

**UMATILLA LIBRARY ADVISORY COMMITTEE MEETING  
AGENDA  
CITY COUNCIL CHAMBERS, 700 6TH ST, UMATILLA, OR 97882  
SEPTEMBER 8, 2021  
6:00 PM**

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1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

5. **NEW BUSINESS**

- 5.1 Election of Chairman *Suggested Action: At the May 19, 2021 Library Advisory Committee meeting, Chairperson Damerval requested that we reappoint the chairperson. The remainder of the committee members agreed to add this as new business.*
- 5.2 Library Board Minutes - May 19, 2021 *Suggested Action: Motion to approve minutes.*

6. **STAFF REPORT**

- 6.1 Update on Library Director Recruitment *Suggested Action: Discussion Only*
- 6.2 Update on library operations and upcoming events *Suggested Action: No action, staff report only.*
- 6.3 Library Semi-Annual Report January-June 2021 *Suggested Action: Click [HERE](#) to access the online version of the report.*

*No action needed.*

7. **DISCUSSION ITEMS**

8. **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  
MAY 19, 2021**

**1) MEETING CALLED TO ORDER**

Meeting called to order at 6:00 p.m.

**2) ROLL CALL**

**PRESENT:** Arnell Eynon, Judy Simmons, Melina Enkey, Wendi Damerval, Mayor Mary Dedrick

**ABSENT:** None

**EXCUSED:** N/A

**STAFF PRESENT:** Melissa Ince, Kellie Lamoreaux, Susie Sotelo

**3) APPROVAL OF AGENDA**

Wendi Damerval moved to approve. Melina Enkey seconded the motion. Voted: 4 - 0.  
Motion carried.

**4) PUBLIC COMMENT**

None.

**5) NEW BUSINESS**

5.1 Library Board Minutes – April 7, 2021

Arnell Eynon moved to approve. Wendi Damerval seconded the motion. Voted: 4 - 0.  
Motion carried.

**6) STAFF REPORT**

6.1 Update on library operations and upcoming events

Interim Director Ince gave a brief update on library operations. The library is still operating on regular hours. The library has received a Teen Services Grant for a 3D printer and associated tools and filament. Arnell suggested that we coordinate with the robotics team if we need additional training as they have a 3D printer also. The budget committee approved the proposed budget which includes funds for new library computers, window decals, and updated study room supplies. City Council will vote on the proposed budget document in June.

6.2 May 2021 Newsletter

Staff presented the May 2021 Newsletter to the committee. No additional discussion was held.

6.3 Annual Library Service Plan 2021-22

Interim Director Ince presented the Annual Library Service Plan that we submitted to the Umatilla County Special Library District for the 2021-22 fiscal year.

6.4 Update on Ordinance 844 – An Ordinance Revising the Library Board’s Duties and Responsibilities by Amending Title 2, Chapter 3 of the Umatilla Municipal Code

Interim Director Ince informed the committee that the City Council approved the attached ordinance amendment at their May 18, 2021 City Council meeting.

**7) DISCUSSION ITEMS**

Wendi informed the committee that she will need to attend the meetings remotely for the foreseeable future and thinks it would be best to reassign the chair position at the next meeting.

**8) ADJOURN**

Melina Enkey moved to adjourn. Wendi Damerval seconded the motion. Voted: 4 - 0. Motion carried. Meeting adjourned at 6:30 p.m.

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Wendi Damerval, Chair

ATTEST:

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Melissa Ince, Finance & Administrative Services  
Director/Acting Library Director

