



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla County Special Library District Board

**Regular Meeting of the Board of Directors
Thursday, May 23, 2024, 5:30 pm**

Zoom Meeting: <https://us02web.zoom.us/j/86519877060?pwd=Sis2SUZwNFILTMtvMEdlQzNlVVpQUt09>

Meeting ID: 865 1987 7060

Passcode: 422320

One tap mobile +19712471195,,86519877060#,,,,*422320# US (Portland)

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

Meeting ID: 865 1987 7060

Passcode: 422320

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

Topic	Lead	Purpose Outcome
Public Comment – Limited to Two Minutes Per Person Limited to 30 Minutes Total Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted	President	Please sign up
Minutes – Budget Hearing & Board Meeting – April 18, 2024	President	Approval
Calendar Update	Director	No new changes
Correspondence	Director	
Reports <ul style="list-style-type: none"> Financial Statements 	Director	Acceptance

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> ○ Accountants' Report – March & April 2024 ○ Banks & Pool Balances ● Staff Monthly Reports 		Information
Board Training <ul style="list-style-type: none"> ● Public Meeting Law Vector Training 		Information and Discussion
Old Business <ul style="list-style-type: none"> ● City Council visits 		Information
<ul style="list-style-type: none"> ● 		
New Business <ul style="list-style-type: none"> ● Guadalajara Book Fair 	Director	Information and Discussion
<ul style="list-style-type: none"> ● Performance Appraisals for UCSLD staff, new format 	Board	Discussion and approval
<ul style="list-style-type: none"> ● Job description review 	Director	Discussion and approval
<ul style="list-style-type: none"> ● City/District Agreement review 	Everyone	Discussion
Good of the order	Everyone	
Next District Board Meeting – June 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

April 18, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President
Nick Nash

Sharone McCann, Vice President
Kathy Thew

ATTENDANCE STAFF

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

ATTENDANCE – VISITORS

none

BUDGET HEARING

CALL TO ORDER

Board President Caty Clifton called the Budget Hearing to order at 5:32 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have Board Members Kathy Thew, Sharone McCann, and Caty Clifton present in the office for the Budget Hearing, so we have a quorum. It was noted that Nick Nash was on his way, and that John Thomas was excused due to work.

PRESENTATION OF THE FY2024-2025 BUDGET APPROVED BY THE UCLSD BUDGET COMMITTEE ON March 28, 2024

Heather Estrada shared the documents. She commented that the Notice of Budget Hearing document is a bit confusing as the numbers are all rolled together in a different form, though everything matches in totals between the forms. She also noted that there were no changes from the Budget Committee approved numbers. Heather also reminded the Board that they can make some changes before adopting the budget.

COMMENTS

There were no comments made other than it looked fine.

QUESTIONS AND PUBLIC COMMENTS

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

CLOSE BUDGET HEARING

Caty Clifton closed the Budget Hearing at 5:38 pm.

REGULAR BOARD MEETING

CALL TO ORDER

Board President Caty Clifton called the regular Board Meeting to order at 5:39 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated again that that we currently have Board Members Kathy Thew, Sharone McCann, and Caty Clifton present in the office, so we have a quorum. It was again noted that Nick Nash was on his way, and that John Thomas was excused due to work.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

None.

MINUTES

Budget Committee Meeting: March 28, 2024 – Sharone McCann moved to approve the March 28, 2024; minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously by the four (4) Board Members present.

Board Meeting: March 28, 2024 – Kathy Thew moved to approve the March 28, 2024; minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously by the four (4) Board Members present.

CALENDAR UPDATE

Heather Estrada shared that OLA is next week and that Monica Hoffman would be leaving on Tuesday and Heather would be leaving on Wednesday to head to OLA. Heather noted that she would be presenting Monica's award early Friday morning at breakfast and that Monica's husband and oldest daughter would be attending. Heather also noted that on May 2nd she would be attending the Helix Library Board meeting.

CORRESPONDENCE

Heather Estrada shared that every Friday Greta Bergquist, Youth Services Consultant at State Library of Oregon, gives a shoutout about what's going on in the State in youth services. Last week Greta's shout out was about her trip to Eastern Oregon, and specifically about Amanda at Adams PL. Heather read Greta's shoutout to the Board. Heather also stated that she had conversations with four (4) library directors her first day back following her vacation.

REPORTS

FINANCIAL STATEMENTS – February 2024

Caty Clifton shared she was thankful to see the general ledger this month. Nick Nash made a motion to approve the February 2024 financial statements, subject to audit. Sharone McCann seconded the motion. The motion passed unanimously by the four (4) Board Members present. Heather Estrada stated that next month we should have the March and April financial statements.

STAFF MONTHLY REPORTS

Heather Estrada shared that she thought the in-service went well. She read through all the surveys this week and there were no negative comments. Caty Clifton shared that she spoke with a couple of attendees following in-service and one comment that stuck out was from Brendan from Milton-Freewater PL, he said it as the best

one ever; and when Caty asked him why that was, he said because it wasn't rushed. Heather commented that was part of the committee's goal.

Heather also shared that both Helix and Adams have a lot going on, with similar issues though with different situations and set of players. Heather shared that unfortunately, the Helix City Clerk/Recorder was unable to attend the previously scheduled Library Board meeting at the last minute, so the meeting has been rescheduled for May 2nd. Heather noted that at the previous meeting she was able to speak with the library board and answer questions that they had regarding UCSLD, etc. Heather also shared that she attended the Adams City Council meeting Tuesday night via Zoom be available to clarify any mistruths that were stated regarding the meeting she had last month with city staff regarding the agreement, etc.

Caty Clifton noted it was great to have Dea Nowell here for in-service. Caty also noted that it looks like Monica Hoffman is really cranking it up; Heather shared that Monica is giving out books right now as well.

BOARD TRAINING: BOARD REVIEW, WHAT IT SHOULD LOOK LIKE? WHAT WE WANT TO DO.

Heather Estrada shared that public meeting law training is one of the focuses of SDAO's best practices this year. They are to have custom training on Vector Solutions/SafePersonnel; however, Heather cannot currently find it. The question was also raised again as to whether this training would count for the State's official training that is being required for all public officials to take, though has not yet been created. Heather will ask SDAO where to find this training.

Heather also stated that board review is also a SDAO thing this year, but she could not find it either, and has reached out to SDAO asking about it and hasn't heard back yet. Caty Clifton shared that it does not need to be an onerous process. She shared what the Board previously had done. Heather said she would look some more and/or ask SDAO regarding this process.

Heather shared that another calendar event is May 14th there will be another SDAO training in town with varying different categories of people presenting, such as MaryKay Dahlgreen as a SDAO senior consultant and Laurie from HR Answers. She is planning to attend.

OLD BUSINESS

SALARY SCALE FLESHED OUT

Heather Estrada shared that she added the fiscal year to the schedule and that the COLA is not shown in the figures in the scale but is in the budget. She also shared the separate document as requested, this being a supporting document with detailed information regarding what the intentions were behind creating this salary scale and the way it came to be this way. There was conversation regarding the availability of these documents. The salary scale was adopted at the previous Board meeting, and the consensus of the Board was to have these available in the files, documented in the minutes, and post the salary schedule on the website when we have a staff vacancy, so it is readily available.

