

Topic	Lead	Purpose Outcome
Board Training Public Meeting Law Training ONLINE now!!	Everyone	https://ucslid-or.safepersonnel.com/courses/details/COURSE-PUBLIC_MEETINGS_LAW?splash=0
Old Business <ul style="list-style-type: none"> Final City/District Agreement 	Everyone	Information & Decision
<ul style="list-style-type: none"> Update on Greater Umatilla Enterprise Zone 	Director	Information & Discussion
New Business <ul style="list-style-type: none"> Resolution 2024-2025-01 Transfer of Funds 	Board	Decision – transfer of funds from the contingency line to the Special Payments lines to cover Tax Distribution to Cities and Community Service Fees Distribution
<ul style="list-style-type: none"> Domain to .gov discussion 	Director	Information
<ul style="list-style-type: none"> Approve ALSPs from all Libraries Update on insurance with IMESD drivers 	Everyone Director	Discussion & Decision Information
<ul style="list-style-type: none"> Director Performance Appraisal: The Board of Directors will meet in executive session pursuant to ORS 192.660(2)(i) and 192.660(8) for the purpose: (i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may <i>not</i> be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. 	Director	Executive Session
Good of the order	Everyone	
Next District Board Meeting – September 26, 2024	President	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.



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Minutes

Board of Directors Meeting

July 25, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President

Kathy Thew

Sharone McCann, Vice President

John Thomas

ATTENDANCE STAFF

Heather Estrada, District Director

Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE – VISITORS

none

CALL TO ORDER

Board President Caty Clifton called the regular Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have Sharone McCann, Kathy Thew, Caty Clifton, and John Thomas in the office, so we have a quorum present. She also stated that Nick Nash was excused.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

None.

ANNUAL MEETING

Review of Board of Director List – John Thomas’s employment was the only change noted.

Board Elections: President, Vice-President – John Thomas nominated Caty Clifton to serve another year as President. Caty accepted the nomination. Caty Clifton nominated Kathy Thew for Vice President. Kathy accepted the nomination. John Thomas moved to that Caty Clifton be elected President and Kathy Thew be elected as Vice President for FY2024-25. Sharone McCann seconded the motion. The motion passed unanimously.

Secretary Appointment – Caty Clifton moved to appoint Heather Estrada as Board Secretary, supported by Dea Nowell. John Thomas seconded the motion. The motion passed unanimously.

Set Regular Monthly Meeting Date & Time – The Board’s consensus was to continue with the fourth (4th) Thursday of each month at 5:30 pm.

MINUTES

Board Meeting: June 27, 2024 – Kathy Thew moved to approve the June 27, 2024 minutes as presented. Sharone McCann seconded the motion. The motion passed with three (3) Board Members in favor. Caty Clifton abstained due to not being at the meeting.

CALENDAR UPDATE

Heather Estrada spoke about the UCSLD Fiscal Year Overview calendar for 2024-2025. Two (2) dates have been moved for Board meetings – November and March, due to Thanksgiving and Spring Break [also December due to Christmas]. The ALSP Review dates are listed as TBD and are on the agenda for tonight's meeting to discuss. Heather also mentioned that Spring Break (the last week of March) she will be gone, and Monica Hoffman may appreciate some assistance with courier if any of the Board Members are available and willing to help since Dea Nowell won't be here. Caty Clifton said she'd be willing to help if she's available, and John Thomas said he may be interested/available.

CORRESPONDENCE

Heather Estrada noted that we received a letter from the Pilot Rock Chamber of Commerce that they would like us to join the Chamber again. After a brief bit of discussion and some history, the Board consensus was to respectfully decline.

Heather also noted that she had purchased tickets to Guadalajara for the International Book Fair and that Susie Hansen knows her schedule, however Heather did not purchase tickets for her. Heather's travel dates are November 29th through December 6th. Heather commented that she still needs to do a travel request form for the trip.

Additionally, Heather stated that she had mentioned going to the International Book Fair during the meeting that she and Monica attended with IMESD early literacy team last month. As a result, they have sent her a contract that will reimburse up to \$10,000 worth of books at the book fair and that they would like big sets, like quantities of 30-40, for ages 0-5. She will check with Kathy Street, at Oregon Trail Library District, to see how this will work.

REPORTS

FINANCIAL STATEMENTS & bank reconciliations – June 2024

Heather noted that we still do not have these yet and hasn't heard anything since about ten (10) days ago. They will be included in next month's meeting packet.

STAFF MONTHLY REPORTS

Heather Estrada shared a bit about purchasing the car. She shared that the gal she worked with at Roger's Toyota [Hermiston] was super great. We ended up with a higher trim level than needed but got the parking sensors she really wanted, and they gave us a good deal. Ontario's bid for the same vehicle was \$4,300 more than what Roger's gave us, and they did the DMV portion as well; the government plates will be arriving in the mail.

Heather stated she had a conversation with Michael at Wheatland Insurance regarding parking, and there is no difference in liability if the vehicles are parked at homes more often. Caty Clifton shared that in government it was on a case-by-case basis... and if it was in the best interest of the government. Public perception is a piece of this. We need to have a comment regarding it in our policy. Heather shared that she had been previously told that it was in policy that only staff and Board Members are allowed in District vehicles, though she found it is not in our policies. She spoke with Michael regarding this as well, regarding for business purposes. Heather noted

that she took two (2) library directors to Ukiah last week for the Meeting of the Directors. It was noted that this may have been more in reference to best practices rather than in policy. Heather also shared about driving the van during the Athena Caledonian Days parade and potential for high heat... and is also planning for the upcoming [Pendleton] dress-up parade in September. Heather shared that she is getting good response for the dress-up parade; James [Simpson] is going to drive the Pendleton PL mobile library, Susie [Hansen] is going to drive the Umatilla PL mobile library, Stephanie [Partida] is going to ride the Athena PL bike library, and there are going to be walkers for each library. Heather has ordered signs for each library. The Board Members were invited to participate in this parade if they would like to.

Heather also shared that she is going to every library's summer reading program. Caty Clifton commented about the year-end stats included in reports. And Heather shared that Dea is coming in September for a week to do site visits and a week in October for in-service and office work.

BOARD TRAINING

Heather Estrada shared that there were two (2) opportunities coming up for ethics training (not through SDAO) for new board members – August 8th and September 17th.

Heather asked how the new Board Member search was coming. Sharone McCan noted there is nothing new at this point and asked to be given another two (2) weeks. Heather shared that she has a couple of people from Pilot Rock/Ukiah area and someone from the Helix area that she would like to talk with regarding this if no one comes up on the west-end.

OLD BUSINESS

EILEEN'S NEW CITY AGREEMENTS

Heather Estrada shared Eileen Eakin's new City Agreement which addresses the two (2) things we talked about. It was noted that we need to remove the Amendment Recitals. Caty Clifton stated she would like to remove the "etc." from A (11). Heather stated that she is still trying to get the zip code numbers before sending out the agreements to the cities and school district – hopefully by the end of August. There was discussion about what was needed this go 'round and it was noted that E. Changes to Funding Formula references updates there; so signatures are needed this year because it is a new agreement and then every 3 years it would be reviewed and an updated Appendix A with the population changes would be sent out. Caty Clifton summed up that the population numbers are the missing piece right now.

UCSLD – END OF YEAR REPORT

Heather Estrada shared the End of the Year Report that she pulled together. The Board's consensus was that it looked great.

