



**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, February 24, 2022, 5:30 pm**

Zoom Meeting:

<https://us02web.zoom.us/j/85452751454?pwd=ckFRL3pXRGJzL00rb1QwL2pWdytaQT09>

Meeting ID: 854 5275 1454 **Passcode:** 580929

Audio only: +19712471195,,85452751454#,,,,*580929# 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 – January 27, 2022	President	Approval
Calendar Update	Director	See Budget Calendar
Correspondence	Director	
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – January 2022 	Director	Acceptance

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> ○ Banks & Pool Balances • Staff Monthly Reports 		Information
Old Business <ul style="list-style-type: none"> • Community Needs Assessment 	Director	Update and Decision on Survey Questions
<ul style="list-style-type: none"> • Agreements for Library Services 	Director	Update
New Business <ul style="list-style-type: none"> • Budget Committee Members 	Director	Decision
<ul style="list-style-type: none"> • Budget Meeting Calendar 	Director	Decision
<ul style="list-style-type: none"> • Acceptance of Audits 	Director	Decision
Good of the order	Everyone	
Next District Board Meeting – March 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
January 27, 2022, at 5:30 pm
via Zoom
[Pendleton, Oregon]

ATTENDANCE BOARD

Jubilee Barron (via Zoom)
Nick Nash, President (via Zoom)

Caty Clifton (via Zoom)
John Thomas, Vice President (via Zoom)

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

None

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, Jubilee Barron, Nick Nash, and Caty Clifton were present, thus, there was a quorum. Erin noted that Sharone McCann sent word earlier that she would not be able to attend tonight.

APPROVAL OF THE AGENDA

No changes.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: December 16, 2021 & Board Retreat: January 15, 2022 – Caty Clifton asked that the acronym SWOT, on page 3 of the December minutes, be spelled out. Caty Clifton then moved to accept both sets of minutes with this one correction. John Thomas seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

None

CORRESPONDENCE

Erin McCusker noted there were several items of correspondence. Donna Cohen, a librarian who spoke at a recent in-service, is working on an LSTA (Library Services and Technology Act) grant, through the State Library of Oregon, with another group who has a 501c3 and would be the grantee. This grant is to demonstrate the value of civic engagement with adults, and she asked if we had any libraries that would like to participate in this. Three libraries responded that they are willing to participate (Pendleton, Athena, and Stanfield). Erin will set up the registration and reminders, and the libraries will do the marketing for the programs, etc. The grant is due February 15th.

Michelle Gomez, from Blue Mountain Early Learning Hub (BMELH), contacted us regarding partnering with the libraries for World Read Aloud Day, in which the libraries can do a program anytime during the month of World Read Aloud Day and receive free books to distribute. Erin wrote an article regarding this that was in today's paper [and posted on the website]. We are glad that they are wanting to work with us.

Erin noted that we received public records requests from Oregon Open the Books again regarding staff members, as well as for our vendor information. Erin sent them the staff information and our 2021 general ledger to meet the requests.

Erin reported that we have, to date, received 3 signed agreements from cities: Weston, Adams, and Pendleton.

Jennifer Costley, Pendleton Public Library Director, sent an email to Erin following her presenting the new agreement to the City Council and then receiving several calls and questions regarding the changes in Pendleton's distribution. In the email Jennifer asked, "When you receive the tax distribution estimates for the year do you also receive a breakdown of where the district revenue is coming from?" Erin shared the email and her response on the Board's SharePoint site in which she stated, we do not track this information. Erin noted that a few years ago Paul Chalmers (the County Assessor) pulled together some information, which showed "over 50% of our district funding comes from the unincorporated portion of the District." And, during the funding model review and update, the discussion was had about the fact that "we are not a 'return to source' District and so we don't look at those numbers, nor do they figure into the funding model for distribution." Erin went on to state in her reply, "The Board reconfirmed that they will distribute based on zip code area population and the funding model will adjust to population changes and not the assessed or market value. With the current funding model, development will eventually create changes in the distribution as population numbers change."

