



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla Special Library District Board

Regular Meeting of the Board of Directors Thursday, September 26, 2024, 5:30 pm

425 South Main Street, Pendleton, OR 97801 and

Zoom Link:

<https://us02web.zoom.us/j/89112452153?pwd=uTiOjWQDGbaomjIS2s8kfvYeOa3G6u.1>

Meeting ID: 891 1245 2153

Passcode: 585027

One tap mobile

+19712471195,,89112452153#,,,,*585027# US (Portland)

Dial by your location

+1 971 247 1195 US (Portland)

Meeting ID: 891 1245 2153

Passcode: 585027

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 – August 22, 2024 ALSP Review Meeting – September 19, 2024	President	Approval
Calendar Update	Director	
Correspondence	Director	

Topic	Lead	Purpose Outcome
Reports <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report – July & August 2024 ○ Banks & Pool Balances • Staff Monthly Reports 	Director	Acceptance Information
Board Training <ul style="list-style-type: none"> • Check-in on SDAO training, send Heather certificate please. 	Board Members	Information
Old Business <ul style="list-style-type: none"> • City Agreements done, see example and Heather's plan 	Director	Information
<ul style="list-style-type: none"> • Update on .gov discussion 	Director	Information
New Business <ul style="list-style-type: none"> • New Board Member 	Director & Board	Update and Decision
<ul style="list-style-type: none"> • Board Manuals Review and new schedule for review? 	Director & Board	Information and Discussion
<ul style="list-style-type: none"> • 	Director	Information
Good of the order	Everyone	
Next District Board Meeting – October 24, 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

August 22, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President

Nick Nash

John Thomas

Sharone McCann, Vice President

Kathy Thew

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 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have a full slate of Board Members in the office: Kathy Thew, Sharone McCann, Nick Nash, John Thomas, and Caty Clifton; so, we have a quorum present.

APPROVAL OF THE AGENDA

Heather Estrada noted that we have a correction to the agenda regarding the resolution which isn't for transfer of funds, it is for authorizing vendors for online and automatic payment of bills in FY2024-2025. John Thomas moved to approve the agenda with that correction. Kathy Thew seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: July 25, 2024 – Kathy Thew moved to approve the July 25, 2024, minutes as presented. John Thomas seconded the motion. The motion passed with four (4) Board Members in favor. Nick Nash abstained due to not being at the meeting.

CALENDAR UPDATE

Heather Estrada noted that September 7th is the Dress Up Parade in Pendleton, if anyone wants to join us in walking with a library sign, we will be gathering at the Library/City Hall parking lot at 9:30 am. Heather also noted that she is planning to attend the September 9th 6:30 pm Adams City Council meeting if we have the agreement firmed up tonight. And Heather reminded the Board Members that the first ALSP Review is scheduled for Thursday September 19th at 5:30 pm. Kathy Thew noted that she will not be at that meeting.

CORRESPONDENCE

None.

REPORTS

FINANCIAL STATEMENTS & bank reconciliations – June 2024 & July 2024??

Heather Estrada noted that she has not heard anything about the July 2024 financial statement yet. We do have the June 2024 statement though. After a few comments were made as to how we ended the year financially, Nick Nash moved to approve the June 2024 financial report, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada stated that Dea Nowell is currently trialing two (2) password managers, and the one that seems to be the one that we will go with, that is the easiest to work with, is \$20 per month for the staff team.

BOARD TRAINING: PUBLIC MEETING LAW TRAINING ONLINE NOW!!

Heather Estrada shared again that though the State has not yet put any public meeting law training out, SDAO has through the Vector Solutions training portal (16 minutes in length). She asked that each Board Member send her the certificate for the files by next month's Board meeting.

OLD BUSINESS

FINAL CITY/DISTRICT AGREEMENT

Heather Estrada stated that the only change to the agreement from last meeting was that she and Caty combined the recitals and amendment recitals and dropped the last two (2). The other piece of this is the formula. She got the numbers from PSU. The method they are using is taking the number change in the County and spreading it out over the zip code areas based on the current percentages of each in the County. The State Library of Oregon is also moving over to using zip code numbers as well and the numbers they have are slightly different than what Heather received from PSU. They are using PSU's numbers and doing more work and digging deeper by utilizing data from the American Community Survey. After a fair amount of discussion about how this may affect the libraries if there is a drastic shift, the consensus was to continue with the PSU numbers and watch what happens with the American Community Survey information over the next few years. They also agreed to include a line including the State Library of Oregon along with Portland State University to the statement under the population element of the funding formula to give flexibility to adjust. They again stated that their intent for the funding formula is, and has been, to take care of our libraries.

UPDATE ON GREATER UMATILLA ENTERPRISE ZONE

Heather Estrada shared that the Greater Umatilla Enterprise Zone had another meeting. She said it was very congenial. She said she stated up front that UCSLD wanted to stay out of the City funds as they are doing a great job supporting their community, however UCSLD does want to be involved in the County funds. Heather stated that she and Mark Mulvilhill (IMESD Superintendent) are in agreement regarding this.

Heather also shared that she met with Melissa Ince, Dave Stockdale, and Susie Hansen from Umatilla regarding the new agreement. It was a very positive meeting.

NEW BUSINESS

RESOLUTION 2024-2025-01 AUTHORIZING VENDORS FOR ONLINE AND AUTOMATIC PAYMENT OF BILLS IN FY2024-2025

Caty Clifton read Resolution 2024-2025-01 Resolution of the Umatilla County Special Library District (UCSLD) Authorizing Vendors for Online and Automatic Payment of Bills in FY2024-2025. Following the reading of the resolution, Nick Nash moved to approve the resolution as read. Kathy Thew seconded the motion. The motion passed unanimously, and Caty and Heather signed the resolution.

