

COMMUNITY RELATIONS COMMITTEE MINUTES

12:00 noon, September 26, 1995

Newberg Fire Department

PRESENT: Chairman Bob Weaver, Marge Stiefbold, Jerry Fisher, Mayor Donna Proctor, City Manager Duane Cole, Police Chief Bob Tardiff, and Mary Newell, recording secretary.

ABSENT: Commissioner Debbie Sumner, Bill Larson, and Johann May

1. CALL MEETING TO ORDER:

1.1 Welcome new committee members

Chairman Bob Weaver introduced new Committee member Jerry Fisher and welcomed him to the committee.

1.2 Review and approve minutes of August 29, 1995

By consensus, the minutes were approved as written and placed on file.

2. OLD BUSINESS:

2.1 Pavilion Update - Promotional Campaign

Bob Weaver presented a list of companies, service clubs, and individuals to contact for solicitations of funds and labor for the pavilion. Brainstorming added more to the list. Mary Newell will mail a complete list to all members prior to the next meeting. Committee members are to select from the list those business(s) they wish to contact. This will eliminate the possibility of one business being contacted more than once during the fundraising process.

2.2 Flags on First Street

There was no report on this item. Duane Cole indicated that Community Development was working on it.

3. NEW BUSINESS:

3.1 Public meeting on development of a downtown city park located at First & College scheduled for September 28th at Newberg Providence Hospital.

City Manager Duane Cole distributed an outline of the schedule for the evening (attached) and explained how he thought the meeting should progress, depending on the number of participants. Chair Bob Weaver encouraged all Community Relations Committee members to attend.

4. REPORTS:

4.1 Monthly Departmental Reports

- Fire Department
- Police Department
- Library

The written reports are attached as part of these minutes.

5. ADJOURN:

There being no further business, the meeting adjourned at 12:55 p.m.



Mary Newell, Recording Secretary

MEMORANDUM

COPY

DATE: September 26, 1995

TO: Community Relations Committee

FROM: Duane R. Cole, City Manager



SUBJECT: Development of the Francis corner at First and College

In order to get the thought processes moving at the meeting September 28, I have put together a meeting format to consider. I would appreciate your input on the format and process. Envision this:

- | | |
|----------------------------------|--------------|
| 1. Call to Order | Chair Weaver |
| 2. Introductions | Chair Weaver |
| 3. Mission Statement for Project | Chair Weaver |

DRAFT Mission: Get organized, design and develop projects that encourage and improve relationships and fun areas for activities in our city.

4. Break into Groups if large enough crowd; if not, just one group. 15 to 20 Minutes

Brainstorm items to be included in the square.

Put on flip chart paper.

Groups report results to whole group; or, if one group just write on flip chart.

5. Prioritize the Items on the Chart -- 15 to 30 minutes. This may be a little difficult, but my idea is to try to get the group or groups to prioritize what should be developed in the square. My idea is as follows:

Evaluate each item by:

Evaluation Criteria:

Cost	Low	Medium	High
Importance	Could be Later	Neutral	Must have Now
Resources	Difficult To gather	Neutral	Easy to To gather

What hopefully falls from this process is a short list of the items to be included in the first

COPY

phase of the square. The group or groups could share this information with the whole group.

6. Develop a Design Task Committee (Deepening the Community commitment.)

The Community Relations Committee may want to take the prioritization list and present them to the Community through the newspaper and ask for drawings from community members. School children could be asked to draw pictures of the Square. This could be a 45 to 60 day project with the results being returned to the Committee and group at a meeting to be scheduled. We could use the Library as a focal point for posting the pictures by the children and adults. Ideas generated might be quite interesting.

7. Adjourn.

COMMUNITY RELATIONS COMMITTEE

Contact List for Pavilion
October 1995

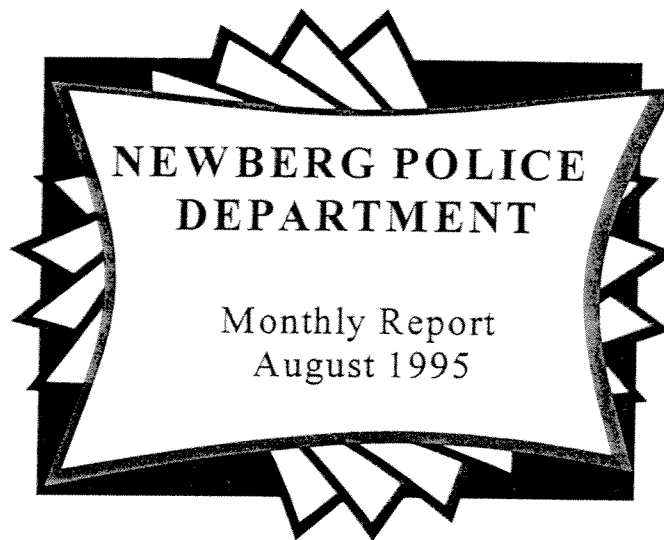
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Group/Company	Committee Member Responsible	Contact Date
Alexander's Petroleum Products		
Lumberman's	Mayor Proctor has/will contact.	
Attrell's Funeral Home		
Climax Industries		
Les Schwab Tires	Marge Stiefbold has contacted.	
Loren Berg Chevrolet/Oldsmobile	Mayor Proctor has/will contact.	
Doctors		
Dentists		
Attorneys		
Insurance Agencies		
Accountants (CPAs)		
Garbage Refuse Disposal		
Smurfit Newsprint	Mayor Proctor has/will contact.	
A-dec		
Realtors		
Builders/Developers		
Printers		
The Graphic		
Chamber		
20/30 Club		

