



**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, October 26, 2023, 5:30 pm**

425 South Main Street, Pendleton, OR 97801 and

Zoom Link:

<https://us02web.zoom.us/j/85191312577?pwd=ZW81bmNkWVlQbDBKY2dUaUtRWXpPdz09>

Meeting ID: 851 9131 2577

Passcode: 026561

One tap mobile +19712471195,,85191312577#,,,,\*026561# US (Portland)

Dial by your location +1 971 247 1195 US (Portland)

Meeting ID: 851 9131 2577

Passcode: 026561

| Agenda                            |                        |
|-----------------------------------|------------------------|
| Call to order-<br>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<br>Per Person<br><br>Limited to 30 Minutes Total   | President | Please sign up<br><br>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 |
| Minutes –<br>Board Meeting – September 28, 2023<br>ALSP Review Meetings – Sept 19, 2023,<br>October 5, 2023 and October 12, 2023 | President | Approval   |
| Calendar Update – upcoming site visits   | Director  | Athena City Council – Nov. 9   |
| Correspondence   | Director  | Information  |
| Reports  | Director  |  |

| Topic  | Lead             | Purpose Outcome                      |
|--|------------------|--------------------------------------|
| <ul style="list-style-type: none"> <li>• Financial Statements <ul style="list-style-type: none"> <li>○ Accountants' Report – September 2023</li> <li>○ Banks &amp; Pool Balances</li> </ul> </li> <li>• Staff Monthly Reports</li> </ul>           |                  | <p>Acceptance</p> <p>Information</p> |
| <p>Board Training</p> <ul style="list-style-type: none"> <li>• In-service Training &amp; SDAO annual conference reminder (Feb 8-11 in Seaside)</li> </ul>  |                  | Information                          |
| <p>Old Business</p> <ul style="list-style-type: none"> <li>• ALSP/ Strategic Plan Review Comments</li> <li>• Athena request for tech help from District – Brainstorm ideas here</li> <li>• Helix request for District offering programs</li> </ul> | Board            | Information                          |
| <ul style="list-style-type: none"> <li>• Best Practices – where are we for SDAO</li> </ul>   | Director         | Update                               |
| <p>New Business</p> <ul style="list-style-type: none"> <li>• Acceptance of FY22-23 City/School District Budgets</li> </ul>   | Director & Board | Decision                             |
| <ul style="list-style-type: none"> <li>• Begin discussion on Sick Leave sharing</li> </ul>   | Board            | Discussion                           |
|  |                  |                                      |
| Good of the order  | Everyone         |                                      |
| Next District Board Meeting – November 16, 2023.   |                  | 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 Heather Estrada at 541-276-6449.



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**Minutes**

**Board of Directors Meeting**

September 28, 2023, at 5:30 pm

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

**ATTENDANCE BOARD**

Caty Clifton, President  
Kathy Thew

Sharone McCann, Vice President

**ATTENDANCE STAFF**

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

**ATTENDANCE – VISITORS**

none

**CALL TO ORDER**

Board President Caty Clifton called the Board Meeting to order at 5:42 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated the Board Members present in the office: Sharone McCann, Kathy Thews, and Caty Clifton, so we have a quorum. It was noted that Nick Nash and John Thomas were excused absences.

**APPROVAL OF THE AGENDA**

There were no changes.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: August 24, 2023 – Kathy Thew moved the approve the August 24, 2023, minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously. Caty Clifton asked about the ALSR meeting minutes for September 19, 2023. It was noted that they didn't make it into the packet and so will be presented at the next Board meeting with the minutes from the other two ALSR meetings.

**CALENDAR UPDATE**

Heather Estrada reminded the Board that the next two Thursday nights (October 5 and October 12) are ALSR meetings. Caty Clifton asked about the availability of the LEO statistics with the State Statistical report deadline approaching. Heather stated that she had spoken with Stephanie Chase, who has been sick, and she will try to get them out by Friday. Heather also commented that the district cross-country meet will be in 4 weeks in Pendleton, though she does not yet know the timeframe – the consensus of the Board was that we can adjust the time of the next meeting, if necessary to accommodate Heather attending the meet.

**CORRESPONDENCE**

Heather Estrada stated there is no official correspondence, though she did receive positive comments from Kathleen Schmidtgall and Dea Nowell regarding the article in today's Go! circular. She also noted that she is looking for ideas for the next series – some suggestions were offered.

## REPORTS

### FINANCIAL STATEMENTS – August 2023

There were no comments on the financial statement, other than we are two months into the fiscal year on these reports. Kathy Thew moved to accept the August 2023 financial statement pending audit. Sharone McCann seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Caty Clifton noted there has been lots going on with the staff, based on the staff reports. Heather Estrada touched on a couple of areas of her report. In the last month she attended both the Umatilla City Council meeting and the Ukiah School Board meeting – both were awesome, and she has been to Eugene and back for part of the EDI training. Caty noted Heather met with Rachel Reynolds [Umatilla County Assessor] and asked if she had any paperwork on the meeting for future reference. Heather stated she will speak more about this meeting later in the meeting. Caty also commented on the high number of deletions that Dea Nowell had done last month. And she also commented on Monica Hoffman transitioning into the Chairperson position of the OLA Children's Service Division. Caty also asked how a government shutdown affects HeadStart? Heather stated that Monica is working mostly from home this week and next following a daughter's surgery earlier this week. Additionally, Heather mentioned that Dea is coming to Pendleton October 24<sup>th</sup>, and that the all staff in-service is scheduled for Friday, November 3<sup>rd</sup> at the Pilot Rock Community Center 8:30 am – 3:00 pm. Things for in-service are coming together slowly, the committee meets again tomorrow, and the theme will be Fighting Misinformation and Racism. Heather shared a bit about some of the plans and how they are going for the training.

### BOARD TRAINING – REPORT FROM SDAO TRAINING

Heather Estrada asked, since all the Board Members present had attended the SDAO Board Members Relations, Expectations and Ethics training to share what they learned, or a takeaway, from the training. Sharone McCann stated it was a good reminder that we need to be careful and cautious, and always be professional. Kathy Thew noted it cemented the impression she didn't want to do anything on Facebook or use her phone outside of just for calls; she added caution and being professional, as well. Kathy stated you should talk with people face to face and not put things out on social media. Caty Clifton stated, having been a longtime government employee that she had been through a lot of ethics training and reminded the Board that whenever three Board Members are gathered it constitutes a quorum and so can't talk about the business; she also stated it was a good heads-up on the basic rules of organization. Additionally, she commented on a reminder that it is not just about the rules, but the appearance of any impropriety; the training was all good reminders.

