



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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10/23/26 - Monthly District Director Report

Date: October 29, 2026 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: September 21 – October 23, 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
9/22/2026	CIS Plan meeting	Zoom	Informational meeting before open enrollment starts next week
9/22/2026	Meeting with United Way	In-person	Meet and greet with new DPIL United Way employee, Natalie
9/22/2026	ALSP reporting annual meeting	In-Person	Heard annual reports from 4 UCSLD libraries
9/23/2026	Fall In-Service meeting	Zoom	Continued planning for fall in-service with committee
9/23/2026	Go! Article turned in for September	Email	Monthly article on PR and early literacy
9/24/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting & Budget Committee meeting for August
9/28/2026	Stanfield Book Club	In-person	Visited Stanfield's book club and discussion
9/29/2026	State Library of Oregon Book Discussion	Zoom	Discussion on "Saying to White Supremacy Work Culture in Libraries"
9/30/2026	Complete PERS reporting	On-line	Monthly reporting
9/30/2026	Cybersecurity Tabletop	In-person	Tabletop exercise on the Convention Center.
10/1/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
10/2/2026	In-service Committee Meeting	Zoom	Planning of fall in-service
10/5/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
10/6/2026	Library IQ meeting	Zoom	Meeting with Library IQ and Dea to continue set up of software.

10/12/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
10/12/2026	Interview with Cecili	In-Person	For Go! article
10/12/2026	ALSP review meeting	In-Person	Westside library meetings
10/13/2026	Meeting with Echo City Manager	In-Person	Discussion of hiring new library director
10/13/2026	Monthly staff and safety meeting	Teams	September staff and safety meeting – Common Illness Prevention
10/15-16/2026	EveryLibrary Training in Maupin	In-Person	Training provided for LEO libraries through Bonebrake Fund
10/16/2026	Leo annual meeting	In-Person	Attended annual meeting in Maupin
10/19/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
10/19/2026	Signed up with MS-ISAC	Email	New cyber requirement from SDAO. Membership is free for 2027
10/20/2026	2 nd set up meeting with Library IQ	Zoom	Still setting up the process for libraries
10/21/2026	Go! Article turned in	Email	Article on Stanfield library
10/21/2023	In-Service Committee Meeting	Zoom	Wrapping up planning for Nov. 6 th all staff in-service
10/22-10/26	Out of town	Vacation	Visiting Bella in DC

Projects and Progress

Project	Status	% Complete
In-Service Training	In-service planning for Fall has begun	90%
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	October – Common Illness Prevention	ongoing
ALSP Coming in	95% in for new year of 25-26; ALSR meetings scheduled, partially finished.	75%
Budget Process	Budget finished and turned into County	100%

Feedback & Accomplishments

- One grant received for FIL!

Upcoming Events – Activities.

- October 22-26th – Heather in DC to visit daughter
- October 27th – ALSR in Pilot Rock @ 5:30 pm
- October 28th – November 17th – Dea in Umatilla County
- October 29th – UCSLD Board Meeting @ 12:00 pm
- November 6th – All District In-Service in Athena @ 9 am – 3 pm
- November 11th – Veteran's Day Holiday
- November 13th – Law Library meeting at Pendleton PL
- November 19th – UCSLD Board Meeting @ 12:00 pm