UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

Umatilla Special Library District Board

Budget Hearing & Regular Meeting of the Board of Directors
Thursday, May 25, 2022, 5:30 pm

Zoom Meeting:
https://us02web.zoom.us/j/86223668490?pwd=QtB8Zf-nId97CuTwPU6ZF2Dde64tYY.1
Meeting ID: 862 2366 8490
Passcode: 765183
Dial by your location +1 971 247 1195 US (Portland) Meeting ID: 862 2366 8490
Passcode: 765183

Budget Hearing Agenda	
Call to order – **Budget Hearing per ORS 294.438 & 294.453 Noticed in East Oregonian May 18, 2023 and on the UCSLD website - https://ucsld.org/**	**President**
Call the Roll & Establish Quorum	**Secretary to the Board**
Presentation of the FY2023-2024 Budget approved by the UCSLD Budget Committee on 4/25/2023	**District Director**
Comments	**Board Members**
Questions and Public Comments	**Public**
Close Budget Hearing	**President**

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	President	
Limited to 30 Minutes Total **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 –	President	Approval

Board Meeting – April 27, 2023		
Calendar Update	Director	Adams Library Board – June 5 Pilot Rock City Council – June 6 @ 6 pm
Correspondence	Director	

Reports
 	
• Financial Statements
   o Accountants' Report – April 2023
   o Banks & Pool Balances
 	
• Staff Monthly Reports
	Director	Acceptance
		
		Information

Board Training • Performance Evaluation training		Information
Old Business • Update policy on Scheduling	Board	Decision
• Community Needs Assessment	Board	Decision and action steps
• Acceptance of Audits	Board	Decision
New Business • Acceptance of the Annual Library Service Plans from the Libraries	Board	Decision
• Resolution No. 2022-2023-07: Resolution for Adopting the FY2023-2024 Budget, Making Appropriations, Imposing the Tax and Categorizing the Tax per ORS 294.456		Approval of the UCSLD FY2023-2024 Budget
Good of the order	Everyone	
Next District Board Meeting – June 29, 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.

<div style="text-align:center">**NOTICE OF BUDGET HEARING**</div>

A public meeting of the Umatilla County Special Library District will be held on May 25, 2023 at 5:30 pm at 425 South Main Street, Pendleton, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the Umatilla County Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 425 S Main St, Pendleton, Oregon, between the hours of 9 a.m. and 3 p.m. or online at https://www.ucsld.org/. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Heather Estrada   Telephone: 541-276-6449   Email: director@ucsld.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2021-2022	Adopted Budget This Year 2022-2023	Approved Budget Next Year 2023-2024
Beginning Fund Balance/Net Working Capital	297,887	280,405	438,062
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	0	0	0
Federal, State & all Other Grants, Gifts, Allocations & Donations	11,732	12,457	12,320
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	82,000	134,815	135,000
All Other Resources Except Current Year Property Taxes	179,302	171,850	191,350
Current Year Property Taxes Estimated to be Received	2,041,027	2,204,478	2,191,544
Total Resources	**2,611,948**	**2,804,005**	**2,968,276**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	248,461	271,400	292,000
Materials and Services	207,830	233,222	223,595
Capital Outlay	1,166	3,000	4,000
Debt Service	0	0	0
Interfund Transfers	82,000	134,815	135,000
Contingencies	0	147,030	138,690
Special Payments	1,764,679	1,851,583	1,843,635
Unappropriated Ending Balance and Reserved for Future Expenditure	307,812	162,955	331,356
Total Requirements	**2,611,948**	**2,804,005**	**2,968,276**

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program **FTE** for that unit or program			
General Fund - Administration	295,994	343,000	367,775
FTE	3	3	3
Resource Sharing	128,296	174,165	163,150
FTE	0	0	0
Outreach	33,167	29,487	27,360
FTE	0	0	0
Captial Reserve	29,040	34,040	44,040
FTE	0	0	0
Not Allocated to Organizational Unit or Program	2,125,451	2,223,313	2,365,951
FTE	0	0	0
Total Requirements	**2,611,948**	**2,804,005**	**2,968,276**
Total FTE	**3**	**3**	**3**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
There are no changes in activities or funding.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2021-2022	Rate or Amount Imposed This Year 2022-2023	Rate or Amount Approved Next Year 2023-2024
Permanent Rate Levy (rate limit _____ per $1,000)	.3682	.3682	.3682
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
Total	$0	$0

FORM

LB-20

RESOURCES
General Fund
(Fund)

Umatilla County Special Library District

(Name of Municipal Corporation)

	Historical Data				RESOURCE DESCRIPTION	Budget for Next Year 2023-2024			
	Actual		Adopted Budget This Year Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022							
1	247,033	297,887	219,135	1	Available cash on hand* (cash basis) **or**	375,982	375,982		1
2				2	Net working capital (accrual basis)				2
3	61,462	54,181	55,000	3	Previously levied taxes estimated to be received	45,000	45,000		3
4	2,844	2,303	2,500	4	Interest	8,000	8,000		4
5	0	0	0	5	Transferred IN, from other funds	0	0		5
6				6	**OTHER RESOURCES**				6
7	72,229	83,317	85,000	7	Community Service Fees	113,000	113,000		7
8	0	0	0	8	Blue Mt. Hub Grant	0	0		8
9	158	7,689	200	9	Other Income	200	200		9
10				10					10
11				11					11
12				12					12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	383,726	445,377	361,835	29	Total resources, except taxes to be levied	542,182	542,182	0	29
30			2,204,478	30	Taxes estimated to be received	2,191,544	2,191,544		30
31	1,921,284	2,041,027		31	Taxes collected in year levied				31
32	**2,305,010**	**2,486,404**	**2,566,313**	32	**TOTAL RESOURCES**	**2,733,726**	**2,733,726**	**0**	32

150-504-020 (rev 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

FORM
LB-30

General Fund
(name of fund)

Umatilla County Special Library District
(name of Municipal Corporation)

