



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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7/23/26 - Monthly District Director Report

Date: July 23, 2026 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: June 13 – July 17, 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
6/13/2026	Succession Planning	In-Person	Working on Succession Planning for yearly goals
6/13/2026	Call with Michelle Ingle from Monument Cemetery District	Phone	Michelle had questions about Special District Reporting
6/13/2026	Call with Buzzy Nielsen, SLO	Phone	Discussion of me being on the committee to write some new ORA
6/15/2026	Letter of Support for Athena Grant	Email	Wrote a letter to support Stephanie's grant application.
6/15/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/15/2026	Stanfield Summer Reading	In-person	Attended Stanfield's summer reading kick off
6/16/2026	Helix Summer Reading	In-person	Attended Helix's first summer movie session for summer reading
6/16/2026	Weston City Council Meeting	In-person	Attended Weston's City council meeting to share who UCSLD is and what we do.
6/16/2026	Go! Article written and turned in	Email	Ongoing marketing for District
6/17/2026	CIS annual benefits meeting	In-Person	Meeting to discuss new and upcoming changes to 2027 insurance.
6/17/2026	Teen interviews	In-Person	Interviewed candidates for the summer teen internship position.
6/18/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting & Budget Committee meeting for May
6/19/2026	Juneteenth Holiday	Holiday	

6/24/2026	Completed Honda Fit Sale with GovDeals	In-person & email	Monica delivered keys and paperwork since I was out of town.
6/25/2026	Meeting with Teri, Pilot Rock City Recorder	Phone	Conversation about contract and insurance payments for Susan.
6/29/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/29/2026	Delivered Snow tires to new Fit owners/Michael insurance papers	In-person	Wrap up for Honda Fit
6/30/2026	Complete PERS reporting	On-line	Monthly reporting
6/30/2026	Summer Reading visit to MF	In-Person	Visited summer theatre program at library.
7/1/2026	Library Closure Rules Advisory Committee	Zoom	Participated at Buzzy's request as a member of the ORA rules review committee.
7/2/2026	Request for Coverage Completed	On-line	Completed annual RFC for medical coverage through CIS
7/6/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
7/8/2026	Native Plants Program in Hermiston	In Person	Attended Hermiston summer reading program.
7/10/2026	Dea annual review meeting	Teams	To discuss FY25-26 annual review and next year's goals.
7/10/2026	Echo cork painting	In-person	Attended Echo summer reading program.
7/11/2026	Athena Caledonian Parade	In-Person	Participated in Athena parade
7/13/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
7/14/2026	Monthly staff and safety meeting	Teams	July staff and safety meeting – SDAO: Child Abuse
7/14/2026	RAV4 maintenance	In-Person	6-month oil change and recall taken care of
7/15/2026	Dolly delivered to IMESD	In-Person	Delivered a new Dolly to IMESD for them to market DPIL
7/15/2026	Read, Ride, Run program and interview of Jennifer Johnson for Go!	In-Person	Attended Pendleton program and interviewed Jennifer and their teen intern.
7/15/2026	Pilot Rock Summer Reading	In-Person	Attended PR summer reading program and check in with Terri – the city recorder.
7/15/2026	STEM program at Pendleton library	In-Person	Attended an excellent climatology program at Pendleton
7/17/2026	Umatilla Creature Program	In-Person	Attended Umatilla Library Summer Reading Program
7/17/2026	Adams Summer Reading	In-Person	Attended Adams evening summer reading program

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.	0%
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.	60%
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	July – SDAO child abuse.	ongoing
ALSP Coming in	95% in for new year of 25-26; ALSR meetings to be scheduled	50%
Budget Process	Budget finished and turned into County	100%

Feedback & Accomplishments

- Visited many summer programs, more to come.
- Fit is sold and off our hands! Money in bank, insurance refund received.

Upcoming Events – Activities.

- July 23rd – UCSLD Board meeting @ 5:30 pm
- July 29th – MF Farmers Market
- August 6th – Helix Farmers Market
- August 8th – Umatilla Farmers Market
- August 14th – Director's Meeting in Adams @ 8:30 am
- August 22nd – Pilot Rock Parade
- August 27th - UCSLD Board meeting @ 5:30 pm
- August 28th - Pendleton Farmers Market