



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, September 28, 2023, 5:30 pm

425 South Main Street, Pendleton, OR 97801 and
Zoom Link:

<https://us02web.zoom.us/j/88124766041?pwd=b3FOTFZOR0FjYXBqQU0rZlVETWtJQT09>

Meeting ID: 881 2476 6041

Passcode: 710670

One tap mobile +19712471195,,88124766041#,,,,*710670# US (Portland)

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

Meeting ID: 881 2476 6041

Passcode: 710670

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

Topic	Lead	Purpose Outcome
Public Comment – Limited to Two Minutes Per Person Limited to 30 Minutes Total	President	Please sign up
Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted		
Minutes – Board Meeting – August 24, 2023 ALSP Review Meeting – September 19, 2023	President	Approval
Calendar Update	Director	Updated to show ALSP Review Meetings
Correspondence	Director	

Topic	Lead	Purpose Outcome
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – August 2023 ○ Banks & Pool Balances • Staff Monthly Reports 	Director	Acceptance Information
Board Training <ul style="list-style-type: none"> • Report from SDAO training 	Board Members present	Information
Old Business <ul style="list-style-type: none"> • Update on Door and Lease agreements 	Board	Presented at the Meeting for Board Information and Discussion
<ul style="list-style-type: none"> • Updates on SDAO Narcan, Director's request for Every Library Institute consultant, and SDAO best practices update 	Director	Information
New Business <ul style="list-style-type: none"> • Holidays policy 	Director & Board	Update and Decision
<ul style="list-style-type: none"> • Health Insurance Benefits Policy 	Board	Update and Decision
<ul style="list-style-type: none"> • Audit process and EAP information 	Director	Information
Good of the order	Everyone	
Next District Board Meeting – October 26, 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

August 24, 2023, 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 (via Zoom)
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 Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that in person were Board Members Caty Clifton, and Kathy Thew; and on Zoom was Board Member Sharone McCann. It was noted that John Thomas was running a little late [he arrived during the calendar update]; and that Nick Nash stated he would not be available. It was declared that we had a quorum with the three (3) Board members currently present.

APPROVAL OF THE AGENDA

There were no changes. Kathy Thew moved to accept the agenda as presented. Sharone McCann seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: July 20, 2023 – Kathy Thew moved to approve the July 20, 2023, minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada noted that the calendar has been updated to show the ALSP Review meetings (Sept. 19, Oct. 5, and Oct. 12). Cecili Longhorn (Stanfield PL director) noted that she is disappointed that the review will not be in person as it is one of the few times the library directors get to see the full Board, thus Heather invited any of the Board Members who would be available to meet at the office for the reviews. Heather also noted that the March Board meeting date is listed as the third Thursday of the month due to Spring Break the following week – she had failed to mention it at the last meeting.

CORRESPONDENCE

Heather Estrada stated that a letter was received from the Oregon Audits Division addressed to the Board with reminders of the laws and responsibilities of the Board Members.

Additionally, Heather shared some of the back-and-forth messages between her and Lili Schmidt (Milton-Freewater PL director) regarding Lili's family's response to the article Heather wrote last month highlighting Milton-Freewater and Umatilla Public Libraries.

REPORTS

STAFF MONTHLY REPORTS

Heather Estrada spoke on her staff report noting that she got to every single summer reading program this summer except Ukiah, which was closed much of the summer and did not have many programs. She shared that the Milton-Freewater PL Storytime she attended involved the rural fire department and was an excellent program. She attended the Athena Library board meeting this week and stated that the fruit of their hard work following Covid is beginning to show. She also noted that she met with Pendleton Police Lieutenant Tony Nelson regarding the Narcan issue, who stated that they were dragging their feet to begin with but now are carrying it – thus Heather has decided we have enough libraries wanting it now so is going to go ahead and apply for it through SDAO. Heather also commented that District wide we are having a special limited run of Baby Yoda library cards available for library card sign-up month in September. She also shared that she met with Stephanie Chase, LEO Executive Director, when she came through the area visiting the libraries. They had a great conversation and Stephanie encouraged Heather to join an EDI cohort this year – Heather is going to do the Eugene cohort (2 in person and 2 virtual meetings), so she will be out of the office Sept. 18 and Nov. 13 for those in person meetings.