CITY OF UMATILLA

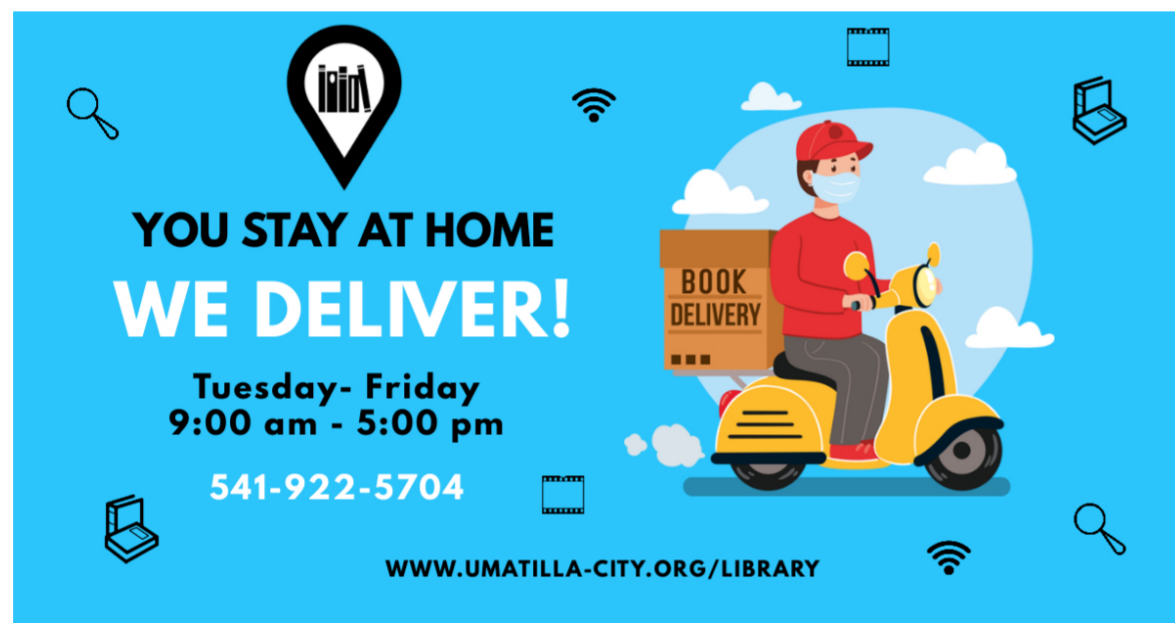
# UMATILLA PUBLIC LIBRARY SEMI-ANNUAL REPORT

JANUARY - JUNE 2021

MISSION: We provide quality materials and services that fulfill educational, informational, and recreational needs of the community in an atmosphere that is welcoming, respectful, and businesslike.

## JANUARY

### CURBSIDE AND DELIVERY



As the library closed, we continued to provide curbside and deliveries.

Total Curbsides: 98

Total Deliveries: 3

### VIRTUAL BINGO



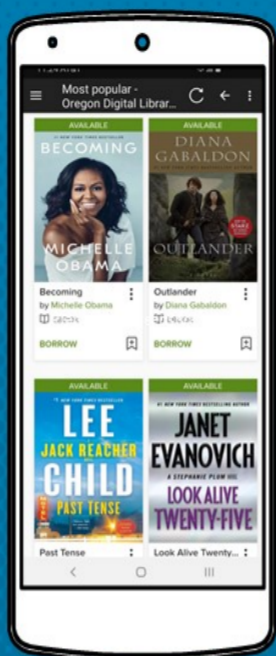
We had our virtual BINGO in collaboration with the Parks & Recreation Department in January. This is one of our most popular adult programs and we were happy to be able to continue this.

TOTAL SIGN-UPS: 10

## FREE VIRTUAL LIBRARY CARDS

### How to check out digital books and audiobooks using Overdrive!

1. Download and Install the OverDrive App from your app store
2. Open the app and click on "Sign-Up"
3. Click on "Sign-up Using Library Card"
4. Enter and click on Umatilla Public Library
5. Select "Leo Listens – Libraries of Eastern Oregon" from the list of libraries
6. Enter your library card number and password  
(hint: password is the last 4 digits of your phone #)
7. Search for titles and check out!



**We decided to do another round of free virtual library cards for any Umatillian that was interested. This gave our patrons access to our online library of e-books and audiobooks.**

## LITTLE READERS - STORYTIME



**We celebrated winter time during our January Storytime with this free book (Vamparina in the Snow). We also had a fun slime craft.**

**The Little Readers program is available for ages 0-5 years old. We provide a free book and craft every month!**

# FEBRUARY

## WE ARE OPEN!



In February, we opened up the library mid-month on modified hours and continued to provide curbside and deliveries!

