



**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, January 25, 2023, 5:30 pm**

425 South Main Street, Pendleton, OR 97801 and

Zoom Link: <https://us02web.zoom.us/j/85296035266?pwd=ZXZLNzRHRXRiRUNtRmpRT2Iic1BRUT09>

Meeting ID: 852 9603 526

Passcode: 654951

Audio Only: +1 971 247 1195

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 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	President	Please sign up
Minutes – Board Meeting – December 28, 2023	President	Approval
Calendar Update	Director	
Correspondence	Director	Share at the meeting
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants’ Report –December 2023 ○ Banks & Pool Balances 	Director Director	Share the December Financials

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> Staff Monthly Reports 	Director	Information
Board Training <ul style="list-style-type: none"> Discuss desired topics and Schedule Board Retreat – update plans 	Board	March 2
Old Business <ul style="list-style-type: none"> Approve new Sick Leave Policy 	Board	Decision
<ul style="list-style-type: none"> Approve Emergency Action Plan for District 	Board	Decision
New Business		
<ul style="list-style-type: none"> Budget process: appoint Budget officer, approve timeline and Budget Committee 	Director	Decision
<ul style="list-style-type: none"> Strategic Plan Review to prep for Board Retreat. 	President	Information
<ul style="list-style-type: none"> Governing Documents and Policy Review – EDI & A and Updates <ul style="list-style-type: none"> ALSP Priorities 	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	
<ul style="list-style-type: none"> Next District Board Meeting – February 22, 2024 		Information
Adjourn	President	Motion

Sign language interpretation will be provided for the public if requested 48 hours before the meeting; notice 72 hours before the meeting is preferred. Requests may be made to Heather Estrada at 541-276-6449.



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Minutes

Board of Directors Meeting

December 28, 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 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that all five (5) Board Members were present in the office – John Thomas, Caty Clifton, Sharone McCann, Nick Nash, and Kathy Thew – thus we have a quorum.

APPROVAL OF THE AGENDA

There were no changes to the agenda. John Thomas moved to approve the agenda as presented. Kathy Thew seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: November 16, 2023 – Kathy Thew moved to approve the November 16, 2023; minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada stated there was nothing new on the calendar. She did note the upcoming Meeting of the Directors on January 10th, and verified with Nick Nash that he was still planning to be there. She also noted that on tonight's agenda we will be looking at dates for the Board Retreat/Workshop.

CORRESPONDENCE

Heather Estrada stated we received a nice note of thanks from Kathleen Schmidtgal for her gift. Additionally, Heather stated we received a Pendleton Development Commission meeting notice; and a notice that our unemployment insurance is going up a bit – this notice which will be going to Dickey & Tremper since they do our payroll.

REPORTS

FINANCIAL STATEMENTS – October 2023 & November 2023

Caty Clifton commented about the balance in October's statement being the lowest and up in November with the tax receipts. Kathy Thew made a motion to approve both financial statements [October 2023 and November 2023], subject to audit. Nick Nash seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada highlighted she had met with Claudia from CAPECO and Claudia will be presenting at the next Meeting of the Directors. She is interested in the libraries helping with the Point-In-Time count on January 25th, as she believes the County's count is down from what it should be. Heather also met with Sage DeLong, Umatilla County Emergency Management Coordinator, to connect with him as a point of contact. He has only been there about six (6) months. Heather is looking to have him present at the next in-service regarding emergency action plans. Heather sent him our draft emergency action plan; however she has not yet heard anything back from him regarding it.

Heather commented that Monica Hoffman will be working remotely for about half of January. Heather also commented that Dea Nowell was out a lot of last week due to illness.

Caty Clifton shared her gratitude for staff members putting their reports together, as she knows it is a lot of work. She also thanked Dea for her website work and getting all the reports, etc., posted.

BOARD TRAINING – SDAO TRAINING ON LEAVE...

Heather Estrada commented that she was thinking of sharing a video tonight, though she didn't get it queued up due to courier taking most of her day, which she didn't anticipate. And the video was very long. Thus, the Board moved directly into the sick leave policy discussion.

OLD BUSINESS

SICK LEAVE POLICY DISCUSSION

Heather Estrada noted that there isn't much regarding sick leave in the law. She did look at some other agency's policies. She put the items the Board had discussed at the last meeting into the draft update in red text and put for consideration some of the language from Baker County Library District's policy in blue text.

The Board Members commented that they liked the statement in blue text, however felt we needed to clarify a timeframe for this. It was noted that no staff members are currently at the 90-calendar day limit of sick leave accrual. It was suggested that we could prime the "leave pool" with 40 hours, as none of the staff began this proposed 40 hour paid sick leave at date of hire. There was additional discussion and clarifications, such as drawing from the leave pool before any voluntary donations; what timeframe seemed appropriate for donating – deciding on yearly, based on calendar year. The Board settled on changing the final section in red to read: "Special considerations for granting additional paid sick leave may be made by the Board under certain circumstances, after flexing working schedules and all available paid leave."

Heather will type up the policy changes into the final format before the Board votes on this in January.

EMERGENCY PLAN UPDATE

Heather Estrada again noted that she had spoken with Sage DeLong at Umatilla County and had sent our EAP to him, though hadn't heard anything back on it yet. The plan will be reviewed/updated annually. It was suggested that we assist the libraries with creating their own emergency action plans. That is something that

Heather is already working on with Sage DeLong presenting at the spring in-service and then in May working on at the Meeting of the Directors, like we did with the collection development policies, for which there was good response to. The Board is waiting for any feedback before finalizing.

