



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla Special Library District Board

**Regular Meeting of the Board of Directors
Thursday, November 16, 2023, 5:30 pm**

425 South Main Street, Pendleton, OR 97801 and

Zoom link: <https://us02web.zoom.us/j/82632067788?pwd=NUgyblN4dUQ3QTBPOGd0dTBUazRCdz09>

Meeting ID: 826 3206 7788 Passcode: 547418

One tap mobile +19712471195,,82632067788#,,,,*547418# US (Portland)

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

Meeting ID: 826 3206 7788 Passcode: 547418

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

Topic	Lead	Purpose Outcome
Public Comment – Limited to Two Minutes Per Person Limited to 30 Minutes Total	President	Please sign up
Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted		
Minutes – Board Meeting – October 26, 2023	President	Approval
Calendar Update	Director	
Correspondence	Director	
Reports	Director	

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – October 2023 ○ Banks & Pool Balances • Staff Monthly Reports 	Director	Unable to receive the financials until after the Board Meeting because of earlier meeting date.
Board Training		
<ul style="list-style-type: none"> • SDAO training on Leave... 	Board	Information
Old Business		
<ul style="list-style-type: none"> • Sick Leave Policy Discussion • Emergency Plan Update 	Board Director	Discussion and next steps Discussion and next steps
New Business		
<ul style="list-style-type: none"> • Nick's offer of Grant writing help 	Board	Discussion and decision
<ul style="list-style-type: none"> • Acceptance of FY21-22 State Library Statistical Reports 	Board	Decision
<ul style="list-style-type: none"> • Acceptance of FY 2021-22 ALSP/Strategic Plan Reviews 	Board	Decision
<ul style="list-style-type: none"> • Acceptance of FY2023-2024 Budgets for final libraries 	Board	Decision
<ul style="list-style-type: none"> • Governing Documents and Policy Review – EDI & A and Updates <ul style="list-style-type: none"> ○ Sick Leave Policy ○ 	Board	Review & Approval Each month a new set of governing documents and policies will be reviewed with an equity, diversity, inclusion and anti-racism lens, as well as updating policies as needed.
Good of the order	Everyone	
Next District Board Meeting – December 28, 2023		Information
Adjourn	President	Motion

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



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Minutes

Board of Directors Meeting

October 26, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President
Nick Nash
John Thomas

Sharone McCann, Vice President
Kathy Thew

ATTENDANCE STAFF

Heather Estrada, District Director
Dea Nowell, Technical Services Manager

ATTENDANCE – VISITORS

Jennifer Costley, Pendleton PL Director (via Zoom)
James Simpson, Pendleton PL Assistant Director (via Zoom)

CALL TO ORDER

Board President Caty Clifton called the Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated the Board Members present in the office were Sharone McCann, John Thomas, Caty Clifton, and Kathy Thew, so we have a quorum. It was further noted that Nick Nash would be here soon.

APPROVAL OF THE AGENDA

Heather Estrada noted one update. Jennifer Costley and James Simpson will be joining us, via Zoom, at 6:30 pm to give their ALSP review. John Thomas moved to approve the agenda with the addition. Kathy Thew seconded the motion. The motion passed unanimously with four (4) Board Members present.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: September 28, 2023 – Kathy Thew moved to approve the September 28, 2023, minutes as presented. Sharone McCann seconded the motion. The motion passed with three (3) Board Members voting in favor. John Thomas abstained since he was not present at the meeting.

ALSP Review Meeting: September 19, 2023 – Caty Clifton moved to approve the September 19, 2023, minutes as presented. John Thomas seconded the motion. The motion was passed unanimously with the four (4) Board Members present.

ALSP Review Meeting: October 5, 2023 – John Thomas moved to approve the October 5, 2023, minutes as presented. Kathy Thew seconded the motion. The motion was tabled until later in the meeting since there

were not enough Board Members present who attended the meeting to pass the motion without Nick Nash present.

ALSP Review Meeting: October 12, 2023 – Sharone McCann moved to approve the October 12, 2023, minutes as presented. John Thomas seconded the motion. The motion passed with three (3) Board Members voting in favor. Kathy Thew abstained since she was not present at the meeting.