NEW BUSINESS

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS – DATES & OUTLINE

Heather Estrada noted that she has received a preliminary schedule for this fall's school sports and if we are looking at doing one (1) September meeting and two (2) October meetings as in the past she asked about September 19th (Thursday), October 8th (Tuesday), and October 22nd (Tuesday). The Board was agreeable to these dates. Heather will encourage the library directors to come to the office for their presentation but will also be offering Zoom sessions.

AUDITOR CONTRACT

Heather Estrada commented that she hadn't received the auditor contract, so she reached out to Barnett & Moro. They had sent it and then re-sent it when Heather inquired about it, however Heather never received it, so she went over today and picked it up. Heather noted that they haven't really raised their prices. She will sign the contract and send it back to them. She also has the list of items we need to provide for the audit, so will begin to pull them together.

PARKING OF VEHICLES

It was noted that this was already talked about during the meeting. Caty Clifton noted that Heather Estrada needs to be aware of what is happening, best practices, and policy updates.

PARADES/LIBRARY DIRECTORS IN VEHICLES

Since this was also briefly spoken of previously in the meeting, the Board's consensus was that for library business such as Meetings of the Directors and events such as parades, volunteers could sign up for the events and be "covered" to ride in the District vehicles. Dea Nowell noted we do have are volunteer forms available.

GOOD OF THE ORDER

Heather Estrada's performance appraisal will be on next month's agenda.

The Board and Heather shared a bit of updates on personal things going on.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on August 22, 2024, at 5:30 pm.

ADJOURN

John Thomas moved to adjourn the meeting. Kathy Thew seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:32 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell



08/16/24 - Monthly District Director Report

Date:	August 22, 2024 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	July 22, 2024 – August 16, 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
7/22/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
7/22/2024	Completed annual RFC for CIS insurance for 2025	Online	Annual request for coverage documents completed and submitted
7/23/2024	Go! Article written and turned in	In-Person	Marketing for UCSLD and libraries
7/23/2024	Athena Pubic Library Summer Reading	In-Person	Visited Athena summer reading program with Stephanie
7/23/2024	Completed UCSLD End of year Report	On-line	Complied end of year report for website and transparency
7/24/2024	Pilot Rock Library Summer Reading	In-Person	Visited Athena summer reading program with Susan
7/25/2024	Stanfield Library Summer Reading	In-Person	Visited Athena summer reading program with Cecili
7/25/2024	Meeting with Micheal Corey	In-Person	Discussion about car insurance and our contract with IMESD
7/25/2024	Monthly Board meeting	In-person & Zoom	Regular monthly board meeting/ Annual meeting.
7/26/2024	Adams Public Library Summer Reading Program	In-Person	Visited Adams summer reading storytime (lead by Monica!!)
7/26/2024	Completed libraries Audit numbers for FY23-24	In-Person	Finished up audit numbers to send to auditors for our libraries

7/29/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
7/31/2024	Complete PERS reporting	On-line	Monthly reporting
8/1/2024	Meeting with Rob Naughton	Phone	Discussion about insurance agreement and cars between IMESD/UCSLD
8/05/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
8/05/2024	Meeting with Michael Corey	Phone	Update on car insurance shared with IMESD
8/07/2024	Meeting with City of Umatilla Staff	In-Person	Discussion on City/District agreement
8/09/2024	Pendleton Public Library Summer Reading	In-Person	Attended Smokey Bear's 80 th Birthday party.
8/12/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
8/12/2024	Meeting with Buzzy Nielsen	Phone	Discussion of zip code numbers per SLO
8/13/2024	Interview Stephanie for GO! Article	In-Person	Interview for Go! article
8/13/2024	District Wide Programs Committee	Zoom	Check in and wrap up summer
8/14-8/20	Heather Vacation	Out of Town	Taking Daughter to College in CA
8/15/2024	The Ford Family Foundation Webinar	Zoom	Zoom to check in before turning in grant application

3. Projects and Progress

Project	Status	% Complete
In-Service Training	New FY, in-service committee will begin meeting in Aug/Sept	5%
Audit	New FY ☺ Agreement updated, gathering documents	5%
Priorities for agreements for Library Services	Wording updated. 100% in from libraries	100%

Public Records Management	The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff	75%
Performance Appraisals	New forms are out and being completed by staff.	75%
Community Needs Assessment	Feedback received. Board to discuss what's next.	90%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	More research completed on background. Work on final document complete. Ongoing process to include bi-annual tabletop exercises	100% + ongoing
Marketing Plan	Ongoing EO column, Parade season in swing, ongoing planning	80%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Survey is open and almost complete	75%
Safety & Staff Meetings	August: Environmental Driving Hazards (Transportation)	ongoing
ALSP Coming in	All in for 24-25, Reporting sessions to be set up	65%
Budget Process	Budget wrapped up and submitted to County	100%

4. Feedback & Accomplishments

- Positive meeting and discussion with City of Umatilla staff
- New Performance Reviews being utilized
- Good discussion and progress on tax discussion at Great Umatilla Enterprise Zone Meeting.
- Grant writing ongoing for monies for Guadalajara Book Fair

5. Upcoming Events – Activities.

- August 14-20 – Heather on road to take daughter to college
- August 21 – Monthly staff and safety meeting
- August 22 – Monthly UCSLD Board meeting
- August 26 – Monica annual performance meeting
- September 2 – Labor Day Holiday
- September 7 – Dress Up Parade with District vehicles
- September 17-24 – Dea in Umatilla County
- September 18 – Dea annual performance meeting
- September 19 – ALSP Review meeting



Date:	August 22, 2024
Staff Name:	Dea Nowell
Time Period Report Covers:	July 2024

1. Position Purpose Statement

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

2. Statistics

cataloging statistics:

	<i>* Item additions to Sage</i>	<i>* Item deletions from Sage</i>	<i>* Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	<i>*** Sage bib fixes</i>	<i>*** Sage bib merges</i>	<i>*** Sage bib deletes</i>	<i>*** Sage bib overlays</i>
July 2024	267	95	75	24	75	5	0	0
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, Umatilla, & Weston [though I do add a few bibs for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

reports run:

regular monthly:	item stats: all 12 pub. lib. temp bibs missed put into bucket	OCLC CatExpress stats (added & deleted)	circulation related: Adams PL - 3 Echo PL - 6 Pilot Rock PL - 1 Stanfield PL - 3 Ukiah P/SL - 1 Milton-Freewater - 5	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	Adams PL - Playaway product inventory & usage (requirement for grant)			

3. Meetings and Site Visits

- Sage User Council meeting: 1 (7/16)
- Staff/Safety meetings [via MS Teams]: 1 (7/17)
- UCSLD Board meeting [via Zoom]: 1 (7/25)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (7/31)
- webinars/trainings attended [virtual]:
 - Vector Solutions - SDAO Academy: Incident Response Preparedness (7/10)
 - Ryan Dowd webinar - Homelessness is a Housing Problem - a Conversation with Gregg Colburn (7/11)
 - Niche Academy webinar - Surprise! You're a Cataloger (7/24)
- meet weekly with Heather, typically Monday am, [via MS Teams]: 4 (7/1, 7/15, 7/22, 7/29)

visits to/with District Libraries:

