



**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, March 28, 2024, 5:30 pm**

425 South Main Street, Pendleton, OR 97801 and

Zoom Link: <https://us02web.zoom.us/j/81452901200?pwd=Vk5QUkUzTTg0ZTBmWUJWaUN4ZzNpUT09>

Meeting ID: 814 5290 1200

Passcode: 628867

One tap mobile +19712471195,,81452901200#,,,,*628867# US (Portland)

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

Meeting ID: 814 5290 1200

Passcode: 628867

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 – February 22, 2024 Board Retreat – March 2, 2024	President	Approval
Calendar Update	Director	
Correspondence	Director	Share at the meeting
Reports	Director	

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – February 2024 ○ Banks & Pool Balances • Staff Monthly Reports 	Director	Share the January Financials
<ul style="list-style-type: none"> • Staff Monthly Reports 	Director	Information
Board Training <ul style="list-style-type: none"> • Feedback from Board retreat 	Director and Board attendees	Discussion
Old Business <ul style="list-style-type: none"> • Credit Card Limit has been raised 	Director	Information
<ul style="list-style-type: none"> • ALSP priorities recap and edits to move ahead with 	Board	Discussion
<ul style="list-style-type: none"> • Fiscal Management Procedure 	Director	Information and updates
<ul style="list-style-type: none"> • Fiscal Management Policy 	Director	Discussion, updates and decision
New Business <ul style="list-style-type: none"> • Salary Scale 	Board	Discussion and decision
<ul style="list-style-type: none"> • City Council visits 	Director	Discussion and invitation
<ul style="list-style-type: none"> • 	Director	Discussion
Good of the order	Everyone	
<ul style="list-style-type: none"> • Next District Board Meeting & Budget Hearing meeting – April 18, 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

February 22, 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 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that we currently have Sharone McCann, John Thomas, Caty Clifton, and Kathy Thew present in the office, thus we have a quorum with four (4) Board Members present. [Nick Nash arrived a few minutes later].

APPROVAL OF THE AGENDA

John Thomas moved to approve the agenda as presented. Sharone McCann seconded the motion. The motion passed unanimously. [Nick Nash arrived.]

PUBLIC COMMENT

None.

MINUTES

Board Meeting: January 25, 2024 – Kathy Thew moved to approve the January 25, 2024; minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada stated she would be out of the office March 6-8, attending local budget law training in Albany on March 6. She also shared that Dea Nowell will be coming the Tuesday of Spring Break, and that Monica Hoffman is going to Hawaii next week.

CORRESPONDENCE

Heather Estrada commented that she had nothing in writing, though she shared that she had received an email from Lili Schmidt (Milton-Freewater PL Director) asking for budget numbers early as she had to have her budget information submitted on the 20th. She was thankful to receive the projected information early.

REPORTS

FINANCIAL STATEMENTS – January 2024

There was some discussion regarding helping out library directors with reimbursements to attend directors' meetings if there is money available in the resource sharing fund, especially when on the opposite side of the County. The Board's consensus was if it is a matter of coming or not, and there is not a city vehicle available and they would need to drive their personal vehicle, yes we could help out with mileage reimbursements.

Nick Nash made a motion to approve the January 2024 financial statements and reconciliations, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada shared that she is thankful for the flexibility of her schedule. Additionally, she shared that she has been attending the BMCC book club and that it is nice to attend an academic discussion of the book that caused such an uproar last fall. She noted that the in-service and summer reading committees are underway – in-service will be April 5, with the current plan of it being in Weston. She stated that she enjoyed the SDAO conference. She also stated that she met with Jordan (Overground – our internet provider) following the SDAO conference as she had received a strange email while there from him. It is really for Ukiah and some of the projects in the works there; Jordan didn't understand how we work. Nick Nash noted that he has a conflict of interest on this topic, as he is working with Jordan on grants with Ukiah. It was also noted that Dea Nowell and Monical Hoffman have had a lot going on.

Board workshop logistics: Prodigal Son is not available as there is a state basketball tournament that weekend and they will not be taking any reservations. Following a bit of discussion, it was decided to see if the Arts Center Board Room is available for the workshop and go out for an early dinner following.

BOARD TRAINING: SDAO CONFERENCE UPDATE AND DISCUSSION

Heather Estrada noted that something that she, Nick Nash, and Sharone McCann talked about is "internal control policy" following one of the sessions at the SDAO conference. Heather noted we have a Financial Management Policy, though it is not really an internal control policy per se. After a bit of discussion, it was suggested that a graphic format added at the bottom of the Financial Management Policy would be helpful and would address this.

Sharone shared that there was nothing earth shattering or particularly new that she learned at the sessions she attended, though they made her think about things again. She thinks that is helpful for everyone.

Nick shared some things for us as a Board to look forward to – training on public meeting law, Paid Leave Oregon policy/process (he will be sharing what he puts together for his work). He also stated he is thankful to be on this Board with kind and reasonable Board Members – the conference reminded him that not all boards are like that. The question was raised if Budget Committee Lay Members may need to take the public meeting law training as well. It was suggested that it might be helpful to mention this to them at the upcoming meeting in case it is necessary.

OLD BUSINESS

SICK LEAVE POLICY APPROVED. FUND POOL TO BEGIN?

Sharone McCann moved to approve funding the new sick leave pool at 40 hours. John Thomas seconded the motion. The motion passed unanimously. Caty Clifton commented about the tracking administrative job that

goes along with this, and Heather Estrada noted that she had sent everything to Rob Tremper for input and has heard nothing back from him yet; though she will be doing the tracking as it is our job not the accountants' job.

STRATEGIC PLAN DISCUSSION IN PREP FOR WORKSHOP

Heather Estrada reminded the Board that next year we will be creating a new strategic plan. Cathy Clifton shared she is not sure what the first direction and dates really mean – what are we trying to do here? John Thomas stated that the County already compiles information on most fronts, so we don't have to recreate this, maybe just direct to there. The question was brought forward for the workshop – how are we doing with this? Also to clarify some things that are vague.

ALSP PRIORITY INPUT FROM BOARD TO TAKE TO DIRECTORS IN MARCH

It was suggested that ALSP is spelled out in the first paragraph. John Thomas shared his suggestions for changes and along with discussion by the Board the following was the reworded priorities:

1. Early Childhood Program: Focused on early childhood literacy that gets children ready to learn.
2. K-12 Youth Programs: Focused on development of a lifelong relationship between the youth and the public library and providing relevant services.
3. Adult Programs: Focused on continuing education, social connections, and outreach to seniors and the homebound.
4. Professional Development: Focused on identifying and providing specific training for staff, board and volunteers that will enhance skills, services, and programs.
5. Technology: Focused on increasing the library's web presence and technological resources which provide local community members' access to the Internet, and the opportunities it offers.
6. Welcoming Atmosphere: Focused on developing a library environment that is friendly, dynamic, and a welcoming center of community life.
7. Effective Library Board: Focused on developing a committed and effective board, that is actively engaged in the governance and planning for the library's mission.
8. Friends/Volunteers: Focused on utilizing the Friends group and Volunteers as active and effective resources to assist and support with delivery of library services.
9. Community Relations & Partnerships: Focused on establishing the library as a vital presence in the community.

Heather Estrada stated she would like to take this to the next Directors' meeting on March 13 and soft talk it up, especially numbers 7 and 8. This edited list will be available the first of the week for review and response before then.

John was thanked for his work on this.

A couple of questions shared to cast vision and spark thoughts: What is the vitality/health of your Friends group? and how many are effective and are they a 501c3?

SALARY EXAMPLES TO SHARE IN PREP FOR WORKSHOP

Heather Estrada gathered a variety of how several in our area of the state do salary schedules and shared it on the Board's SharePoint site. These are presented as a starting point of discussion, as it is something that the

Board must do. It was reminded that we only have three (3) staff positions, and we'll have to determine what to do for today and/or for moving forward. There are a lot of pieces to think about. There was a bit of discussion following that included: we need to look at the historical record and pay situation through the years and adjust accordingly; where does the math come from – comparables; don't we have to consider what we have to work with; organizations say what's important to them through the budget; want to set something up so it is helpful for next time we have to hire and going forward; our most alike district is Lincoln County Library District, however everything is much higher in Lincoln County.

