



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

17 SW Frazer Ave – Suite 360
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3/13/26 - Monthly District Director Report

Date: March 19, 2026 Board Meeting

Staff Name: Heather Estrada

Time Period Report Covers: February 16 – March 13, 2026

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
2/16/2026	President Day Holiday	Holiday	Holiday
2/17/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/17/2026	Umatilla URA meeting	In-Person	Attended to stay up to date on the process.
2/18/2026	Go! Article written and turned in	Email	Ongoing marketing for District
2/18/2026	Local Budget Law Training	Zoom	Annual training for creating District budget
2/20/2026	Director's meeting in Athena	In-Person	Every other month meeting for training and connections.
2/23/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/23/2026	District Wide Committee Meeting	Zoom	Meeting to move summer reading plans forward
2/24/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting for February
2/24/2026	Complete PERS reporting	On-line	Monthly reporting
2/25/2026	CIS Conference	In-Person	Annual conference for our medical insurance. Small business track day is new this year.
2/27-3/4	Heather off	Vacation	Half Marathon in Florida
3/5/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
3/5/2026	The Librarians Screening	In-Person	Screening and discussion of documentary at BMCC
3/6/2026	Recommendation letter for Jennifer Johnson	Email	Drafted letter for Jennifer's master's degree program.

3/9/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
3/9/2026	State Library Board committee	Zoom	Meeting with Stephanie Chase to go over LSTA survey.
3/9/2026	The Librarians Screening	In-Person	Screening and discussion of documentary at BMCC
3/10/2026	Fighting with computer	Teams	Microsoft office is corrupted on my computer. Dea and I have been fighting with it for 3 days.
3/10/2026	Secured Sam.gov ID number for teen grant	Online	Worked through the process so Monica could get the summer teen grant.
3/10/2026	Monthly staff and safety meeting	Teams	March staff and safety meeting – AI for special districts
3/11/2026	In-Service Committee Meeting	Zoom	Beginning of Spring In-service planning.
3/11/2026	Courier reimbursements sent	Mail	Completed and sent courier reimbursements to Sage and Hermiston
3/12/2026	Interviewed Anna Lemmon for EO article	In-Person	Interviewed for Go! Article featuring Echo.
3/13/2026	Succession Planning work	In-Person	Working on plan per yearly goals

Projects and Progress

Project	Status	% Complete
In-Service Training	In-service planning for Spring has begun	20%
Audit	Audit finished and filed	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	Peer feedback received, reviews in discussion phase. All complete for year, quarterly check-ins begun.	99%
Community Needs Assessment	Feedback received. Board to discuss what's next.	90%
Succession Planning	Policy and plan to be written, monthly work being done.	65%
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 & parade season planning to begin, OES season happening soon	90%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	New year has started	0%
Safety & Staff Meetings	February – Supporting Employee Wellbeing	ongoing
ALSP Coming in	All in for 24-25, All sessions complete, only missing a few on website; 100% in for new year of 25-26	98%
Budget Process	Cycle starts anew! Committee and calendar set. Budget work in process	25%

Feedback & Accomplishments

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Upcoming Events – Activities.

- March 19 – UCSLD Board meeting @ 5:30 pm
- March 23-26 – Heather on Spring Break with family
- April 9 – IMESD library symposium
- April 14-15 – SDAO training in Pendleton
- April 15 – Umatilla URA meeting
- April 17 – Meeting of the Director's in Stanfield @ 8:30 am
- April 22-24 – OLA in Portland
- April 28 – UCSLD Board Meeting and Budget Committee @ 5:30 pm