- all libraries - 2 [email]
 - email proposed site visit dates & times
 - email finalized site visit dates & times
- Adams PL - 5 [phone, email]
 - emailed Playaway inventory report
 - call rec'd. re. a question about pagination check for an item
 - called re. whether an item had 2nd edition anywhere on it...
 - call rec'd. re. a book with no title page verso and an ISBN on back cover

- called re. an item's pagination
- Athena PL - 1 [phone]
 - called [& left message] re. an item barcode
- Echo PL - 1 [phone]
 - called library clerk re. proposed site visit email sent
- Helix PL - 1 [email]
 - email reply to director to enjoy her trip, after she let me know dates she will be out
- Hermiston PL - 1 [email]
 - email reply re. cataloger now not being available for site visit - [will schedule in Oct.]
- Pendleton PL - 3 [email]
 - emailed congratulations to Catherine Campbell for passing her CAT2 test...
 - email reply to some questions clarifying cataloging standards, etc.
 - email reply to cataloger re. a note of update re. upcoming site visit...
- Pilot Rock PL - 1 [phone]
 - called director re. proposed site visit email sent
- Stanfield PL - 2 [phone]
 - called re. questions about 3 items sent & checked on proposed site visit date/time (2)
- Umatilla PL - 5 [email, Zoom]
 - email reply suggesting we do a video chat regarding cataloging questions (2)
 - Zoom meeting w/ director re. emailed questions, further training processes, etc., as CAT2 cataloger
 - email to director re. site visit time; could move earlier since won't be going to Hermiston now (2)
- Weston PL - 2 [email]
 - email reply to a question asked about who to contact re. correction to info. on Sage staff website for mentors & that I would contact the Cataloging workgroup chair about making sure she had the correct info. for communicating with her (2)

4. Projects and Progress

- continuing work on temp bib items seen during spring trips - ~82% complete [only 8 bibs left to work on from current round]
- [cybersecurity] password manager - researched, reported, Heather & I spoke about it after she also investigated it a bit, did a bit more exploring - still need to explore implementing...
- file retention system - still more work to do overall (on-going)
- new laptop for Monica - ordered & received - ~90% complete
- fall site visits - ~30% of prepping completed

5. Accomplishments

- website work:
 - Board meeting minutes, agenda & packet posted
 - posted FY2024-25 budget documents
 - posted March Budget Committee approved minutes
 - posted July Library Happenings video
 - posted UCSLD year-end report (FY2023-24)
 - posted Monica's award announcement & picture
 - posted Heather's (7/30/24) EO Go! column
 - website analytics pulled for FY2023-24
- Sage Cataloging Mentor:
 - email reply to Josephy Library cataloger with a clarification of what the notations in her list of items not in the catalog meant that I sent back to her in late June; and follow up regarding a related question... (2)
 - emailed Kristin Williams (BMCC) re. 3 imported bib records that were missing a 999 field
 - emailed Lisa Hauner (Cataloging Workgroup chair) re. Heather Culley's email address and that she is ready to begin joining the cataloging mentor meetings again

- emailed Kristin Williams (BMCC) re. possible site visit during Sept. trip (2) [will do site visit in Oct.]
- email reply to Josephy Library cataloger re. ? about Library of Congress (LCC) call numbers & forwarded a LCC call number basic training opportunity [which she signed up for] (2)
- reviewed new bibs (June - 88 bibs)
- Sage User Council: nominated for chair of FY2024-25 (& accepted nomination, though we did not have a quorum to have a vote at the meeting)

Feedback received:

- 7/3/24 - email reply from Stephanie Partida (Athena PL director) re. a note I made in the reply of some items added asking to let me know if an item didn't check in correctly because it had one too many digits provided: "Hey Dea, It looks like you did figure it out, there was a 1 where it didn't belong. The barcode is 198450 but I checked it in and saw that it worked! Thank you! You have awesome detective skills."

6. Upcoming Events - Activities

- Sage Cataloging Workgroup meeting - August 6
- Sage Circulation Workgroup meeting - August 13
- Staff/Safety meeting - August 21
- Sage Library of Things discussion - August 21
- Streamline webinar: The Hard Part of Accessibility: Tips & Tricks for Making Fully Accessible PDFs - August 21
- UCSLD Board meeting - August 22
- Canopy/EAP webinar: Work/Life Balance - August 27
- Sage Cataloging Mentor meeting - August 28
- vacation: taking Fridays off through Labor Day
- site visits to 11 libraries - 9/17 - 9/23
- OLAC [On-line Audiovisual Catalogers] Conference (virtually) - 10/8 - 10/10



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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

Date:	August 12, 2024
Staff Name:	Monica Hoffman
Time Period Report Covers:	July 2024

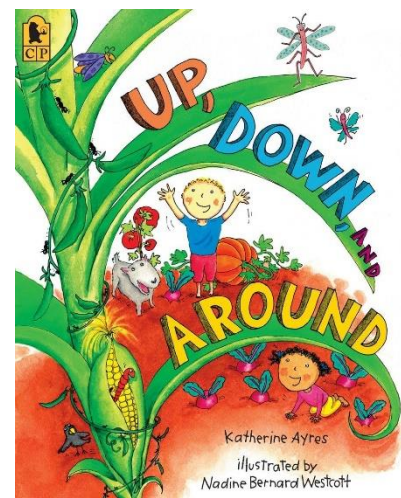
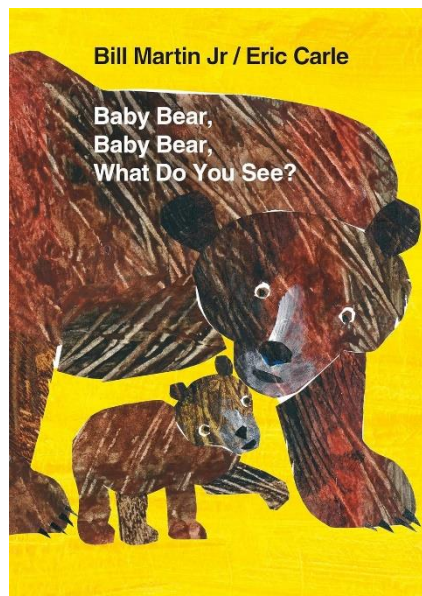
Position Purpose Statement:

The Program Manager creates and implements outreach services to childcare, preschool, and public library sites throughout the county, fostering a love of reading and promoting kindergarten readiness through the development of early literacy skills targeting children 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	12	238
To Sites without Storytime	25	500
Total	37	738
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	5	6
Adults in Attendance	38	14
Children in Attendance	65	73
Total Attendance	103	87



Meetings and Site Visits:

Storytimes are adjusted according to the audience each time I share. At least these three books were shared at most Storytimes this month. A consistent topic of discussion at each site touched on the roles of the Author, Illustrator or being both. We also discussed fruits, vegetables and local wildlife.

