3,194.22	12,714.85	29,000.00	(16,285.15)	43.84%
Total Personnel Expenditures	24,550.46	98,588.19	292,000.00	(193,411.81)	33.76%
MATERIALS AND SERVICES					
Transportation	203.79	1,321.19	6,000.00	(4,678.81)	22.02%
Staff training and conferences	-	606.39	4,000.00	(3,393.61)	15.16%
Board expenses	46.04	534.76	4,500.00	(3,965.24)	11.88%
Legal fees	-	-	5,000.00	(5,000.00)	0.00%
Audit	-	-	6,550.00	(6,550.00)	0.00%
Insurance	150.00	150.00	5,300.00	(5,150.00)	2.83%
Fiscal management	1,250.00	5,000.00	15,000.00	(10,000.00)	33.33%
Postage	-	-	500.00	(500.00)	0.00%
Office supplies and maintenance	105.77	1,082.58	5,700.00	(4,617.42)	18.99%
Telephone	158.70	633.93	2,100.00	(1,466.07)	30.19%
Rent	808.62	3,234.48	10,100.00	(6,865.52)	32.02%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	-	1,512.00	2,525.00	(1,013.00)	59.88%
Total Materials and Services	2,722.92	14,075.33	71,775.00	(57,699.67)	19.61%
SPECIAL PAYMENTS					
Tax distribution to cities	3,155.15	10,190.46	1,789,235.00	(1,779,044.54)	0.57%
Community services fee distribution to cities	-	-	90,400.00	(90,400.00)	0.00%
Total Special Payments	3,155.15	10,190.46	1,879,635.00	(1,869,444.54)	0.54%
Capital outlay	-	1,668.19	4,000.00	(2,331.81)	41.70%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	30,428.53	124,522.17	2,347,410.00	(2,222,887.83)	5.30%
Revenues over (under) expenditures	(25,197.76)	(106,554.23)	10,334.00	(116,888.23)	-1031.10%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	(60,000.00)	(85,000.00)	(125,000.00)	40,000.00	68.00%
Transfer to Capital Reserve Fund	<u>-</u>	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>-</u>	<u>100.00%</u>
Total other financing sources (uses)	<u>(60,000.00)</u>	<u>(95,000.00)</u>	<u>(135,000.00)</u>	<u>40,000.00</u>	<u>70.37%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (85,197.76)</u>	(201,554.23)	(124,666.00)	<u>\$ (76,888.23)</u>	
FUND BALANCE, July 1, 2023		<u>386,711.92</u>	<u>363,982.00</u>		
FUND BALANCE, October 31, 2023		<u>\$ 185,157.69</u>	<u>\$ 239,316.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the Four Months Ended October 31, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 150.00	\$ (150.00)	0.00%
Hermiston and courier reimbursement	-	-	22,000.00	(22,000.00)	0.00%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	-	-	25,150.00	(25,150.00)	0.00%
MATERIALS AND SERVICES					
Sage Library System	62,693.00	62,693.00	59,000.00	3,693.00	106.26%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Cataloging utilities	-	-	500.00	(500.00)	0.00%
Library2Go	-	13,709.00	14,500.00	(791.00)	94.54%
Programs and training	401.28	836.06	18,000.00	(17,163.94)	4.64%
Cooperative programs and activities	-	1,165.06	6,000.00	(4,834.94)	19.42%
Grant expenses - Other	-	-	3,000.00	(3,000.00)	0.00%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	63,094.28	78,403.12	141,000.00	(62,596.88)	55.61%
Contingency	-	-	31,150.00	(31,150.00)	0.00%
Total expenditures	63,094.28	78,403.12	172,150.00	(93,746.88)	45.54%
Revenues over (under) expenditures	<u>(63,094.28)</u>	<u>(78,403.12)</u>	<u>(147,000.00)</u>	<u>68,596.88</u>	<u>53.34%</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	60,000.00	85,000.00	125,000.00	(40,000.00)	68.00%
Total other financing sources (uses)	60,000.00	85,000.00	125,000.00	(40,000.00)	68.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (3,094.28)</u>	6,596.88	(22,000.00)	<u>\$ 28,596.88</u>	
FUND BALANCE, July 1, 2023		<u>15,881.91</u>	<u>22,000.00</u>		
FUND BALANCE, October 31, 2023		<u>\$ 22,478.79</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 Four Months Ended October 31, 2023

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	10,000.00	\$ 10,000.00	<u>\$ -</u>	
FUND BALANCE, July 1, 2023		<u>34,040.12</u>	<u>34,040.00</u>		
FUND BALANCE, October 31, 2023		<u>\$ 44,040.12</u>	<u>\$ 44,040.00</u>		

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Four Months Ended October 31, 2023**

