

COMMUNITY RELATIONS MINUTES

Tuesday, April 25, 1995

12:00 Noon

Newberg Fire Department

PRESENT: Chairman Bob Weaver, Councilor Debbie Sumner, and Marge Stiefbold

ABSENT: Bill Larson

STAFF PRESENT: Mayor Donna Proctor, City Manager Duane Cole, Police Chief Bob Tardiff, Asst. Fire Chief Ben Erb, Library Director Leah Griffith, and Mary Newell.

VISITORS: Don Clements, Chehalem Park & Recreation District

1. CALL MEETING TO ORDER:

Chairman Bob Weaver called the meeting to order at 1:14 p.m.

1.1 Review and approve minutes of March 21, 1995

Motion: Stiefbold/Sumner to approve the minutes of March 21, 1995. Minutes will be placed on file as written.

Bob Weaver explained that the Nut Tree Ranch declined the invitation to hold a public meeting at their location due to liability concerns.

2. OLD BUSINESS:

2.1 Gazebo Update

Mayor Donna Proctor reporting. Donna provided copies of the plans for the gazebo (Newberg Pavilion) proposed for Memorial Park. She explained Lumbermen's is working on a cost estimate. The gazebo will have a concrete base, with railings and open beam cover. Mayor Proctor said a contact person has not been designated to accept cash donations and offers to help. A coordinator will be designated upon receipt of cost estimates.

Chairman Bob Weaver met with a member of the Rotary Foundation. The member is a contractor and has offered to supply labor. He feels the Rotary Foundation will make a monetary donation. Bob Weaver will meet with the Rotary Executive Board to seek financial support from the Rotary Club.

Mayor Proctor will contact the Newberg Kiwanis Club to promote support for the gazebo.

Don Clements passed out a to-scale drawing of the park of Memorial Park. He outlined some points to consider when making plans for a structure of this type and location:

- ☐ ADA (American Disability Act) restrictions and associated costs
- ☐ How to tie buildings and utilities together, i.e. walkways, electrical wiring, sewer lines, etc.
- ☐ Maintenance. Who provides repair and upkeep.
- ☐ Costs associated with maintenance, i.e. paint, repair, vandalism, utilities
- ☐ Versatility of design to encourage multiple usage
- ☐ Identify users and plan accordingly, i.e. amount of usage expected, parking issues
- ☐ The Old Fashioned Festival will relocate to the end of Blaine Street within the next five years because they have outgrown Memorial Park.

Mr. Clements indicated the Chehalem Park & Rec Board has not discussed the gazebo but felt they would support the project. The Park & Rec, using the square footage of a building, can determine the yearly cost of operating and maintaining a facility.

Currently, Chehalem Park & Rec maintains the city-owned area where the gazebo will be located. Don asked what responsibilities are expected from CPRD in relation to the gazebo. Duane Cole said he did not want a breakdown of the relationship between CPRD and the City of Newberg and indicated he would like to see CPRD maintain the gazebo. Duane suggested a neighborhood meeting with the Community Relations Committee and Chehalem Park & Rec to educate the neighborhood about the plans.

Duane Cole asked Mr. Clements where he would locate the gazebo. Without contacting the Old Fashioned Festival users, Don Clements recommended extending the existing trail system and tying in the gazebo at the north end. He noted the Park & Rec favors a circular pattern. Donna Proctor said Mike Boyes approved the plans, and the architect had planned a continuous line of buildings.

Don Clements will put the gazebo on the agenda for Thursday's Executive Board meeting.

Noting he likes the name Newberg Pavilion, Bob Weaver suggested most of the questions relating to the gazebo will be answered by increased communication between the City of Newberg and the Chehalem Park & Recreation District.

2.2 Other

Duane Cole indicated the City will be putting a lien on the Francis Theater property upon receipt of the final bills from the contractor. The lien process is straight forward and the City Manager expects ownership soon. The fence and machinery will be moved this week. Mr. Cole suggested a landscape plan be obtained for the site.

3. NEW BUSINESS: None.

4. REPORTS:

4.1 Monthly Departmental Reports

Fire Department

The annual Fire Department breakfast is scheduled for May 7th, 6:30 a.m to 1:00 p.m.

