



**Umatilla Special Library District Board**

**Regular Meeting of the Board of Directors  
Thursday, February 23, 2023, 5:30 pm**

425 South Main Street, Pendleton, OR 97801 and

Zoom Link: <https://us02web.zoom.us/j/88226326122?pwd=bOp8YSPYwswVsN5UJatHILNFNhCKiO.1>

Meeting ID: 882 2632 6122

Passcode: 543145

Audio Only: +1 971 247 1195

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

Topic	Lead	Purpose Outcome
<b>Public Comment</b> – 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
<b>Minutes</b> – Board Meeting – January 26, 2023	President	Approval
<b>Calendar Update</b>	Director	
<b>Correspondence</b>	Director	Share at the meeting
Reports  <ul style="list-style-type: none"> <li>• Financial Statements               <ul style="list-style-type: none"> <li>○ Accountants’ Report – December 2022 January 2023</li> </ul> </li> </ul>	Director  Director	Share the December and January Financials

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> <li>○ Banks &amp; Pool Balances</li> <li>● Staff Monthly Reports</li> </ul>	Director	Information
<b>Board Training</b> <ul style="list-style-type: none"> <li>● SDAO conference update and discussion</li> </ul>	Director	Share update on conference and ideas for future
<b>Old Business</b> <ul style="list-style-type: none"> <li>● Resolution is signed for Columbia Bank Transfer – ready for action</li> </ul>	Board	Set time for 2 board members to go to bank
<ul style="list-style-type: none"> <li>● Redo guarantor on Credit Cards</li> </ul>	Board	Update
<ul style="list-style-type: none"> <li>● Erin McCusker proposal</li> </ul>	Board	Erin’s progress update
<b>New Business</b> <ul style="list-style-type: none"> <li>● Budget process</li> </ul>	Director	Update
<ul style="list-style-type: none"> <li>● City Council visits</li> </ul>	Director	Discussion and invitation
<b>Good of the order</b>	Everyone	
<ul style="list-style-type: none"> <li>● Next District Board Meeting – March 23, 2023</li> </ul>		Information
<b>Adjourn</b>	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.



## **Minutes**

### **Board of Directors Meeting**

January 26, 2023, at 5:30 pm

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

#### **ATTENDANCE BOARD**

Jubilee Barron (via Zoom)

Sharone McCann (via Zoom)

John Thomas, President (via Zoom)

Caty Clifton, Vice President

Nick Nash (via Zoom)

#### **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, Sharone McCann, and Jubilee Barron were present via Zoom, and Caty Clifton was present in the office. Heather stated we have a quorum. [Nick Nash arrived at the meeting via Zoom during the calendar update.]

#### **APPROVAL OF THE AGENDA**

John Thomas stated there is a matter that needs to be added to the agenda: election information, which was received after the agenda was published. Caty Clifton moved to add the election information to the agenda [under new business]. Sharone McCann seconded the motion. The motion passed unanimously. Caty Clifton then moved to approve the agenda as amended. Jubilee Barron seconded the motion. The motion passed unanimously.

#### **PUBLIC COMMENT**

None.

#### **MINUTES**

Board Meeting December 15, 2022: Sharone McCann moved to approve the December 15<sup>th</sup> minutes as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

#### **CALENDAR UPDATE**

Heather Estrada noted that she will be unavailable for the June 22, 2023, Board meeting due to plans made before she applied for this job. Following some discussion, Nick Nash made a motion to move the June Board meeting to June 29<sup>th</sup>. Caty Clifton seconded the motion. The motion passed unanimously.

## CORRESPONDENCE

Heather Estrada commented that the only correspondence was that she sent out letters to the library directors about the historical grant and has already received a few requests in response.

## REPORTS

### FINANCIAL STATEMENTS - November 2022 & December 2022

Heather Estrada noted that both financial statements are in and on the SharePoint site, though she just received the December statement yesterday. Heather noted that there has been some discussion in the office about maybe putting out some feelers to see if anyone else is interested in doing our accounting. Heather noted that she has discovered that there are three different people at Dickey & Tremper who look at, or work on, our accounts and additionally that they are currently more audit oriented. Dea Nowell noted when asked, that Dickey & Tremper or their predecessors have been our accountants for pretty much the existence of the District, as no one else wanted to do what we were needing/asking for. The consensus of the Board was that it would not hurt to check around.