John Thomas asked when the meeting with Hermiston officials was scheduled. Erin noted it was last Thursday and that Nick Nash and Caty Clifton were in attendance with her. The three gave a re-cap/summary of the meeting.

REPORTS

FINANCIAL STATEMENTS - December 2021

Erin McCusker commented that we've gotten in quite a bit of money and paid several of the large bills (such as Library2Go, courier, and Sage) out of the Resource Sharing (expenditures for the member libraries) fund. Erin noted that in the General Fund under Special Payments, Tax distribution to cities is at 92.4% of budgeted amount and that hopefully we won't have any issues where we need to do a supplemental budget this year. Caty Clifton noted that with the Community Service Fees, for which we've received more than anticipated, that it may be good for us to follow up on, especially with all the development currently going on in the County. Erin noted it was interesting that it was more this year, as she hadn't heard anything from the County Counsel, Doug Olson. John Thomas moved to approve the December 2021 financial statement subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker noted that we've all been busy, as you can see from our reports. She noted that omicron has again impacted the TakeOff program, as Monica is not able to be in the sites at the moments, however several sites have begun doing virtual parent nights (Monica has had 2 this week). Erin noted that Dea is doing extra work in Sage with RDA, a

cataloging protocol, and giving access to the group with our Zoom meetings. Erin reported that we didn't do much in terms of courier deliveries during the holiday break as we received no deliveries from outside the 2-county area. Erin announced some exciting news, in case anyone had not heard: United Way of the Blue Mountains has become the 501C3 entity funding the Dolly Parton's Imagination Library program for all of Umatilla County children.

Erin also commented on the Meeting of the Directors held on January 12th. The Continuing Education committee is working on the spring in-service and have contacted someone to be a speaker. They have stated they would like this to be an in-person in-service, however Erin stated that masking would be mandatory, except when eating. The Collective & Countywide Programming & Services committee is working on a summer reading countywide program idea. There is a survey out regarding changing the date/time for the Meeting of the Directors so that more would be available to participate.

Erin gave the Board a quick update on her upcoming dates out of the office. And then mentioned that the CS Jackson Historical grant is now open for the libraries. She noted that we are trying to be as flexible as possible in the purchases.

OLD BUSINESS

COMMUNITY NEEDS ASSESSMENT

Erin McCusker stated that she has begun to look at data collection, as identified by the Board. She shared some of the ways this could be done, including some of the pros and cons of each method based upon our current climate/situations with the pandemic. The Board Members offered some additional input regarding these identified areas. Also reviewed were some sample questions, with input from the Board Members. It was noted that there will be some sort of introduction to the written survey itself.

NEW BUSINESS

CS JACKSON HISTORICAL GRANT

Erin McCusker noted this was spoken of earlier in meeting. [Also included in the packet.]

FY2022-2023 BUDGET FIGURES FOR LIBRARIES

Erin McCusker shared the proposed letter to the libraries in the packet. She sends a similar letter each year to the libraries with distribution estimates for their budgeting purposes. Caty Clifton suggested we include a note on the first page that states the estimate of tax receipts comes from the County Assessor's office.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

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

ADJOURN

Nick Nash moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:00 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Seven Months Ended January 31, 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 November 30, 2021 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the five 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

February 18, 2022

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

Governmental Type Funds

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 149,780.33	\$ -	\$ -	\$ -	\$ 149,780.33
Cash - LGIP	316,100.39	20,502.47	-	23,682.81	360,285.67
Cash - Columbia River Bank	41.12	-	19,040.12	-	19,081.24
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	\$ 470,692.57	\$ 20,502.47	\$ 19,040.12	\$ 23,682.81	\$ 533,917.97
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 11,346.27	\$ -	\$ -	\$ -	\$ 11,346.27
Accrued payroll and benefits	370.43	-	-	-	370.43
Total Current Liabilities	11,716.70	-	-	-	11,716.70
FUND BALANCES (DEFICIT)					
Assigned	-	20,502.47	19,040.12	23,682.81	63,225.40
Unassigned	458,975.87	-	-	-	458,975.87
Total Fund Balances	458,975.87	20,502.47	19,040.12	23,682.81	522,201.27
TOTAL	\$ 470,692.57	\$ 20,502.47	\$ 19,040.12	\$ 23,682.81	\$ 533,917.97

