



**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, January 27, 2022, 5:30 pm**

Zoom Meeting:

<https://us02web.zoom.us/j/84869417963?pwd=VGd6aFozQTlhVEVfbnlsRUtTV1E1UT09>

Meeting ID: 848 6941 7963 **Passcode:** 031045

Audio only: +19712471195,,84869417963#,,,,*031045# 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 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	President	Please sign up
Minutes – Board Meeting – December 16, 2021 Board Retreat – January 15, 2022	President	Approval
Calendar Update	Director	Nothing at posting time
Correspondence	Director	
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – December 2021 ○ Banks & Pool Balances 	Director	Acceptance

Topic	Lead	Purpose Outcome
• Staff Monthly Reports		Information
Old Business • Community Needs Assessment	Director	Update and Decision on Survey Questions
New Business • CS Jackson Historical Grant	Director	Information
• FY2022-2023 Budget Figures for Libraries	Director	Information
Good of the order	Everyone	
Next District Board Meeting – February 24, 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.



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Minutes
Board of Directors Meeting
December 16, 2021, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

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

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

Rachael Reynolds, Umatilla County Tax Assessor (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 and stated John Thomas, Jubilee Barron, and Sharone McCann were present on Zoom; Caty Clifton and Nick Nash were present in the office; thus, there was a quorum, with all the Board members present.

APPROVAL OF THE AGENDA

Nick Nash noted the only change to the agenda was to move the Board Training first since Rachael Reynolds was here.

PUBLIC COMMENT

None.

BOARD TRAINING: TAX REVENUE INFORMATION - ASSESSOR, RACHAEL REYNOLDS

Rachael Reynolds, Umatilla County Tax Assessor, spoke to the Board regarding compression and answered questions regarding compression. She noted that compression is very complicated. When asked what conditions make it worse, Rachael responded when Real Market Value and Assessed Value begin to get closer. She commented if the economy is good and real market value is good then compression stays low. She also noted that going for a supplemental levy can affect compression. When asked advice for us to maintain the health of the District, Rachael suggested we keep our conservative 2% growth in budgeting. She also noted that we'll know about as quickly as she does if we have an issue. When asked about Community Service Fees, Rachael noted that the Commissioners are the ones to speak with in terms of questions regarding Community Service Fees.

MINUTES

Board Meeting: November 18, 2021 – Erin McCusker noted that a typo and a couple of little things such as punctuation were found in the draft. Jubilee Barron moved to accept the minutes with these corrections. Caty Clifton seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

[See under New Business.]

CORRESPONDENCE

Erin McCusker noted for correspondence a letter was received from the Hermiston Planning Department regarding an area of Hermiston being annexed. Erin received an email from Mark Rose that she wanted the Board to be aware of, in addition Mark called Perry Stokes, fiscal agent of Sage Library System, regarding whether Hermiston could be billed directly for Sage rather than through the District. After Erin spoke with Perry, it was determined that it could be done with some additional work, though suggested we wait on beginning that process till next year due to our changing from service population to zip code population. Erin also noted that we received our liability insurance packet, and that she had signed the SDIS longevity rate credit.

REPORTS

FINANCIAL STATEMENTS - November 2021

Erin McCusker commented that we were able to get the financial statement a week early. She noted that with 92% of taxes collected by the County and us being at 87%, though we haven't seen the Community Service Fees funds yet, we are doing okay in terms of the budgeted tax receipts. John Thomas moved to approve the financial statement [for November 2021] pending audit. Caty Clifton seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker reviewed the reports from staff. She stated that the Dolly Parton Imagination Library is now funded through the United Way of the Blue Mountains and is now open to the whole county – it is very exciting. She stated that we are now signing up new children from all over the county every day. An article regarding this new development with the program will be coming out from the United Way. She also noted that she had been contacted by the library consultant with Helix School District regarding doing some OSLIS training and was asked to teach a couple of quick sessions to teachers. (OSLIS - Oregon School Library Information System - is a K-12 website providing access to quality licensed databases within an information literacy framework.) Erin noted that she would like to put something together for librarians to use for training on OSLIS as well.

Caty Clifton raised kudos to each staff member for their work, as notated in their staff report.

OLD BUSINESS

CITY-DISTRICT AGREEMENTS

Erin McCusker stated she had put something in the SharePoint site today - she had reworked the funding model overview and it will go up on the website tomorrow. She has also spoken to Tammy Malgesini, East Oregonian, regarding doing a news article related to this topic, in an effort to be proactive and transparent. She noted in the cover letter that will go to the City Managers/School Superintendent that she is willing to come speak at their Council meetings, etc. The Board gave some suggestions to Erin regarding this, especially referring to the last part of the funding model overview, under "Going Forward

- a Note from the District Director". Erin asked if there were any suggested changes to the cover letter to please get that input to Erin right away as they will go into the mail tomorrow.

There was a request from Jennifer Costley, Pendleton Public Library Director to change the term cataloging to cataloging support. After some discussion it was suggested that the language be adjusted a bit to cataloging services in Appendices A & C.

Caty Clifton moved to approve the drafted letter to Hermiston regarding the adjustment, and to approve the language change from cataloging to cataloging services in Appendices A & C. John Thomas seconded the motion. The motion passed unanimously.