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ -	\$ -	\$ 9,320.00	\$ (9,320.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,320.00</u>	<u>(9,320.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	300.00	204.60	3,500.00	(3,295.40)	5.85%
State Ready to Read material	-	2,877.25	9,320.00	(6,442.75)	30.87%
Take Off transportation	100.54	608.33	5,000.00	(4,391.67)	12.17%
Outreach materials and supplies	<u>-</u>	<u>-</u>	<u>2,000.00</u>	<u>(2,000.00)</u>	<u>0.00%</u>
Total materials and services	400.54	3,690.18	19,820.00	(16,129.82)	18.62%
Contingency	<u>-</u>	<u>-</u>	<u>7,540.00</u>	<u>(7,540.00)</u>	<u>0.00%</u>
Total expenditures	<u>400.54</u>	<u>3,690.18</u>	<u>27,360.00</u>	<u>(23,669.82)</u>	<u>13.49%</u>
Revenues over (under) expenditures	<u>(400.54)</u>	<u>(3,690.18)</u>	<u>(18,040.00)</u>	<u>14,349.82</u>	<u>20.46%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (400.54)</u>	<u>(3,690.18)</u>	<u>(18,040.00)</u>	<u>\$ 14,349.82</u>	
FUND BALANCE, July 1, 2023		<u>19,420.84</u>	<u>18,040.00</u>		
FUND BALANCE, October 31, 2023		<u>\$ 15,730.66</u>	<u>\$ -</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Five Months Ended **November 30, 2023**

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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 **November 30, 2023** and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the **five 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.

December 15, 2023

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
November 30, 2023

Governmental Type Funds

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ (1,075,742.65)	\$ -	\$ -	\$ -	\$ (1,075,742.65)
Cash - LGIP	1,750,513.40	21,832.19	44,040.12	13,229.33	1,829,615.04
Cash - Banner Bank Savings	19,089.63	-	-	-	19,089.63
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,719.22	-	-	-	5,719.22
TOTAL	\$ 699,579.60	\$ 21,832.19	\$ 44,040.12	\$ 13,229.33	\$ 778,681.24
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 158,085.92	\$ -	\$ -	\$ -	\$ 158,085.92
Accrued payroll and benefits	689.50	-	-	-	689.50
Total Current Liabilities	158,775.42	-	-	-	158,775.42
FUND BALANCES (DEFICIT)					
Assigned	-	21,832.19	44,040.12	13,229.33	79,101.64
Unassigned	540,804.18	-	-	-	540,804.18
Total Fund Balances	540,804.18	21,832.19	44,040.12	13,229.33	619,905.82
TOTAL	\$ 699,579.60	\$ 21,832.19	\$ 44,040.12	\$ 13,229.33	\$ 778,681.24

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the Five Months Ended November 30, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 1,894,979.97	\$ 1,900,955.18	\$ 2,191,544.00	\$ (290,588.82)	86.74%
Taxes - previously levied	7,943.39	14,706.28	45,000.00	(30,293.72)	32.68%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	113,000.00	(113,000.00)	0.00%
Interest earned - LGIP	3,453.05	8,677.61	7,850.00	827.61	110.54%
Interest earned - other	2.02	7.30	150.00	(142.70)	4.87%
Total Revenues	1,906,378.43	1,924,346.37	2,357,744.00	(433,397.63)	81.62%
PERSONNEL EXPENDITURES					
District Manager	6,242.00	31,210.00	75,000.00	(43,790.00)	41.61%
Library Tech. Manager	4,892.40	23,782.50	56,600.00	(32,817.50)	42.02%
Early Literacy Coordinator	4,074.40	20,186.81	48,400.00	(28,213.19)	41.71%
Payroll taxes	1,069.26	5,280.15	17,000.00	(11,719.85)	31.06%
Health and accident insurance	4,976.08	24,877.26	62,850.00	(37,972.74)	39.58%
Worker's compensation	5.56	399.69	650.00	(250.31)	61.49%
Unemployment	229.21	1,625.84	2,500.00	(874.16)	65.03%
Retirement	3,225.26	15,940.11	29,000.00	(13,059.89)	54.97%
Total Personnel Expenditures	24,714.17	123,302.36	292,000.00	(168,697.64)	42.23%
MATERIALS AND SERVICES					
Transportation	208.86	1,530.05	6,000.00	(4,469.95)	25.50%
Staff training and conferences	96.50	702.89	4,000.00	(3,297.11)	17.57%
Board expenses	643.40	1,178.16	4,500.00	(3,321.84)	26.18%
Legal fees	-	-	5,000.00	(5,000.00)	0.00%
Audit	-	-	6,550.00	(6,550.00)	0.00%
Insurance	-	150.00	5,300.00	(5,150.00)	2.83%
Fiscal management	1,250.00	6,250.00	15,000.00	(8,750.00)	41.67%
Postage	-	-	500.00	(500.00)	0.00%
Office supplies and maintenance	63.03	1,145.61	5,700.00	(4,554.39)	20.10%
Telephone	158.70	792.63	2,100.00	(1,307.37)	37.74%
Rent	808.62	4,043.10	10,100.00	(6,056.90)	40.03%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	450.00	1,962.00	2,525.00	(563.00)	77.70%
Total Materials and Services	3,679.11	17,754.44	71,775.00	(54,020.56)	24.74%
SPECIAL PAYMENTS					
Tax distribution to cities	1,522,338.66	1,532,529.12	1,789,235.00	(256,705.88)	85.65%
Community services fee distribution to cities	-	-	90,400.00	(90,400.00)	0.00%
Total Special Payments	1,522,338.66	1,532,529.12	1,879,635.00	(347,105.88)	81.53%
Capital outlay	-	1,668.19	4,000.00	(2,331.81)	41.70%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	1,550,731.94	1,675,254.11	2,347,410.00	(672,155.89)	71.37%
Revenues over (under) expenditures	355,646.49	249,092.26	10,334.00	238,758.26	2410.41%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	-	(85,000.00)	(125,000.00)	40,000.00	68.00%
Transfer to Capital Reserve Fund	-	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>-</u>	<u>100.00%</u>