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 7 Months Ended January 31, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 11,101.37	\$ 1,913,185.53	\$ 2,047,370.00	\$ (134,184.47)	93.45%
Taxes - previously levied	1,830.71	42,290.35	55,000.00	(12,709.65)	76.89%
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	149.13	1,193.02	3,850.00	(2,656.98)	30.99%
Interest earned - other	4.20	22.58	150.00	(127.42)	15.05%
Total Revenues	13,085.41	2,040,022.50	2,178,899.00	(138,876.50)	93.63%
PERSONNEL EXPENDITURES					
District Manager	5,898.00	41,337.11	70,900.00	(29,562.89)	58.30%
Library Tech. Manager	3,763.20	28,619.60	49,600.00	(20,980.40)	57.70%
Early Literacy Coordinator	3,365.04	24,518.38	42,500.00	(17,981.62)	57.69%
Payroll taxes	920.81	6,693.33	14,190.00	(7,496.67)	47.17%
Health and accident insurance	4,002.34	28,163.30	52,920.00	(24,756.70)	53.22%
Worker's compensation	5.03	635.11	1,000.00	(364.89)	63.51%
Unemployment	349.07	1,880.34	6,000.00	(4,119.66)	31.34%
Retirement	1,838.85	12,514.82	25,000.00	(12,485.18)	50.06%
Total Personnel Expenditures	20,142.34	144,361.99	262,110.00	(117,748.01)	55.08%
MATERIALS AND SERVICES					
Transportation	28.00	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	3,359.00	3,500.16	3,500.00	0.16	100.00%
Fiscal management	835.00	5,845.00	11,025.00	(5,180.00)	53.02%
Postage	291.36	481.24	500.00	(18.76)	96.25%
Office supplies and maintenance	1,008.35	2,741.13	5,500.00	(2,758.87)	49.84%
Telephone	155.91	1,093.62	2,100.00	(1,006.38)	52.08%
Rent	762.20	5,335.40	9,300.00	(3,964.60)	57.37%
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	6,439.82	30,370.13	61,925.00	(31,554.87)	49.04%
SPECIAL PAYMENTS					
Tax distribution to cities	10,345.67	1,564,382.41	1,681,896.00	(117,513.59)	93.01%
Community services fee distribution to cities	-	66,653.29	57,783.00	8,870.29	115.35%
Total Special Payments	10,345.67	1,631,035.70	1,739,679.00	(108,643.30)	93.75%
Capital outlay	-	1,165.97	3,000.00	(1,834.03)	38.87%
Contingency	-	-	85,985.00	(85,985.00)	0.00%
Total expenditures	36,927.83	1,806,933.79	2,152,699.00	(345,765.21)	83.94%
Revenues over (under) expenditures	(23,842.42)	233,088.71	26,200.00	206,888.71	889.65%

