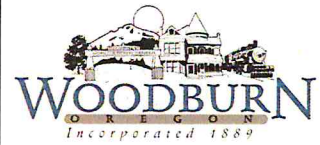




City of Woodburn  
Public Library Board Minutes  
January 9, 2019 • 6:00 p.m.



1. **CALL TO ORDER**

The chair called the meeting to order at 5:59 p.m.

2. **ROLL CALL**

Position I	Vacant (12/21)	
Position II	Bethany Weathersby (12/19)	Present
Position III	Nancy Kirksey, President (12/21)	Present
Position IV	Neal Hawes, Vice-President (12/19)	Present
Position V	Vacant (12/21)	
Position VI	Kathleen Boyer (12/19)	Present
Position VII	Logan Grabill-Brown (7/21)	Present

3. **MINUTES – October 10, 2018**

**Kathy Boyer / Neal Hawes**– Motion to accept the minutes was offered and seconded. The motion passed unanimously.

4. **BUSINESS FROM THE PUBLIC**

None.

5. **BOARD REPORT – GOOD OF THE ORDER**

No report.

6. **FRIENDS OF THE LIBRARY REPORT**

The Friends met on January 8, 2019. The Friends voted to be production-level sponsors of Music in the Park in 2019.

7. **OLD BUSINESS**

**Elimination of Overdue Fines on Children’s Materials** – John Hunter

Hunter presented a scheme whereby overdue fines on juvenile materials would be waived and no longer charged as a one-year pilot project starting April 1, 2019 pending approval of the city council.

**Neal Hawes / Bethany Weathersby** – Motion to endorse the proposal was offered and seconded. The motion passed unanimously.

**Children’s Playground Proposal** – John Hunter

Hunter presented a further update of the proposed playground in Library Square, which included funding sufficient to build the playground, and a hoped-for construction window of Spring 2019.

**8. NEW BUSINESS**

None.

**9. MANAGER REPORTS**

**Library Statistics – October 2018-December 2018** – John Hunter  
Quarterly performance statistics were presented. (See attachments.)

**10. FUTURE BOARD BUSINESS**

Next scheduled meeting is January 9, 2019. All future meetings will begin at 5:30 p.m.

**11. ADJOURNMENT**

**Neal Hawes / Kathy Boyer** – Motion to adjourn meeting and seconded at 6:28 p.m.

## John Hunter

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**From:** Neal Hawes <nhawes@yahoo.com>  
**Sent:** Wednesday, January 2, 2019 6:14 PM  
**To:** Judy Spence; pjforcier1948@gmail.com; Debbi Kepp; Diana Lindberg; Nancy Kirksey; nhawes@yahoo.com; John Hunter  
**Subject:** Friends Meeting Minutes from 7/11/18. Agenda 1/8/19

### FOWL Meeting Minutes July 11, 2018

Called to Order 4:00pm

Present: Neal Hawes, Nancy Kirksey, Diana Lindberg,, John Hunter

Minutes: Approved as submitted. Nancy 1<sup>st</sup>, Diana 2<sup>nd</sup>

Treasurer's Report: Approved as submitted: Balance \$5271.13. Diana 1<sup>st</sup>, Nancy 2<sup>nd</sup>.

Old Business: Book bags moving. Picnic table looks great! Neal 1<sup>st</sup>, Judy 2<sup>nd</sup>.

New Business: Donation for bench sponsorship Discussion. Passed. Neal 1<sup>st</sup> & Nancy 2<sup>nd</sup>.  
Chipolte wants to fund raise w/ 50%of sales to FOWL. John will research & set date/time.

Meeting Adjourned 5:40pm. Nancy 1st, Neal 2<sup>nd</sup>.

Respectfully Submitted: Neal Hawes, FOWL Secretary

### Henry's Farm H.O.A. Meeting Agenda Jan. 8, 2019

Call to Order

Attendance

Minutes

Treasurer's Report:

Old Business: John will report on date/time for Chipolte fundraiser. Also report on Library Park re-dedication.

New Business: Discussion replacing plaque w/ dedication painting on stage screen.

Next Meeting: OPEN TO DISCUSSION re: date/time, 2019 @ Library Conference Room

**Woodburn Public Library**  
**Monthly Statistics Reported to the Oregon State Library**  
**October 2018**

<b>Collections</b>		<b>Oct-18</b>	<b>Oct-17</b>	<b>Trend</b>
Number of physical units or licenses added		378	319	-

<b>Services</b>		<b>Oct-18</b>	<b>Oct-17</b>	<b>Trend</b>
Total public service hours		231	226	2%
Library visits		10,118	10,001	1%
Library2Go circulation		1,850	1,506	23%
First time circulation		11,549	10,669	8%
Renewals		2,205	2,088	6%
Total Circulation		15,604	14,263	9%
Total number of reference transactions		442	370	19%
Total number of miscellaneous transactions		3,189	2,307	38%