There were no questions regarding the other staff reports, however both Caty Clifton and John Thomas commented on the excellent reports and said thanks for all the details. John also noted that he is using the noted reads from Monica Hoffman's reports to begin building a library of books for his grandchildren.

FINANCIAL STATEMENTS – July 2023

Sharone McCann noted that she had not been able to view the financial statement for this meeting as she was traveling, and the print was too small to read on her phone. John Thomas moved to accept the July financial statement, subject to audit. Kathy Thew seconded the motion. The motion passed with three (3) Board members approving, and Sharone McCann abstaining.

BOARD TRAINING – HIGHLIGHTS OF BOARD TRAINING IN AUGUST, REMINDER OF ETHICS TRAINING IN SEPTEMBER, AND ANNUAL CONFERENCE IN FEBRUARY

Heather Estrada stated that she and Kathy Thew attended the Board Duties, Liabilities and Responsibilities training in August with Eileen Eakins. They noted it was very long, but very good. They both stated that she is very easy to listen to. Heather reminded the Board of the upcoming Ethics training on September 13 in Boardman, and of the SDAO annual conference in February at Seaside.

Heather stated that she is working on credits for the SDAO academy and spent much time watching videos for emergency action plans while down with Covid. She said that she hasn't yet found a good template to work on pulling it all together for us yet.

Heather also noted that SDAO has a grant program every year. This year the primary focus is on cybersecurity with up to \$5,000 matching grant, and the secondary focus is on physical security with up to \$2,500 matching grant. She noted that we as a staff have been talking about the door lock/latch and that a neighbor found the

door open one day. Heather needs to investigate what our lease says and probably talk with the landlord regarding the possibility of pursuing a grant.

Caty Clifton commented regarding the emergency action plan that she would like us to also think about the other system, outside the District office, with the libraries being considered hubs and safe places. We are potentially a communication hub. It was noted that this could be a conversation piece at a training. Heather commented that the District-wide/County-wide piece is also something that has been on her mind.

OLD BUSINESS

UCSLD – END OF YEAR REPORT

Heather Estrada stated that Caty Clifton brought a couple of edits today regarding dates. It was also suggested that a couple of pictures be added on page 5 where much of the page is blank. The Board's consensus was that it was well written. Once it is updated it will be posted on the website.

TAX CONVERSATION WITH ASSESSOR ON AUG. 30

Heather Estrada noted that she would be meeting with the County Assessor on August 30th as a follow-up to the library directors' conversation about raising funds.

NEW BUSINESS

CITY COUNCIL VISITS

Umatilla - Sept 5th @ 7pm

Ukiah - Sept. 6th @ _pm – just received info. about Ukiah's School Board meeting today.

Heather Estrada noted that she was thinking of going to Athena's on Sept. 14th, however, probably won't go this month.

JUNETEENTH DISCUSSION – PERSONNEL POLICY UPDATE?

Heather Estrada noted that Juneteenth has been a federal holiday for 2½ years and that most libraries are beginning to close in observance of it. John Thomas suggested that as new holidays are federal- and state-designated that they be folded in. John moved to adopt Juneteenth as a recognized holiday for the District, and to consider future federal and state holidays to be automatically added to the District's recognized holidays. Kathy Thew seconded the motion. The motion passed unanimously.

AUDITOR PROCESS UPDATE

Heather Estrada shared that she received the letter acknowledging our audit with Barnett & Moro just after the last Board meeting, which she signed and returned. She has not yet received a letter with the checklist, though she has seen the checklist from last year. Heather noted that she has received from several of the auditors for the cities, requests for the list of distributions sent out last fiscal year.