The Fire Department purposely burned down a house a Life Fire Burn Alert, a graduation exercise for probationary trainees. The house was donated to Fire Department.

Police Department

The first Citizens Police Academy starts Thursday, April 27, 1995.

The 800 MHz radio system is up and running in the Police Department and will be available to the Fire Department soon. The engineers ran a patch through the Communications console so the low band can be heard.

Library

Leah reported 30-40 volunteers were recognized yesterday and the Carnegie Room was dedicated to the Wednesday Club. Several volunteers commented that it is nice to be publicly recognized for their contributions.

Several library personnel are going to State Conference and Duane will be a speaker at one of the sessions.

A book sale will be held on Thursday, Friday and Saturday. There has been no advertisement.

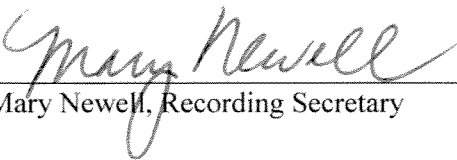
5. ADJOURN:

- 5.1 Designate location, time, and topic for next regularly scheduled meeting on Tuesday, May 30, 1995.

For clarification, the regular meeting date of the Community Relations Committee is the LAST Tuesday of the month, not the fourth Tuesday.

The next meeting of the Community Relations Committee on Tuesday, May 30, 1995, will be a public meeting held jointly with the Chehalem Park & Rec at the Scouts Building in Memorial Park. The City Manager will notify the surrounding neighbors. It will be an evening meeting beginning at 7:00 p.m.

Motion: Sumner/Proctor to adjourn. Meeting adjourned at 1:00 p.m.



Mary Newell, Recording Secretary

NEWBERG POLICE DEPARTMENT
March 1995
Monthly Report

Training Sessions

Mandatory Officer Training Sessions were held March 30 - April 4. The training was held at the Newberg Police Department with classes instructed on various subjects including blood borne pathogens, firearms training, HAZMAT (hazardous materials), EVOC (emergency vehicle operational control), use of force, gangs, etc. Departmental policies and procedures were also discussed.

Police Officer Position

The hiring process has begun for the position of Police Officer. 160 applicants were tested and the hiring field narrowed to a final 24 candidates. Oral Boards will be held on April 20-21 with a projected hire date to be June 1995. One officer will be hired to fill the vacancy left by the departure of Officer Sean Todd. If passage of the operating levy occurs, two additional positions will be created and filled from the hiring list established from this procedure.

SIU Activities

March 1-3, 1995, the Oregon Narcotics Enforcement Association (ONEA) seminar was attended by members of the Special Investigations Unit.

On the 7th of March, two subjects were arrested on warrants stemming from a search warrant executed on January 1, 1995 at 1118 N. College Street. A report concerning sexual abuse at a Newberg area youth treatment center was also investigated on March 7th. The complaint was unfounded.

Detectives attended several meetings during the month of March. Among them were the Multi-disciplinary Child Abuse Team (MCAT) which was held on March 7th, Juliette's House board meetings March 7th, 14th, and 28th and the Yamhill County Inter-Agency Detectives Intelligence sharing meeting on March 9th. The Oregon Narcotics Enforcement Association strategic planning meeting for the State of Oregon was held March 14th and 15th.

On March 10th, an investigation was begun on the sexual abuse of a 24 year-old Newberg woman. Detectives assisted YCINT in a 2 lb. marijuana buy in Woodburn on the same day.

On March 13th, the unit began two investigations. The first was a burglary which occurred at Finnigan's Mill Restaurant on 2808 Portland Rd. The second investigation was an attempted rape of a 33 year-old Newberg woman. Both investigations are continuing.

Two undercover drug buys resulted in the purchase of heroin and methamphetamine from some rather unsuspecting dealers. Arrests on this March 17th incident are pending Grand Jury review.

On March 22nd, the investigation into a \$140,000 theft case began. The investigation involved Newberg area businessmen and a New York bank.

