



**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, April 27, 2023, 5:30 pm**

Join Zoom Meeting

https://us02web.zoom.us/j/84751009405?pwd=MhOtD_ZUt_XzDrNom6Vnsun3K5SVtl.1

Meeting ID: 847 5100 9405

Passcode: 427329

One tap mobile

+19712471195,,84751009405#,,,,*427329# US (Portland)

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 – March 23, 2023, Budget Committee Meeting – April 25, 2023	President	Approval
Calendar Update	Director	No new changes
Correspondence	Director	
Reports	Director	

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – March 2023 ○ Banks & Pool Balances • Staff Monthly Reports 	Director & Board	Acceptance Information
Board Training <ul style="list-style-type: none"> • Best Practices Checklist 	Director	Information – new for 2023
Old Business <ul style="list-style-type: none"> • Community Needs Assessment 	Director & Board	Board input and plan to move forward
<ul style="list-style-type: none"> • Agreements for Library Services 	Director & Board	Update on progress
<ul style="list-style-type: none"> • City Council Visits 	Director	Invite Board to come
New Business <ul style="list-style-type: none"> • Medical plan options 	Board	Decision
<ul style="list-style-type: none"> • Performance Appraisals 	Director	Information
Good of the order	Everyone	
Next District Board Meeting with Budget Hearing preceding – May 25, 2023		Information
Adjourn	President	Motion

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



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Minutes

Board of Directors Meeting

March 23, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Jubilee Barron
Sharone McCann
John Thomas, President

Caty Clifton, Vice President
Nick Nash

ATTENDANCE STAFF

Heather Estrada, District Director
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE – VISITORS

none

CALL TO ORDER

Board President John Thomas called the Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada called the roll, stating that John Thomas, Nick Nash, Caty Clifton, and Jubilee Barron were present in the office, and Sharone McCann absent. Heather stated we have a quorum. [Sharone McCann arrived during the discussion of the Board Retreat minutes.]

APPROVAL OF THE AGENDA

There were no changes or additions to the agenda. Jubilee Barron moved to accept the agenda as presented. Caty Clifton seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting February 23, 2023: Nick Nash moved to approve the February 23rd minutes as presented. Jubilee Barron seconded the motion. The motion passed unanimously with the four Board Members present.

Board Retreat February 18, 2023: Caty Clifton asked, under the staff compensation topic, if we discussed raising salaries on July 1 by COLA/CPI at the meeting. The Board's consensus was that they had. Caty requested a statement be added to the minutes: that it is historical practice to add to salaries, at a minimum, CPI/ COLA beginning July 1st of each year. Caty Clifton made a motion to adopt the February 18th Retreat minutes with the amendment. Nick Nash seconded the motion. The motion passed unanimously with all Board Members present.

CALENDAR UPDATE

Heather Estrada requested the Board look at moving the July Board meeting date as she will be out of town the last week of July. After a bit of discussion, the Board chose to move the July meeting date to July 20, 2023.

CORRESPONDENCE

None.

REPORTS

FINANCIAL STATEMENTS - February 2023

Heather Estrada noted that these had just been uploaded to SharePoint this afternoon. John Thomas commented that he did not see anything out of the ordinary. Caty Clifton asked when the Hermiston courier reimbursement would be paid. Heather noted it would be paid after she got the invoice out to them, which went out last week. Heather noted that she had had a meeting with Rob Tremper, and he noted that when she sends invoices out that they also be sent to Dickey & Tremper so they could note them as receivables. It was noted that the Sage bill this year was sent directly to Hermiston at Mark Rose's request and so we will not be getting anything back, so the budget looks off there, as that was not how it was anticipated. There was discussion as to whether that was the way things would continue with the Sage bill and that we should probably get confirmation regarding it. Heather noted that the courier billing would continue as in the past, because IMESD will only bill one entity, us, through the contract. There was a brief discussion regarding what looks like duplicates in the general ledger, though we believe it most likely has to do with the cash accrual method of accounting. Heather asked for clarification from the Board regarding their understanding of budget transfers. Rob Tremper told her she only needs to send an email request to Dickey & Tremper for the amount to be transferred between funds. The Board clarified that as long as it is appropriated, yes that is probably true. The Board just asked Heather to note when that occurs in her report, so they are aware of it. Nick Nash moved to approve the financial statement, pending audit, for February. Caty Clifton seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada reviewed her report, noting that she met with Doug Olsen, and he told her that he is legally bound to tell us about any SIPs. Additionally, he told her that the enterprise zones, like what is going on in the west-end of the County are different, and divided up differently by cities and the County, than SIPs – we are welcome to try to get funds from enterprise zones, however the Hermiston Fire District has been working diligently to get some and have not been able to. Heather also went to the County Commissioners meeting for a first meeting with them. She noted that she has had a lot of committee meetings with in-service coming up, etc. She also stated that she had had a conversation with the State Department of Revenue, as they didn't like how we did something in our funds – Heather noted it was kind of ticky-tacky stuff.