NEW BUSINESS

CREDIT CARD LIMIT RAISE

Heather Estrada noted that this topic was raised because she couldn't use her credit card most of last month due to renting housing for 2 conferences, etc. It was also noted that there was recently a fee for going over by a few dollars, rather than it being declined. The current limit is set at \$1,500 for each of the staff positions. There was discussion about how much would be enough on each of the cards, and it was reminded that we only have the capacity to spend when we need to.

Kathy Thew moved to increase the credit card limit to \$5,000 for Heather Estrada as the District Director, and \$3,000 for both Dea Nowell's and Monica Hoffman's positions. John Thomas seconded the motion. The motion passed unanimously.

CITY COUNCIL VISITS

Heather Estrada stated she is going to Athena's City Council on March 14th. Caty Clifton stated she would go if she is in town. Heather stated that she still needs to get to both Pendleton's and Hermiston's City Councils though neither library director goes very often. It was suggested that Heather just state she is going on a particular date and show up.

AUTO INSURANCE INFORMATION AND QUESTIONS

Heather Estrada noted that she is priming the pump here. Heather noted that Michael, our insurance agent brought this up & Heather brought it to the Board – is it the Board's understanding that the liability on the courier car and we don't really know who is driving it, does our contract with the ESD address this? It was noted if the insurance policy interprets that way – so it would be a question for the insurance agent to answer. Heather stated that we currently pay \$240 per year for insurance on the courier car (Fit) plus gas and maintenance, she would like to float the idea of keeping this vehicle for a while if we purchase a new vehicle next year. And then we swap our oldest vehicle for the courier vehicle when we replace the next one. Heather is thinking of a non-plug-in hybrid. Often there is not a vehicle available when needed like when we attended the SDAO conference and it cost about \$400 for mileage reimbursement.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on March 28, 2024, following the 5:30 pm Budget Committee Meeting.

ADJOURN

John Thomas moved to adjourn the meeting. Kathy Thew seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:35 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell



2/16/24 - Monthly District Director Report

Date:	March 28, 2024 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	February 20, 2024 – March 22, 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
2/20/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
2/20/24	Interveiwed Cecili for GO! article	Phone	Interview for GO! Article information
2/21/2024	GO! Article written and turned in	In-Person	Monthly article on Cecili Longhorn and Stanfield Library
2/21/2024	Staff and Safely Meeting	Teams	Monthly checkin and updates
2/22/2024	District-Wide Programs Committee	Zoom	Summer reading progress updates
2/22/2024	Monthly Board meeting	In-person	Regular monthly board meeting,
2/23/2024	In-Service Committee Meeting	Zoom	Committee meeting to begin planning Spring In-service
2/26/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
2/28-3/1/2024	CIS annual conference	On-Line	Annual conference to be up to date on our medical insurance information
2/28/2024	Discussion with Rob Tremper	Phone	Discussed next year’s budget numbers and new sick leave pool.
2/29/2024	District-Wide Programs Committee	Zoom	Summer reading progress updates
3/1/2024	Complete PERS reporting	On-line	Monthly reporting
3/1/2024	“Let’s Talk @ Race” book club	In-person	Discussion at BMCC

3/1/2024	In-Service Committee Meeting	Zoom	Committee meeting to plan Spring In-service
3/2/2024	Board Retreat	In-Person	Board retreat to discuss salary scales and Strategic Plan
3/4/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
3/5/2024	Save Lives Oregon webinar	Zoom	Webinar on how to use the ordering features.
3/6/2024	Local Budget Law Training	In-Person	Annual training in Albany
3/11/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
3/12/2024	Local Budget Law Training	Zoom	Check against my budget.
3/12/2024	Meeting with Caty Clifton	In-Person	Meeting to discuss salary scale.
3/13/2024	Library of Things conference	Zoom	Conference planned by LEO. Joined to check in and stay up to date.
3/13/2024	Meeting of the Directors	In-Person & Zoom	Bi-monthly meeting for training and encouragement.
3/14/2024	Local Budget Law Training	Zoom	Check against my budget.
3/14/2024	Athena City Council Visit	In-Person	Meet and Greet with Athena City Council.
3/15/2024	In-service Committee Meeting	Zoom	Spring In-service planning
3/18/2024	Interview with Dustin	Phone	Interviewed for March GO! article
3/18/2024	Meeting with Amanda	In-Person	Meeting with Amanda to help her with her budget.
3/18/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
3/19/2024	SDAO training	In-Person	Training for 2024 on OHSA and table-top activities
3/20/2024	Stanfield Annual Awards	In-Person	Attended to support Stanfield Woman of the Year – Cecili Longhorn 😊
3/21/2024	District-Wide Committee	Zoom	Committee reading to move joint summer reading program forward

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Spring In-Service planning has begun, committee formed and ideas and theme planning underway	45%
Audit	Audit finished and filed with State.	100%
Agreements for Library Services	Wording updated. Introduced with Directors and sent out	50%
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	100% + ongoing
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	80%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Survey is open and progress begun	25%
Safety & Staff Meetings	March: Eye of the Storm: Fundamentals of protecting your organization April: Diabetes Awareness (Health Emergencies)	ongoing
ALSP Coming in	Call for 23-24 ALSPPs out. All in	100%
Budget Process	Budget documents out to committee, waiting on Budget committee approval now.	70%

4. Feedback & Accomplishments

- Budget is put together. Waiting for Budget Committee approval to move forward.
- Athena City Council was very welcoming and felt informed on details they weren't aware of in partnership with the District.

5. Upcoming Events – Activities

- March 23 – Ukiah Town Hall Meeting
- March 26-April 11 – Dea in town for work
- March 25-29 – UCSLD staff on courier

- March 28 – Budget committee and Regular Board Meeting
- April 5 – All Staff In-service at Weston Community Center
- April 8-15 – Heather off for family wedding in Mexico
- April 18 – Budget Hearing and UCSLD Regular Board Meeting
- April 23-26 – OLA in Salem – Heather and Monica to attend



Date:	March 28, 2024
Staff Name:	Dea Nowell
Time Period Report Covers:	February 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>
Feb. 2024	405	96	303	16	178	15	0	3
* 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 Milton-Freewater - 5	pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL - 1 in process items: Milton-Freewater PL-1
additionally:	Athena PL - patrons with lost Athena PL items report			
	Helix PL - full inventory report			
	Milton-Freewater PL - full inventory report			

3. Meetings and Site Visits

- Sage Cataloging Committee meeting: 1 (2/6)
- Sage Circulation Committee meeting: 1 (2/13)
- Staff/Safety meetings [via MS Teams]: 1 (2/21)
- Sage Library of Things (LoT) discussion: 1 (2/21)
- UCSLD Board meeting [via Zoom]: 1 (2/22)
- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (2/28)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Cybersecurity Awareness for Employees: Security Awareness Essentials (2/16)
- meet weekly, typically Monday am, with Heather [via MS Teams]: 4 (2/5, 2/12, 2/20, 2/26)

visits to/with District Libraries:

- all libraries - 2 [email]
 - email update to City Library Hours (change of email address @ Echo)
 - email proposed site visit schedule for feedback...
- Adams PL - 5 [email, phone]
 - reply to email ? about what info. needed regarding Playaway items

