



**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

**Budget Hearing & Regular Meeting of the Board of Directors
Thursday, May 26, 2022, 5:30 pm**

Zoom Meeting:

<https://us02web.zoom.us/j/87443415993?pwd=UUllaW1hZUlxdkEvQk1yRUhUbmQwdz09>

Meeting ID: 874 4341 5993

Passcode: 957319

Audio only: +19712471195,,87443415993#,,,,*957319# US (Portland)

Budget Hearing Agenda	
Call to order - Budget Hearing per ORS 294.438 & 294.453 Noticed in East Oregonian May 19, 2022 and on the UCSLD website - https://ucslid.org/	President
Call the Roll & Establish Quorum	Secretary to the Board
Presentation of the FY2022-2023 Budget approved by the UCSLD Budget Committee on 4/14/2022	District Director
Comments	Board Members
Questions and Public Comments	Public
Close Budget Hearing	President

Agenda		
Call to order- Regular Meeting	President	
Call the Roll & Establish Quorum	Secretary to the Board	
Approval of the Agenda	President	
Topic	Lead	Purpose Outcome
Public Comment – Limited to Two Minutes Per Person Limited to 30 Minutes Total Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted	President	Please sign up
Minutes – Board Meeting – April 28, 2022	President	Approval

Calendar Update	Director	No new changes
Correspondence	Director	
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – April 2022 ○ Banks & Pool Balances • Staff Monthly Reports 	Director	Acceptance Information
Board Training <ul style="list-style-type: none"> • EDI & A training 		Information
Old Business <ul style="list-style-type: none"> • Agreements for Library Services 	Director & Board	Acceptance of the Agreements returned
<ul style="list-style-type: none"> • Acceptance of Audits 	Board	Decision
New Business <ul style="list-style-type: none"> • Acceptance of the Annual Library Service Plans from the Libraries 	Board	Decision
<ul style="list-style-type: none"> • Resolution No. 2021-2022-02: Resolution for Adopting the FY2022-2023 Budget, Making Appropriations, Imposing the Tax and Categorizing the Tax per ORS 294.456 		Approval of the UCSLD FY2022-2023 Budget
Good of the order	Everyone	
Next District Board Meeting – June 23, 2022		Information
Adjourn	President	Motion

Sign language interpretation will be provided for the public if requested 48 hours before the meeting; notice 72 hours before the meeting is preferred. Requests may be made to Erin McCusker at 541-276-6449.

FORM OR-LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Umatilla County Special Library District will be held on May 26, 2022 at 5:30 pm at 425 South Main Street, Pendleton, Oregon and at <https://us02web.zoom.us/j/87443415993?pwd=UUIlaW1hZUlxdkEvQk1yRUhUbmQwdz09>. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 as approved by the Umatilla County Special Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 425 South Main Street, Pendleton, Oregon, between the hours of 8 am and 4 pm or online at <https://www.ucslid.org/>. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Erin McCusker

Telephone: 541-276-6449

Email: director@ucslid.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2020-21	Adopted Budget This Year 2021-22	Approved Budget Next Year 2022-23
Beginning Fund Balance/Net Working Capital	337,012	332,230	280,405
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	0	0	0
Federal, State & all Other Grants, Gifts, Allocations & Donations	10,938	12,042	12,457
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	90,000	126,700	134,815
All Other Resources Except Current Year Property Taxes	169,227	158,679	171,850
Current Year Property Taxes Estimated to be Received	1,921,284	2,047,370	2,204,478
Total Resources	2,528,461	2,677,021	2,804,005

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	225,125	262,110	271,400
Materials and Services	203,056	227,717	267,262
Capital Outlay	1,178	3,000	3,000
Debt Service	0	0	0
Interfund Transfers	90,000	126,700	134,815
Contingencies	0	122,515	147,030
Special Payments	1,643,981	1,739,679	1,851,583
Unappropriated Ending Balance and Reserved for Future Expenditure	365,121	195,300	128,915
Total Requirements	2,528,461	2,677,021	2,804,005

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
General Fund - Administration	273,142	327,035	343,000
FTE	3	3	3
Resource Sharing	141,950	169,450	174,165
FTE	0	0	
Outreach	34,202	32,872	29,487
FTE	0	0	
Capital Reserve	47,299	25,300	34,040
FTE	0	0	
Not Allocated to Organizational Unit or Program	2,031,868	2,122,364	2,223,313
FTE		0	0
Total Requirements	2,528,461	2,677,021	2,804,005
Total FTE	3	3	3

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
There are no changes in activities or

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2020-21	Rate or Amount Imposed This Year 2021-22	Rate or Amount Approved Next Year 2022-23
Permanent Rate Levy (rate limit _____ per \$1,000)	.3682	.3682	.3682
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
Total	\$0	\$0



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Strengthening our community libraries

PO Box 1689
425 S Main Street
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Minutes
Board of Directors Meeting
April 28, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Jubilee Barron (via Zoom)
Sharone McCann (via Zoom)
John Thomas, Vice President (via Zoom)

Caty Clifton
Nick Nash, President (via Zoom)

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

none

CALL TO ORDER

Board President Nick Nash called the Board Meeting to order at 5:32 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll and stated Jubilee Barron, Caty Clifton, Nick Nash, and John Thomas were present, thus, there was a quorum. [Sharone McCann arrived a bit later in the meeting.]