DOMAIN TO .GOV DISCUSSION

Heather Estrada shared that the State is offering another round of cybersecurity grants with one of their priorities being migrating website domain and email to the .gov extension. This is something that has been on Dea Nowell's and then her radar for a while now. There are several cities in UCSLD that have already moved over to .gov. Heather noted that one of the requirements for a .gov domain is that we need a unique identity validation number. One of the requirements is a document from a specified list with our physical address on it – she is going to try to get the bank statement sent with our physical address printed on it (it is in the account information, but not printed on the statement). She added that she wanted to bring the Board into the conversation and update them on this process.

APPROVE ALSPS FROM ALL LIBRARIES

Sharone McCann moved to approve the FY2024-2025 ALSPs as submitted. Nick Nash seconded the motion. The motion passed unanimously.

UPDATE ON INSURANCE WITH IMESD DRIVERS

Heather Estrada stated that our insurance agent Michael Corey stated he was never under the impression that IMESD was driving our car; he didn't realize it and is uncomfortable with it. Heather stated that she had a discussion with Rob Naughton at IMESD regarding options. Heather noted that he totally gets it, and he is currently talking with their insurance & finance person(s). So, there is currently no resolution on this matter, however there is ongoing conversation regarding it.

GOOD OF THE ORDER

Before going into Executive Session, Heather Estrada said she wanted to say thank you to Sharone McCann for her service on the Board. Sharone's house has sold and she has not found anyone to recommend replacing her on the Board. Heather noted that from the previous discussion she has spoken with the two (2) people she had suggested she could approach if no one else arose. The first one from the Pilot Rock/Ukiah area said she is getting ready to retire and would be willing to finish out the term and see from there. The second person from the Helix area has property with their northern boundary running all the way to Hermiston, and she said she is definitely interested, and plans to be at next month's meeting. Sharone shared her resignation verbally. Kathy Thew moved to accept Sharone's verbal resignation. Nick Nash seconded the motion. The motion passed unanimously. All shared that they will miss her and wished her the best with her move.

EXECUTIVE SESSION

Board President Caty Clifton read the following statement: The Umatilla County Special Library District Board will now meet in executive session for the purpose of the District Director's Performance Appraisal. The executive session is held pursuant to ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. And ORS 192.660 (8) A governing body may not use an executive session for purposes of evaluating a chief executive officer or other officer, employee or staff member to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously

announced. No decision will be made in this executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

Dea Nowell left the meeting and the Executive Session was called to order at 7:16 pm. Following the District Director's performance appraisal, Board President Caty Clifton closed the Executive Session at 7:41 pm.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on September 26, 2024, at 5:30 pm. And the first ALSP Review will be on September 19, 2024, at 5:30 pm.

ADJOURN

Kathy Thew moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:45 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT



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Umatilla County Special Library District Board of Directors

Work Session

Libraries' FY23-24 Annual Library Service Plan Reviews
UCSLD is inviting you to a scheduled Zoom meeting.

Topic: ALSP Review meeting

Time: Sep 19, 2024 05:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87958541155?pwd=U3Ykif1myAtoYly0RsY1LjqGclv2im.1>

Meeting ID: 879 5854 1155

Passcode: 091760

No decisions are made at these meetings – Information sharing only

Thursday, September 19, 2024 – 5:30 – 8:00 PM

Minutes	
Call to order	President Caty Clifton called to order at 5:32 pm
Call the Roll & Establish Quorum	Board Members: Caty Clifton, John Thomas, Nick Nash; Kathy Thew (excused) UCSLD Staff: Heather Estrada Visitors: Amanda Hespel, Lili Schmidt (zoom), Heather Culley (zoom), Stephanie Partida

Review of FY2023-24 Library Service Plans	Information Sharing
Amanda Hespel, Library Director of Adams Public Library	Amanda – Information Sharing
Lili Schmidt, Library Director of Milton-Freewater Public Library	Lili Schmidt– Information Sharing
Heather Culley, Library Director of Weston Public Library	Heather Culley– Information Sharing
Stephanie Partida, Library Director of Athena Public Library	Stephanie Partida– Information Sharing
Adjourn	Caty Clifton adjourned at 8:50 pm



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09/20/24 - Monthly District Director Report

Date:	September 26, 2024 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	August 20, 2024 – September 20, 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
8/20/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what’s happening and what’s coming up
8/20/2024	Wrote GO! Article for August featuring Athena Library	Online	Ongoing Marketing for the District
8/21/2024	Montly Staff & Safety Committee Meeting	In-Person & Teams	Monthly meeting and safely briefing
8/21/2024	Spoke with Jeannie Jensen of PR & Ukiah regarding UCSLD Board Position	Phone	Had a conversation regarding empty Board Position with Jeannie
8/22/2024	Spoke with Judy Bracher of Helix and West Co regarding UCSLD Board Position	In-Person	Had a conversation regarding empty Board Position with Judy
8/22/2024	Monthly Board meeting	In-person & Zoom	Regular monthly board meeting.
8/22/2024	Helix Library Summer Reading	In-Person	Visited Helix summer reading program with Annette
8/26/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what’s happening and what’s coming up
8/26/2024	Annual Performance Review meeting with Monica	In-person	Annual meeting with Monica to go over her annual Performance Review
8/28/2024	In-Service Committee Meeting	Zoom	Started planning Fall In-service for Nov. 1

