



**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, April 28, 2022, 5:30 pm**

Zoom Meeting:

<https://us02web.zoom.us/j/85654928404?pwd=TWwxMVhjSlhaaE5oN0ttbzB2ek9iQT09>

Meeting ID: 856 5492 8404

Passcode: 762485

Audio only: +19712471195,,85654928404#,,,,*762485# 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
<p>Public Comment – Limited to Two Minutes Per Person</p> <p>Limited to 30 Minutes Total</p> <p>Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted</p>	President	<p>Please sign up</p>
<p>Minutes –</p> <p>Board Meeting – March 24, 2022, Board Work Session – April 9, 2022, Budget Committee Meeting – April 14, 2022</p>	President	Approval
Calendar Update	Director	No new changes
Correspondence	Director	
<p>Reports</p> <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – March 2022 	Director	Acceptance

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> ○ Banks & Pool Balances • Staff Monthly Reports 		Information
Board Training <ul style="list-style-type: none"> • Best Practices Checklist 		Information
Old Business <ul style="list-style-type: none"> • Community Needs Assessment 	Director	Update
<ul style="list-style-type: none"> • Agreements for Library Services 	Director & Board	Update on process and extension of the due date until the June 23, 2022 Board Meeting
<ul style="list-style-type: none"> • Acceptance of Audits 	Board	Decision
New Business <ul style="list-style-type: none"> • UCSLD Strategic Plan 2022 - 2025 	Board	Decision
<ul style="list-style-type: none"> • Performance Appraisals 	Director	Information
Good of the order	Everyone	
Next District Board Meeting with Budget Hearing preceding – May 26, 2022		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
March 24, 2022, at 5:30 pm
via Zoom
[Pendleton, Oregon]

ATTENDANCE BOARD

Jubilee Barron (via Zoom)
Sharone McCann (via Zoom)
John Thomas, Vice President (via Zoom)

Caty Clifton (via Zoom)
Nick Nash, President (via Zoom)

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

Eileen Eakins, [attorney for UCSLD, Tigard, OR] (via Zoom)
Susie Sotello, Umatilla Public Library Director (via Zoom)
Dave Stockdale, Umatilla City Manager (via Zoom)

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, all Board Members were present, thus, there was a quorum.

APPROVAL OF THE AGENDA

No changes.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: February 24, 2022 - John Thomas moved to accept the February 24, 2022, minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

None.

CORRESPONDENCE

Erin McCusker stated that the only other item of correspondence than the letter from Umatilla City Manager, Dave Stockdale, that was shared previously with the Board was an annexation notice was received from the City of Hermiston.

REPORTS

FINANCIAL STATEMENTS - February 2022

Erin McCusker stated it was a regular spending month, mostly just the basics. Caty Clifton asked about reimbursement from Hermiston for courier and Sage being a bit over budget.

Erin noted that the same was also true with Sage reimbursement for courier being up a bit. Erin stated that these budgeted reimbursements are a guess at budget time. They are calculated based on the current population figures and the amount of the invoices. Caty Clifton moved to approve the February 2022 financial statement, pending audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker shared that Monica Hoffman is visiting over 70 sites per month since things began opening back up. She reached over 568 children through story times last month. Erin shared that Dea Nowell, despite a rough month, has kept up with the cataloging for the libraries, for which Erin is appreciative. Erin has been working on the in-service which is next Friday (April 1st). She submitted 2 articles to the East Oregonian: 1 regular monthly article and 1 PSA for National Library Week which begins April 3rd. She is also planning for the Budget Committee meeting and working on the Community Needs Assessment.

Caty Clifton said thanks so much for the reports and the time it takes to do them. Nick Nash concurred with this.

BOARD TRAINING - ALA CODE OF ETHICS

Erin McCusker shared that she recently had received a survey regarding accessibility for all which made her think about this document. Erin read through the 9 statements as the Board's training and shared that it is a code of ethics for the public library profession and in how we offer public library services.

OLD BUSINESS

COMMUNITY NEEDS ASSESSMENT

Erin McCusker stated that the surveys are continuing to come in. It was noted that this survey, by intention, looks different from a library services assessment. The survey is open through April 1st. Erin also noted that she will be asking some questions of library staff at the In-Service. Erin will be compiling the information received from the survey and census information through PolicyMap, to get to Darci Hanning who will be going through it with the Board at their Board Retreat on April 9th. Nick Nash thanked Erin for all the work she is doing on this and keeping it within the timelines.

AGREEMENTS FOR LIBRARY SERVICES

Erin stated that we have received 7 signed agreements back - Milton-Freewater, Weston, Athena, Adams, Pendleton, Pilot Rock, Ukiah. Eileen Eakins, attorney for UCSLD, stated that Erin had asked her some preliminary questions regarding the City of Umatilla's agreement questions. Ms. Eakins stated that the District had received a letter from the City of Umatilla's City Manager Dave Stockdale. The questions were reviewed and commented on by the Board, Mr. Stockdale, and Ms. Eakins. After discussion, Caty Clifton moved to empower Erin to work with Eileen Eakins to create an addendum to the current Agreement to soften language regarding working in good faith with partners before withholding funding and not to change language regarding criteria. John Thomas seconded the motion. The motion was approved unanimously.