Heather noted that Dea Nowell has been doing her usual mountain of work and will be arriving on Tuesday. Caty Clifton asked Dea about cataloging support she does with our libraries. Hermiston, Milton-Freewater, and Pendleton have staff with CAT2 permissions, with Pendleton having a staff member working toward CAT1 permissions, and Kristin Williams at BMCC has just received her CAT2 permissions. [Additionally, Susie Sotelo at Umatilla is working toward CAT2 permissions.]

Heather commented that Monica Hoffman has been busy. She has been rearranging her schedule to cover everything due to a week of family illnesses. She will be taking a couple of days off during spring break and will be coming to the next Board meeting to do a recap of her OLA presentation.

BOARD TRAINING – SDAO ACADEMY

Heather Estrada commented that she got started with her Academy training when she went to Boardman this week for her first session. It was on insurance coverage and preparation and planning for disasters and/or emergencies. She now has 5 credits on her new tracker sheet.

In reference to the Board Academy Heather shared the website for SDAO's board leadership academy. A listing of the modules is there and requires a certain number of hours. If a board member wants to reach at least bronze certification it needs to be done within three years. Caty Clifton noted she thinks it would be really good for new board members, or good as a refresher, though maybe not as great for longtime board members like herself. Caty & Nick Nash both stated they thought that SDAO does really good training. Sharone McCann noted she was interested. Heather commented that she put some of the pieces on the Board's SharePoint site. It was noted that the SDAO conference dovetails with this, but it is separate from the Academy.

OLD BUSINESS

COLUMBIA BANK ACCOUNT CLOSED; MONEY MOVED TO BANNER BANK

John Thomas & Nick Nash noted they were surprised how easy this process was. John found there is a loop hole that they want to address – if a signatory has a personal or business account at Banner Bank, they will also see the District account funds besides their own. John noted it was a bit disconcerting to begin with, though the Bank can now hide them for you if you ask. The consensus of the Board was they felt that this could potentially be an ongoing, huge liability. John stated in 2017 the Bank told him they couldn't do anything about it, so at least there is progress on this front.

REDO GUARANTOR ON CREDIT CARDS

Heather Estrada commented she wondered if maybe the guarantor situation may be part of the problem, as we are not currently set up with central billing on the credit cards, so she wonders if we are fully set up as a business non-profit account. After a bit of discussion, it was suggested that it may be best to go to the regional office bank, if the local person does not have authority to do anything. John suggested calling Walla Walla and explaining the situation. It would be good to find someone who can explain the words and what they mean in terms of what is being communicated regarding the guarantor on the credit cards.

POLICY ON EXEMPT EMPLOYEES FLEX TIME

Heather Estrada brought this forward following last month's meeting discussion and review of the policy on paid leave and flex time, and whether we have that lined out in the policy for exempt employees? Caty Clifton suggested adding some wording to the second paragraph under Scheduling in the Personnel Policy for exempt employees. The suggested wording is underlined as follows: "Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day, and week to week, within the pay period, within established limits."

The Board consensus is for Heather to manage her hours within the month, and if she can't manage months that get out of control to bring it to the Board.

ERIN MCCUSKER PROPOSAL

Heather Estrada showed the Board a bit of the final report that Erin McCusker submitted. Heather noted that there are library packets for each of the cities. There was a bit of discussion about what to send to the cities (e.g. the packet, plus a message, and the report, etc.). Heather will put the whole folder, with all of Erin's work up on the Board's SharePoint site so Board Members will have time to digest the information. It will be added to the agenda for next month's meeting for discussion. The Board also asked that Heather mention this report at in-service.

Heather transitioned to getting out to City Council meetings, which she would like to start doing in April. She plans to share a history of the District, make connections with the cities, find out what they need/want, and talk up their library directors. Heather noted that some city councils may not be aware that their community's library is funded in great part by District funds. The first stop is Adams, whose city council meeting is on Monday, April 10th. She would like to shoot for attending 2 meetings per month. Heather noted the second meeting could be Athena on the 13th or Helix on the 17th. Caty Clifton and Nick Nash agreed to attend Adams City Council meeting with Heather on April 10th at 6:00pm. John Thomas and Nick Nash agreed to attend the Helix City Council meeting with Heather on April 17th at 7:00pm. Additionally, Heather noted that her newspaper articles for the next few months will be highlighting 2 libraries per month, beginning this month with Adams PL and Athena PL. Next month she will focus on 2 libraries on the west side.

NEW BUSINESS

BUDGET PROCESS

Heather Estrada reminded the Board that the Budget Committee meeting is April 25th at 5:30pm, with the Board meeting also that week on the 27th. Heather stated that she sent emails to the lay members about the date for the Budget Committee meeting two weeks ago. The Budget Hearing, which the Lay Budget Committee Members do not need to attend, is held prior to the Board's meeting on May 25th.

TRIAL PERIOD IN POLICY MANUAL

Heather Estrada brought forward the 90-day trial period portion of the Personnel Policy and asked the Board if they need to complete this. Caty Clifton stated that Heather is performing above standards and should be moved to regular employee classification. Nick Nash agreed. After a bit of discussion, Nick Nash made a motion to move Heather Estrada from trial status to regular employee classification. Caty Clifton seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be April 27, 2023, at 5:30 pm.

