



**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, June 23, 2022, 5:30 pm**

Zoom Meeting:

<https://us02web.zoom.us/j/85860743952?pwd=VktDcG9MdDJ2eGs1b3E0bXJCSUc2dz09>

Meeting ID: 858 6074 3952

Passcode: 002641

Audio only: +19712471195,,85860743952#,,,,*002641# 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 the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted	President	Please sign up
Minutes – Budget Hearing & Board Meeting – May 26, 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 – May 2022 ○ Banks & Pool Balances • Staff Monthly Reports 	Director	Acceptance Information
Board Training		

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> • EDI & A Concepts & Best Practices Checklist 		Information
Old Business		
<ul style="list-style-type: none"> • Agreements for Library Services 	Director & Board	Acceptance of final Agreements for Library Services
<ul style="list-style-type: none"> • Acceptance of Audits 	Board	Decision
New Business		
<ul style="list-style-type: none"> • Resolution 2021-2022-03 Transfer of Funds 	Board	Decision – transfer of funds from the contingency line to the Special Payments lines to cover Tax Distribution to Cities and Community Service Fees Distribution
<ul style="list-style-type: none"> • Performance Appraisals for UCSLD staff 	Board	Information
<ul style="list-style-type: none"> • Director Performance Appraisal: The Board of Directors will meet in executive session pursuant to 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 execution session may <i>not</i> be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. 	Director	Executive Session
Good of the order	Everyone	
Next District Board Meeting – Annual Meeting July 27, 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
May 26, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Jubilee Barron
Sharone McCann
John Thomas, Vice President

Caty Clifton
Nick Nash, President

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

none

BUDGET HEARING

CALL TO ORDER

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

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker stated who was present and noted that all the Board Members were present in person for the Budget Hearing, thus there was a quorum.

PRESENTATION OF THE FY2022-2023 BUDGET APPROVED BY THE UCSLD BUDGET COMMITTEE ON 4/14/2022

Erin McCusker shared the Notice of Budget Hearing along with a summary of the budget, that was printed in the East Oregonian and on the District website, and quickly ran through a summary of the budget. Erin explained a change in the Capital Reserve Fund. She stated that when she was putting the budget together, she estimated that \$17,000 was being transferred this current year into the fund, when in fact only \$10,000 was budgeted to be transferred (this included the amount received from the sale of the 2008 Honda Fit (\$7,100) rather than in addition to the budgeted amount). Thus, the cash on hand figure of \$36,140 proposed by the Budget Officer was incorrect and was corrected for the Notice of Budget Hearing documents.

COMMENTS

Caty Clifton asked that the statement be completed under "Statement of Charges in Activities and Sources of Financing" before the documents were submitted to the County. Erin went in to make that correction and found it was already there, just not showing up for some reason - it was changed to show the full statement "There are no changes in activities or sources of financing."

QUESTIONS AND PUBLIC COMMENTS

There were no questions or public comments received prior to or at the Budget Hearing.

CLOSE BUDGET HEARING

John Thomas moved to close the Budget Hearing. Caty Clifton seconded the motion. The motion passed unanimously. The Budget Hearing was closed at 5:41 pm.

REGULAR BOARD MEETING
CALL TO ORDER

Board President Nick Nash called the regular Board Meeting to order at 5:41 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker noted that everyone was still present following the Budget Hearing, so there was still a quorum present.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: April 28, 2022 - Jubilee Barron moved to accept the Board minutes for the April 28, 2022, Board meeting as presented. John Thomas seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

No calendar changes.

CORRESPONDENCE

Erin McCusker shared the correspondence received: an annexation notice from Hermiston which takes effect June 1st (off NE Willow Ct.); the new IMESD courier contract, received via email, which updates the number of each library's crates, which is how we are charged, and an increase in the cost of fuel; and a new Memorandum of Understanding (MOU) with LEO (Libraries of Eastern Oregon) which contains some clarification updates, expectation of paying our bills and membership fees. Erin explained that the libraries pay their LEO membership fees, and the UCSLD pays for the member libraries' Library2Go costs. She also explained about the Library2Go price break received through the LEO consortium in comparison to what it would cost libraries individually to have a membership in the Oregon Digital Library Consortium (ODLC). She also explained about Library2Go Advantage plans (LEO advantage plan benefiting all LEO patrons versus individual library advantage plans benefiting only the individual library's patrons).