CALENDAR UPDATE

Heather Estrada updated the Board regarding her upcoming plans of attending city council and/or library board meetings. Heather also noted that Stanfield PL is doing the Great Oregon Book Read and has invited Echo PL to join in – there are three (3) dates scheduled in November and December. The Great Oregon Read book is Together: the healing power of human connections in a sometimes lonely world / Vivek H. Murthy. Heather also stated that she will be off tomorrow.

[Nick Nash arrived at the meeting.]

MINUTES

With Nick Nash's arrival, the Board came back to the minutes of the ALSP Review Meeting: October 5, 2023. Nick Nash moved to approve the October 5, 2023, minutes as presented. John Thomas seconded the motion. The motion passed with three (3) Board Members voting in favor. Sharone McCann and Caty Clifton abstained since they were not present at the meeting.

CORRESPONDENCE

Heather Estrada shared an annexation notice received from the City of Hermiston. She also noted that the EO Go! magazine that appears in Thursday's newspaper will be moving to Tuesdays since they told her the EO will no longer be printing a Thursday paper. Heather's October article will appear then. Heather also commented that she has been corresponding with Greg Alexander, the editor of the Eastern Oregon Parent magazine, and she may do an article in the December issue. Several Board Members expressed encouragement of this.

REPORTS

FINANCIAL STATEMENTS – September 2023

There were no comments on the financial statement. Sharone McCann moved to accept the September 2023 financial statement, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada commented on a couple of items of her report. She noted that she has attended two (2) classes that dovetail with in-service. One was sponsored by Library Journal and attended by herself, Stephanie Partida, and Amanda Hespel. And the other is the EDI cohort she is in. She noted that they have been informative and timely with lots of good resources. Heather also gave an update on the Narcan SDAO grant submission – the paperwork has been submitted and is in the system. She was informed that it often takes several months. Heather noted that the Umatilla County Health Department will be coming to in-service. She commented that she attended the recent LEO meeting in La Grande, and that Buzzy Nielsen from the State Library is visiting libraries in the area. The audit information has been turned in to Barnett & Moro.

Dea Nowell commented that she is making site visits while she is here. She made three (3) this week, will make three (3) next week including at BMCC Library, and the balance will be the following week before she heads home.

Heather noted that Monica Hoffman is now the OLA Children's Services Division chair. And that she currently has a lot going on with her family.

Caty Clifton expressed thanks to the staff for doing these reports.

BOARD TRAINING – IN-SERVICE TRAINING & SDAO ANNUAL CONFERENCE REMINDER (FEB 8-11 IN SEASIDE)

Heather Estrada reminded the Board that the all-staff in-service will be held on November 3rd and that they are all invited to attend.

[James Simpson arrived at the meeting via Zoom.]

Heather also reminded the Board of SDAO's upcoming annual conference dates: February 8-11, 2024, in Seaside. She asked the Board to be seriously thinking about who will be attending so we can make plans. Caty Clifton and John Thomas noted they will not be able to attend. Kathy Thew may attend next year, however not this year. Nick Nash and Sharone McCann both stated they would like to attend and asked to be signed up for it. Heather and Dea Nowell will look a bit further at specific dates regarding preconference, etc., and be getting back to Nick and Sharone.

[Jennifer Costley arrived at the meeting via Zoom.]

ALSP REVIEW – PENDLETON PL

Jennifer Costley and James Simpson shared the library's FY22-23 strategic plan review. [Following their plan review, Jennifer and James both left the meeting.]

OLD BUSINESS

ALSP / STRATEGIC PLAN REVIEW COMMENTS

Heather Estrada reminded the Board of the comments that came out of the recent ALSP Reviews:

- Athena request for tech help from District – brainstorm ideas here
- Helix request for District offering programs

The Board asked what kind of help Athena needs, and, we are unsure exactly what offering programs means – so we need to clarify both requests.

Nick Nash noted that the community needs assessment information feedback received from the libraries was all over the place with responses from great help to moderately helpful to little help. He asked what do we do with that information? Caty Clifton stated that it will be helpful in our upcoming strategic planning work session in January.

