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6/12/26 - Monthly District Director Report

Date: June 18, 2026 Board Meeting
Staff Name: Heather Estrada
Time Period Report Covers: May 25 – June 12, 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
5/25/2026	Memorial Day Holiday	Holiday	
5/26/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
5/26/2026	Weston Library Board Meeting	In-Person	Presented to Library Board about what District does and provides
5/27/2026	Go! Article written and turned in	Email	Ongoing marketing for District
5/27/2026	Visit to Hermiston/Stanfield Libraries	In-Person	Dropped summer reading material and took pictures for GO!
5/28/2026	Conversation with Mike from Echo	Email	Many questions answered to get him up to speed as new City Manager
5/28/2026	Monthly Board Meeting	In-Person & Zoom	Monthly board meeting & Budget Committee meeting for May
5/29/2026	Complete PERS reporting	On-line	Monthly reporting
5/29/2026	Annual Sage Meeting	In-Person	Attended to stay up to date. Was held at BMCC
5/29/2026	Weston Summer Reading Kick off	In-person	First summer reading program of the summer <i>[smiling face with smiling eyes emoji]</i>
6/1/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/2/2026	Meeting with LBCC Cyber Security Team	Zoom	Brief meeting to share findings from Cybersecurity check.
6/3/2026	Visit to Stanfield Library	In-person	Deliver summer reading materials
6/4/2026	Deliver Budget tax documents to Assessor	In-person	Delivered documents to assure tax collection for FY26-27
6/4/2026	Posted Honda Fit to GovDeals	Email	Surplus vehicle posted to website
6/4/2026	Visit to Helix, MF, and Athena	In-Person	Delivery of summer reading materials

6/6/2026	Weston Pioneer Parade	In-Person	Participated in Weston parade
6/6/2026	Grant writing workshop	In-Person	Attended Nick's grant writing workshop
6/8/2026	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
6/9/2026	Monthly staff and safety meeting	Teams	June staff and safety meeting – Heat Illness Prevention
6/9/2026	Athena Summer Planting Program	In-Person	Attended summer reading program
6/10/2026	Interview with Lili	In-Person	Interview for GO! Article - June
6/11/2026	Call with Scott Smith Oregon Dept of Revenue	Phone	Questions on supplemental budget vs. transfer resolution.

Projects and Progress

Project	Status	% Complete
In-Service Training	In-service planning for Spring has wrapped up. Finished for FY	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.	75%
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	June – Heat Illness Prevention.	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	Budget finished and turned into County	100%

Feedback & Accomplishments

- Budget 100% done and turned into County
- Grant workshops with Nick were of great help to all who came
- Joint summer reading program planned, delivered to libraries who are participating.

Upcoming Events – Activities.

- June 16th – Weston City Council Meeting at 6 pm
- June 16th – Teen interviews for Internship
- June 17th – CIS annual meeting
- June 18th – UCSLD Board meeting @ 5:30 pm
- June 19th – Juneteenth holiday
- June 22-26 – Vacation at the Beach
- July 3/5th – July 4th Holiday
- July 4th – Stanfield/Echo parade
- July 11th – Athena parade
- July 23rd - UCSLD Board meeting @ 5:30 pm