

1. **CALL TO ORDER**

The chair called the meeting to order at 5:35 p.m.

2. **ROLL CALL**

Position I	Katrina Charfauros (12/21)	Absent
Position II	Bethany Weathersby (12/23)	Present
Position III	Nancy Kirksey, President (12/21)	Absent
Position IV	Vacant (12/23)	
Position V	Cynthia Branger Munoz (12/21)	Present
Position VI	Kathleen Boyer (12/23)	Present
Position VII	Vacant (7/21)	

3. **MINUTES – January 8, 2020**

**Kathy Boyer / Bethany Weathersby** – 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**

None.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS**

**COVID-19 Era Operations Plan** – John Hunter

Hunter provided an overview of the library's new operations plan, which incorporates safety features required to prevent transmission of the novel coronavirus. These features include a consolidated service desk with glass partition; reduced service hours and staffing; and a grab-and-go model that facilitates browsing but does not accommodate lingering in the building. Limited internet computers are available, and we are offering a remote summer reading program.

9. **MANAGER REPORTS**

**Library Statistics – January 2020-June 2020** – John Hunter

Quarterly performance statistics were presented. (See attachments.)

**General Discussion** – The board discussed potential opportunities to support local schools upon their reopening.

10. **FUTURE BOARD BUSINESS**

Next scheduled meeting is October 14, 2020.

11. **ADJOURNMENT**

**Kathy Boyer / Cynthia Branger Munoz** – Motion to adjourn meeting and seconded at 6:12 p.m.

# woodburn PUBLIC LIBRARY

## **Borrow. Enjoy. Return. Repeat!**

**Woodburn Public Library is open Monday through Friday for limited service.**

Library users are invited to visit to collect holds and borrow books, DVDs, magazines and other library materials on a “grab and go” basis. As of Monday, July 13, the CCRLS courier will resume delivering requested items from other CCRLS libraries Monday through Thursday. Library users are encouraged to check the status of requested items using the CCRLS Mobile app or by calling 503-982-5262 prior to visiting the library. Please have your library card number available when calling.

Library users are welcome to browse the stacks provided they agree to wash or sanitize their hands immediately prior to browsing and, of course, wear a mask. Browsing capacity is limited. Adults who are selecting for children are permitted to do so individually.

Additionally, a limited number of Internet computers are available to book in advance for 30-minute sessions. Users are limited to one session per day, and assistance is not available.

Please visit during our current operating hours:

Monday-Tuesday: Noon to 7:00 p.m.

Wednesday-Friday: 10:00 a.m. to 5:00 p.m.

Please be aware that, as all returned materials are quarantined for 72 hours, it might take a little longer for items to become available.

Downloadable e-books, audiobooks, magazines and streaming video remain available at [woodburnlibrary.org](http://woodburnlibrary.org).

See you soon!

# woodburn PUBLIC LIBRARY

**Pedir prestado. Disfruta. Devolución. ¡Repetir!**

**La Biblioteca Pública de Woodburn está abierta de lunes a viernes por un servicio limitado.**

Los usuarios de la biblioteca están invitados a visitar para recoger libros, DVDs, revistas y otros materiales de la biblioteca en forma de "agarrar y llevar". A partir del lunes 13 de julio, el servicio de mensajería CCRLS reanudará la entrega de los artículos solicitados de otras bibliotecas de CCRLS de lunes a jueves. Se recomienda a los usuarios de la biblioteca que comprueben el estado de los elementos solicitados mediante la aplicación CCRLS Mobile o llamando al 503-982-5262 antes de visitar la biblioteca. Por favor, tenga su número de tarjeta de biblioteca disponible cuando llame.

Los usuarios de la biblioteca pueden navegar por las estanterías siempre que estén de acuerdo en lavarse o desinfectar las manos inmediatamente antes de navegar y, por supuesto, usar una máscara. La capacidad de navegación es limitada. Los adultos que están seleccionando para niños pueden hacerlo individualmente.

Por favor visite durante nuestro nuevo horario de atención:

lunes-martes: mediodía a 7:00 p.m.

miércoles-viernes: 10:00 a.m. a 5:00 p.m.

Tenga en cuenta que, como todos los materiales devueltos están en cuarentena durante 72 horas, puede que tarde un poco más en que los artículos estén disponibles.

Los e-books, audiolibros, revistas y videos descargables siguen disponibles en [woodburnlibrary.org](http://woodburnlibrary.org).

Nos vemos pronto!