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>\$ (23,842.42)</u>	161,088.71	(100,500.00)	<u>\$ 261,588.71</u>	
FUND BALANCE, July 1, 2021		<u>297,887.16</u>	<u>270,500.00</u>		
FUND BALANCE, January 31, 2022		<u>\$ 458,975.87</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 7 Months Ended January 31, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 150.00	\$ (150.00)	0.00%
Hermiston and courier reimbursement	19,300.49	29,536.77	27,000.00	2,536.77	109.40%
Grants - Other	-	-	2,700.00	(2,700.00)	0.00%
Total Revenues	<u>19,300.49</u>	<u>29,536.77</u>	<u>29,850.00</u>	<u>(313.23)</u>	<u>98.95%</u>
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	-	-	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	296.05	296.05	2,700.00	(2,403.95)	10.96%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	<u>296.05</u>	<u>105,518.65</u>	<u>139,450.00</u>	<u>(33,931.35)</u>	<u>75.67%</u>
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	<u>296.05</u>	<u>105,518.65</u>	<u>169,450.00</u>	<u>(63,931.35)</u>	<u>62.27%</u>
Revenues over (under) expenditures	<u>19,004.44</u>	<u>(75,981.88)</u>	<u>(139,600.00)</u>	<u>63,618.12</u>	<u>54.43%</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	72,000.00	116,700.00	(44,700.00)	61.70%
Total other financing sources (uses)	<u>-</u>	<u>72,000.00</u>	<u>116,700.00</u>	<u>(44,700.00)</u>	<u>61.70%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 19,004.44</u>	<u>(3,981.88)</u>	<u>(22,900.00)</u>	<u>\$ 18,918.12</u>	
FUND BALANCE, July 1, 2021		<u>24,484.35</u>	<u>22,900.00</u>		
FUND BALANCE, January 31, 2022		<u>\$ 20,502.47</u>	<u>\$ -</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
 BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 CAPITAL IMPROVEMENT RESERVE FUND
 For the 7 Months Ended January 31, 2022

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)	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, January 31, 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 7 Months Ended January 31, 2022

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ 9,457.32	\$ 9,457.32	\$ 9,342.00	\$ 115.32	101.23%
Total Revenues	<u>9,457.32</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	78.24	562.61	6,000.00	(5,437.39)	9.38%
Outreach materials and supplies	-	-	6,000.00	(6,000.00)	0.00%
Total materials and services	<u>78.24</u>	<u>9,484.14</u>	<u>26,342.00</u>	<u>(16,857.86)</u>	<u>36.00%</u>
Contingency	-	-	6,530.00	(6,530.00)	0.00%
Total expenditures	<u>78.24</u>	<u>9,484.14</u>	<u>32,872.00</u>	<u>(23,387.86)</u>	<u>28.85%</u>
Revenues over (under) expenditures	<u>9,379.08</u>	<u>(26.82)</u>	<u>(23,530.00)</u>	<u>23,503.18</u>	<u>0.11%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 9,379.08</u>	<u>(26.82)</u>	<u>(23,530.00)</u>	<u>\$ 23,503.18</u>	
FUND BALANCE, July 1, 2021		<u>23,709.63</u>	<u>23,530.00</u>		
FUND BALANCE, January 31, 2022		<u>\$ 23,682.81</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:	February 16, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	January 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	3	67
To Sites without Storytime	65	1381
Total	66	1448
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	0	1
Adults in Attendance	0	3
Children in Attendance	0	16
Total Attendance	0	19

3. Meetings and Site Visits-represented above:

Wednesday January 5, 2022-

11:30am Storytime at Umatilla Morrow Head Start Olivia's class Pilot Rock-3 book boxes, 1 kit

Friday January 7, 2022

After discussion with Erin, decided to pause Storytimes as Omicron surged in our area.

Monday January 10, 2022

9:45am Umatilla Morrow Head Start Victory Square -4 book boxes

10:00am Umatilla Morrow Head Start Child Development Center Katy's class Hermiston 2-book boxes

Tuesday January 11, 2022

9:15am ABC Children's Ministries Preschool class 1 Athena -2 book boxes

Wednesday January 12, 2022

9am Intermountain Education Service District Punkin Center Hermiston-5 book boxes

