



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla County Special Library District Board

**Regular Meeting of the Board of Directors
Thursday, June 27, 2024, 5:30 pm**

Zoom Meeting: <https://us02web.zoom.us/j/82353803286?pwd=S24rSSsvaVILVS85bnhwS1ptZ1Z2Zz09>

Meeting ID: 823 5380 3286

Passcode: 373337

One tap mobile +19712471195,,82353803286#,,,,*373337# US (Portland)

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

Meeting ID: 823 5380 3286

Passcode: 373337

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 – May 23, 2024	President	Approval
Calendar Update	Director	No new changes
Correspondence	Director	
Reports <ul style="list-style-type: none"> Financial Statements 	Director	Acceptance

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> ○ Accountants' Report –April & May 2024 ○ Banks & Pool Balances ● Staff Monthly Reports 		Information
Board Training <ul style="list-style-type: none"> ● Public Meetings Law 		Information and Discussion
Old Business <ul style="list-style-type: none"> ● City Council visits 		July 15 - Helix
<ul style="list-style-type: none"> ● Performance Appraisals for UCSLD staff, new format 	Board	Discussion and approval
<ul style="list-style-type: none"> ● Guadalajara Book Fair 	Director	Update
New Business <ul style="list-style-type: none"> ● City/District Agreement review 	Everyone	Discussion & Eileen's comments
<ul style="list-style-type: none"> ● Fiscal Year Overview 	Everyone	Discussion
<ul style="list-style-type: none"> ● ALSP review and accept for FY24-25 	Board	Decision
<ul style="list-style-type: none"> ● New Vehicle update 	Everyone	Discussion
Good of the order	Everyone	
Next District Board Meeting – July 25, 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

Board of Directors Meeting

May 23, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President

Kathy Thew

Nick Nash

John Thomas

ATTENDANCE STAFF

Heather Estrada, District Director

Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE – VISITORS

none

CALL TO ORDER

Board President Caty Clifton called the regular Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have four (4) Board Members present in the office, so we have a quorum: Kathy Thew, John Thomas, Nick Nash, and Caty Clifton. Heather noted that Sharone McCann was excused.

APPROVAL OF THE AGENDA

Kathy Thew moved to approve the agenda as presented. Nick Nash seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Budget Hearing & Board Meeting: April 18, 2024 – Kathy Thew moved to approve the April 18, 2024 minutes as presented. Nick Nash seconded the motion. The motion passed with three (3) Board Members in favor. John Thomas abstained due to not being at the meeting.

CALENDAR UPDATE

Heather Estrada noted there was nothing she knew of. Heather did give the Board Members an update on the staff's days working and from where, as well as days off.

CORRESPONDENCE

Heather Estrada shared that the County SIP agreements the Board agreed to sign [Nolan Hills Wind, in December] have been approved and are in the books. An annexation notice from Hermiston was received. And Heather noted that she received a nice note attached to some flowers from Annette Kubishta, for her assistance and work with the Library Board and City.

REPORTS

FINANCIAL STATEMENTS – March 2024 & April. 2024

Heather Estrada noted that we have not yet received the April 2024 financial statement. Nick Nash moved to approve the March 2024 financial statements, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada shared that things have calmed down in Adams, though it doesn't mean things have changed. She also shared that Helix is still unclear on what the District does and doesn't think they need to put money in. However, they put \$5,000 in the budget for next year. Heather stated she plans to go to the July city council meetings in both communities. Nick Nash suggested that we might also look into Pilot Rock, as they also do not contribute money to their library. It was noted that ultimately what matters is our messaging to the libraries – we need to be clear in our understanding of the terms in the Agreements. Additionally, Heather shared that she presented Monica Hoffman with the Lampman Award at OLA and that Monica's husband, and oldest daughter were also there. Heather also shared that she and Stephanie Partida went to Tamastslikt regarding museum passes and seeing about setting them up, as the software for museum passes that LEO purchased is ready to be used.

Caty Clifton noted that both Dea Nowell and Monica Hoffman have been busy as usual, with big numbers being reported.

BOARD TRAINING: PUBLIC MEETING LAW VECTOR TRAINING

Heather Estrada walked the Board through logging into the Vector Solutions training site. Dea Nowell noted that she discovered today that the training Heather referenced is for public records not public meetings. When Heather went looking for the public meetings (15 minute) training she didn't find it this time, though it was noticed that it was marked "hidden" in the administrative side which she was logged into. Heather asked the Board to watch this training for the next meeting. [The training can now be found in the "Employment Practices/Supervisory" category.]

OLD BUSINESS

CITY COUNCIL VISITS

Heather Estrada stated there is nothing on the books, as there has been nothing from Pendleton yet, though she did talk again to Jennifer Costley about attending.

In July she plans to attend city council meetings in Helix, and possibly Adams. She will also begin making the rounds related to the Agreements renewal next fiscal year. There are already meetings set up at Echo with City Manager/Library Director Dave Slaght, and in Umatilla with City Administrator Dave Stockdale, Library Director Susie Hansen, and Finance Director Melissa Ince.

NEW BUSINESS

GUADALAJARA BOOK FAIR

Heather Estrada shared that the Guadalajara Book Fair is the largest Spanish book fair in the world. We applied through Libros of Oregon this year, and we were not super happy with what materials we got. Susie Hansen at Umatilla PL felt the same way. Heather stated that Kathy Street at Oregon Trail Library District attends on her own every year and Heather would like to go with Kathy this coming year. The book fair occurs the week after Thanksgiving. Susie Hansen (Umatilla PL) also put this on her ALSP and James Simpson (Pendleton PL) recently

talked to Heather regarding our experience, etc., through the Libros of Oregon process. In terms of funding, Heather has been thinking about going to SDAO next year, but not to OLA. She would like the Board's approval to pursue traveling with Kathy Street for the book fair. It was suggested that we may also be able to apply for grant money for purchasing materials for the libraries, since it is an important goal to have good quality Spanish materials in the libraries and not just translated English materials. Heather noted that ALA has a program related to the book fair that Kathy applies for every year and gets, which is due in early fall. Heather will get more details on this and share with the Board. The Board's consensus was to go forward with this.