HELIX LIBRARY BOARD SECOND TRIP, MAY 2

Heather Estrada shared that unfortunately, the Helix City Clerk/Recorder was unable to attend the previous meeting, at the last minute; so, the meeting has been rescheduled for May 2nd. Heather noted that at the

previous meeting she was able to speak with the library board and answer questions that they had regarding UCSLD, etc.

NEW BUSINESS

RESOLUTION NO. 2023-2024-02: RESOLUTION FOR ADOPTING THE FY2024-2025 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX, AND CATEGORIZING THE TAX PER ORS 294.456

Caty Clifton read through Resolution 2023-2024-02: Resolution for Adopting the FY2024-2025 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax per ORS 294.456. Kathy Thew moved to adopt Resolution 2023-2024-02 as read. Nick Nash seconded the motion. The motion passed unanimously by the four (4) Board Members present.

GOOD OF THE ORDER

Nick Nash shared about his Rogue River Trail hike last month. Sharone McCann shared about purchasing a house in Arizona. Kathy Thew has a granddaughter graduating next month. And Caty Clifton shared that next Monday at 7 pm is the annual Friends of Weston Library meeting with local historian Matt Wood as guest speaker.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on May 23, 2024, at 5:30 pm.

ADJOURN

Kathy Thew moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:48 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell



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17 SW Frazer Ave – Suite 360
PO Box 1689
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Phone (541) 276-6449

5/17/24 - Monthly District Director Report

Date:	May 23, 2024 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	April 15, 2024 – May 17, 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
4/15/2024	Vacation in Mexico	Vacation	Heather out of county for wedding.
4/16/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
4/16/2023	Meeting with Stephanie Partida	Phone	Regarding Adams City Council meeting
4/16/2024	Meeting with Annette Kabista	Phone	Regarding her budget
4/16/2024	Meeting with Lili Schmidt	Phone	Regarding Adams library
4/16/2024	Adams City Council Meeting	Zoom	Attended city council meeting to clear up misinformation about city/district agreements.
4/17/2024	Monthly staff and safety meeting	In-Person	Monthly staff meeting and safety meeting, this month on Diabetes Awareness.
4/18/2024	Monthly Board meeting and Annual Budget Hearing	In-person & Zoom	Regular monthly board meeting, alongside annual Budget Hearing.
4/22/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
4/22/2024	Meeting with Amanda Hespel	Phone	Interview for GO! Article for April
4/23/2024	GO! Article written and turned in.	In-person	Monthly marketing article, this month on Amanda and Adams
4/24-4/27/2024	OLA conference in Salem	In-Person	Annual Oregon Library Association conference in Salem.

4/24/2024	Meeting with Kylie McClintock	Phone	Discussion of Helix library budget
4/25/2024	Presented Monica's award	In-Person	Presented Monica's Lampman award at banquet at OLA.
4/29/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
4/30/2024	Complete PERS reporting	On-line	Monthly reporting
5/2/2024	In-Service Committee Meeting	In-person	Meet with committee to wrap up spring in-service and note changes and ideas for fall in-service.
5/2/2024	LEO training on Museum pass program	Zoom	Training to begin adding and expanding the new digital museum pass program for LEO.
5/2/2024	Meeting with Stephanie Chase	Phone	Meeting to check in on specific for museum pass for our District.
5/2/2024	Helix Library Board Meeting	In-Person	Meet with Kylie McClintock (city manager), and Helix Library Board for budget discussions.
5/3/2024	Visit to Tumuskilt Cultural Center	In-Person	Stephanie Partida and I meet with director to settle museum pass plans.
5/3/2024	"So you want to talk about Race" book club	In-Person	Book club discussion at BMCC.
5/6/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
5/6/2024	District Wide Committee	Zoom	Meeting to finalize summer passport program.
5/7/2024	Meeting with James Simpson	In-person	Discussion about Libros for Oregon and Guadalajara Book Fair
5/8/2024	Director's Meeting	In-Person & Zoom	Bi-monthly director's meeting in MF
5/9/2024	Meeting with Annette Kabista	In-Person	Meeting to help with her budgeting process, follow up from library board meeting.
5/13/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
5/13/2024	Adam's City Council Meeting	Zoom	Attended to stay abreast to the happenings in Adams in regard to the library.
5/14/2024	SDAO regional training	In-Person	Regional training for 2024 regarding employee handbooks and PLO

5/16/2024	Out of the office for District Tennis in Ontario	Vacation	Senior daughters last tennis matches.
5/17/2024	Certified Taxes with Um. Co	In- Person	Finalized last of tax documents with county.

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Spring In-Service complete and wrapped up.	100%
Audit	Audit finished and filed with State.	100%
Priorities for agreements for Library Services	Wording updated. 60% are in from libraries	80%
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 finished but one for year.	95%
Community Needs Assessment	Feedback received. Board to discuss what's next.	90%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	More research completed on background. Work on final document complete. Ongoing process to include bi-annual tabletop exercises	100% + ongoing
Marketing Plan	Ongoing EO column, 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 almost complete	75%
Safety & Staff Meetings	May: Employee Privacy/Confidentiality and the use of social media (SDAO) June: Cybersecurity: Social Engineering	ongoing
ALSP Coming in	Call for 24-25 ALSPs going out. About 75% returned.	80%
Budget Process	Budget wrapped up and submitted to County	100%

4. Feedback & Accomplishments

- Budget process completed!

- Nice encouragement (note) from Helix and Adams libraries for help with budget process.

5. Upcoming Events – Activities

- May 23 – UCSLD Regular Board Meeting
- May 27 – Memorial Day holiday
- June 3-6 – Heather working from beach.
- June 12 – Meeting with Dave Slaughter regarding next cycle of agreements
- June 17-21 – Heather working from Beach.
- June 19 – Juneteenth holiday
- June 27 – UCSLD regular Board Meeting



Date:	May 23, 2024
Staff Name:	Dea Nowell
Time Period Report Covers:	April 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>
Apr. 2024	291	678	544	0	34	5	0	0
* 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 Echo - 6 Pilot Rock PL - 1 Stanfield PL - 3 Milton-Freewater - 5	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	pre-cataloged items report (12) & in process items report (12): Adams PL, Athena PL, Echo PL, Helix PL, Hermiston PL, Milton-Freewater PL, Pendleton PL, Pilot Rock PL, Stanfield PL, Umatilla PL, Weston PL, [& BMCC Lib.]			
	Athena PL - weeding reports: Juv. Easy, Juv. Fic., & Juv. NF collections (3)			
	Echo PL - weeding reports: Video, Audio, YA Fic., Juv. Easy, Juv. Fic., & Juv NF collections (6)			
	Stanfield PL - report for percentage of collection is Spanish language			

3. Meetings and Site Visits

- met with Greta Bergquist (SLO Youth Services Consultant) & UCSLD staff: 1 (4/3)
- UCSLD District In-Service - Weston Memorial Hall: 1 (4/5)
- Sage Circulation Committee meeting [via GoToMeeting]: 1 (4/16)
- Staff/Safety meetings [via MS Teams]: 1 (4/17)
- Sage Library of Things (LoT) discussion [via GoToMeeting]: 1 (4/17)
- UCSLD Board meeting [via Zoom]: 1 (4/18)
- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (4/24)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Health Emergencies: Diabetes Awareness (4/17)
 - Evergreen International Online Conference [virtual] (4/23-4/24)
 - National Library of Medicine - Cataloging with Medical Subject Headings (MeSH) (4/26)
 - Maskwacis Cultural College Microlearning Series - Frantic Free: How to Calm Down, Lighten Up & Reduce Stress (4/30)
- meet weekly with Heather, typically Monday am, [via MS Teams]: 4 (4/1, 4/16, 4/22, 4/29)

visits to/with District Libraries:

- Adams PL - 1 [in person]
 - site visit with library director
- Athena PL - 6 [in person, phone, email]
 - call re. getting Save the Date Spring in-service flyer for use in main presentation slides
 - site visit with library director
 - call re. item with no pagination given; also checked table of contents for another title needing some info. for a bib record
 - emailed requested weeding reports (3)
- Echo PL - 8 [phone, in person, email]
 - called to see about shifting site visit, found out library clerk not in for the day
 - site visit with library director/city manager & city clerk
 - emailed requested weeding reports (6) [2 reports to go...]
- Helix PL - 5 [in person, phone, email]
 - site visit with library director and library aide
 - email to library aide to verify shelving locations for items needing call number changes
 - call rec'd from library aide checking if I'd received emails re. the changes & if I understood it all - noted saw they came in, working down through email catching up ...
 - call to library aide clarifying call # & location changes for a group rec'd via email
 - emailed director re. a batch of items sent with no scans received
- Hermiston PL - 2 [in person, email]
 - site visit with cataloger and 2 other staff members
 - email to cataloger of March 2024 bibs with no 999 field
- Milton-Freewater PL - 4 [in person, phone, email]
 - site visit with cataloger and library director
 - call to cataloger re. a bib I gave her needing fixed - asked she mark temp & add to bucket, as CAT1 level work; also spoke to her about a requested book to look at that was checked out to UCSLD and sent to District the day after I left
 - emailed cataloger that rec'd courtesy notice for the above book, asking if it had been returned & missed being checked in... (2) [found it out it had gotten buried in the District office and not yet sent back]
- Pendleton PL - 5 [in person, email]
 - site visit with library director & 2 other staff members doing cataloging & training
 - email reply re. cataloging of American Girl Dolls for library
 - email reply to a cataloger who had not yet received her CAT3 login info. though other staff member had (she found an account though not listed as Pendleton for home library and didn't know password) - suggested contact Jon re...
 - email reply to a cataloger's ? re. attaching a paperback to an existing record (2)
- Pilot Rock PL - 2 [in person, email]
 - site visit with library director
 - email re. having rec'd courtesy notice about DVDs I borrowed for cataloging & returned, asked to check in
- Stanfield PL - 4 [text, in person, phone]
 - text message exchange, after missing a call from, double checking site visit time, as helping at school that morning
 - site visit with library director
 - emailed thanks for sending the logo for summer reading, in case I still needed it
 - emailed requested percentage information of Spanish items in their collection
- Ukiah P/SL - 2 [email]
 - emailed re. some items rec'd to catalog with no barcodes provided (2)
- Umatilla PL - 9 [in person, phone, email]
 - site visit w/ 2 library staff & library director (& worked on some items without bibs)
 - email to director re. having sent off CAT2 test for grading & asked about time frame for domain changeover of everything
 - email reply to request to look over & give feedback on submitted CAT2 test to ease her mind, as grader wants to meet next week to go over it... then called to let her know what

- I saw...; I also offered to do a “study session” with her following on any area she might need additional review on (2)
 - emailed congratulations & “great job” to Susie for passing her CAT2 test
 - call to director checking on whether one of the library aides was still doing CAT3 cataloging & clarified her email address so a login could be set up for her as well, & move CAT3 permissions out of circ login...; also again offering congratulations on achieving CAT2 & set up a time to meet next week to help with the transition (3)
 - emailed Zoom connection info. for meeting
- Weston PL - 1 [in person]
 - site visit with library director
- BMCC Lib. - 2 [text, in person]
 - text message rec'd re. dropping off requested temp bib items to see
 - site visit with director/cataloger
- Beth Ross [Sage Library System - Systems Administrator] - 1 [email]
 - email re. CAT3 logins for 2 staff at Pendleton PL not yet rec'd (cc'd Jon Georg)
- Jon Georg [Sage Library System Specialist] - 4 [email]
 - cc'd email [to Beth] re. CAT3 logins for 2 staff at Pendleton PL not yet rec'd
 - email response & thanks for setting up CAT3 logins for Pendleton PL staff & clarifying some info.; additionally asked Pendleton PL catalogers & BMCC cataloger be added to Sage-Cat email list, as not yet on...
 - email reply to note from Jon about getting Susie Sotelo's account set up & what library she is at, as well as re. CAT3 permissions in circ login; plus, follow-up re. another account needing set up for another staff before disabling CAT3 permissions from circ login (2)

4. Projects and Progress

- picked up more temp bib items to be worked on during spring trips - ~20% complete
- [cybersecurity] password manager - researched, reported - need to explore implementing...
- file retention system: finished creating permanent grant files - still more work to do overall

5. Accomplishments

- website work:
 - posted Budget Hearing notice
 - Board meeting minutes, agenda, & packet posted
 - posted April Library Happenings video
 - updated Pendleton PL director email & website (after finding out domain name had changed to .gov)
 - updated Umatilla PL director's email (after finding out domain name had been changed to .gov; and she had gotten married & changed name)
 - posted agenda/handout & in-service presentations
 - posted Heather's EO Go! column (2/27/24)
- Sage Cataloging Mentor:
 - email exchange regarding when to meet to do a CAT2 study session with cataloger from Josephy Lib.; did CAT2 study session via Zoom, she had previously done the CAT2 test & is getting ready to redo & submit and had some questions - I walk through various areas and directed her to resources, explaining some areas as we went... I also updated & sent her the Updating CIP... document when I realized it wasn't in the Sage cataloging resource documents on website (had previously been in our Sage cataloging manual)
 - email reply to John Brockman re. final version of “Identifying items for Serials Cataloging” document... & asked about how presentation at Cataloging Committee mtg. went (2)
 - emailed another mentor about a recent mentee's imported bib seen that may need to be addressed
 - sent Susie Sotelo's CAT2 test to be graded...
 - sent Updating CIP... document to Cataloging Committee Chair and asked that it be put on upcoming Mentor meeting agenda for discussion of adding to resources
 - emailed some additional information (clarification-wise) to cataloger at Josephy Lib.