NEW BUSINESS

BOARD WORKSHOP DATES AND TOPICS

The Board discussed possible dates and settled on Saturday March 2, 2024, 9am-noon. Location possibilities were discussed and will be determined based on availability, etc. Topics will include salary step schedule and strategic plan review, of which Nick Nash will take the lead on.

ACCEPTANCE OF FY2022-23 AUDIT

Heather Estrada stated that the draft copy is on the Board's SharePoint site, though she has not yet received the hard copy. She will be picking it up tomorrow while out on courier detail. The last page has a paragraph that reads: "In connection with our testing nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations." Heather noted that the audit has been filed with the State. John Thomas moved to accept the audit as presented. Kathy Thew seconded the motion. The motion passed unanimously.

MAGAZINE COSTS ADDED TO LIB2GO

Heather Estrada shared that LEO (Libraries of Eastern Oregon) has been polling libraries regarding adding magazines to Library2Go, which looks like it is moving that way. Heather is proposing that the District pick up the additional cost, about \$7,000 additionally, for our libraries, as we can more easily absorb it than some of our libraries can. We have money in contingency we could draw on. The additional magazine cost for the Library2Go accounts would be in the same manner as we currently do with the regular Library2Go subscriptions. John Thomas moved that the District pick up the added magazine cost for the LEO Library2Go subscriptions for our libraries. Sharone McCann seconded the motion. The motion passed unanimously.

BUDGET CALENDAR

Heather Estrada presented the draft Budget Calendar for FY2024-25. After a bit of discussion regarding dates of meetings, Nick Nash moved to approve the Budget Calendar as presented. Kathy Thew seconded the motion. The motion passed unanimously.

NEW COUNTY SIP AGREEMENT

Heather Estrada shared that we received two (2) new SIP agreements from the County for a new wind project coming in – Nolan Hills Wind. There is a wind and solar component, as well as a battery component, which comprise the two (2) different SIP agreements. After a bit of discussion, Nick Nash moved to sign the two (2) County SIP agreements. Sharone McCann seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

[Sharone McCann left the meeting.]

Caty Clifton stated that Heather Culley had been hired as the new Weston PL director. She noted that this would have an impact on Dea Nowell's workload, since that leaves no cataloger at Pendleton PL. Heather Estrada and Dea noted that there has been discussion with Jennifer Costley, Pendleton PL director. She is currently adding some of their items to the catalog and Dea will help with some, as Jennifer would like to utilize this area of service as much as the other libraries do.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on January 25, 2024, at 5:30 pm.

ADJOURN

Kathy Thew moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously with the four (4) Board Members present. The meeting was adjourned at 7:17 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT



1/19/24 Monthly District Director Report

Date:	January 25, 2023 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	December 25, 2023 – January 19, 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

Date	Meeting/ Site Visits/ Activity	Method	What happened
12/25-26/23	Christmas Holiday	Vacation	Off
12/27/2024	GO! Article turned in	On-line	Monthly marketing article in newspaper
12/27-29/23	IMESD Courier	In-Person	Did courier routes all three days and visited with Library staff and Directors
12/27/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
12/27/2023	Grand Jury	In-Person	Grand Jury Duty in Pendleton
12/28/2023	Monthly Board meeting	In-person	Regular monthly board meeting,
12/29/2023	Complete PERS reporting	On-line	Monthly reporting
1/1/2024	New Year's Holiday	Vacation	Off
1/3/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/7/2024	Black History in Oregon webinar	Zoom	Continuing education
1/8/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/8/2024	New Director meeting in Weston	In-person	Meet with Kathleen and Heather to welcome and train new Director
1/10/2024	Bi-Monthly Director's Meeting	In-Person and On-line	Grant training (Nick) and CAPCO director information
1/11/2024	Ryan Dowd training	On-line	Continuing Education

1/12/2024	SAIF insurance meeting	In-Person	Meet with Michael Corey regarding new year insurance policy
1/12/2024	Interviewed Heather Culley	Phone	Interviewed for next GO! Article.
1/12/2024	Pendleton Public Library Open House	In-Person	Attended Pendleton's open house event.
1/15/2024	MLK Holiday	Vacation	Off
1/16/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/17/2024	County Commissioners Meeting	In-Person	Staying up to date on County business
1/17/2024	Staff and Safety Meeting	Teams	Monthly safety meeting and check in with staff
1/19/2024	Race in America webinar	Teams	CE time

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	100%
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. Board to accept	95%
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	January: City Driving (Transportation) February: Cybersecurity: Security Awareness Essentials	ongoing
ALSP Coming in	Call for 23-24 ALSPs out. All in	100%
Budget Process	New FY process starting. Budget committee to be approved.	10%

4. Feedback & Accomplishments

- Had a great Director's meeting in Echo. Dave was so pleased to have us and very complementary to District.
- Budget process underway. Committee to be approved.
- Had a chance for 1-on-1 talks with many of the Directors in their spaces during Courier run.