John Thomas suggested that we table the December 2022 financial statements till next month. Jubilee Barron moved to table the December financials till the February 2023 Board meeting. Nick Nash seconded the motion. The motion passed unanimously.

It was noted that the bank and pool balances, and general ledgers were not posted on the SharePoint site, Caty Clifton saw them in the office during the meeting.

Nick Nash moved to accept the November 2022 accountants' report subject to audit. Sharone McCann seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

John Thomas commented that Heather Estrada had an amazing first month. Heather noted that Dea Nowell has gotten everything updated on the website and that Monica Hoffman had a short break over Christmas time as her program slowed down a bit. Heather noted that she has been out to about half of the libraries so far for deeper talks with the directors, and she has been through her first Meeting of the Directors. Heather noted that she is finding it helpful to sit in the library director's space with them and see what each does.

### BOARD TRAINING – DISCUSS DESIRED TOPICS AND SCHEDULE BOARD RETREAT

Areas were identified by several of the Board members that they would like to address, either as a work group or in a retreat:

- pay of employees,
- review mission,
- review strategic plan & priorities,
- review tasks ahead,
- conversation on community needs assessment,
- financials,
- agreements – calendar agenda and what need to do ahead of next agreements,
- Board review/evaluation process (such as done in 2018? with SDAO consultant),
- and hear what Heather's guiding light/vision for us is.

The Board set February 18, 2023, 9am-noon with lunch to follow, as the date for the Board retreat/work session. Nick Nash offered his office as the location.

## OLD BUSINESS

None.

## NEW BUSINESS

### FY2021-2022 AUDIT

John Thomas noted that he did not see any areas that were noted as not in compliance. Cay Clifton noted on page 35 the discussion on tax abatements, with District property tax revenues reductions by Enterprise Zones and Strategic Investment Program by \$978,636. The Board suggested getting with the County Assessor and understanding all of this. It was also commented that we need to be sure that we are at the table and getting what we should be – it was noted that Ken Reading was at the table years ago and that is why we have what we do. Dea Nowell noted that she believes that we are currently represented by Umatilla County Counsel [Doug Olson] in these matters currently.

It was noted “nothing came to our attention” in the audit, so it is a clean audit. Cay Clifton made a motion to accept the audit as presented. Nick Nash seconded the motion. The motion passed unanimously.

### BUDGET PROCESS: APPOINT BUDGET OFFICER, APPROVE TIMELINE AND BUDGET COMMITTEE

Heather Estrada shared the list of Budget Committee Lay Members as we currently have: Cade Burnette from Stanfield has agreed to serve, Mary Finney is willing to serve another term, and the other three lay members are available and willing to serve. The budget calendar was reviewed. Cay Clifton moved to appoint Heather Estrada as the Budget Officer. Jubilee Barron seconded the motion. The motion passed unanimously. Sharone McCann moved to approve the Budget Calendar as presented. Nick Nash seconded the motion. The motion passed unanimously. Jubilee Barron moved to approve the Budget Committee Lay Members as presented. Cay Clifton seconded the motion. The motion passed unanimously.

### MOVE COLUMBIA BANK FUNDS TO BANNER BANK

After noting the acquisition of Columbia Bank by Umpqua Bank, the Board agreed to draft a resolution (Resolution 2022-2023-06) to close the account at Columbia Bank and move the funds to a business savings account at Banner Bank to keep the funds separated from the other funds money, since that was the reasoning behind placing the money in Columbia Bank originally. Nick Nash moved to draft a resolution that two (2) Board Members close the Columbia Bank account and open a business saving account at Banner Bank with those funds. Cay Clifton seconded the motion. The motion passed unanimously. John Thomas noted that he would sign the resolution next week.

### REDO GUARANTOR ON CREDIT CARDS

Heather Estrada noted that she still does not have a credit card and found out that the current guarantor on the District credit cards is Marsha [Richmond]. We need to fill out a new business guarantor form and have a new business account created under the District rather than under an individual. Jubilee Barron made a motion to have the District Director fill out the form and get corporate credit cards. Sharone McCann seconded the motion. The motion passed unanimously.

### RESOLUTION 2022-2023-5 DESIGNATING A REGISTERED LOCATION AND AGENT

Heather Estrada noted that with the Director change we need to designate a new registered agent and office. John Thomas read Resolution 2022-2023-05, Designating a Registered Office and Registered Agent. Two items were noted for corrections on the Resolution as presented – “Page 1 of 2” and under 2. district not capitalized where it was under 1. Cay Clifton moved to adopt the resolution pending edits. Jubilee Barron seconded the motion. The motion passed unanimously.

