



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla Special Library District Board

**Regular Meeting of the Board of Directors
Thursday, February 22, 2024, 5:30 pm**

425 South Main Street, Pendleton, OR 97801 and

Zoom Link: <https://us02web.zoom.us/j/83764085100?pwd=U2NMU3IyUWJnZTgrbEpCQk5d0ZhQT09>

Meeting ID: 837 6408 5100

Passcode: 327420

One tap mobile +19712471195,,83764085100#,,,,*327420# US (Portland)

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

Meeting ID: 837 6408 5100

Passcode: 327420

| 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 – Board Meeting – January 25, 2024 | President | Approval |
| Calendar Update | Director | |
| Correspondence | Director | Share at the meeting |
| Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants’ Report – | Director Director | Share the January Financials |

| Topic | Lead | Purpose Outcome |
|--|------------------------------|----------------------------|
| January 2024 <ul style="list-style-type: none"> ○ Banks & Pool Balances ● Staff Monthly Reports | Director | Information |
| Board Training <ul style="list-style-type: none"> ● SDAO conference update and discussion | Director and Board attendees | Share update on conference |
| Old Business <ul style="list-style-type: none"> ● Sick leave policy approved. Fund pool to begin? | Board | Discussion and Decision |
| <ul style="list-style-type: none"> ● Strategic Plan Discussion in Prep for Workshop | Board | Discussion |
| <ul style="list-style-type: none"> ● ALSP priority input from Board to take to Directors in March (see Jan minutes for requested information) | Board | Discussion |
| <ul style="list-style-type: none"> ● Salary Examples to share in Prep for Workshop | Director | Discussion |
| New Business <ul style="list-style-type: none"> ● Credit card limit raise | Everyone | Discussion and decision |
| <ul style="list-style-type: none"> ● City Council visits | Director | Discussion and invitation |
| <ul style="list-style-type: none"> ● Auto insurance information and questions | Director | Discussion |
| Good of the order | Everyone | |
| <ul style="list-style-type: none"> ● Next District Board Meeting & Budget committee meeting – March 28, 2024 | | 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

January 25, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President
Nick Nash
John Thomas

Sharone McCann, Vice President
Kathy Thew

ATTENDANCE STAFF

Heather Estrada, District Director
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE – VISITORS

none

CALL TO ORDER

Board President Caty Clifton called the Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that we have a quorum with four (4) Board Members currently present in the office – Sharone McCann, John Thomas, Caty Clifton, and Kathy Thew. Nick Nash sent word that he is on his way.

APPROVAL OF THE AGENDA

Heather Estrada commented there was a needed addition to the agenda for a new tax item we received. It was added first thing under New Business. John Thomas moved to approve the agenda as amended. Kathy Thew seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: December 28, 2023 – Kathy Thew moved to approve the December 28, 2023; minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada asked the Board Members to consider changing the March Board meeting and Budget Committee meeting from March 21st to March 28th, which is during Spring Break, to make things a bit easier for her scheduling. Everyone was okay with that, however wanted to wait till Nick Nash arrived before approving it. Nick Nash arrived just about this time, and he stated that he will be unavailable on the 28th, but was okay with it if everyone else was. The consensus of the Board was to move the meeting to March 28th.

CORRESPONDENCE

Heather Estrada commented that she did not have anything in writing, though she wanted to share that Amanda [Hespel, Adams PL] is applying for a grant and that she said she never would have had the courage to do so without Nick Nash's presentation at the Meeting of the Directors. Heather also shared that Dave [Slaght, Echo PL] was so happy to host the Meeting of the Directors and was very helpful and gracious.

REPORTS

FINANCIAL STATEMENTS – December 2023

The only comment made, as was previously noted, was that the Community Service Fees are up quite a bit. Heather Estrada noted that she had the billing log ready if the Board Members would look at it and okay it – she will be taking it to Dickey & Tremper tomorrow. Nick Nash made a motion to approve the accountant's reports for December 2023, subject to audit. Kathy Thew seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada noted that she and Monica had gotten to do the courier at the end of December and while Heather was out, she visited with the directors who were available at the libraries she made deliveries to. She also noted that she will be out again on Monday, weather permitting, to deliver Narcan to several libraries who have requested it. She noted that Heather Culley is up and running in Weston and that Heather had gone out and done a new director orientation with Heather Culley and she also interviewed her for the next Go article. Heather also shared that she attended the recent Pendleton Public Library open house and stated that it was well done. Caty Clifton asked about the Point-in-Time count today, and Heather shared a bit about the training from the Meeting of the Directors. Heather noted that Claudia from CAPECO will be speaking about all that they do at the spring in-service on April 5th, which will be held in Weston at the Community Center.

Heather commented that Monica Hoffman was out with her dad for two and a half weeks. She returned on Tuesday and is playing catch up, which the weather did not help today. Heather noted that Monica did start the Paid Leave Oregon process and Heather received a notice in the mail today regarding it. Caty Clifton asked Dea Nowell if her cataloging was up, to which Dea responded yes, it is currently, it is kind of an ebb and flow process. Caty commented that Dea has also done a great deal of work on the website recently and she appreciates it. Several Board members commented about the quality of the website.

BOARD TRAINING

Nick Nash asked the Board to consider pushing the time back a bit for the Board Retreat/Work Session. The Board Members agreed to begin at noon on March 2nd. The location has tentatively been set for The Prodigal Son's side room beginning with lunch. The Board will be reviewing the Strategic Plan and salary schedule.

OLD BUSINESS

APPROVE NEW SICK LEAVE POLICY

Heather Estrada noted she did take the new sick leave policy draft to Rob Tremper but has yet to hear anything back from him; though he wouldn't have impact on the policy itself he may have some advice on the pool tracking. There was a bit of discussion on wordsmithing the paragraphs, as follows:

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days work of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. Additionally, employees reaching the 90-day limitation may donate further accrual to a "leave pool" until the employee has reduced the balance below the limit. Eligible employees may draw on the "pool" after all available paid leave has been exhausted.

