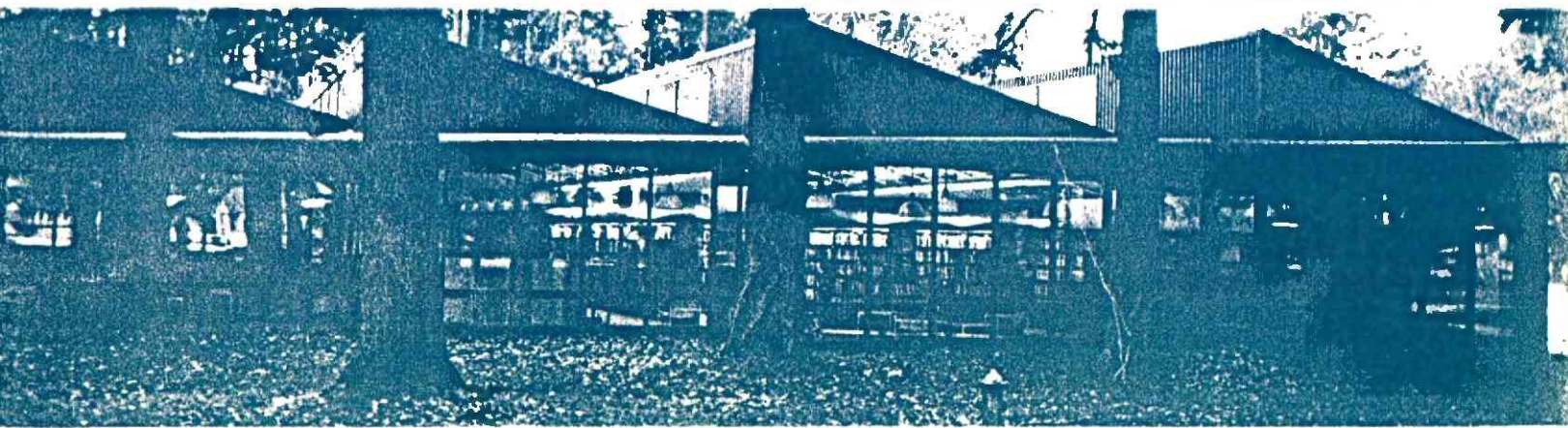


FOR
THE
GOLD!

HILLSBORO PUBLIC LIBRARY

ANNUAL REPORT

1984-1985



HILLSBORO PUBLIC LIBRARY

775 S.E. 10th / HILLSBORO, OREGON 97123 / TELEPHONE 681-6115

October 9, 1985

TO THE HONORABLE MAYOR, CITY COUNCIL, AND CITY MANAGER:

This 1984-1985 Annual Report is submitted to you by the Hillsboro Public Library. The purpose of our report is to provide a brief review of library activities this past year and to offer a statistical comparison of our programs for the previous five years.

1984-1985 has been a productive year for the library. Our circulation of library materials has increased by 7.09% over 1983-1984. We added 6,724 new titles to our collection during the year; therefore, we were able to fill in areas of our collection that were lacking as a result of a reduced budget in 1982-1983. Our hours have expanded to include service four evenings a week in addition to daytime and Saturday hours.

We have offered a variety of programs during the year for both children and adults. Among these programs were a Tenth Anniversary Celebration to commemorate the move into our new building in 1975 and an evening party for the Hispanic community to introduce them to our expanded Hispanic collection.

We are proud of the services that the Hillsboro Public Library is able to provide to our community and to Washington County. Your continued support and assistance help make these services possible. On behalf of the Hillsboro Library staff I would like to express our appreciation for your interest, support, and assistance which have enabled us to provide quality library service for our patrons.

Respectfully submitted,

Carol Wakefield
Acting Library Director



HILLSBORO PUBLIC LIBRARY

775 S.E. 10th / HILLSBORO, OREGON 97123 / TELEPHONE 681-6115

September 30, 1985

MEMORANDUM

TO: Eldon Mills
FROM: Carol Wakefield
RE: Annual Reports

Enclosed is a draft copy of the 1984-1985 annual report for the library. After you have reviewed the report, I will make any necessary corrections and have copies available for the October 15, 1985 Council meeting.