8/29/2024	Meeting with Shannon Greenhaugen	In-Person	Meeting with Shannon of Umatilla Co Historical So, new Director and to ask to put UCHS on Discover and Go site
8/29/2024	American Community Survey webinar	Zoom	Looking to understand the process of ACS better
8/31/2024	Complete PERS reporting	On-line	Monthly reporting
8/31/2024	Shopped for Parade supplies	In-Person	Gathered candy and other supplies for parade on Sept. 7
8/31/2024	Visited Adams library	In-Person	Delivered first aid supplies to Adams
9/02/2024	Labor Day Holiday	In-person	Federal Holiday
9/03/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
9/04/2024	Imagination Library meeting with new Oregon staff	Zoom	Zoom meet and greet with new Oregon staff because of new Oregon initiative.
9/04/2024	In-Service Committee Meeting	Zoom	Continued planning for Fall In-Service
9/05/2024	Submitted District annual state stats report	Online	Annual reporting to state on state statistics.
9/06/2024	Parade number pick up and other details for parade covered	In-Person	Last minute prep for Dress Up parade
9/07/2024	Dress Up Parade	In-Person	Participated in Round-Up Dress up parade for marketing the District.
9/9/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
9/10/2024	Meeting with Charlie Brown of Trust for Civic Life	Zoom	Meet and Greet to communicate about his foundation and possible uses for our libraries
9/13/2024	Meeting with Chad Morris and Lili Schmidt	In-Person	Meet and greet with new MF City manager and interview for Go! Article.
9/16/2024	In-Service Committee Meeting	Zoom	Planning fall in-service
9/16/2024	Trip to Pasco to pick up Dea	In-Person	Picked Dea up for week visit to libraries
9/17/2024	CIS open enrollment kick-off	Zoom	Information session just before Open Enrollment begins
9/17/2024	Dea annual performance review	In-Person	Meeting to go over Dea's annual review
9/18/2024	Go! Article turned in	Online	Monthly marketing article
9/18/2024	Monthly staff and safety meeting	In-Person	Monthly checkin and safety meeting on Frie safety

9/19/2024	UCSLD FY23-24 ALSR meeting	In-Person & Zoom	Annual review for Adams, MF, Athena, and Weston

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Meetings begun. Planning underway	45%
Audit	New FY ☺ Agreement updated, gathering documents	45%
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	Meetings done, just need signatures from Board president	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, Parade season in swing, ongoing planning	85%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Survey is open and almost complete	85%
Safety & Staff Meetings	September: Fire Safety	ongoing
ALSP Coming in	All in for 24-25, First session complete, 2 to go.	75%
Budget Process	Budget wrapped up and submitted to County	100%

4. Feedback & Accomplishments

- Positive meeting with new city manager in Milton-Freewater
- New Performance Reviews being utilized
- Grant writing ongoing for monies for Guadalajara Book Fair

5. Upcoming Events – Activities.

- September 19 – ALSP Review meeting
- September 25 – Director's meeting in Helix @ 1pm
- September 26 – UCSLD monthly board meeting
- September 27-30 – Heather out of town
- October 8 – ALSP Review meeting
- October 22 – ALSP Review meeting
- October 24 – UCSLD monthly board meeting
- October 25 – LEO annual meeting in Wallowa
- November 1 – All staff District In-Service in Hermiston



Date:	September 26, 2024
Staff Name:	Dea Nowell
Time Period Report Covers:	August 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>
Aug. 2024	263	30	191	13	60	6	0	1
* 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:	Adams PL inventory report(s) - 13			

3. Meetings and Site Visits

- Sage Cataloging workgroup meeting: 1 (8/6)
- Staff/Safety meetings [via MS Teams]: 1 (8/21)
- Sage Library of Things (LoT) discussion [via GoToMeeting]: 1 (8/21)
- UCSLD Board meeting [via Zoom]: 1 (8/22)
- Sage Cataloging Mentor meeting [via GoToMeeting]: 1 (8/28)
- webinars/trainings attended [virtual]:
 - Vector Solutions - Environmental Driving Hazards (8/19)
 - Streamline - The Hard Part of Accessibility: Tips & Tricks for Making Fully Accessible PDFs (8/21)
 - Canopy/EAP webinar - Work/Life Balance (8/27)
 - Niche Academy webinars - Strengthening Your Communication Skills (8/27 viewed 8/21 presentation)
 - Vector Solutions - Fire Safety (8/27)
- meet weekly with Heather, typically Monday am, [via MS Teams]: 4 (8/5, 8/12, 8/20, 8/26)

visits to/with District Libraries:

- all libraries - 1 [email]
 - emailed updated Library Hours spreadsheet
- Adams PL - 6 [phone, email]
 - email to follow up on email ? re. checking out an item, asking to call when had an opportunity