An employee of the District may voluntarily donate up to three (3) days of either accumulated unused sick leave or earned vacation per calendar year to another permanent employee of the District with prior approval of the Director. An acknowledgement of the voluntary gift will be documented, signed, and placed in the donor personnel file.

If there is still a need remaining after all other leave and work schedule options have been exhausted, the Board may grant additional paid sick leave under certain circumstances.

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

Sharone McCann moved to approve the new sick leave policy as edited. Nick Nash seconded the motion. The motion passed unanimously.

APPROVE EMERGENCY PLAN FOR DISTRICT

Heather Estrada stated she added a title and branding to the plan. Additionally Sage DeLong suggested adding his cell number and stated otherwise it looked good. Heather noted that he also will be speaking at the spring in-service. Sharone McCann moved to approve the Emergency Action Plan for UCSLD as presented. John Thomas seconded the motion. The motion passed unanimously.

Heather was thanked for getting the emergency plan put together.

NEW BUSINESS

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

Heather Estrada noted that Sue Peterson agreed to serve on the Budget Committee again, that would be where the blank line is. Sue got back to Heather after she had removed her information from the Budget Committee listing.

From the earlier discussion the Budget Calendar will be updated to show the Budget Committee meeting on March 28th, otherwise the information on the Budget Calendar remains the same.

John Thomas moved to appoint Heather Estrada as the Budget Officer. Kathy Thew seconded the motion. The motion passed unanimously. John moved to approve the Budget Calendar with the Budget Committee meeting date change and the Budget Committee slate. Nick Nash seconded the motion. The motion passed unanimously.

NEW TAX ITEM

Heather Estrada stated we received a check in the mail from Umatilla County for \$9,000 that stated "additional annual fee". She went to the County to find out what it was for, and it took visiting three (3) people to find out it was a brand-new fee from an Amazon data center. It is for fifteen (15) years. Heather's question for the Board is do we do it the same way as the Community Service Fees? The Community Service Fees are called that when received. Caty Clifton asked if we have a file or tracking of each of these fees, as she thought it would be a good idea since there are so many and we will probably have more to come. Heather asked Dickey & Tremper if

it needs to be tracked on a separate line or with the Community Service Fees, though has not yet heard back on it. The consensus of the Board is to distribute the new tax item like the Community Service Fees since it is essentially the same.

STRATEGIC PLAN REVIEW TO PREP FOR BOARD RETREAT

Heather Estrada shared some of the logistics she had learned from reviewing the Strategic Plan with Caty Clifton recently. Under strategic direction #1, goal B, 2nd task, Heather noted her thoughts that some of this is covered by the Snapshots out of the State Library – we have 2022's and they just sent 2023's. Caty noted that we are in the second (2nd) year of the plan – what is our progress on these – are we making progress or are we tabling. Additionally, Caty commented on the number of subplans under strategic direction #3, goal A with due dates of June 30, 2024. Heather noted that these plans don't have to be super detailed, noting a difference in personalities between her and her predecessor. Some could be just a page or two. It was noted that Heather and Caty wanted to put this in front of the Board in preparation for the Board Retreat/Work Session. The Board Members were asked to take time to read through the Strategic Plan – 2022-2025 and think about what it means to them and then we can talk through them with Nick Nash's guidance at the March 2nd session. Caty asked that we keep this on the agenda in February. Heather noted that she plans to put a first look at salary schedules on the February agenda.

GOVERNING DOCUMENTS AND POLICY REVIEW: ALSP PRIORITIES

Heather Estrada stated that in the letter to the library directors dated March 25, 2022, it stated the "priority areas... updated per your input are below". Heather thought it would be good to also get input from the Board on these. Heather noted that she would like to have some focus on numbers 7 and 8. Caty Clifton noted with an EDI eye that number 6 could use some additional wording, such as may outreach to underserved communities. Caty also noted that number 9 says nothing about partnerships. John Thomas noted that number 6 could also include some wording regarding marginalized people. Heather asked the Board Members to bring any suggestions as to revisions/rewording, particularly number 6 and 9 to the next meeting. And she would take it to the Directors in March for their input. Heather noted that climate related weather events, etc., could be another point for another year, as climate issues lead to implementing emergency action plans. Nick Nash suggested that rather than using "trigger words" to focus on the outcome to get the same message across in a more accepted way.

GOOD OF THE ORDER

Nick Nash stated he currently has a client, in his private business, that has a relationship with the city of Ukiah and the city of Umatilla. He doesn't anticipate any outcome from this; however, he wanted it to be on the record.

Heather Estrada noted that she, Nick Nash, and Sharone McCann will be attending the SDAO conference in Seaside beginning February 7th.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on February 22, 2024, at 5:30 pm.

ADJOURN

Kathy Thew moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:59 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell



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2/16/24 - Monthly District Director Report

| | |
|-----------------------------------|--------------------------------------|
| Date: | February 22, 2024 Board Meeting |
| Staff Name: | Heather Estrada |
| Time Period Report Covers: | January 22, 2024 – February 16, 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 |
|---------------------|--|---------------|--|
| 1/22/2024 | Weekly Check-in Meeting with Dea | Teams | Check in on what’s happening and what’s coming up |
| 1/23/2024 | GO! Article written and turned in | In-Person | Monthly article on Heather Culley and Weston library |
| 1/24/2024 | Centering Humans in AI | Zoom | CE on AI. Super interesting |
| 1/25/2024 | In-Service Committee Meeting | Zoom | First committee meeting to begin planning Spring In-service |
| 1/25/2024 | Monthly Board meeting | In-person | Regular monthly board meeting, |
| 1/28/2024 | Helix library program on Switzerland | In-Person | Attending program Annette put on for adult programming in Helix |
| 1/29/2024 | Weekly Check-in Meeting with Dea | Teams | Check in on what’s happening and what’s coming up |
| 1/31/2024 | PERS seminar | On-Line | CE on PERS |
| 2/1/2024 | Complete PERS reporting | On-line | Monthly reporting |
| 1/30/ - 2/1/2024 | Medical in Seattle | | Out of office |
| 2/1/2024 | Watched full Right to Read screening | On-line | Watched screening – very good, looking for/thinking about how to apply |
| 2/2/2024 | District-Wide Programs Committee | Zoom | First meeting to discuss some District-Wide programs for 2024 |
| 2/2/2024 | Book Club “So you want to Talk about Race” | In-Person | BMCC led book club |