- reply to email re. a book with a wonky title, asking if we could change to match the cover title – replied cover title is listed as a variant title in bib; title entry comes from title page
 - called looking for more information on a requested barcode change, director not in; spoke to assistant
 - called to let library assistant know I was sending back a batch of cataloging & she should not check in any of the Playaway products as I needed to speak with the director re. shelving location, call #s, etc., first
 - call re. barcode change email; & re. shelving location, call #, etc. for Playaways
- Athena PL - 2 [email, phone]
 - emailed report – patrons with lost Athena PL items
 - call rec'd. re. new/high demand items on circulation stats (circulation modifier used by some libraries – I suggested she include in her stats as is...)
- Echo PL - 1 [email]
 - email reply to ? about who to contact re. renewing circ account – expiring soon; replied I have a note to check & renew all circ accounts in District in a few weeks...
- Helix PL - 6 [phone, email]
 - emailed inventory report
 - returned missed call from library assistant with a question about OCLC's Classify website (discontinued) & what to use instead... sent email following with details (2)
 - rec'd call from library assistant w/ a question about inventory sent – not seeing a particular shelving location listed in worksheets & was given assignment to work on a particular one – she learned how to move across & through worksheets at the bottom
 - reply to email ? from director about how to retrieve a hold inadvertently placed under the Circulation login instead of patron barcode
 - reply to email ? from director about whether I'd rec'd some scans – replied with date they had been returned
- Milton-Freewater PL - 10 [Zoom, email, phone]
 - reply to email ? about book club kits and what template to use... also when would be a good time to chat re. Wonderbooks (3)
 - Zoom w/ cataloger re. cataloging Wonderbooks; explored some options for notes, etc.
 - emailed Wonderbooks guide sheet
 - called cataloger re. email sent – was looking for shelving location for Wonderbooks & I had just sent it up prior to calling her... (2)
 - reply to email ? from cataloger about searching for Wonderbook bibs
 - returned missed call from cataloger re. a question about a name [publisher/distributor/issuing body] on guide I sent for Wonderbooks
 - emailed cataloger re. a couple of OCLC records found for temp bibs
 - called cataloger, following up on an email response to something I sent her re. transferring items attached to a temp bib. to a newly imported bib
 - emailed director full inventory report
- Pendleton PL - 14 [email]
 - reply to email from director/cataloger re. a field not staying deleted – is a system field
 - email reply to director/cataloger ? re. scan preview of items needing bib record (2)
 - reply to email from director about new staff hired who will assist with cataloging – and what comes next for that staff person and another staff person...
 - emailed new staff a welcome, introducing myself, laying out beginning cataloging training steps; & reply (2)
 - emailed parts documentation to director/cataloger
 - emailed director/cataloger re. work schedules of all who are doing or training in cataloging so could plan site visit
 - reply to email ? about what to send for Playstation 5 game to find/create bib record & asked about email sent asking for cataloging site visit availability (3)
 - emailed feedback on CAT3 proficiency test to both training catalogers (3)
- Pilot Rock PL - 1 [email]
 - reply to email asking if I'd received scans from her the previous week – yes, had begun on that morning, and then had to step aside to attend a meeting... [finished all that day]
- Stanfield PL - 3 [phone]

- call re. large print westerns follow-up after Sage Cataloging Mentor mtg. discussion
- returned missed call with ? about who gets credit for check outs on other library's patron cards - my understanding is it is based on checkout location...
- call re. barcode for 2 items - both show same barcode
- Ukiah P/SL - 2 [phone, email]
 - called to ask about spring break courier & site visit; he also updated me a bit on happenings there with grants and bond election coming up...
 - emailed date/time for site visit after double checking with Heather re. courier schedule
- Umatilla PL - 2 [phone, email]
 - called, following up on email re. director being ready for CAT2 test; emailed test & slides after verifying whether what I had was up-to-date (2)
- Weston PL - 2 [phone, email]
 - called to touch base/check in about how doing in new position & w/ cataloging there...
 - email reply to ? re. a bib being incorrectly marked as large print item & not being such
- Beth Ross [Sage Library System - Systems Administrator] - 2 [email]
 - emailed names, & contact info. of 2 new CAT3 catalogers at Pendleton PL (2)

4. Projects and Progress

- been working on temp bib items I looked at last spring & fall trips - ~99% completed
- Spring trip - proposed site visit schedule out & prepping - ~20% completed

5. Accomplishments

- website work:
 - Board meeting agenda, & packet posted
 - Board work session agenda posted
 - posted Heather's EO Go! column (2/27/24)
- Sage Cataloging Mentor:
 - continued work with mentor been working with on a document delineating/identifying items for serial cataloging (email exchanges - 7)
 - emailed Beth Ross &/or Jon Georg asking to post the "Identifying Items for Serials Cataloging" document on Sage Google drive for mentor's final review... (4)
 - emailed a cataloger re. what year(s) volumes at their library are for their Oregon Revised Statutes, as I was cleaning up following a merge to a serial bib for these & needed to add parts (year) to their holdings, & follow-up exchanges (3)
 - emailed Cataloging Committee chair re. March's Mentor mtg. date during spring break...
 - emailed a mentor re. my cleaned up copy of Wonderbook guideline/cheat sheet
 - emailed another mentor who is in charge of the cataloging permissions tests re. CAT2 test to make sure I had the most up-to-date version... (2)
 - emailed Beth Ross re. a couple of updates needed to Cataloging Contact spreadsheet for 2 people in UCSLD
 - re-did/updated parts documentation
 - email reply to a mentor asking ?s of myself and another mentor re. bibs for their early literacy kits (Library of Things type kits)
 - corrected imported bibs from last 2 months for Pendleton PL
 - emailed a mentor regarding how to find a Spanish genre equivalent to an English one...
 - emailed BMCC Lib. director/cataloger regarding site visit possibility (2)
 - emailed CAT3 proficiency test from a cataloger to a mentor who has taken her on...
 - reviewed and provided feedback to 2 Pendleton PL staff's CAT3 proficiency tests
 - emailed redone/updated parts documentation to Cataloging Committee chair
 - new bibs reviewed (Jan. 2024 - total: 124)

Feedback received:

- 2/6/24 - email reply from Cataloging Committee chair & fellow cataloging mentor, Lisa Hauner, after sending her my updated Playaway Wonderbook guide/cheat sheet that I would be sharing with a District cataloger: "Looks great! Your cataloger is a very fortunate putty-tat ☺ That is going to be so helpful for them - We ARE getting quite a few in..."

- 2/14/24 – email reply from Jennifer Costley, Pendleton PL director/cataloger, after replying to her email response about 2023 Oregon Revised Statutes volumes: “I am not a gifted trainer. I think it would be the most helpful if I wait for the document to be updated. Then I can learn it myself, but share it with our new staff as well. If I get hung up using the document we can schedule a virtual session. Thank you for all of your support. The transition has been messy! But I think we will be saving buckets in the long run, and increasing the skill level of existing staff, so it is a win win!”
- 2/26/24 – email from Jennifer Costley, follow up to sending the Parts documentation: “...P.S. Thank you or the monographed parts write up. That was really helpful.”
- 2/29/24 – email from Maura O’Daniel, Pendleton PL circulation supervisor and training in cataloging, after sending feedback to CAT3 proficiency test: “I am excited to learn new things!... See you soon”

6. Upcoming Events - Activities

- Sage Circulation Committee meeting – March 12
- webinar: 2024 web best practices webinar (Streamline) – March 13
- Library of Things discussion – cancelled: due to moving Sage Cataloging Mentor mtg. to date
- Sage User Council meeting – March 19
- Sage Cataloging Mentor meeting – March 20
- webinar: Introduction to generative AI tools (National Library of Medicine – R4) – March 21
- Staff/Safety meeting – March 27
- UCSLD Budget Committee meeting & Board meeting – March 28
- in Umatilla County for in-service, site visits, etc. – March 26-April 11
- 2024 Evergreen International (Virtual) Conference – April 23-24



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:	March 22, 2024
Staff Name:	Monica Hoffman
Time Period Report Covers:	February 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:

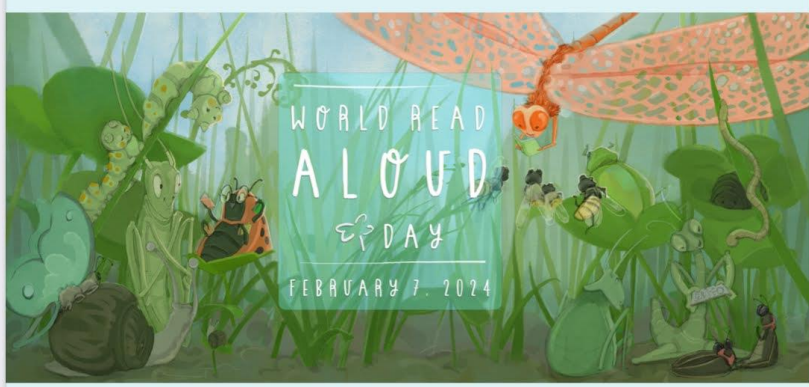
Attendances at Library Storytime's are kept separately as Take Off! Childcare/preschool Storytimes so the libraries can count those attendees for their statistical reports.

