



**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, April 18, 2024, 5:30 pm**

Zoom Meeting:

<https://us02web.zoom.us/j/89842308254?pwd=UEEwUER1dk9MQWt5cTF0MTMvaU9RQT09>

Meeting ID: 898 4230 8254

Passcode: 712785

One tap mobile +19712471195,,89842308254#,,, *712785# US (Portland)

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

Meeting ID: 898 4230 8254

Passcode: 712785

| Budget Hearing Agenda | |
|--|------------------------|
| Call to order – Budget Hearing per ORS 294.438 & 294.453 Noticed in East Oregonian April 9, 2024 and on the UCSLD website - https://ucslid.org/ | President |
| Call the Roll & Establish Quorum | Secretary to the Board |
| Presentation of the FY2024-2025 Budget approved by the UCSLD Budget Committee on 3/28/2024 | 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 | President | Please sign up |
| Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted | | |

| | | |
|--|-----------|--|
| Minutes – Board Meeting March 28, 2024 Budget committee Meeting March 28, 2024 | President | Approval |
| Calendar Update | Director | |
| Correspondence | Director | |
| Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – Feb 2024 ○ Banks & Pool Balances • Staff Monthly Reports | Director | Acceptance Information |
| Board Training <ul style="list-style-type: none"> • Board Review, what it should look like? What we want to do. | | Information |
| Old Business <ul style="list-style-type: none"> • Salary Scale fleshed out. | Board | Decision |
| <ul style="list-style-type: none"> • Helix Library Board second trip, May 2. | Board | Decision and action steps |
| New Business | | |
| <ul style="list-style-type: none"> • Resolution No. 2023-2024-02: Resolution for Adopting the FY2024-2025 Budget, Making Appropriations, Imposing the Tax and Categorizing the Tax per ORS 294.456 | | Approval of the UCSLD FY2023-2024 Budget |
| Good of the order | Everyone | |
| Next District Board Meeting – May 23, 2024 | | Information |
| Adjourn | President | Motion |

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



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Minutes

Fiscal Year 2024-2025 Budget Committee Meeting

March 28, 2024, at 5:30 pm
425 S Main Street and via Zoom
Pendleton, Oregon

ATTENDANCE – BOARD:

Caty Clifton, President
Sharone McCann, Vice President (via Zoom)
Kathy Thew
John Thomas, President

ATTENDANCE – APPOINTED BUDGET COMMITTEE MEMBERS:

Cade Burnette, Stanfield (via Zoom)
Mary Finney, Pendleton
Sue Petersen, Pendleton
Kathleen Schmidtgal, Athena
Darcy Sexson, Stanfield (via Zoom)

ATTENDANCE – STAFF:

Heather Estrada, District Director
Dea Nowell, Technical Services Manager

GUESTS:

None.

CALL TO ORDER:

The meeting was called to order by Board President Caty Clifton at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Roll was called by Heather Estrada: Board Members Caty Clifton, Kathy Thew, and John Thomas were present in person, and Sharone McCann via Zoom; and appointed Budget Committee Members Kathleen Schmidtgal, Mary Finney, and Sue Petersen being present in person, with Darcy Sexson and Cade Burnette via Zoom. Heather noted that Board Member Nick Nash was excused tonight. She also stated that with the 5 appointed Budget Committee Members and 4 Board Members present, there was a quorum.

WELCOME & GROUND RULES & HOUSEKEEPING:

Caty Clifton and Heather Estrada welcomed everyone and thanked everyone for taking their time to be part of the budget process. Heather and Caty shared the ground rules for the meeting.

INTRODUCTIONS:

Introductions were made around the “table” by Board Members, appointed Budget Committee Members, and staff.

ELECTION OF BUDGET COMMITTEE CHAIR:

Board President Caty Clifton opened the floor for nominations for Budget Committee Chair, and with no rush for nominations, asked each of the appointed Committee Members if they would be willing to accept a nomination. Darcy Sexson agreed to, and Mary Finney moved to nominate Darcy Sexson as Budget Committee chair. Kathy Thew seconded the motion. There were no other nominations. The nomination was unanimously approved.

BUDGET PRESENTATION:

Heather Estrada, as Budget Officer, presented the proposed FY2024-2025 budget. Heather gave an overview of the four budget funds, including a brief history of the District, and then presented the proposed budget, explaining each of the funds; and explaining specific areas, as necessary. [Cade Burnett had to depart at 6:00 pm as Heather was explaining the General Fund expenditures – allocated portion of the proposed budget. And Mary Finney had to depart at 6:25 pm as Heather was explaining the Capital Reserve Fund. Mary noted that she saw nothing out of the ordinary and had no questions; she also shared that if she were staying she would vote in favor of the proposed budget.]

PUBLIC COMMENTS:

There were no public comments, as there was no one from the public present and no communication had been received by email or phone.

DISCUSSION, APPROVAL, SET TAX RATE:

Budget Committee Chair Darcy Sexson asked if there were any questions or discussion. Being none, she entertained a motion to approve the proposed budget with the yellow highlighted numbers in the General Fund Expenditures pages where the figures did not correctly save into the budget packet forms that were sent out. Kathy Thew moved to approve the proposed FY2024-2025 budget as presented on the screen with the noted yellow highlights. John Thomas seconded the motion. The motion passed unanimously. Darcy entertained a motion to set the tax rate at the current rate of .3682 cents per \$1000 of assessed value. Sue Petersen made the motion and Kathleen seconded the motion. The motion passed unanimously.

ADJOURNMENT:

Heather Estrada shared that it is very likely that the appointed Budget Committee Members may also need to do an hour of public meeting law training before next fiscal year's Budget Committee meeting, based on the new State law. Heather will let the appointed members know next year before the Budget Committee meeting if they need to.

Caty Clifton thanked everyone for their time in helping approve the District's budget for the next fiscal year.

Darcy Sexson adjourned the meeting at 6:32 pm.

Respectfully submitted by Dea Nowell



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Minutes

Board of Directors Meeting

March 28, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President
Kathy Thew

Sharone McCann, Vice President (via Zoom)
John Thomas

ATTENDANCE STAFF

Heather Estrada, District Director
Dea Nowell, Technical Services Manager

ATTENDANCE – VISITORS

none

CALL TO ORDER

Board President Caty Clifton called the Board Meeting to order at 6:41 pm, following the FY2024-2025 Budget Committee Meeting.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that we currently have John Thomas, Kathy Thew, and Caty Clifton present in the office, with Sharone McCann present via Zoom, thus we have a quorum with four (4) Board Members present. [Nick Nash was excused.]