Heather Estrada commented that the SDAO Conference registration just opened, and she had sent an email out to the Board regarding. The Conference is February 8-11, 2024, in Seaside. There was some discussion about who might or might not be planning to attend.

## OLD BUSINESS

### UPDATE ON DOOR AND LEASE AGREEMENT

Heather Estrada stated that after reviewing the lease agreement if we want the door fixed it would be up to the landlord. Some brainstorming occurred around the issue of potential updates: better lock, alarm, security cameras (which would require monitoring). Heather noted that this is actually part of the emergency planning as well. Caty Clifton suggested that maybe when/if Heather has some time with the landlord to ask him about

the security of the door (there are 2 sets – one into the shared entry/vestibule with the neighbor and one into our office space). The Board’s suggested we keep an eye on this and if it is a problem to revisit.

#### UPDATES ON...

##### SDAO NARCAN

Heather Estrada commented a bit earlier in the meeting that she has been in some ongoing communication with someone regarding the SDAO grant for Narcan. There will be some training on Narcan as part of in-service, though Heather stated she is not sure when we will be receiving the Narcan.

##### DIRECTOR’S REQUEST FOR EVERY LIBRARY INSTITUTE CONSULTANT

Heather Estrada stated that after she reported what she found out from the County Assessor, that they would like us to investigate the EveryLibrary Institute. Jennifer Costley sent Heather a link to their website and suggested Heather looks around it. They offer classes, workshops, consultants, etc., to assist with numerous things including raising funding. Heather shared with the Board, from her conversation with Rachel Reynolds, that there are only three (3) ways of raising funding through the tax process: permanent rate would require dissolving the District and restarting it; bonds are generally for capital improvements (structural); and special option levies can be for anything – they are for a set amount and a set timeframe. All of these, with the exception of bonds, can run into compression issues. Caty Clifton commented that a fourth option is grants or endowments.

##### SDAO BEST PRACTICES PROGRESS

Heather Estrada stated she is working on this, toward getting the 10% discount. She noted there are 5 pieces, though she stated that the emergency planning portion is almost done and that she finally found SDAO’s sample. She also noted that the best piece she found was a one sheet piece that a library guy put together. Heather noted that a long-term goal is to get an easy one-page plan in place and continue with the planning. Caty Clifton interjected that ultimately networking with libraries and communities would be a good long-term goal as well.

#### NEW BUSINESS

##### HEALTH INSURANCE BENEFITS POLICY

Heather Estrada commented that as she pulled the Personnel Policy up to update the holiday section, that we hadn’t updated the wording in the policy regarding the health insurance benefits though it had been approved. Heather suggested the wording “and their families with” replace “one family member” in the policy. Sharone McCann moved to approve the wording as presented. Kathy Thew seconded the motion. The motion passed unanimously.

##### HOLIDAYS POLICY

Heather Estrada noted that she added the wording in red as noted in the last meeting and told the Board to feel free to tweak the wording in the last paragraph. Heather noted that Columbus Day, also known as Indigenous Peoples’ Day, is a federal holiday, though a bit more obscure and we have never taken it as holiday, nor do most of the libraries. Following a bit of discussion, the wording was changed to read: “Official Federal holidays may be added to this list at the Board’s discretion.” Sharone McCann moved to adjust the wording as stated. Kathy Thew seconded the motion. The motion passed unanimously.

##### AUDITOR PROCESS

Heather Estrada shared that she has had a conversation with Barnett & Moro regarding the audit information and that Dickey & Tremper has pulled everything together at their end and it is ready to go. Heather is hoping to get everything to Barnett & Moro next week. Caty Clifton asked for a review of the timeline for the audit.

**EAP INFORMATION**

Heather Estrada noted that EAP was short for Emergency Action Plan, and we talked about it earlier in the meeting.

**GOOD OF THE ORDER**

None.

**NEXT DISTRICT BOARD MEETING**

The next Board Meeting will be on October 26, 2023, at 5:30 pm. Also, the last 2 ALSR meetings are October 5 and October 12. The in-service date is November 3.

**ADJOURN**

Kathy Thew moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:33 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT



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**Umatilla County Special Library District  
Board of Directors**

**Work Session  
Libraries' FY22-23 Annual Library Service Plan Reviews**

*No decisions are made at these meetings – Information sharing only*

**Tuesday, September 19, 2023 – 5:30 – 8:00 PM**

| <b>Minutes</b>                              |   |
|---|---|
| <b>Call to order</b>                        | Caty Clifton called the work session to order at 5:31 PM.   |
| <b>Call the Roll &amp; Establish Quorum</b> | Board Members: Sharone McCann, Caty Clifton, John Thomas (zoom), Nick Nash (zoom), Kathy Thew<br>UCSLD Staff: Heather Estrada<br>Visitors: Dustin Schock, Ukiah Public Library; Kathleen Schmidtgall, Weston Public Library; Cecili Longhorn, Stanfield Public Library; Dave Slaught, Echo Public Library |

| <b>Review of FY2022-23 Library Service Plans</b>                | <b>Information Sharing</b>                         |
|---|--|
| Dustin Schock, Library Director of Ukiah Public Library         | Shared the library's FY22-23 plan review.          |
| Dave Slaught, Library Director of Echo Public Library           | Shared the library's FY22-23 plan review.          |
| Kathleen Schmidtgall, Library Director of Weston Public Library | Shared the library's FY22-23 plan review.          |
| Cecili Longhorn, Library Director of Stanfield Public Library   | Shared the library's FY22-23 plan review.          |
| <b>Adjourn</b>  | Caty Clifton adjourned the work session at 8:20 PM |



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Board of Directors**

**Work Session  
Libraries' FY22-23 Annual Library Service Plan Reviews**

*No decisions are made at these meetings – Information sharing only*

**Tuesday, October 5, 2023 – 5:30 – 8:00 PM**

| <b>Minutes</b>                              |  |
|---|--|
| <b>Call to order</b>                        | John Thomas called the work session to order at 5:36 PM.   |
| <b>Call the Roll &amp; Establish Quorum</b> | Board Members: John Thomas (zoom), Nick Nash (zoom), Kathy Thew<br>UCSLD Staff: Heather Estrada<br>Visitors: Lili Schmidt, Milton-Freewater Library Director; Stephanie Partida, Athena Library Director; Amanda Hespel, Adams Library Director; Mark Rose, Hermiston Library Director |

| <b>Review of FY2022-23 Library Service Plans</b> | <b>Information Sharing</b>                        |
|--|---|
| Lili Schmidt, Milton-Freewater Library Director  | Shared the library's FY22-23 plan review.         |
| Stephanie Partida, Athena Library Director       | Shared the library's FY22-23 plan review.         |
| Amanda Hespel, Adams Library Director            | Shared the library's FY22-23 plan review.         |
| Mark Rose, Hermiston Library Director            | Shared the library's FY22-23 plan review.         |
| Adjourn  | John Thomas adjourned the work session at 8:20 PM |





