

# Umatilla County Special Library

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## FY2021-2022 YEAR-END REPORT



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



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 started on July 1, 2022 with hope for a return to a new, stable normal. However, many of the schools that the Take Off program serves did not have open classrooms at the start of year. As always, 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, all to ensure that our residents have access to excellent library services. Shortly after the start of the fiscal year, most of our libraries and Take Off clientele were back to a typical schedule.



While the year was another of many changes, challenges and concerns, the staff at the UCSLD continued to provide excellent service to our constituents. There were many wonderful successes:

- The District continues to provide services and resources that benefit all of the residents of the District ensuring seamless service for everyone: membership in the Sage Library System, three days of courier service to deliver interlibrary loaned materials, access to e-books and e-audiobooks through the Library2Go service, training events for all library staff, and cooperative programming.
- The Dolly Parton Imagination Library now serves all of Umatilla County through a partnership with United Way of the Blue Mountains.
- Problems that a change in ILL processes caused were solved collaboratively keeping the system working fluidly.
- Regular columns in the *East Oregonian* were published highlighting the work of our public libraries and the events and programs that they provided.
- The 2022 Summer Reading Program – The Library Road Trip Reading Beyond the Beaten Path – was a wonderful collaboration between the libraries and the UCSLD that affected many residents and visitors.
- This year's historical grant process found several libraries submitting creative applications for historical items that will add value to their collections for their communities!
- The UCSLD continues to be transparent, attentive to concerns, holds a district-wide mindset and follows the requirements of Oregon law and the Board's policies and directives.
- The UCSLD Board and staff value the diversity of our district and honor the library directors, their staff, their library boards and Friends, and their governing entities supporting their work, for all that they do to bring connection, communication and glorious library services to their communities.

For the UCSLD, there were some significant events during the year:

Some of the open meeting law requirements that were suspended during the pandemic shutdowns, were reinstated. Open meeting law was adjusted to require virtual and remote access as well as in-person. Adjustments were made to keep meeting by Zoom and in-person to comply with the new requirements.

Monica and Erin moved back to working together at our office after juggling remote working. Dea came to the Pendleton office during the summer of 2021 so that she and Erin could work on records management.

The member libraries and partner library moved to being fully open and back to a typical schedule. Many kept some of the new services they incorporated during the pandemic shutdowns. There were several new library directors that were hired at their cities and school during the year. Meetings of the Directors and All-Staff In-Services were held regularly by Zoom.

Our all-staff in-service training days provided training in best practices and current events for libraries. The theme for the November 2021 training was “Making a Difference in the Community’s Health” and the April 2022 theme was “Library Services Beyond the Beaten Path.” The Continuing Education Committee of Directors did a wonderful job collaboratively planning the in-services!

The UCSLD conducted a community needs assessment and developed a strategic plan according to the information obtained. The Board approved the strategic directions and goals in April 2022. The UCSLD staff created their work plans aligned with the plan in June of 2022 for the FY2022-23.

The Agreements for Library Services were updated to include the new funding formula and the new Oregon State Law and rules defining a public library. They were reviewed and the language “tightened” by special districts attorney, Eileen Eakins. They were discussed in several open meetings during the Fall of 2021 and mailed out in December 2021 to the 11 members cities and school district and 1 partner city.

After well-attended public meetings to discuss and update the tax revenue allocation formula, it was anticipated that there would not be many questions about the Agreements, as the distribution formula was the major change to the



Agreements. The majority of Agreements were returned signed by March 2022. However, the district director and two Board members met with Hermiston city manager and library director in February to discuss their unhappiness with the allocation formula. In March, the Board met with the Umatilla city manager and District attorney Eileen Eakins to discuss concerns about the Agreement language. From that meeting an amendment was sent out to the cities and school district that eased the concerns. By May, 2022, all of the Agreements except for Hermiston's were returned. The Hermiston city manager returned an edited Agreement the day before the Board's meeting in June. The Board met with their attorney, Eileen Eakins, and Hermiston city's attorney, Rich Tovey, at their July meeting. A majority of the Board approved of the edits and the first allocation checks were sent out in early August to all 12 entities according to the new Agreements for Library Services.

Several questions came up during the last fiscal year that require clarification.