Kiwanis	Jerry Fisher will contact.	
Rotary	Duane Cole & Bob Weaver will contact.	
Northwest Gas		
Banks		
Restaurants		
Fast Food Industry		
PGE	Mayor Proctor has/will contact.	
Grocery Stores (Except Thriftyway, Fred Meyer, and Naps)		
Thriftway	Marge Stiefbold has contacted.	
LazerQuick Copy/Printing	Marge Stiefbold has contacted.	
Izzy's Pizza	Marge Stiefbold has contacted.	
Perfect Look Hair Salon	Marge Stiefbold has contacted.	
Fred Meyer	Marge Stiefbold has contacted.	
Payless Drug Stores	Marge Stiefbold has contacted.	
Nap's Supermarket	Marge Stiefbold has contacted.	

USMC

Bob Weaver to contact.



Donkey Baseball for DARE

On August 19th, employees of the Police Department and Fire Department, assisted by officers from other agencies, joined forces to play a game of Donkey Baseball at Renne's Jim Jackson Field. It's estimated several hundred spectators watched the event, which raised approximately \$2,300 for the Newberg D.A.R.E. program. D.A.R.E. (Drug Resistance Education Training) has been part of the Newberg school curriculum for several years and is taught by Newberg Police Officer Scott Jones. The proceeds will purchase D.A.R.E. certificates, pencils, t-shirts, and workbooks. A number of local businesses helped sponsor the event, with the assistance of a promotor who coordinated the event and supplied the donkeys.

Children rewarded for wearing helmets

August found Newberg and Dundee police officers "citing" helmeted bicycle riders with certificates for free ice cream cones. The certificates, courtesy of the Newberg Dairy Queen, provided a positive incentive for children to wear their bicycle helmets.

Kids' Fair

Memorial Park was the site for the second summer Kids' Fair held August 19th/26th. Sponsored by the Newberg Police Department and Chehalem Park & Recreation District, the event offered an assortment of activities including pie eating contests, POG tournaments, a bicycle obstacle course. The Newberg Police Reserves were responsible for the Bicycle rally. Not available at the July 22nd children's fair, were the Yamhill County Sheriff's Office displaying their new Chevrolet Camaro and a member of the Sheriff's Posse on horseback. Back for a second appearance was the trauma team from Providence Newberg Hospital providing health and emergency demonstrations. Prizes were provided through the efforts of the Newberg Bicycle Shop, Newberg Rotary, and the local chapter of the Veterans of Foreign Wars.

Reserves

Reserve coordinator John Goad began the process for recruiting new reserve officers for the police department. Applicants have been screened, with oral boards being held the second weekend in September. Ten recruits, having passed a rigorous testing process and background check, will begin police training in a combined Newberg McMinnville Reserve Academy scheduled to begin on September 25th.

Community Resource Officer Activities:

- ▶ Assisted with August Kid's Fair
- ▶ Organized helmet promotion with Dairy Queen
- ▶ Assisted King City Police Department by placing speed measuring device in two King City locations needing speed surveys
- ▶ Set up Radar Reader Board in several Newberg locations
- ▶ Attended a Neighborhood Crime Prevention meeting on Deborah Road

SIU Activities:

- ▶ Concluded an investigation into methamphetamine and unlawful weapons possession by two Newberg residents. Both individuals were arrested and charged with Probation Violation, with charges pending against a third party.
- ▶ Began investigation into a Theft I from Springbrook Institute.
- ▶ Began an investigation of the long-term repeated rape of a 14-year old girl by her stepfather. Suspect subsequently confessed to the crimes, which occurred over an eight-year period.
- ▶ Assisted the Dundee Police Department in the recovery of stolen property.
- ▶ Began investigation into allegations of child abuse being suffered by three members of a Newberg family. The investigation is continuing.
- ▶ Began investigation into possible abuse of four month old infant with a broken leg.
- ▶ Seized one pound of marijuana from a former Newberg resident. Information on this seizure has been forwarded to the Grand Jury, seeking an indictment for Delivery of A Controlled Substance.
- ▶ Began internal investigation for the Yamhill County Sheriff's Office. The primary investigation was concluded and report submitted to the Sheriff.
- ▶ Arrested an individual on a Probation Detainer for the Possession of a Controlled Substance.
- ▶ Began investigation into alleged sexual abuse of 39-year old Newberg female. Investigation is continuing.
- ▶ Initiated investigation into possible sexual abuse of an 11-year old Newberg girl by a 57-year old neighbor who has since left the area. Reports have been forwarded to the District Attorney's Office, seeking a Grand Jury indictment.
- ▶ Assisted YCINT in a narcotics case.
- ▶ Arrested two juveniles for being Minors in Possession of Alcohol and Tobacco. Both were later released to their parents' custody.
- ▶ Began an investigation into a reported outdoor marijuana grow.
- ▶ Recovered a \$2,700 welder that had been stolen from a construction company in Beaverton. Charges against several suspects relating to this seizure are pending.
- ▶ Began investigation into the depletion of a senior citizen's bank account by victim's son. The investigation is continuing.
- ▶ Investigated a reported sexual abuse of an eight-month old boy by a non-custodial father. Case cleared as unfounded.
- ▶ Began investigation into the rape of a 15-year old Newberg girl by two teenage boys. The investigation is continuing.
- ▶ Began investigation into the alleged sexual abuse of an 11-year old Newberg girl.

