



**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

<https://us02web.zoom.us/j/83551901144?pwd=DbCZKZYbsKiNYRFRszF1L01mpNmQG6.1>

Meeting ID: 835 5190 1144

Passcode: 397590

Dial by your location

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Passcode: 397590

**Regular Meeting – Annual Meeting of the Board of Directors
Thursday, July 25, 2024, 5:30pm
UCSLD Office at 425 South Main Street, Pendleton, OR &
Zoom Meeting:**

Agenda	
Call to order- Regular July and Annual Meeting	President
Call the Roll & Establish Quorum	Secretary to the Board
Approval of the Agenda	President
Annual Meeting	
<ul style="list-style-type: none"> Review of Board of Director List Board Elections – President, Vice-President Secretary Appointment Set Regular Monthly Meeting Date & Time 	President and newly elected 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 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	<p style="text-align: center;">Please sign up</p>
Minutes – Board Meeting – June 27, 2024	President	Approval

Topic	Lead	Purpose Outcome
Calendar Update	Director	Fiscal Year calendar will be finalized and shared when the Board approves
Correspondence	Director	
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – June 2024 ○ Banks & Pool Balances • Staff Monthly Reports 	Director	Acceptance Information
Board Training	Everyone	Opportunity for SDAO webinars – share Update on new Board member search
Old Business		
• Eileen's new City Agreements	Everyone	Discussion and Decision?
• UCSLD – End of Year Report	Director	Information & Discussion
New Business		
• Annual Library Service Plan Review Meetings – Dates & Outline	Director	Review & Decision
• Auditor Contract	Director	Information
• Parking of vehicles	Everyone	Discussion
• Parades/Library Directors in vehicles	Everyone	Discussion
Good of the order	Everyone	
Next District Board Meeting – August 22, 2024	President	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

June 27, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Sharone McCann, Vice President

Kathy Thew

Nick Nash (via Zoom)

John Thomas

ATTENDANCE STAFF

Heather Estrada, District Director

Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE – VISITORS

none

CALL TO ORDER

Board Vice President Sharone McCann called the regular Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have four (4) Board Members present; Kathy Thew, Sharone McCann, and John Thomas in the office, and Nick Nash online, so we have a quorum. Heather noted that Caty Clifton was excused.

APPROVAL OF THE AGENDA

Kathy Thew moved to approve the agenda as presented. John Thomas seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: May 23, 2024 – John Thomas moved to approve the May 23, 2024, minutes as presented. Kathy Thew seconded the motion. The motion passed with three (3) Board Members in favor. Sharone McCann abstained due to not being at the meeting.

CALENDAR UPDATE

Heather Estrada stated there were no calendar updates.

CORRESPONDENCE

Heather Estrada shared two emails received. One from Eileen Eakins with a new contract and increased rates which Caty Clifton told Heather to sign. And one from Rob & Cindy at Dickey & Tremper today. Rob Tremper stated that when we get another tax turnover next month for June we will be over the line item. When asked if we need to do a supplemental budget, he said he doesn't think so because of the way it is budgeted as special payments (and it shouldn't be over 10% for the category which would mean having to do supplemental budget).

It looks like it would be the SIP part that would go over, and everything was increased this year with these. The consensus of the Board was to follow Rob's advice on this matter.

REPORTS

FINANCIAL STATEMENTS – April, 2024 & May 2024

John Thomas moved to approve the April and May 2024 financial statements, subject to audit. Nick Nash seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada gave the Board a quick background and run down of the Greater Umatilla Enterprise Zone meeting that was called earlier this month. This is going to be ongoing, and Heather will continue to attend these meetings. She also would like to have a conversation with Mark Mulvihill to get his opinion since IMESD already gets monies from the Morrow County enterprise zones. Heather also shared about attending a meeting she and Monica attended with the IMESD early literacy team to begin discussions on collaboration for increased outreach to parents.

Heather noted that Sharone McCann will be leaving us soon, as she will be moving out of the area; focusing on the west-end or far east-end of the County, or areas not previously represented on the Board for replacement. John Thomas noted that he spoke with Nancy Kearns, who doesn't think that serving on the UCSLD Board and the Pendleton City Council should be a problem but needs to dive in further or deeper towards the end of the year.

BOARD TRAINING: PUBLIC MEETINGS LAW

There was a brief discussion about the training and there is nothing more we can do regarding the public meetings law training until the State puts the training, or the training components, together. So, we've done what we can do for now regarding the training.

