



**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

<https://us02web.zoom.us/j/83441236480?pwd=R3E1N2NFd1drWjJ0RnQ2bjA5dTFDQT09>

Meeting ID: 834 4123 6480

Passcode: 891953

Dial by your location

+1 971 247 1195 US (Portland)

Meeting ID: 834 4123 6480

Passcode: 891953

Regular Meeting – Annual Meeting of the Board of Directors

Thursday, July 20, 2023, 5:30pm

UCSLD Office at 425 South Main Street, Pendleton, OR &

Zoom Meeting:

Agenda	
Call to order- Regular July and Annual Meeting	President
Call the Roll & Establish Quorum	Secretary to the Board
Approval of the Agenda	President
Annual Meeting	
<ul style="list-style-type: none"> Review of Board of Director List Board Elections – President, Vice-President Secretary Appointment Set Regular Monthly Meeting Date & Time 	President and newly elected 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	<p style="text-align: center;">Please sign up</p>
Minutes –	President	Approval



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Minutes

Budget Hearing and Board of Directors Meeting

June 29, 2023, at 5:30 pm

District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Jubilee Barron
Sharone McCann
John Thomas, President

Caty Clifton, Vice President
Nick Nash

ATTENDANCE STAFF

Heather Estrada, District Director
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE – VISITORS

none

CALL TO ORDER

Board President John Thomas called the Board Meeting to order at 5:34 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada noted that every single Board Member was present in person – Jubilee Barron, Caty Clifton, Sharone McCann, Nick Nash, and John Thomas – thus, there is a quorum present.

APPROVAL OF THE AGENDA

No changes to the agenda.

PUBLIC COMMENT

None.

MINUTES

Budget Hearing & Board Meeting: May 25, 2023 – Nick Nash moved to approve the May 25, 2023, minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Nothing. There was a clarification as to why we wait to prepare the new fiscal year's calendar until July – the Board could choose to change the day or time of the meeting for instance.

CORRESPONDENCE

Heather Estrada noted that we received the elector's letter from the County Election's office. And she had prepared a letter accepting the election results, which John signed. Heather also noted that she received a text message from Jennifer Pambrun, who works at IMESD, thanking Heather for writing the article that featured Dustin at Ukiah (it is in today's newspaper). Heather also stated that she received a comment about her

presentation at this month's Rotary Club meeting from Mr. Cambier. John Thomas noted that someone told him it was the best, and most succinct, history of the Library District that they had heard.

REPORTS

FINANCIAL STATEMENTS - May 2023

Heather Estrada commented some may have noticed that the savings account went up \$5,000 and then down \$5,000, she found out that it takes a few days for transfers to settle. Caty Clifton made a motion to accept the April 2023 financial statement pending audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada shared that she went to Pilot Rock and that they were very kind, they like Susan, though she had never been to a city council meeting. Heather shared that she is planning to attend the Echo city council meeting on July 11th at 6pm – she will ask Kathy Thew if she would be able to also attend since she lives in Echo and Sharone McCann will try to attend. And Heather plans to attend Umatilla's city council meeting on August 22nd. She noted that she is intentionally waiting on some meetings till fall when library directors may be going to them. Heather also noted that she may go to the library board meeting in Athena this month since there was a conflict with attending their council meeting.

Heather stated that both Dea Nowell and Monica Hoffman have been busy, and both have taken some vacation time this month.

BOARD TRAINING – UPDATE ON ANNUAL PROCESS AND BOARD AUDIT PLAN

Heather Estrada wanted to share 2 things before getting into the training. First, she shared a webpage from SDAO's website that shows 2 different training opportunities for special district board members. The first training entitled Board Duties, Liabilities and Responsibilities will be held in Pendleton on August 2nd from 9 am - 3:30 pm. The second training entitled Board Member Relations, Expectations and Ethics will be held in Boardman on September 13th from 9 am - 2 pm. If any of the Board are interested in attending either of these trainings let Heather know and she will get you registered. Secondly, she shared regarding SDAO's Board Practices Assessment that we can start with a Board Governance Questionnaire that each Board Member fills out anonymously to begin with and from there depending upon the outcome of that we can decide upon where we are with doing a full Board assessment. Heather recommended that if all the ongoing Board Members would take before the next Board meeting (July 20th) we could see if there was also value in our newly elected Board Member Kathy Thew taking it. Heather will send out information on both these 2 areas to all the Board Members.

