

## NEWBERG PUBLIC LIBRARY ADVISORY BOARD

### MINUTES

October 17, 2019 7:00 P.M.

1. **CALL MEETING TO ORDER** at 7:02 p.m. by Chair, Suzanne Meenahan
2. **ROLL CALL**  
Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie Allen; Shane Corsetti, Crystal Garcia  
Library Director: Will Worthey  
Staff Note Taker: Audrey Smith
3. **CONSENT CALENDAR**
  - a. Minutes for the September 19, 2019 meeting was accepted.
  - b. Library Use Report for September 2019 was accepted.
4. **PUBLIC COMMENTS**  
None were lodged.
5. **BOARD COMMENTS**
  - a. Current library narratives were shared.
  - b. Vice Chair Ratcliffe informed the board that she is meeting with Dundee Elem. principal, Reed Langdon, on how to acquire data for the number of Dundee households in the Newberg-Dundee School District who are currently not served by the library.
6. **REPORTS**
  - a. **Update on the Newberg Graphic digitization request (Chair Meenahan).**  
Chair Meenahan will attempt to make contact with Pamplin Media owner to discuss a partnership to digitize copies of the Newberg Graphic the library owns. This process is to preserve the images and make the content of the newspaper searchable for historical research. It was suggested that this digitized resource would only be made available for reference purposes, from one machine at the library. It was suggested that in return, Newberg Public Library could give Pamplin Media a copy of the digitization to use and acknowledge Pamplin's contribution on the library's sponsorship board.
7. **BUSINESS**
  - a. **An examination of the improved Donor Recognition Policy (Vice Chair Ratcliffe)**  
Vice Chair Ratcliffe went over the steps of her edit of the Donor Recognition Policy. Chair Meenahan motioned to accept the policy and all were in favor. Board member Garcia asked if donations get funneled to the Library Friends as part of the process. Library Director stated this is a standard practice of libraries, but that larger donations would more often be directed to the foundation for long term projects.
  - b. **Do we need to assist the Foundation in recruiting more active members?**  
Board member Allen stated that the Board has directed people, interested in helping the library, to join the Library Foundation in years past. Board members brainstormed on ways to promote future Foundation participation. It was generally felt that no action is needful at this time bar monitoring the situation.
  - c. **Library Foundation/Board get-together.**  
Board member Corsetti encouraged planning of future activities for these two groups to meet. Library Director informed of such an opportunity on Nov. 8<sup>th</sup> when the library, in partnership with the Chehalem Cultural Center, will show a WWI documentary at the Black Box Theater.

d. **Read to Me Program.**

Library Director informed the Board about this new program to promote early literacy.

8. **NEXT MEETINGS/STEPS:**

**Library Advisory Board:** November 21, 2019.

**Library Foundation Meeting:** November 20, 2019.

9. **ADJOURNMENT**

The Library Board adjourned at 7:48 p.m.

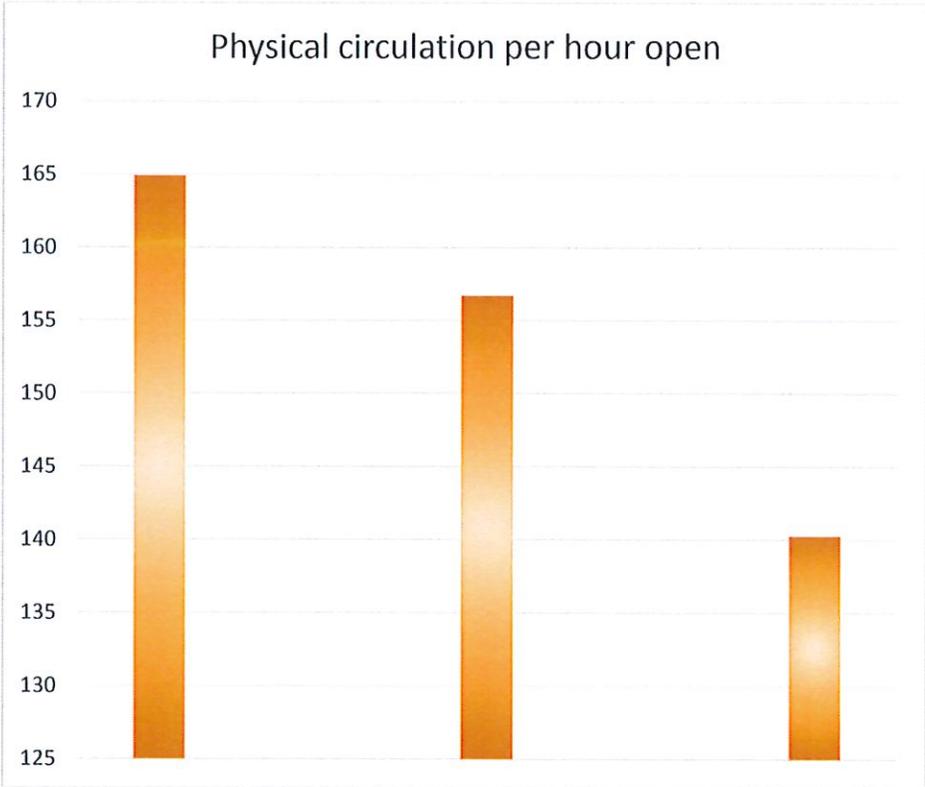
Submitted: Will Worthey, Board Secretary/ Library Director

