



**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, August 25, 2022, 5:30 pm**

Zoom Meeting:

https://us02web.zoom.us/j/86457296311?pwd=NYtW4WanQpQe_8q2gugBeMi_RYfg_.1

Meeting ID: 864 5729 6311

Passcode: 545012

Audio only: +19712471195,,86457296311#,,,,*545012# 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 – Board Meeting – July 28, 2022	President	Approval
Calendar Update	Director	Updated to show ALSP Review Meetings
Correspondence	Director	
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants’ Report – July 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"> • UCSLD End of Year Report 	Board	Presented at meeting
New Business <ul style="list-style-type: none"> • Increase Staff Credit Card Limits 	Director & Board	Decision
<ul style="list-style-type: none"> • Declaration of surplus computers 	Board	Decision
<ul style="list-style-type: none"> • Governing Documents and Policy Review – EDI & A and Updates – Review of the Vision, Mission, Values 	Board	Review & Approval Each month a new set of governing documents and policies will be reviewed with an equity, diversity, inclusion and anti-racism lens, as well as updating policies as needed.
<ul style="list-style-type: none"> • Hiring Committee and Process 	Board	Discussion & Approval
Good of the order	Everyone	
Next District Board Meeting – September 22, 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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425 S Main Street
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Minutes
Board of Directors Meeting
July 28, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

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

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

Rich Tovey, Hermiston City Attorney
Eileen Eakins, [attorney for UCSLD, Tigard, OR] (via Zoom)

CALL TO ORDER

Board President Nick Nash called the Board Meeting to order at 5:31 pm, and welcomed the visitors to the meeting.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll, stating Caty Clifton & Nick Nash were present via Zoom, and Sharone McCann & John Thomas were present at the office, with Jubilee Barron planning to come to the office [she arrived shortly thereafter]. Erin noted that with 4 Board Members present there was a quorum.

APPROVAL OF THE AGENDA

Erin McCusker noted there were no changes to the agenda and by consensus the Board approved the agenda.

OLD BUSINESS

AGREEMENTS FOR LIBRARY SERVICES

Erin McCusker reviewed that last month, the day before the Board meeting, we received the Agreement for Library Services from Hermiston with four edits and we did not have time to review them with Eileen Eakins, our attorney, prior to the meeting.

Eileen Eakins reviewed the 4 changes as noted in Byron Smith's letter: "A completely new Section 4(A)(7) is proposed" - both (a) & (b); "Strike the last sentence of Section 4(A)(11)"; and "Paragraph 11(A) related to negotiation seemed to jump directly to mediation and that didn't seem to be the intent of the overall section, so a change is shown." Ms. Eakins stated these were essentially process changes.

The Board asked clarifying questions of our attorney and Mr. Rich Tovey. The Board's biggest concern was over Hermiston wanting to keep their library open during In-Service,

which breaks some of the intended cross-fertilization of ideas and the foundation of collaborative efforts across the libraries in the District.

There were also concerns with the tone of the Hermiston's City Manager's June 22nd letter to the District. Ms. Eakins also commented that the tone sounded combative. Mr. Tovey, in closing, noted that he loves libraries and hopes to be a voice of reason in this.

Ms. Eakins suggested that these proposed changes would not cause a substantive change to the Agreements, or relationships, with the other cities. John Thomas, to that note, moved that Erin McCusker and Nick Nash sign the agreement. Caty Clifton seconded the motion. The motion passed with 4 Board members in favor, and Nick Nash opposing the motion. Nick additionally stated that he would do what was voted for him to do.

John asked that the City of Hermiston consider joining the District by 2025. Rich Tovey and Eileen Eakins were thanked for coming to the meeting. [Both left the meeting about 6:25 pm.]

ANNUAL MEETING

REVIEW OF BOARD OF DIRECTOR LIST

The Board Members reviewed the list of Board of Directors information and noted that everything was okay as listed.

BOARD ELECTIONS - PRESIDENT, VICE-PRESIDENT

Nick Nash asked John Thomas and Caty Clifton if either would accept nomination as Board President or Vice President. John Thomas stated he'd accept a nomination of President and Caty Clifton stated she would accept a nomination of Vice President. John Thomas moved to elect Caty Clifton as Vice President of the UCSLD Board for fiscal year 2022-2023. Jubilee Barron seconded motion. The motion passed unanimously. Caty moved to elect John Thomas as Board President for fiscal year 2022-2023. Sharone McCann seconded the motion. The motion passed unanimously.

Caty thanked Nick for his service as President. John also thanked Nick for his service, through a lot, the last two years.

SECRETARY APPOINTMENT

Caty Clifton moved that our amazing Director, Erin [McCusker], continue as Secretary of the Board with the power to delegate note taking. John Thomas seconded the motion. The motion passed unanimously.

