UMATILLA COUNTY
SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla Special Library District Board

Regular Meeting of the Board of Directors
Thursday, September 23, 2021, 5:30pm
UCSLD Office at 425 South Main Street, Pendleton, OR &
Zoom Meeting:
https://us02web.zoom.us/j/89450538085?pwd=c2Y4bjJVVWd1YUFSREd4UDdqRVByUT09
Meeting ID: 894 5053 8085   Passcode: 971242
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

Topic	Lead	Purpose Outcome
Public Comment – Limited to Two Minutes Per Person	President	
Limited to 30 Minutes Total 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		Please sign up
Minutes – Board Meeting – August 26, 2021	President	Approval
Calendar Update	Director	No changes
Correspondence	Director	
Reports • Financial Statements o Accountants' Report – August 2021 o Banks & Pool Balances • Staff Monthly Reports	Director	Acceptance Information

Topic	Lead	Purpose Outcome
Board Training	Everyone	Patron Privacy Information & Background
Old Business • Policy – Powers & Duties of the Board of Directors	Director	Review & Approval
• Annual Library Service Plan Review	Director	Information

New Business
 	
• Policies
   ○ Cybersecurity
   ○ Privacy and Confidentiality
	Director	Review & Approval

• Move the Due Date for Library Annual Statistical Reports	Director	Discussion & Approval
• Appendices for the City-District Agreements	Director	Discussion
• Audit Report	Director	Discussion
• Questions for Community Needs Assessment	Director	Discussion
Good of the order	Everyone	
Next District Board Meeting – October 28, 2021 ALSP Review Meetings – October 7 and October 26	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
August 26, 2021 at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

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

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

ATTENDANCE – VISITORS:
James Simpson (via Zoom) *[present for a portion in the middle of the meeting]*

CALL TO ORDER:
Board President Nick Nash called the Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM:
Erin McCusker called the roll and stated all Board Members were present and thus there was a quorum.

APPROVAL OF THE AGENDA:
No changes; by consensus the agenda was accepted.

PUBLIC COMMENT:
None.

MINUTES:
Board Meeting: July 22, 2021 – Caty Clifton moved to accept the Board meeting minutes as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:
Erin McCusker noted she shared the checklist of due dates she sent out to the library directors. The items in red are things due to UCSLD via the City-District Agreements. Erin stated that from what she has heard from library directors that the checklist has been well received.

CORRESPONDENCE:
Erin McCusker stated there was no correspondence other than an email from SDAO (our liability insurer) received this afternoon regarding the Board of Director and Staff Management training being moved from in person to online – Aug. 31 (8:30-noon) & Sept. 2 (8:30-noon). The webinar will be recorded and rebroadcast Sept. 7 & 9, and the recording will also be posted and available afterwards.

REPORTS:

FINANCIAL STATEMENTS - June 2021 (fiscal year-end) revised/updated and July 2021:
Erin McCusker stated the revised/updated June 2021 financial statement included a tax
distribution check that had been incorrectly written, voided, re-written and not recorded
in the financial statement. Erin reviewed the July 2021 financial statement, noting there
were no big expenditures other than some office supplies, the website platform cost for
the year, and the libraries' Library2Go subscriptions and the UCSLD LEO membership.
Erin also noted that we will be transferring money to the Capital Reserve Fund (which Erin
is looking into moving to Banner Bank), and that Monica is beginning to spend the Ready
to Read grant monies. Erin also made a note about the PERS payment which was higher
than usual. One reason is that the new fiscal year started and the new rates went into
effect. The other reason includes the pension balance and the side account that is paid
into through the year till we hit a ceiling, then the payments will go down. She stated that
she will be having a meeting with PERS to better understand this. Caty Clifton moved to
accept the financial statements for June 2021 updated and July 2021, subject to audit.
John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:
Erin McCusker asked if there were any questions regarding the monthly staff reports.
There were not, though Caty Clifton stated they were very thorough and appreciated. Erin
added that she had been in touch with Charles Rynerson (PSU) and would get back to him
next week. We will be charged for figuring out the numbers within the county zip codes,
though we don't yet know how much. There will be more on this next month, along with
the appendices, as long as we can get the new numbers. Erin stated that she was able to
get some of the numbers (like total county) from the 2020 census. Erin also noted that
we have the new re-masking mandate signage, effective Aug. 13th, up and are following it.

BOARD TRAINING – Cybersecurity Best Practices:
Erin McCusker stated that she and Dea Nowell had attended some of the cybersecurity
trainings for the Best Practices discount on our insurance premiums. This year the focus is
on cybersecurity issues. Additionally, all staff have taken the SafePersonnel trainings on
cybersecurity. Next month the Board will see a cybersecurity policy, which will be one of
the last pieces for our 10% discount. Erin noted that she and Dea had taken one training
specifically on the policy and what should be in it. Erin also reviewed some of our
practices around cybersecurity.   Erin noted that SafePersonnel has some cybersecurity
training, and she will send out the website link again. She noted that we, as staff, use
SafePersonnel trainings each month for our safety meeting component.