Suspect has been identified as a family friend. Case has been forwarded to the District Attorney's Office.

- ▶ Began an investigation into molestation of a six-year old Newberg boy by his babysitter, which allegedly occurred in December of 1992. The investigation is continuing.

Meetings/Training Attended during August

- Managemnt Advisory Committee meeting
- Juliette's House Board meeting
- OEDIA seminar on new laws
- Multi-disciplinary Child Abuse Team meeting
- OACP district meeting on new legislation
- S.A.L.T. Council meeting
- Community Relations Committee meeting
- Vintage Festival Committee meeting
- Child Fatality Review Team at SOSCF (formerly CSD)

Patrol Statistics

August statistics for Traffic Patrol Warnings and Citations are not available at this time. Current access to statistical information is limited while the Marion/Salem Data Center implements program changes to comply with the new (NIBRS) National Incident Based Reporting System standards. The stats will be reported in the next monthly report.

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

PART I OFFENSES:

(These include all major crimes.)

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
July 1994	July 1995	July 1994	July 1995
73	69	67.1 %	49.2 %

PART II OFFENSES:

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

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
July 1994	July 1995	July 1994	July 1995
180	214	89.4 %	89.7 %

PART III OFFENSES:

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

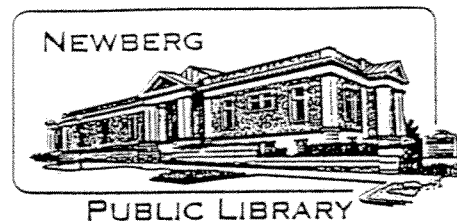
Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
July 1994	July 1995	July 1994	July 1995
475	421	98.5 %	98.8 %

TOTAL ALL INCIDENTS:

Total All Incidents Reported:		Percent All Incidents Cleared:	
July 1994	July 1995	July 1994	July 1995
728	704	93.1 %	91.1 %

The Library Update

August 31, 1995 Issue Number 2



SIDELINES

Children's Librarian Sandi Olmstead and Library Director Leah Griffith provided craft activities for Children's Day at the Yamhill County Fair on August 4th. Helicopters, masks, and turtles were made by children between rides on the midway and petting pygmy goats.

The Newberg Library Friends are preparing for their Fall Booksale on October 26, 27, & 28.

Donations are welcome through September, but after October 1, those with books to donate are asked to wait until after the booksale as the Friends will be busy selling 1,000's and 1,000's of books. The booksale runs during regular Library hours.

Access to the Library Catalog from your home computer is available via the Internet.
•Telnet to 199.101.15.33
•Web search for: CCRLS
•Dial in: 1-503-399-5259
Login Password: ccrls
For more information contact the Reference Desk

HOURS

Tuesday, Wednesday, Thursday
11 am to 8 pm

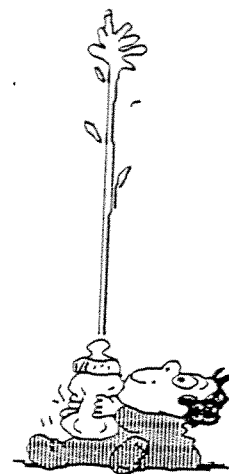
Friday and Saturday
11 am to 5 pm

Sunday and Monday
Closed

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Newberg Public Library
1 E. Hancock
Newberg, OR 97132
(503)538-7323 Fax: 538-9720
e-mail:
newlibr@libmail.chemek.cc.or.us

Babies Don't Come With Instructions!

The Newberg Public Library and the OSU/Yamhill County Extension Service are cosponsoring a series of 4 classes to learn positive parenting techniques. If you are wondering what you can expect from your baby or what other parents are going through this class is for you. The classes will be 3:30 pm to 5 pm on the following Tuesdays, September 19th and 26th, October 3rd and 10th. Child care will be provided at the Library. The classes are FREE, but please sign up by phone or in person at the Library before September 19th. Call Sandi Olmstead, Children's Librarian at 537-0304 to reserve your place in this informative and fun series of classes.



