



NEWBERG PUBLIC LIBRARY ADVISORY BOARD

MINUTES

September 19, 2019 7:00 P.M.

1. **CALL MEETING TO ORDER** at 7:02 pm by Chair, Suzanne Meenahan
2. **ROLL CALL**
 - Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie Allen; Crystal Garcia
 - Excused: Shane Corsetti
 - Library Director: Will Worthey
 - Staff Note Taker: Sue Easterly-Eisenberg
3. **CONSENT CALENDAR**
 - a. Minutes for the August 15, 2019 meeting was accepted with name corrections.
 - b. Library Use Report for August 2019 was accepted.
4. **PUBLIC COMMENTS**

None were lodged.
5. **BOARD COMMENTS**
 - a. The current library narratives from the staff were shared.
 - b. There followed a discussion of the digitalization of the Newberg Graphic copies that the library owns. The date for the last copy year for digitization was discussed, and the process that was agreed upon with Pamplin Media Group was considered. There was a discussion about the 1922 permission date within copyright law versus a possible 1950s date. The board discussed pursuing a working relationship with Pamplin for future digitalization projects, and doing outreach in this direction.
6. **BUSINESS**
 - a. **Discussion of the Donor Recognition Policy.**

Vice Chair Ratcliffe volunteered to edit the policy for clarity.
7. **REPORTS**
 - a. **Verbal report on the most recent flooding incident.**

Regarding glass doors in the Children's area: Library Director informed the Board of the architectural design failure that causes these flooding events and the inquiry into replacing the doors with windows. Currently, regular cleaning of the drains outside these doors need to be done to avoid more flooding. The Library Director stated that he will be pursuing quotes and approval for this work.
 - b. **Leaking windows by landing.**

Regarding the stairwell: The large glass windows were not installed properly in this area resulting in leaks when it rains. The Library Director explained that these could be below grade or directly from the glass itself. The consensus was that the Library Board will need to pursue Library Foundation financial support to remedy this situation.
 - c. **Monthly library digital newsletter.**

The library will begin using the Patron Point online service (provided by CCRLS) in October to send newsletters to patrons with existing emails.
 - d. **Adult programing at the library.**

The Library Director stated there will be an increased focus on expanding adult programming, and that this will coincide with the new marketing tool provided by the newsletter.

8. NEXT MEETINGS/STEPS:

The following next steps / meetings were observed:

Vice Chair Ratcliffe will edit the Donor Recognition policy for clarity.

The Library Director will pursue the first flooding abatement task.

Chair Meenahan will pursue permissions for digitization from Pamplin media group.

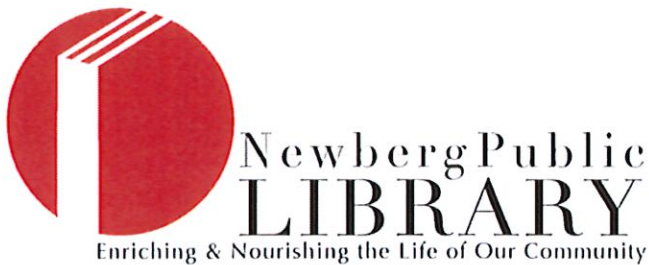
Library Advisory Board: October 17, 2019.

Library Foundation Meeting: Foundation/Library Board mixer and training session on September 27, 2019.

9. ADJOURNMENT

The Library Board adjourned at 7:56 pm.

Submitted: Will Worthey, Board Secretary/ Library Director



Policy

Adopted by Newberg Library Advisory Board
February 21, 2019

IN REVISION AS OF 9/26/2019

Donor Recognition

The donor recognition boards located within the Newberg Public Library are used to recognize certain significant donations made to the Newberg Public Library and its services and organizations.

The large wooden donor board in the Library's lobby recognizes special gifts and memorials to the Library intended for a variety of purposes. The donation amount required to place a name on this board is currently \$1,000. Library supporters who wish to place a name on this board should contact the Library Director for more information.

