UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

Umatilla Special Library District Board

Regular Meeting of the Board of Directors
Thursday, October 28, 2021, 5:30pm
UCSLD Office at 425 South Main Street, Pendleton, OR &
Zoom Meeting:
https://us02web.zoom.us/j/89988366456?pwd=ZzB4RVRVNEtyOVFXc1cyK0c3T1UrUT09

Meeting ID: 899 8836 6456
Passcode: 272687
Audio Only: +1 971 247 1195 US (Portland)

Agenda	
Call to order- Regular Meeting	President
Call the Roll & Establish Quorum	Secretary to the Board
Approval of the Agenda	President
Annual Library Service Plan Review Presentation	Cecili Longhorn, Stanfield Public Library

Topic	Lead	Purpose Outcome
Public Comment – Limited to Two Minutes Per Person	President	
Limited to 30 Minutes Total		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 – September 23, 2021 ALSR Work Session – September 21, 2021 ALSR Work Session – October 7, 2021	President	Approval
Calendar Update	Director	No changes
Correspondence	Director	

Topic	Lead	Purpose Outcome

Reports
 	
• Financial Statements
    o Accountants' Report – September 2021
    o Banks & Pool Balances
 	
• Staff Monthly Reports
	Director	Acceptance
		
		Information

Board Training	Everyone	
Old Business • City-District Agreements	Director	Review & Approval
• Audit Report	Director	Information
• Community Needs Assessment	Director	Information, Review
• Annual Library Service Plan Review	Director	Formal Acceptance of All Reports
New Business • SLO Statistical Report	Director	Information
• Best Practices Report	Director	Information
• City Budgets	Director	Formal Acceptance of the submission of city budgets
Good of the order	Everyone	
Next District Board Meeting – November 18, 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.

UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT
Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Minutes
Board of Directors Meeting
September 23, 2021, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD:
Jubilee Barron (via Zoom)
Caty Clifton
Sharone McCann (via Zoom)
Nick Nash, President

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

ATTENDANCE – VISITORS:
None.

CALL TO ORDER:
Caty Clifton called the Board Meeting to order at 5:30pm in the absence of Board
President Nick Nash, who was on his way in.

CALL THE ROLL & ESTABLISH QUORUM:
Erin McCusker called the roll and stated Caty Clifton, Jubilee Barron, & Sharone McCann
were present and thus there was a quorum. (Nick Nash arrived about 5 minutes later.)

APPROVAL OF THE AGENDA:
No changes. Sharone McCann moved to accept the agenda as presented. Jubilee Barron
seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:
None.

MINUTES:
Board Meeting: August 26, 2021 – Sharone McCann moved to accept the Board meeting
minutes as presented. Jubilee Barron seconded the motion. The motion passed
unanimously.

CALENDAR UPDATE:
Erin McCusker noted she will be asking the Board later in the meeting to make a change to
the date due of the libraries state statistical report submission to the District and why.

CORRESPONDENCE:
None.

REPORTS:

FINANCIAL STATEMENTS - August 2021:

Erin McCusker commented that we are not spending much at this point, though we did purchase a new laptop for the Take Off! program, as this is the year for rotation of a new computer for that position. She noted that Dea Nowell watches for good sales on these items. Sharone McCann asked what is done with the old laptops and Erin stated that the old one is used as a backup/commuting laptop since Erin & Monica are mostly dividing time in the office right now. Then any others (older ones) are cleared off and offered to libraries or others if libraries don't want or need them. Caty Clifton moved to accept the financial statements for August 2021 pending audit. Sharone McCann seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:
Erin McCusker noted that things are picking up again for Monica Hoffman and that the sites continue to want her back in person. Erin noted that Dea Nowell's numbers never change much as she is always busy. Erin reviewed a few things from her report, including the Meeting of the Directors which was mostly a checkin and summer reading round robin. She noted that Echo PL has taken the District up on the continuing education grant on a Partnering with Schools training and that the Directors' Continuing Education Committee (Kristin Williams, Kathleen Schmidtgall, Cecili Longhorn) is back together to plan the fall in-service. She also updated the Board on Susie Sotelo being selected as the new Umatilla PL director and on the courier status of libraries being trained to barcode the packages going outside the IMESD courier area.

BOARD TRAINING – Cybersecurity/Information Security and Patron Privacy Information & Background:
Erin McCusker noted that the SDAO draft policy is very in depth. She stated that she and Dea Nowell went through it and feel fairly confident with what we can do and are doing. Regarding Patron Privacy, Erin noted that we don't hold patron information, etc. She noted that some pieces/checklists of the policy and acceptable use will be incorporated into the monthly staff/safety meetings. Nick Nash said thank you for taking something so enormous and making it manageable. Caty Clifton stated with the financial information we have, etc., it would be a good idea to have an outside person review what we do and/or have laid out in the policy and acceptable use guidelines. Erin will check with SDAO to see if they have someone who can review it.

OLD BUSINESS:

POLICY - UCSLD POWERS & DUTIES OF THE BOARD OF DIRECTORS
Erin McCusker stated that per the Board's direction, she had combined the powers & duties and Board job description into one document as presented. Jubilee Barron moved to approve the Powers & Duties of the Board of Directors Policy as presented. Sharone McCann seconded the motion. The motion passed unanimously.

ANNUAL LIBRARY SERVICE PLAN REVIEW:
Erin McCusker stated that Cecili Longhorn was not able to be there Tuesday to do her review and Erin said she would ask about whether the Board was amenable to having her give her review at the next Board Meeting. The Board Members were amenable, and their preference is to have it at the beginning of the meeting. The next ALSP Review is scheduled for Thursday October 7th.

NEW BUSINESS:

POLICIES:
~~Cybersecurity~~ Information Security Policy – Erin McCusker noted she renamed this policy Information Security Policy, as it seemed clearer. The Appendix is more procedural.

Because the Board use UCSLD webmail and SharePoint, they will sign this as well due to the MS Office 365 network accounts. Caty Clifton moved to accept the Information Security Policy, as well as the Appendix as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

Privacy and Confidentiality (or Confidentiality and Privacy) – Erin McCusker noted that Monica Hoffman does do checkouts, but to schools ad facilities, rather than a person. The State Library asks about this policy in the State Statistical Report and where it is located on our website. We did not have this policy per se, so Erin tried to make one more aligned for us than for a public library. Jubilee Barron moved to accept the Confidentiality and Privacy policy as presented. Caty Clifton seconded the motion. The motion passed unanimously.

MOVE THE DUE DATE FOR LIBRARY ANNUAL STATISTICAL REPORTS:
Erin McCusker noted that in our current City-District Agreements, the due date for submission of the State Library of Oregon Annual Statistical Report is October 10th. The State Library has changed their due date of the report to October 31st. Over the last couple of years, we have moved our due date to November 10th with Board approval. Caty Clifton moved to change the submission due date for the State Statistical Report to the District office to November 10th this year. Sharone McCann seconded the motion. The motion passed unanimously.

APPENDICES FOR THE CITY-DISTRICT AGREEMENTS:
Erin McCusker stated that there was a bit more work to be done on the governance structure outline and she also stated that she is still deciding upon how to word/print the state law/rules. Nick Nash asked could those state laws/rules change mid-agreement time frame? Erin responded that was a good point and we may just want to state in the Agreement that the library must comply with state law and not list them – we need to look at the exact language regarding the agreement language. Erin shared the Appendix A: Distribution of Funds draft with the Board and noted it is her first draft. She had heard from Charles Rynerson (PSU) so we have the population numbers and Gary Parker (from BMCC) helped with the formulas. We don't yet have the numbers from the County regarding next year's anticipated distribution amount. Erin noted that the multipliers in the Appendix A will be in place for the 3 years of the Agreements. She noted that there were some significant population differences for 3 communities – Adams, Milton-Freewater, Weston – between the city & zip code population compared to the previous calculated service population. In the spreadsheet for the formula for determining the distribution to each library under the Base Threshold Criteria Elements "$" the amount can be adjusted by the Board. Erin changed it from $20 to $23 for this draft. Additionally, the "Collection" and "O&M" amounts can also be adjusted by the Board. Caty Clifton stated she would caution everyone from making too many tweaks as it can throw everything out of whack. Additionally, Caty commented well done. Erin spoke to paragraph 3 on page one in what the District does with the 20%, she included "Library2Go (Libraries of Eastern Oregon pricing)" as we can afford to pay under that pricing structure, but not under ODLC (Oregon Digital Library Consortium) pricing. There was discussion regarding the timeframe for approving the whole agreement. Erin will have an update next month.

AUDIT REPORT:
Erin McCusker noted that she will have something for the Board on this next month. She has been pulling everything together for the auditor, and Monica Hoffman will be delivering it to the auditor tomorrow (Friday).