Library Board Fills Positions

Linda Sartwell of Dundee has been appointed to the Newberg Public Library Board by the City Council of Newberg. Sartwell works at George Fox College and her children have attended Newberg Schools. She and her husband Dick, pastor of the Newberg Friends Church, have lived in the Chehalem Valley since 1988. Linda represents those who live outside the Newberg City Limits on the Board.

Donna Read of Newberg was elected chair of the Board at their August meeting and Linda Marshall will serve as vice-chair. Other board members include David King and Dorothy Rogers.

The Library Board meets on the third Tuesday of each month at 7 pm at the Library. The public is invited to attend.

Games Day Begins

Friday afternoons can be a bore, but not starting October 6th at the Library. From 2:30 to 4:30 every Friday afternoon the Austin Meeting Room will be set up with games and activities for grade school age children. Children's Librarian Sandi Olmstead and volunteer Flo Musser will be supervising the fun times. Bring your kids and join in a game of Clue or Scrabble or choose from any of the 30 to 50 games available.

Annual Fall Cleanup

Spring cleaning has moved to the Fall at the Library. Marty Trolan, Volunteer Coordinator is planning for three days of cleaning, putting books in order and general straightening of the Library for September 22nd, 23rd and 25th. She will be assisted by the Newberg Library Friends and the Volunteer members of the Adopt A Shelf Program. You should notice a shining, clean, Library on the 26th when we open.

Summer's Over !!!!!

The Library finished its fun filled summer of reading programs for everyone on August 31st. Carol Foutts, Assistant Library Director and Sandi Olmstead, Children's Librarian did an excellent job providing quality programs for all ages. The *Blast Off With Books* program for 5th graders and younger had almost 500 children participating (reported on last month).

Solve Mysteries-Read was the theme for the Young Adult reading program for those in 6th through 12th grade. Over 70 teens read hundreds of books which made them eligible for prizes donated by the following businesses.

Coffee Cottage
Ye Olde Pizxa Shoppe
The Hub
Little Caesar's
Fred Meyer
Sweet Stuff Yogurt
FarmGro Supply
House of Cards
McDonald's of Newberg
Chehalam Park & Recreation Dist.
Riverwood Golf Course
Newberg Dairy Queen
Newberg Terrace
Newberg Sports Cards
Izzy's Pizxa
Excalibur Books
Dogy's Sandwiches

The *Adults Only* Reading Program was a hit with over 100 adults participating by reading or completing literary trivia sheets. Prizes were the added incentive for the adults also and a number of local businesses supported this program as well.

Sweet Nellie's Flowers
Duck Pond Cellars
Yamhill's Gallery & Gifts
White's Collectables
Jane's Safari Restaurant
Horizon Video
Sokol Blosser Winery
Lina's Restaurant
Your Touch of Class
Feathered Friends

Thank you to all our sponsors for making this a very successful Summer at the Library.

Storytime Starts Again

Fall means the start of school and the start of preschool storytime. The season will run from September 12th to mid-December. The program is aimed at 3 to 6 year olds and parents are welcome to attend the storytime sessions. Each week has a special theme and activities include stories, fingerplays, and action songs.

September 12, 6:30 pm & September 13, 11:30 am
Teddy Bears

September 19, 6:30 pm & September 20, 11:30 am
More Teddy Bears

September 26, 6:30 pm & September 27, 11:30 am
Your Teddy Bears

October 3, 6:30 pm & October 4, 11:30 am
Dr. Ted. E. Bear's Clinic

October 10, 6:30 pm & October 11, 11:30 am
Fire Prevention Week "Watch What You Heat"
Newberg Fire Department will be here to present fire prevention for preschoolers

Upcoming Programs

Floyd Skloot will present a poetry reading on the evening of Thursday October 26th in an event co-sponsored with the Paper Gardens Poetry Contest and the Library. This free event is a kickoff to the Paper Gardens Poetry Contest.

A workshop for aspiring writers will be held all day on November 4th. If you want to learn some of the secrets of writing and getting published this free workshop is for you. Sign up information will be available in October.

Calendar

Sept. 1st	Winners in the Adult Summer Reading Program to be notified
Sept. 9th	Adopt A Shelf Training
Sept. 12th	Preschool Storytime Fall Series Begins See story above
Sept. 19th	Parenting Class Starts (See story on page 1)
Sept. 19th	Library Board Meeting (7 pm) Library Rotary Room
Sept. 21st	Library Foundation Meeting (6:30 pm) 501 E. Hancock
Sept. 22,23,25	Annual Fall Clean Up Days
Oct. 26,27,28	Fall Used Book Sale

Memo

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

To: Library Board
From: Leah M. Griffith
Library Director
Date: September 13, 1995
Re: Inter Library Loan Policy

I have recently reviewed our Inter Library Loan service and feel that we need to make some changes to respond to an increased demand for the service, primarily by one or two individuals.

