



**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 - Annual Meeting of the Board of Directors
Thursday, July 22, 2021, 5:30pm
UCSLD Office at 425 South Main Street, Pendleton, OR &
Zoom Meeting:

<https://us02web.zoom.us/j/82255019757?pwd=YUpsaVNWeEg5Qmp2ZjJNL1FiUS9xUT09>

Meeting ID: 822 5501 9757 Passcode: 892017
Phone (audio only) +1 971 247 1195 US (Portland)

Agenda	
Call to order- Regular July and Annual Meeting	President
Oath of Office for: <ul style="list-style-type: none"> Jubilee Barron Sharone Pettus McCann John Thomas 	Secretary to the Board
Call the Roll & Establish Quorum	Secretary to the Board
Approval of the Agenda	President
Annual Meeting <ul style="list-style-type: none"> Review of Board of Director List Board Elections - President, Vice-President Secretary Appointment Set Regular Monthly Meeting Date & Time 	President and newly elected President

Topic	Lead	Purpose Outcome
Public Comment - Limited to Two Minutes Per Person Limited to 30 Minutes Total	President	Please sign up
Anyone may come forward at this time. Comment on any topic not on Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted		
Minutes - Board Meeting - June 24,2021	President	Approval

Topic	Lead	Purpose Outcome
Calendar Update	Director	Fiscal Year calendar will be finalized and shared when the Board approves
Correspondence	Director	
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report - June 2021 ○ Banks & Pool Balances • Staff Monthly Reports 	Director	Acceptance Information
Board Training	Everyone	OSHA Heat Illness Prevention Emergency Ruling
Old Business <ul style="list-style-type: none"> • City-District Agreements 	Director	Discussion & Approval
<ul style="list-style-type: none"> • Report on Staff Performance Appraisals 	Director	Information
<ul style="list-style-type: none"> • UCSLD - End of Year Report 	Director	Information & Discussion
New Business <ul style="list-style-type: none"> • Annual Library Service Plan Review Meetings - Dates 	Director	Review
<ul style="list-style-type: none"> • Bank Signatory Documents 	Director	New Signers Added
<ul style="list-style-type: none"> • Moving to Bill Pay 	Director	Information & Decision
<ul style="list-style-type: none"> • Report on Records Management Project 	Director	Information & Discussion
Good of the order	Everyone	
Next District Board Meeting - August 26, 2021	President	Information
Adjourn	President	Motion

Sign language interpretation will be provided for the public if requested 48 hours before the meeting; notice 72 hours before the meeting is preferred. Requests may be made to Erin McCusker at 541-276-6449.



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Minutes
Board of Directors Meeting
June 24, 2021 at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD:

Caty Clifton
Nick Nash, President
Hilary Stoupa
John Thomas, Vice President

ATTENDANCE STAFF:

Erin McCusker, District Director
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE - VISITORS:

None

CALL TO ORDER:

Board President Nick Nash called the Board Meeting to order at 5:36 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and noted three Board Members -Nick Nash, Caty Clifton, and Hilary Stoupa - present at the time, thus there was a quorum. [John Thomas arrived shortly thereafter.]

APPROVAL OF THE AGENDA:

Caty Clifton moved to accept the agenda as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting: May 27, 2021 - Hilary Stoupa moved to accept the budget hearing and board meeting minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

No updates.

CORRESPONDENCE:

Erin McCusker shared that an engagement letter with Barnett & Moro was received. Nick Nash asked if the contract was up this year. Erin replied that it will be and then when a new contract is received it will come to the Board. The consensus of the Board was for Erin to read and sign the engagement letter. Also received was a flier from Emporia State University announcing that they are moving their MLS program fully online (following the pandemic) - Erin suspects all the libraries received one of these fliers. Received a letter from Banner Bank - periodically Erin receives a text regarding potential fraud alert on any

of our staff credit cards, such as when Monica Hoffman recently ordered plastic boxes through Walmart. Additionally, a flyer of upcoming trainings for long term care was received from the ombudsman at the State of Oregon.

REPORTS:

FINANCIAL STATEMENTS - May 2021:

Erin McCusker noted that she would like to streamline our bill paying processes and move to virtual approval of billing online beginning next fiscal year. She noted that no lines or areas went over with anything needing a supplemental budget. She stated that we should get one more tax check which will be distributed in early July, which will close out this fiscal year. Erin also noted that we are expecting 2 checks: one from the State Library of Oregon for PolicyMap reimbursement and one for historical grant reimbursements). Hilary Stoupa moved to accept the May 2021 financial report subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

In highlighting a few of the staff's activities for last month, Erin McCusker noted that Monica Hoffman is adding more pictures in her reports as things begin to open back up. Monica has fliers up and out for this year's summer reading program (Color My World). Monica had a table at Pendleton Farmers' Market on May 21st - she had so many people stop by and pick things up that she had to return to the office to restock her supply. Erin noted that Dea Nowell has been working hard to get ready for a trip to Pendleton and doing a lot of cataloging, including for Ukiah which found a number of items in storage. Erin noted that she is looking to get out to meet with library directors, in person if they are vaccinated, otherwise via Zoom. She has information from Gary Parker (our math person) regarding the shift occurring within our formula levels. She will get that info. out to the Board next week. Erin also noted that the final budget documents were submitted to the County.