QUESTIONS FOR COMMUNITY NEEDS ASSESSMENT:

Erin McCusker commented that Ruth Metz shared an ALA report regarding COVID in libraries in 2020 and Erin noted that she will put it up on SharePoint for the Board. She is gathering information along this line for the Board. Erin raised "who are our patrons" and put together some possible questions/info. to begin with at the end of the Board packet. Caty Clifton noted that will probably take more time than we have right now to have a good discussion regarding this, however suggested everyone begin pondering and then organize thoughts. Some thoughts and questions she came up with are: what do people use the library for, how do people use the library, statistics, services used, carefully crafted surveys of library patrons, library staff, city staff, etc. – we've got to run the model – how does it feed... Erin commented that a super important thing to consider is the "so what" question for all the collected information. She noted that data is wonderful and is a good tool, but the "so what" is very important. When we know the information and can answer "so what can public libraries do about this" – we can provide value-added information for the libraries. Nick Nash contributed, how do the library patrons match up with community and how do we retrain our libraries to meet the needs of the communities they now have.

Some of the things that came up in discussion:
- what are the strategic questions that libraries need to be asking in their communities?
- strategic planning and succession planning
- long term District planning – some hard discussion regarding, SWOT (Strengths, Weaknesses, Opportunities, Threats) against the hard data gathered
- we are beginning to hit compression, costs going up, etc.
- future financial help question – County & taxpayers (scaled to...)
- the how to distribute surveys, etc. – trying to get to the residents (especially those who don't use the library) – surveys & focus groups, random surveys (hoping to do a bilingual survey)
- outreach to many places – valuable information for lots of people
- Erin noted that the guidance of Board in setting of objectives, etc., will be very helpful.

GOOD OF THE ORDER:
Erin McCusker reminded the Board that next month she will be traveling some and working remotely part of the time, and that Monica Hoffman will be contacting the Board regarding check signatures.

NEXT DISTRICT BOARD MEETING:
The next Board Meeting will be on October 28, 2021, at 5:30 pm in person at the District Office and via Zoom connection. And the last two ALSP Review meetings will be on October 7th and 26th.

ADJOURN:
Jubilee Barron moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:15 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell

UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT
Strengthening our community libraries

Umatilla County Special Library District - Work Session
Tuesday, September 21, 2021 – 5:30 – 8:00 PM

Minutes

ATTENDANCE BOARD:
John Thomas, Vice President   Jubilee Barron
Sharone McCann   Caty Clifton

ATTENDANCE STAFF:
Erin McCusker, District Director

ATTENDANCE – VISITORS:
- Kristin Williams
- David Slaght & Anna Lemmon
- Mark Rose

CALL TO ORDER:
Board Vice-President John Thomas called the Work Session to order at 5:31 PM.

CALL THE ROLL & ESTABLISH QUORUM:
Four of the Board of Directors were present for the work session. The work session was for information only; no decisions were made.

INTRODUCTIONS:
Each library director was introduced to the Board as they began their report.

REVIEW OF THE FY2020-21 LIBRARY SERVICE PLANS:
Annual Library Service Plan Reports were presented by:
5:35 PM	Kristin Williams, Director, Athena Public Library
6:15 PM	Dave Slaght & Anna Lemmon, Director & Library Assistant at the Echo Public Library
6:55 PM	Mark Rose, Director, Hermiston Public Library

ADJOURN:

The next ALSR meeting will be Thursday, October 7 and the last ALSR meeting will be Tuesday, October 26, both by Zoom.

The meeting was closed at 7:36 PM by Vice-President John Thomas.

Respectfully submitted by Erin McCusker

Umatilla County Special Library District - Work Session
Thursday, October 7, 2021 – 5:30 – 8:00 PM

Minutes

ATTENDANCE BOARD:

Caty Clifton by Zoom   John Thomas, Vice President by Zoom
Jubilee Barron by Zoom   Nick Nash, President by phone
Sharone McCann by Zoom

ATTENDANCE STAFF:
Erin McCusker, District Director

ATTENDANCE – VISITORS:
- Lili Schmidt
- Susan Price
- Susie Sotelo
- Kari Keen

CALL TO ORDER:
Board Vice President John Thomas called the Work Session to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM:
There were five Board of Directors present for the work session. The work session was for information only; no decisions were made.

INTRODUCTIONS:
Each library director was introduced to the Board as they began their report.

REVIEW OF THE FY2020-21 LIBRARY SERVICE PLANS:
Annual Library Service Plan Reports were presented by:
5:35 PM	Lili Schmidt, Director, Milton-Freewater Public Library
6:10 PM	Susan Price, Director, Pilot Rock Public Library
6:25 PM	Kari Keen, Director, Ukiah Public Library
6:55 PM	Susie Sotelo, Director, Umatilla Public Library

ADJOURN:
The next and the last ALSR meeting will be Tuesday, October 26, 2021, by Zoom.

The meeting was closed at 7:15 PM by John Thomas.

Respectfully submitted by Erin McCusker

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Three Months Ended September 30, 2021

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Dickey and Tremper, LLP
Certified Public Accountants and Business Advisors

110 SE First Street
P.O. Box 1533
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Phone: 541-276-6862
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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 September 30, 2021 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the three months then ended, in accordance with the budgetary basis of accounting and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Dickey and Tremper, LLP

September 13, 2021

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

		Governmental Type Funds			
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	$ 19,866.50	$ -	$ -	$ -	$ 19,866.50
Cash - LGIP	209,722.43	12,338.35	-	22,055.26	244,116.04
Cash - Columbia River Bank	40.48	-	19,040.12	-	19,080.60
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	$ 234,400.14	$ 12,338.35	$ 19,040.12	$ 22,055.26	$ 287,833.87
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	$ 3,992.73	$ -	$ -	$ -	$ 3,992.73
Accrued payroll and benefits	1,004.45	-	-	-	1,004.45
Total Current Liabilities	4,997.18	-	-	-	4,997.18
FUND BALANCES (DEFICIT)					
Assigned	-	12,338.35	19,040.12	22,055.26	53,433.73
Unassigned	229,402.96	-	-	-	229,402.96
Total Fund Balances	229,402.96	12,338.35	19,040.12	22,055.26	282,836.69
TOTAL	$ 234,400.14	$ 12,338.35	$ 19,040.12	$ 22,055.26	$ 287,833.87

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	$ -	$ 1,899.17	$ 2,047,370.00	$ (2,045,470.83)	0.09%
Taxes - previously levied	3,242.52	22,194.04	55,000.00	(32,805.96)	40.35%
Other income	-	-	300.00	(300.00)	0.00%
Community services fees	-	-	72,229.00	(72,229.00)	0.00%
Interest earned - LGIP	120.78	405.71	3,850.00	(3,444.29)	10.54%
Interest earned - other	0.60	2.53	150.00	(147.47)	1.69%
Total Revenues	3,363.90	24,501.45	2,178,899.00	(2,154,397.55)	1.12%
PERSONNEL EXPENDITURES					
District Manager	5,898.00	17,745.10	70,900.00	(53,154.90)	25.03%
Library Tech. Manager	4,139.52	12,437.84	49,600.00	(37,162.16)	25.08%
Early Literacy Coordinator	3,525.28	10,577.49	42,500.00	(31,922.51)	24.89%
Payroll taxes	961.85	2,886.92	14,190.00	(11,303.08)	20.34%
Health and accident insurance	4,032.38	12,093.86	52,920.00	(40,826.14)	22.85%
Worker's compensation	3.16	614.87	1,000.00	(385.13)	61.49%
Unemployment	211.41	941.18	6,000.00	(5,058.82)	15.69%
Retirement	1,965.64	4,942.90	25,000.00	(20,057.10)	19.77%
Total Personnel Expenditures	20,737.24	62,240.16	262,110.00	(199,869.84)	23.75%
MATERIALS AND SERVICES					
Transportation	207.98	908.41	9,000.00	(8,091.59)	10.09%
Staff training and conferences	-	-	3,500.00	(3,500.00)	0.00%
Board expenses	-	570.49	3,000.00	(2,429.51)	19.02%
Legal fees	-	250.00	3,000.00	(2,750.00)	8.33%
Audit	-	-	5,000.00	(5,000.00)	0.00%
Insurance	141.16	141.16	3,500.00	(3,358.84)	4.03%
Fiscal management	835.00	2,505.00	11,025.00	(8,520.00)	22.72%
Postage	-	26.16	500.00	(473.84)	5.23%
Office supplies and maintenance	160.89	1,185.75	5,500.00	(4,314.25)	21.56%
Telephone	156.30	469.17	2,100.00	(1,630.83)	22.34%
Rent	1,524.40	3,048.80	9,300.00	(6,251.20)	32.78%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	-	1,200.00	2,000.00	(800.00)	60.00%
Total Materials and Services	3,025.73	10,304.94	61,925.00	(51,620.06)	16.64%
SPECIAL PAYMENTS					
Tax distribution to cities	2,594.02	19,274.58	1,681,896.00	(1,662,621.42)	1.15%
Community services fee distribution to cities	-	-	57,783.00	(57,783.00)	0.00%
Total Special Payments	2,594.02	19,274.58	1,739,679.00	(1,720,404.42)	1.11%
Capital outlay	-	1,165.97	3,000.00	(1,834.03)	38.87%
Contingency	-	-	85,985.00	(85,985.00)	0.00%
Total expenditures	26,356.99	92,985.65	2,152,699.00	(2,059,713.35)	4.32%
Revenues over (under) expenditures	(22,993.09)	(68,484.20)	26,200.00	(94,684.20)	-261.39%

