

Newberg Public Library Board Meeting

TUESDAY April 15, 1997
7:15 p.m.

Newberg Public Library
Rotary Room

Please call 537-1256 if you are unable to attend

AGENDA

- I. Call to Order - Vice -Chair Linda Marshall
(Donna Read will not be able to attend)

- II. Consent Calendar
 - A. Minutes - March 18, 1997

 - B. Statistical Reports - March 1997 (will be distributed at meeting)

- III. Business
 - A. Measure 47/Measure 50 Update

 - B. Library Budget Review (will be distributed at meeting)

 - C. City Council Goals for 1997 (will be distributed at meeting)

 - D. Beginning discussion of 1998-2003 Long Range Planning Process

 - E. Volunteer Recognition

- IV. Library Director's Report
 - A. Written monthly report

- VI. Items for Next Month's Agenda

- VI. Adjournment

Packet Contents:
Agenda
Monthly Report
Board Minutes

Monthly Report

March, 1997

The Library celebrated its 85th birthday on March 12, 1997 with an all day birthday party. Naps donated a cake and Watt Welding and Showcase of Flowers provided the balloons. We had storytime, flower arranging, Internet demos as well as displays of the library's 85 years and a well received display of what the world was like in 1912. We recorded the day for TCI Channel 9 and had a good program to air the final weekend of the month. The Carnegie portion of the building was opened in March of 1912, after only five months of construction.

Long Range Plan Activities:

- With the budget preparation winding down, staff spent time reviewing numbers as well as preparing the narrative for the budget document. Measure 47 again meant a number of meetings with city staff, library staff, library board, and city council in March. It was decided by Council (with the support of the Library Board) to not pursue a library serial levy at this time. It will be readdressed in the Fall. One of our reference librarians left for another position at the end of the month and we have promoted a current staff member to fill a revised position and all part-time staff will be working additional hours to cover the desks over the next couple of months. The staff that are left are within the proposed budget.
- A series of gardening programs were held in February and March in cooperation with the Master Gardeners of Yamhill County. They were very well attended.
- The Internet Orientation sessions are continuing monthly. A volunteer is assisting with the presentations along with a library staff member.
- The library director appeared on the Community Forum cable show on TCI channel 9 in March.
- The library started using electronic telephone notification to inform people when they have overdue materials. This is projected to save \$2,000 a year in mailing fees. So far it has been fairly well received by the public.

1996-97 Budget Objectives Activities

- The library director serves on the CCRLS long range planning committee that is making plans for the measure 47 cutbacks the regional system will face. There are a number of changes that could occur, including limiting the number of reserves people may place on books owned by other libraries. This has not yet been finalized.
- The Partners for Senior Services grant received a successful evaluation in March. The evaluator felt our strengths included our efficient use of volunteers as well as the processes and procedures that were established by Outreach Manager Sandi Schmidt. We are continuing the service with nine volunteers dedicated to that program alone.
- The shelving procedures are being modified so that in July when our shelving staff is almost totally cut, we can use volunteers to get the 200,000+ books back on the shelves. Coordinator of Volunteers, Marty Trolan has been recruiting additional shelving volunteers as well as working with our current volunteers to encourage them to take on other responsibilities. We have over 100 volunteers compared with around 40 before we had a staff member take on the coordination responsibility. It really demonstrates the value of a staff coordinator for this type of activity.

Newberg Public Library

Monthly Statistical Report

	March, 1997	YTD 1996-97	YTD 1995-96	Change {+ or -}
Books, Videos, etc. Checked Out	14,749	131,588	120,274	9.4%
Adult Materials	8,330	76,512	70,720	8.2%
Children's Materials	6,419	55,076	49,554	11.1%
Reference Questions Answered	1,386	10,029	10,871	-7.7%
Adult Reference Desk	729	5,753	7,507	-23.4%
Children's Reference Desk	657	4,279	3,264	31.1%
Material Used within the Library	5,629	52,467	39,493	32.9%
Adult Materials	1,516	13,572	13,832	-1.9%
Children's Materials	4,113	38,895	20,361	91.0%
Program Attendance				
Number of Adult/Young Adult Programs	2	15	10	50.0%
Number attending	49	1,636	1,599	2.3%
Number of Children's Programs	23	139	125	11.2%
Number attending	1,022	6,772	4,820	40.5%
New Library Cards	158	1,442	1,322	9.1%
Volunteer Hours	643	5,421	5,072	6.9%
Meeting Room Use (in hours)	141	1,445	1,389	4.0%