- emailed the finalized document “Identifying items for Serials Cataloging” to Sage cataloging mentors, including Beth & Jon, following mentor meeting for posting
- emailed revised Updating CIP... document to another mentor for some additional suggestions before it is ready for posting in Sage website resources (2)
- emailed the updated revised Updating CIP... document to Jon for posting on website
- emailed the CAT2 test grader a “Yahoo!” and thanks for the update re. Susie’s passing

Feedback received:

- 4/17/24 - Lisa Hauner (Oregon Trail Library District CAT1 cataloger & current Sage Cataloging Committee chair) stated during the Library of Things discussion that she became a cataloger because of me, after working with me on a cataloging project at Oregon Trail Library District many years ago when I did some contract cataloging for them.
- 4/17/24 - email from Stephanie Partida (Athena PL director): “...It was so great to see you and have time to visit with you in person!”
- 4/18/24 - email from Amanda Hespel (Adams PL director) after I returned some emails with cataloging completed and wished her a good day: “Thank you Dea, you are very appreciated!”
- 4/19/24 - email from Heather Estrada following my sending the draft April Board minutes: “Looks great to me. Thanks for all your work on these, month by month...”
- 4/30/24 - email from Susie (Sotelo) Hansen (Umatilla PL director) after I sent her a note of congratulations on passing her CAT2 test and telling her I knew she could do it!: “Thank you so much for all your help! 😊”

6. Upcoming Events - Activities

- webinar: Understanding Addiction: A Conversation with Dr. Nicholas Christian - May 9
- meeting with Susie (Sotelo) Hansen to get her going on next level of cataloging (CAT2)
- Sage Circulation Committee meeting - May 14
- Staff/Safety meeting - May 15
- Library of Things discussion - May 15
- Sage User Council meeting - May 21
- UCSLD Board meeting - May 23
- Sage Cataloging Mentor meeting - May 29
- vacation: taking Fridays off Memorial Day through Labor Day, plus June 3-6



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:	May 14, 2024
Staff Name:	Monica Hoffman
Time Period Report Covers:	April 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.

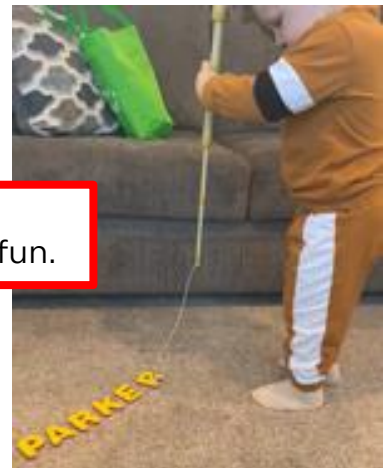
Statistics:

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	49	976
To Sites without Storytime	26	494
Total	75	1470
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	47
Adults in Attendance	21	114
Children in Attendance	36	677
Total Attendance	57	791

Meetings and Site Visits:

- Tue Apr 2, 2024
Athena Public Library Storytime with Stephanie
- Thu Apr 4, 2024
PELC ECSE Storytime and materials exchange with Corrine
PELC Storytime and materials exchange with Hannah
PELC Head Start Storytime with Heather
PELC ECSE Storytime with Corrine
PELC Storytime with Hannah
- Fri Apr 5, 2024
UCSLD Inservice
- Mon Apr 8, 2024
CWELC Storytime and materials exchange with Kristin
CWELC Storytime and materials exchange with Rhonda
CWELC Storytime and materials exchange with Yesenia
- Tue Apr 9, 2024
Punkin Center Storytime and materials exchange with Charmayne
Punkin Center Storytime and materials exchange with Becca



Alphabet fishing is fun.

Punkin Center Storytime and materials exchange with Payton
Punkin Center Storytime with Payton
Punkin Center Storytime with Becca
Punkin Center Storytime with Charmayne
Wed Apr 10, 2024

Umatilla Head Start Storytime and materials exchange with Janie.
Umatilla Early Head Start Storytime and materials exchange with Favi.
McNary Heights Storytime and materials exchange with Katy.
Cathy Wamsley Early Learning Center Storytime with Yesenia
Umatilla Head Start PM Storytime and materials exchange with Crystal.
McNary Heights Storytime and materials exchange with Katy.

Thu Apr 11, 2024
Take Dea to Pasco Airport
Fri Apr 12, 2024

Weston Public Library Storytime with Heather
Mon Apr 15, 2024

HCDC Storytime and materials exchange Claire
HCDC Storytime and materials exchange Johanna
Victory Square Storytime and materials exchange with Nikki
Victory Square Storytime and materials exchange with Andrea.
Bethlehem Lutheran Preschool materials exchange
Misty's In-home Childcare materials exchange

Tue Apr 16, 2024
Patriot Heights Storytime and materials exchange with Ruby
Stanfield Elementary School Storytime and materials exchange with Debbie
Stanfield Public Library Storytime with Cecili
OCCDC Storytime with Jaime materials exchange with Kimberly
Stanfield Elementary School Storytime with Debbie
Ruth at Airport Way Storytime and materials exchange



Parker didn't appreciate that I used the same "growl" for a tiger and a bear.



Ending Storytime with the "Magic Handshake."

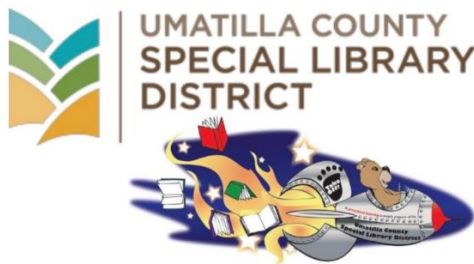
Wed Apr 17, 2024
 Staff and Safety Meeting
 Jen's In-home Childcare Storytime and materials exchange
 Elsie's In-home Childcare Storytime and materials exchange
 Mindy's In-home Childcare materials exchange
 Pioneer Relief Nursery materials exchange with Cheri and MaryChris
 Thu Apr 18, 2024
 HCDC Storytime with Claire
 Good Shepherd Preschool Storytime and Material exchange
 Good Shepherd Toddler Storytime and Material exchange
 Rocky Storytime and materials exchange with Ayerim
 Tue Apr 23, 2024
 Playtime Education Storytime and materials exchange with Amber
 Helix Public Library Storytime with Annette
 Travel to Oregon Library Association Conference in Salem
 Wed Apr 24, 2024 to Sat Apr 27, 2024
 Oregon Library Association Conference in Salem
 Mon Apr 29, 2024
 Freewater ECSE Storytime and materials exchange with Sherry
 Little Pioneers Storytime and materials exchange with Amanda
 YMCA 3's Storytime and materials exchange with Aiden
 YMCA 4's Storytime and materials exchange with Victor
 Freewater ECSE Storytime with Sherry
 Little Pioneers Storytime with Kayla and Amanda
 Tue Apr 30, 2024
 MF Head Start Storytime and materials exchange Linda
 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 with Amy

Projects and Progress:

- Oregon Ready to Read 2024 Grant. 33% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

- Summer Reading: Read, Renew, Repeat





Results Oriented Job Description

Job Title:	District Director
Status:	Exempt
Organization:	Position located in the office of the Umatilla County Special Library District (UCSLD) in Pendleton.
Reports to:	UCSLD Board of Directors
Supervises:	UCSLD personnel
Works With:	UCSLD Board, staff members, member and partner libraries, consortia, professional committees and State Library of Oregon
Primary Customers:	UCSLD taxpayers, library directors, personnel and boards from the Umatilla County libraries, task force and committee members, Friends of the Library groups, city, county and state government officials, library clientele, vendors, community stakeholders, grant funders.

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:

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 Staff Values:

Authenticity	Collaboration	Commitment
Curiosity	Family/Community	Honesty
Optimism	Practicality	Reliance

Purpose of Position:

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

Result Statements:

RESULT - 1:

40% District Director – The UCSLD operates efficiently, effectively and within the laws of the State of Oregon and the approved policies of the UCSLD Board of Trustees

Activities –

Administration

- Member of the UCSLD personnel and Board team.
- Direct and manage the operation of the UCSLD according to the vision, mission, policies, goals, agreements with the cities, and the UCSLD strategic plan.
- Supervise UCSLD personnel, including performance appraisals at least annually or more frequently as needed and disciplinary actions when required.
- Keep accurate records in accordance with Oregon law and policies of the Board.
- Evaluate effectiveness of District services in relation to the changing needs of the communities and city libraries.

