



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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Phone (541) 276-6449

**09/19/25 - Monthly District Director Report**

**Date:** September 25, 2025 Board Meeting  
**Staff Name:** Heather Estrada  
**Time Period Report Covers:** August 25 – September 20, 2025

**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**

<b>Date</b>	<b>Meeting/ Site Visits/ Activity</b>	<b>Method</b>	<b>What Happened</b>
08/25/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
08/28/2025	Inservice Committee meeting	Zoom	Planning for fall in-service
08/28/2025	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting for August
08/29/2025	Complete PERS reporting	On-line	Monthly reporting
08/29/2025	Meeting with Erin McKusker	In-Person	Meeting with Erin as a LEO board member.
9/1/2025	Labor Day Holiday	<b>Holiday</b>	<b>Day off for holiday</b>
9/2/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
9/3/2025	Travel meeting for ARSL	In-Person	Planning for ARSL trip with library directors
9/5/2025	Set up and pick up for Dress Up Parade	In-Person	Pick up number from Main St. Cowboys as well as Athena Book Bike to bring to town.
9/6/2025	Dress Up Parade	In-Person	Participated in parade with 5 libraries and Caty.
9/8/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
9/8/2025	Meeting with Ericka Brunson-Rochette	Zoom	Meeting to set up her visit for all district in-service
9/9/2025	Monthly Staff and Safety Committee Meeting	Teams	Monthly meeting for staff and safety protocol – September “Alert Driving”
9/10/2025	Inservice Committee meeting	Zoom	Work on fall in-service

9/15/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
9/16/2025	Go! Article turned in	Email	Monthly article for EO on Library of Things
9/16/2025	Travel day to Albuquerque, NM for conference	In-Person	All day travel
9/17-20/2025	ARSL Conference in NM	In-Person	Full days of conference
9/18/2025	Senate Confirmation briefing	Zoom	Update on process and procedure

### Projects and Progress

Project	Status	% Complete
In-Service Training	Spring In-service complete. Fall early planning has begun.	65%
Audit	Audit process starting anew! Auditor secured, documents into auditors	75%
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. Monica's complete, Dea's pending	90%
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 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 session in session	85%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	Paid Leave OR policy complete, survey turned in	100%
Safety & Staff Meetings	September – Alert Driving	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	Budget cycle complete for FY25-26	100%
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### **Feedback & Accomplishments**

- Attended summer programs at ALL libraries.
- Many, many complements on State Library Board Appointment, notable from Dave Slaughter, "They are lucky to have you"
- Completed SDAO Academy requirements

### **Upcoming Events – Activities.**

- September 16-20 – Heather at ARSL in Albuquerque, New Mexico.
- September 22 – ALSP meeting @ 5:30 pm
- September 25 – UCSLD Board meeting @ 5:30 pm.
- September 29 – State Library Board Confirmation hearing
- October 13 – ALSP meeting @ 5:30 pm.
- October 14-15 – DPIL Summit in Springfield, OR
- October 16-17 – Heather in DC visiting daughter for family weekend
- October 20 – ALSP meeting @ 5:30 pm
- October 22 – Director's Meeting in Weston @ 8:30 am
- October 23 – UCSLD Board meeting @ 5:30 pm
- October 24 – State Library Board meeting in Astoria