JOB DESCRIPTION REVIEW

Heather Estrada noted that the job descriptions have been reviewed by the staff and presented to the Board. They go along with the performance appraisals for UCSLD.

PERFORMANCE APPRAISALS FOR UCSLD STAFF, NEW FORMAT

Heather Estrada commented that Caty Clifton made some good suggestions today regarding the new format for performance appraisals. Heather noted that she incorporated more focus on a stay interview format than in the previous version. Items discussed included a place for how our goals went, an accountability portion, and adjusting the performance rating categories to the three levels previously used. Also discussed were areas to take out and to add, such as the work environment and lost control policy. Heather will take Caty's changes, type them up, and send them to the Board members. The intention is to use this new format for FY2023-24, though probably doing the appraisals in July for this fiscal year.

Caty commented about the peer review process, specifically for the Director. John Thomas noted that he was willing to take charge of this again this year. Which following, there was a discussion of whether John can legally stay on the UCSLD Board if he is elected to the Pendleton City Council. Dea Nowell stated that we had a previous Pendleton City Council member on our Board for a term several years ago. John noted that he will check with counsel on this with this information.

CITY/DISTRICT AGREEMENT REVIEW

Heather Estrada stated up front that she wants everyone to be all on the same page regarding the Agreements, especially since she and Kathy Thew were not present during the last round of Agreement renewal. The Board walked through several sections of the Agreement, discussing things as they went. It was noted that we need to drop the amendment recitals since it is not appropriate to this upcoming Agreement renewal. It was also recommended that we have Eileen Eakins review our Agreement. There was discussion about the library director wage area, and it was suggested that it might be good to put in some more language here, such as at the minimum the city provides, however it was at the city's discretion what the upper limit of that wage should be. Also, there was comment under 5.A. that this area has been an on-going issue, it was suggested that there be a reference made in the cover letter regarding this section. It was also brought forward that under 5.D. if it should ever become necessary to go down this road, we need to notify the party/parties in writing. There was discussion regarding 5.E. and the population figures, what year's population to use, etc.; and needing to make sure the libraries are aware of any changes in funding due to population changes.

Wrapping up the conversation, Heather noted we need to send the draft to Eileen now, so it will be ready to send out at the end of June. Heather noted she will work with/have a conversation with Mark regarding having them close for in-service. The consensus of the Board was that they would like to remove the term renegotiation in 3, as they don't want to renegotiate and to communicate this to Eileen.

GOOD OF THE ORDER

Caty Clifton noted there was discussion, though no approval on the performance appraisal format and the job description review.

Additional good of the order items included congratulating John Thomas on his Pendleton City Council election run – it strongly looks like he has been elected. Also, we received an update on Sharone McCann’s situation.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on June 28, 2024, at 5:30 pm.

ADJOURN

John Thomas moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:08 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT



06/21/24 - Monthly District Director Report

Date:	June 27, 2024 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	May 20, 2024 – June 21, 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
5/20/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what’s happening and what’s coming up
5/20/2024	Public Meetings law learning session	On-line	Visited committee trying to set up Public Meetings Law parmaters
5/21/2024	Webinar on Vector Trainings	On-line	CE on Vector solutions and setting up groups
5/21/2024	Meeting with Erin McCusker	In-Person	Interview on history of DPIL for GO! article
5/21/2024	GO! Aticle written and turned in	In-Person	Written for marketing outreach.
5/22/2024	Monthly staff and safety meeting	In-Person	Monthly staff meeting and safety meeting, this month on Employee Privacy and the use of social media.
5/23/2024	Monthly Board meeting	In-person & Zoom	Regular monthly board meeting.
5/27/2024	Memorial Day Holiday	Off	
5/28/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what’s happening and what’s coming up
4/24/2024	Meeting with Kylie McClintock	Phone	Discussion of Helix library budget
4/25/2024	Presented Monica’s award	In-Person	Presented Monica’s Lampman award at banquet at OLA.
4/29/2024	Weekly Check-in Meeting with	In-Person	Check in on what’s happening and

	Dea		what's coming up
5/31/2024	Complete PERS reporting	On-line	Monthly reporting
6/4/2024	Meeting with GovDeals representative	Teams	Meeting to update POC with new representative
6/4/2024	District Wide Committee	Zoom	Meeting to check in on progress of summer and fall programs
6/5/2024	Meeting with Heidi Sipe	Phone	Meeting to get up to speed on taxing district meeting
6/6/2024	Greater Umatilla Enterprize Zone meeting	In-Person	Tax District meeting on GUEZ issues and future plans.
6/10/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
6/11/2024	Meeting with IMESD early literacy team	In-Person	Meeting to begin discussions on collaboration for increased outreach to parents.
6/12/2024	Meeting with Sharone	In-person	Dissusion about where she's at and possible appointments for her position.
6/12/2024	Meeting with Dave Slought	In-Person	Discussion about City/District Contracts
6/13/2024	Umatilla Library Summer Program	In-Person	Went to Summer Reading Program for fun and connection
6/13/2024	Weston Library Summer Program	In-Person	Went to Summer Reading Program for fun and connection
6/14/2024	Adams Library Summer Program	In-Person	Went to Summer Reading Program for fun and connection
6/14/2024	Echo Library Summer Program	In-Person	Went to Summer Reading Program for fun and connection
6/17/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
6/17/2024	Interview Susie Hansen	Phone	Interview for June Go! Article
6/18/2024	Go! Article written and turned in	In-Person	June marketing article on Umatilla Library
6/19/2024	Juneteenth Holiday	Holiday	Federal Holiday for Staff and Libraries
6/20/2024	Staff and Safety Meeting	Teams	Monthly staff and safety meeting