REPORTS

FINANCIAL STATEMENTS - April 2022

Erin McCusker commented that everything is pretty much in line, with nothing unusual for this time of year. She noted that there are a couple of checks to Helix outstanding which are being checked on, and she also noted that the historical grant invoice (for \$2,274.85) and report have just been sent to the Umatilla County Historical Society, who manages the grant for the Oregon Community Foundation. Erin also commented that we are still okay on the budgeted tax distribution received and will be keeping an eye on what comes in this month as to whether we'll need to do a resolution to transfer money from contingency to distribute it. John Thomas moved to approve the April 2022 financial statement, subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker shared that Monica Hoffman has been delivering a lot of books lately and made a final delivery of free books for the year today. Monica is also finishing up visits for the year to many sites. John Thomas commented that he is always amazed by the number of story times Monica does on some days.

Erin shared that Dea Nowell has had a lot going on, as usual. Caty Clifton shared her appreciation of Dea's work on the patron mapping project through PolicyMap and the amount of time that it had taken. Erin commented that Dea has done site visits with the libraries this month.

Erin shared that she had met with Amanda Hespel at Adams Public Library for a new library director orientation. She additionally shared about being in Baker City on the 17th for the last EDI training. She shared that everyone in the EDI cohorts put together an implementation project relating to the training. The UCSLD plan that Erin presented - Policies & Partners - Ensuring a Stable EDI Foundation for Future Efforts - and her plan is to review all our policies and procedures through an Equity, Diversity, Inclusion & Anti-racism (EDI & A) lens. UCSLD Staff and Board members will be participating in training throughout the rest of 2022 concerning power, bias, and other EDI & A concepts. Caty Clifton noted how important language is around this topic. Nick Nash commented that when looking at partners, he will be doing some of this work in his non-teaching job.

Erin shared that Pendleton Public Library has an Americans and the Holocaust exhibit through July 1st, in which there will be several related programs occurring. Additionally, Erin shared about the collaborative Summer Reading Program inviting everyone to explore Umatilla & Morrow Counties on a Library Road Trip - she shared the flier and bookmark with library information, and also stated that the brag tags and date due cards had arrived. This event starts June 1st and runs through July 31st because there are several free passes for prizes for things occurring during the summer, etc. Erin commented this event is a team effort with Cecili Longhorn having done so much of the details for the program; Susie Sotelo creating an app to go with the event; the District-Wide Programs and Services Committee providing input and ideas; and Erin collecting numbers from the libraries, paying the invoices, and doing the *East Oregonian* publicity.

BOARD TRAINING - [BEST PRACTICES CHECKLIST]; EDI & A TRAINING

Erin McCusker suggested the Board Members check their email for information regarding SafePersonnel login, etc., as she sent one out today. She ran through the details of the Best Practices Checklist discounts available. For one of the discounts at least 2 Board Members need to enroll in the SDAO Academy. The deadline for completing the checklist survey is November 4th, so Erin asked if everyone could have their training completed and certificates of completion sent to her by October 31st as that should be sufficient for her to get the survey completed on time.

Erin also noted again about her planned upcoming EDI & A project and training.

OLD BUSINESS

AGREEMENTS FOR LIBRARY SERVICES

Erin McCusker stated that all received agreements and amendments have been scanned and posted on the Board's SharePoint site. (Agreement and amendment received from Adams, Echo, Milton-Freewater, Pendleton, Pilot Rock, Ukiah, Umatilla, and Weston; agreement received from Athena.) It was noted that the cities of Helix and Stanfield have signed the agreement, but we have not yet received them. Caty Clifton moved to accept the agreements returned. Jubilee Barron seconded the motion. The motion passed unanimously.

ACCEPTANCE OF AUDITS

Erin McCusker stated there are still a couple of audits outstanding, though the cities received extensions.

NEW BUSINESS

ACCEPTANCE OF THE ANNUAL LIBRARY SERVICE PLANS FOR THE LIBRARIES

Erin McCusker stated that all the FY2022-23 ALSPs were posted on the SharePoint site (under Library Submissions) and had been received by May 1st.

RESOLUTION NO. 2021-2022_02: RESOLUTION FOR ADOPTING THE FY2022-2023 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX, AND CATEGORIZING THE TAX PER ORS 294.456

Nick Nash read Resolution No. 2021-2022_02 adopting the budget, making appropriations, imposing the tax, and categorizing the tax. John Thomas moved to accept the FY2022-23 budget, etc., per Resolution 2021-2022_02. Caty Clifton seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

John Thomas shared that planning was occurring for the annual Pendleton Friends of the Library book sale to take place in August. And he asked Erin McCusker if a sign could be put in the office window regarding the sale. Caty Clifton shared a bit about an idea that was sparked for her regarding the community services directory conversation that came out of the Community Needs Assessment process. And John Thomas added that improving mental health issues could be a piece of that as well. Nick Nash noted that the next scheduled BMCC Board meeting is next Monday, and he'd appreciate all who could be there. He also noted that the President and Vice President of BMCC were recently on *Think Out Loud*. Nick also stated that he may not be available for the next UCSLD Board meeting.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be June 23, 2022, at 5:30 pm.