APPROVAL OF THE AGENDA

John Thomas moved to approve the agenda as presented. Kathy Thew seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: February 22, 2024 – Caty Clifton asked that under Staff Monthly Reports the comment Nick Nash made at the end of the first paragraph be corrected to state “...*may have* a conflict of interest...” instead of “...*has* a conflict of interest...” Kathy Thew moved to approve the February 22, 2024; minutes as presented. John Thomas seconded the motion. The motion passed unanimously.

Board Retreat: March 2, 2024 – Dea Nowell asked about the wording of “decision” and “set” in the draft – would it be more correctly worded as “recommended” and “suggested”? The Board concurred it was. John Thomas moved to approve the March 2, 2024, Board work session minutes as amended with the 2 changes. Kathy Thew seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada noted she had no calendar updates, though she reminded the Board she will be out of the office April 8-15.

CORRESPONDENCE

Heather Estrada shared that she received a thank you card from PERS stating that she is a PERS 2023 Superhero Gold Star Award recipient for having “submitted 100% of the 2023 reports on or before their due dates”, which “is a huge accomplishment” and truly appreciated. Heather stated that this is huge to her because she had made several errors along the way and had to call for assistance. Heather also shared that she received emails from Lisa Britton, who Heather turns in her EO Go! articles to, who always comments that she wants to go visit the library that Heather highlights in the articles; and from Dustin Schock (Ukiah P/SL director), thanking her for the two (2) letters of support she wrote.

REPORTS

FINANCIAL STATEMENTS – February 2024

The consensus of the Board Members was to defer the February 2024 financial statements until next month’s meeting due to late arrival this month due to unforeseen circumstances at the accountant’s office, and only being available to view since this afternoon.

STAFF MONTHLY REPORTS

Heather Estrada shared that the in-service committee is awesome, and the spring in-service is next Friday (April 5) in Weston. Heather noted that she and Caty Clifton attended the Athena City Council meeting and that she went to the awards ceremony in Hermiston because she heard that Cecili Longhorn was receiving the Woman of the Year award. She went to Ukiah’s town hall meeting to support them in their efforts; and went to Adams this week to meet with their city folks regarding some things. Heather shared that she has been invited to attend Helix Library’s Board meeting next Thursday for a similar conversation for differing reasons.

Caty Clifton asked if Heather was aware that the Weston City Recorder had quit and that this is affecting Heather Culley in the budgeting process for the library.

Heather announced that Monica Hoffman is receiving the OLA Children’s Service Division’s Evelyn Sibley Lampman Award this year at OLA, and that an Athena resident will be receiving the OLA Library Supporter of the Year award.

BOARD TRAINING: FEEDBACK FROM BOARD RETREAT

Board Members shared the following comments regarding the recent retreat/work session: “productive”; “liked it...”; “it was a good retreat...”.

OLD BUSINESS

CREDIT CARD LIMIT HAS BEEN RAISED

Heather Estrada stated that the credit card limit had been raised and for that she was very thankful because she had to re-do the Airbnb reservation for OLA and had to pay in full up front and needed the raised card limit space to do so.

ALSP PRIORITIES RECAP AND EDITS TOP MOVE AHEAD WITH

Heather Estrada noted that she took the two (2) edited ALSP Priorities to the Director’s meeting (#7 & #8). None of the Board Members had any changes or edits to suggest to the printed list in the February 22, 2024, draft

minutes. John Thomas made a motion to accept the ALSP priorities as printed in the minutes. Sharone McCann seconded the motion. The motion passed unanimously.

FISCAL MANAGEMENT POLICY AND FISCAL MANAGEMENT PROCEDURE

Heather Estrada stated that the process is spelled out in the Fiscal Management Procedure document that Erin McCusker started in anticipation of the new District Director. Caty Clifton noted that the most current form of the Policy is in the Board Handbook and was last reviewed & updated 10/27/22, whereas the document in the packet is not the most current iteration. It was further clarified that the first area highlighted in the Board packet, on page 6 of the policy, is actually \$4,500 (not \$3,000) and is not actually the credit card limit but expenditure approval. The other two (2) areas that Heather highlighted on page 6 (under VII. Credit Cards) and page 10 (the pronouns in the first paragraph) were suggested as follows:

- pronouns: change "s/he" to "they"
- credit card: ..."predefined set of small (typically under \$1000)"... change to..."(typically \$5000 for District Director & \$3000 for other District staff)"...

Heather noted that the procedure manual is dated: "Updated December 2022" and she believes that between the "billing procedure" portion and the policy the auditor's concerns and SDAO's recommendation about work flow for the financial management oversight are addressed. John Thomas suggested putting the procedure on the SharePoint Site for the Board's availability to access, since it may prove helpful for them to see how it all works as well. Kathy Thew moved to make the two (2) changes suggested earlier in the discussion to the Fiscal Management Policy. John Thomas seconded the motion. The motion passed unanimously.

Caty brought up the suggestion presented a few months ago about the Board evaluating itself. Heather noted that SDAO has an area of credit for that in this year's best practices. The Board's consensus is that they would like to do an evaluation of the Board before the end of the fiscal year.

NEW BUSINESS

SALARY SCALE

Caty Clifton and Heather Estrada explained and clarified the presented salary scale, noting that each year the numbers would be adjusted based on COLA and a date added to the document for record retention. Changes in salary would occur July 1st, at the beginning of each fiscal year, as has been historically done. The percentage and step are a raise, plus that year's COLA. They created the raise based on 3% raise for each 2-year step change, and a 5% raise in the 3-year step changes, as noted in the second row of the document. Caty proposes that July 1, 2024, the District Director will move to Step 1, the Early Literacy Outreach Coordinator will move to Step 5, and the Technical Services Manager will move to Step 7. Heather noted that she had budgeted for this in her FY2024-2025 budget proposal to the Budget Committee. Caty suggests that the document still needs to be fleshed out to include how and why we are doing this, a reference to the COLA only salary increases historically, performance-based movement through the steps, poor economic years may freeze the salary scale steps ("economic hardships"), new hires with greater experience may come in higher in the steps ("D.O.E."). Heather asked for clarification of what the documentation should look like. The response was just an additional sheet added to the scale including the framework and caveats. The historical portion does not need to list all the COALS year by year, but just that the change of salary was based on COLA year to year.

John Thomas moved to accept the salary scale and placement of our employees in that scale as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CITY COUNCIL VISITS

Heather Estrada stated that she does not have any planned City Council visits over the next month, however noted that Mark Rose invited her to the April Hermiston City Council meeting (April 8th). Unfortunately she will not be available for it and shared as such.