	Historical Data				REQUIREMENTS FOR: Administration	Budget For Next Year 2023-2024			
	Actual		Adopted Budget						
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022	This Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1	**PERSONNEL SERVICES**				1
2	157,066	161,404	180,000	2	Salaries and Wages	180,000	180,000		2
3	47,557	48,177	50,400	3	Health and Accident Incsurance	66,000	66,000		3
4	5,202	23,039	25,000	4	Retirement	29,000	29,000		4
5	15,300	15,841	16,000	4	Employer Paid Taxes	17,000	17,000		5
6	0	0	0	6	Blue Mt. Hub Grant	0	0		6
7				7					7
8	**225,125**	**248,461**	**271,400**	8	**TOTAL PERSONNEL SERVICES**	**292,000**	**292,000**	**0**	8
9	**3**	**3**	**3**	9	**Total Full-Time Equivalent (FTE)**	**3**	**3**		9
10				10	**MATERIALS AND SERVICES**				10
11	1,171	1,200	3,000	11	Board Expenses	4,500	4,500		11
12	6,649	0	7,500	12	Elections	3,000	3,000		12
13	1,053	693	1,500	13	Ads&Notices	1,500	1,500		13
14	4,476	4,710	5,500	14	Audit	6,550	6,550		14
15	3,032	3,500	5,300	15	Insurance	5,300	5,300		15
16	2,259	5,390	5,000	16	Legal Expense	5,000	5,000		16
17	9,540	10,020	12,000	17	Fiscal Management	15,000	15,000		17
18	8,880	9,146	9,500	18	Rent	10,100	10,100		18
19	2,078	1,873	2,100	19	Telephone	2,100	2,100		19
20	1,650	1,990	2,200	20	Email/Website	2,525	2,525		20
21	3,844	3,327	6,000	21	Office Supplies, Maintenance, Postage	6,200	6,200		21
22	1,826	956	3,000	22	Staff Training & Conferences	4,000	4,000		22
23	381	3,562	6,000	23	Transportation	6,000	6,000		23
24				24					24
25				25					25
26	**46,839**	**46,367**	**68,600**	26	**TOTAL MATERIALS AND SERVICES**	**71,775**	**71,775**	**0**	26
27				27	**CAPITAL OUTLAY**				27
28	1,178	1,166	3,000	28	Office Computers and Tech Equipment	4,000	4,000		28
29				29					29
30	**1,178**	**1,166**	**3,000**	30	**TOTAL CAPITAL OUTLAY**	**4,000**	**4,000**	**0**	30
31	**273,142**	**295,994**	**343,000**	31	**TOTAL REQUIREMENTS**	**367,775**	**367,775**		31

REQUIREMENTS SUMMARY

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

FORM
LB-30

General Fund   **Umatilla County Special Library District**

(name of fund)   (name of Municipal Corporation)

	Historical Data		Adopted Budget		REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024			
	Actual					Proposed By	Approved By	Adopted By	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022__	This Year 2022-2023			Budget Officer	Budget Committee	Governing Body	
1				1	PERSONNEL SERVICES NOT ALLOCATED				1
2				2					2
3				3					3
4	0	0	0	4	**TOTAL PERSONNEL SERVICES**	0	0	0	4
5				5	**Total Full-Time Equivalent (FTE)**				5
6				6	MATERIALS AND SERVICES NOT ALLOCATED				6
7				7					7
8				8					8
9	0	0	0	9	**TOTAL MATERIALS AND SERVICES**	0	0	0	9
10				10	CAPITAL OUTLAY NOT ALLOCATED				10
11				11					11
12				12					12
13	0	0	0	13	**TOTAL CAPITAL OUTLAY**	0	0	0	13
14				14	DEBT SERVICE				14
15				15					15
16				16					16
17	0	0	0	17	**TOTAL DEBT SERVICE**	0	0	0	17
18				18	SPECIAL PAYMENTS				18
19	1,586,198	1,697,996	1,783,583	19	Tax Distributions to Cities	1,753,235	1,753,235		19
20	57,783	66,683	68,000	20	Community Service Fees	90,400	90,400		20
21	1,643,981	1,764,679	1,851,583	21	**TOTAL SPECIAL PAYMENTS**	1,843,635	1,843,635		21
22				22	INTERFUND TRANSFERS				22
23	90,000	72,000	129,815	23	Resource Sharing Fund	125,000	125,000		23
24	0	0	0	24	OutReach Fund	0	0	0	24
25	0	10,000	5,000	25	Capital Reserve Fund	10,000	10,000		25
26				26					26
27				27					27
28	90,000	82,000	134,815	28	**TOTAL INTERFUND TRANSFERS**	135,000	135,000		28
29			108,000	29	**OPERATING CONTINGENCY**	100,000	100,000		29
30				30	**RESERVED FOR FUTURE EXPENDITURE**	167,316	167,316		30
31			128,915	31	**UNAPPROPRIATED ENDING BALANCE**	120,000	120,000		31
32	1,733,981	1,846,679	2,223,313	32	**Total Requirements NOT ALLOCATED**	2,365,951	2,365,951		32
33			343,000	33	Total Requirements for **ALL Org.Units/Programs within fund**	367,775	367,775		33
34				34	Ending balance (prior years)				34
35	1,733,981	1,846,679	2,566,313	35	**TOTAL REQUIREMENTS**	2,733,726	2,733,726	0	35

150-504-030 (Rev 05-21)

SPECIAL FUND
RESOURCES AND REQUIREMENTS

FORM LB-10

Resource Sharing Fund
(Fund)

Umatilla County Special Library District
(Name of Municipal Corporation)

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2023 -2024			
	Actual										
	Second Preceding Year 2020 -2021	First Preceding Year 2021 -2022	Adopted Budget Year 2022 -2023					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1	RESOURCES						1
2	17,820	24,484	12,200	2	Cash on hand * (cash basis), or			13,000	13,000		2
3				3	Working Capital (accrual basis)						3
4				4	Previously levied taxes estimated to be received						4
5				5	Interest						5
6	90,000	72,000	129,815	6	Transferred IN, from other funds			125,000	125,000		6
7	28,534	29,537	29,000	7	Reimbursements from Hermiston & Courier			22,000	22,000		7
8	4,000	0	150	8	Other Income			150	150		8
9	1,596	2,275	3,000	9	Grants			3,000	3,000		9
10	141,950	128,296	174,165	10	Total Resources, except taxes to be levied			163,150	163,150	0	10
11				11	Taxes estimated to be received						11
12				12	Taxes collected in year levied						12
13	**141,950**	**128,296**	**174,165**	13	**TOTAL RESOURCES**			**163,150**	**163,150**	**0**	13
14				14	REQUIREMENTS **						14
15				15	Org Unit **or** Prog & Activity	Object Classification	Detail				15
16				16	District Activities						16
17	60,642	62,579	74,015	17	Materials & S		Sage Library System	59,000	59,000		17
18	30,475	30,148	35,000	18			Courier County/State	35,000	35,000		18
19	290	295	750	19			Cataloging Utilities	500	500		19
20	11,090	11,646	13,400	20			Library2Go	14,500	14,500		20
21	7,443	2,229	8,000	21			Prog&Training For Libs Staff/Boards	9,000	9,000		21
22	5,900	4,070	5,000	22			Cooperative Programs & Activites	6,000	6,000		22
23	1,626	2,275	3,000	23			Grant Expenses	3,000	3,000		23
24	0	0	5,000	24			Marketing	5,000	5,000		24
25	0	0	30,000	25			Contingency	31,150	31,150		25
26				26							26
27				27							27
28				28							28
29	24,484	15,054		29	Ending balance (prior years)						29
30				30	**UNAPPROPRIATED ENDING FUND BALANCE**						30
31	**141,950**	**128,296**	**174,165**	31	**TOTAL REQUIREMENTS**			**163,150**	**163,150**	**0**	31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-010 (Rev. 10-16)

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

page _____

FORM
LB-10

SPECIAL FUND
RESOURCES AND REQUIREMENTS

Outreach Fund
(Fund)

Umatilla County Special Library District
(Name of Municipal Corporation)