There were two search warrants executed on the 24th of March. The first was at a residence located in Mt. Angel. Seized at this residence were firearms, methamphetamine and narcotics drug paraphernalia. The second warrant was executed at a residence located in Silverton. Seized during this Silverton search was heroin, cocaine, methamphetamine and marijuana.

On March 28th, a search warrant was executed on N. Terrace Dr., Newberg. Seized at the location were methamphetamine, marijuana, paraphernalia and stolen property. Indictments are pending Grand Jury review.

Sgt. Summers was on vacation from March 15th through the 24th. Detective Goad was on vacation March 27th through the 31st.

Training Sessions were attended March 30-31, 1995. Patrol units were assisted by SIU officers during that time.

Community Activities:

Citizens Police Academy

Final preparations for the Citizens Police Academy are under way. The starting date has been set for April 27, 1995. Although additional applications were received, program participation was limited to the first 20 applicants living within the city limits.

Neighborhood Watch

Community Resource Officer Art Pohl has been involved in setting up Neighborhood Watch programs in various neighborhoods within the community. The most recent program was established in the Newall addition. Officer Pohl has scheduled some additional meetings and is in the process of establishing materials and signage for other areas of community concern.

SALT Newsletter

The SALT (Seniors And Lawmen Together) program has developed a monthly newsletter. SALT leader, Camille Thompson, has coordinated members' efforts in order to better inform the senior community. The first issue of the newsletter will be circulated in April to senior citizens within the Newberg area.

Community Survey

A sampling of persons who have requested service from the Newberg Police Department is being conducted. A bilingual volunteer conducts the telephone survey and an evaluation of response time and efficiency is compiled from the information obtained. This is an ongoing program that has been developed in order to evaluate and increase the effectiveness of the NPD.

Parkview Day Care Presentation

A safety presentation was given to the children at the Parkview Day Care Center on March 10, 1995. Stranger Danger and Child Safety were some of the areas addressed. The children were told what the role of a police officer is and shown some police equipment. They were also assured that the police officer is their friend.

Missing Children Board

The Oregon State Police, in conjunction with the McMinnville Lions Club, has purchased six display boards to display photos of missing children. NPD has installed one of the display boards at the Newberg Payless.

Animal Control Report

There were 374 complaints answered by the Animal Control Officer.

TRAFFIC PATROL STATISTICS February 1995

Traffic Violation Issued: 238

Traffic Warnings Issued: 131

**NEWBERG POLICE DEPARTMENT
STATISTICS ON OFFENSES
February 1995**

PART I OFFENSES:

(These include all major crimes.)

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
February 1994	February 1995	February 1994	February 1995
22	86	45.4%	55.8%

PART II OFFENSES:

(These include thefts, drugs, self-initiated cases, etc.)

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
February 1994	February 1995	February 1994	February 1995
165	255	83.6%	80.0%

PART III OFFENSES:

(These include major traffic, animal, general assistance, etc.)

Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
February 1994	February 1995	February 1994	February 1995
367	423	98.3%	96.4%

TOTAL ALL INCIDENTS:

Total All Incidents Reported:		Percent All Incidents Cleared:	
February 1994	February 1995	February 1994	February 1995
554	764	91.8%	86.3%

March 1995

Month End Report

Newberg Fire Department

ADMINISTRATION:

March began with the Chief attending the Northwest Management Seminar in Portland. After chairing the Oregon Fire Chief's committee that produces the Seminar for the last six years, Chief Sherman finally got to relax and enjoy it as a participant. The audience of over 600 participants joined the Oregon Fire Chief's Association in recognizing Chief Sherman's involvement with a nice plaque.

The budget process consumed the rest of March. In-between flurries of budget activity the Chief took his first non-hunting vacation, taking fourteen local teenagers to El Florido, Mexico, to build a house for a poor family. Leon Self and the Chief produced an excellent video of the experience that can be loaned out to anyone interested.

The Fire Chief attended the weekly drills and meetings of the Volunteer Fire Department, the Newberg Rotary, City department directors, City Council Budget Committee, an Oregon Fire Chief's Association Board, a disaster route meeting with ODOT, a Technical Advisory meeting on the ODOT Brutscher to Main project and meetings with Jack Kriz, architect for the Fire Station addition.