See Accountants' Compilation Report

OTHER FINANCING SOURCES (USES)						
Transfer to Resource Sharing Fund		-	-	(116,700.00)	116,700.00	0.00%
Transfer to Capital Reserve Fund		-	-	(10,000.00)	10,000.00	0.00%
Total other financing sources (uses)		-	-	(126,700.00)	126,700.00	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	$	(22,993.09)	(68,484.20)	(100,500.00)	$ 32,015.80	
FUND BALANCE, July 1, 2021			297,887.16	270,500.00		
FUND BALANCE, September 30, 2021			$ 229,402.96	$ 170,000.00		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the 3 Months Ended September 30, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	$ -	$ -	$ 150.00	$ (150.00)	0.00%
Hermiston and courier reimbursement	-	-	27,000.00	(27,000.00)	0.00%
Grants - Other	-	-	2,700.00	(2,700.00)	0.00%
Total Revenues	-	-	29,850.00	(29,850.00)	0.00%
MATERIALS AND SERVICES					
Sage Library System	-	-	65,500.00	(65,500.00)	0.00%
Courier - County	-	-	33,500.00	(33,500.00)	0.00%
Catologing utilities	-	-	750.00	(750.00)	0.00%
Library2Go	-	11,646.00	12,000.00	(354.00)	97.05%
Programs and training	-	500.00	8,000.00	(7,500.00)	6.25%
Cooperative programs and activities	-	-	12,000.00	(12,000.00)	0.00%
Grant expenses - Other	-	-	2,700.00	(2,700.00)	0.00%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	-	12,146.00	139,450.00	(127,304.00)	8.71%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	-	12,146.00	169,450.00	(157,304.00)	7.17%
Revenues over (under) expenditures	-	(12,146.00)	(139,600.00)	127,454.00	8.70%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	-	116,700.00	(116,700.00)	0.00%
Total other financing sources (uses)	-	-	116,700.00	(116,700.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	$ -	(12,146.00)	(22,900.00)	$ 10,754.00	
FUND BALANCE, July 1, 2021		24,484.35	22,900.00		
FUND BALANCE, September 30, 2021		$ 12,338.35	$ -		

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 3 Months Ended September 30, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	$ -	$ -	$ 10,000.00	$ (10,000.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	$ -	-	10,000.00	$ (10,000.00)	
FUND BALANCE, July 1, 2021		19,040.12	15,300.00		
FUND BALANCE, September 30, 2021		$ 19,040.12	$ 25,300.00		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the 3 Months Ended September 30, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
State Ready to Read Grant	$ -	$ -	$ 9,342.00	$ (9,342.00)	0.00%
Total Revenues	-	-	9,342.00	(9,342.00)	0.00%
MATERIALS AND SERVICES					
Take Off materials and supplies	-	589.60	5,000.00	(4,410.40)	11.79%
State Ready to Read material	-	928.85	9,342.00	(8,413.15)	9.94%
Take Off transportation	85.58	135.92	6,000.00	(5,864.08)	2.27%
Outreach materials and supplies	-	-	6,000.00	(6,000.00)	0.00%
Total materials and services	85.58	1,654.37	26,342.00	(24,687.63)	6.28%
Contingency	-	-	6,530.00	(6,530.00)	0.00%
Total expenditures	85.58	1,654.37	32,872.00	(31,217.63)	5.03%
Revenues over (under) expenditures	(85.58)	(1,654.37)	(23,530.00)	21,875.63	7.03%
Revenues and other financing sources over (under) expenditures and other financing uses	$ (85.58)	(1,654.37)	(23,530.00)	$ 21,875.63	
FUND BALANCE, July 1, 2021		23,709.63	23,530.00		
FUND BALANCE, September 30, 2021		$ 22,055.26	$ -		

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:	October 20, 2021
Staff Name:	Monica Hoffman
Time Period Report Covers:	September 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	113	2260
Storytime Kits	13	104
Total	126	2364

3. Meetings and Site Visits-not represented in the above:
   o Monthly Staff and Safety Meeting

4. Projects and Progress
   o Collection development/box revisions- ongoing
   o Continually adding books to *Handy Library Manager*

5. Accomplishments
   o Fall program registration answers to: Is there anything else you would like me to know?
   o I am still teaching Combo 1 and Combo 2 so that is why I have 16 kids.
   o I'm so excited! We love this program!
   o I love take off!!!
   o I will be at the new center, I dont have have the address yet and I am not sure if it will be called El Centro or Eagles, will let you know when I find out
   o We have greatly appreciated this awesome service. Thank you!
   o I love all your services can't wait to see you!!!!!!
   o You are awesome!!!!
   o "I am now the lead Teacher in the

""Mixed Mode"" classroom, it was once known as the Therapeutic classroom as well. Also wanted to let you know I will be going on a 12 week maternity leave as of August 30th 2021, I should have a consistent sub, by name of Stephane Price, but things change often and if needed please reach out to my Education Manager Lara

o Thanks Monica!"
o Do you have soft books for infants, the plastic kind so we can wash them?
o Not at this time
o "While we only have 14 students enrolled currently, our classroom will keep growing throughout the year. Based on last year's number, we will have more than 20 students by mid-year.
o Thank you!"
o I'm let you know Little Pups open the class late this Year because they don't have a teacher yet

o we have our monthly themes if that helps for you bring us books related to the topics, September-All about me/back to school, October-Fall/farming/harvest, November-Animals in general, December-Winter, January-Culture/Diversity, February-shapes/friendship, March-Dr Seuss, April-plants/gardening, May-Community helpers/buildings
o Eagles Center is currently not open but will be open soon.
o I could use toys if available. Thank you.
o Not at this time. Thank You for your service.
o "AM Class 8:30-11am, PM Class 12-2:30pm, Both Mon-Thurs"
o We are more classrooms running in the summer months and fewer through the winter months.
o occasional Spanish boxes, not sure of exact number of students at this point that are Hispanic/Latino
o Here is hoping you will be able to do story time again soon.

o Thank you for the books ,a great community resource!
o We appreciate you!
o Is there any giveaway books that I can get for students to bring home?
o September theme will be beginning of the year. So school books, the kissing hand, nap time, schedules, meal time, potty time, soft touches, brown bear brown bear.....
o I have a wide variety of kiddos with skills. Some that can read, and some that have trouble talking or paying attention. Feel free to provide a variety of books! :) You're great! Cannot wait to work with you more this year!

- o "How far in advance would I need to request certain themes? And is email preferred method?
- o Thank you!!!"
- o We are looking forward to story time again preferably Tuesdays! We love Miss Monica!
- o "Not at this time."
- o In the total amount of children I included our preschool promise children. However; they will not be using book boxes, only our toddler and infant classes will be.
- o I appreciate you!
- o Thank you for your services and we look forward to being apart of the program for this new school year!
- o "I do feelings in the Fall and all about me.
- o I really appreciate this program!!"
- o "I don't know if we can do story time in class yet. I will have to ask. I will let you know when I hear something.
- o Thank you, Looking forward to seeing you!"
- o We love this program! Thank you for all you do to serve our very special population of students.

6. Upcoming Events – Activities
    - o Back to School Parent Nights UMCHS

UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT
Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Monthly Report

Date:	October 28, 2021, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	September 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:

	* *Item additions to Sage*	* *Item deletions from Sage*	* *Item corrections in Sage*	*Temporary bibs upgraded*	** *Sage bib fixes*	** *Sage bib merges*	** *Sage bib deletes*	** *Sage bib overlays*
Sept. 2021	341	160	45	4	32	16	0	2

* 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 PL – 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
additionally:	temp bibs missed put into bucket		Ukiah – 2 reports re. clean-up issues	
	Ukiah – list of in process items still needing checked in		Echo – Adult & Juv. NF weeding report (no checkout last 4 yrs.)	
	Milton-Freewater – (2) list of videos for parts clean-up project [base & compare]			

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 0 *[out of office that day]*
- Sage User Council meeting(s) [via GoToMeeting]: 0 *[out of office that day]*
- UCSLD Board meetings [generally via Zoom]: 1 (9/23)
- Staff/Safety meetings [generally via MS Teams]: 0 *[cancelled mtg. due to schedules]*
- webinars/trainings attended [virtual]: 3
  - SafePersonnel: Fire Extinguisher Safety (9/2)
  - Ryan Dowd webinar: Kicked Out: How to Safely Ask Someone to Leave (w/out calling the police) (9/9)
  - (Sage) Courier Process Changes session (9/16)
- meet weekly, Monday mornings, with Erin [via MS Teams]: 3 (9/7, 9/13, 9/28)

  visits to/with District Libraries:

- all 12 libraries - 2 [email]
  - email to libraries about Sept. dates being out of office
  - email to libraries re. receipt templates & search default setting(s) possibly being lost during recent Sage server change outs
- Adams PL - 5 [email]
  - email reply to stats report questions, plus forwarded 3 Sage-Lib emails addressing
  - email reply to question about how to make sure on Sage-Lib email list
- Echo PL - 1 [email]
  - emailed Adult & Juv. NF weeding report spreadsheets
- Helix PL - 1 [email]
  - reply to ? re. changing record info. for better searchability – unable to replicate ex.
- Milton-Freewater PL - 3 [email, phone]
  - emailed cataloger re. video parts that should be "complete set" instead of something else & possibly being a misunderstanding (found when reviewing new bibs)
  - call with cataloger re-explaining use of parts for videos for clarification
  - follow up email with cataloger on video parts project & sent latest list of videos
- Pendleton PL - 5 [email]
  - email reply to cataloger re. weeding/shelf list report ? – directed to specific report loc.
  - emailed cataloger following up on a previous question (3)
  - email reply to [other] cataloger's ? re. an item still checked out to her work acct. that I'd requested but did not receive to work on temps in July/Aug. (she later found item following my response of what she had told me when picking up the items in July)
- Pilot Rock PL - 5 [email, phone] (fwd. emails)
  - fwd. 10 Sage-Lib emails
  - email reply re. putting Gale Page (online resources) on website, including suggestion for placement, etc.
  - 2 follow-up emails re. Gale Page link on website
  - call re. hyperlink to Gale Page (given website login info.) (plus, search defaults reset & print receipt templates reinstalled, as reverted during Sage server change out)
  - emailed receipt templates
- Stanfield PL - 3 [phone]
  - call – re. barcode info. (3)
- Ukiah Lib. - 3 [email]
  - emailed in process items list
  - emailed follow-up/clean-up list from all item scans sent for cataloging
  - email follow-up on above list
- Weston PL - 2 [email]
  - email re. ? about info. for reordering batch of item barcodes from a new vendor
  - email re. item barcode order – checking first new barcode in batch

- Other: email reply to Audrey Durfey (former Ukiah Pub./Sch. Lib. director) regarding some things occurring or not (noticed as a patron) in/at library

4. Projects and Progress

- Pilot Rock PL's & Umatilla PL's Gale Page are on their websites (1 lib. remaining)

5. Accomplishments

- Added Pilot Rock PL Gale Page (online resources page) hyperlink to their website & cleaned up formatting of open hours on home page.
- website work:
  - Board agendas/packet [meeting & 3 ALSP review work sessions] & minutes posted
  - change to Umatilla PL director name & email

- Sage Cataloging Mentor:
    - reviewed 43% of assigned mentees' August new bibs

Feedback received:
- 9/8/21 – rec'd email from Susan Price (Pilot Rock PL director) after I assisted with getting a hyperlink added for Gale Page (online resources) on their website & cleaning up their hours to look more consistent between the days: "Dea, thank you so much for your help, my front page looks much better now."
- 9/13/21 – rec'd email from Kari Keen (Ukiah Pub./Sch. Lib. director) responding to a note I'd sent about having added several more of the items scans sent for: "Thank You Dea for all your hard work. … Thank you"
- 9/27/21 – 2 emails rec'd from Stephanie Partida (Adams PL director) re. info I'd sent/forwarded about statistical report questions she needed assistance with answering: (1) "Is there a way to make sure that I am part of the Sage lib group they are emailing? I don't remember seeing any of these emails and I generally make sure to save the important stuff! Thank you for forwarding them to me. It helps a lot!" & (2) "Looks like I wasn't on the list which is why I missed those emails. Thank you so much for your help today!"

6. Upcoming Events - Activities
- PERS Expo – 10/5-6
- webinar: Q&A with Ryan, part 3 – 10/14
- webinar: Data Management & Security – 10/19
- Staff/Safety mtg. – 10/20
- Sage Cataloging Mentor mtg. – 10/27
- webinar: EquinoxEDU: Spotlight on Evergreen 3.7 (Evergreen is the catalog software we use & 3.7 is the version will be upgrading to probably within a couple of months)
- UCSLD Board mtg. – 10/28
- UCLSD Fall In-Service (virtual) – 11/5
- preparing for virtual site visits some time following Fall In-Service

Monthly Director Report

Date:	October 28, 2021 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	September 17 – October 20, 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
9/20/2021	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
9/20/2021	Meeting with Stephanie Chase	Zoom	LEO Executive Director Check in meeting
9/21/2021	Article into the *East Oregonian*		
9/21/2021	ALSP Review Meeting	Zoom	
9/22/2021	Meeting with Darci Hanning	Zoom	Meeting with SLO consultant
9/23/2021	UCSLD September Board Meeting	In-person and Zoom	
9/28/2021	Weekly Check-in Meeting with Dea	Teams	General check in
9/29/2021	Les Schwab	In-person	Replacement of the 2010 White Fit battery
9/29 – 10/1/2021	Creative Signs	In-person	Monica and I got the vehicles to this company for removal of the old from the white 2010 Honda Fit and the 2008 Honda Fit and adding the logo to the new Take Off van and the

Date	Meeting/ Site Visits/ Activity	Method	What happened
9/30/2021	PERS Reporting	Online	Monthly report to PERS
9/30/2021	Helix Public Library Board Meeting	Zoom	Provided Zoom for the Helix PL Board meeting
10/3/2021	Meeting with Stephanie Chase, Executive Director of LEO	In-person	Review of EDI planning, sharing of information from her trip.
10/4/2021	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
10/4/2021	Meeting with Susie Sotelo	Zoom	Orientation meeting
10/4/2021	Adams Public Library Board Meeting	Zoom	Provided Zoom for the Adams PL Board Meeting
10/6/2021	UCSLD CE Committee	Zoom	Planning the In-Service
10/7/2021	Zeigler's Transmission	In-person	Took the 2008 Honda Fit to Zeigler's and picked it up later
10/7/2021	Annual Library Service Plan Review Meeting	Zoom	2nd ALSP review meeting
10/18/2021	Weekly Check-in Meeting with Dea	Teams	Reviewed and edited cybersecurity policy and organizational structure documents
10/18/2021	Viewed the Cultural Diversity SDAO Training	Online	Monthly safety training
10/19/2021	EDI Cohort Meeting #1	Zoom	Beginning of the Equity, Diversity and Inclusion training through LEO's grant from an LSTA grant
10/20/2021	Safety & Staff Meeting	Teams	SDAO Cultural Diversity Training

3. Projects and Progress

Project	Status	% Complete
Policy Review	Board by-laws and powers & duties completed. Also, Privacy & Confidentiality and Information Security	ongoing
Audit	FY20-21 documents to the auditor – fielding questions	60%
ALSP Review Meetings	Two of the three meetings are complete	80%
City-District Agreements	Draft to Board – 10/20/2021	70%
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	Investigating online bill pay processes to ensure local controls	Ongoing
COVID-19	Oregon Health Authority has implemented a return to indoor masking	Ongoing
Best Practices for SDAO	Report submitted and 10% discount attained	20%
Safety & Staff Meetings	Worked on Cultural Diversity training this month	ongoing
In-Service Training	Two guest speakers have been asked to present and other speakers lined up	40%

4. Feedback & Accomplishments
- With the CE committee, we lined up two guest speakers for the In-service and have the agenda planned, registration link out and the details being lock in.
- Audit documents to the auditor
- Car signage dealt with – new vehicle has the logo and the older vehicles have their original stickers removed and the 2010 Honda Fit has just the logo for use as a courier
- The 2008 Honda Fit has been given a tune-up in preparation for surplus.

5. Upcoming Events – Activities
- My Schedule until my class is complete in December and unless we have a Board Meeting: M 8-5, T 9:30-7, W 7:30-5, Th 12-7, F 8:15-2:15
- Annual Library Service Plan review last meeting: October 26
- UCSLD Board Meeting: October 28
- All-Staff Fall In-Service – making a Difference in the Community's Health – Friday November 5 from 8:30 until 3.
- Office closed on 11/11 for Veteran's Day
- Erin out of the office on 11/12
- Planning for Strategic Planning and community needs assessment

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) <u>Technical Services Manager</u>. Provide Technical Services, including cataloging assistance, resolving database issues, and one-on-one library site visits at least twice per year.

(6) <u>Early Literacy Program Manager</u>. When appropriate and upon request, provide resources and services through the Early Literacy Program Manager.

(7) <u>In-Service Staff Training</u>. 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) <u>Resource Sharing</u>. When, in the District's sole discretion, it is reasonable and cost-effective, the District shall provide the following shared resources:

  (a) <u>Courier Service</u>. Contract courier services for delivery of books and other library materials from and to the participating libraries within the County.

  (b) <u>Library Automation System</u>. 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) <u>Public Resources</u>. Additional resources that will be accessible through the Library to a resident with a local library card.

  (d) <u>Joint Purchasing Opportunities</u>. When appropriate and upon agreement of all participating parties, pursue and coordinate joint purchasing opportunities.

  (e) <u>Professional Learning Opportunities</u>. Share free resources for training elected officials and non-Library personnel.

(9) <u>District Annual Service Plan (ALSP)</u>. 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. <u>Use of Funds</u>. 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 _____   Umatilla County Special Library District
    [or _____ School District]   PO Box 1689
    [Address]   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. <u>Negotiation</u>. 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. <u>Mediation</u>. 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. <u>Arbitration</u>. 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 Member and Partner Libraries

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) <u>Operations</u>. 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) <mark>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.</mark>

(3) <mark>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.</mark>

(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) <mark>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.</mark>

   (b) <mark>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.</mark>

(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 unincorporated 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.

