
	<p style="text-align: center;">City of Woodburn Public Library Board Minutes July 10, 2019 • 5:30 p.m.</p>	
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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.

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

Collections		Jan-19	Jan-18	Trend
	Number of physical units or licenses added	514	303	-

Services		Jan-19	Jan-18	Trend
	Total public service hours	213	213	0%
	Library visits	9,449	9,673	-2%
	Library2Go circulation	2,166	1,755	23%
	First time circulation	9,592	10,035	-4%
	Renewals	2,433	2,090	16%
	Total Circulation	14,191	13,880	2%
	Total number of reference transactions	498	511	-3%
	Total number of miscellaneous transactions	2,480	2,422	2%
Programs or Presentations				
	Number of children's programs	23	24	-
	Number of persons attending children's programs (adults and children)	253	334	-
	Number of young adult programs	2	2	-
	Number of persons attending young adult programs (adults and children)	25	2	-
	Number of programs for adults	16	8	-
	Number of persons attending programs for adults	99	48	-
	Meeting room bookings	48	29	-
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	15	18	-17%
	Total loans from other libraries			

Other Information		Jan-19	Jan-18	Trend
	Total number of volunteers	13	12	-
	Total volunteer hours	88.75	112.25	-21%

Library Technology		Jan-19	Jan-18	Trend
	Total number of users of public Internet computers	1,604	2,075	-23%
	Total number of connections to public wireless Internet	15,862	9,618	65%

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

Collections		Feb-19	Feb-18	Trend
	Number of physical units or licenses added	387	463	-

Services		Feb-19	Feb-18	Trend
	Total public service hours	195	195	0%
	Library visits	9,520	9,011	6%
	Library2Go circulation	1,872	1,500	25%
	First time circulation	8,621	8,966	-4%
	Renewals	2,241	2,010	11%
	Total Circulation	12,734	12,476	2%
	Total number of reference transactions	445	416	7%
	Total number of miscellaneous transactions	3,419	2,007	70%
Programs or Presentations				
	Number of children's programs	24	31	-
	Number of persons attending children's programs (adults and children)	292	460	-
	Number of young adult programs	2	2	-
	Number of persons attending young adult programs (adults and children)	30	20	-
	Number of programs for adults	11	7	-
	Number of persons attending programs for adults	64	37	-
	Meeting room bookings	50	46	-
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	20	16	25%
	Total loans from other libraries			

Other Information		Feb-19	Feb-18	Trend
	Total number of volunteers	12	13	-
	Total volunteer hours	63.25	85.50	-26%

Library Technology		Feb-19	Feb-18	Trend
	Total number of users of public Internet computers	1,536	1,737	-12%
	Total number of connections to public wireless Internet	13,831	9,421	47%

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

Collections		Mar-19	Mar-18	Trend
	Number of physical units or licenses added	349	547	-

Services		Mar-19	Mar-18	Trend
	Total public service hours	219	224	-2%
	Library visits	11,427	11,135	3%
	Library2Go circulation	1,955	1,834	7%
	First time circulation	9,478	9,276	2%
	Renewals	2,372	1,998	19%
	Total Circulation	13,805	13,108	5%
	Total number of reference transactions	449	474	-5%
	Total number of miscellaneous transactions	4,456	2,639	69%
Programs or Presentations				
	Number of children's programs	28	19	-
	Number of persons attending children's programs (adults and children)	544	483	-
	Number of young adult programs	2	2	-
	Number of persons attending young adult programs (adults and children)	153	83	-
	Number of programs for adults	14	8	-
	Number of persons attending programs for adults	96	69	-
	Meeting room bookings	64	50	-
Interlibrary Loans Lent				
	Number transacted using a shared catalog (CCRLS)	4,604	4,362	0%
	Number made to all other libraries			
	Total loans to other libraries			0%
Interlibrary Loans Borrowed				
	Number transacted using a shared catalog (CCRLS)	4,806	4,614	0%
	Number made from all other libraries	18	16	13%
	Total loans from other libraries			

Other Information		Mar-19	Mar-18	Trend
	Total number of volunteers	15	13	-
	Total volunteer hours	79.25	68.00	17%

