

MINUTES
COMMUNITY RELATIONS COMMITTEE
Noon, Thursday, June 29, 1995
Newberg Fire Department

PRESENT: Chairman Bob Weaver, Marge Stiefbold, Bill Larson, Mayor Donna Proctor, Library Director Leah Griffith, Fire Chief Michael Sherman, City Manager Duane Cole, Police Lt. Stan Newland, and Mary Newell.

VISITOR: Shirley Guedon, guest of Marge Stiefbold; and Mike Boyes, guest of Chairman Bob Weaver

1. CALL MEETING TO ORDER:

Chairman Weaver thanked everyone for being flexible with regards the rescheduling of the meeting from Tuesday to Thursday and then called the meeting to order.

1.1 Review and approve minutes of May 30, 1995

Motion: Weaver/Stiefbold to approve the minutes as written. Motion carried and minutes will be placed on file.

2. OLD BUSINESS:

2.1 Gazebo Update

Chairman Weaver said he has received negative comments regarding the gazebo and indicated that at least some of the negativity was due to personal feelings against some Council members. He expressed concern and noted feelings of discouragement and disappointment.

Regarding donations, Mayor Proctor indicated that she has received no response from Kiwanis and Duane Cole reported no response from Rotary. The City Manager will follow-up on his letter to the Rotary regarding funding donations for the gazebo. Bob Weaver said the Rotary Foundation has committed to building the gazebo, providing the labor. Mayor Proctor said Paul Simmons, a Kiwanis member, has also volunteered his assistance.

Bob Weaver asked Duane Cole how staff was coming with the model of the gazebo. Mr. Cole indicated that Staff has not had the time to build the model. It was suggested that an outside

party be contacted to create the model. Possible vendors suggested were Glenn Gribble and Dura Craft. Donna may have funds available in her Mayor's budget to pay for the model. Duane suggested paying for the model from funds already donated for the gazebo project.

The Chairman feels the City needs to promote the gazebo as a City project, noting he does not feel the Committee is making any progress. Bill Larson expressed agreement with the need for a model of the gazebo. Participation by the Chehalem Park & Recreation District was discussed. Bob Weaver is discouraged because of conflict between town leadership on this issue.

Duane Cole asked for a work plan and encouraged the Committee to move forward with the project. Lt. Newland suggested a handout be prepared to answer questions regarding the gazebo such as usage, types of events, location, etc. Duane suggested Committee members make presentations at area clubs as soon as the model is completed. Leah suggested members other than the Chairman and the Mayor should do the promotion.

Motion: Larson/Stiefbold to contact Glenn Gribble to create a model of the gazebo, that the model be prominently displayed at the Old Fashioned Festival with a request for donations from the general public, and a handout be prepared outlining usage guidelines for distribution at the Old Fashioned Festival.

Mike Boyes arrived.

Mike Boyes, Old Fashioned Festival Chairman, reviewed the site plans for the gazebo and made some observations:

- ▶ Location is in full sun. May not be a problem with evening performances but could be a problem for day performances.
- ▶ Stage size. He said the dimensions would not accommodate the Woody Hite Band, but would probably accommodate a dixieland jazz band or other small ensemble. He noted that the OFF Committee budgets \$1500 each year to rent a stage for the bands playing at the Old Fashioned Festival. He suggested making the gazebo a bit wider, but the Committee should first determine what types of activities and bands they want to attract.

Mr. Boyes indicated he would like to see an area for groups to play music and controlling the loudness could be set out in the guidelines. Although he sees some "pluses & minuses" to the plan, Mr. Boyes said he approved of the idea to build the gazebo in Memorial Park.

Donna didn't feel the gazebo would be appropriate for the Old Fashioned Festival bands.

Marge Stiefbold feels a gazebo is appropriate and suitable to the downtown area.

Donna said the guidelines that the City Manager drew up will regulate the sound, time, and decibel level.

Duane Cole suggested keeping a list of proponents to contact to help promote the gazebo.

Donna Proctor volunteered to contact Glenn regarding constructing the model before the day's end.

Chairman Weaver reviewed the motion and called for the vote. The motion carried. Bill Larson left prior to the vote.

2.2 First & College Update

The City Manager, noting there area some legal areas to clear up, indicated City Attorney Terry Mahr is working on this item. Bob Weaver remarked that there are citizens willing assist with the development of a park in this location.