Also enclosed is a copy of the Oregon Public Library Statistical Report for 1984-1985. I understand that a copy of that report is to go to City Council or to you to be kept on file. A copy of the report was sent to the Oregon State Library on September 16, 1985.

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I. LIBRARY PERSONNEL

<u>Position</u>	<u>Name</u>	<u>Years of Service</u>
Library Director	Debra Brodie	11
Reference Librarian	Carol Wakefield	11
Children's Librarian	Ginny Cooper	11
Library Assistants	Diane Gatke (Transferred to Hillsboro City Planning Department)	11
	Mary Iwasaki	9
Circulation Clerks	Diva Stephens	8
	Booie Challinor	7
	Kathy Sidlo (part-time)	2
	Becky Collins	2
	Sarah McLaughlin	1½
	Barbara Hanson (part-time)	1
	Suzanne O'Connor	1
	Theresa Verboort	1
Substitute Circulation Clerks	Marlowe Danko	2
	Tawny Schlieski	2
Custodian	Ron Gallop	5½



II. LIBRARY ACTIVITIES

A. Occasional Occasions (Adult and Family Programs sponsored by the Friends of the Hillsboro Public Library)

July	Hillsboro Library's Gopher D. Gold in the Happy Days Parade
August	GYM-NEST Gymnastics and Break Dancing Demonstration
September	Fiesta Mexicana featuring dancing, food, children's face painting, and Walt Disney's "The Gnomemobile" in Spanish
October	Halloween Films: "Ichabod and Mr. Toad," "The Wind in the Willows"
November	Holiday Crafts Workshop (Patchwork, Metal Punch, Dough Art, Grape Wreaths, Glass Etching)
February - April	Volunteer Income Tax Assistance for Senior Citizens and Low Income Persons
March	Ukranian Egg Decorating Class taught by Serena Dinsmore

B. Saturday Serendipity (Children's Programs produced by Library Staff)

July	Go For The Gold: Oregon Reading Team (Summer Reading Program)
------	---

Summer Film Festival Movies:
 "Fireworks," "The Ransom of Red Chief," "The Ancient Games,"
 "The Music Box," "The Apple Dumpling Gang," "Gentle Giant,"
 "Five Little Peppers and How They Grew"

The Rag Bag Puppet Theater:
 "Fractured Fables"

Western Days Children's Arts and Crafts Fair

August	Go For The Gold: Oregon Reading Team (Summer Reading Program)
	Summer Film Festival Movies: "Rascal," "Treasure Island," Zoo To You
September	Spanish Storytime for Pre-Schoolers in celebration of Mexico's Independence Day
	4-H Guide Dogs Serendipity
October	Second Annual Pumpkin Bash Serendipity
November	Children's Book Week: Bookmark Contest
	Popcorn Serendipity
December	Beary Christmas Serendipity
	Movie: J.R.R. Tolkien's "The Hobbit"
January	Writes of Winter (Creative Writing Class for Children)
	Come With Your Senses Serendipity
February	Valentines for authors
	Dr. Seuss Serendipity
March	Movie: Walt Disney's "The Rescuers"
	Name the Library Dog contest won by Kelsey Curtis (Kipling is now the name of our library dog)
April	Out Into Space Serendipity
May	Blow Your Top Serendipity (volcanoes)
June	Monster Madness (Summer Reading Program)
	Mini Monsters Listening Program
	Summer Film Festival Movies: "Monster," "White Mane," "Davy Crockett," "Amazing Awareness of Duffy Moon," "Hardware Wars"
	Mime David Immel

C. Miscellaneous Programs

August	Computer Classes in BASIC Programming for 4th grade up through adult
December	Tenth Edition of the Holiday Cookbook Friends, Volunteers, Trustees, and Staff Christmas Party
March	Introduction to Genealogy Class with instructors Guy and Vickie Hornbeck Staff, Volunteers, Friends, and Trustees Surprise Birthday Party for Volunteer David Brody
April	Little People Should Read - class conducted by the Children's Librarian for parents of pre-schoolers Book, Plant, and Bake Sale
May	Hillsboro Library's Tenth Anniversary Party (Bell Ringers, Volunteer Recognition, author John Nance, Multi-Image Slide Show)