BOARD TRAINING - Orientation: feedback from Board on orientation for new Board Directors:

Feedback from Board Members regarding items they thought would helpful/important for new Board Director's orientation include the following items:

- when going through the formula review, Ruth Metz reminded us that we need to stay in control of the budget and direction of the UCSLD - important that we don't give away our power
- transparency very important, but not passive (transparency - watch word)
- important to understand the massive amount of money and magnitude of power involved
- be prepared for possible contention
- size of our budget (in comparison to other organizations)
- view of library service across the County & that it may not always be brought through a library (for instance: Take Off!)
- aware of how much other libraries are doing (comparison to own local library)
- seriousness of the role
- diversity of the District and communities
- time commitment, expectations and understanding of the Board Members: 1-2 hours of prep time, about 2 hour meetings, plus self-study and/or work sessions
- not just a show up to meetings Board
- probably an average of 2 meetings per month (throughout the year)
- in-service attendance was helpful for showing transparency and presence of the Board

- follow up with the glory of the service we provide and the joy it brings
- reading the language of the formation of the District; it was eye opening – we are responsible for library service in the County
- we are not a pass through (for money)
- special district law training & governance training
- important that the Board speaks with one voice... and consistently

OLD BUSINESS:

DISTRICT-CITY AGREEMENTS – ATTORNEY UPDATE:

After reviewing and discussing the drafts of the new District-City Agreements, the consensus of the Board was to make the changes that were recommended by attorney Eileen Eakins and the Board will review the drafts next month.

VEHICLE PURCHASE:

Erin McCusker stated that Monica Hoffman has begun to drive the new vehicle and is beginning to get used to it, though she has not tried to parallel park it yet.

LIBRARIES’ ANNUAL LIBRARY SERVICE PLANS:

Following discussion regarding this year’s libraries’ ALSPs and how the plans were at varying levels of complexity, John Thomas moved to accept the 2021-22 ALSPs from all the libraries. Caty Clifton seconded the motion. The motion passed unanimously.

NEW BUSINESS:

ACCEPT THE SPECIAL DISTRICT ELECTION OF MAY 18, 2021, AS PRESENTED BY THE UMATILLA COUNTY ELECTIONS OFFICIAL RESULTS: JUBILEE BARON AS AN AT LARGE BOARD DIRECTOR FOR A 2-YEAR TERM; JOHN THOMAS AND SHARONE PETTUS MCCANN AS AT LARGE BOARD DIRECTORS FOR 4-YEAR TERMS:

Caty Clifton moved to accept the results of the May 18, 2021, election. John Thomas seconded the motion. The motion passed unanimously.

REPORT ON CLOSING FISCAL YEAR:

Erin McCusker stated that next month we will have a staff summation of the fiscal year.

REPORT ON UCSLD STAFF PERFORMANCE APPRAISALS:

Erin McCusker reported that staff performance appraisals have been moved to next week.

EXECUTIVE SESSION:

Board President Nick Nash read the ORS from the agenda regarding the Executive Session. [192.660(2)(i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)(i) and 192.660(8).] Hilary Stoupa moved to go into executive session for the purpose of the District Director’s performance appraisal. John Thomas seconded the motion. The motion passed unanimously. The Executive Session was called to order at 7:02pm. Following the District Director’s performance appraisal, John Thomas moved to close the Executive Session. Caty Clifton seconded the motion. The motion passed unanimously. The Executive Session was closed at 7:31 pm by Board President Nick Nash.

GOOD OF THE ORDER:

Celebration, thank you, and good-bye to Board Member Hilary Stoupa as her term expires.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on July 22, 2021, at 5:30 pm in person at the District Office and via Zoom connection.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:41 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell

DRAFT

UCSLD Fiscal Year Overview



Fiscal Year: 2021-2022

JULY	
7/1	Fiscal Year Begins
7/14	Director's Meeting-Zoom-9:00 - 11:00
7/22	Board Meeting - 5:30

AUGUST	
8/26	Board Meeting - 5:30
8/31	Ready to Read Grant due

SEPTEMBER	
9/8	Director's Meeting - Zoom - 9:00-11:00
9/	ALSP Review Meeting - 5:30 - 8 PM
9/	ALSP Review Meeting - if needed
9/23	Board Meeting - 5:30
9/	ALSP Review Meeting - 5:30 - 8 PM

OCTOBER	
10/10	City Library Budgets due to UCSLD
10/	ALSP Review Meeting - 5:30 - 8 PM
10/21	Board Meeting - 5:30
10/31	ALSR Evaluations due

NOVEMBER	
11/5	District In-Service Training - Zoom
11/10	State Statistical Report due to UCSLD
11/10	Director's Meeting - Zoom - 9:30-11:30
11/18	Board Meeting - 5:30

DECEMBER	
12/1	Ready to Read Grant Final Report due to SLO
12/16	Board Meeting - 5:30

JANUARY	
TBD	UCSLD Board Retreat
1/2	Historical Materials process begins
1/12	Meeting of the Directors - Zoom - 9:00-11:00
1/27	Board Meeting - 5:30

FEBRUARY	
2/1	City Audits due to UCSLD
2/15	UCSLD Projected Budget figures to Libraries
2/24	Board Meeting - 5:30

MARCH	
3/9	Meeting of the Directors - Zoom-9:00-11:00
3/24	Board Meeting - 5:30
3/31	Historical Materials process wraps up

APRIL	
4/1	District In-Service Training - TBD
TBD	UCSLD Budget Committee Meeting
4/28	Board Meeting - 5:30
TBD	OLA Conference

MAY	
5/1	ALSP Due to UCSLD
5/11	Meeting of the Directors - Zoom - 9:00-11:00
5/26	Budget Hearing & Board Meeting - 5:30

JUNE	
6/23	Board Meeting - 5:30
6/30	End of Fiscal Year

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2021

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To the Board of Directors
Umatilla County Special Library District
Pendleton, Oregon

Management is responsible for the accompanying financial statements of Umatilla County Special Library District (a governmental organization), which comprise the schedule of assets, liabilities, and fund balance – all fund types - budgetary basis of as of June 30, 2021 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the fiscal year then ended, in accordance with the budgetary basis of accounting and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the budgetary basis of accounting in accordance with Oregon Budget Law, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the budgetary basis. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, and fund balance – all fund types – budgetary basis, and the related schedules of revenues, expenditures, and changes in fund balance – all fund types – budgetary basis. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Umatilla County Special Library District.