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2023 -2024			
	Actual										
	Second Preceding Year 2020 -2021	First Preceding Year 2021 -2022	Adopted Budget Year 2022 -2023					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1	RESOURCES						1
2	24,860	23,710	20,030	2	Cash on hand * (cash basis), or			18,040	18,040		2
3				3	Working Capital (accrual basis)						3
4				4	Previously levied taxes estimated to be received						4
5				5	Interest						5
6	0	0	0	6	Transferred IN, from other funds			0	0		6
7	9,342	9,457	9,457	7	State Ready to Read Grant			9,320	9,320		7
8				8							8
9				9							9
10	34,202	33,167	29,487	10	Total Resources, except taxes to be levied			27,360	27,360	0	10
11				11	Taxes estimated to be received						11
12				12	Taxes collected in year levied						12
13	**34,202**	**33,167**	**29,487**	13	**TOTAL RESOURCES**			**27,360**	**27,360**	**0**	13
14				14	REQUIREMENTS **						14
15				15	Org Unit **or** Prog & Activity	Object Classification	Detail				15
16				16	Take off Program						16
17	657	1,207	4,000	17		Materials and	Take off Materials & Supplies	3,500	3,500		17
18	9,413	8,044	9,457	18			State Ready to Read Material	9,320	9,320		18
19	422	1,196	5,000	19			Take off Transportation	5,000	5,000		19
20	0	0	0	20			Grant & Donation Materials	0	0		20
21	0	0	2,000	21			Outreach Materials & Supplies	2,000	2,000		21
22	0	0	9,030	22			Contingency	7,540	7,540		22
23				23							23
24				24							24
25				25							25
26				26							26
27				27							27
28				28							28
29	23,710	22,720		29	Ending balance (prior years)						29
30				30	UNAPPROPRIATED ENDING FUND BALANCE						30
31	**34202**	**33,167**	**29,487**	31	**TOTAL REQUIREMENTS**			**27,360**	**27,360**	**0**	31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-010 (Rev. 10-16)

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

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RESERVE FUND
RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished.

This fund is authorized and established by resolution / ordinance number

Date can not be more than 10 years after establishment.

2019-2020-03_ on (date) _04/25/2023_ for the following specified purpose:

Review Year: 2025

Provide capital for major captial expenditures

Captial Reserve Fund

Umatilla County Special Library District

(Fund)

(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS				Budget for Next Year 2023 - 2024			
Actual											
Second Preceding Year 2020 - 2021	First Preceding Year 2021-2022	Adopted Budget Year 2022 -2023						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1	RESOURCES						1
2	47,299	19,040	29,040	2	Cash on hand * (cash basis), or			34,040	34,040		2
3				3	Working Capital (accrual basis)						3
4				4	Previously levied taxes estimated to be received						4
5				5	Interest						5
6	0	10,000	5,000	6	Transferred IN, from other funds			10,000	10,000		6
7				7							7
8				8							8
9				9							9
10	47,299	29,040	34,040	10	Total Resources, except taxes to be levied			44,040	44,040	0	10
11				11	Taxes estimated to be received						11
12				12	Taxes collected in year levied						12
13	**47,299**	**29,040**	**34,040**	13	**TOTAL RESOURCES**			**44,040**	**44,040.00**	**0**	13
14				14	REQUIREMENTS **						14
15				15	Org. Unit **or** Prog. & Activity	Object Classification	Detail				15
16				16	Major Purchases						16
17	28,259	0	0	17		Capital Outlay	Replacement Vehicle	44,040	44,040		17
18	0	0	34,040	18		RFE	Reserved for Future Expenditures	0	0		18
19	0	0	0	19		RFE	Captial Expenditures	0	0		19
20				20							20
21				21							21
22				22							22
23				23							23
24				24							24
25				25							25
26				26							26
27				27							27
28				28							28
29	19,040	29,040		29	Ending balance (prior years)						29
30			0	30	**UNAPPROPRIATED ENDING FUND BALANCE**			0	0		30
31	**47,299**	**29,040**	**34,040**	31	**TOTAL REQUIREMENTS**			**44,040**	**44,040**	**0**	31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-011 (Rev 10-16)

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

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UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

Minutes
Board of Directors Meeting
April 27, 2023, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD
Jubilee Barron   Caty Clifton, Vice President
Nick Nash   John Thomas, President

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 5:29 pm.

CALL THE ROLL & ESTABLISH QUORUM
Heather Estrada noted that we have four (4) Board Members present in the office: Nick Nash, John Thomas, Caty Clifton, and Jubilee Barron; so we have a quorum. It was also noted that Sharone McCann is currently in Scotland.

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

PUBLIC COMMENT
None.

MINUTES
Board Meeting March 23, 2023: Nick Nash moved to approve the March 23rd minutes as presented. Caty Clifton seconded the motion. The motion passed.

Budget Committee Meeting April 25, 2023: Caty Clifton moved to approve the April 25th Budget Committee Meeting minutes as presented. Nick Nash seconded the motion. The motion passed with three (3) Board Members approving the motion; Jubilee Barron abstained as she was not present at the meeting.

CALENDAR UPDATE
Heather Estrada noted there were no calendar updates, however she stated that she would be out of the office tomorrow and next Thursday.

CORRESPONDENCE

Heather Estrada read an email she received from the PLD Chair, Haley Lagasse, regarding Dea Nowell having been nominated and selected for the Public Library Division's Pearl Award. Heather also read that the award "represents those who are like the pearl in an oyster – one who agitates, makes change over time, and is highly valued."

Heather also received a mailing from the Bonneville Association and is not sure what to do with it, as she is not sure how it pertains to us.

REPORTS
STAFF MONTHLY REPORTS
Heather Estrada noted that is a bit confusing to her that the two staff members reports run on the month, however noted that really appreciated the help Dea Nowell gave with the courier the last week of March, it allowed both she and Monica to have some time with their children. Dea also began her site visits that week.

Heather noted that Monica Hoffman had a busy month as always. And will note something more about Monica in her report.

Heather noted that she went to OLA and her biggest takeaway was the District and District libraries' staff who gave presentations. Especially Monica Hoffman – she did an awesome job with her presentation. Heather also attended the session in which Cecili Longhorn presented with two (2) other presenters; Cecili is an excellent presenter. Heather noted that unfortunately she was unable to attend Stephanie Partida's session, as she had some Board meeting work that she needed to get done. Heather felt like the District was so represented with Dea receiving an award, three (3) District and District libraries' staff presenting, and Stephanie Partida being voted onto the LEO Board.

Nick Nash noted that this reflects what we do here, as none of these presenters have had formal library training and probably wouldn't be hired in larger communities in the type of roles they currently fill. Caty Clifton stated that she really values the staff reports. Heather stated that she knows the Board would like to hear Monica present, however she is working tonight at the Milton-Freewater Elementary parent night. She will be doing so at a meeting in the near future.

FINANCIAL STATEMENTS - March 2023
Caty Clifton made some observations: on page 3 in the General Fund the Community Service Fees are up, Unemployment is up, and Worker's Comp is up. She also asked about the small amount spent in the Outreach Fund. Heather Estrada noted that the first part of the fiscal year Monica Hoffman spends the State Ready to Read grant money and the second part of the year spends out of the District funds. Nick Nash moved to approve the financial statement, pending audit, for March 2023. Caty Clifton seconded the motion. The motion passed unanimously.