#### GOVERNING DOCUMENTS AND POLICY REVIEW – EDI & A AND UPDATES – ALSP PRIORITIES

Heather Estrada noted that the ALSP Priorities is not really a policy per se, however we don't have a final list for posting on the website, only a draft list in a drafted letter Erin McCusker was sending to the libraries for last year's ALSP process. After a brief discussion, Nick Nash moved to approve the ALSP Priorities as finalized. Sharone McCann seconded the motion. The motion passed unanimously.

#### ERIN McCUSKER PROPOSAL

Following a very brief discussion of Erin McCusker's proposal to complete the community needs assessment project, specifically noted in the UCSLD 2022-2025 strategic plan, under strategic direction 1, goal B, the Board accepted her proposal. Nick Nash moved to hire Erin McCusker to finish the community needs assessment as outlined in her proposal. Sharone McCann seconded the motion. The motion passed unanimously. John Thomas stated he would respond to Erin's email and contract.

#### ELECTIONS INFORMATION

Heather Estrada stated that she had the elections information from the County Elections Department. Heather stated that 3 seats are up for election in May, currently held by Caty Clifton, Nick Nash, and Jubilee Barron. She noted that candidate forms are available, and she has some in hand, and that the filing period is February 4, 2023 through 5:00 pm on March 16, 2023, with \$10 being the filing fee. Heather also stated that the available district positions will be published in the newspaper on February 4<sup>th</sup>. Ballots will be mailed out on April 22<sup>nd</sup>. She recommended talking up the positions with interested folks.

#### GOOD OF THE ORDER

Nick Nash noted that his company [Eastern Oregon Business Source] has a contract with the City of Pendleton's Park and Recreation Department. He doesn't expect any conflicts, however wanted to get it in the record up front. Caty Clifton noted that she will miss the next meeting as she will be traveling. Heather Estrada noted that she has a packet of 100% of the updated policies for each Board Member's handbook available.

#### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be February 23, 2023, at 5:30 pm.

#### ADJOURN

Nick Nash moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 6:55 pm.

Respectfully submitted by Dea Nowell



**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:	February 15, 2023
Staff Name:	Monica Hoffman
Time Period Report Covers:	January 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	45	765
To Sites without Storytime	44	704
Total	89	1469
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	37
Adults in Attendance	20	103
Children in Attendance	34	401
Total Attendance	54	504

Meetings and Site Visits-represented above:

Tuesday January 3, 2023-Athena

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

Wednesday January 4, 2023-Umatilla

- 9:15am Intermountain Education Service District (IMESD) McNary Heights Early Intervention-Special Education (EISE) Storytime and materials exchange with Kathryn
- 10am Umatilla Morrow Head Start (UMHS) Umatilla Enhanced Storytime and materials exchange with Janie
- 11am UMHS Umatilla Morning Storytime and materials exchange with Ashley
- 12pm UMHS Umatilla Afternoon Storytime and materials exchange with Crystal.

- 2pm IMESD EISE McNary Heights Storytime with Kathryn

Thursday January 5, 2023-Hermiston- Umatilla

- 9am Hermiston Child Development Center (HCDC) Combo 2 Storytime with Ruby
- 10:30am UMHS Umatilla Early Head Start Storytime and materials exchange with Favi
- 12pm Bethlehem Lutheran Preschool materials exchange with Tess
- 12:15pm Misty's In-home Childcare materials exchange

Friday January 6, 2023-Weston

- 10am Weston Public Library Storytime with Kathleen

Monday January 9, 2023-Hermiston

- 10am HCDC Combo 1 Storytime and materials exchange with Ruby and Johanna
- 11am Hermiston Center for School Readiness at Rocky Heights Storytime and materials exchange with Ayerim

Tuesday January 10, 2023-Pendleton Helix

- 10:30am Helix Public Library Storytime with Annette
- 11:15am Lil Angels Preschool and Childcare materials exchange
- 11:30am Mindy's In-home Childcare materials exchange

Wednesday January 11, 2023-Pendleton

- 9am IMESD Pendleton Early Learning Center (PELC) EISE Storytime and materials exchange with Corrine
- 9:30am IMESD PELC EISE Storytime and materials exchange with Hannah
- 10am UMHS PELC Storytime with Heather
- 1pm IMESD PELC EISE Storytime with Corrine
- 1:30pm IMESD PELC EISE Storytime with Hannah
- 2pm UMHS PELC Storytime and materials exchange with Tierney

