



**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 26, 2021, 5:30pm

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

Zoom Meeting:

[https://us02web.zoom.us/j/87033364266?pwd=UEpWc1htZStVSCtYNm50NkNuYT
hGZz09](https://us02web.zoom.us/j/87033364266?pwd=UEpWc1htZStVSCtYNm50NkNuYT
hGZz09)

Meeting ID: 870 3336 4266 Passcode: 284902

+19712471195,,87033364266#,,, *284902# US (Portland)

Agenda	
Call to order- Regular Meeting	President
Call the Roll & Establish Quorum	Secretary to the Board
Approval of the Agenda	President

Topic	Lead	Purpose Outcome
Public Comment - Limited to Two Minutes Per Person Limited to 30 Minutes Total Anyone may come forward at this time. Comment on any topic not on Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted	President	Please sign up
Minutes - Board Meeting - July 22,2021	President	Approval
Calendar Update	Director	No changes
Correspondence	Director	
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report - June 2021 - Updated ○ July 2021 ○ Banks & Pool Balances 	Director	Acceptance

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> • Staff Monthly Reports 		Information
Board Training	Everyone	Cybersecurity Best Practices
Old Business		
<ul style="list-style-type: none"> • Bank Signatory Documents 	Director	Signing
<ul style="list-style-type: none"> • Annual Library Service Plan Review 	Director	Information
New Business		
<ul style="list-style-type: none"> • Policies <ul style="list-style-type: none"> ○ UCSLD Powers & Duties of the Board ○ Board Member Job Description ○ By-Laws ○ Policy Review Schedule 	Director	Review & Approval
<ul style="list-style-type: none"> • Dickey & Tremper Contract 	Director	Review & Approval
Good of the order	Everyone	
Next District Board Meeting - September 23, 2021	President	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
June 22, 2021 at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD:

Jubilee Barron
Caty Clifton
Sharone McCann
Nick Nash, President
John Thomas, Vice President

ATTENDANCE STAFF:

Erin McCusker, District Director
Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS:

None

CALL TO ORDER:

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

OATH OF OFFICE:

Erin McCusker handed each of the newly and/or re-elected Board Members their Oath of Office and they read them aloud and signed them.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker stated all Board Members were present and thus there was a quorum.

APPROVAL OF THE AGENDA:

With no changes, Caty Clifton moved to accept the agenda as presented. John Thomas seconded the motion. The motion passed unanimously.

ANNUAL MEETING:

REVIEW OF BOARD OF DIRECTORS LIST:

Erin McCusker passed around the Board of Directors list and asked everyone to verify their information.

BOARD ELECTIONS - PRESIDENT, VICE-PRESIDENT:

President Nick Nash opened the floor for nominations. Caty Clifton nominated the current officers to continue in their positions [Nick Nash as President and John Thomas as Vice-President]. Nick noted that typically we like to pass these around the Board, however he became the President about halfway through the last fiscal year when the then President had to resign her position. Sharone McCann seconded the motion. The motion passed unanimously.

SECRETARY APPOINTMENT:

John Thomas moved that Erin McCusker, as District Director, again be appointed to serve as the Board Secretary and that she may delegate Board Meeting note taking. [Caty Clifton seconded the motion.] The motion passed unanimously.

SET REGULAR MONTHLY MEETING DATE & TIME:

The consensus of the Board is to continue the regular monthly meeting date and time as it has been – the 4th Thursday of each month at 5:30 pm – except to meet in November and December on the 3rd Thursday of the month, due to the holidays.

Board Handbooks were given to the 2 new elected Board Members: Jubilee Barron and Sharon McCann.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting: June 24, 2021 – John Thomas moved to accept the Board meeting minutes as presented. Caty Clifton seconded the motion. The motion passed with three votes, with Jubilee Barron and Sharone McCann abstaining as they were not at the last meeting.

CALENDAR UPDATE:

Caty Clifton asked about the date of the October Board meeting as listed on the calendar. The date will be changed from the 21st to the 28th. Erin McCusker summarized what the ALSP Reviews are for the new Board members and three dates were set by the Board Members for these Reviews – Thursday September 21st, Thursday October 7th, and Tuesday October 26th.

Erin noted that she is putting together a checklist of due dates from the City-District Agreements for the library directors.

CORRESPONDENCE:

Erin McCusker noted that she had received an email from Jennifer Costly, Pendleton PL director with a picture of the “book mobile” they are purchasing with [ARPA (American Rescue Plan Act)] grant funds awarded through the State Library of Oregon.

REPORTS:

FINANCIAL STATEMENTS - June 2021 (fiscal year-end):

Erin McCusker reviewed where we are sitting at year-end. She also noted a bit of budget background, as well as with the tax distribution and supplementary budgeting, to have budgetary authority to distribute the tax monies, based upon anticipation of receipt of those monies. Erin additionally shared, for District Libraries that wanted them, we purchased, out of the Resource Sharing fund, materials to create story walks. And the new vehicle was purchased out of the Capital Reserve fund. Caty Clifton noted for the new Board Members that the 4th page of the packet of financials has a summary of funds, which is helpful. Additionally, Nick Nash noted that the year-end financial statement is nice because you can see how everything fits together in the budget. Caty moved to accept the June 2021 financial report subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker reviewed the monthly staff reports in terms of staff’s roles and how each staff member reports happenings and events in their report. Monica Hoffman is beginning

deliveries and is in and out of the office again. She did a YouTube video this afternoon which will be posted on the Take Off YouTube station. Monica is currently working on registrations and typically goes to over 60 sites per month. Dea Nowell does many things, including cataloging for 8 libraries and cataloging support for the 4 others – and her statistics show all of that work. Dea also does a lot of technical support through her contacts with libraries and staff. Dea has been with the District the longest and is the historian and helps track District information. She has been helping Erin with the records management project the last few weeks. Erin reported that she herself has been in a lot of meetings, as noted in her report; and shows projects and progress in her report as well. Erin has adjusted her schedule a bit due to the heat and continues to be out of the office on Thursday mornings, through December, as she is taking a class. Additionally, she noted that she will begin gathering materials next week for the audit.

BOARD TRAINING – OSHA Heat Illness Prevention Emergency Ruling:

Erin McCusker stated that OSHA recently passed a new emergency temporary rule because of the heat. She noted that staff watched a training on heat illness and mentioned some of the things that employers need to provide under the ruling. John Thomas asked Erin if she was passing this information on the libraries in terms of folks seeking shelter from the heat in the libraries. Erin noted that she would.

OLD BUSINESS:

CITY-DISTRICT AGREEMENTS – ATTORNEY UPDATE:

Erin McCusker stated that she had a couple of questions for Eileen Eakins, the attorney working with us in reviewing the new City-District Agreements. The first being the time period of twelve months notated in the first yellow highlight on page 2 under “Review and Renegotiation.” Eileen’s response was that the time period can be anything we want and shared why she put 12 months here – it had to do with a timeline issue based on the 6-month termination clause. This would mean that at the end of the 2nd year of the agreement we would have to let the cities/school district know of our intent to review/renege the agreements – in some ways it would be like giving a courtesy reminder for our intent to review the agreement. The plan [based on the tax distribution formula review] has been to update population numbers every 3 years with the review and a new agreement.