- called to follow up on question emailed prior week re. checking out an item (3x - no answer), so followed up with an email; then followed up to response (3)
 - email reply asking if had a preference as to the order of the shelving location inventory reports would like first, second, etc.
 - emailed the inventory reports
- Athena PL - 3 [email, phone]
 - email reply re. email ? about replacing lost item and how to communicate the info.
 - called re. email ? about State Statistical Report question(s)
 - called re. email ? re. receipt printer templates - walked through importing templates
- Echo PL - 3 [email]
 - emailed ? re. a statement about a holding not attached to correct bib; & then follow-up that it is only the cover picture that is incorrect (the item is attached to correct bibliographic record); will try to get the correct graphic to show up (3)
- Helix PL - 4 [phone, email]
 - tried to call director (3x no answer, so emailed to ask if working that day, as just coming back from vacation - reply was yes, please try again - still no answer, so called her cell) re. time of site visit as flights were changed & I'm now available earlier - changed time (3) [turned out phone not plugged in all the way]
 - emailed contact info. for Sage staff as requested
- Hermiston PL - 2 [email]
 - emailed cataloger some ideas for clean-up projects while the library is being renovated at her request, since they will not be ordering as many items as usual
 - email reply to asst. director re. note about change of hours
- Pendleton PL - 3 [email]
 - email reply to a cataloger's ? about ability to delete items - currently not able to
 - email reply to above cataloger's ? - should now be able to do so, so please try again
 - email reply to other cataloger's ? about which of 2 records for a book should use - I replied the best record and then to notify mentor about possible duplicates
- Stanfield PL - 3 [email, phone]
 - email reply re. director's comment 1 more day of summer reading & then on vacation...
 - called re. text message ? re. placing holds through Sage app, specifically re. book club kits, as not identified as such up front...
 - called in re. to an item to be added to catalog, needed a bit more info. to verify; we also spoke briefly about the Wildhorse grant she received for Playaway & Wonderbooks - we'll talk about cataloging them when I go for site visit
- Beth Ross [Sage Library System - Systems Administrator] - 3 [email]
 - email (& Jon Georg) re. ? about reports module - I should have had several reports run for libraries this am & they didn't
 - email (& Jon Georg) re. ? about Pendleton PL catalogers' abilities to delete items & not currently able to do so; asked to check permissions...
 - email thanks for following up on Pendleton PL catalogers' abilities to delete items
- Jon Georg [Sage Library System Specialist] - 4 [email]
 - email (& Beth Ross) re. ? about reports module - I should have had several reports run for libraries this am & they didn't
 - email of thanks for clearing a stuck report to get the reports module running again
 - email (& Beth Ross) re. ? about Pendleton PL catalogers' abilities to delete items & not currently able to do so; asked to check permissions...
 - emailed correct image for bibliographic record that Echo PL noted incorrect to be uploaded in next batch of image uploads

4. Projects and Progress

- continuing work on temp bib items seen during spring trips - 100% complete [+ 6 original bibs for items not in catalog] [now preparing for next round requesting to see during fall trips]
- [cybersecurity] password manager - did a free trial of 1Password & NordPass; recommended 1Password for the ease of setup and use, Heather & Monica have been added to the trial account, & 1 year purchase will go through at end of trial (on Sept. 3) w/ full staff implementation as staff time permitting

- file retention system – still more work to do overall (on-going)
- new laptop for Monica – ordered & received - ~98% complete
- fall site visits - ~82% of prepping completed

5. Accomplishments

- website work:
 - Board meeting minutes, agenda & packet posted
 - posted August Library Happenings video
 - posted FY2024-25 Library ALSP
 - posted Heather's (8/28/24) EO Go! column
- Sage Cataloging Mentor:
 - emailed John Brockman (fellow cataloging mentor @ Baker Lib. Dist.) thanks for a suggestion for a clean-up project for Leeann Ramsey (Hermiston PL) to work on during the library remodel, as she won't have as much cataloging to do...
 - emailed Lisa Hauner (Cataloging Workgroup chair) re. the fact that Heather Culley not in the email notice about last month's Cataloging Mentor meeting, will watch more closely for this coming month... (2)
 - emailed reply to cataloging mentor group re. a possible project for Leeann (Hermiston PL) to work on...
 - emailed reply to Lisa Hauner (Cataloging Workgroup chair) re. a correction for June meeting minutes & an addition to agenda for upcoming meeting (2)
 - emailed Lisa Hauner (Cataloging Workgroup chair) a couple of examples for Cataloging workgroup meeting
 - called Josephy Library cataloger re. email ? about typical length of CAT2 training & study time
 - emailed some corrections to Cataloging Workgroup minutes/notes to chair & recorder
 - emailed Josephy Library cataloger that the reason for the pop-up she is seeing when checking out items to patrons is probably due to a setting needing to be changed and would be best addressed by Beth or Jon (Sage staff) & gave contact info.
 - added 14 bibliographic records for Josephy Library & emailed list back to her with the record info.
 - reviewed new bibs (July – 161 bibs)

Feedback received:

- 8/5/24 – email reply from Lisa Hauner (Cataloging Workgroup chair & fellow mentor) re. a note of typo correction in minutes... “Thank you Dea ❤️ YOU are an amazing team member. It has been my privilege to have finally achieved a somewhat ‘peer’ level with you. I hope to always make you proud ❤️ salute”
- 8/29/24 – email reply from Amanda Hespel (Adams PL director) re. the inventory reports sent: “You are so amazing, Dea, Thank you!!!!”