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. <mark>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.</mark>

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. <mark>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.</mark>

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 _____   Umatilla County Special Library District
[or _____ School District]   PO Box 1689
[Address]   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]

                                                                                    ATTEST: _____

_____

Board Secretary   City Manager/City Recorder

_____, 20____   _____, 20____
Date   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

Appendix A: Distribution of Funds

The Umatilla County Special Library District (UCSLD) was created on November 4, 1986, by a vote of the people from all of Umatilla County except for incorporated Hermiston. From the order creating the District – "The purpose of the Umatilla County Special Library District shall be to provide library and information services to persons within the district." Further, the UCSLD "shall be a municipal corporation and shall have perpetual succession, and shall, in its own name, exercise and carry out the powers and objects provided for by Oregon Statutes governing library districts."

The UCSLD ensures the provision of public library service to all residents within the District boundaries through agreements between the District and the established public libraries in Umatilla County. The public libraries within the District boundaries are defined as member libraries. Hermiston Public Library is considered a partner library. At the start of the District, Hermiston City chose not to be part of the District. The City of Hermiston later signed an agreement with the District to provide access to library services for the rural or unincorporated Hermiston population.

The funding model which distributes tax revenue to District libraries provides that 80% of UCSLD tax revenues would go to the District member libraries and partner library. 20% of the revenues remain with the District, for operation of the District, administration activities, services provided to member libraries, such as cataloging of library materials, courier delivery service, membership in the Integrated Library System (ILS) [now SAGE], and resources provided for all residents like Library2Go (Libraries of Eastern Oregon pricing) and early childhood literacy outreach services, etc.

The UCSLD Board of Directors implemented a tax distribution review process in the Fall of 2019, culminating in a decision in 2021 to update the distribution formula. The new formula references ORS 357.405 which defines a public library and the rules for implementation found in OAR 543-010-0036. Each library's service population is now determined by population within their zip code area in Umatilla County boundaries.

The formula consists of two funding components: base threshold criteria and population. The elements of the base threshold criteria are personnel, collections and operations and maintenance (O&M). The elements are adjusted by population size category. The population component is determined by the census zip code area numbers.

Every three years, the formula will be reviewed and updated by the Board of Directors with the current population numbers updated and the threshold criteria elements reviewed.

The multiplier used to determine each library's allocation is calculated using a formula. The distribution percentages are determined through the following formula process.

Population is based on the zip code areas' populations within UCSLD boundaries, provided to the District by the Portland State University Population Research Center. The zip code population for each member library and partner library is as follows:

Zip Code	City	2020 Census Population - City	2020 Census Population - Zip Code Area	Population of UCSLD Zip Code Areas	Zip Code area number as a percentage of the whole zip code population	Remainder of difference between County Population and zip code populations with % change applied	Final Population Figures to Use
97810	Adams	389	887	887	1.46%	887	887
97813	Athena	1,209	1,386	1,386	2.29%	1,387	1,387
97826	Echo	632	1,061	1,061	1.75%	1,061	1,061
97835	Helix	194	373	373	0.62%	373	373
97838	Hermiston	19,354	28,348	8,994	14.83%	8,998	8,998
97862	Milton-Freewater	7,151	11,512	11,512	18.99%	11,517	11,517
97801	Pendleton	17,107	21,882	22,052	36.37%	21,891	21,891
97859	Meacham	170	170	0	0.00%	0	0
97868	Pilot Rock	1,328	1,756	1,756	2.90%	1,757	1,757
97875	Stanfield	2,144	2,875	2,875	4.74%	2,876	2,876
97880	Ukiah	159	224	224	0.37%	224	224
97882	Umatilla	7,363	8,271	8,271	13.64%	8,274	8,274
97886	Weston	706	1,241	1,241	2.05%	1,241	1,241
		79,986	79,986	60,632	100.00%	60,486	60,486
PSU Site	Umatilla County	80,075	80,075				
Incorporated							
Unincorporated							
Hermiston Rural		8,994					
Unassigned		24					

The formula for determining the distribution to each library is below: (This will be updated with the tax revenue amount that the County provides to us in the Fall of 2021).

2 Population Categories	FY 21-22 80% Anticipated Distribution	2020 Population	Pop Size Category	Base Threshold Criteria Elements						BASE Amount Total	REMAINDER Amount	TOTAL DISTRIBUTION	Multiplier for Remainder Funds	
				Personnel FTE*	$	Staff Funding	Collections	O&M					Zip Code population	% of the total for each zip code area
Adams		887	1	0.5	$47,840	$23,920	$2,000	$2,592	$28,512	$11,802	$40,314	887	1.47%
Athena		1,387	1	0.8	$47,840	$38,272	$2,500	$4,077	$44,849	$18,441	$63,290	1,387	2.29%
Echo		1,061	1	0.8	$47,840	$38,272	$2,500	$4,077	$44,849	$14,117	$58,966	1,061	1.75%
Helix		373	1	0.5	$47,840	$23,920	$2,000	$2,592	$28,512	$4,963	$33,475	373	0.62%
Hermiston (rural)		8,998	2	0.0	$47,840	$0	$0	$0	$0	$119,667	$119,667	8,998	14.88%
Milton-Freewater		11,517	2	2.9	$47,840	$137,246	$11,517	$14,876	$163,639	$153,169	$316,808	11,517	19.04%
Pendleton		21,891	2	4.3	$47,840	$203,418	$21,891	$22,531	$247,839	$291,144	$538,983	21,891	36.19%
Pilot Rock		1,757	1	0.8	$47,840	$38,272	$2,500	$4,077	$44,849	$23,364	$68,213	1,757	2.90%
Stanfield		2,876	2	1.2	$47,840	$55,038	$2,876	$5,791	$63,705	$38,252	$101,958	2,876	4.76%
Ukiah		224	1	0.5	$47,840	$23,920	$2,000	$2,592	$28,512	$2,980	$31,492	224	0.37%
Umatilla		8,274	2	2.4	$47,840	$116,565	$8,274	$12,484	$137,323	$110,047	$247,370	8,274	13.68%
Weston		1,241	1	0.8	$47,840	$38,272	$2,500	$4,077	$44,849	$16,512	$61,361	1,241	2.05%
	$1,681,896	60,486	1<2000; 2>2000	Based on Pop Size Cat: 1=0.5 pop<1000, 0.8 pop>1000; 2=pop/2000x 0.8 <5000 and for >5000=2/15,000*(pop-5000)+2	1 fte @ 23.00/HR		1- pop<1000=$2000; pop>1000=2500; 2= 2500 or pop*1 whichever is greater	10% of Staff+Coll	$877,439	$804,457	$1,681,896	60,486	100.00%
	This is the amount for 2021-2022	Hermiston shows Unincorporated only		Calculated, not rounded		Calculated, not rounded			52.17%	Used remaining funds after the base amount is distributed. Used a % derived from each libraries' % of whole zip code population.			

For the next three years, FY 2022-23, FY 2023-24 and FY 2024-25, the distribution multipliers (a fraction of the 80% calculated) for the member libraries, the partner library and the District are as follows:

Adams	0.0191753
Athena	0.0301042
Echo	0.0280474
Helix	0.0159224
Hermiston (Rural)	0.0569198
Milton-Freewater	0.1506907
Pendleton	0.2563694
Pilot Rock	0.0324458
Stanfield	0.0484965
Ukiah	0.0149795
Umatilla	0.1176625
Weston	0.0291865
District	0.2000000
	100.00%

The Board will review and update the population numbers and funding elements during the last year of the Agreements.

Oregon State Library
Chapter 543
Division 10
ADMINISTRATION

543-010-0036

Official Recognition of Public Libraries
(1) The State Library Board will officially recognize those public libraries that become legally established under one of the methods described in ORS 357.216-286 or 357.400-621 and have met all minimum conditions.

(2) Libraries, that have a service population of over 2000, shall meet the following minimum conditions:
(a) Have at least half (50%) of its operational financial support from public funds.
(b) Be open to the public a minimum of 20 hours per week.
(c) Provide a collection comprising books, media, or electronic resources.
(d) Offer free public access computers with Internet access.
(e)Offer free public wireless Internet access (wi-fi).
(f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.
(g) Dedicate at least 0.50 full-time equivalent (FTE) paid staff time exclusively to library functions.
(h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.
(i) Provide basic services for reference and youth services.
(j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.

(3) Libraries, that have a service population of 2000 or less, shall meet the following minimum conditions:
(a) Have at least one fourth (25%) of its operational financial support from public funds.
(b) Be open to the public a minimum of 10 hours per week.
(c) Provide a collection comprising books, media, or electronic resources.
(d) Offer at least one free public access computer with internet access.
(e) Offer free public wireless internet access (wi-fi).
(f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.
(g) Dedicate at least 0.25 full-time equivalent (FTE) paid staff time exclusively to library functions.
(h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.

(i) Provide basic services for reference and youth services.
(j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.

(4) Official recognition as a public library will qualify the library to be eligible for state aid and grants from the State Library as authorized in statutes. A library must receive official recognition by June 30 to be eligible for grant funding in the next state fiscal year beginning July 1.