SET REGULAR MONTHLY MEETING DATE & TIME

Assuming the leadership, President John Thomas moved to continue meeting on the fourth Thursday of each month, except for holidays, etc. Jubilee Barron seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meetings: June 23, 2022 & June 30, 2022 - Nick Nash moved to approve the June 23, 2022 Board meeting minutes as presented. Sharone McCann seconded the motion. The motion pass unanimously. Caty Clifton moved to accept the June 30, 2022 special Board meeting minutes as written. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Erin McCusker noted that we need to look at dates for the Annual Library Service Plan Review in September and October, as they need to be done by the end of October. Erin asked the Board Members to this week send to her dates that don't work, so we can get the dates firmed up. Erin also stated that there are three Board positions up for election in May 2023. Jubilee Barron moved to accept the calendar as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CORRESPONDENCE

Erin McCusker stated there was nothing new in the way of correspondence.

REPORTS

FINANCIAL STATEMENTS - June 2022

Erin McCusker noted that the financial stated was received the day before, as a correction was needed since the June resolution adjusting the special payments to the libraries had not been put in. Erin also noted that this financial statement closes out the fiscal year. Erin stated that she sent over the FY2022-23 amounts to Dickey & Tremper, and that she had to adjust the amounts for the auditors and the accountants based on their contracts for the year, it doesn't change the budget, just within the General Fund's Materials and Services category. One of the big costs of the accountants is the format of the financial statement, as it is not QuickBooks report; so, we may be looking at what we could do differently there that would still give the necessary information to the Board. Erin also questioned the accountants regarding all the new staffing, training, etc.

Erin asked the Board to think about for next month raising the limit on staff credit cards from \$1,000 to \$1,500, as we always run into issues when it comes time to purchase new computers, etc. Nick Nash asked why not just raise the limit to \$2,000, as the Board reviews things each month and staff shouldn't have to be nickel and diming when we have sufficient funds available. This item will be placed on next month's agenda for a decision. Nick Nash moved to approve the June 2022 financial statement, pending audit. Sharone McCann seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker commented that she been to all the libraries in the last month except Ukiah, which she will be going to with Dea Nowell on August 4. Erin noted that Monica Hoffman had made a fun QR code with a dinosaur for her staff report linking to the TakeOff! YouTube channel. John Thomas encouraged everyone the check out the TakeOff! YouTube channel to see Monica's on the go story times. Sharone McCann noted that she had made it to all the libraries and that this year's summer reading program has been a really fun program for everyone from what she saw at the libraries.

BOARD TRAINING - EDI CHECKLIST & POLICY REVIEW SCHEDULE

Erin McCusker stated she has put together a list for policy review with EDI concepts applied and will get it out to the Board. This is not meant to be onerous, but to build our awareness. Erin also noted that there is still some time for the Board to complete their SafePersonnel training. Caty Clifton noted that she had completed one training and will send Erin her certification of completion. Jubilee Barron queried if there was any specific thing they should be focusing on, and Erin responded anything related to Board training.

OLD BUSINESS

BILL PAY

Erin McCusker noted that she is beginning to move things to bill pay. She talked with Cindy at Dickey & Tremper, and Cindy will see what can be set up. Erin stated we still need to have at least two Board Members sign off on each item in the spreadsheet on the Board's SharePoint site. Erin then walked the Board Members through the process.

UCSLD – END OF YEAR REPORT

Erin McCusker shared that she has not gotten this done yet.

NEW BUSINESS

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS – DATES & OUTLINE

Erin McCusker noted that the outline is in the Board packet included in the drafted memo to the library directors. There are no real changes from last year's review process. Erin additionally noted that when she was making site visits, she was reviewing this year and additionally asked how the District can support the library in their plan. Jubilee Barron moved to approve the letter and outline. Sharone McCann seconded the motion. The motion passed unanimously. Erin asked the Board if it was okay to set up all the ALSP reviews by Zoom, and the Board's response was yes.

AUDITOR CONTRACT

Erin McCusker stated that every three years we have a contract renewal with our auditors, with an adjustment of cost every year, according to the yearly CPI. The cost for fiscal year 2022-2023 is \$5,900. Caty Clifton moved to accept the engagement letter for three years beginning FY2022-23. Nick Nash seconded the motion. The motion passed unanimously.

FINANCIAL SERVICES CONTRACT

Erin McCusker noted that the financial services contract was received today. Erin read through the contract and didn't see any substantive changes, except for the cost (\$1,150 per month). Nick Nash moved to accept the financial services contract as received. Caty Clifton seconded the motion. The motion passed unanimously.