| | | | |
|----------------|--|-----------|--|
| 2/5/2024 | Weekly Check-in Meeting with Dea | Teams | Check in on what's happening and what's coming up |
| 2/6/2024 | Meeting with Kristen Williams | In-Person | Check in to stay connected throughout instutions. |
| 2/6/2024 | Monica's Goal Review | In-Person | Quarterly goal review |
| 2/7-2/11/2024 | SDAO Annual Conference | In-Person | Attended annual conference in Seaside. Many sessions attended. |
| 2/12/2024 | Weekly Check-in Meeting with Dea | Teams | Check in on what's happening and what's coming up |
| 2/13/2024 | Meeting with Jordan McDonald | In-Person | Meeting to discuss internet issues in Ukiah. |
| 2/14/2024 | Cultivating and Sustaining the relationship driven library | Zoom | CE learning |
| 2/15-2/16/2024 | Off for college visits with daughter | Flex time | Off |
| | | | |
| | | | |

3. Projects and Progress

| Project | Status | % Complete |
|---------------------------------|---|------------|
| In-Service Training | Spring In-Service planning has begun, committee formed and ideas and theme planning underway | 15% |
| Audit | Audit finished and filed with State. | 100% |
| Agreements for Library Services | Time to begin looking at these again. | 0% |
| Public Records Management | The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff | 75% |
| Performance Appraisals | All staff are in and completed. Quarterly check-ins set up. | 75% |
| Community Needs Assessment | Feedback received. Board to discuss what's next. | 80% |
| Succession Planning | Policy and plan to be written | 5% |
| Disaster Planning | More research completed on background. Work on final document complete. Ongoing process to include bi-annual tabletop exercises | 95% |

| | | |
|-------------------------|---|---------|
| 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 | New year information is out. Survey will not open until later in Spring | 10% |
| Safety & Staff Meetings | February: Cybersecurity: Security Awareness Essentials March: Eye of the Storm: Fundamentals of protecting your organization | ongoing |
| ALSP Coming in | Call for 23-24 ALSPPs out. All in | 100% |
| Budget Process | New FY process starting. Budget committee and schedule approved. Working on budget documents currently. | 15% |

4. Feedback & Accomplishments

- Budget process underway. Committee is approved. Documents being gathered and training attended.
- The SDAO conference was a success. A pleasure to attend with two board members, lots of good sessions attended, appreciated the chance to meet some players in the district face to face.
- I appreciate the flexibility of this job that allows me to attend not only valuable work conferences but also attend important functions with and for my children.
- Budget predications out early to Directors. Lily was VERY excited 😊

5. Upcoming Events – Activities

- February 15-16 – Heather and Monica on college tours with HS students
- February 19th – President’s Day Holiday
- February 22nd – February Board Meeting
- February 28 – March 1 – CIS Annual meeting – attending virtually.
- March 2 – Board Retreat/Workshop – Prodigal Son – 12 pm – 4 pm
- March 6 – Local Budget Law training in Albany
- March 7-8 – Heather off for CA trip for daughter
- March 13 – Meeting of the Directors
- March 14 – Athena City Council meeting



| | |
|-----------------------------------|-------------------|
| Date: | February 22, 2024 |
| Staff Name: | Dea Nowell |
| Time Period Report Covers: | January 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> |
|--|---------------------------------|-----------------------------------|-----------------------------------|--------------------------------|---------------------------|----------------------------|-----------------------------|------------------------------|
| Jan. 2024 | 520 | 384 | 79 | 60 | 89 | 18 | 0 | 3 |
| * 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 - 3 Echo PL - 5 Pilot Rock PL - 1 Stanfield PL - 4 Milton-Freewater - 3 | pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL - 1 in process items: Milton-Freewater PL-1 |
| additionally: | Adams PL - inventory of music CDs (to delete) | | | |
| | Pendleton PL - new bibs imported | | | |
| | Milton-Freewater PL - patrons who got billed & "lost" items [will be regular going forward] | | | |
| | Adams PL - weeding report of video collection | | | |
| | Athena PL - items with status of lost or missing | | | |

3. Meetings and Site Visits

- Sage Circulation Committee meeting: 1 (1/9)
- Sage User Council meeting: 1 (1/16)
- Staff/Safety meetings [via MS Teams]: 1 (1/17)
- Sage Library of Things (LoT) discussion: 1 (1/17)
- UCSLD Board meeting [via Zoom]: 1 (1/25)
- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (1/31)
- webinars/trainings attended [virtual]:
 - SafePersonnel - City Driving (1/10)
 - webinar: PBS Books & IMLS America (1/11)
 - TechSoup webinar: Efficient Management of Your Technology Devices (1/23)
 - Sage training - CatExpress WorldShare training (1/29)
- meet weekly, typically Monday am, with Heather [via MS Teams]: 5 (1/3, 1/8, 1/16, 1/22, 1/29)

visits to/with District Libraries:

- all libraries - 1 [email]
 - email City Library Hours spreadsheet - noting a new email address & BMCC website
- Adams PL - 4 [phone, email]
 - call re. email about CD section – specifically Music CD wanting to remove from library – will pull report to work from and let her know of any checked out, in transit, lost, etc. (& not remove tell she says to...) – followed up with an email of the list, as she may find it helpful if she is boxing up the items as she removes them to see what has status of something other than “available” (2)
 - call checking on a call number for an item
 - emailed the updated video inventory
- Athena PL - 1 [phone]
 - call re. a history booklet she gave me at site visit to add to catalog to see if she had any idea of date produced (nothing in booklet) – she said the author had dropped off probably a couple of months prior to giving to me, so I decided to go with 2020? & call it good, apparently he writes a lot of books; Stephanie also asked me if I knew who to contact re. state courier as several libraries that should be listed have disappeared – I suggested Beth Ross be a starting point as she is our system contact for that courier
- Echo PL - 2 [phone, email]
 - call re. whether an item sent to catalog was a book & toy set
 - email reply re. additional change to City Library Hours spreadsheet – new email address, said I would update and resend along with any other updates I receive
- Milton-Freewater PL - 4 [email, phone]
 - emailed requested reports – patrons who got billed & “lost” items
 - email reply to director re. question about how coming along with cataloging Wonderbooks, and anything she should consider before ordering some
 - called director re. email ? about deleting lost items – does info. remain on patron record or not show what money is owed for (not show); also asked about lost items report > yes would like to continue to receive each month till figures out which report needed, or both...
 - call cataloger re. email asking about placing holds for book club – informed her the number of holds is 15 by new circ policy; she hadn’t tried more than 9 – she tried & was placing holds before we hung up and said it looked like things were good
- Pendleton PL - 6 [email]
 - email director re. Dec. bibs imported without adding the 999 field
 - email director with info. about refresher cataloging training & some of the resources on the Sage staff’s cataloging webpage that would be helpful (including a resource addressing her question about what should go in the 999 field)
 - sent invitation to enroll in Sage’s Niche Academy & followed up with an email to check to see if received it, as doesn’t appear to have enrolled yet – suggested from looking over the imports from previous week that it would be super helpful to pause putting items in the catalog until done the Sage Niche Academy work; plus back & forth re. (4)
- Stanfield PL - 16 [phone]
 - call rec’d asking if I still have batches in my email to add (“no pressure...just checking”)
 - call rec’d regarding “blind date with a book” – will be picking off shelves & wants no holds allowed for a while (time period probably 2 mo.) > will send me a list so I can adjust holds & will she let me know when to change them back
 - called re. scanning of videos, many of which are tough to read & asked about # of discs for an item (tag says a # & back cover says a different #)
 - call following up on email & text of pictures sent re. top Sage reads per month/year
 - call re. barcode for an item
 - call re. the 2 library of things items adding for additional information needed
 - call to check on number of library of things renewals wanted – 1 (also walked her through how to use Library of Congress Authorities to find magnets subject heading(s) for searching for books to go along with program being planned)
 - returned missed call, wondering if there was an easy way to get the top 3 reads in Sage ea. month – suggested it would be a report thing, but suggested she might check with Baker Co. Lib. Dist.’s website or Facebook page to see if they have anything, as director did the one a year ago (year’s top...)

- call re. shelving location for the library of things being added & checkin alert... (2)
- call re. email subject: I keep getting books that say large print [but they are not] - verified how searching & asked her to track those that are not so I can follow up on & see if there is something going on that is not right in the cataloging or bib record(s) - as this would be very frustrating to a patron searching...
- call rec'd asking about a list of patron email address for Wowbrary, which we then talked in reference to...
- called re. an item barcode, also spoke about author and call number from a previous returned email; Cecili asked about a specific book which I wasn't sure if it was in one of her emails (several libraries recently added the title) - she will send in next batch as she may not have sent yet; I also mentioned that one of the items she was adding had a release date the next week > she thanked me for catching that & will hold till then
- call clarifying barcode for an item
- call rec'd - rec'd 3 more "large print" books ordered through ILL & they were not large print - wanted to know what info. I wanted to look deeper into what's going on...
- call re. email of info. from scans of "large print" items not being what I asked for
- Weston PL - 3 [email]
 - email reply: congratulating on making it through first day on new job; & assuring still a CAT1 & where that permission resides - may want to change operators or use different browsers for each, till everything needed is under hculley login (working with Beth Ross to do that) & then reserve the circ login for substitute(s) (3)
- Beth Ross [Sage Library System - Systems Administrator] - 5 [email]
 - email re. Heather Culley's hculley login and shifting it over & adding circ to Weston PL; & thanks (3)
 - email - setting up Library of Things modifier & any hold policy needed @ Stanfield PL
 - emailed an agenda item for User Council meeting
- Jon Georg [Sage Library System Specialist] - 2 [email]
 - cc email - setting up Library of Things modifier, any hold policy needed @ Stanfield PL
 - email Stanfield PL Library of Things images for catalog...

4. Projects and Progress

- been working on temp bib items I looked at last spring & fall trips - ~86% completed
- Spring trip - purchased airline tickets & beginning planning, etc. - ~9% completed

5. Accomplishments

- website work:
 - Board agenda, packet, & minutes posted
 - posted Jan. library happenings video
 - posted Heather's EO Go! column (1/30/24)
- Board related emails/calls:
 - emailed Board re. upcoming Microsoft365 login change to require 2-factor authentication
 - call from Caty Clifton re. email phishing staff received (purportedly from her); will email staff & Board re. vigilance, etc.; also spoke about Weston PL & cataloging, etc.
- Sage Cataloging Mentor:
 - email reply to another mentor who found a sad record put in by a newly restarted cataloger I mentor in the District - then following up on this asked the mentor how to send a Niche Academy invitation to someone who previously was sent one but did not "enroll" & follow-up to response (4)
 - called cataloger at Josephy Lib. re. email rec'd - she is working on her CAT2 test, she will send it off - I told her I'd be happy to help her with areas (such as authorities) she needs additional guidance with...
 - email reply to another mentor re. test results of cataloger mentioned above...
 - worked back and forth through several emails with another of the mentors whom I'm working with to create a document delineating/identifying items for serial cataloging (something we've been doing for several years, though didn't have a document defining and identifying)

- emailed above document to mentors for review, comments, & discussion at next mtg.
- called another cataloging mentor who has been adding a lot of the Playaway products (Playaway, Wonderbook, Launchpad) re. my cheat sheets – scanned and sent what I’ve pulled together so far for my use [one of our libraries is purchasing several and I’ll need to train the cataloger regarding these...] (2)
- replied to an email from mentor who agreed to take over a mentee in another county
- emailed Sage Cataloging Comm. Chair with an agenda item for Cataloging Mentor mtg.
- email reply to a mentor re. Go! Article, after sharing most recent one at Jan. Cataloging Mentor mtg. (2)
- new bibs reviewed (Dec. 2023 – total: 128)

Feedback received:

- 1/9/24 – email response from Lili Schmidt (Milton-Freewater PL director) after I sent her a couple of reports she requested, double checking to make sure they were what she was looking for: “YOU ARE AWESOME! BOTH OF THOSE ARE PERFECT! Yes, please add them to my monthly stats list! THANK YOU SO MUCH!!!!”
- 1/31/24 – email from Lisa Hauner (fellow mentor & Sage Cataloging Committee Chair) after I shared the recent Go! article from our website on Heather Culley @ Weston PL at our Jan. Cataloging Mentor meeting: “Dea!! What a lovely tribute Helix gave you and Kudos to Heather E for going deeper with your involvement and not just fluffing over the dedication you’ve shown through the years! Wow! I loved everything about the article...”