5. Upcoming Events – Activities

- January 15th – MLK Holiday
- January 25th – January Board Meeting
- January 30-Feb. 1st – Medical leave
- February 8-11th – SDAO annual conference (Heather, Nick, Sharone)
- February 15-16 – Heather and Monica on college tours with HS students
- February 19th – President's Day Holiday
- February 22nd – February Board Meeting
-



Date:	January 25, 2024
Staff Name:	Dea Nowell
Time Period Report Covers:	December 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>
Dec. 2023	288	250	578	0	58	5	0	2
* 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 - 3 Milton-Freewater - 3 Weston - 1	pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL - 1 in process items: Milton-Freewater PL-1
Ukiah P/SL - inventory of Audiobooks and inventory of Music CDs (to delete)				
Athena PL - weeding reports, no circulation in 5 years for Adult Non-Fiction, Juvenile Non-Fiction, & YA Non-Fiction				

3. Meetings and Site Visits

- Sage Cataloging Committee meeting: 1 (12/5)
- Sage Circulation Committee meeting: 1 (12/12)
- Staff/Safety meetings [via MS Teams]: 1 (12/20)
- UCSLD Board meeting [via Zoom]: 1 (12/28)
- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (12/27)
- webinars/trainings attended [virtual]:
 - Bibliographic Standards Committee of the ACRL Rare Books & Manuscripts Section - Cool Things We Cataloged 2023 webinar (12/4)
 - Infopeople - Graphic Novels and Manga for Teens and Tweens (12/5)
 - PLA - Super Searchers for Library Workers (12/12)
 - SafePersonnel - Fake News: How to Plan for, Combat it (12/14)
- meet weekly, typically Monday am, with Heather [via MS Teams]: 4 (12/4, 12/11, 12/18, 12/27)

visits to/with District Libraries:

- all libraries - 2 [email]
 - emailed updated City Library Hours spreadsheet
 - email of upcoming time out of office

- Adams PL - 1 [phone]
 - called re. email about Board Book section & Playaway products questions; also spoke about several other things (summer reading program, teen advisory group, etc.)
- Athena PL - 5 [phone, email]
 - call – couple of ?s re. Playaways, Wonderbooks, & Launchpads
 - call (left a message) re. statistical categories for classics in batch of missing in catalog scans
 - email reply about not needing to scan back cover for Wonderbooks
 - emailed Young Adult, Juvenile, & Adult non-fiction weeding reports (2)
- Helix PL - 2 [phone]
 - called re. email
 - called – left a message re. email listed for City Library Hours spreadsheet (which one?)
- Hermiston PL - 1 [email]
 - email reply to Heidi re. change of hours
- Pendleton PL - 3 [email]
 - emailed cataloger an apology about subdivision “video games” as I had spoken incorrectly about it not being valid & just discovered by looking deeply into the subject authority file that it is indeed valid (2)
 - emailed cataloger a bib to review (online resource) rather than a print book bib (found in new bibs review)
 - email reply to director re. what information I need from items to look for and add a bib to the catalog
- Stanfield PL - 4 [phone]
 - call to check on a barcode for an item (was missing a digit)
 - call – need barcodes for 2 titles
 - call to check on pagination for an item (left message & called again later) (2)
- Ukiah Lib. - 6 [phone, email]
 - called (left a message) re. email “weeding audio cat.” – rec’d call back to clarify ? (2)
 - emailed inventory of audiobooks
 - emailed report of items with status = discard/weed
 - emailed thanks for sharing new email address – have updated my contacts & on District website, asked if wanted me to update City Library Hours and send out again
 - call (left a message) re. a scan with no call number or physical description
- Umatilla PL - 1 [email]
 - fwd. to director an email from Libs-Or list re. an upcoming, pre-paid by SLO, cataloging webinar/training opportunity
- Weston PL - 2 [phone]
 - called to check in on Kathleen and the transition process there
 - rec’d call with update on transition process, dates, etc., & spoke about cataloging, etc.
- Beth Ross [Sage Library System - Systems Administrator] - 1 [phone]
 - called with information/update re. [director/]cataloger at Pendleton PL

4. Projects and Progress

- [nothing new, just trying to stay on top of (keep & catch up on) things...]

5. Accomplishments

- website work:
 - Board agenda, packet, & minutes posted
 - in-service evaluations posted
 - corrected year-end report teaser to direct to most current year-end report
 - added a teaser for public records to front page with all information & forms
 - updated closed dates/holidays for upcoming year on Google Business Profile & was finally able to get the update to the description to better describe us to take – Erin & I worked on the wording about a year and half prior, but it stated it was awaiting review. Description now reads “Umatilla County Special Library

District (UCSLD) is a county-wide, tax-supported public library district. We partner with 12 public libraries in Umatilla County to provide library services. This office is the administrative headquarters for the District and the headquarters of TakeOff!, an early childhood literacy outreach program. UCSLD was created by a vote of the Umatilla County voters in November 1986.”