COMMUNITY NEEDS ASSESSMENT

Erin McCusker shared that she put together a schedule/timeline for the community needs assessment. It looks like this: in January will begin compiling data; in January will hold a Board retreat to clarify goals and decide how to do collection (surveys, focus groups, etc.); February to March will be information gathering and library component; early April will hold another Board retreat and do analysis (SWOT), then Erin will compile information and find what the themes are and what our strategic questions are moving forward; at the April 28th Board meeting we'll have an outline of strategic questions and some of the work plan goals, though probably won't have the full strategic plan ready. Erin noted that she takes an uncomplicated and clear approach to strategic planning.

NEW BUSINESS

AUDIT DRAFT - CORRECTIVE ACTION

Erin McCusker stated that the audit had come back. The auditor didn't accept the paper trail we had with website prices from several websites; she wanted bids and specific quotes. Sharone McCann moved to accept the audit draft. John Thomas seconded the motion. The motion passed unanimously. Caty Clifton moved to approve the corrective action plan regarding the deficiency noted in the June 30, 2021, audit report: not in compliance with bidding requirements, by ensuring that future purchases requiring bids will have documented quotes received from prospective suppliers. John Thomas seconded the motion. The motion passed unanimously.

POLICY REVIEW: DISTRICT PATRONS WHO MOVE WITHIN THE COUNTY

Erin McCusker noted that she and Dea Nowell reviewed the District Patrons Who Move Within the County policy and there are no suggested changes. John Thomas moved to accept the reviewed District Patrons Who Move Within the County policy. Jubilee Barron seconded the motion. The motion passed unanimously.

CALENDAR UPDATES:

- BOARD RETREATS - JANUARY AND APRIL
 - January 15, 2022, 9am-noon (District office)
 - April 9, 2022, 9am-noon (District office)
- BUDGET COMMITTEE MEETING
 - Erin asked the Board members to send dates they can't meet on Tuesdays or Thursdays in April, so she can coordinate with Lay Budget Committee members on a date for the Budget Committee meeting
- BUDGET HEARING MEETING
 - May 26, 2022, Board meeting

GOOD OF THE ORDER

Everyone was wished merry Christmas and happy holidays.

NEXT DISTRICT BOARD MEETING

The Board will hold a retreat Saturday, January 15, 2022, 9:00 am to noon in person at the District office. The next Board Meeting will be January 27, 2022, at 5:30 pm in person at the District office and via Zoom connection.

ADJOURN

John Thomas moved to adjourn the meeting. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:30 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell

DRAFT

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

Saturday, January 15, 2022 ~ 9:00 AM - 12:00 PM

Zoom Link: <https://us02web.zoom.us/j/81563242060>

Meeting ID: 815 6324 2060

Audio Only: +1 971 247 1195 US (Portland)

Meeting Purpose:

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

Desired Outcomes:

- 📌 Overview of the Community Needs Assessment & Strategic Planning Process
- 📌 List of information to gather
- 📌 Overview of the timeline and tasks

Topic
<p>President Nick Nash called the meeting to order at 9:03.</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</p> <ul style="list-style-type: none"> • Overview of the meeting <p>Erin McCusker provided an overview of the meeting and of the definition of community needs assessment.</p>
<p>Community Needs Assessment</p> <ul style="list-style-type: none"> • Presentation by Darci Hanning of the State Library of Oregon <p>Darci Hanning provided an overview of collecting information for a community needs assessment, compiling and analyzing.</p> <ul style="list-style-type: none"> • What information do we need to know about our District residents? What are the goals/outcomes/results of the community needs assessment? <ul style="list-style-type: none"> ○ Learn more about our communities ○ What do our communities need? ○ Understand the District - quantitative and qualitative aspects ○ What is the world that exists for them now? • List of information that the Board wants compiled <ul style="list-style-type: none"> ○ Look at other needs assessments and reports - compile in a way that shows the information that came out of all assessments ○ History of the UCSLD and historical assessments that have relevancy

Topic

- Zip Code area overview
- An administrative summary that includes strategies
- Ensure information about rural residents that are in the far-reaching areas of the District.

Timeline and Task List

What	Who	When
Bring to Board meeting - structure, start of information, script with questions for interviews	Erin	By Board Meeting
Collecting quantitative data	Everyone	
Data compilation - Caty happy to help with		March 1
Send an overview of census information	Nick	February
Needs Assessment Inventory	Everyone	February - March

Review - + / Δ

+	Δ
All of the work that Erin put into getting the information ready for the meeting	
Darci Hanning's presentation	

Adjourn

The meeting ended at Noon.

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Six Months Ended December 31, 2021

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

Management is responsible for the accompanying financial statements of Umatilla County Special Library District (a governmental organization), which comprise the schedule of assets, liabilities, and fund balance – all fund types - budgetary basis of as of December 31, 2021 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the six 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
January 13, 2022

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

Governmental Type Funds

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 126,935.89	\$ -	\$ -	\$ -	\$ 126,935.89
Cash - LGIP	411,402.80	1,498.03	-	14,303.73	427,204.56
Cash - Columbia River Bank	40.96	-	19,040.12	-	19,081.08
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	\$ 543,150.38	\$ 1,498.03	\$ 19,040.12	\$ 14,303.73	\$ 577,992.26
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 59,676.33	\$ -	\$ -	\$ -	\$ 59,676.33
Accrued payroll and benefits	655.76	-	-	-	655.76
Total Current Liabilities	60,332.09	-	-	-	60,332.09
FUND BALANCES (DEFICIT)					
Assigned	-	1,498.03	19,040.12	14,303.73	34,841.88
Unassigned	482,818.29	-	-	-	482,818.29
Total Fund Balances	482,818.29	1,498.03	19,040.12	14,303.73	517,660.17
TOTAL	\$ 543,150.38	\$ 1,498.03	\$ 19,040.12	\$ 14,303.73	\$ 577,992.26

