

UMATILLA LIBRARY ADVISORY COMMITTEE MEETING
AGENDA
700 6TH STREET, UMATILLA, OR 97882
MAY 18, 2022
6:00 PM

1. **MEETING CALLED TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **PUBLIC COMMENT** Public Comment is an opportunity for citizens to express opinions, raise issues, and provide information to the City Council. Comments presented during this segment should be on city-related issues and not on items that are scheduled for a Public Hearing on the same evening's agenda. If you wish to speak, please provide the requested information on the Sign-Up Sheet, being sure to note the topic on which you will speak. When called to the podium, begin by stating your name and address. You will have five minutes to speak, unless otherwise instructed.
5. **NEW BUSINESS**
 - 5.1 Library Board Minutes - February 9, 2022 *Suggested Action: Motion to approve minutes.*
6. **DISCUSSION ITEMS**
 - 6.1 [Annual Library Service Plan \(ALSP\)](#) *Suggested Action: No action, staff report only.*
 - 6.2 [Teen Representative Appointment](#) *Suggested Action: No action, staff report only.*
 - 6.3 [Summer Reading Program](#) *Suggested Action: Discussion Only*
 - 6.4 [Update on Library Operations and Upcoming Events](#) *Suggested Action: No action, staff report only*
7. **ADJOURN** This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. Special accommodations to attend or participate in a city meeting or other function can be provided by contacting City Hall at (541) 922-3226 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance.

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**CITY OF UMATILLA
LIBRARY ADVISORY COMMITTEE MEETING
FEBRUARY 9,2022**

1) MEETING CALLED TO ORDER

Meeting called to order at 6:02 p.m.

2) ROLL CALL

PRESENT: Judy Simmons, Melina Enkey, Wendi Damerval

ABSENT: None

EXCUSED: N/A

STAFF PRESENT: Library Director, Susie Sotelo

3) APPROVAL OF AGENDA

Judy Simmons moved to approve, seconded by Melina Enkey. Voted: 3 - 0. Motion carried.

4) PUBLIC COMMENT

None.

5) NEW BUSINESS

5.1 Library Board Minutes – February 09, 2022

Motion to approve minutes made by Wendi Damerval, seconded by Melina Enkey. Voted: 3 – 0. Motion carried.

6) DISCUSSION ITEMS

6.1 Library Semi-Annual Report July – December 2021

6.2 Update on library operations and upcoming events

6.3 Review of Library Policy – “Services of the Library” #006

6.4 Review of Library Policy – “Reference Service Policy” #007

Wendi Damerval discussed having displays with ballots for voting. Susie let her know they have some in the library’s foyer.

She asked about having events posted on the library website and Susie said she will work on getting those up.

Wendi Damerval also mentioned concerns about the ice-skating rink and the accessibility of the ADA ramp. Susie said she will get back to her on that.

7) ADJOURN

Judy Simmons moved to adjourn, Melina Enkey seconded motion. Voted: 3 - 0. Motion carried. Meeting adjourned at 6:30 p.m.

Melina Enkey, Chair

ATTEST:

Susana Sotelo
Library Director

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Annual Library Service Plan (ALSP)	Meeting Date: 2022-05-18
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Susie Sotelo	Phone Number:
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Cost of Proposal: 0	Fund(s) Name and Number(s): N/A
Amount Budgeted: 0	

Reviewed by Finance Department: Yes	Previously Presented: -
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Attachments to Agenda Packet Item:

[Annual Library Service Plan - FY 2022-2023.docx](#)

Summary Statement: No action, staff report only.
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Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence

Umatilla Public Library

Annual Library Service Plan – FY 2022-23

Library Vision for the Future:

This year, the Umatilla Public Library's focus is on outreach and continuing education. Specifically with the Spanish speakers and teens in our community. We hope that our goals for this year will build a strong connection with these groups so that we can have a lifelong relationship.

1. Goal #1: Spanish Outreach

Community Needs:

- Need for resources and services in Spanish
- Need for programs and events

Priorities:

- To build a relationship with the Spanish speakers in our community

Year 1 Activities:

- Partner with local organization like Head Starts and the Umatilla School District to survey and assess the population's needs
- Revamp our current Spanish adult and young adult collection

Year 2 Activities:

- Take suggestions from the data collected on surveys to create programs, events, and resources that fill the needs of this population

Year 3 Activities:

- Continue building partnerships with organizations that support and serve Spanish speakers

2. Goal #2: Development of Teen Services

Community Needs:

- Need for teen services, activities, and programs dedicated solely to the teens in our community

Priorities:

- Appoint a teen representative to our Library Advisory Council to solicit feedback from peers and act as a teen liaison to the LAC.

