



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, March 24, 2022, 5:30 pm

Zoom Meeting:

<https://us02web.zoom.us/j/84355077074?pwd=MkNGb2dyY3FWRkZEdUxSMXpFUeWdz09>

Meeting ID: 843 5507 7074 **Passcode:** 414932

Audio only: +19712471195,,84355077074#,,,,*414932# 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 – February 24, 2022	President	Approval
Calendar Update	Director	No new changes
Correspondence	Director	
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – February 2022 ○ Banks & Pool Balances • Staff Monthly Reports 	Director	Acceptance Information

Topic	Lead	Purpose Outcome
Board Training <ul style="list-style-type: none"> • ALA Code of Ethics 		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	Update on process and legal information from attorney Eileen Eakins
<ul style="list-style-type: none"> • Acceptance of Audits 	Director	Decision
New Business <ul style="list-style-type: none"> • ALSP for 2022-2023 due to UCSLD by May 1, 2022 	Director	Decision
Good of the order	Everyone	
Next District Board Meeting – April 28, 2022 Board Retreat – April 9, 2022 Budget Committee Meeting – April 14, 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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SPECIAL LIBRARY
DISTRICT

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Minutes
Board of Directors Meeting
February 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

Kristin Williams, Athena Public Library Director (via Zoom)

CALL TO ORDER

Board President Nick Nash called the Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll and stated John Thomas, Nick Nash, Sharone McCann, and Jubilee Barron were present, thus, there was a quorum. Caty Clifton arrived shortly thereafter.

APPROVAL OF THE AGENDA

No changes.

PUBLIC COMMENT

Comments from Kristin Williams:

Thank you for giving me an opportunity to address you this evening. For the record, my name is Kristin Williams and I am the director at Athena Public Library. I have given notice of resignation to the City of Athena but I wanted to take a minute to let you all know as well. This board is such a strong supporter of Umatilla County libraries and I have felt that support during my 4.5 years as director in Athena. I wanted to let you all know how much I appreciate the way you advocate for the district as a whole and in specific ways for individual libraries. We see when you like or share things from our Facebook pages, when you write letters to the editor about things happening in our libraries, when you praise our efforts to our city councils and when you come to our buildings and listen to our plans and ideas. You may think that your work is primarily accomplished in this meeting room but I assure you, it is not.

We live in difficult times and, while I hesitate to prognosticate, I think there are even more difficult times ahead. The challenges facing libraries are increasing and the challenges facing libraries in Umatilla county are exacerbated by the foundational system of organization and the inability of individual library directors to think about library services in a whole county way. I have been guilty of this too so I accept some of the blame, but I strongly believe that if library directors and city managers keep silo-ing themselves and considering ONLY what's good for their individual libraries and not ALSO what's best for the county as a whole, library services in this area will be threatened, possibly existentially. Among

other things, budgets are tightening and expenses are rising and I believe increased collaboration and cooperation is needed to survive these and other threats.

While I am sad to be leaving APL and UCSLD, I am excited about the possibilities for new collaborations in the future. I will be the new director of the library and learning hub at BMCC and I look forward to exploring the ways that the library district and the college can deepen and strengthen our ties as we serve overlapping constituencies. I hope you will continue to think of me as an advocate and partner of Umatilla County public libraries. I believe deeply in the work of rural libraries – including rural community college libraries – and I look forward to continuing the work alongside all of you.

The Board Members congratulated Kristin and noted that they look forward to additional conversations regarding this. After Kristin left, the Board noted that they really appreciated she had come and shared her thoughts with them.

MINUTES

Board Meeting: January 27, 2022 – John Thomas moved to accept the minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

None, till we get to the Budget Calendar under New Business.

CORRESPONDENCE

Erin McCusker stated that a letter from the Hermiston Planning Department was received regarding changes to the greater Hermiston Enterprise Zone. And she read the email posted today by the State Library of Oregon stating that per an announcement today, on April 1 Governor Brown will be lifting the emergency declarations related to the COVID-19 pandemic; and that the Oregon Health Authority will be lifting the mask requirement for most indoor places, including libraries on March 19, along with their further recommendations regarding masking.