Thursday January 12, 2023-Hermiston

- 9:30am IMESD EISE Punkin Center morning Storytime and materials exchange with Becca
- 10am IMESD EISE Punkin Center morning Storytime and materials exchange with Keri
- 12:30pm IMESD EISE Punkin Center materials exchange with Crystal
- 12:45pm IMESD EISE Punkin Center materials exchange with Avery
- 1pm IMESD EISE Punkin Center afternoon Storytime with Keri
- 1:30pm IMESD EISE Punkin Center afternoon Storytime with Becca



Friday January 13, 2023- Zoom

- Oregon Library Association, Children's Services Division Meeting

Monday January 16, 2023-Holiday

Tuesday January 17, 2023-Stanfield

- 9am Stanfield Elementary Preschool morning Storytime and materials exchange with Stacey and Debbie
- 10am Stanfield Public Library Storytime with Cecili
- 1pm Stanfield Elementary Preschool afternoon Storytime with Stacey and Debbie

Wednesday January 18, 2023-Pendleton-Adams

- 8am Staff and Safety Meeting: Bloodborne Pathogen Exposure Prevention
- 10:30am Adams Public Library Storytime with Amanda

Thursday January 19, 2023-Hermiston

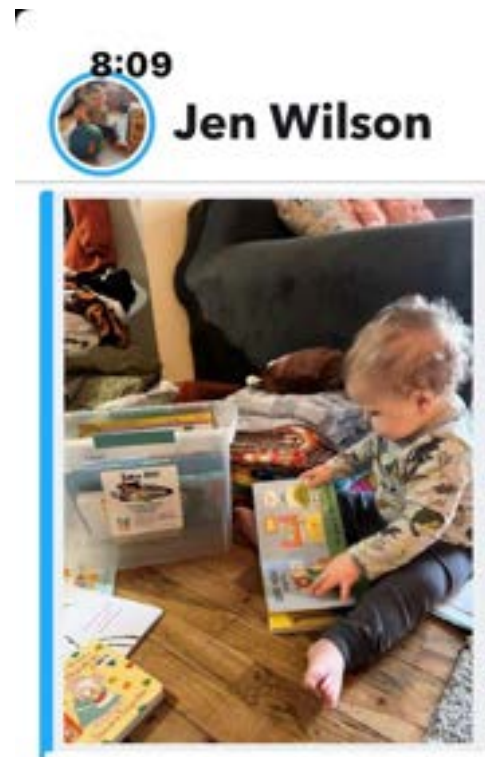
- 9am BMCC Hermiston /Migrant Education Program Materials exchange with Marisol
- 9:15am IMESD Migrant Education Program Storytime and materials exchange with Erika
- 10am Good Shepherd Children's Center Pre-K Storytime and materials exchange with Lynn
- 10:30am Good Shepherd Children's Center toddler Storytime with Lynn

Monday January 23, 2023-Milton Freewater

- 10am IMESD Freewater EISE Storytime and materials exchange with Sherry
- 10:30am YMCA Childcare Center at Freewater School Storytime and materials exchange with Victor
- 11:45am UMHS Milton Freewater Enhanced Storytime and materials exchange with Mary
- 1:15pm IMESD Freewater ECSE Storytime with Sherry
- 2pm UMHS Milton Freewater afternoon Storytime and materials exchange with Linda

Tuesday January 24, 2023-Pendleton

- 10am Jen's In-home Childcare Storytime and materials exchange
- 10:45am Room to Bloom Childcare Preschool Storytime and materials exchange with Trina



Wednesday January 25, 2023-Hermiston

- 1pm Oregon Library Association, Children's Services Division, Winter Workshop- Book Buzz

Thursday January 26, 2023-Pendleton

*I started the day with messages from Jen who I had visited two days prior. Attached are screenshots of that interaction.*

- 9am Elsie's In-home Childcare Storytime and materials exchange
- 9:45am Pioneer Relief Nursery materials exchange with Amanda, Cheri and MaryChris
- 10am Pioneer Relief Nursery Storytime and materials exchange with Makayla.