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Spring In-Service complete and wrapped up.	100%
Audit	Audit finished and filed with State.	100%
Priorities for agreements for Library Services	Wording updated. 100% in from libraries	100%
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 finished for year. New form for coming year to be finalized	95%
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 almost complete	75%
Safety & Staff Meetings	June: Cybersecurity: Social Engineering	ongoing
ALSP Coming in	100% returned. Board to accept	95%
Budget Process	Budget wrapped up and submitted to County	100%

4. Feedback & Accomplishments

- All ALSPPs for year in
- New Performance Review template in draft form, Board to tweak and accept.
- Year end documents nearly wrapped up, new FY documents ready to go

5. Upcoming Events – Activities.

- June 19 – Juneteenth holiday
- June 27 – UCSLD regular Board Meeting
- July 4 – Independence Day holiday
- July 8-12 – Heather off on vacation
- July 15 – Helix City Council meeting
- July 17 – Meeting of the Directors in Ukiah
- July 25 – UCSLD Annual Board Meeting



Date:	June 27, 2024
Staff Name:	Dea Nowell
Time Period Report Covers:	May 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>
May 2024	316	2,154	377	0	164	8	0	0
* 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 - 3 Ukiah P/SL - 1 Milton-Freewater - 5	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	Echo PL - weeding reports: Adult Fiction & Adult Non-Fiction collections (2) Helix PL - shelving location reports: Juvenile Easy & Blu-ray (2)			

3. Meetings and Site Visits

- Sage User Council meeting [via GoToMeeting]: 1 (5/29)
- Staff/Safety meetings [via MS Teams]: 1 (5/22)
- UCSLD Board meeting [via Zoom]: 1 (5/23)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (5/29)
- webinars/trainings attended [virtual]:
 - SafePersonnel - SDAO Academy: Employee Privacy/Confidentiality & the Use of Social Media (5/9)
 - Ryan Dowd webinar - Understanding Addiction: A Conversation with Dr. Nicholas Christian (5/9)
- meet weekly with Heather, typically Monday am, [via MS Teams]: 4 (5/6, 5/13, 5/20, 5/28)

visits to/with District Libraries:

- all libraries - 2 [email]
 - email re. upcoming vacation dates (May-Aug.) (2)
- Adams PL - 6 [phone, email]
 - call re. call numbers for 3 items
 - email re. suggested call number for an item
 - emailed requested suggestions for call numbers of several items (2)
 - call re. set up for item circulation of Wonderbooks and Launchpads
 - call re. Wonderbook call # structure; also rec'd update on structure of all non-fiction call #s; spoke re. inventory report for Playaway products @ end of LSTA grant cycle

- Athena PL - 2 [phone, email]
 - call re. circulation settings for Oregon Revised Statutes as replacing barcodes; also talked about weeding and call number changes coming soon
 - email follow-up from site visit re. Dewey Decimal classification graphics for shelves
- Echo PL - 2 [email]
 - requested Adult Fiction weeding report emailed
 - requested Adult Non-Fiction weeding report emailed
- Helix PL - 6 [phone, email]
 - call rec'd. from lib. asst. needing a shelving location for step books & what to call it (2)
 - call to director re. recent email from assistant re. shelving location not clear; want to make sure I get it done correctly
 - emailed list of barcodes to director to check on...
 - email follow-up from site visit re. shelving location Juvenile Easy w/ a report of all items under that shelving location (2)
- Hermiston PL - 1 [email]
 - email to cataloger following up on a bib record I'd given at site visit that needed Spanish headings added (I'd done some training at site visit with resources to do this)
- Milton-Freewater PL - 2 [phone, email]
 - call to cataloger re. email about no physical description in 2 recent bibs seen in catalog... gave some suggestions & directed to Cataloging Contact list for email to contact cataloger re.
 - email reply to cataloger re. a book I'd requested to see re. a temp bib while I was in Umatilla County arriving back to library
- Pendleton PL - 6 [email]
 - email to director/cataloger re. 3 bibs input in April with no 999 fields
 - email reply to director/cataloger re. 3 bibs input in April w/ no 999 fields & a copy paste conundrum question w/ Evergreen &/or Ingram records - asked for an Ingram record like they receive to look at & experiment with...
 - email follow-up to director/cataloger from site visit re. my Library of Things cheat sheets
 - email follow-up to cataloger from site visit re. CAT2 training guidance
 - email reply to cataloger re. completing the Nebraska cataloging course and how to submit screenshots of completed grade pages (2)
- Stanfield PL - 2 [email, phone]
 - email follow-up from site visit - sent updated receipt templates (w/ "You Saved...")
 - call rec'd to walk through process of importing the receipt templates
- Ukiah P/SL - 2 [email, phone]
 - email follow-up from site visit re. Readers' Advisory type websites
 - call re. barcode for an item
- Umatilla PL - 1 [email]
 - email reply to director re. request to postpone scheduled Zoom cataloging training

4. Projects and Progress

- picked up more temp bib items to be worked on during spring trips - ~20% complete
- [cybersecurity] password manager - researched, reported - need to explore implementing...
- file retention system - still more work to do overall

5. Accomplishments

- completed follow-up items on the list from site visits
- website work:
 - Board meeting minutes, agenda & packet posted
 - posted Spring In-service photo collages
 - posted May Library Happenings video
 - posted Heather's EO Go! column (5/28/24)
 - updated (refreshed) carousel pictures on front page
- Sage Cataloging Mentor:

- call to Lisa Hauner (OTLD cataloger) re. email about getting more info. for setting up OCLC CatExpress WorldShare Record Manager accounts (3)
- email reply to Lisa Hauner, Beth Ross, & another Sage cataloger re. setting up WorldShare Record Manager account
- email reply to Lisa Hauner re. update on everyone getting set up with WorldShare Record Manager accounts and moving forward
- call to Lisa Hauner (Sage Cataloging Committee Chair) volunteering to lead monthly Mentor mtg. following day, if Lisa couldn't make it do to a possible scheduling conflict
- email reply to Beth Ross (cc'ing Jon George & another mentor) re. moving cataloging permissions away from circulation accounts completely... suggested adding to upcoming Cataloging Mentor meeting discussion for clarification
- email to Kristin Williams (BMCC) follow-up from site visit re. if had been added to Sage-Cat email list
- group email reply to Jon Georg (& Cataloging Mentors) re. request to add 2 new 999's
- email to Lisa Hauner (Cataloging Committee Chair) re. a couple of items to add to Mentor meeting agenda
- email reply to cataloger at Joseph Lib. re. studying for CAT2 test questions (2)
- email to Beth Ross, Jon Georg, 2 Cataloging Mentors with my notes about cataloging Sage Niche Academy cataloging levels notes I'd made to assist with creating a guiding document for those learning cataloging at various permission levels
- reviewed new bibs (March & April - 130 & 80 bibs respectively)