Dickey and Tremper, LLP
July 19, 2021

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
June 30, 2021

Governmental Type Funds

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 19,111.48	\$ -	\$ -	\$ -	\$ 19,111.48
Cash - LGIP	296,423.34	24,484.35	-	23,709.63	344,617.32
Cash - Columbia River Bank	40.00	-	19,040.12	-	19,080.12
Prepaid expenses	4,770.73	-	-	-	4,770.73
Accounts Receivable	-	-	-	-	-
TOTAL	\$ 320,345.55	\$ 24,484.35	\$ 19,040.12	\$ 23,709.63	\$ 387,579.65
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 20,942.13	\$ -	\$ -	\$ -	\$ 20,942.13
Accrued payroll and benefits	1,112.46	-	-	-	1,112.46
Total Current Liabilities	22,054.59	-	-	-	22,054.59
FUND BALANCES (DEFICIT)					
Assigned	-	24,484.35	19,040.12	23,709.63	67,234.10
Unassigned	298,290.96	-	-	-	298,290.96
Total Fund Balances	298,290.96	24,484.35	19,040.12	23,709.63	365,525.06
TOTAL	\$ 320,345.55	\$ 24,484.35	\$ 19,040.12	\$ 23,709.63	\$ 387,579.65

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the Fiscal Year Ended June 30, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 512.18	\$ 1,921,284.18	\$ 1,986,735.00	\$ (45,450.82)	97.69%
Taxes - previously levied	15,247.51	61,461.48	55,000.00	6,461.48	111.75%
Other income	-	157.70	300.00	(142.30)	52.57%
Community services fees	-	72,228.63	72,229.00	(0.37)	100.00%
Interest earned - LGIP	173.02	2,809.03	4,350.00	(1,540.97)	64.58%
Interest earned - other	0.89	35.08	150.00	(114.92)	23.39%
Total Revenues	15,933.60	2,057,976.10	2,098,764.00	(40,787.90)	98.06%
PERSONNEL EXPENDITURES					
District Manager	5,731.01	68,719.31	69,000.00	(280.69)	99.59%
Library Tech. Manager	4,019.84	47,734.54	49,275.00	(1,540.46)	96.87%
Early Literacy Coordinator	3,423.20	40,611.61	41,725.00	(1,113.39)	97.33%
Payroll taxes	932.13	11,115.82	16,400.00	(5,284.18)	67.78%
Health and accident insurance	4,030.73	47,556.62	49,000.00	(1,443.38)	97.05%
Worker's compensation	4.29	651.63	600.00	51.63	108.61%
Unemployment	353.35	3,532.02	3,500.00	32.02	100.91%
Retirement	433.10	5,201.84	25,000.00	(19,798.16)	20.81%
Total Personnel Expenditures	18,927.65	225,123.39	254,500.00	(29,376.61)	88.46%
MATERIALS AND SERVICES					
Transportation	-	381.13	9,000.00	(8,618.87)	4.23%
Staff training and conferences	-	1,825.91	4,000.00	(2,174.09)	45.65%
Board expenses	64.50	1,171.42	5,000.00	(3,828.58)	23.43%
Legal fees	400.03	2,258.81	6,000.00	(3,741.19)	37.65%
Audit	-	4,476.00	4,500.00	(24.00)	99.47%
Insurance	-	3,032.00	3,200.00	(168.00)	94.75%
Fiscal management	795.00	9,540.00	10,500.00	(960.00)	90.86%
Postage	-	353.88	800.00	(446.12)	44.24%
Office supplies and maintenance	643.54	3,490.20	6,200.00	(2,709.80)	56.29%
Telephone	156.42	2,078.44	2,100.00	(21.56)	98.97%
Rent	740.00	8,880.00	8,900.00	(20.00)	99.78%
Ads and notices	-	1,052.81	4,500.00	(3,447.19)	23.40%
Elections	6,648.64	6,648.64	9,500.00	(2,851.36)	69.99%
Email/website	-	1,650.00	1,850.00	(200.00)	89.19%
Total Materials and Services	9,448.13	46,839.24	76,050.00	(29,210.76)	61.59%
SPECIAL PAYMENTS					
Tax distribution to cities	12,203.95	1,585,794.44	1,617,388.00	(31,593.56)	98.05%
Community services fee distribution to cities	-	57,782.90	57,783.00	(0.10)	100.00%
Total Special Payments	12,203.95	1,643,577.34	1,675,171.00	(31,593.66)	98.11%
Capital outlay	-	1,178.00	4,000.00	(2,822.00)	29.45%
Contingency	-	-	97,050.00	(97,050.00)	0.00%
Total expenditures	40,579.73	1,916,717.97	2,106,771.00	(190,053.03)	90.98%
Revenues over (under) expenditures	(24,646.13)	141,258.13	(8,007.00)	149,265.13	-1764.18%