RESPONSE TO PEER REVIEW COMMENTS TO THE BOARD

Erin McCusker shared what she had begun as a very rough draft of a memo of her responses to the peer review comments received that were directed to the Board during Erin's performance appraisal process in June. After discussion and deliberation, the Board consensus was to not acknowledge or comment on one anonymous person's comments addressed to the Board in this fashion. Erin noted she would finish up her draft for the Board's reference.

GOOD OF THE ORDER

Caty Clifton noted it is unlikely that she will make it to the August Board meeting, though may be able to call in as she is traveling. John Thomas noted he will not be able to be at the October meeting, as he will be at a conference. Caty Clifton noted it was a hard meeting today; she can see the pain and discomfort, though she is proud of us for moving on.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be August 25, 2022, at 5:30 pm.

ADJOURN

Nick Nash moved to adjourn the meeting at 7:45 pm. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 7:45 pm.

Respectfully submitted by Dea Nowell

DRAFT

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Month Ended July 31, 2022

TABLE OF CONTENTS

	<u>Page</u>
ACCOUNTANT'S COMPILATION REPORT	1
FINANCIAL STATEMENTS	
Schedule of Assets, Liabilities, and Fund Balance - All Fund Types – Budgetary Basis	2
Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual– Budgetary Basis:	
General Fund	3-4
Resource Sharing Fund	5
Capital Improvement Reserve Fund	6
Outreach Fund	7



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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 July 31, 2022 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the one month 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

August 18, 2022

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

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 28,663.46	\$ -	\$ -	\$ -	\$ 28,663.46
Cash - LGIP	307,066.00	1,976.80	9,957.93	22,482.15	341,482.88
Cash - Columbia River Bank		-	19,082.19	-	19,082.19
Accounts Receivable	-	-	-	-	-
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	\$ 340,500.19	\$ 1,976.80	\$ 29,040.12	\$ 22,482.15	\$ 393,999.26
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 4,228.90	\$ -	\$ -	\$ -	\$ 4,228.90
Accrued payroll and benefits	420.67	-	-	-	420.67
Total Current Liabilities	4,649.57	-	-	-	4,649.57
FUND BALANCES (DEFICIT)					
Assigned	-	1,976.80	29,040.12	22,482.15	53,499.07
Unassigned	335,850.62	-	-	-	335,850.62
Total Fund Balances	335,850.62	1,976.80	29,040.12	22,482.15	389,349.69
TOTAL	\$ 340,500.19	\$ 1,976.80	\$ 29,040.12	\$ 22,482.15	\$ 393,999.26

