



NEWBERG PUBLIC LIBRARY ADVISORY BOARD

Newberg Public Library enriches and nourishes the life of our community, providing countless opportunities for the integration of people and knowledge.

MINUTES

February 20, 2014

7:00 P.M.

I. CALL MEETING TO ORDER at 7:05 pm by Chair Barry Horn

II. ROLL CALL

Members Present: Barry Horn, Bob McCombs, Chris Koch, Geoff Godfrey
Staff Present: Leah M. Griffith

III. CONSENT CALENDAR

1. Minutes of the January 16, 2014 meeting were approved.
2. Library use Report for January, 2014 was approved. The Director explained the reductions in volunteer hours as reflective of the processes and the retirements of some of the Library Friends. They have streamlined many of their processes and a number of volunteers haven't been putting in as many hours with illness or have retired completely from volunteering. The number of volunteers is still considerable and they accomplish a tremendous amount of work.

IV. PUBLIC COMMENTS None

V. BOARD COMMENTS None

VI. BUSINESS

1. **Children's Expansion:** The grand opening was delayed due to the snow storm of February 6-10. The events for the Kiwanis and Rotary clubs were able to be held, but the Snowflake Bentley program, the Chamber greeters and the Grand Opening celebration on Saturday were all rescheduled. Snowflake Bentley was held the following Thursday and the Chamber Greeters will be on June 13th. The Grand Opening will be on March 1st from 12 to 3 with remarks at 1 pm. There are still some loose ends with the project. We are refinishing the floor in the family restroom and the column in the meeting room and had some problems with the signage. We're hoping to have them all completed by the "new" grand opening.
2. **Strategic Planning:** The Oregon Library Association draft standards were reviewed. The will be adopted by the Oregon Library Association at their April 18, 2014 meeting. Chris went over what his GFU class is working on for surveys. He'll keep Leah and the board apprised of the next steps.
3. **Advertising for Board Openings:** The notices have gone out to the city, posted at the library and also to Graphic. They are on the city and library web sites as well. The position closes on April 4th and the board will interview candidates on April 10th.

VI. REPORTS

1. Library Director: The city asked all departments to cut back 5% in this year's budget and Leah shared those results for the Library. It is primarily affecting the materials/book budget. It won't require changes in open hours or staffing. Barry asked about the city board and commission member training on Monday, February 24th. Geoff and Leah will be attending and will be able to bring back any materials to the rest of the board.

V. NEXT MEETING/STEPS

1. March 20, 2014

VI. ADJOURNMENT at 8:22 pm

Submitted:

Leah Griffith, Board Secretary/ Library Director

Approved: _____

Newberg Public Library Checkout Category Report

February, 2014

CHKOUTS CHKINS

Checkouts and Renewals 20,564 15,491

Self Check % of total checkouts **16%**

CCRLS Lending

Other library's materials sent to Newberg's patrons **QTY** 2,880
Newberg's materials sent to other libraries' patrons 2,818

Adult Items		QTY
Newberg DVDs	11.50%	1839
Newberg Nonfiction	5.90%	945
Newberg New Fiction	4.30%	692
Newberg Fiction	4.10%	656
Newberg Mystery Fiction	2.70%	435
Newberg CD Audiobooks	1.80%	290
Newberg CD Music	1.40%	223
Newberg New Nonfiction	1.40%	222
Newberg Inspirational Fi	1.30%	205
Pbxchange		204
Newberg Periodicals	1.30%	202
Newberg Large Print	1.10%	181
Newberg New Audio/Visual	0.70%	119
Newberg Fantasy Fiction	0.60%	97
Newberg Videos	0.50%	80
Newberg Science Fiction	0.30%	53
Newberg New Lg Print	0.20%	39
Senior Center Outreach		34
Newberg Graphic Novels	0.10%	21
Newberg Western Fiction	0.10%	20
Newberg Cassette Tape	0.10%	19
Newberg Misc	0.60%	10
Newberg Oversized	0.00%	5
Newberg Oregon Collection	0.00%	4
Newberg Local History	0.00%	2
Newberg Kits	0.00%	1

