

COMMUNITY RELATIONS COMMITTEE MINUTES
Noon, July 25, 1995
Newberg Fire Department

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

VISITORS: Angela VanGrunscen

1. CALL MEETING TO ORDER:

Chairman Bob Weaver called the meeting to order at 12:05 p.m.

1.1 Review and approve minutes of June 29, 1995

Motion: Larson/Stiefbold to approve the minutes as written. Motion carried.

2. OLD BUSINESS:

2.1 Gazebo Update
- Promotional Campaign

Mayor Donna Proctor directed Committee members' attention to the model of the pavilion constructed by Glen Gribble. The model was adorned with small figurines depicting how the pavilion will be used. The figures are on loan from White's Collectibles and may be purchased. Suggestions were made (1) to purchase the figurines to enhance the display, and (2) to provide a container to accept donations when model is on display. Locations mentioned for siting the model included: City Hall, Library, and Planning Department. Bob Weaver suggested the model be taken when promoting the pavilion at city clubs.

The Mayor advised that PGE donated light standards for the pavilion located in Canby. Donna will check this option but also has a vendor available if the lights need to be purchased.

City Manager Duane Cole provided a copy of a flyer promoting the pavilion to be used at the City booth at the Old Fashioned Festival. Following discussion, the flyer was amended to indicate the Pavilion is sponsored by volunteers, the Community Relations Committee, and include an address for mail-in donations. Checks should be made out to the "City of Newberg."

It was suggested the pavilion model be placed in a prominent location in the front of the booth.

At the next meeting a list of committee members and individuals will be compiled to promote the pavilion at the local service organizations.

3. NEW BUSINESS: None.

4. REPORTS:

4.1 Monthly Departmental Reports

Written reports were mailed with the monthly agenda and will be placed on file as part of these minutes.

Library

Library Director Leah Griffith outlined the monthly report. Highlights included:

- The summer reading program is moving along nicely.
- The library is working on technology program and plan.
- The Old Fashioned Festival booth is being painted to look like the library.
- The Library received a \$27,000 federal grant for a seniors' outreach program. This program will begin in January 1995.

Fire

Chief Michael Sherman presented the monthly report. Items of note:

- The 10-year plan was approved by the Council in June. This is a key item in planning for a sub-station.
- The Fire Marshal retired on medical leave in late June. The job description is being updated and the position will be advertised soon. An individual is working part-time until the position is filled.
- August is recruitment month for volunteers.
- The remodeling is proceeding with the office area approximately 2/3rds complete.

Responding to a question from Marge Stiefbold, Chief Sherman indicated there is little income from fines as a result of illegal burns. Regarding monitored alarms, companies are charged after three false alarms.

Police

Turning attention to the written report, Lt. Stan Newland gave a brief report regarding the Police Department. Items of interest not contained in the written report:

- There was some concern expressed over the editorial in the Graphic. Chief Tardiff wrote a rebuttal which has not been printed. Lt. Newland emphasized that pedestrian safety on First Street has been a concern for some time, and the Police Department has been working to improve the situation even prior to the publication of the letter. A "Yield to Pedestrians" sign was installed on the reader board which has been positioned on various occasions on First Street. Officers have been monitoring the crosswalks during hours of

high pedestrian traffic. An officer cannot do anything until the pedestrian steps into the crosswalk. Most complaints are crosswalk and left-turn violations. The Department feels most drivers are not aware of the rules. Duane Cole noted that he and the Fire & Police chiefs are scheduled to meet with Dave Thouvenel to discuss public safety issues.

- The Kids Fair sponsored by the Newberg Police Department and Chehalem Park and recreation went off very well. Chief Sherman indicated the park was full of children for the entire program.
- The Kids Fair was the first outing for the new Police Bicycle patrol. They looked professional and received lots of interest from the kids.

5. ADJOURN:

5.1 Consider establishing new meeting time

By consensus, the meetings will continue to be held the last Tuesday of each month and will be held at the Fire Hall at noon. Lunch will not be provided.

5.2 Adjourn to next meeting date of Tuesday, August 29th

Chairman Weaver thanked the visitor, Angela VanGrunscen, who sat in attendance as part of her government law class at Portland Community College.

There being no further business, the meeting adjourned at 12:57 p.m.



Mary Newell, Recording Secretary

August 22, 1995

TO: Mayor Donna Proctor
Community Relations Committee

FROM: Duane R. Cole, City Manager 

SUBJECT: Pavilion for Newberg; Guidelines for use.

The DRAFT Guidelines were sent to Gail Bonsey, neighborhood representative, after the meeting on May 30, 1995. I requested comments on or before July 7, 1995 and have received none to date. The proposed revision below addresses the concerns that there might be excessive noise prior to a work day. The daylight hours decrease fairly rapidly during September with darkness occurring around 7:00 pm. Are there other revisions that need to be made to the guidelines?

DRAFT Pavilion Guidelines

Pavilion Use --

May 1 through Labor Day

Sunday ~~Monday~~ through Thursday -- 10:00 am to 8:00 pm

Friday, Saturday, -- 12:00 noon to ~~Dark~~ 9:00 pm

Labor Day through April 30

Monday through Thursday -- 10:00 am to ~~dark~~ 8:00 pm

Friday, Saturday, Sunday -- 12:00 noon to ~~dark~~ 8:00 pm

No Amplification which exceeds the State law and disturbs the neighbors in the Park Area
(Exception would be granted during Old Fashioned Festival)

All events shall comply with the State of Oregon noise laws, **and the City of Newberg nuisance ordinance.**

Parking away from the Park encouraged at all formal events

pj\pav\guide1.wp

Memo

Newberg Public Library 503 E. Hancock St. Newberg, OR 97132
(503)537-1256 Fax (503)538-9720

To: Mayor Proctor
City Council Members
Duane R. Cole, City Manager

From: Leah M. Griffith
Library Director

Date: August 1, 1995

Re: Monthly Report

You'll see a difference in my monthly report for July. I have had many requests for a library newsletter and over the last three years we have been looking for a volunteer to take on the task, but to no avail. It just didn't seem like it was going to get done. In that never ending quest to look at our current tasks and revise them for more efficiency (TQM), it seemed to me that the majority of information I was putting in my monthly report to you would be of interest to our library customers also. To kill the proverbial two birds with one stone, the **Library Update** was born. By simply modifying the format of my monthly report and making the resulting newsletter available to our customers at the Circulation Desk, we now have a library newsletter with no more work than the monthly report had been. For those items of a managerial nature, I will also include a short memo for your perusal. I hope you'll find it interesting as we work towards providing all of our customers, external as well as internal, with the news of the Library.