The second question is in the Hermiston agreement, which is a separate agreement since the city of Hermiston chose not to be a part of the District and no taxes for UCSLD are collected from within the city proper of Hermiston. The question being on pages 5 and 8 regarding the unincorporated/rural area and the proportionate amount for Sage membership and courier costs – we need to make sure we are very clear about this. Eileen suggested modifying the appendix to show what we are doing and how they are to reimburse us. The point is to make everything about this issue explicit.

Erin stated that she and Dea Nowell will be working on updates to the appendices for the next Board Meeting.

There was no discussion regarding any of this. John Thomas moved to accept the City-District Agreement (except Hermiston). Caty Clifton seconded the motion. Caty moved to accept the Hermiston City-District Agreement. John seconded the motion. Each of the two motions was voted on separately and both motions were approved unanimously.

Caty asked about the roll out timeline. Erin stated that we would give notice six months prior (in December) and then send out the new agreement. Erin asked the Board to think about whether they would rather just give notice along with a list of changes, including

the new funding formula, and then shortly thereafter send the agreement for signing. John reminded the Board Members the importance of needing to be of one voice and to not allow for triangulation or division amongst the Board over the agreements.

REPORT ON STAFF PERFORMANCE APPRAISALS:

Erin McCusker reported that the staff work plans came out of the staff performance appraisal documents. Erin commented that she has the best staff to supervise because they know their jobs and do them, all while providing excellent service.

UCSLD - END OF YEAR REPORT:

Erin McCusker noted that this is new this year to show some of the highlights and statistics of the District's work. Caty Clifton noted it was great and had one suggestion - to include the year, as it was missing. John Thomas also noted it was great. Erin commented that we're trying to have advocacy pieces. Caty suggested if we share this with the library directors, our ALSP review is done.

NEW BUSINESS:

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - DATES:

With the dates set earlier in the evening this is now done. Erin will send out the dates to the library directors soon.

BANK SIGNATORY DOCUMENTS:

Erin McCusker noted that since neither Jubilee Barron nor Sharone McCann bank at Columbia Bank she has gotten permission for them to go into the Hermiston bank to have their identification documented, as bank staff need to physically see it. Erin noted that none of the other Board Members needs to go into Columbia Bank unless their ID has expired or changed since it was last put on file with Columbia Bank. Erin is hoping this can be done before August 10th so that the documents will be available for signing at the next Board meeting. For the Banner Bank account, Jubilee needs to fill out paperwork and Erin can copy her ID and take it in; Sharone has an account at Banner Bank, so her paperwork is already on file there. A motion for new signers and who is to come off the account as signers, at each bank, is needed.

Caty Clifton moved to add the five (5) Board Members: Jubilee Barron, Caty Clifton, Sharone McCann, Nick Nash, and John Thomas; as well as Erin McCusker as signers, and to remove Kara Davis and Hilary Stoupa as signers, from our account at Columbia Bank. John Thomas seconded the motion. The motion was approved unanimously.

John Thomas moved to add the five (5) Board Members: Jubilee Barron, Caty Clifton, Sharone McCann, Nick Nash, and John Thomas; as well as Erin McCusker as signers on our account at Banner Bank; and remove Kara Davis and Hilary Stoupa as signers from the Banner Bank account. The motion was approved unanimously.

MOVING TO BILL PAY:

Erin McCusker explained why we would like to move billing to bill pay, though she hasn't yet spoken much about it with Dickey & Tremper. Many of our vendors are currently able to do bill pay and Erin reviewed how to do this with our local controls in place. Banner Bank currently has \$10,000 limit on bill pay, though stated that the Board could change this amount. Erin noted that we will have to go through all the current accounts to determine who can and who cannot accept online bill payments. It would be a slow open/approval to proceed. Nick Nash noted that the approval process could include more Board Members in the process since our current method is more reliant upon location of residence, or being able to be in the Pendleton area, for physically signing checks. Erin

discovered that our checking account at Banner Bank has no limits on the number of transactions per month via bill pay.

Discussion included whether there were any concerns from Dickey & Tremper or the Secretary of States's office in moving forward; what the cities say about their ability to receive funds through bill pay; suggestion to check with other similar entities like Coos Cooperative Library Service or Lincoln County Library District; and what Banner Bank says when we talk about amount and limits. Caty Clifton moved to proceed with studies and report back to the Board. Jubilee Barron seconded the motion. The motion passed unanimously.

REPORT ON RECORDS MANAGEMENT PROJECT:

Erin McCusker stated that as a legal entity we have requirements of retention and destruction of documents, in terms of types of things. She noted that she and Dea Nowell have been working on the paper files in the last 2 weeks, plus. Electronic records are the next step. We have a policy in place based on retention schedule from the Secretary of State's Office and our procedures are being very clearly recorded with respect to public records requests, etc. It was noted that there are others who are interested in what we are doing and with our retention schedule policy and procedures (such as Lincoln County Library District).

GOOD OF THE ORDER:

None.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on August 26, 2021, at 5:30 pm in person at the District Office and via Zoom connection.

ADJOURN:

John Thomas moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:28 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell

Checklist for the UCSLD Fiscal Year

7/1/2021 - 6/30/2022

Complete?	Due Dates	Documents for UCSLD	Description
<input checked="" type="checkbox"/>	7/1/2021	Fiscal Year Begins	
<input type="checkbox"/>	10/10/2021	City FY21-22 Budget	Copy of the City's budget that includes the library's fund or accounting information
<input type="checkbox"/>	10/31/2021	ALSP FY20-21 Review Report	Review of last year's plan - report provided in person/Zoom and in a pdf format
<input type="checkbox"/>	11/5/2021	UCSLD All-Staff In-Service	Libraries and UCSLD office are closed
<input type="checkbox"/>	11/10/2021	State Library Statistical Report	Copy of the Library's Statistical Report
<input type="checkbox"/>	2/1/2022	City FY20-21 Audit	Copy of the City's audit of the prior fiscal year
<input type="checkbox"/>	2/15/2022	Projected Budget Figures to Libraries for Budgeting	The UCSLD provides these figures to the Libraries
<input type="checkbox"/>	3/31/2022	Historical Grant Process Closes	
<input type="checkbox"/>	4/1/2022	UCSLD All-Staff In-Service	
<input type="checkbox"/>	5/1/2022	FY2022-23 Annual Library Service Plan	Plan for next fiscal year's library service activities and how UCSLD funds were used
<input type="checkbox"/>	6/30/2021	Fiscal Year Ends	

Complete?	Due Dates	Document for State Library of Oregon	Description
<input type="checkbox"/>	8/31/2021	Ready to Read Application	
<input type="checkbox"/>	10/31/2021	State Library Statistical Report	
<input type="checkbox"/>	12/1/2021	Ready to Read Report	
<input type="checkbox"/>	12/1/2021	Ready to Read Funds Delivered/Deposited	
<input type="checkbox"/>			

