



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
April 10, 2014
7:00 P.M.

- I. CALL MEETING TO ORDER** at 7:00 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 February 20, 2014 meeting were approved.
 2. Library use Report for February, 2014 was approved. The March report was not available due to the early board meeting.
- IV. PUBLIC COMMENTS** On behalf of the Mayor, the director shared the Volunteer Appreciation Proclamation, expressing the city's appreciation of the efforts of the citizen board members in their service to the community.
- V. BOARD COMMENTS** Geoff reported on the Mayor's Council. He will have a bigger role in next month's meeting so we'll hear all about that.
- VI. BUSINESS**
 1. **Interviews for Board Openings:** Corina Kanen and Crystal Garcia were interviewed for the two open board positions. Both candidates have experience with the library as users and would represent significant populations that are not currently represented by the board. The Board recommended the mayor appoint Garcia to complete Kathleen Jones' term (May, 2014 to June 30, 2015) and Kanen to the term from July 1 2014 to June 30, 2018. The choice for terms was by the proverbial "flip of a coin".
 2. **Budget for 2014-15:** The director continues to prepare the budget. The city is faced with a deficit and will need to make significant cuts, but it shouldn't affect library hours, but will affect the materials budget.
 3. **Strategic Planning:** Chris Koch's GFU students are continuing to work on the survey. This is the first effort in the planning process. Whether the students are in school still or not, Chris will complete the survey.

VI. REPORTS

1. Library Director: The Library Foundation was honored by Chehalem Valley Chamber of Commerce as the Volunteer Organization of the Year. The Foundation is purchasing 5 new lounge chairs and fabric/upholstery for all the chairs and stools upstairs. IT is getting closer to getting the computers upgraded.

V. NEXT MEETING/STEPS

1. May 15, 2014

VI. ADJOURNMENT at 8:10 pm

Submitted:

Leah Griffith, Board Secretary/ Library Director

Approved: _____

Year to Date Activity Report April 2014

Newberg Public Library

		2013-14	2012-13	
	Current Month	YTD	YTD	Change
Hours Open	165	1,538	1,552	-0.9%
	Current Month	YTD	YTD	Change
Total Checkouts	23,522	227,089	217,735	4.3%
Adult	6,370	72,097	79,573	-9.4%
YA/Teen	992	9,496	11,910	-20.3%
Children's	9,368	90,210	89,721	0.5%
Spanish Language	229	2,601	3,498	-25.6%
From other libraries	3,250	30,143	33,033	-8.7%
Library2Go (downloadable ebooks & audiobooks)	1,442	11,805	9057	30.3%
Undesignated	1,871	10,737		
Per Hr Open	143	148	140	5.2%

Self check: 17% of checkouts

Staff Assistance	Current Month	YTD	YTD	Change
Reference Questions	708	6,791	7,532	-9.8%
Patron Assistance	488	6,338	6,683	-5.2%
Per Hr Open	7.2	8.5	9.2	-6.8%

Database Usage	Current Month	YTD	YTD	Change
	875	10,941	9,841	11.2%

Internet Computer Use	Current Month	YTD	YTD	Change
	1,129	12,195	14,238	-14.3%
WiFi Usage	1,418	11,895		
Per hr open	15	16	9	70.7%

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

Programming*	Current Month	YTD	YTD	Change
# of Adult Programs	6.0	29.0	36	-19.4%
# attending	99	938	399	135.1%
# of YA Programs	1.0	24.0	31.0	-22.6%
# attending	5	525	457	14.9%
#of Children's Programs	25.0	217.0	212.0	2.4%
# attending	739	8,744	8,067	8.4%
#of Spanish Programs	7	39	65	-40.0%
# attending	137	1,056	1,535	-31.2%
Average Attendance per program	25	36	30	19.9%

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

Volunteer Hours	Current Month	YTD	YTD	Change
	430	4,095	5,064	-19.1%
Per hr open	2.61	2.66	3.26	-18.4%

6

Newberg Public Library Checkout Category Report

April, 2014

CHKOUTS CHKINS

Checkouts and Renewals 23,522 18,696

Self Check % of total checkouts **17%**

CCRLS Lending

Other library's materials sent to Newberg's patrons 3,250
Newberg's materials sent to other libraries' patrons 3,030