OLD BUSINESS:

BANK SIGNATORY DOCUMENTS:
The Banner Bank signatory documents were signed by all Board Members who were
present in person. John Thomas will come by the office on Friday to sign them. The
Columbia Bank signatory documents will be gotten out as soon as possible.

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - DATES:
Erin McCusker noted that she had heard from everyone except Jennifer Costley
(Pendleton PL) and Mark Rose (Hermiston PL), and the 10 library directors have been
scheduled. It was noted that the ALSPs (a requirement by Agreement) for last year are
posted on the website. Nick Nash and Caty Clifton both commented that these are a
highlight of the year to hear what all the libraries are doing. Nick noted he will
unfortunately have to miss Sept. 21st. Caty noted that she may, though is uncertain at this
time, also miss Sept. 21st.

NEW BUSINESS:

POLICIES:
UCSLD Powers & Duties of the Boards – & – Board Member Job Description – The question was asked if we need both a job description and a powers and duties of the Board policy, as they seem duplicative and not necessarily aligned. Dea Nowell was asked what the history was on these and she explained as she could. Following a brief discussion of this, Erin McCusker noted she would put pertinent things from the job description into the Powers & Duties of the Board policy. There was some conversation and discussion regarding term limits. Following some further discussion for clarity and or word-smithing, Erin stated that she will do some combining and present the revised drafted policy next month.

By-Laws – There was discussion of the word "shall" in filling vacancies (Article III. Section 3. Vacancy Provision). Erin noted that the County Commission can, if the Board does not, fill a position – this is out of the ORS language. So, the question is what does "shall" mean here – the remaining "can" and if not, need to have a justifiable reason why not. There was a clarification of vacancy provision. Nick Nash came back to checking in on term limits. The consensus was historically we did not have term limits in the early years and there is no intention to have term limits as it is hard enough time getting people to run for the Board. It was clarified that for elected officials to be removed from the Board, they would have to go through a recall election process. Erin stated that she added the intent of the District into the By-Laws in Article II from the formation documents. Erin also noted we need to remove the word "Library" under Article IV, Section 3. Secretary. from between "District" and "Director". Sharone McCann moved to accept the revisions as presented with the one amendment Erin noted of the word "Library" removed. Caty Clifton seconded the motion. The motion passed unanimously.

Policy Review Schedule – Erin noted for next month she will be working on the privacy policy and the Powers & Duties policy. The Board's consensus was to go with the schedule for review as presented, and Erin was thanked for her diligence in keeping the policies reviewed and up to date.

DICKEY & TREMPER CONTRACT:
Erin McCusker noted that the new contract with Dickey & Tremper is mostly the same except for the cost, which is updated via the CIP in June. Erin noted we are okay budget-wise with the amount. She added informationally, that having a CPA/bookkeeper is part of our local control, as no one person in the organization does anything financially all the way through the process. John Thomas moved to approve the contract with Dickey & Tremper and direct Erin to sign the document. Jubilee Barron seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER:
None.

NEXT DISTRICT BOARD MEETING:
The next Board Meeting will be on September 23, 2021, at 5:30 pm in person at the District Office and via Zoom connection. And the first ALSP Review meeting is September 21st – there will be an agenda because a quorum will be present. [Note, all of the ALSP Reviews will be through Zoom.]

ADJOURN:
Caty Clifton moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:35 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Two Months Ended August 31, 2021

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Dickey and Tremper, LLP
Certified Public Accountants and Business Advisors

110 SE First Street
P.O. Box 1533
Pendleton, OR 97801
Phone: 541-276-6862
Fax: 541-276-9040
Web: www.dickeyandtremper.com

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

Management is responsible for the accompanying financial statements of Umatilla County Special Library District (a governmental organization), which comprise the schedule of assets, liabilities, and fund balance – all fund types - budgetary basis of as of August 31, 2021 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the two 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 15, 2021

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UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
August 31, 2021

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	$ 12,963.20	$ -	$ -	$ -	$ 12,963.20
Cash - LGIP	246,273.55	12,338.35	-	22,140.84	280,752.74
Cash - Columbia River Bank	40.32	-	19,040.12	-	19,080.44
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	$ 264,047.80	$ 12,338.35	$ 19,040.12	$ 22,140.84	$ 317,567.11
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	$ 10,877.84	$ -	$ -	$ -	$ 10,877.84
Accrued payroll and benefits	773.91	-	-	-	773.91
Total Current Liabilities	11,651.75	-	-	-	11,651.75
FUND BALANCES (DEFICIT)					
Assigned	-	12,338.35	19,040.12	22,140.84	53,519.31
Unassigned	252,396.05	-	-	-	252,396.05
Total Fund Balances	252,396.05	12,338.35	19,040.12	22,140.84	305,915.36
TOTAL	$ 264,047.80	$ 12,338.35	$ 19,040.12	$ 22,140.84	$ 317,567.11