Complete?	Dates	Library Professional Development Opportunities	Description
<input type="checkbox"/>	10/20-10/23/2021	ARSL Conference - Reno/Sparks, NV	
<input type="checkbox"/>	11/3-11/7/2021	REFORMA Conference - Portland, OR	
<input type="checkbox"/>	Spring 2022	Evergreen ILS Conference - TBD	
<input type="checkbox"/>	3/23-3/25/2022	Public Library Association Conference - Portland, OR	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2021

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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 June 30, 2021 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the fiscal year 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 17, 2021

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
June 30, 2021

Governmental Type Funds					
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 19,515.28	\$ -	\$ -	\$ -	\$ 19,515.28
Cash - LGIP	296,423.34	24,484.35	-	23,709.63	344,617.32
Cash - Columbia River Bank	40.00	-	19,040.12	-	19,080.12
Prepaid expenses	4,770.73	-	-	-	4,770.73
Accounts Receivable	-	-	-	-	-
TOTAL	\$ 320,749.35	\$ 24,484.35	\$ 19,040.12	\$ 23,709.63	\$ 387,983.45
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 21,749.73	\$ -	\$ -	\$ -	\$ 21,749.73
Accrued payroll and benefits	1,112.46	-	-	-	1,112.46
Total Current Liabilities	22,862.19	-	-	-	22,862.19
FUND BALANCES (DEFICIT)					
Assigned	-	24,484.35	19,040.12	23,709.63	67,234.10
Unassigned	297,887.16	-	-	-	297,887.16
Total Fund Balances	297,887.16	24,484.35	19,040.12	23,709.63	365,121.26
TOTAL	\$ 320,749.35	\$ 24,484.35	\$ 19,040.12	\$ 23,709.63	\$ 387,983.45

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the Fiscal Year Ended June 30, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 512.18	\$ 1,921,284.18	\$ 1,966,735.00	\$ (45,450.82)	97.69%
Taxes - previously levied	15,247.51	61,461.48	55,000.00	6,461.48	111.75%
Other income	-	157.70	300.00	(142.30)	52.57%
Community services fees	-	72,228.63	72,229.00	(0.37)	100.00%
Interest earned - LGIP	173.02	2,809.03	4,350.00	(1,540.97)	64.58%
Interest earned - other	0.89	35.08	150.00	(114.92)	23.39%
Total Revenues	15,933.60	2,057,976.10	2,098,764.00	(40,787.90)	98.06%
PERSONNEL EXPENDITURES					
District Manager	5,731.01	68,719.31	69,000.00	(280.69)	99.59%
Library Tech. Manager	4,019.84	47,734.54	49,275.00	(1,540.46)	96.87%
Early Literacy Coordinator	3,423.20	40,611.61	41,725.00	(1,113.39)	97.33%
Payroll taxes	932.13	11,115.82	16,400.00	(5,284.18)	67.78%
Health and accident insurance	4,030.73	47,556.62	49,000.00	(1,443.38)	97.05%
Worker's compensation	4.29	651.63	600.00	51.63	108.61%
Unemployment	353.35	3,532.02	3,500.00	32.02	100.91%
Retirement	433.10	5,201.84	25,000.00	(19,798.16)	20.81%
Total Personnel Expenditures	18,927.65	225,123.39	254,500.00	(29,376.61)	88.46%
MATERIALS AND SERVICES					
Transportation	-	381.13	9,000.00	(8,618.87)	4.23%
Staff training and conferences	-	1,825.91	4,000.00	(2,174.09)	45.65%
Board expenses	64.50	1,171.42	5,000.00	(3,828.58)	23.43%
Legal fees	400.03	2,258.81	6,000.00	(3,741.19)	37.65%
Audit	-	4,476.00	4,500.00	(24.00)	99.47%
Insurance	-	3,032.00	3,200.00	(168.00)	94.75%
Fiscal management	795.00	9,540.00	10,500.00	(960.00)	90.86%
Postage	-	353.88	800.00	(446.12)	44.24%
Office supplies and maintenance	643.54	3,490.20	6,200.00	(2,709.80)	56.29%
Telephone	156.42	2,078.44	2,100.00	(21.56)	98.97%
Rent	740.00	8,880.00	8,900.00	(20.00)	99.78%
Ads and notices	-	1,052.81	4,500.00	(3,447.19)	23.40%
Elections	6,648.64	6,648.64	9,500.00	(2,851.36)	69.99%
Email/website	-	1,650.00	1,850.00	(200.00)	89.19%
Total Materials and Services	9,448.13	46,839.24	76,050.00	(29,210.76)	61.59%
SPECIAL PAYMENTS					
Tax distribution to cities	12,607.75	1,586,198.24	1,617,388.00	(31,189.76)	98.07%
Community services fee distribution to cities	-	57,782.90	57,783.00	(0.10)	100.00%
Total Special Payments	12,607.75	1,643,981.14	1,675,171.00	(31,189.86)	98.14%
Capital outlay	-	1,178.00	4,000.00	(2,822.00)	29.45%
Contingency	-	-	97,050.00	(97,050.00)	0.00%
Total expenditures	40,983.53	1,917,121.77	2,106,771.00	(189,649.23)	91.00%
Revenues over (under) expenditures	(25,049.93)	140,854.33	(8,007.00)	148,861.33	-1759.14%

OTHER FINANCING SOURCES (USES)					
Transfer to Resource Sharing Fund	<u>-</u>	<u>(90,000.00)</u>	<u>(105,400.00)</u>	<u>15,400.00</u>	<u>85.39%</u>
Total other financing sources (uses)	<u>-</u>	<u>(90,000.00)</u>	<u>(105,400.00)</u>	<u>15,400.00</u>	<u>85.39%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (25,049.93)</u>	50,854.33	(113,407.00)	<u>\$ 164,261.33</u>	
FUND BALANCE, July 1, 2020		<u>247,032.83</u>	<u>220,500.00</u>		
FUND BALANCE, June 30, 2021		<u>\$ 297,887.16</u>	<u>\$ 107,093.00</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 Fiscal Year Ended June 30, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ 4,000.00	\$ 150.00	\$ 3,850.00	2666.67%
Hermiston and courier reimbursement	-	28,534.41	25,000.00	3,534.41	114.14%
Grants - Other	-	1,596.23	2,500.00	(903.77)	63.85%
Total Revenues	-	34,130.64	27,650.00	6,480.64	123.44%
MATERIALS AND SERVICES					
Sage Library System	-	60,642.00	62,000.00	(1,358.00)	97.81%
Courier - County	317.85	30,474.82	31,000.00	(525.18)	98.31%
Cataloging utilities	-	290.40	750.00	(459.60)	38.72%
Library2Go	-	11,090.00	13,000.00	(1,910.00)	85.31%
Programs and training	890.83	7,442.58	10,000.00	(2,557.42)	74.43%
Cooperative programs and activities	-	5,900.00	6,000.00	(100.00)	98.33%
Grant expenses - Other	-	1,626.18	2,500.00	(873.82)	65.05%
Marketing	-	-	1,500.00	(1,500.00)	0.00%
Total Materials and Services	1,208.68	117,465.98	126,750.00	(9,284.02)	92.68%
Contingency	-	-	25,000.00	(25,000.00)	0.00%
Total expenditures	1,208.68	117,465.98	151,750.00	(34,284.02)	77.41%
Revenues over (under) expenditures	(1,208.68)	(83,335.34)	(124,100.00)	40,764.66	67.15%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	90,000.00	105,400.00	(15,400.00)	85.39%
Total other financing sources (uses)	-	90,000.00	105,400.00	(15,400.00)	85.39%
Revenues and other financing sources over (under) expenditures and other financing uses	\$ (1,208.68)	6,664.66	(18,700.00)	\$ 25,364.66	
FUND BALANCE, July 1, 2020		17,819.69	18,700.00		
FUND BALANCE, June 30, 2021		\$ 24,484.35	\$ -		

