

**MINUTES**  
**MONTHLY MEETING OF WOODBURN PUBLIC LIBRARY BOARD**

**DATE** April 9, 2008

**ROLL CALL:** Mary Chadwick – Present Willis Grafe - Present  
Neal Hawes – Present Nancy Kirksey - Present  
Phyllis McKean - Present Caitlin Brown – Present  
JD Mitchoff - Present

**STAFF PRESENT:** Jim Row, Community Services Director  
Anna Stavinoha, Library Manager  
Vicki Musser, Recording Secretary

**GUESTS:** None.

**CALL TO ORDER:** President Nancy Kirksey called the meeting to order at 7:00 pm.

**SECRETARY’S REPORT:** The minutes of January 9, 2008 were read aloud and approved.

**CORRESPONDENCE:** None.

**PUBLIC COMMENT:** None.

**DIRECTOR’S REPORT:** Librarian’s Report: Christine Mackie reported to the Library Board about the Homebound Delivery and Interlibrary Loan (ILL) programs. Christine has been a reference librarian with the Woodburn Library for over five years, and part of her job is to oversee both programs.

The Homebound program is a way to bring library materials to Woodburn citizens who are too elderly, too ill or too disabled to visit the library themselves. The interested person contacts Christine, and she conducts a short interview to find out what their needs are, such as, what books they like, what format they want to use (large-print, audio books, books on CD, etc). Then, every month, Christine puts together a collection of materials tailored to the patron’s preferences, and a library volunteer delivers them. The patron can always call Christine and request materials as well. It’s an easy way for people who can’t come into the library to participate in what our library has to offer. Christine has 10 homebound patrons right now, and is always looking for new people. She has a Homebound Delivery flyer that she sends out to care centers in town,

and to anyone who expresses interest. She's also advertised in the *Community Services Guide* and the *City of Woodburn Quarterly*, although most of the present ten patrons are referrals. Nancy Kirksey suggested that flyers could be given to Meals on Wheels recipients, and offered to deliver books to those interested patrons herself. Christine approved the idea, with the proviso that since she does all the material preparation, she can only take on a limited number of new Homebound patrons. At present, the volunteer delivers books and materials to Senior Estates patrons on the first Wednesday of each month, and on the third Wednesday delivers to Woodburn care centers such as Cascade Park.

There is a good collection of interlibrary loans. Most materials are available through the CCRLS library collective, but sometimes Woodburn patrons want very old or obscure books, academic titles, microfilm, genealogy information, movies, newspapers or audio materials that are not in the CCRLS system, so Christine orders them through ILL. She can get them from sources all over the country by ordering them through OCLC (online computer library center; a catalog on the Salem Library's website containing a listing of items available through interlibrary loans). It usually takes about two weeks for them to arrive, and there is a varying charge for postage or other fees. There is no brochure listing what's available at present, though there is an ILL policy which states the rules and restrictions for what is allowable. There are about ten requests for ILLs a week. The cost to the library is minimal, since the patron is required to pay the postage and any other costs associated with the ILL. There may be a yearly fee charged to the library by CCRLS.

Monthly Statistics: Anna reported that Reference had a nominally higher rate in the number of reference questions over the same month last year, and a much higher number of "Other" questions. This is due to the librarians again keeping track of the number of questions asked by patrons that are not strictly reference queries, such as asking for help with-mail addresses, or how to print out IRS forms, and recording them under "Other" on the statistics.

Other statistics remain stable.

Volunteer of the Month: The April Volunteer of the Month is Judy Spence. Judy is energetic and enthusiastic about volunteering in almost every area of the library. She is one of the library's most dedicated volunteers, and presently works in Technical Services. The staff appreciates her positive attitude and hard work!

Friends of the Library: Neal reported that the bi-annual Friends

Book Sale will take place on Friday and Saturday, April 25<sup>th</sup> and 26<sup>th</sup>, from 10-4 pm. The Friends will be getting ready from Wednesday, April 23<sup>rd</sup> until the book sale begins, and several volunteers will come to help get everything ready.

Music in the Park will feature nine different performing groups. Case Automotive, PGE and AI's are returning as sponsors, along with Woodburn Automotive, the Woodburn Eye Center, Woodburn Radiator and Glass, Farmer's Insurance and Hallmark Properties. The Woodburn Company Stores are a new sponsor this year.