OLD BUSINESS

CITY COUNCIL VISITS

Heather Estrada stated that she is planning to attend the Helix City Council meeting on July 15th. She thinks that Caty Clifton is interested in attending with her.

PEFORMANCE APPRAISALS FOR UCSLD STAFF, NEW FORMAT

Heather Estrada stated she included the components that Caty Clifton suggested and that is what is in the packet and on SharePoint. The performance appraisal is a bit more streamlined. The Board Members seemed to like it and the consensus was to use it for this year's staff performance appraisals. John Thomas brought up and read the questions that were sent out to the library directors for Heather's peer review last year. The Board and Heather were fine with using the same questions this year.

GUADALAJARA BOOK FAIR

Heather Estrada shared that she and Susie Hanson were accepted by the ALA program, so hotel for 5 nights is booked and paid for as well as \$100 toward airfare. Additionally, there is another \$100 available toward airfare if we are within the first numbers to turn in their airfare purchase. Heather is planning to book the airfare as soon as possible after the new fiscal year begins. Heather would like to try to get some grants for libraries to get books on our dime, not theirs. Nick Nash volunteered to assist Heather with that.

NEW BUSINESS

CITY/DISTRICT AGREEMENT REVIEW

Heather Estrada shared that Eileen Eakins reminded us that the agreement is in perpetuity unless either party chooses to call for a change to the agreement. New population numbers would be a change. Heather noted that she has contacted PSU regarding new numbers, however they have not gotten back to her. The question was raised as to whether there would be a way in the agreement to put future population numbers in an addendum or something such as that? Heather stated she feels that this is what Eileen is advocating. Heather also shared that she asked Eileen if we needed recitals and Eileen stated that if so they should give context to the agreement. The Board's consensus was for Heather to ask Eileen to rewrite the agreement to read that we won't do a redo every three (3) years. Heather noted that hopefully we can have everything for next month's meeting.

FISCAL YEAR OVERVIEW

Heather Estrada noted that she began filling in the dates in the FY2024-25 Overview. She noted that the spring in-service is being moved to the first Friday in May, rather than in April. She also noted that she would like to wait on setting the ALSP meetings a bit longer this year, so there aren't conflicts with high school senior schedules this year.

ALSP REVIEW AND ACCEPTANCE FOR FY24-25

Heather Estrada stated that she put all the ALSPs up on the Board SharePoint site. They can be found under Library Submissions > ALSP. The Board is tabling acceptance till next month, so they have time to peruse the plans.

NEW VEHICLE UPDATE

Heather Estrada shared that she thinks we should go with a RAV4 hybrid. She stated that it is not more expensive, gets better gas mileage, and maintenance tends to be cheaper than on the CRV. She also noted that the CRV does not have a spare tire anymore, whereas the RAV4 has one, and she would hate to have one of our staff get stranded without one. She has been to four (4) Toyota dealers – Astoria, Hermiston, Walla Walla, and The Dalles. She has gotten two (2) bids and is waiting on the one from The Dalles. The Board's consensus was to go with the better bid, while also checking with Hermiston, since they are in county, to see if it is the best deal they can give us and/or to negotiation with them to see about getting what you want through another dealership, since this bid has a number of things you don't really want/need. [Nick Nash had to leave the meeting due to another commitment.] Heather shared that once we get the new vehicle, she would like to get magnets rather than a wrap or signage on the vehicle, and maybe continue to have the website on the bumper.

GOOD OF THE ORDER

Kathy Thew noted that she read that Adams Public Library, the Oregon Digital Consortium, Sage Library System, Echo Public Library, Adams PL Teen Internship, and Echo PL Teen Internship received grant money from through the State Library (LSTA, maybe) . Congratulations to all.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on July 25, 2024, at 5:30 pm.

ADJOURN

John Thomas moved to adjourn the meeting. Kathy Thew seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:08 pm by Board Vice President Sharone McCann.