President Nick Nash thanked Ms. Eakins and welcomed her to leave the meeting if she desired. At which time she left the meeting.

ACCEPTANCE OF AUDITS

Erin McCusker stated that city audits had been received from Milton-Freewater and Stanfield, both of whom had been given extensions by the State. Sharone McCann made a

motion of formal acceptance of the 2 additional audits received. Jubilee Barron seconded the motion. The motion passed unanimously.

NEW BUSINESS

ALSP FOR 2022-2023 DUE TO UCSLD BY MAY 1, 2022

Erin McCusker shared the draft of the letter and template that will be sent to the library directors regarding the Annual Library Service Plans for FY2022-2023. She noted that she checked in with library directors regarding the list of priorities and based on the feedback changed #4 to Professional Development instead of Continuing Education and added "& Marketing" to #9 to make it Community Relations & Marketing. John Thomas moved to have Erin send the drafted letter out to the library directors with a due date of May 1, 2022. Sharone McCann seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

John Thomas shared that he had joined the Pendleton Friends of the Library. There will be a Pendleton Friends of the Library book sale Easter weekend. Jubilee Barron thanked everyone for all they do, and added to Nick Nash, you are doing a great job. Caty Clifton told Erin McCusker she hopes she has a good meeting (at PLA) and thanked her for spending the evening with them. Susie Sotello thanked the Board for their hard work and passion for libraries.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be April 28, 2022, at 5:30 pm. The Board Retreat will be on April 9, 2022. The Budget Committee Meeting will be April 14, 2022.

ADJOURN

John Thomas moved to adjourn the meeting at 7:58 pm. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President Nick Nash.

Respectfully submitted by Dea Nowell

Umatilla Special Library District Board
Special Meeting - Board Retreat - Information Sharing, No Decisions

Saturday, April 9, 2022 ~ 9:00 AM - 12:00 PM

Zoom Link: <https://us02web.zoom.us/j/87982966837>

Meeting ID: 879 8296 6837

Audio Only: +19712471195,,87982966837# US (Portland)

Meeting Purpose:

- 📌 Share information to support the UCSLD Board of Directors in executing their duties

Desired Outcomes:

- 📌 Review of the results of the Community Needs Assessment
- 📌 List of strategic issues
- 📌 Overview of the timeline and tasks

Agenda
Topic
<p>Call to Order - the meeting was called to order at 9 AM</p> <ul style="list-style-type: none"> • Introductions <p>Jubilee Barron, Nick Nash, John Thomas, Caty Clifton, Sharone McCann, Darci Hanning (State Library of Oregon), Erin McCusker - all present by Zoom</p> <ul style="list-style-type: none"> • Overview of the meeting and desired outcomes
<p>Community Needs Assessment</p> <ul style="list-style-type: none"> • Darci Hanning of the State Library of Oregon facilitates analysis of data <p>Darci led the Board in a discussion of the categories of ideas from the survey data that Erin McCusker had compiled and presented. The Board discussed areas that could be addressed within the UCSLD Mission, Vision and Values and within the 20% of tax dollars retained.</p> <ul style="list-style-type: none"> • List of strategic issues for UCSLD Strategic Plan <p>The UCSLD will continue the following in addition to the new strategic plan directions and goals:</p> <ul style="list-style-type: none"> • Administrative activities • Direct support for libraries - for example, cataloging, professional development and advocacy and marketing

Agenda

Topic

- Early childhood literacy outreach

New focus areas for the strategic plan:

- Know Your Community - community services/resources
- Make Informed Decisions - health, wealth and other life choices

Timeline and Task List

Erin will write up a strategic plan with directions and goals for the April Board meeting. The staff workplans developed with their performance appraisals will be the task level for the plan.

Adjourn - The meeting was adjourned at Noon.



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Minutes
Fiscal Year 2022-2023 Budget Committee Meeting
April 14, 2022 at 5:30 pm
425 S Main Street and via Zoom
Pendleton, Oregon

ATTENDANCE - BOARD:

Jubilee Barron (via Zoom)
Cathy Clifton (via Zoom)
Nick Nash, President
John Thomas, Vice President

ATTENDANCE - APPOINTED BUDGET COMMITTEE MEMBERS:

Mary Finney, Pendleton
Dave Richmond, Athena
Michelle Munro, Hermiston (rural) (via Zoom)
Sue Petersen, Pendleton (via Zoom)
Darcy Sexson, Stanfield (via Zoom)

ATTENDANCE - STAFF:

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

GUESTS:

None.

CALL TO ORDER:

The meeting was called to order by Board President Nick Nash at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Roll was called by Erin McCusker with the 5 lay Budget Committee Members and 4 Board Members present, thus there was a quorum.

WELCOME & GROUND RULES & HOUSEKEEPING:

Nick Nash and Erin McCusker welcomed everyone and thanked everyone for taking their time to be part of the budget process. Erin shared the ground rules and they were agreed upon by everyone.

INTRODUCTIONS:

All the members of the Budget Committee and the District staff introduced themselves.

ELECTION OF BUDGET COMMITTEE CHAIR:

Board President Nick Nash opened the floor for nominations for Budget Committee Chair. Dave Richmond nominated Nick Nash to Chair the Budget Committee Meeting. Mary Finney seconded the motion. There were no other nominations. The nomination was unanimously approved.