## **ACTIVITIES**

The library continues to have many activities. Anna has been working in conjunction with the Local Libraries Promoting Lifelong Learning Project (LLPLL), a grant obtained by CCRLS. The LLPLL will be providing four speakers to give talks at the library over the next two months. The first one will be held on Saturday, April 12<sup>th</sup>, in the Multi-Purpose Room, and the topic is economical travel. On Wednesday, April 16<sup>th</sup> at 1:30 pm, the topic will be emergency preparedness. A third program, on May 28<sup>th</sup> will be held on preventing identity theft.

April is National Poetry Month, and there will be music and a spoken word concert featuring Miguel Loreda Reyes on Sunday, April 27<sup>th</sup>. On Sunday, May 7<sup>th</sup>, at 2 pm, Peter Fletcher, an accomplished guitarist, will play in the City Council Chambers.

Music in the Park is coming up. Anna distributed a handout showing the different bands that will be playing at Music in the Park in July and August. Several of the bands are new, while Golden Bough is a perennial favorite.

## **OLD BUSINESS:**

Library Survey Update: The Library sent out over 6,000 surveys inside utility bills several months ago, in an attempt to gather information that would ultimately help the Library grow in a positive direction. English and Spanish versions of the survey were sent out. Eventually, the library received 662 completed surveys. Of those, 641 were English versions, and 21 were Spanish versions. Further filtering and cross-tabbing of the survey data will yield other data to analyze in the future. Jim presented a color-coded map of Woodburn that showed which percentages of respondents lived in which regions of the city. The greatest response came from the areas representing primarily Senior Estates. Jim went over several of the answers to survey questions, pointing out that 81% of survey respondents were Caucasian, and 11% were Hispanic; that a significant number of those that responded use the Library either at least daily or weekly; that most patrons felt the Library's open hours were convenient for them, that books were the first choice of materials used at the Library; and that the vast majority of people liked our quality of

services. The data so far is proving very interesting, and will help the Library provide what people want.

A Board member noted that the Library houses a collection of books and materials in all three languages; English, Spanish, and Russian. Woodburn is approximately 51% Latino, and 12% Russian. The surveys were distributed very widely throughout Woodburn; we simply did not receive a culturally representative response.

**NEW BUSINESS:**

Spanish Class: Anna extended thanks to the City for sponsoring a beginning Spanish class for City employees.

City Budget Update: A budget meeting was held last Saturday to discuss the baseline budget and additional funds requests. According to Jim, Woodburn's finances have been well managed over the past decade, primarily due to John Brown's conservative fiscal management. As a result, Woodburn is one of few cities in Oregon able to continue maintaining current levels of service, while funding a 10% contingency, and still having the ability to fund quite a few additional projects. Woodburn is in an operationally stable position.

An additional funds request of \$32,500 was submitted to replace the downstairs Library carpet. The present carpet is frayed and stained, and all efforts to clean and repair it have failed. The new carpet would be installed in approximately 16" by 16" modular blocks, so that if a part of the carpet were damaged, that block could be easily removed and replaced. It's going to be a huge project, if funded, and the library would need to be shut down for possibly two weeks while all the furniture, books and materials were moved and the carpet laid down, and then everything put back. The library would like to eventually replace the upstairs carpet as well. Those interested in contributing funds to assist with this and other Library projects are always welcome to contribute funds to the Friends of the Library, who will use it on behalf of the library.

Library Cards for Volunteers: Nancy asked if volunteers could be issued library cards even if they don't live in Woodburn's city limits. Anna has gladly approved this request. Library volunteers have done so much for the library, and she is happy to be able to do something for them.

Friends Book Sale: Jim discussed the possibility of replacing the enormous work of the semi-annual book sale with an ongoing collection of books for sale. An area of the library could be set aside for this purpose. At present we have a small book cart corner, but we could find a larger area for a more extensive collection. It would have to be moved and priced, but it has the potential for revenue generation without the back-breaking work of the weekend sale. All proceeds would go to the Friends, who would manage the collection and price the materials. They wouldn't need to be there all the time, since library staff could oversee the area. Nancy suggested the possibility of on-line sales, as well, with books that might merit higher prices. The Board approved the ideas, though there was no official vote.

Student Board member: Caitlin Brown has completed her one year term with the Library Board, and everyone thanked her for her year of service.

Next meeting: The next meeting of the Woodburn Library Board will be held on Wednesday, July 9, 2008.

**BUSINESS TO/FROM THE CITY COUNCIL AND/OR MAYOR:** None.

**ADJOURNMENT:** The meeting was adjourned at 8 pm.

Respectfully submitted,

Vicki Musser