NOV. 3rd IN-SERVICE DATE – PUT ON CALENDAR TO COME IF YOU ARE AVAILABLE

Heather Estrada shared the date of the upcoming fall all-staff in-service and invited the Board Members to come if they were available. The location has not yet been determined, though thinking of Echo or Pilot Rock. It was noted that the date is November 3rd, not 4th, as was listed in the agenda.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on September 28, 2023, 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 6:32 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT



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17 SW Frazer Ave – Suite 360
PO Box 1689
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Phone (541) 276-6449

Monthly District Director Report

Date:	September 28, 2023 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	August 21, 2023 – September 22, 2023

1. Position Purpose Statement

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

2. Meetings and Site Visits

Date	Meeting/ Site Visits/ Activity	Method	What happened
8/21//2023	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
8/22//2023	MF Summer Reading	In-person	Attended MF’s Rural Fire Dept program with crafts, storytime and exploring equipment.
8/23/2023	Meet with Lt. Tony Nelson	In-person	Meet with Pendleton Police Lt. to discuss Narcan use in libraries.
8/23/2023	Meet with Francis	In-person	Meeting with Francis to discuss library training on racism.
8/24/2023	Safety and Staff Meeting	Teams	Monthly staff and safely meeting. Topic was Identity Theft and Consumer Protection.
8/24/2023	Monthly Board meeting	In-person	Regular monthly board meeting,
8/25/2023	Continuing Ed Meeting	Zoom	Meet with committee to check in and move forward with Fall In-service planning.
8/28/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
8/28/2023	Maintance on Fit	In-person	Fall maintaince done on FIT
8/30/2023	Meeting with Rachel Reynolds	In-person	Talked with Rachel about the taxing district and options therein

8/31/2023	Pers reporting	On-line	Monthly reporting for PERs
9/5/2023	Umatilla City Council Meeting	In-Person	Attended to meet and give information to Umatilla City Council
9/5/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
9/6/2023	Ukiah School Board Meeting	In-Person	Attended to meet and give information to Ukiah School Board
9/7/2023	Meeting with Erin Borla of Roundhouse	Teams	Meet and information sharing with member of Roundhouse foundation.
9/7/2023	Meet with Susan Price and checked venues for In-service	In-person	Susan and I visited sites in Pilot Rock and secured site for fall In-service
9/8/2023	Continuing Ed. Committee Meeting	Zoom	Planning started for fall in-service.
9/11/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
9/13/2023	SDAO Ethics Training	In-Person	Continuing Education - SDAO Board training
9/13/2023	Meeting with Mark Rose	Phone	Interview for Go! Article in EO
9/14/2023	Training on 1 page Emergency Plan	Zoom	Emergency Management training
9/14/2023	Meeting with Kathleen Schmidtgal	In-Person	Interview for Go! Article in EO
9/18/2023	EDI cohort training	In-Person	All day training in Eugene funded by Oregon State Library
9/19/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
9/19/2023	ALSP meeting	In-person and zoom	ALSP reviews for 4 libraries
9/20/2023	Monthly staff and safety meeting	In-person and Teams	Monthly check in and safety meeting.
9/20/2023	Meeting of the Directors	In-person & zoom	Bi-monthly meeting of Directors for updates and trainings.

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Fall In-Service planning begun	35%

Audit	Audit process beginning. Distribution totals done, sent to some auditors	25%
Agreements for Library Services	New round begun; reminders sent out. Sign up complete	35%
Public Records Management	The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff	75%
Performance Appraisals	All staff are in and completed. Quarterly check-ins set up.	25%
Community Needs Assessment	Waiting for ASLR meetings for feedback and next steps.	25%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	More research done on background. Part way through SDAO training on topic.	50%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	70%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Heather has done about half of the reading and research	50%
Safety & Staff Meetings	September: Emergency Action Plans; October: Travel Security (Security)	ongoing
ALSP Coming in	Call for 23-24 ALSPPs out. All in	100%
Budget Process	All documents into the assessor	100%

4. Feedback & Accomplishments

- Started State Libraries EDI cohort, much learning to come in the next 2 months.
- 2 more cities visited on city council list.
- Location and logistics nailed down for fall in-service.