Sharone McCann asked if Milton-Freewater had settled on a new City Manager? Heather replied they had not yet. John Thomas commented that it was announced in the EO that they were having a “meet and greet” with the candidates.

GOOD OF THE ORDER

John Thomas shared that he has a new job. He was recruited to be the new statewide Sex-Offense Treatment Coordinator for the Oregon Youth Authority. Everyone offered their congratulations to John on his new position.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be a week earlier due to OLA and will take place on April 18, 2024, at 5:30 pm and will include the Budget Hearing at the beginning of the meeting.

ADJOURN

Kathy Thew moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:12 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell



| | |
|-----------------------------------|----------------|
| Date: | April 18, 2024 |
| Staff Name: | Dea Nowell |
| Time Period Report Covers: | March 2024 |

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> |
|--|---------------------------------|-----------------------------------|-----------------------------------|--------------------------------|---------------------------|----------------------------|-----------------------------|------------------------------|
| Mar. 2024 | 289 | 155 | 174 | 5 | 111 | 12 | 0 | 4 |
| * for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, Umatilla, & Weston [though I do add a few bibs 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 - 3 Pilot Rock PL - 1 Stanfield PL - 4 Milton-Freewater - 5 | pre-cataloged items: Milton-Freewater PL-1 Ukiah P/SL - 1 in process items: Milton-Freewater PL-1 |
| additionally: | Ukiah: pre-cataloged items & in process items reports | | | |

3. Meetings and Site Visits

- Sage User Council meeting [via GoToMeeting]: 1 (3/19)
- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (3/20)
- Staff/Safety meetings: 1 (3/28)
- UCSLD Budget Committee meeting: 1 (3/28)
- UCSLD Board meeting: 1 (3/28)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Eye of the Storm Fundamentals for Protecting Your Organization (3/3)
 - Ryan Dowd webinar - Substance Abuse 101 (3/11)
 - Streamline webinar - 2024 Web Best Practices (3/13)
 - National Library of Medicine, Region 4 webinar - Introduction to Generative AI Tools (3/21)
- meet weekly, typically Monday am, with Heather [via MS Teams]: 4 (3/4, 3/11, 3/18, 3/26)

visits to/with District Libraries:

- all libraries - 1 [email]
 - emailed finalized Spring 2024 site visit schedule
- Adams PL - 4 [email, phone]
 - email reply congratulating on being a recipient of an LSTA grant...
 - email reply re. site for getting call numbers, I have this on my list of things to talk with her about during site visit, will that be soon enough?

- called re. whether an item was a padded board book - yes & 2 others also
 - email re. holds & age-based hold protection override for temp bib items to see
- Athena PL - 1 [email, phone]
 - email re. holds & age-based hold protection override for temp bib items to see
- Helix PL - 5 [phone, email]
 - emailed asking if in library now, as I'd tried to call & phone just rang...
 - called in reference to email rec'd from director asking about ways for assistant to look up Dewey Decimal codes since OCLC no longer offers that service... [will be talking about it upcoming site visit] (2)
 - email re. holds & age-based hold protection override for temp bib items to see & reply to question re. (2)
- Milton-Freewater PL - 1 [email]
 - email re. holds & age-based hold protection override for temp bib items to see
- Pendleton PL - 2 [email]
 - email reply to circ. supervisor re. an item noted as braille in catalog that is not...
 - email reply to note from director/cataloger about a newly added temp bib item being held in her office for me along with another book that will probably need original cataloging also
- Pilot Rock PL - 3 [email, in person, phone]
 - email re. list of temp bib items to see
 - courier delivery & temp bib items pick up
 - missed, & returned a call, re. who to contact re. a patron having an issue with Libby
- Stanfield PL - 2 [phone, email]
 - called re. barcodes for 2 items (listed as same in scans)
 - email re. holds & age-based hold protection override for temp bib items to see
- Ukiah P/SL - 5 [email, phone, in person]
 - email reply to ? about if I'd be good if he sent more scans today (yes, of course)
 - called re. cc'd email rec'd from another cataloger in system about an item marked in transit (Dustin had just marked missing, so all completed on this item...)
 - called (& left message) re. an item scan with no barcode
 - email re. list of temp bib items to see & pickup during site visit
 - site visit & courier delivery
- Weston PL - 4 [phone, email]
 - called in reference to email rec'd asking if I could send a receipt template that shows how much saved by checking out library books; also where to find the receipt template for library, as something went wrong w/ theirs & wants to import new one
 - emailed the most recent receipt template to director
 - emailed updated receipt template to add "You saved..." at bottom of checkout receipt
 - called re. the receipt template I'd just sent... she had also had trouble importing the template... she finally got the new one to import and said thanks
- Beth Ross [Sage Library System - Systems Administrator] - 5 [email, phone]
 - emailed asking to update expiration dates on circulation accounts for libraries in UCSLD [not allowed to do it from my account]
 - emailed asking if there was a circulation committee meeting today & reply (2)
 - called re. issue with importing receipt templates, she gave me some suggestions to try; turns out it appears that it was importing alright, though the info. in the checkout templates has lost some modifications... followed up with email as such (2)
- Jon George [Sage Library System Specialist] - 3 [email]
 - cc: email asking to update expiration dates on circulation accts. for libraries in UCSLD
 - email rec'd that Jon would do it & I replied a thank you; also replied when he emailed he'd finished and updated the admin account expiration dates as well (2)

4. Projects and Progress

- Spring trip - site visit schedule out finalized & prepping - ~99% completed

5. Accomplishments

- researched password managers
- provided some tech help & moral support to Heather with computer issue
- website work:
 - Board meeting agenda, packet, & minutes posted
 - Budget Committee meeting notice posted
 - Budget Committee meeting agenda posted
 - posted March library happenings
 - checked and updated links on Community Links page
 - posted Heather's EO Go! column (3/26/24)
- Sage Cataloging Mentor:
 - emailed Beth Ross re. my helping BMCC Library with their temporary bibs, had forgotten to let her know she didn't need to work on those bibs...
 - email reply to Lisa Hauner re. her suggestion that the monograph parts document I created, as well as the parts terminology document, should be a part of the new serials document too - added a statement to the serials document referencing the parts terminology document...
 - email reply to Jon Georg re. a question he had about whether the document about identifying items for serials cataloging was ready for posting on the website... (on agenda for upcoming Mentor meeting)
 - emailed Monograph Parts document I created to Jon Georg & John Brockman (for posting on website & for reference when the Identifying Items for Serial Cataloging document is presented at upcoming Cataloging Comm. mtg., as I will not be there)
 - email Kristin Williams (BMCC) re. list of temp bib items to see
 - email reply to Lisa Hauner (fellow mentor) thanking her for so willingly sharing her hard work on Spanish equivalent genre terms
 - emailed reply to cataloger at Josephy Library re. email request to take me up on offer for some one-on-one cataloging training/Q&A time - gave available times during week of April 15th and said if none of those work could look at following week, etc.
 - emailed one of cataloging mentors asking that above cataloger be added to my Niche Academy team as discovered she wasn't listed as such & I got errors trying to add (2)
 - text reply to Kristin Williams' email response re. temp bib items to see
 - researched and sent Kristin Williams the dates of when Athena resident Deborah Johns served on our Budget Committee as an appointed member, as Kristin is introducing her at OLA as the recipient of OLA Library Supporter of the Year award & wanted to include that information
 - new bibs reviewed (Feb. 2024 - total: 205)