BOARD TRAINING – BEST PRACTICES CHECKLIST
Heather Estrada stated that we have received the official list of best practices for this year. The five (5) things for receiving our discount are: affiliate organization membership – already done with OLA membership, emergency preparedness plan – samples are to be out this spring, emergency plan checklist – samples are to be out this spring, Vector Solutions training: Safety Management: Emergency Action Plans – Heather will be doing this and any Board Members who would like to are welcome to do so as well, and emergency management plan training – again Heather is planning to do this and any Board Members who would like to are welcome to do so as well.

Heather noted that SDAO used to carry our liability insurance, however can no longer afford to compete with the big companies so is now contracting through SAIF. Heather has the paperwork to fill out for the change with workers' compensation. There is no change in cost and we have no choice in change, it is just what is happening.

OLD BUSINESS

COMMUNITY NEEDS ASSESSMENT

John Thomas noted he spent several nights digging through all the great information and data in the report. Caty Clifton noted that she had made some editorial comments on the report and sent an email to the group asking for additional comments. No one saw the "group" email. Caty commented that overall, it was an excellent report and data. Heather Estrada asked what the Board's thoughts were of what to do with it. Caty suggested that the library packets should be made available to all the libraries with an ask; that we, the Board, would appreciate feedback on how they could use this information and what it would be useful for. She also suggested that they bring key items to their city council – thus testing it, so to speak, and helping us to refine it. Nick Nash stated that it would help us in updating this data over the years, in a reasonable manner.

Heather asked what the timeline should be and how we should proceed on this, while giving the Board Members time to look it all over. Nick asked if one month was too long. Heather noted that probably one month, on the outside, would work and would like suggestions for the guided learning piece and testing. Caty noted that she sees the key information being posted on the website and additional information sent to each of the libraries. There was some discussion of how best to deliver the packets, be it digital, printed, accessible through a portal like SharePoint, etc. It was noted that whatever method, it should be the easiest and best way to deliver the information. It was determined that the Board would have their portion done by May 18th, so that Heather has time the week before the Board meeting to do the edits and be ready to be checked and finalize the information for guided learning at the Board meeting.

AGREEMENTS FOR LIBRARY SERVICES [ANNUAL LIBRARY SERVICE PLANS]

Heather Estrada noted that the Annual Library Service Plans are due by May 1st and we currently have eight (8) of the twelve (12) in hand.

CITY COUNCIL VISITS

Heather Estrada stated which upcoming City Council meetings she is planning to attend and asked which Board Members would like to attend with her:

> May 10th Weston (6:00 pm) – Caty Clifton
> May 16th Stanfield (6:30 pm) – Sharone McCann (?) & Jubilee Barron (?)
> June 6th Pilot Rock

Heather noted that she will be attending the Adams Library Board meeting on June 5th, as well as speaking June 5th at the Pendleton Rotary Club meeting, to which she was invited to speak by Nick Nash.

NEW BUSINESS

MEDICAL PLAN OPTIONS

Heather Estrada passed out a sheet with the CIS medical plan options breakdown which she received from our CIS contact, Lori Newsome. The breakdown is what it would look like for this year; with a 5% increase for medical, 9% increase for vision, and 0% increase for dental for next year. Caty Clifton noted that it is not a huge jump for families. The question was whether we need to change the policy and have a resolution for next month for the

whole range of benefits. Heather noted that what she has budgeted for this next fiscal year would cover this and has a buffer as well. Caty moved to change the personnel policy to full range health coverage benefits with a resolution to follow next month. Nick Nash seconded the motion. The motion passed unanimously. It was asked if this would take effect July 1st, 2023, and Heather noted that Lori Newsome said it probably could since we've been members so long. Heather will confirm with Lori Newsome our desire for that to occur.

The question of COLA was raised. It is 8.7% this year for Social Security, with 7% being actually kind of a flat line. Caty Clifton noted that the Feds are using 4.6%. Nick Nash noted that we are making some progress on some things, though we still need to continue on others, like pay – step increases. Heather noted that she has not started working on this yet. Caty stated that she had pulled some things together regarding annual increases and step increases to share with Heather.

PERFORMANCE APPRAISALS

Heather Estrada brought forward the topic of performance appraisals as this was her first round of doing them. She is planning to copy the format from previous years for this year. In the future she stated that a STAY interview might be more helpful than a performance appraisal, as it is more holistic. Caty Clifton commented that a 2-way conversation works best. Heather asked about the peer review piece and the Board noted that they will send a request for peer review out noting Heather has only been in the position 6 months and to please take that into account when commenting. Caty suggested following the same process and maybe making adjustments/changes for next year. The Board would like to do Heather's performance appraisal in June, and suggested to Heather she could adjust the staff appraisals based on schedules. Heather noted she likes the quarterly check-ins.

Caty brought up the idea again of the Board having an evaluation as well. Heather will check with SDAO to see what they have available, based on what was done previously for the Board with a SDAO consultant.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be May 25, 2023, at 5:30 pm.

ADJOURN

Nick Nash moved to adjourn the meeting at 7:20pm. Jubilee seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 7:20 pm.

Respectfully submitted by Dea Nowell

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

Monthly District Director Report

Date:	May 25, 2023 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	April 22, 2023-May 19, 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
4/24/2023	Friends of Library Program in Weston	In-Person	Experience and support (tech) the Weston Friends of the library Author visit program.
4/25/23	Budget Committee Meeting	In-Person & Zoom	Budget committee met to approve FY23-24 budget
4/26/23	Document training on PDFs.	Zoom	Training to enhance my skills
4/27/2023	Narcon and fire extinguisher training.	In-Person	East Umatilla Co Fire District training held at Athena public library.
4/27/2023	UCSLD April Board Meeting	In-Person & Zoom	Regular monthly Board meeting.
4/30/2023	Pers reporting	On-line	Monthly reporting for PERs
5/1/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/2/2023	Final quarterly check-in with Monica	In-Person	Last check in and update for FY22-23 Performance Plan.
5/3/2023	SDAO Training	In-Person	Regional Training held at the Vert on a variety of Special District topics.
5/4/2023	SDAO First Thursday	Zoom	Webinar on upcoming change to SAIF for Workers Comp.

5/5/2023	Meeting with Mark Rose	In-Person	Meeting to talk about funding formula.
5/8/2023	Weekly Check-in Meeting with Dea & final quarter performance review check in	Teams	Check in on what's happening and what's coming up
5/10/2023	Paid leave Oregon Webinar	Zoom	Trying to stay ahead of the curve for information related to this new plan.
5/10/2023	Meeting of the Directors	Zoom	Bi-monthly meeting with Directors to check in, plan future events.
5/15/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/16/2023	District Wide Programming Committee	Zoom	Plan upcoming event for entire district.
5/16/2023	Stanfield City Council Meeting	In-Person	Attended City Council meeting to meet members and talk up Cecili.
5/17/2023	Safety & Staff Meeting	In-Person	Monthly staff and safety meeting. Topic was Workplace Bullying.
5/17/2023	Weston City Council Meeting	In-Person	Attended City Council meeting to meet members and talk up Kathleen.
5/18/2023	SAIF webinar	Zoom	SAIF will be taking over our worker's comp program. Trying to learn about SAIF before this begins.
5/18/2023	Urban/rural divide discussion	In-Person	Attended to learn and support our own Nick and make connections at BMCC library.
5/19/2023	Radio interview	In-Person	Joined Cecili for a radio interview about summer programs.
5/19/2023	Virtual Reference Summit	Zoom	Keeping up on trends in the library world.

