



**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, August 24, 2023, 5:30 pm**

Zoom Meeting:

<https://us02web.zoom.us/j/88015845007?pwd=c3ZUc0M4dIZhRIJ2UTVBdU1xbkFFUT09>

Meeting ID: 880 1584 5007

Passcode: 482634

One tap mobile

+19712471195,,88015845007#,,,,*482634# US (Portland)

Dial by your location

+1 971 247 1195 US (Portland)

Meeting ID: 880 1584 5007

Passcode: 482634

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 – July 20, 2023	President	Approval
Calendar Update	Director	Updated to show ALSP Review Meetings
Correspondence	Director	
Reports	Director	

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – July 2023 ○ Banks & Pool Balances • Staff Monthly Reports 		Acceptance Information
Board Training <ul style="list-style-type: none"> • Highlights of Board Training in August, reminder of Ethics training in September and annual conference in February. 		Information
Old Business <ul style="list-style-type: none"> • UCSLD End of Year Report • Tax Conversation with Assessor on Aug. 30 	Board Director	Review on SharePoint, discussion at meeting Information
New Business <ul style="list-style-type: none"> • City Council – Umatilla; Sept 5 @ 7 pm • City Council – Athena; Sept 14 @ 6pm 	Director	Information
<ul style="list-style-type: none"> • Juneteenth Discussion – personnel policy update? 	Board	Decision
<ul style="list-style-type: none"> • Audit process update 	Director	Information
<ul style="list-style-type: none"> • Nov. 4th In-service date – put on calendar to come if you are available. 	Director	Information
Good of the order	Everyone	
Next District Board Meeting – September 28, 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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Minutes

Board of Directors Meeting

July 20, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, outgoing Vice President/incoming President

Sharone McCann, incoming Vice President

Nick Nash

Kathy Thew

John Thomas, outgoing President

ATTENDANCE STAFF

Heather Estrada, District Director

Dea Nowell, Technical Services Manager

ATTENDANCE – VISITORS

none

CALL TO ORDER

Board President John Thomas called the Board Meeting to order at 5:33 pm.

OATH OF OFFICE

Heather Estrada handed each of the newly and/or re-elected Board Members their Oath of Office. They each read their Oath of Office aloud and signed them.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that all the Board Members were present in person – Caty Clifton, Sharone McCann, Nick Nash, Kathy Thew, and John Thomas; as well as Heather Estrada and Dea Nowell in person – thus, there was a quorum.

APPROVAL OF THE AGENDA

Heather Estrada noted there are two changes to the agenda: the Board training topic has been changed, and there is a resolution to add under New Business. Nick Nash moved to accept the agenda with the changes. Caty Clifton seconded the motion. The motion passed unanimously.

ANNUAL MEETING

BOARD ELECTIONS – PRESIDENT, VICE-PRESIDENT

John Thomas nominated Caty Clifton as Board President. Caty accepted the nomination. Nick Nash nominated Sharone McCann as Board Vice President. Sharone accepted the nomination. Kathy Thew moved to elect Caty Clifton as Board President and Sharone McCann as Board Vice President. Nick Nash seconded the nomination. The motion passed unanimously. John handed the meeting over to Caty.

SECRETARY APPOINTMENT

John Thomas moved to appoint Heather [Estrada] as the Secretary of the Board. Nick Nash seconded the motion. The motion passed unanimously.

REVIEW OF BOARD OF DIRECTOR LIST

The Board Members reviewed the list of Board of Directors information. John Thomas noted that his employment is now private practice, otherwise everything for everyone was okay as listed.

There was also a quick overview of the Board Handbook updates that were distributed to everyone.

SET REGULAR MONTHLY MEETING DATE & TIME

The consensus of the Board was to continue meeting on the fourth Thursday of each month at 5:30pm, except for holidays, etc.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: June 29, 2023 – John Thomas moved to approve the June 29, 2023, minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

The fiscal year 2023-2024 overview calendar was in the Board packet. Heather Estrada noted that she will be out of the office next week and not working. She also noted that she had received a [Umatilla County] grand jury notice, which she deferred from the beginning of this month, to run October-December. It is every Wednesdays at 1:00 pm.

Heather noted that the November Board meeting has been moved up one week, due to Thanksgiving; the December Board meeting is listed on the fourth Thursday (the Board consensus was that was preferable to the third Thursday), Heather noted that she had Monica will be doing courier that week (Wednesday through Friday); and the April Board meeting has been moved up one week due to the Oregon Library Association [OLA] conference. Sharone McCann moved to approve the calendar as presented with future updates as needed. Kathy Thew seconded the motion. The motion passed unanimously.

CORRESPONDENCE

None.

REPORTS

FINANCIAL STATEMENTS – June 2023 and updated May 2023

Heather Estrada stated she asked Dickey & Tremper to transfer the Capital Reserve Funds in May, however Dickey & Tremper forgot to do it. Heather realized at the end of June that the funds hadn't been transferred yet, so Dickey & Tremper fixed it as noted in the updated May 2023 financials. Heather also noted that the June 2023 financials had just arrived today, which is our fiscal year-end financial report. Heather commented that she had perused it and seen nothing unusual. John Thomas moved to approve the accountant's June report and the updated May report, subject to audit. Nick Nash seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada noted that she and Sharone McCann went to the Echo City Council meeting this month. Heather also noted that she has been to 9 of the 12 libraries for their Summer Reading programs. She is planning to go to Milton-Freewater in August when their rural fire department will be doing Storytime, she is planning to meet the bus from Ukiah when they make their bus trip around the county, and she will be going to Echo after July, though their programming is not specific to summer reading. Heather also noted that her EO Go! article this month, to be published July 27th, will focus this month on Umatilla and Milton-Freewater public libraries – the farthest public libraries across the County from west to east.