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## Umatilla County Special Library District Board of Directors

### Work Session Libraries' FY22-23 Annual Library Service Plan Reviews

*No decisions are made at these meetings – Information sharing only*

**Tuesday, October 12, 2023 – 5:30 – 8:00 PM**

| Minutes                                     |   |
|---|---|
| <b>Call to order</b>                        | Caty Clifton called the work session to order at 5:34 PM.   |
| <b>Call the Roll &amp; Establish Quorum</b> | Board Members: Caty Clifton (zoom), John Thomas, Nick Nash, Sharone McCann<br>UCSLD Staff: Heather Estrada<br>Visitors: Susie Sotelo, Umatilla Library Director; Susan Price, Pilot Rock Library Director; Annette Kubishta, Helix Library Director |

| Review of FY2022-23 Library Service Plans | Information Sharing                                |
|---|--|
| Susie Sotelo, Umatilla Library Director   | Shared the library's FY22-23 plan review.          |
| Susan Price, Pilot Rock Library Director  | Shared the library's FY22-23 plan review.          |
| Annette Kubishta, Helix Library Director  | Shared the library's FY22-23 plan review.          |
| Adjourn                                   | Caty Clifton adjourned the work session at 8:20 PM |



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**9//Monthly District Director Report**

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| <b>Date:</b>                      | October 26, 2023 Board Meeting        |
| <b>Staff Name:</b>                | Heather Estrada                       |
| <b>Time Period Report Covers:</b> | September 23, 2023 – October 20, 2023 |

**1. Position Purpose Statement**

The mission of this position is to manage the operations of the UCSLD and support and strengthen the development of excellent library services in Umatilla County by working in partnership with the independent libraries.

**2. Meetings and Site Visits**

| <b>Date</b> | <b>Meeting/ Site Visits/<br/>Activity</b> | <b>Method</b> | <b>What happened</b>  |
|-------------|---|---------------|---|
| 9/25/2023   | Weekly Check-in Meeting with Dea          | Teams         | Check in on what's happening and what's coming up                               |
| 9/26/2023   | Anitracist Course                         | Zoom          | 1 <sup>st</sup> session of Library Journal's Anti-racist course                 |
| 9/27/2023   | Emergency Management Training             | Zoom          | More training on best EM practices  |
| 9/27/2023   | Hermiston Library Board Meeting           | In-person     | Attended the Hermiston Library Board to meet them and sit in on discussion.     |
| 9/28/2023   | Emergency Management Training             | Zooms         | More training on best EM practices  |
| 9/28/2023   | Monthly Board meeting                     | In-person     | Regular monthly board meeting,  |
| 9/29/2023   | Continuing Ed Meeting                     | Zoom          | Meet with committee to check in and move forward with Fall In-service planning. |
| 9/29/2023   | Pers reporting                            | On-line       | Monthly reporting for PERs  |
| 9/29/2023   | Computer Essestials training              | Zoom          | BMCC small business development center training                                 |
| 10/2/2023   | Weekly Check-in Meeting with Dea          | Teams         | Check in on what's happening and what's coming up                               |
| 10/3/2023   | Meeting with SLO Clearinghouse            | Teams         | Deeper discussion about how to make get Narcan to District Libraries.           |

|            |                                  |                    |  |
|------------|----------------------------------|--------------------|--|
| 10/3/2023  | Anti-racists Library Class       | Zoom               | 2 <sup>nd</sup> class in the series  |
| 10/3/2023  | Grand Jury Duty                  | In-Person          | First day training for Grand Jury.   |
| 10/4/2023  | Training on Beanstack            | Teams              | LEO sponsored Beanstack training. I am hoping to keep up on how and what our libraries have at their disposal. |
| 10/4/2023  | HR lunch bunch                   | Zoom               | Additional training on records retention best practices.   |
| 10/4/2023  | Grand Jury Duty                  | In-person          | Heard 3 cases  |
| 10/4/2023  | Misinformation & Fake News       | Zoom               | Learning and information gathering for in-service.   |
| 10/5/2023  | ALSP meeting                     | In-Person & Zoom   | Review meetings for 4 libraries  |
| 10/9/2023  | Weekly check-in meeting with Dea | Teams              | Check in on what's happening and what's coming up  |
| 10/9/2023  | In-Service Committee Meeting     | In-Person          | Planning for upcoming fall in-service  |
| 10/9/2023  | MF City Council Meeting          | In-Person          | Meet and Greet by attending and speaking at MF city council  |
| 10/10/2023 | Anti-racist Library class        | Zoom               | 3 <sup>rd</sup> of 3 class for the LJ course   |
| 10/11/2023 | Ransomware webinar               | Webinar            | Training to keep up on best cybersecurity.   |
| 10/12/2023 | Ryan Dowd Training               | Webinar            | Best Practices for libraries training  |
| 10/12/2023 | ALSP meeting                     | In-person and zoom | ALSP reviews for 4 libraries   |
| 10/16/2023 | Weekly check-in meeting with Dea | Teams              | Check in on what's happening and what's coming up  |
| 10/17/2023 | Interview with Monica            | In-Person          | Interview for Oct. GO! Article.  |
| 10/18/2023 | Safety and Staff meeting         | In-person and zoom | Monthly check in and safety training meeting.  |
| 10/18/2023 | EDI cohort                       | Zoom               | 2 <sup>nd</sup> of three cohort trainings. This one on zoom.   |
| 10/19/2023 | PERS reporting webinar           | Zoom               | Keeping up on best practices for PERS  |
| 10/20/2023 | LEO Annual Meeting               | In-person          | Attended annual meeting of LEO.  |

### 3. Projects and Progress

| Project             | Status                         | % Complete |
|---------------------|--------------------------------|------------|
| In-Service Training | Fall In-Service planning begun | 50%        |

|                                 |   |         |
|---------------------------------|---|---------|
| Audit                           | Audit process beginning. UCSLD audit documents turned into B & M  | 75%     |
| Agreements for Library Services | New round begun; Reviews done for 11 of 12 libraries  | 90%     |
| Public Records Management       | The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff | 75%     |
| Performance Appraisals          | All staff are in and completed. Quarterly check-ins set up.   | 25%     |
| Community Needs Assessment      | Feedback received. Board to discuss what's next.  | 80%     |
| Succession Planning             | Policy and plan to be written   | 5%      |
| Disaster Planning               | More research done on background. Working on final document   | 70%     |
| Marketing Plan                  | Ongoing EO column, plan will be part of strategic planning process  | 70%     |
| Office 365                      | A portion of the UCSLD checks is on bill pay  | Ongoing |
| Best Practices for SDAO         | Heather needs to finish up final plans  | 70%     |
| Safety & Staff Meetings         | October: Travel Security (Security)<br>November: Indoor Air Quality Awareness (Environmental)   | ongoing |
| ALSP Coming in                  | Call for 23-24 ALSPPs out. All in   | 100%    |
| Budget Process                  | All documents into the assessor   | 100%    |

#### 4. Feedback & Accomplishments

- Started State Libraries EDI cohort, much learning to come in the next 2 months.
- 1 more city visited on city council list. Also visited another Library Board
- Location and logistics nailed down for fall in-service. Details coming together.