APPROVAL OF THE AGENDA

No changes.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: March 24, 2022; Board Work Session: April 9, 2022; and Budget Committee Meeting: April 14, 2022 - John Thomas moved to accept the Board minutes from March 24, 2022, April 9, 2022, and April 14, 2022, as presented. Jubilee Barron seconded the motion. The motion passed unanimously with the four Board Members present.

CALENDAR UPDATE

No updates. Erin McCusker noted that Budget Hearing notices would be going out soon.

CORRESPONDENCE

Erin McCusker noted 2 pieces of correspondence received: notice of being a PERS 2021 reporting star and a Hermiston annexation notice.

REPORTS

FINANCIAL STATEMENTS - March 2022

Erin McCusker addressed the question about the other income of \$7,304 stating that it was from the sale of the 2008 Honda Fit. Erin noted that budgeted transfer of \$10,000 to

the Capital Reserve Fund was made which included the \$7,100 from the sale of the courier car. Caty Clifton moved to approve the March 2022 financial statement, pending audit. John Thomas seconded the motion. The motion passed unanimously with the four Board Members present.

STAFF MONTHLY REPORTS

Erin McCusker shared that Monica Hoffman is at a Parent Night tonight and has been busy getting free books distributed. This includes a group of books that will go to the Children's Museum. It was requested that we start tracking these kinds of donations, so they are recorded. Erin noted that Dea Nowell has been busy setting up virtual site visits with the libraries for next month and preparing for those. Erin stated that Dea also pulled the ILS patron information, anonymized it, and uploaded it to PolicyMap so we have that information available to us. Erin stated that she herself has been working on in-service, the Board's work session, budget preparation, and pulling off as much data as we can from PolicyMap. She noted that she is not going to renew PolicyMap as \$4,000 is not a workable dollar amount for the kind of data that is available for the rural areas. She will be contacting them next week to let them know and the reason why, so they are aware. Erin noted that it was a good experience working with this and will be sharing her experience regarding it with folks at the State Library. Erin also noted that the staff performance appraisal process is starting.

Nick noted how thankful he is for how thorough each staff member is in recording their work. As a Board Member he finds it very helpful.

BOARD TRAINING - BEST PRACTICES CHECKLIST

Erin McCusker stated that SDAO's best practices checklist is focused on board training this year. She spoke about the SafePersonnel training site and available training there. She will be sending out instructions again to the Board regarding access and finding the available trainings. The trainings need to complete by November. Several Board members asked to have this kept on their agenda, so it gets done in a timely manner.

OLD BUSINESS

COMMUNITY NEEDS ASSESSMENT

Erin McCusker shared that she is putting together everything from the surveys and other reports to give a broader picture of the community needs. She will be writing up the community needs assessment portion of the Strategic Plan next week. Erin noted that she will have a whole packet of information to send to the libraries along with a write up. It was noted that this is a good baseline for us, and we can only grow from here, as we will be identifying gaps for future planning. Erin stated she will also be creating a narrated PowerPoint that will be made available for sharing with community groups, which will be used for advocacy as well.

AGREEMENTS FOR LIBRARY SERVICES

Erin McCusker stated that we have 7 signed agreements and have also received several signed amendments. We are still missing agreements from Echo, Helix, Hermiston, Stanfield, and Umatilla. Erin asked the Board to move the agreement due date from May 15 to June 23, Board meeting night. Without signed agreements we have no vehicle with which to distribute funds next fiscal year. Erin noted that she would send notice to those whom we haven't received agreements or amendments back from regarding the change of due date. Sharone McCann moved to extend the due date for Agreement for Library Services to June 23, 2022. John Thomas seconded the motion. The motion passed unanimously.

ACCEPTANCE OF AUDITS

Erin McCusker stated that no new audits have been received. Helix and Pendleton received extensions and are their audits are still outstanding.

