

Beaverton City Library Advisory Board Minutes

May 13, 2009

Present:

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

Absent:

Ann Doyle
Cathy Stanton, City Council Liaison

1. Read and approve minutes of April 8, 2009.
 - Minutes were approved as written.
2. Public Forum:
 - There was no public forum.
3. Council Liaison's Report:
 - Councilor Stanton is attending the City's Volunteer Dinner tonight and has asked Bob Becker to announce that the Library budget will be reviewed by the Budget Committee on Thursday, May 21. Ed reviewed some highlights from the Library budget with the Board and reported that in addition to our regular budget needs, we are asking for the following:
 1. .25 FTE will be added to an existing .75 FTE position in Technical Services thus converting it to a full-time position.
 2. A 0.8 FTE part-time shelving position will be added to Circulation.
 3. A \$150,000 will be added to our book budget.
 4. A Space Planning Consultant.
 5. Money to implement a four-year replacement cycle for Library computers as they wear out.
 - Ed estimated that a book budget increase of \$150,000 would enable us to add approximately 10,000 additional books. Wayne asked if we had enough room to add that many books. Ed said if staff is aggressive in weeding the collections we will have enough room to add new books. Ed added that the Space Planner might offer us some useful ideas to make additional space available for new materials.
 - Ramona commented upon a Tigard Library Genealogy workshop she recently attended and asked if we use the same genealogy software as Tigard. Ed said Beaverton uses a countywide database called *Ancestry Plus.com*. Dick said Cedar Mill uses *Heritage.com* and he thought the county should offer both. Ed told the Board that he would talk with WCCLS about making both available countywide.
 - Dick asked Ed if it was possible to access some of the databases within the library on his laptop. Ed replied that before the end of the fiscal year WCCLS is expecting to provide wireless network services to all libraries countywide using the Polaris system. Ed said he thought patrons should be able to log into Polaris with their card and access the databases.

- Kim expressed her thanks for Cathy Stanton’s enthusiastic comments about her students from the Science and Technology School at the last City Council meeting. Kim’s students received awards for their participation in the Creative Expression Contest held by the Human Rights Advisory Board. Kim reported that her students were excited by the positive comments made by City Council. Kim suggested that the Library Board consider sponsoring contests to further encourage student participation and Bob suggested that the Library Management Team take this under advisement. Dot added that sponsoring such contests might be a way to utilize the auditorium. Wayne reminded the Board about the upcoming India exhibit, and stated that he has been busy finding additional groups to use the auditorium and meeting rooms for cultural and community events.

4. Librarians Report:

- General comments and Information –
 - Peter Fletcher, a Guitar Virtuoso from New York, gave a performance on Saturday, May 2 in the library auditorium. There were 137 people in attendance.
 - The Young Adult Division held a poetry writing contest and received 700 entries. The Foundation provided the awards and will present them to the winners on Thursday, May 28 at 4:15 p.m. at the entrance to the library. They will be awarding \$100 for first place, \$50 for second place and \$25.00 for third place.
 - The Young Adult Division had a Teen Poetry Nite which was a separate venue from the Poetry contest, and it was a great success judging by the high turnout.
 - Children’s Storytimes continue to be appreciated and well attended.
 - The Adult Division remains busy and are preparing for the upcoming India program to be held during the summer.
 - Ed provided the Board with a copy of the monthly reports. He pointed out that Internet user sessions were still down, but that the hours of use were up. Volunteer hours for the month were up 21%. There were 24,000 items withdrawn from the collection so far this year and 50,000 items were added. Self check increased to 57% in April. This figure was due, in large measure, to the new self checkout machine in the children’s area. Beaverton’s circulation for May was at 15.96% while WCCLS was at 12.66%. Ed pointed out that we significantly exceeded the average. Beaverton’s market share year to date was up 0.01%.
- Trust Fund Report –
 - There was nothing of significance to report.
- Update on changes/schedule to the Children’s Room, Art Project –
 - Ed, Bob Becker, two youth services librarians and representatives from the Beaverton Arts Commission reviewed the Art Project submissions and narrowed them down to three artists. The final proposals will be submitted to the committee within the next two or three weeks and installation of the art work is expected to begin in September.
- Reference Usage Study –
 - The Reference Usage Study is on-going and is expected to run a full year. Ed told the Board he asked Linda Fallon, Adult Services Manager, to discontinue purchasing materials that are not frequently used or renewing subscriptions of rarely used materials.
- Magazine/Newspaper Survey Update –
 - Ed provided copies of the *Summary of BCL Periodical Readers’ Survey* showing which magazines and newspapers were most often checked out, and which ones our patrons requested most frequently. The Survey was conducted February through March of 2009 by the Adult Reference staff. Based upon the findings in the Survey they are looking at a two year retention period for magazines except the most well circulated ones, which

would be retained for three years. They will continue modifying the backlist of periodicals on an ongoing basis.