#### 5. Upcoming Events – Activities

- October 24<sup>th</sup> – Dea in Pendleton for work
- October 26<sup>th</sup> - UCSLD Board Meeting
- November 3<sup>rd</sup> – Fall In-service in Pilot Rock
- November 9<sup>th</sup> – Athena City Council meeting
- November 10<sup>th</sup> – Veteran’s Day holiday
- November 13<sup>th</sup> – EDI cohort in Eugene
- November 16<sup>th</sup> – UCSLD Board Meeting (early because of Thanksgiving holiday)
- October, November, December – Wednesday Grand Jury Duty.



|                                   |                                 |
|-----------------------------------|---------------------------------|
| <b>Date:</b>                      | October 26, 2023, Board Meeting |
| <b>Staff Name:</b>                | Dea Nowell                      |
| <b>Time Period Report Covers:</b> | September 2023                  |

### 1. Position Purpose Statement

The purpose of this position is to support the UCSLD member libraries' abilities to provide services and participate in consortia activities through cataloging (maintaining the integrity of the bibliographic database and authority control) and technical support. Additionally, this position also administratively & technologically supports the UCSLD Board of Directors and staff.

### 2. Statistics

#### cataloging statistics:

|  | <i>* Item additions to Sage</i> | <i>* Item deletions from Sage</i> | <i>* Item corrections in Sage</i> | <i>Temporary bibs upgraded</i> | <i>*** Sage bib fixes</i> | <i>*** Sage bib merges</i> | <i>*** Sage bib deletes</i> | <i>*** Sage bib overlays</i> |
|--|---------------------------------|-----------------------------------|-----------------------------------|--------------------------------|---------------------------|----------------------------|-----------------------------|------------------------------|
| Sept. 2023   | 248                             | 148                               | 1,234                             | 81                             | 67                        | 12                         | 0                           | 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.<br>temp bibs missed put into bucket                 | OCLC CatExpress stats (added & deleted) | circulation related:<br>Adams PL - 1<br>Echo PL - 6,<br>Pilot Rock PL - 1,<br>Stanfield PL - 7,<br>Milton-Freewater - 3<br>Weston PL - 1 | pre-cataloged items:<br>Milton-Freewater PL-1<br>Ukiah P/SL - 1<br><br>in process items:<br>Milton-Freewater PL-1 |
| additionally:    | Adams PL - pre-cat report: trying to track down a pre-cat checked out video      |   |  |   |
|                  | Echo PL - report to determine # of items in collection (insurance people asking) |   |  |   |
|                  | Adams PL - inventory for shelving location change on books w/ call # X           |   |  |   |

### 3. Meetings and Site Visits

- Sage User Council meeting [via GoToMeeting]: 1 (9/19)
- Staff/Safety meetings [in person]: 1 (9/20)
- Sage Library of Things (LoT) discussion [via GoToMeeting]: 1 (9/20)
- UCSLD Board meeting [in person]: 1 (9/28)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (9/27)
- webinars/trainings attended [virtual]:
  - MCLS [Midwest Collaborative for Library Services] class - Graphic Details (9/6)
  - SafePersonnel - Safety Management: Emergency Action Plans (9/11)
  - MCLS [Midwest Collaborative for Library Services] class - Authorities (9/19, 9/20, 9/21)
- meet weekly, Monday am, w/ Heather [via MS Teams]: 4 (9/5, 9/11, 9/19, 9/25)

visits to/with District Libraries:

- all 12 libraries - 2 [email]
  - emailed proposed site visit schedule for feedback
  - emailed finalized site visit schedule
- Adams PL - 9 [phone, email]
  - called to check # of discs for a video; also spoke about several things (site visit schedule, info for a video set in catalog, how to do call # author for a series w/ multiple authors when want to shelve together, books with no call # suggestions)

- call re. email query about a video that was checked out via pre-cataloged item method & who has checked out (called 2 times no response, so emailed response) (3)
- email reply to quick question about when an item's ISBN is not printed inside a book
- email re. pagination check on a couple of items & reply (2)
- email reply for clarification purposes, as to whether they were ready for the updated inventory list of the Juvenile section or after "one last batch of books to put into the system..."
- email reply suggesting a call number for an item that can't find a suggested call # for
- Echo PL - 1 [email]
  - email reply with the number of items to an email query asking for number of items library currently has in collection (insurance people were asking)
- Helix PL - 3 [email, phone]
  - email reply to question about deleting old library card accounts
  - email reply to question about how to process a book without an ISBN number...
  - called re. email response to items scanned & noted for YA series section -- add shelving location? (go ahead and then use on the items just added to catalog)
- Milton-Freewater PL - 6 [email]
  - email a reply to director from a note she sent back with thanks for monthly stats
  - email to cataloger asking if her hours were changing as part of the library hours change, so I'd know & also for possible adjustment to site visit schedule if appropriate; and follow up to responses (4)
  - emailed cataloger a couple of OCLC records that may be matches for temps created...
- Stanfield PL - 3 [text, phone]
  - sent a text checking on proposed date & time for fall site visit
  - returned missed call - ? how does she get the # of ILLs loaned (State Statistical report didn't show # borrowed) - looked for spreadsheet on the Sage staff website and shared with Cecili where/how to pull up...
  - call - need tag info for a scanned item as cut off, & a price for another item
- Ukiah P/SL - 1 [email]
  - email checking on proposed date & time for fall site visit
- Umatilla PL - 1 [email]
  - emailed thanks for sharing the great graphic created for library card sign-up month
- Weston PL - 4 [email, phone]
  - emailed note letting know I used the wording from library's monthly newsletter as a starting point for the September is Library Card Sign-Up Month feature on our website, thanking her for doing some of the "heavy-lifting" for me
  - email response to note about getting a new library computer installed the next day
  - called re. email request - needed assistance with new PC set up (had purged browsing history & needed assistance setting up the Sage catalog staff webclient)
  - email customized receipt templates & call re. importing receipt templates into new PC
- Beth Ross [Sage Library System - Systems Administrator] - 1 [email]
  - email to let know that Adams PL added another level of children's/juvenile shelving location so the YA stats will now actually belong to that age level rather than juvenile - for next fiscal year-end pull of statistics
- Jon Georg [Sage Library System Specialist] - 2 [email, phone]
  - email - thanks for a link to a news story about how the UK stores everything in print within the UK, and is trying to store much of what is digital as well for future research
  - call re. error when trying to set up a shelving location - turns out it had already been added it and I could not see it on the list (*name column is not very wide & unfortunately width of columns not adjustable here*)