Respectfully submitted by Dea Nowell

DRAFT



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07/19/24 - Monthly District Director Report

Date:	July 25, 2024 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	June 24, 2024 – July 19, 2024

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
6/24/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
6/25/2024	Visit to Walla Walla Toyota & Honda	In-Person	Reserch for car purchase
6/25/2024	Pendleton Pubic Library Summer Reading	In-Person	Visited Pendleton STEAM summer reading program with James
6/26/2024	CIS Benefits Meeting in The Dalles	In-Person	Annual training for upcoming changes and update to medical insurance for 2025
6/26/2024	Visit to The Dalles Honda and Toyota and Roger's Toyota in Hermiston	In-Person	Reserch for car purchase
6/27/2024	Monthly Board meeting	In-person & Zoom	Regular monthly board meeting.
6/30/2024	Complete PERS reporting	On-line	Monthly reporting
6/30/2024	Hermiston Public Library Summer Reading Program	In-Person	Visited Hermiston library summer reading scavenger hunt
7/01/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
7/02/2024	Second visit to Roger's Toyota	In-Person	More research on car
7/02/2024	Interview with Mark Rose for July Go! Article	In-Person	Interview for EO article

7/3/2024	Meeting with Nick Nash	In-Person	Discussion on grants to pursue for book money for Guadalajara for UCSLD libraries
7/3/2024	Meeting with Wheatland for new insurance on Rav4	Email	Get new insurance card for new vehicle
7/04/2024	Fourth of July Holiday	Holiday	National Holiday for Staff and Libraries
7/5/2024	Final trip to Roger's Toyota to purchase new vehicle	In-Person	Purchased and brought back vehicle
7/8-7/12	Heather Vacation	Out of Town	Family Vacation
7/15/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
7/15/2024	Helix City Council Meeting	In-Person	Meeting to communicate and educate on City/District Agreements
7/16/2024	Complete Request For Coverage for 2025 CIS insurance	On-line	Must do documentations to stay with CIS for medical insurance
7/17/2024	Staff and Safety Meeting	Teams	Monthly staff and safety meeting
7/17/2024	Meeting of the Directors	In-Person & Zoom	Bi-monthly meeting for updates, training and connection
7/18/2024	Greater Umatilla Co Enterprize Zone Meeting	In-Person	Furthur discussion on tax distrubtion amounst taxing districts

3. Projects and Progress

Project	Status	% Complete
In-Service Training	New FY, in-service committee will begin meeting in Aug/Sept	5%
Audit	New FY 😊 Here we go again.	0%
Priorities for agreements for Library Services	Wording updated. 100% in from libraries	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	New forms are out and being completed by staff.	10%

Community Needs Assessment	Feedback received. Board to discuss what's next.	90%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	More research completed on background. Work on final document complete. Ongoing process to include bi-annual tabletop exercises	100% + ongoing
Marketing Plan	Ongoing EO column, Parade season in swing, ongoing planning	80%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Survey is open and almost complete	75%
Safety & Staff Meetings	July: Incident Response Preparedness (2021)	ongoing
ALSP Coming in	All in for 24-25, Reporting sessions to be set up	50%
Budget Process	Budget wrapped up and submitted to County	100%

4. Feedback & Accomplishments

- Good discussion with Helix City Council
- New Performance Reviews being utilized
- Good discussion and progress on tax discussion at Great Umatilla Enterprise Zone Meeting.
- Year end report in progress

5. Upcoming Events – Activities.

- July 15 – Helix City Council meeting
- July 17 – Meeting of the Directors in Ukiah
- July 18 – Greater Umatilla Co Enterprise Zone Meeting
- July 23 – Athena Summer Reading Program
- July 24 – Pilot Rock Summer Reading Program
- July 25 – Stanfield Summer Reading Program
- July 25 – UCSLD Annual Board Meeting
- July 26 – Adams Summer Reading Program
- August 12 – District/Wide Programs Meeting
- August 14-20 – Heather taking daughter to college, working some on the road
- August 22 – UCSLD Board Meeting



Date:	July 25, 2024
Staff Name:	Dea Nowell
Time Period Report Covers:	June 2024

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>
June 2024	107	504	311	11	65	1	0	2
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, Umatilla, & Weston [though I do add a few bibs 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 - 3 Pilot Rock PL - 1 Stanfield PL - 3 Ukiah P/SL - 1 Milton-Freewater - 5	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	Athena PL - top checked out items - for life cycle of a library book Helix PL - checking on change over to shelving location "Early Reader Step"			