The Library Foundation has a donor board in the lobby. The Foundation requires a \$20,000 donation to have a name placed on that board. It is managed by the Foundation with assistance from library facilities staff for removal and engraving.

Donor recognition boards for discrete projects may be created and installed at an appropriate location. Donor plaques for specific items may also be placed on the equipment or near the item purchased. These acknowledgments are under the purview of the Library Director.

Donation recognition in books and other collection materials is covered in the Collection Management Policy.

9/13/2019

I just had a patron call to thank me for recommending a new author. She had come in trying to complete an old mystery series. Something about the series made me think she might like to try *The Widows of Malabar Hill*. She just called to say that she loved it and is in the process of reading everything by Sujata Massey.

Jean

9/14/19: Dad and just-turned-7 daughter came in because they needed books to read for daughter's birthday party later in the day. She excitedly told me that the theme was "superhero robot tea party," which I told her was the best theme I'd ever heard. I found them several options in each category, and even one that was both robots and superheroes. They chose which ones to check out and the girl eagerly showed me which ones they chose, then they went on their way to finish getting ready for the party.

SSK

A patron inquired about a library card at the Circ desk on Oct. 2, 2019. She was not pleased to hear that she would need to pay a fee for a card due to her residence location. Despite everything shared with her about the wonderful advantages of having a library card, she did not look happy. So I suggested that she "Try it for a month," (our free-for-a-month option) to see if this is something she would like to continue in the future. She immediately began smiling & said YES, I would like to do that! Then she profusely thanked me...a complete turnaround & a wonderful option that I am glad to be able to offer patrons.

~Sue Easterly

Tuesday, August 6th – 1pm

A married couple and their young daughter were on the second floor using the computer and they were having technical difficulties. It had been years since they had used a computer and they were not sure how to access their email in order to print some documents. A reference desk librarian was assisting the family, however there was a language barrier and she could not assist them furthermore. Thankfully, I happened to walk past the computers and was quickly ushered by another librarian to help them. The couple was relieved the library had a fluent Spanish librarian on duty, and since the family shared one library card, I was able to help them get one for everyone in the family.

Karen Diaz

Latinx Services

10/10/19 I've had several youth request repeats of some of my summer themed events because they were unable to attend. This is great feedback that I hit the mark if not the time! --KLH

9/27/19 About half of the Art Club youth wanted to know why I didn't have 1st Friday VR in September. They were gracious in understanding that it was my anniversary. But it was encouraging to know that about a dozen youth showed up hopefully ready to participate! --KLH