Inter Library Loan is a service that allows Newberg Public Library to borrow books from libraries all over the country to meet the reference needs of our users. We utilize improved computer technology that allows us to look at the collections of thousands of libraries to locate the materials. We are able to fulfill the requests 75% of the time and in many cases these materials are esoteric requests for materials located in only three to five libraries in the country. Most of our customers request one or two items for a particular project they are working on and then don't use the service for another six months or a year. For that limited use, I feel strongly that ILL is simply a part of our general mix of service including storytime, programs and the entire collection that is on our shelves. However, we do have one or two individuals who borrow an extensive amount of materials and in order to control our costs I am proposing the attached policy.

The average rate to mail a book back to its owning library is \$2.00. Our online charges for OCLC are up to \$2.00 for each transaction. Staff time to order, receive, checkout, and return is \$6.00 or more per item depending on the complexity of the request. This is not an unusual amount when we consider the costs for reference service and other library services, however, it is out of line if we are filling ILL requests at the rate of 5 or 10 per month for one individual (\$600 - \$1,200 annually).

I propose that we limit the number of ILLs for one person to 5 at any one time and 25 per calendar year. This would accomodate the needs of researchers, but still keep our costs to a reasonable amount. If someone wanted more than 25 per year, they could do so for a fee of \$10 per item.

Newberg Public Library
Inter Library Loan Policy

The Newberg Public Library provides Inter Library Loan as a service to its registered borrowers. Requests for materials located in libraries outside our three county system provide customers with material unavailable to them in any other fashion. In order to make this service available to all at no charge, certain restrictions are placed on the number of ILLs that can be in process (on order or checked out) at any one time. Customers may have no more than five (5) items either on order or checked out at any one time and an annual limit of 25 items checked out per calendar year. Any items requested and received beyond the 25 will be charged at a rate of \$10 each. This fee will be paid at the time of order and if the item is not received, it will be refunded.

This policy takes affect on first day of the month following adoption by the library board. If it is adopted during the calendar year, the free (25) ILLs will be prorated.

Adopted: Newberg Public Library Board

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
Library Board

From: Leah M. Griffith
Library Director

Date: September 13, 1995

Re: Monthly Report

The first Library Update newsletter is an apparent success. Circulation staff reported many positive comments as users took a copy to read and we had to reprint a number of times to meet demand. It certainly proved easy enough for me to produce the second issue also, so we appear to have a winner.

We have hired our Children's Reference Librarian this week. Newberg resident Tonya Hamilton started on the 12th by observing and working with Children's Librarian Sandi Olmstead. She is learning quickly and will be wonderful addition to the staff. Tonya is a former elementary teacher and she, her husband and daughter live in Newberg. Tonya is the daughter of Tony Russo, NHS wrestling coach. Be sure and say hello next time you see her.

We loaned book carts to the volunteers and staff of Renne Middle School as they moved their library from one site to the other. We will probably do the same next year when they move back.

The Library Board welcomed Linda Sartwell to their ranks in August. They are also reviewing the library's Long Range Plan, 1993-1998 and will be working on updating some areas and reporting on progress in others. They will be addressing the issue of providing needy non-residents with library cards through a scholarship program.

Circulation/Volunteer Coordinator Marty Trolan and I visited the Corvallis Public Library in August to discuss their volunteer information desk program. They have a similar two floor design and have developed a volunteer reception desk in the lobby to assist people in finding their way around the library. We have noticed an increased need for this type of service, since it is always disheartening to have someone stand in line at the circulation desk while others in front of them have piles of books checked out and then when they finally reach the front of the line, to tell them to go on upstairs to the reference desk where they will be helped. We hope to begin training volunteers in September and have a trial program up and running in October. On our way back we visited the new library in Monmouth. It is a beautiful building with many nice features, however, I have to admit I was truly envious of their 50+ parking places as compared to our 15.

At the Chehalem Valley Senior Citizens Council Meeting meeting in August, we took a tour of the new senior center. It should be a real asset to our community and enjoyed by the seniors for years to come, including many of us who aren't seniors yet. I will be working with Don Clements and Anna Loving to develop library services from the site with the Federal grant we are expecting in January (it still needs final Congressional approval). This should be a great way to get books and other information resources into the hands of seniors.

I conducted a training session on using a new piece of computer software for staff in August. It includes some desktop publishing capabilities and I'm already seeing the results of that training in some great flyers and notices.

Marty Trolan, our representative on the City Safety Committee, attended a workshop in McMinnville on the role of a safety committee and she reported back on a number of excellent ideas she learned. We had our annual safety inspection in August and did pretty well except for a couple of power cords that had gotten out of control and some chairs that needed to be moved to provided better access to an emergency exit. The biggest correction will be the replacement of our bike rack. We have a series of metal upside down "L's" with cords for locking up bikes. These were a safety hazard for people tripping over them as well as the location which encouraged bicycles in the direct path of the ramp access area. We are replacing it in September with a modern looped rack at a location away from the ramp.