### OPEN HOURS

	YTD	2018-2019	2017-2018
Total open hours:	776	2,142	1,976

### CIRCULATION

Total physical circulation:	127,948	335,622	277,143
Per hour open	165	157	140

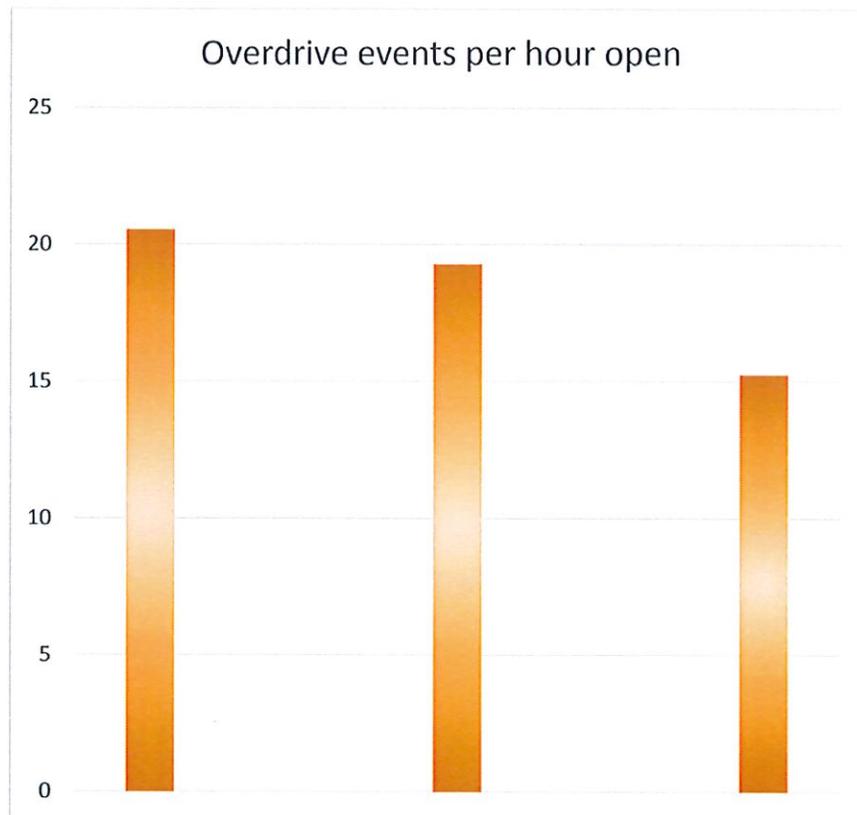


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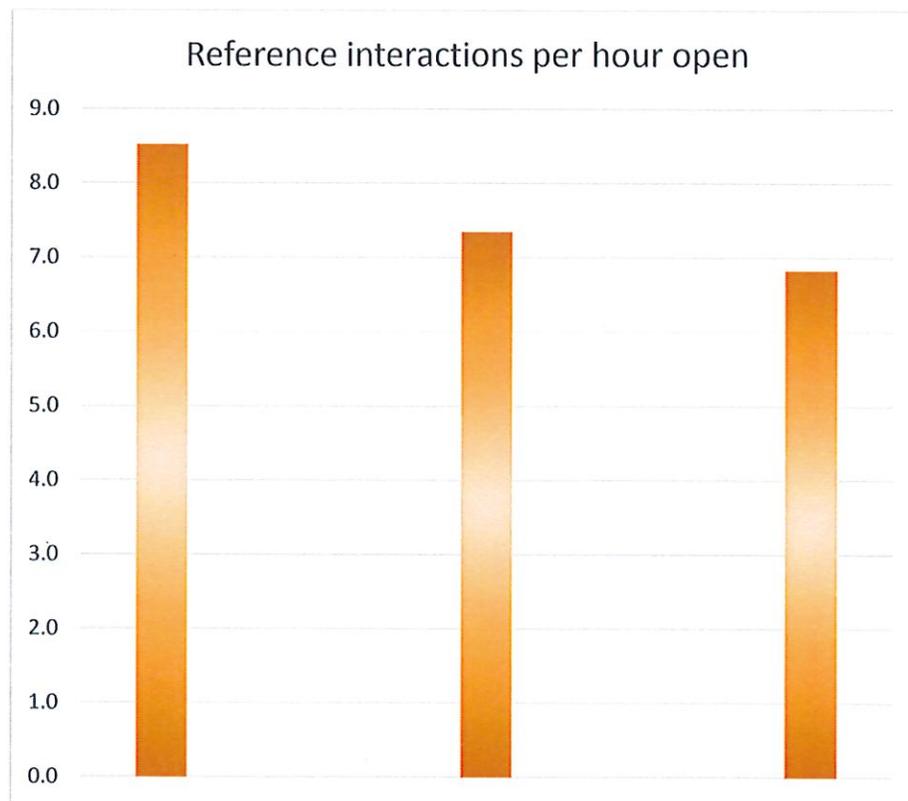
## E CIRCULATION

Total Overdrive events	15,930	41,288	30,116