Governmental Type Funds

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 2 Months Ended August 31, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	$ 1,899.17	$ 1,899.17	$ 2,047,370.00	$ (2,045,470.83)	0.09%
Taxes - previously levied	9,054.82	18,951.52	55,000.00	(36,048.48)	34.46%
Other income	-	-	300.00	(300.00)	0.00%
Community services fees	-	-	72,229.00	(72,229.00)	0.00%
Interest earned - LGIP	126.30	284.93	3,850.00	(3,565.07)	7.40%
Interest earned - other	0.91	1.93	150.00	(148.07)	1.29%
Total Revenues	11,081.20	21,137.55	2,178,899.00	(2,157,761.45)	0.97%
PERSONNEL EXPENDITURES					
District Manager	5,899.64	11,847.10	70,900.00	(59,052.90)	16.71%
Library Tech. Manager	4,141.16	8,298.32	49,600.00	(41,301.68)	16.73%
Early Literacy Coordinator	3,526.93	7,052.21	42,500.00	(35,447.79)	16.59%
Payroll taxes	961.86	1,925.07	14,190.00	(12,264.93)	13.57%
Health and accident insurance	4,030.75	8,061.48	52,920.00	(44,858.52)	15.23%
Worker's compensation	5.08	611.71	1,000.00	(388.29)	61.17%
Unemployment	364.63	729.77	6,000.00	(5,270.23)	12.16%
Retirement	2,530.06	2,977.26	25,000.00	(22,022.74)	11.91%
Total Personnel Expenditures	21,460.11	41,502.92	262,110.00	(220,607.08)	15.83%
MATERIALS AND SERVICES					
Transportation	-	700.43	9,000.00	(8,299.57)	7.78%
Staff training and conferences	-	-	3,500.00	(3,500.00)	0.00%
Board expenses	70.49	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	-	-	3,500.00	(3,500.00)	0.00%
Fiscal management	835.00	1,670.00	11,025.00	(9,355.00)	15.15%
Postage	26.16	26.16	500.00	(473.84)	5.23%
Office supplies and maintenance	17.10	1,024.86	5,500.00	(4,475.14)	18.63%
Telephone	156.48	312.87	2,100.00	(1,787.13)	14.90%
Rent	762.20	1,524.40	9,300.00	(7,775.60)	16.39%
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	1,867.43	7,279.21	61,925.00	(54,645.79)	11.75%
SPECIAL PAYMENTS					
Tax distribution to cities	8,763.22	16,680.56	1,681,896.00	(1,665,215.44)	0.99%
Community services fee distribution to cities	-	-	57,783.00	(57,783.00)	0.00%
Total Special Payments	8,763.22	16,680.56	1,739,679.00	(1,722,998.44)	0.96%
Capital outlay	1,165.97	1,165.97	3,000.00	(1,834.03)	38.87%
Contingency	-	-	85,985.00	(85,985.00)	0.00%
Total expenditures	33,256.73	66,628.66	2,152,699.00	(2,086,070.34)	3.10%
Revenues over (under) expenditures	(22,175.53)	(45,491.11)	26,200.00	(71,691.11)	-173.63%

See Accountants' Compilation Report

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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	$ (22,175.53)	(45,491.11)	(100,500.00)	$ 55,008.89	
FUND BALANCE, July 1, 2021		297,887.16	270,500.00		
FUND BALANCE, August 31, 2021		$ 252,396.05	$ 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 2 Months Ended August 31, 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, August 31, 2021		$ 12,338.35	$ -		

See Accountants' Compilation Report

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 2 Months Ended August 31, 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, August 31, 2021		$ 19,040.12	$ 25,300.00		

	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	-	50.34	6,000.00	(5,949.66)	0.84%
Outreach materials and supplies	-	-	6,000.00	(6,000.00)	0.00%
Total materials and services	-	1,568.79	26,342.00	(24,773.21)	5.96%
Contingency	-	-	6,530.00	(6,530.00)	0.00%
Total expenditures	-	1,568.79	32,872.00	(31,303.21)	4.77%
Revenues over (under) expenditures	-	(1,568.79)	(23,530.00)	21,961.21	6.67%
Revenues and other financing sources over (under) expenditures and other financing uses	$ -	(1,568.79)	(23,530.00)	$ 21,961.21	
FUND BALANCE, July 1, 2021		23,709.63	23,530.00		
FUND BALANCE, August 31, 2021		$ 22,140.84	$ -		

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:	August 31, 2021
Staff Name:	Monica Hoffman
Time Period Report Covers:	August 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	55	1100
Storytime Kits	13	104
Total	68	1204

3. **Meetings and Site Visits-not represented in the above:**
   o Monthly Staff and Safety Meeting
   o Meeting with Umatilla Morrow County Head Start Education Manager

Worked together and did the puzzle!