6. Upcoming Events - Activities

- Sage Circulation Workgroup meeting – September 10
- in Umatilla County: for site visits to 11 libraries – September 16-24
- Sage User Council meeting – September 17
- Staff/Safety meeting – September 18
- Sage Cataloging Mentor meeting – September 25
- UCSLD Board meeting – September 26
- OLAC [On-line Audiovisual Catalogers] Conference (virtually) – October 8-10
- in Umatilla County: for in-service, office work, & remaining site visits – October 29-November 6



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

Date:	September 23, 2024
Staff Name:	Monica Hoffman
Time Period Report Covers:	August 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
Book Boxes Delivered	34	680
Storytime/ Specialty Kits Delivered	8	43
Total	42	723
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	5	7
Adults in Attendance	25	18
Children in Attendance	37	91
Total Attendance	62	109

Meetings and Site Visits:

Thursday August 1, 2024:

Library events slideshow for August

Friday August 2, 2024:

Weston Public Library Storytime with Heather

Monday August 5, 2024:

Children’s Service Division recruitment meeting with potential Incoming-Chair candidate

Tuesday August 6, 2024:

Athena Public Library Storytime with Stephanie

Wednesday August 7, 2024:

Jen's In-home Childcare Storytime and Material exchange

Thursday August 8, 2024:

Misty's In-home Childcare materials exchange

Monday August 12, 2024:

Children’s Service Division Annual report

2025 Ready to Read Grant Application submitted.

Tuesday August 13, 2024:

Helix Public Library Storytime with Annette

Milton Freewater Oregon Child Development Coalition materials exchange with Tifanie

Thursday August 15, 2024- Friday August 16, 2024, off medical

Tuesday August 20, 2024:

Stanfield Public Library Storytime with Cecili

Hermiston Oregon Child Development Coalition materials exchange with Kimberly

Wednesday August 21, 2024:

Staff Meeting Safety topic: Environmental Driving Hazards

Thursday August 22, 2024:

Elsie's In-home Childcare Storytime and materials exchange

Mindy's In-home Childcare materials exchange

Pioneer Relief Nursery materials exchange with Cheri

Friday August 23, 2024:

Adams Public Library Storytime with Amanda

Take Off Registration forms for 2024-2025 school year sent out.

Monday August 26, 2024:

Perform Appraisal review with Heather

Tuesday August 27, 2024:

YMCA Childcare at Freewater School Storytime and materials exchange

Lily's Kids Academy Storytime and materials exchange

Wednesday August 28, 2024:

Stanfield Patriot Heights Storytime and materials exchange with Ruby

Thursday August 29, 2024:

Good Shepherd Children's Center Pre-K storytime with Tigers and Otters

Good Shepherd Storytime and Material exchange with Monkeys and Giraffes

Friday August 30, 2024:

Library events slideshow for September

Projects and Progress:

- Oregon Ready to Read 2024 Grant. 67% complete
- Collection development/box revisions- ongoing.
- Event marketing slideshows and window display- ongoing.
- Take Off Registration for 2024-2025 school year. 50%

Upcoming Events – Activities:

- Take Off Registration site-visits for 2024-2025 school year.
- Halloween Book give away. October 31, 2024
- UCSLD All-Staff Training November 1, 2024
- Develop and provide “The art of storytelling” virtual training about using book reading to effectively engage children 0-5, requested by the Intermountain ESD Director of Early Intervention and Early Childhood Special Education. Friday, January 31, 2025

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS
For the Month Ended July 31, 2024

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

Management is responsible for the accompanying financial statements of Umatilla County Special Library District (a governmental organization), which comprise the schedule of assets, liabilities, and fund balance – all fund types - budgetary basis of as of July 31, 2024 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the month then ended, in accordance with the budgetary basis of accounting and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Dickey and Tremper, LLP

August 26, 2024

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

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ (22,667.98)	\$ -	\$ -	\$ -	\$ (22,667.98)
Cash - LGIP	405,128.20	(6,495.38)	2,464.63	15,700.76	416,798.21
Cash - Banner Bank Savings	19,096.79	-	-	-	19,096.79
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,927.66	-	-	-	5,927.66
TOTAL	\$ 407,484.67	\$ (6,495.38)	\$ 2,464.63	\$ 15,700.76	\$ 419,154.68
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 6,143.74	\$ -	\$ -	\$ -	\$ 6,143.74
Accrued payroll and benefits	619.74	-	-	-	619.74
Total Current Liabilities	6,763.48	-	-	-	6,763.48
FUND BALANCES (DEFICIT)					
Assigned	-	(6,495.38)	2,464.63	15,700.76	11,670.01
Unassigned	400,721.19	-	-	-	400,721.19
Total Fund Balances	400,721.19	(6,495.38)	2,464.63	15,700.76	412,391.20
TOTAL	\$ 407,484.67	\$ (6,495.38)	\$ 2,464.63	\$ 15,700.76	\$ 419,154.68

