



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla County Special Library District Board

**Regular Meeting of the Board of Directors
Thursday, June 29, 2023, 5:30 pm**

Zoom Meeting: https://us02web.zoom.us/j/88378636682?pwd=A7a0f_pI3kvAZe-01KOZ3AQcYb8nk2.1

Meeting ID: 883 7863 6682

Passcode: 532097

One tap mobile

+19712471195,,88378636682#,,,,*532097# US (Portland)

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

Topic	Lead	Purpose Outcome
Public Comment – Limited to Two Minutes Per Person Limited to 30 Minutes Total Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted	President	Please sign up
Minutes – Budget Hearing & Board Meeting – May 25, 2023	President	Approval
Calendar Update	Director	No new changes
Correspondence	Director	
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants’ Report – May 2023 ○ Banks & Pool Balances 	Director	Acceptance

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> Staff Monthly Reports 		Information
Board Training <ul style="list-style-type: none"> Update on annual process and Board Audit plan. 		Information
Old Business <ul style="list-style-type: none"> City Council visits 		Information
<ul style="list-style-type: none"> 		
New Business <ul style="list-style-type: none"> Special District Narcan? 	Board	Information and Discussion
<ul style="list-style-type: none"> Performance Appraisals for UCSLD staff 	Board	Information
<ul style="list-style-type: none"> Director Performance Appraisal: The Board of Directors will meet in executive session pursuant to ORS 192.660(2)(i) and 192.660(8) for the purpose: (i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may <i>not</i> be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. 	Director	Executive Session
Good of the order	Everyone	
Next District Board Meeting – Annual Meeting July 20, 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

Budget Hearing and Board of Directors Meeting

May 25, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Jubilee Barron
Sharone McCann (via Zoom)
John Thomas, President

Caty Clifton, Vice President
Nick Nash

ATTENDANCE STAFF

Heather Estrada, District Director
Monica Hoffman, Early Literacy Outreach Program Manager
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE – VISITORS

none

BUDGET HEARING

CALL TO ORDER

Board President John Thomas called the Budget Hearing to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have Board Members Jubilee Barron, Nick Nash, and John Thomas present in the office, and Sharone McCann on Zoom for the Budget Hearing, thus there was a quorum. It was noted that Caty Clifton was running late. [She arrived shortly after Heather began presenting the budget.]

PRESENTATION OF THE FY2023-2024 BUDGET APPROVED BY THE UCSLD BUDGET COMMITTEE ON 4/25/2023

Heather Estrada noted that everyone was at the Budget Committee meeting except for Sharone, so wasn't sure what needed to be shared. She stated that an error was made, that Caty Clifton spotted, under the Tax Distribution to Cities, as found on Form LB-30 Not Allocated, line 19, where the previously levied taxes were not included in the amount. The correct amount should be \$1,789,235 here and to balance this section she removed \$36,000 (which is 80% of the previously levied tax amount) from Reserved for Future Expenditures, line 30, to bring that amount to \$131,316. The total requirements did not change, and these are the totals in the resolution for later during the Board Meeting. Because the incorrect amount was what was approved by the Budget Committee it is what is in the documents in the packet and on the Form LB-1 Notice of Budget Hearing.

COMMENTS

There were no comments, only clarifications as to the amounts noted above.

QUESTIONS AND PUBLIC COMMENTS

There were no questions or public comments received prior to, or at, the Budget Hearing.

CLOSE BUDGET HEARING

John Thomas closed the Budget Hearing at 5:38 pm.

REGULAR BOARD MEETING

CALL TO ORDER

Board President John Thomas called the regular Board Meeting to order at 5:39 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada noted that everyone was still present following the Budget Hearing, so there was still a quorum present.

APPROVAL OF THE AGENDA

Heather Estrada noted that Monica Hoffman was here if the Board would like to hear her presentation early in the meeting, it could be done following public comment, otherwise there were no changes to the agenda.

PUBLIC COMMENT

None.

MONICA HOFFMAN'S OLA PRESENTATION

Monica Hoffman started out by noting that the OLA conference theme was about reimagining and reconnecting. She further noted that the Children's Services Division is really emphasizing reconnecting right now. Monica was asked to present on the next level storytime. She also chose to include information for those who didn't have experience in her presentation. Monica explained how she set up the room, noting that she wanted everyone to be comfortable in the space. She used the toolbox analogy with the most important tool being yourself, which includes your experiences, etc. She emphasized that having compassion for each participant, and what you may not know about them, is important in the space. She noted that if you know your audience you can read any book, and if you don't know your audience you should know your book. She suggested it was helpful to have a gimmick, or something that works every time. For her it is the magic handshake, which she described. She told her audience that you get your education everywhere, as life experience is valuable as she noted in her opening sharing about her path, so be confident in who you are. She noted that she didn't read a single book during the presentation, as they ran out of time, being that there was a lot of great discussion amongst the participants. She reinforced for the participants that whatever your plan is, you need to be flexible and compassionate. Monica shared that her overarching themes for the presentation were grace, empathy, and patience, plus an open heart.

Following Monica's sharing, Nick Nash thanked her for representing the District, in this and in all her work and extra work. He noted we are all proud of you and all you do; we have much praise to shower on you. Caty Clifton stated thanks for taking the time to be at the meeting amongst her busy life schedules.

