woodburn PUBLIC LIBRARY	City of Woodburn Public Library Board Minutes October 9, 2019 ● 5:30 p.m.	WOODBURN OREGON Incorporated 1889

1. **CALL TO ORDER**
   The chair called the meeting to order at 5:33 p.m.

2. **ROLL CALL**

Position I	Katrina Charfauros (12/21)	Present
Position II	Bethany Weathersby (12/19)	Present
Position III	Nancy Kirksey, President (12/21)	Absent
Position IV	Neal Hawes, Vice-President (12/19)	Present
Position V	Cynthia Branger Munoz (12/21)	Present
Position VI	Kathleen Boyer (12/19)	Present
Position VII	Vacant (7/21)	

3. **MINUTES – July 10, 2019**
   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 and received a financial update. The Friends agreed to sponsor Music in the Park in 2020 at the $1,000 level.

7. **OLD BUSINESS**
   None.

8. **NEW BUSINESS**
   2018-2019 Oregon State Library Report Highlights – John Hunter
   Hunter presented highlights from the library's annual report to the state library, including:
   - 5.5% increase in library users to 18,653
   - 10% decrease in physical collection size of 57,282 volumes due to weeding
   - 1% increase in library visits to 116,223
   - 0.1% decrease in first-time circulations to 104,158
   - 17% increase in Library2Go circulations to 22,339
   - 26% increase in library programs to 476

- 2.7% decrease in attendance at library programs to 9,752
- 22% decrease in public computer sessions to 19,224
- 44% increase in wireless internet sessions to 158,058
- 11% increase in website visits to 21,159

Oregon Statutory Definition of Legally Established Public Library – John Hunter
Hunter informed the board that the legal definition of a public library in Oregon will change
and become more rigorous as of January 1, 2020. Hunter reviewed the language of the new
statute. (See attachments.)

9. **MANAGER REPORTS**
Library Statistics – July 2019-September 2019 – John Hunter
Quarterly performance statistics were presented. (See attachments.)

10. **FUTURE BOARD BUSINESS**
Next scheduled meeting is January 8, 2019.

11. **ADJOURNMENT**
Kathy Boyer / Neal Hawes– Motion to adjourn meeting and seconded at 6:38 p.m.

woodburn PUBLIC LIBRARY	**City of Woodburn** **Public Library Board Minutes** July 10, 2019 ● 5:30 p.m.	WOODBURN O R E G O N *Incorporated 1889*

1. **CALL TO ORDER**
   The chair called the meeting to order at 5:30 p.m.

2. **ROLL CALL**
Position I	Katrina Charfauros (12/21)	Present
Position II	Bethany Weathersby (12/19)	Present
Position III	Nancy Kirksey, President (12/21)	Absent
Position IV	Neal Hawes, Vice-President (12/19)	Present
Position V	Cynthia Branger Munoz (12/21)	Present
Position VI	Kathleen Boyer (12/19)	Present
Position VII	Vacant (7/21)	

3. **MINUTES – January 9, 2019**
   Neal Hawes / Kathy Boyer – 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 and received a financial update.

7. **OLD BUSINESS**
   None.

8. **NEW BUSINESS**
   Circulation Statistics Update – John Hunter
   Hunter presented a clarification on statistical data received from the library cooperative that over reported circulation since migration to the new library automation system in December 2015. Renewal figures were reported twice. Corrected numbers were presented along with a chart that demonstrated that statistical trends were consistent with both sets of numbers.

9. **MANAGER REPORTS**
   Library Statistics – January 2019-June 2019 – John Hunter
   Quarterly performance statistics were presented. (See attachments.)

   Loan Rule Changes – John Hunter
   All borrowed items now renew automatically. This will result in an overall increase to the library's circulation figures. New items no longer renew.

10. **FUTURE BOARD BUSINESS**
    Next scheduled meeting is October 9, 2019.

11. **ADJOURNMENT**
    Kathy Boyer / Neal Hawes– Motion to adjourn meeting and seconded at 6:06 p.m.

543-010-0036

Official Recognition of Public Libraries

(1) The State Library Board will officially recognize those public libraries that become legally established under one of the methods described in ORS 357.216-286 or 357.400-621 and have met all minimum conditions.