TRAINING:

Regular drills for the month of March were held on the 6th, 13th and the 27th. March 6th was the department's regular apparatus training night. The March 13th drill was the department's annual General Knowledge written exam. The March 27th drill was a fast attack search and rescue practice session using ADEC's old Springbrook School as a training facility.

On March 1 - 3, the Assistant Chief and Division Chief/EMS Coordinator attended the annual Oregon Fire Chief's Management seminar with the Chief. This continues to be the most cost effective, high level management training available in the Northwest.

The non-cadre rescue personnel are nearing the end of their training and will soon be able to respond on emergency calls. Also the probationary firefighters class that started in the fall is nearing completion of their training cycle. This group includes the paramedics who have been cross training and are looking forward to getting their Basic Firefighter requirements completed.

For the first time in our history, we have started a second probationary firefighter training class in March of this year (one class per year has been the norm).

Other training related activities for March were:

- 1. Safety Committee meeting on March 7th.*
- 2. Officers Meeting on March 15th.*

FIRE PREVENTION:

Sixty eight Fire and Life Safety inspections were completed by the Fire Marshal and other personnel. Eight fires were investigated this month by the Fire Marshal, one was a set fire and seven were accidental. Jack Eichhorn became a non-cadre member with Fire Prevention, he is undergoing training from the Fire Marshal for fire investigations.

EMS DIVISION:

The EMS Division has ordered several high efficiency particulate air (HEPA) respirators with fitting kits. These respirators will make administering aid safer with patients suspected of having Tuberculosis (TB). We expect to receive information and training on TB in the near future.

Bids have been received from vendors for the new oxygen cascade system. This new system will allow us to fill our own bottles for medical gas. This program has a complete pay back in less than 3 years at which time operations cost will be reduced by approximately 1 - 2 thousand dollars per year.

Senior EMT evaluations were held on March 29th, there were 6 candidates.

Division Chief/EMS Coordinator Frank Douglas and Firefighter/Paramedic Bryan Lee attended and successfully completed an Advanced Cardiac Life Support (ACLS) class on March 15, 1995. Cameron Helikson, Nancy Schmidt and Marie Mount have been working very hard in preparation for the EMT Intermediate upgrade state exam.

Case reviews were held the first Monday of the month with Dr. Bailey. Dr. Bailey has also signed the Fire Department's EMT-B Standing Orders for the use of the semiautomatic defibrillator and standing orders for administering of Tetanus, Hepatitis and Diphtheria vaccines. The new semi-automatic defibrillator has arrived. The chest pain protocols for nitroglycerin have been changed to conform with the State's ALS protocol.

In the month of March there were 120 EMS calls responded to by both ambulance and rescue crews.

	<u>Number</u>	<u>Percentage</u>
<i>Motor Vehicle Accidents</i>	16	13%
<i>Medical Problems</i>	83	69%
<i>Miscellaneous</i>	21	19%

BUILDING, MAINTENANCE AND MISCELLANEOUS:

Lieutenant Al Blodgett attended the following meetings; a Mid-Willamette Fire Instructors Assoc. meeting in Woodburn; County Fire Defense Board; two Old Fashioned Festival meetings and a special meeting held at the Oregon Department of Forestry offices in Forest Grove covering the process of procuring Federal Government excess equipment needed in the fire service. A large undertaking for Al this month was organizing and completing the stripping and waxing of the tile floors in the meeting room.

The department has received a very large turn-out order, department uniform hats and a partial badge order.

Lieutenant Rod Meade attended a week long fire equipment mechanics class.

The department accepted quotes for the retro-fitting of engine 27 for a Hale 2001 foam pro system.

A brush cage has been installed on Brush 24. This will enhance firefighting capabilities during the brush and grass fire season.

The fire station roof had a small problem with water leaking in the office area, but has now been sealed.

Bid requests were advertised for the ambulance addition to the Fire Station.

VOLUNTEERS:

Two new "probies" began their training this month, they are Luke Strait and Kevin Johnston.