Monday January 30, 2023-Milton Freewater

- 9:30am Little Ardo's Academy and materials exchange with María
- 10am Lily's Kids Academy Storytime and materials exchange with Lili
- 11:15am OCDC materials exchange Milton-Freewater with Tifanie

#### Projects and Progress:

Collection development/box revisions- ongoing  
Oregon Ready to Read 2023 Grant 8% Complete.

#### Upcoming Events - Activities:

March 15- April 3, 2023 Oregon Library Association, Children's Services Division Annual Book Auction Fundraiser

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





Date:	February 23, 2023, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	January 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>
Jan.2023	255	110	21	75	161	10	1	2
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

#### reports run:

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

### 3. Meetings and Site Visits

- Sage User Council meeting [via GoToMeeting]: 1 (1/17)
- Staff/Safety meetings [via Zoom]: 1 (1/18)
- Sage Library of Things discussion [via GoToMeeting]: 1 (1/18)
- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (1/25)
- UCSLD Board meetings [via Zoom]: 1 (1/26)
- webinars/trainings attended [virtual & in person]:
  - SafePersonnel - Bloodborne Pathogen Exposure Prevention [virtual] (1/12)
  - Nebraska Library Commission's MARC [online] tutorial (7 units) - [used as part of Sage's CAT2 cataloging permission level training] (1/12/23)
  - misc. cataloging videos on Sage Library System Niche Academy site [training platform] - (sporadically throughout months)
- meet weekly, Monday am, w/ Heather [via MS Teams]: 3 (1/9, 1/23, 1/30)

#### visits to/with District Libraries:

- Adams PL - 2 [email]
  - emailed re. BrainFuse database links on website (2)
- Athena PL - 6 [phone, email]
  - rec'd. call w/ ? patron renewed an item & returned, marked claims returned - Stephanie figured out what occurred as we spoke: entered as pre-cat, asked I delete it
  - called & left message about print receipt print settings adjusting in browser

- email follow-up to conversation about BrainFuse databases
- called re. print settings for receipts (now controlled in browser)
- email – thanks for following up on BrainFuse databases
- emailed thanks for forwarding info. re. SLO canceling LearningExpress Library 11/1/23
- Helix PL - 2 [email, phone]
  - fwd. email with link to Evergreen documentation for deleting patron accounts
  - called re. email ? about a patron account that disappeared – looked w/ Annette, couldn't find – suggested emailing System Admin. (Beth) re. + fixed suspended notice on same patron's daughter's account (not sure why it showed as reason had been cleared up)
- Milton-Freewater PL - 6 [email, phone]
  - emailed cataloger re. graphic novel/comics as seen in Oct. & Nov. new bibs; (+ on OCLC look-up)
  - emailed cataloger that I had finished cataloging history booklets & will be sending back via USPS, hopefully this week; followed up w/ USPS tracking # when shipped (2)
  - emailed cataloger re. email ? about OCLC downloads not being RDA compliant – [replied: can download & upgrade (offered assistance if needed...)]
  - emailed cataloger re. email ? about RDA training
  - called cataloger re. email ? about RDA video (being on SLO side of Niche Academy) – got all figured out with her
- Pendleton PL - 19 [email, phone, Zoom]
  - email director re. reminder rec'd to move WWII newspaper database to GalePage
  - email director re. having gotten WWII newspaper database set up on GalePage
  - called re. hold notice rec'd for item from MFPL – asked James to return (was an item I'd requested in fall, but was not available – I had cancelled all holds on acct., not sure what occurred, maybe sent by MFPL staff when became available)
  - emailed cataloger re. ? about Library of Things Nintendo Switch Lites, 4 w/ only color differences; + more Library of Things questions, as upgrading bibs (6)
  - email reply to cataloger re. email ? about being eligible for CAT1 [asked she let me know some available times to meet following week to discuss process, etc.]
  - emailed reply to cataloger re. meeting time & sent Zoom meeting invitation/link
  - Zoom session w/ cataloger re. CAT1 process
  - email cataloger documents, etc. for CAT1 process, etc.
  - emailed cataloger Library of Things notes I'd made as upgrading bibs
  - emailed cataloger that had sent CAT1 application off to appropriate folks
  - email cataloger re. email ? about MCLS's cataloging certificate + CAT2 test & slides for review purposes
  - email cataloger (2) re. email ? having trouble locating RDA Learning Pathway info in Niche Academy – was there 3 days prior – then had a Zoom session so I could see what was going on – needed to be on Sage side of Niche Academy [then asked to have the URL for Sage's side posted prominently on Sage's catalog page on website]
  - email cataloger thanks for sending certificate of completion of RDA Learning Pathway
- Pilot Rock PL - 1 [phone]
  - called re. barcode for an item (duplicate of another item)
- Stanfield PL - 12 [email, phone, text]
  - email re. email ? re. call # assistance
  - called re. barcodes for 2 items (duplicate given for)
  - called re. State Statistical Report (in fall had rec'd an extension re. filing w/ SLO, & we hadn't yet rec'd – she was going to look for a copy of it to send to us)
  - email re. email ? about providing a list of graphic novels in juvenile section [replied can't do that easily because not a shelving location or consistency in call numbers]
  - called re. check digits for item barcodes – none in batch correct [discovered were patron barcodes instead of item barcodes... will be rescanned w/ item barcodes]
  - called re. batch with patron barcodes rescanned w/ same barcode info. (2x) – second time got correct item barcodes over phone
  - called re. barcodes for 2 items (duplicate listed)
  - called re. height verification for an item
  - texted re. State Statistical Report (still not received)
  - called twice & left messages re. info. needed for 2 different items in scanned batches (also emailed re. the info. needed when returning the batches)