REPORTS

FINANCIAL STATEMENTS - January 2022

Erin McCusker commented that everything is business as is usual this time of year in terms of the financials. Jubilee Barron moved to approve the January 2022 financial statement, pending audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker noted that Monica Hoffman has still been getting out, and that Dea Nowell is continuing with cataloging and scanning early Board documents. Erin announced that the 2008 Honda Fit (former courier car) has been sold and was loaded on a truck this afternoon. She noted that she is working with the libraries regarding the historical grant and highlighted Weston PL's digitizing of more historical photos with their grant money this year. Erin also shared that Pendleton PL had applied for and received a continuing education grant from the District for the upcoming PLA conference, they will be sending 2 staff members. She shared that Shannon Huneycutt of Spark Joy Charlotte, a KonMari consultant, will be guest speaker at the April in-service, per the committee's request. She shared the topics of her monthly column which included Read Across America, information on the historical grant, and the summer reading program. She also shared that SDAO announced at their recent conference their best practices this year are focused on boards and board education. Erin will be sharing more details regarding each of this year's SDAO best practice area discounts with the Board.

OLD BUSINESS

COMMUNITY NEEDS ASSESSMENT

Erin McCusker commented that she has been working with Darci Hanning, at the State Library of Oregon, to narrow down the survey questions and she walked through the proposed narrowed list with the Board for their thoughts and input. She further noted her plans for doing the interview portion of the survey. Discussion followed regarding finding some of the groups to interview, as well as approaches to setting up interviews with various groups. She is also working on gathering studies which have already been done in the area where we can look for themes amongst them. Erin stated one of the things she is looking forward to during the interview portion is sharing about who and what we are as the Library District. The interview portion and the survey questionnaires will occur during the month of March. The next piece will be when Darci Hanning comes to work with us at the April 9th Board Retreat regarding the findings. Erin reminded the Board that this is a qualitative, not quantitative, needs assessment and that not only do we want to learn more about our community members, but we also want a formalized document that can be shared with, and available to, others.

AGREEMENTS FOR LIBRARY SERVICES

Erin McCusker stated that we have 6 signed agreements in hand – from Adams, Athena, Pendleton, Pilot Rock, Ukiah, and Weston. The Board felt that April would be a good time to follow-up with any cities that have not yet returned signed agreements.

NEW BUSINESS

BUDGET COMMITTEE MEMBERS

Erin McCusker shared that she had received a library director recommendation for Dave Richmond (Athena) as a possible Budget Committee Member to fill the vacancy created when Sharone McCann became a Board Member. Erin contacted Mr. Richmond who is willing to serve on the Committee. He recently retired as the City of Milton-Freewater's finance manager. Caty Clifton moved to approve the Budget Committee slate for this year. John Thomas seconded the motion. The motion passed unanimously.

BUDGET CALENDAR

Erin McCusker noted that every one of the Budget Committee lay members were available for a meeting on April 14th, except for one person. With that date in mind Erin filled in the TBD dates in the 2022-2023 Budget Calendar with 3/21 as the send notice date, 3/31 as 1st notice published, 4/7 as 2nd notice published, and 4/14 Budget Committee meets and approves budget. John Thomas moved to accept the Budget Calendar for FY2022-23 as Erin shared with them. Jubilee Barron seconded the motion. The motion passed unanimously.

ACCEPTANCE OF AUDITS

Erin McCusker shared that city audits had either been received or she had been given notice of extensions from all cities and one school district. Extensions were in place for Helix, Milton-Freewater, Pendleton, and Stanfield. Caty Clifton made a motion of formal acceptance of the audits received and for those who have extensions, as documented by Erin. Jubilee Barron seconded the motion. The motion passed unanimously. Erin reminded the Board that this means we will continue sending checks for the libraries (as is written in the agreement to continue sending out checks when required documents are received).

GOOD OF THE ORDER

There was appreciation amongst the Board Members for the comments Kristin Williams made earlier in the meeting regarding the District, etc.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be March 24, 2022, at 5:30 pm.