Feedback received:

- 5/2/24 - Lisa Hauner (Oregon Trail Library District CAT1 cataloger & current Sage Cataloging Committee chair) in email update on everyone getting set up with WorldShare Record Manager accounts and moving forward: "Beth and Dea... Thank you BOTH! The video is exactly right for working with the records and setting up the export stuff. I appreciate the back and forth you two did with the questions and demonstration 😊"
- 5/6/24 - email reply from Jennifer Costley (Pendleton PL director/cataloger) re. Library of Things cheat sheets I'd sent her: "This is very helpful. I used the first resource when I created the American Girl Doll Record. Going forward I will consult the marked up template as I go."
- 5/15/24 - email reply from Kristin Williams (BMCC Lib. director) re. if had been added to Sage-Cat email list: "Yes, I am on the list now! Thank you for making that happen."

6. Upcoming Events - Activities

- meeting with Susie (Sotelo) Hansen to get her going on next level of cataloging (CAT2)
- Sage Circulation Committee meeting - June 18 (*rescheduled - not attending; SDAO web. at same time*)
- webinar (Beyond Well): Ergonomics: Movement for Improvement - June 13
- webinar (Vendor Solutions Network): Conflict Resolution Skills for Special Districts - June 18
- Juneteenth holiday - June 19
- webinar (Ryan Dowd): Understanding Post-Traumatic Stress Disorder in Veterans... - June 20
- Staff/Safety meeting - June 26
- Sage Cataloging Mentor meeting - June 26
- UCSLD Board meeting - June 27
- vacation: taking Fridays off Memorial Day through Labor Day, plus June 3-6



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425 S. Main Street
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takeoff@ucslid.org
Phone (541) 612-2052

Date:	June 20, 2024
Staff Name:	Monica Hoffman
Time Period Report Covers:	May 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	32	640
To Sites without Storytime	43	850
Total	75	1490
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	43
Adults in Attendance	21	125
Children in Attendance	50	631
Total Attendance	71	756

Meetings and Site Visits:

Wednesday May 1, 2024

- Milton Freewater Oregon Child Development Coalition material exchange with Tifanie

Monday May 6, 2024

- Punkin Center Early Childhood Special Education/Early Intervention morning class Storytime and materials exchange with Payton
- Punkin Center Early Childhood Special Education/Early Intervention morning class Storytime and materials exchange with Becca
- Punkin Center Early Childhood Special Education/Early Intervention morning class Storytime and materials exchange with Charmayne
- Victory Square Head Start Storytime and materials exchange with Nikki
- Victory Square Head Start Storytime and materials exchange with Andrea.
- Cathy Wamsley Early Learning Center Head Start Storytime with Yesenia
- Punkin Center Early Childhood Special Education/Early Intervention afternoon class Storytime with Payton
- Punkin Center Early Childhood Special Education/Early Intervention afternoon class Storytime with Becca

- Punkin Center Early Childhood Special Education/Early Intervention afternoon class Storytime with Charmayne

Tuesday May 7, 2024

- Athena Public Library Storytime with Stephanie
- Pendleton Early Learning Center Early Childhood Special Education/Early Intervention afternoon class Storytime with Corrine
- Pendleton Early Learning Center Early Childhood Special Education/Early Intervention afternoon class Storytime with Hannah

Wednesday May 8, 2024

- Umatilla Head Start Enhanced Class Storytime and materials exchange with Janie.
- Umatilla Early Head Start Storytime and materials exchange with Favi.
- McNary Heights Early Childhood Special Education/Early Intervention morning class Storytime and materials exchange with Katy.
- Umatilla Head Start afternoon class Storytime and materials exchange with Crystal.
- McNary Heights Early Childhood Special Education/Early Intervention afternoon class Storytime with Katy.

Thursday May 9, 2024

- Pendleton Early Learning Center Early Childhood Special Education/Early Intervention morning class Storytime and materials exchange with Corrine
- Pendleton Early Learning Center Early Childhood Special Education/Early Intervention morning class Storytime and materials exchange with Hannah
- Pendleton Early Learning Center Head Start Enhanced Class Storytime and materials exchange with Heather

Monday May 13, 2024

- Airport Way Enhanced Class Storytime and materials exchange with Ruth.
- Misty's In-home Childcare materials exchange
- Rocky Head Start Enhanced Class Storytime and materials exchange with Ayerim
- Bethlehem Lutheran Preschool materials collection

Tuesday May 14, 2024

- 10:30am Helix Public Library Storytime with Annette
(Leave for Eugene for State Track vacation for the rest of the week)

Monday May 20, 2024

- Hermiston Child Development Center Storytime and materials exchange with Claire
- Good Shepherd Children's Center pre-K Storytime and materials exchange with Tigers and Otters
- Good Shepherd Toddler Storytime and materials exchange with Giraffes, Monkeys, and Penguins

Tuesday May 21, 2024

- Stanfield Patriot Heights Early Head Start Storytime and materials exchange with Ruby

- Stanfield Elementary School preschool morning classes Storytime with Debbie and Stacey
- Stanfield Public Library Storytime with Cecili
- Oregon Child Development Coalition material exchange with Jaime and Kimberly
- Stanfield Elementary School preschool afternoon classes Storytime and materials pickup with Debbie and Stacey