Feedback received:

- 3/28/24 - comment rec'd from Caty Clifton at Board Meeting re. her thanks for my training/mentoring the new catalogers at Pendleton Public Library

6. Upcoming Events - Activities

- in Umatilla County for in-service, site visits, etc. - March 27-April 10 [traveling March 26 & April 11]
- in-service - April 5
- Staff/Safety meeting - April 17
- Library of Things discussion - April 17
- UCLSD Board meeting - April 18
- Sage Circulation Committee meeting - April 9
- 2024 Evergreen International (Virtual) Conference - April 23-24
- Sage Cataloging Mentor meeting - April 24
- Webinar: Frantic Free: How to Calm Down, Lighten Up & Reduce Stress - April 30



4/5/24 - Monthly District Director Report

| | |
|-----------------------------------|---------------------------------|
| Date: | April 18, 2024 Board Meeting |
| Staff Name: | Heather Estrada |
| Time Period Report Covers: | March 25, 2024 – April 12, 2024 |

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 |
|-------------|---|------------------|--|
| 3/23/2024 | Ukiah Town Hall Meeting | In-Person | Attended town hall meeting for information and in support of upcoming Bond measure for school and library. |
| 3/25/2024 | In-Service Committee Meeting | Zoom | Planning meeting for April 5 in-service |
| 3/26/2024 | ESD courier run | In-Person | Courier for ESD was on Spring Break |
| 3/26/2024 | Meeting with Jeff, Graham and Amanda | In-Person | Meeting with Adams City people to discuss Amanda's budget. |
| 3/26/2024 | Pick up Dea | In-Person | Picked up from Pasco airport for 2 ½ week visit. |
| 3/28/2024 | Monthly staff and safety meeting | In-Person | Monthly staff meeting and safety meeting, this month on cybersecurity. |
| 3/28/2024 | Monthly Board meeting and Annual Budget Committee meeting | In-person & Zoom | Regular monthly board meeting, alongside annual Budget Committee Meeting. |
| 3/29/2024 | Complete PERS reporting | On-line | Monthly reporting |
| 3/29/2024 | In-Service Committee Meeting | Zoom | Planning meeting for April 5 in-service |
| 4/1/2024 | Weekly Check-in Meeting with Dea | In-Person | Check in on what's happening and what's coming up |
| 4/2/2024 | In-Service Committee Meeting | Zoom | Planning meeting for April 5 in-service |
| 4/2/2024 | Meeting with Caty Clifton | In-person | Meet to go over Budget Hearing documents |

| | | | |
|---------------|--|-----------|---|
| 4/2/2024 | Grant Afternoon | In-person | Attended Grant afternoon at the Pendleton Art Center. |
| 4/3/2024 | Meeting with Greta Bergquist | In-Person | Meeting with Greta from State Library who is in town. Meet to get to know and check in on Children's Services Division. |
| 4/4/2024 | Helix Library Board Meeting | In-Person | Board meeting to discuss Helix's library budget and support for Annette. |
| 4/5/2024 | All Staff District Biannual In-service | In-person | Spring In-service held in Weston. |
| 4/8-4/15/2024 | Vacation in Mexico | Vacation | Heather out of county for wedding. |
| | | | |
| | | | |

3. Projects and Progress

| Project | Status | % Complete |
|--|---|----------------|
| In-Service Training | Spring In-Service planning has begun, committee formed and ideas and theme planning underway | 95% |
| Audit | Audit finished and filed with State. | 100% |
| Priorities for agreements for Library Services | Wording updated. Introduced with Directors and sent out | 50% |
| Public Records Management | The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff | 75% |
| Performance Appraisals | All staff are in and completed. Quarterly check-ins set up. | 75% |
| Community Needs Assessment | Feedback received. Board to discuss what's next. | 90% |
| Succession Planning | Policy and plan to be written | 5% |
| Disaster Planning | More research completed on background. Work on final document complete. Ongoing process to include bi-annual tabletop exercises | 100% + ongoing |
| Marketing Plan | Ongoing EO column, plan will be part of strategic planning process | 80% |
| Office 365 | A portion of the UCSLD checks is on bill pay | Ongoing |

| | | |
|-------------------------|--|---------|
| Best Practices for SDAO | Survey is open and progress begun | 25% |
| Safety & Staff Meetings | April: Diabetes Awareness (Health Emergencies) May: Employee Privacy/Confidentiality and the use of social media (SDAO) | ongoing |
| ALSP Coming in | Call for 24-25 ALSFs going out. | 10% |
| Budget Process | Budget committee wrapped up, Budget hearing set. | 80% |

4. Feedback & Accomplishments

- Budget documents almost complete. Budget hearing is up next.
- Adams, Helix, and Ukiah Library Directors very thankful for support and advocacy of them and their work.

5. Upcoming Events – Activities

- March 26-April 11 – Dea in town for work
- April 5 – All Staff In-service at Weston Community Center
- April 8-15 – Heather off for family wedding in Mexico
- April 18 – Budget Hearing and UCSLD Regular Board Meeting
- April 23-26 – OLA in Salem – Heather and Monica to attend
- April 25 – Monica to receive Lampman award for Children’s Services Division of Oregon.



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: | April 4, 2024 |
| Staff Name: | Monica Hoffman |
| Time Period Report Covers: | March 2024 |

Position Purpose Statement:

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

Statistics:

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

| Book Box Statistics | Boxes/kits | Books |
|----------------------------|--------------------|----------------------|
| To Sites with Storytime | 43 | 774 |
| To Sites without Storytime | 28 | 532 |
| Total | 73 | 1306 |
| Storytime Statistics | Library Storytimes | Childcare Storytimes |
| Storytimes Provided | 5 | 43 |
| Adults in Attendance | 18 | 107 |
| Children in Attendance | 28 | 538 |
| Total Attendance | 46 | 645 |

Meetings and Site Visits:

Fri Mar 1, 2024-Wed Mar 6, 2024, Vacation

Thu Mar 7, 2024

Freewater ECSE Storytime and materials exchange with Sherry
Little Pioneers Storytime and materials exchange with Amanda
YMCA Childcare Center 3's at Freewater School Storytime and materials exchange with Aiden

YMCA Childcare Center 4's at Freewater School Storytime and materials exchange with Victor

Freewater ECSE Storytime with Sherry

Little Pioneers Storytime and materials exchange with Kayla and Amanda

Fri Mar 8, 2024

Weston Public Library Storytime with Heather

Mon Mar 11, 2024

MF Head Start Storytime and materials exchange Linda.