Children's Reference Librarian

As noted in the newsletter, we are advertising for the 1/2 time children's reference librarian that was approved by the Budget Committee. The process will be complete by September. The delay is due to the need to develop the position from the ground up and to work the process around the long planned vacation of the Olmstead family. We want Sandi Olmstead to be able to train this person from the beginning so we need to have a slight delay. We are looking forward to this change in our staffing.

The Library Update

July 31, 1995 Issue Number 1

NEWBERG



PUBLIC LIBRARY

SIDELINES

The Library is on the Internet now!!! You can reach us by e-mail at newlibr@libmail.chemek.cc.or.us. Reference Staff will check our e-mail daily. Send your questions, comments to us via e-mail. We'd love to hear from you.

Almost 150,000 people came through the Library doors in 1994-95. That's about 600 people each day.

14,289 questions were answered by the reference and children's staff in 1994-95. That's an increase of 40% in the previous year.

Have you ever gone into the Children's Library and not found anyone available to help you. Well that is the case many times as our children's librarian, Sandi Olmstead is only a half time (20 hours a week) staff member and the Library is open 39 hours. We are going to remedy that soon however as we prepare to hire a 1/2 time children's reference librarian. The position has been advertised and will close on August 25th with hiring in early September. Applications are available at the Circulation Desk.

Library Newsletter Premiers

This is the first issue of The Library Update. For a number of years, library directors here at Newberg have been writing monthly reports to the City Council on the activities of the Library and I have continued that practice during my three years as director. I have also been looking for ways to provide our customers with more information about the Library as well. It seemed that an easy way to provide both the City Council and the public with information would be to combine the monthly report into a short newsletter that would be available at the Library for customers to pick up as well as distributed to the City Council and Mayor. Here it is. I hope you enjoy it and find out something new about *your* Public Library.

Volunteers Make it Happen

Volunteers continue to be a vital part of the Newberg Public Library. The newest activity will be operating the reception desk in the lobby starting in September. Longtime volunteers who know *everything* about the Library will help out during our busiest times by answering the telephone, directing people to various locations around the Library and in general providing a first contact with the public. Volunteers for this program will undergo hours of training to enable them to deal with the multitude of questions that will come their way. Those interested in applying for the limited number of volunteer positions available in this program should see Marty Trolan, Volunteer Coordinator.

Library Catalog Now on the NET

You may now access the Library's Catalog via the Internet as well as dialing direct to the main center in Salem. By connecting to our Library catalog from your home or office computer, you can find out if we have the book or other item you are wanting and even place it on hold with your Library card. The Library will then call you in a day or so when it comes in and you can drop by to pick it up.

If you are on the Internet you can telnet to **199.101.15.33** or do a web search for **CCRLS**. If you have access to the PORTALS Library system, follow a path through George Fox College Library, to Willamette University Library and to Chemeketa Community College Library, then to CCRLS. If you aren't on the Internet, you may also dial in direct to 1-503-399-5259. The Login password for all access points is **ccrls**. Additional information on accessing the Library via computer and modem is available at the Reference Desk.

Published monthly by:
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Summer Reading -- For Everyone

All ages have been busy reading this summer in the three summer reading programs the Library offered. This is the first year in many that anyone of any age could participate in a summer reading program. Carol Foutts and Sandi Olmstead are the staff members responsible for these great activities.

Blast Off With Books, for those in 5th grade or younger, has just finished up with almost 500 children participating. The highlights of the summer included lots of good books to read as well as special events every week from the kick off Carnival on June 21st to the Storyteller on the final day, July 26th. In between, children played book bingo, traded sports cards and pogs, learned how to make paper airplanes and traded their paperback books for new ones. Three professional performers, two storytellers and a clown, made the program extra special this year. They were sponsored by a grant from the Oregon State Library and the Chemeketa Cooperative Regional Library Service. Additional support for the program was provided by the Newberg Library Friends.

Solve Mysteries-Read is the summer reading event for teens and they are keeping busy this summer reading, reading to preschoolers, doing Library activity sheets, or listening to books on tape. The incentive is the prizes in the display case donated by local businesses. A complete list of donors will be in next months newsletter. The program runs through August 11th.

The newest summer reading activity is the **Adults Only** program. This has those over 18 reading and completing Library trivia sheets at a furious pace. The question of the day is "Are there any more entry forms?" Prizes from a variety of area businesses are encouraging the marathon of reading. Those donors will be announced next month as well. There is still time to participate since you may enter until August 31st.

Old Fashioned Festival --- Busy Time for Library

The Library again had a booth at the Festival this year and it was a wonderful time to meet with many members of the community in a fun atmosphere. In addition to our bookmarks and flyers about the Library we also had a drawing for a book bag and a non-resident card. Volunteers and staff greeted the festival goers from our newly repainted booth. We designed it to look like the Library building and with the help of U of O architecture student Kurt Trolan (son of staff member Marty Trolan) it looked great.

Library Foundation Meets

The Library Foundation of Newberg will be meeting in August to make plans to build an endowment fund to provide monies for Library projects that are outside the normal funding channels. If you would like more information about the Foundation, contact Allyn Brown, Library Foundation President, 501 E. First St. Newberg 538-3138.

Internet Training Received

Reference staff recently attended a week long Internet workshop sponsored by the Newberg School District. This hands on session was very well presented by a three district teachers as well as the Information Systems Manager for Nike. Staff is ready to provide customers with assistance in accessing the Internet at the Library terminals.