- contacted Streamline (website platform vendor) to add a missing iframe title on the map on our Contact Us page (accessibility error) - [they added it]
- updated “About Us” statement on website to match statement on Google Business Profile
- posted Dec. library happenings video
- Sage Cataloging Mentor:
 - replied to an email question by a cataloging mentor to the mentor group
 - called Kristin Williams (BMCC) following up on email ? re. paperback ed. (they have) & a hardcover ed. In Sage - I mentioned the Matching Standards doc. & briefly described...
 - emailed some duplicate bibs to another mentor to review & thanked her for her recent shared work on Playaways, as it has been helpful to me... (2)
 - emailed one of the mentors regarding some suggested additions/changes to the series guidelines document being updated
 - called Heather Spry (cataloging mentor from Baker Co. Lib. Dist) re. email - Heather volunteered to take over mentoring the cataloger at Enterprise PL for me, as I just don't seem to find the time necessary to connect with the new person..., so I reviewed with her the details (of contact & training) to date; Heather also had a question for me re. cataloging
 - new bibs reviewed (Nov. 2023 - total: 138)

Feedback received:

- 12/5/23 - email response from Susie Sotelo (Umatilla PL director) after I fwd. an email from Libs-Or list re. an upcoming, pre-paid by SLO, cataloging webinar/training opportunity: “Thank you so much Dea, I just applied. :)”
- 12/6/23 - email response from Lisa Hauner (fellow mentor) after I sent her some duplicates to review: “...You are awesome Dea. I appreciate my humanity reminders, especially when they come from the people who know ‘who’ they are talking to ;)”
- 12/19/23 - email response from Heather Spry (fellow mentor) after I sent her some suggested additions/changes to the series guidelines document update: “Awesome, thanks Dea! After I sent it out yesterday I thought about the revision date too, so I had added that to mine yesterday but I definitely didn't catch the other things, those are fixed/added.”

6. Upcoming Events - Activities

- Sage Circulation Committee meeting - Jan. 9
- webinar - Jan. 11
- Sage User Council meeting - Jan. 16
- Staff/Safety meeting - Jan. 17
- Library of Things discussion - Jan. 17
- UCSLD Board meeting - Jan. 25
- Sage Cataloging Mentor meeting - Jan. 31
- Holidays: New Year's Day & Martin Luther King Jr. Day - Jan. 1 & Jan. 15
- vacation - Jan. 2



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

Date:	January 18, 2024
Staff Name:	Monica Hoffman
Time Period Report Covers:	December 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	38	760
To Sites without Storytime	8	158
Total	46	918
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	20
Adults in Attendance	17	55
Children in Attendance	27	193
Total Attendance	44	248

Meetings and Site Visits:

Friday, December 1, 2023: Weston

- Weston Public Library Storytime with Kathleen.

Tuesday, December 5, 2023: Athena

- Athena Public Library Storytime with Stephanie

Wednesday, December 6, 2023: Umatilla and McNary

- Umatilla Head Start Enhanced Class Storytime and materials exchange with Janie.
- Umatilla Early Head Start Storytime and materials exchange with Favi.
- McNary Heights IMESD early intervention/special education morning class Storytime and materials exchange with Katy.
- Umatilla Head Start afternoon class Storytime and materials exchange with Crystal.
- McNary Heights IMESD early intervention/special education class Storytime and materials exchange with Katy.

Thursday, December 7, 2023: Hermiston

- Victory Square Head Start Storytime and materials exchange with Nikki
- Victory Square Head Start Storytime and materials exchange with Andrea.

- Oregon Child Development Coalition Storytime with Jaime materials exchange with Kimberly

Monday, December 11, 2023: Hermiston

- Cathy Wamsley Early Learning Center Head Start Storytime and materials exchange with Yesenia.
- Hermiston Child Development Center Early Head Start Combo Monday/Tuesday class Storytime and materials exchange with Claire.
- Hermiston Child Development Center Early Head Start Storytime and materials exchange with Johanna.
- Hermiston Child Development Center Early Head Start Storytime and materials exchange with Kristin.

Afternoon off: Travel to Portland: Family Medical

Tuesday, December 12, 2023, Out of Town: Family Medical

Wednesday, December 13, 2023

- Childrens Service Division of Oregon Library Association Mock Geisel Virtual

Thursday, December 14, 2023: Hermiston

- Hermiston Child Development Center Early Head Start Combo Wednesday/Thursday class Storytime with Claire.
- Cathy Wamsley Early Learning Center Early Head Start Storytime and materials exchange with Rhonda.
- Good Shepherd Children's Center Pre-K storytime and materials exchange with Tigers and Otters
- Good Shepherd Children's Center infant-toddler storytime and materials exchange with Monkeys, Giraffes, and Penguins
- Bethlehem Lutheran Preschool materials exchange
- Misty's In-home Childcare materials exchange

Friday, December 15, 2023: Virtual Meetings

- Childrens Service Division of Oregon Library Association Board Meeting
- Oregon Library Association Board Meeting

Monday, December 18, 2023, Out of Town: Family Medical

Tuesday, December 19, 2023: Stanfield

- Stanfield Elementary School morning preschool classes Storytime and materials exchange with Debbie and Stacey
- Stanfield Public Library Storytime with Cecili
- Stanfield Elementary School afternoon preschool classes Storytime with Debbie and Stacey

Wednesday, December 20, 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

Friday, December 22, 2023:
Adams

- Adams Public Library Storytime with Amanda

Monday, December 25, 2023-
Tuesday, December 26, 2023,
UCSLD Holiday

Wednesday, December 27,
2023- Friday, December 29,
2023, In-Office, and Courier

Projects and Progress:

- Oregon Ready to Read 2023 Grant. 100% complete
- 2023 Ready to Read Grant Report submitted.
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

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



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Six Months Ended December 31, 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 December 31, 2023 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the six 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