Caty Clifton stated her thanks to the staff for doing these reports, realizing they take a fair amount of time – she finds them very helpful. Heather stated that we have signed up for health insurance again this year, through the RFC process.

BOARD TRAINING – REVIEW, BEST PRACTICES, WHAT WE SHOULD & SHOULD NOT DO...

Heather Estrada shared information from a document she found on email (& texting) – whenever there is a quorum there can be no discussion, be it in email, etc. There can also be no decisions made there either. She also shared the information from the Oregon Government Ethics Commission, including a breakdown of gifts. Additionally, Heather shared a document that Erin McCusker had created breaking down the roles of District Director and Board Members. These documents were given to Kathy Thew.

Heather shared that there are two SDAO Board training courses coming up: August 2nd, Board & Managers Training, in Pendleton, and September 13th, Board Ethics Training, in Boardman. She also mentioned that the SDAO conference will be in Seaside February 8th-11th, probably be traveling on the 7th. Nick Nash noted he was interested in attending, Caty Clifton and Sharone McCann both noted they were interested in attending but pondering.

The Board Members were asked to share some of their wisdom and thoughts for Kathy Thew. Caty Clifton shared areas of the Board Handbook that would be very helpful in learning more about the Board Member role: governing docs: mission, vision, etc.; Board duties & responsibilities; policies, then: agreements and library plans. John Thomas shared visiting the libraries is very helpful and he finds the ALSP Reviews a highlight of being on the Board. Nick Nash also shared visiting the libraries and that we represent the whole county to be valuable to keep in mind. Caty commented that there is some tension because we don't direct the libraries' work – we are fiscal agents in some sense. Additionally, Nick commented don't be afraid to ask questions.

OLD BUSINESS

NARCAN UPDATE FOR LIBRARIES

Heather Estrada stated she took this to the libraries, and they are interested – “we’d like to, but...” Pendleton and Hermiston police departments say “no”, or they don’t want the cities/libraries to have it. Heather noted she wonders if it is an education issue. She noted that we are in the middle of this process of exploring if we should/need to apply for the availability of Narcan for the libraries through the SDAO track.

UCSLD – END OF YEAR REPORT

Heather Estrada commented that this hasn’t been done yet, though Dea Nowell assured Heather it is okay, being this is our ALSP review.

Board evaluation follow-up: three members of the Board did the self-evaluation questionnaire. The question was raised as to when we would get the results of this, the deadline being today. What, or where, are the next steps? Heather stated that she would follow up on it.

NEW BUSINESS

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS – DATES & OUTLINE

Heather Estrada shared a draft of what will go out to the libraries and noted that we need to pick dates. John recommended we continue doing these via Zoom, so libraries can continue in their own space and not have to travel so much. Everyone stays in their own homes and the District Director has the office open for any public who are interested in attending in person, as it is a public meeting, as well as running the Zoom session. This is with the thought that being in their own environment creates less stress. The dates selected are September 19th (Tuesday), October 5th (Thursday), and October 12th (Thursday).

LIBRARY DIRECTOR'S TAX LEVY REQUEST

Heather Estrada shared that the library directors at their recent Meeting of the Directors stated they would like the District to run a tax levy. Heather noted that she has had long discussions with both Caty Clifton and Nick Nash regarding this request. There were questions of capacity, as well as impact of Measures 47 and 51. Heather stated that she will look more into all of this after she comes back from her vacation. It was suggested that a starting point for Heather would be a conversation with the County Assessor. Caty also suggested it may be beneficial having a conversation with someone who is very knowledgeable regarding tax levies. Nick stated his feelings that this should only occur if there is an organized plan, from the ground up; and it was stated the libraries and cities must be on board.

AUDITOR CONTRACT

Heather Estrada shared that we are in the middle of a 3-year contract with Barnett & Moro for our audit.

She stated that we received the fiscal contract with Dickey & Tremper today which is a 1-year contract. The price on the fiscal contract is increasing \$150. Heather signed the contract today to receive the financials.

We also need to get Kathy Thew added as a bank signatory. Nick Nash moved to remove Jubilee Barron as a bank signatory and add Kathy Thew as a signatory at the bank. Sharone McCann seconded the motion. The motion passed with 4 votes in favor; Kathy Thew abstained from the vote.

Heather commented that she is still struggling with the bank and credit cards.

RESOLUTION NO. 2023-2024-01: RESOLUTION OF THE UMATILLA COUNTY SPECIAL LIBRARY DISTRICT (UCSLD) AUTHORIZING VENDORS FOR ONLINE AND AUTOMATIC PAYMENT OF BILLS IN FY2023-2024

Caty Clifton read Resolution No. 2023-2024-01 to approve bill pay for this fiscal year. Sharone McCann moved to approve the resolution as read. John Thomas seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

Dea Nowell shared that Heather Culley, cataloger at Pendleton PL, has achieved the status of CAT1 permission level (the top cataloger permissions).

It was noted it was nice to see everyone in person!

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be the annual meeting on August 24, 2023, at 5:30 pm.