Lil Ardo Storytime and Material Exchange with Maria

Lily's Kids Academy Storytime and materials exchange with Lili

MF Head Start Storytime and materials exchange with Amy

Oregon Child Development Coalition materials exchange with Tifanie

Tue Mar 12, 2024

Elsie's In-home Childcare Storytime and materials exchange



Parker loved the puzzle that was included in their March book box.

Jen's In-home Childcare porch materials exchange
Helix Public Library Storytime with Annette

Wed Mar 13, 2024

Umatilla Head Start Enhanced Storytime and materials exchange with Janie.

Umatilla Early Head Start materials exchange with Favi.

McNary Heights Storytime and materials exchange with Katy.

Umatilla Head Start PM Storytime and materials exchange with Crystal

McNary Heights Storytime with Katy.

Thu Mar 14, 2024

Playtime Education Storytime and materials exchange with Amber

PELC ECSE Storytime and materials exchange with Corrine

PELC Storytime and materials exchange with Bailey and Jacquelyn

PELC Head Start Storytime with Heather

Mindy's In-home Childcare materials exchange

Pioneer Relief Nursery materials exchange with Cheri and MaryChris

PELC ECSE Storytime with Corrine

PELC Storytime with Bailey and Jacquelyn

Fri Mar 15, 2024

CSD Meeting followed by OLA Meeting

Mon Mar 18, 2024

HCDC Storytime and materials exchange Claire

HCDC Storytime and materials exchange Johanna

CWELC Storytime and materials exchange with Kristin

CWELC Storytime and materials exchange with Rhonda

Cathy Wamsley Early Learning Center Storytime and materials exchange with Yesenia

Tue Mar 19, 2024

Stanfield Patriot Heights Storytime and materials exchange with Ruby

Stanfield Elementary School Storytime and materials exchange with Debbie and Stacey

Stanfield Public Library Storytime with Cecili

OCDC Storytime with Jaime materials exchange with Kimberly

Stanfield Elementary School Storytime with Debbie and Stacey

Wed Mar 20, 2024

HCDC Storytime with Claire

Victory Square Storytime and materials exchange with Nikki

Victory Square Storytime and materials exchange with Andrea.

Bethlehem Lutheran Preschool materials exchange
Misty's In-home Childcare materials exchange
HCSR (Rocky) Storytime and materials exchange with Ayerim
Thu Mar 21, 2024

Punkin Center Storytime and materials exchange with Payton
Punkin Center Storytime and materials exchange with Becca
Punkin Center Storytime and materials exchange with Charmayne
Airport Way Storytime and materials exchange with Ruth
CWELC Storytime and materials exchange with Yesenia
Punkin Center Storytime with Payton
Punkin Center Storytime with Becca
Punkin Center Storytime with Charmayne
Fri Mar 22, 2024

Good Shepherd Children's Center Pre-K storytime and materials exchange
with Tigers and Otters
Good Shepherd Children's Center toddler storytime and materials exchange
with Monkeys and Giraffes
Tue Mar 26, 2024

Athena Public Library Storytime with Stephanie
Wed Mar 27, 2024

Staff and Safety Meeting
Fri Mar 29, 2024

Adams Public Library Storytime with Amanda

Projects and Progress:

- Oregon Ready to Read 2024 Grant. 25% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

- April 5 UCSLD In-Service in Weston
- April 24-27, Oregon Library Association Conference



UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT



FORM OR-LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Umatilla County Special Library District will be held on April 18, 2024 at 5:30 pm at 425 S. Main St. Pendleton, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 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 S. Main St. Pendleton, between the hours of 9 a.m. and 4 p.m. or online at 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: Heather Estrada

Telephone: 541-276-6449

Email: director@ucslid.org

| FINANCIAL SUMMARY - RESOURCES | | | |
|---|----------------------------|---------------------------------------|--|
| TOTAL OF ALL FUNDS | Actual Amount 2022-2023 | Adopted Budget This Year 2023-2024 | Approved Budget Next Year 2024-2025 |
| Beginning Fund Balance/Net Working Capital | 486,107 | 441,062 | 503,119 |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 0 | 0 | 0 |
| Federal, State & all Other Grants, Gifts, Allocations & Donations | 11,054 | 12,320 | 12,555 |
| Revenue from Bonds and Other Debt | 0 | 0 | 0 |
| Interfund Transfers / Internal Service Reimbursements | 98,000 | 135,000 | 125,000 |
| All Other Resources Except Current Year Property Taxes | 190,040 | 188,350 | 253,200 |
| Current Year Property Taxes Estimated to be Received | 2,132,091 | 2,191,544 | 2,277,117 |
| Total Resources | 2,917,292 | 2,968,276 | 3,170,991 |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | | |
|---|------------------|------------------|------------------|
| Personnel Services | 270,700 | 292,000 | 360,300 |
| Materials and Services | 184,347 | 223,595 | 246,155 |
| Capital Outlay | 3,340 | 4,000 | 57,540 |
| Debt Service | 0 | 0 | 0 |
| Interfund Transfers | 98,000 | 135,000 | 125,000 |
| Contingencies | 0 | 138,690 | 117,333 |
| Special Payments | 1,850,395 | 1,843,635 | 1,989,694 |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 510,510 | 331,356 | 274,969 |
| Total Requirements | 2,917,292 | 2,968,276 | 3,170,991 |

| 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 | 331,905 | 367,775 | 443,700 |
| FTE | 3 | 3 | 3 |
| Resource Sharing | 130,772 | 163,150 | 157,031 |
| FTE | 0 | 0 | 0 |
| Outreach | 28,741 | 27,360 | 26,557 |
| FTE | 0 | 0 | 0 |
| Capital Reserve | 34,040 | 44,040 | 54,040 |
| FTE | 0 | 0 | 0 |
| Not Allocated to Organizational Unit or Program | 2,391,834 | 2,365,951 | 2,489,663 |
| FTE | 0 | 0 | 0 |
| Total Requirements | 2,917,292 | 2,968,276 | 3,170,991 |
| Total FTE | 3 | 3 | 3 |

| STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING * | | | |
|--|-------------------------------------|---|--|
| There are no changes in activities or funding. | | | |
| PROPERTY TAX LEVIES | | | |
| | Rate or Amount Imposed 2022-2023 | Rate or Amount Imposed This Year 2023-2024 | Rate or Amount Approved Next Year 2024-2025 |
| 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 |