#### 4. Projects and Progress

- Assisted with Heather researching and purchasing a new laptop, and then getting it set up and everything working correctly. [Still a bit more to complete, but it sounds like it is mostly done.] ~ *95% completed*
- Attended 8 hours of cataloging training - 2 hr. class on cataloging graphic novels and 6 hrs. of class on authorities (over 3 days). ~ *ongoing*
- Prepping for fall trip & site visits. ~ *15% completed*

## 5. Accomplishments

- website work:
  - Board agendas (reg. mtg. & 3 ALSR mtgs.), packet, & minutes posted
  - created a teaser on front page for “September is... library card sign-up month”
  - posted Heather’s EO Go! Column (9/28/23)
- Sage Cataloging Mentor:
  - emailed Kristin Williams (BMCC Library Director) asking if she would like me to make a site visit this fall
  - email response to group email query from Sage Cataloging Committee Chair about when to make the change of meeting date/time following results of survey, based on what was stated at the last meeting & in minutes as to the next meeting date/time “...(Subject to change after the poll is completed. Surveys are due...)”
  - fwd. email from OCLC re. Connexion browser being discontinued on 30 April 2024 to Sage Cataloging Committee Chair following a meeting
  - emailed Sage Cataloging Committee Chair that I would not be at the upcoming Cataloging Committee meeting due to a scheduled physical therapy session
  - emailed Sage Cataloging Committee Chair re. an item for Cataloging Mentor meeting
  - 2 email replies to cataloger at Josephy Library re. login to Sage Library’s Niche Academy and still not being able to see any of the grades or history of classes taken... & also to links not automatically linking to an outside course...
  - most of the August new bibs reviewed (total: 93 bibs)
- Other:
  - created (and emailed to Heather a scan of) a map of my Great Falls office with exit routes & fire extinguisher location for UCSLD Emergency Action Plan

### Feedback received:

- 9/14/23 - email from Lisa Hauner (a Sage cataloging mentor & Sage Cataloging Committee Chair) regarding the instructions I’d sent her to be shared with Sage catalogers regarding how to transfer pre-cataloged items to a full bib record: “My Cat 3 just found a pre-cat and so we printed the directions and walked through it and it made it super-easy!!! So - one less pre-cat J **\*wiggly-eyebrows\*** Thank you, Dea! **\*pppprrr\* \*pppprrr\***”
- 9/28/23 - email reply from Jenny Simpson (Nyssa PL) to Sage cataloging mentors after it was announced that the pre-cataloged item transfer instructions I’d created had been posted on the Sage staff Cataloging webpage: “Wonderful! I just used it and got one of Nyssa’s books off the list! Yippee. Thanks. I’ve needed to learn this for years. Never gotten it to work before.”
- 9/26/23 - email from Amanda Hespel (Adams PL) after I removed several withdrawn items from the catalog: “Than you Dea! You are very much appreciated!”

## 6. Upcoming Events – Activities

- Staff/Safety meeting – Oct. 18
- Sage Library of Things (LoT) discussion – Oct. 18
- Fall trip (in-service, site visits, etc.) – Oct. 24-Nov. 8
- Sage Cataloging Mentor meeting – Oct. 25
- UCSLD Board meeting – Oct. 26



# 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:                      | October 2, 2023 |
| Staff Name:                | Monica Hoffman  |
| Time Period Report Covers: | September 2023  |

### 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.

### Statistics:

Attendances at Library Storytime's are kept separately as Take Off! Childcare/preschool Storytimes so the libraries can count those attendees for their statistical reports.

| Book Box Statistics        | Boxes/kits         | Books                |
|----------------------------|--------------------|----------------------|
| To Sites with Storytime    | 34                 | 680                  |
| To Sites without Storytime | 29                 | 568                  |
| Total                      | 63                 | 1248                 |
| Storytime Statistics       | Library Storytimes | Childcare Storytimes |
| Storytimes Provided        | 4                  | 32                   |
| Adults in Attendance       | 18                 | 87                   |
| Children in Attendance     | 37                 | 308                  |
| Total Attendance           | 55                 | 395                  |

### Meetings and Site Visits:

Fri Sep 1, 2023, Weston

- Weston Public Library Storytime with Kathleen

Tue Sep 5, 2023, Athena

- Athena Public Library Storytime with Stephanie

Fri Sep 8, 2023, Milton

Freewater

- Deliver Books to Milton Freewater Oregon Child Development Coalition for Mexican Independence Day Family Literacy Event
- Deliver Library Card posters to Milton Freewater Public Library and Weston Public Library





Mon Sep 11, 2023, Hermiston

- Deliver Books to Hermiston Oregon Child Development Coalition for Mexican Independence Day Family Literacy Event

Tue Sep 12, 2023, Pendleton, Helix

- Playtime Education with Amber materials delivery
- Helix Public Library Cowboy Storytime with Annette

Wed Sep 13, 2023, McNary, Umatilla

- Umatilla Early Head Start Favi Storytime and materials delivery.
- McNary Heights ECSE with Katy Storytime and materials delivery
- Umatilla Head Start PM Crystal Storytime and materials delivery.
- Umatilla Head Start PM Janie materials delivery.
- McNary Heights ECSE Katy Storytime and materials delivery



Mon Sep 18, 2023, Hermiston

- Punkin Center ECSE with Becca Storytime and materials delivery
- Punkin Center ECSE Classroom 3 Storytime
- Punkin Center ECSE with Charmayne Storytime
- Hermiston Oregon Child Development Coalition materials exchange
- Bethlehem Lutheran Preschool with Tess materials delivery
- Punkin Center ECSE Becca Storytime
- Punkin Center ECSE classroom 3 Storytime
- Punkin Center ECSE Charmayne Storytime and materials exchange

