



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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02/27/25 - 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
01/20/2025	Martin Luther King Jr. Day	Holiday	Holiday
01/21/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
01/22/2025	Wrote and turned in Go! Article	Email	Article on C.S. Jackson grant
01/22/2025	Dolly Parton Monthly Meeting	Zoom	New monthly meetings hosted by Oregon DP staff.
01/22/2025	Meeting with Michael Corey	In-Person	Meeting to discuss courier contract from IMESD
01/23/2025	Monthly Board Meeting	In-Person & Zoom	Monthly regular board meeting for January
01/27/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
01/27/2025	Sorted books from Mexico with Susie	In-Person	Spent the day sorting books for all 12 libraries
01/30/2025	Hermiston City Council Meeting	In-Person	Attended and spoke at Hermiston City Council meeting regarding city/district contracts
01/31/2025	Complete PERS reporting	On-line	Monthly reporting
01/31/2025	Reported budget predictions for FY25-26	Email	Sent preliminary budget figures to the libraries for their budgeting purposes.
02/01/2025	Annual Board Retreat	In-Person	Annual UCSLD board retreat to discuss revenue streams and strategic plan.
02/03/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up

02/05/2025	Local Budget Law Training	In-Person	Review, refresh and update Local Budget Laws rules and guidelines
02/06/2025	SDAO annual conference	In-Person	Attended Public Meetings Law required training
02/07/2025	SDAO annual conference	In-Person	Full day of annual conference
2/10/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/10/2025	MF City Council	In-Person	Attended CC to share about the District and encourage to sign the contract.
2/11/2025	Hermiston Book Club	In-Person	Attended the Hermiston Library monthly book club meeting
2/12/2025	Finished sorting books from Mexico	In-Person	Sorted 4 more boxes for delivery this week.
2/13/2025	Monthly Staff and Safety Meeting	In-Person & Teams	Monthly staff and safety meeting – DEI – Skills for Employees
2/13/2025	Delivered Mexico books to West Side	In- Person	Delivery day!!
2/14/2025	Delivered books to Adams	In-Person	Delivered books and checked in with Amanda before she is off for 2 months for spine surgery.
2/18/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/18/2025	Stanfield City Council Meeting	In-Person	Attended and presented to MF city council about the District.
2/19/2025	Meeting with Jennifer and James	In-Person	Interview for EO article for Feb.
2/19/2025	Bi-annual Director's Meeting	In-Person & Zoom	Meeting with Library Directors at District office
2/19/2025	Wrote and turned in GO! Article for Feb.	Email	Monthly article written highlighting Jennifer & James & Pendleton PL
2/21/2025	Delivered Spanish Language books to libraries	In-Person	Delivered to Ukiah, Weston and Helix

Projects and Progress

Project	Status	% Complete
In-Service Training	Committee signups started for new year.	5%
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	New survey announced but not open	5%
Safety & Staff Meetings	February – Cell Phone Use in the Workplace	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

- Guadalajara books are here. Sorted and delivered.
- **THANK YOU THANK YOU!! You are wonderful! Tell Catie I said thank you, to her as well!!** (Lili's response to Caty and I attending the MF City Council meeting)
- Text from Cecili as Kathy and I left Stanfield City Council "Thank you!!! I forgot to introduce you" Also, phone call from her telling me how excited she was about the Director's Meeting and the participation from small and BIG libraries

Upcoming Events – Activities.

- February 27 - Regular monthly board meeting @ 11:30 am
- March 4 – Umatilla City Council meeting
- March 21-28 – Heather on Spring Break with family
- March 24-28 – UCSLD on courier duty
- April 17 – Budget committee meets alongside UCSLD regular monthly board meeting