Wednesday May 22, 2024

- Staff Meeting with Safety Training: Employee Privacy/Confidentiality and the use of social media. (SDAO)
- Jen's In-home Childcare Storytime and materials exchange
- Elsie's In-home Childcare Storytime and materials exchange
- Mindy's In-home Childcare materials exchange
- Pioneer Relief Nursery materials exchange with Cheri and MaryChris

Thursday May 23, 2024

- Hermiston Child Development Center Storytime and material pickup with Johanna
- Hermiston Child Development Center Storytime and material pickup with Claire
- Cathy Wamsley Early Learning Center Head Start Storytime and materials exchange with Kristin
- Cathy Wamsley Early Learning Center Head Start Storytime and material pickup with Rhonda

Tuesday May 28, 2024

- Playtime Education Storytime and materials exchange with Amber

Wednesday May 29, 2024

- Milton Freewater Head Start morning class Storytime and materials pickup with Linda
- Lil Ardo Academy material pickup with Maria
- Lily's Kids Academy Storytime and materials exchange with Lili
- Milton Freewater Head Start Enhanced class Storytime and materials exchange with Amy

Thursday May 30, 2024

- Freewater Early Childhood Special Education/Early Intervention morning class Storytime and materials pickup with Sherry
- Little Pioneers morning class Storytime with Amanda
- YMCA 3's at Freewater Storytime and materials exchange with Aiden
- YMCA 4's at Freewater Storytime and materials exchange with Victor
- Milton Freewater Oregon Child Development Coalition materials exchange with Tifanie
- Freewater Early Childhood Special Education/Early Intervention afternoon class Storytime with Sherry
- Little Pioneers afternoon class Storytime and materials pickup with Kayla and Amanda

Friday May 31, 2024

- Oregon Library Association Children's Services Division Meeting
- Weston Public Library Storytime with Heather



Projects and Progress:

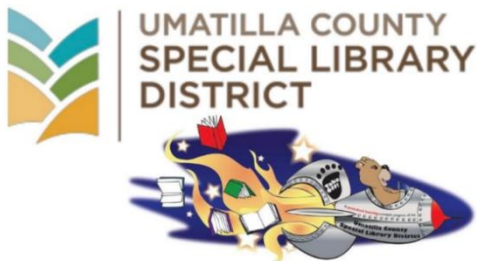
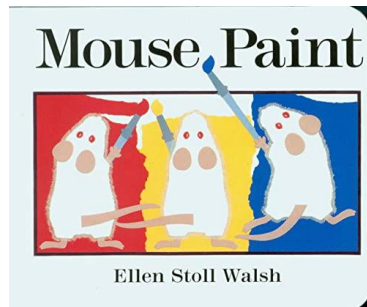
- Spring gift book distribution completed: 1117 books given to the children of Umatilla County
- Oregon Ready to Read 2024 Grant. 42% complete
- Collection development/box revisions- ongoing
- Event marketing slideshows and window display- ongoing

Upcoming Events - Activities:

- Summer Reading: Read, Renew, Repeat

Puzzle time

They are holding the storytelling pieces that go with the book *Mouse Paint* by Ellen Walsh





Umatilla County Special Library District – Employee Performance Appraisal

Employee Name	
Position	
Supervisor Name	
Position	
Review Period	
Date of Review	
Type of Appraisal	<input type="checkbox"/> Annual <input type="checkbox"/> Entrance <input type="checkbox"/> Exit <input type="checkbox"/> Other _____
Reviewed by	<input type="checkbox"/> Self <input type="checkbox"/> Supervisor
Overall Rating	<input type="checkbox"/> Achieves Performance Standards <input type="checkbox"/> Does Not Achieve Performance Standards
Signatures	
Supervisor's Name	
Supervisor's Signature	
Date	
Employee Comments	
Employee's Signature	
Date	
Reviewer's Name	
Reviewer's Signature	
Date	



Section I. Staff Goal Check in – Completed by Employee

Comments:

1) Progress on Goals from FY23-24

2) What were your top accomplishments this year? What are you most proud of?

3) What was your top challenge this year and how does that inform you going forward?



OVERALL PERFORMANCE RATING – COMPLETED BY BOTH

	Achieves/ Performs	Does Not Meet	Growth Opportunities
Customer Focus (Communication)			
Valuing Diversity			
Ethics, Values, Judgment			
Job Knowledge (Professional & Technical)			
Service Delivery (Approachability, Composure, Compassion, Reliability, Attendance)			
Interpersonal – Building Relationships (Interpersonal savvy, Peer relations, Problem Solving / Conflict Management)			
Leading self & others (Teamwork, Leading/Living Vision & Values)			
Managing Workload – Achieving Results (Work Quality, Accountability, Organization & Planning, Adaptability & Flexibility, Managing Change, Drive for Results / Productivity, Record Keeping)			
Work environment (Safety & Health) (Works to keep self and work spaces safe for self and those around. Keeps up on safety trainings)			



Section III. Summary Assessment – Completed by Supervisor

Comments:

1) How is the staff member performing overall? What are the most notable areas of strength?

2) What are the next steps for growth or improvement?



Section IV. Next Year's Goals – Completed by Employee

Goals and Benchmarks – What Strategic Plan goals are referenced with these work goals?

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Ten Months Ended April 30, 2024

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Certified Public Accountants and Business Advisors

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Pendleton, OR 97801
Phone: 541-276-6862
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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, 2024 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.

