

**Newberg Public Library
Board Meeting**

TUESDAY December 16, 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 - Linda Sartwell

- II. Consent Calendar
 - A. Minutes - November 18, 1997
 - B. Statistical Reports - November, 1997

- III. Business
 - A. Long Range Planning Process
Staff activities - Survey
 - B. Library Advocacy
Discussion of plans

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

- VI. Items for Next Month's Agenda

- VI. Adjournment

Packet Contents
Agenda
Minutes (Nov.)
Statistical Report (Nov.)
Monthly Report (Nov.)
Book Fair Flyer (Dec. 16)



*The wave of the future is coming
and there is no fighting it.*

Anne Morrow Lindbergh (1940)

November, 1997

Serving Our Public

(Goals 4, 5 & 6)

An Internet Orientation program was held in November that was attended by 20+ very interested residents. After an hour and a half we finally had to end the session, but many would have stayed longer. New sessions are planned for January and February.

Oregon Public Broadcasting brought a program to the library to encourage parents to use television in a positive way, rather than as a babysitter. The program was well attended by over 50 people and they received packets of information from OPB as well practical information. And there wasn't even a "pledge break".

As a part of the library's Celebration of Children's Book Week, a paperback exchange program was held in the lobby. These are always welcomed by people as an opportunity to trade well read books for something new.

The Fall Storytime series ended in November and the Winter session starts on January 13th. The break is needed to allow staff to prepare for the new series as well as a money issue as the Babytime and Toddlertime are supported by a grant that only provides so many weeks of activities.

1,391 Reference Questions were asked in November which, per hour, is up 40% from last year.

16 programs were held with **555 people** attending. These included weekly babytime, toddlertime, storytime, tours and an Internet orientation program.

Goals refer to the Library Long Range Plan 1993-1998

Books, etc (Goals 2 & 3)

Staff has ordered a number of new books on home improvement and home workshop activities. In addition, a number of geographic resources have been purchased with funds from the Library Foundation.

12,654 items were checked out this month. This is down 5.7% for the year, however the number of items that were checked out each hour we were open is actually up 10.7%. The number of hours the library was open in November was 116, down 19% (144) from November, 1996

Staff Activities (Goal 7)

Staff continue to do a great job adjusting to the increased workload with the hour cutbacks and the increase in reference and circulation during the hours we are open.

We have noticed however that when there is illness, we don't have the depth of staff to always cover the desks. We are looking at arranging for substitutes and using George Fox workstudy students to assist. One staff member will be off for 6-8 after the first of the year for surgery and we will have to do some fancy scheduling to cover her absence.

Members of the Newberg/Dundee Oregon Together committee spoke to staff regarding the We Care About Character campaign. Staff are enthused about participating and will be active in getting the word out to the community.

Staff spent time preparing for the Festival of Trees and the Tree Lighting which will be held on December 4th.

Volunteers (Goal 7)

The Library Friends have joined the Oregon Library Association and have utilized their workshops and publications.

408 hours of volunteer assistance was given this month by **51 people**.

Administrative Activity

(Goals 1 & 8)

The Library Long Range Planning Committee met in November and developed lists of library customers and what services those customers need. In January, they will work on prioritizing those needs.

The Director attended a planning session for the Oregon State Library to assist them in determining their goals and activities for the next biennium.

A grant has been submitted to the Mid-Willamette Valley Rural Investment Fund to develop a feasibility study on the formation of a county wide library district. This is only a study so that discussion could take place with facts and figures especially in light of the changes with Measures 47/50. A library district could allow the cities to retain ownership and operation of their libraries, but to expand funding to the rural areas that currently pay nothing or very little for public libraries.

The Director attended meetings of the department heads, the Community Relations Committee, CVSCC Senior Center, Newberg City Club, Interfaith Volunteer Caregivers and chaired the Librarians committee for CCRLS. She continues her jury duty services through December.

*From Bartlett's Familiar Quotations, 15th edition Ref/808.88/Bar

Newberg Public Library

Monthly Statistical Report

	Nov. 1997	YTD 1997-98	YTD 1996-97	Change (+ or -)
Books, Videos, etc. Checked Out	12,654	70,474	74,746	-5.7%
Adult Materials	6,776	38,299	43,708	-12.4%
Children's Materials	5,878	32,175	31,038	3.7%
Reference Questions Asked	1,391	6,926	4,927	40.6%
Adult Reference Desk	622	3,452	2,918	18.3%
Children's Reference Desk	769	3,474	2,012	72.7%
Material Used within the Library	5,328	29,551	26,464	11.7%
Adult Materials	1,327	8,125	6,668	21.9%
Children's Materials	4,001	21,422	19,796	8.2%
Program Attendance				
Number of Adult/Young Adult Programs	1	3	10	-70.0%
Number attending	20	165	1,193	-86.2%
Number of Children's Programs	15	74	76	-2.6%
Number attending	538	3,497	3,972	-12.0%
New Library Cards	138	747	821	-9.0%
Volunteer Hours	408	2,589	3,027	-14.5%

Due to the cutback in hours, it is difficult to directly compare this year to last year. A comparison of the activity each hour the library is open is a better indicator of the workload and the activity.

Activity Per Hour Open	Nov. 1997	Nov. 1996	
Number of hours open	116	144	-19.4%
Average number of items checked out each hour	109.1	98.6	10.7%
Average number of reference questions each hour	12.0	6.7	79.9%

STOP!SHOP!**SUPPORT YOUR LIBRARY!**

Newberg Public Library is proud to host a "Reading Is Fun/Books Are Fun Book Fair" on Tuesday, December 16 from 11:00 a.m. to 3:00 p.m. and from 5:00 p.m. to 8:00 p.m.



There will be books for all ages and all interests. New, top quality books will be offered at 40-70% off retail price. Categories of books include: New York Times best sellers, children's, sports, gardening, medical, inspirational, cookbooks, photo albums, gift items, and much more. 10% of your purchase will go to the library. Volunteers will gift wrap your book for \$1.00