Tuesday July 2, 2024

- Athena Public Library Storytime in the park.
- Milton-Freewater Oregon Child Development Coalition materials exchange with Tifanie and Martha

Wednesday July 3, 2024

- Jen and Taylor's in-home childcare Storytime and Material exchange

Tuesday Jul 9, 2024

- Helix Public Library Storytime with Annette

Friday July 12, 2024

- Weston Public Library Storytime with Heather

Tuesday July 16, 2024

- Stanfield Patriot Heights Storytime and materials exchange with Ruby
- Stanfield Public Library Storytime with Cecili
- Oregon Child Development Coalition materials exchange with Kimberly

Wednesday July 17, 2024

- Staff Meeting- with Safety topic: Special Districts Insurance Services - SDAO Academy: Incident Response Preparedness

Friday July 19, 2024

- Oregon Library Association Children's Services Division Meeting
- Oregon Library Association Board Drop-in Meeting

Wednesday July 24, 2024

- Misty's In-home Childcare materials exchange
- Good Shepherd Children's Center Pre-K storytime and materials exchange with Tigers and Otters
- Good Shepherd Storytime and Material exchange giraffes and penguins

Thursday July 25, 2024

- Elsie's In-home Childcare Storytime and materials exchange
- Mindy's In-home Childcare materials exchange
- Pioneer Relief Nursery materials exchange with Cheri

Friday July 26, 2024

- Adams Public Library Storytime with Amanda

Tuesday July 30, 2024

- YMCA Childcare Center at Freewater School materials exchange with Victor
- Lily's Kids Academy Storytime and materials exchange with Lili

Projects and Progress:

- Oregon Ready to Read 2024 Grant. 58% complete

- Collection development/box revisions- ongoing. Interest is growing in the backpack storytime kits.
- Event marketing slideshows and window display- ongoing. Converted the Summer Slide and fishing themed window to a Back-to-School themed display.

Upcoming Events – Activities:

- Take Off Registration for 2024-2025 School year.
- August 31st: Ready to Read 2025 Application Due



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2024

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

Management is responsible for the accompanying financial statements of Umatilla County Special Library District (a governmental organization), which comprise the schedule of assets, liabilities, and fund balance – all fund types - budgetary basis of as of June 30, 2024 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the fiscal year 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

July 30, 2024

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

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 7,826.37	\$ -	\$ -	\$ -	\$ 7,826.37
Cash - LGIP	403,668.72	16,145.06	44,040.12	16,871.95	480,725.85
Cash - Banner Bank Savings	19,096.79	-	-	-	19,096.79
Accounts Receivable	17,091.72	-	-	-	17,091.72
Prepaid expenses	5,927.66	-	-	-	5,927.66
TOTAL	\$ 453,611.26	\$ 16,145.06	\$ 44,040.12	\$ 16,871.95	\$ 530,668.39
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 16,313.41	\$ -	\$ -	\$ -	\$ 16,313.41
Accrued payroll and benefits	1,500.36	-	-	-	1,500.36
Total Current Liabilities	17,813.77	-	-	-	17,813.77
FUND BALANCES (DEFICIT)					
Assigned	-	16,145.06	44,040.12	16,871.95	77,057.13
Unassigned	435,797.49	-	-	-	435,797.49
Total Fund Balances	435,797.49	16,145.06	44,040.12	16,871.95	512,854.62
TOTAL	\$ 453,611.26	\$ 16,145.06	\$ 44,040.12	\$ 16,871.95	\$ 530,668.39

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

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 49,852.12	\$ 2,209,764.02	\$ 2,191,544.00	\$ 18,220.02	100.83%
Taxes - previously levied	8,533.72	36,278.24	45,000.00	(8,721.76)	80.62%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	165,150.40	113,000.00	52,150.40	146.15%
Interest earned - LGIP	2,137.58	25,500.09	7,850.00	17,650.09	324.84%
Interest earned - other	2.91	26.81	150.00	(123.19)	17.87%
Total Revenues	60,526.33	2,436,719.56	2,357,744.00	78,975.56	103.35%
PERSONNEL EXPENDITURES					
District Manager	6,242.00	74,904.00	75,000.00	(96.00)	99.87%
Library Tech. Manager	4,348.80	56,534.41	56,600.00	(65.59)	99.88%
Early Literacy Coordinator	3,704.00	48,152.03	48,400.00	(247.97)	99.49%
Payroll taxes	995.33	12,580.12	17,000.00	(4,419.88)	74.00%
Health and accident insurance	5,187.65	60,973.39	62,850.00	(1,876.61)	97.01%
Worker's compensation	0.87	421.38	650.00	(228.62)	64.83%
Unemployment	377.33	4,217.63	2,500.00	1,717.63	168.71%
Retirement	3,039.04	38,082.48	29,000.00	9,082.48	131.32%
Total Personnel Expenditures	23,895.02	295,865.44	292,000.00	3,865.44	101.32%
MATERIALS AND SERVICES					
Transportation	54.76	4,895.24	6,000.00	(1,104.76)	81.59%
Staff training and conferences	-	4,342.46	4,000.00	342.46	108.56%
Board expenses	45.00	3,566.23	4,500.00	(933.77)	79.25%
Legal fees	399.00	399.00	5,000.00	(4,601.00)	7.98%
Audit	-	6,227.00	6,550.00	(323.00)	95.07%
Insurance	-	3,622.00	5,300.00	(1,678.00)	68.34%
Fiscal management	1,250.00	15,000.00	15,000.00	-	100.00%
Postage	-	324.20	500.00	(175.80)	64.84%
Office supplies and maintenance	42.43	2,990.64	5,700.00	(2,709.36)	52.47%
Telephone	158.82	1,904.34	2,100.00	(195.66)	90.68%
Rent	808.62	9,703.44	10,100.00	(396.56)	96.07%
Ads and notices	-	903.00	1,500.00	(597.00)	60.20%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	-	2,241.78	2,525.00	(283.22)	88.78%
Total Materials and Services	2,758.63	56,119.33	71,775.00	(15,655.67)	78.19%
SPECIAL PAYMENTS					
Tax distribution to cities	46,708.65	1,796,860.72	1,789,235.00	7,625.72	100.43%
Community services fee distribution to cities	-	132,120.31	90,400.00	41,720.31	146.15%
Total Special Payments	46,708.65	1,928,981.03	1,879,635.00	49,346.03	102.63%
Capital outlay	-	1,668.19	4,000.00	(2,331.81)	41.70%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	73,362.30	2,282,633.99	2,347,410.00	(64,776.01)	97.24%
Revenues over (under) expenditures	(12,835.97)	154,085.57	10,334.00	143,751.57	1491.05%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	-	(95,000.00)	(125,000.00)	30,000.00	76.00%
Transfer to Capital Reserve Fund	-	(10,000.00)	(10,000.00)	-	100.00%
Total other financing sources (uses)	-	(105,000.00)	(135,000.00)	30,000.00	77.78%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (12,835.97)</u>	49,085.57	(124,666.00)	<u>\$ 173,751.57</u>	
FUND BALANCE, July 1, 2023		<u>386,711.92</u>	<u>363,982.00</u>		
FUND BALANCE, June 30, 2024		<u>\$ 435,797.49</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 Fiscal Ended June 30, 2024**