Per hour open	21	19	15



## OPEN HOURS

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	REFERENCE		
Questions / patron assists:	6,610	15,735	13,481
Per hour open	8.5	7.3	6.8



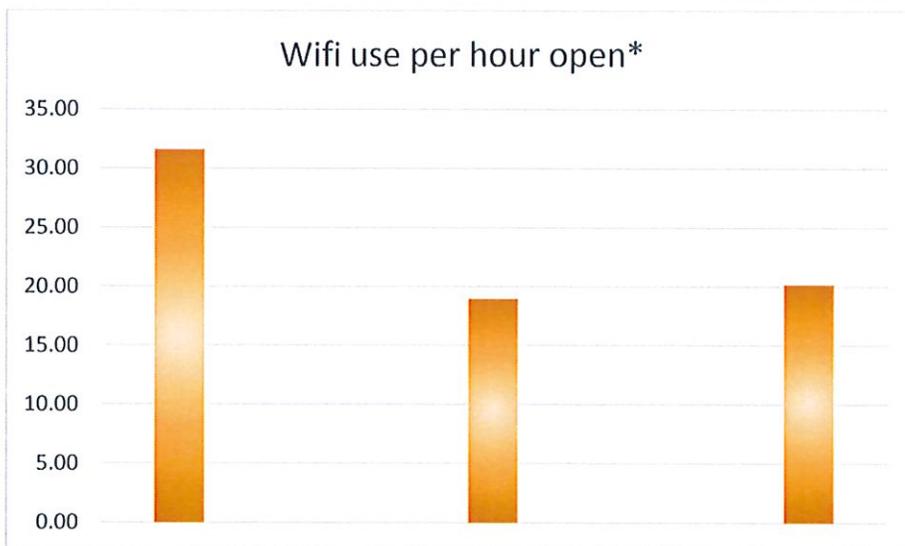
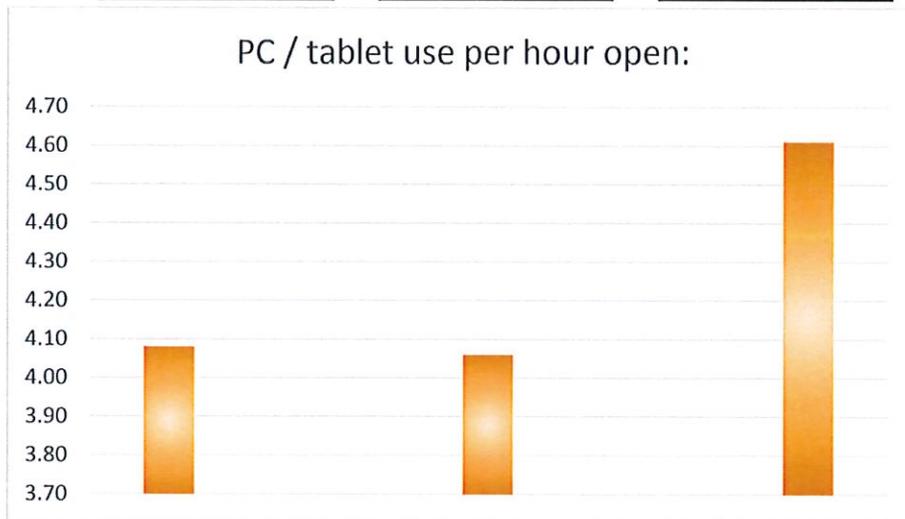
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## COMPUTER USE