MINUTES

Board Meeting: April 27, 2023 – Caty Clifton moved the approve the April 27, 2023, minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada stated there are no new updates, however she wanted to mention that she will be going to the Adams Library Board meeting [June 5th] and will be at the Pilot Rock City Council on June 6th, if anyone would like to join her and Susan Price.

CORRESPONDENCE

Heather Estrada noted there was really no correspondence, however she wanted to share an update. Monica Hoffman applied for the Libros for Oregon program, which is a project that connects Oregon libraries and their communities with materials from the Guadalajara Book Fair, the largest Spanish-language book fair in the world. Eight (8) libraries are chosen to participate in the consortium each year and three (3) representatives are selected to travel [“travelers”] to the Guadalajara book fair to buy materials on behalf of the eight (8) libraries. Monica asked Heather if she would be interested in being a traveler and Heather said yes, she would be interested. We received word today that we have been chosen as one of the eight (8) libraries and Heather has an upcoming interview regarding being a traveler. John Thomas signed off on the application. This will allow for Spanish children’s books written by Spanish authors to be added to the TakeOff boxes, which badly need to be updated. Monica suggested putting in the total outreach budget for materials and supplies since she mostly spends only Ready to Read funds. This participation requires three (3) special events, which we plan to use at least one (1) of to benefit all, rather than just the preschools. All eight (8) libraries put in \$300 to cover costs for the travelers & anything over that amount has to be covered by the travelers’ library, thus why it was important to have John sign off on the project.

REPORTS

FINANCIAL STATEMENTS - April 2023

Heather Estrada noted that it was difficult to find Banner Bank’s savings account statement for us, so she went to the Bank and found out that they only do quarterly statements for the savings accounts and since it hasn’t been a quarter yet we haven’t yet received one. They did print something for today’s meeting and for the accountants, though the accountants said that since they now know it is quarterly, they can work with that. Heather also inquired about the \$5,000 transfer from the General Fund to the Capital Reserve Fund – it is being transferred now and so will show up in the May 2023 financial statement. Nick Nash asked about the weirdness of funds showing for Banner Bank personal account holders online. Heather stated that she checked on it at the Bank and was told there was nothing they could do about it, the only option they suggested was not having everyone be signers. There was discussion about this being brought up when the Board does their performance review and/or ethics training about having Board Members who had personal accounts at Banner Bank being forthright and given a heads-up about, and overall transparency. This needs to be in the forefront whenever there is a change in the Board or staff. Nick Nash made a motion to approve the April 2023 financial statement subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada noted that she met with Mark Rose and felt it went well. She will be sending some of Monica Hoffman’s stats to him and Heather told him she wanted to go to an upcoming city council meeting; he noted he doesn’t go often. He shared his concerns with the funding formula, specifically the term “Operations & Maintenance” are a contradiction, as the cities must do this. He also thinks it should be clearer how a community gets into the District, and out of the District. The Board commented that we made up the names for the columns of the formula; and that threshold is a critical piece and always has been.

Heather explained that the Narcan training was organized by Stephanie Partida as part of the training the East Umatilla County Fire District is doing in their District. Heather was invited to attend and noted that she also had the opportunity during that training to receive some fire extinguisher training and got to practice putting out a fire.

Heather asked if there were any questions regarding Dea Nowell’s or Monica Hoffman’s reports. It was noted that they are doing awesome stuff as always, including Dea’s site visits to the libraries, Monica’s OLA presentation and completion of the auction fundraiser.

BOARD TRAINING – PERFORMANCE EVALUATION TRAINING

Heather Estrada showed a portion of a video training through Vector Solutions/SafePersonnel entitled “The Ongoing Performance Management Process”. There was a short discussion of the process by the Board regarding their portion of Heather’s upcoming performance appraisal. Caty Clifton suggested that Heather might have an informal conversation with Erin McCusker regarding the first half of the year to help facilitate the staff performance appraisals. Heather noted that she will stay with the current format this year, however everything she listens to these trainings, she keeps hearing the STAY aspect, so may investigate something like that for next year’s evaluations. [Sharone McCann left the meeting.]

OLD BUSINESS

UPDATE POLICY ON SCHEDULING

Heather showed the statement “, as well as week to week within a given pay period for Exempt employees.” she added to the Scheduling portion of the Personnel Policies as previously discussed. Caty Clifton moved to amend the policy as proposed. Nick Nash seconded the motion. The motion passed unanimously by the remaining four (4) Board Members.

COMMUNITY NEEDS ASSESSMENT

Heather Estrada stated that she pulled the comments made by the Board together and adjusted the Community Needs Assessment report accordingly. And the question of what the Board wanted to do with it now followed. It was suggested that it be posted on the website, as well as sending a note to the library directors along with their community’s packet. Specifically, the Board would like to hear back from the library directors how does your ALSP address the items in this report and what they especially find most useful for them out of the report and packet of their local information, so that we can focus on those things for next go ‘round. The Board would also like to know if the libraries are using any of the information. In the note to the library directors the Board asks them to share the information with their city council, mayor, and library board as deemed useful. The question was raised how can we use things like this to have positive outcomes? It was suggested that we might use fall in-service as a training component – presented by either Board Members or as peer training. Heather noted she would update Erin McCusker what we are doing with the report and data.

ACCEPTANCE OF AUDITS

Heather Estrada stated that we still do not have audits for Helix or Pendleton. The new Helix city recorder is their auditor and will be doing a review this year rather than a formal audit. And Pendleton has received an extension from the State. We have all the rest of the audits, and Heather has scoured through all of them and accounted for the money we sent each of them and also any city contributions made. Nick Nash made a motion to accept the audits. Jubilee Barron seconded the motion. The motion passed unanimously by the remaining four (4) Board Members.