Financial

- Develop the annual budget following Oregon Budget Law with oversight from the Board.
- Approve and direct, in accordance with law and regulations of the Board, the purchases and expenditures of the UCSLD within the limits of the budget.
- Meet the requirements of the auditing process in a timely manner.
- In conjunction with Umatilla County residents, public libraries and their boards, assist in developing additional revenue opportunities to support District library programs and services.

Policy

- Initiate and coordinate the development of policies for approval by the Board.
- Communicate and administer the implementation of Board approved policies.

Planning

- Develop a strategic plan with the Board, based on the needs of the residents of the UCSLD.

Community Relations

- Represent the District in dealings with businesses, government agencies, libraries and the general public. Attend community meetings as appropriate.
- Develop and maintain working relationships with public entities, libraries and their Boards, and community organizations
- Provide active marketing, outreach and relationship building.

RESULT - 2:

10% – The UCSLD Board of Directors have access to up-to-date information and knowledge in order to fulfill the requirements of their elected positions.

Activities –

- Attend all regular and special meetings of the Board and take part in the deliberations. Position does not vote. Work with Board President to create agenda. Provide monthly written reports and/or presentations to the Board regarding UCSLD business and activities.
- Compile and distribute information to the Board in advance of the meeting.
- Ensure that minutes of board meetings and the records of the district are kept up to date.

RESULT - 3:

40% Development consultant – Library partners of the UCSLD have timely access to knowledgeable consulting services, well organized training and shared information in an atmosphere of outstanding customer service.

Activities –

- Maintain open avenues of communication with the library community
- Provide support and problem-solving assistance for the member libraries
- Plan, prepare and present training in a variety of formats

- Maintain resources to share about library trends, policies and other relevant topics with member libraries

RESULT -4:

10% Professional development – Residents and partners of the UCSLD have an awareness of new and emerging trends, best practices and legal issues facing libraries.

Activities –

- Extend and enhance professional knowledge
- Attend trainings, meetings and conferences to develop relevant knowledge and skills.
- Maintain membership and actively participate in regional and state professional library associations and activities.

Education and Experience:

- MLIS/MLS with three plus years in Library/District administration with supervisory and relationship building experience.
- Three years or more experience in developing and administering a budget.
- Education, knowledge and experience in all aspects of public library service, including early childhood literacy, is required.
- Ability to read, write, speak and understand Spanish preferred but not required.

Special Requirements:

Valid Drivers' License, acceptable driving record, and ability to meet the UCSLD's driving standards.

Physical Demands of This Position:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, grasp, talk, hear, see, reach and manipulate objects. The position requires mobility. Duties involve frequently lifting, carrying, pushing, pulling or otherwise moving materials weighing up to 10 pounds such as files, books, office equipment, etc. and may infrequently require lifting, carrying, pushing, pulling or otherwise moving materials weighing up to 30 pounds. Manual dexterity and coordination are required for over 75% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Working Conditions: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones and background noises.

Updated 6/2022



Results Oriented Job Description

- Job Title:** Technical Services Manager
- Status:** Non-exempt
- Organization:** Position located in the offices of the Umatilla County Special Library District (UCSLD) office in Pendleton.
- Reports to:** District Director
- Works with:** UCSLD Board, staff members, member & partner libraries, consortia
- Primary Customers:** UCSLD taxpayers, library directors and personnel, library clientele

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:

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 Staff Values:

- | | | |
|--------------|------------------|------------|
| Authenticity | Collaboration | Commitment |
| Curiosity | Family/Community | Honesty |

Optimism

Practicality

Reliance

Purpose of Position:

The purpose of this position is to support the UCSLD member libraries' abilities to provide services and participate in consortia activities through cataloging (maintaining the integrity of the bibliographic database and authority control), and technical support. Additionally, this position administratively & technologically supports the UCSLD Board of Directors and staff.

Result Statements:

RESULT:

Cataloging – Ensure accurate and complete library records added into Sage Library System catalog and ease of access to materials for the end user. (60%)

- Maintain competency level for CAT1 cataloger permission level in the integrated library system (ILS), since the District Office is the cataloging authority in the District.
- Catalog items into the ILS for libraries, and assist with reports, etc., as needed to carry out various functions of the library.
- Mentor library staff, especially in cataloging.
- Assist with training library staff in cataloging and use of the ILS.

RESULT:

District Office & Board of Directors – As an active member of the UCSLD team, contribute to the efficient operations and consistent service of the District through participation and support of the staff and Board of Directors. (20%)

- Contributes to organization success by accepting new assignments, helping team members, learning new skills, and striving to improve team results.
- Assist with designing the UCSLD website and maintaining the content and organization.
- Supports organization by assisting with administrative office tasks and assignments, including assisting with Secretary of the Board duties as delegated.
- Maintains understanding of technology through reading and tracking developments and changes in technology.
- Actively participates in regional and state professional library activities, continuously learning so we can pass it along.
- Actively participates as part of the safety team for the District.

RESULT:

District Libraries – Provide a support to the libraries that enables them to effectively and efficiently utilize the Sage Library System ILS.

Consortia – Provide a conduit between District and Sage Library System consortium for better understanding, scope, and communication. (20% combined)

- Build and maintain relationships with library staff through library site visits, emails, and phone conversations.
- Participate and assist, in whatever capacity, with in-service trainings.
- Share understanding of technology and technology support as needed and appropriate with library staff.
- Share understanding of the ILS as needed and appropriate with library staff.
- Assist libraries with creating/running reports in the ILS.
- Participate in cataloging discussions and decisions, since the District Office is the cataloging authority in the District.
- Actively participate in state and regional consortia as appropriate.
- Present collaborative District cataloging interests at the Sage User Council, etc.

Education and Experience:

- High school education or equivalent required.
- A minimum of three years progressively responsible cataloging experience required.
- Ability to qualify for Full Level Cataloger/CAT1 permission level in the Sage Library System consortium according to the Sage Library System Cataloging Policy (approved by Sage Library System User Council November 15, 2022).

Special Requirements: Valid Drivers' License, acceptable driving record, and ability to meet the District's driving standards.

Physical Demands of This Position: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, grasp, talk, hear, see, reach, and manipulate objects. The position requires mobility. Duties involve lifting, carrying, pushing, pulling or otherwise moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc. and may infrequently require lifting, carrying, pushing, pulling, or otherwise moving materials weighing up to 30 pounds. Manual dexterity and coordination are required for over 75% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Working Conditions: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noise.



Results Oriented Job Description

Job Title:	Early Literacy Program Manager
Status:	Non-exempt
Organization:	Umatilla County Special Library District (UCSLD) office in Pendleton.
Reports to:	District Director
Works with:	UCSLD Board, staff members, member & participating libraries, early childhood education clients
Primary Customers:	UCSLD taxpayers, children birth to six, childcare providers, early childhood educators, library directors and personnel, grant funders

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:

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 Staff Values:

Authenticity

Collaboration

Commitment

Curiosity
Optimism

Family/Community
Practicality

Honesty
Reliance

Purpose of Position:

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

A secondary purpose is to support redundancy of critical UCSLD administrative functions.