Total other financing sources (uses)	-	<u>(95,000.00)</u>	<u>(135,000.00)</u>	<u>40,000.00</u>	<u>70.37%</u>
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Revenues and other financing sources over
(under) expenditures and
other financing uses

	<u>\$ 355,646.49</u>	154,092.26	(124,666.00)	<u>\$ 278,758.26</u>
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FUND BALANCE, July 1, 2023

	<u>386,711.92</u>	<u>363,982.00</u>
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FUND BALANCE, November 30, 2023

	<u>\$ 540,804.18</u>	<u>\$ 239,316.00</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 Five Months Ended November 30, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 150.00	\$ (150.00)	0.00%
Hermiston and courier reimbursement	-	-	22,000.00	(22,000.00)	0.00%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>25,150.00</u>	<u>(25,150.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Sage Library System	-	62,693.00	59,000.00	3,693.00	106.26%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Cataloging utilities	-	-	500.00	(500.00)	0.00%
Library2Go	-	13,709.00	14,500.00	(791.00)	94.54%
Programs and training	646.60	1,482.66	18,000.00	(16,517.34)	8.24%
Cooperative programs and activities	-	1,165.06	6,000.00	(4,834.94)	19.42%
Grant expenses - Other	-	-	3,000.00	(3,000.00)	0.00%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	<u>646.60</u>	<u>79,049.72</u>	<u>141,000.00</u>	<u>(61,950.28)</u>	<u>56.06%</u>
Contingency	-	-	31,150.00	(31,150.00)	0.00%
Total expenditures	<u>646.60</u>	<u>79,049.72</u>	<u>172,150.00</u>	<u>(93,100.28)</u>	<u>45.92%</u>
Revenues over (under) expenditures	<u>(646.60)</u>	<u>(79,049.72)</u>	<u>(147,000.00)</u>	<u>67,950.28</u>	<u>53.78%</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	85,000.00	125,000.00	(40,000.00)	68.00%
Total other financing sources (uses)	<u>-</u>	<u>85,000.00</u>	<u>125,000.00</u>	<u>(40,000.00)</u>	<u>68.00%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (646.60)</u>	<u>5,950.28</u>	<u>(22,000.00)</u>	<u>\$ 27,950.28</u>	
FUND BALANCE, July 1, 2023		<u>15,881.91</u>	<u>22,000.00</u>		
FUND BALANCE, November 30, 2023		<u>\$ 21,832.19</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 Five Months Ended November 30, 2023

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	10,000.00	\$ 10,000.00	<u>\$ -</u>	
FUND BALANCE, July 1, 2023		<u>34,040.12</u>	<u>34,040.00</u>		
FUND BALANCE, November 30, 2023		<u>\$ 44,040.12</u>	<u>\$ 44,040.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Five Months Ended November 30, 2023

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ -	\$ -	\$ 9,320.00	\$ (9,320.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,320.00</u>	<u>(9,320.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	15.24	219.84	3,500.00	(3,280.16)	6.28%
State Ready to Read material	2,389.20	5,266.45	9,320.00	(4,053.55)	56.51%
Take Off transportation	96.89	705.22	5,000.00	(4,294.78)	14.10%
Outreach materials and supplies	<u>-</u>	<u>-</u>	<u>2,000.00</u>	<u>(2,000.00)</u>	<u>0.00%</u>
Total materials and services	2,501.33	6,191.51	19,820.00	(13,628.49)	31.24%
Contingency	<u>-</u>	<u>-</u>	<u>7,540.00</u>	<u>(7,540.00)</u>	<u>0.00%</u>
Total expenditures	<u>2,501.33</u>	<u>6,191.51</u>	<u>27,360.00</u>	<u>(21,168.49)</u>	<u>22.63%</u>
Revenues over (under) expenditures	<u>(2,501.33)</u>	<u>(6,191.51)</u>	<u>(18,040.00)</u>	<u>11,848.49</u>	<u>34.32%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (2,501.33)</u>	<u>(6,191.51)</u>	<u>(18,040.00)</u>	<u>\$ 11,848.49</u>	
FUND BALANCE, July 1, 2023		<u>19,420.84</u>	<u>18,040.00</u>		
FUND BALANCE, November 30, 2023		<u>\$ 13,229.33</u>	<u>\$ -</u>		



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

17 SW Frazer Ave – Suite 360
PO Box 1689
Pendleton, OR 97801

Phone (541) 276-6449

12/21/23 Monthly District Director Report

Date:	December 21, 2023 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	November 13, 2023 – December 22, 2023

1. Position Purpose Statement

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

2. Meetings and Site Visits

Date	Meeting/ Site Visits/ Activity	Method	What happened
11/13/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
11/13/2023	DEI cohort in Eugene	In-Person	Last training session for cohort, presented on In-service and how this training informed our district in-service
11/14/2023	Let’s talk about Race webinar	WebEx	Continuing ed conversations
11/15/2023	Pendleton Library Board	In-Person	Attended Pendleton Public Library Board meeting to meet members.
11/15/2023	Monthly Staff and Safety Meeting	In-Person & Teams	Monthly meeting, safety topic: Indoor Air Quality
11/16/2023	Water Damage webinar	Zoom	CE on water damage to inform our EAP.
11/16/2023	Monthly Board meeting	In-person	Regular monthly board meeting,
11/20/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
11/21/2023	GO! Article turned in	On-line	Monthly marketing article in newspaper
11/23-24/2023	Thanksgiving Vacation	Holiday	Out of office
11/27/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up