ADJOURN

The meeting was adjourned by Board President John Thomas at 7:03 pm.

Respectfully submitted by Dea Nowell



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Monthly District Director Report

Date:	April 27, 2023 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	March 18– April 22, 2023

1. Position Purpose Statement

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

2. Meetings and Site Visits

3. Meetings and Site Visits

Date	Meeting/ Site Visits/ Activity	Method	What happened
3/20/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
3/20/2023	District Wide Programs Committee	Zoom	Planning for Summer Reading well underway.
3/21/2023	Local Budget Law training	Zoom	Training to deepen my understanding of process.
3/21/2023	Paid Leave OR webinar	Zoom	Discussion and training on upcoming Paid Leave implementation.
3/21/2023	Meeting with Rob Tremper	In-Person	Update on what reports they run and expectations on both sides.
3/22/2023	SDAO Training	In-Person	Training in Boardman on Risk Management.
3/22/2023	Continuing Ed Committee Meeting	Zoom	In-service details and planning meeting.
3/23/2023	Local Budget Law	Zoom	2 nd part of training series
3/23/2023	UCSLD Board Meeting	In-person & zoom	Monthly regular Board meeting
3/24/2023	Social Media training through SBDC	Zoom	Class through BMCC on how to use Social Meeting for Business (1 or 4)

3/27/2023	Meeting with Stephanie Chase	Zoom	Meet with Stephanie to talk about LEO and to prep for her talk at In-service
3/27/2023	West Side Courier	In-person	Did west side courier for Spring Break.
3/28/2023	Dea pick up	In-Person	Picked up Dea in Pasco for her Spring visit
3/28/2023	East Side Courier	In-Person	East side courier drops from Spring Break.
3/30/2023	ALA webinar on Building Strong Boards	Zoom	ALA webinar on building strong boards and board relationships.
3/31/2023	Pers reporting	On-line	Monthly reporting for PERs
3/31/2023	Digital Marketing class	Zoom	2 nd of 4 BMCC classes on how to market your business on Social Media.
4/4/2023	Continuing Ed Meeting	Zoom	Met to finalize last minute In-service details.
4/4/2023	Meeting with Josh Brown	In-person	Meeting to learn about 211 and prep for In-service presentation.
4/5/2023	Paid leave OR webinar	Zoom	More in the series on prepping for Paid Leave OR
4/6/2023	SDAO 1 st Thursday	Zoom	Monthly SDAO training
4/7/2023	Spring all staff In-Service	In-person	Spring in-service held at Umatilla Public Library
4/10/2023	Adams City Council Meeting	In-person	Met with Adams City Council to make connections and start conversations.
4/11/2023	Safety & Staff Meeting	In-Person	Monthly staff and safety meeting. Topic was cybersecurity.
4/11/2023	Innovation for Challenges Committee	Zoom	Regular meeting of this committee to work on latest topics.
4/13/2023	Dea flight home	In-Person	Took Dea to Pasco for her flight home.
4/16/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
4/17/2023	Helix City Council Meeting	In-Person	Met with City Council to start conversations and make connections.

4/18/2023	District Wide Programs Committee	Zoom	Planning for Summer Reading well underway.
4/19-4/22/2023	OLA conference	In-Person	Annual conference for training and connections in Bend.
4/19/2023	PLD Board Meeting	In-Person	Attended board meeting at OLA to speak about Dea as she receives the Pearl Award from PLD!!!

4. Projects and Progress

Project	Status	% Complete
Policy Review	EDI & A review of policies	100%
In-Service Training	Spring in-service complete.	100%
Audit	Audit complete, no issues found. Copy on hand for board	100%
Agreements for Library Services	All Agreements are complete	100%
Public Records Management	The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff	75%
Performance Appraisals	Work plan check ins complete for first three quarters	75%
Community Needs Assessment	Erin's report is in, information needs to be disseminated to Libraries	90%
Strategic Planning – New	The plan strategic directions, goals and staff work plans are complete.	100%
Succession Planning	New District Director has started	100%
Disaster Planning	In the initial stages of working on this planning	25%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	55%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Process has begun for new year, requirements sent out to Districts.	20%
Safety & Staff Meetings	Cybersecurity Awareness in April & Workplace Bullying: Awareness and Prevention in May	ongoing
ALSP Coming in	Call for 23-24 ALSPs out. Several turned in.	30%
Budget Process	Budget documents from Budget officer done, Committee meeting set, Budget message done.	50%

5. Feedback & Accomplishments

- Spring In-service a success!!
- Started City Council visits. (Adams and Helix completed)

- Received health insurance information from SDIS
- TV set up in front of office with scrolling marketing for libraries

6. Upcoming Events – Activities

- April 19-22 - OLA in Bend (Heather and Monica, Dea virtual attendance)
- April 25 – Budget Committee Meeting
- April 27 – April Board Meeting
- May 3 – All day SDAO meeting in Pendleton
- May 10 – Meeting of the Directors
- May 16 – District Wide Programs & Services Committee
- May 17 – Safety and Staff Meeting
- May 25 – Board meeting and Budget Hearing



