UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT
Strengthening our community libraries

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10/23/26 - Monthly District Director Report

Date:	November 19, 2026 Board Meeting
Staff Name:	Heather Estrada
Time Period Report Covers:	October 26 – November 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
10/27/2026	PERS Workshop	In-Person	PERS workshop to better understand system.
10/27/2026	ALSP reporting annual meeting	In-Person	Heard annual reports from 4 UCSLD libraries
10/28/2026	Dea pickup and meeting	In-Person	Dea pickup in Pasco and catchup/planning on drive up
10/29/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting for October
10/30/2026	Complete PERS reporting	On-line	Monthly reporting
10/30/2026	Weston Fish Market	In-person	Attended Weston's Halloween activity for kiddos
11/2/2026	Weekly Check-in Meeting with Dea	In-Person	Check in on what's happening and what's coming up
11/3/2026	In-service Committee Meeting	Zoom	Planning of fall in-service
11/5/2026	In-Service Prep	In-Person	Final prep and set up for all staff in-service
11/5/2026	All Staff In-service in Athena	In-Person	Bi-annual training day
11/9/2026	New director meeting in Echo	In-Person	Meeting with Alexa Rose for orientation to District
11/9/2026	SDIS annual insurance sign-up	On-line	New forms for 2027 for auto and liability insurance thru SDIS
11/10/2026	In-service committee wrap - up meeting	In-Person	Review in-service, take notes and get ideas for next time.
11/10/2026	Interview with Heather	In-Person	For Go! article
11/10/2026	Monthly staff and safety meeting	In-Person	September staff and safety meeting – Water Damage Protection
11/11/2026	Veteran's Day	Holiday	Off

11/13/2023	Attended Law Library Meeting	In-Person	Session on helping patrons with questions

Projects and Progress

Project	Status	% Complete
In-Service Training	In-service planning for year is complete (times 2)	100%
Audit	Audit process is well underway. Documents have been submitted	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	Completed	100%
Community Needs Assessment	Feedback received. Board to discuss what's next.	90%
Succession Planning	Policy and plan rough draft down. Need input	95%
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 ended for the year	90%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Completed for discount	100%
Safety & Staff Meetings	November – Water Damage Protection	ongoing
ALSP Coming in	95% in for new year of 25-26; ALSR meetings finished. Waiting on a few paper copies	95%
Budget Process	Budget finished and turned into County	100%

Feedback & Accomplishments

- All ALSP meetings complete!

Upcoming Events – Activities.

- November 17th – Dea back to Montana
- November 20th – Heather out of town visiting Tori in CA
- November 26-27 - Thanksgiving Holiday
- November 28th -December 4th – Heather in Guadalajara for book purchasing
- December 17th - UCSLD Board Meeting @ 5:30 pm
- December 18th – Meeting of the Directors in Helix