Dickey and Tremper, LLP

May 22, 2024

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
April 30, 2024

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 8,292.42	\$ -	\$ -	\$ -	\$ 8,292.42
Cash - LGIP	442,441.35	18,174.78	44,040.12	17,098.72	521,754.97
Cash - Banner Bank Savings	19,094.41	-	-	-	19,094.41
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,927.66	-	-	-	5,927.66
TOTAL	\$ 475,755.84	\$ 18,174.78	\$ 44,040.12	\$ 17,098.72	\$ 555,069.46
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 3,882.28	\$ -	\$ -	\$ -	\$ 3,882.28
Accrued payroll and benefits	508.46	-	-	-	508.46
Total Current Liabilities	4,390.74	-	-	-	4,390.74
FUND BALANCES (DEFICIT)					
Assigned	-	18,174.78	44,040.12	17,098.72	79,313.62
Unassigned	471,365.10	-	-	-	471,365.10
Total Fund Balances	471,365.10	18,174.78	44,040.12	17,098.72	550,678.72
TOTAL	\$ 475,755.84	\$ 18,174.78	\$ 44,040.12	\$ 17,098.72	\$ 555,069.46

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the Ten Months Ended April 30, 2024

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 10,908.81	\$ 2,144,748.82	\$ 2,191,544.00	\$ (46,795.18)	97.86%
Taxes - previously levied	1,979.93	25,672.77	45,000.00	(19,327.23)	57.05%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	165,150.40	113,000.00	52,150.40	146.15%
Interest earned - LGIP	2,304.48	21,057.96	7,850.00	13,207.96	268.25%
Interest earned - other	0.45	23.60	150.00	(126.40)	15.73%
Total Revenues	15,193.67	2,356,653.55	2,357,744.00	(1,090.45)	99.95%
PERSONNEL EXPENDITURES					
District Manager	6,242.00	62,420.00	75,000.00	(12,580.00)	83.23%
Library Tech. Manager	4,824.45	47,225.26	56,600.00	(9,374.74)	83.44%
Early Literacy Coordinator	4,074.40	40,188.43	48,400.00	(8,211.57)	83.03%
Payroll taxes	1,060.06	10,500.16	17,000.00	(6,499.84)	61.77%
Health and accident insurance	5,187.65	50,598.09	62,850.00	(12,251.91)	80.51%
Worker's compensation	1.19	415.67	650.00	(234.33)	63.95%
Unemployment	401.82	3,429.13	2,500.00	929.13	137.17%
Retirement	3,209.74	31,771.61	29,000.00	2,771.61	109.56%
Total Personnel Expenditures	25,001.31	246,548.35	292,000.00	(45,451.65)	84.43%
MATERIALS AND SERVICES					
Transportation	881.88	4,840.48	6,000.00	(1,159.52)	80.67%
Staff training and conferences	340.75	4,342.46	4,000.00	342.46	108.56%
Board expenses	-	3,478.23	4,500.00	(1,021.77)	77.29%
Legal fees	-	-	5,000.00	(5,000.00)	0.00%
Audit	-	6,227.00	6,550.00	(323.00)	95.07%
Insurance	-	3,622.00	5,300.00	(1,678.00)	68.34%
Fiscal management	1,250.00	12,500.00	15,000.00	(2,500.00)	83.33%
Postage	-	324.20	500.00	(175.80)	64.84%
Office supplies and maintenance	734.14	2,334.16	5,700.00	(3,365.84)	40.95%
Telephone	158.82	1,586.70	2,100.00	(513.30)	75.56%
Rent	808.62	8,086.20	10,100.00	(2,013.80)	80.06%
Ads and notices	903.00	903.00	1,500.00	(597.00)	60.20%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	-	2,081.88	2,525.00	(443.12)	82.45%
Total Materials and Services	5,077.21	50,326.31	71,775.00	(21,448.69)	70.12%
SPECIAL PAYMENTS					
Tax distribution to cities	10,310.99	1,736,337.21	1,789,235.00	(52,897.79)	97.04%
Community services fee distribution to cities	-	132,120.31	90,400.00	41,720.31	146.15%
Total Special Payments	10,310.99	1,868,457.52	1,879,635.00	(11,177.48)	99.41%
Capital outlay	-	1,668.19	4,000.00	(2,331.81)	41.70%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	40,389.51	2,167,000.37	2,347,410.00	(180,409.63)	92.31%
Revenues over (under) expenditures	(25,195.84)	189,653.18	10,334.00	179,319.18	1835.23%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	(10,000.00)	(95,000.00)	(125,000.00)	30,000.00	76.00%
Transfer to Capital Reserve Fund	<u>-</u>	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>-</u>	<u>100.00%</u>
Total other financing sources (uses)	<u>(10,000.00)</u>	<u>(105,000.00)</u>	<u>(135,000.00)</u>	<u>30,000.00</u>	<u>77.78%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (35,195.84)</u>	84,653.18	(124,666.00)	<u>\$ 209,319.18</u>	
FUND BALANCE, July 1, 2023		<u>386,711.92</u>	<u>363,982.00</u>		
FUND BALANCE, April 30, 2024		<u>\$ 471,365.10</u>	<u>\$ 239,316.00</u>		

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the Ten Months Ended April 30, 2024**

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ 1,173.50	\$ 150.00	\$ 1,023.50	782.33%
Hermiston and courier reimbursement	-	19,949.97	22,000.00	(2,050.03)	90.68%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	-	21,123.47	25,150.00	(4,026.53)	83.99%
MATERIALS AND SERVICES					
Sage Library System	-	62,693.00	59,000.00	3,693.00	106.26%
Courier - County	-	30,576.00	35,000.00	(4,424.00)	87.36%
Cataloging utilities	-	-	500.00	(500.00)	0.00%
Library2Go	-	13,709.00	14,500.00	(791.00)	94.54%
Programs and training	895.12	3,618.06	18,000.00	(14,381.94)	20.10%
Cooperative programs and activities	930.00	2,176.11	6,000.00	(3,823.89)	36.27%
Grant expenses - Other	444.84	1,058.43	3,000.00	(1,941.57)	35.28%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	2,269.96	113,830.60	141,000.00	(27,169.40)	80.73%
Contingency	-	-	31,150.00	(31,150.00)	0.00%
Total expenditures	2,269.96	113,830.60	172,150.00	(58,319.40)	66.12%
Revenues over (under) expenditures	(2,269.96)	(92,707.13)	(147,000.00)	54,292.87	63.07%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	10,000.00	95,000.00	125,000.00	(30,000.00)	76.00%
Total other financing sources (uses)	10,000.00	95,000.00	125,000.00	(30,000.00)	76.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 7,730.04</u>	2,292.87	(22,000.00)	<u>\$ 24,292.87</u>	
FUND BALANCE, July 1, 2023		<u>15,881.91</u>	<u>22,000.00</u>		
FUND BALANCE, April 30, 2024		<u>\$ 18,174.78</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 Ten Months Ended April 30, 2024