ADJOURN

Sharone McCann moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:25 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell

DRAFT

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Eight Months Ended February 28, 2022

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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 February 28, 2022 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the eight 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

March 17, 2022

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
February 28, 2022

Governmental Type Funds

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 116,735.61	\$ -	\$ -	\$ -	\$ 116,735.61
Cash - LGIP	362,740.51	19,182.42	-	23,636.94	405,559.87
Cash - Columbia River Bank	41.27	-	19,040.12	-	19,081.39
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	\$ 484,288.12	\$ 19,182.42	\$ 19,040.12	\$ 23,636.94	\$ 546,147.60
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 37,156.32	\$ -	\$ -	\$ -	\$ 37,156.32
Accrued payroll and benefits	753.42	-	-	-	753.42
Total Current Liabilities	37,909.74	-	-	-	37,909.74
FUND BALANCES (DEFICIT)					
Assigned	-	19,182.42	19,040.12	23,636.94	61,859.48
Unassigned	446,378.38	-	-	-	446,378.38
Total Fund Balances	446,378.38	19,182.42	19,040.12	23,636.94	508,237.86
TOTAL	\$ 484,288.12	\$ 19,182.42	\$ 19,040.12	\$ 23,636.94	\$ 546,147.60

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 8 Months Ended February 28, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 41,763.37	\$ 1,954,948.90	\$ 2,047,370.00	\$ (92,421.10)	95.49%
Taxes - previously levied	3,386.00	45,676.35	55,000.00	(9,323.65)	83.05%
Other income	-	14.40	300.00	(285.60)	4.80%
Community services fees	-	83,316.62	72,229.00	11,087.62	115.35%
Interest earned - LGIP	124.93	1,317.95	3,850.00	(2,532.05)	34.23%
Interest earned - other	2.30	24.88	150.00	(125.12)	16.59%
Total Revenues	45,276.60	2,085,299.10	2,178,899.00	(93,599.90)	95.70%
PERSONNEL EXPENDITURES					
District Manager	5,898.00	47,235.11	70,900.00	(23,664.89)	66.62%
Library Tech. Manager	3,575.04	32,194.64	49,600.00	(17,405.36)	64.91%
Early Literacy Coordinator	3,204.80	27,723.18	42,500.00	(14,776.82)	65.23%
Payroll taxes	894.17	7,587.50	14,190.00	(6,602.50)	53.47%
Health and accident insurance	4,002.34	32,165.64	52,920.00	(20,754.36)	60.78%
Worker's compensation	4.69	639.80	1,000.00	(360.20)	63.98%
Unemployment	362.69	2,243.03	6,000.00	(3,756.97)	37.38%
Retirement	2,059.61	14,574.43	25,000.00	(10,425.57)	58.30%
Total Personnel Expenditures	20,001.34	164,363.33	262,110.00	(97,746.67)	62.71%
MATERIALS AND SERVICES					
Transportation	-	1,979.79	9,000.00	(7,020.21)	22.00%
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	-	1,100.00	3,000.00	(1,900.00)	36.67%
Audit	-	4,710.00	5,000.00	(290.00)	94.20%
Insurance	-	3,500.16	3,500.00	0.16	100.00%
Fiscal management	835.00	6,680.00	11,025.00	(4,345.00)	60.59%
Postage	-	481.24	500.00	(18.76)	96.25%
Office supplies and maintenance	0.10	2,741.23	5,500.00	(2,758.77)	49.84%
Telephone	155.91	1,249.53	2,100.00	(850.47)	59.50%
Rent	762.20	6,097.60	9,300.00	(3,202.40)	65.57%
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	1,753.21	32,123.34	61,925.00	(29,801.66)	51.87%
SPECIAL PAYMENTS					
Tax distribution to cities	36,119.54	1,600,501.95	1,681,896.00	(81,394.05)	95.16%
Community services fee distribution to cities	-	66,653.29	57,783.00	8,870.29	115.35%
Total Special Payments	36,119.54	1,667,155.24	1,739,679.00	(72,523.76)	95.83%
Capital outlay	-	1,165.97	3,000.00	(1,834.03)	38.87%
Contingency	-	-	85,985.00	(85,985.00)	0.00%
Total expenditures	57,874.09	1,864,807.88	2,152,699.00	(287,891.12)	86.63%
Revenues over (under) expenditures	(12,597.49)	220,491.22	26,200.00	194,291.22	841.57%