Wifi usage:	24,512	40,612	39,825
PC Sessions:	3,166	8,680	9,100
Children's Devices iPads, etc:	0	14	10

PC / tablet use per hour open:	4.08	4.06	4.61
Wifi use per hour open*	31.59	18.96	20.15



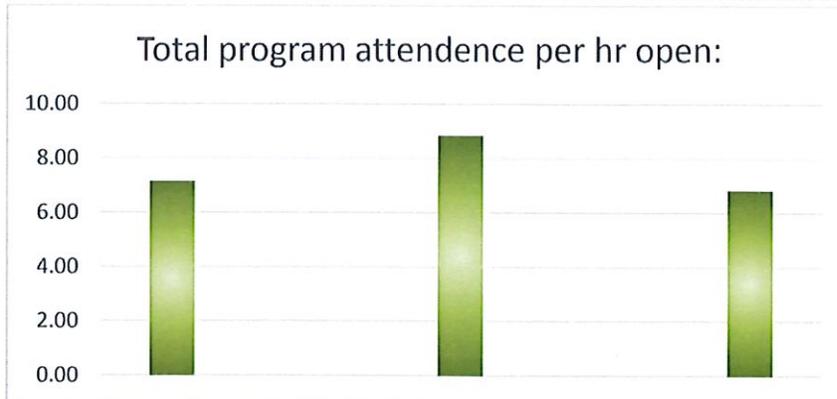
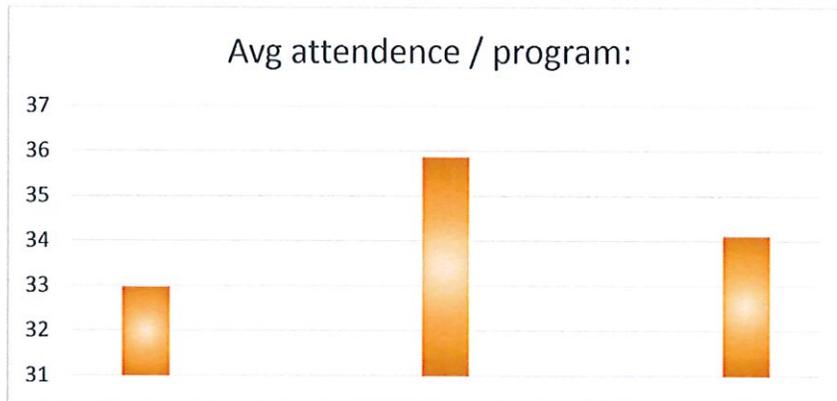
\* Use is guests / unique devices.

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## PROGRAMMING STATISTICS

Adult programs:	12	48	46
Adult attendance:	147	533	503
Teen programs:	39	116	68
Teen attendance:	468	2,514	1,133
Children's programs:	102	346	232
Children's attendance:	4,485	15,463	10,784
Spanish programs:	15	18	49
Spanish attendance:	439	424	1,052
Programs total:	168	528	395
Attendance total:	5,539	18,934	13,472
Avg attendance / program:	33	36	34
Total attendance per hr open:	7.14	8.84	6.82