ADJOURN

John Thomas moved to adjourn the meeting at 7:17 pm. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President Nick Nash.

Respectfully submitted by Dea Nowell

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Eleven Months Ended May 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 May 31, 2022 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.

June 17, 2022

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

Governmental Type Funds					
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 43,424.79	\$ -	\$ -	\$ -	\$ 43,424.79
Cash - LGIP	361,080.73	13,068.95	9,958.25	22,840.29	406,948.22
Cash - Columbia River Bank		-	19,081.87	-	19,081.87
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	\$ 409,276.25	\$ 13,068.95	\$ 29,040.12	\$ 22,840.29	\$ 474,225.61
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 27,661.14	\$ -	\$ -	\$ -	\$ 27,661.14
Accrued payroll and benefits	787.26	-	-	-	787.26
Total Current Liabilities	28,448.40	-	-	-	28,448.40
FUND BALANCES (DEFICIT)					
Assigned	-	13,068.95	29,040.12	22,840.29	64,949.36
Unassigned	380,827.85	-	-	-	380,827.85
Total Fund Balances	380,827.85	13,068.95	29,040.12	22,840.29	445,777.21
TOTAL	\$ 409,276.25	\$ 13,068.95	\$ 29,040.12	\$ 22,840.29	\$ 474,225.61

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 11 Months Ended May 31, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 28,975.68	\$ 1,999,679.90	\$ 2,047,370.00	\$ (47,690.10)	97.67%
Taxes - previously levied	3,174.31	51,690.11	55,000.00	(3,309.89)	93.98%
Other income	35.00	7,688.98	300.00	7,388.98	2562.99%
Community services fees	-	83,316.62	72,229.00	11,087.62	115.35%
Interest earned - LGIP	258.83	1,961.59	3,850.00	(1,888.41)	50.95%
Interest earned - other	0.97	29.34	150.00	(120.66)	19.56%
Total Revenues	32,444.79	2,144,366.54	2,178,899.00	(34,532.46)	98.42%
PERSONNEL EXPENDITURES					
District Manager	5,898.00	64,929.11	70,900.00	(5,970.89)	91.58%
Library Tech. Manager	4,139.52	44,613.20	49,600.00	(4,986.80)	89.95%
Early Literacy Coordinator	3,525.28	38,299.03	42,500.00	(4,200.97)	90.12%
Payroll taxes	961.94	10,473.17	14,190.00	(3,716.83)	73.81%
Health and accident insurance	4,003.54	44,173.86	52,920.00	(8,746.14)	83.47%
Worker's compensation	5.02	650.70	1,000.00	(349.30)	65.07%
Unemployment	377.24	3,374.67	6,000.00	(2,625.33)	56.24%
Retirement	1,848.66	20,329.52	25,000.00	(4,670.48)	81.32%
Total Personnel Expenditures	20,759.20	226,843.26	262,110.00	(35,266.74)	86.55%
MATERIALS AND SERVICES					
Transportation	-	3,038.59	9,000.00	(5,961.41)	33.76%
Staff training and conferences	-	584.00	3,500.00	(2,916.00)	16.69%
Board expenses	149.90	1,199.69	3,000.00	(1,800.31)	39.99%
Legal fees	220.00	4,785.00	3,000.00	1,785.00	159.50%
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	9,185.00	11,025.00	(1,840.00)	83.31%
Postage	-	592.96	500.00	92.96	118.59%
Office supplies and maintenance	0.05	3,285.78	5,500.00	(2,214.22)	59.74%
Telephone	155.85	1,717.14	2,100.00	(382.86)	81.77%
Rent	762.20	8,384.20	9,300.00	(915.80)	90.15%
Ads and notices	409.32	693.00	1,500.00	(807.00)	46.20%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	-	1,990.00	2,000.00	(10.00)	99.50%
Total Materials and Services	2,532.32	43,665.52	61,925.00	(18,259.48)	70.51%
SPECIAL PAYMENTS					
Tax distribution to cities	25,720.02	1,641,097.81	1,681,896.00	(40,798.19)	97.57%
Community services fee distribution to cities	-	66,653.29	57,783.00	8,870.29	115.35%
Total Special Payments	25,720.02	1,707,751.10	1,739,679.00	(31,927.90)	98.16%
Capital outlay	-	1,165.97	3,000.00	(1,834.03)	38.87%
Contingency	-	-	85,985.00	(85,985.00)	0.00%
Total expenditures	49,011.54	1,979,425.85	2,152,699.00	(173,273.15)	91.95%
Revenues over (under) expenditures	(16,566.75)	164,940.69	26,200.00	138,740.69	629.54%