Tue Sep 19, 2023, Stanfield

- Stanfield Patriot Heights with Ruby Storytime and materials exchange
- Stanfield Elementary School with Debbie and Stacy Storytime and materials delivery.
- Stanfield Public Library Storytime with Cecili
- Stanfield Elementary School with Debbie and Stacy Storytime

Wed Sep 20, 2023, Pendleton

- Staff and Safety Meeting
- Elsie's in-home Childcare Storytime and materials exchange
- Jen's in-home Childcare Storytime and materials exchange
- Mindy's in-home Childcare materials delivery.
- PELC ECSE #105 w/Corrine Storytime and materials delivery.
- PELC ECSE with Bailey/Jacquelyn Storytime and materials delivery.
- Pioneer Relief Nursery with Cheri and MaryChris materials exchange

Fri Sep 22, 2023, Adams

- Adams Public Library Storytime with Amanda

Mon Sep 25, 2023, Hermiston

- Hermiston Child Development Center Early Head Start with Claire Storytime and materials delivery.
- Hermiston Child Development Center Early Head Start Johanna Storytime and materials delivery.
- Cathy Wamsley Early Learning Center with Yesenia Storytime and materials delivery.
- Good Shepherd Children's Center Pre-K storytime and materials exchange with Tigers and Otters
- Good Shepherd Children's Center toddler storytime and materials exchange with Monkeys and Giraffes
- Misty's In-home Childcare materials exchange.
- Hermiston Center for School Readiness at Rocky Heights with Ayerim Storytime and materials delivery.



Tue Sep 26, 2023, Milton Freewater

- Milton Freewater Head Start Linda Storytime and materials delivery.
- Little Pioneers morning Class Storytime and materials delivery
- Freewater ECSE with Sherry Storytime and materials delivery
- YMCA Childcare Center at Freewater School Storytime and materials exchange with Victor
- YMCA Childcare Center at Freewater School Storytime and materials exchange with Aiden
- Lily's Kids Academy Storytime with Lili Storytime and materials exchange
- Milton Freewater Head Start Amy Storytime and materials delivery.
- Milton Freewater Oregon Child Development Coalition materials exchange
- Freewater ECSE afternoon class with Sherry Storytime
- Little Pioneers afternoon and full day class with Kayla combined Storytime and materials delivery
- Little Ardo's Academy materials delivery.

#### Projects and Progress:

- Oregon Ready to Read 2023 Grant. 75% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

#### Upcoming Events - Activities:

- January 8, 2024, Patriot Heights Family Literacy Night Stanfield

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Three Months Ended September 30, 2023

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**Dickey and Tremper, LLP**

Certified Public Accountants and Business Advisors

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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 September 30, 2023 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the three months then ended, in accordance with the budgetary basis of accounting and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the budgetary basis of accounting in accordance with Oregon Budget Law, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the budgetary basis. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, and fund balance – all fund types – budgetary basis, and the related schedules of revenues, expenditures, and changes in fund balance – all fund types – budgetary basis. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Umatilla County Special Library District.

*Dickey and Tremper, LLP*

October 16, 2023

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON**  
**SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -**  
**ALL FUND TYPES - BUDGETARY BASIS**  
**September 30, 2023**

|   | Governmental Type Funds |                          |  |                     |                      |
|---|-------------------------|--------------------------|--|---------------------|----------------------|
|   | General Fund            | Resource<br>Sharing Fund | Capital<br>Improvement<br>Reserve Fund | Outreach<br>Fund    | Totals               |
| <b>ASSETS</b>                           |                         |                          |  |                     |                      |
| <b>CURRENT ASSETS</b>                   |                         |                          |  |                     |                      |
| Cash - Banner Bank                      | \$ 28,245.18            | \$ -                     | \$ -                                   | \$ -                | \$ 28,245.18         |
| Cash - LGIP                             | 217,264.09              | 25,573.07                | 44,040.12                              | 16,131.20           | 303,008.48           |
| Cash - Banner Bank Savings              | 19,089.63               | -                        | -                                      | -                   | 19,089.63            |
| Accounts Receivable                     | 4,236.55                | -                        | -                                      | -                   | 4,236.55             |
| Prepaid expenses                        | 5,719.22                | -                        | -                                      | -                   | 5,719.22             |
| <b>TOTAL</b>                            | <b>\$ 274,554.67</b>    | <b>\$ 25,573.07</b>      | <b>\$ 44,040.12</b>                    | <b>\$ 16,131.20</b> | <b>\$ 360,299.06</b> |
| <br><b>LIABILITIES AND FUND BALANCE</b> |                         |                          |  |                     |                      |
| <b>CURRENT LIABILITIES</b>              |                         |                          |  |                     |                      |
| Accounts payable - general              | \$ 2,729.54             | \$ -                     | \$ -                                   | \$ -                | \$ 2,729.54          |
| Accrued payroll and benefits            | 1,469.68                | -                        | -                                      | -                   | 1,469.68             |
| Total Current Liabilities               | 4,199.22                | -                        | -                                      | -                   | 4,199.22             |
| <b>FUND BALANCES (DEFICIT)</b>          |                         |                          |  |                     |                      |
| Assigned                                | -                       | 25,573.07                | 44,040.12                              | 16,131.20           | 85,744.39            |
| Unassigned                              | 270,355.45              | -                        | -                                      | -                   | 270,355.45           |
| Total Fund Balances                     | 270,355.45              | 25,573.07                | 44,040.12                              | 16,131.20           | 356,099.84           |
| <b>TOTAL</b>                            | <b>\$ 274,554.67</b>    | <b>\$ 25,573.07</b>      | <b>\$ 44,040.12</b>                    | <b>\$ 16,131.20</b> | <b>\$ 360,299.06</b> |

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS**  
**GENERAL FUND**  
**For the Three Months Ended September 30, 2023**