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

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ -	\$ -	\$ 2,277,117.00	\$ (2,277,117.00)	0.00%
Taxes - previously levied	-	-	35,000.00	(35,000.00)	0.00%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	175,000.00	(175,000.00)	0.00%
Interest earned - LGIP	1,980.74	1,980.74	19,500.00	(17,519.26)	10.16%
Interest earned - other	0.45	0.45	500.00	(499.55)	0.09%
Total Revenues	1,981.19	1,981.19	2,507,317.00	(2,505,335.81)	0.08%
PERSONNEL EXPENDITURES					
District Manager	6,630.67	6,630.67	79,600.00	(72,969.33)	8.33%
Library Tech. Manager	6,767.52	6,767.52	76,900.00	(70,132.48)	8.80%
Early Literacy Coordinator	4,844.72	4,844.72	55,500.00	(50,655.28)	8.73%
Payroll taxes	1,297.37	1,297.37	20,500.00	(19,202.63)	6.33%
Health and accident insurance	5,191.85	5,191.85	79,350.00	(74,158.15)	6.54%
Worker's compensation	362.46	362.46	650.00	(287.54)	55.76%
Unemployment	491.80	491.80	2,500.00	(2,008.20)	19.67%
Retirement	3,871.27	3,871.27	45,300.00	(41,428.73)	8.55%
Total Personnel Expenditures	29,457.66	29,457.66	360,300.00	(330,842.34)	8.18%
MATERIALS AND SERVICES					
Transportation	913.73	913.73	7,000.00	(6,086.27)	13.05%
Staff training and conferences	75.00	75.00	4,500.00	(4,425.00)	1.67%
Board expenses	30.29	30.29	4,500.00	(4,469.71)	0.67%
Legal fees	456.00	456.00	4,000.00	(3,544.00)	11.40%
Audit	-	-	6,500.00	(6,500.00)	0.00%
Insurance	1,003.00	1,003.00	6,600.00	(5,597.00)	15.20%
Fiscal management	1,300.00	1,300.00	15,600.00	(14,300.00)	8.33%
Postage	-	-	500.00	(500.00)	0.00%
Office supplies and maintenance	29.98	29.98	5,500.00	(5,470.02)	0.55%
Telephone	158.85	158.85	2,200.00	(2,041.15)	7.22%
Rent	808.62	808.62	10,100.00	(9,291.38)	8.01%
Ads and notices	-	-	1,000.00	(1,000.00)	0.00%
Elections	-	-	9,500.00	(9,500.00)	0.00%
Email/website	1,512.00	1,512.00	2,400.00	(888.00)	63.00%
Total Materials and Services	6,287.47	6,287.47	79,900.00	(73,612.53)	7.87%
SPECIAL PAYMENTS					
Tax distribution to cities	-	-	1,849,694.00	(1,849,694.00)	0.00%
Community services fee distribution to cities	-	-	140,000.00	(140,000.00)	0.00%
Total Special Payments	-	-	1,989,694.00	(1,989,694.00)	0.00%
Capital outlay	1,312.36	1,312.36	3,500.00	(2,187.64)	37.50%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	37,057.49	37,057.49	2,533,394.00	(2,496,336.51)	1.46%
Revenues over (under) expenditures	(35,076.30)	(35,076.30)	(26,077.00)	(8,999.30)	134.51%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	-	-	(115,000.00)	115,000.00	0.00%
Transfer to Capital Reserve Fund	-	-	(10,000.00)	10,000.00	0.00%

Total other financing sources (uses)	-	-	(125,000.00)	125,000.00	0.00%
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Revenues and other financing sources over
(under) expenditures and
other financing uses

<u>\$ (35,076.30)</u>	(35,076.30)	(151,077.00)	<u>\$ 116,000.70</u>
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FUND BALANCE, July 1, 2024

<u>435,797.49</u>	<u>426,046.00</u>
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FUND BALANCE, July 31, 2024

<u>\$ 400,721.19</u>	<u>\$ 274,969.00</u>
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UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
RESOURCE SHARING FUND
For the Month Ended July 31, 2024

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%
Hermiston and courier reimbursement	-	-	22,000.00	(22,000.00)	0.00%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	-	-	26,000.00	(26,000.00)	0.00%
MATERIALS AND SERVICES					
Sage Library System	-	-	67,200.00	(67,200.00)	0.00%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Cataloging utilities	-	-	500.00	(500.00)	0.00%
Library2Go	22,297.00	22,297.00	21,000.00	1,297.00	106.18%
Programs and training	-	-	10,000.00	(10,000.00)	0.00%
Cooperative programs and activities	24.00	24.00	6,000.00	(5,976.00)	0.40%
Grant expenses - Other	-	-	3,000.00	(3,000.00)	0.00%
Marketing	319.44	319.44	4,000.00	(3,680.56)	7.99%
Total Materials and Services	22,640.44	22,640.44	146,700.00	(124,059.56)	15.43%
Contingency	-	-	10,331.00	(10,331.00)	0.00%
Total expenditures	22,640.44	22,640.44	157,031.00	(134,390.56)	14.42%
Revenues over (under) expenditures	(22,640.44)	(22,640.44)	(131,031.00)	108,390.56	17.28%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	-	115,000.00	(115,000.00)	0.00%
Total other financing sources (uses)	-	-	115,000.00	(115,000.00)	0.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (22,640.44)</u>	(22,640.44)	(16,031.00)	<u>\$ (6,609.44)</u>	
FUND BALANCE, July 1, 2024		<u>16,145.06</u>	16,031.00		
FUND BALANCE, July 31, 2024		<u>\$ (6,495.38)</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 Month Ended July 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>
EXPENDITURES					
Capital improvements	<u>41,575.49</u>	<u>41,575.49</u>	<u>\$ 54,040.00</u>	<u>\$ (12,464.51)</u>	<u>76.93%</u>
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000.00</u>	<u>\$ (10,000.00)</u>	<u>0.00%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 41,575.49</u>	<u>(41,575.49)</u>	<u>\$ (44,040.00)</u>	<u>\$ 2,464.51</u>	
FUND BALANCE, July 1, 2024		<u>44,040.12</u>	<u>44,040.00</u>		
FUND BALANCE, July 31, 2024		<u>\$ 2,464.63</u>	<u>\$ -</u>		

**UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Month Ended July 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	\$ (9,555.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,555.00</u>	<u>(9,555.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	-	3,000.00	(3,000.00)	0.00%
State Ready to Read material	1,076.54	1,076.54	9,555.00	(8,478.46)	11.27%
Take Off transportation	94.65	94.65	5,000.00	(4,905.35)	1.89%
Outreach materials and supplies	<u>-</u>	<u>-</u>	<u>2,000.00</u>	<u>(2,000.00)</u>	<u>0.00%</u>
Total materials and services	1,171.19	1,171.19	19,555.00	(18,383.81)	5.99%
Contingency	<u>-</u>	<u>-</u>	<u>7,002.00</u>	<u>(7,002.00)</u>	<u>0.00%</u>
Total expenditures	<u>1,171.19</u>	<u>1,171.19</u>	<u>26,557.00</u>	<u>(25,385.81)</u>	<u>4.41%</u>
Revenues over (under) expenditures	<u>(1,171.19)</u>	<u>(1,171.19)</u>	<u>(17,002.00)</u>	<u>15,830.81</u>	<u>6.89%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (1,171.19)</u>	<u>(1,171.19)</u>	<u>(17,002.00)</u>	<u>\$ 15,830.81</u>	
FUND BALANCE, July 1, 2024		<u>16,871.95</u>	<u>17,002.00</u>		
FUND BALANCE, July 31, 2024		<u>\$ 15,700.76</u>	<u>\$ -</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

FINANCIAL STATEMENTS

For the Two Months Ended August 31, 2024

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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 August 31, 2024 and the related schedule of revenues, expenditures, and changes in fund balance – actual and budget – all fund types – budgetary basis for the two 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.

September 16, 2024

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

	Governmental Type Funds				
	General Fund	Resource Sharing Fund	Capital Improvement Reserve Fund	Outreach Fund	Totals
ASSETS					
CURRENT ASSETS					
Cash - Banner Bank	\$ 7,529.28	\$ -	\$ -	\$ -	\$ 7,529.28
Cash - LGIP	253,052.27	73,504.62	12,464.63	15,655.60	354,677.12
Cash - Banner Bank Savings	19,096.79	-	-	-	19,096.79
Accounts Receivable	-	-	-	-	-
Prepaid expenses	5,931.86	-	-	-	5,931.86
TOTAL	\$ 285,610.20	\$ 73,504.62	\$ 12,464.63	\$ 15,655.60	\$ 387,235.05
 LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES					
Accounts payable - general	\$ 2,082.66	\$ -	\$ -	\$ -	\$ 2,082.66
Accrued payroll and benefits	1,220.49	-	-	-	1,220.49
Total Current Liabilities	3,303.15	-	-	-	3,303.15
FUND BALANCES (DEFICIT)					
Assigned	-	73,504.62	12,464.63	15,655.60	101,624.85
Unassigned	282,307.05	-	-	-	282,307.05
Total Fund Balances	282,307.05	73,504.62	12,464.63	15,655.60	383,931.90
TOTAL	\$ 285,610.20	\$ 73,504.62	\$ 12,464.63	\$ 15,655.60	\$ 387,235.05

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

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Taxes current year	\$ 3,119.36	\$ 3,119.36	\$ 2,277,117.00	\$ (2,273,997.64)	0.14%
Taxes - previously levied	3,038.02	3,038.02	35,000.00	(31,961.98)	8.68%
Other income	-	-	200.00	(200.00)	0.00%
Community services fees	-	-	175,000.00	(175,000.00)	0.00%
Interest earned - LGIP	1,721.68	3,702.42	19,500.00	(15,797.58)	18.99%
Interest earned - other	0.33	0.78	500.00	(499.22)	0.16%
Total Revenues	7,879.39	9,860.58	2,507,317.00	(2,497,456.42)	0.39%
PERSONNEL EXPENDITURES					
District Manager	6,630.67	13,261.34	79,600.00	(66,338.66)	16.66%
Library Tech. Manager	6,473.28	13,240.80	76,900.00	(63,659.20)	17.22%
Early Literacy Coordinator	4,634.09	9,478.81	55,500.00	(46,021.19)	17.08%
Payroll taxes	1,258.73	2,556.10	20,500.00	(17,943.90)	12.47%
Health and accident insurance	5,187.65	10,383.70	79,350.00	(68,966.30)	13.09%
Worker's compensation	62.53	424.99	650.00	(225.01)	65.38%
Unemployment	477.18	968.98	2,500.00	(1,531.02)	38.76%
Retirement	3,768.77	7,640.04	45,300.00	(37,659.96)	16.87%
Total Personnel Expenditures	28,492.90	57,954.76	360,300.00	(302,345.24)	16.09%
MATERIALS AND SERVICES					
Transportation	357.96	1,271.69	7,000.00	(5,728.31)	18.17%
Staff training and conferences	31.00	106.00	4,500.00	(4,394.00)	2.36%
Board expenses	49.69	79.98	4,500.00	(4,420.02)	1.78%
Legal fees	-	456.00	4,000.00	(3,544.00)	11.40%
Audit	-	-	6,500.00	(6,500.00)	0.00%
Insurance	-	1,003.00	6,600.00	(5,597.00)	15.20%
Fiscal management	1,300.00	2,600.00	15,600.00	(13,000.00)	16.67%
Postage	-	-	500.00	(500.00)	0.00%
Office supplies and maintenance	0.15	30.13	5,500.00	(5,469.87)	0.55%
Telephone	158.85	317.70	2,200.00	(1,882.30)	14.44%
Rent	832.88	1,641.50	10,100.00	(8,458.50)	16.25%
Ads and notices	-	-	1,000.00	(1,000.00)	0.00%
Elections	-	-	9,500.00	(9,500.00)	0.00%
Email/website	-	1,512.00	2,400.00	(888.00)	63.00%
Total Materials and Services	2,730.53	9,018.00	79,900.00	(70,882.00)	11.29%
SPECIAL PAYMENTS					
Tax distribution to cities	4,925.90	4,925.90	1,849,694.00	(1,844,768.10)	0.27%
Community services fee distribution to cities	-	-	140,000.00	(140,000.00)	0.00%
Total Special Payments	4,925.90	4,925.90	1,989,694.00	(1,984,768.10)	0.25%
Capital outlay	140.00	1,452.36	3,500.00	(2,047.64)	41.50%
Contingency	-	-	100,000.00	(100,000.00)	0.00%
Total expenditures	36,289.33	73,351.02	2,533,394.00	(2,460,042.98)	2.90%
Revenues over (under) expenditures	(28,409.94)	(63,490.44)	(26,077.00)	(37,413.44)	243.47%

