Appendix C: Umatilla County Special Library District (UCSLD) Organizational Governance Structure

The UCSLD was established to provide library services district-wide. Currently, this is accomplished through inter-governmental agreements with 11 member libraries: 10 cities and one school district, and the one partner library’s city, to provide library service to everyone within the UCSLD boundaries.

UCSLD Board of Directors
5 citizens elected by voters

- City-District Agreement
- Tax Revenue Distribution
- Annual Service Plan & Evaluation Process
- Statistical Reports
- Financial Accountability
  - Budgets
  - Audits

Member Libraries:
Adams, Athena, Echo, Helix, Milton-Freewater, Pendleton, Pilot Rock, Stanfield, Ukiah, Umatilla, and Weston

Partner Library
(incorporated Hermiston does not pay tax into the UCSLD)

Hermiston

The UCSLD provides funding for the unincorporated residents for the Sage Library System Membership and Courier Service.
Cooperative district-wide activities, meetings, grants, community service fees, and visioning, planning and training are additional benefits to the Hermiston Public Library staff.

Early Literacy Program Manager

Technical Services Manager

Cooperative services provided by the UCSLD for all member libraries and residents of the District:
- Sage Library System membership
- Standardized Loan Rules
- Cataloging Services
- Courier delivery
- Library2Go (the Libraries of Eastern Oregon pricing model)
- Training for library staff
- Early literacy outreach
- Coordination/Facilitation
  - District-wide visioning and planning
  - Community Service Fees
  - Historical grant
  - Continuing education grants
  - Meetings
  - Cooperative district-wide activities

https://ucsld.org
541-276-6449

Appendix C to Agreement for Library Services, effective July 1, 2022
MAJOR ROLES AND RESPONSIBILITIES:

**Library District Board of Directors**
- Operates according to the governing ORS statutes
- Oversees distribution of approved tax-payer funds that ensure the provision of public library services in the Umatilla County Special Library District
- Sets the District budget each year
- Oversees Agreements with cities and school district
- Sets District policies
- Develops and implements District strategic plans
- Hires District Director and staff

**District Director**
- Provides expertise, leadership and coordination
- Advises District Board regarding policy, resource allocation and strategic planning
- Prepares and manages District budget
- Administers District operations
- Monitors and evaluates District activities
- Supervises and evaluates District staff
- Serves as District Board Secretary

**Cities/School District**
- Adopts local library policies
- Hires local library director
- Prepares/adopts annual public library budget in coordination with the library director
- Fiscally supports local public library
- Provides and maintains the public library building
- Oversees compliance with the requirements of the UCSLD Agreement
- Supports and advocates for libraries and UCSLD

**Library Boards**
- Serves as library policy advisors
- Supports and advocates for libraries and UCSLD
- Carries out duties as stated in Oregon State law/City ordinance and School District policy regarding library boards
- Monitors compliance with the requirements of the UCSLD Agreement

**Local Library Director**
- Provides expertise, leadership and coordination
- Advises library board regarding policy, resource allocation and strategic planning
- Prepares and manages library budget
- Administers local library operations
- Monitors and evaluates library performance
- Hires and supervises library staff
- Oversees coordination with local library support groups
- Ensures compliance with the requirements of the UCSLD Agreement
- Collaborates with the UCSLD to provide the best public library service to the residents of the District
- Supports and advocates for libraries and the UCSLD