## SCAVENGER HUNTS IN THE PARK



The Umatilla Parks and Recreation Department and the Umatilla Library brought Scavenger Hunts to the Parks! Each month we featured a different park in Umatilla. In February, we featured Nugent Park. We hid 8 tags and provided clues for anyone to find. The tags were then turned into the Library for a chance to win a prize.

**Total Participants: 1**

# MARCH

## SCAVENGER HUNTS IN THE PARK



In March, we featured Marina Park for our scavenger hunt. The number of participants increased this month.

Total participants: 17

## VIRTUAL BINGO



We hosted a St. Patrick's Day inspired BINGO in March. Virtual BINGO showed to be very popular.

Total participants: 17

# APRIL

## NORMAL BUSINESS HOURS



A sign for library hours. On the left, a circular graphic with a blue-to-purple gradient contains the text "NEW HOURS STARTING MONDAY APRIL 19TH!". The background of the sign shows bookshelves. On the right, a dark blue panel contains the following text:

**LIBRARY HOURS**  
Monday-Thursday  
10:00 am - 6:00 pm  
Friday  
9:00 am - 5:00 pm  
Saturday  
10:00 am - 2:00 pm

Below the hours, there are two icons: a car for "CURBSIDE During Business Hours" and a house for "DELIVERY Tuesdays & Thursdays 10:00 am - 2:00 pm".

**We were excited to announce that we were going back to normal business hours starting April 16th!**

## VIRTUAL BINGO



A poster for a virtual bingo event. At the top, it says "City of Umatilla Parks & Rec Department and Library Presents". The main text is "VIRTUAL BINGO!" in a large, stylized font inside a green circle. Below that, it says "FRIDAY, APRIL 23RD AT 4:00 PM". At the bottom, there is a paragraph of text: "Get a chance to win Arbor Month-themed prizes which include garden starters, plant kits, gift cards, and our grand prize: a gift card for a round of golf to Big River Golf Course! Register online now at <https://secure.recl.com/OR/umatilla-or/catalog>".

**We hosted an Arbor Day inspired BINGO in April.**

**Total Participants: 6**



## SCAVENGER HUNTS IN THE PARK



In April, we featured West Park for our scavenger hunt.

**Total Participants: 11**

## CITIZEN SCIENCE GRANT



The Umatilla Public Library was 1 of 15 Libraries in the U.S. to receive a grant for Citizen Science!

Citizen Science is the practice of public participation and collaboration in scientific research. Patrons will have the chance to explore and capture pictures of creatures in our area with the Biodiversity kit, or look up and explore the night sky with our Astronomy kit!

(Kits coming soon!)



## **STORYWALK GRAND OPENING**

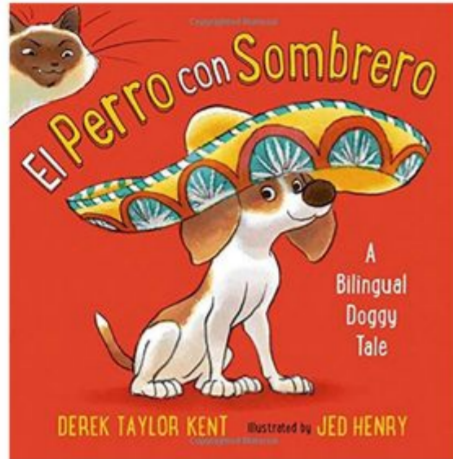
**We were so excited to announce the Grand Opening of our permanent StoryWalk located at Hash Park!**

**StoryWalk is a fun, educational activity for all ages. It combines physical activity with books to help build interest in reading while encouraging healthy activity. In April, the City installed its' first StoryWalk along the trail from Hash Park to Kiwanis Park in McNary. Each stand contains a large replica of a page from a children's book, allowing children to read the story while going for a walk. The book is swapped out monthly by the Umatilla Public Library, so we hope you will come out and enjoy the StoryWalk with us often and throughout the year.**

**For our first month, we featured "I Can Save the Earth" by Alison Inches and provided snacks and refreshments. We also had a fun craft provided by the Parks & Rec Department. We will be featuring a new story each month, and a QR code is provided at the end of each story to be entered into a giveaway.**

## STORYWALK

### Welcome to StoryWalk® At Hash Park



StoryWalk® is a fun, educational activity for all ages. It combines physical activity with books to help build children's interest in reading while encouraging healthy activity.