3. Projects and Progress

Project	Status	% Complete
Policy Review	EDI & A review of policies	100%
In-Service Training	Spring in-service compete.	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 the FY.	100%
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	60%
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	Workplace Bullying: Awareness and Prevention in May & Browser Security Basics in June.	ongoing
ALSP Coming in	Call for 23-24 ALSPs out. Only missing 1	95%
Budget Process	Budget hearing and Board approval this week, finalize and send to assessor is up next.	80%

4. Feedback & Accomplishments
- Started City Council visits. (Adams, Helix, Stanfield, & Weston completed), many council members are appreciative of the visit.
- Positive comments from Athena and Stanfield Directors and community members on Go! Articles.
- Finalizing new medical plan options for District staff.

5. Upcoming Events – Activities
- May 22-26 – Library visits to distribute Summer Reading Materials
- May 29 – Memorial Day holiday
- June 2nd – Dea begins Summer schedule (Friday's off)

- June 5th – Heather to speak at Pendleton Rotary
- June 5th – Adams Library Board meeting
- June 6th – Pilot Rock City Council
- June 10-23rd – Heather on vacation on East Coast
- June 27th – District Wide Programs & Services Committee
- June 28th – Safety & staff meeting
- June 29th – UCSLD June Board Meeting

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 541-216-6449

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Date:	May 25, 2023, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	April 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:

	* Item additions to Sage	* Item deletions from Sage	* Item corrections in Sage	Temporary bibs upgraded	*** Sage bib fixes	*** Sage bib merges	*** Sage bib deletes	*** Sage bib overlays
Apr.2023	72	11	18	0	10	0	1	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.	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
	temp bibs missed put into bucket			
additionally:	pre-cataloged items & in process items (2 reports) for: Adams PL, Athena PL, Echo PL, Helix PL, Hermiston PL, Pendleton PL, Pilot Rock PL, Stanfield PL, Umatilla PL, Weston PL			
	Pendleton PL – special case items with status = available			

3. Meetings and Site Visits

- Sage Cataloging Committee meeting [via GoToMeeting]: 1 (4/3)
- UCSLD in-service [in person]: 1 (4/7)
- Staff/Safety meetings [in person]: 1 (4/11)
- Sage Library of Things (LoT) discussion [via GoToMeeting]: 1 (4/19)
- UCSLD Budget Committee meeting [via Zoom]: 1 (4/25)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (4/26)
- UCSLD Board meeting [via Zoom]: 1 (4/27)
- webinars/trainings attended [virtual]:
  - SafePersonnel – Cybersecurity Awareness for Business Leaders: Creating a Cybersecurity Culture (4/9)
  - WebJunction webinar: Proactive Planning for Library Staff Transitions (4/19)
- meet weekly, Monday am, w/ Heather [via MS Teams]: 1 (4/17)

visits to/with District Libraries:
- all 12 libraries - 1 [email]
  - email informing libaries I'm out of the office following week (except for a couple of mtgs.)

- Adams PL - 4 [in person, email]
    - site visit
    - email re. review of weeding PowerPoint for in-service – did some touch ups on
    - email re. some trivia questions for in-service based on my in-service presentation
    - email fwd. of Evergreen notifications email from Jon Georg + a note from me
- Athena PL - 2 [in person, email]
    - site visit
    - email fwd. of Evergreen notifications email from Jon Georg + a note from me
- Echo PL - 2 [email, in person]
    - email reply to ? about marking item lost – think system sets, marked missing for now
    - site visit with library clerk; & welcomed & introduced myself to city clerk
- Helix PL - 2 [phone, in person]
    - call informing me that only director would be at site visit next day, as assistant tested positive for Covid
    - site visit with director
- Hermiston PL - 1 [in person]
    - site visit with cataloger, assistant director, and director
- Milton-Freewater PL - 4 [email, in person]
    - email reply to cataloger – will not be available for site visit as has a family emergency
    - site visit with director
    - emailed cataloger to see if back yet & see about scheduling Zoom session for site visit
    - reply to cataloger's response of not being back yet
- Pendleton PL - 14 [in person, email, Zoom]
    - site visit with cataloger (& touched base with circulation supervisor)
    - …touched base with director & assistant director during/following in-services re. ? or 2
    - email follow up w/ cataloger re. a ? – use of "(some color)" in physical description field
    - email cataloger re. continuing the CAT1 preliminary test review via Zoom
    - Zoom session with cataloger – continuing CAT1 review…
    - email cataloger recent temp bib screen shots for reviewing
    - emailed cataloger 3 more scheduled Zoom session links (for May & June)
    - email cataloger follow up on 007 field of bib records for mp3
    - email to cataloger – follow up on ?s for previous day's Zoom session
    - email cataloger notes re. review of a specified bib record
    - email cataloger answering a ? of how to do something (2)
    - email cataloger re. email reply from Beth Ross (who asked me to respond as in hospital) - will address at next Zoom session
- Pilot Rock PL - 2 [in person, email]
    - site visit
    - email fwd. of Evergreen notifications email from Jon Georg + a note from me
- Stanfield PL - 4 [in person, text, email]
    - site visit
    - text asking for summer reading road trip graphic, etc., to post on website
    - email thanks for sending copy of sheet, asked also for graphic used on shirts & stickers
    - text – thanks for sending flyer, asked also for graphic used on shirts & stickers
- Ukiah P/SL - 1 [email]
    - email fwd. of Evergreen notifications email from Jon Georg + a note from me
- Umatilla PL - 4 [email, in person]
    - email lib. director re. mp4 file sent and will have ready for presentation @ in-service
    - site visit with director and library clerk
    - email director reply re. Sage email (like Weston's below) that will look into it & get back to library
    - email fwd. of Evergreen notifications email from Jon Georg + a note from me
- Weston PL - 4 [in person, phone, email]
    - site visit
    - call re. Sage email about "Libraries that are NOT using the evergreen@sagelib.org address as a reply to address within Evergreen will need to have the 140.211.208.135

address [log1's external IP] added to their SPF records...." – will look into & get back to library
- · call re. email request to call re. assistance canceling a transit on new title (was my error that caused transit request to occur - fixed)
- · email fwd. of Evergreen notifications email from Jon Georg + a note from me
- **Beth Ross** [Sage Library System - Systems Administrator] - 5 [phone, email]
  - · email asking about whether had created & sent out OCLC CatExpress bills
  - · call re. ? on OCLC CatExpress bill, + talked about another vendor SkyRiver & whether gotten/getting a quote from, & System Admin. job description & posting...
  - · email response following up emails regarding above call (2)
  - · emailed response of ask to respond to Pendleton cataloger re. ? about importing MARC records from vendor
- **Jon Georg** [Sage Library System Specialist] - 3 [email, phone]
  - · email re. whether rec'd voicemail from me re. Sage email & having rec'd inquiries re. from 3 District libraries re. & what it means, or that they need to do
  - · call re. Sage email: Evergreen (catalog software) spoofing email from some email providers causing bounce backs, thus patrons not receiving notices – he will set up email aliases for UCSLD libraries on list to test...
  - · cc email fwd. of Evergreen notifications email from Jon + a note from me sent to lib.