Calendar

- | | |
|------------|--|
| Aug. 4th | Newberg Library at the Yamhill County Fair-Join us for some Kid's Krafts on Children's Day (1 pm) |
| Aug. 7th | Newberg City Council Meeting-Library Board member to represent the area surrounding Newberg will be appointed (7 pm) |
| Aug. 11th | Teen Summer Reading Program Ends Today |
| Aug. 15th | Library Board Meeting - Rotary Room (7 pm)
Winners in the Teen Summer Reading Program to be notified |
| Aug. 17th | Library Foundation Board Meeting |
| Aug. 31st | Adult Summer Reading Program Ends Today |
| Sept. 1st | Winners in the Adult Summer Reading Program to be notified |
| Sept. 12th | Preschool Storytime Fall Series Begins (6:30 pm) |
| Sept. 13th | Preschool Storytime (11:30 am) |

Newberg Public Library

Board Members 1995-96

Linda Sartwell
1339 NW Viewmont Dr.
Dundee, OR 97115

Hm 538-6838 Wk 538-8383 x 2560
6/95 to 6/99
Yes

David King
PO Box 97
Newberg, OR 97132

Hm 538-3696 Wk 538-0966
7/92 to 6/96
Yes

Linda Marshall
804 Green Valley Drive
Newberg, OR 97132

Hm 538-2896 Wk 538-5313
9/93 to 6/97
Yes

Donna Read
1400 Hadley Rd
Newberg, OR 97132

Hm 538-5188
11/94-6/96
Yes

Dorothy Rogers
419 N. Morton Street
Newberg, OR 97132

Hm 538-2377 Wk 537-3220
9/88 to 6/96
Yes

Loren Mills
15305 NE Springbrook Rd
Newberg, OR 97132

Hm 538-2338 Wk 538-7323
Newberg Library Friends

Leah M. Griffith
804 S. Meridian
Newberg, OR 97132

Hm 538-7459 Wk: 537-1256
Library Director

Newberg Public Library
503 E. Hancock St.
Newberg, OR 97132

538-7323 Fax 538-9720
Library

**Minutes
Newberg Public Library Board
Tuesday June 20, 1995**

Present: Board Members: Linda Marshall, Richard Gehrts, Donna Read
Staff: Leah Griffith

The meeting was called to order at 7:00 pm by chair, Richard Gehrts

Consent Calendar:

It was moved and seconded to approve the consent calendar items (May Board minutes and statistical report).

Business:

The election of officers was delayed until the August Meeting due to the opening on the board.

The library serial levy was discussed. The Budget Committee added \$23,000 to the Library's budget which will allow for the hiring of a 1/2 time children's reference librarian and \$6,900 added to the materials budget. It was approved at the June 19th City Council Meeting. Hiring of the children's position will occur in August or early September.

The Library Foundation held a meeting earlier this month and the Director presented the preliminary plans for a library fund raising campaign. They were comfortable with the fund raising plan and didn't view it as a competition to their own efforts. The library staff and board will proceed with these efforts.

Director's Report:

The director's report was mailed. The Library will have a booth in the Old Fashioned Festival.

Items for Next Month's Agenda

Next months meeting will be held on August 15

The meeting adjourned at 8:15 pm.

Leah M. Griffith, Library Director

Approved

Newberg Public Library Board Meeting

TUESDAY August 15, 1995
7:00 p.m.

Newberg Public Library
Rotary Meeting Room

Please call 537-1256 if you are unable to attend

AGENDA

- I. Call to Order
 - Welcome to Linda Sartwell, new Board Member representing the non-city residents.
- II. Consent Calendar
 - A. Minutes - June, 1995
 - B. Statistical Reports - June & July, 1995
- III. Business
 - A. Election of Officers
 - Chair and Vice-Chair
 - B. Fund Raising Activities
 - Scholarships for non-resident cards
 - Other activities
 - C. Review of Long Range Plan Activities
- IV. Library Director's Report
 - A. Written monthly report
 - B. New format for monthly report

- VI. Items for Next Month's Agenda
 - September 19, 1995

Packet Contents:
Agenda -
Monthly Report-July -
Monthly Statistical Report-
June-July -
Minutes-June -
Long Range Plan Update-

- VI. Adjournment

NEWBERG PUBLIC LIBRARY

MONTHLY STATISTICAL REPORT

	June, 1995	1994-95 YTD	1993-94 YTD	Change {+ or (-)}
Circulation	12,791	145,208	144,188	0.7%
Adult Books	5,258	59,902	60,734	-1.4%
Children's Books	4,720	53,782	53,444	0.6%
Periodicals	496	7,064	7,486	-5.6%
Videos	720	7,885	8,422	-6.4%
Records/Cassettes	482	4,295	3,952	8.7%
Pamphlets	160	1,466	1,450	1.1%
Cameras	0	19	25	-24.0%
Items Borrowed from Oregon State Library	0	10	17	-41.2%
Items Borrowed from out of state libraries	5	74	0	*new statistic
Items Borrowed from CCRLS Libraries	924	10,356	8,432	22.8%
Items Borrowed from other Ore. libraries	26	355	226	57.1%
Items Loaned to Other Libraries (ILL)				
Items Loaned to other Oregon Libraries	559	7,619	5,849	30.3%
Items Loaned to out of state Libraries	0	0	0	*new statistic
Reference Activity				
# of Questions Asked	1,327	15,263	12,479	22.3%
By phone	151	2,316	2,498	-7.3%
By in House	1,176	12,947	9,981	29.7%
# of Questions Answered	1,221	14,289	10,166	40.6%
Adult	815	9,313	6,995	33.1%
Children's	406	4,976	3,171	56.9%
# of Questions Referred to other Lib.	70	707	434	62.9%
Adult	54	521	319	63.3%
Children's	16	186	115	61.7%
# of Materials Used in the Library	5,593	53,967	49,561	8.9%
Adult	1,480	15,341	15,970	-3.9%
Children's	4,113	38,626	33,591	15.0%
Meeting Room Usage (by hours)	80.0	1,291.0	1,263.0	2.2%
Austin Room	63	848.5	872.0	-2.7%
Rotary Room	17	442.5	391.0	13.2%
Program Attendance				
Number of Children's Programs	11	135	130	3.8%
Number attending	1,116	6,261	5,593	11.9%
Number of Adult/Young Adult Programs	0	0	6	-100.0%
Number attending	0	660	716	-7.8%
Library Usage				
Number of people using the Library	12,546	149,492	0	*new statistic
Total Receipts	\$128.77	\$22,327.74	\$24,284.44	-8.1%
Copies	\$48.67	\$1,253.66	\$1,860.07	-32.6%
Fines	\$34.10	\$9,588.06	\$9,228.96	3.9%
Non-Res. Cards	\$46.00	\$10,811.60	\$12,364.51	-12.6%
Lost Items	\$0.00	\$647.32	\$695.79	-7.0%
Disc.	\$0.00	\$27.10	\$135.11	-79.9%
# of free photocopies	56	1,302	521	149.9%