NEW BUSINESS

UCSLD STRATEGIC PLAN 2022 - 2025

Erin McCusker presented a draft of the strategic directions and goals. After some discussion and a few edits, John Thomas moved to accept the UCSLD Strategic Plan 2022-2025 as edited, with the understanding that it is a working document. Caty Clifton seconded the motion. The motion passed unanimously.

PERFORMANCE APPRAISALS

Erin McCusker noted that the Employee Performance Appraisal document and a draft of the peer review information were in the Board packets. She gave a brief description of the process for the new Board Members. Following discussion, it was decided that Erin will create the peer review form, Nick Nash will communicate with the library directors regarding the request for peer review for Erin, and Caty Clifton will provide prompting to Nick for reminders to library directors. Erin will put up the performance appraisal with her self-assessment on the Board's SharePoint site. It was the consensus of the Board to utilize the drafted questions for Erin's peer review.

GOOD OF THE ORDER

Nick Nash was asked about the BMCC situation and shared some information. John Thomas made note of the article in today's EO highlighting Sharone McCann's grandson and recent volunteer/service projects.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be May 26, 2022, following the Budget Hearing at 5:30 pm.

ADJOURN

John Thomas moved to adjourn the meeting at 7:02 pm. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President Nick Nash.

Respectfully submitted by Dea Nowell

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Ten Months Ended April 30, 2022

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To the Board of Directors
Umatilla County Special Library District
Pendleton, Oregon

Management is responsible for the accompanying financial statements of Umatilla County Special Library District (a governmental organization), which comprise the schedule of assets, liabilities, and fund balance – all fund types - budgetary basis of as of [April 30, 2022](#) and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the [ten 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.

[May 13, 2022](#)

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
April 30, 2022

Governmental Type Funds					
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 41,378.28	\$ -	\$ -	\$ -	\$ 41,378.28
Cash - LGIP	359,774.07	16,848.96	9,958.41	22,958.01	409,539.45
Cash - Columbia River Bank		-	19,081.71	-	19,081.71
Prepaid expenses	4,770.73	-	-	-	4,770.73
TOTAL	\$ 405,923.08	\$ 16,848.96	\$ 29,040.12	\$ 22,958.01	\$ 474,770.17
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 8,107.87	\$ -	\$ -	\$ -	\$ 8,107.87
Accrued payroll and benefits	420.61	-	-	-	420.61
Total Current Liabilities	8,528.48	-	-	-	8,528.48
FUND BALANCES (DEFICIT)					
Assigned	-	16,848.96	29,040.12	22,958.01	68,847.09
Unassigned	397,394.60	-	-	-	397,394.60
Total Fund Balances	397,394.60	16,848.96	29,040.12	22,958.01	466,241.69
TOTAL	\$ 405,923.08	\$ 16,848.96	\$ 29,040.12	\$ 22,958.01	\$ 474,770.17

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the 10 Months Ended April 30, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 6,413.22	\$ 1,970,704.22	\$ 2,047,370.00	\$ (76,665.78)	96.26%
Taxes - previously levied	1,499.60	48,515.80	55,000.00	(6,484.20)	88.21%
Other income	335.58	7,653.98	300.00	7,353.98	2551.33%
Community services fees	-	83,316.62	72,229.00	11,087.62	115.35%
Interest earned - LGIP	211.39	1,702.76	3,850.00	(2,147.24)	44.23%
Interest earned - other	1.36	28.37	150.00	(121.63)	18.91%
Total Revenues	8,461.15	2,111,921.75	2,178,899.00	(66,977.25)	96.93%
PERSONNEL EXPENDITURES					
District Manager	5,898.00	59,031.11	70,900.00	(11,868.89)	83.26%
Library Tech. Manager	3,951.36	40,473.68	49,600.00	(9,126.32)	81.60%
Early Literacy Coordinator	3,365.04	34,773.75	42,500.00	(7,726.25)	81.82%
Payroll taxes	935.21	9,511.23	14,190.00	(4,678.77)	67.03%
Health and accident insurance	4,002.34	40,170.32	52,920.00	(12,749.68)	75.91%
Worker's compensation	5.00	645.68	1,000.00	(354.32)	64.57%
Unemployment	366.75	2,997.43	6,000.00	(3,002.57)	49.96%
Retirement	1,942.25	18,480.86	25,000.00	(6,519.14)	73.92%
Total Personnel Expenditures	20,465.95	206,084.06	262,110.00	(56,025.94)	78.63%
MATERIALS AND SERVICES					
Transportation	517.72	3,038.59	9,000.00	(5,961.41)	33.76%
Staff training and conferences	-	584.00	3,500.00	(2,916.00)	16.69%
Board expenses	-	1,049.79	3,000.00	(1,950.21)	34.99%
Legal fees	880.00	4,565.00	3,000.00	1,565.00	152.17%
Audit	-	4,710.00	5,000.00	(290.00)	94.20%
Insurance	-	3,500.16	3,500.00	0.16	100.00%
Fiscal management	1,670.00	8,350.00	11,025.00	(2,675.00)	75.74%
Postage	111.72	592.96	500.00	92.96	118.59%
Office supplies and maintenance	544.50	3,285.73	5,500.00	(2,214.27)	59.74%
Telephone	155.85	1,561.29	2,100.00	(538.71)	74.35%
Rent	762.20	7,622.00	9,300.00	(1,678.00)	81.96%
Ads and notices	283.68	283.68	1,500.00	(1,216.32)	18.91%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	40.00	1,990.00	2,000.00	(10.00)	99.50%
Total Materials and Services	4,965.67	41,133.20	61,925.00	(20,791.80)	66.42%
SPECIAL PAYMENTS					
Tax distribution to cities	6,330.27	1,615,377.79	1,681,896.00	(66,518.21)	96.05%
Community services fee distribution to cities	-	66,653.29	57,783.00	8,870.29	115.35%
Total Special Payments	6,330.27	1,682,031.08	1,739,679.00	(57,647.92)	96.69%
Capital outlay	-	1,165.97	3,000.00	(1,834.03)	38.87%
Contingency	-	-	85,985.00	(85,985.00)	0.00%
Total expenditures	31,761.89	1,930,414.31	2,152,699.00	(222,284.69)	89.67%
Revenues over (under) expenditures	(23,300.74)	181,507.44	26,200.00	155,307.44	692.78%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	-	(72,000.00)	(116,700.00)	44,700.00	61.70%
Transfer to Capital Reserve Fund	-	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>-</u>	<u>100.00%</u>