5. Upcoming Events – Activities

- September 26th, Oct 3rd, Oct. 10th – Antiracism Class
- September 28th – UCSLD Board Meeting
- September 29th – Continuing Education Committee meeting
- October 4th – Grand Jury Duty service begins, Wednesday afternoons thru December.
- October 5th – ALSP meeting
- October 12th – ALSP meeting
- October 24th – Dea in Pendleton for work
- October 26th - UCSLD Board Meeting
- November 3rd – All- staff District In-service



Date:	September 28, 2023, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	August 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>
Aug. 2023	438	1,965	717	0	64	3	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 Ukiah P/SL - in process items: Milton-Freewater PL-1
additionally:	Adams PL - report for corrections needed due to call # changes & report for Adult & YA Non-Fiction collections (2) Stanfield PL - DVDs & Blu-rays not checked out in last 2 years Helix PL - Adult Non-Fiction books (2)			

3. Meetings and Site Visits

- Sage Cataloging Committee meeting [via GoToMeeting]: 1 (8/7)
- Staff/Safety meetings [in person]: 1 (8/24)
- UCSLD Board meeting [in person]: 1 (8/24)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (8/30)
- webinars/trainings attended [virtual]:
 - Ryan Dowd webinar - Social Workers in Libraries: A Conversation with Beth Wahler & Stephanie Johnson (8/3)
 - SafePersonnel - FACTA: Identity Theft & Consumer Protection (8/23)
- meet weekly, Monday am, w/ Heather [via MS Teams]: 3 (8/7, 8/21, 8/28)

visits to/with District Libraries:

- all 12 libraries - 1 [email]
 - email informing libraries I would be out of office for a day & a half
- Adams PL - 11 [phone, email]
 - called [she had been out with illness] - re. changing call numbers in catalog there... also spoke about possible corrections needed with shelving locations as wasn't aware

- of those when she made call number changes in catalog; spoke also about creating 2 shelving locations from currently one collection, & shelving space issues in YA & Adult NF, & weeding
 - email reply to question about patron accounts that seem to have disappeared – asked for a couple of examples so I could look into it...
 - emailed info. about email contact at EOU to request ILL supplies from repository site
 - emailed report for corrections needed due to call # changes & included another worksheet with Adult & YA Non-Fiction collections
 - returned a missed call – re. graphic novel section – will let me know if Juv. or YA; got call # structure for graphic novel section
 - returned missed call: PC's hard drive fried & was looking for help getting back into circ account, but got it. – spoke about shelving locations (adding children's fiction & children's non-fiction shelving locations)
 - returned call missed while in meeting – had a couple questions: how to add a bookmark to toolbar (I had helped her do it when I was there once & she couldn't remember how it was done) & then it disappeared when she added another one (found setting for them to always show) (3)
 - email notifying that the 2 new shelving locations had been created
 - email reply re. a patron's question about whether there was a way to retrieve history of what they had checked out before... no, though patron could enable reading history in their patron account settings & gave instructions of where and how to do that...
- Athena PL - 5 [phone, email]
 - called w/ a couple questions from a batch of cataloging – one item will be rescanned, the other is a “wonderbook” (an audio component attached to front of book & charging cord)
 - email question about shelving location for “wonderbooks” & if going to collect more, etc. (2)
 - email quick reply to a follow-up email where a question had been asked & addressed
 - called re. follow-up on email re. Libby question and new barcode
- Echo PL - 5 [phone, email]
 - called re. 3 emails sent day before all had attachments with only 1 page – will resend
 - email reply re. age-based hold protection added when not wanted... (2)
 - email re. one of barcodes for deletion missing a digit, could it be...?
 - email reply to request for weeding list for books not checked out in last 5 yrs. for all sections of library – had just run this list in May, asked if really needed it again so soon (response was “No that is ok. I was thinking it was longer than that.”)
- Helix PL - 4 [phone, email]
 - returned missed call re. minor call # work & asking for authority to just make change so as not to fill my inbox...
 - emailed requested Adult Non-Fiction inventory report
 - called following up on email about new items sent
 - email: created 2 shelving locations – YA series & Juv. series as requested; and sent updated Adult Non-Fiction inventory report after updating call numbers in collection missing the A preceding the Dewey # and made adjustments to rest of call # based on what library assistant had sent me recently
- Milton-Freewater PL - 1 [email]
 - email reply to cataloger re. ? about how to locate an bib in system with an OCLC # for small local history booklets I cataloged for them a while back – (I had given her OCLC #s for those I found in OCLC but had not imported them since they have their own account...)
- Pendleton PL - 1 [email]
 - email reply to cataloger email ? about whether to use a serial or monograph record for their 2021 set of Oregon Revised Statutes & asked if had rec'd CAT1 certificate (2)
- Stanfield PL - 15 [phone, text, email]
 - called re. barcodes & call numbers for 2 items
 - email report of DVDs & Blu-rays with no checkout in last 2 years
 - called re. double check of # of discs for an item (2)
 - call rec'd. re. advice on handling an accidental purchase of an adult graphic novel