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 Fiscal Year Ended June 30, 2021

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
EXPENDITURES					
Capital improvements	\$ -	\$ 28,259.05	\$ 40,000.00	\$ (11,740.95)	70.65%
Revenues over (under) expenditures	<u>\$ -</u>	(28,259.05)	(40,000.00)	<u>\$ (11,740.95)</u>	
FUND BALANCE, July 1, 2020		<u>47,299.17</u>	<u>47,299.00</u>		
FUND BALANCE, June 30, 2021		<u>\$ 19,040.12</u>	<u>\$ 7,299.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Fiscal Year Ended June 30, 2021

	<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	\$ -	\$ 9,342.20	\$ 9,366.00	\$ (23.80)	99.75%
Total Revenues	-	9,342.20	9,366.00	(23.80)	99.75%
MATERIALS AND SERVICES					
Take Off materials and supplies	319.98	657.35	5,500.00	(4,842.65)	11.95%
State Ready to Read material	-	9,413.08	9,366.00	47.08	100.50%
Take Off transportation	23.00	422.37	6,000.00	(5,577.63)	7.04%
Outreach materials and supplies	-	-	5,000.00	(5,000.00)	0.00%
Total materials and services	342.98	10,492.80	25,866.00	(15,373.20)	40.57%
Contingency	-	-	6,000.00	(6,000.00)	0.00%
Total expenditures	342.98	10,492.80	31,866.00	(21,373.20)	32.93%
Revenues over (under) expenditures	(342.98)	(1,150.60)	(22,500.00)	21,349.40	5.11%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (342.98)</u>	(1,150.60)	(22,500.00)	<u>\$ 21,349.40</u>	
FUND BALANCE, July 1, 2020		<u>24,860.23</u>	<u>22,500.00</u>		
FUND BALANCE, June 30, 2021		<u>\$ 23,709.63</u>	<u>\$ -</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Month Ended July 31, 2021

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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 July 31, 2021 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 19, 2021

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
July 31, 2021

Governmental Type Funds

	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 37,996.34	\$ -	\$ -	\$ -	\$ 37,996.34
Cash - LGIP	235,193.36	12,338.35	-	22,140.84	269,672.55
Cash - Columbia River Bank	40.16	-	19,040.12	-	19,080.28
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	\$ 278,000.59	\$ 12,338.35	\$ 19,040.12	\$ 22,140.84	\$ 331,519.90
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 3,041.68	\$ -	\$ -	\$ -	\$ 3,041.68
Accrued payroll and benefits	387.33	-	-	-	387.33
Total Current Liabilities	3,429.01	-	-	-	3,429.01
FUND BALANCES (DEFICIT)					
Assigned	-	12,338.35	19,040.12	22,140.84	53,519.31
Unassigned	274,571.58	-	-	-	274,571.58
Total Fund Balances	274,571.58	12,338.35	19,040.12	22,140.84	328,090.89
TOTAL	\$ 278,000.59	\$ 12,338.35	\$ 19,040.12	\$ 22,140.84	\$ 331,519.90

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 1 Month Ended July 31, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ -	\$ -	\$ 2,047,370.00	\$ (2,047,370.00)	0.00%
Taxes - previously levied	9,896.70	9,896.70	55,000.00	(45,103.30)	17.99%
Other income	-	-	300.00	(300.00)	0.00%
Community services fees	-	-	72,229.00	(72,229.00)	0.00%
Interest earned - LGIP	158.63	158.63	3,850.00	(3,691.37)	4.12%
Interest earned - other	1.02	1.02	150.00	(148.98)	0.68%
Total Revenues	10,056.35	10,056.35	2,178,899.00	(2,168,842.65)	0.46%
PERSONNEL EXPENDITURES					
District Manager	5,947.46	5,947.46	70,900.00	(64,952.54)	8.39%
Library Tech. Manager	4,157.16	4,157.16	49,600.00	(45,442.84)	8.38%
Early Literacy Coordinator	3,525.28	3,525.28	42,500.00	(38,974.72)	8.29%
Payroll taxes	963.21	963.21	14,190.00	(13,226.79)	6.79%
Health and accident insurance	4,030.73	4,030.73	52,920.00	(48,889.27)	7.62%
Worker's compensation	606.63	606.63	1,000.00	(393.37)	60.66%
Unemployment	365.14	365.14	6,000.00	(5,634.86)	6.09%
Retirement	447.20	447.20	25,000.00	(24,552.80)	1.79%
Total Personnel Expenditures	20,042.81	20,042.81	262,110.00	(242,067.19)	7.65%
MATERIALS AND SERVICES					
Transportation	700.43	700.43	9,000.00	(8,299.57)	7.78%
Staff training and conferences	-	-	3,500.00	(3,500.00)	0.00%
Board expenses	500.00	500.00	3,000.00	(2,500.00)	16.67%
Legal fees	250.00	250.00	3,000.00	(2,750.00)	8.33%
Audit	-	-	5,000.00	(5,000.00)	0.00%
Insurance	-	-	3,500.00	(3,500.00)	0.00%
Fiscal management	835.00	835.00	11,025.00	(10,190.00)	7.57%
Postage	-	-	500.00	(500.00)	0.00%
Office supplies and maintenance	1,007.76	1,007.76	5,500.00	(4,492.24)	18.32%
Telephone	156.39	156.39	2,100.00	(1,943.61)	7.45%
Rent	762.20	762.20	9,300.00	(8,537.80)	8.20%
Ads and notices	-	-	1,500.00	(1,500.00)	0.00%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	1,200.00	1,200.00	2,000.00	(800.00)	60.00%
Total Materials and Services	5,411.78	5,411.78	61,925.00	(56,513.22)	8.74%
SPECIAL PAYMENTS					
Tax distribution to cities	7,917.34	7,917.34	1,681,896.00	(1,673,978.66)	0.47%
Community services fee distribution to cities	-	-	57,783.00	(57,783.00)	0.00%
Total Special Payments	7,917.34	7,917.34	1,739,679.00	(1,731,761.66)	0.46%
Capital outlay	-	-	3,000.00	(3,000.00)	0.00%
Contingency	-	-	85,985.00	(85,985.00)	0.00%
Total expenditures	33,371.93	33,371.93	2,152,699.00	(2,119,327.07)	1.55%
Revenues over (under) expenditures	(23,315.58)	(23,315.58)	26,200.00	(49,515.58)	-88.99%