6. Upcoming Events - Activities

- Sage Cataloging Committee meeting – Feb. 6
- Sage Circulation Committee meeting – Feb. 13
- Holiday: President’s Day – Feb. 19
- Staff/Safety meeting – Feb. 21
- Library of Things discussion – Feb. 21
- UCSLD Board meeting – Feb. 22
- Sage Cataloging Mentor meeting – Feb. 28



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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

| | |
|----------------------------|-------------------|
| Date: | February 13, 2024 |
| Staff Name: | Monica Hoffman |
| Time Period Report Covers: | January 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 | 40 | 795 |
| To Sites without Storytime | 22 | 418 |
| Total | 62 | 1213 |
| Storytime Statistics | Library Storytimes | Childcare Storytimes |
| Storytimes Provided | 4 | 37 |
| Adults in Attendance | 16 | 112 |
| Children in Attendance | 18 | 555 |
| Total Attendance | 34 | 667 |

Meetings and Site Visits:

Tue Jan 2, 2024

- Athena Public Library Storytime with Stephanie

Wed Jan 3, 2024

- IMESD Early Childhood Special Education at Freewater morning class Storytime and materials exchange with Sherry
- Little Pioneers morning class Storytime and materials exchange with Amanda
- Lily's Kids Academy Storytime and materials exchange with Lili
- Umatilla Morrow Head Start Milton Freewater morning class Storytime and materials exchange Linda
- Umatilla Morrow Head Start Milton Freewater enhanced class Storytime and materials exchange with Amy



- Oregon Child Development Coalition Milton Freewater Center materials exchange with Tifanie
- Little Pioneers afternoon and full day class Storytime and materials exchange with Kayla and Amanda
- IMESD Early Childhood Special Education at Freewater afternoon class Storytime with Sherry
- YMCA at Freewater School Storytime and materials exchange with Aiden
- YMCA at Freewater School Storytime and materials exchange with Victor

Thu Jan 4, 2024

- Playtime Education Storytime and materials exchange with Amber
- IMESD Early Childhood Special Education morning class at PELC Storytime and materials exchange with Bailey and Jacquelyn
- IMESD Early Childhood Special Education morning class at PELC Storytime and materials exchange with Corrine
- Umatilla Morrow Head Start enhanced class at PELC Storytime and materials exchange with Heather.
- Pioneer Relief Nursery materials exchange with Cheri and MaryChris
- IMESD Early Childhood Special Education afternoon class at PELC Storytime with Corrine
- IMESD Early Childhood Special Education afternoon class at PELC Storytime with Bailey and Jacquelyn

Fri Jan 5, 2024

- Weston Public Library Storytime with Kathleen and Heather
- Delivered books to Umatilla Morrow Head Start at Patriot Heights Early Head Start for Family Literacy Night in Stanfield

Mon Jan 8, 2024- Mon Jan 22, 2024

Medical leave and worked virtually from Portland VA Hospital when possible. Prepped materials for the February window. Worked extensively on Children's Services Division tasks, worked through a backlog of CSD emails, the Spring Inclusive Storytime Workshop, planning the OLA Conference CSD booth, training the person that is running this year's CSD Book Auction, etc.

Sat Jan 13, 2024, CSD Mock Geisel Virtual Workshop

Fri Jan 19, 2024, CSD Virtual Meeting, followed by OLA Virtual Meeting

Tue Jan 23, 2024

- Stanfield Elem Storytime and materials exchange with Debbie and Stacey
- Stanfield Public Library Storytime with Cecili
- Oregon Child Development Coalition Hermiston Center Storytime with Jaime materials exchange with Kimberly
- Stanfield Elementary School Storytime with Debbie and Stacey
- Umatilla Morrow Head Start at Stanfield Patriot Heights Early Head Start Storytime and materials exchange with Ruby
- Umatilla Morrow Head Start at Airport Way Enhanced class Storytime and materials exchange with Ruth

Wed Jan 24, 2024

- Umatilla Morrow Head Start at Umatilla Enhanced Class Storytime and materials exchange with Janie.
- Umatilla Morrow Head Start at Umatilla Early Head Start Storytime and materials exchange with Favi.
- IMESD Early Childhood Special Education morning class at McNary Heights Storytime and materials exchange with Katy.
- Umatilla Head Start PM Storytime and materials exchange with Crystal.
- IMESD Early Childhood Special Education afternoon class at McNary Heights Storytime with Katy.

Thu Jan 25, 2024: Worked remotely due to road conditions.

Fri Jan 26, 2024

- Adams Public Library Storytime with Amanda

Mon Jan 29, 2024

- Umatilla Morrow Head Start at Hermiston Child Development Center Storytime and materials exchange with Claire
- Umatilla Morrow Head Start at Hermiston Child Development Center Storytime and materials exchange with Johanna
- Good Shepherd Pre-K storytime and materials exchange with Tigers and Otters
- Good Shepherd toddler storytime and materials exchange with Monkeys and Giraffes and Penguins
- Umatilla Morrow Head Start at Hermiston Center for School Readiness at Rocky materials exchange with Ayerim
- Misty's In-home Childcare materials exchange
- Bethlehem Lutheran Preschool materials exchange

Tue Jan 30, 2024

- Elsie's In-home Childcare Storytime and materials exchange
- Jen's In-home Childcare Storytime and materials exchange
- Helix Public Library Storytime with Annette
- Mindy's In-home Childcare materials exchange
- Children's Service Division Book talks virtual work party.