January 17, 2024

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

Governmental Type Funds

ASSETS	<u>General Fund</u>	<u>Resource Sharing Fund</u>	<u>Capital Improvement Reserve Fund</u>	<u>Outreach Fund</u>	<u>Totals</u>
CURRENT ASSETS					
Cash - Banner Bank	\$ 16,378.95	\$ -	\$ -	\$ -	\$ 16,378.95
Cash - LGIP	543,310.16	21,832.19	44,040.12	9,939.87	619,122.34
Cash - Banner Bank Savings	19,092.04	-	-	-	19,092.04
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,927.66	-	-	-	5,927.66
TOTAL	<u>\$ 584,708.81</u>	<u>\$ 21,832.19</u>	<u>\$ 44,040.12</u>	<u>\$ 9,939.87</u>	<u>\$ 660,520.99</u>
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 6,525.37	\$ -	\$ -	\$ -	\$ 6,525.37
Accrued payroll and benefits	1,004.91	-	-	-	1,004.91
Total Current Liabilities	<u>7,530.28</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,530.28</u>
FUND BALANCES (DEFICIT)					
Assigned	-	21,832.19	44,040.12	9,939.87	75,812.18
Unassigned	577,178.53	-	-	-	577,178.53
Total Fund Balances	<u>577,178.53</u>	<u>21,832.19</u>	<u>44,040.12</u>	<u>9,939.87</u>	<u>652,990.71</u>
TOTAL	<u>\$ 584,708.81</u>	<u>\$ 21,832.19</u>	<u>\$ 44,040.12</u>	<u>\$ 9,939.87</u>	<u>\$ 660,520.99</u>

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

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 150,761.56	\$ 2,051,716.74	\$ 2,191,544.00	\$ (139,827.26)	93.62%
Taxes - previously levied	985.63	15,691.91	45,000.00	(29,308.09)	34.87%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	155,945.40	155,945.40	113,000.00	42,945.40	138.00%
Interest earned - LGIP	2,760.31	11,437.92	7,850.00	3,587.92	145.71%
Interest earned - other	10.43	17.73	150.00	(132.27)	11.82%
Total Revenues	310,463.33	2,234,809.70	2,357,744.00	(122,934.30)	94.79%
PERSONNEL EXPENDITURES					
District Manager	6,242.00	37,452.00	75,000.00	(37,548.00)	49.94%
Library Tech. Manager	4,484.70	28,267.20	56,600.00	(28,332.80)	49.94%
Early Literacy Coordinator	3,889.21	24,076.02	48,400.00	(24,323.98)	49.74%
Payroll taxes	1,023.91	6,304.06	17,000.00	(10,695.94)	37.08%
Health and accident insurance	5,022.01	29,899.27	62,850.00	(32,950.73)	47.57%
Worker's compensation	4.99	404.68	650.00	(245.32)	62.26%
Unemployment	212.61	1,838.45	2,500.00	(661.55)	73.54%
Retirement	3,101.13	19,041.24	29,000.00	(9,958.76)	65.66%
Total Personnel Expenditures	23,980.56	147,282.92	292,000.00	(144,717.08)	50.44%
MATERIALS AND SERVICES					
Transportation	99.65	1,629.70	6,000.00	(4,370.30)	27.16%
Staff training and conferences	374.11	1,077.00	4,000.00	(2,923.00)	26.93%
Board expenses	394.00	1,572.16	4,500.00	(2,927.84)	34.94%
Legal fees	-	-	5,000.00	(5,000.00)	0.00%
Audit	150.00	150.00	6,550.00	(6,400.00)	2.29%
Insurance	-	150.00	5,300.00	(5,150.00)	2.83%
Fiscal management	1,250.00	7,500.00	15,000.00	(7,500.00)	50.00%
Postage	324.20	324.20	500.00	(175.80)	64.84%
Office supplies and maintenance	275.20	1,420.81	5,700.00	(4,279.19)	24.93%
Telephone	158.70	951.33	2,100.00	(1,148.67)	45.30%
Rent	808.62	4,851.72	10,100.00	(5,248.28)	48.04%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	119.88	2,081.88	2,525.00	(443.12)	82.45%
Total Materials and Services	3,954.36	21,708.80	71,775.00	(50,066.20)	30.25%
SPECIAL PAYMENTS					
Tax distribution to cities	121,397.76	1,653,926.88	1,789,235.00	(135,308.12)	92.44%
Community services fee distribution to cities	124,756.30	124,756.30	90,400.00	34,356.30	138.00%
Total Special Payments	246,154.06	1,778,683.18	1,879,635.00	(100,951.82)	94.63%
Capital outlay	-	1,668.19	4,000.00	(2,331.81)	41.70%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	274,088.98	1,949,343.09	2,347,410.00	(398,066.91)	83.04%
Revenues over (under) expenditures	36,374.35	285,466.61	10,334.00	275,132.61	2762.40%

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	-	(10,000.00)	(10,000.00)	-	100.00%

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

\$ 36,374.35	190,466.61	(124,666.00)	\$ 315,132.61
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FUND BALANCE, July 1, 2023

386,711.92	363,982.00
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FUND BALANCE, December 31, 2023