Total other financing sources (uses)	-	<u>(82,000.00)</u>	<u>(126,700.00)</u>	<u>44,700.00</u>	<u>64.72%</u>
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Revenues and other financing sources over
(under) expenditures and
other financing uses

<u>\$ (23,300.74)</u>	99,507.44	(100,500.00)	<u>\$ 200,007.44</u>
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FUND BALANCE, July 1, 2021

<u>297,887.16</u>	<u>270,500.00</u>
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FUND BALANCE, April 30, 2022

<u>\$ 397,394.60</u>	<u>\$ 170,000.00</u>
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UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the 10 Months Ended April 30, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 150.00	\$ (150.00)	0.00%
Hermiston and courier reimbursement	-	29,536.77	27,000.00	2,536.77	109.40%
Grants - Other	-	-	2,700.00	(2,700.00)	0.00%
Total Revenues	<u>-</u>	<u>29,536.77</u>	<u>29,850.00</u>	<u>(313.23)</u>	<u>98.95%</u>
MATERIALS AND SERVICES					
Sage Library System	-	62,579.00	65,500.00	(2,921.00)	95.54%
Courier - County	-	30,148.25	33,500.00	(3,351.75)	89.99%
Cataloging utilities	-	294.80	750.00	(455.20)	39.31%
Library2Go	-	11,646.00	12,000.00	(354.00)	97.05%
Programs and training	301.93	2,229.26	8,000.00	(5,770.74)	27.87%
Cooperative programs and activities	-	-	12,000.00	(12,000.00)	0.00%
Grant expenses - Other	1,231.92	2,274.85	2,700.00	(425.15)	84.25%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	<u>1,533.85</u>	<u>109,172.16</u>	<u>139,450.00</u>	<u>(30,277.84)</u>	<u>78.29%</u>
Contingency	<u>-</u>	<u>-</u>	<u>30,000.00</u>	<u>(30,000.00)</u>	<u>0.00%</u>
Total expenditures	<u>1,533.85</u>	<u>109,172.16</u>	<u>169,450.00</u>	<u>(60,277.84)</u>	<u>64.43%</u>
Revenues over (under) expenditures	<u>(1,533.85)</u>	<u>(79,635.39)</u>	<u>(139,600.00)</u>	<u>59,964.61</u>	<u>57.05%</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	<u>-</u>	<u>72,000.00</u>	<u>116,700.00</u>	<u>(44,700.00)</u>	<u>61.70%</u>
Total other financing sources (uses)	<u>-</u>	<u>72,000.00</u>	<u>116,700.00</u>	<u>(44,700.00)</u>	<u>61.70%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (1,533.85)</u>	<u>(7,635.39)</u>	<u>(22,900.00)</u>	<u>\$ 15,264.61</u>	
FUND BALANCE, July 1, 2021		<u>24,484.35</u>	<u>22,900.00</u>		
FUND BALANCE, April 30, 2022		<u>\$ 16,848.96</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 10 Months Ended April 30, 2022