Library Technology		Mar-19	Mar-18	Trend
	Total number of users of public Internet computers	1,257	1,308	-4%
	Total number of connections to public wireless Internet	7,969	11,441	-30%

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

Collections		Apr-19	Apr-18	Trend
	Number of physical units or licenses added	291	362	-

Services		Apr-19	Apr-18	Trend
	Total public service hours	218	213	2%
	Library visits	10,019	9,196	9%
	Library2Go circulation	1,941	1,623	20%
	First time circulation	7,771	8,418	-8%
	Renewals	5,486	2,054	167%
	Total Circulation	15,198	12,095	26%
	Total number of reference transactions	400	430	-7%
	Total number of miscellaneous transactions	2,776	2,180	27%

Programs or Presentations				
	Number of children's programs	26	17	-
	Number of persons attending children's programs (adults and children)	413	243	-
	Number of young adult programs	1	2	-
	Number of persons attending young adult programs (adults and children)	11	28	-
	Number of programs for adults	15	16	-
	Number of persons attending programs for adults	129	121	-
	Meeting room bookings	56	36	-

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	15	18	-17%
	Total loans from other libraries			

Other Information		Apr-19	Apr-18	Trend
	Total number of volunteers	10	12	-
	Total volunteer hours	85.75	77.50	11%

Library Technology		Apr-19	Apr-18	Trend
	Total number of users of public Internet computers	1,520	1,947	-22%
	Total number of connections to public wireless Internet	14,792	10,564	40%

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

Collections		May-19	May-18	Trend
	Number of physical units or licenses added	245	649	-

Services		May-19	May-18	Trend
	Total public service hours	220	222	-1%
	Library visits	8,615	8,229	5%
	Library2Go circulation	1,999	1,531	31%
	First time circulation	7,602	7,094	7%
	Renewals	5,818	2,079	180%
	Total Circulation	15,419	10,704	44%
	Total number of reference transactions	360	379	-5%
	Total number of miscellaneous transactions	2,968	1,950	52%
Programs or Presentations				
	Number of children's programs	41	29	-
	Number of persons attending children's programs (adults and children)	2,169	2,917	-
	Number of young adult programs	-	1	-
	Number of persons attending young adult programs (adults and children)	-	-	-
	Number of programs for adults	10	11	-
	Number of persons attending programs for adults	55	67	-
	Meeting room bookings	37	34	-
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	22	13	69%
	Total loans from other libraries			

Other Information		May-19	May-18	Trend
	Total number of volunteers	10	13	-
	Total volunteer hours	67.25	71.25	-6%

Library Technology		May-19	May-18	Trend
	Total number of users of public Internet computers	1,510	1,580	-4%
	Total number of connections to public wireless Internet	15,011	10,534	43%

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

Collections		Jun-19	Jun-18	Trend
	Number of physical units or licenses added	231	262	-
Services		Jun-19	Jun-18	Trend
	Total public service hours	212	215	-1%
	Library visits	9,943	9,865	1%
	Library2Go circulation	1,963	1,682	17%
	First time circulation	8,814	9,254	-5%
	Renewals	6,139	1,803	240%
	Total Circulation	16,916	12,739	33%
	Total number of reference transactions	406	390	4%
	Total number of miscellaneous transactions	3,216	1,168	175%
Programs or Presentations				
	Number of children's programs	22	26	-
	Number of persons attending children's programs (adults and children)	1,082	1,625	-
	Number of young adult programs	2	2	-
	Number of persons attending young adult programs (adults and children)	-	7	-
	Number of programs for adults	15	7	-
	Number of persons attending programs for adults	75	44	-
	Meeting room bookings	44	33	-
Interlibrary Loans Lent				
	Number transacted using a shared catalog (CCRLS)	7,265	4,265	0%
	Number made to all other libraries			
	Total loans to other libraries			0%
Interlibrary Loans Borrowed				
	Number transacted using a shared catalog (CCRLS)	4,682	4,481	0%
	Number made from all other libraries	13	16	-19%
	Total loans from other libraries			
Other Information		Jun-19	Jun-18	Trend
	Total number of volunteers	9	14	-
	Total volunteer hours	54.50	65.00	-16%
Library Technology		Jun-19	Jun-18	Trend
	Total number of users of public Internet computers	1,625	1,998	-19%
	Total number of connections to public wireless Internet	14,804	10,434	42%