3. Meetings and Site Visits

- Staff/Safety meetings [via MS Teams]: 1 (6/20)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (6/26)
- UCSLD Board meeting [via Zoom]: 1 (6/27)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Cybersecurity Awareness for Employees: Social Engineering (6/12)
 - SafePersonnel - Public Meetings Law (6/12)
 - BeyondWell webinar - Ergonomics: Movement for Improvement (6/13)
 - Webinar - Conflict Resolution Skills for Special Districts (6/18)
 - Ryan Dowd webinar - Understanding PTSD in Veterans: A Conversation with Dr. Kathy Platoni (6/20)
 - NNLM webinar - 5 Steps to an Accessible Document (6/27)
- meet weekly with Heather, typically Monday am, [via MS Teams]: 3 (6/11, 6/17, 6/24)

visits to/with District Libraries:

- Athena PL - 1 [email]
 - emailed report of what I could pull for request re. doing a "life cycle of a library book" idea to go w/ summer reading theme of Read, Renew, Repeat
- Helix PL - 2 [email]
 - email re. one of batches sent w/ nothing in the folder (2)

- Hermiston PL - 4 [email]
 - email to cataloger re. a couple of bibs missing 999s (2)
 - email to cataloger re. question about record clean up ideas while the library building is being renovated, as director will be ordering far fewer materials ea. month (2)
- Milton-Freewater PL - 6 [email]
 - email to cataloger re. a couple of bibs missing 999s (2)
 - email reply to cataloger re. not being able to add an item to a bib record – found staff account had expired & put in a request to Sage staff to renew it; also took the opportunity to address some areas in the bib that was referenced (& other bibs of that format going forward) (4)
- Pendleton PL - 5 [email]
 - email to director re. looking for a training update on cataloger in training & getting her permissions updated so can begin importing & editing bibs thru Z39.50 portal
 - email to cataloger in training re. above email & follow-up (2)
 - email to circulation supervisor asking that UCSLD patron account be renewed
 - email reply to cataloger in training re. having submitted her CAT2 test
- Stanfield PL - 3 [email]
 - email reply to a batch of items sent that 1 item couldn't be added yet, as the barcode for item is currently in the catalog for another library & I'm working w/ the cataloger to get it straightened out... (3)
- Ukiah P/SL - 2 [phone, email]
 - called re. call # for an item...
 - email re. a couple of items call #s
- Beth Ross [Sage Library System - Systems Administrator] – 1 [email]
 - email (cc-ing Jon Georg) re. email from cataloger at Milton-Freewater PL not being able to add item to catalog; found staff account shows account is expired – please renew
- Jon Georg [Sage Library System Specialist] – 3 [email]
 - email reply re. heads up re. a glitch that occurred between 6/3 & 6/10 where auto renewals did not work as should have – at least 3 of our libraries have this enabled
 - email cc re. MFPL cataloger's staff account expired... (2)

4. Projects and Progress

- continuing work on temp bib items seen during spring trips – ~40% complete
- [cybersecurity] password manager – researched, reported, Heather & I spoke about it after she also investigated it a bit – still need to explore implementing...
- file retention system – still more work to do overall (on-going)
- new laptop for Monica – sent specs to Monica & Heather of what looking at - ~25% complete

5. Accomplishments

- updated selected statistics for UCSLD libraries document
- updated Board decisions spreadsheet
- website work:
 - Board meeting agenda & packet posted
 - posted June Library Happenings video
 - posted Heather's (6/25/24) EO Go! column
 - posted FY23-24 historical grant purchases
 - updated selected statistics to include last FY's library stats
- Sage Cataloging Mentor:
 - emailed Beth Ross re. Cataloging Contact spreadsheet updates
 - reply to Heather Spry, another mentor, re. email about one of my mentee's bibs (2)
 - email to cataloger at another library re. a barcode (w/ Stanfield PL's beginning string) in the catalog for one of their items... (2)
 - imported 15 bibs into catalog for Josephy Library
 - reviewed new bibs (May – 153 bibs)

6. Upcoming Events - Activities

- Independence Day holiday - July 4
 - Sage Circulation Workgroup meeting - July 9
 - webinar (Ryan Dowd): Homelessness is a Housing Problem : a Conversation w/... - July 11
 - Sage User Council meeting - July 16
 - Staff/Safety meeting - July 17
 - Sage Library of Things discussion - July 17
 - UCSLD Board meeting - July 25
 - Sage Cataloging Mentor meeting - July 31
 - vacation: taking Fridays off through Labor Day
-

summary of some FY23-24 year-end statistics:

- 3,782 items added to the catalog (for the most part all District Libraries: except Hermiston, Milton-Freewater, Pendleton, Umatilla)
 - 8,074 items deleted from the catalog (for the most part all District Libraries: except Hermiston, Milton-Freewater, Pendleton, Umatilla)
 - 4,536 catalog corrections (bib & item records) made in the catalog associated with District Libraries
 - 184 temp bibs were updated (mostly for Milton-Freewater & Pendleton, and some for the other 10 UCSLD libraries)
 - 1,063 bibs fixes were made in the catalog (an idea of the types of things: correcting author & subject headings to authorized headings, typo corrections, item fixes based on parts management, series statement related, Oregon author statements added to bibs, just an unnecessary line or two removed, etc.)
 - 120 bibs were merged in the catalog
 - 1 [empty] bib was deleted from the catalog (bibs with no holdings or items attached)
 - 20 bibs were overlaid in the catalog
 - 188 OCLC CatExpress records were added (records purchased) to the catalog (UCSLD Libraries, except Hermiston & Milton-Freewater)
 - 895 OCLC CatExpress holdings were deleted from OCLC (UCSLD Libraries, except Hermiston & Milton-Freewater)
-

FYI note: Catherine Campbell (Pendleton PL) was granted CAT2 permissions on June 28th, after passing her CAT2 test.



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

Date:	July 19, 2024
Staff Name:	Monica Hoffman
Time Period Report Covers:	June 2024

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	11	220
To Sites without Storytime	32	640
Total	43	860
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	3	13
Adults in Attendance	38	29
Children in Attendance	61	166
Total Attendance	99	195

Meetings and Site Visits:

Tuesday June 4, 2024

- Athena Public Library Storytime with Stephanie
- Milton Freewater Oregon Child Development Coalition material exchange with Tifanie

Wednesday, June 5, 2024

- Children's Service Division of Oregon Library Association Meeting
- Meet at Stanfield Public Library with Cecili to collect Summer Reading Passport Program materials.

Thursday, June 6, 2024

- Summer Reading Supply distribution Calendar
- Pendleton Early Learning Center Book Box Pickup
- McNary Book Box pickup
- Umatilla Head Start Book box pickup

Friday June 7, 2024

- Oregon Library Association executive board meeting for contract discussion.

Monday June 10, 2024

- Good Shepherd Children's Center Pre-K Storytime and materials exchange with Tigers and Otters
- Good Shepherd Toddler Storytime and materials exchange with Giraffes, Monkeys, and Penguins
- Punkin Center Early Childhood Special Education/Early Intervention materials pick-up

Tuesday June 11, 2024

- Meeting with Blue Mountain Early Learning hub regarding upcoming collaborations.
- Helix Public Library Storytime with Annette

Wednesday June 12, 2024

- Airport Way Enhanced Class Storytime and materials pickup with Ruth.
- Misty's In-home Childcare materials exchange
- Victory Square Head Start Storytime and materials pickup with Nikki
- Victory Square Head Start Storytime and materials pickup with Andrea.
- Rocky Head Start Enhanced Class Storytime and materials pickup with Ayerim
- Cathy Wamsley Early Learning Center Head Start materials pickup



Thursday June 12, 2024

- Playtime Education Storytime and materials pickup with Amber
- Elsie's In-home Childcare Storytime and materials exchange
- Mindy's In-home Childcare materials exchange
- Pioneer Relief Nursery materials exchange with Cheri

Tuesday June 18, 2024

- Stanfield Patriot Heights Early Head Start Storytime and materials exchange with Ruby
- Stanfield Public Library Storytime with Cecili
- Oregon Child Development Coalition material exchange with Kimberly

Thursday June 20, 2024

- Staff Meeting with Safety Training: Cybersecurity: Social Engineering (Information Technology)
- Jen's In-home Childcare Storytime and materials exchange

Friday June 21, 2024

- Oregon Library Association Board Meeting

Tuesday June 25, 2024

- YMCA 3's at Freewater Storytime and materials exchange with Aiden

- YMCA 4's at Freewater Storytime and materials exchange with Victor
- Lily's Kids Academy Storytime and materials exchange with Lili
- Milton Freewater Head Start morning class materials pickup with Linda

Friday June 28, 2024

- Adams Public Library Storytime with Amanda

Projects and Progress:

- Oregon Ready to Read 2024 Grant. 50% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events – Activities:

- Summer Reading: Read, Renew, Repeat





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Phone (541) 276-6449

Board of Directors (Effective 7/1/23)