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	10,000.00	10,000.00	<u>\$ -</u>	
FUND BALANCE, July 1, 2021		<u>19,040.12</u>	<u>15,300.00</u>		
FUND BALANCE, April 30, 2022		<u>\$ 29,040.12</u>	<u>\$ 25,300.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the 10 Months Ended April 30, 2022

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
State Ready to Read Grant	\$ -	\$ 9,457.32	\$ 9,342.00	\$ 115.32	101.23%
Total Revenues	<u>-</u>	<u>9,457.32</u>	<u>9,342.00</u>	<u>115.32</u>	<u>101.23%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	95.31	1,201.32	5,000.00	(3,798.68)	24.03%
State Ready to Read material		8,043.72	9,342.00	(1,298.28)	86.10%
Take Off transportation	355.42	963.90	6,000.00	(5,036.10)	16.07%
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	450.73	10,208.94	26,342.00	(16,133.06)	38.76%
Contingency	<u>-</u>	<u>-</u>	<u>6,530.00</u>	<u>(6,530.00)</u>	<u>0.00%</u>
Total expenditures	<u>450.73</u>	<u>10,208.94</u>	<u>32,872.00</u>	<u>(22,663.06)</u>	<u>31.06%</u>
Revenues over (under) expenditures	<u>(450.73)</u>	<u>(751.62)</u>	<u>(23,530.00)</u>	<u>22,778.38</u>	<u>3.19%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (450.73)</u>	<u>(751.62)</u>	<u>(23,530.00)</u>	<u>\$ 22,778.38</u>	
FUND BALANCE, July 1, 2021		<u>23,709.63</u>	<u>23,530.00</u>		
FUND BALANCE, April 30, 2022		<u>\$ 22,958.01</u>	<u>\$ -</u>		



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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

Date:	May 18, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	April 2022

1. Position Purpose Statement:

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

2. Statistics:

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

Book Box Statistics	Boxes/kits	Books
To Sites with Storytime	40	757
To Sites without Storytime	38	720
Total	78	1477
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	1	46
Adults in Attendance	1	121
Children in Attendance	3	614
Total Attendance	4	735

3. Meetings and Site Visits-represented above:

- Tuesday April 5, 2022

Storytime at Umatilla Morrow Head Start (UMHS) P-Wees Pendleton 1 book box, 1 kit

Storytime at Jen's in-home childcare Pendleton 1 book box, 1 kit

Mindy's in-home childcare Pendleton 1 book box, 1 kit

Storytime at Elsie in-home childcare Pendleton 2 book boxes, 1 kit

- Wednesday April 6, 2022-

Storytime at Intermountain Education Service District (IMESD) Freewater Sherry's am class Milton Freewater 1 book box

Storytime at UMHS Kallen's class Milton Freewater –

19 Gift books delivered to students

Storytime at UMHS Mary's class Milton Freewater 1 book box

Storytime at IMESD Freewater Sherry's pm class Milton Freewater

Storytime at UMHS Linda's class Milton Freewater –

14 Gift books delivered to students

- Thursday April 7, 2022

Storytime at IMESD Pendleton Early Learning Center (PELC) Corrine's am class

Pendleton 1 book box

Storytime at UMHS at PELC Monica's am class Pendleton

20 Gift books delivered to students

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

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

Storytime at UMHS at PELC Monica's class Pendleton

15 Gift books delivered to students

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

- Monday April 11, 2022

Storytime at UMHS Airport Discovery Center Becky's Class Hermiston 2 book boxes

Storytime at UMHS Airport Discovery Center Jose's Class Hermiston 2 book boxes

Storytime at UMHS Airport Discovery Center Michelle's Class Hermiston 2 book boxes