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 6 Months Ended December 31, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 65,034.67	\$ 1,902,084.16	\$ 2,047,370.00	\$ (145,285.84)	92.90%
Taxes - previously levied	7,111.40	40,459.64	55,000.00	(14,540.36)	73.56%
Other income	-	14.40	300.00	(285.60)	4.80%
Community services fees	83,316.62	83,316.62	72,229.00	11,087.62	115.35%
Interest earned - LGIP	269.65	1,043.89	3,850.00	(2,806.11)	27.11%
Interest earned - other	10.74	18.38	150.00	(131.62)	12.25%
Total Revenues	155,743.08	2,026,937.09	2,178,899.00	(151,961.91)	93.03%
PERSONNEL EXPENDITURES					
District Manager	5,898.00	35,439.11	70,900.00	(35,460.89)	49.98%
Library Tech. Manager	4,327.68	24,856.40	49,600.00	(24,743.60)	50.11%
Early Literacy Coordinator	3,685.53	21,153.34	42,500.00	(21,346.66)	49.77%
Payroll taxes	988.52	5,772.52	14,190.00	(8,417.48)	40.68%
Health and accident insurance	4,002.34	24,160.96	52,920.00	(28,759.04)	45.66%
Worker's compensation	5.07	630.08	1,000.00	(369.92)	63.01%
Unemployment	193.89	1,531.27	6,000.00	(4,468.73)	25.52%
Retirement	1,857.42	10,675.97	25,000.00	(14,324.03)	42.70%
Total Personnel Expenditures	20,958.45	124,219.65	262,110.00	(137,890.35)	47.39%
MATERIALS AND SERVICES					
Transportation	-	1,951.79	9,000.00	(7,048.21)	21.69%
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	200.00	1,100.00	3,000.00	(1,900.00)	36.67%
Audit	150.00	4,710.00	5,000.00	(290.00)	94.20%
Insurance	-	141.16	3,500.00	(3,358.84)	4.03%
Fiscal management	835.00	5,010.00	11,025.00	(6,015.00)	45.44%
Postage	105.72	189.88	500.00	(310.12)	37.98%
Office supplies and maintenance	199.89	1,732.78	5,500.00	(3,767.22)	31.51%
Telephone	156.18	937.71	2,100.00	(1,162.29)	44.65%
Rent	762.20	4,573.20	9,300.00	(4,726.80)	49.17%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	300.00	1,950.00	2,000.00	(50.00)	97.50%
Total Materials and Services	2,708.99	23,930.31	61,925.00	(37,994.69)	38.64%
SPECIAL PAYMENTS					
Tax distribution to cities	57,716.92	1,554,036.74	1,681,896.00	(127,859.26)	92.40%
Community services fee distribution to cities	66,653.29	66,653.29	57,783.00	8,870.29	115.35%
Total Special Payments	124,370.21	1,620,690.03	1,739,679.00	(118,988.97)	93.16%
Capital outlay	-	1,165.97	3,000.00	(1,834.03)	38.87%
Contingency	-	-	85,985.00	(85,985.00)	0.00%
Total expenditures	148,037.65	1,770,005.96	2,152,699.00	(382,693.04)	82.22%
Revenues over (under) expenditures	7,705.43	256,931.13	26,200.00	230,731.13	980.65%

OTHER FINANCING SOURCES (USES)					
Transfer to Resource Sharing Fund	(12,000.00)	(72,000.00)	(116,700.00)	44,700.00	61.70%
Transfer to Capital Reserve Fund	<u>-</u>	<u>-</u>	<u>(10,000.00)</u>	<u>10,000.00</u>	<u>0.00%</u>
Total other financing sources (uses)	<u>(12,000.00)</u>	<u>(72,000.00)</u>	<u>(126,700.00)</u>	<u>54,700.00</u>	<u>56.83%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (4,294.57)</u>	184,931.13	(100,500.00)	<u>\$ 285,431.13</u>	
FUND BALANCE, July 1, 2021		<u>297,887.16</u>	<u>270,500.00</u>		
FUND BALANCE, December 31, 2021		<u>\$ 482,818.29</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 6 Months Ended December 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	-	10,236.28	27,000.00	(16,763.72)	37.91%
Grants - Other	-	-	2,700.00	(2,700.00)	0.00%
Total Revenues	-	10,236.28	29,850.00	(19,613.72)	34.29%
MATERIALS AND SERVICES					
Sage Library System	-	62,579.00	65,500.00	(2,921.00)	95.54%
Courier - County	30,148.25	30,148.25	33,500.00	(3,351.75)	89.99%
Cataloging utilities	-	-	750.00	(750.00)	0.00%
Library2Go	-	11,646.00	12,000.00	(354.00)	97.05%
Programs and training	-	849.35	8,000.00	(7,150.65)	10.62%
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	30,148.25	105,222.60	139,450.00	(34,227.40)	75.46%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	30,148.25	105,222.60	169,450.00	(64,227.40)	62.10%
Revenues over (under) expenditures	(30,148.25)	(94,986.32)	(139,600.00)	44,613.68	68.04%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	12,000.00	72,000.00	116,700.00	(44,700.00)	61.70%
Total other financing sources (uses)	12,000.00	72,000.00	116,700.00	(44,700.00)	61.70%
Revenues and other financing sources over (under) expenditures and other financing uses	\$ (18,148.25)	(22,986.32)	(22,900.00)	\$ (86.32)	
FUND BALANCE, July 1, 2021		24,484.35	22,900.00		
FUND BALANCE, December 31, 2021		\$ 1,498.03	\$ -		