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

RESOURCES
General Fund

(Fund)

Umatilla County Special Library District

(Name of Municipal Corporation)

| Historical Data | | | RESOURCE DESCRIPTION | Budget for Next Year __2024-2025__ | | | | | |
|------------------------------------|-----------------------------------|---|----------------------|------------------------------------|--|------------------------------|------------------|----------|----|
| Actual | | Adopted Budget This Year Year 2023-2024 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | | |
| Second Preceding Year 2021-2022 | First Preceding Year 2022-2023 | | | | | | | | |
| 1 | 297,887 | 421,764 | 375,982 | 1 | Available cash on hand* (cash basis) or | 426,046 | 426,046 | | 1 |
| 2 | | | | 2 | Net working capital (accrual basis) | | | | 2 |
| 3 | 54,181 | 42,879 | 45,000 | 3 | Previously levied taxes estimated to be received | 35,000 | 35,000 | | 3 |
| 4 | 2,303 | 14,240 | 8,000 | 4 | Interest | 20,000 | 20,000 | | 4 |
| 5 | 0 | 0 | 0 | 5 | Transferred IN, from other funds | | | | 5 |
| 6 | | | | 6 | OTHER RESOURCES | | | | 6 |
| 7 | 83,317 | 112,741 | 113,000 | 7 | Community Service Fees | 175,000 | 175,000 | | 7 |
| 8 | 0 | 0 | 0 | 8 | Blue Mt. Hub Grant | 0 | 0 | | 8 |
| 9 | 7,689 | 224 | 200 | 9 | Other Income | 200 | 200 | | 9 |
| 10 | | | | 10 | | | | | 10 |
| 11 | | | | 11 | | | | | 11 |
| 12 | 445,377 | 591,848 | 542,182 | 12 | Total resources, except taxes to be levied | 656,246 | 656,246 | 0 | 12 |
| 13 | | | 2,191,544 | 13 | Taxes estimated to be received | 2,277,117 | 2,277,117 | | 13 |
| 14 | 2,041,027 | 2,132,091 | | 14 | Taxes collected in year levied | | | | 14 |
| 15 | 2,486,404 | 2,723,939 | 2,733,726 | 15 | TOTAL RESOURCES | 2,933,363 | 2,933,363 | 0 | 15 |

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund

Umatilla Co Special Library District

(name of fund)

(name of Municipal Corporation)

| 1 | Historical Data | | | REQUIREMENTS FOR: <u>Administration</u> | Budget For Next Year 2024-2025 | | | 1 |
|----|------------------------------------|-----------------------------------|--|---|--------------------------------|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2023-2024 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2021-2022 | First Preceding Year 2022-2023 | | | | | | |
| 1 | | | | PERSONNEL SERVICES | | | | 1 |
| 2 | 161,404 | 177,735 | 180,000 | Salaries & Wages | 212,000 | 212,000 | | 2 |
| 3 | 48,177 | 47,235 | 66,000 | Health & Accident Insurance | 82,500 | 82,500 | | 3 |
| 4 | 23,039 | 28,250 | 29,000 | Retirement | 45,300 | 45,300 | | 4 |
| 5 | 15,841 | 17,480 | 17,000 | Employer Paid Taxes | 20,500 | 20,500 | | 5 |
| 6 | 0 | 0 | 0 | Blue Mt. Hub Grant | 0 | 0 | | 6 |
| 7 | | | | | | | | 7 |
| 8 | 248,461 | 270,700 | 292,000 | TOTAL PERSONNEL SERVICES | 360,300 | 360,300 | 0 | 8 |
| 9 | 3.00 | 3.00 | 3.00 | Total Full-Time Equivalent (FTE) | 3.00 | 3.00 | | 9 |
| 10 | | | | MATERIALS AND SERVICES | | | | 10 |
| 11 | 1,200 | 1,478 | 4,500 | Board Expenses | 4,500 | 4,500 | | 11 |
| 12 | 0 | 8,262 | 3,000 | Elections | 9,500 | 9,500 | | 12 |
| 13 | 693 | 651 | 1,500 | Ads & Notices | 1,000 | 1,000 | | 13 |
| 14 | 4,710 | 6,050 | 6,550 | Audit | 6,500 | 6,500 | | 14 |
| 15 | 3,500 | 3,450 | 5,300 | Insurance | 6,600 | 6,600 | | 15 |
| 16 | 5,390 | 990 | 5,000 | Legal Expenses | 4,000 | 4,000 | | 16 |
| 17 | 10,020 | 13,800 | 15,000 | Fiscal Management | 15,600 | 15,600 | | 17 |
| 18 | 9,146 | 9,421 | 10,100 | Rent | 10,100 | 10,100 | | 18 |
| 19 | 1,873 | 2,101 | 2,100 | Telephone | 2,200 | 2,200 | | 19 |
| 20 | 1,990 | 2,160 | 2,525 | Email/Website | 2,400 | 2,400 | | 20 |
| 21 | 3,978 | 5,460 | 6,200 | Office Supplies, Maintaince, Postage | 6,000 | 6,000 | | 21 |
| 22 | 956 | 1,369 | 4,000 | Staff Training & Conferences | 4,500 | 4,500 | | 22 |
| 23 | 3,562 | 2,674 | 6,000 | Transportation | 7,000 | 7,000 | | 23 |
| 24 | | | | | | | | 24 |
| 25 | | | | | | | | 25 |
| 26 | | | | | | | | 26 |
| 27 | 47,018 | 57,866 | 71,775 | TOTAL MATERIALS AND SERVICES | 79,900 | 79,900 | 0 | 27 |
| 28 | | | | CAPITAL OUTLAY | | | | 28 |
| 29 | 1,166 | 3,340 | 4,000 | Office Computers & Technology | 3,500 | 3,500 | | 29 |
| 30 | | | | | | | | 30 |
| 31 | | | | | | | | 31 |
| 32 | | | | | | | | 32 |
| 33 | | | | | | | | 33 |
| 34 | | | | | | | | 34 |
| 35 | 1,166 | 3,340 | 4,000 | TOTAL CAPITAL OUTLAY | 3,500 | 3,500 | 0 | 35 |
| 36 | 296,645 | 331,906 | 367,775 | ORGANIZATIONAL UNIT / ACTIVITY TOTAL | 443,700 | 443,700 | 0 | 36 |