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)	-	100.00%
Total other financing sources (uses)	-	(82,000.00)	(126,700.00)	44,700.00	64.72%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (16,566.75)</u>	82,940.69	(100,500.00)	<u>\$ 183,440.69</u>	
FUND BALANCE, July 1, 2021		297,887.16	270,500.00		
FUND BALANCE, May 31, 2022		<u>\$ 380,827.85</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 11 Months Ended May 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					
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	<u>-</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	-	294.80	750.00	(455.20)	39.31%
Library2Go	-	11,646.00	12,000.00	(354.00)	97.05%
Programs and training	-	2,229.26	8,000.00	(5,770.74)	27.87%
Cooperative programs and activities	3,780.01	3,780.01	12,000.00	(8,219.99)	31.50%
Grant expenses - Other	-	2,274.85	2,700.00	(425.15)	84.25%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	<u>3,780.01</u>	<u>112,952.17</u>	<u>139,450.00</u>	<u>(26,497.83)</u>	<u>81.00%</u>
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	<u>3,780.01</u>	<u>112,952.17</u>	<u>169,450.00</u>	<u>(56,497.83)</u>	<u>66.66%</u>
Revenues over (under) expenditures	<u>(3,780.01)</u>	<u>(83,415.40)</u>	<u>(139,600.00)</u>	<u>56,184.60</u>	<u>59.75%</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>\$ (3,780.01)</u>	<u>(11,415.40)</u>	<u>(22,900.00)</u>	<u>\$ 11,484.60</u>	
FUND BALANCE, July 1, 2021		<u>24,484.35</u>	<u>22,900.00</u>		
FUND BALANCE, May 31, 2022		<u>\$ 13,068.95</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 11 Months Ended May 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	\$ -	100.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	10,000.00	10,000.00	<u>\$ -</u>	
FUND BALANCE, July 1, 2021		<u>19,040.12</u>	<u>15,300.00</u>		
FUND BALANCE, May 31, 2022		<u>\$ 29,040.12</u>	<u>\$ 25,300.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the 11 Months Ended May 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	\$ 9,342.00	\$ 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	5.28	1,206.60	5,000.00	(3,793.40)	24.13%
State Ready to Read material		8,043.72	9,342.00	(1,298.28)	86.10%
Take Off transportation	112.44	1,076.34	6,000.00	(4,923.66)	17.94%
Outreach materials and supplies	<u>-</u>	<u>-</u>	<u>6,000.00</u>	<u>(6,000.00)</u>	<u>0.00%</u>
Total materials and services	117.72	10,326.66	26,342.00	(16,015.34)	39.20%
Contingency	<u>-</u>	<u>-</u>	<u>6,530.00</u>	<u>(6,530.00)</u>	<u>0.00%</u>
Total expenditures	<u>117.72</u>	<u>10,326.66</u>	<u>32,872.00</u>	<u>(22,545.34)</u>	<u>31.41%</u>
Revenues over (under) expenditures	<u>(117.72)</u>	<u>(869.34)</u>	<u>(23,530.00)</u>	<u>22,660.66</u>	<u>3.69%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (117.72)</u>	<u>(869.34)</u>	<u>(23,530.00)</u>	<u>\$ 22,660.66</u>	
FUND BALANCE, July 1, 2021		<u>23,709.63</u>	<u>23,530.00</u>		
FUND BALANCE, May 31, 2022		<u>\$ 22,840.29</u>	<u>\$ -</u>		



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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

Date:	June 3, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	May 2022

1. Position Purpose Statement:

The Program Manager creates and implements outreach services to childcare, preschool and public library sites throughout the county, fostering a love of reading and promoting kindergarten readiness through the development of early literacy skills targeting children ages birth to six.

2. Statistics:

Attendances at Library Storytime’s are kept separately as Take Off! does not count those numbers for the statistical report, to not count attendance the libraries have counted.

Book Box Statistics	Boxes/kits	Books
To Sites with Storytime	13	248
To Sites without Storytime	27	748
Total	40	996
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	1	32
Adults in Attendance	1	84
Children in Attendance	2	385
Total Attendance	3	469

3. Meetings and Site Visits-represented above:

- Tuesday May 3, 2022

Storytime at Umatilla Morrow Head Start (UMHS) P-Wees Pendleton 1 book box, 1 kit
9 Gift books delivered to students

Jen’s in-home childcare Pendleton Renew 1 book box, 1 kit

Mindy’s in-home childcare Pendleton 1 book box,
10 Gift books delivered to students

Storytime at Elsie in-home childcare Pendleton 2 book boxes,
10 Gift books delivered to students

- Monday May 9, 2022

Storytime at UMHS Airport Discovery Center Becky’s Class Hermiston
22 Gift books delivered to students

Storytime at UMHS Airport Discovery Center Jose’s Class Hermiston
21 Gift books delivered to students