Book Box Statistics	Boxes/kits	Books
To Sites with Storytime	42	480
To Sites without Storytime	31	620
Total	73	1100
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	3	41
Adults in Attendance	19	99
Children in Attendance	23	520
Total Attendance	42	619

Meetings and Site Visits:

- Thu Feb 1, 2024 Hermiston
HCDC Storytime with Johanna
HCDC Storytime with Claire
Victory Square Storytime and materials exchange with Nikki
Victory Square Storytime and materials exchange with Andrea.
- Fri Feb 2, 2024 Weston
Weston Public Library with Heather
- Mon Feb 5, 2024 Milton-Freewater
Freewater ECSE Storytime and materials exchange with Sherry
YMCA 3's at Freewater School Storytime and materials exchange with Aiden
YMCA 4's at Freewater School Storytime and materials exchange with Victor
Oregon Child Development Coalition materials exchange with Tifanie
Freewater ECSE Storytime with Sherry
Little Pioneers Storytime and materials exchange with Kayla and Amanda
- Tue Feb 6, 2024 Athena
Athena Public Library Storytime with Stephanie
- Wed Feb 7, 2024 Milton-Freewater
Lil Ardo Storytime and Material Exchange with Maria

Lily's Kids Academy Storytime and materials exchange with Lili
MF Head Start Storytime and materials exchange Linda.
MF Head Start Storytime and materials exchange with Amy.



- Thu Feb 8, 2024 Pendleton

Playtime Education Storytime and materials exchange with Amber
PELC ECSE Storytime and materials exchange with Corrine
PELC Storytime and materials exchange with Bailey and Jacquelyn
PELC Head Start Storytime and materials exchange with Heather
Mindy's In-home Childcare materials exchange
Pioneer Relief Nursery materials exchange with Cheri and MaryChris
PELC ECSE Storytime with Corrine
PELC Storytime with Bailey and Jacquelyn

- Mon Feb 12, 2024 Hermiston

Airport Way Storytime and materials exchange with Ruth
CWELC Kristin Storytime and materials exchange
CWELC Storytime and materials exchange with Rhonda
CWELC Storytime and materials exchange with Yesenia
HCSR/HCSR (Rocky) Storytime and materials exchange with Ayerim

- Tue Feb 13, 2024 Helix

Helix Public Library Storytime with Annette

- Wed Feb 14, 2024 Umatilla

Umatilla Head Start Enhanced Storytime and materials exchange with Janie.
Umatilla Early Head Start Storytime and materials exchange with Favi.
McNary Heights Storytime and materials exchange with Katy.
Umatilla Head Start PM Storytime and materials exchange with Crystal.
McNary Heights Storytime and materials exchange with Katy.

- Tue Feb 20, 2024 Stanfield

Stanfield Patriot Heights Storytime and materials exchange with Ruby
Stanfield Elementary Storytime and materials exchange with Debbie and Stacey
Stanfield Public Library Storytime with Cecili
OCDK Storytime with Jaime materials exchange with Kimberly
Stanfield Elementary Storytime with Debbie and Stacey

- Wed Feb 21, 2024 Pendleton

Staff and Safety Meeting
Elsie's In-home Childcare Storytime and materials exchange
Jen's In-home Childcare Storytime and materials exchange

CSD New and Noteworthy Book workshop

- Thu Feb 22, 2024 Hermiston

Punkin Center Storytime and materials exchange with Payton

Punkin Center Storytime and materials exchange with Becca

Punkin Center Storytime and materials exchange with Charmayne

Good Shepherd Pre-K storytime and materials exchange with Tigers and Otters

Good Shepherd Toddler storytime with Monkeys, Giraffes, and Penguins

Bethlehem Lutheran Preschool materials exchange

Misty's In-home Childcare materials exchange

Punkin Center Storytime and materials exchange with Payton

Punkin Center Storytime and materials exchange with Becca

Punkin Center Storytime and materials exchange with Charmayne

- Fri Feb 23, 2024 Adams

Adams Public Library Storytime with Amanda

Projects and Progress:

- Oregon Ready to Read 2024 Grant. 17% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

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



UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT



Financial Management Policy

I. Introduction

These guidelines are designed to:

- Protect the assets of the UCSLD;
- Ensure the maintenance of accurate records of the UCSLD's financial activities;
- Provide a framework of operating standards and behavioral expectations; and,
- Ensure compliance with federal, state and local legal reporting requirements

Exceptions to written policies may only be made with the prior approval of the Board of Trustees. Changes or amendments to these policies may be approved by the Board of Trustees at any time. All personnel with financial responsibilities are expected to be familiar with and operate within the parameters of these policies.

II. Accounting

The UCSLD's accounting system shall be designed specifically to:

- Assemble information on all finance-related transactions and events.
- Provide the ability to analyze all data collected.
- Classify data according to the chart of accounts.
- Record data in the appropriate books of accounts.
- Report data to management and outside parties in an appropriate format and in a timely manner.
- Maintain accountability of assets.
- Retain data according to the State of Oregon's retention schedule for special districts.

The accounting system shall include:

- A general ledger.
- Subsidiary journals as necessary, including revenue, expenditures, and payroll.
- Written documentation supporting, authorizing, and explaining individual financial transactions including invoices, bank statements, purchase orders, payroll, transfers, etc.
- Any other data deemed necessary to prepare financial statements.

III. Fraud Prevention

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.

All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities;

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- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files);
- Improprieties in the handling or reporting of financial transactions;
- Misappropriation of funds, securities, supplies, inventory or any other asset (such as furniture, fixtures, equipment, materials), including assets of the UCSLD, patrons, suppliers, or others with whom there is a business relationship;
- Authorizing or receiving payment for goods not received or services not performed;
- Authorizing or receiving payments for hours not worked or expenses not accrued and documented;
- Profiteering as a result of insider knowledge of UCSLD activities.

Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Trustees and employees are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Any Trustee or employee who knows or suspects fraud or related misconduct shall report that to the President of the Board of Trustees or the District Director.

When fraud or related misconduct is reported, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and UCSLD policies/procedures. During or following the investigation, the Board may choose to consult with legal counsel and take appropriate steps to minimize recurrence.

IV. Investment Policy

It is the policy of the UCSLD to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands.

All investments will conform to all applicable laws and regulations governing the investment of public funds.

A. Objective

The Primary Objectives of the UCSLD's financial investments are, in priority order:

- Safety of Principal – Safety of principal is the foremost objective. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.
- Liquidity – The UCSLD's investment portfolio will remain sufficiently liquid to enable the UCSLD to meet all operating requirements which might be reasonably anticipated.
- Return on Investments (Yield) – The UCSLD's investments should generate the highest available return without sacrificing the first two objectives.
-

B. Funds

The Board may establish funds for money and securities of the UCSLD. All monies from whatever source derived will be receipted into funds established by the Board under authority of law.

C. Delegation of Authority

The District Director and Board shall implement the investment program and establish investment procedures consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy.

D. Deposit Requirements

The UCSLD's Board of Trustees shall designate its public depositories. Any eligible financial institution that has offices within the State of Oregon may become a public depository of the funds of the Library.

E. Reporting

The District Director shall provide the Board with monthly reports which clearly provide the following information regarding the investment portfolio:

- types of investment and cash position
- depository institutions,
- principal balances

F. Ethics and Conflicts of Interest

Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.

G. Electronic Transfers

The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:

- Direct deposit of telecom tax funds and credit card receipts
- All investment transfers for certificates of deposit and savings accounts authorized by the Board
- Payroll for UCSLD employees and fees associated with payroll processing
- Health insurance payments for UCSLD employees
- Utility payments, Internet and telecom service payments
- Credit card payments
- Other services with a monthly subscription cost or contract payment as approved by the Board of Trustees
- To satisfy long-term bond or debt obligations when required by a depository trust company

The Board or District Director will maintain appropriate documentation of the transactions so these may be audited as required by statute.

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H. Personal Use of District Assets

Neither the District Director nor any Board member will use or permit the use of UCSLD funds, vehicles, equipment, telephones, materials or property for their own personal benefit or profit. Neither the District Director nor a Board member will ask or require a UCSLD employee to perform services for the personal benefit or profit of a Board member or the District Director. The District Director and all Board members will safeguard UCSLD property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

I. Segregation of Fiscal Duties and Internal Controls

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the UCSLD will assist the Board in maintaining adequate fiscal oversight of the expenditure of funds.

V. Control Policies and Procedures

The UCSLD follows these policies and procedures to ensure control and an effective accounting system:

- All financial transactions shall conform to standard accounting procedures and Oregon Revised Statutes and Administrative Regulations (ORS).
- All transactions are authorized properly.
- Duties are segregated. As much as is practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, and (3) take custody of the assets resulting from the transaction.
- Accounting records and documentation are designed and maintained properly.
- Access to assets and records is controlled.
- Accounting data is reviewed periodically and compared to underlying records.
- All financial records are retained and secured in accordance with ORS .
- Records no longer required to be retained are destroyed securely.
- Payroll records and processing are reviewed periodically.
- Physical assets are reviewed periodically and an inventory is maintained.
- The District Director shall submit the prior month's financial report to the Board of Directors with the packet for the regular monthly meeting.
- Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
- Annual audits shall be performed in compliance with ORS and generally accepted accounting principles (GAAP) for governmental entities.

