



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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8/27/26 - Monthly District Director Report

Date: August 27, 2026 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: July 20 – August 21, 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
7/20/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
7/21/2026	State Library Board Nominating Committee	Teams	Sub-Committee of State Library Board meeting to nominate Chair and Vice-Chair
7/21/2026	Minecraft Summer Program at Pendleton	In-Person	Summer Reading Program
7/22/2026	Go! Article written and turned in	Email	Ongoing marketing for District
7/23/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting & Budget Committee meeting for July
7/28/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
7/28/2026	Joint work on Dea's Succession Planning Doc	Teams	Work per strategic Plan
7/29/2026	Milton-Freewater Farmer's Market	In-person	Stand at MF Farmer's Market to promote the District and DPIL
7/30/2026	Complete PERS reporting	On-line	Monthly reporting
8/4/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/4/2026	Annual Performance Review meeting	In-Person	Meet with Monica to process and discuss her annual review.
8/5/2026	Support letter sent to Rotary	Mail	Request to partner for FIL
8/7/2026	Roundhouse Grant submitted	Email	Request for grant for FIL
8/7/2026	Summer Reading Visit to Adams	In-Person	Visited the Instrument Petting Zoo with OES.

8/8/2026	Umatilla Farmer's Market	In-Person	Stand at Umatilla Farmer's Market to promote the District and DPIL
8/10/2026	OAR Rules meeting	Zoom	Meeting with Buzzy and Darcy to discuss new OAR rules for stae of Oregon libraries
8/10/2026	Monthly staff and safety meeting	Teams	August staff and safety meeting – Dangers of Distracted Driving
8/10/2026	Adams City Council	In-Person	Meet and Greet with many new council members
8/13/2026	Ukiah Summer Reading	In-Person	Observed Ukiah summer reading teen program.
8/13/2026	OLA dinner	In-person	Attended OLA dinner to meet and greet library workers from around Oregon
8/14/2026	Director's Meeting	In-Person	Bi-monthly director's meeting in Adams
8/14/2026	Mark's retirement party	In-Person	Attended Mark Rose's retirement party in Hermiston.
8/17/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
8/17/2026	Helix ice cream and bingo	In-person	End of summer reading in Helix.
8/18/2026	Go! Article written and turned in.	Email	Article written on Ukiah library and all our teen interns around the district.
8/20/2026	Helix Farmer's Market	In-Person	Attended and signed up kiddos for DPIL
8/21/2026	State Library Board Meeting	Zoom	Quarterly state library board meeting

Projects and Progress

Project	Status	% Complete
In-Service Training	In-service planning for Fall will begin again in August	0%
Audit	Audit process to begin this month. I've begun pulling together documents.	25%
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 except for board/director discussion	90%
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 beginning	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	August – Dangers of Distracted Driving	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.

Upcoming Events – Activities.

- August 22nd – Pilot Rock Parade
- August 27th - UCSLD Board meeting @ 5:30 pm
- August 28th - Pendleton Farmers Market
- September 7th – Labor Day Holiday
- September 24th – UCSLD Board Meeting @ 5:30 pm
- September 30th – Cybersecurity Tabletop in Pendleton