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4/24/26 - Monthly District Director Report

Date: April 28, 2026 Board Meeting

Staff Name: Heather Estrada

Time Period Report Covers: March 16 – April 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 |
|-----------|-----------------------------------|------------------|--|
| 3/16/2026 | Family Funeral | Off | Family funeral out of town |
| 3/17/2026 | Weekly Check-in Meeting with Dea | Teams | Check in on what's happening and what's coming up |
| 3/17/2026 | In-Service Committee Meeting | Zoom | Spring In-service planning. |
| 3/18/2026 | Go! Article written and turned in | Email | Ongoing marketing for District |
| 3/19/2026 | Monthly Board Meeting | In-Person & Zoom | Monthly board meeting for March |
| 3/20/2026 | Budget work | In office | Reaching out to many contacts for budget numbers |
| 3/23-3/26 | Heather off | Vacation | Spring Break with family |
| 3/30/2026 | In-service Committee Meeting | Zoom | Spring In-service planning. |
| 3/31/2026 | Complete PERS reporting | On-line | Monthly reporting |
| 3/31/2026 | Weekly Check-in Meeting with Dea | Teams | Check in on what's happening and what's coming up |
| 4/1/2026 | Cyber Assessment meeting | Zoom | Assessment meeting with Lane CC team. |
| 4/1/2026 | Terri retirement party | In-person | Send off for Helix Library Assistant |
| 4/6/2026 | Weekly Check-in Meeting with Dea | Teams | Check in on what's happening and what's coming up |
| 4/6/2026 | Milton-Freewater book club | In-Person | Joined MF book club for their fun discussion <i>[smiling face with smiling eyes emoji]</i> |
| 4/7/2026 | Meeting with Judy Bracher | In-Person | Board meeting stuff |
| 4/7/2026 | Monthly staff and safety meeting | Teams | April staff and safety meeting – Protection against Malware |

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| 4/7/2026 | Budget Committee notice in | email | Notice into EO per legal requirements |
| 4/7/2026 | Umatilla URA request sent | email | Sent official request to URA board |
| 4/8/2026 | Honda Fit tire exchange | In-person | Switched out studs on Fit |
| 4/8/2026 | In-Service Committee Meeting | Zoom | Spring In-service planning. |
| 4/9/2026 | IMESD library symposium | In-Person | Attended all day library workshop of sorts for school librarians to make connections. |
| 4/10/2026 | District Wide Meeting | In-Person | Seed packing for summer reading across county. |
| 4/10/2026 | Conversations with Funders | In-Person | Attended to keep my eye on grant funding in Oregon |
| 4/10/2026 | Phone call with Cindy Space | Phone | Phone call on how special districts work |
| 4/13/2026 | Weekly Check-in Meeting with Dea | Teams | Check in on what's happening and what's coming up |
| 4/13/2026 | Interviewed Annette Kubishta for EO article | In-Person | Interviewed for Go! Article featuring Helix. |
| 4/14/2026 | SDAO summit | In-Person | Annual training from SDAO staff |
| 4/15/2026 | SDAO summit | In-Person | Annual training from SDAO staff |
| 4/16/2026 | Succession Planning work | In-Person | Working on plan per yearly goals |
| 4/17/2026 | Director's Meeting | In-Person | Bi-annual director's meeting for training and connecting. In Stanfield |

Projects and Progress

| Project | Status | % Complete |
|--|---|------------|
| In-Service Training | In-service planning for Spring has begun | 80% |
| 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% |

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|-------------------------|--|----------------|
| 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 | March – AI for Special Districts | 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 | First draft of budget done. Budget committee to meet. | 60% |

Feedback & Accomplishments

- “You are a rock star” from Cecili Longhorn per me having numbers she needs when she needs them
[smiling face with smiling eyes emoji]

Upcoming Events – Activities.

- April 21st – Umatilla URA meeting and City Council meeting
- April 22-24 – OLA in Portland
- April 28 – UCSLD Board Meeting and Budget Committee @ 5:30 pm
- May 1st – All Staff In-service in Echo. 9 am – 3 pm
- May 15th – State Library Board meeting (virtual) – 9 am
- May 16th – 1st Grant writing workshop at the Bow @ 11 am
- 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