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	-	-	(10,000.00)	10,000.00	0.00%
Total other financing sources (uses)	-	(72,000.00)	(126,700.00)	54,700.00	56.83%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (12,597.49)</u>	148,491.22	(100,500.00)	<u>\$ 248,991.22</u>	
FUND BALANCE, July 1, 2021		<u>297,887.16</u>	<u>270,500.00</u>		
FUND BALANCE, February 28, 2022		<u>\$ 446,378.38</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 8 Months Ended February 28, 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	294.80	750.00	(455.20)	39.31%
Library2Go	-	11,646.00	12,000.00	(354.00)	97.05%
Programs and training	590.00	1,439.35	8,000.00	(6,560.65)	17.99%
Cooperative programs and activities	-	-	12,000.00	(12,000.00)	0.00%
Grant expenses - Other	435.25	731.30	2,700.00	(1,968.70)	27.09%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	1,320.05	106,838.70	139,450.00	(32,611.30)	76.61%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	1,320.05	106,838.70	169,450.00	(62,611.30)	63.05%
Revenues over (under) expenditures	(1,320.05)	(77,301.93)	(139,600.00)	62,298.07	55.37%
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	\$ (1,320.05)	(5,301.93)	(22,900.00)	\$ 17,598.07	
FUND BALANCE, July 1, 2021		24,484.35	22,900.00		
FUND BALANCE, February 28, 2022		\$ 19,182.42	\$ -		

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 8 Months Ended February 28, 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)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<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, February 28, 2022		<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 8 Months Ended February 28, 2022

	<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	\$ -	\$ 9,457.32	\$ 9,342.00	\$ 115.32	101.23%
Total Revenues	<u>-</u>	<u>9,457.32</u>	<u>9,342.00</u>	<u>115.32</u>	<u>101.23%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	877.81	5,000.00	(4,122.19)	17.56%
State Ready to Read material	-	8,043.72	9,342.00	(1,298.28)	86.10%
Take Off transportation	45.87	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	<u>45.87</u>	<u>9,530.01</u>	<u>26,342.00</u>	<u>(16,811.99)</u>	<u>36.18%</u>
Contingency	-	-	6,530.00	(6,530.00)	0.00%
Total expenditures	<u>45.87</u>	<u>9,530.01</u>	<u>32,872.00</u>	<u>(23,341.99)</u>	<u>28.99%</u>
Revenues over (under) expenditures	<u>(45.87)</u>	<u>(72.69)</u>	<u>(23,530.00)</u>	<u>23,457.31</u>	<u>0.31%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (45.87)</u>	<u>(72.69)</u>	<u>(23,530.00)</u>	<u>\$ 23,457.31</u>	
FUND BALANCE, July 1, 2021		<u>23,709.63</u>	<u>23,530.00</u>		
FUND BALANCE, February 28, 2022		<u>\$ 23,636.94</u>	<u>\$ -</u>		



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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

Date:	March 17, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	February 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	Books
To Sites with Storytime	50	1017
To Sites without Storytime	22	485
Total	72	1502
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	1	42
Adults in Attendance	2	98
Children in Attendance	1	470
Total Attendance	3	568

3. Meetings and Site Visits-represented above:

- Monday February 7, 2022-
11:30am Storytime at Umatilla Morrow Head Start Olivia's class Pilot Rock-2 book boxes,
- Tuesday February 8, 2022
9:15am Storytime at ABC Children's Ministries Preschool class 1 Athena -2 book boxes
9:45am Storytime at ABC Children's Ministries Preschool class 2
10:30am Storytime at Helix Public Library
- Thursday February 10, 2022
9am Storytime at Intermountain Education Service District Punkin Center Crystal's am class Hermiston 1 book box
9:30am Storytime at Intermountain Education Service District Punkin Avery's am class Hermiston 1 book box
10am Storytime at Intermountain Education Service District Punkin Becka's pm class Hermiston 1 book box
10:30am Storytime at Intermountain Education Service District Punkin Erika's class Hermiston 1 book box
12:30pm Storytime at Intermountain Education Service District Punkin Center Crystal's pm class Hermiston

1pm Storytime at Intermountain Education Service District Punkin Avery's pm class
Hermiston

1:30pm Storytime at Intermountain Education Service District Punkin Becka's pm class
Hermiston

- Monday February 14, 2022

9am Storytime at Intermountain Education Service District Early Learning Center
Corrine am class Pendleton 1 book box

9:30am Storytime at Umatilla Morrow Head Start at Pendleton Early Learning Center
Jake's class Pendleton 1 book box

