

2016-17 Annual Library Service Plan  
Pendleton Public Library  
May 2, 2016

The goals and action plans from Pendleton Public Library's three year Strategic Plan were used to prepare this report. At the time of the development of the strategic plan, the director and assistant director were both interim positions. Because those statuses have been made permanent positions, the term "interim" has been removed to avoid confusion. Marsha Richmond, UCSLD Coordinator, agreed to the request that we be allowed the reuse of priority 8: *Friends/Volunteer Program* for an additional year.

### Pendleton Public FY17 Library Service Plan

1. **Early Childhood Program:** Focused on early childhood literacy that gets children ready to learn.

Partnerships:

- B. Continue relationships with Children's Museum of Eastern Oregon (CMEO), the Confederated Tribes of the Umatilla Indian Reservation (CTUIR), and the Pendleton Center for the Arts.
  - a. Assistant Director will coordinate with CMEO to offer one joint program each year.
  - b. Assistant Director will include take home packets with library card application for each child who attends a CTUIR field trip to the library beginning July 2014.

Outreach

- A. Improve communication of library services to the Spanish speaking community.
  - a. Assistant Director will coordinate a celebration of El Dia de Los Ninos/Libros by arranging for a volunteer to present a bilingual story time each year.
- B. Strengthen relationship between the public library and the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) to involve their students in the programs provided by the library.
  - a. Assistant Director will investigate the possibility of CTUIR Head Start making fall and spring field trips to the library beginning September 2016.
  - b. Assistant Director will coordinate with CTUIR to take a program to the reservation in the fall and spring beginning September 2016.

All of the above actions have been met and will continue. These programs are very successful. We will continue to provide and expand upon them.

We have been offering two story times a week for children under the age of six, Preschool Story Time on Thursdays and Toddler Time on Friday's. Toddler time has grown to be our best attended story time averaging between 12 and 20 toddlers per week. It is shaped around the 12 monthly skills set forth by Project Ready2Learn. Each caregiver in attendance is encouraged to sign up for Ready2Learn as well as read the monthly newsletter which demonstrates easy ways to incorporate early literacy skills in at home reading time. Our Toddler Time differs from our Preschool Story Time in that the children are encouraged to

participate in the story telling process through flannel boards, interactive rhymes, music and simple toddler appropriate crafts. Our Preschool Story Time builds off of Toddler Time by offering longer stories, more complicated crafts and practiced memorization. We know that library story time is a building block which can help ready a child to enter kindergarten with confidence.

June 1<sup>st</sup> we will launch our 1000 Books Before Kindergarten program. The objective of the program is to promote reading to newborns, infants and toddlers. We aim to register 150 children over the course of the year.

We will now offer Toddler Special Events once per month. These events are restricted to children under the age of seven and generally feature a multitude of crafts, brain building activities, snacks and read alouds. We have not done Toddler specific events in the past. We hope that by offering toddler events children will seamlessly transition from toddler programs to elementary school programs. It is our goal that Pendleton Public Library patrons fully embody the concept of the lifelong library user.

These programs have been in the development process for some time. The Assistant Director has been working hard to grow these programs. It takes a great deal of staff time to develop, present, and evaluate the programs.

## **6. *Welcoming/User Friendly Atmosphere:*** Focused on developing a library that is a friendly, active and welcoming center of rural community life.

### Library Service Management

- D. Assess current use of space to create a welcoming and appealing space for young adults.
  - a. Director and Assistant Director will explore/provide modifications to floor plan in young adult area to update the area beginning October 2015.
  - b. Assistant Director will prepare an upgrade plan and budget for the area by January 2016.
  - c. Director and Assistant Director will investigate funding options for the upgrade by March 2016.
  - d. Assistant Director will prepare a timeline for implementation of the upgrade by April 2016.

The upgrading of the Young Adult area has been in the forefront of the thoughts of the Assistant Director and Director for two years. We anticipated that the project would be complete before the end of 2015. Funding delays have held the project off to the point where 2017 is the most likely projected date. Ironically, that puts it right in line with the strategic plan!

New shelving will add growth space to the Young Adult collection whose use continues to climb. Freeing up a shelf makes it possible to upgrade the genealogy area, reference and

magazine shelving and positioning all magazine shelving in the adult area rather than half in adult and half in children's areas.

With the addition of a large shelf for new adult materials made possible by the generosity of the Pendleton Friends Of the Library (PFOL), the Parenting Collection in the Children's Area can move from the shelf it is occupying. This will allow the removal of both 82" shelving units which looked so out of place with the other 68" shelving. These upgrades will involve major movement of materials and hopefully create a more cohesive floor plan.

In order to fully utilize the children's activity area, the picture books and readers will be moved to new shelving in the open space in the entrance to the area. The recently purchased Smart Board will be available for children's and adult programming. The area can comfortably seat 40 adults in chairs and many more children seated on the floor. The renovation also will include redecorating the room with a National Parks theme. All the above projects are made possible through various grants and bequests.

The planning time has been huge. That however is small compared to the time needed to make the actual changes when all the pieces come together. Staff and volunteer hours will be even more extensive. We believe the outcome will be refreshing!

**8. Friends/Volunteer Program:** Focused on utilizing Friends and Volunteers as active and effective resources to assist with access, services, program delivery, fundraising efforts, publicity and community relations.

#### Funding

- B. Explore opportunities for expanded funding sources with the Pendleton Friends of the Library Board (PFOL) and Foundation Committee.
  - a. Director will assist PFOL Foundation Committee in establishing the processes and policies for soliciting new funds for the Foundation beginning October 2014.
  - b. Director will research similar library foundation's advertising and programming as added inspiration beginning August 2014
- D. Identify and plan new and effective fundraising events with the Foundation Committee.
  - a. Assistant Director will work with the Foundation Committee to develop new fundraising projects beginning October 2014
  - b. Assistant Director will assist PFOL Foundation Committee in creating a calendar of fundraising events to augment the PFOL Book Sale beginning November 2014.

Creating and fleshing out the Foundation is still a work in progress. This type of endeavor is always evolving and being revamped. The committee has been difficult to bring together, and in fact more members are being sought. Recently, the committee has begun to seriously look at the underpinnings of the Foundation: mission, vision, and goals.

Delineating the projects for which funding is required will be library staff's main focus. The implementation has been more involved than many anticipated. FY17 will bring much forward momentum. They have already made good work in just the last 3 months. It is not a simple

process to do it well. The small group has done good preliminary work.

The Assistant Director has been suggesting and implementing several projects to be run from the circulation desk which benefit PFOL. She has also created several projects which for the PFOL for which they have taken on the implementation. They are learning that they can branch out from the annual book sale successfully.

In conclusion, I have to reiterate that the costs to the Library, and by default to the Library District, for these goals are almost entirely staff costs. There is no way around the need for personnel. Without the district footing these costs, we would not be able to provide quality programming for any age. We added a preschool AWE computer this year which has been used a great deal. That only requires electricity, space, and advertising. Programs are not so simple. They require all those, plus innovation and leadership.

Tax dollars used to fund exciting, fun, and literature based programs are being wisely spent to advance the knowledge and love of libraries for those future voters who attend them. We thank you for our portion of the taxes we receive. Together we are enabling a whole generation and developing younger ones.

Respectfully submitted

Mary Finney  
Library Director  
Pendleton Public Library  
502 SW Dorion Ave  
Pendleton OR 97801  
Webpage: [pendletonlibrary.weebly.com](http://pendletonlibrary.weebly.com)