4. **Projects and Progress**
   o Collection development/box revisions- ongoing
   o Social media were used to deliver providers with virtual content for them to use with students.
   o Continually adding books to *Handy Library Manager*
   o Prepared for upcoming school year.

5. **Accomplishments**
   o Distributed 40 gift books to children of Umatilla County.
   o Fall program registration complete

6. **Upcoming Events – Activities**
   o Back to School Parent Night UMCHS

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SPECIAL LIBRARY
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PO Box 1689
425 S Main Street
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Phone (541) 276-6449

Monthly Report

Date:	September 23, 2021, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	August 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*
Aug. 2021	167	302	17	48	34	8	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:	Milton-Freewater PL – list of videos		Weston PL – Adult Fiction weeding report	

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (8/25)
- Sage Cataloging Committee meeting(s) [via GoToMeeting]: 1 (8/2)
- UCSLD Board meetings [generally via Zoom]: 1 (8/26)
- Staff/Safety meetings [generally via MS Teams]: 1 (8/25)
- webinars/trainings attended [virtual]:
  - OR-OSHA Wildfire Smoke Training (8/10)
  - SafePersonnel: Heat Illness Prevention (8/18)
  - Ryan Dowd webinar: How to Backup Your Co-Workers During a Crisis (viewed archived web. – 8/23)
  - SDAO/SDIS: Implementation Policies for Cybersecurity & Acceptable Use (8/24)
  - 2021 Evergreen Int'l. Conf. pre-conference: Anonymous in the Forest : Personally Identifying Information (PII in Evergreen) (viewed archived pre-conf. 8/26)
  - NARDAC (North American RDA Committee) Update Forum (8/30)
- meet weekly, Monday mornings, with Erin [via MS Teams]: 4 (8/2, 8/16, 8/23, 8/30)

visits to/with District Libraries:

- Adams PL - 1 [email]
  - email update on temp bib items being returned
- Echo PL - 2 [email]
  - email reply re. ? about a couple of items to add
  - email ? about an item to add
- Helix PL - 3 [email]
  - email update on temp bib items being returned
  - email reply re. ? about system issues (2)
- Milton-Freewater PL - 8 [email, phone, Zoom]
  - email & Zoom with cataloger regarding parts management use of "Complete Set" (3)
  - email cataloger list of videos
  - call to cataloger re. email exchange follow-up
  - email update on temp bib items being returned
  - email cataloger re. temp bibs recently entered missing info. + 3 with possible OCLC matches (2)
- Pendleton PL - 8 [email, phone]
  - call (spoke w/ both catalogers) – 1 about Library of Things additions/guidelines, 1 re. pre-cataloged items list she had & how to get more than barcodes for items
  - email cataloger update on temp bib items being returned
  - email cataloger follow-up on pre-cataloged items list
  - email cataloger checking on a couple of temp bib items (3)
  - email cataloger reply re. ? about due date on video (2 weeks instead of 1 week)
- Pilot Rock PL - 3 [email] (fwd. emails)
  - fwd. 18 Sage-Lib emails
  - email update on temp bib items being returned
  - email reply re. ? about website/Gale Page – resent URL for Pilot Rock PL Gale Page
  - email follow-up on website/Gale Page, as rec'd email about struggling to put on...
- Stanfield PL - 1 [phone]
  - call re. item info.
- Umatilla PL - 3 [email]
  - email reply re. email ? re. adding an audiobook item with different amt. of time (2)
  - email ? about scanned images for items
- Weston PL - 2 [email]
  - email reply re. email request for a weeding report
  - email: ? - all fiction interfiled? (for report sorting)
- Jon Georg [Sage Library System Specialist] - 2 [email]
  - email re. not being able to add a monograph part to an item (2)

4. Projects and Progress

- reviewed new projector & screen purchase research – sent to Erin
- continue to work thru Ukiah's scans of item additions rec'd June-Aug. ~25% complete

5. Accomplishments

- Microsoft/Office365 accounts changed over for new Board Members & address updated on all UCSLD MS/Office 365 accounts
- ordered new laptop for Monica & helped her set up
- website work:
  - Board agendas/packets & minutes posted
  - added Jubilee Barron & Sharone McCann's emails
  - July & August EO articles posted

- posted approved FY2021-21 (& removed FY2019-20) budget docs
- added ALA's Sept. is Library Card Sign-Up Month banners (in English & Spanish) to the home page carousel
- carousel pictures on home page changed (to freshening page up some)

- Sage Cataloging Mentor:
  - email a new CAT3 cataloger/mentor re. ? about book club kits & ISBN subfield z or a – suggested have added to Sage Cataloging Mentor mtg. agenda
  - reviewed approximately 37% of new bibs added in July
  - email reply to Sage Cataloging Comm. Chair confirming explanation of DVD parts usage she'd written up & asked I review
  - emailed updated Parts Terminology doc. with added example to System Admin.