OTHER FINANCING SOURCES (USES)					
Transfer to Resource Sharing Fund	-	-	(116,700.00)	116,700.00	0.00%
Transfer to Capital Reserve Fund	-	-	(10,000.00)	10,000.00	0.00%
	<u>-</u>	<u>-</u>	<u>(126,700.00)</u>	<u>126,700.00</u>	<u>0.00%</u>
Total other financing sources (uses)					
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (23,315.58)</u>	<u>(23,315.58)</u>	<u>(100,500.00)</u>	<u>\$ 77,184.42</u>	
FUND BALANCE, July 1, 2021		<u>297,887.16</u>	<u>270,500.00</u>		
FUND BALANCE, July 31, 2021		<u>\$ 274,571.58</u>	<u>\$ 170,000.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the 1 Month Ended July 31, 2021

	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	-	-	27,000.00	(27,000.00)	0.00%
Grants - Other	-	-	2,700.00	(2,700.00)	0.00%
Total Revenues	-	-	29,850.00	(29,850.00)	0.00%
MATERIALS AND SERVICES					
Sage Library System	-	-	65,500.00	(65,500.00)	0.00%
Courier - County	-	-	33,500.00	(33,500.00)	0.00%
Cataloging utilities	-	-	750.00	(750.00)	0.00%
Library2Go	11,646.00	11,646.00	12,000.00	(354.00)	97.05%
Programs and training	500.00	500.00	8,000.00	(7,500.00)	6.25%
Cooperative programs and activities	-	-	12,000.00	(12,000.00)	0.00%
Grant expenses - Other	-	-	2,700.00	(2,700.00)	0.00%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	12,146.00	12,146.00	139,450.00	(127,304.00)	8.71%
Contingency	-	-	30,000.00	(30,000.00)	0.00%
Total expenditures	12,146.00	12,146.00	169,450.00	(157,304.00)	7.17%
Revenues over (under) expenditures	(12,146.00)	(12,146.00)	(139,600.00)	127,454.00	8.70%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	-	116,700.00	(116,700.00)	0.00%
Total other financing sources (uses)	-	-	116,700.00	(116,700.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (12,146.00)</u>	<u>(12,146.00)</u>	<u>(22,900.00)</u>	<u>\$ 10,754.00</u>	
FUND BALANCE, July 1, 2021		<u>24,484.35</u>	<u>22,900.00</u>		
FUND BALANCE, July 31, 2021		<u>\$ 12,338.35</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 1 Month Ended July 31, 2021

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	-	10,000.00	<u>\$ (10,000.00)</u>	
FUND BALANCE, July 1, 2021		<u>19,040.12</u>	<u>15,300.00</u>		
FUND BALANCE, July 31, 2021		<u>\$ 19,040.12</u>	<u>\$ 25,300.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
 BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 OUTREACH FUND
 For the 1 Month Ended July 31, 2021

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
State Ready to Read Grant	\$ -	\$ -	\$ 9,342.00	\$ (9,342.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,342.00</u>	<u>(9,342.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	589.60	589.60	5,000.00	(4,410.40)	11.79%
State Ready to Read material	928.85	928.85	9,342.00	(8,413.15)	9.94%
Take Off transportation	50.34	50.34	6,000.00	(5,949.66)	0.84%
Outreach materials and supplies	<u>-</u>	<u>-</u>	<u>6,000.00</u>	<u>(6,000.00)</u>	<u>0.00%</u>
Total materials and services	1,568.79	1,568.79	26,342.00	(24,773.21)	5.96%
Contingency	<u>-</u>	<u>-</u>	<u>6,530.00</u>	<u>(6,530.00)</u>	<u>0.00%</u>
Total expenditures	<u>1,568.79</u>	<u>1,568.79</u>	<u>32,872.00</u>	<u>(31,303.21)</u>	<u>4.77%</u>
Revenues over (under) expenditures	<u>(1,568.79)</u>	<u>(1,568.79)</u>	<u>(23,530.00)</u>	<u>21,961.21</u>	<u>6.67%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (1,568.79)</u>	<u>(1,568.79)</u>	<u>(23,530.00)</u>	<u>\$ 21,961.21</u>	
FUND BALANCE, July 1, 2021		<u>23,709.63</u>	<u>23,530.00</u>		
FUND BALANCE, July 31, 2021		<u>\$ 22,140.84</u>	<u>\$ -</u>		



Date:	August 16, 2021
Staff Name:	Monica Hoffman
Time Period Report Covers:	July 2021

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 Statistics	Delivered/Renewed	Books
Book Boxes	70	1400
Storytime Kits	6	48
Total	76	1428

Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	1	2
Adults in Attendance	1	5
Children in Attendance	3	38
Total Attendance	4	43

3. Meetings and Site Visits-not represented in the above:

- o Monthly Staff and Safety Meeting

4. Projects and Progress

- o Collection development/box revisions- ongoing
- o Social media were used to deliver providers with virtual content for them to use with students.
- o Continually adding books to *Handy Library Manager*
- o Prepared for upcoming school year.

5. Accomplishments

- o Distributed 12 gift books to children of Umatilla County.
- o In person Storytimes!!
- o Fall program registration began.

6. Upcoming Events - Activities

- o Continuing Fall program registration.
- o Back to School Parent Night UMCHS





Monthly Report

Date:	August 26, 2021, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	July 2021

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 2021	73	13	53	0	26	0	0	1
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

reports run:

regular monthly:	item stats: all 12 pub. lib.	OCLC CatExpress stats (added & deleted)	circulation related: Adams - 1 Echo PL - 6, Pilot Rock PL - 1, Stanfield PL - 8, Milton-Freewater - 3	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
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3. Meetings and Site Visits

- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (7/28)
- Sage User Council meeting(s) [via GoToMeeting]: 1 (7/20)
- UCSLD Board meetings [in person]: 1 (7/22)
- Staff/Safety meetings [in person]: 1 (7/21)
- webinars/trainings attended [virtual]: 1
 - SDAO webinar: Heat Illness Prevention (OR-OSHA emergency temp. rule to protect workers from heat stress) (7/15)
- meet weekly, Monday mornings, with Erin [via MS Teams]: 1 (7/26)

visits to/with District Libraries:

- Adams PL - 2 [email, phone]
 - email re. a ? in ref. to request to see some items attached to temporary bib. records
 - call rec'd. re. whether finished with items requested to see, as returned very quickly
- Echo PL - 3 [email]
 - email re. emailed ? about how to label courier pkg. for District office