Year 1 Activities:

- Appoint a teen representative to our advisory council
- Create a teen program with the help of our teen representative
- Begin surveying to gather data on programs, events, and resources that teens may need and want.

Year 2 Activities:

- Start implementing suggestions gathered from survey data
- Create a teen council

Year 3 Activities:

- Maintain a good relationship with the teens in our community by continuing to improve our resources and services provided
- Staying up to date with the latest trends

3. Goal #3: Computer Literacy Classes for Adults

Community Needs:

- Need for basic computer skills. From accessing the internet, to composing an email and printing

Priorities:

- Develop literacy classes geared towards adults

Year 1 Activities:

- Begin by offering a basic skills course. Patrons' will learn basic terminology, how to access the internet, word basics, and how to create and access their email.
- Begin surveying to gather more information about what patrons in our community would like to see come from these courses.

Year 2 Activities:

- Continue to develop courses by partnering with an IT specialist that can provide more advanced courses

Year 3 Activities:

- Our goal is to continue to provide these classes for as long as there is a need in the community

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Teen Representative Appointment

Meeting Date:

2022-05-18

Department:

Finance & Administrative
Services

Director:

Melissa Ince

Contact Person:

Susie Sotelo

Phone Number:

Cost of Proposal:

0

Amount Budgeted:

0

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

Yes

Previously Presented:

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Attachments to Agenda Packet Item:

Summary Statement:

No action, staff report only.

Consistent with Council Goals:

Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Summer Reading Program	Meeting Date: 2022-05-18
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Susie Sotelo	Phone Number:
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Cost of Proposal: 0	Fund(s) Name and Number(s): N/A
Amount Budgeted: 0	

Reviewed by Finance Department: Yes	Previously Presented: -
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Attachments to Agenda Packet Item:

Summary Statement: Discussion Only
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Consistent with Council Goals: Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Update on Library Operations and Upcoming Events	Meeting Date: 2022-05-18
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Susie Sotelo	Phone Number:
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Cost of Proposal: 0	Fund(s) Name and Number(s): N/A
Amount Budgeted: 0	

Reviewed by Finance Department: Yes	Previously Presented: -
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Attachments to Agenda Packet Item:

[Star Wars StoryWalk.jpg](#)

[Painting and Planting.jpg](#)

[wine and art.PNG](#)

<u>Summary Statement:</u> No action, staff report only
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<u>Consistent with Council Goals:</u> Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.
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STAR WARS



A Jedi You Will Be

Written by Preeti Chhibber
Illustrated by Mike Deas

Umatilla Public Library

Planting and Painting

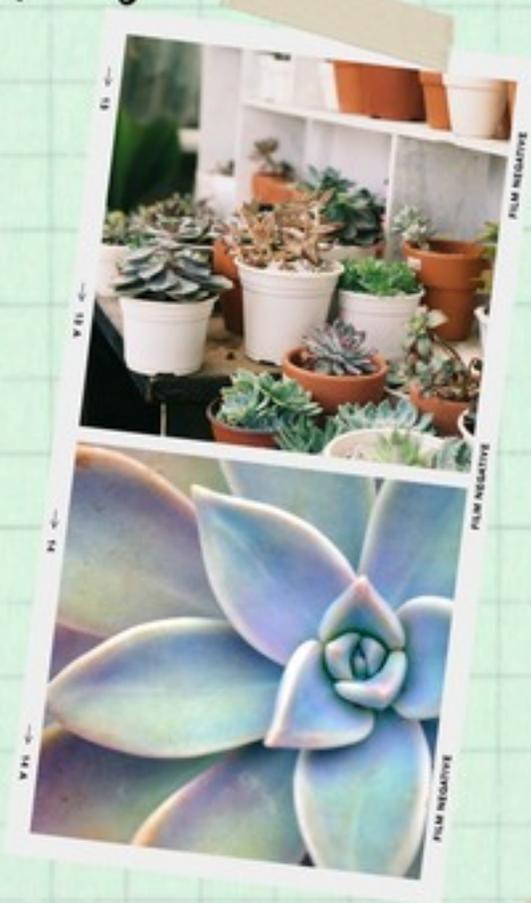
Paint a pot and plant a flower for
some cheertful spring decor!

Friday May 13th

2 - 4:30 pm

Open to ages 11-18

All materials are
provided including a
variety of flower seeds.
Sign up online or call
at 541-922-5704 by
May 11th to request a
succulent or cactus!



Wine & Art

May 27th 2022

6-8 P.M.



Must be 21 to attend

ID Required

Call Library to sign up

541-922-5704

UMATILLA LIBRARY

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