**Woodburn Public Library**  
**Monthly Statistics Reported to the Oregon State Library**  
**January 2020**

<b>Collections</b>		<b>Jan-20</b>	<b>Jan-19</b>	<b>Trend</b>
Number of physical units or licenses added		329	514	-

<b>Services</b>		<b>Jan-20</b>	<b>Jan-19</b>	<b>Trend</b>
Total public service hours		211	213	-1%
Library visits		9,525	9,449	1%
Library2Go circulation		2,145	2,166	-1%
First time circulation		8,889	9,592	-7%
Renewals		5,927	2,433	144%
Total Circulation		16,961	14,191	20%
Total number of reference transactions		416	498	-16%
Total number of miscellaneous transactions		2,419	2,480	-2%

*Steady*  
*Renewals*

<b>Programs or Presentations</b>				
Number of children's programs		25	23	-
Number of persons attending children's programs (adults and children)		267	253	-
Number of young adult programs		3	2	-
Number of persons attending young adult programs (adults and children)		26	25	-
Number of programs for adults		6	16	-
Number of persons attending programs for adults		29	99	-
Meeting room bookings		41	48	-

<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		13	15	-13%
Total loans from other libraries		13	15	

<b>Other Information</b>		<b>Jan-20</b>	<b>Jan-19</b>	<b>Trend</b>
Total number of volunteers		12	13	-
Total volunteer hours		83.25	88.75	-6%

<b>Library Technology</b>		<b>Jan-20</b>	<b>Jan-19</b>	<b>Trend</b>
Total number of users of public Internet computers		1,506	1,604	-6%
Total number of connections to public wireless Internet		19,023	15,862	20%

**Woodburn Public Library**  
**Monthly Statistics Reported to the Oregon State Library**  
**February 2020**

<b>Collections</b>		<b>Feb-20</b>	<b>Feb-19</b>	<b>Trend</b>
Number of physical units or licenses added		389	387	-

<b>Services</b>		<b>Feb-20</b>	<b>Feb-19</b>	<b>Trend</b>
Total public service hours		199	195	2%
Library visits		9,643	9,520	1%
Library2Go circulation		2,022	1,872	8%
First time circulation		8,291	8,621	-4%
Renewals		5,985	2,241	167%
Total Circulation		16,298	12,734	28%
Total number of reference transactions		433	445	-3%
Total number of miscellaneous transactions		2,716	3,419	-21%

<b>Programs or Presentations</b>				
Number of children's programs		20	24	-
Number of persons attending children's programs (adults and children)		308	292	-
Number of young adult programs		2	2	-
Number of persons attending young adult programs (adults and children)		1	30	-
Number of programs for adults		7	11	-
Number of persons attending programs for adults		40	64	-
Meeting room bookings		51	50	-

<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		18	20	-10%
Total loans from other libraries				

<b>Other Information</b>		<b>Feb-20</b>	<b>Feb-19</b>	<b>Trend</b>
Total number of volunteers		9	12	-
Total volunteer hours		56.00	63.25	-11%

<b>Library Technology</b>		<b>Feb-20</b>	<b>Feb-19</b>	<b>Trend</b>
Total number of users of public Internet computers		1,611	1,536	5%
Total number of connections to public wireless Internet		8,939	13,831	-35%

No longer  
collected

**Woodburn Public Library**  
**Monthly Statistics Reported to the Oregon State Library**  
**March 2020**

<b>Collections</b>		<b>Mar-20</b>	<b>Mar-19</b>	<b>Trend</b>
Number of physical units or licenses added		342	349	-

<b>Services</b>		<b>Mar-20</b>	<b>Mar-19</b>	<b>Trend</b>
Total public service hours		226	219	3%
Library visits		4,441	11,427	-61%
Library2Go circulation		2,225	1,955	14%
First time circulation		4,229	9,478	-55%
Renewals		5,866	2,372	147%
Total Circulation		12,320	13,805	-11%
Total number of reference transactions		149	449	-67%
Total number of miscellaneous transactions		744	4,456	-83%

<b>Programs or Presentations</b>				
Number of children's programs		8	28	-
Number of persons attending children's programs (adults and children)		111	544	-
Number of young adult programs		2	2	-
Number of persons attending young adult programs (adults and children)		150	153	-
Number of programs for adults		4	14	-
Number of persons attending programs for adults		8	96	-
Meeting room bookings		45	64	-

<b>Interlibrary Loans Lent</b>				
Number transacted using a shared catalog (CCRLS)		6,489	4,604	0%
Number made to all other libraries				
Total loans to other libraries		6,489		0%

<b>Interlibrary Loans Borrowed</b>				
Number transacted using a shared catalog (CCRLS)		4,257	4,806	0%
Number made from all other libraries		7	18	-61%
Total loans from other libraries		4,264		

<b>Other Information</b>		<b>Mar-20</b>	<b>Mar-19</b>	<b>Trend</b>
Total number of volunteers		9	15	-
Total volunteer hours		31.00	79.25	-61%

<b>Library Technology</b>		<b>Mar-20</b>	<b>Mar-19</b>	<b>Trend</b>
Total number of users of public Internet computers		676	1,257	-46%
Total number of connections to public wireless Internet		5,548	7,969	-30%

Closed  
Friday, March 13

**Woodburn Public Library**  
**Monthly Statistics Reported to the Oregon State Library**  
**April 2020**

Collections		Apr-20	Apr-19	Trend
Number of physical units or licenses added		41	291	-

