



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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01/23/25 - Monthly District Director Report

Date: January 23, 2025 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: December 16, 2024 – January 17, 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

Date	Meeting/ Site Visits/ Activity	Method	What Happened
12/16/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
12/18/2024	Wrote and turned in Go! Article	Email	Article on FIL
12/18/2024	Bi-Monthly Director's Meeting	In-Person & Zoom	Bi-Annual Director's Meeting at the Pendleton Library
12/19/2024	Monthly Board Meeting	In-Person & Zoom	Monthly regular board meeting for December
12/23/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
12/23/2024	Courier for Xmas break	In-Person	Covered both sides of the county
12/24-12/25/2024	Christmas Vacation	Holiday	Holiday days
12/27/2024	Courier for Xmas break	In-Person	Did East side of the county
12/30/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
12/30/2024	Monthly Staff and Safety Meeting	In-Person & Teams	Monthly staff and safety meeting – DEI – Skills for Employees
12/31/20/24	Complete PERS reporting	On-line	Monthly reporting
12/31/2024	Paid Audit fee for audit filing	On-line	Paid for Audit filing with the state
1/1/2025	New Year's Holiday	Holiday	Holiday
1/6/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/6/2025	Meeting with JD Kindle	In-Person	Meeting to discuss and get details about the Mother Goose concert in March 2026

1/06/2025	Delivered new crates to IMESD	In-Person	Delivered 24 new crates for courier the IMESD had requested.
1/07/2025	Attended Pendleton Public Library coloring club	In-Person	A chance to participate in some library programming.
1/10/2025	Meeting with Susie Hansen	In-Person	New year check in with Susie on city and library issues.
1/10/2025	Meeting with Cecili Longhorn	In-Person	New year check in with Cecili on city and library issues.
1/10/2025	Brief meeting with Dave Slaughter	In-Person	New year check in with Dave on contract situation.
1/13/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/13/2025	Meeting with Caty Clifton	In-Person	Worked on preliminary ideas and wording for 2025-2028 Strategic Plan
1/15/2025	Monthly Staff and Safety Meeting	Teams	Monthly staff meeting with safety briefing – Jan topic "Severe Storms: Wind, Water & Hail"
1/16/2025	Weston Book Club	In-Person	Joined the Weston Book Club meeting for a discussion of their monthly book.
1/17/2025	Meeting with Lili Schmidt	In-Person	New year check in with Lili on city and library issues.
1/17/2025	Meeting with Stephanie Partida	In-Person	New year check in with Stephanie on city and library issues.

Projects and Progress

Project	Status	% Complete
In-Service Training	Both in-services wrapped up for the year	100%
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 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	Survey is open and complete	100%
Safety & Staff Meetings	January – Severe Storms: Wind, Water & Hail Intrusion	ongoing
ALSP Coming in	All in for 24-25, All sessions complete, only missing a few on website	85%
Budget Process	Budget wrapped up and submitted to County	100%

Feedback & Accomplishments

- New crates delivered to IMESD
- Guadalajara monies spent. Waiting on books

Upcoming Events – Activities.

- January 20- Regular monthly board meeting
- January 23- Regular monthly board meeting
- January 30 – Hermiston City Council Meeting
- February 1 – Board annual retreat
- February 5 – Local Budget Law training in Clackamas
- February 6-7 – SDAO conference in Bend
- February 10 – MF City Council meeting
- February 18 – Umatilla City Council meeting
- February 19 – Bi-monthly Director’s Meeting