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ 1,173.50	\$ 150.00	\$ 1,023.50	782.33%
Hermiston and courier reimbursement	-	19,949.97	22,000.00	(2,050.03)	90.68%
Grants - Other	1,449.52	1,449.52	3,000.00	(1,550.48)	48.32%
Total Revenues	<u>1,449.52</u>	<u>22,572.99</u>	<u>25,150.00</u>	<u>(2,577.01)</u>	<u>89.75%</u>
MATERIALS AND SERVICES					
Sage Library System	-	62,693.00	59,000.00	3,693.00	106.26%
Courier - County	480.39	31,056.39	35,000.00	(3,943.61)	88.73%
Cataloging utilities	248.20	248.20	500.00	(251.80)	49.64%
Library2Go	-	13,709.00	14,500.00	(791.00)	94.54%
Programs and training	81.00	3,766.06	18,000.00	(14,233.94)	20.92%
Cooperative programs and activities	1,740.00	4,383.68	6,000.00	(1,616.32)	73.06%
Grant expenses - Other	-	1,453.51	3,000.00	(1,546.49)	48.45%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	<u>2,549.59</u>	<u>117,309.84</u>	<u>141,000.00</u>	<u>(23,690.16)</u>	<u>83.20%</u>
Contingency	-	-	31,150.00	(31,150.00)	0.00%
Total expenditures	<u>2,549.59</u>	<u>117,309.84</u>	<u>172,150.00</u>	<u>(54,840.16)</u>	<u>68.14%</u>
Revenues over (under) expenditures	<u>(1,100.07)</u>	<u>(94,736.85)</u>	<u>(147,000.00)</u>	<u>52,263.15</u>	<u>64.45%</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	95,000.00	125,000.00	(30,000.00)	76.00%
Total other financing sources (uses)	<u>-</u>	<u>95,000.00</u>	<u>125,000.00</u>	<u>(30,000.00)</u>	<u>76.00%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (1,100.07)</u>	263.15	(22,000.00)	<u>\$ 22,263.15</u>	
FUND BALANCE, July 1, 2023		<u>15,881.91</u>	<u>22,000.00</u>		
FUND BALANCE, June 30, 2024		<u>\$ 16,145.06</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 Fiscal Ended June 30, 2024

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	10,000.00	\$ 10,000.00	<u>\$ -</u>	
FUND BALANCE, July 1, 2023		<u>34,040.12</u>	<u>34,040.00</u>		
FUND BALANCE, June 30, 2024		<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 Fiscal Ended June 30, 2024

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ -	\$ 9,555.00	\$ 9,320.00	\$ 235.00	102.52%
Total Revenues	<u>-</u>	<u>9,555.00</u>	<u>9,320.00</u>	<u>235.00</u>	<u>102.52%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	1,445.41	3,500.00	(2,054.59)	41.30%
State Ready to Read material	-	9,037.30	9,320.00	(282.70)	96.97%
Take Off transportation	128.75	1,247.81	5,000.00	(3,752.19)	24.96%
Outreach materials and supplies	<u>-</u>	<u>373.37</u>	<u>2,000.00</u>	<u>(1,626.63)</u>	<u>18.67%</u>
Total materials and services	128.75	12,103.89	19,820.00	(7,716.11)	61.07%
Contingency	<u>-</u>	<u>-</u>	<u>7,540.00</u>	<u>(7,540.00)</u>	<u>0.00%</u>
Total expenditures	<u>128.75</u>	<u>12,103.89</u>	<u>27,360.00</u>	<u>(15,256.11)</u>	<u>44.24%</u>
Revenues over (under) expenditures	<u>(128.75)</u>	<u>(2,548.89)</u>	<u>(18,040.00)</u>	<u>15,491.11</u>	<u>14.13%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (128.75)</u>	<u>(2,548.89)</u>	<u>(18,040.00)</u>	<u>\$ 15,491.11</u>	
FUND BALANCE, July 1, 2023		<u>19,420.84</u>	<u>18,040.00</u>		
FUND BALANCE, June 30, 2024		<u>\$ 16,871.95</u>	<u>\$ -</u>		

AGREEMENT FOR LIBRARY SERVICES

Umatilla County Special Library District

This agreement ("Agreement") is entered into by and between the Umatilla County Special Library District ("District"), and the City of _____ ("City"), both municipal corporations and political subdivisions of the State of Oregon. This Agreement is entered into pursuant to Oregon Revised Statutes ("ORS") 190.010 and shall be effective upon signing by both parties hereto.

RECITALS

WHEREAS, the District was established by the voters of Umatilla County to provide Library Services as defined in ORS 357.400(3), within Umatilla County, Oregon; and

WHEREAS, for that purpose the District and the City desire to enter into an intergovernmental agreement to provide Library Services through the City Library; and

WHEREAS, the parties recognize that this Agreement is not exclusive and that the District has entered into or proposes to enter into similar agreements with other public entities to ensure consistent and cooperative provision of Library Services throughout Umatilla County.

AMENDMENT RECITALS

WHEREAS, the District has all powers and authorities granted to special library districts pursuant to ORS chapter 357, including the authority to administer District funds and to enter into contracts; and

WHEREAS, in 2022 the District proposed an Agreement with libraries in Umatilla County to establish performance measures and conditions for receipt of funding from the District; and

WHEREAS, some of the libraries proposed to be funded have signed the Agreement and some signatures are pending; and

WHEREAS, the District's Board of Directors has determined that minor amendments to the Agreement will promote clarity and facilitate cooperation between the District and the funded libraries;

NOW, THEREFORE, IT IS HEREBY AGREED:

AGREEMENT

In consideration of the mutual obligations stated herein, the parties agree as follows:

1. **DEFINITIONS.** When used in this Agreement, unless the context indicates otherwise:
 - A. "City" means the City of _____, in Umatilla County, Oregon.
 - B. "County" means Umatilla County, Oregon.
 - C. "District" means the Umatilla County Special Library District.
 - D. "Home Library" means the Library that uses the same ZIP code as a patron's residence.
 - E. "Library" means the City of _____ Library.
2. **TERM.** This Agreement shall take effect July 1, 2025 and shall be of indefinite duration unless and until modified pursuant to Section 3 or terminated pursuant to Section 14 of this Agreement.
3. **REVIEW.** The terms of this Agreement, including but not limited to terms and methods for Funding, are subject to review every three (3) years. Either party may submit a written request for review to the other party at least twelve (12) months prior to the end of the applicable three (3)-year period. Upon the other party's receipt of such request, the parties shall engage in good-faith negotiations regarding any modifications. If the parties cannot agree to the modified terms within six (6) months of the date on the written notice, either party may terminate the Agreement as provided in Section 14. Failure to provide timely notice under this paragraph shall be deemed consent to renew the Agreement according to its existing terms until the next review period.
4. **DUTIES AND OBLIGATIONS OF THE PARTIES.**
 - A. **For the City.** The City's obligations under this Agreement shall be as follows:
 - (1) Operations. In operating the Library, be responsible for the following:
 - (a) Purchasing materials, supplies, equipment and services necessary for the setup and continued operation.
 - (b) Preparing and approving an annual Library budget.
 - (c) Entering into contracts with any person, firm or corporation, or any agency or government, as necessary, to acquire goods or services for the

development of and the operation of the Library.