VI. Cash and Purchasing

The UCSLD shall follow these specific policies for cash and purchasing:

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Adopted – February 15, 2018

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- A. Cash disbursement:
 - Check-signing authority is limited to the District Director and every Board Trustee
 - Two signatures are required on each check.
 - Some regularly-recurring bills and payments may be paid electronically by the District Director or designee. Bills and payments authorized to be paid electronically shall be established annually by Board resolution. Invoices must be retained and reviewed by the Board of Trustees.
 - Authorization of payment is required by the District Director or designee.
 - Original invoices shall be attached to checks before signing.
 - Pre-signing any check is prohibited.
 - Blank checks are prohibited.
 - Checks shall be numbered sequentially.
 - The check stock shall contain security safeguards to prevent fraud.
 - The check stock shall be secured and use shall be documented.
 - Voided checks shall be defaced and retained in the financial records.
 - Signature stamps are prohibited.
- B. Cash handling
 - Deposits shall be performed weekly.
- C. Petty Cash handling
 - The Petty Cash fund is to be used for small purchases or for purchases to solve an immediate need when a UCSLD-issued credit card is not available or is not practical to use.
 - The UCSLD will maintain a Petty Cash fund of \$75.00 in a locked space. Only the District Director and Staff should access these funds. Transactions should be reimbursed only with a receipt. At any time total cash and receipts will equal \$75.00.
 - When cash is low, the District Director can request funds equal to the total amount of receipts to replenish the Petty Cash fund. The request is made by submitting the Petty Cash log with receipts to the Accountant.
 - The District Director or Board may conduct an unscheduled check of all Petty Cash funds to insure proper handling.
- D. District Director and the Board shall review bank account reconciliations monthly.
- E. Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds.
- F. Banking shall be conducted according to ORS and applicable accounting practices.
- G. Purchasing
 - Original invoices shall be required.
 - Employees of the UCSLD shall not serve as independent contractors to the UCSLD.
 - Employees of the UCSLD shall not accept consideration from an outside entity while performing UCSLD duties.
- H. Vacation reserve
 - The UCSLD shall retain a vacation reserve of at least 75 percent of all employees' outstanding vacation and holiday accrual.

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I. Expenditures approval

- The Board shall approve all expenditures for supplies, materials, equipment, or any contract obligating the UCSLD in excess of \$3,000 with the following exceptions:
 - Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed \$3,000. Such purchases must be approved by the Board President and comply with ORS.
 - Payments of monthly statements, composed of individual invoices not exceeding \$3,000, incurred while conducting regular library business such as purchasing office supplies, fuel for UCSLD vehicles or paying credit card statements.
 - Regular payments on contracts that have been pre-approved by the Board.
- The District Director shall authorize all expenditures or contracts up to \$3,000 except Contracts for legal services.
 - Total expenditures within a budgetary fund category (e.g. Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board.
- UCSLD credit card limits are set by the Board when they approve the card use for personnel.

VII. Credit Cards

The UCSLD may utilize credit cards to facilitate a predefined set of small (typically under \$1000) routine purchases of budgeted items, subject to subsequent approval, administered by employees who are both accountable and responsible for the related transactions subject to prudent financial controls. As provided by the policy, the District Director is the administrator of the district credit cards. The District Director follows the policies and procedures set out in this policy.

The credit card is issued by the bank used by the UCSLD. The cards are the property of the UCSLD and are issued to employees by the bank after Board approval. The UCSLD credit card shall be used only to charge official UCSLD purchases. Monthly, the billing statements and the purchase receipts are submitted by cardholders and then reviewed and reconciled by District Director and sent to the Accountant for payment.

A. Credit Card Limits

Limits will be set for each cardholder by the Board. These may include: a single transaction purchase limit; Spending limit allowed per day; Spending limit per month; Credit Card spending limit.

B. Restricted Purchases

The following is a list of restricted purchases:

Examples of Authorized Purchases

Professional Dues

Office and Other Supplies

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Conference Registrations & Travel
Equipment Supplies
Event Refreshments
Subscriptions
Repair and Maintenance
Room Rentals
Training Programs
Operational Supplies
Books and Videos

Examples of Blocked Purchases

Cash Advances
Adult Entertainment
Tobacco Products
Cash Refunds
Controlled Substances
Alcoholic Beverages

Examples of Unauthorized Purchases

Any Personal Items or Use
Unbudgeted Items
Personal Service Contracts
Unsecured Internet Purchases – non-https:// sites
Trade Service Agreements
Purchase Requiring 1099 Form

Exceptions to the above may be granted by the District Director on a limited basis upon a showing of sufficient justification or extenuating circumstances.

C. Reconciling Accounts

Each transaction on the monthly billing statement is compared with receipts submitted by the purchasing staff member and assigned an account number before being sent to the Accountant for payment.

D. Paying the Bill

The UCSLD credit card(s) will be paid in full each month after reconciliation with the receipts

E. Responsibilities

- The District Director will:
 - Provide administrative oversight for successful operation of the credit card program

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- Ensure that appropriate procedures are in place and approve all special procedure issues.
 - Update the credit card procedures for UCSLD as needed
 - Verify that funds are budgeted for the transactions of UCSLD cardholders
 - Review and audit credit card data and transactions.
 - Monitor cardholder compliance with UCSLD rules
 - Reconcile the monthly billing statements to appropriate submitted receipts
 - Monitor cardholder purchases during the month
 - Report lost, stolen or fraudulent use of the credit cards to the credit card vendor.
- The Cardholder is responsible for:
 - Treating the UCSLD credit card with the same care as they do with their own personal credit cards. The card should be maintained in a secured location and the account number should be carefully guarded.
 - Only the individual whose name appears on the face of the card is entitled to use the card. The card shall not be loaned to another individual for any reason.
 - Obtaining purchase documentation (sales receipt, itemized packing slip, service receipt, etc.) from the merchant for every purchasing card transaction to support the purchase. If someone other than the cardholder receives the shipment or service, the cardholder is still responsible for obtaining the supporting documentation.
 - Receipts shall be given to the District Director who will reconcile the card purchases to the monthly billing statement on a timely basis. Failure to do so will result in a loss of cardholder privileges.
 - Working with the merchant to correct any problems, exchanges or credits.
 - Not accepting cash in lieu of a credit card credit for returns.
 - Reporting a lost or stolen card to the card issuer immediately. Also notify the District Director as soon as possible.
 - Returning the credit card to the District Director upon termination of employment, upon change in employment that no longer requires a credit card or upon request from the District Director or the Board
 - Not misusing the credit card. Failure to comply with the Credit Card policy and procedures and other UCSLD policies that relate to purchases will result in the revocation of purchasing card privileges. If the purchasing card is used for unlawful or improper purposes, the employee may also be subject to disciplinary action for that misconduct.

VIII. Personnel

Employment policies shall include procedures that reasonably protect UCSLD assets:

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A. Employment applications shall include:

- A statement that false information or misrepresentation can be cause for disqualification or dismissal.
- A criminal background check with candidate's written approval.
- Reference checks.

B. Appropriate staff supervision

C. Rotation of duties/cross-training.

D. Communication and confirmation of policies and ethics

E. Employee and financial contractor fidelity coverage (bonding) is required (when applicable)

F. Staff Reimbursement for Purchases

Staff members may occasionally need to purchase materials for the Library with their personal funds. Staff may submit itemized receipts for these purchases to the Director and pending Director and Board Approval a reimbursement check will be issued within 30 days.

G. Staff Reimbursement for Travel Expense

Employees will be reimbursed for travel expenses incurred in the performance of their work. Any cost incurred should be the most economical with the District's best interest.

Any employee of the District incurring expenses for District related business shall be reimbursed as follows:

Official travel in privately owned vehicles shall be reimbursed in accordance with the rates as set forth in the UCSLD travel policies and procedures.

Air travel shall not be first class unless other rates are unavailable. Under reasonable circumstances, or for necessary expediency, the Board may authorize other travel means.