3. NEW BUSINESS: None.

4. REPORTS:

4.1 Monthly Departmental Reports

Written monthly reports were distributed with the June agenda and are filed as part of these minutes.

Police Department, Lt. Stan Newland

- ▶ Two sworn officers are scheduled to start July 5th, one replacement position and one levy position. The second levy position and a grant position will be filled on July 17th. The department will be hiring a 5th new officer to replace Motor Officer Kevin Stich who turned in his resignation today. Three of the new hires are currently Reserve Officers, a great benefit to the department in regards training.
- ▶ The Traffic Counter device is being used a lot and has been a tremendous asset to the Police Department.
- ▶ The Sheriff's Office is sharing space in the Newberg Police Department. The arrangement is working well. The Sheriff's Office provided new carpeting, paint, and labor to improve conditions in the squad room. The department is looking for a way to purchase and install an air conditioner in the squad room since there is no ventilation.

Library, Library Director Leah Griffith

- ▶ May adults are participating in the summer reading program. Great prizes have been donated: lunch at Tina's, haircuts, videos, etc.

- ▶ The Library is in the process of dial in access to the HEAL database which will allow anyone with a home or office computer to dial in and use the Health Database from their PC. Leah asked that Committee members use the program and let her know your comments, critique of how it works, make suggestions regarding ease of use, etc. There is no cost to access the HEAL program.
- ▶ The Library will have an E-Mail address in July.

Fire, Chief Michael Sherman

- ▶ Four fire fighters were hired and will start July 5th. They are hiring an EMT to replace the EMT who was hired to fill a police officer position.
- ▶ The Fire Marshall has requested a disability retirement and the Fire Department will be seeking to fill that position.
- ▶ Remodeling of the Fire Station has begun.
- ▶ The Fire Department's 10-year Plan has been completed.
- ▶ All paramedics have been cross trained in firefighting.

5. ADJOURN:

5.1 Designate location, time and topic for the next regularly scheduled meeting on Tuesday, July 25, 1995.

Chairman Bob Weaver thanked everyone for attending and adjourned the meeting.

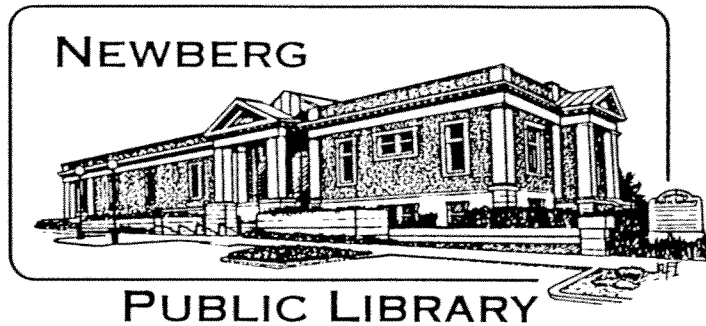
The Chairman requested the minutes be distributed quickly so Committee members are reminded of their assignments.

Meeting adjourned at 1:05 p.m.



Mary Newell, Recording Secretary

Monthly Report



June, 1995

The Library Board has announced an opening in its ranks. Richard Gehrts has finished his term as the non-city representative. Since he recently moved into the city, he is not eligible to be reappointed. Richard has been an excellent Board member and served as chair this last year. Advertising for the position went out in late June and a new Board member may be appointed at the August 7th City Council Meeting.

Library Management staff is developing the Library's Technology Plan this summer. Staff has spent considerable time and effort looking at where we are now with computers and automation, what is on the horizon and what is needed by our customers. Currently we operate three computer systems (Dynix library catalog through CCRLS, CD-ROM reference area with The Oregonian, Magazine Index, and Health Reference, and the staff Macintosh network) and all have different needs. Much of the equipment for the Dynix system is old and will need to be replaced in the next few years. The current Wyse terminals will need to be replaced with PCs with windows to accommodate the upgrading of the library catalog to one with a graphical interface. The CD-ROM area will probably be incorporated into the Dynix system as the technology changes and we also need to look at adding another workstation with a CD-ROM encyclopedia or other reference resource. Staff equipment is aging with two Macintoshes over eight years old. Staff has developed a plan that would replace aging Dynix terminals with PCs and utilize some fund raising activities to pay for additional public equipment. We'll look at replacing one staff Mac this year. The plan covers five years and will give us direction as we deal with the ever changing landscape of automation.