6598

Library 2 Go

1108

Undesignated

296

Teen Materials		QTY
Newberg Teen Fiction	2.90%	463
Newberg Teen New Books	0.60%	98
Newberg Teen Graphic Novels	0.40%	69
Newberg Teen CD	0.30%	52
Newberg Teen Nonfiction	0.20%	27
Newberg Teen DVDs	0.20%	26
Newberg Teen Periodicals	0.10%	12

747

Children's Items		QTY
Newberg Child Picture Book	13.20%	2098
Newberg Child Nonfiction	9.20%	1511
Newberg Child Fiction	8.00%	1475
Newberg Child Easy Reade	6.00%	950
Newberg Child DVDs	5.90%	944
Newberg Child New Books	2.10%	338
Newberg Child Board Book	1.90%	300
Newberg Child Graphic Novel	1.80%	288
Newberg Child Kits	1.40%	217
Newberg Child Audiobook	1.10%	172
Newberg Childrens' Music	0.60%	103
Newberg Child Awards	0.60%	95
Newberg Child Holiday Co	0.30%	46
Newberg Illustrated Fiction	0.30%	41
Newberg Child Bk/Media	0.20%	39
Newberg Child Periodical	0.20%	39
Newberg Parent/Teacher	0.10%	17
Newberg Child CD	0.10%	11

8684

Spanish Materials		QTY
Newberg Child Span Pictu	0.40%	65
Newberg Span Nonfiction	0.20%	34
Newberg Span New Items	0.20%	31
Newberg Span CD	0.20%	25
Newberg Spanish DVD	0.20%	24
Newberg Child Span Nonfi	0.10%	16
Newberg Span Fiction	0.10%	12
Newberg Child Span DVDs	0.10%	11
Newberg Child Span Board	0.10%	8
Newberg Child Span New	0.00%	7
Newberg Child Span Ficti	0.00%	6
Newberg Child Span CDs	0.00%	4
Newberg Span Periodical	0.00%	3
Newberg Child Span Colle	0.00%	2
Newberg Child Span Bk/Me	0.00%	2
Newberg Span Videos	0.00%	1

251

Year to Date Activity Report

February, 2014

Newberg Public Library

Note: closed 2.5 days (16 hrs) for snow

		2013-14	2012-13	
	Current Month	YTD	YTD	Change
Hours Open	132	1,220	1,239	-1.5%
	Current Month	YTD	YTD	Change
Total Checkouts	20,564	180,664	174,954	3.3%
Adult	6,598	58,684	63,884	-8.1%
YA/Teen	747	7,435	9,578	-22.4%
Children's	8,684	71,484	72,044	-0.8%
Spanish Language	251	2,021	2,911	-30.6%
From other libraries	2,880	24,025	26,537	-9.5%
Library2Go (downloadable ebooks & audiobooks)	1,108	8,905	7010	27.0%
Undesignated	296	8,110		
Per Hr Open	156	148	141	4.9%

Staff Assistance	Current Month	YTD	YTD	Change
Reference Questions	688	5,314	5,905	-10.0%
Patron Assistance	420	5,398	5,589	-3.4%
Per Hr Open	8.4	8.8	9.3	-5.4%

Database Usage	Current Month	YTD	YTD	Change
	1,692	11,719	11,897	-1.5%

Internet Computer Use	Current Month	YTD	YTD	Change
	1,112	9,897	11,719	-15.5%
WiFi Usage	1,182	9,019		
Per hr open	17	16	9	63.9%

*Fewer Internet computers available for the public 11 stations previously, 6-8 currently

Programming*	Current Month	YTD	YTD	Change
# of Adult Programs	3.0	19.0	30	-36.7%
# attending	32	779	338	130.5%
# of YA Programs	3.0	19.0	28.0	-32.1%
# attending	20	462	433	6.7%
#of Children's Programs	28.0	163.0	174.0	-6.3%
# attending	810	6,514	6,921	-5.9%
#of Spanish Programs			59	-100.0%
# attending			1,342	-100.0%
Average Attendance per program	25	39	31	24.3%

*Meeting Room unavailable March 1-@Sept, 2013 due to Children's Room Construction

Volunteer Hours	Current Month	YTD	YTD	Change
	418	3,304	4,088	-19.2%
Per hr open	3.17	2.71	3.30	-17.9%

Library Board Candidate Interviews April, 2014

Two Positions: Position #1 May, 2014 to June, 2015 (complete a term) Position #4 July 2014-June, 2018

Corina Kanen

Crystal Garcia

1. Tell us about yourself and some of your community activities

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2. Why are you interested in serving on the Library Advisory Board

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3. What do you feel are the strengths that you can bring to this committee?