Lodging shall be reimbursable at the actual expense. Receipts must be provided for all lodging.

Parking, tolls, and public transport shall be reimbursable at the actual expense. Receipts must be provided for all parking, tolls and public transport.

Conference and registration fees shall be approved in advance by the District Director, and may be prepaid when necessary and appropriate.

Use of rental vehicles is allowed when more feasible than other types of available transportation.

The UCSLD will reimburse an employee for meals at required training sessions. Oregon per diem rates apply. All expenses should be reported on the Travel Expense Reimbursement Form and submitted for Director and Board Approval.

Other necessary expenses which were unforeseeable prior to travel may be approved by the Board upon presentation of documentation of the need for such expense.

Expenses not in compliance with the travel expense policy will not be reimbursed or paid by the Board, e.g. costs incurred by family members or staff attendance at events not approved by the Director or the Board.

IX. District Assets and Capital Outlay

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Adopted – February 15, 2018

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The District Director shall not allow assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, s/he may not:

- A. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses.
- B. Subject facilities to improper use or insufficient maintenance.
- C. Unnecessarily expose the UCSLD, its Board, or staff to claims of liability.
- D. Make any purchase (1) contrary to state statutes and regulations concerning conflicts of interest; (2) of over \$500 without having obtained comparative prices and quality; (3) of over \$3,000 without evaluating a balance of long-term quality and cost. Such evaluation shall be presented to the Board to use as they make their decision.
- E. Fail to protect intellectual property, information, and files from loss or damage.
- F. Receive, process, or disburse funds under insufficient controls to meet the Board-appointed auditor's standards.
- G. Fail to follow state law regarding investment of capital assets in secure instruments.

Capital outlay shall include expenditures on the following:

- A. Land acquisition or improvement, including improvements and installations on the grounds;
- B. Building construction, expansion, or remodeling;
- C. Installation, addition, or replacement of major building systems such as heating and cooling, electrical, plumbing, and other services;
- D. Shelving;
- E. Depreciable equipment, which includes items that have an anticipated useful life exceeding one year, cost \$5,000 or more, retain their original shape and use, and are nonexpendable.

Equipment, including nonexpendable equipment costing less than \$5,000, must be inventoried.

X. Surplus Property

Surplus property is defined as any personal property of the UCSLD that has been determined by the District Director or designee as being of no use or value to the District. See the Surplus Property Disposal Policy for details.

UCSLD PROCEDURE MANUAL

PROCEDURES FOR DISTRICT
OPERATIONS

Updated December 2022



P.O. Box 1689, 425 South Main Street
Pendleton, OR 97801
director@ucslid.org
541-276-6449 – www.ucslid.org

UCSLD Procedure Manual

UPDATED DECEMBER 2022

Calendar

JULY OVERVIEW

DUE DATE	WHAT	WHO
July TBD by CIS	Health Benefits: CIS Request for Coverage (RFC) due	District Director (DD)
July	Update CIS with new salaries that begin 7/1	DD
July Board Meeting	Annual Meeting	DD & Board
July Board Meeting	Annual Library Service Plan: Approve Review Process & set dates for meetings	DD & Board
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	
July 15	Budget – Required submission to Assessor – Do this as soon as possible after budget is approved by the Board	DD
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	

AUGUST OVERVIEW

DUE DATE	WHAT	WHO
August	Finalize audit documents, write management discussion and analysis and submit to auditor	DD
August 1	Annual Library Service Plan – Send out Review Process & confirm dates with Board members	DD
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
August 31	Ready to Read - Application due	Early Literacy Manager

Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	
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SEPTEMBER OVERVIEW

DUE DATE	WHAT	WHO
September	Annual Library Service Plan – Review Meetings	Board & DD
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	DD

OCTOBER OVERVIEW

DUE DATE	WHAT	WHO
October	Annual Library Service Plan – Review Meetings	Board & DD
October	Check for new GSA per diem rates - https://www.gsa.gov/travel/plan-book/per-diem-rates - Update travel request form	DD
October 10	City/School District Budget – due to the UCSLD	Cities/ School District
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
October 31	Annual Library Service Plan – Review reports due to the UCSLD	Library Directors
October 31	State Library Statistical Report – Report due to the State Library of Oregon	Library Directors
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	DD

NOVEMBER OVERVIEW

DUE DATE	WHAT	WHO
November 10	State Library Statistical Report – Copy of report due to the UCSLD	Library Directors
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	DD

DECEMBER OVERVIEW

DUE DATE	WHAT	WHO
December	Courier – IMESD billing due	DD
December	During election years, the County sends a letter asking DD to confirm the positions that are up for re-election – make any changes if a Board Director has been appointed during the year, sign and return (make a copy)	DD
December 1	Ready to Read – Final Report due	Early Literacy Manager
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
December – week between Christmas	Courier – UCSLD delivers courier items	UCSLD Staff
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	DD
December 31	Close out any calendar year duties	DD
December 31	Finalize any audit tasks	DD and auditor

JANUARY OVERVIEW

DUE DATE	WHAT	WHO
January	CS Jackson Historical Grant – Beginning the process	DD

January	Update the travel request form for 2023	
January	Board Retreat/ Working Meeting	Board & DD
January	Meetings of the Directors – set meeting dates and times, sign up for committees, plan for SRP	Library Directors & DD
January	Board Meeting – <ul style="list-style-type: none"> • Board appoints District Director as Budget Officer • Approve Budget Committee Members • Reviews budget calendar 	Board & DD
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	DD

FEBRUARY OVERVIEW

DUE DATE	WHAT	WHO
February	Budget – Send information out to the Budget Committee	DD
February	During election years, the election process begins	County
February 1	City Audits – city audits due to the UCSLD	Cities/ School District
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
February 15	Budget – UCSLD sends estimated budget to the library directors	DD
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	DD

MARCH OVERVIEW

DUE DATE	WHAT	WHO
March	Finalize Budget Figures	DD

Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	DD

APRIL OVERVIEW

DUE DATE	WHAT	WHO
April	Budget – Budget Committee Meeting	Board & DD
April	UCSLD Strategic Plan update due May 1	DD with Board approval
April	Appoint a lead Board member for the District Director performance appraisal and peer review activities	
April	CS Jackson History Grant – Finalize and compile and write grant report letter	DD
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	DD

MAY OVERVIEW

DUE DATE	WHAT	WHO
May	Annual Performance Reviews – Process begins with peer reviews, self-assessments, etc.	DD
May	Budget – Budget Hearing during the Board Meeting	Board and DD
May 1	Library Annual Library Service Plans/ Strategic Plans due to UCSLD	Library Directors
Around the 10 th of the month	Billing to Dickie & Tremper (D & T)	DD
Last week of month	Billing to D & T – at least three days before pay day (last working day of the month)	DD

May/June	Budget – Submit the final budget documents to the County Assessor and County Clerk’s offices	DD

JUNE OVERVIEW

DUE DATE	WHAT	WHO
June	Performance Appraisals - Complete	DD & Board
June	Board meeting – <ul style="list-style-type: none"> Budget hearing District Director performance appraisal executive session Finalize fiscal year 	

Procedures

AUDITS

Time	What	Who
June	Send an engagement letter from the auditor, Kristie Shasteen of Barnett & Moro (B & M)	Auditor
Throughout fiscal year	Keep a file available to hold documents and information for the audit	UCSLD
July/ August	Send a letter listing the documents needed for the audit, letters that need transferred to letterhead and sent back to B & M, and other items	Auditor
July – September	Compile the documents and items needed for the audit. Work with D & T to get the items they hold. Most items go on a flash drive from D & T and from UCSLD	UCSLD & D & T
Before September 15	Write the Management Discussion and Analysis draft based on the B & M template	UCSLD
Before September 15	Deliver all documents and flash drives to B & M office in Hermiston	UCSLD