11/29/2023	Grand Jury	In-Person	Grand Jury Duty in Pendleton
11/30/2023	Complete PERS reporting	On-line	Monthly reporting
11/30/2023	Helix Library Board Meeting	In-Person	Attended Helix Library Board meeting to meet members and support Annette.
12/1/2023	"So you want to talk about Race" book club	In-Person	Attended book club on book we used at In-service to continue education and conversation.
12/4/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
12/5/2023	Meeting with Claudia from CAPCO	In-Person	Capco would like libraries help for PIT count in January.
12/5/2023	Weston Library Board Meeting	In-Person	Attended Weston Library Board meeting to meet members and support and celebrate Kathleen.
12/6/2023	Meeting with Jennifer Costley	In-Person	Meeting to discuss cataloging issues and options should they lose their cataloger.
12/7/2023	Adams library craft afternoon	In-Person	Participated in Holiday craft at Adams library.
12/11/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
12/11/2023	Great Oregon Book Read	In-Person	Stanfield's Book Read
12/12/2023	Webinar on sustainable libraries	Zoom	CE for possible topic for April In-service
12/13/2023	Webinar on libraries and Jail partners	Zoom	CE for possible new outreach areas.
12/18/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
12/20/2023	Staff and Safety Meeting	Teams	Monthly safety meeting and check in with staff
12/20/2023	Meeting with Sage DeLong	In-Person	Meeting to introduce and see how UCSLD could help in County Emergencies

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Fall In-Service complete, all posted and documented	100%
Audit	Audit finished and filed with State. Just needs Board acceptance	95%
Agreements for Library Services	All 12 libraries complete	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	All staff are in and completed. Quarterly check-ins set up.	50%
Community Needs Assessment	Feedback received. Board to discuss what's next.	80%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	More research done on background. Working on final document	85%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	70%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Heather submitted document	100%
Safety & Staff Meetings	December: Fake News: How to plan for it, combat it. January: City Driving (Transportation)	ongoing
ALSP Coming in	Call for 23-24 ALSPPs out. All in	100%
Budget Process	All documents into the assessor	100%

4. Feedback & Accomplishments

- Had a chance to visit 3 library board meetings. Boards were happy to have the chance to connect.
- Audit documents finished early!

5. Upcoming Events – Activities

- December 25&26th – Christmas holiday
- December 27-29 – District on Courier Duty
- December 28th – December Board Meeting
- January 1st – New Year's Day Holiday
- January 11th – Athena City Council Meeting
- January 15th – MLK Holiday
- January 25th – January Board Meeting
- February 8-11th – SDAO annual conference in Seaside



Date:	December 28, 2023
Staff Name:	Dea Nowell
Time Period Report Covers:	November 2023

1. Position Purpose Statement

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

2. Statistics

cataloging statistics:

	<i>* Item additions to Sage</i>	<i>* Item deletions from Sage</i>	<i>* Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	<i>*** Sage bib fixes</i>	<i>*** Sage bib merges</i>	<i>*** Sage bib deletes</i>	<i>*** Sage bib overlays</i>
Nov. 2023	351	197	102	0	66	14	1	1
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

reports run:

regular monthly:	item stats: all 12 pub. lib. temp bibs missed put into bucket	OCLC CatExpress stats (added & deleted)	circulation related: Adams PL - 3 Pilot Rock PL - 1 Stanfield PL - 4 Milton-Freewater - 3 Weston - 1	pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL - 1 in process items: Milton-Freewater PL-1
additionally:	pre-catalogued items & items with status "in process" reports: Adams PL, Echo PL, Helix PL, Hermiston PL, Stanfield PL, Umatilla PL, BMCC Lib.			
	Helix PL - report of patrons filtered by expiration date			
	Athena PL - Adult Fiction weeding report, no circulation in 5 years			
	Helix PL - inventory reports for Large Print & Oregon/Pacific NW collections			

3. Meetings and Site Visits

- UCSLD in-service [in person]: 1 (11/3)
- UCSLD Board meetings [via Zoom]: 1 (11/16)
- Staff/Safety meetings [via MS Teams]: 1 (11/15)
- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (11/29)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Indoor Air Quality Awareness (11/13)
 - Streamline - Artificial Intelligence (AI): Opportunities & Risks for Districts (11/15)
 - Streamline - Is Your Website ADA Compliant? (viewed 11/30 from 11/8 archived webinar)
- meet weekly, Monday mornings, with Heather [via MS Teams]: 3 (11/13, 11/20, 11/27)

visits to/with District Libraries:

- Adams PL - 3 [in person, email]
 - site visit
 - email reply to query about the items (attached to temp bibs) I'd requested to see
 - emailed reply to voicemail

