



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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07/24/25 - Monthly District Director Report

Date: July 24, 2025 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: June 23 – July 19, 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
06/23/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
06/26/2025	Final step of Budget sent to the Umatilla Co clerk	Email	Emailed final documents to wrap up FY25-26 budget cycle.
6/25/2025	PERS webinar	Zoom	PERS training webinar
6/26/2025	Monthly Board Meeting	In-Person & Zoom	Monthly regular board meeting for June
06/27/2025	Adams Summer Reading Program	In-Person	Attended Level Up Your Fitness session in Adams
06/27/2025	Meeting with Annette Kubishta	Phone	Consulted with Annette over some city issues
06/28/2025	Participated in Umatilla Landing Day Parade	In-person	Continued marketing for libraries; joined by Kathy Thew and her husband Richard.
06/30/2025	Local Meeting Law training with Judy Bracher	In-person	Helped Judy get her required training in
06/30/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/30/2025	Pendleton Public Library summer program	In-person	Attended "Creature Teacher" program in Pendleton
06/30/2025	Complete PERS reporting	On-line	Monthly reporting
07/02/2025	Weston Summer Program	In-Person	Attended Weston summer craft
07/03/2025	Meeting with Shannon Adair	Phone	Phone conversation with committee member in John day regarding options for their library.

07/03/2025	CIS Request for Coverage	On-line	Completed forms to allow for staff to sign up for CIS medical coverage for 2026
07/03/2025	Completed Worker's Comp	On-line	Completed annual payroll reporting form for Worker's Comp insurance (Saif)
07/04/2025	Stanfield 4 th of July parade	In-Person	Participated in Stanfield parade
07/07/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
07/07/2025	MF Book Club	In-Person	Attended discussion of "Book Woman of Troublesome Creek."
07/08/2025	Monthly Staff and Safety Committee Meeting	Teams	Monthly meeting for staff and safety protocol – July "Back Injury Prevention."
07/09/2025	Oregon Library Town Hall	Zoom	The state librarian, Wendy, held a virtual town hall to share info and answer questions about the latest happenings with the State Library.
07/09/2025	Pilot Rock Summer Reading	In-Person	Attended Susan's summer story time and craft time
07/09/2025	Hermiston Summer Reading	In-Person	Attended Hermiston's reptile show, it was packed and a great show.
07/10/2025	Echo Summer Reading	In-Person	Attended Echo's laser guns in the library event, it was well attended!
07/12/2025	Athena Caladonian Day parade	In-Person	Participated with Stephanie (and John) in Athena parade.
07/14/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
07/15/2025	Ukiah visit	In-Person	Visited to see their summer reading/summer school program and check in with Dustin
07/19/2025	Athena visit	In-Person	Visited for summer reading program "Power Up your Planet"

Projects and Progress

Project	Status	% Complete
In-Service Training	Spring In-service complete.	50%
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	80%
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.	80%
Safety & Staff Meetings	July – Back Injury Prevention	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

- Budget docs turned into assessors to receive taxes.
- New auditors found!

Upcoming Events – Activities.

- July 24 – UCSLD board meeting @ NOON
- July 25 – State library board meeting in Pendleton – 9 am – 12 pm
- August 2 – Umatilla Co Fair parade @ 6:30 pm in Hermiston
- August 12 – Staff & Safety Meeting
- August 13 – Meeting of the Directors
- August 20-22 – Heather in DC with daughter
- August 28 – UCSLD board meeting