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4. Do you have anything else you would like to add?

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Leah Closing

The Mayor will make his appointment at the May 5th City Council meeting.

The Board will make a recommendation to the mayor. I'll let you know the outcome.

I'll be in touch on Friday.



APPLICATION FOR CITY COUNCIL, COMMISSIONS, COMMITTEES & ADVISORY BOARDS

Please check the Council/Committee/Commission/Board on which you would like to be considered for appointment. Continue on back or separate sheet, if necessary. If interested in serving on multiple boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice and applicants may be required to be present at the Council Meeting at which their application is to be considered.)

☐ Budget Committee	4-5 times Jan-June, plus 1-2	☐ Traffic Safety Commission	2nd Monday, 7 pm
☐ Citizens' Rate Review Committee	4-8 times bi-annually or by need	☐ Traffic Safety Student Commissioner	2nd Monday, 7 pm
☐ City Council	1st & 3rd Monday, 6 pm	☐ Planning Commission	2nd Thursday, 7 pm
☐ Historic Preservation Commission	To Be Announced	☐ Planning Student Commissioner	2nd Thursday, 7 pm
☐ Historic Preservation Student Commissioner	To Be Announced	☐ Newberg Urban Area Management Commission	To Be Announced
☒ Library Advisory Board	3rd Thursday, 7 pm	☐ Other:	

NAME: Crystal GarciaHOME PHONE: 971.241.9851

RESIDENCE

ADDRESS: 1408 Coffey Lane Unit BBUSINESS PHONE: n/a

MAILING

ADDRESS: 1408 Coffey Lane Unit BEMPLOYER: City of SherwoodEMAIL: crystal_garcia@hotmail.com

OCCUPATION/

PROFESSION: Library AssistantYears living in Newberg? 4 Live in City limits? 4 Are you a registered voter? Yes Are you a city employee? City of SherwoodHow would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Good", "Fair" or "Poor" performance? Interested in seeing the Library strengthen relationships with community organizations to encourage library advocacy and possibly improve library programming. Particularly interested in seeing the Library strengthen partnerships with the Latino community.

Why are you interested in serving on the Council/Committee/Commission/Board? I am interested in serving on the Library Board to participate in planning for the Library's future as the region continues to grow, to advocate for the Library within the community, and to encourage community-centric partnerships.

What qualifications, skills, or experiences would you bring to the Council/Committee/Commission/Board? Familiarity with strategic planning for libraries and understanding of local government. As a long time library employee (Sherwood Public Library) I have an understanding of day-to-day library operations and I'm also familiar with regional and statewide library organizations.

What contributions do you feel you can make to the Council/Committee/Commission/Board? I would like to bring to the Board the unique perspective of someone who is familiar with the inner workings of libraries, yet who experiences the Newberg Public Library as a patron.

Previous/current appointed or elected offices: _____

Previous/current community affiliations or activities: S.M.A.R.T. (Start Making a Reader Today) volunteer

If not appointed at this time, may we keep your name on file?

☒ Yes ☐ NoSignature: Crystal GarciaDate: 4/4/14

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

Please complete, sign, and date application form and return to:

FOR OFFICE USE ONLY:

Council District Reside In: 5Registered Voter: Y N Since: _____Library Customer: Y N

City Recorder

414 E. First Street

Newberg, OR 97132

Fax: 503-537-5013 • Office: 503-537-1283

cityrecorder@newbergoregon.gov

FOR OFFICE USE ONLY:

Appointed: Y N Date: _____

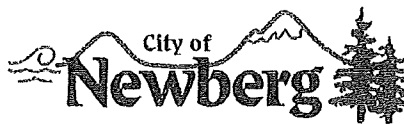
Original Appt. Date: _____

Date Left: _____

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RECEIVED

APR 04 2014



Initial: _____

APPLICATION FOR CITY COUNCIL, COMMISSIONS, COMMITTEES & ADVISORY BOARDS

Please check the Council/Committee/Commission/Board on which you would like to be considered for appointment. Continue on back or separate sheet, if necessary. If interested in serving on multiple boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice and applicants may be required to be present at the Council Meeting at which their application is to be considered.)

