



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

17 SW Frazer Ave – Suite 360  
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**1/16/26 - Monthly District Director Report**

**Date:** January 22, 2026 Board Meeting  
**Staff Name:** Heather Estrada  
**Time Period Report Covers:** December 15, 2025 – January 16, 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**

<b>Date</b>	<b>Meeting/ Site Visits/ Activity</b>	<b>Method</b>	<b>What Happened</b>
12/15/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
12/16/2025	Meeting with Jennifer Johnson	In-Person	Discussed Pendleton’s 30 <sup>th</sup> anniversary for GO! Article.
12/17/2025	District-Wide Programs Committee	Zoom	Discussion about joint summer programming
12/18/2025	Go! Article written and turned in	Email	Ongoing marketing for District
12/18/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting for December
12/19-12/23	Heather off	Vacation	Anniversary trip
12/24-12/25	Christmas Vacation	Holiday	Holiday
12/26/2025	Courier run	In-person	Coverage of courier for IMESD holiday
12/29/2025	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
12/31/2025	Complete PERS reporting	On-line	Monthly reporting
1/2/2026	Courier run	In-person	Coverage of courier for IMESD holiday
1/5/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what’s happening and what’s coming up
1/6/2026	Summary Response sent to Umatilla	Email	Summary response sent to City of Umatilla on UCSLDs thoughts on URAs
1/7/2026	Meeting with Anna Lemmon	In-Person	Formal new director orientation
1/8/2026	District Wide Programming Committee	Zoom	Check in on projects

1/8/2026	Meeting with Jeffrey from Library IQ	Phone	Conversation to update pricing to share for money asks
1/8/2026	Helix Book Club	In-Person	Attended the Helix book club for January
1/9/2026	Meeting with Streamline	Zoom	Meeting with Dea and streamline rep about DocAccess
1/12/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/12/2026	Succession Planning work	In-Person	Working on plan per yearly goals
1/13/2026	Monthly staff and safety meeting	Teams	January staff and safety meeting – Email and Messaging safety
1/13/2026	Hermiston Book Club	In-Person	Attended Hermiston's January book club meeting.
1/14/2026	District Wide Program Committee	Zoom	Checking in and planning district wide summer reading.
1/16/2026	State Library Board Meeting	Zoom	Attended quarterly state library board meeting as a board member.
1/15/2026	Meeting with Amanda Hespel	In-Person	Interview for Go! Article and to drop of LOT equipment.
1/16/2026	Sage Budget Committee Meeting	Zoom	Discussion of new budget as Perry is creating it.

### Projects and Progress

Project	Status	% Complete
In-Service Training	Both in-services wrapped up for 2025	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.	55%
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 ramping up	90%

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	January – Email and messaging safety	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	Cycle starts anew! Contacting budget committee members first step	5%

### Feedback & Accomplishments

- Board retreat location secured – Stateroom at the Bow
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### Upcoming Events – Activities.

- January 16 – state library board meeting – virtual
- January 19 - MLK holiday
- January 20 – Umatilla Urban Renewal meeting – 6 pm
- January 22 – UCSLD Board meeting @ 5:30 pm
- January 23 – Pendleton Library 30<sup>th</sup> anniversary @ 6 pm
- January 26-27 – Heather out of town visiting daughter
- January 31 – Board retreat (Stateroom at the Bow) @ 1-4 pm
- February 5-8 – SDAO conference in Seaside, OR
- February 16 – President’s Day holiday
- February 20 – Meeting of the Director’s @ 8:30 am
- February 24 – UCSLD Board meeting @ NOON