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

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ -	\$ -	\$ 2,204,478.00	\$ (2,204,478.00)	0.00%
Taxes - previously levied	-	-	55,000.00	(55,000.00)	0.00%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	85,000.00	(85,000.00)	0.00%
Interest earned - LGIP	384.68	384.68	2,350.00	(1,965.32)	16.37%
Interest earned - other	1.29	1.29	150.00	(148.71)	0.86%
Total Revenues	385.97	385.97	2,347,178.00	(2,346,792.03)	0.02%
PERSONNEL EXPENDITURES					
District Manager	6,369.83	6,369.83	80,000.00	(73,630.17)	7.96%
Library Tech. Manager	4,267.20	4,267.20	54,000.00	(49,732.80)	7.90%
Early Literacy Coordinator	3,633.84	3,633.84	46,000.00	(42,366.16)	7.90%
Payroll taxes	1,016.11	1,016.11	12,850.00	(11,833.89)	7.91%
Health and accident insurance	4,003.54	4,003.54	50,400.00	(46,396.46)	7.94%
Worker's compensation	639.53	639.53	650.00	(10.47)	98.39%
Unemployment	398.47	398.47	2,500.00	(2,101.53)	15.94%
Retirement	2,062.68	2,062.68	25,000.00	(22,937.32)	8.25%
Total Personnel Expenditures	22,391.20	22,391.20	271,400.00	(249,008.80)	8.25%
MATERIALS AND SERVICES					
Transportation	433.88	433.88	5,600.00	(5,166.12)	7.75%
Staff training and conferences	-	-	2,500.00	(2,500.00)	0.00%
Board expenses	725.98	725.98	2,600.00	(1,874.02)	27.92%
Legal fees	825.00	825.00	5,000.00	(4,175.00)	16.50%
Audit	-	-	5,900.00	(5,900.00)	0.00%
Insurance	-	-	5,000.00	(5,000.00)	0.00%
Fiscal management	1,150.00	1,150.00	13,800.00	(12,650.00)	8.33%
Postage	-	-	400.00	(400.00)	0.00%
Office supplies and maintenance	924.32	924.32	5,000.00	(4,075.68)	18.49%
Telephone	155.97	155.97	2,100.00	(1,944.03)	7.43%
Rent	785.07	785.07	9,500.00	(8,714.93)	8.26%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	7,500.00	(7,500.00)	0.00%
Email/website	1,200.00	1,200.00	2,200.00	(1,000.00)	54.55%
Total Materials and Services	6,200.22	6,200.22	68,600.00	(62,399.78)	9.04%
SPECIAL PAYMENTS					
Tax distribution to cities	-	-	1,783,583.00	(1,783,583.00)	0.00%
Community services fee distribution to cities	-	-	68,000.00	(68,000.00)	0.00%
Total Special Payments	-	-	1,851,583.00	(1,851,583.00)	0.00%
Capital outlay	880.00	880.00	3,000.00	(2,120.00)	29.33%
Contingency	-	-	108,000.00	(108,000.00)	0.00%
Total expenditures	29,471.42	29,471.42	2,302,583.00	(2,273,111.58)	1.28%
Revenues over (under) expenditures	(29,085.45)	(29,085.45)	44,595.00	(73,680.45)	-65.22%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	-	-	(129,815.00)	129,815.00	0.00%
Transfer to Capital Reserve Fund	-	-	(5,000.00)	5,000.00	0.00%
Total other financing sources (uses)	-	-	(134,815.00)	134,815.00	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (29,085.45)</u>	(29,085.45)	(90,220.00)	<u>\$ 61,134.55</u>	
FUND BALANCE, July 1, 2022		<u>364,936.07</u>	<u>219,135.00</u>		
FUND BALANCE, July 31, 2022		<u>\$ 335,850.62</u>	<u>\$ 128,915.00</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 Month Ended July 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	-	-	29,000.00	(29,000.00)	0.00%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	-	-	32,150.00	(32,150.00)	0.00%
MATERIALS AND SERVICES					
Sage Library System	-	-	74,015.00	(74,015.00)	0.00%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Cataloging utilities	-	-	750.00	(750.00)	0.00%
Library2Go	12,577.00	12,577.00	13,400.00	(823.00)	93.86%
Programs and training	500.00	500.00	8,000.00	(7,500.00)	6.25%
Cooperative programs and activities	-	-	5,000.00	(5,000.00)	0.00%
Grant expenses - Other	-	-	3,000.00	(3,000.00)	0.00%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	13,077.00	13,077.00	144,165.00	(131,088.00)	9.07%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	13,077.00	13,077.00	174,165.00	(161,088.00)	7.51%
Revenues over (under) expenditures	(13,077.00)	(13,077.00)	(142,015.00)	128,938.00	9.21%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	-	129,815.00	(129,815.00)	0.00%
Total other financing sources (uses)	-	-	129,815.00	(129,815.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (13,077.00)</u>	(13,077.00)	(12,200.00)	<u>\$ (877.00)</u>	
FUND BALANCE, July 1, 2022		<u>15,053.80</u>	<u>12,200.00</u>		
FUND BALANCE, July 31, 2022		<u>\$ 1,976.80</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 Month Ended July 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	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	<u>0.00%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	-	\$ 5,000.00	<u>\$ (5,000.00)</u>	
FUND BALANCE, July 1, 2022		<u>29,040.12</u>	<u>29,040.00</u>		
FUND BALANCE, July 31, 2022		<u>\$ 29,040.12</u>	<u>\$ 34,040.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Month Ended July 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	\$ -	\$ -	\$ 9,457.00	\$ (9,457.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,457.00</u>	<u>(9,457.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	-	4,000.00	(4,000.00)	0.00%
State Ready to Read material	-	-	9,457.00	(9,457.00)	0.00%
Take Off transportation	238.65	238.65	5,000.00	(4,761.35)	4.77%
Outreach materials and supplies	<u>-</u>	<u>-</u>	<u>2,000.00</u>	<u>(2,000.00)</u>	<u>0.00%</u>
Total materials and services	238.65	238.65	20,457.00	(20,218.35)	1.17%
Contingency	<u>-</u>	<u>-</u>	<u>9,030.00</u>	<u>(9,030.00)</u>	<u>0.00%</u>
Total expenditures	<u>238.65</u>	<u>238.65</u>	<u>29,487.00</u>	<u>(29,248.35)</u>	<u>0.81%</u>
Revenues over (under) expenditures	<u>(238.65)</u>	<u>(238.65)</u>	<u>(20,030.00)</u>	<u>19,791.35</u>	<u>1.19%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (238.65)</u>	(238.65)	(20,030.00)	<u>\$ 19,791.35</u>	
FUND BALANCE, July 1, 2022		<u>22,720.80</u>	<u>20,030.00</u>		
FUND BALANCE, July 31, 2022		<u>\$ 22,482.15</u>	<u>\$ -</u>		

UCSLD Fiscal Year Overview



Fiscal Year: 2022-2023

JULY	
7/1	Fiscal Year Begins
7/4	4 th of July Closure
7/13	Director's Meeting-Zoom: 1 PM – 3 PM
7/28	Board Meeting – 5:30