(5) Official recognition will continue unless the library no longer meets the statutory requirements of a public library.
(a) Library responses to the Public Library Annual Statistical Survey will be used to determine compliance with minimum conditions outlined in sections (2) and (3).
(b) An officially recognized public library that fails to meet the minimum conditions as outlined in section (2) or (3) will have two (2) years to achieve compliance, during which time the library maintains eligibility for state aid and grants.
(c) Proceedings for termination of official recognition for a library that fails to meet minimum conditions after two (2) years will be scheduled for consideration by the Board, which will then make a determination.
(d) The State Library will provide an annual report to the Board on the status of public library compliance with minimum conditions.

(6) Notwithstanding section (5), if an officially recognized public library fails to meet the minimum conditions outlined in section (2) or (3) by June 30, 2021, the public library will have one year to meet the minimum conditions before section (5)(b) shall apply to the public library.

(7) The Board will terminate a public library's official recognition immediately after a local government withdraws support following the requirements of ORS 357.621. The State Library will notify the local government that official recognition is being terminated.

(8) Any affected agency may appeal the termination of official recognition to the Board. The appeal must be in writing and must contain a detailed statement specifying the reason the appellant agency believes the action was improper.

(9) The written appeal must be filed no later than 15 business days after the notice of termination of official recognition is received. Once an appeal is received, it will be scheduled for consideration by the Board, which will then make a determination.

(10) To be reinstated, a library must request reinstatement of official recognition from the Board. The request must include signed documentation attesting that the library has met all minimum conditions. The request will then be scheduled for consideration by the Board, which will make a determination. The State Library will notify the local government if official recognition is being reinstated. A library may appeal a denial of reinstatement as described in this rule.

Statutory/Other Authority: ORS 357.026(1)
Statutes/Other Implemented: ORS 357.216-286, 357.400 - 357.621 & HB2243 A (2019)
History:
OSL 1-2021, temporary amend filed 06/23/2021, effective 06/23/2021 through 12/19/2021
OSL 2-2019, amend filed 10/21/2019, effective 01/01/2020
OSL 1-2000, f. & cert. ef. 4-13-00

Oregon Library Association Standards

See: https://www.olaweb.org/assets/PLD/PLDStandards/PLD-Standards-091718.pdf

Umatilla County Special Library District (UCSLD) Organizational Governance Structure

The UCSLD was established to provide library services district-wide. Currently, this is accomplished through inter-governmental agreements with 11 member libraries: 10 cities and one school district, and the one partner library's city, to provide library service to everyone within the UCSLD boundaries.

**UCSLD Board of Directors
5 citizens elected by voters**

- City-District Agreement
- Tax Revenue Distribution
- Annual Service Plan & Evaluation Process
- Statistical Reports
- Financial Accountability
  - Budgets
  - Audits

Member Libraries:

Adams, Athena, Echo, Helix, Milton-Freewater, Pendleton, Pilot Rock, Stanfield, Ukiah, Umatilla, and Weston

District Director

Early Literacy Program Manager

Technical Services Manager

Partner Library (incorporated Hermiston does not pay tax into the UCSLD)

Hermiston

The UCSLD provides funding for the unincorporated residents for the Sage Library System Membership and Courier Service. Cooperative district-wide activities, meetings, grants, community service fees, and visioning, planning and training are additional benefits to the Hermiston Public Library staff.

Cooperative services provided by the UCSLD for all member libraries and residents of the District:

- Sage Library System membership
- Standardized Loan Rules
- Cataloging
- Courier delivery
- Library2Go (the Libraries of Eastern Oregon pricing model)
- Training for library staff
- Early literacy outreach
- Coordination/Facilitation
  - District-wide visioning and planning
  - Community Service Fees
  - Historical grant
  - Continuing education grants
  - Meetings
  - Cooperative district-wide activities

UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT
Strengthening our community libraries

https://ucsld.org
541-276-6449

MAJOR ROLES AND RESPONSIBILITIES:

Library District Board of Directors

- Operates according to the governing ORS statutes
- Oversees distribution of approved tax-payer funds that ensure the provision of public library services in the Umatilla County Special Library District
- Sets the District budget each year
- Oversees Agreements with cities and school district
- Sets District policies
- Develops and implements District strategic plans
- Hires District Director and staff

District Director

- Provides expertise, leadership and coordination
- Advises District Board regarding policy, resource allocation and strategic planning
- Prepares and manages District budget
- Administers District operations
- Monitors and evaluates District activities
- Supervises and evaluates District staff
- Serves as District Board Secretary

Cities/School District

- Adopts local library policies
- Hires local library director
- Prepares/adopts annual public library budget in coordination with the library director
- Fiscally supports local public library
- Provides and maintains the public library building
- Oversees compliance with the requirements of the UCSLD Agreement

- Supports and advocates for libraries and UCSLD

Library Boards

- Serves as library policy advisors
- Supports and advocates for libraries and UCSLD
- Carries out duties as stated in Oregon State law/City ordinance and School District policy regarding library boards
- Monitors compliance with the requirements of the UCSLD Agreement

Local Library Director

- Provides expertise, leadership and coordination
- Advises library board regarding policy, resource allocation and strategic planning
- Prepares and manages library budget
- Administers local library operations
- Monitors and evaluates library performance
- Hires and supervises library staff
- Oversees coordination with local library support groups
- Ensures compliance with the requirements of the UCSLD Agreement
- Collaborates with the UCSLD to provide the best public library service to the residents of the District
- Supports and advocates for libraries and the UCSLD

Revised - 2021

SDIS 2021/2022 Best Practices Survey

SDIS 2021/2022

Entity Name

Umatilla County Special Library District

Contact Name

Erin McCusker

Contact Email

director@ucsld.org

Contact Phone

541-276-6449

Total Discount %

10

	Check Yes if completed	Yes	Help	More Information
	Affiliate Membership - 2% Credit. Is your organization a member of:			
1	Oregon Fire District Directors Association (OFDDA)?	☐		ℹ️ (http://www.ofdda.com)
2	Oregon Fire Chiefs Association (OFCA)?	☐	?	ℹ️ (http://www.ofca.org)
3	Oregon Water Resources Congress (OWRC)?	☐		ℹ️ (https://www.owrc.org/)
4	Oregon Mosquito and Vector Control Association?	☐		ℹ️ (http://www.omvca.org)
5	Oregon Recreation and Park Association (ORPA)?	☐		ℹ️ (https://www.orpa.org)
6	Oregon Public Ports Association (OPPA)?	☐		ℹ️ (http://www.oregonports.com)

Check Yes if completed	Yes	Help	More Information
7 Oregon Association of Clean Water Agencies (ORACWA)?	☐		ℹ️ (http://www.oracwa.org)
8 Oregon Association of Conservation Districts (OACD)?	☐		ℹ️ (https://oacd.org)
9 Cemetery Association of Oregon?	☐		ℹ️ (http://www.oregoncemeteries.com)
10 Oregon APCO-NENA?	☐		ℹ️ (http://www.oregonapconena.org/)
11 Oregon Transit Association (OTA)?	☐		ℹ️ (http://www.oregontransit.com)
12 Oregon People's Utility Districts Association (OPUDA)?	☐		ℹ️ (http://www.opuda.org/)
13 Oregon Association of Water Utilities (OAWU)?	☐		ℹ️ (http://www.oawu.net)
14 Oregon Library Association (OLA)?	☑️		ℹ️ (http://www.olaweb.org)
15 Oregon Economic Development District Association (OEDD)?	☐		ℹ️ (http://www.oedd.org/)
16 Oregon PRIMA?	☐	?	ℹ️ (http://orprima.org)
17 Oregon Association of Hospitals and Health Systems (OAHHS)?	☐		ℹ️ (http://www.oahhs.org/)
18 Oregon Association Chiefs of Police (OACP)?	☐		ℹ️ (http://www.policechief.org)
19 Oregon Rural Health Association (ORHA)?	☐		ℹ️ (https://orha.wildapricot.org)

Board Adopted Policy - 2% Credit.

20 Does your district have a written policy regarding cyber security or acceptable use of electronic devices? (Click the blue "i" for a sample policy)	☑️		ℹ️ (https://sdaoresourcelibrary.com/?wpdmdl=887)

Cybersecurity Checklist - 2% Credit.

21 Does your district perform daily backups of all data that is essential to your operations?	☑️	?	

	Check Yes if completed	Yes	Help	More Information
22	Does your district maintain at least one copy of your data backups offsite (e.g. cloud or different facility)?	☑	?	
23	Does your require multi-factor authentication when accessing email remotely (not in the office) and on a personal device?	☐	?	
24	Does your district restrict users from being administrators on their workstations?	☐	?	
25	Does your district require multi-factor authentication for remote access (e.g. like a VPN)?	☐	?	
26	Does your district utilize an endpoint protection tool (sometimes referred to as antivirus) on all devices?	☑	?	
27	Does your district require all endpoint devices to be encrypted?	☐	?	
28	Does your district utilize a firewall between the district's internal network and any external, untrusted network (i.e., internet)?	☐	?	
29	Does your district utilize an external warning banner on all emails originating outside of the district?	☐	?	
30	Does your district utilize a tool or service that monitors emails for malicious files, spam, and phishing emails?	☑	?	
31	Does your district ensure that the password to any corporate wireless network (not guest wireless) is not provided to end users, but is only known by key personnel?	☑	?	
32	Does your district ensure that only district owned devices are connected to the corporate wireless network (no personal devices)?	☐	?	
33	Does your district provide users access to a password manager to store and create secure passwords?	☑	?	

