



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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9/18/26 - Monthly District Director Report

Date: September 24, 2026 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: August 24 – September 18, 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
8/24/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/27/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting & Budget Committee meeting for August
8/28/2026	Fall In-Service Start up meeting	In-person	Begin planning for fall in-service with committee
8/28/2026	Pendleton Farmer's Market	In-Person	Book giveaway and DPIL sign ups.
8/31/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/31/2026	Complete PERS reporting	On-line	Monthly reporting
9/3/2026	Library IQ start up	Phone	Meeting to start the Library IQ rolling
9/3/2026	FIL Grant work	In-person	Specifically, Autzen foundation and Wildhorse.
9/4/2026	Audit work	In-person	My pieces are almost wrapped up
9/4/2026	FIL Grant work	In-person	Walmart head banging and Wildhorse work.
9/7/2026	Labor Day Holiday	Holiday	
9/9/2026	Parade prep	In-person	Prepping candy and vehicles for parade.
9/9/2026	Autzen Foundation Grant submitted	Email	Autzen grant submitted for FIL
9/11/2026	In-service Committee Meeting	Zoom	Planning of fall in-service
9/11/2026	Book bike and parade number pickup	In-Person	For Dress Up Parade
9/12/2026	Dress Up Parade	In-person	Participated in parade to market UCSLD

9/14/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
9/15/2026	Monthly staff and safety meeting	Teams	September staff and safety meeting – Cyber Awareness
9/15/2026	Interview Susan Price for Go!	In-Person	Interview to prep article for Go for September
9/15/2026	CIS Enrollment Kickoff	Zoom	Webinar to kickoff new year enrollment for employers
9/16/2026	Grant work for FIL	Email	Wildhorse Grant submitted
9/17/2026	Audit drop in Hermiston	In-Person	Dropped audit off with auditors

Projects and Progress

Project	Status	% Complete
In-Service Training	In-service planning for Fall has begun	30%
Audit	Audit process is well underway. Documents have been submitted	80%
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	September – Cyber Awareness for Employees	ongoing
ALSP Coming in	95% in for new year of 25-26; ALSR meetings scheduled, yet to be completed.	75%
Budget Process	Budget finished and turned into County	100%

Feedback & Accomplishments

- Continued summer reading program visits, including many teen intern programs.
- Parade season complete!

- Audit work done on my end!

Upcoming Events – Activities.

- September 22nd – ALSR meeting in Athena @ 5:30 pm
- September 24th – UCSLD Board Meeting @ 5:30 pm
- September 30th – Cybersecurity Tabletop in Pendleton
- October 12th – ALSR meeting in Echo @ 5:30 pm
- October 15-16 – EveryLibrary Training in Maupin (and LEO annual meeting)
- October 22-26th – Heather in DC to visit daughter
- October 27th – ALSR in Pilot Rock @ 5:30 pm
- October 29th – UCSLD Board Meeting @ 5:30 pm