Storytime at UMHS Airport Discovery Center Michelle’s Class Hermiston
20 Gift books delivered to students

- Tuesday May 10, 2022

Storytime at ABC Children’s Ministries Preschool class 1 Athena

10 Gift books delivered to students

Storytime at ABC Children's Ministries Preschool class 2 Athena

10 Gift books delivered to students

Storytime at Helix Public Library – *1 Gift books delivered to a student*

- Wednesday May 11, 2022-

Storytime at Intermountain Education Service District (IMESD) Pendleton Early Learning Center (PELC) Corrine's am class Pendleton

8 Gift books delivered to students

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

8 Gift books delivered to students

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

28 Gift books delivered to students

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

8 Gift books delivered to students

- Monday May 16, 2022

Storytime at UMHS Ozzley's class Pilot Rock- *18 Gift books delivered to students*

- Tuesday May 17, 2022

Storytime at IMESD Stillman Center Hannah's am class Pendleton

9 Gift books delivered to students

Pioneer Relief Nursery Pendleton - *38 Gift books delivered to students*

Lil Angels Preschool and Childcare Pendleton 3 book boxes, 1 kit

35 Gift books delivered to students

Playtime Education in-home preschool Pendleton- *10 Gift books delivered to students*

Storytime at IMESD Stillman Center Hannah's pm class Pendleton

10 Gift books delivered to students

- Wednesday May 18, 2022- **UCSLD Staff Meeting**

Pickup materials from ABC Children's Ministries Preschool

- Thursday May 19, 2022

Storytime at IMESD Punkin Center Crystal's am class Hermiston

14 Gift books delivered to students

Storytime at IMESD Punkin Avery's am class Hermiston

12 Gift books delivered to students

Storytime at IMESD Punkin Becka's am class Hermiston

14 Gift books delivered to students

Storytime at IMESD Punkin Erika's class Hermiston

17 Gift books delivered to students

Storytime at IMESD Punkin Center Crystal's pm class Hermiston

15 Gift books delivered to students

Storytime at IMESD Punkin Avery's pm class Hermiston

14 Gift books delivered to students

Storytime at IMESD Punkin Becka's pm class Hermiston

16 Gift books delivered to students

- Monday May 23, 2022

Storytime at UMHS Victory Square Red class Hermiston

17 Gift books delivered to students

Storytime at UMHS Victory Square Yellow class Hermiston

19 Gift books delivered to students

Bethlehem Lutheran Preschool Hermiston- *78 Gift books delivered to students*

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

15 Gift books delivered to students

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

14 Gift books delivered to students

Oregon Child Development Center Hermiston Renew 9 book boxes, 1 book bags

- Tuesday May 24, 2022

Storytime at IMESD Freewater Sherry's am class Milton Freewater

12 Gift books delivered to students

Storytime at IMESD Freewater Sherry's pm class Milton Freewater

10 Gift books delivered to students

- Wednesday May 25, 2022

Storytime at UMHS Mary's class Milton Freewater, *20 Gift books delivered to students*

YMCA Kim's class Milton Freewater: *35 Gift books delivered to students*

Storytime at Lil Ardo's in home preschool Milton Freewater 1 book box

15 Gift books delivered to students

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

7 Gift books delivered to students

Oregon Child Development Center Milton Freewater 8 book boxes

- Thursday May 26, 2022

Storytime at IMESD Freewater Deb's am class McNary

16 Gift books delivered to students

Storytime at Good Shepherd preschool class Hermiston 2 book boxes

Storytime at Good Shepherd toddler class Hermiston 2 book boxes

68 Gift books delivered to students

Storytime at IMESD Freewater Deb's pm class McNary

15 Gift books delivered to students

4. Projects and Progress

- Collection development/box revisions- ongoing
- Continually adding books to *Handy Library Manager*
- **Completed Spring book distribution.**

5. Accomplishments

- ***727 Total gift books delivered to children***

6. Upcoming Events – Activities

- Many classrooms are closing for the Summer in the next several weeks.