OTHER FINANCING SOURCES (USES)					
Transfer to Resource Sharing Fund	<u>-</u>	<u>(90,000.00)</u>	<u>(105,400.00)</u>	<u>15,400.00</u>	<u>85.39%</u>
Total other financing sources (uses)	<u>-</u>	<u>(90,000.00)</u>	<u>(105,400.00)</u>	<u>15,400.00</u>	<u>85.39%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (24,646.13)</u>	<u>51,258.13</u>	<u>(113,407.00)</u>	<u>\$ 164,665.13</u>	
FUND BALANCE, July 1, 2020		<u>247,032.83</u>	<u>220,500.00</u>		
FUND BALANCE, June 30, 2021		<u>\$ 298,290.96</u>	<u>\$ 107,093.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the Fiscal Year Ended June 30, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ 4,000.00	\$ 150.00	\$ 3,850.00	2666.67%
Hermiston and courier reimbursement	-	28,534.41	25,000.00	3,534.41	114.14%
Grants - Other	-	1,596.23	2,500.00	(903.77)	63.85%
Total Revenues	-	34,130.64	27,650.00	6,480.64	123.44%
MATERIALS AND SERVICES					
Sage Library System	-	60,642.00	62,000.00	(1,358.00)	97.81%
Courier - County	317.85	30,474.82	31,000.00	(525.18)	98.31%
Cataloging utilities	-	290.40	750.00	(459.60)	38.72%
Library2Go	-	11,090.00	13,000.00	(1,910.00)	85.31%
Programs and training	890.83	7,442.58	10,000.00	(2,557.42)	74.43%
Cooperative programs and activities	-	5,900.00	6,000.00	(100.00)	98.33%
Grant expenses - Other	-	1,626.18	2,500.00	(873.82)	65.05%
Marketing	-	-	1,500.00	(1,500.00)	0.00%
Total Materials and Services	1,208.68	117,465.98	126,750.00	(9,284.02)	92.68%
Contingency	-	-	25,000.00	(25,000.00)	0.00%
Total expenditures	1,208.68	117,465.98	151,750.00	(34,284.02)	77.41%
Revenues over (under) expenditures	(1,208.68)	(83,335.34)	(124,100.00)	40,764.66	67.15%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	90,000.00	105,400.00	(15,400.00)	85.39%
Total other financing sources (uses)	-	90,000.00	105,400.00	(15,400.00)	85.39%
Revenues and other financing sources over (under) expenditures and other financing uses	\$ (1,208.68)	6,664.66	(18,700.00)	\$ 25,364.66	
FUND BALANCE, July 1, 2020		17,819.69	18,700.00		
FUND BALANCE, June 30, 2021		\$ 24,484.35	\$ -		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
 BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 CAPITAL IMPROVEMENT RESERVE FUND
 For the Fiscal Year Ended June 30, 2021

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
EXPENDITURES					
Capital improvements	\$ -	\$ 28,259.05	\$ 40,000.00	\$ (11,740.95)	<u>70.65%</u>
Revenues over (under) expenditures	<u>\$ -</u>	(28,259.05)	(40,000.00)	<u>\$ (11,740.95)</u>	
FUND BALANCE, July 1, 2020		<u>47,299.17</u>	<u>47,299.00</u>		
FUND BALANCE, June 30, 2021		<u>\$ 19,040.12</u>	<u>\$ 7,299.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Fiscal Year Ended June 30, 2021

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ -	\$ 9,342.20	\$ 9,366.00	\$ (23.80)	99.75%
Total Revenues	<u>-</u>	<u>9,342.20</u>	<u>9,366.00</u>	<u>(23.80)</u>	<u>99.75%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	319.98	657.35	5,500.00	(4,842.65)	11.95%
State Ready to Read material	-	9,413.08	9,366.00	47.08	100.50%
Take Off transportation	23.00	422.37	6,000.00	(5,577.63)	7.04%
Outreach materials and supplies	-	-	5,000.00	(5,000.00)	0.00%
Total materials and services	<u>342.98</u>	<u>10,492.80</u>	<u>25,866.00</u>	<u>(15,373.20)</u>	<u>40.57%</u>
Contingency	-	-	6,000.00	(6,000.00)	0.00%
Total expenditures	<u>342.98</u>	<u>10,492.80</u>	<u>31,866.00</u>	<u>(21,373.20)</u>	<u>32.93%</u>
Revenues over (under) expenditures	<u>(342.98)</u>	<u>(1,150.60)</u>	<u>(22,500.00)</u>	<u>21,349.40</u>	<u>5.11%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (342.98)</u>	<u>(1,150.60)</u>	<u>(22,500.00)</u>	<u>\$ 21,349.40</u>	
FUND BALANCE, July 1, 2020		<u>24,860.23</u>	<u>22,500.00</u>		
FUND BALANCE, June 30, 2021		<u>\$ 23,709.63</u>	<u>\$ -</u>		



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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

Date:	July 14, 2021
Staff Name:	Monica Hoffman
Time Period Report Covers:	June 2021

1. 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.

2. Statistics:

Attendances at Library Storytime's are kept separately as Take Off! does not count those numbers for the statistical report, to not count attendance the libraries have counted.

Book Statistics	Delivered/Renewed	Books
Book Boxes	54	1080
Storytime Kits	6	48
Total	60	1128

Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	1	2
Adults in Attendance	1	4
Children in Attendance	1	33
Total Attendance	2	37

3. Meetings and Site Visits-not represented in the above:

- o Monthly Staff and Safety Meeting
- o Performance appraisal review meeting with Erin.

4. Projects and Progress

- o Collection development/box revisions- ongoing
- o Social media were used to deliver providers with virtual content for them to use with students.
- o Continually adding books to *Handy Library Manager*

5. Accomplishments

- o Distributed 160 gift books to children of Umatilla County.
- o **In person Storytimes!!**

6. Upcoming Events - Activities

- o Fall program registration.
- o Back to School Parent Night UMCHS



Monthly Report

Date:	July 22, 2021
Staff Name:	Dea Nowell
Time Period Report Covers:	June 2021

1. Position Purpose Statement

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

2. Statistics

cataloging statistics:

	* <i>Item additions to Sage</i>	* <i>Item deletions from Sage</i>	* <i>Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	*** <i>Sage bib fixes</i>	*** <i>Sage bib merges</i>	*** <i>Sage bib deletes</i>	*** <i>Sage bib overlays</i>
June 2021	515	193	67	9	56	16	9	7
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

reports run:

regular monthly:	item stats: all 12 pub. lib.	OCLC CatExpress stats (added & deleted)	circulation related: Adams - 1 Echo PL - 6, Pilot Rock PL - 1, Stanfield PL - 8, Milton-Freewater - 3	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
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3. Meetings and Site Visits *[Mtgs. attended, w/ brief description - virtually or in person noted]*