D. Art Displays - Main Gallery (Sponsored by the American Association of University Women, Hillsboro Branch)

July	Jeanne B. Hillis Petroglyph Surface Prints
August	Glenn Tyler oil paintings
September	Bill Whitney acrylics
October	Anthony Kiser watercolors
November	Fourth Annual Photography as Fine Art Show
December	Harold Walkup watercolors

January	Sandra Janeen-Howe oil paintings
February	Ginger Steele "Dreams of Farming" - paintings
March	Robens Napolitan abstract photographs
April	Michael Spakowsky "Tugboats and Tall Ships" watercolors
May	Hillsboro High School and Glencoe High School Students mixed media
June	Bob Benjamin oil paintings

E. Art Displays - Children's Area (Student Artwork)

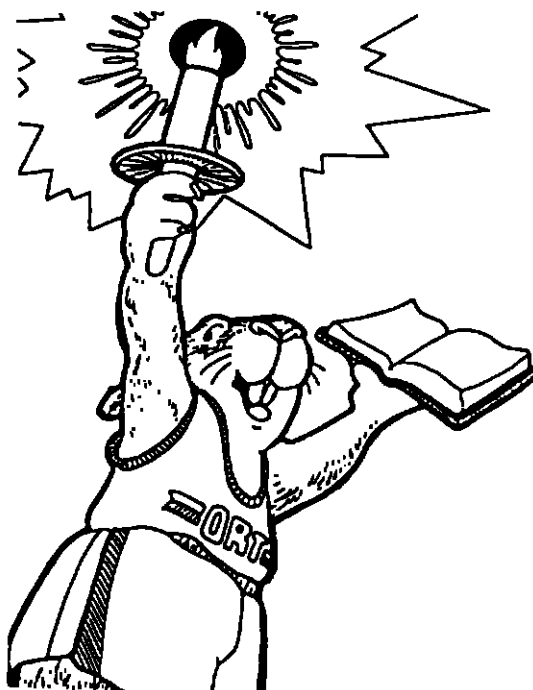
October	Minter Bridge, North Plains, W.L. Henry
November	David Hill, W.V. McKinney
December	Farmington View, Groner, J.B. Thomas
January	Indian Hills, Reedville, Witch Hazel
February	St. Matthews, Boscow-Barnes, J.W. Poynter
March	Ladd Acres, Butternut Creek
April	Brookwood, Eastwood
May	Tualatin Valley Junior Academy, Mooberry, Evergreen

F. Display Cases - Main Gallery (coordinated by Library Staff)

July	Beatrix Potter figurines and other items from the collection of Blanche Lewis
August	Bird collection belonging to Norma Kenyon

September	Antique kitchen implements from collection of Olive and Charles Spitzer
October	Miniatures from the Oregon Military Miniatures Collectors Society
November	American Legion Veteran's Day display, provided by library volunteer Budd Rapp
December	Shirley Morgan's antique toys, Dick Hertel's handmade wooden toys, and Cheryl Genheimer and others' handmade ornaments
January	Glass candle holders and blue Depression glass collected by Barbara Hanson
February	American Revolution soldiery and the Statue of Liberty displayed by Dorothy Tasa
March	Psysanka - Ukranian decorated eggs by Serena Dinsmore
April	Stone sculpture by Susan Lewitt
May	Pottery animals by Laverne Casahm
June	Tom Wakefield's beer can collection
G. Display Cases - Children's Area (coordinated by the Library Staff)	
July	Go For The Gold (Summer Reading Program) prize books
August	Go For The Gold (Summer Reading Program) prize books
September	Baseball Cards collected by Tony Kief
October	Sports Cards from Tony Kief
November	Teddy Bear collection belonging to Jodi Tallman