	<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, 2023		<u>34,040.12</u>	<u>34,040.00</u>		
FUND BALANCE, April 30, 2024		<u>\$ 44,040.12</u>	<u>\$ 44,040.00</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Ten Months Ended April 30, 2024

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ -	\$ 9,555.00	\$ 9,320.00	\$ 235.00	102.52%
Total Revenues	<u>-</u>	<u>9,555.00</u>	<u>9,320.00</u>	<u>235.00</u>	<u>102.52%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	1,445.41	3,500.00	(2,054.59)	41.30%
State Ready to Read material	-	9,037.30	9,320.00	(282.70)	96.97%
Take Off transportation	164.14	1,021.04	5,000.00	(3,978.96)	20.42%
Outreach materials and supplies	(300.00)	373.37	2,000.00	(1,626.63)	18.67%
Total materials and services	(135.86)	11,877.12	19,820.00	(7,942.88)	59.92%
Contingency	-	-	7,540.00	(7,540.00)	0.00%
Total expenditures	<u>(135.86)</u>	<u>11,877.12</u>	<u>27,360.00</u>	<u>(15,482.88)</u>	<u>43.41%</u>
Revenues over (under) expenditures	<u>135.86</u>	<u>(2,322.12)</u>	<u>(18,040.00)</u>	<u>15,717.88</u>	<u>12.87%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 135.86</u>	<u>(2,322.12)</u>	<u>(18,040.00)</u>	<u>\$ 15,717.88</u>	
FUND BALANCE, July 1, 2023		<u>19,420.84</u>	<u>18,040.00</u>		
FUND BALANCE, April 30, 2024		<u>\$ 17,098.72</u>	<u>\$ -</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Eleven Months Ended May 31, 2024

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Dickey and Tremper, LLP
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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 May 31, 2024 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the eleven months then ended, in accordance with the budgetary basis of accounting and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Dickey and Tremper, LLP
June 12, 2024

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OREGON
SCHEDULE OF ASSETS, LIABILITIES, AND FUND BALANCE -
ALL FUND TYPES - BUDGETARY BASIS
May 31, 2024

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 12,826.34	\$ -	\$ -	\$ -	\$ 12,826.34
Cash - LGIP	414,008.30	17,245.13	44,040.12	17,000.70	492,294.25
Cash - Banner Bank Savings	19,094.41	-	-	-	19,094.41
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,927.66	-	-	-	5,927.66
TOTAL	<u>\$ 451,856.71</u>	<u>\$ 17,245.13</u>	<u>\$ 44,040.12</u>	<u>\$ 17,000.70</u>	<u>\$ 530,142.66</u>
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 2,195.62	\$ -	\$ -	\$ -	\$ 2,195.62
Accrued payroll and benefits	1,027.63	-	-	-	1,027.63
Total Current Liabilities	<u>3,223.25</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,223.25</u>
FUND BALANCES (DEFICIT)					
Assigned	-	17,245.13	44,040.12	17,000.70	78,285.95
Unassigned	448,633.46	-	-	-	448,633.46
Total Fund Balances	<u>448,633.46</u>	<u>17,245.13</u>	<u>44,040.12</u>	<u>17,000.70</u>	<u>526,919.41</u>
TOTAL	<u>\$ 451,856.71</u>	<u>\$ 17,245.13</u>	<u>\$ 44,040.12</u>	<u>\$ 17,000.70</u>	<u>\$ 530,142.66</u>

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
For the Eleven Months Ended May 31, 2024

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 15,163.08	\$ 2,159,911.90	\$ 2,191,544.00	\$ (31,632.10)	98.56%
Taxes - previously levied	2,071.75	27,744.52	45,000.00	(17,255.48)	61.65%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	165,150.40	113,000.00	52,150.40	146.15%
Interest earned - LGIP	2,304.55	23,362.51	7,850.00	15,512.51	297.61%
Interest earned - other	0.30	23.90	150.00	(126.10)	15.93%
Total Revenues	19,539.68	2,376,193.23	2,357,744.00	18,449.23	100.78%
PERSONNEL EXPENDITURES					
District Manager	6,242.00	68,662.00	75,000.00	(6,338.00)	91.55%
Library Tech. Manager	4,960.35	52,185.61	56,600.00	(4,414.39)	92.20%
Early Literacy Coordinator	4,259.60	44,448.03	48,400.00	(3,951.97)	91.83%
Payroll taxes	1,084.63	11,584.79	17,000.00	(5,415.21)	68.15%
Health and accident insurance	5,187.65	55,785.74	62,850.00	(7,064.26)	88.76%
Worker's compensation	4.84	420.51	650.00	(229.49)	64.69%
Unemployment	411.17	3,840.30	2,500.00	1,340.30	153.61%
Retirement	3,271.83	35,043.44	29,000.00	6,043.44	120.84%
Total Personnel Expenditures	25,422.07	271,970.42	292,000.00	(20,029.58)	93.14%
MATERIALS AND SERVICES					
Transportation	-	4,840.48	6,000.00	(1,159.52)	80.67%
Staff training and conferences	-	4,342.46	4,000.00	342.46	108.56%
Board expenses	43.00	3,521.23	4,500.00	(978.77)	78.25%
Legal fees	-	-	5,000.00	(5,000.00)	0.00%
Audit	-	6,227.00	6,550.00	(323.00)	95.07%
Insurance	-	3,622.00	5,300.00	(1,678.00)	68.34%
Fiscal management	1,250.00	13,750.00	15,000.00	(1,250.00)	91.67%
Postage	-	324.20	500.00	(175.80)	64.84%
Office supplies and maintenance	614.05	2,948.21	5,700.00	(2,751.79)	51.72%
Telephone	158.82	1,745.52	2,100.00	(354.48)	83.12%
Rent	808.62	8,894.82	10,100.00	(1,205.18)	88.07%
Ads and notices	-	903.00	1,500.00	(597.00)	60.20%
Elections	-	-	3,000.00	(3,000.00)	0.00%
Email/website	159.90	2,241.78	2,525.00	(283.22)	88.78%
Total Materials and Services	3,034.39	53,360.70	71,775.00	(18,414.30)	74.34%
SPECIAL PAYMENTS					
Tax distribution to cities	13,814.86	1,750,152.07	1,789,235.00	(39,082.93)	97.82%
Community services fee distribution to cities	-	132,120.31	90,400.00	41,720.31	146.15%
Total Special Payments	13,814.86	1,882,272.38	1,879,635.00	2,637.38	100.14%
Capital outlay	-	1,668.19	4,000.00	(2,331.81)	41.70%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	42,271.32	2,209,271.69	2,347,410.00	(138,138.31)	94.12%
Revenues over (under) expenditures	(22,731.64)	166,921.54	10,334.00	156,587.54	1615.27%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	-	(95,000.00)	(125,000.00)	30,000.00	76.00%
Transfer to Capital Reserve Fund	-	(10,000.00)	(10,000.00)	-	100.00%
Total other financing sources (uses)	-	(105,000.00)	(135,000.00)	30,000.00	77.78%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (22,731.64)</u>	61,921.54	(124,666.00)	<u>\$ 186,587.54</u>	
FUND BALANCE, July 1, 2023		<u>386,711.92</u>	<u>363,982.00</u>		
FUND BALANCE, May 31, 2024		<u>\$ 448,633.46</u>	<u>\$ 239,316.00</u>		