Result Statements:

RESULT:

Coordinate and facilitate convenient access to materials that inspire, foster and develop a love of books and literacy, by delivering high quality and carefully selected materials and services to children where they are. (60%)

- Select developmentally appropriate materials
- Keep a current and complete inventory of the book collection and supplemental materials
- Maintain the early literacy collection
- Communicate and coordinate with clients for delivery and services
- Ensure that the collection and services evolve with current early literacy development trends
- Provide interactive, engaging story times to children fostering a love of books and building literacy skills.
- Evaluate and monitor the program

RESULT:

Collaborate and network with community organizations, public libraries and other early literacy programs throughout the region and state to educate, model and promote the importance of early literacy skills development for children and implement early childhood literacy skill building practices for effective engagement with children. (20%)

- Model, present and demonstrate early literacy best practices to parents and childcare/preschool providers to support them in their role as a child's first teachers
- Partner with other organizations and libraries
- Provide training opportunities for educators, caretakers and parents
- Utilize various methods, including social media to promote and share early childhood knowledge, resources and events

RESULT:

Library partners of the UCSLD have timely access to safe, efficient and knowledgeable service, well-organized training and shared information in an atmosphere of outstanding customer service. (15%)

- Active member of the UCSLD team and supports the mission and vision.
- Manage the outreach budget
- Practice and follow all safety rules and procedures
- Safe, efficient use of UCSLD equipment and vehicles
- Prepare reports to UCSLD board and supervisor
- Develop grant applications and coordinate and administer projects
- Maintain confidentiality.
- Maintain cooperative working relationships with UCSLD staff and board, other organizations and the general public.
- Serve as an assistant for billing and other administrative duties as assigned.

RESULT:

Residents and partners of the UCSLD have an awareness of new and emerging trends and best practices in early literacy development and kindergarten readiness. (5%)

- Take part in relevant training to support the position
- Participates in District approved continuing education and professional development
- Regular attendance and the ability to work the hours scheduled is considered essential to performance of the job.

Education and Experience:

- High school education or equivalent required.
- Two years higher education or equivalent experience in early childhood education, library service to children, or early literacy/early learning education with knowledge and understanding of the language and early literacy skills young children need in order to successfully begin kindergarten
- Ability to read, write, speak, understand Spanish preferred, but not required

Special Requirements:

- Valid Drivers' License, acceptable driving record, and ability to meet the UCSLD's driving standards.
- Background Check
- Maintain Central Background Registry

Physical Demands of This Position: While performing the duties of this position, the employee is frequently required to sit, stand bend, kneel, stoop, communicate, grasp, talk, hear, see, reach and manipulate objects. The position requires mobility. Duties involve lifting, carrying, pushing, pulling or otherwise moving materials weighing up to 30 pounds on a regular basis such as rotating book boxes, storytime boards, big books, materials, etc. Manual dexterity and coordination are required for over

25% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Delivering and picking up rotating book boxes and other storytime materials to/from sites is required for over 25% of the work period. Modeling early literacy practices, effective storytimes, providing early literacy skill presentations and demonstrations to parents, childcare/preschool providers, and libraries for over 25% of the work period.

Working Conditions: For time spent in office: usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. For time spent at sites: usual childcare site working conditions. The noise level is typical of most public libraries, preschool and childcare sites with children, telephones, and background noise. This position includes occasional night and weekend hours.



Umatilla County Special Library District – Employee Performance Appraisal

Employee Name	
Position	
Supervisor Name	
Position	
Review Period	
Date of Review	
Type of Appraisal	<input type="checkbox"/> Annual <input type="checkbox"/> Entrance <input type="checkbox"/> Exit <input type="checkbox"/> Other _____
Reviewed by	<input type="checkbox"/> Self <input type="checkbox"/> Supervisor
Overall Rating	<input type="checkbox"/> Achieves Performance Standards <input type="checkbox"/> Does Not Achieve Performance Standards
Signatures	
Supervisor's Name	
Supervisor's Signature	
Date	
Employee Comments	
Employee's Signature	
Date	
Reviewer's Name	
Reviewer's Signature	
Date	

STAFF SELF EVAL QUESTIONS

- I. Workload/Stress (Scale 1-10)?

- II. Needs?

- III. Work-life balance?

- IV. Control of schedule?

- V. Do you feel support?

- VI. Reward/Fairness?

- VII. Motivation / Values – reason for being here?

- VIII. Questions/concerns/comments



OVERALL PERFORMANCE RATING

	Outstanding	Superior	Solid Performer	Needs Improvement
Customer Focus (Communication)				
Valuing Diversity				
Ethics, Values, Judgment				
Job Knowledge (Professional & Technical)				
Service Delivery (Approachability, Composure, Compassion, Reliability, Attendance)				
Interpersonal – Building Relationships (Interpersonal savvy, Peer relations, Problem Solving / Conflict Management)				
Leading self & others (Teamwork, Leading/Living Vision & Values)				
Managing Workload – Achieving Results (Work Quality, Accountability, Organization & Planning, Adaptability & Flexibility, Managing Change, Drive for Results / Productivity, Record Keeping)				
MGMT Cognition – Creative Thinking (Decision Quality, Dealing With Ambiguity, Vision & Strategic Thinking)				



Section III. Summary Assessment

Comments:

1) How is the staff member performing overall? What are the most notable areas of strength?

2) What are the next steps for growth or improvement?



Section IV. Next Year's Goals

Goals and Benchmarks – What Strategic Plan goals are referenced with these work goals?

AGREEMENT FOR LIBRARY SERVICES

Umatilla County Special Library District

This agreement ("Agreement") is entered into by and between the Umatilla County Special Library District ("District"), and the City of _____ ("City"), both municipal corporations and political subdivisions of the State of Oregon. This Agreement is entered into pursuant to Oregon Revised Statutes ("ORS") 190.010 and shall be effective upon signing by both parties hereto.

RECITALS

WHEREAS, the District was established by the voters of Umatilla County to provide Library Services as defined in ORS 357.400(3), within Umatilla County, Oregon; and

WHEREAS, for that purpose the District and the City desire to enter into an intergovernmental agreement to provide Library Services through the City Library; and

WHEREAS, the parties recognize that this Agreement is not exclusive and that the District has entered into or proposes to enter into similar agreements with other public entities to ensure consistent and cooperative provision of Library Services throughout Umatilla County.

AMENDMENT RECITALS

WHEREAS, the District has all powers and authorities granted to special library districts pursuant to ORS chapter 357, including the authority to administer District funds and to enter into contracts; and

WHEREAS, in 2021 the District proposed an Agreement with libraries in Umatilla County to establish performance measures and conditions for receipt of funding from the District; and

WHEREAS, some of the libraries proposed to be funded have signed the Agreement and some signatures are pending; and

WHEREAS, the District's Board of Directors has determined that minor amendments to the Agreement will promote clarity and facilitate cooperation between the District and the funded libraries;

NOW, THEREFORE, IT IS HEREBY AGREED:

AGREEMENT

In consideration of the mutual obligations stated herein, the parties agree as follows:

1. **DEFINITIONS.** When used in this Agreement, unless the context indicates otherwise:
 - A. "City" means the City of _____, in Umatilla County, Oregon.
 - B. "County" means Umatilla County, Oregon.
 - C. "District" means the Umatilla County Special Library District.
 - D. "Home Library" means the Library that uses the same ZIP code as a patron's residence.
 - E. "Library" means the City of _____ Library.
2. **TERM.** This Agreement shall take effect July 1, 2022 and shall be of indefinite duration unless and until modified pursuant to Section 3 or terminated pursuant to Section 14 of this Agreement.
3. **REVIEW AND RENEGOTIATION.** The terms of this Agreement, including but not limited to terms and methods for Funding, are subject to review and renegotiation every three (3) years. Either party may submit a written request for review and renegotiation to the other party at least twelve (12) months prior to the end of the applicable three (3)-year period. Upon the other party's receipt of such request, the parties shall engage in good-faith negotiations regarding any modifications. If the parties cannot agree to the modified terms within six (6) months of the date on the written notice, either party may terminate the Agreement as provided in Section 14. Failure to provide timely notice under this paragraph shall be deemed consent to renew the Agreement according to its existing terms until the next review period.
4. **DUTIES AND OBLIGATIONS OF THE PARTIES.**
 - A. **For the City.** The City's obligations under this Agreement shall be as follows:
 - (1) Operations. In operating the Library, be responsible for the following:
 - (a) Purchasing materials, supplies, equipment and services necessary for the setup and continued operation.
 - (b) Preparing and approving an annual Library budget.
 - (c) Entering into contracts with any person, firm or corporation, or any agency or government, as necessary, to acquire goods or services for the

development of and the operation of the Library.

- (d) Contracting or providing for the use of space for its operations, staff, a supervisor, or auxiliary services, including but not limited to records, payroll, accounting, purchasing and data processing.
 - (e) Reviewing staff contracts and job descriptions annually to maintain alignment with Priorities for Programs and Service Delivery and performing annual employee evaluations based on those job descriptions.
 - (f) Determining the level of staffing required to provide Library Services according to all applicable standards and in compliance with this Agreement. Employing, supervising, and terminating a director and other Library employees.
 - (g) Compensating the Head Librarian/Library Director or equivalent at not less than 150% of the State of Oregon minimum wage.
 - (h) Taking any other action necessary and proper for the management of the Library and the performance of its functions.
- (2) Standards. Complying with all applicable State of Oregon laws and administrative rules relating to hours of operation, staffing levels, and collection size. To the extent feasible the Library will strive to meet Oregon Library Association Public Library Standards.
- (3) Unplanned Changes in Staffing and Operations. Notifying the District's Board of Directors when changes are made in Library staffing or operations that affect or may affect the implementation of the current Annual Library Service Plan.
- (4) Library Closures. Notifying the District office of any unscheduled Library closures.
- (5) Interlibrary Loan. Participating in universal borrowing for all District residents.
- (6) Support for the District. Acknowledging the District's contributions on Library website, brochures, newsletters, etc. Providing other support and advocacy for the District upon request.
- (7) Annual Library Service Plan.
- (a) On or before May 1 of the current fiscal year, prepare and submit to the District an Annual Library Service Plan ("ALSP") proposal for the next fiscal year. The ALSP shall be based on the then-current District guidelines for programs. Funding under this Agreement is expressly

conditioned upon District approval of the ALSP.

- (b) No later than October 31 of each year, present a written review of the prior fiscal year's ALSP to the District Board of Directors.
- (8) Annual Statistical Report. On or before November 10 of each fiscal year, furnish to the District a copy of the Library's annual statistical report that is sent to the State Library of Oregon.
- (9) Funding Conditions. Comply with all Funding Conditions described in Section 5 of this Agreement.
- (10) Financial Reporting.
 - (a) Account for all Library resources and expenditures through a separate freestanding fund or a readily identifiable department function within the City General Fund, consistent with accounting and budgeting requirements under Oregon law.
 - (b) Budget any unexpended Funding from the prior fiscal year budget as beginning cash balance in the following fiscal year's Library budget, consistent with accounting and budgeting requirements under Oregon law.
 - (c) On or before October 10 of each fiscal year, provide to the District a copy of the City's annual adopted Library budget, showing the planned use of Funding from the District. The budget shall be accompanied by a written summary of any anticipated changes in staffing or operations in the next fiscal year that may affect the apportionment of Funding.
 - (d) On a monthly basis, provide a financial report for the Library to the Library Director and Library Board. The report shall include any anticipated changes in staffing or operations in the next fiscal quarter that may affect the apportionment of Funding.
 - (e) Provide additional or supplemental information upon request.
 - (f) On or before February 1 of each fiscal year, provide to the District a copy of an annual audit showing expenditures of Funding during the prior fiscal year.
 - (g) Ensure that all gifts, grants, contributions or fees received by the City for library services from any source other than the District are accounted for in the Library budget and used solely for Library operations.
- (11) In-Service Training. Provide regular wages and benefits for employees participating in District-provided in-service trainings, including reimbursement

for reasonable and customary mileage, meals, substitutes, etc. The Library must close for these trainings.

B. For the District. Subject to the availability of funds, the District's obligations under this Agreement shall be as follows:

- (1) Funding. Subject to the terms and conditions stated in Section 5 of this Agreement, on an annual basis provide to the City funding ("Funding") for Library Services according to the formula described in Appendix A, which is attached hereto and incorporated herein by this reference.
- (2) Annual Budget. As soon as available, provide a copy of the District's anticipated annual funding distribution amounts to the City for use in the budgeting process. The parties recognize that both parties' budgets must conform to Oregon budget laws.
- (3) Distribution of Funds. Promptly upon receipt of property tax revenues from the Umatilla County Treasurer, transfer to the City its proportionate share of the Funding as described in Appendix A.
- (4) District Director. Provide District Director services for the purposes of providing advice, sharing information, serving as a resource, and assisting in solving problems. When appropriate the District Director shall act as a Communication Liaison for cooperative projects.
- (5) Technical Services Manager. Provide Technical Services, including cataloging assistance, resolving database issues, and one-on-one library site visits at least twice per year.
- (6) Early Literacy Program Manager. When appropriate and upon request, provide resources and services through the Early Literacy Program Manager.
- (7) In-Service Staff Training. Fund and present a minimum of two trainings per year for all library staff based on District and Library program priorities and needs. The Library will be closed for these trainings.
- (8) Resource Sharing. When, in the District's sole discretion, it is reasonable and cost-effective, the District shall provide the following shared resources:
 - (a) Courier Service. Contract courier services for delivery of books and other library materials from and to the participating libraries within the County.
 - (b) Library Automation System. Sage Library System membership levels for the libraries in the District. Libraries shall follow all Sage Library System policies and all District policies relating to the implementation of such policies.

- (c) Public Resources. Additional resources that will be accessible through the Library to a resident with a local library card.
 - (d) Joint Purchasing Opportunities. When appropriate and upon agreement of all participating parties, pursue and coordinate joint purchasing opportunities.
 - (e) Professional Learning Opportunities. Share free resources for training elected officials and non-Library personnel.
- (9) District Annual Service Plan (ALSP). By May 1 of each year, provide a copy of the District's Annual Service Plan on the District website for public viewing. Provide hard copies of the Plan upon request. By October 31, provide an evaluation process of the previous fiscal year's ALSP.