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 6 Months Ended December 31, 2021

	<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)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	-	10,000.00	<u>\$ (10,000.00)</u>	
FUND BALANCE, July 1, 2021		<u>19,040.12</u>	<u>15,300.00</u>		
FUND BALANCE, December 31, 2021		<u>\$ 19,040.12</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 6 Months Ended December 31, 2021

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ -	\$ -	\$ 9,342.00	\$ (9,342.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,342.00</u>	<u>(9,342.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	288.21	877.81	5,000.00	(4,122.19)	17.56%
State Ready to Read material	2,687.97	8,043.72	9,342.00	(1,298.28)	86.10%
Take Off transportation	86.69	484.37	6,000.00	(5,515.63)	8.07%
Outreach materials and supplies	<u>-</u>	<u>-</u>	<u>6,000.00</u>	<u>(6,000.00)</u>	<u>0.00%</u>
Total materials and services	<u>3,062.87</u>	<u>9,405.90</u>	<u>26,342.00</u>	<u>(16,936.10)</u>	<u>35.71%</u>
Contingency	<u>-</u>	<u>-</u>	<u>6,530.00</u>	<u>(6,530.00)</u>	<u>0.00%</u>
Total expenditures	<u>3,062.87</u>	<u>9,405.90</u>	<u>32,872.00</u>	<u>(23,466.10)</u>	<u>28.61%</u>
Revenues over (under) expenditures	<u>(3,062.87)</u>	<u>(9,405.90)</u>	<u>(23,530.00)</u>	<u>14,124.10</u>	<u>39.97%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (3,062.87)</u>	<u>(9,405.90)</u>	<u>(23,530.00)</u>	<u>\$ 14,124.10</u>	
FUND BALANCE, July 1, 2021		<u>23,709.63</u>	<u>23,530.00</u>		
FUND BALANCE, December 31, 2021		<u>\$ 14,303.73</u>	<u>\$ -</u>		



Monthly Report

Date:	January 27, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	December 2021

1. Position Purpose Statement

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

2. Statistics

cataloging statistics:

	<i>* Item additions to Sage</i>	<i>* Item deletions from Sage</i>	<i>* Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	<i>*** Sage bib fixes</i>	<i>*** Sage bib merges</i>	<i>*** Sage bib deletes</i>	<i>*** Sage bib overlays</i>
Dec. 2021	347	387	72	8	128	16	0	3
* 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 PL - 3	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	Ukiah - status = in process	Ukiah - items added Mar.- Nov. 2021	Helix - Ready2Learn cards	
	Helix - patrons with expired cards	Helix - checking for incorrect shelving location for board books		

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (12/1)
- Sage Cataloging Committee meeting(s) [via GoToMeeting]: 1 (12/6)
- UCSLD Board meetings [generally via Zoom]: 1 (12/16)
- Staff/Safety meetings [generally via MS Teams]: 1 (12/15)
- webinars/trainings attended [virtual]:
 - SafePersonnel: Concussion Awareness (12/7)
 - PolicyMap training (12/10)
- meet weekly, Monday mornings, with Erin [via MS Teams]: 1 (12/13)

visits to/with District Libraries:

- all 12 libraries - 1 [virtually]
 - email out office message - Dec. 23rd through end of month
- Adams PL - 3 [email]
 - fwd. email: Pendleton homeless persons camping maps & which to use on GalePage
 - email follow-up re. an item from site visit
 - responding to email re. change of hours beginning January 3rd
- Helix PL - 2 [email]
 - emailed re. shelving location fixed for several items
 - emailed 2 reports requested during site visit
- Pendleton PL - 2 [email]
 - emailed a cataloger re. a ? asked about missing RDA fields in a bib record (2)
- Pilot Rock PL - # [virtually] (fwd. emails)
 - fwd. 10 Sage-Lib emails
- Ukiah Lib. - 19 [phone, email]
 - called re. Ukiah website login & password (2)
 - emailed lists of items w/ status = in process & items added March-November 2021
 - email exchange regarding new books to add (3)
 - called re. scanning and website
 - emailed document: key info. needed in order to add items to Sage Library System
 - emailed library website updated & FastScanner settings on my phone (2)
 - email exchange re. book scans (3)
 - email response about call number(s) - local decision
 - called Dustin and shared some Dewey Decimal finding helps, etc.
 - called to inquire about number of discs for 2 videos
 - email re. number of discs for a video (2)
 - called to give library website password again
- Weston PL - 4 [email, call, Zoom]
 - email responding to question about Weston PL website migration
 - call to talk about scheduling a time to talk thru website migration questions
 - Zoom session: discussing/walking thru some possible website rework for migration
 - emailed Word doc. put together before & during discussion of website rework