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the Eleven Months Ended May 31, 2024**

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ 1,173.50	\$ 150.00	\$ 1,023.50	782.33%
Hermiston and courier reimbursement	-	19,949.97	22,000.00	(2,050.03)	90.68%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	<u>-</u>	<u>21,123.47</u>	<u>25,150.00</u>	<u>(4,026.53)</u>	<u>83.99%</u>
MATERIALS AND SERVICES					
Sage Library System	-	62,693.00	59,000.00	3,693.00	106.26%
Courier - County	-	30,576.00	35,000.00	(4,424.00)	87.36%
Cataloging utilities	-	-	500.00	(500.00)	0.00%
Library2Go	-	13,709.00	14,500.00	(791.00)	94.54%
Programs and training	67.00	3,685.06	18,000.00	(14,314.94)	20.47%
Cooperative programs and activities	467.57	2,643.68	6,000.00	(3,356.32)	44.06%
Grant expenses - Other	395.08	1,453.51	3,000.00	(1,546.49)	48.45%
Marketing	-	-	5,000.00	(5,000.00)	0.00%
Total Materials and Services	<u>929.65</u>	<u>114,760.25</u>	<u>141,000.00</u>	<u>(26,239.75)</u>	<u>81.39%</u>
Contingency	-	-	31,150.00	(31,150.00)	0.00%
Total expenditures	<u>929.65</u>	<u>114,760.25</u>	<u>172,150.00</u>	<u>(57,389.75)</u>	<u>66.66%</u>
Revenues over (under) expenditures	<u>(929.65)</u>	<u>(93,636.78)</u>	<u>(147,000.00)</u>	<u>53,363.22</u>	<u>63.70%</u>
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	95,000.00	125,000.00	(30,000.00)	76.00%
Total other financing sources (uses)	<u>-</u>	<u>95,000.00</u>	<u>125,000.00</u>	<u>(30,000.00)</u>	<u>76.00%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (929.65)</u>	<u>1,363.22</u>	<u>(22,000.00)</u>	<u>\$ 23,363.22</u>	
FUND BALANCE, July 1, 2023		<u>15,881.91</u>	<u>22,000.00</u>		
FUND BALANCE, May 31, 2024		<u>\$ 17,245.13</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 Eleven Months Ended May 31, 2024

	<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	\$ -	<u>100.00%</u>
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, 2023		<u>34,040.12</u>	<u>34,040.00</u>		
FUND BALANCE, May 31, 2024		<u>\$ 44,040.12</u>	<u>\$ 44,040.00</u>		

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Eleven Months Ended May 31, 2024**

	<u>Current MTD</u>	<u>Current YTD</u>	<u>Budgeted Amount</u>	<u>Actual to Budget Variance Over/(Under)</u>	<u>% Used</u>
REVENUES					
State Ready to Read Grant	\$ -	\$ 9,555.00	\$ 9,320.00	\$ 235.00	102.52%
Total Revenues	<u>-</u>	<u>9,555.00</u>	<u>9,320.00</u>	<u>235.00</u>	<u>102.52%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	1,445.41	3,500.00	(2,054.59)	41.30%
State Ready to Read material	-	9,037.30	9,320.00	(282.70)	96.97%
Take Off transportation	98.02	1,119.06	5,000.00	(3,880.94)	22.38%
Outreach materials and supplies	<u>-</u>	<u>373.37</u>	<u>2,000.00</u>	<u>(1,626.63)</u>	<u>18.67%</u>
Total materials and services	98.02	11,975.14	19,820.00	(7,844.86)	60.42%
Contingency	<u>-</u>	<u>-</u>	<u>7,540.00</u>	<u>(7,540.00)</u>	<u>0.00%</u>
Total expenditures	<u>98.02</u>	<u>11,975.14</u>	<u>27,360.00</u>	<u>(15,384.86)</u>	<u>43.77%</u>
Revenues over (under) expenditures	<u>(98.02)</u>	<u>(2,420.14)</u>	<u>(18,040.00)</u>	<u>15,619.86</u>	<u>13.42%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (98.02)</u>	<u>(2,420.14)</u>	<u>(18,040.00)</u>	<u>\$ 15,619.86</u>	
FUND BALANCE, July 1, 2023		<u>19,420.84</u>	<u>18,040.00</u>		
FUND BALANCE, May 31, 2024		<u>\$ 17,000.70</u>	<u>\$ -</u>		