

CITY OF NEWBERG
AN ADJOURNED MEETING
OF THE CITY COUNCIL
MONDAY, OCTOBER 21, 1985
NUT TREE MOBILE HOME COURT
(2902 E. Second St.)
7:30 P.M.

- I. CALL MEETING TO ORDER
- II. ROLL CALL
- III. NEW BUSINESS:
 - A. Presentation of Information on Regional Automated Library Service
 - B. Presentation of Newberg Downtown Association (Main Street) Programs for 1985-1986
 - C. Possible discussion of Metro Sports League
 - D. Discussion of Newberg Tax Rate Decline
- IV. OLD BUSINESS:
 - A. Final Appointment of Traffic/Market Study Committee
- V. OTHER
- VI. ADJOURN

LET'S TALK ABOUT AUTOMATION

Now that we've selected the system and begun to make preparations for installation of the equipment, it's time to begin talking about what happens when - to whom.

First, a general outline of what will happen:

Phase I (Fiscal year 1985-86)

- During October and part of November, the room will be built for the computer at Salem Public Library.
- November 15 - equipment installation will begin. (Equipment means all the main computer and telephone equipment at Salem Public and Chemeketa, and a computer terminal in every other library. In Dallas, McMinnville, and Woodburn, there will be a dedicated phone line, with a modem and a wand attached to the terminal. In all other libraries there will be a terminal which will be used as a "dial-up" terminal to look up information on the system.)
- December through February - Loading of the OCLC tapes for Salem and Chemeketa, the Chemeketa student file, and Salem circulation tapes into the computer, labeling of materials and patron cards at Salem Public and Chemeketa, and training for everyone in the things we will each be doing with the system.

- March - Salem and Chemeketa will begin using the circulation and online catalog functions. Dallas, McMinnville, and Woodburn will begin entering their materials into the data base, and everyone else will be able to dial in and look at the online catalog. As each of the three libraries completes entry of its materials, conversion will begin in one of the other libraries - and so on until everyone has entered their materials.
- April - Tests will be conducted by CCRLS and Dynix to make sure everything done to this point is working properly.

Phase II (Fiscal year 1986-87)

- July - Installation of equipment, including additional terminals, wands, and printers at Dallas, McMinnville, and Woodburn. Those three libraries will then receive training to begin full online operation of circulation and the online public catalog.
- August - Training in Acquisitions and Serials control for the libraries that are fully operational online.
- July - Data entry continues until all libraries have completed conversion of their materials.

Phase III (Fiscal year 1987-88)

- July - Most libraries will have completed entering their materials and patrons, and we will complete installation of all remaining terminals, wands, and printers for full online operation of the system.
- Final full-load operational tests will be conducted to assure CCRLS that the system is able to perform all the functions we expect, within the parameters listed in the contract with Dynix.

EXPLANATIONS YOU MAY WANT TO HAVE

What is the difference between a full-use terminal and a dial-up terminal? All of the terminals will look alike, but in the libraries where conversion has not begun the terminals will be used as "dial-up" terminals.

Conversion means entering data on the computer, either by loading a tape (like an OCLC tape) or by typing it in on the terminal keyboard. Simply put, it means converting all of your manual shelf-list and patron registration information into computer screens.

Dial-up means you can use your terminal and your telephone to call the main computer and look up information on the system. You will be able to see what Salem and Chemeketa own, and as soon as they begin using the system to check materials in and out you will be able to tell whether materials are available for lending. If they are checked

out, you will be able to tell when they are due, and whether or not there is a waiting list of others wanting to check them out.

It sounds like a LOT to get done! It IS a lot to get done! There will be plenty of training so that everyone feels comfortable with using the system. I'm here to help when you need it, and there will be a CCRLS data input clerk to help with conversion. It will mean lots of work and some hair-pulling frustrations, but I think you will find it will be fun, too.

WHAT ARE THE ADVANTAGES?

When we finish conversion and all get "online", we will be able to look up anything that is in any one of our collections (plus dialling up to see what the State Library - or some other library - has on their system.) If we are looking up materials in our own system, we can look them up by author, title, subject, or key word (say, any title on the system that has the words "frog" and "prince" in the title).

When we've found a title we're interested in, the system will tell us which library (or libraries) owns it, what the call number is, whether it is checked out (or on the shelf, or lost, or at the bindery), and whether or not others are on a waiting list to check it out (and if so, how many.)

Librarians will also sometimes want to look up such things as how much it cost, when it was added to the system, how many times it has been checked out, and whether or not the owning library is willing to lend it to other libraries (especially if it's the latest best-seller).

