

# Umatilla County Special Library District

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## FY2023-2024 YEAR-END REPORT



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UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT

Strengthening our community libraries

## REPORT

- ✓ District-wide View
- ✓ District Director
- ✓ Take Off!
- ✓ Technical Services

### **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, 2023, with libraries running at full speed and programming exploding. The libraries are back in the swing after the pandemic years and the programming numbers, as well as the programming variety, has been excellent! Throughout the year libraries across the county worked diligently for their communities; and the summer reading programs as well as regular monthly programming shows a depth and breadth of unique and creative programming for young and old alike. The fiscal year was the first full year for District Director, Heather Estrada. Heather's goals for this year were to make solid connections with each city in the district and to attend programs in each library, as well as provide support to each individual director in the varying challenges they face. Additionally, the District approved and added digital magazines to our Libby subscriptions through Libraries of Eastern Oregon. This new service offers thousands of magazine titles for all patrons in the District to access free of charge with their library card. 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, 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 1,624 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 – a reboot of the Reading Road Trip for summer 2023 and started a Passport Program for 2024 to highlight our courier service and 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 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 held in small towns to allow staff from across the county to visit some new libraries. The theme for the November 2023 training was “Battling Misinformation” and was held in Pilot Rock. The April 2024 theme was “Inspire: Community, Connection, Collaboration” and was held in Weston. 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. We try to encourage in-person meetings while offering a remote option as

well. 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.

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 and Adams Library Directors to work with the councils in those cities to clarify the City/District Agreements. Visits to all the City Councils will continue to be a top priority in the coming year. Additionally, redoing zip code numbers for our funding formula will be a high priority and we will continue to strive to be transparent and have good communication with all 12 city governments.

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 FY23-24:**

- Distributed tax money according to the newly updated Tax Allocation Formula.
- Continued to facilitate Meetings of the Directors and their sub-committees.
- Attended the SDAO annual conference and Local Budget Law training.
- Continued 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 – Continued learning Zoom skills to allow as much interaction as possible, like breakout rooms 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.

I have thoroughly enjoyed this first full year in the role as director. I continue to make new connections throughout the county and deepen relationships with others. As I tackled some of the yearly tasks for a second time (such as compiling the budget and working through the local budget process), it has been a bit smoother than the first year through. I'm most proud of the relationships I've continued to build with each library director and their cities. I believe they feel supported by the district and it's a joy to observe and encourage the excellent work they all do in their cities. I'm also proud of the support I've offered to 2 libraries directors in their work with their cities, one which resulted in increased wages for her and her staff. I look forward to continuing to grow in my knowledge of our District and the connections I've made.

## 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 FY23-24:

- 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.
- Awarded the Evelyn Lampman Children's Services Award through OLA's Services Division for 2024!
- Served as the Children's Services Division President for this year.

### Statistics:

- Books and Storytime kits rotated to the sites: 13,482 & 691
- Storytimes provided to libraries and childcare centers: 410
- Attendance at story times (adults and children): 6289
- Students Enrolled in the Take Off! Program: Just over 1269





## 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 FY23-24:**

- Site visits with all libraries' cataloging staff continued in person.
- Scanning of Board documents continues.
- 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.
- Finalized with another cataloging mentor, after a multiyear process, putting together a guidance document for Sage System catalogers for identifying items for serials cataloging. A very complicated and time-consuming project.
- Assisted catalogers in UCSLD getting increased cataloging permissions (Heather Culley – CAT1 & Susie Hansen – CAT2 & Catherine Campbell – CAT2).

### **Statistics:**

- 3,782 items were added to the catalog (*remote-to-circ libraries + Umatilla PL that they could not find matching bibs for in Sage, as they only had CAT3 permission level staff until recently*)
- 8,074 items were deleted from the catalog (*remote-to-circ libraries*)
- at least 5,740 cataloging corrections were made in the catalog (*corrections I made within the catalog*)
  - this includes 120 merged records & 20 bibliographic record overlays
- 188 OCLC CatExpress records were added (records purchased) (*UCSLD libraries*)
- 895 OCLC CatExpress holdings were deleted (*UCSLD libraries*)
- Number of new bibs created or imported into Sage: 877