BEST PRACTICES – WHERE ARE WE FOR SDAO

Heather Estrada stated she is ready to check all the boxes on this year's best practices checklist and submit the list to SDAO. She has a draft of the emergency plan, though it is not completely done and will, as it should be, ongoing. She shared what it looks like and offered copies to the Board for review. One thing we discovered, Heather said, is that we don't have any fireproof filing cabinets. Our largest concerns probably would originate from water coming from overhead, fire (as we are in a multiple-shared environment), and/or cyberattack. Heather commented that she has not yet reached out to the County emergency contact as she is not sure what we could offer them, assistance-wise. Nick Nash noted that the reason our libraries hung together during COVID was through Erin's leadership and pulling them together (the District was a steady, guiding hand) – that is something we can offer. Caty Clifton also noted that the libraries are a resource as well. Heather asked the

Board if they felt we needed to add anything to let her know, and that the plan will possibly be on the agenda for approval next month.

NEW BUSINESS

ACCEPTANCE OF FY22-23 CITY/SCHOOL DISTRICT BUDGETS [due according to the agreements by October 10, 2023]

Heather Estrada stated that we have not received all of the budgets even though she has reminded them. What we have has been posted on the Board's SharePoint site under Library Submissions > FY23-24. We are currently missing four (4) budgets: Helix, Hermiston, Pendleton, and Stanfield. Next week she will be sending a reminder of the due date of the state statistical report submission to the District.

After some discussion expressing some serious concerns, the Board's consensus was to direct Heather to communicate that the budgets were due 15 days prior to our meeting and per the agreement funding could be affected. John Thomas moved to accept the eight (8) budgets that have been received. Nick Nash seconded the motion. The motion passed unanimously.

BEGIN DISCUSSION ON SICK LEAVE SHARING

Heather Estrada opened the topic by sharing what has been discussed among the staff. One staff member has zero (0) hours of sick leave remaining, and another staff member has quite a few hours and stated would share some of hers if we had a policy for which we could do such. Heather noted that there is quite a bit of legal stuff with this and has been doing some research regarding it. The State of Oregon has a process, and Heather has also reached out to Rob Tremper, our accountant, for input as well – though he is currently unavailable due to a family situation. If we wish to pursue this according to all she has seen, we would first and foremost need to have a policy in place. There was quite a bit of discussion regarding various approaches to this topic, and ultimately Katy Clifton suggested each Board Member review policies and options, weighing possible scenarios. The topic was tabled for tonight and will be on next month's agenda.

GOOD OF THE ORDER

Katy Clifton shared that last Saturday was Weston's Potato Show and that the associated library book sale was successful. Nick Nash apologized for being late again – there was conversation about whether we needed to bump the meeting time back a bit to help him. Nick said maybe after the beginning of the new year he'd know a bit better.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on November 16, 2023, at 5:30 pm. Reminder, this is one week earlier than normal due to Thanksgiving Day being the fourth Thursday of the month.

ADJOURN

Kathy Thew moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at approximately 8:40 pm by Board President Katy Clifton.

Respectfully submitted by Dea Nowell



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9//Monthly District Director Report

Date:	November 16, 2023 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	October 23, 2023 – November 10, 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
10/23/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
10/24/2023	Federal Efforts for Special Districts	Zoom	Information on the federal efforts to have Special Districts recognized nationally
10/24/2023	Pick up Dea in Pasco	In-Person	Pick up Dea from her flight
10/25/2023	Cyber awareness forum for Cyber awareness month	Zoom	Seminar to keep up on best practices and current trends.
10/25/2023	Meeting with Buzzy Nielsen	In-Person	Meeting with Buzzy from State Library of Oregon to consider what’s going on and how can support each other.
10/26/2023	Monthly Board meeting	In-person	Regular monthly board meeting,
10/30/2023	Continuing Ed Meeting	Zoom	Meet with committee to check in and move forward with Fall In-service planning.
10/31/2023	Pers reporting	On-line	Monthly reporting for PERs
11/1/2023	DEI chort	Zoom	3 rd of 4 session from Eugene cohort, this one on zoom.
11/3/2023	All Staff District In-Service	In-Person	Bi-annual inservice in Pilot Rock
11/6/2023	Balance Sheet Training	Zoom	BMCC SBDC training