NEW BUSINESS

ACCEPTANCE OF THE ANNUAL LIBRARY SERVICE PLANS FROM THE LIBRARIES

Heather Estrada stated that ALSPs had been received from all the libraries. Nick Nash moved to accept all the ALSPs. Caty Clifton seconded the motion. The motion passed unanimously by the remaining four (4) Board Members.

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

John Thomas read through Resolution 2022-2023-07: Resolution for Adopting the FY2023-2024 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax per ORS 294.456. Caty Clifton moved to adopt Resolution 2022-2023-07 as read. Jubilee Barron seconded the motion. The motion passed unanimously by the remaining four (4) Board Members.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be June 29, 2023, at 5:30 pm.

ADJOURN

The meeting was declared adjourned by Board President John Thomas at 7:43 pm.

Respectfully submitted by Dea Nowell

DRAFT



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425 S. Main Street
PO Box 1689
Pendleton, OR 97801
takeoff@ucslid.org
Phone (541) 612-2052

Date:	June 5, 2023
Staff Name:	Monica Hoffman
Time Period Report Covers:	May 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	12	240
To Sites without Storytime	16	316
Total	28	556
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	33
Adults in Attendance	16	80
Children in Attendance	24	500
Total Attendance	40	580

Meetings and Site Visits-represented above:

- Tue May 2, 2023, Athena
 - ABC Children’s Ministries Storytime, materials pickup, and gift book distribution with Kate
 - ABC Children’s Ministries Storytime, and gift book distribution with Rebekah
 - Athena Public Library Storytime, and gift book distribution with Stephanie
- Wed May 3, 2023, Pendleton and Umatilla
 - UMHS PELC Storytime, materials pickup, and gift book distribution with Heather
 - UMHS Umatilla Morning Storytime, and gift book distribution with Ashley
 - UMHS Umatilla Afternoon Storytime, materials pickup, and gift book distribution with Crystal
 - UMHS PELC Storytime, materials pickup, and gift book distribution with Tierney and Kat
- Thu May 4, 2023, Milton Freewater
 - Little Ardo’s Academy Storytime, materials pickup, and gift book distribution with María
 - Lily’s Kids Academy Storytime and materials exchange, and gift book distribution with Lili
 - UMHS Milton Freewater Enhanced Head Start Storytime, materials pickup, and gift book distribution with Magdalena.
 - UMHS Milton Freewater Head Start Storytime, materials pickup, and gift book distribution with Linda.
- Fri May 5, 2023, Weston
 - CSD Chair Meeting
 - Weston Public Library Storytime and gift book distribution with Kathleen
- Tue May 9, 2023, Helix
 - Helix Public Library Storytime and gift book distribution with Annette
- Wed May 10, 2023, Umatilla and Hermiston

- UMHS Victory Square Storytime, materials pickup, and gift book distribution with Andrea
- UMHS Umatilla Enhanced Storytime, materials pickup, and gift book distribution with Janie
- UMHS Umatilla Early Head Start Storytime, materials pickup and gift book distribution with Favi
- IMESD McNary afternoon Storytime, materials pickup, and gift book distribution with Katy
- UMHS Victory Square Storytime, materials pickup, and gift book distribution with Claire
- Thu May 11, 2023, McNary and Hermiston
 - IMESD McNary morning Storytime with Katy
 - IMESD Punkin Center morning Storytime, materials pickup, and gift book distribution with Becca
 - IMESD Punkin Center morning Storytime, materials pickup, and gift book distribution with Keri
 - IMESD Punkin Center morning Storytime, materials pickup, and gift book distribution with Crystal
 - IMESD Punkin Center materials pickup and gift book distribution Avery
 - IMESD Punkin Center Storytime and gift book distribution with Keri
 - IMESD Punkin Center Storytime and gift book distribution with Becca
 - IMESD Punkin Center Storytime and gift book distribution with Crystal
- Tue May 16, 2023, Stanfield and Hermiston
 - Stanfield Elem Preschool Storytime and gift book distribution with Stacey and Debbie
 - Stanfield Public Library Storytime and gift book distribution with Cecili
 - Misty's In-home Childcare materials exchange and gift book distribution
 - Bethlehem Lutheran Preschool materials pickup and gift book distribution with Tess
 - IMESD Cornerstone materials pickup and gift book distribution with Deb, Deysi, Liza, Jennifer
 - Stanfield Elem Preschool Storytime and materials pickup and gift book distribution with Stacey and Debbie.
- Wed May 17, 2023, Adams
 - Staff Meeting Workplace Bullying Awareness and prevention-Human resources.
 - Adams Public Library Storytime and gift book distribution with Amanda
- Thu May 18, 2023, Hermiston and Pendleton
 - Airport Way UMHS Storytime and materials pickup and gift book distribution with Ruth
 - Airport Way UMHS Storytime and materials pickup and gift book distribution with Jose
 - IMESD Migrant Education Program Storytime and materials pickup and gift book distribution with Erika
 - BMCC Hermiston /Migrant Ed Program Materials pickup with Marisol
 - Room to Bloom Childcare Preschool materials pickup with Trina.
 - Lil Angels Preschool and Childcare materials pickup
- Tue May 23, 2023, Pendleton
 - IMESD PELC Storytime, materials pickup, and gift book distribution with Corrine
 - IMESD PELC Storytime, materials pickup, and gift book distribution with Hannah
 - Jen's In-home Childcare gift book distribution
 - IMESD PELC Storytime and gift book distribution with Corrine
 - IMESD PELC Storytime and gift book distribution with Hannah
- Wed May 24, 2023, Pendleton
 - Elsie's In-home Childcare Storytime, materials pickup and gift book distribution Pendleton
 - Pioneer Relief Nursery materials exchange and gift book distribution with Amanda, Cheri and MaryChris
 - Pioneer Relief Nursery Storytime, materials exchange, and gift book distribution with Makayla
 - Mindy's In-home Childcare materials exchange and gift book distribution
- Thu May 25, 2023
 - UCSLD Board Meeting OLA follow-up
- Tue May 30, 2023, Hermiston