- email follow-up re. request to see items attached to temporary bib. records, had 2 libs. call re. items being returned to them - asked items resent if had sent & been returned...
 - email reply to response about resending temp bib items
- Helix PL - 4 [email, phone]
 - email reply in ref. to request to see some items attached to temp bib. records
 - call rec'd. re. whether finished with items requested to see, as returned very quickly
 - email re. ? about how to delete someone's card in the catalog
 - call re. shelving location wording for juvenile graphic novels and humor section
- Milton-Freewater PL - 5 [email]
 - email cataloger re. ? about an item and no matching bib found (different # of discs)
 - email follow-up re. request to see items attached to temporary bib. records, had 2 libs. call re. items being returned to them - asked items resent if had sent & been returned...
 - email reply to response about resending temp bib items
 - email director re. ?/request for help with a report to count # of Spanish lang. materials
 - email cataloger re. ? about which create MARC record template to use for temp bibs
- Pendleton PL - 2 [email, in person]
 - email cataloger re. ? about list of precats
 - spoke with ILL/assistant director re. recent return of items from libraries to District office - also District was issued a card for holds/checkouts to help alleviate in future
- Pilot Rock PL - # [email] (fwd. emails)
 - email re. ? about whether system having problems
 - email follow-up re. request to see items attached to temporary bib. records, had 2 libs. call re. items being returned to them - asked items resent if had sent & been returned...
 - email reply to response about resending temp bib items
- Stanfield PL - 3 [email, phone]
 - email follow-up re. request to see items attached to temporary bib. records, had 2 libs. call re. items being returned to them - asked items resent if had sent & been returned...
 - called - left a message re. above email since email not checked regularly & time short
 - email reply to response about resending temp bib items
- Weston PL - 2 [phone]
 - call re. email about Pendleton patron not being able to place hold on an item, ultimately emailed system administrator re. as a heads up
 - call re. email ? about item on Sage User Council meeting agenda re. statistics
- Beth Ross [Sage Library System - Systems Administrator] - 3 [email, phone]
 - email heads up re. Weston PL item not holdable by a Pendleton patron
 - call re. courier dropsite change (as noted at Sage User Council meeting) (2 - 1 w/ Erin)

4. Projects and Progress

- records management project (see below...)

5. Accomplishments

- Worked a good chunk of the time spent in Umatilla County on records management project with Erin. We got a very good start on moving/transferring files into the new retention structure (both in the main office area and in archive/storage area), as well as destroying/discarding documents as called for in the records retention policy.
- Found/purchased/transported large wooden table w/ 3 leaves for front area of office.
- Assisted Erin with revising/updating the Board Handbook.

- Purchased 4 external hard drives, 2 wireless keyboards & mice for staff use.
- Updated old Chromebook to use for Board meeting Zoom connections.
- website work:
 - Board agenda, minutes, Board meeting packet, FY202122 calendar, & FY2020-21 year-end report posted
 - removed Hilary Stoupa's name/email, and added Sharone McCann & Jubilee Barron's names & term info. to Board Member page
 - calendar: Board meeting dates/times added for FY2021-22

Feedback received:

- 7/13/21 - rec'd. an email from Lili Schmidt (Milton-Freewater PL director) asking for help as she had tried several time to run reports and seemed successful but couldn't open them, I responded that there had been some reported issues with reports in the last few days or week, not sure if they had been fixed however may be related, suggested contact Jon Georg or Beth Ross to double check with them re. her issue. Rec'd following response: *"Thank you for getting back to me, even though you are busy! I got an email that said "Failed Report" so I will contact JonGeorg or Beth! Thank you!"*

6. Upcoming Events - Activities

- Fridays off (vacation) through Labor Day weekend
- Sage Cataloging Committee meeting - 8/2
- Staff/Safety meeting - 8/18
- Sage Cataloging Mentor meeting - 8/25
- UCSLD Board meeting - 8/26



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Monthly Director Report

Date:	August 26, 2021 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	July 15 – August 19, 2021

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
7/16/2021	Meeting with State Library of Oregon Staff	Teams	EDI grant – LSTA discussion with Buzzy Nielsen and Tamara Ottum of SLO and Stephanie Chase, Executive Director of LEO – The grant was approved!!!
7/19/2021	Brainfuse User Training	Go To Meeting	Best practices for sharing resource with patrons
7/19/2021	Meeting with LEO Executive Director	Zoom	Check in meeting with Stephanie Chase about EDI grant and other LEO topics
7/20/2021	Went to our banks to set up signatory documentation	In-Person	Awaiting paperwork and further information.
7/20/2021	Meeting with Kari Keen, Ukiah Public Library	In-Person	Canceled – Kari was ill
7/21/2021	Safety & Staff Meeting	In-Person	OSHA’s Heat Illness Prevention and updates with each other
7/22/2021	UCSLD July Board Meeting	In-person and Zoom	
7/26/2021	Weekly Check-in Meeting with Dea	Teams	

Date	Meeting/ Site Visits/ Activity	Method	What happened
7/26/2021	Updated our SDAO Membership Information	Email	Sent in the new board member information, our budget information and general updated information.
7/29/2021	LEO Policy Review Committee	Zoom	Subcommittee meeting that is reviewing LEO policies and updating them as necessary
7/30/2021	Submitted PERS Monthly report	Online	
8/2/2021	Weekly Check-in Meeting with Dea	Teams	
8/10/2021	Meeting with Caty	In person	Reviewing the funding formula information
8/13/2021	LEO Board Meeting	Zoom	Quarterly meeting for Libraries of Eastern Oregon business
8/16/2021	Weekly Check-in Meeting with Dea	Teams	
8/16/2021	Meeting with Stephanie Chase	Zoom	LEO Executive Director Check in meeting
8/18/2021	Meeting with Darci Hanning	Zoom	Meeting with SLO consultant
8/19/2021	Board meeting agenda and packet posted		

3. Projects and Progress

Project	Status	% Complete
Policy Review	New review list for this fiscal year, beginning with Board by-laws, job description and powers and duties	ongoing
Audit	Compiling FY20-21 documents	50%
ALSP Review Meetings	All but 4 libraries have signed up. Dates are set	50%
City-District Agreements	Body of Agreements are complete and approved, waiting on population numbers from PSU-PRC, drafting appendices	50%
Public Records Management	The records are about 45% complete – procedures are being written and the retention schedule is being updated	45%
Performance Appraisals	All are complete and staff are working on their work plans	100%
Strategic Planning – New	Board developed Values to guide the process.	25%
Succession Planning	In the initial stages of this process	10%

Disaster Planning	In the initial stages of working on this planning	10%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	45%
Office 365	This summer will implement online bill pay processes to ensure local controls, have begun initial investigation	Ongoing
COVID-19	Oregon Health Authority has implemented a return to indoor masking	Ongoing
Best Practices for SDAO	Staff have taken the cybersecurity online training – working on the other requirements.	20%
Safety & Staff Meetings	Staff have taken the heat illness prevention training	ongoing
In-Service Training	Will start planning for November in-service	0%

4. Feedback & Accomplishments

- Completing several of the end of a fiscal year and beginning of a new fiscal year activities
- ALSP Review documents out and all but 4 libraries are scheduled
- Checklist out to libraries with due dates for documents needed to submit to UCSLD.