BILLING & PAYROLL

Billing Procedure

Time	What	Who
Monthly	Confirm with Dickey & Tremper (D & T) staff the billing time frames and board meeting dates for financial statements	
Anytime	Receive bills	UCSLD
As necessary	Receive deposits – take to D & T for deposit noting the income account (See Attached Chart of Accounts) to which it will be deposited	UCSLD
As necessary	When invoicing another entity, notify D & T of the anticipated revenue	UCSLD
At least two times a month	Log the bills into the billing log (on the Board's SharePoint site) assigning an expenditure account (See Attached Chart of Accounts) <ul style="list-style-type: none"> <input type="checkbox"/> First of month – around the 9 – 12th <input type="checkbox"/> Last of month – around the 25th 	UCSLD
At least two times a month	Make scans and copies of invoices and information needed by UCSLD <ul style="list-style-type: none"> <input type="checkbox"/> Scans are for the Board members to review when they initial the billing log <input type="checkbox"/> Print copies are kept in the UCSLD and D & T files <input type="checkbox"/> Depending on the vendor, an additional copy needs to be sent with the check 	UCSLD
Each billing cycle	Upload the billing folder with scans of invoices to the Board SharePoint site	
Each billing cycle	Contact the Board members by text to ask them to initial the bills for the billing period	UCSLD
Each billing cycle	Total the amount of all bills and make a transfer if necessary – transfers from LGIP take two business days to complete	UCSLD
Each billing cycle	Take the billing items to D & T Can be sent electronically if out of town, etc.	UCSLD
Each billing cycle	Bill pay and checks are created	D & T
Each billing cycle	D & T lets DD know that checks have been cut and are ready for pick-up	D & T
With financials and 2 nd billing cycle	D & T sends a flash drive with QuickBooks update and other pertinent documents with the checks**	D & T

Each billing cycle	Contact the Board members to see who can come in and sign the checks	UCSLD
As necessary	Board members sign the checks	UCSLD
Each billing cycle	Prepare bills and checks for mailing/delivery with appropriate items kept for files	UCSLD

**Depending on account activity between billing; if there is activity between the check cutting, a backup is sent.

Specific Bills

See Billing Log Attachment for further detail

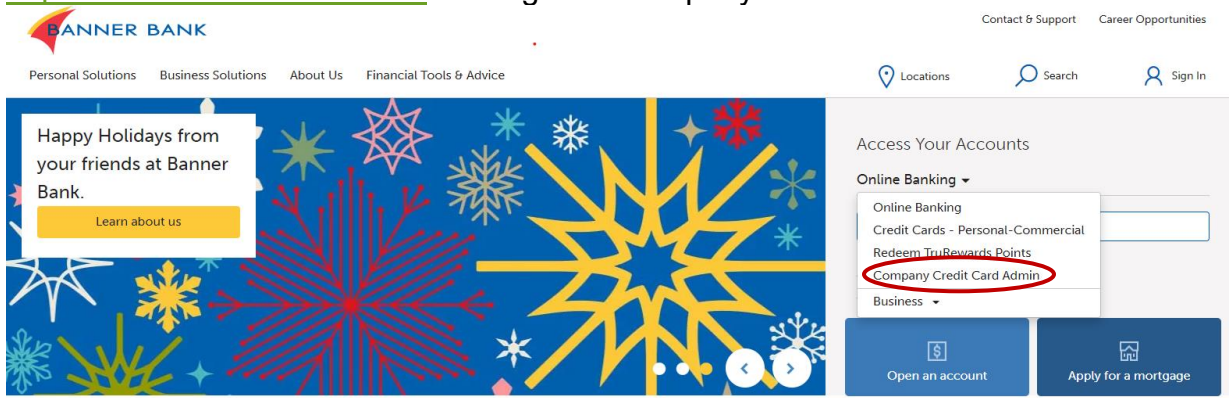
1st of the Month:

- Verizon
- Credit Cards
- Dickey & Tremper
- Tax Distribution
- Various other bills

Verizon bill, go to

<https://sso.verizonenterprise.com/account/business/login/unifiedlogin?goto=https%3A%2F%2Fb2b.verizonwireless.com%3A443%2Fsms%2Famsecure%2Flanding%2Foverview.go> and log in with username and password. Click on the billing link for the current invoice. It can be downloaded as a PDF.

Credit Card statements come in the mail. For checking accounts between billing, go to <https://www.bannerbank.com/> and log in to Company Credit Card Admin.



Dickey & Tremper – they provide an invoice each month. Also, a monthly price is set each budget year.

Tax Distribution – see Tax Revenue and Distribution above

End of the Month Billing and Payroll:

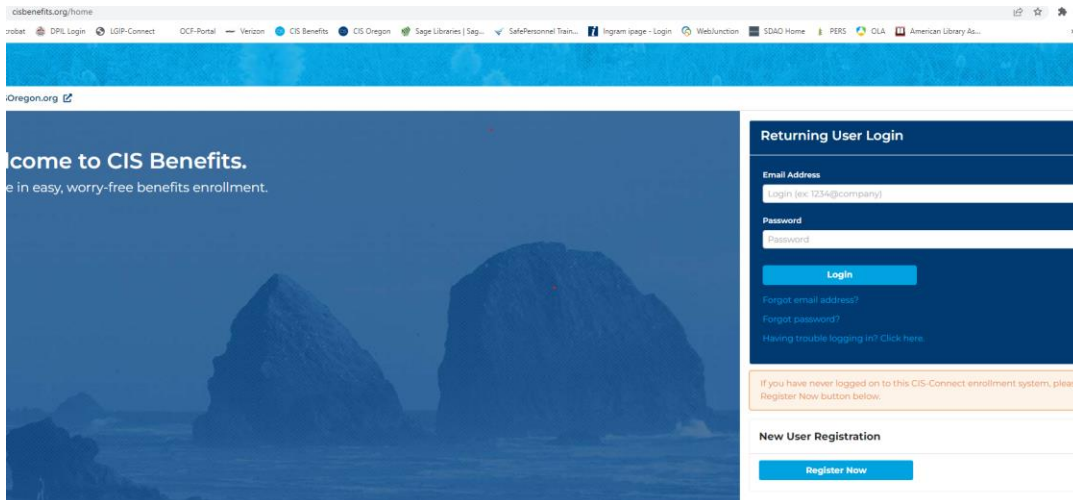
- Rent
- Payroll
- CIS Health Benefits
- Various other bills

Rent - paid on the first day of the next month – go to Old West Federal Credit Union and pay to Two Stone Properties, for 425 S. Main Street, Pendleton and get a receipt. Attach receipt to check stub.

Payroll –

- Determine when timesheets are due
- Work with staff to submit timesheets so that D & T have at least two business days to do the direct deposit for payroll.
- Review and approve timesheets for staff members.
- Pay is direct deposited for staff
- Using Payroll Detail Summary, submit information for PERS reporting
- Send Dea her pay stub by mail

CIS – go to <https://www.cisbenefits.org/home> and log in



The screenshot shows the CIS Benefits website home page. The page has a blue header with the text "Welcome to CIS Benefits." and a large image of a rocky coastline. On the right side, there is a "Returning User Login" section with fields for "Email Address" and "Password", a "Login" button, and links for "Forgot email address?", "Forgot password?", and "Having trouble logging in? Click here.". Below the login section is a "New User Registration" section with a "Register Now" button.

- Choose the Administrative option.
- Go to Billing and select “View Interactive Invoice.”
- Click Start
- Print and Save PDF – make two copies
- Click Next
- Click button for “Use Check”
- Click Submit
- Click Print

- And you are finished

BOARD OF DIRECTORS – MEETINGS, ETC.

- Annual Meeting at July regular meeting (check Board Duties and Responsibilities Policy)
 - Oath of office for new Board members (have a notary present)
 - Board Elections – President, Vice-President
 - Appoint District Director as Secretary, noting that they may delegate note-taking and other duties as necessary.
 - Set regular meeting dates for the year (set dates for November and December and other times when the Board will meet at other than the regular meeting date.)
 - By resolution, Board gives authority to use electronic payment by ACH and Bill Pay for expenditures.
 - Typically – auditor contract, financial services contract, and any others
 - Annual UCSLD Calendar presented
 - Annual Library Service Plan Review process for Board Approval
- Regular Meetings
 - See Board Duties and Responsibilities Policy for details.
 - Before the meeting
 - Prepare the packet, following up on any tasks from the board meeting
 - Draft minutes need to be reviewed following the meeting
 - Send an agenda and packet out one week before the meeting (must post the agenda 5 working days before the meeting).
 - Agenda is the list of the Board’s business. The packet contains agenda, draft meeting minutes from the last month’s meeting, financial statement, staff reports and any other supporting documents for the meeting.
 - Post the agenda and packet on the website; agenda on the office window
 - Email the agenda and link to the packet on website to City/School District contacts, the media and library directors
 - For the meeting
 - Set up computer, TV, camera, microphone and office desk
 - Gather documents needed
 - Begin Zoom and admit visitors into the meeting
 - Assist Board President with meeting
 - Ensure minutes are being taken
 - After the meeting
 - Review the draft minutes
 - If applicable, scan and file appropriately the signed resolutions
 - Prepare for the next meeting, following up on any tasks from the board meeting
- Board Retreat/Work Sessions
 - These are scheduled usually around January/February

- They can be on a current topic that needs more sharing of information or something new that the Board wants to learn or preparing for strategic planning or some other upcoming activity
- Board Training
 - Sometimes this is guided by what the SDAO Best Practices are for the year and other times it is sharing District Director learning or something the Board members want to know.
- Board as District Director Supervisors
 - At the April meeting, the performance appraisal process is outlined and a lead Board member is appointed.
 - Peer review solicitation is sent out in May by lead board member
 - In May or early June, the District Director completes the self-appraisal and work plan portion of the appraisal and posts on Board's SharePoint.
 - The Board members all submit their comments to the appraisal by the June meeting.
 - At the June meeting, the Board holds an executive session to go over the performance appraisal with their employee.