Caty Clifton
P.O. Box 90
Athena, OR 97813
Employment: Retired
(Term ends 6-30-27)

541-969-2446 (cell)
e-mail: cclifton@ucsld.org

Nick Nash
206 SW Hailey Avenue
Pendleton, OR 97801
Employment: College Professor; Community Development Coordinator
(Term ends 6-30-27)

503-449-8641 (cell)
e-mail: nnash@ucsld.org

Kathy Thew
P.O. Box 185
Echo, OR 97826
home address: 210 S Bonanza St., Echo, OR 97826
Employment: Retired
(Term ends 6-30-27)

541-910-0771 (cell)
e-mail: kthew@ucsld.org

Sharone Pettus McCann
PO Box 446
Stanfield, OR 97875
home address: 260 Blankenship Drive, Stanfield, OR 97875
Employment: Retired
(Term ends 6-30-25)

541-561-8297 (cell)
e-mail: smccann@ucsld.org

John Thomas
720 South Main Street
Pendleton, OR 97801
Employment: Oregon Health Authority - Psychiatric Social Worker
(Term ends 6-30-25)

541-969-4436 (cell)
e-mail: jthomas@ucsld.org

UCSLD Staff

Heather Estrada, District Director
director@ucsld.org (541) 276-6449

7/1/2021



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Monica Hoffman, Early Literacy Program Manager
takeoff@ucsld.org (541) 612-2052

Dea Nowell, Technical Services Manager
dea@ucsld.org (541) 966-0917

DRAFT

UCSLD Fiscal Year Overview



Fiscal Year: 2024-2025

JULY	
7/1	Fiscal Year Begins
7/4	4 th of July Closure
7/17	Director's Meeting-Ukiah 1:30-3
7/25	Board Meeting – 5:30

AUGUST	
8/22	Board Meeting – 5:30
8/31	Ready to Read Grant Application due

SEPTEMBER	
9/2	Labor Day Closure
TBD	ALSP Review Meeting - 5:30 – 8 PM
9/18	Director's Meeting: 1:30 PM – 3 PM
9/26	Board Meeting – 5:30

OCTOBER	
TBD	ALSP Review Meeting – 5:30 – 8 PM
10/7	City Library Budgets due to UCSLD
TBD	ALSP Review Meeting – 5:30 – 8 PM
10/24	Board Meeting – 5:30
10/31	ALSR Evaluations due
10/31	State Statistical Report due to the State Library

NOVEMBER	
11/1	District In-Service Training
11/12	State Statistical Report due to UCSLD
11/11	Veteran's Day Closure
11/21	Board Meeting – 5:30
11/28-29	Thanksgiving Holiday Closures

DECEMBER	
12/1	Ready to Read Grant Final Report due to SLO
12/19	Board Meeting – 5:30
12/24 – 25	Christmas Holiday Closure

JANUARY	
TBD	UCSLD Board Work Session
1/1	New Year's Day Holiday
1/5	Historical Materials process begins
1/8	Meeting of the Directors: 1:30 PM – 3 PM
1/20	Martin Luther King Jr Closure
1/23	Board Meeting – 5:30

FEBRUARY	
2/3	City Audits due to UCSLD
2/3	Candidate Filing Begins
2/10	UCSLD Projected Budget figures to Libraries
2/17	President's Day Closure
2/27	Board Meeting – 5:30

MARCH	
3/12	Meeting of the Directors: 1 PM – 3 PM
3/14	Deadline for Board Director election filing
3/20	Board Meeting – 5:30
3/31	Historical Materials process wraps up

APRIL	
TBD	UCSLD Budget Committee Meeting
4/24-25	OLA Conference – Eugene, OR
4/24	Board Meeting – 5:30

MAY	
5/5	ALSP Due to UCSLD
5/2	District In-Service Training
5/14	Meeting of the Directors: 1:30 PM – 3 PM
5/13	Board Director Elections
5/22	Budget Hearing & Board Meeting – 5:30
5/26	Memorial Day Closure

JUNE	
6/19	Juneteenth Closure
6/26	Board Meeting – 5:30
6/30	End of Fiscal Year

Umatilla County Special Library District

<https://www.ucslid.org/>

FY2023-2024 YEAR-END REPORT



Dea Nowell, Technical Services Manager
Monica Hoffman, Early Literacy Program Manager
Heather Estrada, District Director