Feedback received:
- 8/2/21 – rec'd email from Stephanie Partida (Adams PL director) responding to July's monthly statistics sent: "Thank you, it has been so busy here and it made my day to see this and add these statistics to my chart. Hope you're having an excellent summer!"
- 8/3/21 – rec'd email from Lili Schmidt (Milton-Freewater PL director) responding to July's monthly statistics sent: "Thank you much! I appreciate it! ☺"
- 8/3/21 – rec'd email (cc'ing me) from Rhina Barahona responding to another cataloger in Sage regarding DVD parts not correctly added to an item: "No worries, Dea is amazing and she helps me out whenever I have questions. So she will let us know if there is anything that needs to be changed."
- 8/16/21 – rec'd email from Kathleen Schmidtgall (Weston PL director) in response to the Adult Fiction weeding report sent: "Thank you, Dea. This is awesome, and I know it represents a lot of work on your part. This makes it so every book doesn't have to be pulled and scanned. So helpful."

6. Upcoming Events - Activities

- off: 9/3, 9/20-24, & 9/29-10/1
- webinar: Kicked Out! How to safely ask someone to leave (without calling the police) – 9/9
- UCSLD Board Meeting – 9/23
- Sage Cataloging Committee meeting – 10/4
- SDAO/SDIS webinar: Data Management & Security – 10/19
- Sage Cataloging Mentor meeting – 10/27

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

Monthly Director Report

Date:	September 23, 2021 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	August 19 – September 17, 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
8/20/2021	Courier Discussion	Zoom	Discussion about what to do concerning the courier situation in the IMESD area
8/23/2021	Weekly Check-in Meeting with Dea	Teams	
8/24/2021	Article into the *East Oregonian*		Library Card sign up month
8/25/2021	Safety & Staff Meeting	Teams	SDAO Heat Awareness Training
8/26/2021	UCSLD August Board Meeting	In-person and Zoom	
8/27/2021	Meeting with Laurel Galegos of PERS	Teams	Discussion of Side Funds
8/30/2021	Weekly Check-in Meeting with Dea	Teams	Reviewed work plan
9/1/2021	Check in meeting with Monica	Teams	Reviewed work plan and finalized a draft of the Early Literacy Manager job description
9/6/2021	Labor Day Holiday	Out of the Office	

Date	Meeting/ Site Visits/ Activity	Method	What happened
9/7/2021	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
9/8/2021	Meeting of the Directors	Zoom	
9/13/2021	Weekly Check-in Meeting with Dea	Teams	Reviewed and edited cybersecurity policy and organizational structure documents
9/15/2021	Posted and emailed the ALSP Review Meetings	Email	Sent to all media contacts
9/16/2021	Reminders about the ALSP Review meetings	Email	Sent a reminder to the library directors for all three meetings
9/16/2021	Courier Meeting	Zoom	Meeting to discuss changes and best practices for new courier labeling system
9/17/2021	Board meeting agenda and packet posted	Email	Posted to the website and sent out to our contacts

3. Projects and Progress

Project	Status	% Complete
Policy Review	New review list for this fiscal year, beginning with Board powers and duties, confidentiality and privacy and cybersecurity	ongoing
Audit	Compiled FY20-21 documents – will deliver to auditor during week of September 20	75%
ALSP Review Meetings	Agendas posted	70%
City-District Agreements	Body of Agreements are complete and approved, waiting on population numbers from PSU-PRC, drafting appendices	50%
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%
Community Needs Assessment & Strategic Planning	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	Staff have taken the cybersecurity online training – working on the other requirements.	20%
Safety & Staff Meetings	Staff working on the fire extinguisher safety	ongoing
In-Service Training	Called the committee together	20%

4. Feedback & Accomplishments

- Policy review actually happening!
- ALSP meetings scheduled and agendas posted
- Reminder sent for budget due date
- New courier process begun – not everyone is happy, but we are working through it

5. Upcoming Events – Activities

- New Schedule: M 7:30-4:30, T 9:30-7, W 7:30-5, Th 12-7, F 8:15-2:15
- Out of the office – 9/24 and 9/27, October – working remotely
- Planning for Strategic Planning and community needs assessment
- Annual Library Service Plan review meetings

Powers and Duties of the Board of Directors

Meeting the Needs of the District

The Umatilla County Special Library District (UCSLD) Board of Directors exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the residents of the UCSLD.