- Good Shepherd Children's Center Pre-K Storytime, materials exchange and gift book distribution with Tigers and Otters
- Good Shepherd Children's Center toddler Storytime, materials exchange and gift book distribution with Monkeys and Giraffes
- Oregon Child Development Coalition materials exchange with Norma
- Wed May 31, 2023, Milton Freewater
 - IMESD Freewater ECSE Storytime, materials pickup and gift book distribution with Sherry
 - YMCA Childcare 4's at Freewater Storytime, materials pickup, and gift book distribution with Victor
 - YMCA Childcare 3's at Freewater Storytime, materials pickup, and gift book distribution with Aiden
 - Oregon Child Development Coalition materials exchange MF
 - IMESD Freewater ECSE Storytime and gift book distribution with Sherry

Projects and Progress:

Collection development/box revisions- ongoing

Oregon Ready to Read 2023 Grant 42% Complete.

End of the school year gift book distribution complete, 360 in May and 878 in June.

The end of the school year survey included the following optional question, and 21 responses were submitted: Is there anything else you would like to let us know?

- 1 Thank you for coming out! We appreciate being able to have new reading materials. Monica does a wonder job of making story time interesting for the students. We always look forward to having her in our classroom.
- 2 I absolutely love the take off program and Monica is such a wonderful storyteller, interacts with children age appropriate.
- 3 Monica is amazing, professional and kind to both student and staff!
- 4 Love this program
- 5 We LOVE Books!
- 6 We have enjoyed having this program in our Preschool this year. Thank you so much!!
- 7 Thank you, Monica! It has been a pleasure having you in our classroom.
- 8 Monica is amazing! Our students have special needs and she adapts her stories to meet their needs and works hard to include every student.
- 9 Monica visiting our library once per month, gives the library director an opportunity to sit back and refresh and gives the children and parents new ideas and way to read to their children.
- 10 We are currently open with 3 toddler rooms and one infant as well as one preschool room. Total of 51 children. 1300 Shannon Way, Hermiston, OR Last day for this group is Jun 23rd, 2023
- 11 Having Monica come once a month is such a great opportunity for our students. She is wonderful and so understanding.
- 12 We love this program!
- 13 Monica's monthly storytime is a a favorite of local families.
- 14 Your program is an asset to our agency.
- 15 It was nice having you back in the classroom doing storytime
- 16 I love to have the opportunity to have Monica read stories to my preschool classroom. The children really enjoy the stories and Monica is great with the children.
- 17 The activity back packs have been wonderful to use to engage children in books during my home visits. The activities that accompany the books are developmentally appropriate for children under the age of 5. I appreciate the work it took to create those back packs. They are a great resource.
- 18 We love the Take Off program, thank you for sharing all the great books with us!
- 19 Maybe adding more props like puppets or felt stories would be fun and get the kids interested and engaged.
- 20 Having Monica come do a story time once a month seems to motivate more people to attend when we have a "special guest". It also helps me when I watch how she does story time to get ideas for what I can do differently during my regular story times.
- 21 Thank you so much for everything.

Upcoming Events – Activities:

OLA Leadership retreat at Menucha August 6, 2023, – August 8, 2023



Date:	June 29, 2023, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	May 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>
May 2023	379	1,372	86	10	97	5	0	2
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

reports run:

regular monthly:	item stats: all 12 pub. lib. temp bibs missed put into bucket	OCLC CatExpress stats (added & deleted)	circulation related: Adams PL - 1 Echo PL - 6, Pilot Rock PL - 1, Stanfield PL - 7, Milton-Freewater - 3 Weston PL - 1	pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL - in process items: Milton-Freewater PL-1
additionally:	Stanfield PL - no checkouts in 3 yrs: Board Books, Juv. Easy, Juv. Fic. & Juv. NF Echo PL - weeding list of everything with no checkouts in 5 years Pilot Rock PL - Adult NonFiction inventory list			

3. Meetings and Site Visits

- Sage Circulation Committee meeting [via GoToMeeting]: 2 (5/4, 5/25)
- Staff/Safety meetings [in person]: 1 (5/17)
- Sage Library of Things (LoT) discussion [via GoToMeeting]: 1 (5/17)
- Sage User Council meeting [via GoToMeeting]: 1 (5/30)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (5/31)
- UCSLD Budget Hearing & Board meeting [via Zoom]: 1 (5/25)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Workplace Bullying: Awareness & Prevention (5/16)
 - WebJunction webinar: Library Safety and Security: A Holistic Approach (5/18)
- meet weekly, Monday am, w/ Heather [via MS Teams]: 5 (5/1, 5/8, 5/15, 5/22, 5/30)

visits to/with District Libraries:

- all 12 libraries - 1 [email]
 - email libraries with my summer schedule
- Echo PL - 1 [email]
 - emailed requested report - weeding list everything in the lib. not checked out in 5 yrs.