REPORT

- ✓ District-wide View
- ✓ District Director
- ✓ Take Off!
- ✓ Technical Services

Mission:

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

Vision:

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

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

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

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

Values:

Integrity - Accountability - Transparency;
Community - Inclusion - Fairness;
Resourcefulness - Resilience - Creativity



Report

District-Wide View

The fiscal year began on July 1, 2023, with libraries running at full speed and programming exploding. The libraries are back in the swing after the pandemic years and the programming numbers, as well as the programming variety, has been excellent! Throughout the year libraries across the county worked diligently for their communities; and the summer reading programs as well as regular monthly programming shows a depth and breadth of unique and creative programming for young and old alike. The fiscal year was the first full year for District Director, Heather Estrada. Heather's goals for this year were to make solid connections with each city in the district and to attend programs in each library, as well as provide support to each individual director in the varying challenges they face. Additionally, the District approved and added digital magazines to our Libby subscriptions through Libraries of Eastern Oregon. This new service offers thousands of magazine titles for all patrons in the District to access free of charge with their library card. As in other years the staff at the UCSLD continued to provide excellent services to the citizens of Umatilla County throughout the year. Some of the successes this year include:



- Continued financial and logistical support to ensure that all residents of Umatilla County have seamless service to library services. The UCSLD maintains the District's membership in the Sage Library System, provides three days of courier service to deliver interlibrary loan materials, access to e-books, e-audiobooks, and magazines through the Library2Go service, as well as providing training events for all library staff and cooperative programming.
- The UCSLD administers the Dolly Parton Imagination Library to allow all children ages 0-5 to receive a free book each month through a

partnership with United Way of the Blue Mountains. There are 1,624 children enrolled at the time of this writing.

- Each month a column was published in the East Oregonian newspaper highlighting work in the public libraries in the county and the programs they provide.
- In a collaboration between all 12 libraries and the UCSLD we ran a successful Summer Reading Program – a reboot of the Reading Road Trip for summer 2023 and started a Passport Program for 2024 to highlight our courier service and Sage and Libby apps.
- The C.S. Jackson Historical Grant Program allowed libraries around the District to add historical materials to their collections.
- A new round of connections between the District and the City councils in the incorporated cities in Umatilla County is ongoing with visits to almost every city to date.
- The UCSLD continues to strive to be open, accessible, and transparent in all we do. The District follows the requirements of Oregon law and the Board’s policies and directives to serve and use the public tax dollars effectively and efficiently.

For the UCSLD office staff some notable events this year included:

The two staff In-service days, held in November and April, were held in small towns to allow staff from across the county to visit some new libraries. The theme for the November 2023 training was “Battling Misinformation” and was held in Pilot Rock. The April 2024 theme was “Inspire: Community, Connection, Collaboration” and was held in Weston. The Continuing Education committee did an excellent job of planning and implementing these all-day trainings so all library staff would have a chance to reconnect and grow in knowledge of all things library!

Bi-monthly Meetings of the Directors were held for collaboration, connection, and training. We try to encourage in-person meetings while offering a remote option as

well. Two other committees, made up of the District Director and several Library Directors, continued to meet by Zoom. A committee for District Wide Programs (such as The Reading Road Trip), and a committee to discuss Challenges and Innovations.

Visiting the libraries, their Boards and Friends groups and their city governments all remain an important part of the District Director's outreach. She continues to make rounds to a variety of cities, and this year worked especially close with the Helix and Adams Library Directors to work with the councils in those cities to clarify the City/District Agreements. Visits to all the City Councils will continue to be a top priority in the coming year. Additionally, redoing zip code numbers for our funding formula will be a high priority and we will continue to strive to be transparent and have good communication with all 12 city governments.

Dea was able to come in person three times this year. She was able to make personal visits to all the libraries to work with them on their cataloging and website needs. She was also able to dedicate time in the District office working on updating, organizing, and cleaning up the District files to adhere to Public Records retention requirements.

UCSLD staff work plans and job descriptions have been approved and updated and the UCSLD Board and staff are committed to abiding by the mission and vision of the District. These values include Integrity – Accountability – Transparency; Community – Inclusion – Fairness; Resourcefulness – Resilience – Creativity. It is our goal to keep these in mind in all we do.