Director's Activities

- Assisted Children's Librarian at Yamhill County Fair Children's Day
- Became president of the Newberg City Club and started new year with board meetings and initial planning for years activities
- Attended the Library Foundation Meeting
- Attended Oregon Library Association Executive Board Meeting in Eugene
- Attended the Public Library Division meeting in Newport (saw a whale spouting from our ocean front meeting room) Planned activities for the year
- Held Library Management Team Meetings
- Attended City Department Head Meetings
- Attended Library Friends Meetings
- Attended Chehalem Valley Senior Citizens Council Meeting

*Comm.
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com.*

Newberg Public Library
Board Meeting

TUESDAY September 19, 1995
7:00 p.m.

Newberg Public Library
Rotary Meeting Room

Please call 537-1256 if you are unable to attend

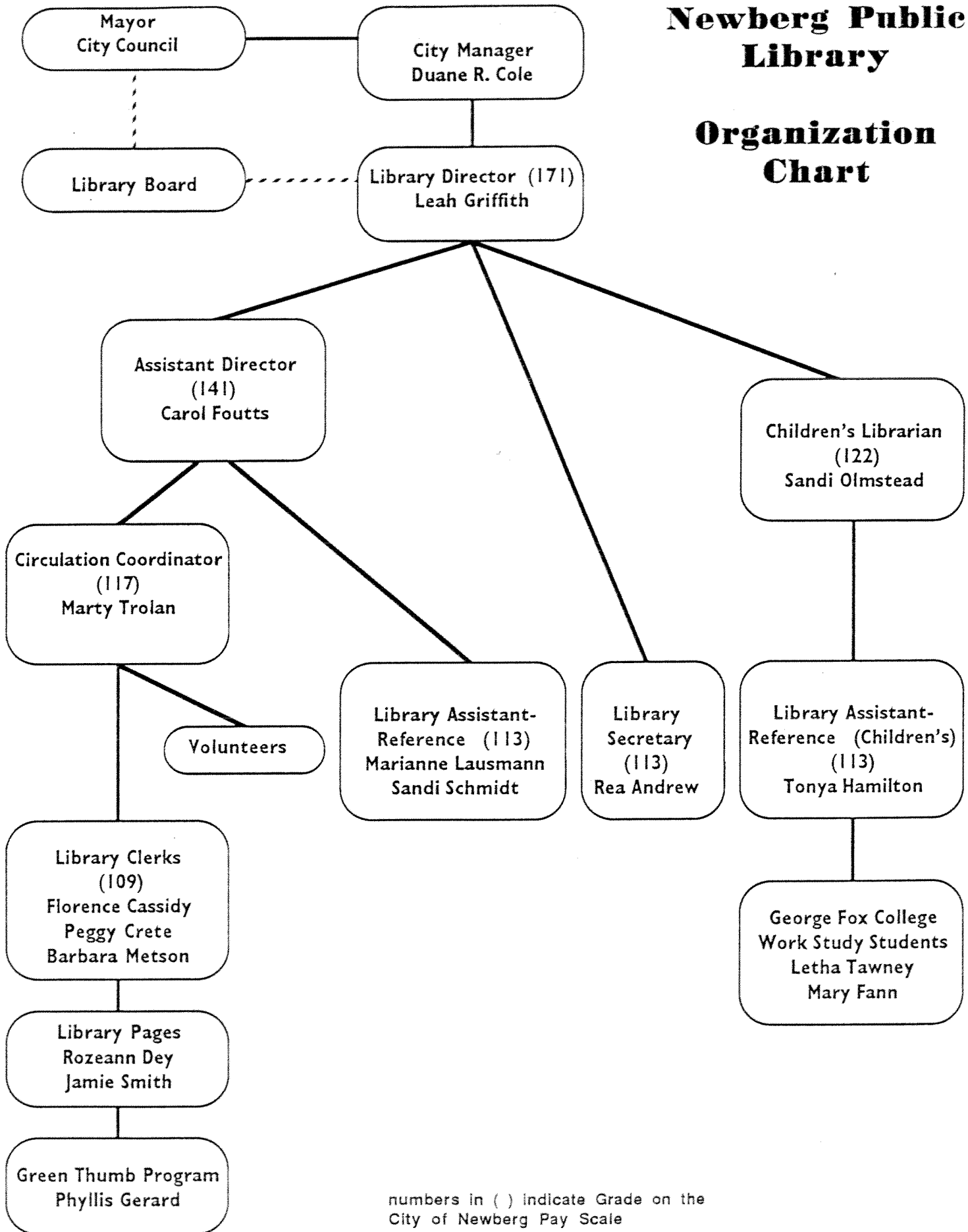
AGENDA

- I. Call to Order - Chair Donna Read
- II. Consent Calendar
 - A. Minutes - August, 1995
 - B. Statistical Reports - August, 1995
- III. Business
 - A. Fund Raising Activities - Action
Scholarships for non-resident cards
 - B. Review of Long Range Plan Activities -Action
Revisions?
Finalize Report to Council
 - C. Sponsor a Book
Report on activity
 - D. Inter Library Loan (ILL) Policy - Action
- IV. Library Director's Report
 - A. Written monthly report
- VI. Items for Next Month's Agenda
October 17, 1995
- VI. Adjournment

Packet Contents:
Agenda
Monthly Report-August
Monthly Statistical Report-
August
Minutes-August
ILL Policy

Newberg Public Library

Organization Chart



numbers in () indicate Grade on the City of Newberg Pay Scale

Minutes
Newberg Public Library Board
Tuesday August 15, 1995

Present: Board Members: Linda Marshall, Donna Read, Linda Sartwell, David King
Staff: Leah Griffith

The meeting was called to order at 7:05 pm by acting chair, Donna Read
Linda Sartwell was welcomed as the new board member and introductions were made.