NEWBERG PUBLIC LIBRARY

MONTHLY STATISTICAL REPORT

1995-96

	JULY 1995	1995-96 YTD	1994-95 YTD	Change {+ or (-)}
Circulation	12,287	12,287	145,208	-91.5%
Adult Books	5,100	5,100	59,902	-91.5%
Children's Books	4,360	4,360	53,782	-91.9%
Periodicals	631	631	7,064	-91.1%
Videos	693	693	7,885	-91.2%
Records/Cassettes	488	488	4,295	-88.6%
Pamphlets	124	124	1,466	-91.5%
Cameras	2	2	19	-89.5%
Items Borrowed from Oregon State Library	0	0	10	-100.0%
Items Borrowed from out of state libraries	6	6	74	*new statistic
Items Borrowed from CCRLS Libraries	863	863	10,356	-91.7%
Items Borrowed from other Ore. libraries	20	20	355	-94.4%
Items Loaned to Other Libraries (ILL)				
Items Loaned to other Oregon Libraries	518	518	7,619	-93.2%
Items Loaned to out of state Libraries	0	0	0	*new statistic
Reference Activity				
# of Questions Asked	1,263	1,263	15,263	-91.7%
By phone	261	261	2316	-88.7%
By in House	1002	1002	12947	-92.3%
# of Questions Answered	1,225	1,225	14,289	-91.4%
Adult	704	704	9313	-92.4%
Children's	521	521	4976	-89.5%
# of Questions Referred to other Lib.	68	68	707	-90.4%
Adult	51	51	521	-90.2%
Children's	17	17	186	-90.9%
# of Materials Used in the Library	5,279	5,279	53,967	-90.2%
Adult	1169	1,169	15,341	-92.4%
Children's	4110	4,110	38,626	-89.4%
Meeting Room Usage (by hours)	100.0	100.0	1,291.0	-92.3%
Austin Room	62	62.0	848.5	-92.7%
Rotary Room	38	38.0	442.5	-91.4%
Program Attendance				
Number of Children's Programs	14	14	135	-89.6%
Number attending	721	721	6,261	-88.5%
Number of Adult/Young Adult Programs	0	0	1	-100.0%
Number attending	0	0	660	-100.0%
Other				
Number of people using the Library	9,772	9,772	149,492	*new statistic
Volunteer Hours				*new statistic
Total Receipts	\$2,042.93	\$2,042.93	\$22,327.74	-90.9%
Copies	\$64.80	\$64.80	\$1,253.66	-94.8%
Fines	\$974.74	\$974.74	\$9,588.06	-89.8%
Non-Res. Cards	\$916.00	\$916.00	\$10,811.60	-91.5%
Lost Items	\$87.39	\$87.39	\$647.32	-86.5%
Misc.	\$0.00	\$0.00	\$27.10	-100.0%
# of free photocopies	56	56	1,302	-95.7%

Goal 1

Develop an appropriate financial base to ensure long term stability and opportunities for growth.

Objective A

To work with the City of Newberg to ensure sufficient City funding.

Action Items

- The Director will participate in the City Budget process and other activities.
- Members of the Library Board, Newberg Library Friends, Library Foundation of Newberg and other supporters will provide additional information to the City regarding library services.

Resources Needed

No additional resources needed.

ACTIVITIES 1993-95

The Director actively participated in all City Budget Committee activities. The Library's budget has increased by 38% from 1992-93 (\$300,436) TO 1995-96 (\$413,641).

Objective B

To work with the Newberg Library Friends and the Library Foundation of Newberg to make the best use of funds to augment the operating budget.

Action Items

- The Director will attend regular meetings of the Foundation and the Friends and will recommend purchases to each group for their consideration.

Resources Needed

No additional resources needed. Both support groups will undertake their own fundraising.

ACTIVITIES 1993-95

The Director met regularly with both groups and was actively involved in the Foundation program in 1994. The Friends provided funds for a variety of projects most notably over \$8,00 for the cd rom area, \$600 each year for the summer reading program, and \$400 for a television.

Objective C

To study and act upon, if appropriate, the formation of a library district to encompass the area of Yamhill County not in the Chemeketa Community College District.

Action Items

- The Newberg Library Board will appoint a committee by August 1993 to investigate future funding alternatives or the formation of a library district.

Resources Needed

No additional resources needed.

ACTIVITIES 1993-95

Discussion with Council members during the 1995 library levy attempt. There appears to be some grass roots activity forming.

Goal 2

The Library will expand its collections of materials to encompass developing new formats and technologies.

Objective A

To remain aware of emerging technologies and evaluate their appropriateness to the library environment.

Action Items

- The Assistant Director will attend professional conferences annually to maintain current knowledge in the field.
- Management Staff will review periodicals to stay aware of emerging trends.

Resources Needed

Additional funding for implementing specific activities
Current resources are sufficient to maintain awareness of the field.

ACTIVITIES 1993-95

The Assistant Director has attended the Online NW session each year. She has also attended workshop at OLA and other occasions. She has gained proficiency and training on the use of the Internet.

Objective B

To develop and expand library collections of currently available technologies and material formats.

Action Items

- Make personal computers available for public use.
- Add Reference CD Rom and other resources to the collection as needed.
- Expand the video collection to include more classic films and quality children's videos.
- Enlarge the audio cassette collection of books on tape and music.
- Add Compact Discs (CDs) to the collection.
- Add equipment for viewing and listening to videos, audio cassettes and CDs.

Resources Needed

Additional funding for adding to all collections
Funding for purchasing both equipment and the furniture to place it upon

ACTIVITIES 1993-95

Plans are to place a macintosh for public use in 1995-96.

The Oregonian and Health Reference Center were added. In 1995-96 a cd-rom encyclopedia is planned for the Children's Dept.

Audio and Video budgers were expanded from \$26,48 in 1992-93 to \$5,850 in 1995-96.

Compact Discs have not been added to the collection

The viewing and listening area as been established in the reference area with funds from the Library Friends. The TV in the meeting room is no longer usable and will need to be replaced.

Goal 3

The Library will develop its collections of materials to help users in their everyday lives and to promote independent learning.

Objective A

To develop and expand the practical information collections in all formats for all ages.

Action Items

- Evaluate both the adult and juvenile collections by December 1993 and complete plans for developing areas in need by February 1994.
- Pursue grants, donations, and increased operating funds for the acquisition of additional materials.

ACTIVITIES 1993-95

Resources Needed

Additional staff to evaluate the collections
Additional funding to augment the collections

Objective B

To develop and expand the collection to facilitate independent learning for all ages.