- Athena PL - 3 [phone]
 - call re. needing a barcode for an item (left a message)
 - call re. 2 items - one request for barcode change and one above; then spoke a bit about call #s for Playaway & Wonderbook items
 - returned missed call - re. shelving location for classics; & talked through Playaway & Wonderbook info tags & spine labels, etc.
- Echo PL - 3 [email, in person, phone]
 - emailed to get city clerk's last name for in-service sign-in sheet
 - site visit
 - call re. Wonderbook call # & shelving location - getting a grant for more later & may change call #s & shelving location later
- Helix PL - 7 [in person, phone, email]
 - site visit
 - emailed re. items returned at site visit not checked in yet (rec'd courtesy notice re.) (2)
 - call re. email requesting I give a call - re. a batch of call # changes from 9xx's to other Dewey #s (director trying to catch up with assistant re. as well);
 - call re. list of changes sent on Tues. - hold off on making any changes to that list... + fwd the email & also sent a list of the barcodes that could be loaded into catalog to see details (2)
- Hermiston PL - 1 [in person]
 - site visit with cataloger and director
- Milton-Freewater PL - 7 [in person, phone, email]
 - site visit with cataloger and director
 - call to cataloger re. a video having issues filling a hold with (2) + emailed re.
 - emailed cataloger re. a bib when doing review of new bibs
 - call to cataloger to speak about the video issue as was referenced in email from Beth that morning - explained what I could and left in cataloger's hands to have conversation with director re. next steps - offered help with next steps if needed
 - emailed director reply that I would indeed remove the specific piece from their item shelving locations
- Pendleton PL - 1 [email]
 - emailed a link to the OLAC video game genre list we spoke about at site visit [follow-up]
- Pilot Rock PL - 2 [in person, email]
 - site visit
 - emailed link to documentation asked for re. deleting expired patron accounts
- Stanfield PL - 3 [in person, text, phone]
 - site visit
 - rec'd text re. wanting help with receipt template, well maybe next time; I replied let's talk about one of these days so I know what you need...
 - rec'd call checking to see if I'd rec'd any emails from her that day or recently (phone had been acting a bit weird lately...)
- Ukiah Lib. - 2 [in person, phone]
 - site visit
 - called re. call # & physical description for an item to be added to catalog
- Umatilla PL - 2 [in person, email]
 - site visit
 - emailed director a reply to a question asked during site visit I need to follow up on
- Weston PL - 1 [email]
 - email reply to a note back from director
- Beth Ross [Sage Library System - Systems Administrator] - 4 [email]
 - cc email to Jon Georg re. Milton-Freewater item & replies (3)
 - cc email to Jon Georg discovered possible new wrinkle
- Jon Georg [Sage Library System Specialist] - 4 [email]
 - email re. Milton-Freewater item - asking to look into now that we had some specifics identified & replies (3)

- emailed re. previous issue, as I just discovered a possible new wrinkle not noticed previously & reply
- Joan Mielke-Earle [Umatilla County Public Health Department] – 2 [phone]
 - returning missed call/voicemail – following up on presentation at in-service, looking to get some feedback from the libraries – spoke with Heather beginning of week about sending out a survey, wondering if it had been sent out yet, if not could she get email addresses for the libraries [I told her I could send them &/or they were on the website (director’s name is hyperlink to email address)]; I spoke with Heather and reported back that the survey had been sent out (2)

4. Projects and Progress

- spring site visits – 100% complete
- assisted with in-service – 100% complete

5. Accomplishments

- removed LearningExpress Library from library Gale Pages (everyone except Hermiston PL & Milton-Freewater PL, whose pages I do not do for them) – no longer part of the statewide library contract
- website work:
 - Board agendas & minutes posted
 - in-service agenda, presentation slides, & handouts posted
 - updated library information [I checked in w/ each director during site visits to verify the information we had listed on website for each library]
- Sage Cataloging Mentor:
 - emailed a fellow mentor re. a bib template she had put together that I told her I’d go through with comments, suggestions, etc. (3)
 - emailed another fellow mentor a couple of resources I found re. a project he & I are working on in identifying specifics for “serial” monographs for catalogers (2)
 - email reply to a cataloger asking about creating Library of Congress call numbers & found some resources that may be helpful to her (2)
 - new bibs reviewed (Oct. 2023 – total: 182)
- Other:
 - met with Kathy Thew to assist her learning about and her way around the Board’s SharePoint site (tips, navigating, etc.)
 - met with Monica to help set up/schedule Zoom for OLA CSD board meetings

Feedback received:

- 11/13/23 – email from Lili Schmidt (Milton-Freewater PL director) after I sent her the monthly statistics: “Thank you! It was lovely to see you!”
- 11/21/23 – email from Lisa Hauner (Sage Cataloging Committee Chair & fellow mentor) after I sent a reply to her re. the bib templates she had put together and asked me to review: “And this is why I NEED you to proof read me ☺ ... Thank you for catching the template!! I am so happy you are finding these ‘guides’ helpful ☺ I appreciate that feedback and since all I’ve ever wanted to do was make you a proud mentor, I’ll be basking in this all week ☺ Happiest of Thanksgivings, Dea!! I am thankful for you and getting to be a part of Sage cataloging <3 How far we’ve come!”

6. Upcoming Events - Activities

- webinars – Dec. 4, 5, & 12
- Sage Cataloging Committee meeting – Dec. 5
- Sage Circulation Committee meeting – Dec. 12
- Staff/Safety meeting – Dec. 20
- Sage Cataloging Mentor meeting – Dec. 27
- UCSLD Board meeting – Dec. 28
- Holidays: Christmas & New Year’s Day – Dec. 25-26, Jan. 1
- vacation – Dec. 22 & Jan. 2



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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

Date:	December 21, 2023
Staff Name:	Monica Hoffman
Time Period Report Covers:	November 2023

Position Purpose Statement:

The Program Manager creates and implements outreach services to childcare, preschool, and public library sites throughout the county, fostering a love of reading and promoting kindergarten readiness through the development of early literacy skills targeting children ages birth to six.