BUDGET PRESENTATION:

Budget Committee Chair Nick Nash asked Erin McCusker, as Budget Officer, to present the proposed FY2022-2023 budget. Erin shared slides of the Budget Committee Members

and the budget process calendar. Erin gave an overview of the four budget funds, including a brief history of the District, and then presented the proposed budget, explaining each of the funds, explaining specific areas, as necessary.

PUBLIC COMMENTS:

No public comment, as there was no one from the public present and no communication had been received by email or phone.

DISCUSSION, APPROVAL, SET TAX RATE:

Following questions and discussion among the committee, Mary Finney moved to approve the proposed FY2022-2023 budget as proposed and presented, as well as to set the tax rate of .3682 per \$1,000 of assessed value. John Thomas seconded the motion. There were no questions or discussion, and the motion passed unanimously.

ADJOURNMENT:

Nick Nash, as Board President, thanked everyone for their service on the Budget Committee. A motion for adjournment was entertained and Caty Clifton moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. Nick Nash adjourned the meeting at 6:26 pm.

Respectfully submitted by Dea Nowell

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Nine Months Ended March 31, 2022

TABLE OF CONTENTS

	<u>Page</u>
ACCOUNTANT'S COMPILATION REPORT	1
FINANCIAL STATEMENTS	
Schedule of Assets, Liabilities, and Fund Balance - All Fund Types – Budgetary Basis	2
Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual– Budgetary Basis:	
General Fund	3-4
Resource Sharing Fund	5
Capital Improvement Reserve Fund	6
Outreach Fund	7



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 March 31, 2022 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the nine 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

April 21, 2022

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
 SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
 ALL FUND TYPES - BUDGETARY BASIS
 March 31, 2022

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 60,964.17	\$ -	\$ -	\$ -	\$ 60,964.17
Cash - LGIP	364,665.12	18,382.81	9,958.57	23,408.74	416,415.24
Cash - Columbia River Bank	-	-	19,081.55	-	19,081.55
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	\$ 430,400.02	\$ 18,382.81	\$ 29,040.12	\$ 23,408.74	\$ 501,231.69
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 8,545.57	\$ -	\$ -	\$ -	\$ 8,545.57
Accrued payroll and benefits	1,159.11	-	-	-	1,159.11
Total Current Liabilities	9,704.68	-	-	-	9,704.68
FUND BALANCES (DEFICIT)					
Assigned	-	18,382.81	29,040.12	23,408.74	70,831.67
Unassigned	420,695.34	-	-	-	420,695.34
Total Fund Balances	420,695.34	18,382.81	29,040.12	23,408.74	491,527.01
TOTAL	\$ 430,400.02	\$ 18,382.81	\$ 29,040.12	\$ 23,408.74	\$ 501,231.69

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
 BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 GENERAL FUND
 For the 9 Months Ended March 31, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 9,342.10	\$ 1,964,291.00	\$ 2,047,370.00	\$ (83,079.00)	95.94%
Taxes - previously levied	1,339.85	47,016.20	55,000.00	(7,983.80)	85.48%
Other income	7,304.00	7,318.40	300.00	7,018.40	2439.47%
Community services fees	-	83,316.62	72,229.00	11,087.62	115.35%
Interest earned - LGIP	173.42	1,491.37	3,850.00	(2,358.63)	38.74%
Interest earned - other	2.13	27.01	150.00	(122.99)	18.01%
Total Revenues	18,161.50	2,103,460.60	2,178,899.00	(75,438.40)	96.54%
PERSONNEL EXPENDITURES					
District Manager	5,898.00	53,133.11	70,900.00	(17,766.89)	74.94%
Library Tech. Manager	4,327.68	36,522.32	49,600.00	(13,077.68)	73.63%
Early Literacy Coordinator	3,685.53	31,408.71	42,500.00	(11,091.29)	73.90%
Payroll taxes	988.52	8,576.02	14,190.00	(5,613.98)	60.44%
Health and accident insurance	4,002.34	36,167.98	52,920.00	(16,752.02)	68.34%
Worker's compensation	0.88	640.68	1,000.00	(359.32)	64.07%
Unemployment	387.65	2,630.68	6,000.00	(3,369.32)	43.84%
Retirement	2,102.50	16,538.61	25,000.00	(8,461.39)	66.15%
Total Personnel Expenditures	21,393.10	185,618.11	262,110.00	(76,491.89)	70.82%
MATERIALS AND SERVICES					
Transportation	541.08	2,520.87	9,000.00	(6,479.13)	28.01%
Staff training and conferences	-	584.00	3,500.00	(2,916.00)	16.69%
Board expenses	-	1,049.79	3,000.00	(1,950.21)	34.99%
Legal fees	2,585.00	3,685.00	3,000.00	685.00	122.83%
Audit	-	4,710.00	5,000.00	(290.00)	94.20%
Insurance	-	3,500.16	3,500.00	0.16	100.00%
Fiscal management	-	6,680.00	11,025.00	(4,345.00)	60.59%
Postage	-	481.24	500.00	(18.76)	96.25%
Office supplies and maintenance	-	2,741.23	5,500.00	(2,758.77)	49.84%
Telephone	155.91	1,405.44	2,100.00	(694.56)	66.93%
Rent	762.20	6,859.80	9,300.00	(2,440.20)	73.76%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	-	1,950.00	2,000.00	(50.00)	97.50%
Total Materials and Services	4,044.19	36,167.53	61,925.00	(25,757.47)	58.41%
SPECIAL PAYMENTS					
Tax distribution to cities	8,545.57	1,609,047.52	1,681,896.00	(72,848.48)	95.67%
Community services fee distribution to cities	-	66,653.29	57,783.00	8,870.29	115.35%
Total Special Payments	8,545.57	1,675,700.81	1,739,679.00	(63,978.19)	96.32%
Capital outlay	-	1,165.97	3,000.00	(1,834.03)	38.87%
Contingency	-	-	85,985.00	(85,985.00)	0.00%
Total expenditures	33,982.86	1,898,652.42	2,152,699.00	(254,046.58)	88.20%
Revenues over (under) expenditures	(15,821.36)	204,808.18	26,200.00	178,608.18	781.71%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	-	(72,000.00)	(116,700.00)	44,700.00	61.70%
Transfer to Capital Reserve Fund	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>(10,000.00)</u>	-	<u>100.00%</u>
Total other financing sources (uses)	<u>(10,000.00)</u>	<u>(82,000.00)</u>	<u>(126,700.00)</u>	<u>44,700.00</u>	<u>64.72%</u>