General Information

Board Directors are elected for 4-year terms by the electors residing within the UCSLD. Newly elected or re-elected Board members take their oath of office at the Annual Meeting during the regular July Board Meeting. The Board sets their monthly meeting date at this Annual Meeting as well.

Individual Board Directors have no authority, the Board's decision-making authority is only found when they convene with a quorum. Board activities are not limited to monthly regular meetings, but may also include other meetings, retreats, training sessions and workshops.

General Duties

As a Board, their duties include, but are not limited to:
- Create, support and advocate for the vision and mission of the UCSLD
- Advise the District Director
- Review and evaluate specific programs – for example, the libraries' Annual Library Service Plans (ALSP)
- Approve budget, audit reports and various financial decisions
- Stay informed of and meet all legal and fiduciary responsibilities

Formulation and Interpretation of Policy

Board Directors have the right and responsibility to participate in Board meetings and vote on District matters as a member of the Board. An important activity of the Board in performing this responsibility is the formulation and interpretation of UCSLD policies. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not expressly assigned to other UCSLD officers and personnel.

Management and Communication between Board and Staff

The primary responsibility of the Board is to make policy level decisions for the UCSLD. Day-to-day operations is handled by the District Director and UCSLD staff members. Management of the daily operations and staff is the responsibility of the District Director. Unless otherwise authorized by a quorum of the Board, no individual Board Director may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the UCSLD. Moreover, unless otherwise authorized by the Board, no individual Board member may order,

Umatilla County Special Library District
Adopted – 5/18/2017
Reviewed & Updated –

direct or conduct, any review of, the personnel records of any staff member or any other record that is exempt under the Public Records Law.

Board Directors Authorized by Official Action Only

Board Directors have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from the Board. Likewise, no individual Board Director may speak for or on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the UCSLD.

Ethical Standards

Board Directors act as representatives of the residents of the UCSLD. Therefore, Board Directors shall adhere to the highest ethical standards in the conduct of UCSLD business.

Board Member Education

In order to effectively carry out their duties, Board members must be adequately informed. Members are encouraged to attend such conferences and other training programs as the Board may authorize.

Information Security Policy

The Umatilla County Special Library District (UCSLD) seeks to ensure that appropriate measures are implemented to protect customer and employee personal and sensitive information. This Information Security Policy is designed to establish a foundation for a UCSLD culture of security.

The purpose of this policy is to clearly communicate the UCSLD's security objectives and guidelines to minimize the risk of internal and external threats.

Compliance
Non-compliance with this policy may pose risk to the UCSLD; accordingly, compliance with this program is mandatory. Failure to comply may result in disciplinary action up to and including termination of employment – please see the UCSLD Discipline Personnel Policy. Management reserves the right to monitor, consistent with applicable laws, all activities within their business environment. The UCSLD will appropriately report violations of State and/or Federal laws and will cooperate with regulatory bodies and law enforcement agencies investigating such incidents.

Privileged Access
Access to the UCSLD's systems and applications above and beyond general user access shall be limited to the District Director and/or their designee.

Data Backup & Recovery
The UCSLD will conduct regular backups of all critical business data. Full data backups will be performed on a weekly basis. Checklist of backup information will be reviewed by the District Director periodically, but not less than monthly.

Multi-factor Authentication
Multi-factor authentication is highly suggested and will be utilized where most appropriate and when available.

Endpoint Protection
All UCSLD workstations will utilize an endpoint protection tool to protect systems against malware and viruses.

Firewall with Security Services
The UCSLD will protect their computers from the Internet through the use of a firewall with Intrusion Prevention System (IPS) capability.

Email Security
The UCSLD will protect their email system by utilizing antivirus, antispam and anti-phishing technologies. The UCSLD will also not utilize email to send or receive sensitive information.

Wireless
The UCSLD's wireless system is limited to staff and Board of Director use only. The password will be changed yearly.

Umatilla County Special Library District
Adopted -
Reviewed & Updated –

Password Management
The UCSLD will use a password configuration system. Current best practices will be consulted and will be available through the cybersecurity procedure and checklist. In addition, the UCSLD will educate users on creating/ utilizing secure passwords for systems/ services that can't be controlled by the UCSLD.

Security Awareness Training
The UCSLD's personnel are required to participate in security training in the following instances:
1. All new hires are required to complete security awareness training before being granted system access
2. The UCSLD staff will continue to share at monthly safety and staff meetings, new security issues, cybersecurity occurrences, best practices and training to expand security knowledge.
3. A formal refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Acceptable Use Policy
The UCSLD will require all users sign an acceptable use policy before accessing UCSLD resources. This policy governs the use of the company resources and covers a wide range of issues surrounding the rights, responsibilities and privileges – as well as sanctions – connected with computer use.