AUGUST	
8/25	Board Meeting – 5:30
8/31	Ready to Read Grant Application due

SEPTEMBER	
9/5	Labor Day Closure
9/13	ALSP Review Meeting - 5:30 – 8 PM
9/14	Director's Meeting: 1 PM – 3 PM
9/22	Board Meeting – 5:30

OCTOBER	
10/10	City Library Budgets due to UCSLD
10/18	ALSP Review Meeting – 5:30 – 8 PM
10/19	ALSP Review Meeting – 5:30 – 8 PM
10/27	Board Meeting – 5:30
10/31	ALSR Evaluations due
10/31	State Statistical Report due to the State Library

NOVEMBER	
11/4	District In-Service Training
11/10	State Statistical Report due to UCSLD
11/9	Director's Meeting: 1 PM – 3 PM
11/11	Veteran's Day Closure
11/17	Board Meeting – 5:30
11/24-25	Thanksgiving Holiday Closures

DECEMBER	
12/1	Ready to Read Grant Final Report due to SLO
12/15	Board Meeting – 5:30
12/23 – 26	Christmas Holiday Closure

JANUARY	
TBD	UCSLD Board Retreat
1/2	New Year's Day Holiday
1/3	Historical Materials process begins
1/11	Meeting of the Directors: 1 PM – 3 PM
1/16	Martin Luther King Jr Closure
1/26	Board Meeting – 5:30

FEBRUARY	
2/1	City Audits due to UCSLD
2/15	UCSLD Projected Budget figures to Libraries
2/20	President's Day Closure
TBD	Election Process Begins
2/23	Board Meeting – 5:30

MARCH	
3/9	Meeting of the Directors: 1 PM – 3 PM
3/23	Board Meeting – 5:30
3/31	Historical Materials process wraps up

APRIL	
4/7	District In-Service Training
TBD	UCSLD Budget Committee Meeting
4/18-22	OLA Conference – Bend, OR
4/27	Board Meeting – 5:30

MAY	
5/1	ALSP Due to UCSLD
5/10	Meeting of the Directors: 1 PM – 3 PM
TBD	Board Director Elections
5/25	Budget Hearing & Board Meeting – 5:30

JUNE	
6/22	Board Meeting – 5:30
6/30	End of Fiscal Year



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:	August 18, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	July 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	17	340
To Sites without Storytime	22	440
Total	39	780
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	10
Adults in Attendance	23	19
Children in Attendance	45	104
Total Attendance	68	123

3. Meetings and Site Visits-represented above:

Fri July 1, 2022-Weston

1pm Weston Public Library Summer Reading Program in the park



Wed July 6, 2022-Pendleton

9am Umatilla Morrow Head Start Storytime
and materials exchange at P-Wees at
Pendleton High School-2 book boxes

Tue July 12, 2022-Helix

10:30am Helix Public Library Storytime

Wed July 13, 2022-Adams

10:30am Adams Public Library Storytime

2pm Meeting with Susan Cackler regarding Children's Services Division
Chair Elect nomination.

Tue July 19, 2022- Pendleton

10:15am Elsie In-home Childcare Storytime and materials exchange -2
book boxes

11am Lil Angels Preschool and Childcare materials exchange-3 book
boxes

Wed July 20, 2022- Pendleton

8am Staff and Safety Meeting- Emergency Management Active Shooter

10am Room to Bloom Childcare Toddler Storytime and materials
exchange with Norrie -1 book box

10:30am Room to Bloom Childcare Preschool Storytime and materials
exchange with Trina -1 book box

11am Mindy's In-home Childcare materials exchange -1 book box

Thu July 21, 2022- Hermiston

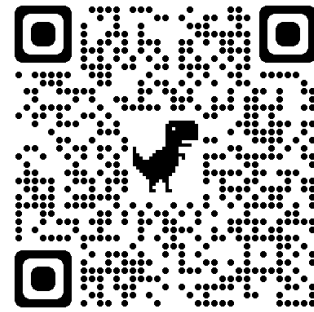
10am Good Shepherd Children's Center Pre-K storytime and materials
exchange with Lynn -2 book boxes

10:30am Good Shepherd Children's Center toddler storytime and
materials exchange with Lynn -2 book boxes

11am Misty's In-home Childcare materials exchange -1 book box and
box of sensory blocks

11:15am Tia's In-home Childcare materials collection 1 book box and 1
floor puzzle

11:45am Hermiston Oregon Child Development Coalition materials
exchange-8 book boxes



Tue July 26, 2022-Pendleton and Stanfield

9:30am Jen's In-home Childcare Storytime and materials exchange
1 book box

10:30am Stanfield Library Storytime.