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
To Sites with Storytime	48	912
To Sites without Storytime	23	437
Total	71	1349
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	3	41
Adults in Attendance	17	123
Children in Attendance	22	523
Total Attendance	39	646

Meetings and Site Visits:

Friday November 3, 2023-UCSLD All Staff In-Service in Pilot Rock

Tuesday November 7, 2023-Athena

- Athena Public Library Storytime with Stephanie

Wednesday November 8, 2023-McNary/ Umatilla

- Umatilla Head Start Enhanced Storytime and materials exchange with Janie.
- Umatilla Early Head Start Storytime and materials exchange with Favi.
- McNary Heights morning class Storytime and materials exchange with Katy.
- Umatilla Head Start afternoon class Storytime and materials exchange with Crystal.
- McNary Heights afternoon class Storytime with Katy.

Thursday November 9, 2023-Hermiston

- Victory Square Storytime and materials exchange with Nikki
- Victory Square Storytime and materials exchange with Andrea.
- Oregon Child Development Coalition Storytime with Jaime, materials exchange with Kimberly

Monday November 13, 2023-Hermiston

- Cathy Wamsley Early Learning Center Storytime and materials exchange with Yesenia
- Hermiston Child Development Center Storytime and materials exchange with Claire

- Hermiston Child Development Center Storytime and materials exchange with Johanna
- Hermiston Center for School Readiness at Rocky Storytime and materials exchange with Ayerim
- Misty's In-home Childcare materials exchange
- Bethlehem Lutheran Preschool materials exchange

Tue Nov 14, 2023- Helix

- Helix Public Library Storytime with Annette

Wed Nov 15, 2023-Pendleton

- Staff and Safety Meeting
- Elsie's In-home Childcare Storytime and materials exchange
- Jen's In-home Childcare Storytime and materials exchange
- Mindy's In-home Childcare materials exchange.
- Pioneer Relief Nursery materials exchange with Cheri and MaryChris

Thu Nov 16, 2023-Hermiston

- Hermiston Child Development Center Storytime with Claire
- Good Shepherd Children's Center Pre-K storytime and materials exchange with Tigers and Otters
- Good Shepherd Children's Center toddler storytime and materials exchange with Monkeys and Giraffes and Penguins

Fri Nov 17, 2023- Virtual

- Oregon Library Association Children's Service Division Board Meeting.
- Oregon Library Association Board Meeting

Tue Nov 21, 2023- Stanfield

- Stanfield Patriot Heights Storytime and materials exchange with Ruby
- Stanfield Elementary School morning class Storytime and materials exchange with Debbie and Stacey
- Stanfield Public Library Storytime with Cecili
- Stanfield Elementary School afternoon class Storytime with Debbie and Stacey

Mon Nov 27, 2023- Hermiston

- Punkin Center morning class Storytime with Payton
- Punkin Center morning class Storytime with Becca



- Punkin Center morning class Storytime with Charmayne
- Punkin Center afternoon class Storytime and materials exchange with Payton
- Punkin Center afternoon class Storytime and materials exchange with Becca
- Punkin Center afternoon class Storytime and materials exchange with Charmayne

Tue Nov 28, 2023- Milton Freewater

- Little Pioneers morning class Storytime with Amanda
- Freewater Early Childhood Special Education morning class Storytime and materials exchange with Sherry
- Lily's Kids Academy Storytime and materials exchange with Lili
- Oregon Child Development Coalition materials exchange with Tifanie
- Freewater Early Childhood Special Education afternoon class Storytime with Sherry
- Little Pioneers afternoon class Storytime and materials exchange with Kayla and Amanda

Wed Nov 29, 2023- Milton Freewater

- Milton-Freewater Head Start Storytime and materials exchange Linda.
- YMCA Childcare Center 3's at Freewater School Storytime and materials exchange with Aiden
- YMCA Childcare Center 4's at Freewater School Storytime and materials exchange with Victor
- Lil Ardo Material Exchange with Maria
- Milton-Freewater Head Start Storytime and materials exchange with Amy.

Thu Nov 30, 2023- Pendleton

- Playtime Education Storytime and materials exchange with Amber
- Pendleton Early Learning Center Early Childhood Special Education morning class Storytime and materials exchange with Bailey and Jacquelyn
- Pendleton Early Learning Center Early Childhood Special Education morning class Storytime and materials exchange with Corrine
- Pendleton Early Learning Center Early Childhood Special Education afternoon class Storytime with Corrine
- Pendleton Early Learning Center Early Childhood Special Education afternoon class Storytime with Bailey and Jacquelyn

Projects and Progress:

- Oregon Ready to Read 2023 Grant. 92% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

- January 8, 2024, Patriot Heights Family Literacy Night Stanfield

Sick Leave

The Umatilla County Special Library District (UCSLD) provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Eligible employees will **have 40 hours paid sick leave as of hire date and will** accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on a basis of a “benefit year,” the 12-month period begins when the employee starts to earn sick leave benefits as of hire date. Sick leave will be pro-rated based on a 40-hour work week.

Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member.