Asset Management
An inventory of all the UCSLD's hardware and software will be maintained that documents the following:
- Employee in possession of the hardware or software
- Location of hardware or software
- Date of purchase
- Serial number
- Type of device and description

Patch Management
All software and operating system updates and patches will be configured to automatically install. Periodic review will be conducted to ensure all updates and patches are applied to all devices.

Securing Remote Workers
The UCSLD requires all remote users to utilize company owned devices when working remotely. Those devices will be setup with a secure VPN.

Mobile Device Management (MDM)
The UCSLD will utilize a tool or service for the administration of mobile devices in the event the mobile device is used to access UCSLD information (this includes email).

Standard Configuration
The UCSLD will utilize a standard configuration for all endpoints, mobile devices, and printers. Any changes to the standard configurations will be reviewed and approved by leadership.

Vulnerability Scanning
The UCSLD will ensure all critical external and internal resources have periodic vulnerability scans conducted on them to ensure they are properly configured and updated.

Incident Response
The UCSLD will utilize an incident response plan in the event of cyber related incident. This plan will include at the minimum:
- Essential contact for an incident response service provider, FBI, local law enforcement, cyber insurance company, legal counsel.
- Users' roles and responsibilities.

Auditing and Logging
The UCSLD will ensure proper logging is enabled on all critical resources. At a minimum the following events will be recorded:
- Invalid Login Attempts
- Creation of New User Accounts
- Escalation of User Privileges

Appendix A – Acceptable Use Policy

Purpose
The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at the Umatilla County Special Library District (UCSLD). These rules are in place to protect the employee and the company. Inappropriate use exposes the company to risks including virus attacks, compromises of network systems and services, and legal issues.

Scope
This policy applies to both permanent, temporary employees and volunteers of the UCSLD. This policy applies to all equipment that is owned or leased by the company. This policy is a supplement to the UCSLD Information Security Policy.

General Use
IDs/Passwords:
Access to the UCSLD's IT systems is controlled by the use of User IDs and passwords. All User IDs and passwords to equipment are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on UCSLD systems and services.

Password Requirements:
- Minimum password length: 10
- Must have a combination of letters, numbers, and special characters.
- If possible, utilize a password manager to create (much stronger) and unique passwords for each service or account.

Individuals must not:
- Allow anyone else to use their user ID and/or password on any UCSLD IT systems.
  - Exceptions to this must be approved by District Director or their designee.
- Leave their password unprotected.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Perform any unauthorized changes to the UCSLD's IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Insert unapproved media (CD, USB thumb drive, SD card) into UCSLD devices.
- Store UCSLD data on any non-authorized equipment, or personnel equipment.
- Give or transfer UCSLD data or software to any person or organization outside of the UCSLD without the authority of the District Director or their designee.

Internet and Email Use
Use of the internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to the UCSLD in any way, not in breach of any term and condition of employment and does not place the individual or UCSLD in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems. Individuals must not:

- Disclose employee, client, and other proprietary information which the employee has access.
- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the UCSLD considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to the UCSLD, alter any information about it, or express any opinion about the UCSLD, unless they are specifically authorized to do this.
- Send unprotected sensitive or confidential information externally.
- Forward UCSLD mail to personal non-UCSLD email accounts (for example a personal Gmail account).
- Make official commitments through the internet or email on behalf of the UCSLD unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval.
- Remove or disable anti-virus software.
- Use unauthorized services on the internet to store or transmit PII (personally identifying information). This includes (Dropbox, Google Drive, personal email accounts, etc.)

Email:
To avoid being a victim of malicious software or phishing attack remember:

- Never download or open attachments from unknown recipients.
- Hover over links to determine if the link is legitimate.
- If it's a specific account asking you to sign into an account don't click a link within the email visit the site directly to login.
- Verify sender. Sometimes the best way to do this is call the sender back to make sure they are the ones who initiated the email.
- Never provide personal information. Legitimate companies will never ask for you to provide personal information including passwords in an email.

Clean Desk and Clear Screen
In order to reduce the risk of unauthorized access or loss of information, the UCSLD enforces a clear desk and screen policy as follows:

- Maintaining a "clean desk" or working area throughout the day and ensure there are no confidential documents in open view if absent from their desk for an extended period of time. This will help to ensure that confidential customer information is not inadvertently disclosed.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Ensure that paper-based information is appropriately monitored and protected.
- Ensure that all confidential documents are properly locked-up at the end of each business day. Appropriate methods to secure documents include utilizing locking filing cabinets or desk drawers, etc.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site
It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:
- Only equipment approved by the UCSLD may be used to download personal information locally to the device.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car. Lock devices in the trunk out of sight while traveling.
- Laptops must be carried as hand luggage when traveling.
- When outside the office, computers must utilize the endpoint protection VPN before connecting to resources.