<b>Programs or Presentations</b>				
Number of children's programs		29	15	-
Number of persons attending children's programs (adults and children)		416	265	-
Number of young adult programs		1	2	-
Number of persons attending young adult programs (adults and children)		-	-	-
Number of programs for adults		9	7	-
Number of persons attending programs for adults		56	32	-
Meeting room bookings		61	22	-

<b>Interlibrary Loans Lent</b>				
Number transacted using a shared catalog (CCRLS)				0%
Number made to all other libraries				
Total loans to other libraries				0%

<b>Interlibrary Loans Borrowed</b>				
Number transacted using a shared catalog (CCRLS)				0%
Number made from all other libraries		10	24	-58%
Total loans from other libraries				

<b>Other Information</b>		<b>Oct-18</b>	<b>Oct-17</b>	<b>Trend</b>
Total number of volunteers		14	13	-
Total volunteer hours		99.25	81.25	22%

<b>Library Technology</b>		<b>Oct-18</b>	<b>Oct-17</b>	<b>Trend</b>
Total number of users of public Internet computers		1,668	2,133	-22%
Total number of connections to public wireless Internet		16,791	9,861	70%

**Woodburn Public Library**  
**Monthly Statistics Reported to the Oregon State Library**  
**November 2018**

<b>Collections</b>		<b>Nov-18</b>	<b>Nov-17</b>	<b>Trend</b>
Number of physical units or licenses added		423	439	-

<b>Services</b>		<b>Nov-18</b>	<b>Nov-17</b>	<b>Trend</b>
Total public service hours		199	210	-5%
Library visits		8,623	9,090	-5%
Library2Go circulation		1,769	1,521	16%
First time circulation		10,619	11,032	-4%
Renewals		2,219	2,158	3%
Total Circulation		14,607	14,711	-1%
Total number of reference transactions		345	439	-21%
Total number of miscellaneous transactions		3,341	2,334	43%

<b>Programs or Presentations</b>				
Number of children's programs		16	19	-
Number of persons attending children's programs (adults and children)		169	313	-
Number of young adult programs		1	1	-
Number of persons attending young adult programs (adults and children)		-	2	-
Number of programs for adults		12	9	-
Number of persons attending programs for adults		55	48	-
Meeting room bookings		40	32	-

<b>Interlibrary Loans Lent</b>				
Number transacted using a shared catalog (CCRLS)				0%
Number made to all other libraries				
Total loans to other libraries				0%

<b>Interlibrary Loans Borrowed</b>				
Number transacted using a shared catalog (CCRLS)				0%
Number made from all other libraries		14	18	-22%
Total loans from other libraries				

<b>Other Information</b>		<b>Nov-18</b>	<b>Nov-17</b>	<b>Trend</b>
Total number of volunteers		14	12	-
Total volunteer hours		77.00	82.50	-7%

<b>Library Technology</b>		<b>Nov-18</b>	<b>Nov-17</b>	<b>Trend</b>
Total number of users of public Internet computers		1,473	1,997	-26%
Total number of connections to public wireless Internet		14,174	9,068	56%

**Woodburn Public Library**  
**Monthly Statistics Reported to the Oregon State Library**  
**December 2018**

<b>Collections</b>		<b>Dec-18</b>	<b>Dec-17</b>	<b>Trend</b>
Number of physical units or licenses added		256	327	-

<b>Services</b>		<b>Dec-18</b>	<b>Dec-17</b>	<b>Trend</b>
Total public service hours		207	203	2%
Library visits		8,492	8,757	-3%
Library2Go circulation		1,786	1,475	21%
First time circulation		10,292	10,439	-1%
Renewals		2,212	1,941	14%
Total Circulation		14,290	13,855	3%
Total number of reference transactions		304	317	-4%
Total number of miscellaneous transactions		2,424	2,143	13%

<b>Programs or Presentations</b>				
Number of children's programs		26	23	-
Number of persons attending children's programs (adults and children)		535	376	-
Number of young adult programs		1	1	-
Number of persons attending young adult programs (adults and children)		-	1	-
Number of programs for adults		12	5	-
Number of persons attending programs for adults		90	17	-
Meeting room bookings		32	28	-

<b>Interlibrary Loans Lent</b>				
Number transacted using a shared catalog (CCRLS)			4,147	0%
Number made to all other libraries				
Total loans to other libraries				0%

<b>Interlibrary Loans Borrowed</b>				
Number transacted using a shared catalog (CCRLS)			4,526	0%
Number made from all other libraries		12	12	0%
Total loans from other libraries				

<b>Other Information</b>		<b>Dec-18</b>	<b>Dec-17</b>	<b>Trend</b>
Total number of volunteers		14	13	-
Total volunteer hours		64.75	63.25	2%

<b>Library Technology</b>		<b>Dec-18</b>	<b>Dec-17</b>	<b>Trend</b>
Total number of users of public Internet computers		1,482	1,933	-23%
Total number of connections to public wireless Internet		14,045	8,890	58%