When a library begins to use the circulation system for checking books in and out, the system will keep track of overdues and print out the notices for mailing. It will also keep track of fines, if you charge fines, and it will check up on patrons who have too many books overdue, who have too many unpaid fines, who have lost their cards, or who claim too often that they really did return that book that still shows as checked out to them. If you want to make a note of something special about a patron ("Give her back her wedding license she was using as a bookmark and forgot to take out when she returned the book") you can put it in the message file in the patron record, and when the patron comes to check out materials at any library the message will pop up.

Beginning the second year of the project, you may want to use the Acquisitions and Serials control functions for ordering materials and keeping track of periodicals. You may also want to use the Reserve Book Room capabilities of circulation to keep materials on a special shelf for short-term use by students working on a special assignment. Or you might want to set up meeting room schedules or

audio-visual equipment check-out on the Materials Booking function of the system when it is installed.

Reports are going to be very helpful (We'll try not to bury you in paper, just when you're filling the trash bin with all the paper files I told you you could discard). We expect that all of the statistics you need for the State Library and CCRLS reporting will be kept automatically by the system. The reports will tell you lots of things that should help with book selection and weeding (which parts of your collection are circulating most often, and which ones not at all), what groups of patrons are using (or not using) the library, how many circulations you really got out of that expensive paperback you bought last year, and how many Christmas craft books you checked out in May (in case you wanted to know that one).

WHO IS DYNIX?

Dynix is a company specializing in library automation, which has been in existence since 1983. The men who formed Dynix all had previous experience in library automation, and their first installations were with former customers. Dynix is now the nation's fastest-growing provider of turnkey systems, with headquarters in Provo, Utah.

CCRLS is number 40 in the Dynix list of clients, the first in Oregon, and the largest installation to date. Customers are located in 21 states and the Virgin Islands.

with Bellingham, Washington, and several California and Idaho libraries being our closest neighbors.

TECHNICALITIES

The automated system will run on an Ultimate 6800 computer, with 2000 MB of disk storage, built and serviced by Honeywell. Maintenance on the equipment will be the responsibility of Dynix, but service will be from a Salem office.

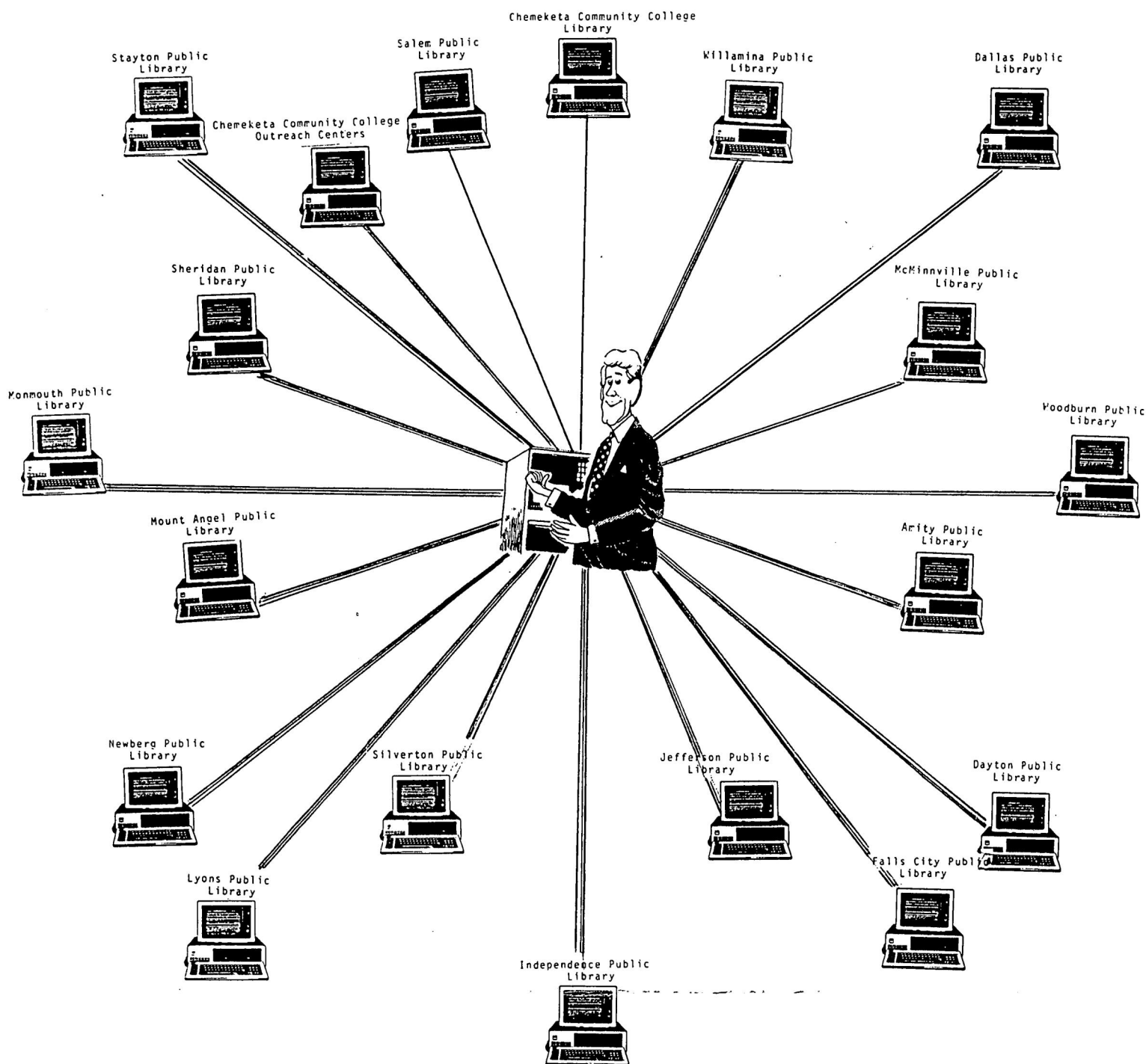
In the second year of the project the computer will be upgraded to a 32 bit machine, and additional memory will be added in years two and three.