Revenues and other financing sources over
(under) expenditures and
other financing uses

<u>\$ 27,021.36</u>	<u>122,808.18</u>	<u>(100,500.00)</u>	<u>\$ 223,308.18</u>
---------------------	-------------------	---------------------	----------------------

FUND BALANCE, July 1, 2021

<u>297,887.16</u>	<u>270,500.00</u>
-------------------	-------------------

FUND BALANCE, March 31, 2022

<u>\$ 420,695.34</u>	<u>\$ 170,000.00</u>
----------------------	----------------------

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the 9 Months Ended March 31, 2022

	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	-	29,536.77	27,000.00	2,536.77	109.40%
Grants - Other	-	-	2,700.00	(2,700.00)	0.00%
Total Revenues	-	29,536.77	29,850.00	(313.23)	98.95%
MATERIALS AND SERVICES					
Sage Library System	-	62,579.00	65,500.00	(2,921.00)	95.54%
Courier - County	-	30,148.25	33,500.00	(3,351.75)	89.99%
Cataloging utilities	-	294.80	750.00	(455.20)	39.31%
Library2Go	-	11,646.00	12,000.00	(354.00)	97.05%
Programs and training	487.98	1,927.33	8,000.00	(6,072.67)	24.09%
Cooperative programs and activities	-	-	12,000.00	(12,000.00)	0.00%
Grant expenses - Other	311.63	1,042.93	2,700.00	(1,657.07)	38.63%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	799.61	107,638.31	139,450.00	(31,811.69)	77.19%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	799.61	107,638.31	169,450.00	(61,811.69)	63.52%
Revenues over (under) expenditures	(799.61)	(78,101.54)	(139,600.00)	61,498.46	55.95%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	72,000.00	116,700.00	(44,700.00)	61.70%
Total other financing sources (uses)	-	72,000.00	116,700.00	(44,700.00)	61.70%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (799.61)</u>	<u>(6,101.54)</u>	<u>(22,900.00)</u>	<u>\$ 16,798.46</u>	
FUND BALANCE, July 1, 2021		<u>24,484.35</u>	<u>22,900.00</u>		
FUND BALANCE, March 31, 2022		<u>\$ 18,382.81</u>	<u>\$ -</u>		

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 9 Months Ended March 31, 2022

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 10,000.00</u>	10,000.00	10,000.00	<u>\$ -</u>	
FUND BALANCE, July 1, 2021		<u>19,040.12</u>	<u>15,300.00</u>		
FUND BALANCE, March 31, 2022		<u>\$ 29,040.12</u>	<u>\$ 25,300.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
 BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 OUTREACH FUND
 For the 9 Months Ended March 31, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
State Ready to Read Grant	\$ -	\$ 9,457.32	\$ 9,342.00	\$ 115.32	101.23%
Total Revenues	-	9,457.32	9,342.00	115.32	101.23%
MATERIALS AND SERVICES					
Take Off materials and supplies	228.20	1,106.01	5,000.00	(3,893.99)	22.12%
State Ready to Read material	-	8,043.72	9,342.00	(1,298.28)	86.10%
Take Off transportation	-	608.48	6,000.00	(5,391.52)	10.14%
Outreach materials and supplies	-	-	6,000.00	(6,000.00)	0.00%
Total materials and services	228.20	9,758.21	26,342.00	(16,583.79)	37.04%
Contingency	-	-	6,530.00	(6,530.00)	0.00%
Total expenditures	228.20	9,758.21	32,872.00	(23,113.79)	29.69%
Revenues over (under) expenditures	(228.20)	(300.89)	(23,530.00)	23,229.11	1.28%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (228.20)</u>	<u>(300.89)</u>	<u>(23,530.00)</u>	<u>\$ 23,229.11</u>	
FUND BALANCE, July 1, 2021		<u>23,709.63</u>	<u>23,530.00</u>		
FUND BALANCE, March 31, 2022		<u>\$ 23,408.74</u>	<u>\$ -</u>		