- Helix PL - 1 [phone]
 - call - ? about shelving location for YA series (mentioned at site visit) or JF series (ref. in email) + 2 items off discard list unable to find due to missing digits in barcode
- Milton-Freewater PL - 12 [email, phone]
 - email reply to cataloger, about being back to work, but not ready to meet yet for site visit...
 - email lib. director re. correct email for Milton-Freewater PL listed on Sage Library System map & info. (assisting Jon Georg with updates)
 - email cataloger to see how doing & let know I'm planning to be in Pendleton in mid-July; maybe could do makeup site visit then; set up a date/time (3)
 - fwd. OCLC's email message about discontinuing current browser April 30, 2024 to cataloger & director
 - email - reply to ? from cataloger about trying to switch over to OCLC's new process with current user name & password and not working
 - email dir. receipt templates, with hold shelf slip updated as requested at site visit
 - call dir. - about joining Sage User Council meeting
 - email reply to dir. re. reminder call for future Council meetings - lib. opening at same time & Sage emails going to separate folder - asked ? what email program using (3)
- Pendleton PL - 8 [Zoom, email]
 - (2) Zoom sessions with cataloger - continuing CAT1 review... (focusing on temp bibs, reviewed together w/ cataloger correcting 3 recent temp bibs [1st session] & 6 recent temp bibs [2nd session] + we talked about some other bits & pieces of cataloging)
 - email cataloger notes re. ?s cataloger had as updating recent temp bibs for review, &/or my observations
 - email cataloger recent 6 temp bibs and some of my notes regarding for Zoom mtg.
 - emails - rescheduled next Zoom mtg. (June) w/ cataloger [due to schedule conflict] (3)
 - fwd. cataloger email re. an upcoming cataloging workshop opportunity interested in
- Pilot Rock PL - 1 [email]
 - emailed requested report - Adult Non-Fiction inventory list
- Stanfield PL - 3 [email, phone]
 - emailed requested reports - no check out in last 3 years: Juvenile Easy, Board Books, Juvenile Fiction, and Juvenile Non-Fiction
 - call re. item info. for one title not included in a scan
 - email re. correct email for Stanfield PL listed on Sage Library System map & info. (assisting Jon Georg with updates)
- Ukiah P/SL - 1 [email]
 - email congratulations - a recipient of this year's IMESD Crystal Apple Award
- Umatilla PL - 5 [email]
 - email lib. director re. correct email for Umatilla PL listed on Sage Library System map & info. (assisting Jon Georg with updates)
 - email lib. director re. a note I made at site visit following their's where a resource was shared w/ me that I felt would be helpful to them, due to a patron's ? while there
 - email re. item returned w/ Pendleton PL owning lib., etc. & going into transit to Pendleton PL - needing assistance correcting (3)
- Weston PL - 15 [email, phone, Zoom]
 - email request for rescan of 2 items, needing title page verso scans
 - called re. website GalePage link & resources section review (site visit follow-up)
 - email returned by dir. re. above call (set up Zoom mtg. for following morning) (3)
 - Zoom visit re. website work on online resources (2)
 - call re. website work on online resources
 - emails re. follow-up on online resources website work & responses from support (7)
- Beth Ross [Sage Library System - Systems Administrator] - 3 [email]
 - email - checking in with, as has been out w/ medical leave & fwd. OCLC's email message about discontinuing current browser April 30, 2024 in case had not seen...
 - email re. 3 catalogers who their directors asked they have their cataloging permissions either removed or downgraded (site visit follow-up - Milton-Freewater & BMCC)
 - email - heads up that I will be working w/ BMCC on their temp bibs going forward

- Jon Georg [Sage Library System – Systems Specialist] - 2 [email]
 - emailed updates of hours, emails, & website changes in District libraries from what is listed on the map information on the Sage website map & verified requested info. (5)
 - email [cc]-heads up that I will be working w/ BMCC on their temp bibs going forward

4. Projects and Progress

- new Google Analytics acct.... (Google sunsetting current analytics software as of July 1, 2023...) - [same as last month... really need to follow up on in June]

5. Accomplishments

- set up a makeup site visit with Milton-Freewater PL cataloger for July 17th
- got OCLC's new process for CatExpress records (purchased records) set up and beginning to transition over to new system (away from old system I've used for last 2 decades)
- corrected URL for one instance of GalePages on Weston PL's website
- reworked (& updated) the online resources section of Weston PL website (w/ lib. dir.)
- added 3 items to all GalePages (211 Info, DigitalLearn, Northwest Digital Heritage) & checked/repared all external (non-Gale) resource links on all GalePages
- finished up all of site visit follow-ups, with exception of assisting Stanfield PL w/ website clean-up [which may wait till fall due to summer reading]
- website work:
 - Board agendas, packet, & minutes posted
 - embedded May "library happenings" video link on Our Libraries pages
 - posted receipt of OLA Public Services Division Pearl Award (teaser - front page)
 - Notice of Budget Hearing & budget documents posted & reposted
 - in-service presentations, links, documents, & picture collage posted
 - FY2022-23 historical grant list posted
 - Summer Reading teaser added to front page & updated w/ additional info.
 - posted Heather's EO Go! Column (5/25/23)
 - FY2023-24 library ALSPs posted
- Sage Cataloging Mentor:
 - emailed BMCC lib. dir. asking if had seen notice that OCLC is planning to discontinue current browser on April 30, 2024?
 - emailed BMCC lib. dir. letting her know I'd sent an email to Beth Ross asking that a cataloger's permissions be downgraded, & answering her question about what training that cataloger needed to do to refresh "certification" (follow-up from site visit)
 - email cataloger re. ? re. Library of Things demonstration bib & notes from Discussion (3)
 - reviewed some of April new bibs (63 or approx.. 38% of total) [will finish, along w/ Mar. too]