☐ Budget Committee	4-5 times Jan-June, plus 1-2	☐ Traffic Safety Commission	2 nd Monday, 7 pm
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☐ City Council	1 st & 3 rd Monday, 6 pm	☐ Planning Commission	2 nd Thursday, 7 pm
☐ Historic Preservation Commission	To Be Announced	☐ Planning Student Commissioner	2 nd Thursday, 7 pm
☐ Historic Preservation Student Commissioner	To Be Announced	☐ Newberg Urban Area Management Commission	To Be Announced
☒ Library Advisory Board	3 rd Thursday, 7 pm	☐ Other: _____	

NAME: Corina B. Kanen
 RESIDENCE ADDRESS: 800 W. 1st St. #24
 MAILING ADDRESS: _____
 EMAIL: CorinaKanen@gmail.com

HOME PHONE: 503-888-1524
 BUSINESS PHONE: _____
 EMPLOYER: Self Employed
 OCCUPATION/PROFESSION: Personal Support Worker

Years living in Newberg? 20 Live in City limits? Yes Are you a registered voter? Yes Are you a city employee? NO
 How would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor
 What ideas do you have for improving "Good", "Fair" or "Poor" performance? _____

Why are you interested in serving on the Council/Committee/Commission/Board? _____

What qualifications, skills, or experiences would you bring to the Council/Committee/Commission/Board? _____

What contributions do you feel you can make to the Council/Committee/Commission/Board? _____

Previous/current appointed or elected offices: _____

Previous/current community affiliations or activities: Newberg Old Fashioned Festival, Hoover-Minthorn House

If not appointed at this time, may we keep your name on file?

☒ Yes

☐ No

Signature: Corina Kanen

Date: 4-3-2014

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

Please complete, sign, and date application form and return to:

FOR OFFICE USE ONLY:

Council District Reside In: 2
 Registered Voter: Y N Since: _____
 Utility Customer: Y N
Library Card

City Recorder

414 E. First Street

Newberg, OR 97132

Fax: 503-537-5013 • Office: 503-537-1283

cityrecorder@newbergoregon.gov

FOR OFFICE USE ONLY:

Appointed: Y N Date: _____

Original Appt. Date: _____

Date Left: _____

Corina Kanen

What ideas do you have for improving "Good", "Fair" or "Poor" performance?

- I believe that Newberg is truly a wonderful community and the City's performance is exceptional. One of the things that make Newberg unique is the level of participation from its citizens. One way to strengthen that participation could be to implement an easy feedback system for citizen suggestions; perhaps an online suggestion box where citizens could submit their ideas and hear directly back from a City official. This box could also be a place where citizens could be encouraged to join a committee or find a way to be active in the areas that they care about. I believe that continued communication between the City and its citizens will put Newberg on the path to excellence.

Why are you interested in serving on the Council/Committee/Commission/Board?