ADJOURN

John Thomas moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:11 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT



Date:	August 24, 2023, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	July 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>
July 2023	315	1411	59	0	62	12	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.	OCLC CatExpress stats (added & deleted)	circulation related: Adams PL – 1 Echo PL - 6, Pilot Rock PL - 1, Stanfield PL – 7, Milton-Freewater – 3 Weston PL - 1	pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL -
	temp bibs missed put into bucket			in process items: Milton-Freewater PL-1
additionally:	Stanfield PL – Adult NF, Juv NF & YA – no circ in # yrs. - 3 [Josephy Lib. – list of items with status = missing]			

3. Meetings and Site Visits

- Sage User Council meeting [via GoToMeeting]: 1 (7/18)
- Staff/Safety meetings [in person]: 1 (7/19)
- UCSLD Board meeting [in person]: 1 (7/20)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (7/26)
- webinars/trainings attended [virtual]:
 - SafePersonnel – SDAO Academy/Board/Fire Academy: Public records, overview & update (7/5)
- meet weekly, Monday am, w/ Heather [via MS Teams]: 3 (7/3, 7/10, 7/31)

visits to/with District Libraries:

- all 12 libraries - 1 [email]
 - email libraries re. my office schedule next couple of weeks (trip to Pendleton)
- Adams PL - 3 [phone]

- called & left a message re. needing scan of back cover of a video
- called & left a message needing double check on # of discs for a video
- called & left a message asking director to give me a call when she can...
- Athena PL - 1 [phone]
 - call rec'd. director checking to make sure doing correctly to send items that are being replaced (lost, etc.)
- Helix PL - 6 [email, phone]
 - email reply to director's response about my email re. schedule next couple of weeks
 - called with ? re. email rec'd. while director was out > was more directed to lib. asst. [lib. asst. was shown how to by-pass me in changing call #s at Adams PL (as asst. is working a couple days a month at Adams PL now) (2)]
 - called w/ ? re. 3 items in batch of cataloging with barcodes for different titles than in scan – got barcodes for; + director mentioned she'd had a conversation with asst. that everything related to cataloging goes through Dea, including call # changes at Helix PL
 - called re. email to give a call: had discovered a couple of "weird" books – barcode attached to a book not correct (turns out were two different books incorrectly listed in Sage – switched); an item needing to be returned to owning lib. checking in for transit, however not coming off patron's account – looks like barcode on (pre-cataloged) item in patron's account had an extra digit from what was on the barcode label, checked in the pre-cataloged item & deleted it & let director know it is now ready for return to owning library (2)
- Milton-Freewater PL - 1 [in person]
 - site visit with cataloger (make up from spring trip)
- Pendleton PL - 6 [Zoom, email]
 - email reply to cataloger, asked if she would like me to inquire about an extension due to her illness (2)
 - email response to above inquiry & possible times available to meet (2)
 - Zoom session with cataloger re. original bibs for CAT1 final
 - email congratulations to cataloger for successfully completing and becoming a CAT1 cataloger & I let her know when the next Sage Cataloging Mentor meeting would be
- Pilot Rock PL - 2 [phone, email]
 - call re. email that an item just added not coming up at checkin – barcode given incorrectly on scan - corrected
 - email reply, resending July 2022 monthly stats as director couldn't find
- Stanfield PL - 5 [phone, text, email]
 - call rec'd, asking if I'd rec'd some emails with cataloging?
 - emailed requested reports: Juv. NF, Adult NF no circ 4 yrs. & YA no circ 3 yrs. (2)
 - texted requested YA list sent via email (doesn't check/read email very often)
 - returned missed call - there are Scooby-Doo books with various authors mixed into the batches sent, call # should be ... SCO – will watch for & give appropriate call #
- Weston PL - 2 [email]
 - reply to email re. Sage Council & what the stated date in Beth Ross's email meant
 - reply to email re. at least 3 title from last batch of new books not showing up in catalog – my error, somehow I stopped before the end of the batch, missing adding 5 items – corrected and apologized

4. Projects and Progress

- continued worked on files in office (creating for new FY, shifting out of cabinets upstairs into storage or disposal, shredding of disposal files, etc.) - ongoing

5. Accomplishments

- website work:
 - Board agendas, packet, & minutes posted

- posted FY2023-24 adopted budget docs
 - posted “Library Happenings” for July
 - posted updated (1/26/23) Priorities
 - posted June 2023 financials
 - posted Heather’s EO Go! Column (7/27/23)
- **Sage Cataloging Mentor:**
 - email to John Brockman (cataloging mentor from Baker Co. Lib. Dist.) asking about whether an extension could be granted for Heather Culley’s original bib records for CAT1 final due to her having been out with a serious illness and just returned to work (2)
 - email Lisa Hauner (Sage Cataloging Comm. chair) that I would not be at next Library of Things discussion
 - email reply to John Brockman re. Heather Culley having passed the original cataloging portion of her CAT1 test
 - Phone call w/ Heather Spry (cataloging mentor from Baker Co. Lib. Dist.) re. Heather Culley’s (Pendleton PL) CAT1 certificate needing my signature, and then to mail to Heather Culley
 - called Lisa Hauner (Sage Cataloging Comm. chair) re. requested Doodle poll feedback
 - pulled report of Josephy Library’s items with status of “missing” & sent to cataloger; also told her she could send info. re. some of the items they had with no bibs in Sage to see if I could find records for & that I’d work on them over time... later asked that list be updated to include dimensions (measurements) & ISBNs for items (2)
 - while I was in Pendleton Monica Hoffman told me she was interested in learning to catalog in Sage, so I sent her an invitation to the Sage Niche Academy and assigned the CAT3 module & CAT3 assessment, also sent the Sage library staff website so she would have access to the cataloging resources found on the cataloging webpage, along with some suggested documents she first take a look at.
 - email reply to Heather Spry re. Heather Culley and upcoming mentor meeting
 - email to a library (though wrong library) re. a very short barcode in catalog (2)
 - email to correct library re. a very short barcode in catalog
 - request an item/question be added to Sage Cataloging Mentor meeting agenda
 - email John Brockman & Heather Spry re. Heather Culley’s CAT1 certificate arriving
 - email Heather Culley re. signed CAT1 certificate having been put in the mail to Pendleton PL & anticipated delivery date
 - reviewed new bibs (finished March & some of May) – total 83
 - **Other:**
 - removed 365 acct. & email for Jubilee Barron; & set up 365 acct. & email for Kathy Thew
 - FY2022-23 year-ed statistics collected
 - email reply to Beth Ross (Sage Systems Administrator) re. open council seats that I’d be willing to serve again, if elected for another term, and/or if no one else would like to serve