Action Items

- Evaluate both the adult and juvenile collections by June 1994 and complete plans for developing areas in need by September 1994.
- Pursue grants, donations, and increased operating funds to fund the acquisition of additional materials.

ACTIVITIES 1993-95

Resources Needed

Additional staff to evaluate the collection
Additional funding to augment the collections

Objective C

To develop and expand the popular materials collection in all formats for all ages.

Action Items

- Evaluate both the adult and juvenile collections by December 1994 and complete plans for developing areas in need by February 1995.
- Pursue grants, donations, and increased operating funds for the acquisition of additional materials.

ACTIVITIES 1993-95

Resources Needed

Additional staff to evaluate the collections
Additional funding to augment the collections

Objective D

To determine and develop the appropriate level of support for students to complement the resources of the educational community.

Action Items

- The Assistant Director and Children's Librarian will consult with the school district at least semi-annually on methods to facilitate access to information by students.
- Assess collections by December 1993 and develop and distribute information regarding services by September 1994.

ACTIVITIES 1993-95

Resources Needed

Increased staffing to evaluate the collections and work with the educational community

Objective E

To maintain a viable and current collection.

Action Items

- Develop plans for continual evaluation of both adult and juvenile collections by June 1994.
- Add items totaling 5-7% of the collection during the assessment phases of the foregoing projects.

ACTIVITIES 1993-95

Resources Needed

Additional funding to bring the library up to minimum state and national standards of a 5-7% replacement

Goal 4

The Library will cooperate with other libraries and agencies to provide residents with quality service.

Objective A

To participate fully in state and regional library activities.

Action Items

- Staff will participate in the decision making of the Chemeketa Cooperative Regional Library Service.
- Staff will participate in the Oregon Library Association.
- Staff will meet regularly with staff from other local libraries to facilitate cooperative programs and services.

Resources Needed

Additional hours to allow the Children's Librarian to participate

Additional reference desk staffing to allow the Assistant Director to participate more actively

ACTIVITIES 1993-95

The Director actively participated in CCRLS activities serving as chair of the Advisory Board in 1994-95. The Children's Librarian is an active member of the children's group. The Director served as chair of the Public Library Division in 1994-95 and continues to serve on the Board.. The Children's Librarian served as chair of the Honors, Awards, and Scholarship Committee from 1993-95 and received the Evelyn Sibley Lampman Award in 1995. The Assistant Director has met with staff at McMinnville to facilitate the sharing of resources.

Objective B

To increase the number of cooperative activities with other agencies in the Chehalem Valley and Yamhill County.

Action Items

- Staff will work with the schools to develop cooperative programs.
- Staff will work with the Chehalem Valley Park and Recreation District, the Newberg Community Hospital, George Fox College, and other agencies.

Resources Needed

Additional reference desk staffing to allow the Assistant Director to participate more actively

ACTIVITIES 1993-95

TV Free Week was a joint project of the School District, Park & Rec., and the Library. The Library joined with the school district in an Old Fashioned Festival Booth for two years. The HEAL project is a joint effort of the Hospital and the Library. The Library has cooperated with George Fox in their workstudy and intern program and is developing methods for better sharing of library resources. Tours for school classes were expanded and materials purchased to improve the tours. Library staff participated in Internet training with the school district as well as worked together in a telecommunications committee. The Director serves on the Board of the Chehalem Valley Senior Citizens Council and also arranged for the bus to stop regularly at the Library. The Director worked with the Chamber of Commerce on the CLIN technology workshop as well as Newberg Leadership as a participant and presenter. The Library co-sponsored the Cindo De Mayo celebration in 1994 with the Coalition on Human Diversity. The Library works with the Park & Rec. for the Holiday event and the Photo show.

Goal 5

The Library will encourage non-users to utilize library resources.

Objective A

To contact residents new to Newberg and the Chehalem Valley and provide them with information on library services available to them.

Action Items

- Develop a brochure that could be used by local real estate firms, the Chamber of Commerce, the City Water Department and other agencies in contact with new residents.
- Distribute the brochure to new residents and make it available at festivals and other special events.

Resources Needed

Additional funding to develop and print a brochure

ACTIVITIES 1993-95

A brochure was developed and is given out as a part of the packet provided by the water dept. for new customers. The Library has also had a booth at the Old Fashioned Festival each year to contact new residents.

Objective B

To increase the number of cardholders in Newberg from 62% to 70% of the population within two years.

Action Items

- Develop and implement a plan to increase the number of cardholders.

Resources Needed

Additional support staff to make contacts and carry out other plan activities
(The current necessity of charging Chehalem Valley residents who live outside the city makes it very difficult to promote library use, as half the residents of the market area must pay for a library card.)

ACTIVITIES 1993-95

Current cardholders number 64% of the community. No specific campaign has been conducted to increase card holders.

Goal 6

The Library will improve service to diverse populations.

Objective A

To enhance services available to local residents who have physical difficulty using library facilities, equipment, and materials.

Action Items

- Recruit volunteers to transport materials to the homebound.
- Increase the large print and talking book collections.
- Install equipment to improve access to the Dynix computer terminals by people with disabilities.
- Implement building and equipment modifications as outlined in the ADA plan.

Resources Needed

Additional staff hours to build up the homebound service and develop grants for additional funding

Additional funding for mileage reimbursement and insurance coverage for volunteers delivering materials

Funding to purchase equipment and make building modifications for ADA requirements

ACTIVITIES 1993-95

The homebound outreach was expanded to include Elixabeth House and a volunteer recruited to deliver materials. A LSCA grant will begin in 1996 to enhance the homebound delivery and to work with the senior center to provide a collection.

A large print standing order has been implemented which has increased the number of items. The LSCA grant includes funds for additional materials.

Additioanl talking books have been purchased as a part of the AV budget increase.

The ADA plan has been developed and activities are planned for 1995-96.

Objective B

To enhance the services available to the growing Spanish speaking community.

Action Items

- Increase the Spanish collection .
- Hire a Spanish speaking staff member to develop the collection, provide interpretative assistance, and set up programming for children and adults.
- Develop a marketing plan to inform the community of these services.

Resources Needed

An additional staff member (.5 FTE)

Funds to build the collection and to maintain it annually

ACTIVITIES 1993-95

The Library co-sponsored the 1994 Cindo de Mayo celebration and sponsored a storytime in 1994. The general library brochure is currently being translated to Spanish. Additional spanish materials have been added to the children's collection.

