

Umatilla County Special Library District

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FY2022-2023 YEAR-END REPORT



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UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT

Strengthening our community libraries

REPORT

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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, 2022 with libraries, schools, and businesses running fully open for the first time since March of 2020. While libraries have opened completely, and are consistently working hard for their communities, a big challenge post Covid is writing a new norm. Old patterns and programs that had been running smoothly with high attendance were upended during the worldwide Pandemic and creating new patterns, programs and schedules has been an uphill battle. Throughout this year, libraries across the county worked diligently for their communities; and the summer reading programs that started in June of 2023 are beginning to show the fruit of these labors.



The fiscal year also included a change in the District office as Erin McCusker left the District after 5 productive years as the Director. Erin finished up her stint as Director by completing a two-year Community Assessment project that has been delivered to all 12 cities in the county. She worked diligently through the succession planning process and helped the District hire, and then train, a new District Director, Heather Estrada.

As in other years the staff at the 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 and e-audiobooks 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.
- 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 – a reboot of the Reading Road Trip.
- 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 has begun with visits to almost 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 April, were fully back in person. The theme for the November 2022 training was “Librarians Just Wanna Have Fun “, and the April 2023 theme was “On the Same Page “. 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 things library!

Bi-monthly Meetings of the Directors were held for collaboration, connection, and training. For the first time in three years the Directors were able to meet in person for a meeting! 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 The Reading Road Trip), and a committee to discuss Challenges and Innovations.

The UCSLD, using consultant Erin McCusker, used the information gathered last year in the community needs assessment to put together a report and community snapshots that were sent to each individual city. It is the District's hope that these reports will be used to cast a vision and set direction to meet the needs of each city.

The new District director spent much of the first 6 months in the training of new skills, such as public works budgeting, as well as creating new relationships with the people of Umatilla County. Specifically focused on meeting with the City Councils of the 12 cities in the county. Visits have been made to about 70% of the Councils with the others on the calendar for fall. Visits to each cities Libraries Boards have also been started, with more to come this fall.

Dea was able to come in person three times this year. She was able to make 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. These values include Integrity – Accountability – transparency; Community – Inclusion – Fairness; Resourcefulness – Resilience – Creativity. It is our goal to keep these in mind in all we do.

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 FY22-23:

- Distributed tax money according to the newly updated Tax Allocation Formula.
- Finalized and delivered each city a Community Needs Assessment Report.
- Continued to facilitate Meetings of the Directors and their sub-committees.
- Attended the SDAO annual conference and Local Budget Law training.
- Began meeting with each City Council in the 12 Cities in our District.
- Continued to provide courier service delivery during the IMESD holidays.
- Provided two all-staff in-service trainings by Zoom – Continue learning 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.
- 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.
- Worked with Staff on public records organization, retention, and destruction.
- Kept up with professional development and training.

It has been a joy to step into this role as District Director. While I've only been in the role for half of the year, I have enjoyed renewing old connections and making new ones in each of the cities in the county. I'm most proud of the new relationships that are being forged with the Library Directors, the UCSLD Board and the citizens in these cities. It's been a joy to observe the fantastic work the Library Directors and their staff are doing in each community and come alongside them in any way I can. I look forward to deepening my knowledge and my connections in the county and across the state.

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 FY22-23:

- 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.
- Continued updating the Take Off! Program inventory through Handy Library.
- Presented at OLA on “Next Level Storytime” and accepted a position as Chair of the Children’s Services Division of OLA.

Statistics:

- Books and Storytime kits rotated to the sites: 15565 & 813
- Storytimes provided to libraries and childcare centers: 371
- Attendance at story times (adults and children): 5218
- Students Enrolled in the Take Off! Program: Just over 1190



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 FY22-23:

- Site visits with all libraries' cataloging staff continued in a virtual format, as well as in person visits.
- Scanning of Board documents continued: documents from FY2016-17 through April 2018 Board binder were completed.
- Minutes of Board meetings continue to be taken and posted.
- Consistently updates our Streamline website platform with current UCSLD information.
- Attends the Sage User Council meetings and continues to serve on the Sage Cataloging mentor group.
- Promoted a mentee in the District to Cat1 level.
- Received the "Pearl Award" from OLA's public library division for excellence in her service!

Statistics:

- 3,035 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*)
- 3,581 items were deleted from the catalog (*remote-to-circ libraries*)
- at least 2,370 cataloging corrections were made in the catalog (*corrections I made within the catalog*)
 - this includes 107 merged records & 17 bibliographic record overlays.
- 193 OCLC CatExpress records were added (records purchased) (*UCSLD libraries*)
- 176 OCLC CatExpress holdings were deleted (*UCSLD libraries*)
- Number of new bibs created or imported into Sage: 756