(2) Libraries, that have a service population of over 2000, shall meet the following minimum conditions:

    a. Have at least half (.50) of its operational financial support from public funds.

    b. Be open to the public a minimum of 20 hours per week.

    c. Provide a collection comprised of books, media and electronic resources that is reflective of and responsive to the community.

    d. Offer free public access computers with Internet access.

    e. Offer free public wireless Internet access (wi-fi).

    f. Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.

    g. Dedicate at least 0.50 full-time equivalent (FTE) paid staff time exclusively to library functions.

    h. Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.

    i. Provide basic services for reference and youth services.

    j. Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.

(3) Libraries, that have a service population of 2000 or less, shall meet the following minimum conditions:

    a. Have a least a fourth (.25) of its operational financial support from public funds.

    b. Be open to the public a minimum of 10 hours per week.

    c. Provide a collection comprised of books, media, and electronic resources that is reflective of and responsive to the community.

    d. Offer at least one free public access computer with internet access.

    e. Offer free public wireless internet access (wi-fi).

    f. Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.

    g. Dedicate at least .25 full-time equivalent (FTE) paid staff time exclusively to library functions.

    h. Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.

    i. Provide basic services for reference and youth services.

    j. Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.

(4) Official recognition as a public library will qualify the library to be eligible for state aid and grants from the State Library as authorized in statutes. A library must receive official recognition by June 30 to be eligible for grant funding in the next state fiscal year beginning July 1.

(5) Official recognition will continue unless the library no longer meets the statutory requirements of a public library, or until the library has support withdrawn under the requirements of ORS 357.621.

   (a) Library responses to the Public Library Annual Statistical Survey will be used to determine compliance with minimum conditions outlined in sections (2) and (3).

   (b) An officially recognized public library that fails to meet the minimum conditions as outlined in section (2) or (3) will have two (2) years to achieve compliance, during which time the library maintains eligibility for state aid and grants.

   (c) Proceedings for termination of official recognition for a library that fails to meet minimum conditions after two (2) years will be scheduled for consideration of the Board who will then make a determination.

   (d) The State Library will provide an annual report to the Board on the status of public library compliance with minimum conditions.

(6) The Board will terminate a public library's official recognition immediately after a local government withdraws support following the requirements of 357.621. The State Library will notify a local government that official recognition is being terminated.

(7) Any affected agency may appeal the termination of official recognition to the Board. The appeal must be in writing and must contain a detailed statement specifying the reason the appellant agency believes the action was improper.

(8) The written appeal must be filed no later than 15 days after the notice of termination of official recognition is received. Once an appeal is received, it will be scheduled for consideration by the Board who will make a determination.

(9) A library must request reinstatement of official recognition from the Board. The request must include signed documentation attesting that the library has met all minimum conditions. The request will then be scheduled for consideration by the Board who will make a determination. The State Library will notify the local government if official recognition is being reinstated. A library may appeal a denial of reinstatement as described in this rule.

543-010-0003

Definitions

The following words or phrases, when used in Administrative Rules adopted by the State Library Board, shall mean the following:

   (1) "Board" means the State Library Board.

   (2) "Chair" means the presiding officer of the Board.

(3) "Public funding" is all funds from local government, city, county, or special district, including in-kind funds such as rent and utilities.

(4) "Basic services for reference" means information and referral services as well individual instruction and assistance in using information sources.

(5) "Basic service for youth services" means programs, activities, and information resources for which the primary audience is youth 18 and under.

(6) "State fiscal year" means the period of one year commencing on July 1 and closing on June 30.

(7) "Operational financial support" means funding for the day-to-day operations of the library.

543-010-0035

Annual Reports

Not later than October 31 of each year, public libraries shall submit statistical and financial information, in conformance with ORS 357.520, to the State Library on the Statistical Report form furnished by the State Library.