The Library Survey conducted in April has been tabulated with the help of volunteer Connie Vine. It showed that customers are generally satisfied with the Library with over 87% finding something of interest when they come in to browse. Survey respondents found staff to be helpful and materials easy to locate. Areas for improvement include providing better orientation to the automated catalog, adding more books, increasing hours and resolving the parking problems. A continuing display will be put up in July to answer some of the questions raised in the comments. A copy of the survey is available at the Library.

Library staff attended the City Middle Managers meeting in June regarding the 1995-96 budget. The library's management team later went over the library's budget pages. I attended meetings of the City Club, PYM Librarians, CVSCC Board, Oregon Library Association Executive Board, Library Foundation, Library Board, Community Relations, and City Council.

Adult/Young Adult Services:

Adults are busy reading in the Adults Only Summer Reading Program. The entry box is full as adults read books, answer trivia questions and enjoy a summer program of their own. We've had great response from our customers to this fun event. The program runs through August.

Teenagers are also keeping busy this summer with reading. There have been lots of entries for their own set of prizes and many books have been checked out. We've even overheard a number teenagers telling their little sisters and brothers that they *have* to listen to them read them a picture book (they get credit for reading to preschoolers too). This makes it great for both age levels.

Youth Services:

Blast Off With Books has blasted off at the library with a bang. The kickoff carnival on June 21 saw a large crowd of children having great fun playing games and picking out good books to read. Thanks to the Mayor for again joining staff and volunteers to welcome children to this annual event. The weekly

programs have been well attended with Willy's Circus enjoyed by one and all on July 28th. On the 29th a number of children (and even their parents) had a good time with book bingo. Programs continue through July.

Plans are being made for the Newberg Public Library to be at the Yamhill County Fair Children's Day, August 4th. Children's Librarian Sandi Olmstead is preparing activities and stories to share with children attending the Fair.

The additional staffing in the children's department will be established by September. We will be hiring a 1/2 time children's reference librarian to assist Sandi Olmstead. Advertising for the position will begin in July with hiring to take place in August. Sandi will be on vacation for part of August and other library staff will cover the children's room during her absence.

Circulation Services:

Circulation has been busy this month with the start of the summer reading program and the start of the vacation season. Staff have been working on a variety of modifications in their work to improve efficiency and allow them to get more books checked out, checked in and back on the shelf.

Phyllis Gerard, our Green Thumb Program worker, is doing a great job for us in Circulation Services. She has been especially helpful in coming in on Monday afternoons to checkin books returned in the bookdrop over the weekend and to sort them on carts, ready for the volunteers to shelve early on Tuesday morning. Without her help, we wouldn't have been able to shelve the 145,000 books that were checked out this year. Phyllis works 20 hours per week and she's always working hard. Thanks Phyllis.

Volunteers:

The new Book Processing Team has received a number of weeks of training and we're already seeing the results of their work as more materials are prepared for checkout in a quicker fashion. This group of volunteers is coming each Thursday and they have shown great deal of dedication to their project.

Marty Trolan met with the volunteer coordinator for the Newberg Schools to discuss volunteer programs and develop ideas for both agencies to increase the number of volunteers. She came back with some good ideas and will continue to talk with other agencies regarding joint efforts to recruit volunteers in the Newberg area.

We had some volunteers doing some very heavy work this month. Volunteer and Master Gardener, Sally Thompson led a bucket brigade of volunteers bringing in river rock to the muddy lobby planter. The new ground cover looks great and Sally is working with other gardeners to add plants and repot some of our current greenery. This is a big improvement and with Sally's help the lobby planter is becoming an asset to the library.

Upcoming Events:

July 4	Library Closed
July 5	Sports Card & Pog Exchange 6:30 pm Summer Reading Program
July 10-14	Internet workshop for Reference Staff
July 12	<i>Summer Reading Program</i> - Musician Nancy Raven 3 - 4
July 13	<i>Summer Reading Program</i> - Paperback Book Exchange 6:30 - 7:45
July 13	Library Foundation Board Meeting 6:30
July 18	Library Board Meeting - canceled
July 19	<i>Summer Reading Program</i> - Space Movies and Paper Airplanes 3 -4
July 26	<i>Summer Reading Program</i> - Storyteller Maureen Pedone 4 - 4:15
July 27-30	Old Fashioned Festival - Join us in the Park at the Library Booth
July 29	Library Closed (Old Fashioned Festival Parade)
August 4	Yamhill County Fair - Children's Fair

Report Submitted By:

Leah M. Griffith, Library Director

Newberg Public Library Annual Customer Survey 1995

Executive Summary

Customers of the Newberg Public Library are generally satisfied with the Library according to a recent poll. A customer satisfaction survey was conducted in April 1995 to provide information to assist the Library in planning its programs and activities. The survey information will be used to look at areas of improvement as well as areas that need to be maintained at their already high level.