Wed Jan 31, 2024

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

Projects and Progress:

- Oregon Ready to Read 2024 Grant. 8% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

- February 21, CSD Book Buzz: Virtual
- March 22, CSD Spring Workshop: Inclusive Storytime: Virtual
- April 24-27, Oregon Library Association Conference

All photos provided from Helix Public Library Facebook page.



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Seven Months Ended January 31, 2024

TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| ACCOUNTANT'S COMPILATION REPORT | 1 |
| FINANCIAL STATEMENTS | |
| Schedule of Assets, Liabilities, and Fund Balance - All Fund Types – Budgetary Basis | 2 |
| Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual– Budgetary Basis: | |
| General Fund | 3-4 |
| Resource Sharing Fund | 5 |
| Capital Improvement Reserve Fund | 6 |
| Outreach Fund | 7 |



Dickey and Tremper, LLP
Certified Public Accountants and Business Advisors

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Pendleton, OR 97801
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Fax: 541-276-9040
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 January 31, 2024 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the seven 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

February 15, 2024

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
January 31, 2024

| Governmental Type Funds | | | | | |
|---|----------------------|--------------------------|--|---------------------|----------------------|
| | General Fund | Resource Sharing Fund | Capital Improvement Reserve Fund | Outreach Fund | Totals |
| ASSETS | | | | | |
| CURRENT ASSETS | | | | | |
| Cash - Banner Bank | \$ 12,001.29 | \$ - | \$ - | \$ - | \$ 12,001.29 |
| Cash - LGIP | 491,550.15 | 12,031.38 | 44,040.12 | 18,501.87 | 566,123.52 |
| Cash - Banner Bank Savings | 19,092.04 | - | - | - | 19,092.04 |
| Accounts Receivable | 21,123.47 | - | - | - | 21,123.47 |
| Prepaid expenses | 5,927.66 | - | - | - | 5,927.66 |
| TOTAL | \$ 549,694.61 | \$ 12,031.38 | \$ 44,040.12 | \$ 18,501.87 | \$ 624,267.98 |
| LIABILITIES AND FUND BALANCE | | | | | |
| CURRENT LIABILITIES | | | | | |
| Accounts payable - general | \$ 3,843.72 | \$ - | \$ - | \$ - | \$ 3,843.72 |
| Accrued payroll and benefits | 522.04 | - | - | - | 522.04 |
| Total Current Liabilities | 4,365.76 | - | - | - | 4,365.76 |
| FUND BALANCES (DEFICIT) | | | | | |
| Assigned | - | 12,031.38 | 44,040.12 | 18,501.87 | 74,573.37 |
| Unassigned | 545,328.85 | - | - | - | 545,328.85 |
| Total Fund Balances | 545,328.85 | 12,031.38 | 44,040.12 | 18,501.87 | 619,902.22 |
| TOTAL | \$ 549,694.61 | \$ 12,031.38 | \$ 44,040.12 | \$ 18,501.87 | \$ 624,267.98 |

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the Seven Months Ended January 31, 2024

| | Current MTD | Current YTD | Budgeted Amount | Actual to Budget Variance Over/(Under) | % Used |
|--|--------------------|---------------------|---------------------|--|-----------------|
| REVENUES | | | | | |
| Taxes current year | \$ 17,396.14 | \$ 2,069,112.88 | \$ 2,191,544.00 | \$ (122,431.12) | 94.41% |
| Taxes - previously levied | 2,039.36 | 17,731.27 | 45,000.00 | (27,268.73) | 39.40% |
| Other income | - | - | 200.00 | (200.00) | 0.00% |
| Community services fees | 9,205.00 | 165,150.40 | 113,000.00 | 52,150.40 | 146.15% |
| Interest earned - LGIP | 2,565.78 | 14,003.70 | 7,850.00 | 6,153.70 | 178.39% |
| Interest earned - other | 1.34 | 19.07 | 150.00 | (130.93) | 12.71% |
| Total Revenues | 31,207.62 | 2,266,017.32 | 2,357,744.00 | (91,726.68) | 96.11% |
| PERSONNEL EXPENDITURES | | | | | |
| District Manager | 6,242.00 | 43,694.00 | 75,000.00 | (31,306.00) | 58.26% |
| Library Tech. Manager | 5,062.28 | 33,329.48 | 56,600.00 | (23,270.52) | 58.89% |
| Early Literacy Coordinator | 4,259.60 | 28,335.62 | 48,400.00 | (20,064.38) | 58.54% |
| Payroll taxes | 1,088.45 | 7,392.51 | 17,000.00 | (9,607.49) | 43.49% |
| Health and accident insurance | 5,135.87 | 35,035.14 | 62,850.00 | (27,814.86) | 55.74% |
| Worker's compensation | 0.20 | 404.88 | 650.00 | (245.12) | 62.29% |
| Unemployment | 412.63 | 2,251.08 | 2,500.00 | (248.92) | 90.04% |
| Retirement | 3,295.11 | 22,336.35 | 29,000.00 | (6,663.65) | 77.02% |
| Total Personnel Expenditures | 25,496.14 | 172,779.06 | 292,000.00 | (119,220.94) | 59.17% |
| MATERIALS AND SERVICES | | | | | |
| Transportation | 385.92 | 2,015.62 | 6,000.00 | (3,984.38) | 33.59% |
| Staff training and conferences | 944.64 | 2,021.64 | 4,000.00 | (1,978.36) | 50.54% |
| Board expenses | 1,421.61 | 2,993.77 | 4,500.00 | (1,506.23) | 66.53% |
| Legal fees | - | - | 5,000.00 | (5,000.00) | 0.00% |
| Audit | 6,077.00 | 6,227.00 | 6,550.00 | (323.00) | 95.07% |
| Insurance | 3,483.00 | 3,633.00 | 5,300.00 | (1,667.00) | 68.55% |
| Fiscal management | 1,250.00 | 8,750.00 | 15,000.00 | (6,250.00) | 58.33% |
| Postage | - | 324.20 | 500.00 | (175.80) | 64.84% |
| Office supplies and maintenance | 119.10 | 1,539.91 | 5,700.00 | (4,160.09) | 27.02% |
| Telephone | 158.85 | 1,110.18 | 2,100.00 | (989.82) | 52.87% |
| Rent | 808.62 | 5,660.34 | 10,100.00 | (4,439.66) | 56.04% |
| Ads and notices | - | - | 1,500.00 | (1,500.00) | 0.00% |
| Elections | - | - | 3,000.00 | (3,000.00) | 0.00% |
| Email/website | - | 2,081.88 | 2,525.00 | (443.12) | 82.45% |
| Total Materials and Services | 14,648.74 | 36,357.54 | 71,775.00 | (35,417.46) | 50.65% |
| SPECIAL PAYMENTS | | | | | |
| Tax distribution to cities | 15,548.41 | 1,669,475.29 | 1,789,235.00 | (119,759.71) | 93.31% |
| Community services fee distribution to cities | 7,364.01 | 132,120.31 | 90,400.00 | 41,720.31 | 146.15% |
| Total Special Payments | 22,912.42 | 1,801,595.60 | 1,879,635.00 | (78,039.40) | 95.85% |
| Capital outlay | - | 1,668.19 | 4,000.00 | (2,331.81) | 41.70% |
| Contingency | - | - | 100,000.00 | (100,000.00) | 0.00% |
| Total expenditures | 63,057.30 | 2,012,400.39 | 2,347,410.00 | (335,009.61) | 85.73% |
| Revenues over (under) expenditures | (31,849.68) | 253,616.93 | 10,334.00 | 243,282.93 | 2454.20% |