5. FUNDING TERMS AND CONDITIONS.

- A. Use of Funds. The parties intend that Funding provided pursuant to paragraph 4.B(1) will be used solely to support operation of the Library and implementation of the Library's Annual Library Service Plan (ALSP). The Funds may not be used for the purchase, rehabilitation, or maintenance of a building or grounds for the City library; for structural modification of an existing City library; or for maintenance or operation of the Library's physical plant.
- B. Annual Library Service Plan. Receipt of Funding is expressly conditioned upon the District's approval of the City's timely submitted Annual Library Service Plan ("ALSP") proposal pursuant to paragraph 4.A(7)(a) of this Agreement.
- C. Budget Availability. The parties recognize that the District is a special taxing district which receives its funding through property tax receipts collected by Umatilla County. In the event the tax revenues are less or more than those in the budget adopted by the District for the applicable fiscal year, the allocations of funds to the City shall be proportionately reduced or increased by the same percentage as the reduced or increased level of tax revenues. For example, if the total annual revenues were reduced/increased by one (1%) percent, then the City's total receipts from the District would be reduced/increased by one (1%) percent.
- D. Withholding Funding. If the City fails to comply with any term of this Agreement, the District shall notify the City in writing of any failure to comply and the parties shall work in good faith to promptly cure the failure. If substantial steps toward a cure are not taken within thirty (30) days of the date on the written notice, the District reserves the right to withhold distributions of Funding to the City until all terms are met. If after working in good faith the parties are unable to resolve the issue, either party may demand commencement of the dispute resolution

process in Section 11 of the Agreement.

E. Changes to Funding Formula. The population element of the funding formula described in Appendix A is subject to change every three (3) years based on changes in ZIP Code information provided by Portland State University Population Research Center. Population changes could cause changes in the distribution percentages.

- 6. PROHIBITION OF DISENFRANCHISEMENT.** A patron's residency outside of the City limits of their Home Library shall not be basis for excluding such patron from participation in public discussions regarding their Home Library.
- 7. NO EMPLOYMENT RELATIONSHIP.** Any and all employees of the City, while engaged or performing any work or service required under this Agreement, shall be considered employees of the City and not employees of the Library District. Any claims that may arise under the Workers' Compensation Act on behalf of such employees while so engaged; any claim for or regarding compensation or benefits for such employees; and any and all claims made by third parties as a consequence of any act or omission on the part of the City or its employees shall be the sole obligation and responsibility of City.
- 8. NOTICES.** Any notice required to be given under this Agreement shall be effective on the date of actual receipt or two (2) days after deposit as registered or certified mail, return receipt requested, postage prepaid and addressed to either party at the address stated below or such other addresses as either party may specify by written notice to the other party:

City of _____
[Address]

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

- 9. SEVERABILITY.** If any part, paragraph, section or provision of this Agreement is adjudged to be invalid by any court of competent jurisdiction, such adjudication shall not affect the validity of any remaining section, part or provision of this Agreement.
- 10. GOVERNING LAW.** This Agreement shall be construed and regulated by the laws of the State of Oregon. Venue for any dispute hereunder shall lie in Umatilla County, Oregon.
- 11. DISPUTE RESOLUTION.**
- A. Negotiation. Prior to any mediation or arbitration of any dispute arising under this agreement, the parties agree to submit each such dispute to mediation and to attempt to settle such dispute in good faith.
- B. Mediation. If the dispute cannot be resolved by good-faith negotiations, a

mediator will be selected by and paid equally by the parties. If the matter is not settled after one mediation session, then the arbitration provisions of this agreement shall apply.

C. Arbitration. If any dispute arises between the parties which is not settled by mediation, such dispute shall be resolved by binding arbitration. Either party may request arbitration in writing to the other party. The parties shall mutually select a single arbitrator. If the parties cannot agree on an arbitrator, the presiding judge of the Umatilla County Circuit Court will choose an arbitrator. The arbitration shall take place in Umatilla County, Oregon, and shall be conducted according to the rules of the Arbitration Service of Portland, Oregon. Costs of the arbitration shall be shared equally by the parties, but each party shall pay its own attorney fees incurred in connection with the arbitration.

12. INDEMNITY. Subject to the limitations of the Oregon Constitution and the Oregon Tort Claims Act [ORS 30.260 to 30.300], each party shall defend, indemnify and hold the other party harmless from any claims, damages, suits or actions, including third-party actions, arising out of or in connection with the indemnifying party's performance pursuant to this Agreement.

13. AMENDMENT. This Agreement may be modified only by mutual written consent of the parties hereto.

14. TERMINATION. Either party may terminate this Agreement without cause by giving written notice to the other party not less than six (6) months prior to the end of the then-current fiscal year. Such termination shall become effective at midnight of the last calendar day of the fiscal year in which such notice is given.

IT IS HEREBY AGREED:

**UMATILLA COUNTY SPECIAL
LIBRARY DISTRICT**

CITY

Board President

City Manager/Mayor

Board Secretary

ATTEST: _____
City Manager/City Recorder

_____, 20____
Date

_____, 20____
Date

ATTACHMENTS:

Appendix A: Explanation of Distribution of Funds to Member and Partner Libraries

Appendix B: Oregon Public Libraries Definition & Link to Oregon Library Association
Public Library Standards

Appendix C: UCSLD Organizational Governance Outline

AMENDMENT TO AGREEMENT FOR LIBRARY SERVICES

Umatilla County Special Library District

This amends the Agreement for Library Services (“Agreement”) proposed on _____, by and between the Umatilla County Special Library District (“District”), and the City of _____ (“City”), both municipal corporations and political subdivisions of the State of Oregon. This amendment (“Amendment”) shall be effective upon signing by both parties hereto.

RECITALS

WHEREAS, the District has all powers and authorities granted to special library districts pursuant to ORS chapter 357, including the authority to administer District funds and to enter into contracts; and

WHEREAS, in 2021 the District proposed an Agreement with libraries in Umatilla County to establish performance measures and conditions for receipt of funding from the District; and

WHEREAS, some of the libraries proposed to be funded have signed the Agreement and some signatures are pending; and

WHEREAS, the District’s Board of Directors has determined that minor amendments to the Agreement will promote clarity and facilitate cooperation between the District and the funded libraries;

NOW, THEREFORE, IT IS HEREBY AGREED:

Section 4, DUTIES AND OBLIGATIONS OF THE PARTIES, is amended as follows:

A(3) Unplanned Changes in Staffing and Operations. Notifying the District’s Board of Directors when changes are made in Library staffing or operations that affect or may affect the implementation of the current Annual Library Service Plan.

Section 5, FUNDING TERMS AND CONDITIONS, is amended as follows:

D. Withholding Funding. If the City fails to comply with any term of this Agreement, the District shall notify the City in writing of any failure to comply and the parties shall work in good faith to promptly cure the failure. If substantial steps toward a cure are not taken within thirty (30) days of the date on the written notice, the District reserves the right to withhold distributions of Funding to the City until all terms are met. If after working in good faith the parties are unable to resolve the issue, either party may demand commencement of the dispute resolution process in Section 11 of the Agreement.

Section 12, INDEMNITY, is amended as follows:

INDEMNITY. Subject to the limitations of the Oregon Constitution and the Oregon Tort Claims Act [ORS 30.260 to 30.300], each party shall defend, indemnify and hold the other party harmless from any claims, damages, suits or actions, including third-party actions, arising out of or in connection with the indemnifying party's performance pursuant to this Agreement.

SIGNED:

Board President, District

City Manager/Mayor,
City of _____

Board Secretary, District

ATTEST: _____
City Manager/City Recorder
City of _____

DATED:

_____, 2022

_____, 2022