5. Upcoming Events – Activities

- New Schedule: M 8-5, T 9:30-7, W 7:30-5, Th 12-7, F 8:15-2:15
- Preparing audit documents
- Planning for Strategic Planning
- Annual Library Service Plan review meetings



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

425 South Main Street
PO Box 1689
Pendleton, OR 97801
Phone (541) 276-6449

Date: August 5, 2021
To: Library Directors
From: Erin @ Umatilla County Special Library District
Re: Annual Library Service Plan Reviews

A handwritten signature in blue ink, appearing to read "Erin", is placed to the right of the "From:" field.

I hope this finds you all well after this first month into the new fiscal year. Congratulations on getting through another very unusual year. You all are amazingly nimble as you navigate through (thankfully) abnormal circumstances.

It is time for the Annual Library Service Plan (ALSP) reviews. The UCSLD Board and I look forward to meeting with you and hearing how the last fiscal year, July 1, 2020 through June 30, 2021, progressed at your library at the ALSP review meetings in September and October.

There will be three meetings and all will be through Zoom. All of the review reports need to be complete and submitted to Erin in PDF by October 31st. The meeting time options can be found in the Google Document. See the email for the link and sign up for a .

Prepare and submit a report highlighting your activities based on your FY2020-2021 plan. You can choose to do a written report, a visual presentation or a brochure that can be posted to the UCSLD website as a PDF.

Regardless of the format you choose, your report must answer the following questions for the UCSLD Board:

1. What were your goals for FY2020-2021?
2. What are the community needs for which your goals were written?
3. What goals did you accomplish in FY2020-21?
4. Share the challenges, if any, you had in meeting your plan's goals. What changes would you have made to better meet the needs in your community?
5. In what ways did you create access for everyone in your community?
6. List your partners, including the UCSLD and other District libraries, with a brief statement about how you worked together to accomplish your goals.
7. What actions did you take this last year to increase awareness of UCSLD support of library customers?
8. Outside of current financial support, in what ways can the UCSLD continue to support district libraries' staff members and customers?

FY20-21 Annual Library Service Plan Review Meetings - Schedule

Add your name, library name and any needs you have to a time slot

Tuesday, September 21, 2021

Time	Library Director	Library	Needs for Presentation
5:35 - 6:05	Kristin Williams	Athena Public Library	
6:15 - 6:45	David Slaght & Anna Lemmon	Echo Library	
6:55 - 7:25			
7:30 - 8:00	Cecili Longhorn	Stanfield Public Library	

Thursday, October 7, 2021

Time	Library Director	Library	Needs for Presentation
5:35 - 6:05	Lili Schmidt	Milton-Freewater	Powerpoint
6:15 - 6:45	Susan Price	Pilot Rock	Powerpoint
6:55 - 7:25	Melissa Ince	Umatilla	Powerpoint
7:30 - 8:00			

Tuesday, October 26, 2021

Time	Library Director	Library	Needs for Presentation
5:35 - 6:05	Kathleen Schmidtgall	Weston	
6:15 - 6:45	Stephanie Partida	Adams	
6:55 - 7:25			
7:30 - 8:00			

Powers and Duties of the Board

A. Meeting the Needs of the District

It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the residents of the District.

B. Formulation and Interpretation of Policy

Board ~~members-Directors~~ only have the right and responsibility to participate in Board meetings and vote on District matters as part of the Board. The most important activity of the Board in performing this responsibility is the formulation and interpretation of District policies. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not expressly assigned to other District officers and personnel.

C. Management and Communication between Board and Staff

The primary responsibility of the Board is to make Policy level decisions for the District. Management of the daily operations and staff is the responsibility of the ~~Manager-District Director of the District~~. Unless otherwise authorized by a quorum of the Board, no individual Board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the Board, no individual Board member may order, direct or conduct, any review of, the personnel records of any staff member or any other record that is exempt under the Public Records Law. ~~Any communications relative to District business must be directed to the Chair of the Board, who will then communicate the question, request or concern to the Manager of the District.~~

D. Board ~~Me~~Directors~~members~~ Authorized by Official Action Only

Board members have no individual powers separate from the powers of the ~~B~~board, and have no authority to act individually without delegation of authority from the ~~B~~board. Likewise, no individual Board ~~member-Director~~ may speak for or on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District.

E. Ethical Standards

Board ~~members-Directors~~ act as representatives of the citizens of the District. Therefore, Board ~~members-Directors~~ shall adhere to the highest ethical standards in the conduct of District business.

F. Board Member Education

In order to effectively carry out their duties, Board members must be adequately informed.

Members are encouraged to attend such conferences and other training programs as the Board may authorized.



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

17 SW Frazer Ave Suite 360
PO Box 1689
Pendleton, OR 97801

Phone (541) 276-6449
Fax (541) 966-1028

Umatilla County Special Library District (UCSLD) Board ~~Member-Director~~ Job Description

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The UCSLD Board ~~Members-Directors~~ need to be engaged users of our library system in order to be able to promote understanding and needs of the District they serve. As this is a small Board with a minimal support staff, Board ~~Members-Directors~~ need to be active participants, have a basic knowledge of financial reports, and have a positive approach to new ideas for ~~servicing our community libraries ensuring the~~. Board activities are not limited to monthly evening meetings, but may also include weekend or daytime workshops, and events at the community libraries.

UCSLD Board members are elected for a 4--year term ~~and may serve only 2 consecutive terms~~. The Board meets once a month, ~~currently on the 3rd Thursday at 5:15p at a time and day agreed upon at the July meeting~~. These meetings are open to the public.

The Board ~~creates~~, supports ~~and advocates for~~ the vision and mission of the UCSLD by providing leadership and governance. ~~Individual Board members have no authority; the Board's authority is in their quorum~~. Day to day operation is handled by the District ~~Manager-Director~~ and support staff. The relationship between the Board and the District ~~Manager-Director~~ is a partnership. Board ~~Members-Directors~~ are a crucial component of this working dynamic and, as such, involvement of Board ~~members-Directors~~ is expected and crucial.

Specific Board ~~member-Director~~ duties include but are not limited to:

- ❖ Advisor to the District ~~Manager-Director~~
- ❖ Reviewing and evaluation of specific District programs - ~~for example, library Annual Library Service Plans (ALSP)~~
- ❖ Approving budgets, audit reports, and various financial decisions
- ❖ ~~Being Stay~~ informed of and meeting all legal and fiduciary responsibilities
- ❖ Helping the District ~~Manager-Director~~ review and evaluate UCSLD policies and decisions, ~~especially their impact~~.

~~Adopted: January 15, 2015~~
~~Updated: February 27, 2017~~

Umatilla County Special Library District
Adopted – January 15, 2015
Reviewed & Updated – February 27, 2017

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Board of Directors By-Laws

ARTICLE I - Name

This organization shall be known as the Umatilla County Special Library District and shall hereafter be referred to as the District in these By-Laws.

ARTICLE II - Purpose

This organization “shall be a municipal corporation and shall have perpetual succession, and shall, in its own name, exercise and carry out the powers and objects provided for by Oregon Statutes governing library districts.” The organization shall govern the Umatilla County Special Library District in accordance with ORS 357.216-286 and the District shall be organized to “provide library and information services to persons within the district.” (from the order creating the District). Further, the organization shall promote and develop cooperative library service in Umatilla County in response to the needs of the residents of the District.