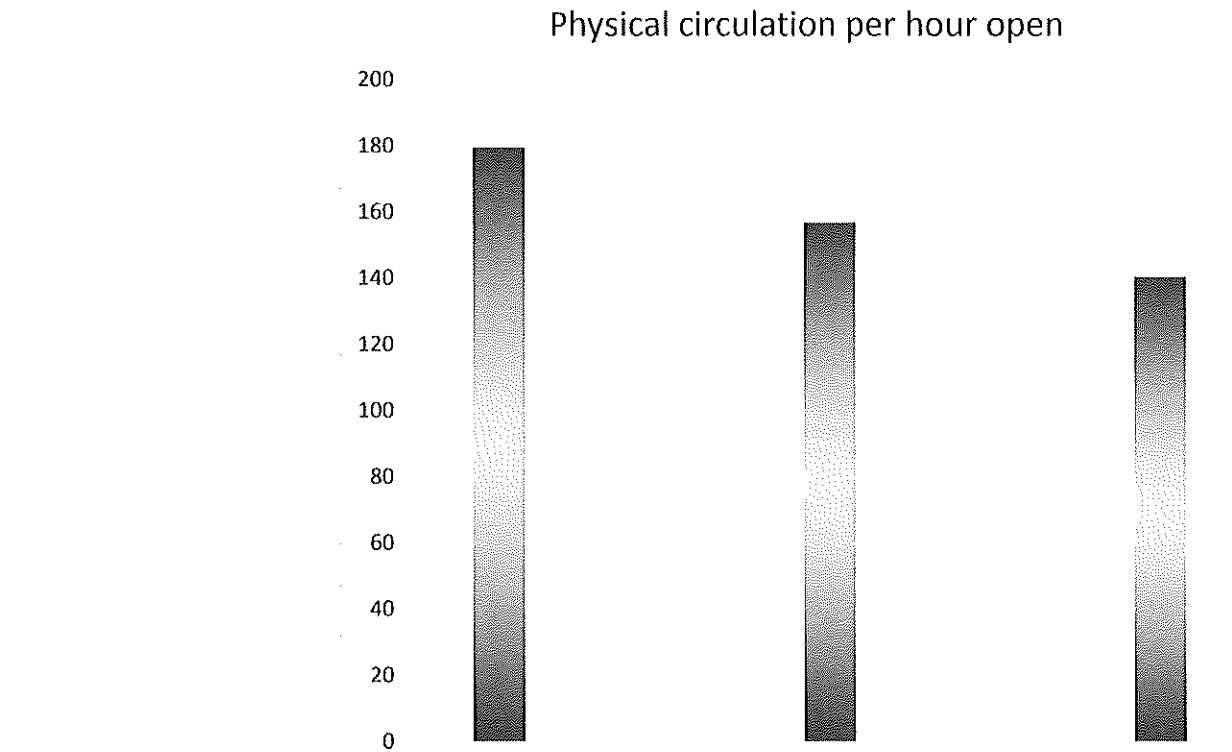
09/13/19 Humans vs Zombies: A group of young men had a birthday party the same evening and decided to move the party to this event! Several high school youth had pep band this evening and wormed their way out at halftime to come participate! --KLH