- (d) Contracting or providing for the use of space for its operations, staff, a supervisor, or auxiliary services, including but not limited to records, payroll, accounting, purchasing and data processing.
 - (e) Reviewing staff contracts and job descriptions annually to maintain alignment with Priorities for Programs and Service Delivery and performing annual employee evaluations based on those job descriptions.
 - (f) Determining the level of staffing required to provide Library Services according to all applicable standards and in compliance with this Agreement. Employing, supervising, and terminating a director and other Library employees.
 - (g) Providing competitive compensation for the Head Librarian/Library Director but in no event paying less than 150% of the State of Oregon minimum wage.
 - (h) Taking any other action necessary and proper for the management of the Library and the performance of its functions.
- (2) Standards. Complying with all applicable State of Oregon laws and administrative rules relating to hours of operation, staffing levels, and collection size. To the extent feasible the Library will strive to meet Oregon Library Association Public Library Standards.
- (3) Unplanned Changes in Staffing and Operations. Notifying the District's Board of Directors when changes are made in Library staffing or operations that affect or may affect the implementation of the current Annual Library Service Plan.
- (4) Library Closures. Notifying the District office of any unscheduled Library closures.
- (5) Interlibrary Loan. Participating in universal borrowing for all District residents.
- (6) Support for the District. Acknowledging the District's contributions on Library website, brochures, newsletters, etc. Providing other support and advocacy for the District upon request.
- (7) Annual Library Service Plan.
- (a) On or before May 1 of the current fiscal year, prepare and submit to the District an Annual Library Service Plan ("ALSP") proposal for the next fiscal year. The ALSP shall be based on the then-current District

guidelines for programs. Funding under this Agreement is expressly conditioned upon District approval of the ALSP.

- (b) No later than October 31 of each year, present a written review of the prior fiscal year's ALSP to the District Board of Directors.
- (8) Annual Statistical Report. On or before November 10 of each fiscal year, furnish to the District a copy of the Library's annual statistical report that is sent to the State Library of Oregon.
- (9) Funding Conditions. Comply with all Funding Conditions described in Section 5 of this Agreement.
- (10) Financial Reporting.
 - (a) Account for all Library resources and expenditures through a separate freestanding fund or a readily identifiable department function within the City General Fund, consistent with accounting and budgeting requirements under Oregon law.
 - (b) Budget any unexpended Funding from the prior fiscal year budget as beginning cash balance in the following fiscal year's Library budget, consistent with accounting and budgeting requirements under Oregon law.
 - (c) On or before October 10 of each fiscal year, provide to the District a copy of the City's annual adopted Library budget, showing the planned use of Funding from the District. The budget shall be accompanied by a written summary of any anticipated changes in staffing or operations in the next fiscal year that may affect the apportionment of Funding.
 - (d) On a monthly basis, provide a financial report for the Library to the Library Director and Library Board. The report shall include any anticipated changes in staffing or operations in the next fiscal quarter that may affect the apportionment of Funding.
 - (e) Provide additional or supplemental information upon request.
 - (f) On or before February 1 of each fiscal year, provide to the District a copy of an annual audit showing expenditures of Funding during the prior fiscal year.
 - (g) Ensure that all gifts, grants, contributions or fees received by the City for library services from any source other than the District are accounted for in the Library budget and used solely for Library operations.
- (11) In-Service Training. Provide regular wages and benefits for employees

participating in District-provided in-service trainings, including reimbursement for reasonable and customary mileage, meals, substitutes, etc. The Library must close for these trainings.

B. For the District. Subject to the availability of funds, the District's obligations under this Agreement shall be as follows:

- (1) Funding. Subject to the terms and conditions stated in Section 5 of this Agreement, on an annual basis provide to the City funding ("Funding") for Library Services according to the formula described in Appendix A, which is attached hereto and incorporated herein by this reference.
- (2) Annual Budget. As soon as available, provide a copy of the District's anticipated annual funding distribution amounts to the City for use in the budgeting process. The parties recognize that both parties' budgets must conform to Oregon budget laws.
- (3) Distribution of Funds. Promptly upon receipt of property tax revenues from the Umatilla County Treasurer, transfer to the City its proportionate share of the Funding as described in Appendix A.
- (4) District Director. Provide District Director services for the purposes of providing advice, sharing information, serving as a resource, and assisting in solving problems. When appropriate the District Director shall act as a Communication Liaison for cooperative projects.
- (5) Technical Services Manager. Provide Technical Services, including cataloging assistance, resolving database issues, and one-on-one library site visits at least twice per year.
- (6) Early Literacy Program Manager. When appropriate and upon request, provide resources and services through the Early Literacy Program Manager.
- (7) In-Service Staff Training. Fund and present a minimum of two trainings per year for all library staff based on District and Library program priorities and needs. The Library will be closed for these trainings.
- (8) Resource Sharing. When, in the District's sole discretion, it is reasonable and cost-effective, the District shall provide the following shared resources:
 - (a) Courier Service. Contract courier services for delivery of books and other library materials from and to the participating libraries within the County.
 - (b) Library Automation System. Sage Library System membership levels for the libraries in the District. Libraries shall follow all Sage Library System policies and all District policies relating to the implementation of such

policies.

- (c) Public Resources. Additional resources that will be accessible through the Library to a resident with a local library card.
 - (d) Joint Purchasing Opportunities. When appropriate and upon agreement of all participating parties, pursue and coordinate joint purchasing opportunities.
 - (e) Professional Learning Opportunities. Share free resources for training elected officials and non-Library personnel.
- (9) District Annual Service Plan (ALSP). By May 1 of each year, provide a copy of the District's Annual Service Plan on the District website for public viewing. Provide hard copies of the Plan upon request. By October 31, provide an evaluation process of the previous fiscal year's ALSP.

5. FUNDING TERMS AND CONDITIONS.

- A. Use of Funds. The parties intend that Funding provided pursuant to paragraph 4.B(1) will be used solely to support operation of the Library and implementation of the Library's Annual Library Service Plan (ALSP). The Funds may not be used for the purchase, rehabilitation, or maintenance of a building or grounds for the City library; for structural modification of an existing City library; or for maintenance or operation of the Library's physical plant.
- B. Annual Library Service Plan. Receipt of Funding is expressly conditioned upon the District's approval of the City's timely submitted Annual Library Service Plan ("ALSP") proposal pursuant to paragraph 4.A(7)(a) of this Agreement.
- C. Budget Availability. The parties recognize that the District is a special taxing district which receives its funding through property tax receipts collected by Umatilla County. In the event the tax revenues are less or more than those in the budget adopted by the District for the applicable fiscal year, the allocations of funds to the City shall be proportionately reduced or increased by the same percentage as the reduced or increased level of tax revenues. For example, if the total annual revenues were reduced/increased by one (1%) percent, then the City's total receipts from the District would be reduced/increased by one (1%) percent.
- D. Withholding Funding. If the City fails to comply with any term of this Agreement, the District shall notify the City in writing of any failure to comply and the parties shall work in good faith to promptly cure the failure. If substantial steps toward a cure are not taken within thirty (30) days of the date on the written notice, the District reserves the right to withhold distributions of Funding to the School District until all terms are met. If after working in good faith the parties are unable

to resolve the issue, either party may demand commencement of the dispute resolution process in Section 11 of the Agreement.

E. Changes to Funding Formula. The population element of the funding formula described in Appendix A is subject to change every three (3) years based on changes in ZIP Code information provided by Portland State University Population Research Center. Population changes could cause changes in the distribution percentages.

