



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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04/17/25 - Monthly District Director Report

Date: March 20, 2025 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: March 14 – April 12, 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
03/17/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
03/17/2025	EDI training with Christina Fuller-Gregory	Zoom	Continued training provided by OSL
03/18/2025	Meeting with JD Kindle	In-Person	Meeting to check in with JD on Spring 26 concert collaboration
03/19/2025	SDAO training in Pendleton	In-Person	SDAO training on 3 distinct topics
03/19/2025	Wrote and turned in March GO! article	Email	Continued marketing for libraries
03/19/2025	Monthly staff and safety meeting	Teams	Regular monthly meeting
03/20/2025	Monthly Board Meeting	In-Person & Zoom	Monthly regular board meeting for March
03/20/2025	Inservice committee meeting	Zoom	Planning for May 2 Inservice
03/26/2025	Social media for Business training	Zoom	Sat in on this training to be thinking about the possibilities for the future per Strategic Plan <smiling face with smiling eyes emoji>
03/31/2025	Complete PERS reporting	On-line	Monthly reporting
03/31/2025	EDI training with Christina Fuller-Gregory	Zoom	Continued training provided by OSL
04/01/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
04/02/2025	Inservice committee meeting	Zoom	Planning for May 2 Inservice

04/02/2025	Meeting with Rob Naughton from IMESD	Phone	Discussion of rumors and facts regarding funding for courier
04/03/2025	Change Fit tires for summer	In-Person	Maintenance and work on Honda Fit for IMESD
04/04/2025	District Wide Programs Committee Meeting	Zoom	First meeting of committee for 2025, to discuss summer ideas
04/04/2025	Social media for Business training	Zoom	Sat in on this training to be thinking about the possibilities for the future per Strategic Plan <smiling face with smiling eyes emoji>
04/07/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
04/07/2025	Budget complete and sent out	Email	Finished budget and sent out to committee and board
04/08/2025	Visit to Umatilla Public Library	In-Person	Drop off more Spanish books and check in
04/08/2025	Visit to Echo Public Library	In-Person	Visit to library to see their new space and interview for GO! article
04/09/2025	Meeting with Caty Clifton	In-Person	Meeting about budget and check in
04/10/2025	In-Service Committee Meeting	Zoom	In-service planning
04/10/2025	Meeting with Wendy Cornelius	Teams	Meeting with the state librarian to discuss possible state library board position
04/11/2025	Meeting with Kristin Williams	In-Person	Meeting to catch up on courier issues and other federal concerns
04/12/2025	Adams Day Parade	In-Person	Participated in Adams Day parade

Projects and Progress

Project	Status	% Complete
In-Service Training	Spring In-service almost planned.	45%
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 open	5%
Safety & Staff Meetings	April – General Ergonomics	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. Budget proposed, committee to meet	50%

Feedback & Accomplishments

- All cities have approved the District/City agreements, all in!
- Budget completed, awaiting committee and board input.

Upcoming Events – Activities.

- 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
- April 21-25 – Heather in London with daughter
- April 29 – SDAO training in Pendleton
- May 2 – All staff in-service in Pendleton