OPEN HOURS

	YTD	2018-2019	2017-2018
Total open hours:	546	2,142	1,976

CIRCULATION

Total physical circulation:	97,947	335,622	277,143
Per hour open	179	157	140

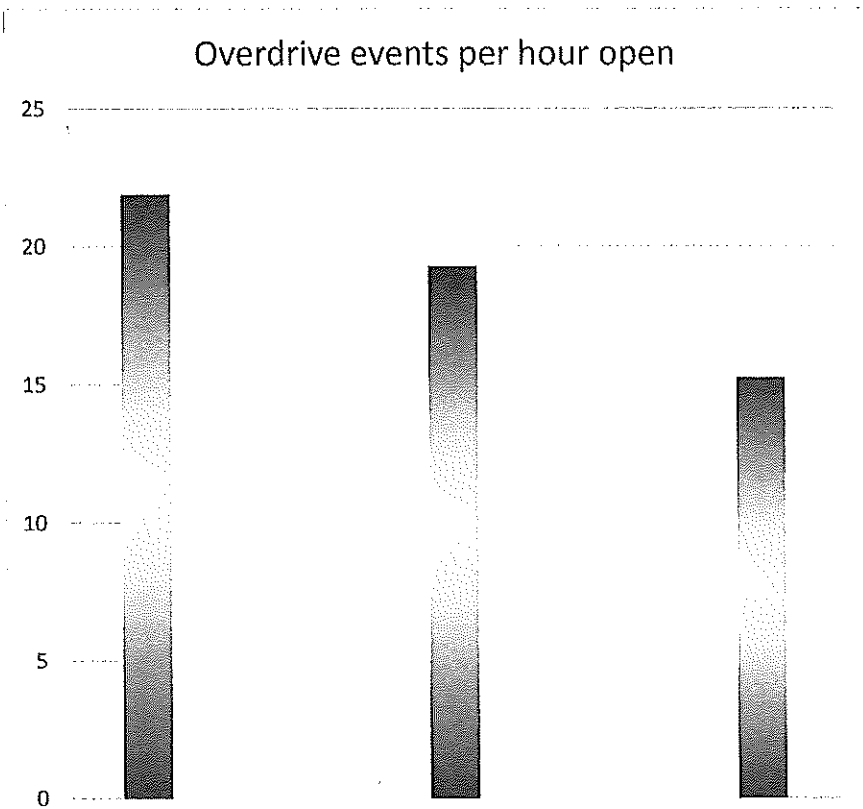


OPEN HOURS

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E CIRCULATION

Total Overdrive events	11,955	41,288	30,116
Per hour open	22	19	15

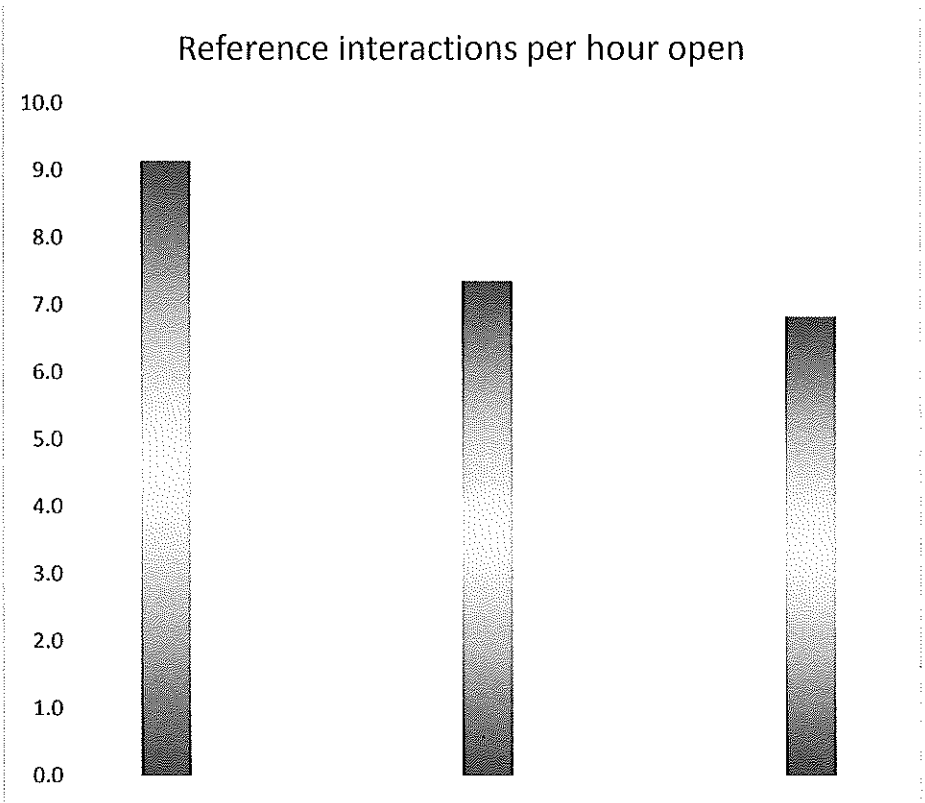


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REFERENCE

Questions / patron assists:	4,990	15,735	13,481
Per hour open	9.1	7.3	6.8



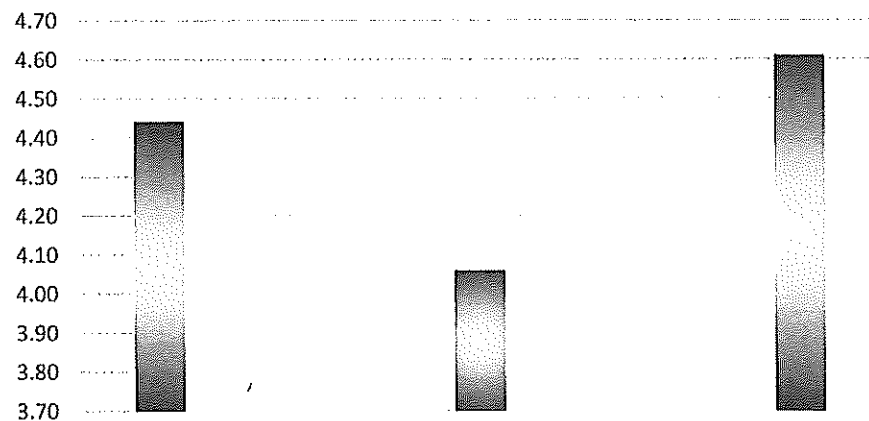
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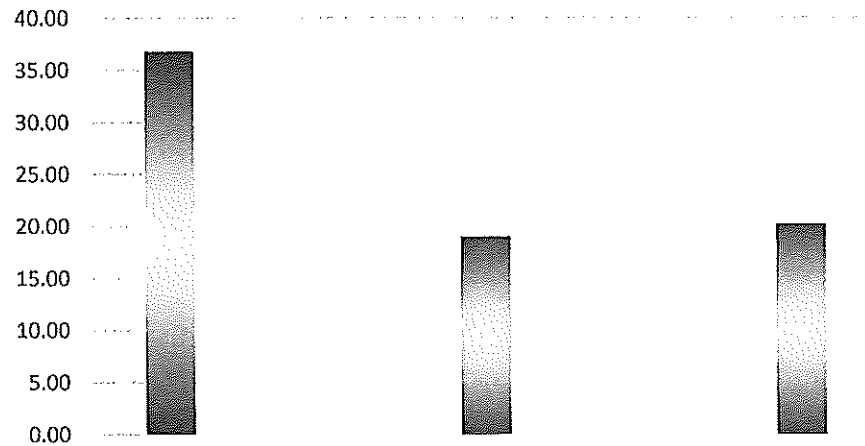
COMPUTER USE

Wifi usage:	20,075	40,612	39,825
PC Sessions:	2,425	8,680	9,100
Children's Devices iPads, etc:	0	14	10