4. Projects and Progress

- old Wi-Fi router unplugged & remaining pieces (printers) transferred over > Wi-Fi router upgrade – 100% complete (now have separate logins for staff & guests)
- setup both HP printers on Board/travel laptop - (completed Board/travel laptop set up)
- presentation for in-service on databases we have &/or no longer have access to, as well as tips & shortcuts for Evergreen (catalog software) – 100% complete & presented at in-service
- new Google Analytics acct.... (Google sunsetting current analytics software as of July 1, 2023...) – [same as last month...]

5. Accomplishments

'
- spring site visits to all 12 libraries completed, with exception of connecting with Milton-Freewater PL cataloger who was out due to a family emergency...
- website work:
  - · Board agendas, packet, & minutes posted
  - · Budget Committee Meeting agenda & budget documents posted
  - · embedded "library happenings" video link on Our Libraries pages
  - · posted Heather's EO Go! Column (4/27/23)
- Sage Cataloging Mentor:
  - · site visit with BMCC library director re. cataloging (which she is now doing), etc.
  - · emailed reply to cataloger at Josephy Library re. ? about searching catalog for a specific LC call number associated with one of their items – "shelf browse" tab in search

Feedback received:
- 4/3/23 – chat during Sage Cataloging Committee Meeting following some comments that I made: Lisa Hauner (Cataloging Committee Chair) commented: "Dea has good encouraging cataloging words :)" & Tracy Hayes (Cataloging Committee co-chair [in training]) commented privately to me: "Your encouragement helps us all!"
- 4/19/23 – email from MaryKay Dahlgreen (Lincoln Co. Library District Director) – subject: Pearl Award!!!!, "So well deserved. 😘 MaryKay
- 4/21/23 – email from Lisa Hauer (Oregon Trail Library District cataloger) – subject: OLA Award, "I hear you got the Pearl!! Congratulations! 🌹 ✨ "
- 4/25/23 – email from Kolle Kahle Riggs (Josephy Library cataloger) regarding my reply about ? regarding how to search for items if only have their LC call #: "Hi Dea! Thanks so much for the response. That is exactly what I was hoping for and it works!!! You sent that email right as I was wondering about it and it was like you read my mind. I am just now getting back to doing cataloging work... Thanks again, Kolle"

6. Upcoming Events – Activities

- Sage Circulation Committee meeting – May 4
- Sage User Council Meeting – May 16
- Staff/Safety meeting – May 17
- Sage Library of Things discussion group – May 17
- UCSLD Budget Hearing/Board meeting – May 25
- Sage Cataloging Mentor meeting – May 31
- [Streamline webinar – What's the deal with .gov? – May 31]

Date:	May 17, 2023
Staff Name:	Monica Hoffman
Time Period Report Covers:	April 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	59	1180
To Sites without Storytime	34	680
Total	93	1860
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	3	47
Adults in Attendance	14	121
Children in Attendance	22	542
Total Attendance	36	663

Meetings and Site Visits-represented above:

- Tue Apr 4, 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

- Wed Apr 5, 2023: Pendleton then Milton Freewater

9am Elsie's In-home Childcare Storytime and materials exchange
10:15am YMCA Childcare Center 3's at Freewater School Storytime
10:45am YMCA Childcare Center 4's at Freewater School Storytime and Materials exchange with Victor
1pm CSD Meeting

- Thu Apr 6, 2023: Milton Freewater

9am 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
10:45am UMHS Milton Freewater Head Start Storytime and materials exchange.
12:45pm Oregon Child Development Coalition materials exchange MF
1:15pm IMESD Freewater ECSE Storytime with Sherry
1:45pm UMHS Milton Freewater Head Start Storytime and materials exchange with Linda

- **Fri Apr 7, 2023: UCSLD Spring In-Service**

- Mon Apr 10, 2023: Pendleton

9am IMESD PELC Storytime with Corrine
9:30am IMESD PELC Storytime with Hannah
10am UMHS PELC Storytime and materials exchange with Heather
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
2:30pm UMHS PELC Storytime with Tierney 2nd half

- Tue Apr 11, 2023: Pendleton

3:30pm Jen's In-home Childcare Storytime and materials exchange

- Wed Apr 12, 2023: Umatilla

9:15am IMESD McNary Storytime with Katy
10am UMHS Umatilla Enhanced Storytime and materials exchange with Janie
10:30am UMHS Umatilla Early Head Start Storytime and materials exchange with Favi
10:45am 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

- Thu Apr 13, 2023: Hermiston

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

- Fri Apr 14, 2023 Weston

10am Weston Public Library Storytime with Kathleen

- Mon Apr 17, 2023: Hermiston

9am Airport Way UMHS Storytime and materials exchange with Ruth

9:30am Airport Way UMHS Storytime and materials exchange with Jose

10am Hermiston /Migrant Ed Program Materials exchange with Marisol

10:15am IMESD Migrant Education Program Storytime and materials exchange with Erika

- Tue Apr 18, 2023 Stanfield, Travel

10am Stanfield Public Library Storytime with Cecili

Travel to Bend for the Oregon Library Association Annual Conference: Rekindle, Rejuvenate, Reimagine

- **Wed Apr 19, 2023- Sat Apr 22, 2023: OLA Conference in Bend**

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

  A prerecording of the presentation was offered to those who chose to attend the conference virtually. A significant part of it was done from inside the UCSLD van between Storytime's.

- Mon Apr 24, 2023: Hermiston

9:15am HCDC Combo 1 Storytime with Ruby and materials exchange Johanna

9:45am UMHS Victory Square Storytime and materials exchange with Andrea

10:30am 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

- Tue Apr 25, 2023: Stanfield and Hermiston

9am Stanfield Elem Preschool Storytime with Stacey and Debbie

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

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.

- Thu Apr 27, 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 Mindy's In-home Childcare materials exchange
11:45am Lil Angels Preschool and Childcare materials exchange

5pm Family Resource Night in Milton Freewater

- Fri Apr 28, 2023

End of the year survey sent out to all the sites served by the Take Off! Program

Projects and Progress:

- Collection development/box revisions- ongoing
- Oregon Ready to Read 2023 Grant 33% Complete.
- March 15- April 5, 2023: Oregon Library Association, Children's Services Division Annual Book Auction Fundraiser 100% complete and all books distributed.

Upcoming Events – Activities:

- End of the school year gift book distribution.

