

## Beaverton City Library Advisory Board Minutes

July 9, 2008

### Present:

Bob Becker, Chair  
Dick Colville  
Ramona Crocker  
Kimberly Hurd  
Dot Lukins  
Carl Teitelbaum  
Wayne Whitbeck  
Edward House, Library Director  
Darla Day-Parker, Administrative Assistant

### Absent:

Ann Doyle  
Bruce Dalrymple, City Councilor

### 1. Read and approve minutes of June 11, 2008.

- Minutes were approved as written.

### 2. Public Forum:

- Kathy Banach, Vice-Chair, South Beaverton NAC, attended the meeting. She observed that many families were unaware of the Library programs offered at Beaverton and was asking for more involvement of Boards with Neighborhoods as well as improved marketing of Beaverton City Library programs and services to the public. She recommended our Library cooperate with other organizations holding special events for the public and suggested sharing displays and materials relevant to the event. As an example, she mentioned "Big Truck Day" at the Conestoga Recreation Center in August, and said it might be possible to display children's books about big trucks. She shared a variety of other ideas, some practical, and some presented for future study but presently beyond our sphere of control (like providing a shuttle bus to bring children to the Library). Ed said he would talk with the Management Team about how we might cooperate with the South Beaverton NAC to provide materials and services to enhance programs happening in the community.

### 3. Council Liaison's Report:

- There was no report due to Councilor Dalrymple's absence.

### 4. Librarian's Report:

- General Comments and Information –
  - ❖ Ed provided an overview of the Oregon Reads 2009 program, an event at libraries across the State in celebration of Oregon's 150<sup>th</sup> birthday. The book chosen for this event is *Stubborn Twig* by Eugene author Lauren Kessler, depicting the true story of three generations of a Japanese-American family living in the three Oregon locations of Hood River, Eugene, and Portland, and the family's experiences in internment camps during World War II. Ed told the Board that we will also be celebrating William Stafford's Birthday and thought we might bridge the Oregon Reads 2009 program and the Stafford

Birthday Reading Series by asking Oregon Poet Laureate, Lawson Inada, to participate in the event and launch both celebrations at Beaverton. Mr. Inada also survived an Oregon internment camp during World War II.

- BCL statistical reports –
  - ❖ Ed said the library circulated 2,033,317 items during last FY07-08, which was the first time BCL had exceeded the two million mark. The new record represents an increase of 11.27% over the previous year. Volunteer hours were up 17% over last year and the Library currently has 200+ volunteers. Beaverton's circulation from July 2007 to June 2008 increased 11.68%. WCCLS as a whole had an increase of 14.13% from July 2007 to June 2008. Beaverton's market share was down 1.59% year to date.
- Trust Fund Report –
  - ❖ There was nothing to report.
- Up-date on Changes to the Children's Room & Window Blinds -
  - ❖ The relocation of shelving in the children's area from north/south to east/west was completed. Ed said he submitted a supplemental budget request to carry over the remaining funds that were allocated to the remodel and library projects to the new fiscal budget. This will allow for the installation of the remaining blinds on the upper west windows and the completion of the carpet tile delineation between the children's and adult area. Money in the new fiscal budget has been allocated for artwork and the creation of an artistic portal in the stairwell leading into the Children's area. Kimberly asked if we were going to add more children's toys. Ed said he thought that Victoria was planning to purchase an activity center for the children's area.
- General Budget Review –
  - ❖ Ed provided the Board with a copy of the budget. Bob asked if the estimated \$150,000 in the Library fines line item was a realistic figure. Ed explained that when we try to estimate how much revenue we will acquire, the estimate is usually conservative. Since we circulate over two million items a year, the likelihood of reaching or exceeding the \$150,000 is a viable possibility. Carl asked what happens if he pays for a library fine owed to Beaverton while at another library. Ed responded by saying that the money belongs to the library where it is paid. He added the caveat however, that if a patron is paying for a lost item, then that monetary amount is returned to the library owning the lost item.
  - ❖ The Board also asked questions about the line item for Janitorial Services and wanted to know how the bid process works. Ed said the City obtains three or more bids and then accepts the lowest one that meets all the requirements. He said there is a State Law that mandates that government agencies must award bids to Equal Opportunity Companies.
- Additional Book Budget Funds Allocation –
  - ❖ Ed provided the Board with copies of the Proposed Adult Collections Allocation FY08-09 spreadsheet and noted that the Adult Fiction budget received a 29% funding increase over last year. A significant reason for the increase included the approval of additional money by City Council per the recommendation of Councilor Stanton. Ed said we have allocated more money to the Adult Fiction collection, together with adding Graphic Novels and Large Print Books. He said funds for the *standing order collection* has decreased from 48,000 in FY07-08 to 42,000 in FY08-09 and explained that because of this, we are allocating some of the money to other collections with a higher circulation rate. Additionally, since many materials are already pre-processed we are able to reduce funds used to process materials, and divert those funds for the purchase of additional materials. Dick asked how staff determines what they need to buy, and Ed replied that staff tries to base our purchases upon circulation criteria and public demand. Dick asked