11/6/2023	Monica quarterly goal review	In-Person	Quarterly check in
11/6/2023	Homeless Training	Zoom	Continued Ryan Dowd training
11/8/2023	Drop Dea in Pasco	In-Peson	Transporting Dea to airport for trip home.
11/8/2023	Grand Jury Duty	In-person	Prision visit
11/9/2023	Race in America	Zoom	Washington Post semiar
11/9/2023	Sucide training	Zoom	Learning and information gathering.
11/9/2023	Library 2.0 DEI training	Zoom	Contiuing Education
11/10/2023	Federal Veterans Day Holiday	Off	Holiday

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Fall In-Service complete, surveys and documentation to finish up	95%
Audit	Audit process beginning. UCSLD audit documents turned into B & M	75%
Agreements for Library Services	All 12 libraries 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	All staff are in and completed. Quarterly check-ins set up.	25%
Community Needs Assessment	Feedback received. Board to discuss what's next.	80%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	More research done on background. Working on final document	85%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	70%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Heather submitted document	100%
Safety & Staff Meetings	November: Indoor Air Quality Awareness (Environmental)	ongoing

	December: Fake News: How to plan for it, combat it.	
ALSP Coming in	Call for 23-24 ALSPPs out. All in	100%
Budget Process	All documents into the assessor	100%

4. Feedback & Accomplishments

- Finished last class of two DEI trainings with projects completed.
- Fall in-service completed. Surveys indicated it was successful. Share feedback...
- Had a chance to connect with all libraries this month, most especially exciting was Hermiston staff!

5. Upcoming Events – Activities

- November 10th – Veteran’s Day holiday
- November 13th – EDI cohort in Eugene
- November 14th – Pendleton Library Board Meeting
- November 16th – UCSLD Board Meeting (early because of Thanksgiving holiday)
- October, November, December – Wednesday Grand Jury Duty.
- November 23&24th – Thanksgiving holiday
- December 5th – Weston Library Board Meeting (Kathleen’s last)
- December 25&26th – Christmas holiday
- December 27-29 – District on Courier Duty
- December 28th – December Board Meeting



Date:	November 16, 2023, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	October 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>
Oct. 2023	203	132	58	11	105	15	0	1
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

reports run:

regular monthly:	item stats: all 12 pub. lib. temp bibs missed put into bucket	OCLC CatExpress stats (added & deleted)	circulation related: Adams PL - 1 Echo PL - 6, Pilot Rock PL - 1, Stanfield PL - 7, Milton-Freewater - 3 Weston PL - 1	pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL - 1 in process items: Milton-Freewater PL-1
additionally:	Adams PL - inventory report of entire collection pre-catalogued items & items with status "in process" reports: Athena PL, Pendleton PL, Pilot Rock PL, Ukiah P/SL, & Weston PL			

3. Meetings and Site Visits

- Staff/Safety meetings [in person]: 1 (10/18)
- Sage Library of Things (LoT) discussion [via GoToMeeting]: 1 (10/18)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (10/25)
- UCSLD Board meeting [in person]: 1 (10/26)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Travel Security (10/5)
 - State of Oregon webinar about the anatomy of ransomware, investigations & recover, ransomware response assistance, & more (10/13)
- meet weekly, Monday am, w/ Heather [via MS Teams]: 4 (10/2, 10/10, 10/16, 10/23)
- UCSLD Continuing Ed. Committee meeting (in-service check in) [via Zoom]: 1 (10/30)

visits to/with District Libraries:

- 9 smallest libraries - 1 [email]
 - email message re. cataloging & prepping for site visits, etc....
- Adams PL - 6 [email]
 - emailed inventory report (4)
 - email re. the 4 temp bib items I'd placed holds on & their age-based hold protection (2)