Thursday January 13, 2022

9:15am Umatilla Morrow Head Start Airport Way Hermiston-6 book boxes

9:30am Umatilla Morrow Head Start Rocky Heights Hermiston -2 book boxes, 1 kit

Monday January 17, 2022- Friday January 21, 2022 Out due to COVID

Safety and Staff Meeting via Zoom January 19th

Tuesday January 25, 2022

- 9am Playtime Education in-home preschool Pendleton-2 book boxes, 1 kit
- 9:15am Umatilla Morrow County Head Start P-Wees Pendleton-2 book boxes, 1 kit
- 9:30am Intermountain Education Service District Stillman Center Hannah's class Pendleton- 1 book box
- 9:45am Room to Bloom Preschool and childcare toddler class Pendleton 2 book boxes
- 10am Pioneer Relief Nursery Pendleton 1 book box
- 10:15am 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 Elsie in-home childcare Pendleton 2 book boxes, 1 kit
- 11am Lil Angels Preschool and Childcare Pendleton 3 book boxes
- 6pm Family Night at Umatilla Morrow Head Start Milton Freewater

Wednesday January 26, 2022

- 9:15 Intermountain Education Service District McNary 2 book boxes, 1 kit
- 9:45 Umatilla Morrow Head Start Favi Umatilla 2 book boxes
- 9:45 Umatilla Morrow Head Start Ashley Umatilla 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

Thursday January 27, 2022

- 9:30am Lily's Kids in home preschool Milton Freewater -2 book boxes
- 9:45am Lil Ardo's in home preschool Milton Freewater – 2 book boxes
- 10am Oregon Child Development Center Milton Freewater 4 book boxes
- 10:15am Intermountain Education Service District Freewater Sherry's am class Milton Freewater 1 book box
- 10:20am Walla Walla YMCA at Freewater Kim's class Milton Freewater 3 book boxes
- 10:30am Umatilla Morrow Head Start Milton Freewater 3 book boxes

4. Projects and Progress

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

5. Accomplishments

- Everyone received new materials despite being sidelined for COVID

6. Upcoming Events – Activities

- Storytimes back in February!



Monthly Report

Date:	February 24, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	January 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>
Jan. 2022	606	269	70	11	310	16	1	5
* 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. temp bibs missed put into bucket	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 in process items: Milton-Freewater PL-1
additionally:	Stanfield PL (3) - Adult Fiction & Juv Fiction - 3+ years no checkouts; Adult Non-Fiction - 4+ years no checkout			

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (1/26)
- Sage [cataloging mentor] RDA Subcommittee meetings [via Zoom]: 1 (1/4)
- UCSLD Board meetings [generally via Zoom]: 1 (1/27)
- Staff/Safety meetings [generally via MS Teams]: 1 (1/19)
- webinars/trainings attended [in person & virtual]: 2
 - RFID tagging training (in person @ Great Falls [MT] Public Library - 1/3)
 - SafePersonnel: Road Rage (1/11)
- meet weekly, Monday mornings, with Erin [via MS Teams]: 4 (1/3, 1/10, 1/24, 1/31)

visits to/with District Libraries:

- Adams PL - 2 [phone, email]
 - called re. email ? about missing items - suggested marking as missing for now