Feedback received:

- 7/25/23 – email from Kolle Riggs (Josephy Lib. cataloger) – “...Thanks for the missing report.... Thanks for your ongoing help. It really helps knowing there is support.”

6. Upcoming Events – Activities

- off Fridays through Sept. 8
- Sage Cataloging Committee meeting – Aug. 7
- Staff/Safety meeting – Aug. 16
- Sage Library of Things (LoT) discussion – Aug. 16
- UCSLD Board meeting – Aug. 24
- Sage Cataloging Mentor meeting – Aug. 30
- upcoming cataloging training through Midwest Collaborative for Library Services (MCLS)

- Graphic Detail: Cataloging Graphic Formats – Sept. 6
- Authorities – Sept. 19-21



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425 S. Main Street
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Phone (541) 612-2052

Date:	August 16, 2023
Staff Name:	Monica Hoffman
Time Period Report Covers:	July 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	11	218
To Sites without Storytime	17	336
Total	28	554
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	5	5
Adults in Attendance	44	11
Children in Attendance	79	86
Total Attendance	123	97

Meetings and Site Visits:

Friday July 7, 2023

CSD Co-Chair and Chair-elect meeting via Zoom

Tuesday July 11, 2023

Helix Public Library Storytime with Annette

Wed Jul 12, 2023

Athena Public Library Storytime with Stephanie

Tuesday July 18, 2023

Stanfield Public Library Storytime with Cecili

Wednesday July 19, 2023

Staff and Safety Meeting

Adams Public Library Storytime with Amanda

Friday July 21, 2023

Weston Library Storytime with Kathleen

Tuesday July 25, 2023

Jen's In-home Childcare materials renewal

Pioneer Relief Nursery materials exchange with Cheri and MaryChris

Elsie's In-home Childcare Storytime and materials exchange

Wednesday July 26, 2023

YMCA Childcare Center 3's at Freewater School
materials exchange with Aiden

YMCA Childcare Center 4's at Freewater School

Storytime and materials exchange
Lily's Kids Academy Storytime and materials exchange with Lili
Oregon Child Development Coalition materials renewal.

Monday July 31, 2023

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
Misty's In-home Childcare materials exchange

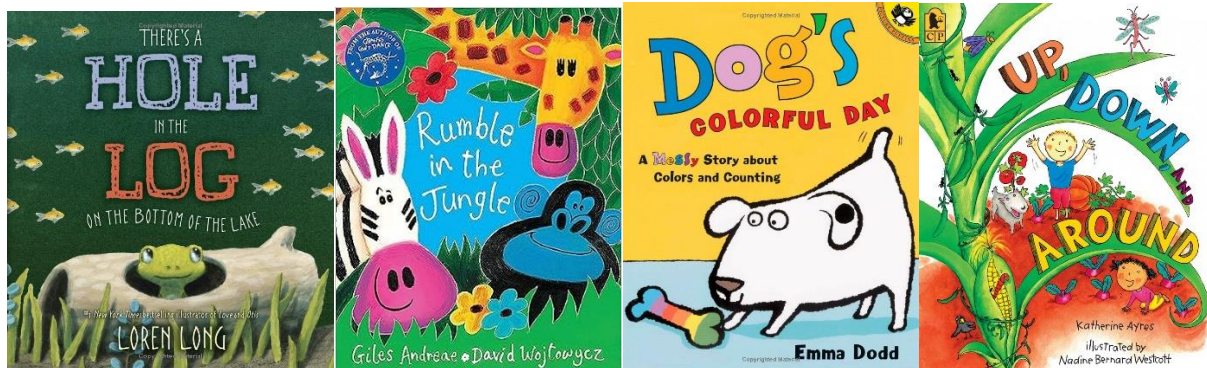
These books were the focus of the July Storytimes. They each encourage the development of early literacy skill development through fun, engaging, often rhyming and predictable text.

There's a Hole in the Log on the Bottom of the Lake by Loren Long

Rumble in the Jungle by Giles Andrea

Dog's Colorful Day by Emma Dodd

Up Down & Around by Katherine Ayres



Projects and Progress:

- Oregon Ready to Read 2023 Grant. 58% complete
- Collection development/box revisions- ongoing The summer months when many classrooms are closed allows for a more thorough cleaning and repairs to the collection
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

- August 6, 2023, - August 8, 2023, Oregon Library Association Leadership retreat at Menucha
- September 1, 2023, Transition from Oregon Library Association, Children's Service Division Chairperson-elect to Chairperson.