PC / tablet use per hour open:	4.44	4.06	4.61
Wifi use per hour open*	36.77	18.96	20.15

PC / tablet use per hour open:



Wifi use per hour open*



* Use is guests / unique devices.

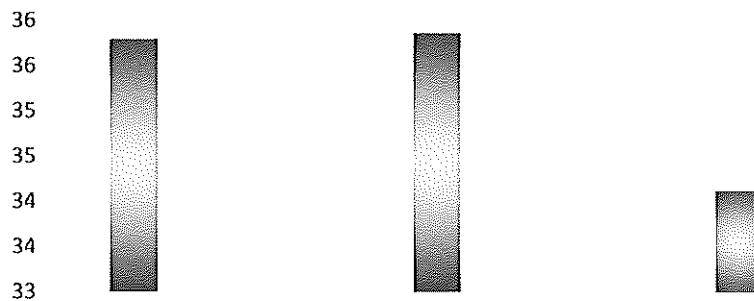
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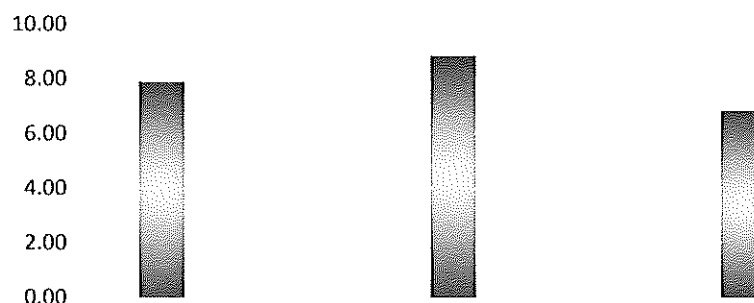
PROGRAMMING STATISTICS

Adult programs:	9	48	46
Adult attendance:	111	533	503
Teen programs:	33	116	68
Teen attendance:	392	2,514	1,133
Children's programs:	66	346	232
Children's attendance:	3,451	15,463	10,784
Spanish programs:	12	18	49
Spanish attendance:	341	424	1,052
Programs total:	120	528	395
Attendance total:	4,295	18,934	13,472
Avg attendance / program:	36	36	34
Total attendance per hr open:	7.87	8.84	6.82

Avg attendance / program:



Total program attendance per hr open:

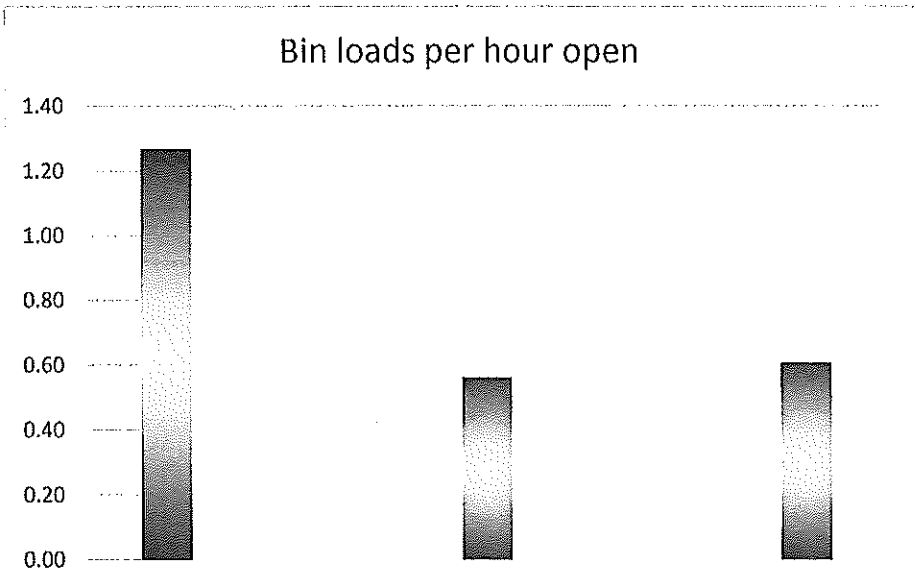


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CHECK-IN ACTIVITY*

Total bins checked in:	692	1,200	1,200
Per hour open	1.27	0.56	0.61



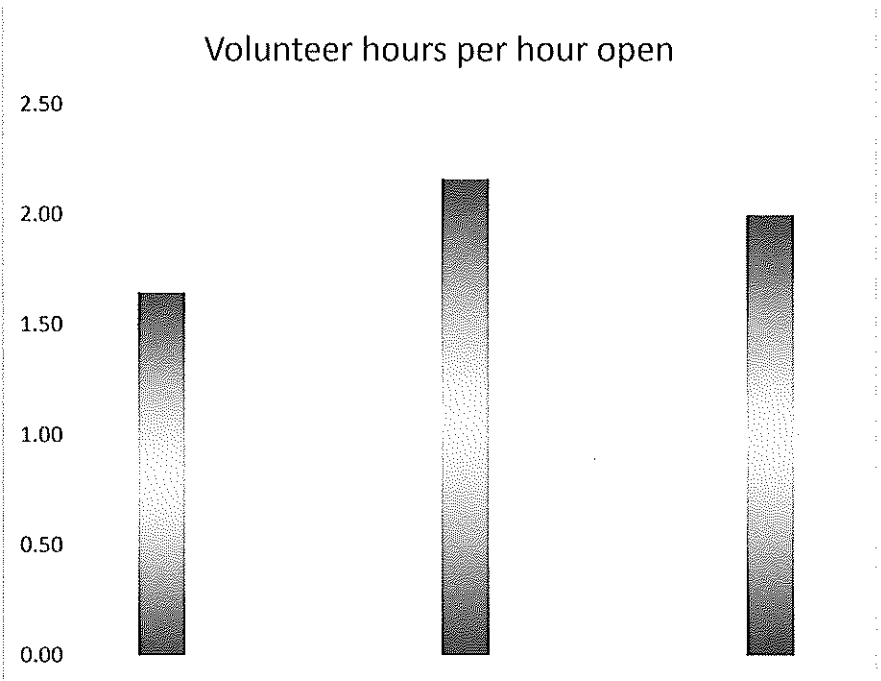
* NEW METRIC. We have no statistics for previous years 1200 was added to make the chart work.

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VOLUNTEERING

Total volunteer hours:	899	4,629	3,946
Per hour open	1.65	2.16	2.00



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VISITS TO THE LIBRARY

Total visits:	71,433	184,800	176,000
Per hour open	130.83	86.27	89.07

