

Umatilla County Special Library District

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FY2020-2021 YEAR-END REPORT



Dea Nowell, Technical Services Manager
Monica Hoffman, Early Literacy Program Manager
Erin McCusker, District Director



REPORT

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District-Wide View

Last year's fiscal year began with the pandemic shutdowns continuing. The UCSLD staff adjusted and adapted to the changing needs to continue serving our customers, whether they are the teachers and littles served by Take Off! or our public library partners, to ensure that our residents have access to excellent library services. While the pandemic has been far from ideal, it has stirred our creativity and innovation to find ways to continuously serve our customers.



The UCSLD also kept up with and met the Oregon OSHA and open meeting law requirements that changed during the pandemic shutdowns. We moved our meetings to Zoom and all functioned well. Our monthly Board of Directors and the Safety & Staff Meetings continued virtually. Monica and Erin shared the office space - working from home when the other needed the office.

The member libraries and partner library all approached the pandemic in diverse ways. Curbside delivery and grab and go packets enabled residents to get materials and kids' craft projects. Zoom was used for book clubs, painting nights, board meetings and more. The UCSLD helped the libraries who needed access to a group subscription of Zoom.

Our all-staff in-service training days continued, providing training in best practices and current events for libraries...they just moved to Zoom. The theme for the November 2020 training was "The Basics - Moving Forward" and for the April 2021 was "Challenging Roads Lead to Beautiful Destinations." The April 2021 in-service was created by the Continuing Education Committee!

All of our programs, services and projects continued, with flexibility and transformation when needed. The Board and staff were able to continue almost per usual. We saved money in our budget and maintained our resilience as we worked through a tough year. While challenges will always arise, we realize the strong foundation we have and will continue to develop resilience to see us through what comes.



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 FY20-21:

- Tax Distribution Funding Formula reviewed and approved.
- Working with an attorney to update the City-District Agreements.
- Pilot project with the State Library of Oregon for the use of PolicyMap for GIS statistical data to use in our community needs assessment.
- Developed library director subcommittees: Continuing Education, District-wide Projects and Services, Innovation for Challenges
- Purchased a new Take Off vehicle
- The Board approved a new UCSLD Personnel Policy.
- Became Chair of the Libraries of Eastern Oregon consortium; we hired a new Executive Director and Bookkeeper. Several new consortium-wide programs and projects have been added.
- Continued to provide courier service delivery during the IMESD holidays.
- Developed a Niche Academy (virtual/online) training for the State Library of Oregon on “Trauma Informed Service for Rural and Small Libraries.”
- Two all-staff in-service trainings were provided by Zoom – I learned Zoom skills to allow as much interaction as possible, like breakout room and asking the libraries to provide short presentations and/or videos about what was happening in their libraries.
- Collection Development and Circulation Policies
- 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.
- Letters of support sent to city managers and councils, highlighting the excellent work their libraries are doing.
- Staff have been working on public records organization, retention and destruction.
- Kept up with professional development and training.

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 support redundancy of critical UCSLD administrative functions.

Highlights of FY20-21:

- Services continued through the pandemic through deliveries and virtual content.
- Kit development was prioritized and well received by sites.
- Handy Library was selected as the Take Off! Program inventory system.

Statistics:

- Books rotated to the sites: 18,863.
- Students Enrolled in the Take Off! Program: 1869

Childcare providers are asked to estimate demographic information. According to those estimates:

- 55 percent of the children served are bilingual or primarily Spanish speaking.
- 61 percent of the children served qualify to receive educational services based on low income.
- 26 percent of the children served qualify to receive special education services.



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 FY20-21:

- Site visits with all library cataloging staff continued in a virtual format
- Scanning of Board documents continued: documents from FY1998 through FY07-08 were completed.
- Minutes of Board meetings continued to be taken and posted.
- Completed transition to Streamline website platform.
- Re-elected to the Sage User Council and continue to serve on the Sage Cataloging mentor group.

Statistics:

- 4,278 items were added to the catalog (*remote-to-circ libraries + Umatilla PL that they could not find matching bibs for in Sage, as they currently only have CAT3 permission level staff*)
- 1,637 items were deleted from the catalog (*remote-to-circ libraries*)
- at least 2,676 cataloging corrections were made in the catalog (*corrections I made within the catalog*)
 - this includes 805 merged records & 46 bibliographic record overlays.
- 145 upgraded temp bibs (*from Pendleton PL mostly*)
- 209 OCLC CatExpress records were added (records purchased) (*UCSLD libraries*)
- 69 OCLC CatExpress holdings were deleted (*UCSLD libraries*)
- Number of new bibs created or imported into Sage: 899