- Athena PL - 2 [email, in person]
 - email re. 1 of the temp bib items I'd placed holds on & its age-based hold protection
 - site visit
- Helix PL - 7 [email, phone]
 - call from/to lib. aide re. user buckets ?s (2)
 - call following up on deleted user bucket & ? about 3 (temp bib item) books I'd requested...
 - email re. the 3 temp bib items I'd placed holds on & their age-based hold protection (4)
- Hermiston PL - 2 [email]
 - email from assistant director re. email about EBSCO User ID password email about to expire & my reply that rec'd same email...I'm not worried about it as we haven't used EBSCO databases now for several years (2)
- Milton-Freewater PL - 3 [phone, email]
 - quick email conversation with director re. fall, follow-up to monthly stats email (2)
 - call to cataloger re. email from lib. director about an item not being able to fulfill hold properly - has been an issue before that we talked about...
- Pendleton PL - 1 [in person]
 - site visit with cataloger
- Stanfield PL - 3 [phone, email]
 - called re. barcode for a couple of items listed as same + email (2)
 - email re. temp bib item I'd placed holds on whose status is "in process"
- Ukiah P/SL - 1 [phone]
 - called re. barcode for an item
- Weston PL - 1 [in person]
 - site visit
- Beth Ross [Sage Library System - Systems Administrator] - 1 [email]
 - emailed new subscription yr. #s for CatExpress records [subscription yr. runs Nov. 1-Oct. 31]
- Jon Georg [Sage Library System Specialist] - 5 [phone, email]
 - called with ? re. whether a deleted user bucket could be undeleted (2)
 - email reply re. above... (3)

4. Projects and Progress

- Assisted with Heather researching and purchasing a new laptop, and then getting it set up and everything working correctly. [Still a bit more to complete, but it sounds like it is mostly done.] ~ *95% completed* [same...]
- Prepping for fall trip & site visits. ~ *92% completed*

5. Accomplishments

- website work:
 - Board agenda, packet, & minutes posted
 - posted ALSP reports for Adams, Athena, Helix, Milton-Freewater, Pilot Rock, Umatilla, & Weston
 - removed the Sept. is library card sign-up month teaser
 - posted October library happenings video
 - 2022-2023 FY-end report posted & teaser added
 - posted Heather's EO Go! Column (10/31/23)
- Sage Cataloging Mentor:
 - email reply to Josephy Lib. cataloger re. question about next steps in lending books to patrons directly > directed to Beth Ross for this side of the equation
 - call to Josephy Lib. cataloger re. email asking about uncorrected proof copies and how to catalog (after conversation she will be adding to a list for me to assist with...)
 - emailed Sage Cataloging Committee Chair re. wanting to clarify one item on the Cataloging Committee meeting agenda before being sent out to catalogers (3)
 - emailed Kristin Williams (BMCC Library Director) checking back re. asking if she would like me to make a site visit this fall & follow-up setting date/time (3)

- email reply to Sage cataloging mentor group about ISBN subfields & searching'
 - pre-cataloged items & items with status "in process" reports - BMCC Lib.
 - site visit with Kristin Williams (BMCC Lib. Dir.)
 - used our Adobe subscription to convert 2 of the Sage cataloging PDF documents to Word so we could update them (they were created by a cataloger who is no longer employed in Sage and we did not have the original document & did not seem to be available through the library where they had worked)
 - email exchange with Sage staff re. converting a couple of PDF documents to Word with our Adobe subscription for upgrading instructions/information (4)
 - email reply to another cataloging mentor regarding an explanation we are trying to more objectively define regarding use of serial records for things like Oregon Blue Book, Oregon driver's manual, and travel guides...
 - catch-up on new bibs reviewed for site visits with catalogers (June's - 115, July's - 62, August's - 23, September's - 118 = total: 318)
- Other:
 - assisted Monica getting a Zoom meeting started on our account for an OLA Children's Services Division meeting when meetings were double booked on OLA account...
 - listened to a couple of sessions during the PERS Expo (Oct. 10-11, 2023)
 - looked at all the temporary bib items that I had placed holds on that came in in order to upgrade the records to a more fully cataloged bibliographic record, to make it more useful to patron searching, etc.