Applications for booth space were mailed out for the upcoming Newberg Old Fashioned Festival.

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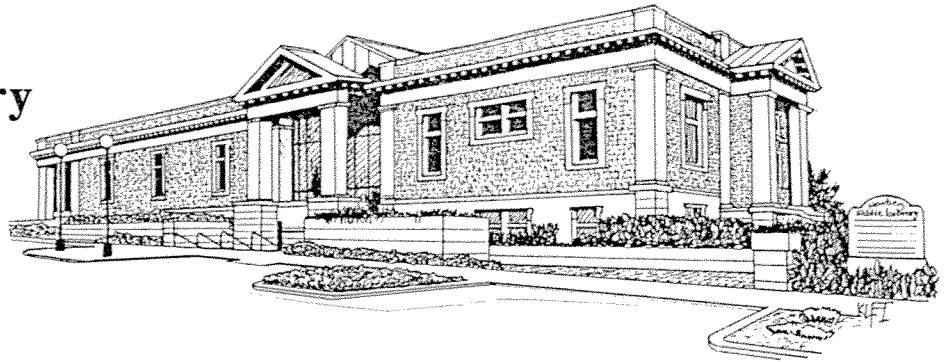
Newberg Fire Department - Month End Report

MONTH: MARCH 95

PERSONNEL 64

ITEM	CITY	RURAL	OUT OF DISTRICT	THIS MONTH	TO DATE	LAST YEAR
COMMERCIAL FIRES	2	0	0	2	3	10
RESIDENTIAL FIRES	2	2	0	4	8	13
FLUE FIRES ONLY	1	1	0	2	6	3
VEHICLE FIRES	1	1	0	2	4	2
WILDLAND FIRES	0	0	0	0	1	4
TOTAL FIRES--THIS REPORT	6	4	0	10	22	32
TOTAL MANHOURS--FIRES	105	110	0	215	406	739
FIRE DOLLAR EXPOSED	\$2,141,200	\$346,000	0	\$2,487,200	\$3,419,200	\$12,692,842
FIRE DOLLAR LOST	\$4,660	\$40,500	0	\$45,160	\$48,460	\$ 23,582
FIRE INJURIES	1	0	0	1	1	1
FIRE DEATHS	0	0	0	0	0	0
FALSE FIRE CALL--NO FIRE	11	3	1	15	32	23
INVESTIGATIVE CALL	6	7	0	13	45	35
PUBLIC ASSIST CALLS	7	3	0	10	23	27
TOTAL NON FIRE/EMS CALLS	24	13	1	38	100	85
TOTAL MANHOUR-NONFIRE/EMS	61	34	1	96	308	406
AMBULANCE ONLY CALLS	21	1	22	44	122	NA
RESCUE MEDICAL CALL	53	10	0	63	192	177
MOTOR VEHICLE ACCIDENT	7	5	0	12	59	32
RESCUE--OTHER	1	0	0	1	2	9
TOTAL EMS CALLS	82	16	22	120	375	218
TOTAL MANHOURS-EMS	328	69	52	449	1,744	784
FIRE/LIFE INSPECTIONS	60	8	0	68	164	89
HAZARDS NOTED	51	6	0	57	126	68
HAZARDS ABATED	42	6	0	48	107	39
PUBLIC-ED CLASSES TAUGHT	6	1	0	7	22	13
PUBLIC-ED ATTENDANCE	150	56	0	206	566	271
ACCIDENTAL FIRE CAUSE	5	4	0	9	18	18
ARSON/SET FIRE CAUSE	0	0	0	0	2	5
UNDETERMINED FIRE CAUSE	1	0	0	1	1	5
TOTAL FIRE PREVENTION HOUR	71	9	0	80	205	NA 82
BURN PERMITS ISSUED	654	333	0	987	1,862	2195
TOTAL MONTH MANHOURS	565	222	53	840	NA	NA
TOTAL YEAR MANHOURS	1983	559	121	NA	2663	2,011
TOTAL MONTH CALLS	112	33	23	168	NA	NA
TOTAL YEAR CALLS	356	92	49	NA	497	335