- email reply re. ? about deletion information to send to me
- Athena PL - 1 [phone]
 - called re. barcodes for 2 items (both showing same barcode in scans)
- Helix PL - 5 [phone]
 - called re. no scan for one title with barcode provided & no barcode for a scanned item
 - called re. email reply w/ scanned batch & talked about batches of scans (# & labeling)
 - called to walk through how to cancel a transit in the catalog
 - email asking ? about stickers covering some information in scans, asked scan first (2)
- Hermiston PL - 4 [email]
 - email cataloger reminder about no longer removing a particular piece of information in large print bib records (Sage policy changed a while back) & follow-up exchange (4)
- Milton-Freewater PL - 11 [phone, email]
 - email exchange w/ director re. cataloging while cataloger currently out on leave (6+4)
 - called to speak with director (not in) about temp bib bucket info. correction
- Pendleton PL - 3 [email, phone]
 - emailed a cataloger re. email heads-up about video games cataloging in temp bibs (2)
 - called the cataloger re. follow-up comments & questions (re. cataloging video games)
- Pilot Rock PL - 4 [phone, email] (fwd. emails)
 - fwd. 29 Sage-Lib emails
 - calls (3) & email (1) re. ordering new item barcodes
- Stanfield PL - 13 [phone, email]
 - called & left message re. item barcode missing a digit
 - called re. email about the WiFi Hotspots & deleting all but 2
 - called re. ? of significance to highlights in list of items to delete [no, can just delete]
 - called re. Adult Fiction shelving, interfiled? [all except large print] (3)
 - emailed the reports pulled for specified checkout perimeters for 3 collections
 - called re. misc. ?s from scans (barcodes, misc. other info., call # verification) (2)
 - call rec'd re. District logo -- emailed zip file with our logo info.
 - email re. email ? about list of lib. websites in Co. -- responded can be found on website
 - called re. barcodes for 2 items with same barcode listed for both
- Ukiah Lib. - 13 [email, phone]
 - email exchange re. LeapReader kits and information needed for cataloging (6)
 - called re. LeapReader kits and cataloging
 - email checking on whether LeapReaders will be renewable
 - email reply thanking Dustin for info. about renewals and had passed on to Beth Ross
 - called re. email request to call re. website login (2)
 - email re. response about website login having been reset to former director's old email
 - called (for Erin) re. audit email response/clarification & re. LeapReader kits...
- Beth ROSS [Sage Library System - Systems Administrator] - 8 [email]
 - emailed a request for circulation modifier/policy for Ukiah P/S Lib. LeapReaders & follow-up (6)
 - email change of name for a cataloger to update Cataloging Contacts spreadsheet (2)

4. Projects and Progress

- updated selected statistics for UCSLD libraries FY2019-20 & FY2020-21- ~95% completed (need to post on website yet)
- scanned July 2008 - May 2009 documents from Board binders - ongoing project

5. Accomplishments

- website work:
 - Board agendas/packets & minutes posted
 - posted updated Board By-Laws
 - Adams PL new hours posted
 - posted Dec. & Jan. EO Go! columns & World Read Aloud Day teaser - front page
 - [responded to an email request from someone asking us to add their site to our Community Links page]
- Sage Cataloging Mentor:
 - worked back and forth with another cataloging mentor on a section of the RDA manual that the Sage RDA Subcommittee is putting together to assist cataloger's transition to new cataloging standards in near future
 - requested an agenda item added for upcoming Sage Cataloging Mentor meeting
 - set up Zoom session (under our account) for Sage RDA Subcommittee meetings going forward
 - review of Dec. 2021 new bibs (125 bibs)
 - email exchange with Beth Ross (Sage System Administrator) re. a couple of libraries' issues/concerns following reviewing new bibs
 - volunteered to (& completed) clean-up of book club kit bibs in catalog after a decision was made to make them more open in nature, allowing for multiple libraries to attach to a bib record for a title regardless of the number of volumes the book club kit included...
 - emailed a cataloger regarding the number of volumes the library had in a book club kit and answered associated questions re. the changes
 - emailed a PDF of bib record to another cataloging mentor who "mentors" the cataloger
 - email exchanges with Beth Ross re. RDA Toolkit login (3)
 - phone call & email from a cataloger w/ questions about format icons & how to correct

Feedback received:

- 1/5/22 - rec'd email from Heather Spry (Sage RDA Subcommittee chair), after I set up Zoom sessions through UCSLD's account for our meetings: "Thank you so much! This will be great and I really appreciate it. With my luck the one meeting where we are very intensely discussing things it would absolutely cut us off at 40 mins!"
- 1/12/22 - rec'd email reply from Ellen Moiser (cataloger at Pendleton PL) re. email exchange about cataloging video games: "Thanks for this feedback. A few follow-up comments and questions..."
- 1/19/22 - rec'd email reply from Leeann Ramsey (Hermiston PL cataloger) after I sent an email reminder about no longer removing a particular piece of information in large print bib records: "Thanks for the reminder Dea. I think sometimes I revert to old ways without even thinking. Some things just get stuck. I appreciate your help. Have a good day."
- 1/27/22 - rec'd email from cataloger that called asking question about format icons & how to correct: "I figured out the rest of the 007 line with no problems. Thank you so much for your quick help"