OTHER FINANCING SOURCES (USES)

Transfer to Resource Sharing Fund	(80,000.00)	(80,000.00)	(115,000.00)	35,000.00	69.57%
Transfer to Capital Reserve Fund	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>-</u>	<u>100.00%</u>
Total other financing sources (uses)	<u>(90,000.00)</u>	<u>(90,000.00)</u>	<u>(125,000.00)</u>	<u>35,000.00</u>	<u>72.00%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (118,409.94)</u>	(153,490.44)	(151,077.00)	<u>\$ (2,413.44)</u>	
FUND BALANCE, July 1, 2024		<u>435,797.49</u>	<u>426,046.00</u>		
FUND BALANCE, August 31, 2024		<u>\$ 282,307.05</u>	<u>\$ 274,969.00</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 Two Months Ended August 31, 2024

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
REVENUES					
Other income	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%
Hermiston and courier reimbursement	-	-	22,000.00	(22,000.00)	0.00%
Grants - Other	-	-	3,000.00	(3,000.00)	0.00%
Total Revenues	-	-	26,000.00	(26,000.00)	0.00%
MATERIALS AND SERVICES					
Sage Library System	-	-	67,200.00	(67,200.00)	0.00%
Courier - County	-	-	35,000.00	(35,000.00)	0.00%
Cataloging utilities	-	-	500.00	(500.00)	0.00%
Library2Go	-	22,297.00	21,000.00	1,297.00	106.18%
Programs and training	-	-	10,000.00	(10,000.00)	0.00%
Cooperative programs and activities	-	24.00	6,000.00	(5,976.00)	0.40%
Grant expenses - Other	-	-	3,000.00	(3,000.00)	0.00%
Marketing	-	319.44	4,000.00	(3,680.56)	7.99%
Total Materials and Services	-	22,640.44	146,700.00	(124,059.56)	15.43%
Contingency	-	-	10,331.00	(10,331.00)	0.00%
Total expenditures	-	22,640.44	157,031.00	(134,390.56)	14.42%
Revenues over (under) expenditures	-	(22,640.44)	(131,031.00)	108,390.56	17.28%
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	80,000.00	80,000.00	115,000.00	(35,000.00)	69.57%
Total other financing sources (uses)	80,000.00	80,000.00	115,000.00	(35,000.00)	69.57%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 80,000.00</u>	57,359.56	(16,031.00)	<u>\$ 73,390.56</u>	
FUND BALANCE, July 1, 2024		16,145.06	16,031.00		
FUND BALANCE, August 31, 2024		<u>\$ 73,504.62</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 Two Months Ended August 31, 2024

	Current MTD	Current YTD	Budgeted Amount	Actual to Budget Variance Over/(Under)	% Used
EXPENDITURES					
Capital improvements	-	41,575.49	\$ 54,040.00	\$ (12,464.51)	76.93%
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 10,000.00</u>	(31,575.49)	\$ (44,040.00)	<u>\$ 12,464.51</u>	
FUND BALANCE, July 1, 2024		<u>44,040.12</u>	<u>44,040.00</u>		
FUND BALANCE, August 31, 2024		<u>\$ 12,464.63</u>	<u>\$ -</u>		

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
OUTREACH FUND
For the Two Months Ended August 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	\$ (9,555.00)	0.00%
Total Revenues	<u>-</u>	<u>-</u>	<u>9,555.00</u>	<u>(9,555.00)</u>	<u>0.00%</u>
MATERIALS AND SERVICES					
Take Off materials and supplies	-	-	3,000.00	(3,000.00)	0.00%
State Ready to Read material	-	1,076.54	9,555.00	(8,478.46)	11.27%
Take Off transportation	45.16	139.81	5,000.00	(4,860.19)	2.80%
Outreach materials and supplies	-	-	2,000.00	(2,000.00)	0.00%
Total materials and services	45.16	1,216.35	19,555.00	(18,338.65)	6.22%
Contingency	-	-	7,002.00	(7,002.00)	0.00%
Total expenditures	<u>45.16</u>	<u>1,216.35</u>	<u>26,557.00</u>	<u>(25,340.65)</u>	<u>4.58%</u>
Revenues over (under) expenditures	<u>(45.16)</u>	<u>(1,216.35)</u>	<u>(17,002.00)</u>	<u>15,785.65</u>	<u>7.15%</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (45.16)</u>	<u>(1,216.35)</u>	<u>(17,002.00)</u>	<u>\$ 15,785.65</u>	
FUND BALANCE, July 1, 2024		<u>16,871.95</u>	<u>17,002.00</u>		
FUND BALANCE, August 31, 2024		<u>\$ 15,655.60</u>	<u>\$ -</u>		