By the completion of the project, the contract calls for delivery of 125 terminals, 39 lightpens, 6 laser barcode scanners, a system printer, 17 screen printers, and 5 handheld units for bookmobile checkout and inventory.

Libraries will be connected to the main computer for online operation by dedicated phone lines.

An interface will be provided at Salem Public and Chemeketa to allow direct transfer of data from OCLC to the CCRLS data base. There will also be an interface to allow all of the libraries to use data from BiblioFile, a compact disk file of Library of Congress MARC records supplied on a subscription update service.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE



All libraries receive dial-up access in first phase; other phases are for library collections to be added to data base and direct access provided.

"The machine can be brought into play so as to give several results at the same time, which will greatly abridge the whole amount of processes."—General Menabrea, 1842

MEMO

TO: City Council

DATE: October 14, 1985

FROM: City Manager

SUBJECT: October 21, City Council Meeting

1. Regional Library Computerization:

At tonight's City Council meeting the Newberg Librarian has arranged for Neyle Hunter, the Administrator for the Regional Library and Joanne Aebisher, Project Manager, to update the City Council on this important project. Libraries in our region will be computerized and will be tied in together so that indexing, searching and tracking will be more accurate and easier. The City Council has set aside a total of \$15,000 over the past two budget years, as has other cities in the region.

2. Main Street Project:

With the abolishment of the Newberg Centennial Redevelopment Commission, the role of Main Street and the Chamber of Commerce becomes even more important. The Main Street Program has been successful in other communities and can be very successful in Newberg.

Carol Berkley, the staff person for the Main Street program, will make a presentation tonight to the City Council on some of the upcoming events that will be sponsored by Main Street.

3. Metro-Sports League:

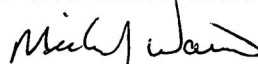
The OSAA has revised the sports league competition and has put the communities of Newberg, McMinnville, and Forest Grove into District 2. Our cities will be competing with such schools as Aloha, Beaverton, Glencoe, Hillsboro, Tigard and Sunset. A number of parents have been concerned about the psychological and physical impact it will have on young people competing in such a lopsided league. Newberg has 717 young people in grades 10, 11 and 12, while Beaverton has 1769 young people in the same grades.

The situation may be resolved at the OSAA meeting on Thursday, October 17, but if it is not a representative from the Newberg area may be present to ask the City Council for support of their position.

4. Traffic Study:

The attached list indicates the eleven people that volunteered to serve on the study as of October 11, 1985. The Chamber of Commerce has a copy the list and will undoubtedly be contacting other concerned groups to provide a recommendation to the City Council on the representative balance of the committee.

An additional note on the traffic/market study is that we have asked the consultant to agree to slow down the process considerably so that the new committee will have time to review the progress that has been made to date and make some very important decisions on the balance of the study.


Michael Warren
City Manager

MW/bjm

TO: Mayor Elvern Hall
FROM: Arvilla Page, City Recorder
DATE: October 14, 1985
SUBJECT: Traffic/Market Study Committee

The following applications were received for membership on this committee as of the October 11, 1985 deadline.

1. Jim Burres	Phone 538-3126(w)
2. John Kelso	538-9175(H)
3. Julie Young	538-9461(w)
4. Bill Humphreys	538-1318(w)
5. Mike Olberding	538-2467(w)
6. Bill Campbell	538-7302(w)
7. Peggy Campbell	538-9461(w)
8. Ken Hough	538-3184(w)
9. Brad Berry	538-3138(w)
10 Darcy Williamson	538-8213(H)
11. Richard Rementeria	538-4365(H)

ap

CC: Mike Warren