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Monthly District Director Report

Date:	August 24, 2023 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	July 17, 2023 – August 18, 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
7/17/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
7/17/2023	Hermiston Summer Reading	In-person	Attended Hermiston’s Ice Cream Election party to celebrate their summer reading program.
7/17/2023	Interview Lili Schmidt	Phone	Interviewed Lili for the Go! Article in the paper for July
7/18/2023	Webinar on Library Sustainability	Zoom	Continuing training on Library best practices.
7/19/2023	Safety and Staff Meeting	Teams	Monthly staff and safely meeting. Topic was Public Records Overview
7/19/2023	Pilot Rock Summer Reading	In-Person	Visited and participated in Pilot Rock’s Summer Reading activity.
7/20/2023	Umatilla Summer Reading	In-Person	Visited Umatilla Library’s Summer Reading Program Space Day.
7/20/2023	Monthly Board meeting	In-person	Regular monthly board meeting, Annual meeting and first meeting for our new Board member – Kathy Thew.
7/21/2023	Adam’s Summer Reading	In-person	Visited and participated in Adams Library’s Bird Day program.

7/21/2023	Meeting with Jennifer Costley	In-person	Jennifer wanted to discuss possible grand ideas for the District.
7/24-7/28	Vacation in Cabo		
7/31/2023	Pers reporting	On-line	Monthly reporting for PERs
7/31/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/1/2023	District Wide Programs Committee	Zoom	Committee meeting to discuss and keep moving forward on Library Card Sign-up month.
8/2/2023	SDAO Board Member Duties Training	In-person	Full day seminar led by Eileen Aikens at the Vert.
8/3/2023	Meeting at Um Co Health Dept.	In-person	Meeting to discuss Health dept presentation at our fall all staff in-service.
8/4/2023	Continuing Ed. Committee Meeting	Zoom	Planning started for fall in-service.
8/4/2023	Meeting with Brittney Young	Phone	Discussion about possible speaker for our fall all staff inservice.
8/7/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/8/2023	Webinar on Safeguarding online privacy	Zoom	Continuing Education
8/9/2023	Webinar on AI in libraries	Zoom	Keeping up on the latest....
8/8-8/11	Home sick with Covid		
8/15/2023	Meeting with Stephanie Chase	In-Person	Check in and update meeting while Stephanie was making site visits for LEO.
8/15/2023	Performance review meeting with Monica	In-Person	Went over and updated her performance review for 22-23.
8/17/2023	Dolly Parton training on transferring children	Zoom	Learning new skills to be able to administer DPIL well.
8/18/2023	Small Business training	Zoom	Training using financial tools through BMCC small business development center.
8/18/2023	Echo Craft Time visit	In-person	Visited bee craft time in Echo for summer reading visit.

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Fall In-Service planning begun	20%
Audit	Audit process beginning. Distribution totals done, sent to some auditors	5%
Agreements for Library Services	New round begun; reminders sent out. Sign up complete	10%
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.	25%
Community Needs Assessment	Waiting for ASLR meetings for feedback and next steps.	25%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	More research done on background. Part way through SDAO training on topic.	25%
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 has done about half of the reading and research	30%
Safety & Staff Meetings	August: Identity Theft and Consumer Protection; September: Emergency Action Plans	ongoing
ALSP Coming in	Call for 23-24 ALSPPs out. All in	100%
Budget Process	All documents into the assessor	100%

4. Feedback & Accomplishments

- New calendars for FY updated.
- Meet with Stephanie Chase from LEO
- UCSLD staff performance reviews completed.

5. Upcoming Events – Activities

- August 21st – Athena Library Board
- August 24th – UCSLD Board Meeting
- August 25th – Continuing Education Committee meeting
- September 5th – Umatilla City Council Meeting
- September 13th – SDAO ethics training in Boardman
- September 14th – Athena City Council Meeting
- September 20th – Meeting of the Directors in Athena

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Month Ended July 31, 2023

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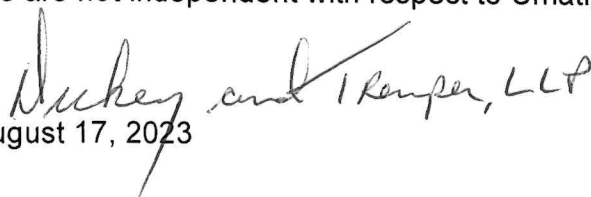
To the Board of Directors
Umatilla County Special Library District
Pendleton, Oregon

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


August 17, 2023

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

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 56,219.27	\$ -	\$ -	\$ -	\$ 56,219.27
Cash - LGIP	280,957.05	2,127.38	34,040.12	19,516.24	336,640.79
Cash - Banner Bank Savings	19,087.23	-	-	-	19,087.23
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,719.22	-	-	-	5,719.22
TOTAL	\$ 361,982.77	\$ 2,127.38	\$ 34,040.12	\$ 19,516.24	\$ 417,666.51
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 3,036.48	\$ -	\$ -	\$ -	\$ 3,036.48
Accrued payroll and benefits	482.66	-	-	-	482.66
Total Current Liabilities	3,519.14	-	-	-	3,519.14
FUND BALANCES (DEFICIT)					
Assigned	-	2,127.38	34,040.12	19,516.24	55,683.74
Unassigned	358,463.63	-	-	-	358,463.63
Total Fund Balances	358,463.63	2,127.38	34,040.12	19,516.24	414,147.37
TOTAL	\$ 361,982.77	\$ 2,127.38	\$ 34,040.12	\$ 19,516.24	\$ 417,666.51