Every month, the Library will display a different book. You can walk the trail and maybe even find some fun surprises at the end!

StoryWalk® was made possible by the City of Umatilla and is in collaboration with Umatilla's Parks and Rec Department.



"The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson."

In May, our StoryWalk featured *El Perro con Sombrero*. This book was a bilingual doggy tale. We also had a QR code which patrons were able to scan so that they could hear the story and follow along in English AND Spanish!

**Total Participants: 10**

## WINE & ART



Wine & Art was our first official in person event since we opened back up regular hours. We had really missed seeing everyone in person and overall, it was a great event.

**Total Participants: 14**

## SCAVENGER HUNT



We featured Hash Park for our scavenger hunt in May.

Total Participants: 10

## BINGO



Also in May, we decided to try out a hybrid BINGO. We were really excited with how it turned out and we made it through with little complications. Our patrons really enjoyed having the option to participate in person or virtually.

Total Online Participants: 4

Total In Person Participants: 4

## LIBRARY VAN!



## Vehicle Wrap by Creative Signs



Thanks to the support of the City and City Council, we received our library van! The main use of the van is to provide our patrons with our pop up library outreach program as well as providing deliveries to our patrons in need.

In May, we also got a wrap for our van. The wrap includes information on our pop-up library as well as the services that the library provides. It's a great form of advertisement and our hopes are that with this wrap, we will be able to reach more people in our community.

# JUNE

## WINE & ART



We saw the true value in good advertising this month! Our wine and art events are usually our most popular, but we began advertising for this pretty late and we saw that in the number of participants.

Total participants: 4

## BINGO



In June, we had BINGO at the Saturday Market. Temperatures were pretty high, but we made it through!

Total Participants: 7

## Welcome to StoryWalk® at Hash Park



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Every month, the Library will display a different book. You can walk the trail and maybe even find some fun surprises at the end!

StoryWalk® was made possible by the City of Umatilla and was made in collaboration with Umatilla's Parks and Rec Department.



## STORYWALK

In June, we celebrated World Oceans Day by featuring a story about Little Turtle who overcomes the battles of marine pollution and how we can work together to make the ocean a safe place for all marine animals.

Total Participants: 24

"The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson."

Throughout all six months, all of our regular monthly projects and programs continued. This included both a printed newsletter, online newsletter, and our monthly Little Readers storytime.

# BY THE NUMBERS

## Library Circulation Report January - June 2021

Data

Summary Details

Category	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Total
Juvenile Fiction	127	123	114	184	105	109	762
Adult Fiction	108	131	142	136	126	113	756
E-Books	78	86	84	105	76	87	516
Movies	34	44	75	37	37	47	274
Audiobooks	15	6	72	43	53	73	262
Adult Non-Fiction	26	34	39	27	22	22	170
Large Print	31	24	25	31	32	27	170
Graphic Novel	3	3	24	28	14	22	94
Young Adult	10	15	20	16	6	20	87
Magazines	3	5	11	7	3	5	34
Equipment	3	6	4	4	8	6	31
Juvenile Non-Fiction	2	4	3	5	5	5	24
Spanish	0	0	0	0	0	0	0
<b>Total</b>	<b>440</b>	<b>481</b>	<b>613</b>	<b>623</b>	<b>487</b>	<b>536</b>	<b>3,180</b>

## Library Foot Traffic Report January - June 2021

Data

Summary Details

Foot Traffic Count	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Total
Indoor	0	94	270	379	249	352	1,344
Curbside	98	45	0	4	3	0	150
Delivery	3	6	5	2	5	9	30
<b>Total</b>	<b>101</b>	<b>145</b>	<b>275</b>	<b>385</b>	<b>257</b>	<b>361</b>	<b>1,524</b>