4. Projects and Progress

- Worked a fair amount with Dustin Schock (Ukiah Pub./Sch. Lib. director) training him on what and how to get information to me for cataloging items. He seems to be doing pretty well and understanding the complexities of it all.
- Updated Board decisions spreadsheet & posted on SharePoint.
- Updated GalePages for Adams (541 Vets & Pendleton “Right to Rest” map), Athena (541 Vets, & BrainFuse’s HelpNow & JobNow), & Helix (541 Vets) - requested during site visits. *[Asked during all site visits if there was anything anyone wanted added, such as 541 Vets, BrainFuse, etc., and only these 3 libraries wanted anything added. Tailoring pages to fit local needs.]*

5. Accomplishments

- Logged in to Ukiah Pub./Sch. Lib. website and updated library hours & contact email. *(I was able to log in after several attempts, however Dustin Schock was not able to for some reason. Audrey Durfey had given me the login information so I could assist her with a particular piece on the website some time back & it proved helpful. I’m gathering information for the libraries who have Weebly websites to suggest they give a secondary [possibly limited] login to someone in case it is ever needed.)*
- website work:
 - Board agendas, packet, financial statement, & minutes posted
 - links checked/updated on Community Links & TakeOff pages
 - added 541Vets site to GalePage

- posted updated Patron Moving in County Policy & Funding Model Overview
- posted Pendleton “Right to Rest” maps (11/5/21 In-Service)
- posted press release re. United Way & Dolly Parton Imagination Library
- added Budget Documents teaser to the home page to make it easier to navigate to that section
- Sage Cataloging Mentor:
 - responded to an email from a director who catalogs at one of the libraries I mentor for and had recently sent notice of things needing to be fixed/addressed
 - sent an example to Chair for Cataloging Committee mtg. discussion
 - sent a document I created re. transferring pre-cataloged items to Beth Ross (Sage Library System - Systems Administrator) as an addition to discussion at Sage Cataloging Committee meeting & ultimately the document was added to the Cataloging resource section on SageLib website
 - sent a late agenda item addition for Sage Cataloging Committee meeting to Chair
 - emailed Beth Ross re. Cataloging Contact spreadsheet updates, as a follow up to mtg.
 - emailed a thanks to 2 catalogers re. Library of Things previous decisions and discussion for their input, and for addressing the issue so quickly following meeting questions & discussion
 - review of November new bibs (99 bibs)
 - emailed a response of thanks to Beth Ross for providing an update on our local authority updates for Library of Congress subject heading changes
 - fwd. to Sage RDA subcommittee an email that BMCC cataloger set to SageCat email list May 2013 with a drafted plan from a class assignment for local RDA implementation
 - worked on Sage RDA subcommittee “assignment” & exchanged info. with fellow member I volunteered to work on the “assignment” with

Feedback received:

- 12/1/21 - rec'd an email from Dustin Schock (Ukiah Pub./Sch. Lib. director) after sending him the lists of items with status = “in process” and items added from March through November 2021: “This is great thanks so much. I spoke To Kari and she said they did a purge awhile back, I'll do my bet to keep it relevant and up to date. The books that are left in the back have been cataloged and have been set for catalog, ill check them against the report you sent. That should be all the new books I have at this time. Ill need to go over the cataloging prosses with you at some point so when you have some free time that would be great. Thanks again for all your help.”
- 12/2/21 - Celine Vandervlugt (Sage Cataloging Committee Chair) sent an email to Sage Cataloging Mentors following our Cataloging Mentor meeting that she had gotten a response to an email she sent to the Sage catalogers email lists asking for questions for Cataloging Committee meeting. In the email she ended with “I'll let you know if I get more responses. This was a good idea Dea! I'll try to make it a regular thing to email the group before meetings and ask for questions.”
- 12/6/21 - rec'd an email from Beth Ross (Sage Library System's System Administrator) following sending document I put together in transferring pre-cataloged items: “Dea, This helps a lot, giving me something share with libraries that are needing to transfer pre-cataloged items.”
- 12/7/21 - rec'd an email from Erin McCusker, following my giving an update on the library website situation in Ukiah: “You are amazing! Thanks so much for walking him through that. At least, he has updated information and can work on the process. I so appreciate that you were able to help him and for the update. Erin”

6. Upcoming Events - Activities

- Sage RDA subcommittee meeting - 1/4, 2/1
- Sage User Council meeting - 1/18
- Staff/Safety meeting - 1/19

- Sage Cataloging Mentor meeting - 1/26
- UCSLD Board meeting - 1/27
- Sage Cataloging Committee meeting - 2/7
- SDAO Annual [virtual] Conference - 2/11 (attending a couple of sessions)



**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:	January 27, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	December 10, 2021 – January 20, 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
12/13/2021	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
12/13/2021	Helix School District	Zoom	Training on OSLIS and Databases Part 2
12/15/2021	UCSLD Safety & Staff Meeting	Teams	Concussion Awareness – Safety Topic
12/16/2021	UCSLD December Board Meeting	In-person and Zoom	
12/20-24/2021	Vacation and Holiday	Out of Office	
12/27 - 30/2021	Courier Deliveries as weather permitted		Snow kept us from doing many deliveries, as well as the fact that Expak did not deliver during the week.
12/31/2021	New Year's Holiday	Out of Office	
1/3/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/3/2022	Meeting with Stephanie Chase, Executive Director of LEO	Zoom	Stephanie Chase