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

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ -	\$ -	\$ 2,191,544.00	\$ (2,191,544.00)	0.00%
Taxes - previously levied	-	-	45,000.00	(45,000.00)	0.00%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	113,000.00	(113,000.00)	0.00%
Interest earned - LGIP	1,364.52	1,364.52	7,850.00	(6,485.48)	17.38%
Interest earned - other	1.03	1.03	150.00	(148.97)	0.69%
Total Revenues	1,365.55	1,365.55	2,357,744.00	(2,356,378.45)	0.06%
PERSONNEL EXPENDITURES					
District Manager	6,242.00	6,242.00	75,000.00	(68,758.00)	8.32%
Library Tech. Manager	4,566.24	4,566.24	56,600.00	(52,033.76)	8.07%
Early Literacy Coordinator	3,889.20	3,889.20	48,400.00	(44,510.80)	8.04%
Payroll taxes	1,030.14	1,030.14	17,000.00	(15,969.86)	6.06%
Health and accident insurance	4,972.94	4,972.94	62,850.00	(57,877.06)	7.91%
Worker's compensation	380.20	380.20	650.00	(269.80)	58.49%
Unemployment	377.04	377.04	2,500.00	(2,122.96)	15.08%
Retirement	3,119.74	3,119.74	29,000.00	(25,880.26)	10.76%
Total Personnel Expenditures	24,577.50	24,577.50	292,000.00	(267,422.50)	8.42%
MATERIALS AND SERVICES					
Transportation	674.56	674.56	6,000.00	(5,325.44)	11.24%
Staff training and conferences	-	-	4,000.00	(4,000.00)	0.00%
Board expenses	266.72	266.72	4,500.00	(4,233.28)	5.93%
Legal fees	-	-	5,000.00	(5,000.00)	0.00%
Audit	-	-	6,550.00	(6,550.00)	0.00%
Insurance	-	-	5,300.00	(5,300.00)	0.00%
Fiscal management	1,250.00	1,250.00	15,000.00	(13,750.00)	8.33%
Postage	-	-	500.00	(500.00)	0.00%
Office supplies and maintenance	524.44	524.44	5,700.00	(5,175.56)	9.20%
Telephone	-	-	2,100.00	(2,100.00)	0.00%
Rent	808.62	808.62	10,100.00	(9,291.38)	8.01%
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	1,512.00	2,525.00	(1,013.00)	59.88%
Total Materials and Services	5,036.34	5,036.34	71,775.00	(66,738.66)	7.02%
SPECIAL PAYMENTS					
Tax distribution to cities	-	-	1,789,235.00	(1,789,235.00)	0.00%
Community services fee distribution to cities	-	-	90,400.00	(90,400.00)	0.00%
Total Special Payments	-	-	1,879,635.00	(1,879,635.00)	0.00%
Capital outlay	-	-	4,000.00	(4,000.00)	0.00%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	29,613.84	29,613.84	2,347,410.00	(2,317,796.16)	1.26%
Revenues over (under) expenditures	(28,248.29)	(28,248.29)	10,334.00	(38,582.29)	-273.35%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	-	-	(125,000.00)	125,000.00	0.00%
Transfer to Capital Reserve Fund	-	-	(10,000.00)	10,000.00	0.00%
Total other financing sources (uses)	-	-	(135,000.00)	135,000.00	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (28,248.29)</u>	(28,248.29)	(124,666.00)	<u>\$ 96,417.71</u>	
FUND BALANCE, July 1, 2023		<u>386,711.92</u>	<u>363,982.00</u>		
FUND BALANCE, July 31, 2023		<u>\$ 358,463.63</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 Month Ended July 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					
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	-	-	59,000.00	(59,000.00)	0.00%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Cataloging utilities	-	-	500.00	(500.00)	0.00%
Library2Go	13,709.00	13,709.00	14,500.00	(791.00)	94.54%
Programs and training	-	0.00	18,000.00	(18,000.00)	0.00%
Cooperative programs and activities	45.53	45.53	6,000.00	(5,954.47)	0.76%
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>13,754.53</u>	<u>13,754.53</u>	<u>141,000.00</u>	<u>(127,245.47)</u>	<u>9.75%</u>
Contingency	-	-	31,150.00	(31,150.00)	0.00%
Total expenditures	<u>13,754.53</u>	<u>13,754.53</u>	<u>172,150.00</u>	<u>(158,395.47)</u>	<u>7.99%</u>
Revenues over (under) expenditures	<u>(13,754.53)</u>	<u>(13,754.53)</u>	<u>(147,000.00)</u>	<u>133,245.47</u>	<u>9.36%</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	-	125,000.00	(125,000.00)	0.00%
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>125,000.00</u>	<u>(125,000.00)</u>	<u>0.00%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (13,754.53)</u>	<u>(13,754.53)</u>	<u>(22,000.00)</u>	<u>\$ 8,245.47</u>	
FUND BALANCE, July 1, 2023		<u>15,881.91</u>	<u>22,000.00</u>		
FUND BALANCE, July 31, 2023		<u>\$ 2,127.38</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 Month Ended July 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)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	-	\$ 10,000.00	<u>\$ (10,000.00)</u>	
FUND BALANCE, July 1, 2023		<u>34,040.12</u>	<u>34,040.00</u>		
FUND BALANCE, July 31, 2023		<u>\$ 34,040.12</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 Month Ended July 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	(95.40)	(95.40)	3,500.00	(3,595.40)	(2.73%)
State Ready to Read material	-	-	9,320.00	(9,320.00)	0.00%
Take Off transportation	-	-	5,000.00	(5,000.00)	0.00%
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	(95.40)	(95.40)	19,820.00	(19,915.40)	-0.48%
Contingency	<u>-</u>	<u>-</u>	<u>7,540.00</u>	<u>(7,540.00)</u>	<u>0.00%</u>
Total expenditures	<u>(95.40)</u>	<u>(95.40)</u>	<u>27,360.00</u>	<u>(27,455.40)</u>	<u>-0.35%</u>
Revenues over (under) expenditures	<u>95.40</u>	<u>95.40</u>	<u>(18,040.00)</u>	<u>18,135.40</u>	<u>-0.53%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 95.40</u>	95.40	(18,040.00)	<u>\$ 18,135.40</u>	
FUND BALANCE, July 1, 2023		<u>19,420.84</u>	<u>18,040.00</u>		
FUND BALANCE, July 31, 2023		<u>\$ 19,516.24</u>	<u>\$ -</u>		