Date:	April 27, 2023, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	March 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>
Mar.2023	257	224	94	12	93	10	0	0
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

reports run:

regular monthly:	item stats: all 12 pub. lib. temp bibs missed put into bucket	OCLC CatExpress stats (added & deleted)	circulation related: Adams PL - 1 Echo PL - 6, Pilot Rock PL - 1, Stanfield PL - 7, Milton-Freewater - 3 Weston PL - 1	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	Stanfield PL - 1: in process items		Ukiah P/SL - 2: pre-cataloged items & in process items	

3. Meetings and Site Visits

- Sage Budget meeting [via GoToMeeting]: 1 (3/9)
- Staff/Safety meetings [via Zoom]: 1 (3/15)
- Sage Library of Things discussion [via GoToMeeting]: 1 (3/15)
- [listened to 3/21 Sage User Council meeting recording & followed up on a question that came up at mtg.]
- UCSLD Board meetings [via Zoom]: 1 (3/23)
- Sage Circulation Committee meeting [via Zoom]: 1 (3/23)
- webinars/trainings attended [virtual]:
 - OLA Staff Round Table session: Make It Stick: Trainings That Are Remembered & Copied (3/1)
 - [Free to SDAO Members] A Guide to Best-in-Class Cybersecurity Posture (3/1)
 - SafePersonnel - Family Medical Leave Act (FMLA) (3/2)
- meet weekly, Monday am, w/ Heather [via MS Teams]: 3+1 [in person] (3/6, 13, 20, [28])

visits to/with District Libraries:

- Adams PL - 6 [phone, email, in person]
 - call re. weeding session at in-service to lend resources, support, & encouragement
 - call re. email ? about DVD that had 2 barcodes on it
 - email info. about weeding webinar I watched and resource list provided

- returned a call re. info. on pages of an excerpt included in a book not paged...
 - email re. not getting all of batches finished before leaving for trip to Umatilla County
 - courier delivery
- Athena PL - 5 [phone, in person]
 - call re. call # ? on an item
 - call re. a graphic novel truly being unpagged
 - call rec'd. re.cataloging ?s: cutter for book w/ no author listed, & a book w/ postcards
 - call re. barcode for an item
 - courier delivery
- Echo PL - 2 [in person]
 - courier deliveries (2)
- Helix PL - 4 [phone, in person]
 - call re. barcode on an item being same as another in catalog
 - call - book from 3/2/23 w/ duplicate barcode on, found and has no barcode - delete 2nd copy + an item came back with no barcode, replaced barcode
 - call indicating that sub will be working regular hours & courier on Thurs.
 - courier delivery
- Hermiston PL - 2 [in person]
 - courier deliveries (2)
- Milton-Freewater PL - 2 [email, in person]
 - emailed cataloger re. temp bib items list (as a heads up) - had placed holds on items
 - courier delivery
- Pendleton PL - 2 [email, in person]
 - email re. temp bib items to see
 - courier delivery
- Pilot Rock PL - 2 [email, in person]
 - emailed question about making site visit (same date) at an earlier time
 - courier delivery
- Stanfield PL - 2 [in person]
 - courier deliveries (2)
- Ukiah P/SL - 2 [in person, email]
 - site visit & courier delivery
 - emailed info. for ILL contact at EOU re. requesting additional courier bags & boxes
- Umatilla PL - 5 [email, in person]
 - email reply re. new library hours and best way to change on Sage & Sage website (2)
 - email re. new picture of building to post on UCSLD website
 - courier deliveries (2)
 - spoke w/ Susie (in person) re. technical/equipment setup for in-service
- Weston PL - 8 [phone, email, in person]
 - call re. email ? re. holds on one of their items that had been out and about for months...
 - call re. shelving location for a board game
 - call re. Library of Things type
 - call re. email ? about a missing Book Club Kit (would I help sort it out)
 - email reply re. info. on missing Book Club Kit
 - call re. Book Club Kit - finally came back & having trouble checking it in - walked through canceling hold to clear continuing request to put in transit back to where returned from when checking in...
 - call re. sending of temp bib item - clarifying where to send
 - courier delivery
- Kathy Street [Oregon Trail Library District Director] & Becky Doherty (lone Library District co-Director) - 1 each [in person]
 - exchange of [Morrow Co.] courier box(es) in Hermiston PL parking lot
- [Erin McCusker] - 2 [email]
 - emailed "Selected Statistics" Excel sheet

- emailed chart showing District funding compared to city/state/federal over time + helped Heather locate another requested item (PPT presentation of 4/9/22 Board retreat/work session)

4. Projects and Progress

- scanned Dec. 2015-Apr. 2017 of Board Meeting minutes & support docs, & uploaded to Board SharePoint site ~ ongoing
- Wi-Fi router upgrade – 100% complete (now have separate logins for staff & guests)
- working on presentation for in-service on databases we have & no longer have access to, as well as tips & shortcuts for Evergreen (catalog software) – 85% complete
- new Google Analytics acct.... (Google sunseting current analytics software as of July 1, 2023...) – [same as last month...]

