



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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08/22/25 - Monthly District Director Report

Date: August 28, 2025 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: July 21 – August 22, 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

Date	Meeting/ Site Visits/ Activity	Method	What Happened
07/21/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
07/22/2025	Completed SDIS best practices survey	Online	Wrapped up best practices for 10% discount for SDIS insurance this year.
07/23/2025	District Wide Programs Committee	Zoom	Check in for fall programming
07/23/2025	Turned in Go! Article	Email	Submitted monthly EO article on Summer Reading
7/24/2025	Monthly Board Meeting	In-Person & Zoom	Annual board meeting for July
07/24/2025	Dinner with State Library Board	In-Person	Informal dinner with State Library Board in town for quarterly meeting
07/25/2025	State Library Board meeting	In-Person	Attended state library board meeting as an observer
07/28/2025	Visit with Cecili in Stanfield	In-Person	Check in and chat about fair parade
07/28/2025	Pick up Umatilla Co Fair info	In-Person	Picked up parade number and checked out staging for Umatilla Co parade.
07/28/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
07/29/2025	Summer Reading in Milton-Freewater	In-person	Attending summer reading program about drones in MF
07/29-31/2025	ALA/United for Libraries Virtual Conference	Zoom	Three-day virtual conference for boards, foundations and friends groups. Good insight.
07/31/2025	Complete PERS reporting	On-line	Monthly reporting

7/31/2025	Performance Review meeting with Monica	In-person	Annual meeting to review Performance Review for FY24-25
8/2/2025	Umatilla Co Fair Parade	In-Person	Participated in the County Fair parade with Stanfield Library
8/4/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/5/2025	SDAO training	In-Person	All day training with Eileen Eakins in Pendleton
8/8/2025	Audit inquiry and prep work	In-Person	Began audit process with new auditors
8/11/2025	Inservice Committee meeting	Zoom	First meeting to brainstorm for fall in-service
8/11/2025	MF Summer art class	In-Person	Attended Carnegie PicLab art class, had a chance to connect with Lily
8/11/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/12/2025	Athena Summer art class	In-Person	Attended Carnegie PicLab art class, had a chance to connect with Stephanie.
08/12/2025	Monthly Staff and Safety Committee Meeting	Teams	Monthly meeting for staff and safety protocol – August “Browser Security Basics”
8/13/2025	Bi-monthly Director's Meeting	In-Person	Bi-monthly meeting with the directors. Held in Pilot Rock.
8/13/2025	Adams Summer art class	In-Person	Attended Amanda's repurposed book art class.
8/14/2025	Meeting with state library	Zoom	Meeting to proofread OARs with state library staff
8/15/2025	Weston summer reading	In-Person	Attended the Weston end of summer reading ice-cream
8/18/2025	Meeting with Mark Rose	In-Person	Check in with Mark and new library building
8/18/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/19/2025	Go! Article turned in	Email	Monthly article for EO on take off program
8/20-8/22	Taking Bella to DC	In-Person	Vacation

Projects and Progress

Project	Status	% Complete
In-Service Training	Spring In-service complete. Fall early planning has begun.	55%
Audit	Audit process starting anew! Auditor secured, document gathering has begun	10%

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	August – Browser Security Basics	ongoing
ALSP Coming in	All in for 24-25, All sessions complete, only missing a few on website; 90% in for new year of 25-26	95%
Budget Process	Budget cycle complete for FY25-26	100%

Feedback & Accomplishments

- Attended summer programs at ALL libraries.

Upcoming Events – Activities.

- August 20-22 – Heather in DC with daughter
- August 28 – UCSLD board meeting
- September 1 – Labor Day holiday
- September 6 – Pendleton Dress Up Parade @ 9 am
- September 16-20 – Heather at ARSL in Albuquerque, New Mexico.
- September 25 – UCSLD Board meeting @ 5:30 pm.