Year; Corrected Numbers; Original Numbers

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Trend Circulation Month to Previous Year	3.97%	2.80%	2.49%	10.05%	-0.41%	1.38%	2.24%	2.07%	5.32%	25.66%	44.05%	
Trend Circulation Month to Previous Year	3.45%	1.33%	0.64%	9.40%	0.07%	3.14%	4.10%	3.38%	7.09%	46.19%	66.13%	
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Trend Circulation Month to Previous Year	-9.00%	-10.28%	-13.83%	-12.47%	-4.66%	-1.10%	7.75%	4.63%	-5.39%	0.37%	-11.97%	-1.55%
Trend Circulation Month to Previous Year	-7.00%	-8.45%	-12.67%	-11.77%	-3.58%	-1.25%	8.17%	4.22%	-5.58%	0.45%	-11.48%	-2.19%
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Trend Circulation Month to Previous Year	-4.89%	4.48%	12.66%	7.14%	7.41%	-3.49%	-7.42%	-11.85%	-9.61%	-4.10%	0.35%	-6.38%
Trend Circulation Month to Previous Year	-3.79%	7.12%	14.10%	9.19%	8.27%	-1.87%	-7.19%	-9.64%	-8.40%	-2.53%	3.71%	-5.85%
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Trend Circulation Month to Previous Year	1.78%	-4.07%	-12.52%	-5.09%	-3.63%	23.49%	12.56%	16.08%	17.34%	9.93%	6.46%	8.55%
Trend Circulation Month to Previous Year	15.80%	7.80%	0.14%	8.22%	10.93%	41.44%	16.88%	17.74%	19.16%	11.08%	5.16%	8.77%

Circ & renewal since migration

Trans Stat Year	Metrics	Number of Statistical Transactions		
	Trans Stat Month	Charge Item Part B	Renew Item	Total
2015	1	10,242	1,248	11,490
	2	9,233	1,412	10,645
	3	10,312	1,595	11,907
	4	8,943	1,578	10,521
	5	8,571	1,857	10,428
	6	10,091	1,785	11,876
	7	11,482	1,999	13,481
	8	10,662	1,646	12,308
	9	9,072	1,697	10,769
	10	10,151	1,821	11,972
	11	9,370	1,836	11,206
	12	9,624	1,815	11,439
	Total	117,753	20,289	138,042
2016	1	10,787	1,993	12,780
	2	10,628	1,856	12,484
	3	12,099	2,138	14,237
	4	9,590	1,885	11,475
	5	9,109	1,805	10,914
	6	10,757	1,969	12,726
	7	10,589	2,084	12,673
	8	10,551	2,115	12,666
	9	9,936	2,103	12,039
	10	10,529	2,255	12,784
	11	9,726	2,092	11,818
	12	8,797	1,983	10,780
	Total	123,098	24,278	147,376
2017	1	9,783	1,882	11,665
	2	8,704	1,976	10,680
	3	10,270	2,144	12,414
	4	8,535	2,034	10,569
	5	8,431	2,280	10,711
	6	9,604	1,928	11,532
	7	8,830	2,213	11,043
	8	8,660	2,192	10,852
	9	7,899	1,990	9,889
	10	8,581	2,088	10,669
	11	8,760	2,158	10,918
	12	8,498	1,941	10,439
	Total	106,555	24,826	131,381
2018	1	10,035	2,090	12,125
	2	8,966	2,010	10,976
	3	9,276	1,998	11,274
	4	8,418	2,054	10,472
	5	7,094	2,079	9,173
	6	9,254	1,803	11,057
	7	9,145	2,224	11,369
	8	9,138	2,038	11,176
	9	8,173	1,792	9,965

	10	9,344	2,205	11,549
	11	8,400	2,219	10,619
	12	8,080	2,212	10,292
	Total	105,323	24,724	130,047
2019	1	9,592	2,433	12,025
	2	8,621	2,241	10,862
	3	9,478	2,372	11,850
	4	7,771	5,486	13,257
	5	7,602	5,818	13,420
	Total	43,064	18,350	61,414
Total		495,793	112,467	608,260