The UCSLD staff are amazing and thoroughly enjoy working together. We care about each other, help one another, and strive to balance quality work for the District and keep our families a priority. We do monthly safety training and staff meetings to provide excellent service to our District residents, as well as to provide support and

accountability for one another. It is a joy to work with the staff at the UCSLD. We feel fortunate to work with our library colleagues and community partners supporting library services that enhance the lives of those living in Umatilla County.



District Director



Purpose of Position:

The purpose of this position is to administer the operations of the UCSLD and support and ensure the provision of excellent library services in Umatilla County by working in partnership with the 11 member and one partner libraries.

Highlights of FY23-24:

- Distributed tax money according to the newly updated Tax Allocation Formula.
- Continued to facilitate Meetings of the Directors and their sub-committees.
- Attended the SDAO annual conference and Local Budget Law training.
- Continued meeting with each City Council in the 12 Cities in our District.
- Continued to provide courier service delivery during the IMESD holidays.
- Provided two all-staff in-service trainings by Zoom – Continued learning Zoom skills to allow as much interaction as possible, like breakout rooms and asking the libraries to provide short presentations and/or videos about what was happening in their libraries.
- Continued to meet all requirements for Budget, Audit, Statistical Reporting, Open Meeting Law, Public Record Requests, Performance Appraisals, ALSP Review Meetings, Strategic Planning, Best Practices.
- Ongoing monthly Libraries Provide – Countywide! *East Oregonian* column.
- Worked with staff on public records organization, retention, and destruction.
- Kept up with professional development and training.

I have thoroughly enjoyed this first full year in the role as director. I continue to make new connections throughout the county and deepen relationships with others. As I tackled some of the yearly tasks for a second time (such as compiling the budget and working through the local budget process), it has been a bit smoother than the first year through. I'm most proud of the relationships I've continued to build with each library director and their cities. I believe they feel supported by the district and it's a joy to observe and encourage the excellent work they all do in their cities. I'm also proud of the support I've offered to 2 libraries directors in their work with their cities, one which resulted in increased wages for her and her staff. I look forward to continuing to grow in my knowledge of our District and the connections I've made.

Take Off! Program

Purpose:

The primary purpose of this position is to create and implement outreach services to childcare, pre-school, and public library sites throughout the county, fostering a love of reading and promoting kindergarten readiness through the development of early literacy skills.

A secondary purpose is to provide back-up support of critical UCSLD administrative functions.

Highlights of FY23-24:

- Services continued with deliveries, virtual content, and with in-person services returning to the primary focus.
- Added more library story times into the regular schedule.
- Kit development was prioritized and well received by sites.
- Continued updating the Take Off! Program inventory through Handy Library.
- Awarded the Evelyn Lampman Children's Services Award through OLA's Services Division for 2024!
- Served as the Children's Services Division President for this year.

Statistics:

- Books and Storytime kits rotated to the sites: 13,482 & 691
- Storytimes provided to libraries and childcare centers: 410
- Attendance at story times (adults and children): 6289
- Students Enrolled in the Take Off! Program: Just over 1269



Technical Services

Purpose:

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 administratively & technologically supports the UCSLD Board of Directors and staff.

Highlights of FY23-24:

- Site visits with all libraries' cataloging staff continued in person.
- Scanning of Board documents continues.
- Minutes of Board meetings continue to be taken and posted.
- Consistently updates our Streamline website platform with current UCSLD information.
- Attends the Sage User Council meetings and continues to serve on the Sage Cataloging mentor group.
- Finalized with another cataloging mentor, after a multiyear process, putting together a guidance document for Sage System catalogers for identifying items for serials cataloging. A very complicated and time-consuming project.
- Assisted catalogers in UCSLD getting increased cataloging permissions (Heather Culley – CAT1 & Susie Hansen – CAT2 & Catherine Campbell – CAT2).

Statistics:

- 3,782 items were added to the catalog (*remote-to-circ libraries + Umatilla PL that they could not find matching bibs for in Sage, as they only had CAT3 permission level staff until recently*)
- 8,074 items were deleted from the catalog (*remote-to-circ libraries*)
- at least 5,740 cataloging corrections were made in the catalog (*corrections I made within the catalog*)
 - this includes 120 merged records & 20 bibliographic record overlays
- 188 OCLC CatExpress records were added (records purchased) (*UCSLD libraries*)
- 895 OCLC CatExpress holdings were deleted (*UCSLD libraries*)
- Number of new bibs created or imported into Sage: 877