A marketing plan has not been developed.

Objective C

To develop and expand the information and resources available to parents and caregivers of pre-school children.

Action Items

- Evaluate and expand the collection of materials for reading readiness.
- Expand the collection of materials on parenting skills.
- Add a toddler storytime.
- Provide semi-annual workshops to train adults in providing storytimes for preschoolers.
- Utilize a community group and volunteers to revive the parent packets program for new-borns at the Newberg Community Hospital by January 1994.

Resources Needed

An increase in the Children's Librarian's position from .5 FTE to 1 FTE

Clerical support of .5 FTE

ACTIVITIES 1993-95

Objective D

To determine and provide the appropriate level of service to the business and professional community.

Action Items

- Conduct a survey of local needs and available materials.
- Develop an informational brochure about library opportunities for businesses and professionals.
- Include the Chamber of Commerce in efforts to contact new and existing area businesses.

Resources Needed

Additional staffing to evaluate the collections and the needs of the local community

Addition of a .5 FTE reference librarian

Additional funding, perhaps through grants and gifts, to augment the collections

ACTIVITIES 1993-95

A business newsletter was distributed in the late spring of 1995.

Goal 7

The Library will provide users with quality, convenient, and cost effective service.

Objective A

To assist users in locating and borrowing materials by staffing four public service areas at all times.

Action Items

- Staff the Reference Desk, Children's/Information Desk, Checkout, and Registration areas with qualified individuals at all times the Library is open.

Resources Needed

Additional staffing of 20 hours per week for the Children's Desk and 20 hours per week for the Checkout areas (1 FTE) to cover the 39 hours per week the Library is now open

ACTIVITIES 1993-95

This will be accomplished in 1995-96 with the addition of a 20 hour per week children's reference librarian. In addition 26 hours per week were added to the staffing of the circulation dept. Outside agencies provided 20-40 hours per week of Green Thumb participant assistance in the Circulation department and George Fox College work study students added 10-20 hours per week (during the school year only) to the children's dept.

There may still be times due to vacations or illness that the registration or Children's Desk are not covered.

Objective B

To provide competent and well trained staff.

Action Items

- Reference staff will attend two continuing education activities each year.
- Circulation staff will attend one continuing education activity each year.
- Management staff will attend the Oregon Library Association annual conference as well as a minimum of two other continuing education activities each year.
- The Director will attend state and national library conferences and will provide mini-workshops to staff based on information gathered at those sessions.

Resources Needed

Additional funds for travel, registration and other expenses

Additional staff to cover desks at the library

ACTIVITIES 1993-95

Reference staff attended OLA and the Clackamas Conference each year as well as two additional continuing education workshop. One attended the Basic Librarianship Institute. Both attended an Internet Workshop, and one attended an additional Internet workshop. (8 ce activities for 2 people for 2 years = 2 per person per year)

Management staff attended the OLA conference, the Clackamas Conference, Online NW, Internet Training I, Internet Training II, additional session on time management, children's fall workshop (12 ce activities for 3 people for 2 years = 2 per person per year)

Circulation Staff attended the Clackamas Conference in 1994. No additional outside training. add 20 hours per week

The Director attended the OLA conference and with other staff presented min9workshops to staff. She also attended both Internet training session, sessions on TQM and Library Boards.

Objective C

To increase access to Dynix terminals.

Action Items

- Staff will work with the Chemeketa Cooperative Regional Library Service to add 10 terminals to the library over the next 5 years
- Staff will work with the Chemeketa Cooperative Regional Library Service to add toll-free dial-up access for area residents

Resources Needed

Additional funds to purchase, install and maintain equipment

ACTIVITIES 1993-95

Two Dynix terminals were added. The plan has been revised to add a Dynix terminal each year with 2 additional added if journal indexing is installed. Dial up access remains a long distance phone number, but with the advent of the Internet and local access for Portland phone numbers the priority has changed. Brochures with details on Internet access to the CCRLS catalog have been developed and distributed.

Objective D

To recruit volunteers for everyday and specialized tasks.

Action Items

- Hire a staff volunteer coordinator who will spend 15-20 hours per week training, scheduling, recruiting, and supervising volunteers.

Resources Needed

Additional staff time (.5 FTE)

ACTIVITIES 1993-95

A Volunteer/Circulation Coordinator (30 hrs per week) was hired in 1994. She spends about 5 hours per week on volunteer activities, but has increased the number of volunteers and has developed programs such as the adopt-a-shelf and processing group which have been very useful.

Objective E

To provide improved and efficient services by reviewing and revising staff organization as necessary.

Action Items

- Review staff organization annually beginning July 1993 to adjust to funding and activity changes.
- Recruit professionals with advanced library degrees as openings in the management staff occur.

Resources Needed

Funds for new positions will be included in regular operating budgets

ACTIVITIES 1993-95

When the Volunteer/Circulation Coordinator and the Children's Reference Position were planned, the entire library organization was reviewed. When reference staff was hired in 1993, a candidate with an MLS was hired, however she stayed only 5 weeks and moved on to a full time position. Currently only the Director holds an MLS.

Goal 7

cont.

The Library will provide users with quality, convenient, and cost effective service.

Objective F

To secure additional parking.

Action Items

- The Library Director will work with the City Facilities Plan to coordinate parking efforts.
- The Library Director will explore possibilities of shared parking with neighboring property owners.

Resources Needed

Funding to purchase property and develop a parking lot

ACTIVITIES 1993-95

The director is serving on the Central School Project Team to enhance parking. She has been involved with the Hancock Street project which could free up funds to purchase property. She has worked with surrounding agencies and businesses to secure parking for employees.

Objective G

To expand Library hours.

Action Items

- Survey the needs of residents to determine the appropriate Library hours to be added.

Resources Needed

- Additional funding to support staff and building needs for the additional hours.

ACTIVITIES 1993-95

A city tax base election that would have added 8 hours to the library's week failed in 1994. A library levy with a similar impact failed in 1995.

Objective H

To provide more convenient access to library meeting rooms.

Action Items

- Library hours will be extended to allow Monday and Sunday use of the meeting rooms.
- The Library Director will work with the City to develop alternative sites for Court and other City meetings.
- A storytime room will be developed from a section of the storeroom behind the children's area to free up use of the meeting room.