OTHER FINANCING SOURCES (USES)

| | | | | | |
|---|-----------------------|----------------------|----------------------|----------------------|---------|
| Transfer to Resource Sharing Fund | - | (85,000.00) | (125,000.00) | 40,000.00 | 68.00% |
| Transfer to Capital Reserve Fund | - | (10,000.00) | (10,000.00) | - | 100.00% |
| Total other financing sources (uses) | - | (95,000.00) | (135,000.00) | 40,000.00 | 70.37% |
| Revenues and other financing sources over (under) expenditures and other financing uses | <u>\$ (31,849.68)</u> | 158,616.93 | (124,666.00) | <u>\$ 283,282.93</u> | |
| FUND BALANCE, July 1, 2023 | | <u>386,711.92</u> | <u>363,982.00</u> | | |
| FUND BALANCE, January 31, 2024 | | <u>\$ 545,328.85</u> | <u>\$ 239,316.00</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 Seven Months Ended January 31, 2024

| | <u>Current MTD</u> | <u>Current YTD</u> | <u>Budgeted Amount</u> | <u>Actual to Budget Variance Over/(Under)</u> | <u>% Used</u> |
|---|----------------------|---------------------|----------------------------|---|---------------|
| REVENUES | | | | | |
| Other income | \$ 1,173.50 | \$ 1,173.50 | \$ 150.00 | \$ 1,023.50 | 782.33% |
| Hermiston and courier reimbursement | 19,949.97 | 19,949.97 | 22,000.00 | (2,050.03) | 90.68% |
| Grants - Other | - | - | 3,000.00 | (3,000.00) | 0.00% |
| Total Revenues | <u>21,123.47</u> | <u>21,123.47</u> | <u>25,150.00</u> | <u>(4,026.53)</u> | <u>83.99%</u> |
| MATERIALS AND SERVICES | | | | | |
| Sage Library System | - | 62,693.00 | 59,000.00 | 3,693.00 | 106.26% |
| Courier - County | 30,576.00 | 30,576.00 | 35,000.00 | (4,424.00) | 87.36% |
| Cataloging utilities | - | - | 500.00 | (500.00) | 0.00% |
| Library2Go | - | 13,709.00 | 14,500.00 | (791.00) | 94.54% |
| Programs and training | 152.00 | 1,634.66 | 18,000.00 | (16,365.34) | 9.08% |
| Cooperative programs and activities | - | 1,165.06 | 6,000.00 | (4,834.94) | 19.42% |
| Grant expenses - Other | 196.28 | 196.28 | 3,000.00 | (2,803.72) | 6.54% |
| Marketing | - | - | 5,000.00 | (5,000.00) | 0.00% |
| Total Materials and Services | <u>30,924.28</u> | <u>109,974.00</u> | <u>141,000.00</u> | <u>(31,026.00)</u> | <u>78.00%</u> |
| Contingency | - | - | 31,150.00 | (31,150.00) | 0.00% |
| Total expenditures | <u>30,924.28</u> | <u>109,974.00</u> | <u>172,150.00</u> | <u>(62,176.00)</u> | <u>63.88%</u> |
| Revenues over (under) expenditures | <u>(9,800.81)</u> | <u>(88,850.53)</u> | <u>(147,000.00)</u> | <u>58,149.47</u> | <u>60.44%</u> |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers from General Fund | - | 85,000.00 | 125,000.00 | (40,000.00) | 68.00% |
| Total other financing sources (uses) | <u>-</u> | <u>85,000.00</u> | <u>125,000.00</u> | <u>(40,000.00)</u> | <u>68.00%</u> |
| Revenues and other financing sources over (under) expenditures and other financing uses | <u>\$ (9,800.81)</u> | <u>(3,850.53)</u> | <u>(22,000.00)</u> | <u>\$ 18,149.47</u> | |
| FUND BALANCE, July 1, 2023 | | <u>15,881.91</u> | <u>22,000.00</u> | | |
| FUND BALANCE, January 31, 2024 | | <u>\$ 12,031.38</u> | <u>\$ -</u> | | |

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 Seven Months Ended January 31, 2024

| | <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 | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | 100.00% |
| Revenues and other financing sources over (under) expenditures and other financing uses | <u>\$ -</u> | 10,000.00 | \$ 10,000.00 | <u>\$ -</u> | |
| FUND BALANCE, July 1, 2023 | | <u>34,040.12</u> | <u>34,040.00</u> | | |
| FUND BALANCE, January 31, 2024 | | <u>\$ 44,040.12</u> | <u>\$ 44,040.00</u> | | |