Feedback received:

- 5/9/23 – email from Heather Estrada – subject: Additional to Pearl Award – Could you add after the definition please:) – “Dea is all that and more to our District! Dea is an exemplary, behind the scenes asset to the District. She catalogs, oversees catalogers, and mentors catalogers across all 12 libraries. She helps with website upkeep across all 12 libraries. She’s the historian and go-to girl for all things District related! We are so thankful for Dea and her many years of dedication to the UCSLD!”
- 5/9/23 – email from Heather Culley (Pendleton PL cataloger) – reply to my sending info. for some temp bibs she had some specific ?s re., asking me to review, noting any corrections needed, etc. (part of reviewing for her CAT1 level test), “Great! Just what I needed!”
- 5/23/23 – email from Susie Sotelo (Umatilla PL director) – reply to my sending along information re. an Accelerated Reader app that I was informed about when I visited Stanfield PL following Umatilla PL where a patron asked about Accelerated Reader info. about a book, “Thank you so much! That’s very helpful 😊”
- 5/30/23 – email from Kathleen Schmidtgall (Weston PL director) “Dea, the website looks so much better. I can’t thank you enough for dealing with this. Thanks, also, for taking the initiative this morning in the Sage council meeting. It seemed at first that we would have a

pretty unproductive session, due to lack of quorum. There seems to be a hesitation on the part of council members to speak up, even when it comes to motions. Not sure why, maybe because of the Zoom platform.”

6. Upcoming Events - Activities

- off Fridays June through Sept. 8, + June 8, June 21-26
- Sage Cataloging Committee meeting - June 5
- Sage Library of Things discussion group - June 21
- Staff/Safety meeting - June 28
- Sage Cataloging Mentor meeting - June 28
- UCSLD Board meeting - June 29
- will be working in Pendleton July 14-20



Monthly District Director Report

Date:	June 29, 2023 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	May 22, 2023 – June 9, 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
5/22/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/22/2023	West side drop offs	In-person	Dropped off Road Trip supplies to West Side libraries
5/23/2023	Interview and drop off with Dustin	In-Person	Dropped off Road Trip supplies and Interviewed Dustin for GO!
5/24/2023	East Side drop offs	In-Person	Dropped off Road Trip supplies to East Side libraries
5/25/2023	UCSLD May Board Meeting & Budget Hearing	In-Person & Zoom	Regular monthly Board meeting + Budget Hearing
5/30/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/31/2023	Pers reporting	On-line	Monthly reporting for PERs
6/1/2023	Interview and Drop off with Susan Price	In-Person	Dropped off Road Trip supplies and Interviewed Susan for GO!
6/5/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/5/2023	Spoke at Pendleton Rotary	In-person	Presented at Rotary lunch about UCSLD

6/6/2023	Pilot Rock City Council Meeting	In-Person	Meet and greet PR City Council
6/7/2023	Webinar on Library Advocacy	Zoom	Continuing education
6/8/2023	Banned Books and Censorship webinar	Zoom	Keeping up on the library world.
6/12-6/22	Vacation on East Coast		
6/13/2023	EDI in workplace webinar	Zoom	Library education and best practices.
6/14/2023	How to fight against banned books	Zoom	Keeping up on the library world.
6/17/2023	Safety & Staff Meeting	In-Person	Monthly staff and safety meeting. Topic was Workplace Bullying.

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	Sent out to libraries with questions and request for feedback.	100%
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	70%
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 ALSPPs out. All in	100%
Budget Process	All documents into the assessor	100%

4. Feedback & Accomplishments

- Started City Council visits. (Pilot Rock visited this month, as well as Adams Library Board meeting), many council members are appreciative of the visit.
- Finalizing new medical plan options for District staff.

5. Upcoming Events – Activities

- 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
- July 12th – Meeting of the Directors at Eden’s Kitchen in Pendleton (BMCC campus)
- July 19th – Safety & Staff meeting
- July 20th – UCSLD July Board meeting and onboarding of new board member
- July 24-28th – Heather on vacation

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

FINANCIAL STATEMENTS
For the Eleven Months Ended May 31, 2023

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Web: www.dickeyandtremper.com

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 May 31, 2023 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the eleven 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

June 15, 2023

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

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 50,401.11	\$ -	\$ -	\$ -	\$ 50,401.11
Cash - LGIP	367,705.86	17,085.44	29,040.12	19,878.41	433,709.83
Cash - Banner Bank Savings	14,084.86	-	-	-	14,084.86
Accounts Receivable	-	-	-	-	-
Prepaid expenses	4,743.34	-	-	-	4,743.34
TOTAL	\$ 436,935.17	\$ 17,085.44	\$ 29,040.12	\$ 19,878.41	\$ 502,939.14
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 4,492.77	\$ -	\$ -	\$ -	\$ 4,492.77
Accrued payroll and benefits	934.28	-	-	-	934.28
Total Current Liabilities	5,427.05	-	-	-	5,427.05
FUND BALANCES (DEFICIT)					
Assigned	-	17,085.44	29,040.12	19,878.41	66,003.97
Unassigned	431,508.12	-	-	-	431,508.12
Total Fund Balances	431,508.12	17,085.44	29,040.12	19,878.41	497,512.09
TOTAL	\$ 436,935.17	\$ 17,085.44	\$ 29,040.12	\$ 19,878.41	\$ 502,939.14