Over 87% of the Library's customers find something of interest when they are browsing and over 70% find the particular book, video, magazine, or audio tape they are seeking. Materials sought ranged from mystery novels to books on electromagnetism. Respondents were asked to indicate what they had not found and that information will be used in future book selection decisions. Survey respondents found staff to be helpful (98.8%) and materials easy to locate (91.9%). A number of surveys included a need for assistance in using the automated card catalog and staff will be looking at developing an orientation flyer as well as orientation classes for those who would like personal assistance. 55.4% of those responding feel the Library is extremely important to them with the remaining 44.6 % believing it is important to them in varying degrees. Many customers make a Library visit a weekly event (52.2%) with another 33.6% coming in at least once a month. All ages use the Library, however, 44.9% are between the ages of 31 and 50. Newberg residents make up 70% of the customers with City of Dundee residents accounting for 5.6%, rural Chehalem Valley for 19.6% and outside the Chehalem Valley, 4.7%.

Customers were asked why they had come to the Library and 51.6% indicated that checking out material was their primary purpose. Almost 20% wanted to use the Library resources such as the reference materials, study areas, CD-ROM resources and newspapers in the Library. Since the survey was done prior to April 15th, over 12% came in to get tax forms (the Library works with the IRS to provide taxpayers with copies of most tax forms). Program attendance accounted for 6.7% of those coming to the Library and the remainder (less than 3%) came for a variety of reasons including volunteering, picking up community college catalogs, attending meetings, using the copy machine and using the restroom.

Comments were received on over one third of the surveys. "More books" and "more hours" were the predominate comments with 24% and 25% of the suggestions. 14.5% of those responding indicated that parking was a major problem. General compliments on services, staff, and programs made up 32.5% of the comments. A number of customers commented on the need for additional "cyberspace" resources such as the Internet. The Library does provide access to the Internet, but in a text based format only. Customers want to access the World Wide Web and the other resources that require a either a PC with Windows or a Macintosh.

The Library will be reviewing the comments and the survey and making plans to respond to the concerns of the customers. A continuing display will be put up in July to answer some of the questions raised in the comments and to also respond to questions or comments from the suggestion box.

The survey was conducted April 11-15, 1995, during National Library Week. Library staff and volunteers manned a table in the lobby for 8 hours during the week during morning, afternoon and evening hours to ask those entering the Library to complete a survey. In addition, surveys were left on the table to be filled out by those coming to the Library at other times. As an encouragement to complete the survey, anyone who turned in a survey was entered in a drawing to win lunch for two donated by Julia's Child, a local restaurant. At the end of the week 345 surveys had been completed. The margin of error in the survey is plus or minus 3 points at the 97% confidence interval. The survey instrument was developed using a number of standard Library surveys as samples. The Output Measures for Public Library Service, 2nd edition, was consulted to develop a survey that would provide data on materials needed. The National Library Week Customer Satisfaction Survey was used as the model for the general service questions. The surveys were compiled by a Library volunteer and this report was prepared by the Library Director.

Survey Results

***Question 1** *Why did you come to the Library today?*

51.6%	215	Checkout
6.7%	28	Attend Program
19.9%	83	use material
12.5%	52	Tax Forms
2.4%	10	Attend Meeting
1.0%	4	Pick up child
1.4%	6	Community College Catalogs, DMV, etc.
2.9%	12	Volunteer
0.5%	2	Use Bathroom
0.7%	3	Copy machine
0.5%	2	Friends Sale Table.

*Customers provided more than one reason for coming to the Library

Question 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. Did you find it?*

71.4%	167	Yes
23.5%	55	No
5.1%	12	Had to place a hold

Question 3 *If you were just browsing and not looking for anything special, did you find anything interesting? If yes, what did you find that interested you? If no, please tell us why*

87.8%	137	Yes
12.2%	19	No

Question 4 *How helpful was our staff?*

43.2%	139	Extremely Helpful
40.4%	130	Very Helpful
15.2%	49	Helpful
0.9%	3	Somewhat Helpful
0.3%	1	Not Helpful