5. Accomplishments

- assisted with spring tire swap [studded tires removal] on courier car
- worked on Monica’s computer some (created system recovery drive, hard-wired internet connection, headphones)
- scheduled holds for temp bib items from several libraries to see
- website work:
 - Board agendas, packet, & minutes posted
 - updated Umatilla PL building picture (2 locations)
 - posted Heather’s EO Go! Column (3/30/23)
- Sage Cataloging Mentor:
 - reviewed Feb. 2023 new bibs (212 bibs)
 - checked on and emailed to Beth Ross (Sage System Admin.) completion statistics of RDA training component in Sage’s Niche Academy for catalogers whom I mentor
 - finished up new bibs observations for UCSLD catalogers to share with catalogers at upcoming site visits
 - email/phone conversations with 3 other mentors and Sage System Admin. re. upcoming Library of Things discussion logistics, since several key individuals were going to be unavailable for the scheduled day/time
 - email reply to email questions from cataloger at Josephy Library; included my running an item report for them
 - email reply to ? from Tracy Hayes, cataloger at Lake County Library, who led the Library of Things (LoT) discussion this month about some info. in demonstrated bib for LoT
 - notified Mentor group that I would miss this month’s meeting due to site visit/courier
 - responded to email from Lisa Hauner (Sage Cataloging Committee Chair) re. recent Cat2’s for recognition at Cataloging Committee Meeting (adding Kristin Williams)
- Other:
 - courier deliveries 2+ days
 - visited with Heather & Monica about possible way to display the library happenings on website in addition to on TV in front window of the office

Feedback received:

- 3/3/23 – email from Erin McCusker re. “Selected Statistics” spreadsheet sent to her as she worked on finishing up the Community Needs Assessment work: “Thanks so much ... This is wonderful and provides a wonderful overview. This has been a real gift to the libraries and the community to see these stats over the years.”
- 3/14 & 15/23 – email from Tracy Hayes (cataloger at Lake County Library & Cataloging Committee Chair “in training”) re. assistance/encouragement I offered before & after March’s Library of Things discussion group: “Dea, your kindness and encouragement mean so much! Thanks!” & “Thank you so much for your kind words! I am so relieved and appreciate all of you very much!”
- 3/27/23 – email from Lisa Hauner (Cataloging Committee Chair) re. assistance I offered a newer mentor/Cataloging Committee Chair “in training” during Library of Things discussion group: “Thank you so much for helping Tracy with the LoT discussion! ... I felt GOOD with her leading the way and you just calmly guided her over the humps and around the obstacles. I

forget - but I don't think I have ever been in a meeting you were chair of, but you provide quite the sturdy anchor for us Big-girl Chair wannabes - It was nice hearing you from the 'other side' of the meeting and knowing what was going on! You have a very nice steady presence... I appreciate all you do behind the scenes to keep things running smoothly and I am especially grateful for when you swoop in and save me! Tracy felt that way too and she really liked it"

- 3/31/23 - email from Oregon Library Assoc. Public Library Division Chair: "It is with great pleasure that I write to let you know that you have been nominated and selected for the Oregon Library Association Public Library Division's Pearl Award. This award is presented by the Public Library Division to a deserving person employed in any capacity in an Oregon public library who has displayed exceptional effort and excellence. The annual award represents those who are like the pearl in an oyster -- one who agitates, makes change over time, and is highly valued. You were nominated by Heather Estrada."

6. Upcoming Events - Activities

- in Umatilla County - Mar. 28 to Apr. 13
- helping with courier deliveries - Mar. 28-31
- site visits to all public libraries + BMCC library (Mar. 29, Apr. 3-5, 10-12)
- Sage Cataloging Committee meeting - Apr. 3
- UCSLD spring in-service - Apr. 7
- Staff/Safety meeting - Apr. 11
- Sage Library of Things discussion group - Apr. 19
- WebJunction webinar: Proactive Planning for Library Staff Transitions - Apr. 19
- UCSLD Budget Committee meeting - Apr. 25
- Sage Cataloging Mentor meeting - Apr. 26
- UCSLD Board meeting - Apr. 27
- Apr. 24-28 - off about $\frac{3}{4}$ of the week (vacation)



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:	April 25, 2023
Staff Name:	Monica Hoffman
Time Period Report Covers:	March 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! does not count those numbers for the statistical report, to not count attendance the libraries have counted.

Book Box Statistics	Boxes/kits	Books
To Sites with Storytime	49	954
To Sites without Storytime	42	816
Total	91	1770
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	2	44
Adults in Attendance	16	112
Children in Attendance	21	502
Total Attendance	37	614

Meetings and Site Visits-represented above:

Thursday March 2, 2023-Milton Freewater

- 8:45am IMESD Freewater ECSE Storytime and materials exchange with Sherry
- 9:30am Little Ardos Academy Storytime and materials exchange with María
- 10am Lily's Kids Academy Storytime and materials exchange with Lili
- 10:30am YMCA Childcare Center 4's at Freewater School Storytime and materials exchange with Victor
- 11:15am UMHS Milton Freewater Head Start Storytime and materials exchange with Mary.



