

# Library Advisory Board Meeting December

Meeting minutes for December 18, 2025

## CALL MEETING TO ORDER

The meeting was called to order by Chair Amanda Houston at 6:00 p.m..

## ROLL CALL

Present: Amanda Houston (Chair), Julia Kightly (Vice Chair), Tim O'Leary, Sharee Adkins, Jessica Hopkins-Hubbard, and Library Director Korie Buerkle. The Student Commissioner position remains open.

## ACCEPT CONSENT CALENDAR

Motion to accept the consent calendar as presented. Moved by: Amanda, Seconded by: Sharee, Motion carried.

## PUBLIC COMMENTS

There were no public comments.

## BOARD COMMENTS

### Current Library Narratives

Board members briefly discussed their appreciation for the library narratives, particularly noting their enjoyment of the story about a child getting their first library card.

## REPORTS

### Library Foundation Report

Library Director Korie Buerkle reported that the Library Foundation approved a donation of \$31,915 for library programming for the next year, which is the highest amount they have ever given. This funding represents 4% of their total funds, with the increase attributed to higher earnings from the endowment.

Buerkle shared that the Foundation is working on two fundraising projects for the upcoming year:

- A local restaurant recipe book, which has gained considerable interest from local establishments. A professor from George Fox University will work with students on the design and layout.
- A "Story Slam" fundraising event, which the Foundation president has experience organizing from her alma mater. The event has been successful in the past.

Buerkle mentioned that the working title "A Taste of Newberg" for the recipe book would need to be changed to avoid confusion with the existing "Taste Newberg" event.

## Library Director's Report

Director Buerkle reported that the door counter was malfunctioning due to Windows 11 installation issues, resulting in estimated rather than precise door counts. She expressed frustration with the operating system update, noting that many other libraries are experiencing similar technical issues.

Buerkle shared that the library recently hosted a successful Jane Austen event with over 70 attendees. The event featured staff in period costumes, a performance by the Jane Austen Players (in which Buerkle participated), prize giveaways, themed decorations, and tea service. Given that it was an adult program on a weekday evening in December, the attendance far exceeded expectations. The library plans to host another tea event in the spring with a different theme.

The City Council approved the library lavatory remodel project with a budget of up to \$120,000, with work potentially beginning in January. The initial estimate was \$96,000, but the engineering department recommended seeking approval for a higher amount to avoid returning to the council for additional funding.

Upcoming events include a "Noon Year's Eve" celebration on December 31st featuring a balloon drop, and a retirement party on January 2nd for Lori Biever-Lauder, who is retiring after 26 years with the city. Buerkle used this staffing change as an opportunity to restructure some positions, converting one part-time position to full-time and adjusting other staffing hours to better meet current needs.

The library will be closed on December 24th, 25th, and January 1st. Buerkle provided the board with a complete list of library closures for the coming year, noting that Independence Day (July 4th) would be the only closure date different from the rest of the city offices.

Director Buerkle also mentioned a recent incident where a bird had entered the library and remained inside for about a day and a half before staff could successfully remove it. This was an unusual occurrence, as there had been no bird incidents during the previous months when the doors were regularly open.

## UNFINISHED BUSINESS

### Board Approvals from City Council

Buerkle reported that the City Council approved returning board member Sharee Adkins and new board member Leslie Smestad. The approvals were part of a larger group of board appointments that were efficiently processed by the council.

## NEW BUSINESS

### Library Resource of the Month

#### Cozy Reading for All Ages

Director Buerkle distributed materials showcasing the Cozy Reading program for various age groups, including special activities for library staff. She explained that the program works similarly to previous years, with strong participation. Due to budget constraints, children now receive a free book upon completing their first bingo sheet rather than at the start of the program.

Buerkle also mentioned the Library Quest program, which features puzzle boxes that patrons solve inside the library to earn small prizes. This program, coordinated by Jessica Otto, has been extremely popular.

#### Life of a Library Book

Director Buerkle presented a five-minute video she created for a city "Lunch and Learn" session about the life cycle of library books. The video demonstrated the journey of a new book arriving at the library, including cataloging, processing, circulation, returns, and eventually retirement when a book is worn out. The video also highlighted the library's oldest book (Astoria by Washington Irving, published in 1868), and shared statistics about the library's collection of over 85,000 items and annual circulation of nearly 395,000 checkouts.

### Thank You Tim for Your Service to the Library Advisory Board

Chair Houston and Director Buerkle thanked Tim O'Leary for his service on the Library Advisory Board. O'Leary had served for approximately five years, including during the challenges of the COVID period.

## NEXT MEETING/STEPS

The next meeting will be held on January 15, 2026, at 6:00 p.m. The board will set the meeting dates for 2026 at that time.

## ADJOURNMENT

The meeting was adjourned at 6:27 p.m.