- returned missed calls mid-week (while out of office unexpectedly) – called because hadn't heard or seen anything back from me & wanted to also say sorry for the mess she had sent
- called re. clarification of a barcode for an item
- called re. duplicate barcodes given for 2 items
- called several times & could not get through (no answering machine before opening & only fast busy signal later in day) – sent text to Cecili's cell phone to ask if having phone issues & yes, so was told to call her cell phone: double checking on 2 items w/ status of missing – check in to clear (3+)
- called re. barcode change – already in catalog (delete the pre-cat item)...
- called re barcode change question, possibly changing barcode from inside book to back cover & how to communicate the changes to me
- returned call missed while in meeting – inquiring about checkout stats from Baby Yoda cards with a District barcode string; she also noted that Susie & Stephanie inspire her...
- called to give answer to Baby Yoda card stats question
- Ukiah P/SL - 1 [email]
 - email asking whether afternoon might be better than morning for site visit this fall (2)
- Beth Ross [Sage Library System - Systems Administrator] - 1 [phone]
 - called re. ? from Stanfield PL re. the Baby Yoda card question & checkout stats – stats follow checkout library for checkouts, and home library for patrons
- Jon Georg [Sage Library System Specialist] - 1 [email]
 - replied to email question about whether should add Heather Culley (Pendleton PL) to email list when sending out the new bibs report

4. Projects and Progress

- August was primarily spent catching up from July & August in terms of cataloging sent my way, etc., which backlogged while I was working in Pendleton in July and was unexpectedly out of the office for a week in August – [*ongoing work*]

5. Accomplishments

- website work:
 - Board agendas, packet, & minutes posted
 - posted FY2023-24 UCSLD calendar (2)
 - posted “Library Happenings” for August
 - posted Heather's EO Go! Column (8/31/23)
- Sage Cataloging Mentor:
 - email to Lisa Hauner (Sage Cataloging Committee Chair) letting her know I may not make it to Cataloging Comm. mtg., or may only catch a bit of the end of the meeting...
 - emailed my instruction sheet for transferring a PRECAT item to a bib record to Lisa Hauner following Cataloging Comm. mtg - I shared how to do it & had instruction sheet
 - call w/ Lisa Hauner re. follow-up from Cataloging Comm. mtg. and email following mtg.
 - called Lisa Hauner re. an item listed on agenda for mentor mtg.
 - call w/ Lisa Hauner follow-up to Cataloging mentor mtg.
 - email reply to Josephy Lib. cataloger re. Sage Library System Niche Academy class access
 - July new bibs reviewed (total: 162 bibs)
- Other:
 - returned a missed call to Kathy Thew re. where to find SharePoint; I directed her to Board packet on website for moment prior to Board mtg. – as follow-up created some instructions for getting in & out of Microsoft accounts and some tips for SharePoint
 - printed & scanned Oregon population sheet update for Board Handbook & emailed to Heather with note about what still needed to be updated/distributed
 - purchased airline tickets for fall trip

Feedback received:

- 8/3/23 – email reply from Heather Estrada after I sent her the last document which I had said I’d find updated information for the Board Handbooks, along with something else – Wonderful work, as always. Thanks!...”
- 8/7/23 – email from Lisa Hauner (Sage Cataloging Committee Chair) after I sent my instructional document for transferring a PRECAT item to a bib record following the Cataloging Committee meeting – “OOOHHH!!! You do know how to make a Kitty Cat purr 🐱 So - is this common knowledge - accessible somewhere? Did you create this? May I forward this to Jon for the website? ... I really wish I would have had this to prep for the meeting, but I also like wallowing so others know its OK to be learning all the time... but I might have overdone it today 🤔 🐱 🎵 ✨ Thank you so much for swooping in - you and Beth came at the exact right times!”