- 1:15pm IMESD Freewater ECSE Storytime with Sherry
- 2pm UMHS Milton Freewater Head Start Storytime and materials exchange with Linda.

Friday March 3, 2023-Weston

- 8am CSD Chair/Chair-elect meeting
- 10am Weston Public Library Storytime with Kathleen

Monday March 6, 2023-Pendleton

- 9am IMESD PELC Storytime with Corrine
- 9:30am IMESD PELC Storytime with Hannah
- 10am UMHS PELC Storytime and materials exchange with Tierney
- 1pm IMESD PELC Storytime and materials exchange with Corrine
- 1:30pm IMESD PELC Storytime and materials exchange with Hannah
- 2pm UMHS PELC Storytime and materials exchange with Tierney

Tuesday March 7, 2023, Athena

- 9am ABC Children's Ministries Storytime and materials exchange with Kate
- 9:30am ABC Children's Ministries Storytime materials exchange with Rebekah
- 10:30am Athena Public Library Storytime with Stephanie

Wednesday March 8, 2023, Umatilla

- 9:15am IMESD McNary Storytime with Katy
- 10am UMHS Umatilla Enhanced Storytime and materials exchange with Janie
- Drop off free books for Dr Seuss night in Umatilla.
- 10:30am UMHS Umatilla Early Head Start Storytime and materials exchange with Favi
- 11am UMHS Umatilla Morning Storytime and materials exchange with Ashley
- 12pm UMHS Umatilla Afternoon Storytime and materials exchange with Crystal
- 1:30pm IMESD McNary Storytime and materials exchange with Katy

Thursday March 9, 2023, Hermiston

- 9am Airport Way UMHS Storytime and materials exchange with Ruth
- 9:30am Airport Way UMHS Storytime and materials exchange with Jose
- 10am BMCC Hermiston /Migrant Ed Program Materials exchange with Marisol
- 10:15am IMESD Migrant Education Program Storytime and materials exchange with Erika

Friday March 10, 2023

- 8am CSD Chair/Chair-elect meeting

Monday March 13, 2023, Hermiston

- 9:45am UMHS Victory Square Storytime and materials exchange with Andrea
- 11am Hermiston Center for School Readiness Rocky Storytime and materials exchange with Ayerim

- 11:45am Bethlehem Lutheran Preschool materials exchange with Tess
- 12pm Misty's In-home Childcare materials exchange
- 2pm UMHS Victory Square Storytime and material exchange with Claire
- 2:30pm UMHS Victory Square Storytime and material exchange with Nikki

Tuesday March 14, 2023, Pendleton, Helix

- 11:30am Mindy's In-home Childcare materials exchange

Wednesday March 15, 2023, Adams

- 8am Staff Meeting FMLA in HR
- 10:30am Adams Public Library Storytime with Amanda
- 12:45pm OLA CSD Spring Workshop

Thursday March 16, 2023, Hermiston

- 9am Hermiston Child Development Center Combo 2 Storytime with Ruby
- 10am IMESD Punkin Center morning Storytime with Becca
- 10:30am IMESD Punkin Center morning Storytime with Keri
- 12:45pm IMESD Punkin Center materials exchange with Avery
- 1pm IMESD Punkin Center Storytime and materials exchange with Becca
- 1:30pm IMESD Punkin Center Storytime and materials exchange with Keri
- 1pm IMESD Punkin Center Storytime and materials exchange with Crystal

Friday March 17, 2023

- 8am CSD Chair/Chair-elect meeting

Monday March 20, 2023, Hermiston

- 9am HCDC Combo 1 Storytime with Ruby and materials exchange Johanna
- 10am Good Shepherd Children's Center Pre-K storytime and materials exchange with Tigers and Otters
- 10:30am Good Shepherd Children's Center toddler storytime and materials exchange with Monkeys and Giraffes

Tuesday March 21, 2023, Stanfield

- 9am Stanfield Elem Preschool Storytime with Stacey and Debbie
- 10am Stanfield Public Library Storytime with Cecili
- 11:30am Oregon Child Development Coalition. materials exchange with Norma
- 12pm IMESD Cornerstone materials exchange with Deb, Deysi, Liza, Jennifer
- 1pm Stanfield Elem Preschool Storytime and materials exchange with Stacey and Debbie.

Wednesday March 22, 2023, Pendleton

- 9am Elsie's In-home Childcare Storytime and materials exchange Pendleton
- 9:45am Pioneer Relief Nursery materials exchange with Amanda, Cheri and MaryChris

- 10am Pioneer Relief Nursery Storytime and materials exchange with Makayla
- 10:45am Room to Bloom Childcare Preschool Storytime and materials exchange with Trina.
- 11:30am Lil Angels Preschool and Childcare materials exchange

Spring Break

Thursday March 30, 2023

- 9:30am Jen's In-home Childcare Storytime and materials exchange

Friday March 31, 2023

- 8am CSD Chair/Chair-elect meeting
- Spring Break Courier

Projects and Progress:

- Collection development/box revisions- ongoing
- Oregon Ready to Read 2023 Grant 25% Complete.
- March 15- April 5, 2023: Oregon Library Association, Children's Services Division Annual Book Auction Fundraiser

Upcoming Events - Activities:

April 7: UCSLD Spring In-Service

April 18-April 22, 2023:
Oregon Library Association
Annual Conference: Rekindle,
Rejuvenate, Reimagine

April 21: Present "Next Level
Storytime" at Oregon Library
Association Annual
Conference

This photo was sent to me by
a Pendleton in-home childcare
provider.



