



City of Woodburn
Public Library Board Minutes
October 10, 2018 • 6:00 p.m.



1. CALL TO ORDER

The chair called the meeting to order at 6:00 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 – July 11, 2018

Neal Hawes/ Kathleen 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 did not meet this quarter

7. OLD BUSINESS

Elimination of Overdue Fines on Children's Materials – John Hunter

Hunter revisited earlier discussion describing the library profession's movement away from charging overdue fines for juvenile materials. This is motivated by a desire to eliminate barriers that might inhibit families from borrowing materials for their children. Overdue fines can accrue quickly, especially when families borrow many items, and most get returned eventually. Families would still be charged for lost materials, or those otherwise not returned, so a check on profligacy would remain in place. Fines collected by the library last fiscal year totaled less than \$1,000/month, and youth fines are likely a small portion of the total. The board was generally supportive of moving forward with this narrow proposal. Hunter will return in January with a plan ready for a vote.

8. NEW BUSINESS

Annual Statistical Report to the State Library – John Hunter

Hunter provided analysis of selected statistics reported annually to the state library. While the library has more registered borrowers, attendance and circulation were lower. Outreach to schools resulted in much greater program attendance. Patrons have access to a very large collection of print and digital material. (See attachment.)

Children's Playground Proposal – John Hunter

Hunter presented a rudimentary proposal being developed in conjunction with recreation services manager Jesse Cuomo to install a children's playground in Library Square. (See attachment.) Library endowment funds would be used; grant funds would need to be secured as well. The project would cost approximately \$45,000. Hawes expressed concern that the project not intrude such that space for Music in the Park would be adversely affected.

Kathy Boyer / Neal Hawes – Motion to endorse the amended playground proposal was offered and seconded. The motion passed unanimously.

9. MANAGER REPORTS

Library Statistics – July 2018-September 2018 – John Hunter

Quarterly performance statistics were presented. (See attachments.)

10. FUTURE BOARD BUSINESS

Next scheduled meeting is January 9, 2019.

11. ADJOURNMENT

Kathy Boyer / Neal Hawes – Motion to adjourn meeting and seconded at 6:42 p.m.

Woodburn Public Library
Selected Comparisons FY 2018 to FY 2017

| Line | Description | FY 17-18 | FY 16-17 | Trend |
|--------------------|----------------------------|------------|------------|--------|
| 1.18 | Registered Users | 17,674 | 16,872 | 4.8% |
| 4.11 | Total Library Expenditures | \$ 908,117 | \$ 855,535 | 6.1% |
| <i>Collection</i> | | | | |
| 5.11 | Physical Units | 64,626 | 56,921 | 13.5% |
| 5.12 | Physical Units Added | 5,311 | 4,915 | 8.1% |
| 5.31 | Digital Units | 73,100 | 66,037 | 10.7% |
| 5.32 | Digital Units Added | 9,982 | 13,841 | -27.9% |
| 5.33 | Total Collection | 137,726 | 122,958 | 12.0% |
| 6.9 | Library Visits | 114,987 | 125,153 | -8.1% |
| <i>Circulation</i> | | | | |
| 6.27 | Physical Item Circulation | 153,652 | 165,198 | -7.0% |
| 6.28 | Digital Item Circulation | 19,060 | 15,400 | 23.8% |
| 6.31 | Total Circulation | 172,712 | 180,598 | -4.4% |
| 6.34 | Reference Transactions | 4,884 | 6,220 | -21.5% |
| 6.42 | Program Attendance | 10,024 | 5,074 | 97.6% |
| 8.1 | Public Computer Uses | 24,563 | 26,217 | -6.3% |

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Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
July 2018

| Collections | | Jul-18 | Jul-17 | Trend |
|--------------------|--|---------------|---------------|--------------|
| | Number of physical units or licenses added | 338 | 332 | - |

| Services | | Jul-18 | Jul-17 | Trend |
|-----------------|--|---------------|---------------|--------------|
| | Total public service hours | 217 | 217 | 0% |
| | Library visits | 10,854 | 10,372 | 5% |
| | Library2Go circulation | 1,685 | 1,512 | 11% |
| | First time circulation | 11,369 | 11,043 | 3% |
| | Renewals | 2,224 | 2,213 | 0% |
| | Total Circulation | 15,278 | 14,768 | 3% |
| | Total number of reference transactions | 472 | 422 | 12% |
| | Total number of miscellaneous transactions | 2,398 | 2,280 | 5% |

| Programs or Presentations | | | | |
|----------------------------------|--|-------|-----|---|
| | Number of children's programs | 19 | 22 | - |
| | Number of persons attending children's programs (adults and children) | 479 | 666 | - |
| | Number of young adult programs | 1 | 1 | - |
| | Number of persons attending young adult programs (adults and children) | - | 2 | - |
| | Number of programs for adults | 18 | 9 | - |
| | Number of persons attending programs for adults | 1,016 | 787 | - |
| | Meeting room bookings | 33 | 13 | - |

| 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 | 18 | -11% |
| | Total loans from other libraries | | | |

| Other Information | | Jul-18 | Jul-17 | Trend |
|--------------------------|----------------------------|---------------|---------------|--------------|
| | Total number of volunteers | 12 | 10 | - |
| | Total volunteer hours | 65.50 | 58.50 | 12% |

| Library Technology | | Jul-18 | Jul-17 | Trend |
|---------------------------|---|---------------|---------------|--------------|
| | Total number of users of public Internet computers | 2,056 | 2,184 | -6% |
| | Total number of connections to public wireless Internet | 13,381 | 7,620 | 76% |

