



**Beaverton City Library Advisory Board  
Meeting Minutes  
January 11, 2012**

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**Present:**

Ellen Brash Russell, Chair  
Bob Becker  
Howard Reeher  
Carl Teitelbaum  
Jason Lang  
Joshua Pond  
Gautam Kottapalli  
Catherine Arnold, City Council Liaison  
Ed House, Library Director  
Julie Emanuel, Support Specialist II

**Absent:**

Tom Cutts

Chair Ellen Brash Russell called the meeting to order at 6:29 p.m.

- **Read and approve minutes of November 9, 2011, meeting:**

- Chair Ellen Brash Russell called for the approval of the November 9, 2011, minutes as submitted, Bob Becker MOVED and Howard Reeher SECONDED the MOTION. It was approved by the board.

- **Introduction of New Board Members:**

- New Library Board Members Jason Lang and Joshua Pond were introduced as regular members and Gautam Kottapalli was introduced as the alternate member.

- **Public Forum:**

- There was none.

- **Librarian's Report: by Ed House, Library Director**

**General Comments**

Library Director gave his librarian's report as follows:

- Reviewed January 11, 2012, packet noting two-months' worth of statistics because there was not a December meeting.
  - Explained how circulation is used as a major measurement to determine the work load and services performed at the Library.

- Beaverton City Library total circulation fiscal year-to-date is up 5.57% which is a healthy growth. Total circulation in December showed a 3.57 % increase for the Beaverton City Library Main and 15.22% increase for the Beaverton City Library @ Murray Scholls.
- The Beaverton City Library Circulation Summary spreadsheet shows use of self-checkout machines at each location. The Main Library's use of its five self-checkout machines shows 59% of all items checked out and the Murray Scholls Branch's one self-checkout machine shows 33% of all items checked out. Ed said the hope is to get another self-checkout machine at the Beaverton City Library @ Murray Scholls to take some of the pressure off the busy desk for staff.
- Washington County Cooperative Library Service (WCCLS) circulation for the 2011 calendar year grew by 8.26% while Beaverton City Library grew by 14.36%. Beaverton is doing much better than the average library in the WCCLS. The growth at Beaverton has been exceptional.
- Beaverton City Library @ Murray Scholls is busier than seven out of the 15 WCCLS libraries.
- For December 2011, Beaverton libraries' combined circulation growth was 5.56% compared to the WCCLS average of 2.55%. Beaverton doubled the average growth of circulation for WCCLS.
- Beaverton City Library's total circulation for November increased by 5.57% over November of last year. The Beaverton City Library Main increased by 3.27% and Beaverton City Library @ Murray Scholls increased by 16.85%. Self-checkout machine use at Beaverton City Library Main was 59% and Beaverton City Library @ Murray Scholls 33%.
- **Library2Go:**  
Patrons are coming to the library with their new Kindle or Nook and asking questions of staff, "How do I download my book?" Although Library2Go is a state-wide purchase, not every library in the state decided to participate. All participating libraries have access to the same collection of eBooks. WCCLS bought additional licenses for some of the most popular eBooks because we have a lot of patrons waiting for the electronic version and, just like a hard copy; we are trying to get copies in a reasonable amount of time to them.

### **Questions:**

Ellen asked if eBooks can be downloaded to iPod or other devices. Ed responded, "Yes, you can check them out for three weeks and then the electronic book evaporates off your reader." The Library only has a certain number of licenses and so the electronic book goes to the next waiting patron.

Joshua asked if there is a plan to market Library2Go because this is the first time that he had heard of it and he is pretty sure the rest of the general public doesn't know. Ed said WCCLS has been marketing Library 2Go, but more marketing is needed.

The Beaverton City Library Main will have a program on January 23<sup>rd</sup> and representatives from Best Buy and Barnes & Noble will be on hand to demonstrate and answer questions about the Nook, Kindles and other devices. Library staff members will demonstrate the library's Library2Go service and its collection of downloadable eBooks, and audiobooks.

Some eBook publishers are placing a limit on the number of times an eBook can be downloaded before the library needs to buy a new license. For example, some eBook publishers contend that a regular book would only last for 26 uses before it would fall apart; therefore, eBooks should only be available for download 26 times. The American Library Association disagrees with the publishers and is negotiating with them.

**Questions:**

Carl asked if eBooks are copy protected. Ed responded people can download eBooks, and they are copyrighted just like the print version of the book.

- **Statistics/Market Share**

Our Beaverton City Library's market share at the end of 2011 was 27.13% of all the items WCCLS libraries circulated. In 2010, we were at 25.69%, so Beaverton City Library's market share is growing. Circulation is tracked by WCCLS through the Polaris Library System.

**Questions:**

Carl asked if Ed could develop a chart showing Beaverton Library's growth in circulation. He worried that at the continued rate of growth it may become unsustainable. Carl asked if the Mayor or City Council is aware of the extent of growth. Ed responded that he does keep track of growth and could do a chart or graph for 10 – 11 years since the opening of the library and bring it to the next meeting. Whether the Library's circulation has plateaued is hard to predict. The migration to Radio Frequency Identification (RFID) and future incorporation of Automated Materials Handling (AMH) may allow staff to keep up with future growth.