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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

Date:	April 12, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	March 2022

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 Box Statistics	Boxes/kits	Books
To Sites with Storytime	56	1048
To Sites without Storytime	23	448
Total	79	1496
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	1	46
Adults in Attendance	2	118
Children in Attendance	1	513
Total Attendance	3	631

3. Meetings and Site Visits-represented above:

- Tuesday March 1, 2022- Check-in Meeting with Erin
- Wednesday March 2, 2022-

Oregon Child Development Center Hermiston 7 book boxes, 2 book bags
Cornerstone - Intermountain Education Service District (IMESD) Hermiston, 4 kits
Storytime at IMESD Freewater Deb's pm class McNary 2 book boxes

- Monday March 7, 2022-

Storytime at IMESD Freewater Sherry's am class Milton Freewater 1 book box
Storytime at Umatilla Morrow Head Start (UMHS) Kallen's class Milton Freewater
Storytime at UMHS Mary's class Milton Freewater 3 book boxes
Storytime at IMESD Freewater Sherry's pm class Milton Freewater
Storytime at UMHS Linda's class Milton Freewater

- Tuesday March 8, 2022

Storytime at ABC Children's Ministries Preschool class 1 Athena -2 book boxes
Storytime at ABC Children's Ministries Preschool class 2 Athena
Storytime at Helix Public Library

- Wednesday March 9, 2022

Storytime at IMESD Punkin Center Crystal's am class Hermiston 1 book box
Storytime at IMESD Punkin Avery's am class Hermiston 1 book box

Storytime at IMESD Punkin Becka's am class Hermiston 1 book box

Storytime at IMESD Punkin Erika's class Hermiston 2 book box

Storytime at IMESD Punkin Center Crystal's pm class Hermiston

Storytime at IMESD Punkin Avery's pm class Hermiston

Storytime at IMESD Punkin Becka's pm class Hermiston

- Thursday March 10, 2022

Storytime at UMHS Airport Discovery Center Becky's Class Hermiston 2 Book boxes

Storytime at UMHS Airport Discovery Center Jose's Class Hermiston 2 Book boxes

Storytime at UMHS Airport Discovery Center Michelle's Class Hermiston 2 Book boxes

Storytime at UMHS Rocky Heights Ayerim's Class Hermiston 2 Book boxes

- Monday March 14, 2022

Storytime at IMESD Pendleton Early Learning Center (PELC) Corrine's am class

Pendleton 1 book box

Storytime at UMHS at PELC Monica's am class Pendleton 1 book box

Storytime at Room to Bloom Preschool toddler class Pendleton 1 book box

Storytime at Room to Bloom Preschool preschool class Pendleton 1 book box

Storytime at UMHS at PELC Monica's class Pendleton

Storytime at IMESD at PELC Learning Center Corrine's pm class Pendleton

- Tuesday March 15, 2022

Storytime at UMHS P-Wees Pendleton 1 book box, 1 kit

Storytime at Jen's in-home childcare Pendleton 1 book box, 1 kit

Mindy's in-home childcare Pendleton 1 book box, 1 kit

Storytime at Elsie in-home childcare Pendleton 2 book boxes, 1 kit

- Wednesday March 16, 2022

UCSLD Staff Meeting

Storytime at IMESD Stillman Center Hannah's am class Pendleton 1 book box

Pioneer Relief Nursery Pendleton 1 book box, 1 kit

Lil Angels Preschool and Childcare Pendleton 3 book boxes

Playtime Education in-home preschool Pendleton-2 book boxes, 1 kit

Storytime at IMESD Stillman Center Hannah's pm class Pendleton

- Thursday March 17, 2022

Storytime at UMHS Ozzley's class Pilot Rock-2 book boxes

- Monday March 21, 2022 – Friday March 25, 2022

Spring break courier for IMESD and seasonal tire change over

- Monday March 28, 2022

Storytime at UMHS Development Center Katy & Ruby's class Hermiston 2 book boxes

Storytime at Good Shepherd preschool class Hermiston 2 book boxes

Storytime at Good Shepherd toddler class Hermiston 2 Book Boxes

Bethlehem Lutheran Preschool Hermiston 2 Book Boxes

Misty's in-home childcare Hermiston 1 book box, 1 kit

Tia's in-home childcare Hermiston 1 book box, 1 kit

- Tuesday March 29, 2022

Storytime at UMHS Victory Square Red class Hermiston 1 book box

Storytime at UMHS Victory Square Yellow class Hermiston 1 book box

Storytime at UMHS Victory Square Blue am class Hermiston 1 book box

Storytime at UMHS Victory Square Blue pm class Hermiston 1 book box

- Wednesday March 30, 2022

Storytime at Walla Walla YMCA Kim's class Milton Freewater 3 Book boxes

Storytime at Lil Ardo's in home preschool Milton Freewater 2 Book boxes

Storytime at Lily's Kids in home preschool Milton Freewater 2 Book boxes

- Thursday March 31, 2022

Storytime at IMESD Freewater Deb's am class McNary 2 Book boxes

Storytime at UMHS Favi's class Umatilla 2 Book boxes

Storytime at UMHS Ashley's class Umatilla 2 Book boxes

Storytime at UMHS Crystal's class Umatilla

Storytime at IMESD Freewater Deb's pm class McNary

4. Projects and Progress

- Collection development/box revisions- ongoing
- Continually adding books to *Handy Library Manager*