Monthly Report

Date:	June 23, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	May 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>
May 2022	245	104	72	7	60	7	2	2
* 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:	11 pub. lib. - items w/ status in process	11 pub. lib. - pre-cataloged items	Athena PL - ILLs loaned & ILLs borrowed (2)	
	Milton-Freewater PL - videos (for cataloger follow-up parts project)	Ukiah P/SL - items w/ status discard/weed or withdrawn	Ukiah P/SL - pre-cataloged items update	

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (5/25)
- Sage [Cataloging] RDA Subcommittee meetings [via Zoom]: 1 (5/3)
- Sage User Council meeting(s) [via GoToMeeting]: 1 (5/24)
- UCSLD Board meetings [generally via Zoom]: 1 (5/26)
- Staff/Safety meetings [generally via MS Teams]: 1 (5/18)
- webinars/trainings attended [virtual]:
 - SafePersonnel - AED (Automated External Defibrillators) (5/6)
 - SafePersonnel - Cardiopulmonary Resuscitation (CPR) (5/6)
 - Cataloging Graphic Novels webinar (viewed 5/9 & 5/10, presented 4/26/22)
 - "Ask the RDA Steering Committee Anything About RDA" event (5/25)

- meet weekly, Monday mornings, with Erin [via MS Teams]: 4 (5/2, 5/9, 5/16, 5/31)

visits to/with District Libraries:

- all 12 libraries - 1 [email]
 - emailed upcoming dates I'll be out of the office
- Adams PL - 10 [email, phone, Zoom]
 - emailed Zoom link, in process items, pre-cataloged items, & expired patrons reports
 - virtual site visit (5/4/22)
 - email following up on a item from site visit (call #s for non-fiction books)
 - email re. what I needed for adding a board game to the catalog
 - email reply re. ? about not sure which page is title page for a particular item
 - call re. email rec'd not able to delete patrons (says don't have authorization) (2)
 - emailed Zoom link for working through process of deleting patrons (after authorized)
 - called re. email requesting # of discs for an item be changed in catalog (from 2 to 3)
 - emailed follow-up to needing additional info for changing # of discs for an item
- Athena PL - 8 [email, phone, Zoom]
 - email response to question about pulling reports for ILLs sent and received
 - emailed ILLs borrowed and loaned reports
 - emailed Zoom link, in process items, pre-cataloged items, & expired patrons reports
 - virtual site visit (5/13/22)
 - called re. new patron account ? from site visit – Sage Circulation Committee recommends taking over existing patron account to allow patron history to continue
 - emailed a copy of Non-Fiction Neighborhoods spreadsheet reworked to allow for better locating items on the shelf till decide whether going to revert to shelving by Dewey call numbers on spines (previous director had made change for Juvenile Non-Fiction items and hadn't sent it to me to change in system before she resigned and decided to let new director make decision about whether to keep or change)
 - email ? asking if planning to continue to incl. acquisition date & vendor for items (2)
- Echo PL - 4 [email, Zoom]
 - emailed Zoom link, in process items, pre-cataloged items, & expired patrons reports
 - virtual site visit (5/10/22)
 - emailed URLs for Course Reserves documentation & video we spoke about @ site visit
 - emailed thanks for reporting a link not working properly in public catalog, fwd. to Beth
- Helix PL - 5 [email, phone, Zoom]
 - emailed Zoom link, in process items report, & expired patrons report
 - called re. site visit time & Zoom link (3)
 - virtual site visit (5/3/22)
- Hermiston PL - 3 [email, phone, Zoom]
 - emailed Zoom link, new bibs observations list, summary of recent Sage Cataloging Committee meetings, and in process items & pre-cataloged items reports
 - virtual site visit with cataloger (started with Zoom & switched to phone) (5/20/22)
 - emailed cataloger Library of Things guidelines from the Sage Cataloging Committee meeting minutes where presented/discussed
- Milton-Freewater PL - 6 [email, Zoom]
 - emailed Zoom link, new bibs observations list, & summary of recent Sage Cataloging Committee meetings
 - virtual site visit with cataloger (5/11/22)
 - emailed URLs for Course Reserves documentation & video we spoke about @ site visit
 - email a follow-up to site visit info.
 - emailed list of videos with parts listed for clean-up check, as requested by cataloger
 - emailed follow-up from site visit – re. computer basics tutorials recently come across
- Pendleton PL - 6 [email, Zoom]