- Sage Cataloging Mentor meetings [via GoToMeeting]: 2 (6/2, 6/30)
- Sage Cataloging Committee meeting(s) [via GoToMeeting]: 1 (6/7)
- UCSLD Board meetings [generally via Zoom]: 1 (6/24)
- Staff/Safety meetings [generally via MS Teams]: 1 (6/16)
- webinars/trainings attended [virtual]: 3
 - SafePersonnel: SDAO Public Records Law (6/14)
 - Ryan Dowd webinar: Fights: how to prevent and stop them (safely!) (6/24)
- meet weekly, with Erin [generally via MS Teams]: 4 (6/7, 6/14, 6/21 & 6/28)

visits to/with District Libraries:

- all 12 libraries - 1 [email]

- email re. working in District office July 6-23 [reminder focusing on work unable to do from remote office, therefore not doing cataloging, etc.; & reminder can use pre-catalog check out for items not yet added to the catalog]
- Adams PL - 3 [email, phone]
 - email & call re. setting up Evergreen workstation on Chromebook & follow up on how fine free discussion going
 - email - congratulations on Council's decision to go fine free & confirming who to contact re. setup...
 - email requesting items enter on temporary bibs in catalog sent to District office for me to pick up in July while there & I mail/courier back
- Athena PL - 2 [phone]
 - call re. barcode of item not found when checked in, check digit given incorrectly in scans
 - call re. 2 items with same barcode listed on scans
- Echo PL - 3 [email]
 - email - reply to email ? about how to delete a patron account
 - email - forwarded email of ? about website software vendor when no reply rec'd
 - email requesting items enter on temporary bibs in catalog sent to District office for me to pick up in July while there & I mail/courier back
- Helix PL - 6 [phone, email]
 - call to check on some item call numbers & shelving locations)
 - call - following up on email exchange + email follow up (2)
 - call re. email [subject: location] & re. graphic novel shelving location
 - call - check to see if a book has a CD in it & answered some ?s of lib. asst.
 - email requesting items enter on temporary bibs in catalog sent to District office for me to pick up in July while there & I mail/courier back
- Milton-Freewater PL - 7 [email, phone]
 - email cataloger with Parts terminology update from Sage Cataloging Mentors
 - email cataloger re. email ? about transferring an item from bib to bib - sent a document with similar process to see if works
 - email cataloger - follow-up on email ? re. process of transferring via document sent
 - call - spoke with director (who answered) when trying to reach cataloger
 - call cataloger - following up on transferring item to a new bib record
 - email cataloger requesting items enter on temporary bibs in catalog sent to District office for me to pick up in July while there & I mail/courier back (+ reply)
- Pendleton PL - 5 [email]
 - forward email request to a cataloger re. pagination check
 - email circ. supervisor asking about deleting patron & thanks for reply (2)
 - email catalogers requesting items enter on temporary bibs in catalog sent to District office for me to pick up in July while there & I mail/courier back (+ reply)
- Pilot Rock PL - 2 [email] (fwd. emails)
 - fwd. 2 Sage-Lib emails
 - email requesting items enter on temporary bibs in catalog sent to District office for me to pick up in July while there & I mail/courier back (+ reply)
- Stanfield PL - 2 [phone, email]
 - call re. 2 titles with same barcode listed on scans
 - email requesting items enter on temporary bibs in catalog sent to District office for me to pick up in July while there & I mail/courier back
- Ukiah Lib. - 2 [email]
 - forwarded 3/25 email re. barcode purchase - reply to ? about where to get more...
 - call following up on emails re. barcodes - no answer, left message inquiring about (rec'd email response that had been ordered & thanks for help)
- Umatilla PL - 1 [email]
 - email reply to an email question about an item
- Weston PL - 1 [email]
 - email that I am no longer receiving monthly newsletter (been re-added to list)

- Beth Ross [Sage Library System - Systems Administrator] - 7 [email]
 - email info. re. Echo website software vendor (in ref. to book carousel ? at site visit)
 - email re. ? about holds fulfillment at Ukiah (looks like setting didn't get reversed following Spring Break)
 - reported strange import of bib record from OCLC CatExpress (to Beth & Jon Georg) (5)

4. Projects and Progress

- scanned FY2004-05 thru FY2007-08 Board documents (minutes, etc.) - ongoing
- updated Board Decisions spreadsheet thru May 2021 (& posted on Board SharePoint)

5. Accomplishments

- helped troubleshoot why Monica had no camera available on Teams
- finished scanning the Board documents in the fireproof box I have in remote office in preparation for swapping out boxes of binders in July
- researched info. on a mandatory reporting training we had at an in-service a few years ago & scanned slides from the training to be sent to library requesting it
- website work:
 - Board agendas & minutes posted
 - EO columns for May & June posted
 - removed election & budget teasers (on front page)
 - posted Board Election results in a teaser
 - posted Stanfield PL & Hermiston PL ALSPs
 - removed emergency notification banner (re. COVID-19)
 - updated note re. Milton-Freewater PL reopening 6/7/21
 - email reply to someone asking us to put their info. on our website links
- Sage Cataloging Mentor:
 - drafted additional component in Parts Terminology document
 - corrected bib spelling error as reported to me
 - responded to an email ? referencing descriptive elements of a book
 - responded to an email ? about an item's pagination & illustration discrepancy
 - participated in email question/conversation about comics option in fixed fields
 - reviewed approx. 40% of May imported/created bibs by assigned mentees

Feedback received:

- 6/18/21 - from Stephanie Partida (Adams PL director): "Great news! We were approved to go fine free. I wanted to double check that it is Beth that I need to contact to set that up? Thanks you for your help with this!"
- 6/22/21 - kudos from Hilary Stoupa at Board Meeting: "you are a rock star"
- 6/22/21 - from Caty Clifton at Board Meeting: "thanks Dea for the awesome job of mentoring libraries amongst all the things you do" [as noted in staff report]
- [6/28/21 - rec'd much positive feedback from Erin & peers during performance appraisal...]