5. Accomplishments

- Family Literacy Night at UMHS Airport Discovery Center March 22nd. This is the first in person event I have been the guest presenter at since the pandemic began. It was well attended, and 30 gift books were distributed.
 - UMHS staff present -6
 - Parents or guardians -14
 - Students and siblings -26

6. Upcoming Events – Activities

- Family Literacy Night at UMHS Rocky Heights Center April 28th



Most of the sites served by the Take Off! Program have confidentiality policies that do not allow for photos to be shared. One of the in-home childcare providers allows for a few photos to be shared occasionally. All three of these children shown have been participants of Take Off! Program Storytimes since they were infants and will soon be moving on to kindergarten.



Monthly Report

Date:	April 28, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	March 2022

1. Position Purpose Statement

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

2. Statistics

cataloging statistics:

	<i>* Item additions to Sage</i>	<i>* Item deletions from Sage</i>	<i>* Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	<i>*** Sage bib fixes</i>	<i>*** Sage bib merges</i>	<i>*** Sage bib deletes</i>	<i>*** Sage bib overlays</i>
Mar.2022								
* 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 - 7, Milton-Freewater - 3	pre-cataloged items: Milton-Freewater PL-1
	temp bibs missed put into bucket			in process items: Milton-Freewater PL-1

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (3/30)
- Sage [Cataloging] RDA subcommittee meeting: 1 (3/1)
- Sage User Council meeting(s) [via GoToMeeting]: 1 (3/15)
- UCSLD Board meetings [generally via Zoom]: 1 (3/24)
- Staff/Safety meetings [generally via MS Teams]: 1 (3/16)
- webinars/trainings attended [virtual]: 2
 - SafePersonnel: Sexual Harassment (Staff to Staff) (3/15)
 - Basic Cataloging with RDA webinar (viewed 3/24, presented 3/2)
- meet weekly, Monday mornings, with Erin [via MS Teams]: 3 (3/14, 3/21, 3/28)

visits to/with District Libraries:

- all 12 libraries - 1 [email]
 - email about currently being out of the office (father in hospital)
- Adams PL - 4 [email, phone]

- called re. email rec'd re. update on some items at library
 - call to welcome new director, Amanda Hespel (on 2nd day of training with Stephanie)
 - emailed instructions for changing Evergreen password (catalog workstation) (2)
- Athena PL - 5 [email, phone]
 - email reply to ? about a call # for an item (2)
 - call re. barcodes for 2 items listed as same barcode
 - emailed instructions for changing Evergreen password (catalog workstation) (2)
- Helix PL - 1 [phone]
 - call re. physical details & call # for an item
- Pendleton PL - 1 [email]
 - email cataloger re. ? about circulation modifier DVD Box Set checkout 14 days vs. DVD 7 days, asked if contacted Beth Ross regarding
- Pilot Rock PL - 6 [email] (fwd. emails)
 - fwd. 16 Sage-Lib emails
 - email re. new email address and question re. communicating it with Sage, etc. (2)
 - email requesting Beth Ross' email address (2)
 - email re. email change message to Beth Ross (her email would not go through) (2)
- Stanfield PL - 1 [phone]
 - call re. copyright for book where title page verso was very blurry
- Ukiah Lib. - 2 [email, phone]
 - call re. an item (turns out cover was not for the book inside) & update on Weebly (website platform), etc.
 - forwarded SageLib email re. Evergreen upgrade date
- Weston PL - 5 [email, phone]
 - call re. barcodes for 2 items (2)
 - call re. call # on an item
 - call re. email ? on newly added items not checking in (my issue w/ beginning of barcode string (Pilot Rock 37868... and Weston 37886) [corrected])
 - email Zoom link for UCSLD in-service
- Beth Ross [Sage Library System - Systems Administrator] - 1 [email]
 - forwarded email from Susan Price (Pilot Rock PL) re. email address change

4. Projects and Progress

- scanned & uploaded (Board SharePoint site) July 2012 - June 2013 documents from Board binders – ongoing project [FY1986-87 through FY2012-2013 scanning completed/uploaded]

5. Accomplishments

- More or less stayed on top of things, though being out of the office for about 9 days (total) with hospitalization and death of my father.
- website work:
 - Board agenda, packet, & minutes posted
 - Board retreat/work session agenda posted
 - Budget Committee meeting notice posted and added to calendar
 - Community Needs Assessment information and survey link posted
 - Community Needs Assessment press release posted
 - National Library Week press release posted
 - posted March EO Go! column
 - Read Across Hermiston Livestream event posted on the calendar
 - changed Adams PL email address
 - updated Weston PL photo on library page
- Sage Cataloging Mentor:

- shared with Sage cataloging mentors a keyword search tips sheet I'd put together for libraries a few years ago after I mentioned a particular searching tip at Sage RDA subcommittee meeting
- worked back & forth with another mentor to finish up our Sage RDA subcommittee document
- reviewed Feb. new bibs (176 bibs)
- looked over mentor distribution spreadsheet in prep. for discussion at upcoming mtg.