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Nine Months Ended March 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 **March 31, 2023** and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the **nine months then ended**, in accordance with the budgetary basis of accounting and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the budgetary basis of accounting in accordance with Oregon Budget Law, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the budgetary basis. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, and fund balance – all fund types – budgetary basis, and the related schedules of revenues, expenditures, and changes in fund balance – all fund types – budgetary basis. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Umatilla County Special Library District.

April 21, 2023

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

Governmental Type Funds

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 36,120.75	\$ -	\$ -	\$ -	\$ 36,120.75
Cash - LGIP	393,605.55	20,379.74	29,040.12	20,594.92	463,620.33
Cash - Columbia River Bank	-	-	-	-	-
Cash - Banner Bank Savings	19,084.86	-	-	-	19,084.86
Accounts Receivable	19,955.62	-	-	-	19,955.62
Prepaid expenses	4,743.34	-	-	-	4,743.34
TOTAL	\$ 473,510.12	\$ 20,379.74	\$ 29,040.12	\$ 20,594.92	\$ 543,524.90
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 1,886.98	\$ -	\$ -	\$ -	\$ 1,886.98
Accrued payroll and benefits	1,395.33	-	-	-	1,395.33
Total Current Liabilities	3,282.31	-	-	-	3,282.31
FUND BALANCES (DEFICIT)					
Assigned	-	20,379.74	29,040.12	20,594.92	70,014.78
Unassigned	470,227.81	-	-	-	470,227.81
Total Fund Balances	470,227.81	20,379.74	29,040.12	20,594.92	540,242.59
TOTAL	\$ 473,510.12	\$ 20,379.74	\$ 29,040.12	\$ 20,594.92	\$ 543,524.90

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 9 Months Ended March 31, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 44,465.57	\$ 2,071,127.88	\$ 2,204,478.00	\$ (133,350.12)	93.95%
Taxes - previously levied	1,761.24	31,741.96	55,000.00	(23,258.04)	57.71%
Other income	204.00	223.60	200.00	23.60	111.80%
Community services fees	-	112,740.84	85,000.00	27,740.84	132.64%
Interest earned - LGIP	1,544.37	9,652.73	2,350.00	7,302.73	410.75%
Interest earned - other	2.68	27.55	150.00	(122.45)	18.37%
Total Revenues	47,977.86	2,225,514.56	2,347,178.00	(121,663.44)	94.82%
PERSONNEL EXPENDITURES					
District Manager	5,833.33	61,822.79	80,000.00	(18,177.21)	77.28%
Library Tech. Manager	4,635.50	39,829.55	54,000.00	(14,170.45)	73.76%
Early Literacy Coordinator	3,979.92	33,915.87	46,000.00	(12,084.13)	73.73%
Payroll taxes	1,029.67	9,716.32	12,850.00	(3,133.68)	75.61%
Health and accident insurance	4,003.34	34,724.95	50,400.00	(15,675.05)	68.90%
Worker's compensation	3.81	676.52	650.00	26.52	104.08%
Unemployment	376.87	3,001.68	2,500.00	501.68	120.07%
Retirement	2,470.51	21,030.56	25,000.00	(3,969.44)	84.12%
Total Personnel Expenditures	22,332.95	204,718.24	271,400.00	(66,681.76)	75.43%
MATERIALS AND SERVICES					
Transportation	202.84	2,322.00	5,600.00	(3,278.00)	41.46%
Staff training and conferences	447.00	1,603.13	2,500.00	(896.87)	64.13%
Board expenses	186.40	1,419.68	2,600.00	(1,180.32)	54.60%
Legal fees	-	990.00	5,000.00	(4,010.00)	19.80%
Audit	-	6,050.00	5,900.00	150.00	102.54%
Insurance	-	3,450.00	5,000.00	(1,550.00)	69.00%
Fiscal management	1,150.00	10,350.00	13,800.00	(3,450.00)	75.00%
Postage	63.00	368.70	400.00	(31.30)	92.18%
Office supplies and maintenance	-	2,627.13	5,000.00	(2,372.87)	52.54%
Telephone	-	1,467.77	2,100.00	(632.23)	69.89%
Rent	785.07	7,065.63	9,500.00	(2,434.37)	74.38%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	7,500.00	(7,500.00)	0.00%
Email/website	-	2,010.00	2,200.00	(190.00)	91.36%
Total Materials and Services	2,834.31	39,724.04	68,600.00	(28,875.96)	57.91%
SPECIAL PAYMENTS					
Tax distribution to cities	43,933.83	1,689,248.27	1,783,583.00	(94,334.73)	94.71%
Community services fee distribution to cities	-	90,192.68	68,000.00	22,192.68	132.64%
Total Special Payments	43,933.83	1,779,440.95	1,851,583.00	(72,142.05)	96.10%
Capital outlay	-	3,339.59	3,500.00	(160.41)	95.42%
Contingency	-	-	107,500.00	(107,500.00)	0.00%
Total expenditures	69,101.09	2,027,222.82	2,302,583.00	(275,360.18)	88.04%
Revenues over (under) expenditures	(21,123.23)	198,291.74	44,595.00	153,696.74	444.65%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	-	(93,000.00)	(129,815.00)	36,815.00	71.64%
Transfer to Capital Reserve Fund	-	-	(5,000.00)	5,000.00	0.00%