who makes this determination and Ed explained that the Reference staff examines public demand and usage stats in order to determine the relative popularity of various materials and makes month-by-month comparisons between the current year's figures and those of the previous year. Staff then orders materials in accordance with these indicators. Dick asked how the Board will know the relative successfulness of Reference's efforts to increase circulation. Ed said we won't know until we see the circulation report showing how the different collections are doing. Dick also wanted to know how we measure a given program's relative success and Ed said he will provide a report that will show this information on a monthly basis.

- ❖ Dick asked how we determine the ratio between purchased items and withdrawn items, and asked if we are able to identify any net gains. Ed said this will be one of the reports he will try to find.
- ❖ Ed told the Board that we have set aside \$1,740 to purchase alternative media. An example being electronic books and Playaways. The electronic books can be downloaded to an MP3 player. He said North Plains has a system enabling patrons to download a book and check out a player, and said that Beaverton is interested in doing something similar.
- Summer Reading Number –
  - ❖ There are 3,298 children and 1,218 young adults signed up for the Summer Reading program bringing the attendance total to 4,516. Last year we had 3,899. Therefore, we have a 16% increase so far this year.

#### 5. WCCLS Report:

- Ed said Central Services ordered and paid for all of the materials and software for Envisionware, thereby eliminating our need for the \$5,000 approved by the Board at their last meeting. Envisionware will be installed July 22 and July 23. Ed said West Slope already has Envisionware and they are learning some of the Program's kinks and how best to fix them or work around them.

#### 6. Committee Reports:

- Foundation Board –
  - ❖ The Board held their annual meeting. Ed gave the Library Board members a copy of the Foundation's annual report and audit for last year and an updated list of their current Board of Directors. He said new people have joined and the remaining members were reappointed to their respective positions. Ed said the Foundation would underwrite the Chautauqua programs in September and October.
- Friends of the Library –
  - ❖ The Friends met Tuesday, July 8. They decided to hold their annual meeting on Saturday, November 1. Dot asked if the Friends are still having trouble getting book buyers to come from the coast to buy their books. Ed said they are still experiencing that particular problem and that book sales in general have slowed down.

#### 7. Old Business:

- There was no old business.

#### 8. New Business:

- Revised Internet Policy –
  - ❖ Ed presented the revised Internet Policy to the Board for their review and approval. The Board read the Policy and approved it as written.

- ❖ Ed also presented the revised Unattended Children’s Policy for the Boards review and approval. The Board approved the Policy as written.
- Bob said KOIN TV recently broadcast the availability of Cultural Passes at local libraries and told the public that these Passes were good for at least ten or twelve Portland area venues including the Japanese Gardens, the Historical Society, and based on the broadcast cautioned there may be more public interest. Ed reported that the Beaverton City Library does participate and that the Cultural Passes are expensive with limited numbers available to participating Libraries. .

9. Set Date for next Advisory Board meeting:

- The Board decided to skip the August meeting. The next meeting was scheduled for September 10, 2008 at 6:30 p.m.

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

- Ed will bring reports regarding Circulation and will bring information on the Cultural Passes.

11. The meeting was adjourned at 8:05 P.M.

Respectfully submitted by:  
Darla Day-Parker

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Approved by: Library Board Chair

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Date