- 6. PROHIBITION OF DISENFRANCHISEMENT.** A patron's residency outside of the City limits of their Home Library shall not be basis for excluding such patron from participation in public discussions regarding their Home Library.
- 7. NO EMPLOYMENT RELATIONSHIP.** Any and all employees of the City, while engaged or performing any work or service required under this Agreement, shall be considered employees of the City and not employees of the Library District. Any claims that may arise under the Workers' Compensation Act on behalf of such employees while so engaged; any claim for or regarding compensation or benefits for such employees; and any and all claims made by third parties as a consequence of any act or omission on the part of the City or its employees shall be the sole obligation and responsibility of City.
- 8. NOTICES.** Any notice required to be given under this Agreement shall be effective on the date of actual receipt or two (2) days after deposit as registered or certified mail, return receipt requested, postage prepaid and addressed to either party at the address stated below or such other addresses as either party may specify by written notice to the other party:

City of _____
[Address]

Umatilla County Special Library District
PO Box 1689
Pendleton, OR 97801

- 9. SEVERABILITY.** If any part, paragraph, section or provision of this Agreement is adjudged to be invalid by any court of competent jurisdiction, such adjudication shall not affect the validity of any remaining section, part or provision of this Agreement.
- 10. GOVERNING LAW.** This Agreement shall be construed and regulated by the laws of the State of Oregon. Venue for any dispute hereunder shall lie in Umatilla County, Oregon.
- 11. DISPUTE RESOLUTION.**
- A. Negotiation. Prior to any mediation or arbitration of any dispute arising under this agreement, the parties agree to submit each such dispute to mediation and to attempt to settle such dispute in good faith.

B. Mediation. If the dispute cannot be resolved by good-faith negotiations, a mediator will be selected by and paid equally by the parties. If the matter is not settled after one mediation session, then the arbitration provisions of this agreement shall apply.

C. Arbitration. If any dispute arises between the parties which is not settled by mediation, such dispute shall be resolved by binding arbitration. Either party may request arbitration in writing to the other party. The parties shall mutually select a single arbitrator. If the parties cannot agree on an arbitrator, the presiding judge of the Umatilla County Circuit Court will choose an arbitrator. The arbitration shall take place in Umatilla County, Oregon, and shall be conducted according to the rules of the Arbitration Service of Portland, Oregon. Costs of the arbitration shall be shared equally by the parties, but each party shall pay its own attorney fees incurred in connection with the arbitration.

12. INDEMNITY. Subject to the limitations of the Oregon Constitution and the Oregon Tort Claims Act [ORS 30.260 to 30.300], each party shall defend, indemnify and hold the other party harmless from any claims, damages, suits or actions, including third-party actions, arising out of or in connection with the indemnifying party's performance pursuant to this Agreement.

13. AMENDMENT. This Agreement may be modified only by mutual written consent of the parties hereto.

14. TERMINATION. Either party may terminate this Agreement without cause by giving written notice to the other party not less than six (6) months prior to the end of the then-current fiscal year. Such termination shall become effective at midnight of the last calendar day of the fiscal year in which such notice is given.

IT IS HEREBY AGREED:

**UMATILLA COUNTY SPECIAL
LIBRARY DISTRICT**

CITY

Board President

City Manager/Mayor

Board Secretary

ATTEST: _____
City Manager/City Recorder

_____, 20_____
Date

_____, 20_____
Date

ATTACHMENTS:

Appendix A: Explanation of Distribution of Funds to Member and Partner Libraries

Appendix B: Oregon Public Libraries Definition & Link to Oregon Library Association
Public Library Standards

Appendix C: UCSLD Organizational Governance Outline

Zip Code	City	2020 Census Population - City	2020 Census Population - Zip Code Area	Population of UCSLD Zip Code Areas	Zip Code area number as a percentage of the whole zip code population	Remainder of difference between County Population and zip code populations with % change applied	Final Population Figures to Use
97810	Adams	389	887	887	1.46%	887	887
97813	Athena	1,209	1,386	1,386	2.29%	1,387	1,387
97826	Echo	632	1,061	1,061	1.75%	1,061	1,061
97835	Helix	194	373	373	0.62%	373	373
97838	Hermiston	19,354	28,348	8,994	14.83%	8,998	8,998
97862	Milton-Freewater	7,151	11,512	11,512	18.99%	11,517	11,517
97801	Pendleton	17,107	21,882	22,052	36.37%	22,061	22,061
97859	Meacham	170	170	0	0.00%	0	0
97868	Pilot Rock	1,328	1,756	1,756	2.90%	1,757	1,757
97875	Stanfield	2,144	2,875	2,875	4.74%	2,876	2,876
97880	Ukiah	159	224	224	0.37%	224	224
97882	Umatilla	7,363	8,271	8,271	13.64%	8,274	8,274
97886	Weston	706	1,241	1,241	2.05%	1,241	1,241
		57,906	79,986	60,632	100.00%	60,656	60,656
PSU Site	Umatilla County	80,075	80,075				
Incorporated		57,906					
Unincorporated		22,169					
Hermiston Rural		8,994					
Unassigned Walla Walla Zip Code that is within Umatilla County Boundaries		24					

Zip Code	City	2020 Census Population - City	2024 Census Population - Zip Code Area	Population of UCSLD Zip Code Areas	Zip Code area number as a percentage of the whole zip code population	Remainder of difference between County Population and zip code populations with % change applied	Final Population Figures to Use
97810	Adams	389	1,073	1,073	1.74%	1,073	1,073
97813	Athena	1,209	1,504	1,504	2.44%	1,504	1,504
97826	Echo	632	1,154	1,154	1.88%	1,154	1,154
97835	Helix	194	500	500	0.81%	500	500
97838	Hermiston	19,354	28,359	8,037	13.06%	8,037	8,037
97862	Milton-Freewater	7,151	12,834	12,834	20.86%	12,834	12,834
97801	Pendleton	17,107	22,286	22,527	36.62%	22,528	22,528
97859	Meacham	170	241	0	0.00%	0	0
97868	Pilot Rock	1,328	1,633	1,633	2.65%	1,633	1,633
97875	Stanfield	2,144	2,673	2,673	4.35%	2,673	2,673
97880	Ukiah	159	331	331	0.54%	331	331
97882	Umatilla	7,363	8,281	8,281	13.46%	8,281	8,281
97886	Weston	706	971	971	1.58%	971	971
		57,906	81,842	61,518	100.00%	61,520	61,520
PSU Site	Umatilla County	80,075	81,840				
Hermiston Rural		9,005	8,037				
Unassigned		26	2				