Date	Meeting/ Site Visits/ Activity	Method	What happened
1/4/2022	LSTA Review	Zoom	Focus Group concerning the renewal of the State Library of Oregon LSTA plan
1/5/2022	Meeting with Darci Hanning of the State Library of Oregon	Zoom	Check in meeting
1/5/2022	Reminder sent for Audit Due Date	Email	Audits due to the UCSLD by 2/1/22
1/10/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/12/2022	Meeting of the Directors	Zoom	First meeting of the year
1/13/2022	LEO EDI Cohorts meeting	Zoom	Meeting #2 for EDI training
1/13/2022	Hosting Helix Board Meeting	Zoom	Set up Zoom room
1/15/2022	Board Retreat	Zoom	Three hour meeting for the Board to create the foundation for the district-wide community needs assessment
1/17/2022	Martin Luther King, Jr Holiday	Out of the Office	
1/18/2022	Collective & Countywide Programs & Services Committee	Zoom	Committee meeting to discuss the Summer Reading Program
1/19/2022	UCSLD Safety & Staff Meeting	Teams	Road Rage – Safety Topic
1/19/2022	Article to the <i>East Oregonian</i>		Libraries Provide Countywide – World Read Aloud Day!
11/19/2022	Meeting with Byron Smith and Mark Rose	Zoom	Discussion about Agreement for Library Services

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	90%

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	Board has reviewed the initial process	25%
Strategic Planning – New	Board developed Values to guide the process.	25%
Succession Planning	In the initial stages of this process	10%
Disaster Planning	In the initial stages of working on this planning	10%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	45%
Office 365	Investigating online bill pay processes to ensure local controls	Ongoing
COVID-19	Oregon Health Authority has implemented a return to indoor masking	Ongoing
Best Practices for SDAO	Report submitted and 10% discount attained	100%
Safety & Staff Meetings	Road Rage was our topic for this month's meeting	ongoing
In-Service Training	The committee for the 2022 In-services will meet on Monday, January 24 th	0%

4. Feedback & Accomplishments

- “Great meeting! I adore you!” Lili Schmidt in 1/12/22 email.

5. Upcoming Events – Activities

- My schedule will generally be: 7:15 until 4:15 Monday – Thursday, 8:30 until 3:00 Friday. Changes will be made for evening meetings, etc.
- Erin out of the office from 2/1 - 8/2022 for vacation. Erin working remotely while she attends the SDAO Annual Conference – 2/9 – 13/2022.

MEETING OF THE DIRECTORS



January 12, 2022

District Director Report

What is Happening at the UCSLD



Upcoming Events

- ⇒ 1/13—LEO EDI Training meeting
- ⇒ 1/15—UCSLD Board of Directors Retreat—Community Needs Assessment and Strategic Planning
- ⇒ 1/27—UCSLD Board of Directors Regular Monthly Meeting
- ⇒ 2/10 to 2/13—Special Districts Association of Oregon Annual Meeting—Virtual
- ⇒ 2/15—Budget figures out to the Libraries
- ⇒ TBD—Budget committee meetings
- ⇒ 3/23 to 3/25—Public Library Association Conference
- ⇒ 4/1—All-Staff In-Service

- ☑ District audit was completed and submitted.
- ☑ Holiday courier deliveries were made as weather allowed.
- ☑ Sage Membership paid for Member Libraries and Unincorporated Hermiston
- ☑ IMESD paid for courier delivery—2 days are reimbursed by Sage and the 3rd day is paid in full for the Member Libraries and Unincorporated Hermiston.
- ☑ Umatilla County Assessor reported that 92% of this year's tax has been collected—and 80% of that is distributed to the libraries.
- ☑ Dolly Parton Imagination Library is available for every child in Umatilla County through a partnership with the United Way of the Blue Mountains. 327 current registrations and 137 graduates
- ☑ Honda Fit 2008 is going out for surplus auction.
- ☑ Agreement for Library Services out to all cities and school district. Answering questions currently.
- ☑ Articles for the East Oregonian highlighting news of our libraries and events.
- ☑ Historical Grant is ready to go.





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UCSLD Meeting of the Directors

Wednesday, January 12, 2022

Zoom Meeting

<https://us02web.zoom.us/j/89620460528>

Meeting ID: 896 2046 0528

9:00 – 11:00 AM

Meeting Purpose:

- To share information about Libraries in the Umatilla County Special Library District in order to collaboratively provide library services to people in Umatilla County.

Agenda:

- 9:00 – Welcome and Introductions

Susie Sotelo, Kristin Williams, Kathleen Schmidtgall, Lili Schmidt, Stephanie Partida, Mark Rose, Dave Slaght, Annette Kubishta, Cecili Longhorn, Michelle Gomez of the Blue Mountain Early Learning Hub, Christy Lieuallan of the United Way of the Blue Mountains and Erin McCusker.

- 9:10 – Confirm Ground Rules for our collective work

Ground Rules:

- Success depends on participation – come prepared, share ideas, ask questions, draw others out.
- Everyone participates. no one dominates (share the airtime).
- Respect everyone.
- Respect the collective/team.
- All participate as equals.
- Be open to new ideas and perspectives.
- Listen with care.
- Do not interrupt; limit side chatter.
- *The expectation is that all are present at meetings – inform the group if you can't attend. (changed from Be present at all meetings – inform the group if you can't attend.)*
- Utilize timed agendas and speak mindfully in order to use time wisely.
- Create an action plan of next steps.
- Document and table items outside the agenda.
- Distribute tasks equally.
- Acknowledge that our libraries are unique and may face different challenges and restrictions.