Check Yes if completed	Yes	Help	More Information
34 Does your district require a minimum password length of no less than 8 characters?	☑		
35 Does your district configure accounts to lock after 5 consecutive failed login attempts?	☐	?	

Cybersecurity Risk Mitigation Training provided by Eide Bailly - 2% Credit. Has a representative from your organization attended:

36 One of the four virtual cybersecurity webinars?	☑		🛈 (https://www.sdao.com/trainings)
37 One of the three general training sessions on a cybersecurity topic?	☑		🛈 (https://www.sdao.com/trainings)

SDAO-SDIS Training - 2% Credit. Has a representative from your organization attended:

38 2021 SDAO Annual Conference? (Pre-conference sessions are also eligible.)	☑	?	
39 2021 SDAO/SDIS regional trainings?	☐		🛈 (https://www.sdao.com/regional-trainings)
40 An SDAO/SDIS risk management training or management consulting training conducted by SDAO staff during the 2021 policy year?	☐		🛈 (https://www.sdao.com/trainings)
41 SDAO/SDIS online webinar or training conducted by SDAO staff during the 2021 policy year?	☑		🛈 (https://www.sdao.com/trainings)

Application

Process: 2021 Oregon Public Library Statistical Report (LINCC & SAGE)

<div>★ Public Profile</div> <div>Collaborate</div>

Contact Info | Request

Applicant:
Erin McCusker
director@ucsld.org
541-276-6449

Contact Email History

Organization:
Umatilla County Special Library District
93-0967149
541-612-2052
PO Box 1689
Pendleton, OR 97801 Umatilla

ⓘ If your organization information does not appear correct, please contact the funder. Thank you.

Application | Application Packet | Question List

ⓘ Due by 10/31/2021 11:59 PM PDT.

ⓘ Fields with an asterisk (*) are required.

∨ Part 2 - Staff & Volunteers

Please find instructions and definitions here.

Question 201 Librarians with ALA MLS*

| #.# | 1 |

Question 202 Other persons holding title of librarian*

| #.# | 0 |

Question 204 All other paid staff*

#.#	2

Staffing notes

If your library's staffing has changed significantly from the previous year, please briefly explain the change.

n/a

Question 206 Total number of volunteers*

#	1

Question 207 Total volunteer hours*

#	17

Question 208 Library Board or District Board*

Governing board (elected)	⌄

Question 209 Friends of the Library*

○ Yes
◉ No

Question 210 Library Foundation*

○ Yes
◉ No

⌄ Part 3 - Revenue

Please find instructions and definitions here.

Question 301 City Revenue*

$	0.00

Question 302 County Revenue*

$	0.00

Question 303 District Revenue*

$	410,994.86

Question 305 State Revenue*

$	9,342.20

Question 306 LSTA and CARES Act Grant Revenue*

Include any CARES Act grant funding received by the State Library of Oregon here. **Report CARES Act funds received from other sources in 308.**

$ | 4,000.00

Question 307 Did your library participate in E-Rate*

Did your library take advantage of discounted telecommunications services through the federal E-Rate Program during this fiscal year?

○ Yes
◉ No

Question 308 Other Federal Revenue*

$ | 0.00

Question 310 Other Operating Revenue*

$ | 31,536.22

Operating Revenue notes

If **any** of your library's Operating Revenue categories (301 - 310) have changed significantly from the previous year, please briefly explain the change. Alternately, if your City, County, or District Revenue (301 - 303) has **not changed** at all from the previous year, please explain.

n/a

Question 312 Local Capital Revenue*

$ | 0.00

Question 313 State Capital Revenue*

$ | 0.00

Question 314 Federal Capital Revenue*

$ | 0.00

Question 315 Other Capital Revenue*

$ | 0.00

Capital Revenue notes

If **any** of your library's Capital Revenue categories (312 - 315) have changed significantly from the previous year, please briefly explain the change.

n/a

Part 4 - Expenditures

Please find instructions and definitions here.

Question 401 Salaries and Wages Expenditures*

$ 172,364.93

Question 402 Employee Benefits Expenditures*

$ 52,758.46

Question 404 Books and Print Materials Expenditures*

$ 8,607.00

Question 405 Periodicals Expenditures*

$ 237.98

Question 407 Electronic Materials Expenditures*

$ 11,090.00

Question 408 Other Materials Expenditures*

$ 0.00

Question 410a All Other Operating Expenditures*

$ 165,953.00

Question 410b Internal service charges

For municipal and county-based libraries *only*: Please tell us what typical internal service charges (if any) are included in the amount reported in 410 (All Other Operating Expenditures). These services may be provided inclusively by your city or county. Please select all that apply:
- [ ] Administration
- [ ] Facilities
- [ ] Human Resources
- [ ] Information Technology
- [ ] Legal
- [ ] Finance
- [ ] other

Operating Expenditures notes

If **any** of your library's Operating Expenditure categories (401 - 410) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have **not changed at all** from the previous year, please explain.

n/a

Question 412 Library Construction Expenditures*

$ | 0.00

Question 413 Capital Equipment Expenditures*

$ | 1,178.00

Question 414 Other Capital Expenditures*

$ | 28,259.05

Capital Expenditures notes

If **any** of your library's Capital Expenditure categories have changed significantly from the previous year, please briefly explain the change.

We purchased a new vehicle for the Take Off! early literacy outreach program

---

∨ Part 5 - Collections

Please find instructions and definitions here.

Question 511 Ebook units in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **72,697** here. If your library is not a member, please enter 0.

| 0

Question 512 Ebook Units Added to Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **7,998** here. If your library is not a member, please enter 0.

| 0

Question 513 Ebook Units Owned or Licensed Locally other than Library2Go Collection*

| 0

Question 514 Ebook Units Added Owned or Licensed Locally*

| 0

Question 517 Digital Audiobook Units in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **34,214**

here. If your library is not a member, please enter 0.

0

Question 518 Digital Audiobook Units Added in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **4,292** here. If your library is not a member, please enter 0.

0

Question 519 Digital Audiobook Units Owned or Licensed Locally*

0

Question 520 Digital Audiobook Units Added Owned or Licensed Locally*

0

Question 525 Digital Video Units Owned or Licensed Locally*

0

Question 526 Digital Video Units Added, Owned or Licensed Locally*

0

Question 533 Number of Spanish language items*

Please enter the number of items in your library's collection that are in Spanish.

835

Question 534 Items in other languages

Please check all that apply for items in the library's collection which are in languages *other than* English or Spanish.

☐ Arabic
☐ Chinese (including Mandarin & Cantonese)
☐ French
☐ German
☐ Hindi
☐ Ilocano, Samoan, Hawaiian
☐ Japanese
☐ Korean
☐ Russian
☐ Somali
☐ Tagalog
☐ Thai, Lao
☐ Ukranian

☐ Vietnamese
☐ other

Question 535 Databases Licensed Locally or by local consortium*

| # | 0 |

Question 536 Databases Added Licensed Locally or by local consortium*

| # | 0 |

Digital Collections notes

If any of your library's digital collections statistics (511 - 536) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have *not changed at all* from the previous year, please explain.

n/a

∨ Part 6 - Circulation & Collection Use

Please find instructions and definitions here.

Question 602 Successful Retrievals from Local Databases*

| # | 0 |

Question 630 Circulation of Library2Go Materials*

| # | 0 |

Question 631 Circulation of Locally Owned or Licensed eContent*

| # | 0 |

Circulation & Database Usage notes

If **any** of your library's circulation or database usage has changed significantly from the previous year, please briefly explain the change.

n/a

Question 651 ILLs Loaned to All Other Libraries*

| # | 0 |

Question 654 ILLs Borrowed from All Other Libraries*

| # | 0 |

Question 660 Circulations Made to Non Residents without Charge*

0

ILL notes

If **any** of your library's interlibrary loan statistics have changed significantly from the previous year, please briefly explain the change.

n/a

∨ Part 7 - Programs & Other Services

Please find instructions and definitions here.

Question 701 Reference Transactions*

0

Question 701b Reference Transactions Reporting Method*

N/A (we do not track reference transactions) ⌄

Question 703 Children's Programs*

7

Question 704 Children's Program Attendance*

121

Question 705 Young Adults' Programs*

0

Question 706 Young Adults' Programs Attendance*

0

Question 707 Number of Programs for Adults or Multi Generational Audiences*

9

Question 707 Number of Programs for Adults or Multi Generational Audiences Attendance*

110

Question 711 Meeting Room Usage

0

Question 712 Does your library provide a Summer Reading Program*

○ Yes
◉ No

⌄ Part 7B - [OPTIONAL] Expanded Programs Questions

Please find instructions and definitions here.