**FORM
LB-30**

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
 General Fund
 (name of fund)

Umatilla Co. Special Library District
 (name of Municipal Corporation)

| Historical Data | | | REQUIREMENTS DESCRIPTION | Budget For Next Year 2024-2025 | | |
|------------------------------------|-----------------------------------|--|--|--------------------------------|---------------------------------|------------------------------|
| Actual | | Adopted Budget This Year 2023-2024 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body |
| Second Preceding Year 2021-2022 | First Preceding Year 2022-2023 | | | | | |
| 1 | | | 1 PERSONNEL SERVICES NOT ALLOCATED | | | 1 |
| 2 | | | 2 | | | 2 |
| 3 | | | 3 | | | 3 |
| 4 | 0 | 0 | 4 TOTAL PERSONNEL SERVICES | 0 | 0 | 0 |
| 5 | | | 5 Total Full-Time Equivalent (FTE) | | | 5 |
| 6 | | | 6 MATERIALS AND SERVICES NOT ALLOCATED | | | 6 |
| 7 | | | 7 | | | 7 |
| 8 | | | 8 | | | 8 |
| 9 | 0 | 0 | 9 TOTAL MATERIALS AND SERVICES | 0 | 0 | 0 |
| 10 | | | 10 CAPITAL OUTLAY NOT ALLOCATED | | | 10 |
| 11 | | | 11 | | | 11 |
| 12 | | | 12 | | | 12 |
| 13 | 0 | 0 | 13 TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| 14 | | | 14 DEBT SERVICE | | | 14 |
| 15 | | | 15 | | | 15 |
| 16 | | | 16 | | | 16 |
| 17 | 0 | 0 | 17 TOTAL DEBT SERVICE | 0 | 0 | 0 |
| 18 | | | 18 SPECIAL PAYMENTS | | | 18 |
| 19 | 1,676,169 | 1,760,302 | 19 Tax Distributions to Citites | 1,849,694 | 1,849,694 | 19 |
| 20 | 66,653 | 90,193 | 20 Community Service Fees | 140,000 | 140,000 | 20 |
| 21 | 1,742,822 | 1,850,495 | 21 TOTAL SPECIAL PAYMENTS | 1,989,694 | 1,989,694 | 0 |
| 22 | | | 22 INTERFUND TRANSFERS | | | 22 |
| 23 | 72,000 | 93,000 | 23 Resource Sharing | 115,000 | 115,000 | 23 |
| 24 | 0 | 0 | 24 Outreach | 0 | | 24 |
| 25 | 10,000 | 5,000 | 25 Capital Reserve | 10,000 | 10,000 | 25 |
| 26 | | | 26 | | | 26 |
| 27 | | | 27 | | | 27 |
| 28 | 82,000 | 98,000 | 28 TOTAL INTERFUND TRANSFERS | 125,000 | 125,000 | 0 |
| 29 | | 100,000 | 29 OPERATING CONTINGENCY | 100,000 | 100,000 | 29 |
| 30 | | 131,316 | 30 RESERVED FOR FUTURE EXPENDITURE | 139,969 | 139,969 | 30 |
| 31 | | 120,000 | 31 UNAPPROPRIATED ENDING BALANCE | 135,000 | 135,000 | 31 |
| 32 | 1,824,822 | 1,948,495 | 32 Total Requirements NOT ALLOCATED | 2,489,663 | 2,489,663 | 0 |
| 33 | 296,645 | 331,906 | 33 Total Requirements for ALL Org.Units/Programs within fund | 443,700 | 443,700 | 33 |
| 34 | 364,937 | 443,538 | 34 Ending balance (prior years) | | | 34 |
| 35 | 2,486,404 | 2,723,939 | 35 TOTAL REQUIREMENTS | 2,933,363 | 2,933,363 | 0 |

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Resource Sharing Fund
(Fund)

Umatilla Co Special Library District
(Name of Municipal Corporation)

| Historical Data | | | DESCRIPTION RESOURCES AND REQUIREMENTS | Budget for Next Year 2024-2025 | | | |
|------------------------------------|-----------------------------------|----------------------------------|---|--|---------------------------------|-----------------------------------|----------|
| Actual | | Adopted Budget Year 2023-2024 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| Second Preceding Year 2021-2022 | First Preceding Year 2022-2023 | | | | | | |
| 1 | | | 1 | RESOURCES | | | 1 |
| 2 | 24,484 | 15,054 | 2 | Cash on hand * (cash basis), or | 16,031 | 16,031 | 2 |
| 3 | 72,000 | 93,000 | 3 | Transferred IN, from other funds | 115,000 | 115,000 | 3 |
| 4 | 29,537 | 19,956 | 4 | Reimbursement from Hermiston and Courier | 22,000 | 22,000 | 4 |
| 5 | 0 | 0 | 5 | Other Income | 1,000 | 1,000 | 5 |
| 6 | 2,275 | 1934 | 6 | Grants | 3,000 | 3,000 | 6 |
| 7 | | | 7 | | | | 7 |
| 8 | 128,296 | 129944 | 8 | Total Resources, except taxes to be levied | 157,031 | 157,031 | 0 |
| 9 | | | 9 | Taxes estimated to be received | | | 9 |
| 10 | | | 10 | Taxes collected in year levied | | | 10 |
| 11 | 128,296 | 129944 | 11 | TOTAL RESOURCES | 157,031 | 157,031 | 0 |
| 12 | | | 12 | REQUIREMENTS ** | | | 12 |
| 13 | | | 13 | Org Unit or Prog & Activity | Object Classification | Detail | 13 |
| 14 | | | 14 | District Activities | | | 14 |
| 15 | 62,579 | 58,133 | 15 | | Mat&Suppl | Sage Library System | 67,200 |
| 16 | 30,148 | 31,269 | 16 | | | Courier | 35,000 |
| 17 | 295 | 520 | 17 | | | Cataloging Utilities | 500 |
| 18 | 11,646 | 13,077 | 18 | | | Library 2 Go | 21,000 |
| 19 | 2,229 | 4,747 | 19 | | | Programs & Trainings Lib Staff | 10,000 |
| 20 | 4,070 | 2,881 | 20 | | | Cooperative Programs & Activities | 6,000 |
| 21 | 2,275 | 1934 | 21 | | | Grant Expenses | 3,000 |
| 22 | 0 | 1,500 | 22 | | | Marketing | 4,000 |
| 23 | 0 | 0 | 23 | | | Contingency | 10,331 |
| 24 | | | 24 | | | | 24 |
| 25 | 15,054 | 15,883 | 25 | Ending balance (prior years) | | | |
| 26 | | | 26 | UNAPPROPRIATED ENDING FUND BALANCE | | | |
| 27 | 128296 | 129944 | 27 | TOTAL REQUIREMENTS | 157031 | 157031 | 0 |