Umatilla County Special Library District
Balance Sheet
As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Banner Bank	56,219.27
1100 · LGIP	336,640.79
1175 · Banner Bank Savings	19,087.23
Total Checking/Savings	411,947.29
Other Current Assets	
2501 · Prepaid expenses	740.00
2505 · Prepaid Health Insurance	4,979.22
Total Other Current Assets	5,719.22
Total Current Assets	417,666.51
TOTAL ASSETS	417,666.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 · Accounts Payable-GF	3,036.48
Total Accounts Payable	3,036.48
Other Current Liabilities	
3010 · Payroll Liabilities	482.66
Total Other Current Liabilities	482.66
Total Current Liabilities	3,519.14
Total Liabilities	3,519.14
Equity	
3993 · Fund Bal - Take Off Fund	19,420.84
3997 · Fund balance	386,711.92
3998 · Capital Improvement Fund	34,040.12
3999 · RS Fund balance	15,881.91
Net Income	-41,907.42
Total Equity	414,147.37
TOTAL LIABILITIES & EQUITY	417,666.51

Umatilla County Special Library

<https://www.ucslid.org/>

FY2022-2023 YEAR-END REPORT



Dea Nowell, Technical Services Manager
Monica Hoffman, Early Literacy Program
Manager
Heather Estrada, District Director



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

REPORT

- ✓ District-wide View
- ✓ District Director
- ✓ Take Off!
- ✓ Technical Services

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.

Vision:

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.

Values:

Integrity - Accountability - Transparency;
Community - Inclusion - Fairness;
Resourcefulness - Resilience - Creativity



District-Wide View

The fiscal year began on July 1, 2023 with libraries, schools, and businesses running fully open for the first time since March of 2020. While libraries have opened completely, and are consistently working hard for their communities, a big challenge post Covid is writing a new norm. Old patterns and programs that had been running smoothly with high attendance were upended during the worldwide Pandemic and creating new patterns, programs and schedules has been an uphill battle. Throughout this year, libraries across the county worked diligently for their communities; and the summer reading programs that started in June of 2023 are beginning to show the fruit of these labors.



The fiscal year also included a change in the District office as Erin McCusker left the District after 5 productive years as the Director. Erin finished up her stint as Director by completing a two-year Community Assessment project that has been delivered to all 12 cities in the county. She worked diligently through the succession planning process and helped the District hire, and then train, a new District Director, Heather Estrada.

As in other years the staff at the UCSLD continued to provide excellent services to the citizens of Umatilla County throughout the year. Some of the successes this year include:

- Continued financial and logistical support to ensure that all residents of Umatilla county have seamless service to library services. The UCSLD maintains the District's membership in the Sage Library System, provides three days of courier service to deliver interlibrary loan materials, access to e-books and e-audiobooks through the Library2Go service, as well as providing training events for all library staff and cooperative programing.

- **The UCSLD administers the Dolly Parton Imagination Library to allow all children ages 0-5 to receive a free book each month through a partnership with United Way of the Blue Mountains.**
- **Each month a column was published in the East Oregonian newspaper highlighting work in the public libraries in the county and the programs they provide.**
- **In a collaboration between all 12 libraries and the UCSLD we ran a successful Summer Reading Program – a reboot of the Reading Road Trip.**
- **The C.S. Jackson Historical Grant Program allowed libraries around the District to add historical materials to their collections.**
- **A new round of connections between the District and the City councils in the incorporated cities in Umatilla County has begun with visits to almost every city to date.**
- **The UCSLD continues to strive to be open, accessible, and transparent in all we do. The District follows the requirements of Oregon law and the Board’s policies and directives to serve and use the public tax dollars effectively and efficiently.**

For the UCSLD office staff some notable events this year included:

The two staff In-service days, held in November and April, were fully back in person. The theme for the November 2022 training was “Librarians Just Wanna Have Fun “, and the April 2023 theme was “On the Same Page“. The Continuing Education committee did an excellent job of planning and implementing these all-day trainings so all library staff would have a chance to reconnect and grow in knowledge of all things library!

