

Beaverton City Library Advisory Board Meeting
January 9, 2008

Present:

Bob Becker
Dick Colville
Ramona Crocker
Kimberly Hurd
Dot Lukins (Chair)
Carl Teitlbaum
Wayne Whitbeck
Betty Bode (City Councilor)
Edward House (Library Director)
Darla Day-Parker (Administrative Assistant)

Absent:

Ann Doyle (Co-Chair)

1. Read and approve minutes of December 12, 2007 meeting.
 - Amendments:
 - Wayne Whitbeck's name was removed from the absentee list. Second bullet under Item No. 3, Council Liaison's Report, was changed to read: *"Council passed the Traffic Commission's recommendation for traffic calming, and approved the placement of a speed bump in the Westbrook neighborhood."* There was also a change to the first sentence in Item No. 7, Old Business: *"Janice Deardorff (Assistant to the Mayor) and Bainbridge Design met with Ed to assess the Children's area and to explore ways in which it might further be distinguished from the Adult section."*
 - The minutes of the meeting held on December 12, 2007 were subsequently approved.
2. Public Forum:
 - There was no public forum.
3. Council Liaison's Report:
 - Betty asked Board members if they had seen the article in the Beaverton Valley Times, regarding the "55 Fiction" contest held at the Library for Young Adults. She said the short stories that were printed in the paper were excellent and she thought the contest was a wonderful idea.
 - Katherine Arnold was appointed to the position of City Council President at their first meeting in January.
 - City Council annexed five parcels of property at the corner of Garden Home and Olsen Road. Betty said the owners requested that they be annexed because they wanted to be able to utilize services from the City of Portland, Clean Water Service, City of Beaverton, and Tualatin Valley Fire and Rescue.
 - Board members were reminded that they are invited to attend the Beaverton City Summit which is being hosted by the Beaverton Arts Foundation on Saturday, January 12, 2008 from 9:00 AM to 12:00 Noon at the Kingstad Center. Chairs of each Board or Commissions have also been invited to attend. The Beaverton City Summit will consist of a three-hour session on citizen

participation and the future of Board involvement in the community. Dot, Ann and Betty are planning to attend.

4. Librarians Report:

- Betty had asked Ed about an *Oregonian* article regarding Multnomah County Library allowing the public to download movies. She wanted to know if Beaverton also provided this service to the public. Ed explained that Beaverton and WCCLS are part of a statewide consortium and that for the last two years have made audio books available to the public for downloading. He explained that WCCLS is just now expanding its services to include downloadable movies. He said to visit the WCCLS website to do that. Ed further reported that currently available movies are in the genre of classics, travel, cooking shows, and “how to” movies that were purchased by the statewide Consortium. Betty asked if “just anyone” could go to the Multnomah County Library and download a movie. Ed replied that the service was restricted to patrons holding a current valid Multnomah County Library card.
- Ed distributed copies of the BCL Library Statistics for December 2007. He said that Internet use continues to grow, up 20% for the year to date. He pointed out that reference questions continue to decline due to the patrons using the Internet for reference purposes. Circulation is doing well with Adult up 12%, Young Adult up 6% and Children up 16% compared to the same period last year. Circulation for the month of December 2007 was up 15.77% and WCCLS circulation as a whole was up 10.93%. Self-check usage has been in the low 50% for the last six months and is currently at 52.2%.
- Ed distributed several reports showing the breakdown and allocation of funds derived from the WCCLS formula and explained how the formula is dispersed among all of the libraries. Cedar Mill would receive more money this year because North Bethany began operation in July. The new Hillsboro main library at Brookwood has resumed full time hours. Ed talked about BCL Circulation and market share, telling the Board that at the end of 2007 our market share was at 25.04% an increase of 1.22% over last year.
- Ed asked the Board to look at the handout showing how the WCCLS formula is broken down for each library. Beaverton would be receiving \$4,060,228, representing a \$330,000 increase over last year.
- Ed pointed out that according to the Circulation Adjustment Calculation spreadsheet, we actually borrowed 11,261 items more than we lent to other libraries, which reduces our revenue. He stipulated that we need to purchase more of the popular materials that are available and have them here for the public to check out instead of getting them from other libraries. Ed asked the Reader’s Services Division to order popular new items, and requested Technical Services to process them as soon as possible. He asked Circulation staff to shelve them immediately. We also need to examine expenditures to ensure that money is actually going toward collections with high circulation potential.
- Dick Colville created a spreadsheet utilizing Circulation information provided by Michele Caldwell, Circulation Manager, showing quantity of circulated items per collection. Dick said he used the statistics from the month of October to create the spreadsheet he gave to the Board. The spreadsheet provides a snapshot of how the library allocates its money with regard to its collections, and it depicts the Library’s return, in circulation stats, on the money spent. The Board discussed Dick’s spreadsheet and thought it would be good to analyze at least six months of data in order to develop a real picture of where money is being spent. Ed said he would run a report covering the last six months and then break down the information to ascertain performance levels for the various collections, and subsequently develop future expenditure