Consent Calendar:

It was moved and seconded to approve the consent calendar items (June Board minutes and June & July statistical reports).

Business:

Election of officers was held. Donna Read was elected chair, Linda Marshall was elected vice-chair.

Fund Raising activities were discussed. The director presented a program that is conducted at the Springfield Public Library to provide scholarships for non-resident cards. A fund raising campaign is held to encourage donations for a special fund to provide scholarships for those who cannot afford to purchase a non-resident library card. Discussion included whether it should just be for students or for anyone who could not afford the card. It was also questioned how to determine eligibility. SPL operates on an honor system (if you say you can't afford to pay then you are believed and issued a scholarship card) and has felt that has worked for them. Any action on this policy would have to go before the City Council. The director will check with the City Finance Department regarding a special fund and Donna Read will investigate the requirements for reduced lunch fees as a guide for eligibility.

Library staff are working on a Sponsor a Book display to encourage people to sponsor the cost of the book in return for a book plate in the book noting their donation. This project is continuing with a report scheduled for next month.

The Long Range Plan was reviewed. It will continue at next months meeting and a formal report will be provided to the City Council regarding progress and updates.

Director's Report:

The director's report was mailed. The new format of a newsletter and memo was well received. The newsletter is proving very popular with customers with many being picked up at the Circulation Desk.

Items for Next Month's Agenda

Next months meeting will be held on September 19. Agenda items will include: The Long Range Plan, The Scholarship Program, The Sponsor a Book Program.

The meeting adjourned at 8:00 pm.

Leah M. Griffith, Library Director

Approved

NEWBERG PUBLIC LIBRARY

MONTHLY STATISTICAL REPORT

	AUGUST, 1995	1995-96 YTD	1994-95 YTD	Change (+ or -)
Circulation	15,664	27,951	23,108	21.0%
Adult Books	6,594	11,694	9,859	18.6%
Children's Books	5,259	9,619	8,507	13.1%
Periodicals	494	1,125	1,052	6.9%
Videos	878	1,571	1,309	20.0%
Records/Cassettes	498	986	595	65.7%
Pamphlets	49	173	109	58.7%
Cameras	0	2	4	-50.0%
Items Borrowed from Oregon State Library	1	1	2	-50.0%
Items Borrowed from out of state libraries	13	19	0	1,900.0%
Items Borrowed from CCRLS Libraries	1,219	2,082	1,626	28.0%
Items Borrowed from other Ore. libraries	27	47	45	4.4%
Items Loaned to Other Libraries (ILL)				
Items Loaned to other Oregon Libraries	632	1,150	1,034	11.2%
Reference Activity				
# of Questions Asked	1,251	2,514	1,878	33.9%
By phone	142	403	347	16.1%
By in House	1,109	2,111	1,531	37.9%
# of Questions Answered	1,167	2,392	1,691	41.5%
Adult	879	1,583	1,228	28.9%
Children's	288	809	463	74.7%
# of Questions Referred to other Lib.	168	236	103	129.1%
Adult	153	204	56	264.3%
Children's	15	32	47	-31.9%
# of Materials Used in the Library	3,801	9,080	6,018	50.9%
Adult	1,690	2,859	1,390	105.7%
Children's	2,111	6,221	4,628	34.4%
Meeting Room Usage (by hours)	99.0	199.0	180.5	10.2%
Austin Room	79	141	121.0	16.5%
Rotary Room	20	58	59.5	-2.5%
Program Attendance				
Number of Children's Programs	4	18	15	20.0%
Number attending	96	817	744	9.8%
Number of Adult/Young Adult Programs	2	2	0	200.0%
Number attending	72	72	0	7,200.0%
Library Usage				
Number of people using the Library	12,165	19,160	16,563	15.7%
Volunteers				
# of Hours Volunteered	542	883	428.5	106.1%
Total Receipts	\$1,859.32	\$3,902.25	\$3,655.41	6.8%
Copies	\$88.95	\$153.75	\$184.15	-16.5%
Fines	\$879.94	\$1,854.68	\$1,411.37	31.4%
Non-Res. Cards	\$805.25	\$1,721.25	\$1,919.00	-10.3%
Lost Items	\$85.18	\$172.57	\$140.89	22.5%
# of free photocopies	142	198	56	253.6%

August 1995

Month End Report

Newberg Fire Department

ADMINISTRATION:

The Fire Chief attended the weekly drills and meetings of the Volunteer Fire Department, Newberg Rotary, City department directors and Oregon Fire Chief's Association Board.