Total other financing sources (uses)	-	(93,000.00)	(134,815.00)	41,815.00	68.98%
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Revenues and other financing sources over
(under) expenditures and
other financing uses

\$ (21,123.23)	105,291.74	(90,220.00)	\$ 195,511.74
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FUND BALANCE, July 1, 2022

<u>364,936.07</u>	<u>219,135.00</u>
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FUND BALANCE, March 31, 2023

<u>\$ 470,227.81</u>	<u>\$ 128,915.00</u>
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UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the 9 Months Ended March 31, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 150.00	\$ (150.00)	0.00%
Hermiston and courier reimbursement	19,955.62	19,955.62	29,000.00	(9,044.38)	68.81%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	<u>19,955.62</u>	<u>19,955.62</u>	<u>32,150.00</u>	<u>(12,194.38)</u>	<u>62.07%</u>
MATERIALS AND SERVICES					
Sage Library System	-	58,133.12	74,015.00	(15,881.88)	78.54%
Courier - County	-	30,576.00	35,000.00	(4,424.00)	87.36%
Cataloging utilities	-	-	750.00	(750.00)	0.00%
Library2Go	-	13,077.00	13,400.00	(323.00)	97.59%
Programs and training	629.77	3,427.37	8,000.00	(4,572.63)	42.84%
Cooperative programs and activities	195.10	195.10	5,000.00	(4,804.90)	3.90%
Grant expenses - Other	145.15	721.09	3,000.00	(2,278.91)	24.04%
Marketing	1,500.00	1,500.00	5,000.00	(3,500.00)	30.00%
Total Materials and Services	<u>2,470.02</u>	<u>107,629.68</u>	<u>144,165.00</u>	<u>(36,535.32)</u>	<u>74.66%</u>
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	<u>2,470.02</u>	<u>107,629.68</u>	<u>174,165.00</u>	<u>(66,535.32)</u>	<u>61.80%</u>
Revenues over (under) expenditures	<u>17,485.60</u>	<u>(87,674.06)</u>	<u>(142,015.00)</u>	<u>54,340.94</u>	<u>61.74%</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	93,000.00	129,815.00	(36,815.00)	71.64%
Total other financing sources (uses)	<u>-</u>	<u>93,000.00</u>	<u>129,815.00</u>	<u>(36,815.00)</u>	<u>71.64%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 17,485.60</u>	5,325.94	(12,200.00)	<u>\$ 17,525.94</u>	
FUND BALANCE, July 1, 2022		<u>15,053.80</u>	<u>12,200.00</u>		
FUND BALANCE, March 31, 2023		<u>\$ 20,379.74</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 9 Months Ended March 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	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	-	\$ 5,000.00	<u>\$ (5,000.00)</u>	
FUND BALANCE, July 1, 2022		<u>29,040.12</u>	<u>29,040.00</u>		
FUND BALANCE, March 31, 2023		<u>\$ 29,040.12</u>	<u>\$ 34,040.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the 9 Months Ended March 31, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
State Ready to Read Grant	\$ -	\$ 9,320.00	\$ 9,457.00	\$ (137.00)	98.55%
Total Revenues	<u>-</u>	<u>9,320.00</u>	<u>9,457.00</u>	<u>(137.00)</u>	<u>98.55%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	81.69	4,000.00	(3,918.31)	2.04%
State Ready to Read material	-	9,911.41	9,457.00	454.41	104.81%
Take Off transportation	75.45	1,452.78	5,000.00	(3,547.22)	29.06%
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	75.45	11,445.88	20,457.00	(9,011.12)	55.95%
Contingency	<u>-</u>	<u>-</u>	<u>9,030.00</u>	<u>(9,030.00)</u>	<u>0.00%</u>
Total expenditures	<u>75.45</u>	<u>11,445.88</u>	<u>29,487.00</u>	<u>(18,041.12)</u>	<u>38.82%</u>
Revenues over (under) expenditures	<u>(75.45)</u>	<u>(2,125.88)</u>	<u>(20,030.00)</u>	<u>17,904.12</u>	<u>10.61%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (75.45)</u>	<u>(2,125.88)</u>	<u>(20,030.00)</u>	<u>\$ 17,904.12</u>	
FUND BALANCE, July 1, 2022		<u>22,720.80</u>	<u>20,030.00</u>		
FUND BALANCE, March 31, 2023		<u>\$ 20,594.92</u>	<u>\$ -</u>		