- emailed Zoom link, new bibs observations list, summary of recent Sage Cataloging Committee meetings, and in process items & pre-cataloged items reports to both catalogers (2)
 - virtual site visit(s) with both catalogers (5/18/22)
 - emailed a cataloger the Library of Things guidelines from the Sage Cataloging Committee meeting minutes where presented/discussed
 - emailed a cataloger information for accessing the Library of Things item bucket I created by gathering Library of Things temp bibs out of the regular temp bibs bucket
 - emailed reply to a cataloger email about a new museum pass added to a temp bib
- Pilot Rock PL - 3 [email, phone, Zoom]
 - emailed Zoom link, in process items, pre-cataloged items, & expired patrons reports
 - called to check on whether joining site visit (my error, I got my time zones mixed up)
 - virtual site visit (5/19/22)
- Stanfield PL - 8 [email, phone, Zoom]
 - call rec'd checking to see if I'd rec'd any emails previous week & testing sending scans
 - emailed Zoom link, in process items, pre-cataloged items, & expired patrons reports
 - called to see if joining scheduled site visit, director was deep in a project & we decided to reschedule for next day
 - emailed rescheduled date Zoom link
 - email reply to unexpected conflict to rescheduled site visit time
 - call rec'd. about rescheduling again...
 - emailed re-rescheduled date Zoom link
 - virtual site visit (5/19/22)
- Ukiah Lib. - 15 [email, phone, Zoom]
 - called re. email ? about patron's checkout history
 - emailed Zoom link, in process items, pre-cataloged items, & expired patrons reports
 - call rec'd w/ heads up of a scheduled electrical power outage, we changed the visit time a bit, also learned had rec'd a slot (1 of 25) for classification training paid for by the State Library
 - email confirming rescheduling site visit time a bit earlier in day
 - virtual site visit (5/17/22)
 - email follow-up to site visit as lost connection as director was tell me something (2)
 - emailed items with status of discard/weed or withdrawn report
 - emailed ? about whether phone system working (called several times only to get a fast busy signal) - [found out had been a phone line cut between Pilot Rock & Ukiah] - suggested a quick video chat next day & sent link (5)
 - follow-up from video chat re. an item's status and associated patron account
 - emailed updated pre-cataloged item list
- Umatilla PL - 4 [email, Zoom]
 - emailed Zoom link, in process items & expired patrons reports, and Sage [Cataloging] Core Competency Requirements document
 - virtual site visit (5/12/22)
 - emailed Sage CAT2 cataloging training information & tutorial link
 - fwd. Sage-cat email sent out 4/4/22 with Sage Specific Practices document & reminded Susie she would need to be added to this email list as a CAT2 level cataloger if not already on it
- Weston PL - 5 [email, phone, Zoom]
 - called re. item barcode check
 - email about what is going on there...
 - called re. email about carpeting being finished on date of site visit - decided to continue as planned/scheduled
 - emailed Zoom link, in process items & expired patrons reports
 - virtual site visit (5/25/22)
- Beth ROSS [Sage Library System - Systems Administrator] - 16 [email, phone]

- emailed ? re. whether manage reserves had been enabled within the system for any of the public libraries – planning to introduce it to Echo PL during upcoming site visit (3)
- emailed re. moving around in the Course Reserves module (2)
- emailed re. “bug” found in Course Reserves module – shelving location not automatically reverting to original values when detaching item from course (4)
- emailed re. Sage [cataloging] Specific Practices document link not working on website
- called re. permission level to delete patrons: Adams PL doesn’t have authorization (2)
- fwd. an email from Echo PL re. a link in public catalog not working
- emailed re. Library of Things guidelines doc. not on website yet... (took info. needed from Sage Cataloging Committee meeting minutes for site visit) & follow-up (2)
- emailed the guidelines info. taken from meeting (above) to Beth, as more complete than list added to website

4. Projects and Progress

- Site visits with all the libraries completed. Still need to touch base with staff at the 3 largest libraries regarding the reports of expired patrons run. ~ 90 % completed
- Scanned another 6 months of Board Meeting minutes & support documents ~ ongoing, completed through Dec. 2013 (except for some missing agendas which Erin has on her computer & I’ll get added in later)

5. Accomplishments

- Site visits with all the libraries completed, as well as most of the items completed following the visits (items, requests, etc., that came up).
- website work:
 - Board agenda/packet & minutes posted
 - Budget documents posted (teaser on front page & on budget documents page)
- Sage Cataloging Mentor:
 - new bibs (Oct. 2021-Mar. 2022) observations lists prepped & info. from Sage Cataloging Committee meetings (Dec. 2021-Apr. 2022) summarized for 4 catalogers in UCSD
 - reviewed April 2022 new bibs (141 bibs)
 - asked to add an item to meeting agenda re. informal Library of Things discussion sessions periodically
 - reviewed a cheat sheet document created by one of the cataloging mentors on 7XX fields and reviewed some suggestions & ideas regarding the document with her via a Zoom session
 - reviewed/proofed the Sage [cataloging] RDA subcommittee document & shared info. with chair
 - emailed a mentor re. something I’d been noticing on a mentee’s bibs for videos adding an incorrect field & exchanged info. back and forth (3)

Feedback received:

- 5/4/22 – rec’d email from Amanda Hespel (Adams PL director) the afternoon following site visit: “Thank you! I appreciate you taking the time with me today to cover all of that. It was great to pick your brain! 😊 ... Thanks again for everything today!!!”
- 5/23/22 – rec’d email from Lisa Hauner (cataloger at Oregon Trail Library District) following up after we met via Zoom to go over some thoughts and suggestions on a document/cheat sheet she’s put together covering the 7XX fields: “I am pretty pleased with the work we did today! Thank you, Dea - I appreciate how much you put into making this a practical document for all of us! Have the BEST Monday :) Thank you - again - for starting mine on a fun note :) You have great insight and my mind is whirling with good things!

