



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**03/20/25 - Monthly District Director Report**

**Date:** March 20, 2025 Board Meeting  
**Staff Name:** Heather Estrada  
**Time Period Report Covers:** February 24, 2025 – March 14, 2025

**Position Purpose Statement**

The mission of this position is to manage the operations of the UCSLD and support and strengthen the development of excellent library services in Umatilla County by working in partnership with the independent libraries.

**Meetings and Site Visits**

<b>Date</b>	<b>Meeting/ Site Visits/ Activity</b>	<b>Method</b>	<b>What Happened</b>
02/24/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
02/24/2025	Delivered books to Helix	In-Person	Delivered books and checked in with Annette.
02/26/2025	First in-service committee meeting for 2025	Zoom	Began planning for Spring In-service 2025
02/27/2025	Monthly Board Meeting	In-Person & Zoom	Monthly regular board meeting for February
02/28/2025	Social media for Business training	Zoom	Sat in on this training to be thinking about the possibilities for the future per Strategic Plan 😊
02/28/2025	Complete PERS reporting	On-line	Monthly reporting
03/03/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
03/04/2025	Umatilla City Council Meeting	In-Person	Attended and spoke at Umatilla City Council meeting regarding city/district contracts
03/05/2025	In-service committee meeting with Patrick Bodily	Zoom	Meeting with committee and in-service speaker to set ideas and theming
03/06/2025	Library IQ meeting	Zoom	Inquiry about using this in the District
03/07/2025	Library IQ meeting	Phone	Update and pricing discussion with Jeff from Library IQ
03/10/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up

03/12/2025	Inservice committee meeting	Zoom	Planning for May 2 Inservice
03/12/2025	Meeting with Caty Clifton	In-Person	Clean up strategic plan for posting and review
03/13/2025	Library 2.0 training	Zoom	Mini conference on AI and libraries
03/13/2025	Conversations with Funders	In-Person	Annual meeting with statewide grant foundations at the Art Center
03/14/2025	Digital Marketing webinar	Zoom	Another session on social media information for businesses from BMCC

### Projects and Progress

Project	Status	% Complete
In-Service Training	Committee signups started for new year.	15%
Audit	Audit filed with the state. Hard copies in and wrapped up.	100%
Priorities for agreements for Library Services	Wording updated. 100% in from libraries	100%
Public Records Management	The records are about 75% complete – procedures are being written and the outline of the filing structure will be available for staff	75%
Performance Appraisals	Paperwork completed	100%
Community Needs Assessment	Feedback received. Board to discuss what's next.	90%
Succession Planning	Policy and plan to be written	5%
Disaster Planning	More research is completed on background. Work on final document complete. Ongoing process to include bi-annual tabletop exercises	100% + ongoing
Marketing Plan	Ongoing EO column	85%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	New survey announced but not open	5%
Safety & Staff Meetings	March – Cyber Awareness for Employees	ongoing
ALSP Coming in	All in for 24-25, All sessions complete, only missing a few on website	95%
Budget Process	Budget process has begun again. Predications sent to libraries, Committee formed, rough draft has begun.	15%

### Feedback & Accomplishments

- All cities have approved the District/City agreements!

**Upcoming Events – Activities.**

- March 17 – New round of EDI course begins with Christina Fuller-Gregory
- March 19 – SDAO training in Pendleton
- March 20 - Regular monthly board meeting @ 5:30 pm
- March 21-28 – Heather on Spring Break with family
- March 24-28 – UCSLD on courier duty
- April 15 – Athena Library Board Meeting
- April 16 – Bi-monthly Director’s meeting in Milton-Freewater
- April 17 – Budget committee meets alongside UCSLD regular monthly board meeting
- April 17-18 – Oregon Humanities training for Beyond 250 in Pendleton
- May 2 – All staff in-service in Pendleton