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Seven Months Ended January 31, 2024**

| | <u>Current MTD</u> | <u>Current YTD</u> | <u>Budgeted Amount</u> | <u>Actual to Budget Variance Over/(Under)</u> | <u>% Used</u> |
|---|--------------------|---------------------|----------------------------|---|----------------|
| REVENUES | | | | | |
| State Ready to Read Grant | \$ 9,555.00 | \$ 9,555.00 | \$ 9,320.00 | \$ 235.00 | 102.52% |
| Total Revenues | <u>9,555.00</u> | <u>9,555.00</u> | <u>9,320.00</u> | <u>235.00</u> | <u>102.52%</u> |
| MATERIALS AND SERVICES | | | | | |
| Take Off materials and supplies | 926.13 | 1,145.97 | 3,500.00 | (2,354.03) | 32.74% |
| State Ready to Read material | - | 8,555.91 | 9,320.00 | (764.09) | 91.80% |
| Take Off transportation | 66.87 | 772.09 | 5,000.00 | (4,227.91) | 15.44% |
| Outreach materials and supplies | - | - | 2,000.00 | (2,000.00) | 0.00% |
| Total materials and services | 993.00 | 10,473.97 | 19,820.00 | (9,346.03) | 52.85% |
| Contingency | - | - | 7,540.00 | (7,540.00) | 0.00% |
| Total expenditures | <u>993.00</u> | <u>10,473.97</u> | <u>27,360.00</u> | <u>(16,886.03)</u> | <u>38.28%</u> |
| Revenues over (under) expenditures | <u>8,562.00</u> | <u>(918.97)</u> | <u>(18,040.00)</u> | <u>17,121.03</u> | <u>5.09%</u> |
| Revenues and other financing sources over (under) expenditures and other financing uses | <u>\$ 8,562.00</u> | (918.97) | (18,040.00) | <u>\$ 17,121.03</u> | |
| FUND BALANCE, July 1, 2023 | | <u>19,420.84</u> | <u>18,040.00</u> | | |
| FUND BALANCE, January 31, 2024 | | <u>\$ 18,501.87</u> | <u>\$ -</u> | | |



**Annual Library Service Plans
FY2023 - 2024
Process & Template**

Date: April 11, 2023

To: Library Directors

From: District Director – *Heather Estrada*

As we embark on this coming fiscal year's budgets and plans, I wanted to send out some guidelines for creating your ALSP. The ALSP is due to the UCSLD on May 1, 2023.

Planning is critical to guide how we spend our time and budgets. It is equally important that residents of our District know how their tax dollars are being used to provide library services. These ALSPs, and the reviews we do in the Fall, are the method by which the Board illustrates to tax payers what is happening with the funds that go to your library. And, planning is just a good thing to do. It helps us keep moving in the direction of our vision and mission.

All good plans are based in the community's needs. The UCSLD has a completed City document for each of your individual cities completed and ready to pass on. This document is the culmination of 2 years worth of data gathering and compilation. The Board is doing a final review of it, and I will send it out to you as soon as they are finished.

For your planning, you can use any plan format that works for you. The attached template is one option. If you have a strategic plan, that is another option. Regardless of format, please state your library's vision, highlight your goals, the community needs that are inspiring the goals, and list the activities you will be focusing on for this coming year. If you want to use the priority areas to focus on, indicate the priority driving your goal.

The priority areas, chosen by the directors of the libraries many years ago and updated per your input are below:

- 1. Early Childhood Programs: Focused on early childhood literacy that gets children ready to learn.*
- 2. K-12 Youth Programs: Focused on establishing/maintaining a lifelong relationship between the*

youth and the public library.

3. Adult Programs: Focused on continuing education programs, enhancement of economic viability, and lifelong learning. Includes outreach to seniors and the homebound.

4. Professional Development: Focused on identifying and providing specific training needed by staff, board and volunteers that will strengthen skills, services, and programs.

5. Technology: Focused on significantly increasing web presence and technology resources to provide rural community access to the Internet, jobs, and skill learning.

6. Welcoming/User Friendly Atmosphere: Focused on developing a library that is a friendly, active and welcoming center of rural community life.

7. Effective Library Board: Focused on committed and effective Board, actively engaged in the governance and planning of the library.

8. Friends/Volunteers: Focused on utilizing Friends and Volunteers as active and effective resources to assist with access, services, program delivery, fundraising efforts, publicity and community relations.

9. Community Relations & Marketing: Focused on establishing the library as a vital presence in the community.

Let me know if you have questions. Looking forward to seeing what you have in mind for the next year!



Strategic Plan – 2022-2025

UCSLD Mission:

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

UCSLD Vision for the Future:

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

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

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

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

UCSLD Values:

Integrity
Accountability
Transparency

Community
Inclusion
Fairness

Resourcefulness
Resilience
Creativity

Plan

1. Strategic Direction:

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

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

Needs addressing:

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

A. Goal:

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

Tasks:

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

B. Goal:

The UCSLD continues community needs assessment efforts to better know and understand our community residents.

Tasks:

- Ongoing - The UCSLD continues community needs assessment

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

C. Goal:

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

Tasks:

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

2. Strategic Direction:

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

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

Needs addressing:

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

A. Goal:

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

Tasks:

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

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

B. Goal:

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

Tasks:

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

C. Goal:

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

Tasks:

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

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

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| 3. Strategic Direction: |
| The UCSLD leverages tax dollars to ensure the continuation of excellent, growing library services within the District. |
| <i>The UCSLD was created by a vote of the people to provide library service to the residents of the District, and the Board of Directors continues to be accountable to the taxpayers.</i> |
| Needs addressing: <ul style="list-style-type: none"> ▪ Fiscal responsibility and accountability ▪ Budgets and services impacted by unexpected events ▪ Increased costs ▪ Rapid technological changes |

A. Goal:

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

Tasks:

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

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