- Thursday April 14, 2022

Storytime at UMHS Development Center Katy & Ruby's class Hermiston

16 Gift books delivered to students

Storytime at Good Shepherd preschool class Hermiston 2 book boxes

Storytime at Good Shepherd toddler class Hermiston 2 book boxes

Storytime at UMHS Rocky Heights Ayerim's Class Hermiston

20 Gift books delivered to students

- Tuesday April 19, 2022

Storytime at ABC Children's Ministries Preschool class 1 Athena -2 book boxes

Storytime at ABC Children's Ministries Preschool class 2 Athena

Storytime at Helix Public Library –

3 Gift books delivered to students

- Wednesday April 20, 2022

UCSLD Staff Meeting

Storytime at IMESD Stillman Center Hannah's am class Pendleton 1 book box

Pioneer Relief Nursery Pendleton 1 book box, 1 kit

Lil Angels Preschool and Childcare Pendleton 3 book boxes

Playtime Education in-home preschool Pendleton-2 book boxes, 1 kit

Storytime at IMESD Stillman Center Hannah's pm class Pendleton

- Thursday April 21, 2022

Storytime at IMESD Punkin Center Crystal's am class Hermiston 1 book box

Storytime at IMESD Punkin Avery's am class Hermiston 1 book box

Storytime at IMESD Punkin Becka's am class Hermiston 1 book box

Storytime at IMESD Punkin Erika's class Hermiston 2 book box

17 Gift books delivered to students

Storytime at IMESD Punkin Center Crystal's pm class Hermiston

Storytime at IMESD Punkin Avery's pm class Hermiston

Storytime at IMESD Punkin Becka's pm class Hermiston

- Monday April 25, 2022

Storytime at UMHS Ozzley's class Pilot Rock-1 book box

- Tuesday April 26, 2022

Storytime at UMHS Victory Square Red class Hermiston 1 book box

Storytime at UMHS Victory Square Yellow class Hermiston 1 book box

Storytime at UMHS Victory Square Blue am class Hermiston 1 book box

20 Gift books delivered to students

Bethlehem Lutheran Preschool Hermiston 2 book boxes
Misty's in-home childcare Hermiston 1 book box, 1 kit
Tia's in-home childcare Hermiston 1 book box, 1 kit
Oregon Child Development Center Hermiston 9 book boxes, 1 book bags
Cornerstone IMESD - Hermiston, 4 kits
Storytime at UMHS Victory Square Blue pm class Hermiston 1 book box
17 Gift books delivered to students

- Wednesday April 27, 2022

Storytime at Walla Walla YMCA Kim's class Milton Freewater 3 book boxes
Storytime at Lil Ardo's in home preschool Milton Freewater 2 book boxes
Storytime at Lily's Kids in home preschool Milton Freewater 2 book boxes
Oregon Child Development Center Milton Freewater 12 book boxes

- Thursday April 28, 2022

Storytime at IMESD Freewater Deb's am class McNary 2 book boxes
Storytime at UMHS Favi's class Umatilla 1 book box
Storytime at UMHS Ashley's class Umatilla
18 Gift books delivered to students

Storytime at UMHS Crystal's class Umatilla
19 Gift books delivered to students

Storytime at IMESD Freewater Deb's pm class McNary
Family Literacy Night at UMHS Rocky Heights Center

4. Projects and Progress

- Collection development/box revisions- ongoing
- Continually adding books to *Handy Library Manager*

5. Accomplishments

- Family Literacy Night at UMHS Rocky Heights Center April 28th

It was well attended, and *32 gift books were distributed to students and siblings*

UMHS staff present -3

Parents or guardians -26

Students and siblings -32

- Donated 12 books to the Children's Museum of Eastern Oregon
- **239 Total gift books delivered to children**

6. Upcoming Events – Activities

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



Monthly Report

Date:	May 26, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	April 2022

1. Position Purpose Statement

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

2. Statistics

cataloging statistics:

	* <i>Item additions to Sage</i>	* <i>Item deletions from Sage</i>	* <i>Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	*** <i>Sage bib fixes</i>	*** <i>Sage bib merges</i>	*** <i>Sage bib deletes</i>	*** <i>Sage bib overlays</i>
April 2022	362	250	40	6	46	17	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. temp bibs missed put into bucket	OCLC CatExpress stats (added & deleted)	circulation related: Adams PL - 1 Echo PL - 6, Pilot Rock PL - 1, Stanfield PL - 7, Milton-Freewater - 3	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	library patrons in Umatilla County for PolicyMap dataset(s)	Adams PL - YA books not checked out in 5 yrs.	Milton-Freewater PL - inventory report of all items for weeding	
	Echo PL - videos not checked out in 3 yrs.	all 12 pub. lib.: Patrons expired 1+ yr.:		

3. Meetings and Site Visits

- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (4/27)
- Sage Cataloging Committee meeting [via GoToMeeting]: 0 (*did not attend 4/4 mtg.*)
- Sage [Cataloging] RDA subcommittee meeting [via Zoom]: 1 (4/5)
- UCSLD Budget Committee meeting [via Zoom]: 1 (4/14)
- UCSLD Board meetings [via Zoom]: 1 (4/28)
- Staff/Safety meetings [via MS Teams]: 1 (4/20)
- webinars/trainings attended [virtual]: 5
 - UCSLD In-Service (4/1)
 - SDAO First Thursday webinar: Remote Access to Your District's Meetings (4/7)
 - Sage upgrade training #2 (4/7)

- SafePersonnel: ADA Compliance in the Workplace (4/19)
- Sage post-upgrade Q&A session (4/21)
- meet weekly, Monday mornings, with Erin [via MS Teams]: 3 (4/4, 4/11, 4/19)

visits to/with District Libraries:

- all 12 libraries - 5 [email]
 - emailed updated City Library hours spreadsheet
 - emailed (all except Hermiston, Milton-Freewater, & Pendleton) re. not needing to export print templates as they should already have a copy on PCs & I have them (prior to system upgrade on 4/19)
 - emailed corrected version of City Library hours spreadsheet
 - email re. site visit scheduling in May
 - May site visit scheduled Zoom link/invitation
- Adams PL - 1 [phone]
 - call - introduced to non-fiction call number resources for finding, site visit scheduling, and Monica Hoffman & TakeOff program as a resource
- Athena PL - 5 [email, phone, Zoom]
 - call re. changing hold receipt [to be done a bit later] and question re. how non-fiction collection was changed [re-categorized, but not relabeled or changed in system yet] by previous director & how to find a requested item [they have a spreadsheet of barcodes on PC by category for making change in catalog when are sure of it... used to look up category to find item]
 - email ? re. hold shelf receipt printing differently - just this one or all of them?
 - call & Zoom - importing receipts into different browser now using for staff web client
 - called re. email ? about report for City Council
- Echo PL - 2 [email]
 - email reply to library director/city manager re. updating Echo PL email addresses on City Library Hours spreadsheet
 - emailed a follow-up re. site visit scheduling email as not yet had a response
- Helix PL - 2 [phone]
 - called - trying to match up a barcode to scanned item
 - called clarifying email re. call # change
- Milton-Freewater PL - 1 [email]
 - emailed director requested inventory/weeding report
- Pendleton PL - 2 [email]
 - emailed catalogers a follow-up re. site visit scheduling email as not yet had a response
 - email reply to response on scheduling site visit
- Pilot Rock PL - 2 [email] (fwd. emails)
 - fwd. 5 Sage-Lib emails [Susan changed email addresses and is now able to receive emails herself...]
 - email re. ? about batches of scans set last week
 - email reply to emails re. issue with patron update (following upgrade)
- Stanfield PL - 1 [phone]
 - call re. ? about adding patron, not working following upgrade... suggested doing a hard restart of browser plus clearing cache - did the trick
- Ukiah Lib. - 5 [email, phone]
 - email reply and follow-up re. site visit scheduling (2)
 - called re. call number for a series of books sent to catalog & no call number provided
 - email - need back cover scan of a video to catalog (2)
- Weston PL - 3 [email, phone]
 - called re. email ? about help exporting print templates, etc. (prior to system upgrade)
 - email re. emailed ? about system upgrade effecting users on Library2Go
 - email re. ? about how to communicate not being able to fill holds while recarpeting project going on the next week - recommended contacting Beth to change setting in system

- Beth Ross [Sage Library System - Systems Administrator] - 2 [email]
 - email ? about whether needing to export holding/copy templates for ea. workstation
 - emailed correct UCSLD physical address for updating SageLib website map

4. Projects and Progress

- site visit prep ~60% complete

5. Accomplishments

- Umatilla County patrons report pulled from ILS (catalog), anonymized, removed several expired patrons (5+ years), massaged data into proper format for PolicyMap, removed those with PO Box only, geocoded addresses and uploaded datasets into PolicyMap to show where people reside that have a library card – [it took 5 dataset loads as PolicyMap limits amount of data uploaded at a time & no way to merge those datasets into one map]
- website work:
 - Board agenda, packet, & minutes posted
 - Budget Committee agenda, proposed budget documents, & narrative posted
 - In-Service documents posted
 - removed “We need your input!” post from carousel and teasers on home page
 - posted April EO Go! column
 - Adams PL & Athena PL directors updated
- Sage Cataloging Mentor:
 - reviewed March 2022 new bibs (171 bibs)
 - communicated with Sage Cataloging Committee chair about agenda item
 - communicated with Sage RDA subcommittee chair re. document reformatting, etc.

Feedback received:

- 4/18/22 – rec’d email response from Lili Schmidt (Milton-Freewater PL director) after sending requested report: “Perfection! Thank you so much!”
- 4/29/22 – rec’d email response from Amanda Hespel (Adams PL director), after replying that I’d removed items requested from catalog: “Thank you so much, I appreciate you! Have a great day. 😊”

6. Upcoming Events - Activities

- virtual site visits with libraries (scattered across May 3-25)
- Sage RDA subcommittee mtg. – 5/3
- Sage User Council mtg. – 5/17
- Staff/Safety mtg. – 5/18
- Sage Cataloging Mentor mtg. – 5/25
- UCSLD Board mtg. – 5/26



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Monthly District Director Report