10am Storytime at Room to Bloom Preschool and childcare toddler class Pendleton 1
book box

10:30am Storytime at Room to Bloom Preschool and childcare preschool class
Pendleton 1 book box

12:30pm Storytime at Umatilla Morrow Head Start at Pendleton Early Learning Center
Jake's class Pendleton

1pm Storytime at Intermountain Education Service District Early Learning Center
Corrine pm class Pendleton

- Tuesday February 15, 2022

9am Storytime at Umatilla Morrow Head Start P-Wees Pendleton 1 book box, 1 kit

9:30am Storytime at Jen's in-home childcare Pendleton 1 book box, 1 kit

10:30am Mindy's in-home childcare Pendleton 1 book box, 1 kit

10:45am Storytime at Elsie in-home childcare Pendleton 2 book boxes, 1 kit

- Wednesday February 16, 2022

UCSLD Staff Meeting

10am Storytime at Intermountain Education Service District Stillman Center Hannah's
am class Pendleton 1 book box

10:30am Pioneer Relief Nursery Pendleton 1 book box, 1 kit

11am Lil Angels Preschool and Childcare Pendleton 3 book boxes

11:30a Playtime Education in-home preschool Pendleton-2 book boxes, 1 kit

1pm Storytime at Intermountain Education Service District Stillman Center Hannah's pm
class Pendleton

- Thursday February 17, 2022

9:15am Storytime at Umatilla Morrow Head Start Airport Way Becky's Class Hermiston
2 Book boxes

9:45am Storytime at Umatilla Morrow Head Start Airport Way Jose's Class Hermiston 2
Book boxes

10:15am Storytime at Umatilla Morrow Head Start Airport Way Michelle's Class
Hermiston 2 Book boxes

11:30am Storytime at Umatilla Morrow Head Start Rocky Heights Hermiston 2 Book
boxes

- Tuesday February 22, 2022

9am Storytime at Umatilla Morrow Head Start Victory Square Red class Hermiston 1
book box

9:30am Storytime at Umatilla Morrow Head Start Victory Square Yellow class Hermiston
1 book box

10am Storytime at Umatilla Morrow Head Start Victory Square Blue am class Hermiston
1 book box

11am Oregon Child Development Center Hermiston 7 book boxes, 2 book bags

1pm Storytime at Umatilla Morrow Head Start Victory Square Blue pm class Hermiston
1 book box

- Wednesday February 23, 2022

9:30am Storytime at Walla Walla YMCA at Freewater Kim's class Milton Freewater 3 Book boxes

10am Storytime at Lil Ardo's in home preschool Milton Freewater 2 Book boxes

10:30am Storytime at Lily's Kids in home preschool Milton Freewater 2 Book boxes

- Thursday February 24, 2022

9:30am Storytime at Intermountain Education Service District Freewater Sherry's am class Milton Freewater 1 book box

10am Storytime at Umatilla Morrow Head Start Milton Freewater Kallen's class

10:30am Storytime at Umatilla Morrow Head Start Milton Freewater Mary's class 3 book boxes

11am Oregon Child Development Center Milton Freewater 4 book boxes

12:30pm Storytime at Intermountain Education Service District Freewater Sherry's pm class Milton Freewater

1pm Storytime at Umatilla Morrow Head Start Milton Freewater Linda's class

- Friday February 25, 2021

10:15am Storytime at Umatilla Morrow Head Start Favi's class Umatilla

10:45am Storytime at Umatilla Morrow Head Start Ashley's class Umatilla

12:45pm Storytime at Umatilla Morrow Head Start Crystal's class Umatilla

- Monday February 28, 2022

9:15am Storytime at Umatilla Morrow Head Start Child Development Center Katy and Ruby's class Hermiston 2 book boxes

10am Good Shepherd preschool class Hermiston 4 book boxes

10:15 Bethlehem Lutheran Preschool Hermiston 2 Book Boxes

10:30am Misty's in-home childcare Hermiston 1 book box, 1 kit

10:35am Tia's in-home childcare Hermiston 1 book box, 1 kit

10:45am Cornerstone - Intermountain Education Service District Hermiston, 4 kits

4. Projects and Progress

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

5. Accomplishments

- Storytimes back in February!