December	Antique toys collected by Shirley Morgan and handmade wooden toys by Dick Hertel
January	Patches collection by Shelly and Steven Burton
February	Beatrix Potter characters in ceramic and fur, provided partly by the Groner Elementary School Library
March	Early American miniatures belonging to Shirley Ruby
April	Volcanoes made by Brownie Troop 940
May	Pottery animals created by Laverne Casahm
June	Monster Madness (Summer Reading Program) prize books



III. HILLSBORO PUBLIC LIBRARY BOARD OF TRUSTEES

A. Members	Term Expires
Edith Lippert (Chairman)	July, 1989
Jim Frost	July, 1989
Steve Hibbs	July, 1986
Carolyn Jameson	July, 1986
Bill Wieber	July, 1987
B. Board Activities/Information	
July	<p>Minor revisions (such as library hours) made to be incorporated in the 1984-1985 library's approved policies</p> <p>Discussion of a form letter to be sent to those library patrons who are habitually overdue in returning materials</p> <p>The library won third place in the City's Fourth of July Parade</p> <p>Two new circulation clerks hired to begin August 1</p>
August	No meetings
September	<p>Library Goals and Objectives meeting</p> <p>Discussion of the City budgeting procedures as they pertain to receipt of WCCLS funds</p> <p>Discussion of architectural proposals for remodeling the workroom and office in library</p>
October	<p>Award of the remodeling of the library work and office area project to the architectural firm of Partin and Hill</p> <p>Approval of a form letter to be sent to those patrons for whom the library staff has had to prepare six overdue notices</p>

Amendment of the Policy on Overdue Materials to provide for the addition of a \$10.20 fee to be assessed delinquent borrowers after six overdue notices have been prepared

Permission granted for the H.E.L.P. English as a Second Language classes to be held at the library once per week for 10 weeks during the fall and again next winter

November Christmas Eve and New Year's Eve hours set

Discussion concerning the Washington County Cooperative Library Services (WCCLS) payment to the City of Hillsboro for library services and distribution of those funds

December No meetings

January Shirley Huffman's last meeting

A draft of the library budget for fiscal year 1985-1986 was reviewed

Shute Hall tables were declared surplus for donation to the Friends of the Hillsboro Public Library for sale (with the proceeds going to purchase replacements)

Broken and unfixable children's record player and entryway ashtray declared surplus for donation to the City/County auction

February No meetings

March Jim Frost's first meeting

Purchase of 25 new oak-topped tables for Shute Hall by the Friends of the Hillsboro Public Library

Hokey carpet sweeper and A.B. Dick mimeograph machine declared surplus for donation to the City/County auction

Withdrawn books declared surplus

Funds approved to pay the fee for Portland author John Nance to be a guest speaker at the May 5th Tenth Anniversary Celebration for the library

New greenhouse shading system installed

April

Report on the Hispanic English Language Project (H.E.L.P.)

Children's Librarian Ginny Cooper granted a one year leave of absence from September 1985 to September 1986 for the purpose of continuing her education

Recommendation of merit pay to Library Assistant Mary Iwasaki in recognition of increased work load she assumed as a result of an unfilled Library Assistant position

Funds received from ComputerTown, Hillsboro! as a result of the disbandment of the organization

May

Oregon Library Association Conference report

Library's Tenth Anniversary Celebration held May 5, 1985

June

Award of a technology resource fund to the library by Fujitsu America, Inc.

Two-year serial levy for countywide library services and automation project approved

Recommendation to accept bid submitted by Eugene O. Zurbrugg Building Contractor, Inc. for library remodeling project

Approval of the revised fee schedule for fiscal year 1985-1986

Salary adjustment recommended for
the Reference Librarian due to her
assuming additional responsibilities
while the Library Director is on a
temporary leave of absence

Hispanic Collection opening program
held June 14, 1985



IV. FRIENDS OF THE HILLSBORO PUBLIC LIBRARY

A. Officers

Chairman	Christine Squires	Jan. 1983 - Sept. 1983
	unfilled	Sept. 1983 - Jan. 1984
	Viona Lacy	Jan. 1984 - Jan. 1986
Vice-Chairman	Viona Lacy	Jan. 1983 - Jan. 1984
	LaVerta Mathews	Jan. 1984 - Jan. 1985
	LaVerta Mathews	Jan. 1985 - Jan. 1987
Secretary	Pam Trask	Jan. 1983 - Jan. 1985
	Pam Trask	Jan. 1985 - Jan. 1987
Treasurer	Marie McAlister	Jan. 1982 - Jan. 1984
	Marie McAlister	Jan. 1984 - Jan. 1986