patterns. This information would benefit the Library through the book and material selection process.

5. WCCLS Report:

- Policy Group meeting – Ed reported the discussion included the WCCLS formula, the Central Services budget, and projects they would be likely to go forward with such as allowing Wireless Internet service in County libraries. They also discussed having WCCLS purchase a leased materials program where items high on the Sizzler list would be put into circulation to enhance service to patrons and lessen the number of excess copies that libraries have to buy and discard after the titles popularity is over. The Policy Group decided to allocate \$100,000 to this program.
- Ed reminded the Policy Group that any extra levy money should be allocated back to the libraries instead of going into the WCCLS contingency budget. They agreed to that and determined that it would become a part of their recommended budget, thus giving Beaverton another \$49,257.

6. Committee Reports:

- Foundation Board – The Board will meet January 17th. They used a mailing house to send out solicitation letters to annual contributors. They have received a fair amount of responses and Ed will have the exact figure to present to the Board at their next meeting.
- Friends of the Library – Purchased two workstations for the Children’s area, which were installed today. The workstations cost \$1600 each.

7. Old Business:

- Children’s Room Space –
 1. Bainbridge Design is working up their final suggestions regarding changes they feel we need to make to delineate the Children’s Area from the rest of the library. Some of the suggestions include brightening up the area with changes to the carpet, adding signage, and decorating the Children’s area with ceiling hangings specific to that area.
 2. The Police have provided Bainbridge with security suggestions they believe might be incorporated together with Bainbridge’s interior redesign with the goal of creating a safer environment for the children using the Library. As an example, they suggest leaving the blinds open in the Storytime room when there is no activity taking place. Ed said the School Resource Officers are now patrolling the library and have an office in an upstairs workroom to carry out their administrative tasks.
- Ideas for Council Presentation Discussion – Kimberly and Board members proposed topics for the annual Library Board’s presentation to the City Council this February. Topics included: a discussion of Library improvements; the Summer Reading Program; Library statistics; the “55 Fiction” contest; the Library’s public speaking events and lectures such as *Truth About Everything*, and the *William Stafford Poetry Contest*; and discussions about the Library’s increase in Library hours and staff, increase in circulation, Board activities, and a review of the new Library policies. Board members wish to have the Library Bill of Rights laminated and to have six copies provided for the City Council.

8. New Business:

- Wording for the *Policy for the Distribution of Free Materials* - Ed passed out the drafts of the *Policy for the Distribution of Free Materials*, which the City attorney reviewed and approved. He asked the Board to review the policy and bring it back for discussion and approval at the next meeting.
- Election of officers. – Dot Lukins asked for nominations to fill the positions of Chair and Vice Chair. Kimberly nominated Bob Becker for the position of Chair. Bob was unanimously voted in. Wayne Whitbeck accepted the nomination of Vice-Chair. He was voted in unanimously. The appointments are effective January 9, 2008.

9. Set Date for next Advisory Board meeting.

- The next meeting is scheduled for February 13, 2008.

10. Call for Agenda Items for next Advisory Board meeting.

- Approve the Public Information Policy

The meeting was adjourned at 8:10 PM.

Minutes respectfully submitted by: Darla Day-Parker