- 5/26/22 – comment made at the UCSLD Board meeting: John Thomas stated, under approval of the minutes, that he “is always impressed that Dea takes what we say and writes it down to make sense.”

6. Upcoming Events - Activities

- vacation: Fridays off Memorial Day through Labor Day, June 13 & 14 (possibly 15 & 16)
- Sage Cataloging Committee meeting – 6/6
- Sage [cataloging] RDA subcommittee meeting – 6/7
- Staff/Safety meeting – 6/22
- UCSLD Board meeting – 6/23
- Sage Cataloging Mentor meeting – 6/29



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:	June 23, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	May 19 – June 16, 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
5/25/2022	Monthly Check in Meeting with Darci Hanning	Zoom	Statewide view of what's happening for libraries
5/26/2022	UCSLD May Board Meeting	Zoom	
5/30/2022	Memorial Day	Out of the Office	
5/31/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/1/2022	Check-in Meeting with Monica	In-Person	1 st meeting of performance appraisal process
6/2/2022	Bookmarks sent out on the courier	In-Person	Packaged and sent out the bookmarks for the libraries for the SRP
6/3/2022	Self-Assessment sent to the Board	SharePoint	
6/6/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/6/2022	LEO Executive Director Meeting	Zoom	Check in on what is coming up for LEO
6/7/2022	Set up for bill pay approval process sent out to the Board	Email	

Date	Meeting/ Site Visits/ Activity	Method	What happened
6/8 – 6/17	Erin out of the office		

3. Projects and Progress

Project	Status	% Complete
Policy Review	Moving on with list -	ongoing
In-Service Training	Planning will start at the end of the Summer for the November in-service	0%
Audit	Will begin working on this after 6/30/2022	0%
Agreements for Library Services	All but Stanfield and Hermiston Agreements received	90%
Public Records Management	The records are about 45% complete – procedures are being written and the retention schedule is being updated	45%
Performance Appraisals	Dea, Monica and Erin have met once, reviewed job descriptions and will be meeting later in June for the final review	40%
Community Needs Assessment	Data gathering is complete and the reports are being compiled	45%
Strategic Planning – New	Strategic directions are created	25%
Succession Planning	In the initial stages of this process	10%
Disaster Planning	In the initial stages of working on this planning	10%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	45%
Office 365	A portion of the UCSLD checks are on billpay	Ongoing
COVID-19	Indoor masking requirement has lifted	Ongoing
Best Practices for SDAO	New requirements out	10%
Safety & Staff Meetings	CPR and AEDs were our topics for May's meeting	ongoing
ALSP Review Meetings	Complete	100%

4. Feedback & Accomplishments

- Budget submitted to the County – 6/7/2022
- Bill pay tracking and approval document set up – approved by Dickey & Tremper staff

5. Upcoming Events – Activities

- 6/9 – 6/17 – Out of office
- 6/23 – Last Board meeting of the fiscal year
- 7/1 – new fiscal year begins



RESOLUTION 2021-2022-03

AUTHORIZING THE TRANSFER OF FUNDS FROM GENERAL FUND CONTINGENCY TO GENERAL FUND SPECIAL PAYMENTS LINES FOR FY2021-2022, PER ORS 294.463

WHEREAS, the UCSLD FY2021-2022 budget was adopted by the Board of Directors with the funds appropriated for Tax Distribution to Cities and Community Service Fees under Special Payments; and

WHEREAS, this line is on track to be overspent due to receipt of property taxes in excess of the amounts budgeted; and

WHEREAS, said distributions of property tax funds to the cities are required to be completed when received by legal agreement and therefore do not constitute discretionary spending; and

WHEREAS, the amount of transfer is within the 15% allowable stated in ORS 294.463; and

WHEREAS, the General Fund Contingency is budgeted at \$85,985.00, which is adequate to cover the transfer;

NOW, THEREFORE, BE IT RESOLVED that \$25,000 be transferred from the General Fund Contingency Fund to General Fund Special Payments to be distributed as follows:

GENERAL FUND

Budget Line	Original Budget	Transfer of Funds	New Adopted Budget Lines
Special Payments	1,739,679	\$25,000	\$1,764,679
Contingency	\$85,985	-\$25,000	\$60,985

BE IT FURTHER RESOLVED THAT said transfers to Special Payments be appropriated for expenditure in Budget Year 2021-2022 comply with ORS 294.463, titled "Transfers of Appropriations within Fund or Between Funds."

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Adopted this 23rd day of June 2022
Umatilla County Special Library District

President, Nick Nash

Attest, Secretary, Erin McCusker, UCSLD District Director

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