

# Umatilla County Special Library District

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## FY2024-2025 YEAR-END REPORT



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UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT

Strengthening our community libraries

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#### Mission:

The Umatilla County Special Library District works in partnership with our libraries to advance and make available excellent library services, programs and continuing education opportunities for all.

#### Vision:

The Umatilla County Special Library District (UCSLD) works collaboratively with our public libraries to ensure that high quality library services are available to all.

Public libraries are places of welcome for everyone, and UCSLD strengthens and unites our communities.

Library staff are valued and recognized for providing exceptional service to their communities. UCSLD invests in Library Staff development, and offers opportunities for interaction, skill-building and cross-training.

To advance the vision, UCSLD partners with groups and organizations to increase the reach of literacy and access to information, building on the foundations of a democratic society.

#### Values:

Integrity - Accountability - Transparency;  
Community - Inclusion - Fairness;  
Resourcefulness - Resilience - Creativity



## Report

### District-Wide View

The fiscal year began on July 1, 2024, as libraries were incredibly busy with summer reading programs. The libraries all work hard on their goals to serve patrons, and the programming they offer creates opportunities for patrons of all ages.

Heather Estrada, the District Director, continued to grow in her second full year as District Director. This year saw Heather spending a lot of time visiting with City staff and City Councils as it was once again time to sign those City/District agreements. These are signed every three years, and after the Board did some updating, Heather met with someone from every city. All 12 agreements were signed within the desired timeframe.

Another of Heather's goals this year was to write grants to attend the world's largest Spanish language bookfair in Guadalajara, Mexico. She received 2 grants and was able to travel to Mexico alongside the Umatilla Public Library director, Susie Hansen. Together they were able to purchase around \$10,000 worth of books to gift to all 12 libraries. Additionally, the District partnered with the Umatilla County Intermountain Service District to bring back Spanish language books for the families they serve.

As in other years, the staff at UCSLD continued to provide excellent services to the citizens of Umatilla County throughout the year. Some of the successes this year include:

- Continued financial and logistical support to ensure that all residents of Umatilla County have seamless service to library services. The UCSLD maintains the District's membership in the Sage Library System, provides three days of courier service to deliver interlibrary loan materials, access to e-books, e-audiobooks, and magazines through the Library2Go service, as

well as providing training events for all library staff and cooperative programming.

- The UCSLD administers the Dolly Parton Imagination Library to allow all children ages 0-5 to receive a free book each month through a partnership with United Way of the Blue Mountains. There are 1,655 children enrolled at the time of this writing.
- Each month a column was published in the East Oregonian newspaper highlighting work in the public libraries in the county and the programs they provide.
- In a collaboration between all 12 libraries and the UCSLD we ran a successful Summer Reading Program in 2024; a Passport Program to highlight our courier service and the Sage and Libby apps.
- The C.S. Jackson Historical Grant Program allowed libraries around the District to add historical materials to their collections.
- A new round of connections between the District and the City councils in the incorporated cities in Umatilla County is ongoing with visits to every city to date.
- The UCSLD continues to strive to be open, accessible, and transparent in all we do. The District follows the requirements of Oregon law and the Board’s policies and directives to serve and use the public tax dollars effectively and efficiently.

For the UCSLD office staff some notable events this year included:

The two staff In-service days, held in November and May. The theme for the November 2024 training was “Putting the Pieces together” and was held in Hermiston. The May 2025 theme was “Level Up your Library Services” and was held in Pendleton. The Continuing Education committee did an excellent job of planning and implementing these all-day trainings so all library staff would have a chance to reconnect and grow in knowledge of all thing’s library!

Bi-monthly Meetings of the Directors were held for collaboration, connection, and training. We try to encourage in-person meetings and this year moved away from a remote offering as we want to encourage a chance for directors to get together and encourage one another. Two other committees, made up of

the District Director and several Library Directors, continued to meet by Zoom. A committee for District Wide Programs (such as Passport Program), and a committee to discuss Challenges and Innovations.

Visiting the libraries, their Boards and Friends groups and their city governments all remain an important part of the District Director's outreach. She continues to make rounds to a variety of cities, and this year worked especially close with the Helix Library Director as well as many of the city councils to explain and work towards getting the City/District Agreements signed.

Dea was able to come in person two times this year. She made personal visits to all the libraries to work with them on their cataloging and website needs. She was also able to dedicate time in the District office working on updating, organizing, and cleaning up the District files to adhere to Public Records retention requirements.