On January 20<sup>th</sup> all city department heads will be meeting with the City Council to give an update of what has happened during the past year and the goals and challenges for the coming year.

- **WCCLS Report: by Ed House, Library Director**

**Radio Frequency Identification (RFID)**

There were a lot of RFID-related issues discussed and decisions made by WCCLS. Ultimately, 3M was chosen as the equipment provider. Ed called a meeting of interested libraries to begin working on AMH that may be included in this coming year's budget request.

RFID technology will also allow the libraries to incorporate AMH. AMH will automatically check-in and sort materials when they are returned, further reducing the number of times an item is handled and speeding up the time it takes to check in items and return them to the shelves.

Beaverton City Library will be second among all Washington County libraries to convert to RFID. Temporary employees hired by WCCLS will begin tagging collections at the Beaverton City Library Main in early February.

- **Projected Schedule:**

We anticipate bringing the new system online at both the main and branch libraries in April 2012 as soon as Hillsboro library's installation is done. You can read more about RFID coming to the library at the WCCLS website: [www.wccls.org/rfid](http://www.wccls.org/rfid).

**Questions:**

Carl asked about the management of the book and materials budgets. Ed said he works with each manager to determine allocation of the book budget each year.

- **Committee Reports:**

The Beaverton Library Foundation supports summer reading programs and writing contest. They pay for prizes for the winning submissions in the Young Adult poetry and short stories writing contests. The Foundation has purchased equipment for the adaptive technology center where a person with vision challenges can have a page enlarged on the monitor so they can read it or have verbalized what is on the screen. Future support by the Foundation might be to fund expenses to expand the Branch at some later date.

The Friends of the Library supports the libraries by donating \$15,000 - \$20,000 a year. This revenue comes solely through the operation of the Book Corner and twice a year supports the library by purchasing items needed from a wish list put together by the library managers.

- **Old Business:**

The Beaverton City Library @ Murray Scholls held a “Holiday Carnival” that was a positive and successful program with 320 attendants. The need for more room for the Branch is clear, especially with the turnout for popular events, children’s programs and the need for more tables and seating. The expansion of the urban growth boundary by Metro will mean usage will continue to increase.

The Aloha Community Library Association (ACLA) is trying to build a library and held a formal ceremony (first book being checked out), but has no shelving, collections, volunteers or funding as of yet. They are still targeting late spring/early summer in 2012 to open their doors. The ACLA must meet very specific criteria before they can become members of the WCCLS. Ed has talked briefly with some of the ACLA members regarding equipment and space needs as they setup their facility.

- **Third Year of Space Planning:**

During this fiscal year the Main Library has added more shelving for adult and teen collections. New computer tables and chairs have also been installed in the Teen Room to make it more user friendly for teenagers.

**Carpet Squares:**

Funds have been budgeted this year to re-carpet with carpet squares the entrance and the area at the top of the stairs.

**Projects:**

The Building is eleven years old and roofing material has not held up. There is a big project to re-roof the facility beginning later this month which will cost approximately \$1.2 million (40% Library budget and City 60%).

- **New Business:**

Bridget Cain-Bushman was hired as the Circulation Manager for the Main Library. She will start January 30. She is currently a manager for the Multnomah County Library and oversees the Fairview Branch. Michele Caldwell has been performing both circulation and technical services responsibilities. We are looking forward to having Bridget join the management team. We will invite all managers to attend future Board meetings to meet the board, especially our new Board members.

**Budget:**

Other than a request to fund AMH, there will be no significant increases or new staff positions.

- **Council Liaison's Report:** By Catherine Arnold

Ellen introduced Catherine Arnold to the new board members. Catherine said she did not have much for her report, but wanted to touch on items as a refresher.

- There has been a Federal grant awarded for installation of solar panels at the Library.
- A kiosk will be placed in the library lobby as an exhibit showing what energy is being generated by the solar panels.
- The Council will be changing their liaison positions with the various boards and commissions. Cathy Stanton will be making those assignments next month.
- The City's Urban Renewal Area extends south to 5<sup>th</sup> Street. Catherine will e-mail Ed
- a notice of any projects which could have an impact on the Library.

- **Authorization for Trust Fund Expenditure:**

Ed requested authorization to expend \$119.00 from the Trust Fund for the purchase of a Kindle Touch that staff can use to train the public to download eBooks.

- Chair Ellen Brash Russell MOVED for the authorization for a Kindle Touch to be purchased out of the Library Trust Fund for \$119.00, Bob Becker SECONDED and the MOTION was approved by the board.

- **Date for next Advisory Board Meeting:**

There being no further business the meeting was adjourned at 8:30 p.m. The next Board meeting is scheduled for Wednesday, February 8, 2012, at 6:30 p.m. in the Library Administrative Conference Room.

Respectfully submitted by:

Julie Emanuel

Support Specialist 2

<b>APPROVED BY:</b> <b>Ellen Brash Russell, Board Chair</b>
<b>Date Approved:</b>