6. Upcoming Events - Activities

- off 7/2 & 7/30 (Fridays) & 7/5 (Independence Day observed)
- in Pendleton working in District office on files, etc. (July 7-22 [traveling 7/6 & 7/23])
- Sage User Council meeting - 7/20
- Staff/Safety meeting - 7/21
- UCSLD Board meeting - 7/22
- Sage Cataloging Mentor meeting - 7/28



Monthly Director Report

Date:	July 22, 2021 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	June 19 – July 15, 2021

1. Position Purpose Statement

The mission of this position is to manage the operations of the UCSLD and support and strengthen the development of excellent library services in Umatilla County by working in partnership with the independent libraries.

2. Meetings and Site Visits

Date	Meeting/ Site Visits/ Activity	Method	What happened
6/21/2021	Article to the East Oregonian		Libraries Provide – Countywide
6/21/2021	Meeting with Dea	Teams	Weekly Check in meeting
6/11-6/23-2021	Working remotely in AZ		Death in the family
6/24/2021	UCSLD June Board Meeting	In-person and Zoom	Regular Monthly Meeting
6/25/2021	Meeting with LEO Executive Director	Zoom	Check in meeting with Stephanie Chase about EDI grant and other LEO topics
6/28/2021	Meeting with Dea	Teams	Performance Review Meeting
6/29/2021	Meeting with Monica	In-person	Performance Review Meeting
6/30/2021	PERS Report	Online	Monthly PERS report completed
6/30/2021	Meeting with Darci Hanning	Zoom	Monthly check in meeting on all things libraries
6/30/2021	Meeting with BJ Compau of Ingram	Phone	Discussion of renewing the price discount agreement

Date	Meeting/ Site Visits/ Activity	Method	What happened
7/1/2021	Beginning of new fiscal year		
7/5/2021	Office Closed		4 th of July Holiday
7/6/2021	Prepping for Dea to be in office		Dea here until 7/23 for records management project
7/7/2021	Records Management	In Person	
7/13/2021	Phone calls with new Board members	Phone	Sharone McCann and Jubilee Barron
7/13/2021	CIS Open Enrollment Webinar	Zoom	Benefits overview
7/14/2021	Brainfuse Admin Training	Zoom	Overview of opportunities for LEO libraries – HelpNow and JobNow – Brainfuse online resources offered for free to our libraries by the State Library of Oregon
7/14/2021	Meeting of the Directors	Zoom	Quick check in bounded by Brainfuse training and T-Mobile informational meeting
7/14/2021	Board meeting agenda posted		

3. Projects and Progress

Project	Status	% Complete
Policy Review	Need a new list for the Board – one of which will be a cybersecurity policy for SDAO best practices	ongoing
Budget	FY2021-22 Budget documents are submitted. The fiscal year has begun and new budget amounts are being populated for the financials	100%
ALSP 21-22	All library ALSPs are submitted and accepted by the Board.	100%
Tax Distribution Review	Complete – Resolution passed	100%
Public Records Management	The records are about 45% complete – procedures are being written and the retention schedule is being updated	45%
Performance Appraisals	All are complete and staff are working on their work plans	100%
Strategic Planning – New	Board developed Values to guide the process.	25%

Succession Planning	In the initial stages of this process	10%
Disaster Planning	In the initial stages of working on this planning	10%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	45%
Office 365	This summer will implement online bill pay processes to ensure local controls	Ongoing
COVID-19	Welcoming fully vaccinated people unmasked and if not, please mask	Ongoing
Audit	Engagement letter is signed and we received the documents to compile for the auditor	25%
Best Practices for SDAO	Staff have taken the cybersecurity online training – working on the other requirements.	20%
Safety & Staff Meetings	Recent was a public records management course	ongoing
In-Service Training	Will start planning for November in-service	0%
Updating the City-District Agreements	Drafts of all agreements	50%

4. Feedback & Accomplishments

- Fiscal year ended
- Actually working on the records retention process
- Able to keep up with work while gone for a death in the family
- Staying cool!

5. Upcoming Events – Activities

- New Schedule: M 8-5, T 9:30-7, W 7:30-5, Th 12-7, F 8:15-2:15 – will adjust for longer days, board meetings, etc.
- Planning for Strategic Planning
- Dea's visit this summer
 - Records Management
 - Website and technology tune-ups
 - Other things as they come up

AGREEMENT FOR LIBRARY SERVICES

Umatilla County Special Library District

Draft June 7, 2021

This agreement (“Agreement”) is entered into by and between the Umatilla County Special Library District (“District”), and the City of _____ (“City”) [*or the _____ school district (“School District”)*], 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 [*or School District*] 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.

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. [*or “School District” means _____ School District 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 [*or the _____ School District 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 [or School District]. The City's [or School District'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. The District reserves the right to withhold or modify funding for substantial deviations from the approved 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 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 (*School District*) 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 (*School District*) 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 3.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 [or School District'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 the terms of this Agreement, the District may withhold distributions of Funding to the City until all terms are met.