- Hold Guidelines for copies of titles based on Sizzler report –
 - Ed distributed copies of *“Beaverton City Library Guidelines for selectors: Holds ratio, ordering additional copies & Nonholdables,”* which was recently updated in February 2009. This study suggests we need to acquire more copies of materials that we purchase to meet the needs of our patrons. Ed reported he will be attending an upcoming WCCLS Policy Group meeting on May 28 and he will be making a request that a library’s patron’s holds queue be filled before any items are sent out to other libraries. Ed said other WCCLS libraries would like to pursue this idea as well. He said by allowing each library to fill their holds queue first, it would free up materials from being carried around by the WCCLS Courier thus providing better service to our customers.

5. WCCLS Report, including “Consensus”:

- The final version of the Consensus Report will be presented at the WCCLS Executive Board and Policy Group meeting on May 27 at 1:30 p.m. at the Hillsboro Civic Center. Ed said he will confirm the date and time and email it to the Board for the convenience of any Board members wishing to attend. Ed said they will be discussing the final report which talks about the governance and structure of WCCLS libraries and future goals and objectives.
- Bob Becker asked how patrons are notified that they have a hold. Ed said that holds information is disseminated by mail, telephone, and email depending on the user’s preference.

6. Committee Reports:

- Friends of the Library -
 - Ed provided the Board with copies of an Income and Expense report which shows the Friends expenses and income from January 1, 2008 through April 30, 2009.
- Foundation Board –
 - Ed provided the Board with copies of a report showing the income and expenses of the Foundation Board. Ed said the Foundation is expected to donate about five or six thousand dollars to use for the Summer Reading Program, and added that the Foundation provides monetary donations for a variety of causes throughout the year.
- Wish List – Friends –
 - Ed asked the Board to approve the expenditure of \$10,830 donated by the Friends. A motion was made to approve the expenditure and was subsequently seconded and approved.
 - Wayne Whitbeck donated \$930 to purchase a laptop for the library.

7. Old Business:

- Marketing of BCL –
 - Ed provided the Board with a “Collections Needing Attention” report compiled by Linda Fallon, Adult Services Manager which discusses why growth in certain library collections is decreasing when compared to other libraries. He also shared the information compiled by Victoria Campbell, Children’s Services Manager, which presents ideas to increase Youth Services circulation. Ed encouraged Board members to study both reports and bring any questions they may have to the next meeting. Bob said he would put both reports on the June agenda.
- Civic Technologies’ User Mapping –
 - Ed presented copies of the Civic Technologies’ User Map for the Board to review. He provided an overview of what the User Maps reveal with regard to library service areas, patron usage, and the like. Board members were impressed with the quality and

quantity of information provided by the Maps and asked questions about how they might be put to best use. Ed said he would study the information for ideas on how to optimize our marketing strategies. Board members suggested that this groundwork might be allocated instead to a possible Urban Studies student looking for a graduation project, and suggested that Ed contact Portland State University. Ed said he would look into this possibility. Bob will add the User Mapping project to the June agenda.

- Grounds Policy status –
 - Ed said Bill Kirby is still reviewing the Grounds policy.
- Beaverton's Diverse Cultural Communities' use of BCL –
 - This discussion was tabled and will be on the June agenda.

8. New Business:

- Bob said Ann Doyle sent the Board an email regarding the *Anime* collection and its placement within the library. Ed told the Board he also received the email and forwarded it on to Victoria Campbell, Children's Manager, to provide Ann with a response.
- Dot said she was impressed with the number of business sponsors who donated to the Library for the Volunteer Dinner and suggested that the Board send Thank You cards to them. She also suggested sending a general thank you to library staff that helped with the dinner in recognition of all their hard work in making the Volunteer Dinner a success. Dot will work with Jennifer Johnson, Library Volunteer Coordinator, to send out Thank You cards from the Library Board.

9. Set Date for next Advisory Board meeting:

- The next meeting was scheduled for Wednesday, June 10 at 6:30 P.M. in the Library Administration Conference room.

10. Adjournment:

- The meeting was adjourned at 8:40 P.M.

Respectfully submitted by:
Darla Day-Parker

Approved by: Library Board Chair

Date