Question 5 *How easy was it to find what you need?*

22.6%	73	Extremely Easy
43.0%	139	Very Easy
26.3%	85	Easy
6.2%	20	Somewhat Easy
1.9%	6	Not Easy

Question 6 *How important is the Library to you?*

55.4%	186	Extremely Important
32.7%	110	Very Important
8.3%	28	Important
3.6%	12	Somewhat Important
0.0%	0	Not Important

Question 7 *How often do you visit the Library or call for information?*

2.9%	10	Daily
52.2%	180	Weekly
33.6%	116	Monthly
8.7%	30	Four times a year
1.4%	5	Twice a Year
1.2%	4	Once a Year

Question 8 *Please share your comments or suggestions about how we can improve our service to you.*

24.1%	20	More Books
25.3%	21	More Hours
14.5%	12	More Parking
32.5%	27	General Compliments
3.6%	3	More Information Highway, cyberspace

Question 9 *Age*

6.4%	22	12 and under
4.3%	15	13-18
15.1%	52	19-30
44.9%	155	31-50
13.0%	45	50-64
11.6%	40	65 +

Question 10 *Where do you live?*

70.0%	236	Newberg City Resident
5.6%	19	Dundee City Resident
19.6%	66	Chehalem Valley Resident
4.7%	16	Outside Chehalem Valley Resident

NEWBERG POLICE DEPARTMENT

Monthly Report

June 1995

Personnel:

New Newberg Officers Chris Divine and John Clinton are scheduled for the Basic Police Class starting August 7, 1995 at the Oregon Police Academy. The 9-week session will cover all aspects of police training.

Motor Officer Kevin Stich submitted his resignation effective July 16th. Officer Stich who began as a Reserve, has been a full-time officer with the NPD since March 1987. He is leaving to take a position with the Beaverton Police Department.

Conditional Offers of employment were offered to Reserve Officer Chris Rasmussen and applicant Sean Nicholson. These officers are scheduled to begin on July 17th, and represent hiring for the second levy position and one COPS Fast position.

Citizens Police Academy:

Graduation ceremonies were held for the first Citizens Police Academy on June 15th. A group of 21 men and women took the eight week course to learn more about the operations of the Newberg Police Department. Topics included crime prevention, patrol, crime scene investigation, and included a ride-along with a police officer. Academy graduates were enthusiastic about the program and the Department plans to host another academy within the next year.

Community Resource Officer Activities:

- ▶ Coordinating two Kids' Fairs, one in July and one in August. The July Kids' Fair is being sponsored in cooperation with the Chehalem Park & Recreation District and is scheduled for July 22, 1995. In addition to a bike registration and obstacle course, activities will include a pie eating contest, theater and poetry reading, fingerprinting & ID cards, folk dancing, and more.
- ▶ Held a crime prevention meeting with personnel of the Commercial Bank
- ▶ Made a presentation at the Newberg Rotary about the Kids' Fair. Rotarians made a donation to be used for prizes at the event.
- ▶ Worked with Community Development to stencil First Street with "No Bike/Skateboard Riding" signage on the sidewalks in an effort to curb pedestrian, bicyclist and skateboarding injuries. The No Bike or Board Riding area extends to all of E. First Street on both the north and south sides of the street.
- ▶ Assisted with a Neighborhood Watch meeting for the 900 Block of Charles Street.
- ▶ Neighborhood Watch signing was done for Newall Addition and Church/Everest road area.

Special Investigation Unit Activities:

- ▶ Began an investigation into alleged sexual abuse of a 5-year old Newberg boy. Abuse allegedly occurred two years ago. The investigation is continuing.
- ▶ Executed a search warrant at 979 S. Ford Street in McMinnville. Three suspects were arrested. Recovered were five ounces of methamphetamine, 12 firearms, and stolen property from numerous burglaries and thefts throughout Yamhill County. This search cleared a major Newberg burglary. Officers seized jewelry, televisions, VCRs, tools, microwave, a huge quantity of stolen lottery tickets, etc. Three suspects were arrested. A subsequent Consent Search was executed and additional stolen items were recovered.
- ▶ Assisted other agencies in the search for a Roseburg-area murder suspect who was frequenting the Newberg area. The suspect was subsequently arrested on 10th Street in Aloha.
- ▶ Assisted Patrol in processing two burglary scenes.
- ▶ Executed a Consent Search at 4th and Edwards. No evidence was seized.
- ▶ Began investigation into a stolen/forged checks case for checks being passed in Newberg.
- ▶ Began investigation into the alleged sexual abuse of a 14-year old Newberg girl. The report was later determined to be unfounded.
- ▶ Began a Theft I investigation for the theft of a pressure washer from a local business. Suspects were identified and the investigation is continuing.
- ▶ Made an arrest on a warrant for a Probation Violation.
- ▶ Executed a Consent Search at a local residence. Seized in the search was stolen property, suspected methamphetamine, and drug paraphernalia.
- ▶ Made two separate arrests for warrants for Failure to Comply with A Court Order.
- ▶ Investigated an arson fire in the portable restrooms at Renne Middle School.
- ▶ Made two arrests in connection relating to a burglary on 8th Street.
- ▶ Began investigation of the rape of a 15-year old Newberg girl by an adult boyfriend. The investigation is ongoing.
- ▶ Assisted ROCN (Regional Organized Crime/Narcotics Task Force) with a drug investigation.
- ▶ Assisted YCINT (Yamhill County Interagency Narcotics Team) with four narcotic investigations and/or drug buys.