\$ 577,178.53	\$ 239,316.00
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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 Six Months Ended December 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	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	-	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	-	79,049.72	141,000.00	(61,950.28)	56.06%
Contingency	-	-	31,150.00	(31,150.00)	0.00%
Total expenditures	-	79,049.72	172,150.00	(93,100.28)	45.92%
Revenues over (under) expenditures	-	(79,049.72)	(147,000.00)	67,950.28	53.78%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	85,000.00	125,000.00	(40,000.00)	68.00%
Total other financing sources (uses)	-	85,000.00	125,000.00	(40,000.00)	68.00%
Revenues and other financing sources over (under) expenditures and other financing uses	\$ -	5,950.28	(22,000.00)	\$ 27,950.28	
FUND BALANCE, July 1, 2023		15,881.91	22,000.00		
FUND BALANCE, December 31, 2023		\$ 21,832.19	\$ -		

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 Six Months Ended December 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	\$ -	<u>100.00%</u>
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, December 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 Six Months Ended December 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	-	219.84	3,500.00	(3,280.16)	6.28%
State Ready to Read material	3,289.46	8,555.91	9,320.00	(764.09)	91.80%
Take Off transportation	-	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	3,289.46	9,480.97	19,820.00	(10,339.03)	47.84%
Contingency	<u>-</u>	<u>-</u>	<u>7,540.00</u>	<u>(7,540.00)</u>	<u>0.00%</u>
Total expenditures	<u>3,289.46</u>	<u>9,480.97</u>	<u>27,360.00</u>	<u>(17,879.03)</u>	<u>34.65%</u>
Revenues over (under) expenditures	<u>(3,289.46)</u>	<u>(9,480.97)</u>	<u>(18,040.00)</u>	<u>8,559.03</u>	<u>52.56%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (3,289.46)</u>	(9,480.97)	(18,040.00)	<u>\$ 8,559.03</u>	
FUND BALANCE, July 1, 2023		<u>19,420.84</u>	<u>18,040.00</u>		
FUND BALANCE, December 31, 2023		<u>\$ 9,939.87</u>	<u>\$ -</u>		

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 per calendar year 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 there is still a need remaining after all other leave and work schedule options have been exhausted.

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, 1/25/24

Umatilla County Special Library District

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)

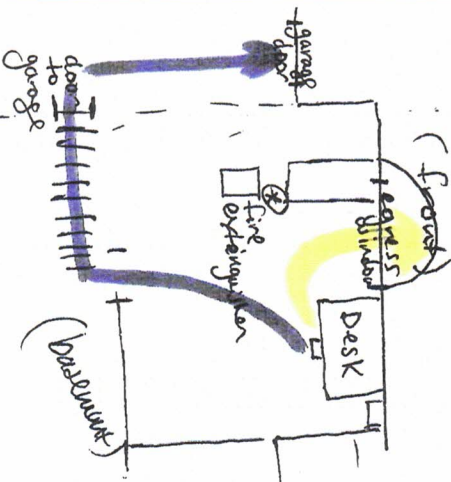
Emergency Action Plan for UCSLD

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 (cell) 541-969-0270; (work) 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
- AZZStorage: 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.
- 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.

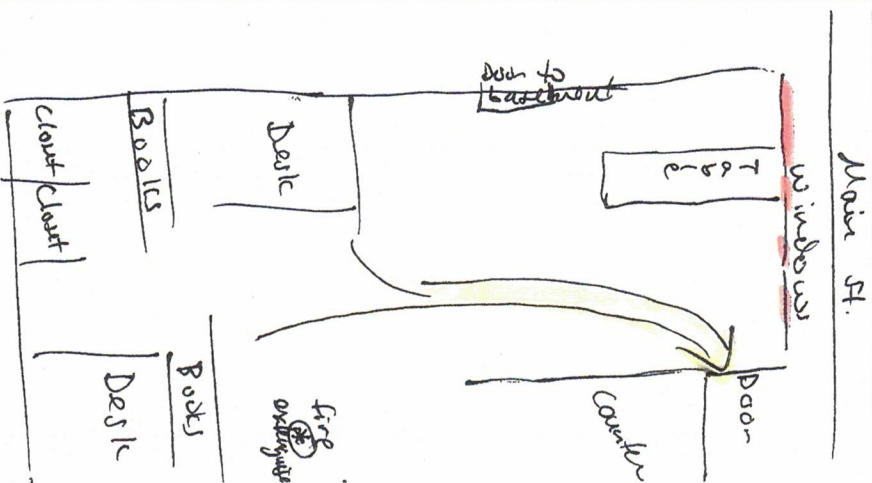
Site Maps

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 to scale

Emergency Action Plan for UCSLD

EMERGENCY RESPONSE COORDINATOR

UCSLD CONTACT INFORMATION

COMMUNICATIONS PLAN

CONTINUITY OF OPERATIONS PLAN

ACTIVATION RESPONSIBILITIES

Staff

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

VOICEMAIL

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

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

TROUBLESHOOTING ONLINE ACCESS

Dea Nowell

- Notify Board Members
- Activate Service Continuity Team

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

District Libraries

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

TROUBLESHOOTING NETWORK ACCESS
Jordan McDonald of Overhead: 541-310-9329

Courier services
Fred Phillips (IMESD): 541-377-5416

- Update staff voicemail with any urgent information
- Email updates to all staff and Board Members as needed

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

MESSAGES FROM LIBRARY DIRECTORS

- Update Website Emergency Information banner on Webpage

Board Members
Caly Clifton, President (FY23-24): 541-969-2446

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.