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Outreach Fund
(Fund)

Umatilla Co Special Library District
(Name of Municipal Corporation)

| Historical Data | | | DESCRIPTION RESOURCES AND REQUIREMENTS | Budget for Next Year 2024-2025 | | | | | | | |
|------------------------------------|-----------------------------------|----------------------------------|---|--------------------------------|--|------------------------------|-------------------------------|---------------|---------------|----------|----|
| Actual | | Adopted Budget Year 2023-2024 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | | | | |
| Second Preceding Year 2021-2022 | First Preceding Year 2022-2023 | | | | | | | | | | |
| 1 | | | 1 | RESOURCES | | | 1 | | | | |
| 2 | 23,710 | 22,721 | 18,040 | 2 | Cash on hand * (cash basis), or | 17,002 | 17,002 | | 2 | | |
| 6 | 0 | 0 | 0 | 6 | Transferred IN, from other funds | 0 | 0 | | 6 | | |
| 7 | 9,457 | 9,320 | 9,320 | 7 | State Ready to Read Grant | 9,555 | 9,555 | | 7 | | |
| 8 | | | | 8 | | | | | 8 | | |
| 9 | | | | 9 | | | | | 9 | | |
| 10 | 33,167 | 32,041 | 27360 | 10 | Total Resources, except taxes to be levied | 26,557 | 26,557 | 0 | 10 | | |
| 11 | | | | 11 | Taxes estimated to be received | | | | 11 | | |
| 12 | | | | 12 | Taxes collected in year levied | | | | 12 | | |
| 13 | 33,167 | 32,041 | 27360 | 13 | TOTAL RESOURCES | 26,557 | 26,557 | 0 | 13 | | |
| 14 | | | | 14 | REQUIREMENTS ** | | | | 14 | | |
| 15 | | | | 15 | Org Unit or Prog & Activity | Object Classification | Detail | | 15 | | |
| 16 | | | | 16 | Takeoff! Program | | | | 16 | | |
| 17 | 1,207 | 544 | 3,500 | 17 | | Mat&Supp | TakeOff! Materials & Supplies | 3,000 | 3,000 | 17 | |
| 18 | 8,044 | 9,457 | 9,320 | 18 | | | State Ready 2 Read | 9,555 | 9,555 | 18 | |
| 19 | 1,196 | 2,070 | 5,000 | 19 | | | Transportation | 5,000 | 5,000 | 19 | |
| 20 | 0 | 0 | 0 | 20 | | | Grants and Donations | 0 | 0 | 20 | |
| 21 | 0 | 95 | 2,000 | 21 | | | Outreach Materials & Supplies | 2,000 | 2,000 | 21 | |
| 22 | 0 | 0 | 7,540 | 22 | | | Contingency | 7,002 | 7,002 | 22 | |
| 23 | | | | 23 | | | | | | 23 | |
| 24 | | | | 24 | | | | | | 24 | |
| 25 | | | | 25 | | | | | | 25 | |
| 26 | | | | 26 | | | | | | 26 | |
| 27 | | | | 27 | | | | | | 27 | |
| 28 | | | | 28 | | | | | | 28 | |
| 29 | 22,720 | 19,875 | | 29 | Ending balance (prior years) | | | | | | 29 |
| 30 | | | | 30 | UNAPPROPRIATED ENDING FUND BALANCE | | | | | | 30 |
| 31 | 33167 | 32041 | 27360 | 31 | TOTAL REQUIREMENTS | | | 26,557 | 26,557 | 0 | 31 |

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number 2019-2020-03 on (date)4/25/23 for the following specified purpose:

Major Capital Expenditures _____

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.

Review Year: 2025

Capital Reserve Fund
(Fund)

Umatilla Co Special Library Districtg
(Name of Municipal Corporation)

| Historical Data | | | DESCRIPTION RESOURCES AND REQUIREMENTS | Budget for Next Year 2024-2025 | | | |
|------------------------------------|-----------------------------------|----------------------------------|---|--|---------------------------------|------------------------------|----------|
| Actual | | Adopted Budget Year 2023-2024 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| Second Preceding Year 2021-2022 | First Preceding Year 2022-2023 | | | | | | |
| 1 | | | 1 | RESOURCES | | | 1 |
| 2 | 19,040 | 29,040 | 2 | Cash on hand * (cash basis), or | 44,040 | 44,040 | 2 |
| 3 | | | 3 | Working Capital (accrual basis) | | | 3 |
| 4 | | | 4 | Previously levied taxes estimated to be received | | | 4 |
| 5 | | | 5 | Interest | | | 5 |
| 6 | 10,000 | 10,000 | 6 | Transferred IN, from other funds | 10,000 | 10,000 | 6 |
| 7 | | | 7 | | | | 7 |
| 8 | | | 8 | | | | 8 |
| 9 | | | 9 | | | | 9 |
| 10 | 29,040 | 39,040 | 10 | Total Resources, except taxes to be levied | 54,040 | 54,040 | 0 |
| 11 | | | 11 | Taxes estimated to be received | | | |
| 12 | | | 12 | Taxes collected in year levied | | | |
| 13 | 29,040 | 39,040 | 13 | TOTAL RESOURCES | 54,040 | 54,040 | 0 |
| 14 | | | 14 | REQUIREMENTS ** | | | |
| 15 | | | 15 | Org. Unit or Prog. & Activity | Object Classification | Detail | |
| 16 | | | 16 | Major Purchases | | | |
| 17 | 0 | 0 | 17 | | Capital Outlay | | 54,040 |
| 18 | 0 | 0 | 18 | | RFE | | 0 |
| 19 | | | 19 | | | | |
| 20 | | | 20 | | | | |
| 21 | | | 21 | | | | |
| 22 | | | 22 | | | | |
| 23 | | | 23 | | | | |
| 24 | | | 24 | | | | |
| 25 | | | 25 | | | | |
| 26 | | | 26 | | | | |
| 27 | | | 27 | | | | |
| 28 | | | 28 | | | | |
| 29 | 29,040 | 39,040 | 29 | Ending balance (prior years) | | | |
| 30 | | | 30 | UNAPPROPRIATED ENDING FUND BALANCE | | | |
| 31 | 29040 | 39040 | 31 | TOTAL REQUIREMENTS | 54040 | 54040 | 0 |

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year