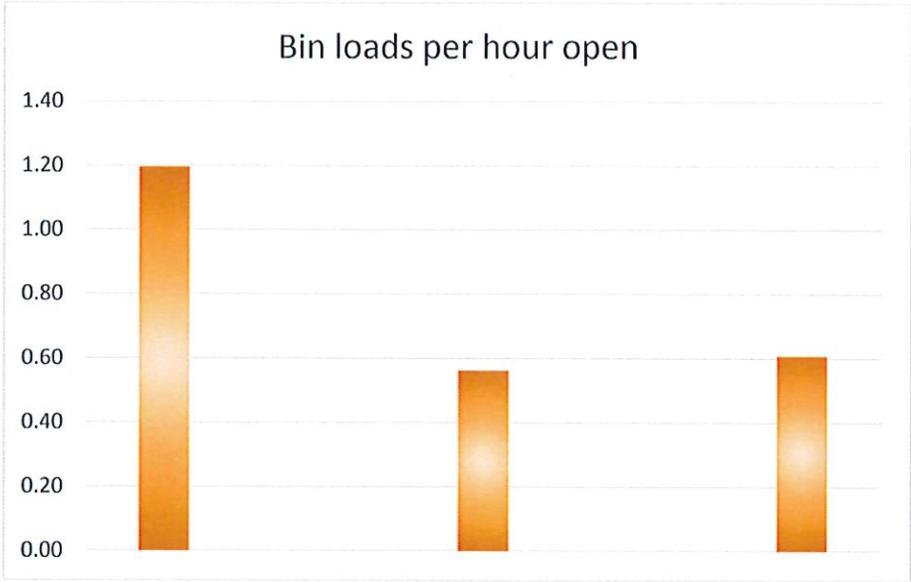


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### CHECK-IN ACTIVITY\*

Total bins checked in:	927	1,200	1,200
Per hour open	1.19	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:	1,211	4,629	3,946
Per hour open	1.56	2.16	2.00



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# VISITS TO THE LIBRARY

Total visits:	92,229	184,800	176,000
Per hour open	118.85	86.27	89.07



10-31-2019;

A young girl came in to trick or treat with her family and they were just starting out (this is the important part of the story) she looks around and sighs and says, "I'm tempted to just stay and read!" ( I believe she was around 6 or 7)

10-16-2019:

A young man came to the desk a few weeks ago and said, "So, what do you do for fun?" I think I told him I like to read and spend time with my family. He came in yesterday and said, "Where are the amazing books?" I asked if he could be more specific. He said, "This is a trick question, where are the amazing books?" I still asked him to be more specific. He said, "They are everywhere!" Duh! (thinks the lame librarian!)

10/11/19:

Grandmother just came in and asked for books on Brazil. She said her grandchildren were getting an au pair from that country. A mother who was sitting with her son at the internet computer said, "I'm from Brazil, can I help you with anything?" They had a lovely interaction and the grandmother asked if the mother would be willing to share her phone number (my personal red flag!! LOL) the mother graciously entered her number in the grandmother's phone while I found five books about Brazil. Right place/Right time!

10/16/19

An elderly-sounding patron called this morning asking about our puzzles. He checks them out regularly from McM, but he was delighted that ours was a more fluid process of ever-changing puzzles. He made sure I'd given him specific directions to the Library before he was through. Hopefully we'll see this eager soul in to enjoy our puzzle exchange.

KLH

10/15/19

Patron came in with his kids. They were heading to the beach the following day, and they were excited to find games and puzzles. It took a minute to explain the checkout of the Library of Things games vs the honor system of one-for-one of the puzzles. He didn't have a puzzle to leave, but we agreed that as long as he brought one back, it was all good. They were thrilled and prepared for the beach time!

10/22/19

I received an email this week from a young man who has been participating in the Kids' Craft Sale for several years. He's in the last couple years of high school and a regular entrepreneur now. He wrote "My siblings and I are anxious to get going!" --KLH

10/17/19

I noticed a pair of teens tucked into the corner of the Teen Area behind one of the giant red hand chairs practicing sign language with one another. It would have been a great photo but I didn't think to ask . . . which would have been weird, though. ;o)

10/11/19

There were a couple high school young men at the Teens' Hangout who had been a big help in selecting the original set of VR games, but I hadn't seen them for VR in a while. I'd selected a couple of games with each of them in mind when I expanded the collection. Much like a reader's advisory interaction, they were excited to try the new games that sounded appealing to them. I hit the mark for both of them! They enjoyed the games thoroughly. Hit the mark! --KLH