Feedback received:

- 3/1/22 - rec'd email response from Rhina Barahona (Milton-Freewater PL cataloger) after sending her a monthly report: "Hi Dea, Thank you so much!! ... Also thank you so much for the letter I do appreciate it. Have a super day☺" [I did a personal reference letter for a job she applied for.]
- 3/1/22 - rec'd email response from Tracy Hayes (Lake Co. Library District cataloger) after sending keyword search tips to cataloging mentors: "Thank you, Dea! This will be helpful. Thanks for sharing it."
- 3/1/2222 - rec'd email response from Heather Spry (Baker Co. Library District cataloger) after sending keyword search tips to cataloging mentors: "Thank you Dea! This is awesome =)"

6. Upcoming Events - Activities

- day of bereavement (sick) leave - 4/25
- Sage Cataloging Mentor mtg. - 4/27 & 5/25
- UCSLD Board mtg. - 4/28 & 5/26
- Sage RDA subcommittee mtg. - 5/3
- Sage User Council mtg. - 5/17
- Staff/Safety mtg. - 5/18
- planning site visits with libraries in May



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Monthly District Director Report

Date:	April 28, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	March 17 – April 21, 2022

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
3/21/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
3/21/2022	Public Library Association Conference	In-Person	Conference in Portland
3/24/2022	UCSLD March Board Meeting	Zoom	
3/28/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
3/31/2022	LEO EDI Cohort meeting	In-Person	In Pendleton
4/1/2022	Spring 2022 All-Staff In-Service	Zoom	
4/4/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
4/6/2022	Meeting with Darci Hanning of the State Library of Oregon	Zoom	Check in meeting before Board Work Session
4/6/2022	District-wide Programs & Services Committee Meeting	Zoom	SRP documents
4/7/2022	Remote Access to your District's Meeting	Webinar	SDAO training

Date	Meeting/ Site Visits/ Activity	Method	What happened
4/8/2022	Meeting with Darci Hanning	Zoom	Checking in before Board Work Session
4/9/2022	UCSLD Board Work Session	Zoom	Work session to discuss community needs assessment
4/11/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
4/12/2022	Meeting with Lili Schmidt & Linda Hall	In-Person	In Milton-Freewater
4/14/2022	Budget Committee Meeting	Zoom & In-Person	UCSLD Budget
4/19/2022	Meeting with Stephanie Chase, LEO	Zoom	Planning for LEO meeting
4/20/2022	UCSLD Safety & Staff Meeting	Teams	ADA – Safety Topic

3. Projects and Progress

Project	Status	% Complete
Policy Review	Moving on with list -	ongoing
Audit	Complete and submitted	100%
ALSP Review Meetings	Complete	100%
Agreements for Library Services	Agreements out for City/School District signatures – Amendments mailed out to the cities	80%
Public Records Management	The records are about 45% complete – procedures are being written and the retention schedule is being updated	45%
Performance Appraisals	Starting the 2021-22 process	25%
Community Needs Assessment	Data gathering is complete and the reports are being compiled	45%
Strategic Planning – New	Strategic directions are created	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	Indoor masking requirement has lifted	Ongoing
Best Practices for SDAO	New requirements out	10%

Safety & Staff Meetings	ADA was our topic for this month's meeting	ongoing
In-Service Training	The committee has chosen the theme – Reading Road Trip: Library Services Beyond the Beaten Path	50%

4. Feedback & Accomplishments

- Online and paper community needs assessment survey process complete.
- Spring 2022 In-service complete
- Budget approved by the budget committee

5. Upcoming Events – Activities

- 5/11 – Meeting of the Directors
- 5/26 – Budget Hearing & May Board Meeting
- 5/27 – 5/30 – Out of the office for Memorial Day Weekend



Umatilla County Special Library District - Employee Performance Appraisal

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



Annual Performance Appraisal Checklist

Date	
Employee Name	
Supervisor Name	
_____1.	ROJD reviewed by employee and supervisor
_____2.	Employee's self-appraisal of expectations and standards provided to supervisor
_____3.	Peer and customer input requested (if desired).
_____4.	Supervisor's written comments
_____5.	Review by a board member <u>before</u> discussion with the employee
_____6.	Discussion(s) with employee held on: Date_____ Time_____ Location_____ Date_____ Time_____ Location_____
_____7.	New work plan written for the coming year, including goals and benchmarks
_____8.	ROJD updated by supervisor and filed appropriately
_____9.	All signatures complete before making copies
_____10.	Set dates for check in meetings
First Date - _____ Second Date - _____ Third Date - _____ Fourth Date - _____	



Section I. Self-Assessment
Employee

What were the goals for this last year:

What progress was made toward these goals?



What worked well; what are you most proud of; what did you learn?

What was challenging; what would you change; what would work better if you did something differently?



Section II. Getting Results Supervisor		
Goal	Result(s)	Rating AP: Achieves/ Performs D: <i>Does not meet expectations</i> GO: Growth Opportunities
Comments: To what extent did the staff member achieve the goals for the position this past period? To what extent did the staff member do everything possible to reach the goals?		



Section III. Demonstrating Performance Standards

Ratings:

AP - Achieving/ Performing - consistently delivers results based on UCSLD vision and outcomes and values

D - Does not meet expectations -Is not doing the job; needs significant improvement quickly.

GO - Growth Opportunities - areas to improve or need training or assistance.