Adams – Amanda Hespel (541-969-5712)
Athena – Stephane Partida (541-215-5051)
Echo – Dave Slaght (541-410-9693)

- Cancel deliveries, if necessary (Courier)
- Conduct After-action Reviews

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

Kathy Thew: 541-910-0771

Nick Nash: 503-449-8641

COMMUNICATIONS WITH MEDIA

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

PREPAREDNESS RESPONSIBILITIES

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

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

Milton-Freewater – Lily Schmidt (509-520-6555)
Pendleton – Jennifer Costley (541-248-0672)
Pilot Rock – Susan Price (541-969-3702)
Stanfield – Cecil Longhorn (541-571-3812)
Ukiah – Dustin Schock (503-459-2708)
Umatilla – Susie Sotelo (541-371-9812)
Weston – Heather Culley (541-566-2378)



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

2024-2025 Budget Committee Members

	First	Last	Address	City	Zip	Telephone	Email	Term Ends
2	Cade	Burnette	610 Mamie St	Stanfield	97875	541-620-1092	Burnette.cade@yahoo.com	6/30/2025
1	Mary	Finney	P.O. Box 454	Pendleton	97801	541-379- 1410	happycanyonpyro4@gmail.com	6/30/2025
5								
4	Kathleen	Schmidtgall	78696 3 rd St.	Athena	97813	541-969-2847	library.girl@live.com	6/30/2026
3	Darcy	Sexson	77714 S. Edwards Road	Stanfield	97875	503-793-7856	darcy.sexson@northwestfcs.com	6/30/2024



Umatilla County Special Library District
P.O. Box 1689
Pendleton, OR 97801
541-276-6449
director@ucsld.org



Strategic Plan – 2022-2025

UCSLD Mission:

The Umatilla County Special Library District works in partnership with our libraries to advance and make available excellent library services, programs and continuing education opportunities for all.

UCSLD Vision for the Future:

The Umatilla County Special Library District (UCSLD) works collaboratively with our public libraries to ensure that high quality library services are available to all.

Public libraries are places of welcome for everyone, and UCSLD strengthens and unites our communities.

Library staff are valued and recognized for providing exceptional service to their communities. UCSLD invests in Library Staff development, and offers opportunities for interaction, skill-building and cross-training.

To advance the vision, UCSLD partners with groups and organizations to increase the reach of literacy and access to information, building on the foundations of a democratic society.

UCSLD Values:

Integrity
Accountability
Transparency

Community
Inclusion
Fairness

Resourcefulness
Resilience
Creativity

Plan

1. Strategic Direction:

Residents have access to information about community programs, experts, services and activities.

Leveraging our county-wide view, provide awareness of community needs, resources and experts, as well as provide needed resources directly to member libraries.

Needs addressing:

- Community members desire to know about local area events, activities, programs, etc.
- Community members have knowledge needs with which an expert can assist.
- Community members and library staff members don't have a surplus of time.
- Many libraries do not have marketing budgets or a marketing specialist on staff.
- Need for consistent, clear advocacy for library services in Umatilla County.
- Need for responsiveness to evolving community opportunities and challenges.

A. Goal:

Residents have access to where and how to find information about a wide variety of resources, programs, services, experts, and activities.

Tasks:

- By June 30, 2023, conversations are held between information agencies in Umatilla County to research the possibility of a central source for information access.
- Annually, the UCSLD collaboratively compiles lists of emergency numbers, referral agencies, etc. for each community within Umatilla County and shares it with the libraries.
- By June 30, 2023, the District Director will research new methods for marketing and advocacy efforts.

B. Goal:

The UCSLD continues community needs assessment efforts to better know and understand our community residents.

Tasks:

- Ongoing - The UCSLD continues community needs assessment

- efforts to share with libraries and other county agencies and organizations.
- By March 31 of each year, the UCSLD compiles demographic, anecdotal and survey data to share with the libraries.
- Annually, the UCSLD creates a report of the District's fiscal year with information showing growth and development.

C. Goal:

The UCSLD seeks dynamic partnerships and builds collaborative efforts to enhance library services to residents of the District.

Tasks:

- Ongoing - continue to build collective, cost-effective, district-wide programs and services with library director consensus
- Ongoing - seek out partners to extend the UCSLD mission
- Ongoing - investigate ways to work with the Libraries of Eastern Oregon and Sage Library System consortia for building efficiency and reducing duplicative efforts and expenditures

2. Strategic Direction:

Residents have access to a variety of information resources through library services, programs and continuing education opportunities.

Working with our library members and partners, ensure that residents have access to the information resources they need.

Needs addressing:

- Community members have a variety of life-long learning desires.
- Community members and library staff members need access to adequate and effective technology.
- Libraries have limited training budgets.
- The need for service to vulnerable, underserved, and homebound people.
- The need for service to children and families who can't easily access a library.

A. Goal:

The UCSLD ensures access to professional development to build the capacity of UCSLD staff and staff members of public libraries, the UCSLD Board of Directors and individual Library Boards.

Tasks:

- November and April each year: All-staff in-services are provided during the fiscal year on library services best practices and the effective use of a variety of library resources.