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 11 Months Ended May 31, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 4,244.13	\$ 2,083,921.49	\$ 2,204,478.00	\$ (120,556.51)	94.53%
Taxes - previously levied	2,346.04	36,001.14	55,000.00	(18,998.86)	65.46%
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	1,580.16	12,689.49	2,350.00	10,339.49	539.98%
Interest earned - other	0.45	28.83	150.00	(121.17)	19.22%
Total Revenues	8,170.78	2,245,605.39	2,347,178.00	(101,572.61)	95.67%
PERSONNEL EXPENDITURES					
District Manager	5,833.33	73,489.45	80,000.00	(6,510.55)	91.86%
Library Tech. Manager	4,673.60	48,567.15	54,000.00	(5,432.85)	89.94%
Early Literacy Coordinator	3,979.93	41,567.54	46,000.00	(4,432.46)	90.36%
Payroll taxes	1,032.58	11,711.27	12,850.00	(1,138.73)	91.14%
Health and accident insurance	4,003.34	42,731.63	50,400.00	(7,668.37)	84.78%
Worker's compensation	5.55	686.96	650.00	36.96	105.69%
Unemployment	377.93	3,731.85	2,500.00	1,231.85	149.27%
Retirement	2,477.67	25,832.43	25,000.00	832.43	103.33%
Total Personnel Expenditures	22,383.93	248,318.28	271,400.00	(23,081.72)	91.50%
MATERIALS AND SERVICES					
Transportation	135.57	2,637.71	5,600.00	(2,962.29)	47.10%
Staff training and conferences	-	2,334.99	2,500.00	(165.01)	93.40%
Board expenses	37.00	1,456.68	2,600.00	(1,143.32)	56.03%
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	12,650.00	13,800.00	(1,150.00)	91.67%
Postage	-	368.70	400.00	(31.30)	92.18%
Office supplies and maintenance	581.00	4,916.84	5,000.00	(83.16)	98.34%
Telephone	316.89	1,943.09	2,100.00	(156.91)	92.53%
Rent	785.07	8,635.77	9,500.00	(864.23)	90.90%
Ads and notices	378.00	651.00	1,500.00	(849.00)	43.40%
Elections	-	-	7,500.00	(7,500.00)	0.00%
Email/website	149.90	2,159.90	2,200.00	(40.10)	98.18%
Total Materials and Services	3,533.43	48,244.68	68,600.00	(20,355.32)	70.33%
SPECIAL PAYMENTS					
Tax distribution to cities	5,272.15	1,695,938.11	1,783,583.00	(87,644.89)	95.09%
Community services fee distribution to cities	-	90,192.68	68,000.00	22,192.68	132.64%
Total Special Payments	5,272.15	1,786,130.79	1,851,583.00	(65,452.21)	96.47%
Capital outlay	-	3,339.59	3,500.00	(160.41)	95.42%
Contingency	-	-	107,500.00	(107,500.00)	0.00%
Total expenditures	31,189.51	2,086,033.34	2,302,583.00	(216,549.66)	90.60%
Revenues over (under) expenditures	(23,018.73)	159,572.05	44,595.00	114,977.05	357.82%

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	<u>\$ (23,018.73)</u>	66,572.05	(90,220.00)	<u>\$ 156,792.05</u>	
FUND BALANCE, July 1, 2022		<u>364,936.07</u>	<u>219,135.00</u>		
FUND BALANCE, May 31, 2023		<u>\$ 431,508.12</u>	<u>\$ 128,915.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the 11 Months Ended May 31, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 150.00	\$ (150.00)	0.00%
Hermiston and courier reimbursement	-	19,955.62	29,000.00	(9,044.38)	68.81%
Grants - Other	-	1,934.40	3,000.00	(1,065.60)	64.48%
Total Revenues	-	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%
Cataloging utilities	-	282.80	750.00	(467.20)	37.71%
Library2Go	-	13,077.00	13,400.00	(323.00)	97.59%
Programs and training	-	4,747.37	8,000.00	(3,252.63)	59.34%
Cooperative programs and activities	1,994.59	2,607.69	5,000.00	(2,392.31)	52.15%
Grant expenses - Other	-	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	1,994.59	112,858.38	144,165.00	(31,306.62)	78.28%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	1,994.59	112,858.38	174,165.00	(61,306.62)	64.80%
Revenues over (under) expenditures	(1,994.59)	(90,968.36)	(142,015.00)	51,046.64	64.06%
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	\$ (1,994.59)	2,031.64	(12,200.00)	\$ 14,231.64	
FUND BALANCE, July 1, 2022		15,053.80	12,200.00		
FUND BALANCE, May 31, 2023		\$ 17,085.44	\$ -		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
CAPITAL IMPROVEMENT RESERVE FUND
For the 11 Months Ended May 31, 2023

