



# UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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## 02/21/25 - Monthly District Director Report

**Date:** February 27, 2025 Board Meeting  
**Staff Name:** Heather Estrada  
**Time Period Report Covers:** January 20, 2025 – February 21, 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
01/21/2025	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
01/21/2024	Wrote email in support of Enterprise Zone meeting with City of Umatilla	Email	Email to support the taxing districts within the Greater Umatilla Enterprise Zone
01/22/2025	Wrote and turned in Go! Article	Email	Marketing for the UCSLD
01/22/2025	Meeting with Michael Corey	In-Person	Meeting with Michael to talk about the implications and options with IMESD contract.
01/23/2025	Monthly Board meeting	In-Person & Zoom	Regular monthly board meeting
10/2/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
10/2/2024	EDI training with Christina Fuller-Gregory	Zoom	201 Training funded by the State Library
10/3/2024	Finished up City/District Agreements	In-Person	Finished all paperwork to deliver agreements to cities
10/4/2024	Delivered final audit to Barnett and Moro	In-Person	Dropped off audit paperwork at the Barnett & Moro office in Hermiston
10/4/2024	Signed agreements with Caty – final step in prepping Agreements	In-Person	Meeting with Caty to finish up agreements
10/4/2024	Began delivering agreements to Cities	In-Person	Dropped off some of the agreements to Cities

10/7/2024	Weekly Check-in Meeting with Dea	Phone	Check in on what's happening and what's coming up
10/7/2024	Delivered more agreements to Cities	In-Person	Dropped off some of the agreements to Cities
10/8/2024	Edi training with Christina Fuller-Gregory	Zoom	201 Training funded by the State Library
10/8/2024	ALSP Meeting	In-Person & Zoom	Annual meetings with 4 libraries to hear how the previous year went
10/9/2024	In-Service Committee Meeting	Zoom	Planning Fall In-service for Nov. 1
10/14/2024	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
10/14/2024	Delivered more agreements to Cities	In-Person	Dropped off some of the agreements to Cities
10/15/2024	Delivered more agreements to Cities	In-Person	Dropped off some of the agreements to Cities
10/15/2024	Meeting with Irma from Head Start	Zoom	Meeting to give information about Dolly Parton Imagination Library
10/16/2024	Monthly staff and safety meeting	In-Person and Teams	Monthly checkin and safety meeting on Active Assailant Preparedness
10/16/2024	Meeting with Matt Roach from SLO	Zoom	Meeting to discuss Matt's participation in Fall In-Service
10/16/2024	In-Service Committee Meeting	Zoom	Planning Fall In-service for Nov. 1
10/16/2024	Banner Bank Signature work	In-Person	Working with bank to remove Sharone and add Judy
10/17/2024	Meeting with Michael Corey	Phone	Discussion around agreement with IMESD
10/18/2024	Meeting with Kaylee Chrystal	In-Person	Meeting with the new community coordinator from Oregon for DPIL

### Projects and Progress

Project	Status	% Complete
In-Service Training	Meetings begun. Planning underway	80%
Audit	Audit papers turned into Barnett & Moro	90%
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, Parade season in swing, ongoing planning	85%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Survey is open and almost complete	85%
Safety & Staff Meetings	October – Active Assailant Preparedness	ongoing
ALSP Coming in	All in for 24-25, Two sessions complete, 1 to go.	85%
Budget Process	Budget wrapped up and submitted to County	100%

### Feedback & Accomplishments

- City/District Agreements delivered to all Cities
- Grants turned into for Guadalajara monies
- Good introduction meetings with Matt Roach from SLO & Kaylee Chrystal from the Dollywood Foundation.

### Upcoming Events – Activities.

- October 22 – ALSP Review meeting
- October 24 - UCSLD monthly board meeting
- October 29-November 6 – Dea in Umatilla County
- November 1 – All staff District In-Service in Hermiston
- November 5 – Pendleton City Council visit
- November 11 – Veteran’s Day Holiday – Office closed
- November 12 – Adams City Council visit
- November 18 – Athena library board meeting