- The Continuing Education sub-committee will inform the training and theme
 - Investigate various options to provide in-service trainings
- Ongoing – UCSLD staff participate in continuing education to build the capacity to support library services in the District, for example:
 - Leadership, management and evolving library services
 - Continuing RDA-related and other cataloging training
 - Emergent literacy development
- Ongoing – Vendors and other experts on library service resources will be shared during the Meetings of the Directors
- Ongoing – the UCSLD Board of Directors will take part in monthly training, as well as periodic work sessions
- Ongoing – Utilization of technology and other means to continue growing communication, shared information and proliferation of ideas and learning among UCSLD library members and partner
- Develop and promote training to support effective and quality use of online and digital resources – work with the SLO, libraries and schools.

B. Goal:

The UCSLD supports member library outreach efforts, helping to provide accessible services to populations where they are.

Tasks:

- Ongoing – UCSLD staff support member libraries’ outreach efforts
- Ongoing – The Take Off! Program partners with Libraries to support and/or provide programs.
- Ongoing – The Take Off! Program partners with Libraries to provide Storytime Kits for library staff members to use including books, manipulatives and story time extenders
- Ongoing – Continue working with county partners who serve populations that do not have access to libraries.

C. Goal:

The UCSLD directly provides early childhood literacy outreach to children in Umatilla County.

Tasks:

- Ongoing – Partner with Umatilla County Early Childhood Educators so young children develop early literacy skills by the time they start kindergarten.
- Ongoing – Facilitate opportunities to encourage adults to enjoy reading, talking, writing, and playing with their young children regularly in ways to develop early literacy skills.
- Ongoing – Provide quality early literacy materials to the children the Take Off! Program serves in a fiscally responsible manner.

- Ongoing – as theme boxes are updated, they are added to the inventory
- Ongoing – Work with the United Way of the Blue Mountains to continue growing the Dolly Parton Imagination Library program.

3. Strategic Direction:
The UCSLD leverages tax dollars to ensure the continuation of excellent, growing library services within the District.
<i>The UCSLD was created by a vote of the people to provide library service to the residents of the District, and the Board of Directors continues to be accountable to the taxpayers.</i>
Needs addressing: <ul style="list-style-type: none"> ▪ Fiscal responsibility and accountability ▪ Budgets and services impacted by unexpected events ▪ Increased costs ▪ Rapid technological changes

A. Goal:

The UCSLD operates efficiently, effectively and within the laws of the State of Oregon and the approved policies of the UCSLD Board of Directors.

Tasks:

- Ongoing - The public and libraries’ staff members have access to early documents of the UCSLD through digitization efforts.
- Ongoing - The policies of the UCSLD Board of Directors are reviewed and updated on a schedule set by the Board in July of each year
- Ongoing - UCSLD records are organized, retained and destroyed according to the State of Oregon law.
- Ongoing - Develop new and more efficient processes using technology tools
- By June 30, 2024, the new UCSLD strategic plan will have sub-plans added to include:
 - Succession planning
 - Disaster planning
 - Marketing planning
 - Technology planning

Approved by the UCSLD Board of Directors at their April 28, 2022 Meeting.



**Annual Library Service Plans
FY2022 - 2023
Process & Template**

Date: March 25, 2022

To: Library Directors

From: District Director – *Erin McCusker*

As we embark on this coming fiscal year's budgets and plans, I wanted to send out some guidelines for creating your ALSP. The ALSP is due to the UCSLD on May 1, 2022.

Planning is critical to guide how we spend our time and budgets. And it is important that residents of our District know how their tax dollars are being used to provide library services. These ALSPs and the reviews we do in the Fall are critical to how the Board illustrates to the tax payers what is happening with the funds that go to your library. And, planning is just a good thing to do. It helps us keep moving in the direction of our vision and mission.

All good plans are based in the community's needs. The UCSLD is in the middle of a community needs assessment. I will be sending out the results of our community needs assessment to you to help with this in mid-April.

For your planning, you can use any plan format that works for you. The attached template is one option. If you have a strategic plan, that is another option. Regardless of format, please state your library's vision, highlight your goals, the community needs that are inspiring the goals, and list the activities you will be focusing on for this coming year. If you want to use the priority areas to focus on, indicate the priority driving your goal.

The priority areas, chosen by the directors of the libraries many years ago and updated per your input are below:

- 1. Early Childhood Programs: Focused on early childhood literacy that gets children ready to learn.*
- 2. K-12 Youth Programs: Focused on establishing/maintaining a lifelong relationship between the youth and the public library.*

- 3. Adult Programs: Focused on continuing education programs, enhancement of economic viability, and lifelong learning. Includes outreach to seniors and the homebound.*
- 4. Professional Development: Focused on identifying and providing specific training needed by staff, board and volunteers that will strengthen skills, services, and programs.*
- 5. Technology: Focused on significantly increasing web presence and technology resources to provide rural community access to the Internet, jobs, and skill learning.*
- 6. Welcoming/User Friendly Atmosphere: Focused on developing a library that is a friendly, active and welcoming center of rural community life.*
- 7. Effective Library Board: Focused on committed and effective Board, actively engaged in the governance and planning of the library.*
- 8. Friends/Volunteers: Focused on utilizing Friends and Volunteers as active and effective resources to assist with access, services, program delivery, fundraising efforts, publicity and community relations.*
- 9. Community Relations & Marketing: Focused on establishing the library as a vital presence in the community.*

Let me know if you have questions. Looking forward to seeing what you have in mind for the next year!