- Ukiah PL - 2 [phone, email]
  - called re. setting up juvenile reference collection - shelving location & item template ?s
  - email re. email ? about comic books & process to add to collection (info. to scan, etc.)
- Umatilla PL - 15 [email, phone]
  - email exchange w/ director for receipt template export request to work on their receipt template, + file with changes sent back (2)
  - called re. print template "you saved" email - no \$ amt. showing > will work on next week; also asked about Neb. cataloging training - not yet started, goal to begin soon, also talked about RDA Pathway training in Sage's Niche Academy
  - emailed Sage Niche Academy invitation to director & library assistant (as missed when sent out others previously - not listed on Sage cataloging contact list) (3)
  - emailed corrected receipt template
  - email re. email question about whether library assistant needed to complete RDA Pathway Learning in Niche Academy if only CAT3 level - [replied: technically, yes]
  - emailed lib. asst. re. email re. Bobby Botham RDA video (shows 0%) said finished training - [rec'd screenshot & marked complete]; noted other available cataloging resources available (2)
  - called lib. asst. re. email about RDA Learning Pathway's Bobby Botham RDA video
  - emailed director re. email ? re. next steps in CAT2 training following Neb. training
  - called director re. email ?s about CAT2 test > practice sheets or example of how test may look - emailed director CAT3 proficiency test as example (2)
  - emailed director suggestion to removed BrainFuse database from website

#### 4. Projects and Progress

- Wi-Fi router upgrade (conversation held, bid received, contact made) - *no movement from provider as of yet...*
- upgraded temp bibs in Sage for items looked at during summer & fall trips ~ 100%
- new Google Analytics acct.... (Google sunsetting current analytics software as of July 1, 2023...) - (*looked into a bit more, though still*) need to continue to work on this
- updates to GalePages for Pendleton PL & Athena PL

#### 5. Accomplishments

- cataloged MFPL history booklets & completed rest of temp bibs for items looked at summer/fall trips; as well as updated Pendleton PL temp bibs for Library of Things
- finished up last of library site visit to-dos
- updated UCSLD history/timeline through 2022
- updated laptop to Windows 11
- website work:
  - Board agenda, packets, & minutes posted
  - corrected accessibility issues (according to new Accessibility Assistant) on 10 pages
  - posted FY2021-22 ALSRs & FY2022-23 ALSPs
  - posted UCSLD FY2021-22 year-end report
  - posted Heather Estrada's first EO Go! Column (1/26/23)
- Sage Cataloging Mentor:
  - reviewed Dec. 2022 new bibs (162 bibs)
  - email ? from Josephy Lib. cataloger about whether a class is worth her time at this juncture - replied would get more out of later
  - email ? from Wallowa PL cataloger about being able to import Z39.50 bibs - replied about CAT2 training & follow-up (2)
  - email from another cataloging mentor asking me to review a book club kit bib; reviewed and replied
  - email to Sage system staff re. correction to a note on website, cataloging page
  - email ? from Josephy Lib. cataloger about a copy missing/stolen and replacing barcode - walked through process & some variables about replacing barcode in those situations