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Ten Months Ended April 30, 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 April 30, 2023 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the ten 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

May 16, 2023

			Governmental Type Funds		
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	$ 25,393.71	$ -	$ -	$ -	$ 25,393.71
Cash - LGIP	407,389.29	19,080.03	29,040.12	20,030.06	475,539.50
Cash - Banner Bank Savings	19,084.86	-	-	-	19,084.86
Accounts Receivable	1,934.40	-	-	-	1,934.40
Prepaid expenses	4,743.34	-	-	-	4,743.34
TOTAL	$ 458,545.60	$ 19,080.03	$ 29,040.12	$ 20,030.06	$ 526,695.81
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	$ 3,567.10	$ -	$ -	$ -	$ 3,567.10
Accrued payroll and benefits	451.65	-	-	-	451.65
Total Current Liabilities	4,018.75	-	-	-	4,018.75
FUND BALANCES (DEFICIT)					
Assigned	-	19,080.03	29,040.12	20,030.06	68,150.21
Unassigned	454,526.85	-	-	-	454,526.85
Total Fund Balances	454,526.85	19,080.03	29,040.12	20,030.06	522,677.06
TOTAL	$ 458,545.60	$ 19,080.03	$ 29,040.12	$ 20,030.06	$ 526,695.81

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	$ 8,549.48	$ 2,079,677.36	$ 2,204,478.00	$ (124,800.64)	94.34%
Taxes - previously levied	1,913.14	33,655.10	55,000.00	(21,344.90)	61.19%
Other income	-	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	1,456.60	11,109.33	2,350.00	8,759.33	472.74%
Interest earned - other	0.83	28.38	150.00	(121.62)	18.92%
Total Revenues	11,920.05	2,237,434.61	2,347,178.00	(109,743.39)	95.32%
PERSONNEL EXPENDITURES					
District Manager	5,833.33	67,656.12	80,000.00	(12,343.88)	84.57%
Library Tech. Manager	4,064.00	43,893.55	54,000.00	(10,106.45)	81.28%
Early Literacy Coordinator	3,671.74	37,587.61	46,000.00	(8,412.39)	81.71%
Payroll taxes	962.37	10,678.69	12,850.00	(2,171.31)	83.10%
Health and accident insurance	4,003.34	38,728.29	50,400.00	(11,671.71)	76.84%
Worker's compensation	4.89	681.41	650.00	31.41	104.83%
Unemployment	352.24	3,353.92	2,500.00	853.92	134.16%
Retirement	2,324.20	23,354.76	25,000.00	(1,645.24)	93.42%
Total Personnel Expenditures	21,216.11	225,934.35	271,400.00	(45,465.65)	83.25%
MATERIALS AND SERVICES					
Transportation	180.14	2,502.14	5,600.00	(3,097.86)	44.68%
Staff training and conferences	731.86	2,334.99	2,500.00	(165.01)	93.40%
Board expenses	-	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	11,500.00	13,800.00	(2,300.00)	83.33%
Postage	-	368.70	400.00	(31.30)	92.18%
Office supplies and maintenance	1,708.71	4,335.84	5,000.00	(664.16)	86.72%
Telephone	158.43	1,626.20	2,100.00	(473.80)	77.44%
Rent	785.07	7,850.70	9,500.00	(1,649.30)	82.64%
Ads and notices	273.00	273.00	1,500.00	(1,227.00)	18.20%
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	4,987.21	44,711.25	68,600.00	(23,888.75)	65.18%
SPECIAL PAYMENTS					
Tax distribution to cities	1,417.69	1,690,665.96	1,783,583.00	(92,917.04)	94.79%
Community services fee distribution to cities	-	90,192.68	68,000.00	22,192.68	132.64%
Total Special Payments	1,417.69	1,780,858.64	1,851,583.00	(70,724.36)	96.18%
Capital outlay	-	3,339.59	3,500.00	(160.41)	95.42%
Contingency	-	-	107,500.00	(107,500.00)	0.00%
Total expenditures	27,621.01	2,054,843.83	2,302,583.00	(247,739.17)	89.24%
Revenues over (under) expenditures	(15,700.96)	182,590.78	44,595.00	137,995.78	409.44%

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%
Revenues and other financing sources over (under) expenditures and other financing uses	$ (15,700.96)	89,590.78	(90,220.00)	$ 179,810.78	
FUND BALANCE, July 1, 2022		364,936.07	219,135.00		
FUND BALANCE, April 30, 2023		$ 454,526.85	$ 128,915.00		

	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	29,000.00	(9,044.38)	68.81%
Grants - Other	1,934.40	1,934.40	3,000.00	(1,065.60)	64.48%
Total Revenues	1,934.40	21,890.02	32,150.00	(10,259.98)	68.09%
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%
Catologing utilities	282.80	282.80	750.00	(467.20)	37.71%
Library2Go	-	13,077.00	13,400.00	(323.00)	97.59%
Programs and training	1,320.00	4,747.37	8,000.00	(3,252.63)	59.34%
Cooperative programs and activities	418.00	613.10	5,000.00	(4,386.90)	12.26%
Grant expenses - Other	1,213.31	1,934.40	3,000.00	(1,065.60)	64.48%
Marketing	-	1,500.00	5,000.00	(3,500.00)	30.00%
Total Materials and Services	3,234.11	110,863.79	144,165.00	(33,301.21)	76.90%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	3,234.11	110,863.79	174,165.00	(63,301.21)	63.65%
Revenues over (under) expenditures	(1,299.71)	(88,973.77)	(142,015.00)	53,041.23	62.65%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	93,000.00	129,815.00	(36,815.00)	71.64%
Total other financing sources (uses)	-	93,000.00	129,815.00	(36,815.00)	71.64%
Revenues and other financing sources over (under) expenditures and other financing uses	$ (1,299.71)	4,026.23	(12,200.00)	$ 16,226.23	
FUND BALANCE, July 1, 2022		15,053.80	12,200.00		
FUND BALANCE, April 30, 2023		$ 19,080.03	$ -		

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
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	$ -	-	$ 5,000.00	$ (5,000.00)	
FUND BALANCE, July 1, 2022		29,040.12	29,040.00		
FUND BALANCE, April 30, 2023		$ 29,040.12	$ 34,040.00		

	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	-	9,320.00	9,457.00	(137.00)	98.55%
MATERIALS AND SERVICES					
Take Off materials and supplies	44.49	126.18	4,000.00	(3,873.82)	3.15%
State Ready to Read material	-	9,911.41	9,457.00	454.41	104.81%
Take Off transportation	424.97	1,877.75	5,000.00	(3,122.25)	37.56%
Outreach materials and supplies	95.40	95.40	2,000.00	(1,904.60)	4.77%
Total materials and services	564.86	12,010.74	20,457.00	(8,446.26)	58.71%
Contingency	-	-	9,030.00	(9,030.00)	0.00%
Total expenditures	564.86	12,010.74	29,487.00	(17,476.26)	40.73%
Revenues over (under) expenditures	(564.86)	(2,690.74)	(20,030.00)	17,339.26	13.43%
Revenues and other financing sources over (under) expenditures and other financing uses	$ (564.86)	(2,690.74)	(20,030.00)	$ 17,339.26	
FUND BALANCE, July 1, 2022		22,720.80	20,030.00		
FUND BALANCE, April 30, 2023		$ 20,030.06	$ -		

Scheduling

The normal work schedule for employees is Monday through Friday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits, as well as week to week within a given pay period for Exempt employees. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

Rest and Meal Periods
Each workday, full-time nonexempt employees are provided with 2 rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. This time is counted and paid as time worked.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

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

Umatilla County Special Library District

Strategic Plan – 2022-2025

UCSLD Mission:

The Umatilla County Special Library District works in partnership with our libraries to advance and make available excellent library services, programs and continuing education opportunities for all.