The UCSLD defines “immediate family” as the employee’s spouse, domestic partner, parent, child, sibling; the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; grandparents or grandchildren.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

When an employee leaves to care for a dependent, sick leave benefits can be used. If more time is needed, family leave laws may come into effect if laws apply and the employee is eligible for such leave. The employee must comply with the notice requirements under family leave laws, which may provide for later notification of inability to work than is otherwise required by this policy, if the need for the leave is unanticipated.

Sick leave benefits will be calculated based on the employee’s base pay rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days work of sick leave benefits. If the employee’s benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. **Additionally, employees reaching the 90-day limitation may donate further accrual to a “leave pool” until the employee has reduced the balance below the limit. Eligible employees may draw on the “pool” after all available paid leave has been exhausted.**

An employee of the District may voluntarily donate up to three (3) days of either accumulated unused sick leave or earned vacation to another permanent employee of the District at their discretion with prior approval of the Director. An acknowledgement of the voluntary gift will be documented, signed and placed in the donor personnel file.

Special considerations for granting additional paid sick leave may be made by the Board under certain circumstances: if after all available paid leave has been exhausted, and flexing work schedules.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Adopted – 5/19/2003
Reviewed & Updated – 9/24/2020, 11/17/2022

Umatilla County Special Library District

EMERGENCY RESPONSE COORDINATOR

ACTIVATION RESPONSIBILITIES

- **Notify Staff**
- **Notify Board Members**
- **Activate Service Continuity Team**
- **Update staff voicemail with any urgent information**
- **Email updates to all staff and Board Members as needed**
- **Update Website Emergency Information banner on Webpage**
- **Cancel deliveries, if necessary (Courier)**
- **Conduct After-action Reviews**

PREPAREDNESS RESPONSIBILITIES

- **District Director review and update as needed annually**
- **Conduct bi-annual table-top exercises with UCSLD Board and staff.**

UCSLD CONTACT INFORMATION

Staff

Heather Estrada, Director: 541-276-6449, personal: 541-379-1156, home 541-276-1004

Monica Hoffman, Early Literacy Outreach Coordinator: 541-621-2052, personal 541-310-9156

Dea Nowell, Tech-services Manager: 541-966-0917; home 406-952-4049

Board Members

Caty Clifton, President (FY23-24): 541-969-2446

Sharone McCane, VP (FY23-24): 541-561-8297

Kathy Thew: 541-910-0771

Nick Nash: 503-449-8641

John Thomas: 541-969-4436

LIBRARY LEADERSHIP TRANSITION

If the Library Director is unable to perform duties, responsibility is assigned to:
Monica Hoffman: Early Literacy Outreach Coordinator

COMMUNICATIONS PLAN

VOICEMAIL

Each staff member changes voicemail to reflect our ability to work and or to be a resource.

District Libraries

Staff to check in with libraries that are affected to see where UCSLD can lend assistance.

Umatilla Co Emergency Response

Find out where we can be of use.

UCSLD WEBSITE

Dea posts notices on website of any affected libraries and phone numbers for service community members may need. Activate message banner on Space Reservations page.

COMMUNICATIONS WITH MEDIA

The library director (Estrada), or designee (Hoffman) is the only person authorized to speak to the media.

CONTINUITY OF OPERATIONS PLAN

(Services are provided Monday through Friday from 8am to 5pm.)

TROUBLESHOOTING ONLINE ACCESS

Dea Nowell

TROUBLESHOOTING NETWORK ACCESS

Jordan McDonald of Overhead: 541-310-9329

Courier services

Fred Phillips (IMESD): 541-377-5416

MESSAGES FROM LIBRARY DIRECTORS

Adams – Amanda Hessel (541-969-5712)

Athena – Stephane Partida (541-215-5051)

Echo – Dave Slaght (541-410-9693)

Helix – Annette Kubishita (541-215-3053)

Hermiston – Mark Rose (208-899-3924)

Milton-Freewater – Lily Schmidt (509-520-6555)

Pendleton – Jennifer Costley (541-248-0672)

Pilot Rock – Susan Price (541-969-3702)

Stanfield – Cecill Longhorn (541-571-3812)

Ukiah – Dustin Schock (503-459-2708)

Umatilla – Susie Sotelo (541-371-9812)

Weston – Heather Culley (

SELECTIVE LIST OF RESPONSE PROCEDURES

TORNADO
 Watch: monitor weather reporting stations online and via the weather radio.
 Warning: Instruct everyone to move away from windows.

POWER OUTAGE
 If the power is off at any time for longer than 15 minutes, or if it is dark outside when the power goes off, employees are cleared to go home to work or to wait out the outage.

MEDICAL EMERGENCY
 Call 911.

AED Location:
FIRE/SMOKE
 Call 911. Fire extinguisher on file cabinet in middle of the room.
SHELTER IN PLACE: basement stairs with door closed.