B. Friends' Activities

October	Friends volunteered to usher for productions of the Theatre in the Grove
December	Decision was made for individual members of group to take part in a marketing research project as a money making project for Friends
	Purchased notecards with a drawing of the library on them for library use and for sale to the public
	Purchased printing for library staff's annual cookbook
January	Annual meeting and election of officers
	Liability insurance renewed
	Program for Friends group presented by Judy Goldmann from the Internal Revenue Service
	Purchased a lectern which will be available for groups to use in Shute Hall
February	Joset Williams spoke at the Friends meeting about her experience as a foreign exchange student to Belgium
	Monies donated to "People For Libraries"

April

Annual Book, Bake, and Plant Sale
(\$1,033.97 profit)

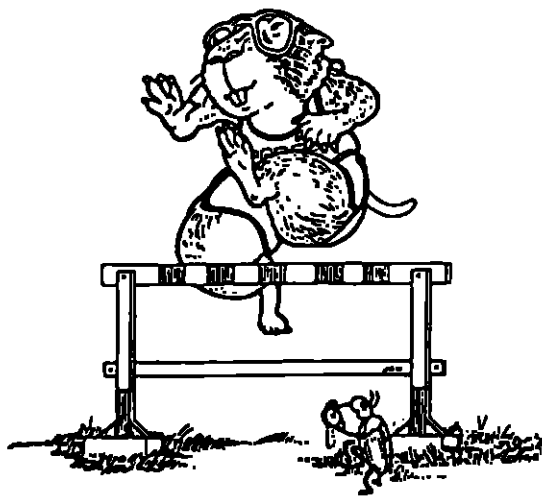
Purchased 25 new tables for Shute Hall
with the profits from the Book Sale,
donations from various service
organizations, and monies from the
sale of the old tables

Memorial funds approved for purchase
of a book in memory of George Bartrop,
husband of Toice Bartrop who has been
a long-time member of the Friends

Donated money to the International
4-H Youth Exchange Program of Oregon

May

Friends contributed cookies, servers,
and money to the library's Tenth
Anniversary Celebration



V. VOLUNTEER ACTIVITIES

During 1984-1985 volunteers continued to donate many hours to the Hillsboro Public Library. These volunteer hours have helped to insure the continued success of the library's programs and services to patrons. Volunteer time donated to the library during this past fiscal year included:

<u>MONTH</u>	<u>VOLUNTEERS</u>	<u>HOURS</u>	<u>F.T.E.</u>
July	48	775.5	4.48
August	46	605.5	3.49
September	23	300.5	1.73
October	30	473	2.73
November	34	388	2.24
December	30	312	1.8
January	37	411	2.37
February	36	531	3.06
March	40	621	3.58
April	39	667	3.85
May	27	433.75	2.50
June	38	582	3.36
 TOTAL 1984-1985		 6,100.75	 2.93 average
 TOTAL 1983-1984		 7,715.7	 3.71 average
 TOTAL 1982-1983		 7,922.5	 3.81 average

VOLUNTEERS 1984-1985

Albertson, Minnie
 Albertson, Warren
 Bacon, David
 Barney, Alyson
 Barney, Alva
 Bishop, Marjorie
 Blazek, Judy
 Bolek, Carrie
 Bolek, Juleen
 Boyle, Lillian
 Bradshaw, Juanita
 Briceno, Amparo
 Brody, David
 Brown, Lorna
 Bue, Tolia
 butler, Laurie
 Butts, Kyle
 Cady, Roxanne
 Charlton, Nayoka
 Collins, Jennie
 Coolidge, Daurel
 Cooper, David
 Danko, Marjlowe
 Danko, Martin
 Dever, Heather
 Devine, Sharlene
 Dolezal, Helen
 Doyle, Monica
 Durham, Heather
 Farley, Judy
 Fenter, Marjorie
 Flannery, Mark
 Fournier, Kelly
 Galida, Marilyn
 Gallop, Betty
 Hansen, Neil
 Hanson, Barbara
 Harp, Bill
 Harp, Mercedes
 Harp, Miguel
 Hauser-Fisher, Joyce
 Hibbs, Steve
 Hildebrand, Joanne
 Hill, Mindi
 Hilton, Alysa
 Hough, Marie
 Huffman, Shirley
 Jameson, Carolyn
 Jeffcoat, Deborah