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
July 2019

Collections	Jul-19	Jul-18	Trend
Number of physical units or licenses added	309	338	-

Services		Jul-19	Jul-18	Trend
Total public service hours		222	217	2%
Library visits		10,157	10,854	-6%
Library2Go circulation		2,068	1,685	23%
First time circulation		9,402	9,145	3%
Renewals		6,870	2,224	209%
Total Circulation		18,340	13,054	40%
Total number of reference transactions		539	472	14%
Total number of miscellaneous transactions		3,203	2,398	34%
Programs or Presentations				
Number of children's programs		27	19	-
Number of persons attending children's programs (adults and children)		847	479	-
Number of young adult programs		2	1	-
Number of persons attending young adult programs (adults and children)		4	-	-
Number of programs for adults		5	18	-
Number of persons attending programs for adults		29	1,016	-
Meeting room bookings		29	33	-
Interlibrary Loans Lent				
Number transacted using a shared catalog (CCRLS)				0%
Number made to all other libraries				
Total loans to other libraries				0%
Interlibrary Loans Borrowed				
Number transacted using a shared catalog (CCRLS)				0%
Number made from all other libraries			16	-100%
Total loans from other libraries		14		

Other Information	Jul-19	Jul-18	Trend
Total number of volunteers	14	12	-
Total volunteer hours	98.50	65.50	50%

Library Technology	Jul-19	Jul-18	Trend
Total number of users of public Internet computers	1,674	2,056	-19%
Total number of connections to public wireless Internet	15,685	13,381	17%

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
August 2019

Collections	Aug-19	Aug-18	Trend
Number of physical units or licenses added	362	411	-

Services	Aug-19	Aug-18	Trend
Total public service hours	224	229	-2%
Library visits	10,170	10,700	-5%
Library2Go circulation	2,122	1,648	29%
First time circulation	8,068	9,138	-12%
Renewals	6,204	2,038	204%
Total Circulation	16,394	12,824	28%
Total number of reference transactions	510	410	24%
Total number of miscellaneous transactions	3,482	2,461	41%
Programs or Presentations			
Number of children's programs	22	19	-
Number of persons attending children's programs (adults and children)	317	362	-
Number of young adult programs	2	1	-
Number of persons attending young adult programs (adults and children)	-	-	-
Number of programs for adults	6	17	-
Number of persons attending programs for adults	31	631	-
Meeting room bookings	23	30	-
Interlibrary Loans Lent			
Number transacted using a shared catalog (CCRLS)			0%
Number made to all other libraries			
Total loans to other libraries			0%
Interlibrary Loans Borrowed			
Number transacted using a shared catalog (CCRLS)			0%
Number made from all other libraries		21	-100%
Total loans from other libraries	13		

Other Information	Aug-19	Aug-18	Trend
Total number of volunteers	12	13	-
Total volunteer hours	78.25	81.25	-4%

Library Technology	Aug-19	Aug-18	Trend
Total number of users of public Internet computers	1,811	2,056	-12%
Total number of connections to public wireless Internet	16,403	11,272	46%

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
September 2019

Collections	Sep-19	Sep-18	Trend
Number of physical units or licenses added	401	321	-

Services	Sep-19	Sep-18	Trend
Total public service hours	208	203	2%
Library visits	8,622	8,463	2%
Library2Go circulation	2,099	1,705	23%
First time circulation	7,465	8,173	-9%
Renewals	5,595	1,792	212%
Total Circulation	15,159	11,670	30%
Total number of reference transactions	403	411	-2%
Total number of miscellaneous transactions	2,304	2,291	1%
Programs or Presentations			
Number of children's programs	22	21	-
Number of persons attending children's programs (adults and children)	278	284	-
Number of young adult programs	2	1	-
Number of persons attending young adult programs (adults and children)	8	1	-
Number of programs for adults	6	13	-
Number of persons attending programs for adults	30	84	-
Meeting room bookings	25	36	-
Interlibrary Loans Lent			
Number transacted using a shared catalog (CCRLS)		4,181	0%
Number made to all other libraries			
Total loans to other libraries			0%
Interlibrary Loans Borrowed			
Number transacted using a shared catalog (CCRLS)		4,867	0%
Number made from all other libraries		22	-100%
Total loans from other libraries	28		

Other Information	Sep-19	Sep-18	Trend
Total number of volunteers	9	15	-
Total volunteer hours	61.00	76.25	-20%

Library Technology	Sep-19	Sep-18	Trend
Total number of users of public Internet computers	1,538	1,437	7%
Total number of connections to public wireless Internet	14,374	6,126	135%