Feedback received:

- 10/4/23 - email from Amanda Hespel (Adams PL) after I made a couple of changes/deletions requested & told her I'd rerun the inventory report and format it to send to her...: "Oh awesome! You are the best! I'm so close to being done with this inventory project!"

6. Upcoming Events - Activities

- Fall trip (in-service, site visits, etc.) - Oct. 24-Nov. 8
- Fall in-service - Nov. 3
- Veterans Day holiday observed - Nov. 10
- Sage Circulation Committee meeting - Nov. 14
- Staff/Safety meeting - Nov. 15
- UCSLD Board meeting - Nov. 16
- Sage User Council meeting - Nov. 21
- Thanksgiving Day & Friday - Nov. 23-24
- Sage Cataloging Mentor meeting - Nov. 29



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Phone (541) 612-2052

Date:	November 7, 2023
Staff Name:	Monica Hoffman
Time Period Report Covers:	October 2023

Position Purpose Statement:

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

Statistics:

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

Book Box Statistics	Boxes/kits	Books
To Sites with Storytime	41	812
To Sites without Storytime	28	548
Total	63	1360
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	3	39
Adults in Attendance	15	97
Children in Attendance	20	425
Total Attendance	35	522

Meetings and Site Visits:

Wed Oct 11, 2023, McNary/ Umatilla

- Umatilla Center of Umatilla Morrow Head Start Enhanced storytime and materials exchange with Janie.
- Umatilla Center of Umatilla Morrow Early Head Start storytime and materials exchange with Favi.
- McNary Heights IMESD Early Childhood Special Education/Early Intervention morning storytime and materials exchange with Katy.
- Umatilla Center of Umatilla Morrow Head Start afternoon storytime and materials exchange with Crystal.
- McNary Heights IMESD Early Childhood Special Education/Early Intervention afternoon storytime with Katy.

Thu Oct 12, 2023, Hermiston

- Victory Square Center of Umatilla Morrow Early Head Start storytime and materials exchange with Andrea.
- Victory Square Center of Umatilla Morrow Early Head Start storytime and materials exchange with Nikki.
- Oregon Child Development Coalition materials exchange with Kimberly.

Fri Oct 13, 2023, Weston

- Weston Public Library storytime with Kathleen

Tue Oct 17, 2023, Stanfield

- Stanfield Patriot Heights Center of Umatilla Morrow Early Head Start storytime and materials exchange with Ruby
- Stanfield Elementary School morning storytime and materials exchange with Debbie and Stacey
- Stanfield Public Library storytime with Cecili
- Stanfield Elementary School afternoon storytime with Debbie and Stacey

Wed Oct 18, 2023, Pendleton

- Staff and Safety Meeting: Travel Security
- Elsie's In-home Childcare storytime and materials exchange
- Jen's In-home Childcare storytime and materials exchange
- Mindys In-home Childcare materials exchange
- Pioneer Relief Nursery materials exchange with Cheri and MaryChris



Thu Oct 19, 2023, Pendleton

- Playtime Education storytime and materials exchange with Amber
- PELC IMESD Early Childhood Special Education/Early Intervention morning storytime and materials exchange with Bailey and Jacquelyn
- PELC IMESD Early Childhood Special Education/Early Intervention morning storytime and materials exchange with Corrine
- PELC IMESD Early Childhood Special Education/Early Intervention afternoon storytime with Corrine
- PELC IMESD Early Childhood Special Education/Early Intervention afternoon storytime with Bailey and Jacquelyn

Fri Oct 20, 2023

- Oregon Library Association Meeting

Mon Oct 23, 2023, Hermiston

- Cathy Wamsley Early Learning Center of Umatilla Morrow Early Head Start storytime and materials exchange with Yesenia.
- Hermiston Center for Child Development of Umatilla Morrow Early Head Start storytime and materials exchange with Claire and Johanna
- Hermiston Center for School Readiness at Rocky Heights storytime and materials exchange with Ayerim
- Misty's In-home Childcare materials exchange
- Bethlehem Lutheran Preschool materials exchange with Tess