6. Upcoming Events – Activities

- cataloging training through Midwest Collaborative for Library Services (MCLS)
 - Graphic Detail: Cataloging Graphic Formats – Sept. 6
 - Authorities – Sept. 19-21
- Sage User Council meeting – Sept. 19
- Staff/Safety meeting – Sept. 20
- Sage Library of Things (LoT) discussion – Sept. 20
- Sage Cataloging Mentor meeting – Sept. 27
- UCSLD Board meeting – Sept. 28
- Fall trip (for in-service, site visits, etc.) – Oct. 24-Nov. 8



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takeoff@ucslid.org
Phone (541) 612-2052

Date:	September 20, 2023
Staff Name:	Monica Hoffman
Time Period Report Covers:	August 2023

Position Purpose Statement:

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

Statistics:

Attendances at Library Storytime's are kept separately as Take Off! Childcare/preschool Storytimes so the libraries can count those attendees for their statistical reports.

Book Box Statistics	Boxes/kits	Books
To Sites with Storytime	7	138
To Sites without Storytime	25	476
Total	32	614
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	2	5
Adults in Attendance	6	7
Children in Attendance	10	40
Total Attendance	16	47

Meetings and Site Visits:

Friday August 4, 2023

Weston Library Storytime with Kathleen

Sunday August 6, 2023, - Tuesday August 8, 2023,

Oregon Library Association Leadership retreat at Menucha

Tuesday August 15, 2023

Performance appraisal meeting with Heather

Wednesday August 16, 2023

Staff and Safety Meeting topic Identity Theft

Friday August 18, 2023

Adams Public Library Storytime with Amanda

Wednesday August 23, 2023

Athena Public Library Storytime with Stephanie

Monday August 28, 2023

Good Shepherd Children's Center Pre-K materials exchange

Misty's In-home Childcare materials exchange

Oregon Child Development Coalition. materials exchange

Stanfield Patriot Heights Head Start materials delivery.

Tuesday August 29, 2023

Jen's In-home Childcare Storytime and materials exchange

Pioneer Relief Nursery materials exchange with Cheri and MaryChris

Elsie's In-home Childcare Storytime and materials exchange
Wednesday August 30, 2023
YMCA Childcare Center 3's at Freewater School
Storytime and materials exchange with Aiden
YMCA Childcare Center 4's at Freewater School
Storytime and materials exchange with Victor
Lily's Kids Academy Storytime and materials exchange with Lili
Oregon Child Development Coalition materials exchange with Tifanie.

Projects and Progress:

- Oregon Ready to Read 2023 Grant. 58% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

- September 1, 2023, Transition from Oregon Library Association, Children's Service Division Chairperson-elect to Chairperson.



**“Saddle Up
With A Good Book”
window display.**



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Two Months Ended August 31, 2023

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General Fund	3-4
Resource Sharing Fund	5
Capital Improvement Reserve Fund	6
Outreach Fund	7



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

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

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

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

Dickey and Tremper, LLP

September 18, 2023

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

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 20,420.18	\$ -	\$ -	\$ -	\$ 20,420.18
Cash - LGIP	255,264.05	26,031.85	44,040.12	16,289.01	341,625.03
Cash - Banner Bank Savings	19,087.23	-	-	-	19,087.23
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,719.22	-	-	-	5,719.22
TOTAL	\$ 300,490.68	\$ 26,031.85	\$ 44,040.12	\$ 16,289.01	\$ 386,851.66
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 2,656.94	\$ -	\$ -	\$ -	\$ 2,656.94
Accrued payroll and benefits	990.57	-	-	-	990.57
Total Current Liabilities	3,647.51	-	-	-	3,647.51
FUND BALANCES (DEFICIT)					
Assigned	-	26,031.85	44,040.12	16,289.01	86,360.98
Unassigned	296,843.17	-	-	-	296,843.17
Total Fund Balances	296,843.17	26,031.85	44,040.12	16,289.01	383,204.15
TOTAL	\$ 300,490.68	\$ 26,031.85	\$ 44,040.12	\$ 16,289.01	\$ 386,851.66