EARTHQUAKE
DROP, COVER, and HOLD ON. Do not evacuate the building until the shaking has stopped and there are no dangers (downed power lines, broken gas lines, etc.).
BOMB THREAT

Get as much information as possible, such as location of device, when it will go off, what it looks like, why it was placed, etc. Listen for environmental clues as to the location of the caller. Call 911 and follow instructions.
SHOOTER

Take cover. Run, Hide, Fight
HAZMAT INCIDENT

Follow instructions from emergency officials
REQUEST FOR CONFIDENTIAL INFORMATION
 Inquiry: Contact Heather Estrada
 Subpoena: Contact Heather Estrada
 Search Warrant: Provide access and contact supervisor

EVACUATION
 Primary site Chamber of Commerce parking lot.
 Secondary site: corner of SE 1st and Emigrant (Moe's Tea)

RESOURCES CONTACTS

Landlord: Jamie Stone: 541-786-5981
 Overland Internet: Jordan McDonald: 541-310-9329
 Pacific Power: 888-221-7070 (shut off location in back of building)
 Electrician (Gordon's Electric) 541-567-0144
 Public Works (water) 541-276-3078
 Pendleton Plumbing: 541-278-2800 (shut off location in basement)
 Um Co Emergency Manager – Sage Delong 541-966-3706
 Um Co Health Department 541-278-5432
 Insurance Company: SDIS 1-800-305-1736 or 503-670-7066
 Insurance Broker: Wheatland Insurance; 541-276-7441
 AAZStorage: 541-379-7700

Take Off Book Inventory

1. Books loose on shelves
 Books with no protection (loose on shelves) are first priority to move out of harm's way. Out of the building, or into the basement.

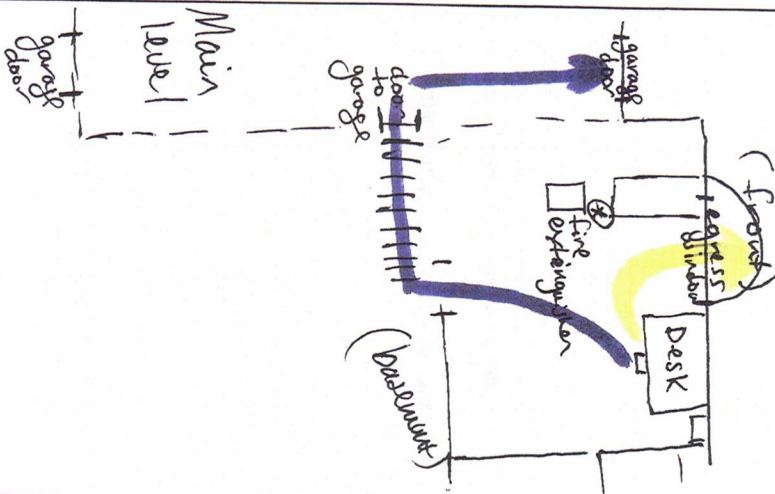
2. Staff Workroom:
RELOCATION STRATEGY
 (Temporary service site will be determined based on availability)

Resources
 Store or relocate to temporary service site the following resources:

Takeoff Books: Store
 Library Computers: Relocate
 Library Records: Relocate
Staff
 Staff members will be assigned to work from home.

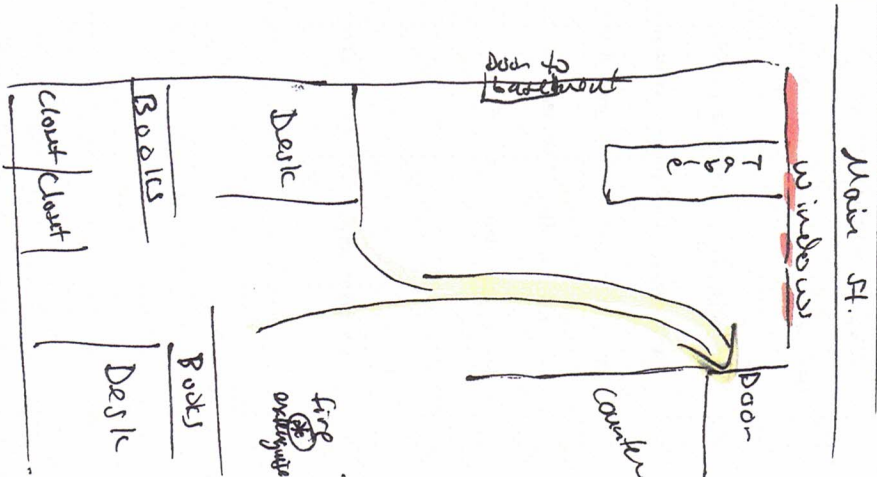
Site Maps

Dea's Great Falls Office
Main Exit – thru door behind desk, upstairs, out door to garage, then out front to street
Secondary Exit – thru egress window to left of desk



Site Maps

425 S Main St. Office
Main Exit – Door through front of building, only viable option.
Secondary – the only other option would be to break large front window.



* not for scale



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
P.O. Box 1689
Pendleton, Oregon 97801
(541) 276-6449

2024-2025 Budget Calendar

2024

- 2/16 Notify Library Directors of projected tax income and distribution estimates
- 3/1 Send notice of Budget Committee Meeting to *East Oregonian (EO)*
- 3/5 1st notice of Budget Committee Meeting published in *EO* & on UCSLD web site
- 3/12 2nd notice of Budget Committee Meeting published in *EO* & on UCSLD web site
- 3/21 Budget Committee meets and approves proposed budget
- 4/1 Send Notice of Budget Hearing to *East Oregonian*
- 4/9 Notice of Budget Hearing published in *EO* & on UCSLD web site
- 4/18 Budget Hearing, adopt budget, make appropriations and declare tax levy
- July 15** Deadline to submit levy, appropriation resolution and budget to County Assessor & Clerk