Wed July 27, 2022- Milton-Freewater

10am Walla Walla YMCA Summer Camp Preschool Storytime and materials exchange with Kim -2 book boxes

10:45am Lil Ardo's Little Ardo's Academy Storytime and materials exchange with María -2 book boxes

Thu July 28, 2022 - Milton Freewater

10:45am Lily's Kids Preschool and childcare Storytime and materials exchange with Lily -2 book boxes

11:15am Milton-Freewater Oregon Child Development Coalition materials exchange-8 book boxes



4. Projects and Progress

- Collection development/box revisions- ongoing
- Continually adding books to *Handy Library Manager*
- Summer is the time when I do the most extensive rehabilitation on the heavily used book boxes.

5. Accomplishments

- Nominated for the Oregon Library Association Children's Services Division Chair-elect position for 2022-2023

6. Upcoming Events - Activities

- August 9-August 11 Early Childhood Inclusion Summer Institute at Western Oregon University.
- 2022-2023 Take Off! Registration





Monthly Report

Date:	August 22, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	July 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>
July 2022	357	217	18	4	58	10	2	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, Milton-Freewater - 3, Pilot Rock PL - 1, Stanfield PL - 7, Weston - 1	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	Athena PL - Juvenile NonFiction shelf listing			

3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (7/27)
- Sage [Cataloging] RDA Subcommittee meetings [via Zoom]: 1 (7/5)
- Sage "Library of Things" discussion group meeting [via GoToMeeting]: 1 (7/20)
- Sage User Council meeting(s) [via GoToMeeting]: 0 [7/19 mtg. cancelled]
- UCSLD Board meetings [generally via Zoom]: 1 (7/28)
- Staff/Safety meetings [generally via MS Teams]: 1 (7/20)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Active Shooter (7/18)
- weekly mtg. w/ Erin, Mon. mornings [via Zoom]: 2 (7/11, 7/18)

visits to/with District Libraries:

- all 12 libraries - 1 [email]

- email informing libraries about working in District office first 2 weeks of Aug. & possibly be requesting some temporary bib items to work on
- Adams PL - 2 [phone, email]
 - call re. scheduling a site visit with me
 - email - items attached to temp. bibs to pick up when there for site visit to work on
- Athena PL - 5 [email, phone]
 - email re. holds request placed for items attached to temp bibs to work on (new process)
 - call re. ? about shelving of Juvenile NonFiction - all interfiled
 - email Juvenile NonFiction shelf listing report spreadsheet
 - email clarifying process for requesting & sending temp bib items, after receiving ?s
 - call re. temp bib items placed holds on showing status "waiting for item" - not showing on her pull list - will try again and if nothing else will drop off when going through town in next couple days
- Echo PL - 6 [email, phone]
 - email re. email ? about what I needed in order to add a book club kit
 - email re. holds request placed for items attached to temp bibs to work on (new process)
 - email re. email ? - clarifying process for requesting & sending temp bib items (2)
 - email reply that I would call a bit later re. Evergreen reports receiving...
 - call re. Evergreen reports email - some from 2014 - ultimately we decided I'd just delete the reports so they wouldn't quite filling her inbox as she wasn't utilizing them at all, set up before she was there...
- Helix PL - 3 [email]
 - email re. holds request placed for items attached to temp bibs to work on (new process)
 - email re. email ? about email re. working in Pendleton... & process questions (2)
- Milton-Freewater PL - 2 [email]
 - email cataloger re. having found an OCLC record for a temp. bib
 - email cataloger re. holds request placed for items attached to temp bibs to work on (new process)
- Pendleton PL - 3 [email]
 - email 1 of catalogers re. email ? about using Goodreads website for series info. (2)
 - email 1 of catalogers re. items attached to temp. bibs to work on & preferred method for requesting the items
- Stanfield PL - 2 [email]
 - email re. holds request placed for items attached to temp bibs to work on (new process)
 - email clarifying process for requesting & sending temp bib items, after receiving ?s
- Ukiah Lib. - 4 [email, phone]
 - email re. email ? about adding an Oregon History collection
 - email double checking on call # prefix for Oregon History collection
 - call re. scheduling a site visit with Erin & I
 - email - items attached to temp. bibs to look at/pick up when there for site visit
- Weston PL - 7 [email, phone]
 - email re. holds request placed for items attached to temp bibs to work on (new process)
 - email clarifying process for requesting & sending temp bib items, after receiving ?s
 - email reply re. holds I placed for temp bib items not showing on pull list yet
 - email reply asking about Gale & LearningExpress statistics for State Statistical Report - I sent Gale stats, don't have LearningExpress login info.
 - call re. State Statistical Report questions and numbers, & who to contact, etc. (2)
 - email reply with thanks for update re. above info. when contacting Ross @ State Lib.