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

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 1,134.11	\$ 1,134.11	\$ 2,191,544.00	\$ (2,190,409.89)	0.05%
Taxes - previously levied	2,575.10	2,575.10	45,000.00	(42,424.90)	5.72%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	113,000.00	(113,000.00)	0.00%
Interest earned - LGIP	1,275.23	2,639.75	7,850.00	(5,210.25)	33.63%
Interest earned - other	0.95	1.98	150.00	(148.02)	1.32%
Total Revenues	4,985.39	6,350.94	2,357,744.00	(2,351,393.06)	0.27%
PERSONNEL EXPENDITURES					
District Manager	6,242.00	12,484.00	75,000.00	(62,516.00)	16.65%
Library Tech. Manager	5,001.12	9,567.36	56,600.00	(47,032.64)	16.90%
Early Literacy Coordinator	4,259.61	8,148.81	48,400.00	(40,251.19)	16.84%
Payroll taxes	1,091.75	2,121.89	17,000.00	(14,878.11)	12.48%
Health and accident insurance	4,976.08	9,949.02	62,850.00	(52,900.98)	15.83%
Worker's compensation	4.67	384.87	650.00	(265.13)	59.21%
Unemployment	399.60	776.64	2,500.00	(1,723.36)	31.07%
Retirement	3,281.15	6,400.89	29,000.00	(22,599.11)	22.07%
Total Personnel Expenditures	25,255.98	49,833.48	292,000.00	(242,166.52)	17.07%
MATERIALS AND SERVICES					
Transportation	400.99	1,075.55	6,000.00	(4,924.45)	17.93%
Staff training and conferences	320.00	320.00	4,000.00	(3,680.00)	8.00%
Board expenses	186.00	452.72	4,500.00	(4,047.28)	10.06%
Legal fees	-	-	5,000.00	(5,000.00)	0.00%
Audit	-	-	6,550.00	(6,550.00)	0.00%
Insurance	-	-	5,300.00	(5,300.00)	0.00%
Fiscal management	1,250.00	2,500.00	15,000.00	(12,500.00)	16.67%
Postage	-	-	500.00	(500.00)	0.00%
Office supplies and maintenance	100.20	624.64	5,700.00	(5,075.36)	10.96%
Telephone	316.68	316.68	2,100.00	(1,783.32)	15.08%
Rent	808.62	1,617.24	10,100.00	(8,482.76)	16.01%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	-	1,512.00	2,525.00	(1,013.00)	59.88%
Total Materials and Services	3,382.49	8,418.83	71,775.00	(63,356.17)	11.73%
SPECIAL PAYMENTS					
Tax distribution to cities	2,967.38	2,967.38	1,789,235.00	(1,786,267.62)	0.17%
Community services fee distribution to cities	-	-	90,400.00	(90,400.00)	0.00%
Total Special Payments	2,967.38	2,967.38	1,879,635.00	(1,876,667.62)	0.16%
Capital outlay	-	-	4,000.00	(4,000.00)	0.00%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	31,605.85	61,219.69	2,347,410.00	(2,286,190.31)	2.61%
Revenues over (under) expenditures	(26,620.46)	(54,868.75)	10,334.00	(65,202.75)	-530.95%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	(25,000.00)	(25,000.00)	(125,000.00)	100,000.00	20.00%
Transfer to Capital Reserve Fund	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>-</u>	<u>100.00%</u>
Total other financing sources (uses)	<u>(35,000.00)</u>	<u>(35,000.00)</u>	<u>(135,000.00)</u>	<u>100,000.00</u>	<u>25.93%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (61,620.46)</u>	(89,868.75)	(124,666.00)	<u>\$ 34,797.25</u>	
FUND BALANCE, July 1, 2023		<u>386,711.92</u>	<u>363,982.00</u>		
FUND BALANCE, August 31, 2023		<u>\$ 296,843.17</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 Two Months Ended August 31, 2023**

