



12/19/24 - Monthly District Director Report

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

1. 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.

2. 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-Monthly 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
12/24-25/2024	Christmas Vacation	Vacation	Vacation Days
11/29/2024	Travel to Guadalajara, MX	In-person	Travel for International Book Fair in Mexico
11/30/2024	FIL (International Book Fair)	In-Person	Initial walk through and scope of the Book Fair to plan our attack 😊
12/1/2024	ALA orientation and dinner	In-Person	Orientation meeting with the ALA team and gala dinner with ALA and other sponsors
12/2/2024	Multicultural meeting and FIL book shopping	In-Person	Met up with our “helper” from Multicultural and began the book selection process.

12/3/2024	FIL book shopping and Muticultural Dinner	In-Person	More book selection and dinner hosted by Multicultural for networking
12/4/2024	Final day of book selection at FIL	In-Person	Final picks and wrap up at FIL
12/6/2024	Travel home from Guadalajara, MX	In-Person	Travel day home
12/9/2024	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
12/9/2024	Adams City Council Meeting	In-Person	Meeting with City Council to go over the City/District contract
12/10/2024	Meeting with Kristin Williams	In-Person	Meeting to thank her and wrap up her in-service presentation.
12/12/2024	Another check in with Rob Naughton	Email	Regarding courier car contract

3. Projects and Progress

Project	Status	% Complete
In-Service Training	Both In-services wrapped up for year	100%
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,	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	December – EDI -skills for employees	ongoing
ALSP Coming in	All in for 24-25, All sessions complete, only missing a few on website	95%

Budget Process	Budget wrapped up and submitted to County	100%
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4. Feedback & Accomplishments

- Great trip with Susie, money spent!
- Meeting with Hermiston and Adams leadership in regard to contract

5. Upcoming Events – Activities.

- December 9 – Adams City Council visit
- December 18 – Staff and Safety meeting
- December 18 – Meeting of the Directors in Pendleton
- December 19 – Regular monthly board meeting
- December 23-27 – UCSLD to run courier
- December 24-25 – Christmas holiday
- January 1 – New Year’s holiday
- January 23 – Regular monthly board meeting