	FY 24-25 80% Anticipated Distribution	2023 Population	Pop Size Category	Base Threshold Criteria Elements					BASE Amount	REMAINDER Amount	TOTAL DISTRIBUTION	Multiplier for Remainder Funds			per capita
				Personnel FTE*	\$	Staff Funding	Collections	O&M	Total	Zip Code population	% of the total for each zip code area	% of total distribution			
Adams		1,073	1	0.8	\$47,840	\$38,272	\$2,500	\$4,077	\$44,849	\$16,271	\$61,120	1,073	1.74%	2.68%	\$56.96
Athena		1,504	1	0.8	\$47,840	\$38,272	\$2,500	\$4,077	\$44,849	\$22,806	\$67,655	1,504	2.44%	2.97%	\$44.98
Echo		1,154	1	0.8	\$47,840	\$38,272	\$2,500	\$4,077	\$44,849	\$17,499	\$62,348	1,154	1.88%	2.74%	\$54.03
Helix		500	1	0.5	\$47,840	\$23,920	\$2,000	\$2,592	\$28,512	\$7,582	\$36,094	500	0.81%	1.59%	\$72.19
Hermiston (rural)		8,037	2	0.0	\$47,840	\$0	\$0	\$0	\$0	\$121,870	\$121,870	8,037	13.06%	5.35%	\$15.16
Milton-Freewater		12,834	2	3.0	\$47,840	\$145,649	\$12,834	\$15,848	\$174,332	\$194,610	\$368,941	12,834	20.86%	16.20%	\$28.75
Pendleton		22,528	2	4.3	\$47,840	\$207,482	\$22,528	\$23,001	\$253,012	\$341,590	\$594,602	22,527	36.62%	26.11%	\$26.40
Pilot Rock		1,633	1	0.8	\$47,840	\$38,272	\$2,500	\$4,077	\$44,849	\$24,762	\$69,611	1,633	2.65%	3.06%	\$42.63
Stanfield		2,673	2	1.1	\$47,840	\$51,151	\$2,673	\$5,382	\$59,206	\$40,532	\$99,738	2,673	4.35%	4.38%	\$37.31
Ukiah		331	1	0.5	\$47,840	\$23,920	\$2,000	\$2,592	\$28,512	\$5,019	\$33,531	331	0.54%	1.47%	\$101.30
Umatilla		8,281	2	2.4	\$47,840	\$116,608	\$8,281	\$12,489	\$137,378	\$125,570	\$262,948	8,281	13.46%	11.55%	\$31.75
Weston		971	1	0.5	\$47,840	\$23,920	\$2,000	\$2,592	\$28,512	\$14,724	\$43,236	971	1.58%	1.90%	\$44.53
	\$1,821,694	61,519	1<2000; 2>2000	*Based on Pop Size Cat: 1=0.5 pop<1000, 0.8 pop>1000; 2=pop/2000x 0.8 <5000 and for >5000=2/15,000*(pop-5000)+2		1 fte @ 23.00/HR	1- pop<1000=\$2000; pop>1000=2500; 2= 2500 or pop*1 whichever is greater	10% of Staff+Coll	\$888,860	\$932,834	\$1,821,694	61,518	100.00%	80.00%	
		Hermiston shows Unincorporated only		Calculated, not rounded		Calculated, not rounded			48.79%	Used remaining funds after the base amount is distributed. Used a % derived from each libraries' % of whole zip code population.					

To determine the percentage of each library's distribution:

Libraries	Estimated amounts	Percentages used to determine distribution portion
Adams	\$61,120	0.0268403
Athena	\$67,655	0.0297100
Echo	\$62,348	0.0273795
Helix	\$36,094	0.0158503
Hermiston (rural)	\$121,871	0.0535185
Milton-Freewater	\$368,943	0.1620177
Pendleton	\$594,597	0.2611115
Pilot Rock	\$69,612	0.0305694
Stanfield	\$99,739	0.0437994
Ukiah	\$33,531	0.0147248
Umatilla	\$262,949	0.1154715
Weston	\$43,236	0.0189867
UCSLD	\$455,423	0.2000000
	\$2,277,177	0.9999795
Total Anticipated Tax Revenue	\$2,277,117	

\$1,821,693.60

\$455,423.40

80%

20%

When the tax distribution checks are received by the

Expenditures made on behalf of all of the libraries

Sage Library System

Catalog, Circulation 2022-23 Sage Membership fees Pendleton Public Library	\$14,931.00	2023-2024 Sage Membership fees Pendleton Public Library	\$15,987.00
Milton-Freewater Public Library Umatilla Public Library Stanfield Public Library Pilot Rock Public Library Athena Public Library Weston Public Library Echo Public Library Adams Public Library Helix Public Library Ukiah Public/School Library Hermiston Rural	\$11,946.00 \$12,329.00 \$2,108.00 \$2,009.00 \$1,801.00 \$1,809.00 \$1,794.00 \$1,483.00 \$1,525.00 \$1,428.00 \$3,958.52	Milton-Freewater Public Library Umatilla Public Library Stanfield Public Library Pilot Rock Public Library Athena Public Library Weston Public Library Echo Public Library Adams Public Library Helix Public Library Ukiah Public/School Library Hermiston Rural	\$12,824.00 \$13,457.00 \$2,295.00 \$2,056.00 \$1,937.00 \$1,949.00 \$1,876.00 \$1,604.00 \$1,633.00 \$1,350.00 \$5,725.00
Total	\$57,121.52	Total	\$62,693.00

InterMountain ESD

22-23 Courier Sage with LSTA grant funds	\$16,440.00	23-24 2-Day Courier - Reimbursed from Sage with LSTA grant funds	\$16,440.00
	\$14,833.00		
3rd Day - Paid by UCSLD	(including fuel)	3rd Day - Paid by UCSLD	\$14,616.00 (including fuel)

Library2Go

Electronic Library Access 22-23 Library2Go for 11 libraries	\$13,077.00	23-24 Library2Go for 11 libraries	\$13,709.00
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Cataloging Utilities

for 10 libraries 22-23 OCLC	\$282.80	23-24 OCLC	\$282.80
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Training

In-service trainings, continuing education funds/scholarships 22-23	\$11,064.00	23-24	\$9,604.00
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Administrative costs

The hours that are spent on these activities by UCSLD staff are not calculated. Suffice it to say that the majority of District staff time is spent on these activities

Elections, Budgeting, Board Duties and Activities

Distributing Tax Funds
 Grant Administration
 Training Planning & Execution
 Cataloging Services
 Tech Support
 Early childhood outreach across
 all of Umatilla County
 Support of storytimes & sharing
 of materials
 Meetings
 Consulting and mentoring
 Information Sharing

Sage Library System	23-24 Membership Fees
Catalog, Circulation, Cataloging Utilities	\$63,000.00
Courier	23-24 Fee
Amount not reimbursed	\$14,616.00
Library2Go	24-25 Fee
Digital Library	\$22,297.00
Training	
In-service days, Continuing Education/Scholarships	\$9,000.00
Administrative Costs	
These hours are not tracked as costs but comprise the majority of UCSLD staff time	Elections, Budgeting, Board Duties and Activities; Distributing Tax Funds; Grant administration; Training planning and execution; Cataloging services; Tech support; Early childhood outreach to all of Umatilla County; Support of storytime and sharing of materials; Meeting coordination; Consulting and mentoring; information sharing



RESOLUTION 2024-2025-01

RESOLUTION OF THE UMATILLA COUNTY SPECIAL LIBRARY DISTRICT (UCSLD) AUTHORIZING VENDORS FOR ONLINE AND AUTOMATIC PAYMENT OF BILLS IN FY2024-2025.

WHEREAS, many companies allow paying for products and services electronically; and

WHEREAS, paying online and automatically rather than by paper check would save the UCSLD time and money; and

WHEREAS, the UCSLD's Financial Management policy allows for such online payments;

Now, therefore be it RESOLVED, that the Umatilla County Special Library District Board of Directors authorizes the following vendors for online payments and deposits in FY2024-2025.

- Banner Bank (bank fees, payroll deposits, credit card payments, and employee reimbursements)
- Cities of Adams, Athena, Echo, Helix, Hermiston, Milton-Freewater, Pendleton, Pilot Rock, Stanfield, Umatilla, Weston (Tax distribution special payments)
- CIS (health benefits)
- Frazier Office Supply (office supplies)
- Pendleton Overground (telecommunications)
- PERS (retirement benefits)
- Oregon Department of Revenue (state taxes)
- Ukiah School District (Tax distribution special payments)
- US Treasury (federal taxes)
- Verizon (telecommunications)
- Stone Properties (Old West Credit Union)

Adopted by the Board of Directors of the Umatilla County Special Library District on this day July 22, 2024.

President,

ATTEST: Secretary, Heather Estrada