Beaverton City Library Advisory Board
October 11, 2006
Meeting Minutes

Present:
Bob Becker
Ramona Crocker
Ann Doyle (Co-Chair)
Dot Lukins (Chair)
Wayne Whitbeck
Edward House (Library Director)
Darla Day (Administrative Assistant)

Absent:
Dick Colville
Betty Bode (City Council Liaison)

Guest Speaker: Linda Parker, Division Manager, Reader's Services

1. Read and approve minutes of September 13, 2006:

   Minutes of the September 13, 2006 meeting were approved with the following revision:

   - Addition of Bob Becker as being present at the September 13, 2006 meeting.

8. New Business:

   Collection Development:

   Linda told the Board that staff uses a variety of magazines and other venues in deciding what materials to add to the collection. She said they use Publishers Weekly, Library Review, Library Journal, Booklist and Advance, a free magazine put out by Ingram Books. She said Advance was a great asset because the magazine has a section that tells how many copies of books are going to be printed. Linda also said Baker & Taylor has a magazine that reviews new books.

   Linda showed the Board members the form that is available for the public to fill out when they want to have something added to the collection. She said when the form is filled out it is given to the librarians. They will check out the material by using one of the library journals or book reviews, and if the review is good, and the item is appropriate for the Library's collection, they will order the material and it will be added to the collection.

   Linda said WCCLS produces a Sizzlers list which shows books that are in the collection and how many holds there are on them. She said the librarians use the Sizzlers list to get an idea of how many additional copies they may want to order.

   Linda said popular authors are put on a standing order and are filled when the new books come out. This assures the libraries of getting a copy of the book right away.

   The Board members asked what method the staff uses to decide how much money is to be spent on each collection. Linda said the money is divided up

according to what is needed in each collection. She said sometimes a librarian will need to purchase more in one collection then another. Linda said staff use about one-third of their time on collection development.

The Library Board members asked Linda if they could have a copy of “Advance” magazine. Linda said she would have a copy held for them once the librarians have had a chance to look through them. She said she would save copies of Booklist, which comes out twice a month, and other review journals fort he Library Board. Ed told the Library board that there is a magazine called KirKus that has wonderful reviews of new books that makes great reading, but the Library cannot afford to subscribe to it. .

The Board thanked Linda for joining them and for providing them with information regarding collection development.

2. Public Forum:

PFL update:

Ed said literature regarding the levy is being passed out in the neighborhoods. He also said WCCLS mailed their newsletter out to the public. Ed told the Library Board he saw an advertisement that Multnomah County Library has created to encourage the public to vote. He said it has their ballot measure in small letters, but the main part of the ad was to vote for your local libraries. He felt this was a free piece of advertising for all libraries. He also mentioned that legislative candidate Tobias Read’s yard signs had his last name written very prominently so that a passerby would see”Read”. Ed passed out a copy of the WCCLS PowerPoint presentation regarding the levy for the Library Board to read. Ed said the PowerPoint had been used as part of a presentation that he and Eva Calcagno gave to Beaverton City Council.

3. Council Liaison’s Report:

There was none.

4. Librarian’s Report:

Ed said self checks for the first quarter of FY2006-07 were up 49.9% of total first time circulation (not including renewals). This is compared to 32.3% this time last year. Circulation for September was up 4.62% over last year; however the total circulation for WCCLS was up 5.50%. He said we are still losing market share.

Ed gave the Library Board information regarding Unique Management Services, a Material Recovery Service that WCCLS has been using since January 2004. He said that as of September 2006, the Beaverton City Library has submitted 3,146 accounts for collection and has recovered library materials valued at $173,343.29 in materials, $46,890.55 in cash and $4,082.32 in amounts waived for a total of $224,405.96. He said we had spent $28,154.85 on Unique Management Services as of September 2006 for a total 8:1 return on investment ratio.

Ed told the Library Board the vacancy for Steven Engelfried’s position has been reopened until October 23, 2006.

Ed talked about the in-service day staff attended on September 22. He said it was a great success. Ed said one of the highlights of the in-service day was the Somali speaker. He provided a valuable insight into Somali culture and customs which helped the staff understand why the young adults react in an aggressive manner when interacting with staff, especially female staff. He also gave the staff insights into how to deal with the young adults.

5. WCCLS Report: Ed House -

Ed said he and Eva Calcagno had given a PowerPoint presentation to City Council regarding population and library use in Washington County. Ed said Beaverton alone is expected to circulate up to 2.4 million items during the last year of the proposed four-year levy.

6. Committee Reports:

Foundation Board –

Ed said the Foundation Board will meet in November.

Ed also said the Foundation Board had decided to reduce the cost of color copies on the color printer to 25 cents, through the month of September, as a back to school promotion. He said that during the last week of the special, 350 copies were made, which was more then usual number of around 25 copies per week. He said he thought the increase was due to the amount per copy being reduced from 50 cents to 25 cents. Ed proposed to the Foundation Board that they leave the copies at 25 cents each, at least through the calendar year. The Foundation Board emailed Ed that they were in agreement with him, and the copies should remain at 25 cents through the calendar year.

Friends Board –

Ed said he had asked the Management Team to think about a wish list that could be given to the Friends in the month of November. Ed also said the Friends would be having their annual meeting on 10/14 @ 10:30 a.m. in Meeting rooms A&B at the library and encouraged Library Board members to attend.

7. Old Business:

The Library Board members talked about what to put in an annual report for City Council. They discussed putting in items such as circulation growth, self check use, the moving of collections in the reference area and the success of Unique Management Services who collects fines and materials for the library. Ann Doyle volunteered to be on a committee along with other interested board members to help put together ideas for the annual report. The Board decided they would like to present the annual report in February 2007.

The Library Board discussed bringing on new Library Board members and also talked about what materials a new member should receive. Ed talked about putting together an Advisory Board Handbook for new members. He told the Board that he had received a copy of the Public Libraries Trustee Reference Material from Washington State and that it might be of interest to the Board. Ed said he would give the Board members a photocopy of the table of contents to look at and decide if they might want to use any of the information. The Library Board members said they would like to have binders that contained information

that would be relevant for new members, and that could be passed from an old member to a new member.

9. Set Date for next Advisory Board meeting:
   The next date for the Library Advisory Board meeting will be Wednesday, November 8, 2006 at 6:30 p.m. in the administrative conference room.

10. Call for Agenda Items for the next Advisory Board meeting:
    Items for the Annual Report.

The meeting was adjourned at 8:07 p.m.

Submitted by:
Darla Day
Administrative Assistant