	Description	Rating
Customer Service	<ul style="list-style-type: none">• Knock your socks off attitude• Negotiates realistic customer expectations• Seeks customer input to plan and evaluate services• Identifies customer needs when making decisions• Meets commitments to customers• Balances needs of internal and external customers• Proactive	



Dependability - Reliability	<ul style="list-style-type: none">• Responsibly uses and cares for UCSLD assets – vehicles, computers, etc.• Uses UCSLD finances according to Board approved policy in meeting position requirements• Conscious of health, safety and security in all actions• Accepts accountability for actions• Meets commitments• Meets work standards• Stays balanced in stress situations• Meets attendance expectations• Achieves results and/or meets targets.• Constantly learns from and improves in his or her work.	



<p>Interpersonal Skills</p>	<ul style="list-style-type: none">• Develops effective working relationships<ul style="list-style-type: none">○ Demonstrates teamwork and collaboration○ Shares information with others○ Demonstrates mutual respect○ Takes responsibility for self○ Practices effective conflict resolution○ Demonstrates flexibility and open-mindedness○ Effective ambassador of the UCSLD• Communicates effectively<ul style="list-style-type: none">○ Is receptive to feedback○ Communicates openly and honestly in a timely manner○ Uses good listening skills	



<p>Managing Performance</p>	<ul style="list-style-type: none">• Establishes clear performance expectations<ul style="list-style-type: none">○ Sets clear objectives○ Develops work plan based on UCSLD strategic plan and the ROJD of the position○ Resolves performance problems• Encourages personal growth and innovation<ul style="list-style-type: none">○ Supports the ideas of others○ Demonstrates initiative○ Accepts additional responsibility• Makes good decisions in a variety of situations<ul style="list-style-type: none">○ Uses collaborative decision-making○ Identifies and defines problems before seeking solutions○ Anticipates and prevents problems○ Considers impact of decisions○ Finds best fit solutions○ Thinks outside the box○ Demonstrates creative problem solving	
-----------------------------	--	--



Productivity	<ul style="list-style-type: none">• Demonstrates job skills and knowledge• Applies organization mission and values• Participates in collaborative projects• Establishes team expectations and responsibilities• Achieves ROJD results• Manages time effectively• Manages priorities	



Quality	<ul style="list-style-type: none">• Makes improvements in processes and systems• Learns from mistakes• Uses data appropriately• Demonstrates accuracy and attention to detail• Manages change effectively	



<p>Work Environment - Safety</p>	<ul style="list-style-type: none">• Follows UCSLD Safety and Loss Control Policies• Practices safety and security procedures• Keeps work area safe & clean• Creates a results-focused environment• Demonstrates collaborative attitudes and behaviors• Supports library ideals<ul style="list-style-type: none">○ Protects intellectual freedom○ Advocates life-long learning○ Ensures customer privacy○ Provides public access to information• Supports concepts and activities leading to continuous improvement and being a learning organization<ul style="list-style-type: none">○ Generates new ideas○ Challenges the status quo○ Takes risks○ Recognizes and acts on opportunities	



Section IV. Summary Assessment- Next Steps

Comments: How is the staff member performing overall? What are the most notable areas of strength? What are the next steps for growth or improvement?

Section V. Supervisor Feedback Employee

What needs do you have or what support do you need to do your work more effectively?



Section VI. Next Year's Goals

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

Peer Review Information – 2021-2022

From the OLA Annual Conference session on feedback, the goal of feedback is to improve employee performance as they learn and develop. It supports an employee's increased learning and thriving to hear positive feedback. Even when feedback is about a needed change in behavior, there are positive and solution-oriented ways to provide the feedback.

The questions we might use this year:

The UCSLD is conducting annual performance appraisals with their staff. Part of the process includes peer and clientele input. Peer feedback which is relevant and clear, with specific examples, assists the staff member in learning and growing in their position and is used as they create work and learning plans for the next year.

Please answer the following questions about the job performance of (employee name) over the last year - July 2021 through June 2022. Emphasize your individual experience working directly with this person. We'd also like you to suggest areas for improvement where possible. Provide examples whenever you can as these best illuminate the employee's actions in context.

Submitting through this form will keep the information confidential.

The mission of the Umatilla County Special Library District (UCSLD) is:

The Umatilla County Special Library District works in partnership with our libraries to advance and make available excellent library services, programs and continuing education opportunities for all.

Thank you for your input and for helping to continue to sustain and grow excellent library services in Umatilla County.

Peer Review Questions for Erin:

1. How has Erin worked toward fulfilling the mission of the UCSLD?
2. What is working well with her?
3. What specific information or feedback can you provide for Erin in order for her to improve her performance and/or to further the mission of the UCSLD?
4. What would work better if a change or changes were made in how Erin performs her work? (Examples: In what ways does Erin need to communicate better? In what ways could she provide information about_____ better? Etc.)
5. Any further comments?

Peer Review Questions for Dea:

1. How has Dea worked toward fulfilling the mission of the UCSLD?
2. What is working well with her?
3. What specific information or feedback can you provide for Dea in order for her to improve her performance and/or to further the mission of the UCSLD?
4. Any further comments?

Monica receives feedback from her clientele in an annual Take Off evaluation survey in the spring of every year. This information is used in her performance appraisal.

DRAFT