6. Upcoming Events - Activities

- Sage RDA subcommittee meeting - 2/1
- Sage Cataloging Committee meeting - 2/7
- SDAO Annual [virtual] Conference - 2/11 (attending a couple of sessions)
- Staff/Safety meeting - 2/16
- Sage User Council meeting - 2/16 [rescheduled from 1/18]
- Sage Cataloging Mentor meeting - 2/23
- UCSLD Board meeting - 2/24



**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:	February 24, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	January 21, 2022 – February 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
1/24/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/24/2022	Continuing Education Subcommittee Meeting	Zoom	Planning the April 1, 2022 All-Staff In-Service
1/27/2022	UCSLD December Board Meeting	Zoom	
1/31/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/1-8/2022	Vacation		Out of Office
2/9/2022	Collective & Countywide Programs & Services Committee	Zoom	Summer Reading Program planning
2/10-13/2022	SDAO Conference	Zoom	Annual conference that was canceled from in-person to all virtual
2/14/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/14/2022	Meeting with Stephanie Chase, Executive Director of LEO	Zoom	Stephanie Chase
2/16/2022	Article to the <i>East Oregonian</i>		Libraries Provide Countywide – Spring Happenings!

Date	Meeting/ Site Visits/ Activity	Method	What happened
2/17/2022	UCSLD Safety & Staff Meeting	Teams	Emergency & Disaster Preparedness – Safety Topic
2/17/2022	Board Agenda Posted		

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	The new Best Practices requirements are published	5%
Safety & Staff Meetings	Emergency & Disaster Preparedness was our topic for this month’s meeting	ongoing
In-Service Training	The committee continues to meet. Shannon Huneycutt of Spark Joy Charlotte will be our guest speaker.	25%

4. Feedback & Accomplishments

- Budget figures are out to the libraries
- LEO started a new year and new board members will be joining

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.



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
P.O. Box 1689
Pendleton, Oregon 97801
(541) 276-6449

2022-2023 Budget Calendar

2022

- | | |
|---------|---|
| 1/28 | Notify Library Directors of projected tax income and distribution estimates |
| TBD | Send notice of Budget Committee Meeting to <i>East Oregonian (EO)</i> |
| TBD | 1st notice of Budget Committee Meeting published in <i>EO</i> & on UCSLD web site |
| TBD | 2nd notice of Budget Committee Meeting published in <i>EO</i> & on UCSLD web site |
| TBD | Budget Committee meets and approves budget |
| 5/12 | Send Notice of Budget Hearing to <i>East Oregonian</i> |
| 5/19 | Notice of Budget Hearing published in <i>EO</i> & on UCSLD web site |
| 5/26 | Budget Hearing, adopt budget, make appropriations and declare tax levy |
| July 15 | Deadline to submit levy, appropriation resolution and budget to County Assessor & Clerk |

2022-2023 Budget Committee Members

	First	Last	Address	City	Zip	Telephone	Email	Term Ends
2	Michelle	Munro	32686 Diagonal Road	Hermiston	97838	541-720- 2236	rmajmunro@msn.com	6/30/2022
1	Mary	Finney	P.O. Box 454	Pendleton	97801	541-379- 1410	happycanyonpyro4@gmail.com	6/30/2022
5	Sue	Petersen	642 NW 8 th Street	Pendleton	97801	541-377- 0752	suepetersen60@gmail.com	6/30/2023
4								6/30/2023
3	Darcy	Sexson	77714 S. Edwards Road	Stanfield	97875	503-793- 7856	darcy.sexson@northwestfcs.com	6/30/2024



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