Services		Apr-20	Apr-19	Trend
Total public service hours		-	218	-100%
Library visits		-	10,019	-100%
Library2Go circulation		2,311	1,941	19%
First time circulation		299	7,771	-96%
Renewals		36	5,486	-99%
Total Circulation		2,646	15,198	-83%
Total number of reference transactions		2	400	-100%
Total number of miscellaneous transactions		83	2,776	-97%

L260+20%

Programs or Presentations		Apr-20	Apr-19	Trend
Number of children's programs			26	-
Number of persons attending children's programs (adults and children)			413	-
Number of young adult programs		-	1	-
Number of persons attending young adult programs (adults and children)		-	11	-
Number of programs for adults		-	15	-
Number of persons attending programs for adults		-	129	-
Meeting room bookings		-	56	-
Interlibrary Loans Lent		Apr-20	Apr-19	Trend
Number transacted using a shared catalog (CCRLS)				0%
Number made to all other libraries				
Total loans to other libraries				0%
Interlibrary Loans Borrowed		Apr-20	Apr-19	Trend
Number transacted using a shared catalog (CCRLS)				0%
Number made from all other libraries		-	15	-100%
Total loans from other libraries				

Other Information		Apr-20	Apr-19	Trend
Total number of volunteers		-	10	-
Total volunteer hours		-	85.75	-100%

Library Technology		Apr-20	Apr-19	Trend
Total number of users of public Internet computers		0	1,520	-100%
Total number of connections to public wireless Internet		1,521	14,792	-90%

**Woodburn Public Library**  
**Monthly Statistics Reported to the Oregon State Library**  
**May 2020**

<b>Collections</b>		<b>May-20</b>	<b>May-19</b>	<b>Trend</b>
Number of physical units or licenses added		125	245	-

<b>Services</b>		<b>May-20</b>	<b>May-19</b>	<b>Trend</b>
Total public service hours		-	220	-100%
Library visits		-	8,615	-100%
Library2Go circulation		2,417	1,999	21%
First time circulation		897	7,602	-88%
Renewals		-	5,818	-100%
Total Circulation		3,314	15,419	-79%
Total number of reference transactions		-	360	-100%
Total number of miscellaneous transactions		-	2,968	-100%

<b>Programs or Presentations</b>				
Number of children's programs			41	-
Number of persons attending children's programs (adults and children)			2,169	-
Number of young adult programs		-	-	-
Number of persons attending young adult programs (adults and children)		-	-	-
Number of programs for adults		-	10	-
Number of persons attending programs for adults		-	55	-
Meeting room bookings		-	37	-

<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		-	22	-100%
Total loans from other libraries				

<b>Other Information</b>		<b>May-20</b>	<b>May-19</b>	<b>Trend</b>
Total number of volunteers		-	10	-
Total volunteer hours		-	67.25	-100%

<b>Library Technology</b>		<b>May-20</b>	<b>May-19</b>	<b>Trend</b>
Total number of users of public Internet computers		0	1,510	-100%
Total number of connections to public wireless Internet		1,162	15,011	-92%

**Woodburn Public Library**  
**Monthly Statistics Reported to the Oregon State Library**  
**June 2020**

Collections		Jun-20	Jun-19	Trend
Number of physical units or licenses added		156	231	-
<b>Services</b>		<b>Jun-20</b>	<b>Jun-19</b>	<b>Trend</b>
Total public service hours		147	212	-31%
Library visits		1,941	9,943	-80%
Library2Go circulation		2,299	1,963	17%
First time circulation		3,234	8,814	-63%
Renewals	<i>due dates extended →</i>	214	6,139	-97%
Total Circulation		5,747	16,916	-66%
Total number of reference transactions		143	406	-65%
Total number of miscellaneous transactions		697	3,216	-78%
<b>Programs or Presentations</b>				
Number of children's programs		7	22	-
Number of persons attending children's programs (adults and children)		92	1,082	-
Number of young adult programs		-	2	-
Number of persons attending young adult programs (adults and children)		-	-	-
Number of programs for adults		-	15	-
Number of persons attending programs for adults		-	75	-
Meeting room bookings		-	44	-
<b>Interlibrary Loans Lent</b>				
Number transacted using a shared catalog (CCRLS)			7,265	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)			4,682	0%
Number made from all other libraries		-	13	-100%
Total loans from other libraries				
<b>Other Information</b>		<b>Jun-20</b>	<b>Jun-19</b>	<b>Trend</b>
Total number of volunteers		3	9	-
Total volunteer hours		22.25	54.50	-59%
<b>Library Technology</b>		<b>Jun-20</b>	<b>Jun-19</b>	<b>Trend</b>
Total number of users of public Internet computers		79	1,625	-95%
Total number of connections to public wireless Internet		1,768	14,804	-88%

*online program*

*Courier starts Monday*