Group chose to move forward with this change and keep these ground rules for their meetings.

Meeting date and time survey:

https://forms.office.com/Pages/ResponsePage.aspx?id=zHEX8VNkiEeQCOmfTz9dP3wjNdN_jrxMm5MDGeldLJZUQVpWODNJM0wzV1BSWUwyVExLTkc1WTQ3TC4u

- 9:15 – Committees – Which committee seems interesting to you? Committee assignments so far!

- **Continuing Education**

Stephanie, Cecili, Annette,

- **Collective & Countywide Programming & Services**

Annette, Cecili, Lili, Susie, Stephanie,

- **Innovation for Challenges**

Susie, Kathleen, Kristin

- 9:30 – Summer Reading Program Idea – Cecili Longhorn

Summer Reading Road Trip Theme

Cecili presented her idea for encouraging participants around to the libraries in the District

Use traditional Date Due Cards form (see attached)

Susie may be able to help with a graphic showing libraries in Umatilla County.

Brag tags – can be individualized – if ordered all together can get a discount

T-shirts – shirts for each library, can be ordered together and customized to each library, not only with the library name, but also the number that each library wants.

Overwhelming to show all of the places for this project – use just Umatilla County/Oregon Trail for the T-shirts – keep a close focus!

I wonder about making it digital - like an app? – Question about how Beanstack might be used.

There are two prongs to this project: one is an activity for the Summer Reading Program; the other is a long desired marketing effort to build more awareness of the library services available to the residents of the UCSLD.

The Collective & Countywide Programming & Services committee will meet and determine budget, details needed, program overview, etc. The UCSLD has dollars set aside for this program and the marketing.

- 10:00 – Michelle Gomez, Blue Mountain Early Learning Hub

Coordinated early learning enrollment. Is the connector of early learning in the area. Works out of the IMESD. Basis is Preschool Promise. There are slots provided through this program for free learning. Going well. There is a Read Along program in February-

<https://www.litworld.org/worldreadaloudday>. They will provide books for each library to give to the participants of a program on World Read Aloud Day (February 2) or a day that works for the library (some were thinking of Read Across America Day on March 2). The purpose is to get children involved with the read aloud program.

Here are a couple ideas:

From the program - <https://www.litworld.org/booklists>

From Michelle -

<https://youtu.be/RfplivqO3ic>

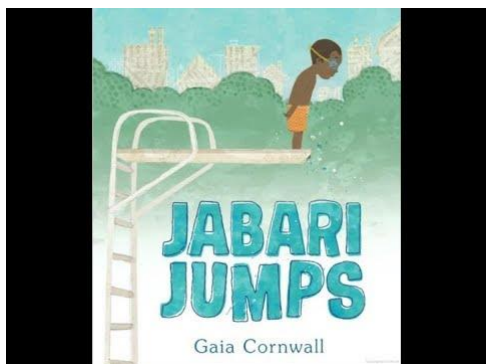
<https://www.youtube.com/watch?v=hZrtzCA9pmY>



[The Salamander Room by Anne Mazer](#)

Together, parent and child from ELFamily Academy read \"The Salamander Room\"--the story of a child who turns his room into the perfect habitat for a salamander and other creatures of the forest.

www.youtube.com



[Jabari Jumps | Storytime Books Read Aloud](#)

Book: Jabari Jumps Author: Gaia Cornwall
Illustrator: Gaia Cornwall
Thank you for taking the time to listen to and watch Storytime Books Read Aloud. Remember to...

youtu.be

- 10:20 – Christy Lieuallan, United Way of the Blue Mountains – Dolly Parton Imagination Library

Christy described the program and how it is being rolled out in Umatilla County. There will be a Google Drive folder with all of the information needed. Everyone expressed gratitude for the expansion of this program.

There is a cardboard cutout of Dolly Parton that can be used for promoting the program – It will go to Athena and then Milton-Freewater. Let Lili know if you want it next. From Kristin – “I’m going to suggest a small donation for selfies :)”

- 10:40 Director’s Report and Overview of the Year – Erin McCusker

See the attached report

- 10:55 – Closing
- Next Meeting of the Directors – Erin will send out a survey to determine the next meeting date

What	Who	When
Send out a survey for Meeting of the Directors meeting date and time - https://forms.office.com/Pages/ResponsePage.aspx?id=zHEX8VNkiEeQCOmfTz9dP3wiNdN_jrxMm5MDGeldLJZUQVpWODNJM0wzV1BSWUwyVEk1WTQ3TC4u	Erin	1/12/2022
Ask Stephanie Chase about LEO's funded Beanstack to supplement the summer reading program	Erin	1/18/2022
Answer the survey about the meeting time.	Every-one	2/9/2022
Answer the doodle poll for the committee meetings' dates	Every-one	1/18/2022
Follow up with Michelle Gomez of Blue Mountain Early Learning Hub - Michelle.gomez@imesd.k12.or.us – for book selection.		1/14/2022
Let Erin know what your event will be for the World Read Aloud Day	Every-one	1/18/2022



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January 12, 2022

Dear Library Directors:

The Umatilla County Historical Society - C.S. Jackson Trust/Oregon Community Foundation grant for historical materials for the 2021-2022 fiscal year is **\$303.50** per library. These funds are held by the Oregon Community Foundation and the Umatilla County Historical Society. The grant language states that the funds are to purchase "items that are related to the history of Oregon, with particular emphasis on the history of eastern Oregon and Umatilla County."