Heather and the Board also went through the Strategic Plan reading through each of the strategic directions and goals and commenting on a couple of things regarding them. It was suggested that it would be good to go through this document at the beginning of the new fiscal year.

Heather shared a portion of a video training through Vector Solutions/SafePersonnel entitled "Executive Director/General Manager Performance Evaluation (2022)". The Board watched a 9-minute segment on the What? and Why? It was stated that it is your job and gave some information regarding duties of board members in this area.

OLD BUSINESS

CITY COUNCIL VISITS

Heather Estrada noted that she mentioned these during her report – July 11th Echo & August 22nd Umatilla.

NEW BUSINESS

SPECIAL DISTRICT NARCAN?

Heather Estrada shared last month that she was invited to attend a Narcan training put on by the East Umatilla County Fire District. She shared in the Board packet a grant opportunity through special districts to receive Narcan and other harm reduction supplies at no cost. She was wondering if this was something that we wanted to get into. She noted that the east-end libraries are covered, though she is not sure about libraries on the west-end of the county. When asked about a time frame, Heather stated it was probably an ongoing time frame. She shared that she learned at the training she attended on the east side that there are no ramifications if Narcan is given and not needed, though it is good if it is needed. It was noted that smaller libraries may be the ones may need our involvement. The consensus of the Board was that we should reach out to the libraries and see if there is any interest. Heather will reach out to see.

PERFORMANCE APPRAISALS FOR UCSLD STAFF

Heather Estrada noted the staff were to turn in their portion of their performance appraisals by this week. Nick Nash noted that one of the Board Members looks at and signs off on the performance appraisal paperwork before sending it to the staff members.

EXECUTIVE SESSION:

Heather Estrada noted as we go through this process of the performance appraisals that she would like input on which pieces would be good to keep or what pieces could be streamlined for the future. After a bit of discussion about whether to proceed with this tonight, Board President John Thomas read the ORS from the agenda regarding the Executive Session. “ORS 192.660(2)(i) and 192.660(8) for the purpose: (i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.” The Executive Session was called to order at 6:33 pm for the purpose of the District Director’s performance appraisal and Dea Nowell left the meeting. Following the District Director’s performance appraisal, Board President John Thomas closed the Executive Session at 7:04 pm.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be the annual meeting on July 20, 2023, at 5:30 pm.

ADJOURN

The meeting was declared adjourned by Board President John Thomas at 7:10 pm.

Respectfully submitted by Dea Nowell



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17 SW Frazer Ave – Suite 360
PO Box 1689
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Monthly District Director Report

Date:	July 20, 2023 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	June 10, 2023 – July 17, 2023

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
6/12-6/22	Vacation on East Coast		Checked email and put out fires but otherwise on vacation.
6/26/2023	Meeting with Michael Corey @ Wheatland	In-person	Meet and discussed new SAIF insurance.
6/26/2023	Innovation for Challenges Committee	Zoom	Meet with committee to check in and continue conversations.
6/27/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/27/2023	CIS Benefits Annual Update	In-Person	Meeting with CIS personnel in Hermiston to get updates on new plan year.
6/28/2023	Safety & Staff Meeting	Teams	Monthly staff and safety meeting. Topic was Cybersecurity: Browser Basics
6/28/2023	Canopy webinar	Zoom	Responding to a data breach training.
6/28/2023	Excel Training	Zoom	Training to be more proficient in office skills
6/29/2023	District wide Program Committee	Zoom	Meeting to discuss projects and plan fall ones.
6/29/2023	Public Records Class	Zoom	Class to be better informed about our public records requirements.