Adult Items		QTY
Newberg DVDs	10.60%	1869
Newberg Fiction	4.00%	704
Newberg New Fiction	3.80%	674
Newberg Mystery Fiction	2.90%	509
Newberg CD Audiobooks	2.40%	419
Newberg CD Music	1.80%	321
Newberg Inspirational Fi	1.50%	264
Newberg Periodicals	1.40%	245
Newberg New Nonfiction	1.30%	228
Paperback Exchange	0.00%	194
Newberg Large Print	1.10%	189
Newberg New Audio/Visual	0.80%	134
Newberg Nonfiction	5.50%	128
Newberg Public Library	0.70%	125
Newberg Science Fiction	0.50%	84
Newberg Fantasy Fiction	0.40%	78
Newberg Videos	0.30%	55
Newberg New Lg Print	0.30%	51
Senior Outreach Sites	0.00%	41
Newberg Western Fiction	0.10%	18
Newberg Graphic Novels	0.10%	14
Newberg Oregon Collection	0.10%	14
Newberg Oversized	0.00%	6
Newberg Local History	0.00%	3
Newberg Cassette Tape	0.00%	3

6370

Library 2 Go

1442

Undesignated

1,871

Teen Materials		QTY
Newberg Teen Fiction	2.90%	502
Newberg Teen Graphic Novels	1.30%	228
Newberg Teen New Books	0.50%	83
Newberg Teen DVDs	0.40%	75
Newberg Teen CD	0.40%	62
Newberg Teen Nonfiction	0.20%	28
Newberg Teen Periodicals	0.10%	14

992

Children's Items		QTY
Newberg Child Picture Book	13.10%	2308
Newberg Child Fiction	9.10%	1609
Newberg Child Nonfiction	8.70%	1548
Newberg Child DVDs	6.00%	1050
Newberg Child Easy Reade	5.60%	991
Newberg Child New Books	2.50%	446
Newberg Child Graphic Novel	2.00%	349
Newberg Child Board Book	2.00%	344
Newberg Child Kits	1.10%	194
Newberg Child Audiobook	1.10%	188
Newberg Childrens' Music	0.60%	99
Newberg Child Awards	0.40%	64
Newberg Child Illustrated Fiction	0.30%	49
Newberg Child Holiday Co	0.20%	37
Newberg Child Periodical	0.20%	31
Newberg Child Bk/Media	0.10%	22
Newberg Child CD	0.10%	21
Newberg Parent/Teacher	0.10%	18

9368

Spanish Materials		QTY
Newberg Child Span Pictu	0.40%	64
Newberg Span Nonfiction	0.20%	31
Newberg Child Span Nonfi	0.20%	30
Newberg Span New Items	0.20%	27
Newberg Span CD	0.10%	15
Newberg Spanish DVD	0.10%	13
Newberg Child Span New	0.10%	11
Newberg Span Periodical	0.10%	10
Newberg Child Span Board	0.00%	7
Newberg Child Span DVDs	0.00%	7
Newberg Span Fiction	0.00%	5
Newberg Child Span Ficti	0.00%	5
Newberg Child Span Bk/Me	0.00%	2
Newberg Child Span Colle	0.00%	1
Newberg Child Span CDs	0.00%	1

229

7

Year to Date Activity Report**March, 2014****Newberg Public Library**

		2013-14	2012-13	
	Current	YTD	YTD	Change
Hours Open	153	1,373	1,394	-1.5%
	Current	YTD	YTD	Change
Total Checkouts	22,903	203,567	196,576	3.6%
Adult	7,043	65,727	71,800	-8.5%
YA/Teen	1,069	8,504	10,768	-21.0%
Children's	9,358	80,842	81,028	-0.2%
Spanish Language	351	2,372	3,224	-26.4%
From other libraries	2,868	26,893	29,756	-9.6%
Library2Go (downloadable ebooks & audiobooks)	1,458	10,363	8048	28.8%
Undesignated	756	8,866		#DIV/0!
Per Hr Open	150	148	141	5.1%