Monthly Report Newberg Public Library



March, 1995

I am serving on a couple of community consortium to bring the new technologies to Newberg and Yamhill County. The Community Communications Focus is a Newberg group that resulted from the Chehalem Future Focus. We are preparing a grant for the Department of Education that would provide pc's to students as well as upgrade the telecommunications wiring to a more advanced state. The group has members from business, schools, the city and the library. A similar group, Yamhill Telecom Workgroup is looking at similar issues on a county wide level. This group is also looking a Department of Commerce grant to upgrade wiring and provide training. The Library would be involved with both grants as a site for training as well as public access computers. I also have conducted some research for the City Manager on freenets and what it would take for Newberg to have a home in cyberspace. In preparation for these changes, we have added a computer with modem for staff use as well upgraded the "dumb" terminal at the reference desk to a PC. The former "dumb" terminal was used to replace another "dummy" that had gone bad on us.

The CCRLS issue is finally resolved. The bill to move CCRLS funding from the education side of taxation to the general government side sailed through both House and Senate with unanimous votes of approval. On March 29th the Governor signed it into law. This change will allow CCRLS to continue to operate and meet the changing information needs of users in the three county region. With this issue resolved, the PYM Librarians are meeting with the local Education Service Districts to discuss mutual cooperative activities. Anne Getman, Director of the McMinnville Public Library and I are jointly representing Yamhill County public libraries.

It's budget season, and I have been working with the City Manager as well as my staff to refine and present the budget for 1995-96. In addition, the City Council placed a three year serial levy on the May 16th mail in ballot for the Library. The Levy would allow funds to open the Library on Mondays, have full coverage in the children's department, purchase additional books, and purchase additional electronic resources. The rate of \$.155 would raise \$85,000 or about 30¢ per week per \$100,000. The City is preparing an informative newsletter and flyers with information will be distributed at the Library.

Library Week is April 10-15 and a number of events are planned. They include a nationally recognized genealogist for a special Monday evening program, bunny story times for Tuesday and Wednesday, a Sing-a-long for Thursday and Game Day on Friday. In addition to the activities, the library will be conducting a user survey (attached). This survey had been planned since last fall for Library Week. It should provide some excellent feedback on library services and what people want from their public library. A new volunteer with computer experience has been helping with the development of the survey and she will also be assisting with the tabulation.

The heating/cooling system is being repaired and three new compressors have been installed. The maintenance crew found a couple of other things. Russ Thomas has been great to work with as we get the system back to an efficient level.

I attended meetings of the City Club, PYM Librarians, CVSCC Board, ADA Transition Team, Community Relations Committee, City Council, Newberg Computer Society, Oregon Library Association Executive Board, Public Library Director's Quarterly Meeting, and Public Library Division Board Meeting. It was with great regret that I tendered my resignation to Kiwanis this month. I had found it was almost impossible to attend the weekly meetings with my commitments at the Library and to other organizations.

Adult/Young Adult Services:

Carol Foutts and the reference staff have been busy handing out tax forms to all the late filers. This joint program with the IRS is a valuable service as Newberg residents can get the forms they need without a special trip to Portland or waiting weeks for one to be mailed to them.

Summer Reading for the teenagers will be happening sooner than we think and Marianne Lausmann, Reference Librarian is contacting local businesses asking for their support. So far we have been a tremendous number of items from Little Caesar Pizza as well as McDonald's. We anticipate many more incentives to encourage teens to keep reading during the summer.

Sandi Schmidt attended a teleconference on reference interview techniques and serving a diverse population.

Q & A Day was held on March 16 at Newberg along with other libraries throughout the state. The purpose of the day was to demonstrate how libraries working together are able to answer the questions posed by Oregonians. At Newberg we also sponsored a contest for the public to try their luck at answering a number of typical reference questions. Matt Findley was the winner of lunch at Finnigan's Mill.

Carol has been training a volunteer to assist with cataloging gift books into the computer system. This will be of great assistance to get some of those excellent books we receive as gifts into the collection for the public to use.