6/29/2023	Monthly Board meeting	In-person	Regular monthly board meeting, last one of the year and final one for Jubilee
6/30/2023	Pers reporting	On-line	Monthly reporting for PERs
6/30/2023	Art and Parrot day at Weston, OR.	In-Person	Attended Weston summer reading program.
7/3/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
7/3/2023	Stanfield Summer reading	In-person	Participated in Stanfields M-TH summer reading program at the park.
7/6/2023	Ryan Dowd training	Zoom	Training on how to back up co-workers in tough situations.
7/7/2023	BOS training	Zoom	Keeping up on best practices for DPIL tracking.
7/10/2023	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
7/10/2023	Helix Summer Reading	In-Person	Participated in Helix summer reading Pete the Cat Ice cream social.
7/11/2023	Honda Fit windshield repair	In-Person	Windshield replacement for Fit
7/11/2023	SDAO Partnership & LMS Training Workshop	Zoom	Better understanding of SDAO.
7/11/2023	Meeting with Kathy Thew	In-Person	First meeting with our new Board Member!
7/11/2023	Echo City Council Meeting	In-Person	Meet and Greet Echo council members.
7/12/2023	Grants Webinar	Zoom	Learning as much as I can about Grant oppurtunities.
7/12/2023	Meeting of the Directors	In-Person	Bi-monthly directors meeting. In Person for the first time in several years.
7/13/2023	Designing for Diversity webinar	Zoom	Keeping up on library world.
7/13/2023	Pendleton Summer Reading	In-Person	Participated in Pendleton Summer reading Pokemon club.
7/14/2023	Athena Summer Reading	In-Person	Participated in Athena Summer reading Dragon Puppet Show.

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Fall In-Service planning begun	10%
Audit	Audit process beginning. Distribution totals done, sent to some auditors	5%
Agreements for Library Services	New round begun, reminders sent out.	5%
Public Records Management	The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff	75%
Performance Appraisals	Heather and Dea's in. Monica's in process. Quarterly check-ins set up.	25%
Community Needs Assessment	Waiting for ASLR meetings for feedback and next steps.	25%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	In the initial stages of working on this planning	25%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	70%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Process has begun for new year, requirements sent out to Districts.	20%
Safety & Staff Meetings	July: Public Records overview; August: Identity Theft and Consumer Protection	ongoing
ALSP Coming in	Call for 23-24 ALSPs out. All in	100%
Budget Process	All documents into the assessor	100%

4. Feedback & Accomplishments

- New calendars for FY updated.
- First in person Director's meeting since Pandemic!

5. Upcoming Events – Activities

- July 24-28th – Heather on vacation
- July 17th – Hermiston Summer Reading visit
- July 19th – Pilot Rock Summer Reading visit
- July 19th – Safety & Staff meeting
- July 20th – Umatilla Library Summer Reading visit
- July 20th – UCSLD July Board meeting and onboarding of new board member
- July 21st – Adams Library Summer Reading visit
- Aug 1st – District Wide Programs Committee
- Aug 2nd – SDAO Board and Manager Training in Pendleton
- Aug 22nd – Umatilla City Council Meeting
- September 13th – SDAO Board Ethics Training in Boardman



Date:	July 20, 2023, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	June 2023

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>
June 2023	221	277	320	0	34	12	0	1
* 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 Weston PL - 1	pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL - in process items: Milton-Freewater PL-1
additionally:	Pendleton PL - manga collection checkouts Pendleton PL - list of all items marked missing or lost Ukiah P/SL - weeding list of everything with no checkouts in 5 & 10 years (2)			

3. Meetings and Site Visits

- Sage Cataloging Committee meeting [via GoToMeeting]: 1 (6/5)
- Staff/Safety meetings [via MS Teams]: 1 (6/28)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (6/28)
- UCSLD Board meeting [via Zoom]: 1 (6/29)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Browser Security Basics (6/14)
 - Steamline weekly webinar [5/31/23]: What's the deal with .gov? (6/15)
 - Oregon Secretary of State Archives webinar - Introduction to Oregon public records (6/29)
- meet weekly, Monday am, w/ Heather [via MS Teams & Zoom]: 2 (6/5, 6/27)

visits to/with District Libraries:

- Adams PL - 1 [email]
 - email requesting a barcode for an item
- Athena PL - 3 [phone]
 - call re. missed call when out for vacation - re. Offline circulation, she had figured it out
 - call re. barcode for an item missing a digit
 - call - I mistakenly dialed