|  | Current MTD        | Current YTD        | Budgeted Amount     | Actual to Budget<br>Variance<br>Over/(Under) | % Used          |
|--|--------------------|--------------------|---------------------|--|-----------------|
| <b>REVENUES</b>                                  |                    |                    |                     |  |                 |
| Taxes current year                               | \$ 2,910.11        | \$ 4,044.22        | \$ 2,191,544.00     | \$ (2,187,499.78)                            | 0.18%           |
| Taxes - previously levied                        | 2,174.83           | 4,749.93           | 45,000.00           | (40,250.07)                                  | 10.56%          |
| Other income                                     | -                  | -                  | 200.00              | (200.00)                                     | 0.00%           |
| Community services fees                          | -                  | -                  | 113,000.00          | (113,000.00)                                 | 0.00%           |
| Interest earned - LGIP                           | 1,298.51           | 3,938.26           | 7,850.00            | (3,911.74)                                   | 50.17%          |
| Interest earned - other                          | 2.78               | 4.76               | 150.00              | (145.24)                                     | 3.17%           |
| <b>Total Revenues</b>                            | <b>6,386.23</b>    | <b>12,737.17</b>   | <b>2,357,744.00</b> | <b>(2,345,006.83)</b>                        | <b>0.54%</b>    |
| <b>PERSONNEL EXPENDITURES</b>                    |                    |                    |                     |  |                 |
| District Manager                                 | 6,242.00           | 18,726.00          | 75,000.00           | (56,274.00)                                  | 24.97%          |
| Library Tech. Manager                            | 4,566.24           | 14,133.60          | 56,600.00           | (42,466.40)                                  | 24.97%          |
| Early Literacy Coordinator                       | 3,889.20           | 12,038.01          | 48,400.00           | (36,361.99)                                  | 24.87%          |
| Payroll taxes                                    | 1,030.13           | 3,152.02           | 17,000.00           | (13,847.98)                                  | 18.54%          |
| Health and accident insurance                    | 4,976.08           | 14,925.10          | 62,850.00           | (47,924.90)                                  | 23.75%          |
| Worker's compensation                            | 3.81               | 388.68             | 650.00              | (261.32)                                     | 59.80%          |
| Unemployment                                     | 377.05             | 1,153.69           | 2,500.00            | (1,346.31)                                   | 46.15%          |
| Retirement                                       | 3,119.74           | 9,520.63           | 29,000.00           | (19,479.37)                                  | 32.83%          |
| <b>Total Personnel Expenditures</b>              | <b>24,204.25</b>   | <b>74,037.73</b>   | <b>292,000.00</b>   | <b>(217,962.27)</b>                          | <b>25.36%</b>   |
| <b>MATERIALS AND SERVICES</b>                    |                    |                    |                     |  |                 |
| Transportation                                   | 41.85              | 1,117.40           | 6,000.00            | (4,882.60)                                   | 18.62%          |
| Staff training and conferences                   | 286.39             | 606.39             | 4,000.00            | (3,393.61)                                   | 15.16%          |
| Board expenses                                   | 36.00              | 488.72             | 4,500.00            | (4,011.28)                                   | 10.86%          |
| Legal fees                                       | -                  | -                  | 5,000.00            | (5,000.00)                                   | 0.00%           |
| Audit  | -                  | -                  | 6,550.00            | (6,550.00)                                   | 0.00%           |
| Insurance  | -                  | -                  | 5,300.00            | (5,300.00)                                   | 0.00%           |
| Fiscal management                                | 1,250.00           | 3,750.00           | 15,000.00           | (11,250.00)                                  | 25.00%          |
| Postage  | -                  | -                  | 500.00              | (500.00)                                     | 0.00%           |
| Office supplies and maintenance                  | 352.17             | 976.81             | 5,700.00            | (4,723.19)                                   | 17.14%          |
| Telephone  | 158.55             | 475.23             | 2,100.00            | (1,624.77)                                   | 22.63%          |
| Rent   | 808.62             | 2,425.86           | 10,100.00           | (7,674.14)                                   | 24.02%          |
| Ads and notices                                  | -                  | -                  | 1,500.00            | (1,500.00)                                   | 0.00%           |
| Elections  | -                  | -                  | 3,000.00            | (3,000.00)                                   | 0.00%           |
| Email/website                                    | -                  | 1,512.00           | 2,525.00            | (1,013.00)                                   | 59.88%          |
| <b>Total Materials and Services</b>              | <b>2,933.58</b>    | <b>11,352.41</b>   | <b>71,775.00</b>    | <b>(60,422.59)</b>                           | <b>15.82%</b>   |
| <b>SPECIAL PAYMENTS</b>                          |                    |                    |                     |  |                 |
| Tax distribution to cities                       | 4,067.93           | 7,035.31           | 1,789,235.00        | (1,782,199.69)                               | 0.39%           |
| Community services fee<br>distribution to cities | -                  | -                  | 90,400.00           | (90,400.00)                                  | 0.00%           |
| <b>Total Special Payments</b>                    | <b>4,067.93</b>    | <b>7,035.31</b>    | <b>1,879,635.00</b> | <b>(1,872,599.69)</b>                        | <b>0.37%</b>    |
| Capital outlay                                   | 1,668.19           | 1,668.19           | 4,000.00            | (2,331.81)                                   | 41.70%          |
| Contingency                                      | -                  | -                  | 100,000.00          | (100,000.00)                                 | 0.00%           |
| <b>Total expenditures</b>                        | <b>32,873.95</b>   | <b>94,093.64</b>   | <b>2,347,410.00</b> | <b>(2,253,316.36)</b>                        | <b>4.01%</b>    |
| <b>Revenues over (under) expenditures</b>        | <b>(26,487.72)</b> | <b>(81,356.47)</b> | <b>10,334.00</b>    | <b>(91,690.47)</b>                           | <b>-787.27%</b> |

**OTHER FINANCING SOURCES (USES)**

|                                      |   |             |              |            |         |
|--------------------------------------|---|-------------|--------------|------------|---------|
| Transfer to Resource Sharing Fund    | - | (25,000.00) | (125,000.00) | 100,000.00 | 20.00%  |
| Transfer to Capital Reserve Fund     | - | (10,000.00) | (10,000.00)  | -          | 100.00% |
| Total other financing sources (uses) | - | (35,000.00) | (135,000.00) | 100,000.00 | 25.93%  |

Revenues and other financing sources over  
(under) expenditures and  
other financing uses

|    |             |              |              |    |          |
|----|-------------|--------------|--------------|----|----------|
| \$ | (26,487.72) | (116,356.47) | (124,666.00) | \$ | 8,309.53 |
|----|-------------|--------------|--------------|----|----------|

**FUND BALANCE, July 1, 2023**

|            |            |
|------------|------------|
| 386,711.92 | 363,982.00 |
|------------|------------|

**FUND BALANCE, September 30, 2023**

|               |               |
|---------------|---------------|
| \$ 270,355.45 | \$ 239,316.00 |
|---------------|---------------|