4. Projects and Progress

- scanned July-Nov. 2015 of Board Meeting minutes & support documents - *ongoing*
- new/update technology [Board meetings, etc.; WiFi router upgrade; Technical Services replacement laptop; In-Service potential for fully-hybrid trainings -- purchased equipment for Board meetings, etc. (laptop replacement for outdated Chromebook, TV, external webcam > will set up in August) - *25% complete*

5. Accomplishments

- 2021-22 fiscal year-end cataloging statistics compiled
- website work:
 - Board agenda/packet, financial statement & minutes posted
 - UCSLD Organization Governance Structure updated
 - posted Erin's July 28th EO Go! column
- Sage Cataloging Mentor:
 - email exchange with Sage Cataloging Committee Chair re. last month's mentor meeting
 - email exchange with Enterprise PL director-to-be re. cataloging training (3)
 - email to & w/ another mentor holding the training/process documentation re. Enterprise PL cataloging training process. & some needed updates in the documentation (2)
 - email to Beth Ross (System Admin.)-update on Enterprise PL cataloging training
 - email exchange with Sage Cataloging Committee Chair, who is currently facilitating the "Library of Things" discussions, follow-up to meeting (2)
 - reviewed a few of May 2022 & June 2022 new bibs
 - email response to Cataloging Committee Chair checking a couple of examples for upcoming meeting (2)
 - email reply of thanks to another mentor who shared her diacritic errors spreadsheet following Cataloging Mentor meeting

Feedback received:

- 7/20/22 - rec'd email from Celine Vandervlugt (Sage Cataloging Committee chair) following up with me after first Library of Things discussion group meeting: "Great idea to have cameras on! It was really nice to see everyone and I think it makes it easier to have a 'conversation' online. What do you think about how the meeting went? Will the group be helpful?..." *[Note: most of our Sage meetings are conducted without cameras turned on.]*

6. Upcoming Events - Activities

- working in Pendleton office - 8/1 - 8/12; traveling home 8/14
- Sage Cataloging Committee meeting - 8/1
- Sage [cataloging] RDA subcommittee meeting - 8/2
- site visits at Adams PL and Ukiah P/SL - 8/3 & 8/4 (respectively)
- Staff/Safety meeting - 8/17
- Sage Library of Things discussion group starts up - 8/17
- UCSLD Board meeting - 8/25
- off - Friday Aug. 19 & 26
- Sage Cataloging Mentor meeting - 8/31



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Monthly District Director Report

Date:	August 25, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	July 22 – August 18, 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
7/19/2022	Site visits	In-person	Kathleen Schmidtgall of Weston Public Library Stephanie Partida of Athena Public Library
7/25/2022	Site visits	In-person	Susie Sotelo and Kellie Lamoreaux of Umatilla Public Library Anna Lemmon of Echo Public Library Stopped and spoke with the front desk staff at Stanfield and Hermiston Annette Kubishta of Helix Public Library
7/25/2022	Courier Car to Zeiglers	In-person	To replace the cruise control button
7/26/2022	Site visit	In-person	Amanda Hespel of Adams Public Library
7/27/2022	Monthly Check in Meeting with Darci Hanning	Zoom	Statewide view of what's happening for libraries
7/27/2022	Meeting with Eileen Eakins	Phone	
7/27/2022	Site visit	In-person	Susan Price of Pilot Rock Public Library

Date	Meeting/ Site Visits/ Activity	Method	What happened
7/28/2022	Lunch & Learn	Zoom	Niche Leadership Academy
7/28/2022	UCSLD July Board Meeting	Zoom	
7/29/2022	PERS Report Submission	Online	
8/1/2022	Weekly Check-in Meeting with Dea	In-person	Check in on what's happening and what's coming up
8/3/2022	Meeting with Dea	In-person	Check in on FY22-23 work plan
8/4/2022	Problem Behaviors in Meetings	Zoom	Webinar from Interaction Associates
8/4/2022	Site visit	In-person	Dustin Schock of Ukiah Public Library – orientation and site visit
8/8/2022	Weekly Check-in Meeting with Dea	In-person	Check in on what's happening and what's coming up
8/8/2022	Meeting with Stephanie Chase	In-person	Planning for LEO Meeting
8/8/2022	Meeting with Sharone McCann	In-person	Discussed SharePoint access, etc.
8/12/2022	Meeting with Jordan McDonald	In-person	To discuss upgrading the Wi-Fi and router situation
8/15/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/17/2022	Safety & Staff Meeting	Teams and In-person	Monthly staff meeting – Board Training
8/18/2022	Board Packets out		

3. Projects and Progress

Project	Status	% Complete
Policy Review	EDI & A review of policies	ongoing
In-Service Training	Planning has begun for the November in-service	0%
Audit	Engagement Letter signed with auditor and documents being collected	20%
Agreements for Library Services	All Agreements are complete	100%