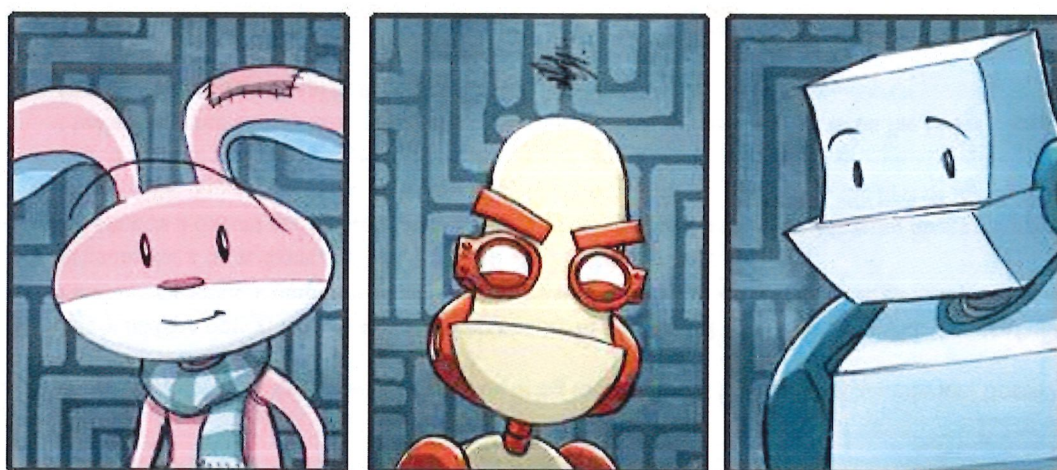
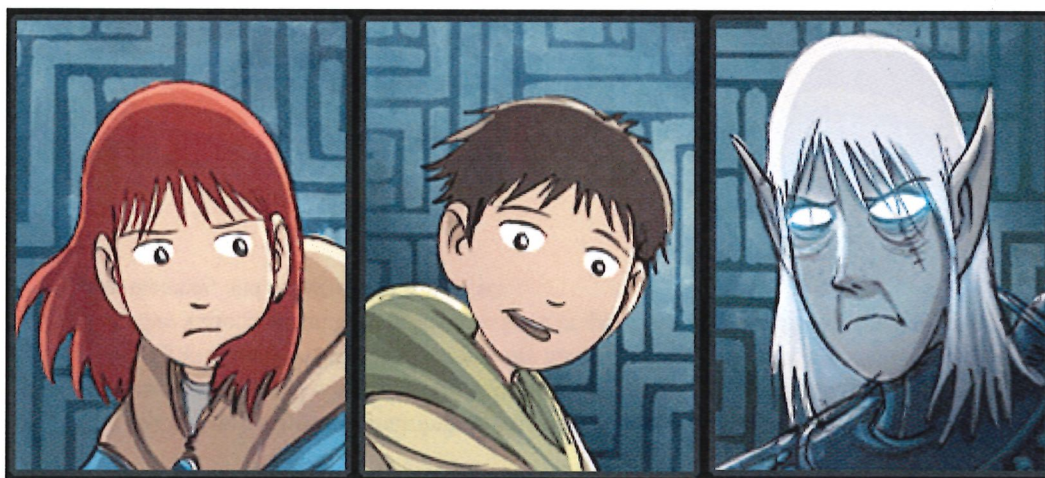
- I think that it is very important for each individual to be active in their community in some fashion. For me, the Newberg Public Library is vital to a thriving city. Our children learn here, our citizens find important resources here, our history lives here, and our community comes together here. It is so much more than just a house for books; it is a place where knowledge, enjoyment, and opportunity intermingle. I would love to serve on the Library Advisory Board so that I could give back to something that gives so much to the community.

What qualifications, skills, or experiences would you bring to the Council/Committee/Commission/ Board?

- I have had the opportunity to serve the community in a variety of ways. My time with the Newberg Old Fashioned Festival Committee taught me the importance of communication in large groups, budget planning for a large event, and how to work effectively on a team. My time as a docent and research assistant at the Hoover-Minthorn House Museum increased my exposure to the public and provided me with the ability to answer various questions to the best of my ability; or if unable to answer a question, direct them to a resource that would provide them with an accurate answer. I believe that the culmination of these skills combined with my desire to serve on the Library Advisory Board would be beneficial to the board.

What contributions do you feel you can make to the Council/Committee/Commission/Board?

- As a board member I would contribute a passion to enrich the experiences of citizens that access library services. I possess well developed research skills for quickly synthesizing data and records, allowing me to efficiently assist city officials and community members alike. I also believe that my previous experiences with other various community affiliations have prepped me to be an effective communicator, dedicated team member, and creative problem solver.



This adventure begins in a basement. Where is the oldest part of the library basement that houses the original entrance into the children's library?

Although Miskit looks like a stuffed animal, he definitely is alive. Where are there stuffed animals in the Newberg Public Library?

To watch something being built at the library, where could you go?

The original Carnegie library had a closet that no one knows the use of- can you find it?

Have you seen a statue in the library? Something old....

The grand opening of the children's library will celebrate the expansion. Can you find the sign for the event?