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
August 2018

| Collections | | Aug-18 | Aug-17 | Trend |
|--------------------|--|---------------|---------------|--------------|
| | Number of physical units or licenses added | 411 | 300 | - |

| Services | | Aug-18 | Aug-17 | Trend |
|-----------------|--|---------------|---------------|--------------|
| | Total public service hours | 229 | 234 | -2% |
| | Library visits | 10,700 | 11,111 | -4% |
| | Library2Go circulation | 1,648 | 1,623 | 2% |
| | First time circulation | 11,176 | 11,118 | 1% |
| | Renewals | 2,038 | 2,198 | -7% |
| | Total Circulation | 14,862 | 14,939 | -1% |
| | Total number of reference transactions | 410 | 403 | 2% |
| | Total number of miscellaneous transactions | 2,461 | 2,173 | 13% |

| Programs or Presentations | | | | |
|------------------------------------|--|-----|-----|-----|
| | Number of children's programs | 19 | 17 | - |
| | Number of persons attending children's programs (adults and children) | 362 | 170 | - |
| | Number of young adult programs | 1 | 1 | - |
| | Number of persons attending young adult programs (adults and children) | - | - | - |
| | Number of programs for adults | 17 | 9 | - |
| | Number of persons attending programs for adults | 631 | 550 | - |
| | Meeting room bookings | 30 | 10 | - |
| 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 | 17 | 24% |
| | Total loans from other libraries | | | |

| Other Information | | Aug-18 | Aug-17 | Trend |
|--------------------------|----------------------------|---------------|---------------|--------------|
| | Total number of volunteers | 13 | 12 | - |
| | Total volunteer hours | 81.25 | 29.75 | 173% |

| Library Technology | | Aug-18 | Aug-17 | Trend |
|---------------------------|---|---------------|---------------|--------------|
| | Total number of users of public Internet computers | 2,056 | 2,403 | -14% |
| | Total number of connections to public wireless Internet | 11,272 | 5,698 | 98% |

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
September 2018

| Collections | | Sep-18 | Sep-17 | Trend |
|--------------------|--|---------------|---------------|--------------|
| | Number of physical units or licenses added | 321 | 401 | - |

| Services | | Sep-18 | Sep-17 | Trend |
|-----------------|--|---------------|---------------|--------------|
| | Total public service hours | 203 | 199 | 2% |
| | Library visits | 8,463 | 8,547 | -1% |
| | Library2Go circulation | 1,705 | 1,498 | 14% |
| | First time circulation | 9,965 | 9,897 | 1% |
| | Renewals | 1,792 | 1,990 | -10% |
| | Total Circulation | 13,462 | 13,385 | 1% |
| | Total number of reference transactions | 411 | 333 | 23% |
| | Total number of miscellaneous transactions | 2,291 | 1,829 | 25% |

| Programs or Presentations | | | | |
|----------------------------------|--|-----|-----|---|
| | Number of children's programs | 21 | 14 | - |
| | Number of persons attending children's programs (adults and children) | 284 | 157 | - |
| | Number of young adult programs | 1 | 1 | - |
| | Number of persons attending young adult programs (adults and children) | 1 | - | - |
| | Number of programs for adults | 13 | 8 | - |
| | Number of persons attending programs for adults | 84 | 50 | - |
| | Meeting room bookings | 36 | 25 | - |

| Interlibrary Loans Lent | | | | |
|--------------------------------|--|--|-------|----|
| | Number transacted using a shared catalog (CCRLS) | | 3,968 | 0% |
| | Number made to all other libraries | | | |
| | Total loans to other libraries | | | 0% |

| Interlibrary Loans Borrowed | | | | |
|------------------------------------|--|----|-------|-----|
| | Number transacted using a shared catalog (CCRLS) | | 4,765 | 0% |
| | Number made from all other libraries | 22 | 18 | 22% |
| | Total loans from other libraries | | | |

| Other Information | | Sep-18 | Sep-17 | Trend |
|--------------------------|----------------------------|---------------|---------------|--------------|
| | Total number of volunteers | 15 | 12 | - |
| | Total volunteer hours | 76.25 | 73.75 | 3% |

| Library Technology | | Sep-18 | Sep-17 | Trend |
|---------------------------|---|---------------|---------------|--------------|
| | Total number of users of public Internet computers | 1,437 | 3,268 | -56% |
| | Total number of connections to public wireless Internet | 6,126 | 6,390 | -4% |