UCSLD staff work plans and job descriptions have been approved and updated and the UCSLD Board and staff are committed to abiding by the mission and vision of the District. Additionally, the Board and District Director worked on updating and publishing the next 3-year UCSLD strategic plan.

The UCSLD staff are amazing and thoroughly enjoy working together. We care about each other, help one another, and strive to balance quality work for the District and keep our families a priority. We do monthly safety training and staff meetings to provide excellent service to our District residents, as well as to provide support and accountability for one another. It is a joy to work with the staff at the UCSLD. We feel fortunate to work with our library colleagues and community partners supporting library services that enhance the lives of those living in Umatilla County.





## District Director

### Purpose of Position:

The purpose of this position is to administer the operations of the UCSLD and support and ensure the provision of excellent library services in Umatilla County by working in partnership with the 11 member and one partner libraries.

### Highlights of FY24-25:

- Next round of agreements signed with all 12 City/District agreements and continued to distribute tax money in accordance with our tax distribution formula.
- Continued to facilitate Meetings of the Directors and their sub-committees.
- Attended the SDAO annual conference and Local Budget Law training.
- Continued to provide courier service delivery during the IMESD holidays.
- Provided two all-staff in-service trainings.
- Continued to meet all requirements for Budget, Audit, Statistical Reporting, Open Meeting Law, Public Record Requests, Performance Appraisals, ALSP Review Meetings, Strategic Planning, Best Practices.
- Ongoing monthly Libraries Provide - Countywide! *East Oregonian* column.
- Trip to Guadalajara, MX to purchase Spanish language books.

### Statistics:

- City Council visits: 7
- City Staff meetings: 3
- Library Board Meetings: 1
- Parades: 4
- Summer and Program visits at libraries: 16
- Other visits to libraries: 25

I continue to grow and have a better understanding of this job as I worked through this fiscal year. I continue to be proud of the connections I've made with the libraries as well as with the cities and their staff. This year we did another round of signing the City/District agreements (along with trips to many City Councils meetings) with the still mostly new formula for distribution included - and all 12 were signed without too much fanfare! Additionally, I was able to make a trip to Guadalajara, Mexico to purchase around \$10,000 worth of Spanish language books. These books were given to all 12 libraries, as well as the Takeoff program, to help expand their collections for our Spanish speaking patrons. I enjoy supporting and encouraging the libraries in their desire to serve the people of their communities.

## Take Off! Program

### Purpose:

The primary purpose of this position is to create and implement outreach services to childcare, pre-school, and public library sites throughout the county, fostering a love of reading and promoting kindergarten readiness through the development of early literacy skills.

A secondary purpose is to provide back-up support of critical UCSLD administrative functions.

### Highlights of FY24-25:

- Services continued with deliveries, virtual content, and with in-person services returning to the primary focus.
- Added more library story times into the regular schedule.
- Kit development was prioritized and well received by sites.
- Developed and expanded Spanish language kits.
- Served as the Children’s Services Division Past Chair for this year.

### Statistics:

Action	Stats
Books and Storytimes kits rotated to sites	16,385
Storytimes provided to libraries and childcare centers	477
Attendance at story times (adults and children)	6,801
Students Enrolled in the Take Off! Program	1,202



# Technical Services

**Purpose:**

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 administratively & technologically supports the UCSLD Board of Directors and staff.

**Highlights of FY24-25:**

- Site visits with all libraries' cataloging staff continued in person (twice). Minutes of Board meetings continue to be taken and posted.
- Our Streamline website platform updates continue with current UCSLD information.
- Website accessibility project began, with beginning overall website accessibility score of 80% and end of fiscal year overall website accessibility score of 94%. This includes clean-up of website and unnecessary files; along with compliance of transparency, pages, files (pdf remediation & archiving), images, videos, and imbedded content.
- Chairs the Sage User Council meetings and continues to serve on the Sage Cataloging mentor group.
- Learning to catalog Spanish language materials more effectively for our patrons.
- Implemented a password manager for District staff.

**Statistics:**

Action	Stats
Items added to the catalog	3,079
Items deleted from the catalog	2,856
Cataloging corrections made in the catalog	12,104
OCLC CatExpress records added (UCSLD libraries purchased)	190
OCLC CatExpress records deleted (UCSLD libraries)	260
New bibs created or imported into Sage	1,030