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 150.00	\$ (150.00)	0.00%
Hermiston and courier reimbursement	-	-	22,000.00	(22,000.00)	0.00%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	-	-	25,150.00	(25,150.00)	0.00%
MATERIALS AND SERVICES					
Sage Library System	-	-	59,000.00	(59,000.00)	0.00%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Cataloging utilities	-	-	500.00	(500.00)	0.00%
Library2Go	-	13,709.00	14,500.00	(791.00)	94.54%
Programs and training	-	0.00	18,000.00	(18,000.00)	0.00%
Cooperative programs and activities	1,095.53	1,141.06	6,000.00	(4,858.94)	19.02%
Grant expenses - Other	-	-	3,000.00	(3,000.00)	0.00%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	1,095.53	14,850.06	141,000.00	(126,149.94)	10.53%
Contingency	-	-	31,150.00	(31,150.00)	0.00%
Total expenditures	1,095.53	14,850.06	172,150.00	(157,299.94)	8.63%
Revenues over (under) expenditures	(1,095.53)	(14,850.06)	(147,000.00)	132,149.94	10.10%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	25,000.00	25,000.00	125,000.00	(100,000.00)	20.00%
Total other financing sources (uses)	25,000.00	25,000.00	125,000.00	(100,000.00)	20.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 23,904.47</u>	10,149.94	(22,000.00)	<u>\$ 32,149.94</u>	
FUND BALANCE, July 1, 2023		<u>15,881.91</u>	<u>22,000.00</u>		
FUND BALANCE, August 31, 2023		<u>\$ 26,031.85</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 Two Months Ended August 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	<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>	<u>\$ -</u>	<u>100.00%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 10,000.00</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, August 31, 2023		<u>\$ 44,040.12</u>	<u>\$ 44,040.00</u>		

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

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ -	\$ -	\$ 9,320.00	\$ (9,320.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,320.00</u>	<u>(9,320.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	(95.40)	3,500.00	(3,595.40)	(2.73%)
State Ready to Read material	2,877.25	2,877.25	9,320.00	(6,442.75)	30.87%
Take Off transportation	349.98	349.98	5,000.00	(4,650.02)	7.00%
Outreach materials and supplies	<u>-</u>	<u>-</u>	<u>2,000.00</u>	<u>(2,000.00)</u>	<u>0.00%</u>
Total materials and services	3,227.23	3,131.83	19,820.00	(16,688.17)	15.80%
Contingency	<u>-</u>	<u>-</u>	<u>7,540.00</u>	<u>(7,540.00)</u>	<u>0.00%</u>
Total expenditures	<u>3,227.23</u>	<u>3,131.83</u>	<u>27,360.00</u>	<u>(24,228.17)</u>	<u>11.45%</u>
Revenues over (under) expenditures	<u>(3,227.23)</u>	<u>(3,131.83)</u>	<u>(18,040.00)</u>	<u>14,908.17</u>	<u>17.36%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (3,227.23)</u>	(3,131.83)	(18,040.00)	<u>\$ 14,908.17</u>	
FUND BALANCE, July 1, 2023		<u>19,420.84</u>	<u>18,040.00</u>		
FUND BALANCE, August 31, 2023		<u>\$ 16,289.01</u>	<u>\$ -</u>		

Health Insurance Benefits

The Umatilla County Special Library District (UCSLD) health insurance plan provides employees **and their families with one family member** access to medical, dental, and vision care insurance benefits after 30 days of employment. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees (working at least 30 hours per week)

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between UCSLD and the insurance carrier.

Details of the health insurance plan are provided to new employees upon hire. Contact the District Director for more information about health insurance benefits.

Adopted – 5/19/2003

Reviewed & Updated – 7/1/2012, 9/24/2020, 11/17/2022

Umatilla County Special Library District

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

Holidays

The Umatilla County Special Library District (UCSLD) will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King's Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth Holiday (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (2 days)

UCSLD will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. **Official Federal holidays will be added to this list as an ongoing priority when they are approved by the federal government.** Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

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