



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

17 SW Frazer Ave – Suite 360
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2/13/26 - Monthly District Director Report

Date: February 24, 2026 Board Meeting

Staff Name: Heather Estrada

Time Period Report Covers: January 19 – February 13, 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
1/19/2026	Martin Luther King Holiday	Holiday	Holiday
1/20/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/20/2026	Umatilla URA meeting	In-Person	Attended to stay up to date on the process.
1/21/2026	Go! Article written and turned in	Email	Ongoing marketing for District
1/22/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting for January
1/22/2026	CS Jackson Historical Grant	Email	Grant info sent to libraries to start this year's cycle.
1/23/2026	Umatilla County Homeless summit	In-person	All agency summit to discuss services and help
1/23/2026	Signed new agreement with Eileen Eakians	E-mail	Signed and returned new agreement for legal services.
1/23/2026	Pendleton Public Library Open House	In-Person	Attended 30 th anniversary celebration and signed up for DPIL
1/26-1/27	Heather off	Vacation	Trip to see daughter in CA
1/28/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
1/30/2026	Complete PERS reporting	On-line	Monthly reporting
1/30/2026	Umatilla Book Club	In-Person	Attended the Umatilla book club for January
2/2/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/3/2026	Local Budget Law Training	Zoom	Annual training for creating District budget

2/3/2026	Meeting with Kathleen Schmidtgal	In-Person	Information gathering on CS Jackson grant
2/3/2026	Budget Committee letters	Mail	Send budget committee engagement letters.
2/5-8/2026	SDAO annual conference	In-Person	Annual conference in Seaside
2/8/2026	State Library Board tour	In-Person	State Library Board tour of exhibit on author at Oregon Contemporary Museum
2/9/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
2/9/2026	Quarterly Check in with Monica	In-Person	Quarterly check in on goals.
2/10/2026	Monthly staff and safety meeting	Teams	February staff and safety meeting – Supporting Employee Wellbeing
2/10/2026	Local Budget Law Training	Zoom	Annual training for creating District budget
2/11/2026	Interview with Stephanie Partida	In-Person	Interview for Feb. Go! Article.
2/11/2026	Succession Planning work	In-Person	Working on plan per yearly goals

Projects and Progress

Project	Status	% Complete
In-Service Training	In-service planning for Spring to begin next month.	0%
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 season happening soon	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	February – Supporting Employee Wellbeing	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! Committee and calendar set. Budget work in process	15%

Feedback & Accomplishments

- VERY positive comments on article on Amanda
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Upcoming Events – Activities.

- February 16 – President’s Day holiday
- February 17 – City of Umatilla URA meeting
- February 20 – Meeting of the Director’s @ 8:30 am
- February 24 – UCSLD Board meeting @ NOON
- February 24-25 – Heather at CIS annual meeting in Salem
- February 26-March 4 – Heather in Orlando for half marathon
- March 5 – Screening of “The Librarians” at BMCC Pendleton – 5:30 pm
- March 9 - Screening of “The Librarians” at BMCC Hermiston – 5:30 pm
- March 19 – UCSLD Board meeting @ 5:30 pm