Date:	May 26, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	April 21 – May 19, 2022

1. Position Purpose Statement

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

2. Meetings and Site Visits

Date	Meeting/ Site Visits/ Activity	Method	What happened
4/22/2022	LEO Board Meeting	Zoom	LEO Board meeting
4/25/2022	Jury Duty	In-Person	Half day and did not get called to the jury
4/25/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
4/28/2022	UCSLD March Board Meeting	Zoom	
4/29/2022	Meeting with Stephanie Chase & Valerie Stephenson	Zoom	Sharing information about serving on the LEO Board
5/2/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/2/2022	Orientation with Amanda Hespel	In-Person	New librarian orientation at Adams Public Library
5/9/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/12/2022	Meeting of the Directors	Zoom	Meeting to plan for the Summer Reading Program
5/12/2022	Helix Board Meeting	Zoom	Set up the Zoom connection for the Helix Board

Date	Meeting/ Site Visits/ Activity	Method	What happened
5/16/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/17/2022	LEO EDI Cohort meeting	In-Person	In Baker City
5/17/2022	Celebration for Aletha Bonebrake	In-Person	Aletha is retiring from the LEO Board and several LEO members gathered to celebrate her
5/18/2022	UCSLD Safety & Staff Meeting	Teams	AED and CPR – Safety Topic
5/19/2022	Meeting with Jim Sartre	Phone	Discussion of the options from T-Mobile for libraries

3. Projects and Progress

Project	Status	% Complete
Policy Review	Moving on with list -	ongoing
Audit	Complete and submitted	100%
ALSP Review Meetings	Complete	100%
Agreements for Library Services	Agreements out for City/School District signatures – Amendments mailed out to the cities	90%
Public Records Management	The records are about 45% complete – procedures are being written and the retention schedule is being updated	45%
Performance Appraisals	Starting the 2021-22 process	25%
Community Needs Assessment	Data gathering is complete and the reports are being compiled	45%
Strategic Planning – New	Strategic directions are created	25%
Succession Planning	In the initial stages of this process	10%
Disaster Planning	In the initial stages of working on this planning	10%
Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	45%
Office 365	Investigating online bill pay processes to ensure local controls	Ongoing
COVID-19	Indoor masking requirement has lifted	Ongoing
Best Practices for SDAO	New requirements out	10%
Safety & Staff Meetings	CPR and AEDs were our topics for this month's meeting	ongoing
In-Service Training	Planning will start at the end of the Summer for the November in-service	50%

4. Feedback & Accomplishments

- Budget ready for the budget hearing
- Completed LEO's EDI training

- New librarian orientation completed for Amanda Hespel

5. Upcoming Events – Activities

- 5/27 – 5/30 – Out of the office for Memorial Day Weekend
- 6/9 – 6/17 – Out of office
- 6/23 – Last Board meeting of the fiscal year.
- 7/1 – new fiscal year begins

OR-LB-RES

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Umatilla County Special Library District hereby adopts the budget for fiscal year 2022-2023 in the total amount of \$2,804,005.* This budget is now on file at **425 South Main Street** in Pendleton, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<u>General Fund</u>	
<u>Organizational Unit or Program: Administration</u>	
Personnel Services	271,400
Materials & Services	68,600
Capital Outlay	3,000
	0
<u>Not Allocated to Organizational Unit or Program:</u>	
Personnel Services.....	0
Materials & Services.....	0
Capital Outlay.....	0
Debt Service	0
Special Payments.....	1,851,583
Transfers Out.....	134,815
Contingency.....	108,000
Total.....	\$2,437,398

<u>Capital Reserve Fund</u>	
Administrative Capital Outlay	0
Total.....	\$0

<u>Resource Sharing Fund</u>	
Materials & Services	144,165
Special Payments.....	0
Transfers Out.....	0
Contingency.....	30,000
Total.....	\$174,165

<u>Outreach Fund</u>	
Materials & Services	20,457
Special Payments.....	0
Transfers Out.....	0
Contingency.....	9,030
Total.....	\$29,487

Total APPROPRIATIONS, All Funds . . .	\$2,641,050
Total Unappropriated and Reserve Amounts, All Funds . . .	162,955
TOTAL ADOPTED BUDGET . . .	\$2,804,005 *

(*amounts with asterisks must match)

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022- 2023:

- (1) In the amount of \$ _____ **OR** at the rate of \$0.3682 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ _____ **OR** at the rate of \$ _____ per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ _____ for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$ _____ **OR** \$0.3682/\$1,000
Local Option Tax.....\$ _____ **OR** \$ _____/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ _____

The above resolution statements were approved and declared adopted on May 26, 2022.

X _____
Signature