Most of the Chief's time was spent laying in the sun on the beaches of Hawaii. He escorted Michael and Mary to the Hawaii International Water Polo Tournament. Their team took 2nd place.

TRAINING:

Regular drills for the month of August were held on the 7th, 14th and the 28th. On August 7th, the department held it regular apparatus training night. On August 14th the drill was dedicated to rural tender - porta tank evolutions. The August 28th drill was spent practicing wildland fire trail building methods and techniques.

On August 8th, 9th and 12th, the department presented a Wildland/Urban Interface Firefighting and Safety Class (SW 195) to prepare our firefighters for possible State wide conflagration fires. Newberg hosted the class for firefighters from Dundee, Dayton and Tri-Cities also. The class was presented by Chief Sherman and Lt. Blodgett after much preliminary ground work done by Lt. Blodgett.

Also in August volunteer members spent many extra hours in the evenings assisting career staff in testing the thousands of feet of fire hose that must be annually tested. The Training Officer assisted Smurfit Newsprint with SCBA training for their personnel in 7 different sessions at Smurfit.

Other training related activities for August were:

- 1. Safety Committee meeting was held on August 8th.*
- 2. Officers meeting was held on August 23rd.*

FIRE PREVENTION:

Thirteen driveway inspections, twelve plan/design reviews, eight inspections, two fire investigations and two juvenile firesetters intervention interviews were completed by Fire Department staff.

EMS DIVISION:

New operational guideline manuals are now in use and are located in each office and in the meeting room. These manuals contain the ambulance guidelines recently given to all of the staff for review and they also contain all of the guidelines that were in the old Fire Department Standard Operating Procedure book.

Case reviews were conducted at station 2 on Monday, August 7th with Dr. Bailey.

An EMS Division Report was given to the Newberg City Council on Monday, August 7th, 1995.

The Department will have a FireMed news release and one half page ad in the September/October issue of "Yamhill County Senior News." A big "Thank You" goes out to Lieutenants Al Blodgett, Ron Pettijohn and firefighters Decker, Hubble and Homer for hanging our FireMed banner over highway 99W. FireMed has the potential for providing funds to greatly improve services.

Point of interest: In the 1994/95 budget year, Newberg Fire transported 57 FireMed patients.

Our monthly EMS meeting was held on Wednesday, August 16th. We had a great turnout. Topics discussed were Emergency Medical Dispatching (EMD), new medical kits for our drugs, and new epinephrine 1:1,000 pre-filled syringes.

On August 22, 1995, the Division Chief/EMS Coordinator attended a one day seminar on EMS funding. It was an interesting class which discussed hospice care, billing, measurement of service capability and managed care.

On the August 30th, Cheryl Corum put a couple of small bears on Medic 20 to use on pediatric incidents.

Dale and Marie Mount, Chris Bryant and Frank Douglas ran in the Hood to Coast race on August 25th & 26th. Gary and Donna Stong participated in the Portland to Coast Speed walk and Chris Byrant also participated in the Portland to Coast run. Congratulations to all of them for their efforts.

In the month of August there were 124 EMS calls responded to by both ambulance and rescue crews.

	<u>Number</u>	<u>Percentage</u>
<i>Motor Vehicle Accidents</i>	31	25%
<i>Medical Problems</i>	74	60%
<i>Miscellaneous</i>	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 a meeting of the Old Fashioned Festival Committee and Board. He spent considerable time putting together the SW 195 class taught by himself and Chief Sherman. Representatives of Newberg, Dundee and Dayton Fire Departments attended the 16 hour class. Al organized the "Probie" interview process, there will be five persons entering the non-cadre and seven entering training on the firefighting side. Al also has been assisting with the office remodel and helped Chief Tardiff find suitable locations for the Police Department's speed trailer.

The Department will be hosting two days of training during the fall Yamhill County Recruit Academy.

Aside from regular apparatus maintenance duties, Lieutenant Rod Meade has been very busy coordinating the ambulance addition with Powell Builders and trying to finish the office remodel.

VOLUNTEERS:

The Volunteers held their annual family picnic on Saturday, August 5th - a great time was had by all who attended.

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, September 26, 1995

Time: 12:00 Noon

Location: Newberg Fire Department
414 E. Second Street
Newberg, OR 97132

AGENDA

1. CALL MEETING TO ORDER:

- 1.1 Welcome new committee members Jerry Fisher and Johann May
- 1.2 Review and approve minutes of August 29, 1995

2. OLD BUSINESS:

- 2.1 Pavilion Update
 - Promotional Campaign
- 2.2 Flags on First Street

3. NEW BUSINESS:

- 3.1 The Community Relations Committee will be steering a meeting on September 28th at the Providence Newberg Hospital with interested Newberg citizens on the development of a downtown city park located at First & College.
 - a. The goal of our meeting will be brainstorming for how we would like the park to develop.

4. REPORTS:

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

5. ADJOURN:

- 5.1 Adjourn to next meeting on Tuesday, October 31, 1995