6. Upcoming Events – Activities

- Family Literacy Night at Airport Discovery Center March 22



Monthly Report

Date:	March 24, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	February 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>
Feb. 2022	278	472	14	28	71	21	1	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 - 3	pre-cataloged items: Milton-Freewater PL-1
	temp bibs missed put into bucket			in process items: Milton-Freewater PL-1
additionally:	Pendleton PL - pre-cataloged items		Echo PL - items w/ status "in process"	

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (2/23)
- Sage [cataloging mentor] RDA Subcommittee meetings [via Zoom]: 1 (2/1)
- Sage Cataloging Committee meeting(s) [via GoToMeeting]: 1 (2/7)
- Sage User Council meeting(s) [via GoToMeeting]: 1 (2/16 [*Jan.'s rescheduled mtg.*])
- UCSLD Board meetings [generally via Zoom]: 1 (2/24)
- Staff/Safety meetings [generally via MS Teams]: 1 (2/17)
- webinars/trainings attended [virtual]: 5
 - SafePersonnel: Emergency & Disaster Preparedness (2/3)
 - SDAO 2022 conference: keynote (2/11)
 - SDAO 2022 conference: Cybersecurity Trends & Best Practices session (2/11)
 - RBMS [ALA's Rare Books & Manuscripts Section] Bibliographic Standards Committee: OLAC Best Practices for Cataloging Objects (2/17)
 - Streamline Monthly Masterclass Feb. 2022: Converting PDFs to Page Content (viewed 2/28)
- meet weekly, Monday mornings, with Erin [via MS Teams]: 2 (2/14, 2/28)

visits to/with District Libraries:

- Adams PL - 1 [phone]
 - call rec'd. re. ? about donations, and whether needed to catalog and add to collection
- Helix PL - # [virtually]
 - call re. email question about barcode on a book that matches a different book in catalog they don't have any longer (probably dates back to automation, years ago)
 - email reply re. a comment/question on a barcode for an item
- Hermiston PL - 2 [email]
 - email cataloger - passing along a cataloging training opportunity coming up (2)
- Milton-Freewater PL - 4 [email]
 - email director re. review of Jan. new bibs (had been filling in some for cataloger out on medical leave)
 - email cataloger re. temp bibs that may have matching records on OCLC (2)
 - email cataloger re. email question - CIP upgrade and where to find instructions
- Pendleton PL - 7 [email]
 - email a cataloger re. Jan. new bib reviewed (physical book on an ebook bib - ?) (2)
 - email other cataloger re. Jan. new bibs reviewed (3)
 - email reply to cataloger re. ? about audiobook CD & different # of CDs from bib in catalog
 - email reply to a cataloger re. ? about a pre-cataloged item check out (& ran report)
- Pilot Rock PL - (fwd. emails)
 - fwd. 8 Sage-Lib emails
- Stanfield PL - 5 [phone]
 - call: question whether there are ISBNs on back of 3 items (2)
 - call re. barcode for 2 items
 - call re. whether a book also had a CD included
 - call re. email about location change for 2 items (not all info. listed in email)
- Ukiah Lib. - 9 [email, phone]
 - email response re. LeapReader bundles information for cataloging (2)
 - email re. question about Weebly website account
 - call re. LeapReader questions (2)
 - emailed - needing call numbers for non-fiction items (3)
 - call re. Dewey Decimal numbers and where to find info., etc., & resources available
- Umatilla PL - 1 [email]
 - email from staff re. question about a movie and a bibliographic record in catalog
- Beth Ross [Sage Library System - Systems Administrator] - 1 [email]
 - email question re. OCLC CatExpress bill/invoice rec'd.

4. Projects and Progress

- selected statistics for UCSLD libraries FY2019-20 & FY2020-21 - 100% complete
- scanned & uploaded (Board SharePoint site) June 2009 - June 2012 documents from Board binders - ongoing project [FY1986-87 through FY2011-2012 scanning completed/uploaded]

5. Accomplishments

- website work:
 - Board agenda/packet & minutes posted
 - "Selected Statistics" (FY19-20, FY20-21) updated and posted
 - posted Feb. EO Go! column & swapped out World Read Aloud Day teaser with Read Across America teaser - front page
- Sage Cataloging Mentor:

- review of Jan. 2022 new bibs (235 bibs)
- responded to Sage System Administrator re. email query about needing some collection development advice (sent to 4 cataloging mentors)
- rec'd phone call from a library with a cataloging question about adding some items (like a paperback on a hardcover bib record, etc.) – suggested they refer to Matching Standards doc. & gave quick summary (they said would contact me if had additional ?s)
- rec'd an email from a cataloging mentor who had a weird thing occur when adding an item for their library which changed a holding for one of our libraries (I fixed it)
- email exchange re. RDA subcommittee document work with another mentor (4)
- work on RDA subcommittee document
- email exchange with RDA subcommittee chair re. graphics for document working on (2)
- email sent to a library following up on Jan. new bibs reviewed for that library
- emailed Sage System Admin. with some cataloging resources on web needing clean-up
- emailed feedback to a cataloging mentor who put together a Sage practices doc. (3)

Feedback received:

- 2/2/22 – rec'd email reply from Dustin Schock (Ukiah Public/School Library Director) in response to my email regrouping info re. adding their LeapReader bundles to the catalog: “Hello Dea, I’m so thankful for the work you have put into this. I will have to start on Monday though...” & his 2/8/22 reply after I notified him that all the books and pens/bags had been added to the catalog: “Thanks again for all the hard work you put into this.”
- 2/8/22 – rec'd email reply from Celine Vandervlugt (Cook Memorial Library, La Grande) in response to my fixing the weird thing that occurred changing a holding for one of our libraries when she was adding a holding for their library: “Thank you for fixing my goof! I bet it was because of my CAT1 status. However, I still don’t know how I managed to change the owning library. Enjoy your Tuesday!”
- 2/11/22 – rec'd email from Leean Ramsey (cataloger at Hermiston PL) in response to my asking if she might be interested in an upcoming cataloging training on cataloging objects, as I’d come across an old email from her that she was looking for cataloging training: “I am interested. I don’t do any object cataloging now but I can see it coming. I would appreciate any info you could send me. Thank you!”
- 2/15/22 – rec'd email reply from Ellen Moiser (cataloger at Pendleton PL) in response to my reply about a question she had on an audiobook CD and different # of CDs from bib in catalog: “Interesting. One reason I love my job is that I literally learn at least one new thing every day! Thanks.”
- 2/15/22 – email rec'd from Kathleen Schmidtgall (director at Weston PL) after I returned a batch of items added to the catalog: “Thanks for the quick turnaround!”
- 2/17/22 – email reply rec'd from Beth Ross (Sage System Administrator) after I’d sent her some cataloging resources on SageLib website that needed clean-up: “Dea, Thanks for letting me know. I’ve made the deletions, corrections. Take care, Beth”
- 2/18/22 – rec'd email reply from Celine Vandervlugt (Sage RDA subcommittee member I’m working with on a portion of the RDA documentation for Sage): Thank you for working on the document. I never got back to it... I like the idea of moving the indented lines as you suggested. Good idea! I’ll let you alter it...”
- 2/22/22 – rec'd email reply from Heather Culley (cataloger at Pendleton PL) after I’d sent her a Pre-CAT report hoping she could find what she was looking for: “Oh thanks! It must be that one from the 17th. Good Job!”

6. Upcoming Events - Activities

- Sage RDA subcommittee meeting – 3/1 & 4/5
- Staff/Safety meeting – 3/16
- Sage User Council meeting – 3/15
- Sage Cataloging Mentor meeting – 3/23
- UCSLD Board meeting – 3/24 & 4/28
- UCSLD In-Service – 4/1

- Sage Cataloging Committee meeting - 4/4
- UCSLD Budget Committee meeting - 4/14



**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:	March 24, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	February 18 – March 17, 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
2/21/2022	President's Day Holiday		
2/23/2022	Meeting with Darci Hanning of the State Library of Oregon	Zoom	Check in meeting
2/24/2022	UCSLD February Board Meeting	Zoom	
2/28/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
3/1/2022	Check-in Meeting with Monica	Teams	Check in on work plan
3/2/2022	CE Committee Meeting	Zoom	Planning on the In-Service
3/5/2022	Reading for Friends of Hermiston Public Library	In-Person	Reading in their streaming Read-A-Thon
3/9/2022	Meeting of the Directors	Zoom	Check-in meeting and Niche Academy presentation
3/11/2022	Libraries of Eastern Oregon Board Meeting	Zoom	New board members, bon voyage to Kristin Williams
3/14/2022	Meeting with Stephanie Chase, Executive Director of LEO	Zoom	Stephanie Chase