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	-	\$ 5,000.00	<u>\$ (5,000.00)</u>	
FUND BALANCE, July 1, 2022		<u>29,040.12</u>	<u>29,040.00</u>		
FUND BALANCE, May 31, 2023		<u>\$ 29,040.12</u>	<u>\$ 34,040.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the 11 Months Ended May 31, 2023

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
State Ready to Read Grant	\$ -	\$ 9,320.00	\$ 9,457.00	\$ (137.00)	98.55%
Total Revenues	<u>-</u>	<u>9,320.00</u>	<u>9,457.00</u>	<u>(137.00)</u>	<u>98.55%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	7.28	133.46	4,000.00	(3,866.54)	3.34%
State Ready to Read material	-	9,911.41	9,457.00	454.41	104.81%
Take Off transportation	144.37	2,022.12	5,000.00	(2,977.88)	40.44%
Outreach materials and supplies	-	95.40	2,000.00	(1,904.60)	4.77%
Total materials and services	151.65	12,162.39	20,457.00	(8,294.61)	59.45%
Contingency	-	-	9,030.00	(9,030.00)	0.00%
Total expenditures	<u>151.65</u>	<u>12,162.39</u>	<u>29,487.00</u>	<u>(17,324.61)</u>	<u>41.25%</u>
Revenues over (under) expenditures	<u>(151.65)</u>	<u>(2,842.39)</u>	<u>(20,030.00)</u>	<u>17,187.61</u>	<u>14.19%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (151.65)</u>	<u>(2,842.39)</u>	<u>(20,030.00)</u>	<u>\$ 17,187.61</u>	
FUND BALANCE, July 1, 2022		<u>22,720.80</u>	<u>20,030.00</u>		
FUND BALANCE, May 31, 2023		<u>\$ 19,878.41</u>	<u>\$ -</u>		

The Save Lives Oregon Harm Reduction Clearinghouse

How Special Districts can access naloxone and other harm reduction supplies at no cost

What is the Save Lives Oregon (SLO) Harm Reduction Clearinghouse?

The SLO Harm Reduction Clearinghouse is a project of the Save Lives Oregon initiative. The SLO Harm Reduction Clearinghouse provides supplies such as life-saving naloxone and wound care supplies to organizations that qualify, at no cost.

Why should Special Districts keep naloxone on hand and consider distributing free naloxone to people who use drugs or people at risk of overdose?

Special districts are in most cases one of very few touchpoints in rural communities where people who use drugs and people at risk of overdose may be able to access life-saving supplies, including naloxone.

While the SLO Harm Reduction Clearinghouse prioritizes the direct distribution of naloxone to people who use drugs so that the naloxone may be used by them when they are a bystander, or on them by a bystander, the project also understands that not every special district has the capacity or ability to engage in direct distribution of supplies.

For this reason, the Harm Reduction Clearinghouse offers two tracks for special districts seeking no cost harm reduction supplies, including naloxone.

How can Special Districts access no cost naloxone via the SLO Harm Reduction Supply Clearinghouse?

Special Districts in the following categories – Fire/EMS, Hospital/Health Center, Library, Parks and Recreation, Ports and Transit – are eligible to access no cost harm reduction supplies via two different application tracks:

TRACK 1: For special districts that need naloxone for staff to carry in the event of an onsite overdose emergency AND to hand out to people at highest risk of overdose, injury, or infection

due to drug use.

- People who use drugs and people at risk of overdose need naloxone to save lives. In Oregon, a potential bystander was present in over half of overdose deaths in 2020, indicating there may have been an opportunity for lifesaving interventions, such as administering naloxone, at the time of the person's fatal overdose.
- Special districts are uniquely positioned to help get more naloxone into the hands of people in rural and frontier communities.

TRACK 2: For special districts that need naloxone only for staff to carry in the event of an onsite overdose emergency.

**Upon acceptance into the Clearinghouse, all special districts are assigned a dollar amount to be spent on supplies offered through the Project. Special districts opting for Track 1 will receive a larger amount of funds to spend on supplies due to distribution efforts.

What information will a participating Special District need to track and report?

Participating Special Districts will be required to report the number of naloxone doses used, and if applicable, the number of doses distributed to community members on a month-to-month basis.

What are the steps to apply and participate in the Save Lives Oregon Harm Reduction Clearinghouse?

Step 1: Application

Complete and submit the application form [here](#).

Only one application is needed for each organization. Please note: The following are necessary to complete an application:

- A Secretary of State Organization/Entity Registry Number. The number can be located using the "Find a Business" Search function on the Oregon Secretary of State webpage via sos.oregon.gov/business/Pages/find.aspx
- Employer Identification Number (EIN) or Federal Identification Number (FIN)

Once an application is submitted, the SLO Clearinghouse team will reach out to confirm eligibility. The application acceptance process takes about a week.

Step 2: Account Set-up and Bridge Naloxone

Once an application is accepted, the account set up process begins, which can take up to 90 days to complete. The agency will be given the opportunity to order naloxone during this time to bridge the account set-up process.

Step 3: Ordering

After the account is set up, sites can order naloxone directly through the SLO Clearinghouse distributors.

Step 4: Reporting

Report monthly SLO Clearinghouse supply distribution at <https://bit.ly/3EF9SKA>

Step 5: Activities

Receive support as needed from the SLO Clearinghouse team.

Who can I contact if I have questions about the application or the project?

Contact info@savelivesoregon.org with questions about the SLO Harm Reduction Supply Clearinghouse application or program.