Mobile Devices
- Mobile devices such as smartphones and tablets may be used but require approval.
- It is not permitted to save client information locally to a mobile device.
- Mobile devices need to be password protected.

Mobile Storage Devices
Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only authorized mobile storage devices ~~with encryption enabled~~ must be used, when transferring sensitive or confidential data.

Telephone Equipment Conditions of Use
The use of UCSLD voice equipment is intended for business use. Personal use of voice equipment is allowed but should be limited. Individuals must not:
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators, unless it is for business use.

Actions upon Termination of Contract
All UCSLD equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to the UCSLD at termination of employment.

Monitoring and Filtering
All data that is created and stored on UCSLD-owned computers and third-party vendor's systems is the property of the UCSLD and there is no official provision for individual data privacy, however wherever possible the UCSLD will avoid opening personal emails.

System logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The UCSLD has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

It is your responsibility to report suspected breaches of security policy without delay to the District Director. All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with the UCSLD's disciplinary procedures.

Signature
I have received a copy of the UCSLD's Acceptable Use Policy as revised and approved by the management.   I have read and understand the policy.

_____
(Print your name)

_____   _____
(Signature)   (Date)

Confidentiality and Privacy Policy

The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation, or reprisal. Confidentiality is the primary means of providing First Amendment protection for public library users.

Oregon State law recognizes the Umatilla County Special Library District as a public body subject to Oregon Public Records Law. The UCSLD's policies on its records can be found in the Public Records Policy.

However, the Oregon Public Records Law also allows libraries to exempt certain records. In accordance with Oregon Revised Statute (ORS) 192.355 (Public Records Exempt from Disclosure) section 23 exempts from disclosure under Oregon Public Records Law, the records of a library, the following District records are exempt from disclosure:

> • Circulation records showing use of specific library materials, whether analog or electronic, consulted, borrowed, acquired, or transmitted, by a named person; or
> • Records showing the name of a patron together with the person's address, email address, telephone number, or other personally identifiable information.

The UCSLD is committed to protecting every patron's library records. However, upon issuance of a court order, the UCSLD may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the UCSLD may or may not be allowed to disclose to the patron or anyone else, with the exception of legal counsel, that the records were released.

These records include, but are not limited to:

> • Circulation records;
> • Registration records; and
> • Records regarding use of library information, materials, and services.

To protect patrons, if a court order is received, the UCSLD will not make library records available to any agency of state, federal, or local government without first consulting its legal counsel and unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All such requests must be made through the District Director.

Umatilla County Special Library District
Adopted – 9/23/2021
Reviewed & Updated –

To further protect library record privacy the UCSLD shall electronically purge or manually shred the following records when they are no longer needed for regular library business:

> • Records with personally identifiable information including but not limited to a name together with an address, email, telephone number, or name of a library material used or accessed.
> • Records showing information on use of the UCSLD's computer networks that can be specifically identified with a particular user or device.

The UCSLD reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative communications.

The UCSLD does not allow use of library records for fundraising or political purposes.

In all contracts with third-party agents, the UCSLD will protect patron and staff privacy to the greatest extent reasonable under the circumstances.

Nothing in this statement prevents the UCSLD from exercising its right to protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes.

Umatilla County Special Library District
Adopted – 9/23/2021
Reviewed & Updated –

Community Needs Assessment

Umatilla County Special Library District
Strengthening our community libraries

October 2021 – February 2022

The purpose of this project is to gather information, data and statistics about the make-up and needs of the UCSLD to inform future goals and efforts. The information will be collected from our stakeholders and results will be shared with them.

The assessment will explore demographic information related to Umatilla County as a whole in addition to the characteristics of current library users who reside within the UCSLD service area.

The study will identify populations who may not be utilizing UCSLD services.

The assessment will provide information to not only inform the UCSLD Strategic Plan but will also be shared with our members and partner libraries to provide excellent data for their planning.

The Board must determine the questions that they want this assessment to answer.

Some examples of questions we may ask stakeholders and residents:

- One thing I wish I knew more about is...
- What do you value most about our community?
- Why do you live in [City]?
- What's on your bucket list?
- What one thing would make your life easier?
- What one thing would make our community better?
- What is preventing our community from being better?
- How do you spend your time?
- How do you spend your money?
- What do people worry about? (What do you worry about?)
- What do people dream about? (What are your hopes and dreams?)

Some techniques that we can utilize:

- Other studies
- Demographic Trends
- Focus groups
- Surveys
- Census data and analysis
- Stakeholder input
- Others?

Resources:

- PolicyMap
- PSU- PRC
- Census data
- Other assessments done in Oregon, other municipalities and organizations
- Others?