Because there is a larger amount available this year, please be in touch with any ideas you might have to purchase other than books. In the past, I worked with libraries to get items that would work best for their community. Several ideas that have been approved:

- Books – fiction and non-fiction, for all ages, about Oregon/Eastern Oregon
- DVDs – fiction and non-fiction, for all ages, about Oregon/Eastern Oregon
- Artwork about Oregon/Eastern Oregon
- Arts & Crafts of Oregon/Eastern Oregon
- Games for kids (about the Oregon Trail) about Oregon/Eastern Oregon
- Scanning/Digitization of Oregon/Eastern Oregon newspapers and other original documents
- The District can make a direct purchase for you from:
 - Tamástslikt - <https://www.tamaststlikt.org/shop/>
 - Umatilla County Historical Society - <https://heritagestationmuseum.org/>
 - Oregon State University Press - <https://osupress.oregonstate.edu/>
 - Arcadia Press - <https://www.arcadiapublishing.com/states/oregon-history-books>
 - Oregon Historical Society - <https://www.ohs.org/shop/museum-store/books-and-publications/>
 - And others...
- What ideas do you have?

As in previous years, your grant purchases need to be pre-approved by the UCSLD Office.

You may begin submitting requests now on the attached Excel form, indicating your library and whether you would like direct payment or reimbursement. Once approval is granted, finalize your orders. **Purchases must be submitted, approved, ordered and hopefully received and invoiced for reimbursement or direct payment no later than 2:00 pm Friday, April 15, 2022.** Please attach receipts for reimbursement or the invoice for direct payment. The District will cut one check to either reimburse your library or pay the bill directly. Just let me know.

If you choose not to participate, please let me know by January 21, 2022 and the funds will be distributed among the other libraries.

There is a list of past purchases on the UCSLD Website.
<https://www.ucslid.org/historical-grant-lists>

Please remember that bookplates must be affixed to all items purchased with the grant funds.
The District office will provide bookplates as needed.

If I can answer any questions or assist you in the process, please let me know.

Sincerely,

Erin

Erin McCusker
District Director



January 28, 2022

To: Library Boards & Directors
From: Erin McCusker, District Director, UCSLD
Re: UCSLD Budget Information for FY2022-2023

Here is the first part of budgeting for this coming FY 2022-2023. The estimated tax distribution numbers are for you and your city/school district to use for budgeting. These are only estimates and have not been finalized per the UCSLD Budget Committee and Board of Directors.

With that information, I am budgeting for a \$2,140,270 tax revenue plus \$55,000 past taxes, of which 20% will remain to operate the UCSLD and cover the Resource Sharing and Outreach Funds.

Please remember that the UCSLD distributes based on what is received, not on the amounts estimated below. If we receive funds, we distribute per the distribution multipliers; if we don't receive the funds, we do not distribute.

The UCSLD will cover the following costs for the libraries out of the 20% we retain:

- Sage Membership fees for 11 member libraries and Hermiston Rural
- Courier costs for 11 member libraries and Hermiston Rural
- Library2Go for 11 member libraries
- Inservice trainings for library staff members

Based on these assumptions, the district is anticipating income and distributions to the libraries in Umatilla County next year – FY2022-2023:

Projected FY2022-2023		
Tax Revenue – 2022-2023	\$2,140,270	Projected per Umatilla County Assessor
Tax Revenue – Previously Levied	\$55,000	No change
Community Service Fees	\$83,317	Budgeting last year's amount. These are distributed by a different formula than regular tax revenue. 80% still goes to the Public Libraries.
	\$2,278,587	

Estimates for each library:

Library	Distribution Multiplier for Tax Income	Tax Income Distribution	Community Service Fee Distribution
Adams Pub. Lib.	0.0190152	\$41,743	\$3,074.26
Athena Pub. Lib.	0.0298514	\$65,532	\$3,693.29
Echo Pub. Lib.	0.0277653	\$60,952	\$3,273.80
Helix Pub. Lib.	0.0157159	\$34,501	\$2,923.85
Hermiston Pub. Lib.	0.0577310	\$126,735	\$6,862.18
Milton-Freewater P. L.	0.1503975	\$330,163	\$8,177.65
Pendleton Pub. Lib.	0.2580806	\$566,557	\$15,754.13
Pilot Rock Pub. Lib.	0.0322264	\$70,746	\$3,780.97
Stanfield Pub. Lib.	0.0482511	\$105,924	\$4,440.81
Ukiah Public Lib.	0.0147595	\$32,401	\$2,900.42
Umatilla Pub. Lib.	0.1172854	\$257,473	\$8,461.09
Weston Pub. Lib.	0.0289207	\$63,489	\$3,310.84
UCSLD	0.2000000	\$439,054	\$16,663.32
Total Amount Received	1.00000000	\$2,195,270	\$83,316.62

****These figures are projected only. The UCSLD has not met with the budget committee nor set a budget for FY2022-2023 at this time.**

If you have any questions, please contact me:

Erin McCusker, District Director
 541-276-6449
director@ucsld.org