Resources Needed

Additional funding to support staff and building needs for the extended hours

Additional funding to remodel the area for a storytime room

ACTIVITIES 1993-95

The levy's to extend hours failed in 94 and 95. The City is looking at a capital project for City Hall that would include meeting room space.

Goal 8

The Library will implement this Long Range Plan.

Objective A

To provide coordinated and quality library service by implementing the Long Range Plan.

Action Items

- Board and Council will approve the Plan during Spring 1993.
- Form work teams to carry out the tasks outlined after the Plan is approved.
- Evaluate the progress on Plan activities and update as needed each August.
- Revise the Plan completely in 1998.

Resources Needed

Additional resources for individual projects

ACTIVITIES 1993-95

The Plan was adopted in May , 1993 by the Board and July, 1993 by the City Council.

The Library Board is working on a fundraising activity

The Library managment team has undertaken a number of projects

A weeding team of staff and volunteers has been developed.

The plan was not evaluated formally in 1994, however it was evaluated by the Managment Team as a basis for the 1993-94 and 1994-95 workplans.

July 1995

Month End Report

Newberg Fire Department

ADMINISTRATION:

The Fire Chief attended the weekly drills and meetings of the Volunteer Fire Department, Duty Officer's meeting, regular Officer's meeting, Fire Department staff meeting, Newberg Rotary, City department directors, Community Relations Committee and Oregon Fire Chief's Association Board.

The 4 new firefighters began work on 7/5/95. Ron Pilcher, a replacement paramedic/firefighter began work on 7/17/95, and Jill Dorrell became a full time employee of the City on 7/1/95.

Construction of the ambulance bay addition continues with completion scheduled for early fall of 1995.

The major administrative chores for July centered around keeping the paperwork flowing in the mist of all of the Old Fashioned Festival commotion occurring at the Fire Station. The job description for Fire Marshal is being rewritten in preparation for advertising to fill that vacant position. Phil Picard has retired on a medical retirement after 22+ years of service. After the final paperwork is signed, the department will provide Phil with the proper recognition for his years of service. Until a Fire Marshal can be hired, John Wolff, a member of the Volunteer Department's Non-Cadre Fire Prevention Team, has been hired on a part-time basis.

TRAINING:

Regular drills for the month of July were held on the 10th and the 24th. On July 10th, the department spent the evening testing some of the miles of firehose that must be tested every year. This process takes many days for the career staff as well as a lot of extra time and involvement by the volunteers. The July 26th drill was used to refresh our memories on tactics and tools for brush and grass fires.

Other training related activities for July were:

- 1. Safety Committee meeting was held on July 11th.*
- 2. Officers meeting was held on July 19th.*
- 3. Duty Officers meeting was held on July 20th.*

FIRE PREVENTION:

Thirteen driveway inspections, two fire extinguisher classes, five plan reviews, seven inspections, one re-inspection, one investigation and two juvenile firesetters' conferences were completed by the Fire Department staff. Nine fires were investigated this month.

EMS DIVISION:

Shortly before 4am on the morning on July 5th, 1995 three people were sound asleep, getting the needed rest before they were to officially report to their first day of work with a new employer. A 911 call comes in for a man not breathing. Medic 20 is not available. The above three people got up and responded to the station to make sure Medic 21 got out. Thank you Roger Gano, Chris Mayfield, and Bret Boysen for your dedication.

The monthly EMS meeting was conducted on July 12, 1995. Three officers from Oregon State Police and three people from the Department of Transportation gave us a class covering our operations on State highways. It was a very good class and will undoubtedly result in better communications between State Police, ODOT and Newberg Fire Department.

Sharon Saylor from Wild Rose Design has been doing a lot of FREE FireMed work for us as part of a marketing class she is taking at George Fox College. You will see her work in the near future. She is the one who helped us with the cover of our Ten Year Strategic Plan.

Case reviews with Dr. Bailey were conducted on July 10th, 1995.

We met with Mary Newell from the College of Emergency Services on July 18th, 1995 to discuss the possibility of our 4 new firefighters attending.

Concerning the Newberg Fire Department's Multiple Injury Plan (MIP), Greg Meyers will be working to improve our abilities to handle a MIP call. He is researching the current plan, checking our equipment, and will be working with Assistant Chief Erb sometime soon to schedule some drills.

Ron Pilcher and Dale Mount are taking on the responsibility of monthly checks and inventory of the our drugs. This will include making sure expired drugs are rotated out of the kits before they expire.

Brian Lee and Cheryl Corum have expressed the interest in updating our maps and complex notebooks. They will be working on this project soon, so if you find yourself not getting lost, there is a chance they are responsible. Volunteer Assistant Chief Bill Swonger will be assisting them by driving the district to check streets.

DC/EMS Coordinator Douglas attended a meeting of the Eldercare Coalition on July 29th at Providence Newberg. This group identifies and develops resources for adult care givers.

In the month of July there were 126 EMS calls responded to by both ambulance and rescue crews.

	<u>Number</u>	<u>Percentage</u>
Motor Vehicle Accidents	25	20%
Medical Problems	82	65%
Miscellaneous	19	15%

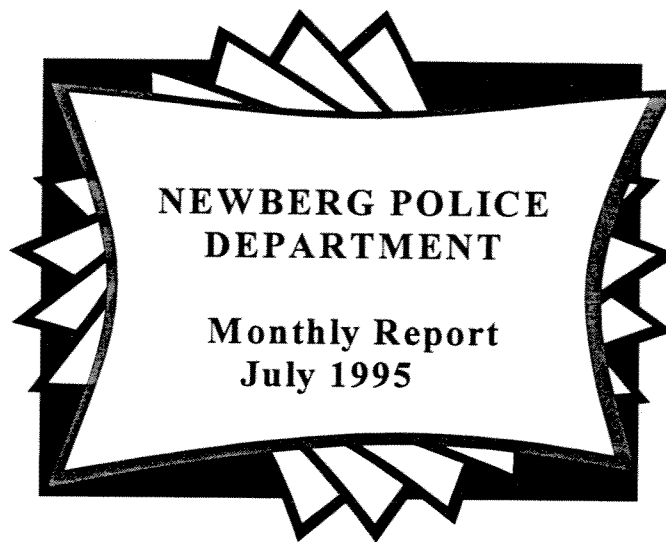
BUILDING, MAINTENANCE AND MISCELLANEOUS:

Lieutenant Al Blodgett attended the following meetings; a Mid-Willamette Fire Instructors Assoc. meeting in Newberg; Polk-Yamhill Firefighters Association and several meetings of the Old Fashioned Festival Committee and Board. Al also served as liaison between the carnival company and the Old Fashioned Festival. He served as a member of the assessment team at the Assessment Center run by MDI for the selection of a new Fire Chief for the Amity Fire District. Al has been working with the new firefighters as well as organizing the 1995 hose testing process.