Youth Services:

Sandi Olmstead, Children's Librarian, will be busy with a number of the Library Week activities. In addition she has been busy this spring with school tours as well as getting ready for the summer reading program.

This will be the last month for our George Fox College workstudy student. Kylie Connor has been an excellent addition to the staff. She has been very helpful to users as well as taken responsibility for displays and program assistance. We were sorry to hear that she won't be returning to us in the Fall as she has been selected as a resident assistant for Housing. We have however, already had a student in asking about the job in September.

Circulation Services:

We were saddened to hear that Pat Martinez, one of our Green Thumb employees had a stroke earlier this month. She is recovering very well however, and with her physicians' permission, may be back to work by the end of April. We are noticing her absence as the books to reshelve are piling up. A number of volunteers have adjusted their schedules to help us through this time.

Volunteers:

Marty Trolan, Volunteer Coordinator, is planning for the Volunteer Recognition Day for April 24 at 3:30 pm. A special, volunteer only, book sale is set for 2:30 pm that same afternoon. Our volunteers are some of the best in the state with Newberg ranking 15th in the number of hours our volunteers give to their library. The adopt-a-shelf program has been particularly busy this month with volunteers giving twice as much time as last month to keep the books in order.

Upcoming Events:

April 3	CCRLS / ESD Cooperation Committee
April 4	Library Friends City Club
April 5	Dept. Head Meeting Library Mgmt Team Meeting
April 6	City Club Nominating Committee
April 7	PYM Meeting Community Resources Database Committee
April 10	CCRLS Advisory Board Meeting Genealogist Program-Ron Bremer
April 11	Library Friends Cable Commission Library Week Story Time

April 12	Yamhill Telecom Workgroup Library Mgmt Team Meeting Community Communications Focus Library Week Story Time
April 13	Library Week Sing a Long
April 14	Library Week Game Day OLA Conference Planning Meeting
April 18	Library Friends Library Board Meeting
April 19	Library Mgmt. Team Meeting City Club Meeting
April 20	Disable Support Group - Presentation on Library Services City Budget Committee
April 21	Library Staff Meeting
April 24	Volunteer Recognition Event 3:30 pm (2:30 for special book sale)
April 25	Library Friends Community Relations Police Program at Nut Tree Budget Committee
April 26	Oregon Library Association Conference
April 27	Oregon Library Association Conference Budget Committee
April 28	Oregon Library Association Conference
April 29	Oregon Library Association Conference Lampman Award Presentation to Sandi Olmstead
May 16	Serial Levy Election Library Board Meeting

Report Submitted By:

Leah M. Griffith, Library Director

Newberg Public Library Customer Satisfaction Survey

Let us know what you think!

The library staff want to provide you with excellent service. Please take a moment to answer these questions and let us know how we are doing. Return the survey to the volunteer at the entrance or to the staff at the circulation desk. Those completing the survey may enter the drawing to win lunch for two at Julia's Child (\$15 value). Thank you for your input!

1. Why did you come to the library today? (please check all that apply)

☐ Check-out library material	☐ Attend a meeting
☐ Attend a library program	☐ Pick up your child/student
☐ Use library material at the library	☐ Look at community college catalogs
☐ Get tax forms	
☐ Pick up DMV manuals, Voter Registration forms or financial aid forms	
☐ Other _____	

2. If you were looking for any special books, videos or reference materials in the library today, please tell us the author, title or subject of the material.

a. _____ Did you find it? YES NO
(please circle)

b. _____ Did you find it? YES NO
(please circle)

3. If you were just browsing and not looking for anything special, did you find anything interesting? YES NO
(please circle)

If yes, what did you find that interested you? _____

If no, please tell us why. _____

4. How helpful was our staff? (please circle your answer)

Extremely Helpful Very Helpful Helpful Somewhat Helpful Not Helpful

5. How easy was it to find what you need? (please circle your answer)

Extremely Easy Very Easy Easy Somewhat Easy Not Easy

6. How important is the Library to you? (please circle your answer)

Extremely Important Very Important Important Somewhat Important Not Important

7. How often do you visit the Library or call for information? (please circle your answer)

Daily Weekly Monthly Four times a year Twice a year Once a year

8. Please share your comments or suggestions about how we can improve our services to you. (Please use the back if needed.)