Self Checkout: 18%

Staff Assistance	Current	YTD	YTD	Change
Reference Questions	769	6,083	6,759	-10.0%
Patron Assistance	452	5,850	6,156	-5.0%
Per Hr Open	8.0	8.7	9.3	-6.2%

Database Usage	Current	YTD	YTD	Change
	1,181	10,066	8,292	21.4%

Internet Computer Use	Current	YTD	YTD	Change
	1,170	11,073	13,232	-16.3%
WiFi Usage	1,458	11,066		
Per hr open	17	16	9	69.9%

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

Programming*	Current	YTD	YTD	Change
# of Adult Programs	4.0	23.0	33	-30.3%
# attending	60	839	379	121.4%
# of YA Programs	4.0	23.0	30.0	-23.3%
# attending	58	520	455	14.3%
#of Children's Programs	28.0	191.5	189.0	1.3%
# attending	1,491	8,005	7,469	7.2%
#of Spanish Programs	5	32	61	-47.5%
# attending	55	919	1,376	-33.2%
Average Attendance per program	41	38	31	23.4%

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

Volunteer Hours	Current	YTD	YTD	Change
	361	3,665	4,569	-19.8%
Per hr open	2.36	2.67	3.28	-18.6%

Newberg Public Library Checkout Category Report

March, 2014

CHKOUTS CHKINS

Checkouts and Renewals 22,903 17,348 Self Check % of total checkouts 18%

CCRLS Lending	QTY
Other library's materials sent to Newberg's patrons	2,868
Newberg's materials sent to other libraries' patrons	2,963

Adult Items	QTY
Newberg Cassette Tape	21
Newberg Public Library	132
Newberg Graphic Novels	19
Newberg Oversized	3
Newberg Western	15
Local History	2
Kits	4
Non Fiction	1,143
Fiction	739
DVDs	1,851
New Fiction	663
New Non-Fiction	203
CD Audiobooks	429
Mystery	467
Large Print	227
Periodicals	244
CD Music	206
Inspirational Fiction	245
New Audio/Visual	136
Videos	74
Fantasy	91
Science Fiction	73
New Large Print	48
Oregon Collection	8
Paperback Exchange	235
Senior Centers	15

7043

Library 2 Go

1458

Undesignated

756

Teen Materials	QTY
Newberg Teen Fiction	2.90% 594
Newberg Teen New Books	0.60% 104
Newberg Teen Graphic Novels	0.40% 133
Newberg Teen CD	0.30% 61
Newberg Teen Nonfiction	0.20% 64
Newberg Teen DVDs	0.20% 94
Newberg Teen Periodicals	0.10% 19

1069

Children's Items	QTY
Newberg Child Picture Book	13.20% 2213
Newberg Child Nonfiction	9.20% 1558
Newberg Child Fiction	8.00% 1477
Newberg Child Easy Reade	6.00% 1032
Newberg Child DVDs	5.90% 1050
Newberg Child New Books	2.10% 383
Newberg Child Board Book	1.90% 332
Newberg Child Graphic Novel	1.80% 408
Newberg Child Kits	1.40% 223
Newberg Child Audiobook	1.10% 257
Newberg Childrens' Music	0.60% 108
Newberg Child Awards	0.60% 78
Newberg Child Holiday Co	0.30% 65
Newberg Illustrated Fiction	0.30% 52
Newberg Child Bk/Media	0.20% 33
Newberg Child Periodical	0.20% 49
Newberg Parent/Teacher	0.10% 19
Newberg Child CD	0.10% 21

9358

Spanish Materials	QTY
Newberg Child Span Pictu	0.40% 77
Newberg Span Nonfiction	0.20% 40
Newberg Span New Items	0.20% 44
Newberg Span CD	0.20% 24
Newberg Spanish DVD	0.20% 44
Newberg Child Span Nonfi	0.10% 18
Newberg Span Fiction	0.10% 10
Newberg Child Span DVDs	0.10% 19
Newberg Child Span Board	0.10% 23
Newberg Child Span New	0.00% 25
Newberg Child Span Ficti	0.00% 11
Newberg Child Span CDs	0.00% 7
Newberg Span Periodical	0.00% 2
Newberg Child Span Colle	0.00% 2
Newberg Child Span Bk/Me	0.00% 3
Newberg Span Videos	0.00% 2

351

5