ARTICLE III - Members and Terms

Section 1. Membership and Residency Requirements.

The Board of Directors shall consist of five members elected at large from any elector residing in the District.

Section 2. Length of terms of members.

- a. The two members receiving the largest number of votes in the initial election held November 4, 1986 shall serve until June 30, 1989.
- b. The three members receiving the next highest number of votes in the initial election shall serve until June 30, 1987.
- c. All subsequent terms shall be for a period of four years.
- d. Board members shall be elected at the March election in the year the term expires, “in each odd-numbered year on the third Tuesday in May.” (ORS 255.335)

Section 3. Vacancy Provision.

If a vacancy should occur the unexpired portion of the term shall be filled by appointment as follows:

- a. The District Board shall solicit names of prospective board members from the area where the retiring member was elected, except in the event there is a section of the Umatilla County Special Library District that is not represented; then names may be solicited from that area also and considered for appointment.
- b. ORS 198.320 will be followed to fill vacancies. A vacancy shall be filled by appointment by a majority of the remaining members of the governing body.

ARTICLE IV - Officers

Section 1. President.

- a. Shall be elected by the Board of Directors at the first meeting in July and shall serve for a term of one year.

Umatilla County Special Library District
Adopted -
Reviewed & Updated - 6/7/2001, 7/19/2018

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- b. Shall preside over all meetings of the Board.
- c. Shall appoint all committees, with the approval of the Board members.
- d. Shall be an ex-officio member to all committees.
- e. Shall plan the meeting agenda with the cooperation of the other officers.
- f. Vacancy Provision - If a vacancy occurs, the Board shall select a new president from the remaining four members to fill the unexpired term.

Section 2. Vice President.

- a. Shall be elected by the Board of Directors at the first meeting in July and shall serve for a term of one year.
- b. Shall preside in the absence of the President.

Section 3. Secretary.

- a. This position shall be held by the District Library Director.
- b. Shall maintain appropriate records, ensure minutes are taken of meetings and forward them to the Board of Directors before each meeting.
- c. Shall notify the news media of all regular and special meetings in accordance with ORS 192.610-192.690, the Public Meeting Law.

ARTICLE V - Meetings

Section 1. Meetings.

- a. Regularly monthly meetings shall be scheduled at a convenient time agreed upon by a majority of the Board members.
- b. Special meetings shall be convened at the pleasure of the President or any two (2) Directors and in accordance with ORS 192.610-192.690.

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Section 2.

A district board must have a quorum to meet. A quorum is more than fifty percent (50%) of the members of the entire board. It takes a majority of the entire board to take any action. (State of Oregon, Department of Justice, Attorney Generals Public Records and Meetings Manual)

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Section 3.

Meetings shall be conducted as directed by Roberts Rules of Order as modified by the Board to facilitate the transaction of business.

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Section 4.

All Board meetings shall be held in compliance with the Oregon Public Meeting Laws set down by Oregon Revised Statutes.

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ARTICLE VI - Amendments

Amendments to the By-Laws shall be submitted in writing to the President at any regularly scheduled meeting of the Board of Directors. Proposed amendments should be circulated to the members before the next regularly scheduled meeting.

Umatilla County Special Library District

Adopted -

Reviewed & Updated - 6/7/2001, 7/19/2018

Proposed amendments may be voted upon at the next regularly scheduled meeting and adopted by a favorable vote of 3 members of the Board of Directors.

ARTICLE VII - Powers and Duties

The District Board of Directors shall perform duties as of the Board of Directors. outlined in ORS 357.261.

Plan for UCSLD Policy Review - FY21-22

The following is an outline for review of UCSLD policies during the FY21-22. While many of the policies are fine the way they are currently written, all need reviewed and several policies need updated.

Policy Review Proposal

Review for Potential Updating Or Consider New Policies	Month
UCSLD Powers & Duties of the Board, Board Member Job Description, By-Laws	August 2021
Cybersecurity, Technology & Social Media Policies, Collection Development Policy and Request for Reconsideration	September 2021
Sage Library System Standardized Loan Rules, District Patron Card Moving Policy, Cataloging Authority	October 2021
Public Meeting Policy	December 2021
Mandatory Reporting	January 2022
UCSLD Oregon Ethics Law Policy	February 2022
UCSLD Whistleblower Policy	March 2022
UCSLD as Fiscal Agent Policy	April 2022
Loss Control Program Policy	May 2022
Financial Management Policy	June 2022



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Web: www.dickeyandtremper.com

July 1, 2021

Erin McCusker
District Coordinator
Umatilla County Special Library District
PO Box 1689
Pendleton, Oregon 97801

Dear Ms. McCusker:

We are pleased to confirm our understanding of the services we are to provide for the year ended June 30, 2022.

You have requested that we prepare the financial statement of Umatilla County Special Library District, which comprise the annual and monthly schedules of assets, liabilities, and fund balance - all fund types - budgetary basis and the related statements of revenues, expenditures, and changes in fund balance – actual and budget – budgetary basis for the year ended June 30, 2022, and perform a compilation engagement with respect to those financial statements. These financial statements will not include statements of cash flows and related notes to the financial statements.

We will assist your bookkeeper by providing bookkeeping services, which include the preparation and maintenance of cash receipts, cash disbursement, general ledger, and the preparation of monthly bank statement reconciliations. We will also prepare monthly payroll checks, calculate payroll tax deposit amounts, prepare quarterly and annual payroll reports, and prepare the W-2 and 1099 forms.

Our Responsibilities

The objective of our engagement is to -

1. prepare financial statements in accordance with the budgetary basis of accounting based on information provided by you, and
2. apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the budgetary basis of accounting.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care, when performing the bookkeeping services, preparing the financial statements, and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the budgetary basis of accounting and assist you in the presentation of the financial statements in accordance with the budgetary basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARSs:

- 1) The selection of the budgetary basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The preparation and fair presentation of the financial statements in accordance with the budgetary basis of accounting.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatements, whether due to fraud or error.
- 4) The prevention and detection of fraud.
- 5) To ensure that the entity complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with –
 - Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - Additional information that we may request from you for the purpose of the compilation engagement.

- Unrestricted access to persons with the entity of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our bookkeeping services and the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Our report will disclose that the entity's management has elected to omit substantially all of the disclosures required by the budgetary basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the entity's assets, liabilities, revenues and expenses. Accordingly, the financial statements will not be designed for those who are not informed about such matters.

We are not independent with respect to Umatilla County Special Library District. We will disclose that we are not independent in our compilation report.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to inclusion of the report, to ask our permission to do so.

Other Relevant Information

Robert Tremper, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for the services outlined above will be \$835 per month starting July 1, 2021. Bills will be rendered as the work progresses, with payment to be made upon presentation and will be subject to a late payment fee of 1 ½% per month (18% APR) on unpaid balances after 30 days. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully,

Dickey and Tremper, LLP

DICKEY AND TREMPER, LLP

Acknowledged:

Erin McCusker, District Coordinator
Umatilla County Special Library District

Date: _____