9. Age: (please circle your answer) 12 or under 13-18 19-30 31-50 51-64 65 and older

10. Where do you live? (please check one)

☐ Within the City Limits of Newberg	☐ Within the City Limits of Dundee
☐ Elsewhere in the Chehalem Valley	☐ Outside the Chehalem Valley

NEWBERG PUBLIC LIBRARY

MONTHLY STATISTICAL REPORT

	March, 1995	1994-95 YTD	1993-94 YTD	Change {+ or (-)}
Circulation	13,836	108,665	109,545	-0.8%
Adult Books	5,696	45,234	45,788	-1.2%
Children's Books	5,109	40,367	40,284	0.2%
Periodicals	680	5,289	5,928	-10.8%
Videos	731	5,730	6,555	-12.6%
Records/Cassettes	458	3,023	2,947	2.6%
Pamphlets	169	947	1,055	-10.2%
Cameras	1	17	17	0.0%
Items Borrowed from Oregon State Library	0	2	13	-84.6%
Items Borrowed from out of state libraries	17	51	0	*new statistic
Items Borrowed from CCRLS Libraries	975	7,683	6,789	13.2%
Items Borrowed from other Ore. libraries	0	322	169	90.5%
Items Loaned to Other Libraries (ILL)				
Items Loaned to other Oregon Libraries	579	5,782	4,248	36.1%
Items Loaned to out of state Libraries	0	0	0	*new statistic
Reference Activity				
# of Questions Asked	1,538	11,015	8,942	23.2%
By phone	224	1,729	2,071	-16.5%
By in House	1,314	9,286	6,871	35.1%
# of Questions Answered	1,477	10,315	6,906	49.4%
Adult	1,018	6,678	4,814	38.7%
Children's	459	3,637	2,092	73.9%
# of Questions Referred to other Lib.	68	518	297	74.4%
Adult	58	387	229	69.0%
Children's	10	131	68	92.6%
# of Materials Used in the Library	4,453	40,789	32,698	24.7%
Adult	1,792	10,388	11,612	-10.5%
Children's	2,661	30,401	21,086	44.2%
Meeting Room Usage (by hours)	147.0	913.5	936.0	-2.4%
Austin Room	110	590.5	661.0	-10.7%
Rotary Room	37	323	275.0	17.5%
Program Attendance				
Number of Children's Programs	13	88	94	-6.4%
Number attending	673	3,852	3,674	4.8%
Number of Adult/Young Adult Programs	1	4	5	-20.0%
Number attending	10	100	688	-85.5%
Library Usage				
Number of people using the Library	13,974	105,875	0	*new statistic
Total Receipts	\$2,501.04	\$18,141.47	\$17,931.83	1.2%
Copies	\$140.70	\$966.09	\$1,299.77	-25.7%
Fines	\$1,100.54	\$7,583.02	\$7,022.69	8.0%
Non-Res. Cards	\$1,192.50	\$9,040.50	\$8,943.50	1.1%
Lost Items	\$67.30	\$524.76	\$542.61	-3.3%
Misc.	\$0.00	\$27.10	\$123.26	-78.0%
# of free photocopies	138	895	371	141.2%

NOTICE OF PUBLIC MEETING AND AGENDA
COMMUNITY RELATIONS COMMITTEE

Tuesday, April 25, 1995
12:00 Noon
Newberg Fire Department
414 E. Second Street
Newberg, OR 97132

AGENDA

- 1. CALL MEETING TO ORDER:**
 - 1.1 Review and approve minutes of March 21, 1995
- 2. OLD BUSINESS:**
 - 2.1 Gazebo Update
 - 2.2 Other
- 3. NEW BUSINESS:**
- 4. REPORTS:**
 - 4.1 Monthly Departmental Reports
 - Fire Department
 - Police Department
 - Library
- 5. ADJOURN:**
 - 5.1 Designate location, time and topic for next regularly scheduled meeting on Tuesday, May 30, 1995

Posted: April 18, 1995