- email from another cataloging mentor re. Library of Things 246 field suggestions for Sage cataloging cheat sheet
- emailed Beth Ross (Sage System Admin.) re. series indexing ? (follow-up on new bibs)
- email another cataloging mentor re. bib created by one of their mentees w/ CIP (Cataloging In Publication) leftovers, incl. incorrect title > several other libraries also attached to this bib missing incorrect title (2)
- email 2 other cataloging mentors re. verification of CAT1 list of approved institutions for advanced training, as well as preliminary & final testing time frames, etc.; and thanks for quick reply (2)
- email/ phone call – Josephy Lib. cataloger re. ?s: incl. Library of Congress Classification Number for DVDs, items w/ no bib in Sage, courier, circulation training, etc.
- call & email with Lone Lib. Dist. co-director re ?s getting into Sage’s Niche Academy & getting to the Basic RDA MARC video in SLO’s side of Niche Academy (2)
- sent Pendleton PL cataloger’s CAT1 application to 3 cataloging mentors & replied to response from one (2)
- sent an email to cataloging mentors following our meeting re. a ? on agenda not discussed re. temp. bibs
- sent an email requesting Sage Niche Academy URL be added to the upcoming Cataloging Committee agenda (was also added to Sage website cataloging page)
- email cataloging mentors with a clarification/correction in mentor meeting notes
- Other:
  - Email Baker Co. Lib. Dist. Director re. Top 10 Check Outs in Sage for children’s materials (? from Monica following having seen list of Top 10 Adult Fiction & Non-Fiction Check Outs in Sage list on a library’s Facebook page) (3)
  - worked on selected statistics for UCSLD libraries, awaiting stats from Stanfield PL
  - emailed Beth Ross re. new website platform issues several times, back & forth, as I checked on things (9)
  - pulled LearningExpress Library stats from GalePages for Heather as to amount of use... (follow-up to notice of upcoming cancelation from State Library)
  - keeping Heather in loop of cataloging training at Pendleton PL – as originated w/ her conversation w/ director & assistant director at site visit

#### Feedback received:

- 1/11/23 – email from Heather Culley (cataloger at Pendleton PL) following exchange about Library of Things Nintendo Switch Lites, 4 w/ only color differences, and possibly consolidating onto one bib with color noted in call number: “Thank YOU for doing it! hc”
- 1/18/23 – phone conversation with Susie Sotelo (Umatilla PL Director), in regard to her question about whether there are any practice sheets or examples of how the CAT2 test may look like – Susie said after we talked about how we could prepare her for the test - “Thanks for all your help, Dea. You’ve been great.”
- 1/26/23 – phone conversation with Cecili Longhorn (Stanfield PL Director) following up on some information for items being added to catalog: “I appreciate everything you do...”
- 1/30/23 – email from Heather Estrada re. drafted Jan. 26, 2023, Board mtg. minutes: “Dea, Those look great. I don’t see any changes needed...”

#### 6. Upcoming Events – Activities

- Sage Cataloging Committee meeting – Feb. 6
- Staff/Safety meeting – Feb. 15
- Sage Library of Things discussion group – Feb. 15
- President’s Day holiday – Feb. 20
- Sage Cataloging Mentor meeting – Feb. 22
- UCSLD Board meeting – Feb. 23
- webinar: a guide to best-in-class cybersecurity posture [offered free to SDAO members] - Mar. 2
- Umatilla County spring trip (assist w/ courier, in-service, site visits, etc.) – Mar. 28-Apr. 13



## Monthly District Director Report

<b>Date:</b>	February 23, 2023 Board Meeting
<b>Staff Name:</b>	Heather Estrada
<b>Time Period Report Covers:</b>	January 23 – February 17, 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
1/23/2023	Meeting with Dea Nowell	Teams	Check in on what's happening and what's coming up
1/24/2023	Meeting with Dustin Schock	In-Person	Meet with Dustin to discuss his library, get to know him, and to see where he's at and where he'd like to be.
1/25/23	Meeting with Stephanie Partida	In-person	Meeting with Stephanie to discuss her library, where she is and where she'd like to be. Participated in her Preschool Storytime! So fun!
1/25/2023	Excel workshop	Zoom	Short workshop to enhance my Excel knowledge
1/26/2023	UCSLD Board Meeting	In-person & zoom	Monthly regular Board meeting
1/27/2023	District Wide Programs and Services Committee	Zoom	First meeting with newly formed Committee for 2023 to talk about Summer Reading and other programs
1/30/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/31/2023	Meeting with Annette Kubishta	In-person	Meeting with Annette to discuss her library, where she is and where she'd like to be. Participated in her Preschool Storytime! So fun!