Date	Meeting/ Site Visits/ Activity	Method	What happened
3/14/2022	Helix Board Meeting	Zoom	Started their board meeting
3/16/2022	UCSLD Safety & Staff Meeting	Teams	Sexual Harassment Prevention – 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	80%
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	Surveys out and interviews started	45%
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	Indoor masking requirement has lifted	Ongoing
Best Practices for SDAO	New requirements out	10%
Safety & Staff Meetings	Sexual Harassment prevention was our topic for this month’s meeting	ongoing
In-Service Training	The committee has chosen the theme – Library Services Beyond the Beaten Path	50%

4. Feedback & Accomplishments

- “Thanks again for your help...” for helping with a policy question.
- “You are awesome! I appreciate you editing for me!”
- “I feel very lucky to have you as Director of the District. You do an amazing job!”

5. Upcoming Events – Activities

- I will be in Portland from 3/22 – 3/26 for the PLA Conference
- Courier deliveries will be made by UCSLD staff from 3/22 – 3/25

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.



Annual Library Service Plans
FY2022 - 2023
Process & Template

Date: March 25, 2022
To: Library Directors
From: District Director - *Erin McCusker*

As we embark on this coming fiscal year's budgets and plans, I wanted to send out some guidelines for creating your ALSP. The ALSP is due to the UCSLD on May 1, 2022.

Planning is critical to guide how we spend our time and budgets. And it is important that residents of our District know how their tax dollars are being used to provide library services. These ALSPs and the reviews we do in the Fall are critical to how the Board illustrates to the tax payers what is happening with the funds that go to your library. And, planning is just a good thing to do. It helps us keep moving in the direction of our vision and mission.

All good plans are based in the community's needs. The UCSLD is in the middle of a community needs assessment. I will be sending out the results of our community needs assessment to you to help with this in mid-April.

For your planning, you can use any plan format that works for you. The attached template is one option. If you have a strategic plan, that is another option. Regardless of format, please state your library's vision, highlight your goals, the community needs that are inspiring the goals, and list the activities you will be focusing on for this coming year. If you want to use the priority areas to focus on, indicate the priority driving your goal.

The priority areas, chosen by the directors of the libraries many years ago and updated per your input are below:

- 1. Early Childhood Programs: Focused on early childhood literacy that gets children ready to learn.*

2. *K-12 Youth Programs: Focused on establishing/maintaining a lifelong relationship between the youth and the public library.*

3. *Adult Programs: Focused on continuing education programs, enhancement of economic viability, and lifelong learning. Includes outreach to seniors and the homebound.*

4. *Professional Development: Focused on identifying and providing specific training needed by staff, board and volunteers that will strengthen skills, services, and programs.*

5. *Technology: Focused on significantly increasing web presence and technology resources to provide rural community access to the Internet, jobs, and skill learning.*

6. *Welcoming/User Friendly Atmosphere: Focused on developing a library that is a friendly, active and welcoming center of rural community life.*

7. *Effective Library Board: Focused on committed and effective Board, actively engaged in the governance and planning of the library.*

8. *Friends/Volunteers: Focused on utilizing Friends and Volunteers as active and effective resources to assist with access, services, program delivery, fundraising efforts, publicity and community relations.*

9. *Community Relations & Marketing: Focused on establishing the library as a vital presence in the community.*

Let me know if you have questions. Looking forward to seeing what you have in mind for the next year!

Annual Library Service Plan – FY2022-2023

Library Name

Library Vision for the Future:

1. Goal:

What community needs are you addressing:

Priority(ies):

FY2022-2023 – Year 1 activities

FY2023-2024 – Year 2

FY2024-2025 – Year 3 and beyond activities

2. Goal:

What community needs are you addressing:

Priority(ies):

FY2022-2023 – Year 1 activities

FY2023-2024 – Year 2

FY2024-2025 – Year 3 and beyond activities

3. Goal:

What community needs are you addressing:

Priority(ies):

FY2022-2023 – Year 1 activities

FY2023-2024 – Year 2

FY2024-2025 – Year 3 and beyond activities