Adopt-A-Highway

Newberg officers and volunteers collected 31 bags of trash from the section of Hwy. 219 from the Willamette River to McKay Road as part of ODOT's Adopt-A-Highway program.

TRAFFIC PATROL STATISTICS

June

Traffic Violation Issued: 157

Traffic Warnings Issued: 113

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

PART I OFFENSES:

(These include all major crimes.)

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
May 1994	May 1995	May 1994	May 1995
66	79	118.1%	70.8%

PART II OFFENSES:

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

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
May 1994	May 1995	May 1994	May 1995
156	194	114.7%	86.5%

PART III OFFENSES:

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

Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
May 1994	May 1995	May 1994	May 1995
402	417	102.2%	98.8%

TOTAL ALL INCIDENTS:

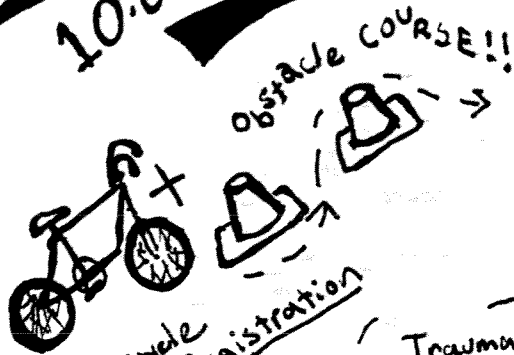
Total All Incidents Reported:		Percent All Incidents Cleared:	
May 1994	May 1995	May 1994	May 1995
624	690	107.0%	92.1%

Saturday
July 22, 1995
10:00 am till 2:00 pm

Kid2 Fun Fair!

Sponsored by: Newberg Police Dept.
and Chahalem park+recreation

At: Jaquith
Ball Fields



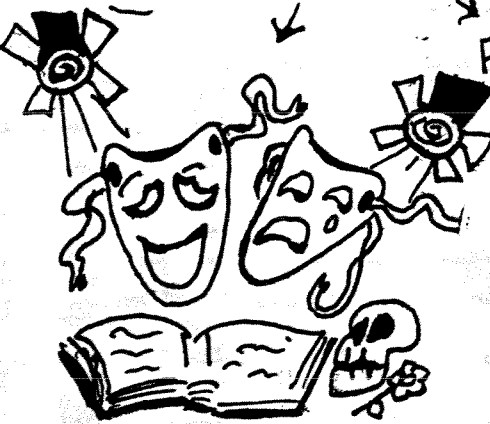
Trauma Nurses
(McGruff the Crime Dog)
DARE. Van

Quilt Making



Special thank to:

Dayton Auto Wrecking
Newberg Rotary
Providence
Newberg Hospital
Speedy Espresso



Folkloric Dancers

Face Painting

Finger Printing
w/ I.D. Cards

Clock your
Fastball by:
Radar Speedgun!

Pie Eating Contest
at
11:00am
1:00 pm



PRIZES!!!

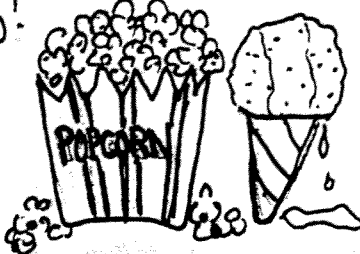
With
GRAND PRIZE:

Bicycle!!

must be Present
at 2:00 p.m.

Hair Braiding!

Info. on
Block Homes



Popcorn + SnowCones!