BUDGET

Time	What	Who
October of current fiscal year	Go to the Umatilla County Tax and Assessment Report page - https://www.co.umatilla.or.us/departments/at/tax-report and download the form 4a for the UCSLD – Taxing District number 690	DD
December – January	Contact Budget Committee members to see who will return	DD
January Board Meeting	Board appoints the Budget Officer, confirms the budget committee and the draft budget calendar	
By February 15	Send a letter to the Library Directors and City contacts with the anticipated tax revenue distribution and community service fees distribution based on the current Agreement's multipliers	DD
	Follow the process for noticing the budget per the OR Department of Revenue's local budget law instructors	DD
April	Budget committee meeting	
May Board Meeting	Hold final budget hearing and Board approves the budget	Board
Before 7/15	Deliver two copies of the resolution and Form LB-50 to Umatilla County Assessor	DD
Before 7/15	Send pdf packet of compiled Budget documents to Umatilla County Clerk's/Record's Office.	DD

FINANCIAL STATEMENTS

Time	What	Who
Monthly	Confirm with Dickey & Tremper (D & T) staff the billing time frames and board meeting dates for financial statements and reconciliations – Board Packets go out one week in advance of the meeting.	DD
At the first of the month	Send Banner Bank*, Columbia Bank and LGIP statements to D & T	DD
As arrive	Send PERS emails and statements to D & T	DD
Mid-month	Notified that Financials are ready for pick up	D & T
	Review the Financial Statements and reconciliations <ul style="list-style-type: none"> <input type="checkbox"/> Note if there are outstanding checks <input type="checkbox"/> Note if there is any unusual activity to explain to the Board <input type="checkbox"/> Note if there is a transfer needed from General Fund to any other fund <input type="checkbox"/> Note if any fund areas (Personnel Services, Materials & Services, Capital Outlay, etc.) may be overspent 	UCSLD
For Board Packet	Add Financial Statement to the Board packet to go out for review and posting	UCSLD
For Board SharePoint site	Add the reconciliations, general ledger and financials to the Board SharePoint site under Documents/ Financials/ 2022_ Meetings/ MonthYear	UCSLD

*Banner Bank statements are available online – they do not come in the mail. Go to <https://www.bannerbank.com/> and sign into online banking.

The screenshot shows the Banner Bank website interface. At the top left is the Banner Bank logo. Navigation links include Personal Solutions, Business Solutions, About Us, and Financial Tools & Advice. On the right, there are links for Contact & Support, Career Opportunities, Locations, Search, and Sign In. A large holiday-themed banner features snowflakes and the text "Happy Holidays from your friends at Banner Bank." with a "Learn about us" button. On the right side, under "Access Your Accounts", the "Online Banking" dropdown menu is open, with "Online Banking" highlighted by a red circle. Other options in the menu include "Credit Cards - Personal-Commercial", "Redeem TruRewards Points", and "Company Credit Card Admin". At the bottom right, there are buttons for "Open an account" and "Apply for a mortgage".

Go to Services – click on Statements. Download the statement that includes the pictures of the checks.

EMERGENCY & DISASTER PROCEDURES

PERS

Time	What	Who
Last business day of month	Using the Quickbooks Payroll Summary report, complete the PERS report	DD
	Log into PERS EDX	
	Click on “work on reports”	
	Create a new report – last day of the month	
	Go back to main reports page	
	Click edit on the report you just created	
	Add new record using staff social security numbers	
	Complete all staff member’s information	
	Return to the main reports page	
	Click release to release report for processing	

PUBLIC RECORDS REQUESTS

This is the text of the procedure passed by the Board on December 15, 2022

A request for public records that are in the custody of the Umatilla County Special Library District (UCSLD) may be made by submitting a written request to:

Umatilla County Special Library District
 PO Box 1689
 Pendleton, OR 97801

Or director@ucslid.org

The request may be submitted in person, or by mail or email.

The request must:

- Include name and address of the person requesting the public record;

- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow UCSLD staff to search for and identify responsive records.

The request should:

- Be dated;
- Be signed by the person requesting the public record.

Within five business days, the UCSLD will either

- (a) acknowledge the request, or
- (b) complete the request.

To acknowledge the request, the UCSLD will:

- Confirm that the public body is the custodian of the requested record, or
- Inform the requester that the public body is not the custodian, or
- Notify the requester that the public body is unsure whether it is the custodian of the record.

After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the UCSLD will:

- Complete the request, or
- Provide a written statement that the public body is still processing the request and provide a reasonable estimated completion date.

Complete means the UCSLD has:

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure,
- Complied with ORS 192.338 - separate exempt from non-exempt material and make non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists, AND
- Told the requester appeals rights if exemptions were asserted.

The clock pauses when:

- (1) the public body tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or
- (2) the public body requests additional information or clarification for the purpose of expediting the public body's response (clock starts once requestor provides this information or affirmatively declines to provide it).

The district is not subject to this response timeframe if it is awaiting a response from the requestor seeking clarification of the inquiry or if the requestor has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- (1) The necessary staff to complete the request is unavailable, or
- (2) Processing the request would impede other necessary services, or
- (3) Requests involving documents not readily available, or
- (4) Complicated requests
- (5) The volume of requests is too large.

However, the public body must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.

The UCSLD shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

Calculation of Fees

- \$0.25 per side for black and white photocopies and \$0.50 per side for color.
- Actual cost for use of material and equipment for producing copies of nonstandard records.
- Upon request, copies of public records may also be provided on a thumb/flash drive if the document(s) are stored in the UCSLD computer system. Thumb/flash drives will be provided at their actual cost per thumb/flash drive and may contain as much information as the thumb/flash drive will hold. Due to the threat of computer viruses, UCSLD will not permit requesters to provide thumb/flash drives for electronic reproduction of computer records.
- Labor charges that include researching, locating, compiling, editing or otherwise processing information and records:
 - No charge for the first 15 minutes of staff time.
 - Beginning with the 16th minute, the charge per total request is \$25.00 per hour charged in 15-minute increments.
- The actual cost for delivery of records such as postage and courier fees.
- \$5.00 for each true copy certification.
- Actual accountant fees charged to UCSLD for the cost of time spent locating and compiling records for the request.
- Actual attorney fees charged to UCSLD for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

UCSLD may require prepayment of estimated fees before taking further action on a request.

RECORDS RETENTION & DESTRUCTION FILE STRUCTURE

Use the policy and the retention schedule to complete the processes with records.

TAXES – FEDERAL & OREGON

Time	What	Who
Monthly	D & T compiles and submits the monthly ACH tax payments.	D & T
Quarterly	D & T compiles and notifies Director for signing of the quarterly tax documents	D & T
Annually	D & T compiles and notifies the Director of the annual tax reports.	D & T
By January 31	D & T compiles the W-2s and 1099s. Make sure that any consulting costs or payments in excess of \$600 for services get a 1099.	D & T

TAX REVENUE & DISTRIBUTION

Time	What	Who
When notified at the first of each month	Go to the Umatilla County Tax and Assessment Report page - https://www.co.umatilla.or.us/departments/at/tax-report and download the current tax revenue statement In November, there will be 4 (four) tax revenue statements for the month	DD
At next billing cycle, process	After the turnover statement is available, process the distribution using the current year tax distribution Excel workbook	DD
	Cut checks	D & T
	Get them signed	DD & Board
	Mail out	DD