Public Records Management	The records are about 45% complete – procedures are being written and the retention schedule is being updated	45%
Performance Appraisals	Performance reviews are complete, signed and filed. Staff work plans are being implemented.	100%
Community Needs Assessment	Data gathering is complete and the reports are being compiled	45%
Strategic Planning – New	The plan strategic directions, goals and staff work plans are complete. The final write-up needs finalized.	90%
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 bill pay	Ongoing
COVID-19	Indoor masking requirement has lifted	Ongoing
Best Practices for SDAO	New requirements are being worked on by the Board and District Director	10%
Safety & Staff Meetings	SDAO Board Training in August	ongoing
ALSP Review Meetings	Dates are set, prompts were sent to library directors, and sign-ups are almost complete	0%

4. Feedback & Accomplishments

- Bill pay is set up and several vendors have been paid in this way.
- ALSP Review meetings are set.
- First tax distribution using the new funding formula multipliers done
- Hiring process is created.
- “Thank you so much!! I really appreciate your help.” Christy Lieuallen, Executive Director of the United Way of the Blue Mountains for a five county library contact sheet I created.

5. Upcoming Events – Activities

- Out of the office September 2
- September 5 – Labor Day Holiday
- September 12 – Round Up – Staff will be working remotely
- September 26 – October 13 – Out of the office and working remotely

Plan for UCSLD Policy Review - FY22-23

The following is an outline for review of UCSLD policies during the FY22-23. While many of the policies are fine the way they are currently written, all need reviewed and several policies need updated with EDI concepts applied.

Policy and EDI Review Proposal

Review for Potential or New Policies	Month
Vision, Mission, Values, etc.	August 2022
Policies beginning with A - E	September 2022
Policies beginning with F - J	October 2022
Policies beginning with K - O	December 2022
Policies beginning with P - T	January 2023
Policies beginning with U - Z	February 2023
	March 2023
	April 2023
	May 2023
	June 2023

From Association for Community College Trustees:

To create equity in an organization:

- Develop equity mindedness in board and district culture is the first step
- Increase the institutional capacity for making change
- Review all policies with equity firmly in mind

Equity, Diversity, Inclusion & Anti-Racist Checklist:

- Do the District Mission Statement, Vision, Core Values specifically include broad and inclusive EDI language?
- Is there sufficient and significant racial and ethnic diversity on the governing board? Does board membership reflect the racial, ethnic and socio-economic diversity of the district's population and community?
- Does the District have an equity, diversity and inclusion policy approved by the board?
- Has the board developed and implemented a public EDI statement, philosophy or values statement for the District website?
- Does the strategic plan reflect the board's EDI goals?
- Does the board ensure EDI in policy development and implementation? Do all relevant district policies and procedures reflect equity, diversity and inclusion fully, including sexual orientation, gender identity or incarceration status whether or not federal or state law mandates against discrimination?
- Does the board have a regular schedule for conducting EDI policy reviews, i.e., with an equity lens?
- Does the board have a EDI policy regarding contracts, minority bidding, etc.
- Does the website reflect EDI values or goals and their multiple facets?
- Have the Board and staff had annual EDI training and professional development?
- Are equity, diversity and inclusion goals explicit in hiring throughout the District?

Mission, Vision & Values

Mission:

The Umatilla County Special Library District works in partnership with our libraries to advance and make available excellent library services, programs and continuing education opportunities for all.

Vision:

The Umatilla County Special Library District (UCSLD) works collaboratively with our public libraries to ensure that high quality library services are available to all.

Public libraries are places of welcome for everyone, and UCSLD strengthens and unites our communities.

Library staff are valued and recognized for providing exceptional service to their communities. UCSLD invests in Library Staff development, and offers opportunities for interaction, skill-building and cross-training.

To advance the vision, UCSLD partners with groups and organizations to increase the reach of literacy and access to information, building on the foundations of a democratic society.

Values:

Integrity - Accountability - Transparency;
Community - Inclusion - Fairness;
Resourcefulness - Resilience - Creativity

- Strategic Plan - FY2018-2020, Vision updated 11/19
- Strategic Plan - FY2021-2022, Values updated 4/21



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RESOLUTION 2022-2023-01

RESOLUTION DECLARING TWO LAPTOP COMPUTERS SURPLUS FOR DISPOSAL

WHEREAS, the Umatilla County Special Library District (UCSLD) updates staff computers every three years; and

WHEREAS, the UCSLD has no use for two extra laptop computers;

NOW, THEREFORE, BE IT RESOLVED that the laptop computers be declared surplus and disposed of appropriately.

Adopted this 25th day of August 2022 by the Board of Directors of the UCSLD.

President, John Thomas

Attest, Secretary, Erin McCusker, UCSLD District Director

District Director Hiring Process – Fall 2022

Timeline