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 _____
[or _____ School District]
[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. The City shall defend, indemnify and hold the District harmless from any claims, damages, suits or actions arising out of or in connection with the provision of Library Services provided 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 [or SCHOOL DISTRICT]

Board President

City Manager/Mayor
[or Superintendent]

Board Secretary

ATTEST: _____
City Manager/City Recorder

_____, 20____

_____, 20____

Date

Date

ATTACHMENTS:

Appendix A: Explanation of Distribution of Funds to Cities

Appendix B: Oregon Library Association (OLA) Standards for Oregon Public Libraries – Minimum Standards

Appendix C: UCSLD District Governance Outline

AGREEMENT FOR LIBRARY SERVICES (HERMISTON)

Umatilla County Special Library District

Draft June 7, 2021

This agreement (“Agreement”) is entered into by and between the Umatilla County Special Library District (“District”), and the City of Hermiston (“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, the voters of the City of Hermiston elected not to be included in the District, but the City offers library services to residents of the City and to residents dwelling outside the City and within District boundaries;

WHEREAS, for that purpose the District and the City desire to enter into an intergovernmental agreement for the District to provide special library services through the City Library in the same manner such special library services are provided to Libraries located within the District, and to establish compensation therefor; 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.

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 Hermiston 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 Hermiston 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. The District reserves the right to withhold or modify funding for substantial deviations from the approved 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 Oregon State Library.
- (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 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 based on a proportionate basis for the population in the rural Hermiston area:
 - (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 Umatilla County. 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.

Commented [EM1]: The District pays a portion of courier and Sage membership for the rural Hermiston population percentage. The unincorporated Hermiston area divided by the total Hermiston zip code area is used to determine the District's cost and Hermiston reimburses the District for the incorporated portion

5. FUNDING TERMS AND CONDITIONS.

- A. Use of Funds. The parties intend that Funding provided pursuant to paragraph 3.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 [or School District'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 the terms of this Agreement, the District may withhold distributions of Funding to the City until all terms are met.

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 _____
[or _____ School District]
[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. The City shall defend, indemnify and hold the District harmless from any claims, damages, suits or actions arising out of or in connection with the provision of Library Services provided 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 SPECIAL LIBRARY
DISTRICT**

CITY OF HERMISTON

Board President

City Manager/Mayor
[or Superintendent]

Board Secretary

ATTEST: _____
City Manager/City Recorder

_____, 20____
Date

_____, 20____
Date

ATTACHMENTS:

Appendix A: Explanation of Distribution of Funds

Appendix B: Oregon Library Association (OLA) Standards for Oregon Public Libraries – Minimum Standards

Appendix C: UCSLD District Governance Outline



Dea

Section VI. Next Year's Goals

2021 - 2022

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

Strategic Issue #1 - How does the UCSLD leverage tax dollars to ensure the continuation of excellent, growing library services within the district?

- 1) Continue with cataloging of materials into the Sage Library System database/catalog for libraries so people can find and utilize the materials - Goal A - (ongoing)
- 2) Participate in continuing cataloging education to build capacity - Goal B - (ongoing)
- 3) Continue scanning Board documents for all to have access to - Goal C - (ongoing)
- 4) Assist with UCSLD record organization, retention & destruction according to State of Oregon law - Goal C - (ongoing)
- 5) Assist with developing new and more efficient processes using technology tools (such as Office 365) - Goal C - (ongoing)
- 6) Assist with community needs assessment process, as able and requested - Goal C (ongoing)
- 7) Research and purchase new laptop for Monica and new projector for District - Goal C - (by December 2021)

Strategic Issue #2 - How do populations in Umatilla County access library services?

- 8) Continue and assist, where I can, the libraries in keeping their websites, as well as access to digital resources (databases, etc.), up-to-date and useable - Goal A - (ongoing)

Strategic Issue #3 - How do more people learn about what services the UCSLD and member libraries offer?

- 9) Continue scanning Board documents for all to have access to - Goal A - (ongoing)
- 10) Continue liaising between Sage and District staff/libraries - Goal B - (ongoing)
- 11) Continue work on District website (maintenance and building) - Goal B (ongoing)



ERIN

Section VI. Next Year's Goals

2021 - 2022

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

1. Strategic Issue:

How does the UCSLD leverage tax dollars to ensure the continuation of excellent, growing library services within the District?

A. Goal:

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

- District-City Agreements will be sent out with the new tax distribution formula by 12/15/2021.
- Training and consequent activities and review of UCSLD policies, procedures, etc to align with EDI concepts.
- Work toward increased collaborative efforts with our member libraries.
 - Including further district-wide programs and services to expand and continually improve

C. Goal:

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

- District-wide Strategic Planning with in-depth community needs assessment.
 - The plan will include three years of goals
 - Marketing Plan goals
 - Succession Planning goals
 - Disaster Planning goals
 - Technology Planning goals
 - Anything else that arises out of the needs assessment
- Continuing the UCSLD high level of service, productivity, transparency, and progress through our ongoing activities approached with a continual improvement mindset.



Monica

Section VI. Next Year's Goals

2021 - 2022

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

My goals are addressing the portion of the UCSLD Strategic Plan: How do populations in Umatilla County access library services?

A. Provide accessible services to populations where they are specifically children and families who cannot get to the library.

- Partner with childcare providers and early childhood educators to provide Storytime kits for staff members to use with books, manipulatives and story time extenders. Ongoing
- Partner with Libraries to provide Storytime kits for library staff members to use with books, manipulatives and story time extenders. Ongoing

B. Provide early childhood literacy outreach to children in Umatilla County, both directly and through modelling for site staff.

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

C. Keep an accurate inventory of the complete Take Off! Program Collection.

- Inventory continually to reflect the current rotating and nonrotating collection of the Take Off! Program. Ongoing

D. Provide support for the administration processes so that the UCSLD continues to function seamlessly.

- Provide coverage for bi-monthly billing process.
- Learn the process to transfer funds to cover UCSLD payments.
- Learn the steps of the tax distribution process.