UCSLD Vision for the Future:

The Umatilla County Special Library District (UCSLD) works collaboratively with our public libraries to ensure that high quality library services are available to all.

Public libraries are places of welcome for everyone, and UCSLD strengthens and unites our communities.

Library staff are valued and recognized for providing exceptional service to their communities. UCSLD invests in Library Staff development, and offers opportunities for interaction, skill-building and cross-training.

To advance the vision, UCSLD partners with groups and organizations to increase the reach of literacy and access to information, building on the foundations of a democratic society.

UCSLD Values:

Integrity
Accountability
Transparency

Community
Inclusion
Fairness

Resourcefulness
Resilience
Creativity

Plan

1. Strategic Direction:

   Residents have access to information about community programs, experts, services and activities.

   Leveraging our county-wide view, provide awareness of community needs, resources and experts, as well as provide needed resources directly to member libraries.

   Needs addressing:

   - Community members desire to know about local area events, activities, programs, etc.
   - Community members have knowledge needs with which an expert can assist.
   - Community members and library staff members don't have a surplus of time.
   - Many libraries do not have marketing budgets or a marketing specialist on staff.
   - Need for consistent, clear advocacy for library services in Umatilla County.
   - Need for responsiveness to evolving community opportunities and challenges.

   A. <u>Goal:</u>

      <u>Residents have access to where and how to find information about a wide variety of resources, programs, services, experts, and activities.</u>

      Tasks:
      - By June 30, 2023, conversations are held between information agencies in Umatilla County to research the possibility of a central source for information access.
      - Annually, the UCSLD collaboratively compiles lists of emergency numbers, referral agencies, etc. for each community within Umatilla County and shares it with the libraries.
      - By June 30, 2023, the District Director will research new methods for marketing and advocacy efforts.

   B. <u>Goal:</u>

      <u>The UCSLD continues community needs assessment efforts to better know and understand our community residents.</u>

      Tasks:
      - Ongoing – The UCSLD continues community needs assessment

efforts to share with libraries and other county agencies and
organizations.
- o By March 31 of each year, the UCSLD compiles demographic,
  anecdotal and survey data to share with the libraries.
- o Annually, the UCSLD creates a report of the District's fiscal year
  with information showing growth and development.

C. Goal:

The UCSLD seeks dynamic partnerships and builds collaborative efforts to
enhance library services to residents of the District.

Tasks:
- o Ongoing – continue to build collective, cost-effective, district-wide
  programs and services with library director consensus
- o Ongoing – seek out partners to extend the UCSLD mission
- o Ongoing – investigate ways to work with the Libraries of Eastern
  Oregon and Sage Library System consortia for building efficiency and
  reducing duplicative efforts and expenditures

2. Strategic Direction:

Residents have access to a variety of information resources through library
services, programs and continuing education opportunities.

*Working with our library members and partners, ensure that residents have
access to the information resources they need.*

Needs addressing:

- Community members have a variety of life-long learning desires.
- Community members and library staff members need access to
  adequate and effective technology.
- Libraries have limited training budgets.
- The need for service to vulnerable, underserved, and homebound
  people.
- The need for service to children and families who can't easily access a
  library.

A. Goal:

The UCSLD ensures access to professional development to build the
capacity of UCSLD staff and staff members of public libraries, the UCSLD
Board of Directors and individual Library Boards.

Tasks:
- o November and April each year: All-staff in-services are provided
  during the fiscal year on library services best practices and the
  effective use of a variety of library resources.

- The Continuing Education sub-committee will inform the training and theme
- Investigate various options to provide in-service trainings
- Ongoing – UCSLD staff participate in continuing education to build the capacity to support library services in the District, for example:
  - Leadership, management and evolving library services
  - Continuing RDA-related and other cataloging training
  - Emergent literacy development
- Ongoing – Vendors and other experts on library service resources will be shared during the Meetings of the Directors
- Ongoing – the UCSLD Board of Directors will take part in monthly training, as well as periodic work sessions
- Ongoing – Utilization of technology and other means to continue growing communication, shared information and proliferation of ideas and learning among UCSLD library members and partner
- Develop and promote training to support effective and quality use of online and digital resources – work with the SLO, libraries and schools.

B. Goal:

The UCSLD supports member library outreach efforts, helping to provide accessible services to populations where they are.

Tasks:
- Ongoing – UCSLD staff support member libraries' outreach efforts
- Ongoing – The Take Off! Program partners with Libraries to support and/or provide programs.
- Ongoing – The Take Off! Program partners with Libraries to provide Storytime Kits for library staff members to use including books, manipulatives and story time extenders
- Ongoing – Continue working with county partners who serve populations that do not have access to libraries.

C. Goal:

The UCSLD directly provides early childhood literacy outreach to children in Umatilla County.

Tasks:
- Ongoing – Partner with Umatilla County Early Childhood Educators so young children develop early literacy skills by the time they start kindergarten.
- Ongoing – Facilitate opportunities to encourage adults to enjoy reading, talking, writing, and playing with their young children regularly in ways to develop early literacy skills.
- Ongoing – Provide quality early literacy materials to the children the Take Off! Program serves in a fiscally responsible manner.

- o Ongoing – as theme boxes are updated, they are added to the inventory
- o Ongoing – Work with the United Way of the Blue Mountains to continue growing the Dolly Parton Imagination Library program.

3. Strategic Direction:
The UCSLD leverages tax dollars to ensure the continuation of excellent, growing library services within the District.
The UCSLD was created by a vote of the people to provide library service to the residents of the District, and the Board of Directors continues to be accountable to the taxpayers.
Needs addressing: ■ Fiscal responsibility and accountability ■ Budgets and services impacted by unexpected events ■ Increased costs ■ Rapid technological changes

A. <u>Goal:</u>

<u>The UCSLD operates efficiently, effectively and within the laws of the State of Oregon and the approved policies of the UCSLD Board of Directors.</u>

Tasks:
- o Ongoing - The public and libraries' staff members have access to early documents of the UCSLD through digitization efforts.
- o Ongoing – The policies of the UCSLD Board of Directors are reviewed and updated on a schedule set by the Board in July of each year
- o Ongoing – UCSLD records are organized, retained and destroyed according to the State of Oregon law.
- o Ongoing – Develop new and more efficient processes using technology tools
- o By June 30, 2024, the new UCSLD strategic plan will have sub-plans added to include:
    - ▪ Succession planning
    - ▪ Disaster planning
    - ▪ Marketing planning
    - ▪ Technology planning

Approved by the UCSLD Board of Directors at their April 28, 2022 Meeting.