Tue Oct 24, 2023, Milton Freewater

- Little Pioneers storytime and materials exchange morning class
- Freewater Early Childhood Special Education/Early Intervention storytime and materials exchange with Sherry
- Lily's Kids Academy storytime and materials exchange with Lili
- Oregon Child Development Coalition materials exchange with Tifanie
- Freewater IMESD Early Childhood Special Education/Early Intervention afternoon storytime with Sherry
- Little Pioneers Storytime with afternoon class and Kayla

Wed Oct 25, 2023, Milton Freewater

- Milton Freewater Center of Umatilla Morrow Head Start storytime and materials exchange with Linda.
- YMCA Childcare Center 3's at Freewater School storytime and materials exchange with Aiden
- YMCA Childcare Center 4's at Freewater School storytime and materials exchange with Victor
- Little Ardo's Academy storytime and materials exchange with Maria
- Milton Freewater Center of Umatilla Morrow Head Start Storytime and materials exchange with Amy.

Thu Oct 26, 2023, Hermiston

- Hermiston Center for Child Development of Umatilla Morrow Early Head Start Storytime and materials exchange with Claire.
- Good Shepherd Children's Center Pre-K storytime and materials exchange with Tigers and Otters
- Good Shepherd Children's Center toddler storytime and materials exchange with Monkeys, Giraffes and Penguins

Mon Oct 30, 2023, Hermiston

- Punkin Center morning IMESD Early Childhood Special Education/Early Intervention Storytime and materials exchange with Payton
- Punkin Center morning IMESD Early Childhood Special Education/Early Intervention Storytime and materials exchange with Becca
- Punkin Center morning IMESD Early Childhood Special Education/Early Intervention Storytime and materials exchange with Charmayne
- Punkin Center afternoon IMESD Early Childhood Special Education/Early Intervention Storytime with Payton
- Punkin Center afternoon IMESD Early Childhood Special Education/Early Intervention Storytime with Becca
- Punkin Center afternoon IMESD Early Childhood Special Education/Early Intervention Storytime with Charmayne

Tue Oct 31, 2023, Athena

- Athena Public Library Storytime with Stephanie

Projects and Progress:

- Oregon Ready to Read 2023 Grant. 83% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

- January 8, 2024, Patriot Heights Family Literacy Night Stanfield

Sick Leave

The Umatilla County Special Library District (UCSLD) provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

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

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on a basis of a “benefit year,” the 12-month period begins when the employee starts to earn sick leave benefits as of hire date. Sick leave will be pro-rated based on a 40-hour work week.

Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member.

The UCSLD defines “immediate family” as the employee’s spouse, domestic partner, parent, child, sibling; the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; grandparents or grandchildren.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

When an employee leaves to care for a dependent, sick leave benefits can be used. If more time is needed, family leave laws may come into effect if laws apply and the employee is eligible for such leave. The employee must comply with the notice requirements under family leave laws, which may provide for later notification of inability to work than is otherwise required by this policy, if the need for the leave is unanticipated.

Sick leave benefits will be calculated based on the employee’s base pay rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days work of sick leave benefits. If the employee’s benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Adopted – 5/19/2003

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

EMERGENCY RESPONSE COORDINATOR

ACTIVATION RESPONSIBILITIES

- **Notify Staff**
- **Notify Board Members**
- **Activate Service Continuity Team**
- **Update staff voicemail with any urgent information**
- **Email updates to all staff and Board Members as needed**
- **Update Website Emergency Information banner on Webpage**
- **Cancel deliveries, if necessary (Courier)**
-
- **Conduct After-action Reviews**

PREPAREDNESS RESPONSIBILITIES

- **District Director review and update as needed annually**
-
- **Conduct bi-annual table-top exercises with UCSLD Board and staff.**

UCSLD CONTACT INFORMATION

Staff

Heather Estrada, Director: 541-276-6449, personal: 541-379-1156, home 541-276-1004

Monica Hoffman, Early Literacy Outreach Coordinator: 541-621-2052; personal 541-310-9156

Dea Nowell, Tech-services Manager: 541-966-0917; home 406-952-4049

Board Members

Caty Clifton, President (FY23-24): 541-969-2446

Sharone McCane, VP (FY23-24): 541-561-8297

Kathy Thew: 541-910-0771

Nick Nash: 503-449-8641

John Thomas: 541-969-4436

LIBRARY LEADERSHIP TRANSITION

If the Library Director is unable to perform duties, responsibility is assigned to:
Monica Hoffman: Early Literacy Outreach Coordinator

COMMUNICATIONS PLAN

VOICEMAIL

Each staff member changes voicemail to reflect our ability to work and or to be a resource.