**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS**  
**RESOURCE SHARING FUND**  
**For the Three Months Ended September 30, 2023**

|  | Current MTD        | Current YTD         | Budgeted<br>Amount  | Actual to<br>Budget<br>Variance<br>Over/(Under) | % Used        |
|--|--------------------|---------------------|---------------------|---|---------------|
| <b>REVENUES</b>  |                    |                     |                     |   |               |
| Other income   | \$ -               | \$ -                | \$ 150.00           | \$ (150.00)                                     | 0.00%         |
| Hermiston and courier reimbursement  | -                  | -                   | 22,000.00           | (22,000.00)                                     | 0.00%         |
| Grants - Other   | -                  | -                   | 3,000.00            | (3,000.00)                                      | 0.00%         |
| <b>Total Revenues</b>  | <b>-</b>           | <b>-</b>            | <b>25,150.00</b>    | <b>(25,150.00)</b>                              | <b>0.00%</b>  |
| <b>MATERIALS AND SERVICES</b>  |                    |                     |                     |   |               |
| Sage Library System  | -                  | -                   | 59,000.00           | (59,000.00)                                     | 0.00%         |
| Courier - County   | -                  | -                   | 35,000.00           | (35,000.00)                                     | 0.00%         |
| Cataloging utilities   | -                  | -                   | 500.00              | (500.00)  | 0.00%         |
| Library2Go   | -                  | 13,709.00           | 14,500.00           | (791.00)  | 94.54%        |
| Programs and training  | 434.78             | 434.78              | 18,000.00           | (17,565.22)                                     | 2.42%         |
| Cooperative programs and activities  | 24.00              | 1,165.06            | 6,000.00            | (4,834.94)                                      | 19.42%        |
| Grant expenses - Other   | -                  | -                   | 3,000.00            | (3,000.00)                                      | 0.00%         |
| Marketing  | -                  | -                   | 5,000.00            | (5,000.00)                                      | 0.00%         |
| <b>Total Materials and Services</b>  | <b>458.78</b>      | <b>15,308.84</b>    | <b>141,000.00</b>   | <b>(125,691.16)</b>                             | <b>10.86%</b> |
| Contingency  | -                  | -                   | 31,150.00           | (31,150.00)                                     | 0.00%         |
| <b>Total expenditures</b>  | <b>458.78</b>      | <b>15,308.84</b>    | <b>172,150.00</b>   | <b>(156,841.16)</b>                             | <b>8.89%</b>  |
| <b>Revenues over (under) expenditures</b>  | <b>(458.78)</b>    | <b>(15,308.84)</b>  | <b>(147,000.00)</b> | <b>131,691.16</b>                               | <b>10.41%</b> |
| <b>OTHER FINANCING SOURCES (USES)</b>  |                    |                     |                     |   |               |
| Transfers from General Fund  | -                  | 25,000.00           | 125,000.00          | (100,000.00)                                    | 20.00%        |
| <b>Total other financing sources (uses)</b>  | <b>-</b>           | <b>25,000.00</b>    | <b>125,000.00</b>   | <b>(100,000.00)</b>                             | <b>20.00%</b> |
| <b>Revenues and other financing sources over<br/>(under) expenditures and other<br/>financing uses</b> | <b>\$ (458.78)</b> | <b>9,691.16</b>     | <b>(22,000.00)</b>  | <b>\$ 31,691.16</b>                             |               |
| <b>FUND BALANCE, July 1, 2023</b>  |                    | <b>15,881.91</b>    | <b>22,000.00</b>    |   |               |
| <b>FUND BALANCE, September 30, 2023</b>  |                    | <b>\$ 25,573.07</b> | <b>\$ -</b>         |   |               |

**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 Three Months Ended September 30, 2023**

|   | <u>Current MTD</u> | <u>Current YTD</u>  | <u>Budgeted<br/>Amount</u> | <u>Actual to<br/>Budget<br/>Variance<br/>Over/(Under)</u> | <u>% Used</u> |
|---|--------------------|---------------------|----------------------------|---|---------------|
| <b>OTHER FINANCING SOURCES (USES)</b>   |                    |                     |                            |   |               |
| Transfer from General Fund  | \$ -               | \$ 10,000.00        | \$ 10,000.00               | \$ -  | 100.00%       |
| Revenues and other financing sources over<br>(under) expenditures<br>and other financing uses | <u>\$ -</u>        | 10,000.00           | \$ 10,000.00               | <u>\$ -</u>   |               |
| <b>FUND BALANCE, July 1, 2023</b>   |                    | <u>34,040.12</u>    | <u>34,040.00</u>           |   |               |
| <b>FUND BALANCE, September 30, 2023</b>   |                    | <u>\$ 44,040.12</u> | <u>\$ 44,040.00</u>        |   |               |

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS**  
**OUTREACH FUND**  
**For the Three Months Ended September 30, 2023**

|   | <u>Current MTD</u> | <u>Current YTD</u>  | <u>Budgeted<br/>Amount</u> | <u>Actual to<br/>Budget<br/>Variance<br/>Over/(Under)</u> | <u>% Used</u> |
|---|--------------------|---------------------|----------------------------|---|---------------|
| <b>REVENUES</b>   |                    |                     |                            |   |               |
| State Ready to Read Grant   | \$ -               | \$ -                | \$ 9,320.00                | \$ (9,320.00)   | 0.00%         |
| Total Revenues  | <u>-</u>           | <u>-</u>            | <u>9,320.00</u>            | <u>(9,320.00)</u>   | <u>0.00%</u>  |
| <b>MATERIALS AND SERVICES</b>   |                    |                     |                            |   |               |
| Take Off materials and supplies   | -                  | (95.40)             | 3,500.00                   | (3,595.40)  | (2.73%)       |
| State Ready to Read material  | -                  | 2,877.25            | 9,320.00                   | (6,442.75)  | 30.87%        |
| Take Off transportation   | 157.81             | 507.79              | 5,000.00                   | (4,492.21)  | 10.16%        |
| Outreach materials and supplies   | -                  | -                   | 2,000.00                   | (2,000.00)  | 0.00%         |
| Total materials and services  | 157.81             | 3,289.64            | 19,820.00                  | (16,530.36)   | 16.60%        |
| Contingency   | -                  | -                   | 7,540.00                   | (7,540.00)  | 0.00%         |
| Total expenditures  | <u>157.81</u>      | <u>3,289.64</u>     | <u>27,360.00</u>           | <u>(24,070.36)</u>  | <u>12.02%</u> |
| Revenues over (under) expenditures  | <u>(157.81)</u>    | <u>(3,289.64)</u>   | <u>(18,040.00)</u>         | <u>14,750.36</u>  | <u>18.24%</u> |
| Revenues and other financing sources over<br>(under) expenditures<br>and other financing uses | <u>\$ (157.81)</u> | <u>(3,289.64)</u>   | <u>(18,040.00)</u>         | <u>\$ 14,750.36</u>                                       |               |
| <b>FUND BALANCE, July 1, 2023</b>   |                    | <u>19,420.84</u>    | <u>18,040.00</u>           |   |               |
| <b>FUND BALANCE, September 30, 2023</b>   |                    | <u>\$ 16,131.20</u> | <u>\$ -</u>                |   |               |