Bi-monthly Meetings of the Directors were held for collaboration, connection, and training. For the first time in three years the Directors were able to meet in person for a meeting! Two other committees, made up of the District Director and several

Library Directors, continued to meet by zoom. A committee for District Wide Programs (such as The Reading Road Trip), and a committee to discuss Challenges and Innovations.

The UCSLD, using consultant Erin McCusker, used the information gathered last year in the community needs assessment to put together a report and community snapshots that were sent to each individual city. It is the District's hope that these reports will be used to cast a vision and set direction to meet the needs of each city.

The new District director spent much of the first 6 months in the training of new skills, such as public works budgeting, as well as creating new relationships with the people of Umatilla County. Specifically focused on meeting with the City Councils of the 12 cities in the county. Visits have been made to about 70% of the Councils with the others on the calendar for fall. Visits to each cities Libraries Boards have also been started, with more to come this fall.

Dea was able to come in person three times this year. She was able to make personal visits to all the libraries to work with them on their cataloging and website needs. She was also able to dedicate time in the District office working on updating, organizing, and cleaning up the District files to adhere to Public Records retention requirements.

UCSLD staff work plans and job descriptions have been approved and updated and the UCSLD Board and staff are committed to abiding by the mission and vision of the District. These values include Integrity – Accountability – transparency; Community – Inclusion – Fairness; Resourcefulness – Resilience – Creativity. It is our goal to keep these in mind in all we do.

The UCSLD staff are amazing and thoroughly enjoy working together. We care about each other, help one another, and strive to balance quality work for the District and

keep our families a priority. We do monthly safety training and staff meetings to provide excellent service to our District residents, as well as to provide support and accountability for one another. It is a joy to work with the staff at the UCSLD. We feel fortunate to work with our library colleagues and community partners supporting library services that enhance the lives of those living in Umatilla County.

District Director



Purpose of Position:

The purpose of this position is to administer the operations of the UCSLD and support and ensure the provision of excellent library services in Umatilla County by working in partnership with the 11 member and one partner libraries.

Highlights of FY22-23:

- Distributed tax money according to the newly updated Tax Allocation Formula.
- Finalized and delivered each city a Community Needs Assessment Report.
- Continued to facilitate Meetings of the Directors and their sub-committees.
- Attended the SDAO annual conference and Local Budget Law training.
- Began meeting with each City Council in the 12 Cities in our District.
- Continued to provide courier service delivery during the IMESD holidays.
- Provided two all-staff in-service trainings by Zoom – Continue learning Zoom skills to allow as much interaction as possible, like breakout room and asking the libraries to provide short presentations and/or videos about what was happening in their libraries.
- Continued to meet all requirements for Budget, Audit, Statistical Reporting, Open Meeting Law, Public Record Requests, Performance Appraisals, ALSP Review Meetings, Strategic Planning, Best Practices.
- Ongoing monthly Libraries Provide – Countywide! *East Oregonian* column.
- Worked with Staff on public records organization, retention, and destruction.
- Kept up with professional development and training.

It has been a joy to step into this role as District Director. While I've only been in the role for half of the year, I have enjoyed renewing old connections and making new ones in each of the cities in the county. I'm most proud of the new relationships that are being forged with the Library Directors, the UCSLD Board and the citizens in these cities. It's been a joy to observe the fantastic work the Library Directors and their staff are doing in each community and come along side them in any way I can. I look forward to deepening my knowledge and my connections in the county and across the state.

Take Off! Program

Purpose:

The primary purpose of this position is to create and implement outreach services to childcare, pre-school, and public library sites throughout the county, fostering a love of reading and promoting kindergarten readiness through the development of early literacy skills.

A secondary purpose is to provide back-up support of critical UCSLD administrative functions.

Highlights of FY22-23:

- Services continued with deliveries, virtual content and with in-person services returning to the primary focus.
- Added more library story times into the regular schedule.
- Kit development was prioritized and well received by sites.
- Continued updating the Take Off! Program inventory through Handy Library.
- Presented at OLA on “Next Level Storytime” and accepted a position as Chair of the Children’s Services Division of OLA.

Statistics:

- Books and Storytime kits rotated to the sites: 15565 & 813
- Storytimes provided to libraries and childcare centers: 371
- Attendance at story times (adults and children): 5218
- Students Enrolled in the Take Off! Program: Just over 1190



Technical Services

Purpose:

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 administratively & technologically supports the UCSLD Board of Directors and staff.

Highlights of FY22-23:

- Site visits with all libraries' cataloging staff continued in a virtual format, as well as in person visits.
- Scanning of Board documents continued: documents from FY2016-17 through April 2018 Board binder were completed.
- Minutes of Board meetings continue to be taken and posted.
- Consistently updates our Streamline website platform with current UCSLD information.
- Attends the Sage User Council meetings and continues to serve on the Sage Cataloging mentor group.
- Promoted a mentee in the District to Cat1 level.
- Received the "Pearl Award" from OLA's public library division for excellence in her service!

Statistics:

- 3,035 items were added to the catalog (*remote-to-circ libraries + Umatilla PL that they could not find matching bibs for in Sage, as they currently only have CAT3 permission level staff*)
- 3,581 items were deleted from the catalog (*remote-to-circ libraries*)
- at least 2,370 cataloging corrections were made in the catalog (*corrections I made within the catalog*)
 - this includes 107 merged records & 17 bibliographic record overlays.
- 193 OCLC CatExpress records were added (records purchased) (*UCSLD libraries*)
- 176 OCLC CatExpress holdings were deleted (*UCSLD libraries*)
- Number of new bibs created or imported into Sage: 756