- Helix PL - 4 [phone, email]
 - call re. email request for list of Ready-to-Read cards (reminded what was discussed at in-service that can still be utilized, even though program is no longer in existence...)
 - email lib. asst. seeking clarification re. an email ? & when I anticipate getting to working on the emails rec'd
 - email lib. asst. clarifying info. sent in email that she didn't understand
 - email re. ? of a way to check for an item to see if it had been in the catalog > none
- Milton-Freewater PL - 3 [email]
 - email cataloger re. email ? about video, or something, for how to work through OCLC WorldShare - shared what I'd found (a comparison & some video trainings) (2)
 - email director with assistance for managing Outlook folders - deleting a rule, so Sage emails arrive directly in her in-box
- Pendleton PL - 8 [Zoom, email, phone]
 - email requested reports to cataloger
 - email cataloger info. re. April & May new bibs reviewed
 - Zoom session with cataloger continued reviewing for CAT1 final test
 - email cataloger reply to email ?s about a specific something I had told her earlier in Zoom session (3)
 - call cataloger re. email ?s - manga series treated a bit differently than regular series (like we do with graphic novels)... usually do not include 490 & 8xx fields
 - email cataloger re. CAT1 final test
- Ukiah P/SL - 5 [email, phone]
 - email asking for additional scan for an item (disc label)
 - call re. email question about pagination needed for manga books; also asked for reports of all items not checked out in 5 years and in 10 years
 - email requested reports
 - call re. email - items with status: weed/discard - marking for eventually/possibly - will send me lists periodically for deletions of items in catalog
 - email verifying pagination ? again
- Weston PL - 2 [email]
 - emailed webcam info. that District purchased last summer
 - call re. email ? - a patron asked how to send a 2 hour audio file through email (offered what solutions I was aware of)

4. Projects and Progress

- new Google Analytics acct... (Google sunset previous analytics software July 1, 2023...) - 100% complete - everything now lined up properly, part of issue was Streamline had to physically put some info. into source code that wasn't clear... so all set up now & counting visits
- scanned May 2017-April 2018 Board Meeting minutes & support docs., & uploaded to Board SharePoint (end of current firebox in my office, will be getting next one in July) - ongoing

5. Accomplishments

- website work:
 - Board agendas, packet, & minutes posted
 - removed Budget Hearing teaser off front page
 - embedded June "library happenings" video link on Our Libraries pages
 - posted Heather's EO Go! Column (6/29/23)
- Sage Cataloging Mentor:
 - sent instructions to cataloger at Josephy Lib. re. how to add donors to item statistical category; and response follow-up question, as well as pulled a report for her & checked to see if their items were holdable to fill ILL requests (they are not currently)
 - May new bibs review (170 bibs)
 - emailed Sage Cataloging Committee Chair to inform her I would not be attending this month's Library of Things discussion

- email & call w/ John Brockman (cataloger at Baker Co. Lib. Dist.) re. Pendleton PL catalogers final CAT1 test
- Other:
 - call & virtual desktop connection w/ Ian Shadle (IMESD IT dept.) re. barracuda filtering of email as they are closing down this for all non-school related accounts (we don't have this any longer and probably haven't had since moving to Office 365, seems our email was popping up due to exchanges with, probably, Ukiah P/SL)

Feedback received:

- 6/6/23 – email from Kolle Riggs (Josephy Lib. cataloger) – reply to my sending info. re. how to add donors to statistical category in item records: “Awesome! I haven't tried it yet but I'm confident it will work. Thank you so much!”
- 6/6/23 – email from Lili Schmidt (Milton-Freewater PL director) – reply to my sending information for managing Outlook folders – deleting a rule, so Sage emails arrive directly in her in-box: “YOU are amazing! THANK YOU!!”

6. Upcoming Events – Activities

- off Fridays (except July 14) through Sept. 8
- will be working in Pendleton July 14-20
- site visit with Milton-Freewater PL cataloger – July 17
- Sage User Council meeting – July 18
- Staff/Safety meeting – July 19
- UCSLD Board meeting – July 20
- Sage Cataloging Committee meeting – Aug. 7

summary of some FY22-23 year-end statistics:

- 3,035 items added to the catalog (for the most part all District Libraries: except Hermiston, Milton-Freewater, Pendleton, Umatilla)
 - 3,581 items deleted from the catalog (for the most part all District Libraries: except Hermiston, Milton-Freewater, Pendleton, Umatilla)
 - 1,259 catalog corrections (bib & item records) made in the catalog associated with District Libraries
 - 206 temp bibs were updated (Pendleton, mostly, some for the smallest 9 UCSLD libraries, Hermiston & Milton-Freewater)
 - 982 bibs fixes were made in the catalog (an idea of the types of things: typo corrections, item fixes based on parts management, series statement related, Oregon author statements added to bibs, just an unnecessary line or two removed, etc.)
 - 107 bibs were merged in the catalog
 - 5 [empty] bibs were deleted from the catalog (bibs with no holdings or items attached)
 - 17 bibs were overlaid in the catalog
 - 193 OCLC CatExpress records were added (records purchased) to the catalog (UCSLD Libraries)
 - 176 OCLC CatExpress holdings were deleted from OCLC (UCSLD Libraries)
-