District Libraries

Staff to check in with libraries that are affected to see where UCSLD can lend assistance.

Umatilla Co Emergency Response

Find out where we can be of use.

UCSLD WEBSITE

Dea posts notices on website of any affected libraries and phone numbers for service community members may need. Activate message banner on Space Reservations page.

COMMUNICATIONS WITH MEDIA

The library director (Estrada), or designee (Hoffman) is the only person authorized to speak to the media.

CONTINUITY OF OPERATIONS PLAN

(Services are provided Monday through Friday from 8am to 5pm.)

TROUBLESHOOTING ONLINE ACCESS

Dea Nowell

TROUBLESHOOTING NETWORK ACCESS

Jordan McDonald of Overhead: 541-310-9329

Courier services

Fred Philips (IMESD): 541-377-5416

MESSAGES FROM LIBRARY DIRECTORS

SELECTIVE LIST OF RESPONSE PROCEDURES

TORNADO

Watch: monitor weather reporting stations online and via the weather radio.

Warning: Instruct everyone to move away from windows.

POWER OUTAGE

If the power is off at any time for longer than 15 minutes, or if it is dark outside when the power goes off, employees are cleared to go home to work or to wait out the outage.

MEDICAL EMERGENCY

Call 911.

AED Location:

FIRE/SMOKE

Call 911. Fire extinguisher on file cabinet in middle of the room.

SHELTER IN PLACE: basement stairs with door closed.

EARTHQUAKE

DROP, COVER, and HOLD ON. Do not evacuate the building until the shaking has stopped and there are no dangers (downed power lines, broken gas lines, etc.).

BOMB THREAT

Get as much information as possible, such as location of device, when it will go off, what it looks like, why it was placed, etc. Listen for environmental clues as to the location of the caller. Call 911 and follow instructions.

SHOOTER

Take cover.

HAZMAT INCIDENT

Follow instructions from emergency officials

REQUEST FOR CONFIDENTIAL INFORMATION

Inquiry: Contact supervisor

Subpoena: Contact supervisor

Search Warrant: Provide access and contact supervisor

EVACUATION

Primary site Chamber of Commerce parking lot.

Secondary site: corner of SE 1st and Emigrant (Moe's Tea)

RESOURCES CONTACTS

Landlord: Jamie Stone: 541-786-5981

Overland Internet: Jordan McDonald: 541-310-9329

Pacific Power: 888-221-7070 (shut off location in back of building)

Electrician (Gordon's Electric) 541-567-0144

Public Works (water) 541-276-3078

Pendleton Plumbing: 541-278-2800 (shut off location in basement)

Um Co Health Department 541-278-5432

Insurance Company: SDIS 1-800-305-1736 or 503-670-7066

Insurance Broker: Wheatland Insurance; 541-276-7441

A2ZStorage: 541-379-7700

Take Off Book Inventory

1. Books loose on shelves

Books with no protection are first priority to move out of harm's way. Out of the building, or into the basement.

2. Staff Workroom:

HISTORICAL COLLECTIONS RESCUE LIST BY PRIORITY (cont.)

All other materials in the compact shelving and all materials on the white shelves behind the Historical Collections Librarian's desk: Blue

labels highest priority and orange labels secondary

3.

RELOCATION STRATEGY

(Temporary service site will be determined based on availability)

Resources

Store or relocate to temporary service site the following resources:

Takeoff Books: Store

Library Computers: Relocate

Library Records: Relocate

Staff

Staff members will be assigned to work from home.

Site Maps

Site Maps