<b>Date</b>	<b>Meeting/ Site Visits/ Activity</b>	<b>Method</b>	<b>What happened</b>
1/31/2023	Meeting with Erin McCusker	In-Person	Met with Erin to provide her documentation for Community Services Contract and to check in.
2/1/2023	Meeting with Kathleen Schmidtgall	In-Person	Meeting with Stephanie to discuss her library, where she is and where she'd like to be.
2/1/2023	Innovation for Challenges committee	Zoom	First meeting of this newly formed committee to brainstorm challenges around the district and how to tackle them.
2/2/2023	PERS Reporting	Online & Teams	Complete the monthly report & meeting with Alison from PERS
2/2/2023	SDAO First Thursday Webinar	GoToMeeting	Attended webinar to be updated on OSHA practices and reporting.
2/03/2023	Meeting with Monica Hoffman	In Person	Check in on Monica's yearly strategic plan for 6 month check up.
2/03/2023	Meeting Susie Sotelo	In-person	Meeting with Susie to discuss her library, where she is and where she'd like to be. Participated in Adult Game night at the library.
2/6/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/6/2023	Meeting with Umatilla Co Assessor	In-person	Talked about upcoming budget cycle and predicting tax assessments
2/6/2023	ECPT Meeting	In-person	Meeting with Early Childhood people at IMESD.
2/7/2023	Local Budget Law Training	In-person	Attended training on Local Budget Law in Albany.
2/7/2023	Met up with Taylor to pick up CSD books	In-person	Picked up books for Monica's online CSD auction.
2/8/2023	Met up with Tara to pick up CSD books	In-person	Picked up books for Monica's online CSD auction.
2/8/2023	Meeting with Dea Nowell	Teams	Check in on Dea's yearly strategic plan for 6 month check up.
2/8/2023	Continuing Ed Committee	Zoom	First meeting of this new committee to begin planning April in-service.
2/9/2023-2/12/2023	SDAO conference	In-person	Annual conference. Attended multiple trainings and networking sessions.



<b>Date</b>	<b>Meeting/ Site Visits/ Activity</b>	<b>Method</b>	<b>What happened</b>
2/13/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/15/2023	Safety & Staff Meeting	Teams	Monthly safety and staff meeting to meet safety requirement and update on staff happenings
2/16/2023	Meeting with Lily Schmidt	In-person	Meeting with Lily to discuss her library, where she is and where she'd like to be. Participated in her Preschool Storytime! So fun!
2/16/2023	CIS Admin Webinar	Zoom	Informational meeting for new admin on CIS system.
2/17/2023	Meeting with Michael Corey @ Wheatland	Phone	Meeting to be get up to speed on what Wheatland does for us via SDAO and discuss SDIS services.

### 3. Projects and Progress

<b>Project</b>	<b>Status</b>	<b>% Complete</b>
Policy Review	EDI & A review of policies	100%
In-Service Training	Formed committees for new year, beginning discussion for Spring training	20%
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 65% complete – procedures are being written and the outline of the filing structure will be available for staff	65%
Performance Appraisals	Work plan check ins complete for first three quarters	75%
Community Needs Assessment	Data gathering is complete, and the reports are being compiled & Erin hired	75%
Strategic Planning – New	The plan strategic directions, goals and staff work plans are complete. The final write-up needs finalized.	90%
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
COVID-19	Status quo	Ongoing
Best Practices for SDAO	Submitted best practices on 11/3	100%

Safety & Staff Meetings	Water damage Prevention in February & FMLA in March	ongoing
ALSP Review Meetings	All ALSPPs submitted	100%

**4. Feedback & Accomplishments**

- First Meeting of the Directors!
- Met key players for SDAO and SDIS services.
- Made friends with PERS employees and procedures.
- Lots of ongoing start up training.
- Have enjoyed and am enjoying visiting with all the directors in their spaces.

**5. Upcoming Events – Activities**

- February 22 – Echo site visit
- February 22 – Continuing Ed committee
- February 23 – CIS annual meeting - Teams
- March 1 – Innovation for Challenges committee
- March 8 – Meeting of the Directors
- March 14 – Grant conversations in Pendleton
- March 15th – Safety & Staff Meeting
- March 21<sup>st</sup> – District Wide Programs Committee