Date:	July 14, 2023
Staff Name:	Monica Hoffman
Time Period Report Covers:	June 2023

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

Attendance at Library Storytimes is kept separately as Take Off! does not count those numbers for the statistical report, in an effort to not count attendance the libraries have counted.

Book Box Statistics	Boxes	Books
To Sites with Storytime	10	196
To Sites without Storytime	26	514
Total	36	710

Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	7
Adults in Attendance	29	17
Children in Attendance	61	99
Total Attendance	90	116

3. Meetings and Site Visits

Thursday June 1, 2023

8:30am CSD chair meeting

Friday June 2, 2023 Weston

10am Weston Public Library Storytime with Kathleen

Wednesday June 7, 2023

1pm CSD Board Meeting

Friday June 9, 2023

8:30am CSD Chair meeting

Wednesday June 14, 2023 Athena

10:30am Athena Public Library Storytime with Stephanie
 Tuesday June 20, 2023 Stanfield
 11am Stanfield Public Library Storytime in Bard Park at the Summer Lunch Program with Cecili

Wednesday June 21, 2023 Adams
 10:30am Adams Public Library Storytime in the Adams Park with Amanda

Monday June 26, 2023 Milton Freewater
 9:30am Lily's Kids Academy Storytime and materials exchange with Lili
 10:15am YMCA Childcare Center 3's at Freewater School Storytime and materials exchange with Kim
 10:45am YMCA Childcare Center 4's at Freewater School Storytime and materials exchange with Victor
 11:15am Oregon Child Development Coalition materials exchange Milton Freewater

Tuesday June 27, 2023 Pendleton
 10am Pioneer Relief Nursery Storytime and materials exchange with Makayla
 10:30am Pioneer Relief Nursery materials exchange with Cheri and MaryChris
 10:45am Elsie's In-home Childcare Storytime and materials exchange

Wednesday June 28, 2023 Hermiston
 8am Staff Meeting Browser Security Basics Information Tech
 10am Good Shepherd Children's Center pre-K storytime and materials exchange with Tigers and Otters
 10:30am Good Shepherd Children's Center toddler storytime and materials exchange with Monkeys and Giraffes
 11am Misty's In-home Childcare materials exchange

Friday Jun 30, 2023
 8:30am CSD Chair meeting
 10am Jen's In-home Childcare materials exchange

4. Projects and Progress

- Collection development: box revisions and inventory system updates- ongoing. In the Summer months this is the primary focus, as much of the collection is in the office allowing this to be done extensively.
- Oregon Ready to Read 2023 Grant 50% Complete. The Ready to Read Grant period is based on the calendar year rather than the UCSLD fiscal year. Ready to Read grant activities continue the entire calendar year and the financial portion of the grant is utilized in the last 50% of the grant cycle to coincide with the new UCSLD fiscal year.

5. Accomplishments

- End of the school year gift book distribution complete, 360 in May and 878 in June.
- Summer Reading Window display, corresponding slideshow and YouTube of Library programs

6. Upcoming Events – Activities

August 6, 2023, – August 8, 2023 OLA Leadership retreat at Menucha

Using the entire office to organize and sort.



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Eleven Months Ended May 31, 2023

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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 May 31, 2023 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the eleven 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

July 3, 2023

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
May 31, 2023

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 50,401.11	\$ -	\$ -	\$ -	\$ 50,401.11
Cash - LGIP	362,705.86	17,085.44	34,040.12	19,878.41	433,709.83
Cash - Banner Bank Savings	14,084.86	-	-	-	14,084.86
Accounts Receivable	-	-	-	-	-
Prepaid expenses	4,743.34	-	-	-	4,743.34
TOTAL	\$ 431,935.17	\$ 17,085.44	\$ 34,040.12	\$ 19,878.41	\$ 502,939.14
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 4,492.77	\$ -	\$ -	\$ -	\$ 4,492.77
Accrued payroll and benefits	934.28	-	-	-	934.28
Total Current Liabilities	5,427.05	-	-	-	5,427.05
FUND BALANCES (DEFICIT)					
Assigned	-	17,085.44	34,040.12	19,878.41	71,003.97
Unassigned	426,508.12	-	-	-	426,508.12
Total Fund Balances	426,508.12	17,085.44	34,040.12	19,878.41	497,512.09
TOTAL	\$ 431,935.17	\$ 17,085.44	\$ 34,040.12	\$ 19,878.41	\$ 502,939.14