Aside from regular apparatus maintenance duties, Lieutenant Rod Meade has been very busy coordinating the remodel with Powell Builders and trying to finish the office remodel. Rod attended the Oregon Fire Chiefs Association (OFCA) meeting held in Newberg on July 14th.

VOLUNTEERS:

The Volunteers were very busy this month overseeing Memorial Park during the Old Fashioned Festival. This event appears to have been a success according to all of those who attended.

**Old Fashioned Festival Summary:**

Reserve and regular officers provided assistance with traffic control during the Old Fashioned Festival parade, posted the parade route, and provided escort service for the Mayor and City Councilors during the parade. McGruff the Crime Dog, alias Cpl. Art Pohl, participated in the Children's Parade.

Community Resource Officer Art Pohl worked with Block Home Chairperson Kim Aust to construct a Block Home entry for the Old Fashioned Festival parade. The float received the Award of Merit.

Kids' Fair:

The Kids' Fair held July 22nd was a huge success with approximately 200 kids and parents attending. The fair, sponsored by the Newberg Police Department and Chehalem Park & Recreation, provided free bicycle registration and obstacle course, theater and poetry reading, a pie eating contest, graffiti wall, a POG tournament, and other activities. Children were awarded prizes purchased using donations from Chehalem Park & Rec, Rotary Club of Newberg, and Dayton Auto Wrecking.

A second Kids' Fair is scheduled for August 26th at Memorial Park, 10:00 a.m. to 2:00 p.m. again sponsored by the Newberg Police Department and Chehalem Park & Recreation. Similar activities will be offered.

The Newberg Bicycle Program made its first public appearance at the Kids' Fair on July 22nd. The reserve officers, sporting new POLICE bicycles, helmets, and polo shirts, were a hit with the kids. Very positive comments from kids and parents were received and the reserve officers really enjoyed the assignment. Bicycle patrols were also used during the Old Fashioned Festival.

Reserve Force Accepting Applications:

The recent hiring of reserve officers as regular sworn police officers has resulted in a staffing shortage for the Reserve Program. Approximately 18 applications were received following a recent advertisement for Reserve Officers in the Newberg Graphic. Those individuals having a passing LGPI score and a successful background check will be scheduled to attend the Reserve Academy beginning in September. A departure from past practice, the Newberg Police Reserve cadets will attend a joint Reserve Academy sponsored by both the Newberg and McMinnville police departments. Classroom instruction will be modified to ensure cadets receive instruction in both Newberg and McMinnville ordinances, and policies and procedures. The academy will continue through mid-May.

Community Resource Officer:

- ◆ Held a Neighborhood Watch meeting for newly formed Charles Street Neighborhood Watch Group and assisted with a Neighborhood Watch program for the Sitka Street neighbors.
- ◆ Assisted Cub Scout Leader Rick Mills with a BB Gun range at Scout Camp
- ◆ Instructed a class on Safety and Theft as part of a class for children at Memorial Park
- ◆ Assisted Yamhill County Deputy Lloyd Hinkle teach an AARP "55 Alive" class at the Chehalem Park & Rec district office

SIU Activities:

- ◆ Detectives began investigating a series of stolen checks being circulated among Newberg retailers. A suspect has been identified and investigation is continuing.
- ◆ Initiated an investigation into numerous thefts occurring in the offices of Springbrook Northwest. The investigation is continuing and arrests are expected.
- ◆ Investigated the death of an 18-year old Newberg woman. The cause of death was determined to be caused by acute seizure disorder.
- ◆ Indicted one individual, aged 23, for the rape of a 14 year old Newberg girl.
- ◆ Arrested three persons on arrest warrants, each charging Probation Violation; and arrested four juveniles for possession of marijuana, tobacco and paraphernalia.
- ◆ Arrested two juveniles on theft charges following an alleged shoplift at "The Hub."
- ◆ Began three sexual abuse investigations:
 - Began investigation into allegation of sexual abuse of a seven year old girl by a Newberg man. A suspect was arrested on Probation Violation charges.
 - Began investigation into the sexual abuse of a two year old Newberg girl by her non-custodial father. The investigation is continuing.
 - Began investigation of an allegation of sexual abuse of a nine month old child. This case later referred to the Yamhill County Sheriff's Office as both victim and suspect live in rural Newberg.

July Meetings & Training:

- Monthly SALT meeting in McMinnville
- Oregon Narcotics Enforcement Association (ONEA) conference
- Yamhill County Sheriff's Office intelligence meeting
- Vintage Festival meeting
- Old Fashioned Festival meeting
- Mandatory DMV recertification for all Communications Officers
- Newberg Human Resource Board meeting
- Crime Prevention Association of Oregon Board meeting
- R.A.I.N. meetings
- TRIAD Conference at B.P.S.S.T.
- Multi-disciplinary Child Abuse Team meeting
- Juliette's House Board meeting
- Asset Forfeiture Training conference, sponsored by the U.S. Attorney's Office

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

PART I OFFENSES:

(These include all major crimes.)

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
June 1994	June 1995	June 1994	June 1995
77	80	62.3%	43.7%

PART II OFFENSES:

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

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
June 1994	June 1995	June 1994	June 1995
166	165	96.9%	83.6%

PART III OFFENSES:

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

Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
June 1994	June 1995	June 1994	June 1995
451	408	100.2%	99.7%

TOTAL ALL INCIDENTS:

Total All Incidents Reported:		Percent All Incidents Cleared:	
June 1994	June 1995	June 1994	June 1995
694	653	95.2%	88.8%

COMMUNITY RELATIONS COMMITTEE

TUESDAY, JULY 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 June 29, 1995

2. OLD BUSINESS:

- 2.1 Gazebo Update
 - Promotional Campaign

3. NEW BUSINESS:

4. REPORTS:

- 4.1 Monthly Departmental Reports
 - Library
 - Fire Department
 - Police Department

5. ADJOURN:

- 5.1 Consider establishing new meeting time
- 5.2 Adjourn to next meeting date of Tuesday, August 29th