Question 751 Live Program Sessions for Children Ages 0 to 5

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

7

Question 752 Attendance at Live Programs for Children Ages 0 to 5

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

121

Question 753 Live Program Sessions for Children Ages 6 to 11

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

0

Question 754 Attendance at Live Programs for Children Ages 6 to 11

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

0

Question 755 Live Program Sessions for Young Adults Ages 12 to 18

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. Note: The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

0

Question 756 Attendance at Live Programs for Young Adults Ages 12 to 18

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

0

Question 757 Live Program Sessions for Adults Age 19 or Older

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

0

Question 758 Attendance at Live Programs for Adults Age 19 or Older

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

0

Question 759 Live General Interest Program Sessions

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

0

Question 760 Attendance at Live General Interest Programs

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

0

Question 761 Number of Live, In Person, Onsite Program Sessions

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

0

Question 762 Live, In Person, Onsite Program Attendance

The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person, onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under 766 - Live, Virtual Program Attendance.

0

Question 763 Number of Live, In Person, Offsite Program Sessions

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

7

Question 764 Live, In Person, Offsite Program Attendance

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under 766 - Live, Virtual Program Attendance.

121

Question 765 Number of Live, Virtual Program Sessions

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number of Live, In-Person, Onsite Program Sessions or Number of Live, In-Person, Offsite Program Sessions.

9

Question 766 Live, Virtual Program Attendance

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on

Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

110

Question 767 Total Number of Recorded Program Presentations

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

17

Question 768 Total Views of Recorded Program Presentations within 7 Days

The count of views of asynchronous program presentations for a period of seven (7) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For program presentations that are recordings of live, virtual program sessions, exclude live attendance numbers here; these should be counted under 761 - Live, In-Person, Onsite Program Attendance; 763 - Live, In-Person, Offsite Program Attendance; or 765 - Live, Virtual Program Attendance.

605

⌄ Part 8 - Technology & Facilities

Please find instructions and definitions here.

Question 801 Number of Sessions of Public Internet Computers and Devices*

0

Question 801b Reporting Method for total number of Internet computer sessions*

N/A (we don't track public computer usage at this time) ⌄

Question 802 Number of Public Internet Computers and Devices*

Updated definition! Report the number of the library's Internet computers **(including personal computers (PCs), laptops, tablets,** and **other devices)**, whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose other than general Internet use (e.g., to access an OPAC or specific database, or to train the public).

0

Question 803 Tell us about your library WiFi*

Please choose the option which best describes your library's wireless Internet signal for patrons.

| No Wi-Fi available at this location | ⌄ |

Wireless Internet notes

If you chose 'other situation' above, please share more details.

| |

Question 804 Wireless Sessions*

Updated definition! Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

| **#** | 0 |

Question 804b Reporting Method for Wireless Sessions*

| N/A (we don't track wireless sessions at this time) | ⌄ |

PLEASE be sure to enter **Internet Download (805)** and **Upload (806) Speeds** in the correct fields. We've swapped the order of these questions this year to mirror the order that the NDT tool will display your speeds.

Question 805 Internet Download Speed*

Please report internet **download** speed at your library (if your library has multiple branches, please report speeds at your main/central library here).
To achieve the most accurate results, please run the speed test when your library is closed to the public and network traffic (including staff computers & devices) is at a minimum. Use this Network Diagnostic Tool (NDT) from the Measurement Lab. The tool takes approximately 30-60 seconds to run, and displays both upload and download speed results in megabits/second (to 2 decimal points).once the test is complete.

| **#.#** | 94.46 |

Question 806 Internet Upload Speed*

Please report internet **upload** speed at your library (if your library has multiple branches, please report speeds at your main/central library here).
To achieve the most accurate results, please run the speed test when your library is closed to the public and network traffic (including staff computers & devices) is at a minimum. Use this Network Diagnostic Tool (NDT) from the Measurement Lab. The tool takes approximately 30-60 seconds to run, and displays both upload and download speed results in megabits/second (to 2 decimal points).once the test is complete.

| **#.#** | 19.50 |

Question 807 Name of Shared ILS Consortium*

Sage	⌄

Question 808 Name of Integrated Library System product*

Evergreen	⌄

Question 809 Website Visits*

#	2103

Question 810 Scheduled Weekday Open Hours*

Report the number of hours from open to 5:00pm, Monday through Friday, your library is open on a typical week.

#	40

Question 811 Scheduled Weeknight Open Hours*

Report the number of hours from 5:00pm to close, Monday through Friday, your library is open on a typical week.

#	0

Question 812 Scheduled Weekend Daytime Open Hours*

Report the number of hours from open to 5:00pm, Saturday and Sunday, your library is open on a typical week.

#	0

Question 813 Scheduled Weekend Evening Open Hours*

Report the number of hours from 5:00pm to close, Saturday and Sunday, your library is open on a typical week.

#	0

Question 815 Number of Weeks Library Was Open*

#	52

Question 816 Total Number of Open Hours*

Report the _actual_ total number of hours from July 1, 2020 through June 30, 2021 your libraries was open to the public. For libraries with multiple branches, please report only open hours for the central or main branch.

#	2080

Question 817 Library Visits*

Please report the total number of visits to all branches here.

#	0

Question 817b Library Visits Reporting Method*

N/A (we do not track visits) ⌄

Question 821 Date of Building Original Construction*

Please enter the year your library building was completed, as stated by the building permit or a historical record. If your library has multiple outlets, report for the main library here. If unknown, enter *0000.*

0000

Question 822 Date of Most Recent Structural Remodel of Building*

Enter the year only for the date of your library's most recent structural remodel.
A structural remodel involves more significant improvements than a cosmetic renovation. Generally, it includes moving walls and changing the property's floor plan, changes are significant enough to alter building facts such as the number of rooms, the addition of an elevator, increases of greater than 10% to the square footage, etc.
If unknown, enter *0000.*

0000

⌄ Part 9 - Fines, Fees, & Salary Survey

Please find instructions and definitions here.

Question 901 Overdue Daily Fine for Adult Materials*

$0.00 - We don't charge late fees ⌄

Question 902 Overdue Daily Fine for Children's Materials*

$0.00 - We don't charge late fees ⌄

Question 903 Overdue Daily Fine for Other Materials*

$0.00 - We don't charge late fees ⌄

Question 904 Notes on fines

5,000 characters left of 5,000

Question 905 Fee for Interlibrary Loans*

$0.00

Question 906 Annual fee for nonresident patrons*

Please report the annual fee for individual non-resident to get a library card at your library.

$ 0.00

Question 907 Annual fee for nonresident households*

Please report the annual fee for a non-resident household card, if offered.

$ 0.00

Question 950 Director Hourly Salary Low

$ 69,000.00

Question 951 Director Hourly Salary High

$ 69,000.00

Question 952 Supervisory Librarian Hourly Salary Low

$ 0.00

Question 953 Supervisory Librarian Hourly Salary High

$ 0.00

Question 954 Non Supervisory Librarian Hourly Salary Low

$ 41,725.00

Question 955 Non Supervisory Librarian Hourly Salary High

$ 49,275.00

Question 956 Library Assistant Hourly Salary Low

$ 0.00

Question 957 Library Assistant Hourly Salary High

$ 0.00

Question 958 Library Clerk Hourly Salary Low

$ 0.00

Question 959 Library Clerk Hourly Salary High

$ 0.00

∨ Part 10 - Policies

Please find instructions and definitions here.

Question 1009 Link to Statewide Gale Resources

🌐 https://www.galepages.com/umatillacsld

Question 1010 Link to Statewide LearningExpress Library Resources

🌐 https://www.galepages.com/umatillacsld

Question 1011 Link to Library's Collection Management Policy

🌐 https://www.ucsld.org/files/9d4f6c98f/CollectionDevelopment_10-22-2020_Approved.pdf

Question 1012 Link to Library's Circulation Policy

🌐 https://www.ucsld.org/files/16fb3ccbb/Circulation_10-22-2020_Approved.pdf

Question 1013 Link to Library's Patron Confidentiality Policy

🌐 https://www.ucsld.org/files/e7587507a/ConfidentialityAndPrivacy_09-23-2021_Approved.pdf

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∨ COVID-19 Questions

Please find instructions and definitions here.

CV01 - Closed Outlets Due to COVID-19*

◯ Yes
◉ No

CV02 - Public Services During COVID-19*

◉ Yes
◯ No

CV05 - Electronic Library Cards Issues During COVID-19*

◯ Yes
◉ No

CV06 - Reference Service During COVID-19*

○ Yes
● No

CV07 - Curbside Service During COVID-19

○ Yes
● No

CV11 - External Wi-Fi Access During COVID-19*

○ Yes
● No

CV12 - External Wi-Fi Access Increased During COVID-19*

○ Yes
● No

CV13 - Staff Re-assigned During COVID-19*

○ Yes
● No

CV14 - Number of Weeks Library was Closed Due to COVID-19*

| # | 0 |

CV15 - Number of Weeks Library had Limited Occupancy Due to COVID-19*

| # | 0 |

CV16 - Other information about pandemic services?

5,000 characters left of 5,000

∨ Reporting Burden

For multi-branch systems and/or libraries with bookmobiles: please remember to report your branch-level data using the custom Google Sheet (a link to this sheet has been emailed to you).

Estimated Reporting Burden (in hours)*

Please report the estimated burden of time (in hours) spent at your library collecting and reporting this data. Please include all staff and/or volunteer time for individuals involved.

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Abandon Request   Save Application   Submit Application