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
Curiosity
Optimism

Collaboration
Family/Community
Practicality

Commitment
Honesty
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.

Umatilla County Special Library District

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

YEAR-END REPORT



Dea Nowell, Technical Services Manager
Monica Hoffman, Early Literacy Program Manager
Erin McCusker, District Director



REPORT

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



Report

District-Wide View

Last year's fiscal year began with the pandemic shutdowns continuing. The UCSLD staff adjusted and adapted to the changing needs to continue serving our customers, whether they are the teachers and littles served by Take Off! or our public library partners, to ensure that our residents have access to excellent library services. While the pandemic has been far from ideal, it has stirred our creativity and innovation to find ways to continuously serve our customers.



The UCSLD also kept up with and met the Oregon OSHA and open meeting law requirements that changed during the pandemic shutdowns. We moved our meetings to Zoom and all functioned well. Our monthly Board of Directors and the Safety & Staff Meetings continued virtually. Monica and Erin shared the office space - working from home when the other needed the office.

The member libraries and partner library all approached the pandemic in diverse ways. Curbside delivery and grab and go packets enabled residents to get materials and kids' craft projects. Zoom was used for book clubs, painting nights, board meetings and more. The UCSLD helped the libraries who needed access to a group subscription of Zoom.

Our all-staff in-service training days continued, providing training in best practices and current events for libraries...they just moved to Zoom. The theme for the November 2020 training was "The Basics - Moving Forward" and for the April 2021 was "Challenging Roads Lead to Beautiful Destinations." The April 2021 in-service was created by the Continuing Education Committee!

All of our programs, services and projects continued, with flexibility and transformation when needed. The Board and staff were able to continue almost per usual. We saved money in our budget and maintained our resilience as we worked through a tough year. While challenges will always arise, we realize the strong foundation we have and will continue to develop resilience to see us through what comes.



District Director

Purpose of Position:

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

Highlights of FY20-21:

- Tax Distribution Funding Formula reviewed and approved.
- Working with an attorney to update the City-District Agreements.
- Pilot project with the State Library of Oregon for the use of PolicyMap for GIS statistical data to use in our community needs assessment.
- Developed library director subcommittees: Continuing Education, District-wide Projects and Services, Innovation for Challenges
- Purchased a new Take Off vehicle
- The Board approved a new UCSLD Personnel Policy.
- Became Chair of the Libraries of Eastern Oregon consortium; we hired a new Executive Director and Bookkeeper. Several new consortium-wide programs and projects have been added.
- Continued to provide courier service delivery during the IMESD holidays.
- Developed a Niche Academy (virtual/online) training for the State Library of Oregon on “Trauma Informed Service for Rural and Small Libraries.”
- Two all-staff in-service trainings were provided by Zoom – I learned Zoom skills to allow as much interaction as possible, like breakout room and asking the libraries to provide short presentations and/or videos about what was happening in their libraries.
- Collection Development and Circulation Policies
- Continued to meet all requirements for Budget, Audit, Statistical Reporting, Open Meeting Law, Public Record Requests, Performance Appraisals, ALSP Review Meetings, Strategic Planning, Best Practices
- Ongoing monthly Libraries Provide – Countywide! *East Oregonian* column.
- Letters of support sent to city managers and councils, highlighting the excellent work their libraries are doing.
- Staff have been working on public records organization, retention and destruction.
- Kept up with professional development and training.

Take Off! Program

Purpose:

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

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

Highlights of FY20-21:

- Services continued through the pandemic through deliveries and virtual content.
- Kit development was prioritized and well received by sites.
- Handy Library was selected as the Take Off! Program inventory system.

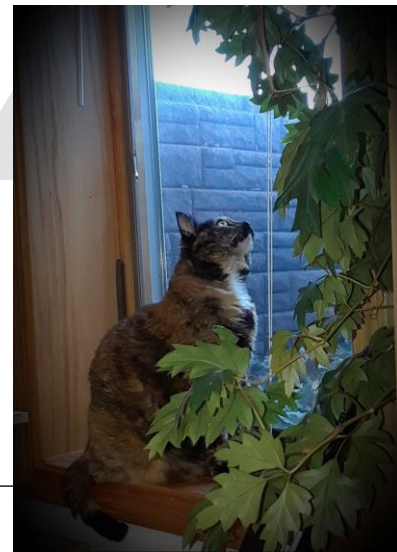
Statistics:

- Books rotated to the sites: 18,863.
- Students Enrolled in the Take Off! Program: 1869

Childcare providers are asked to estimate demographic information. According to those estimates:

- 55 percent of the children served are bilingual or primarily Spanish speaking.
- 61 percent of the children served qualify to receive educational services based on low income.
- 26 percent of the children served qualify to receive special education services.





Technical Services

Purpose:

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

Highlights of FY20-21:

- Site visits with all library cataloging staff continued in a virtual format
- Scanning of Board documents continued: documents from FY1998 through FY07-08 were completed.
- Minutes of Board meetings continued to be taken and posted.
- Completed transition to Streamline website platform.
- Re-elected to the Sage User Council and continue to serve on the Sage Cataloging mentor group.

Statistics:

- 4,278 items were added to the catalog (*remote-to-circ libraries + Umatilla PL that they could not find matching bibs for in Sage, as they currently only have CAT3 permission level staff*)
- 1,637 items were deleted from the catalog (*remote-to-circ libraries*)
- at least 2,676 cataloging corrections were made in the catalog (*corrections I made within the catalog*)
 - this includes 805 merged records & 46 bibliographic record overlays.
- 145 upgraded temp bibs (*from Pendleton PL mostly*)
- 209 OCLC CatExpress records were added (records purchased) (*UCSLD libraries*)
- 69 OCLC CatExpress holdings were deleted (*UCSLD libraries*)
- Number of new bibs created or imported into Sage: 899