- With the new allocation formula, there was a concern that the increase a library may get would not be used productively.
  - The stipulations in the Agreement for submission of budgets, audits, plans and statistical reports ensure that all are using their funds appropriately.
- Concern about the UCSLD keeping 20% of the tax revenue to operate the district.
  - The UCSLD retains 20% to operate the District - elections, budget process, financial, legal, professional development, etc. The District has kept operations costs as low as possible to ensure that there is adequate funding for the Take Off! outreach program that serves so many across the whole county and that the costs of the Sage ILS, courier delivery service, Library2Go, cooperative programs like the 2022 Summer Library Road Trip, in-service training events, and other programs that benefit all of the people in the District are covered. In contrast, a similar Oregon library district retains 30% and distributes 70% to their member and partner libraries.
- Concern about the staff funding element of the base portion of the funding formula.
  - As was explained during the funding formula review, the staff funding, collections and O&M columns in the base portion of the formula did not indicate what a city or school district should or must be spent on staffing, collections or operations expenditures. The calculations were

used to allocate a portion of tax revenue for member libraries utilizing the three elements that are necessary to run a public library.

- Concern about the Agreements for Library Services not having input from the cities and school district.
  - The renewal of the Agreement for Library Services process is one that the District has followed for many years. The only substantial change that was made to the Agreement was to add the Tax Distribution Funding Formula as Appendix A. The process to review the funding formula was a two-year, open process with several public meetings and much stakeholder input. And the Agreement document was reviewed through the Fall of 2021 in several open meetings. Every city's official and library director received the agendas and links to the packets. There were many meetings where people could comment/ question/ suggest changes before the Agreement was sent out for signing in December 2021. The Agreements are all as consistent as possible to lessen confusion and to ensure stable public library services district-wide to meet the voter-directed mission of the UCSLD.

The UCSLD Board and staff are committed to achieving the mission and vision all within the framework of our values. These values: Integrity - Accountability - Transparency; Community - Inclusion - Fairness; Resourcefulness - Resilience - Creativity continue to be used by the UCSLD staff. Our work is based in these and are kept in mind in all we do.

Our UCSLD staff team is amazing and works really well together. We are collaborative, creative and compassionate. We all attend continuing education: webinars, conferences, etc. We bring what we learn back to our work and use it to improve our performance. We discuss how we can improve systems and processes. We have ongoing safety training, including how to meet our requirements for open meeting, public records, etc. We care about each other and the work that we do here at the UCSLD. We are all committed to providing excellent library services to our District residents. We flex to the needs of our clientele and the requirements of the District's year. And we keep our commitments to our families and communities. We have built a very good team.

We are honored to work with our library colleagues and community partners supporting initiatives that enhance our community members. If we hold our community members in mind, we can, together, continue providing valuable and valued library services for the benefit of all.

## 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 FY21-22:

- Ensured that the Agreements for Library Services to include the new Tax Distribution Funding Formula.
- Worked with an attorney to update the Agreements.
- Development of a community needs assessment process.
- Continued to facilitate Meetings of the Directors and their sub-committees.
- Attended the Libraries of Eastern Oregon grant funded Equity Diversity and Inclusion (EDI) training.
- Implemented a project to review Board policies and procedures with an EDI lens.
- 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.

While it has been a challenging year, I am most proud of being dedicated to the UCSLD mission, being flexible, and committed to transparency. One of the best parts of my job is to work with the library directors and library staff members. They are creative and fun and always strive to do the best they can for our residents. I was privileged to provide several new librarian orientations – All are enthusiastic and wonderful for 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 FY21-22:

- Services continued with deliveries, virtual content and with in-person services returning to the primary focus.
- Added more library storytimes into the regular schedule.
- Kit development was prioritized and well received by sites.
- Continued updating the Take Off! Program inventory through Handy Library.

### Statistics:

- Book boxes and storytime kits rotated to the sites: 928
- Storytimes provided to libraries and child care centers: 294
- Attendance at storytimes (adults and children): 3989
- Students Enrolled in the Take Off! Program: Just over 1100 (the number was lower this year as Head Start did not start classes until later in the year)





## 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 FY21-22:

- Site visits with all libraries' cataloging staff continued in a virtual format
- Scanning of Board documents continued: documents from FY2008-09 through FY2014-15 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.
- Created the uploads of patron data to PolicyMap for community needs assessment.

### Statistics:

- 3,366 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*)
- 3,415 items were deleted from the catalog (*remote-to-circ libraries*)
- at least 2,372 cataloging corrections were made in the catalog (*corrections I made within the catalog*)
  - this includes 150 merged records & 36 bibliographic record overlays
- 184 OCLC CatExpress records were added (records purchased) (*UCSLD libraries*)
- 175 OCLC CatExpress holdings were deleted (*UCSLD libraries*)
- Number of new bibs created or imported into Sage: 793