UCSLD Fiscal Year Overview



Fiscal Year: 2023-2024

JULY

7/1	Fiscal Year Begins
7/4	4 th of July Closure
7/12	Director's Meeting-Eden's Kitchen: 12:30 PM – 2:30 PM
7/20	Board Meeting – 5:30

AUGUST

8/24	Board Meeting – 5:30
8/31	Ready to Read Grant Application due

SEPTEMBER

9/4	Labor Day Closure
TBD	ALSP Review Meeting - 5:30 – 8 PM
9/14	Director's Meeting: 1 PM – 3 PM
9/28	Board Meeting – 5:30

OCTOBER

10/6	City Library Budgets due to UCSLD
TBD	ALSP Review Meeting – 5:30 – 8 PM
TBD	ALSP Review Meeting – 5:30 – 8 PM
10/26	Board Meeting – 5:30
10/31	ALSR Evaluations due
10/31	State Statistical Report due to the State Library

NOVEMBER

11/3	District In-Service Training
11/13	State Statistical Report due to UCSLD
11/8	Director's Meeting: 1 PM – 3 PM
11/10	Veteran's Day Closure
11/16	Board Meeting – 5:30
11/23-24	Thanksgiving Holiday Closures

DECEMBER

12/1	Ready to Read Grant Final Report due to SLO
12/28	Board Meeting – 5:30
12/23 – 26	Christmas Holiday Closure

JANUARY

TBD	UCSLD Board Work Session
1/1	New Year's Day Holiday
1/3	Historical Materials process begins
1/10	Meeting of the Directors: 1 PM – 3 PM
1/15	Martin Luther King Jr Closure
1/25	Board Meeting – 5:30

FEBRUARY

2/1	City Audits due to UCSLD
NA	Candidate Filing Begins
2/16	UCSLD Projected Budget figures to Libraries
2/19	President's Day Closure
2/22	Board Meeting – 5:30

MARCH

3/13	Meeting of the Directors: 1 PM – 3 PM
NA	Deadline for Board Director election filing
3/21	Board Meeting – 5:30
3/31	Historical Materials process wraps up

APRIL

4/5	District In-Service Training
TBD	UCSLD Budget Committee Meeting
4/23-27	OLA Conference – Salem, OR
4/18	Board Meeting – 5:30

MAY

5/1	ALSP Due to UCSLD
5/8	Meeting of the Directors: 1 PM – 3 PM
NA	Board Director Elections
5/23	Budget Hearing & Board Meeting – 5:30

JUNE

6/19	Juneteenth Holiday?? Discussion
6/27	Board Meeting – 5:30
6/30	End of Fiscal Year



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Board of Directors (Effective 7/1/23)

Caty Clifton
P.O. Box 90
Athena, OR 97813
Employment: Retired
(Term ends 6-30-27)

541-969-2446 (cell)
e-mail: cclifton@ucsld.org

Nick Nash
206 SW Hailey Avenue
Pendleton, OR 97801
Employment: College Professor; Community Development Coordinator
(Term ends 6-30-27)

503-449-8641 (cell)
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Kathy Thew
P.O. Box 185
Echo, OR 97826
home address: 210 S Bonanza St., Echo, OR 97826
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(Term ends 6-30-27)

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Sharone Pettus McCann
PO Box 446
Stanfield, OR 97875
home address: 260 Blankenship Drive, Stanfield, OR 97875
Employment: Retired
(Term ends 6-30-25)

541-561-8297 (cell)
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John Thomas
720 South Main Street
Pendleton, OR 97801
Employment: Oregon Health Authority - Psychiatric Social Worker
(Term ends 6-30-25)

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UCSLD Staff

Heather Estrada, District Director
director@ucsld.org (541) 276-6449

7/1/2021



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SPECIAL LIBRARY
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DRAFT