Kenyon, Norma
 Lacey, Viona
 LaGasse, Mindi
 Landerholm, Jami
 Lillywhite, Lisa
 Lippert, Edith
 McDonald, Paul
 McIlroy, Julie
 McPherson, Margottina
 Mathews, LaVerta
 Mattoon, Michelle
 Miles, Cordella
 Miller, Beverly
 Murry, Judy
 Muyskens, Jeff
 Nicoll, Jennifer
 Ogilvie, Launa
 Peter, Susan
 Peterson, Jennifer
 Ploem, Jan
 Pollock, Bernard
 Pollock, Dorothy
 Porter, Fontaine
 Randles, Mable
 Rapp, Budd
 Rice, Marjorie
 Roggenkamp, Dawn
 Rundell, Nancy
 Sander, Maura
 Sandman, Ora
 Schweinfest, Wayne
 Sidlo, Chris
 Smith, Heidi
 Smith, Winifred
 Standley, Amy
 Swan, Angela
 Thomas, Eddie
 Thomas, Russell
 Thompson, Bobbilynn
 Thompson, Michelle
 Vandehey, Rosemary
 Verboort, Camille
 Vondereau, Dotty
 Walker, Suzi
 West, Alice
 Wieber, William S.
 Williams, Susan
 Wuner, Ken
 Young, Pat

VI. STATISTICAL DATA

FISCAL YEAR	1980- 1981	1981- 1982	1982- 1983	1983- 1984	1984- 1985
POPULATION	28,000	28,650	29,240	29,650	29,905
PERSONNEL	10.8	9.8/8.6*	6.4	11.0	12
HOURS OPEN PER WEEK	60	60/45*	33	52.5	56
OPERATING BUDGET (\$)	226,426	254,695	187,267	314,385	388,025
BOOKS ADDED TO COLLECTION	4,225	3,900	2,625	4,900	6,724
CIRCULATION	192,964	174,155	156,406	185,389	198,525
SHUTE HALL MEETINGS	666	435	180	293	272
MEETING ATTENDANCE	15,335	13,240	8,100	9,514	9,282
STORYHOUR ATTENDANCE	5,210	4,152	3,129	2,071	3,366
SATURDAY SERENDIPITY ATTENDANCE	2,997	1,630	1,834	1,377	681
TOUR ATTENDANCE	1,167	1,340	685	1,180	1,928
SUMMER FILM ATTENDANCE	3,060	3,337	3,954	4,327	2,192
SUMMER READING PARTICIPANTS	781	778	529	552	460
BOOKS BORROWED	1,055	1,106	784	924	889
BOOKS LOANED	530	424	250	210	195
% CHECK-OUT IN CITY	63	58	66	62	60
% CHECK-OUT OUT-OF-CITY	37	42	34	38	40

* July-January/February-June

WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

ANNUAL CIRCULATION STATISTICS

<u>Library</u>	<u>FY84/85</u>	<u>FY83/84</u>	<u>% change</u>
Banks	11,560	11,039	4.72
Beaverton	435,253	384,790	13.1
Cedar Mill	118,000	116,795	1.03
Cornelius	14,309	14,473	-1.13
Forest Grove	124,342	120,592	3.11
Hillsboro	198,525	185,389	7.09
Sherwood	21,124	24,915	-15.21
Tigard	104,450	119,290	-12.44
Town Center	77,181	66,534	16
Tualatin	67,495	60,273	12
West Slope	52,632	49,756	5.78
Books by Mail	55,270	53,238	3.82
Outreach	21,547	17,864	20.6
TOTAL	1,301,688	1,224,948	6.26