



4/24/26 - Monthly District Director Report

Date: May 28, 2026 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: April 20 – May 22, 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
4/20/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
4/21/2026	In-Service Committee Meeting	Zoom	Spring In-service planning.
4/21/2026	Go! Article written and turned in	Email	Ongoing marketing for District
4/21/2026	URA meeting in Umatilla	In-Person	Meeting to request funds
4/21/2026	Budget work	In office	Finalize budget and sent to Budget Committee
4/22-4/24	OLA conference	In-Person	Annual conference in Portland
4/27/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
4/28/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting & Budget Committee meeting for March
4/29/2026	Complete PERS reporting	On-line	Monthly reporting
4/30/2026	Lunch with Kristin Williams	In Person	Check in on college library and it's future
5/1/2026	Spring All Staff In-Service	In-Person	Bi-yearly in-service. Held in Echo this go round.
5/4/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/6/2026	Attended County Commissioners meeting	In-Person	Keep an ear to what's happening
5/7/2026	In-Service Wrap up meeting	In-Person	Wrap up in-service and start ideas for fall.
5/8/2026	Budget hearing documents finished and sent to EO	Email	Next part of Budget finished and sent for publication.

5/11/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/11/2026	Meeting with Mike Gonzalez	In-Person	Meet and greet with new City Manager in Echo.
5/12/2026	Monthly staff and safety meeting	Teams	May staff and safety meeting – Creating a Respectful Workplace
5/14/2026	Interview with Mark Rose	In-Person	Interview for GO! Article - May
5/15/2026	State Library Board Meeting	Zoom	Quarterly board meeting with executive session
5/15/2026	Visit to Helix Library	In-Person	Delivered summer reading materials
5/16/2026	Excellent grant writing training with Nick Nash!	In-Person	Nick provided an excellent grant writing workshop. Thank you, thank you!
5/18/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/19/2026	Meeting with Arlene Weible	Zoom	Beginning discussion on digital literacy from LSTA \$\$ for FY26
5/20/2026	County Commission Meeting	In-person	I attended Umatilla's URA presentation.
5/20/2026	Call with Weston Recorder	Phone	Answered many questions about the money we send them.
5/21/2026	Visit to Weston Library	In-Person	Delivered summer reading materials
5/21/2026	Visit to Athena Library	In-Person	Delivered summer reading materials
5/21/2026	Visit to Adams Public Library	In-Person	Delivered summer reading materials

Projects and Progress

Project	Status	% Complete
In-Service Training	In-service planning for Spring has wrapped up. Finished for FY	100%
Audit	Audit finished and filed	100%
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. All complete for year, quarterly check-ins begun.	99%
Community Needs Assessment	Feedback received. Board to discuss what's next.	90%

Succession Planning	Policy and plan to be written, monthly work being done.	65%
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 planning to begin, OES season completed	90%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
Best Practices for SDAO	New year has started	0%
Safety & Staff Meetings	May – Creating a respectful workspace.	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 hearing stage of process	80%

Feedback & Accomplishments

- Weston recorder so thankful for discussion on taxing methods and we set up a council visit.
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Upcoming Events – Activities.

- May 25th – Memorial Day Holiday
- May 26th – Weston library board meeting @ 5:30 pm
- May 28th – UCSLD Board meeting and Budget Hearing @ 5:30 pm
- May 29th – SAGE annual meeting at BMCC
- June 6th – Weston Pioneer Day parade – 10 am in Weston
- June 6th – 2nd grant writing workshop with Nick – 11 am @ OMG! Pendleton
- June 18th – UCSLD Board meeting @ 5:30 pm
- June 19th – Juneteenth holiday