

**Beaverton City Library Advisory Board
Meeting Minutes
November 9, 2011**

Present:

Ellen Brash Russell- Chair
Howard Reeher
Carl Teitelbaum
Thomas Cutts
Ed House, Library Director

Absent:

Robert Becker
Catherine Arnold, Council Liaison

- **Read and approved minutes of October 12, 2011**
 - Howard moved for the approval of the October 12, 2011 minutes as submitted, Carl seconded and the motion was approved.
- **Public Forum:**
 - There was none.
- **Council Liaison's Report: by Catherine Arnold**
 - There was no Council Liaison report.
- **Librarian's Report: by Ed House, Library Director**

General Comments:

The library administration's Support Specialist 2 position is vacant. The City is working on a job posting and, hopefully, it will be filled soon.

The Circulation Manager position was offered and accepted by the candidate. Unfortunately, other members of the family could not relocate to the Portland area and the candidate had to decline the job offer and expressed sincere disappointment and concern for the trouble inflicted upon the Beaverton City Library.

The Youth Services Division is creating a "Frequent Readers Club" to encourage children to read year round, not just the Summer Reading Program. Participants will be given a "Frequent Reader Card" that they fill out as they read books. When the card is completely filled the child's name will be placed on a "Readers Wall of Fame." Carl asked if this would be on the honor system. The answer was "yes". Tom asked when the program would start. Ed thought it would be this winter, after the holidays.

There are a number of children's holiday season programs that Beaverton City Library – Main and Beaverton City Library @ Murray Scholls will be providing this during

December 2011. The programs will be advertized in the *Your City* newsletter, *Beaverton Valley Times* and *Beaverton Resource Guide*.

Youth Services held two “Every Child Ready to Read – Fun with Science and Math for Parents & Children” classes. The librarians originally planned a single class but a second session was added due to larger interest than anticipated. Total attendance was 66. The classes proved so successful that the Oregon State Library used Beaverton’s program as a model for other libraries around the state to emulate.

The Adult Services Division will be hosting an e-reader workshop on Thursday, December 8, beginning at 6:30pm. There will be representatives from Barnes & Noble and Best Buy demonstrating the various e-readers that are now on the market. Participants will have the opportunity to manipulate the various models and ask questions of the vendors. There will be library staff present providing instruction on how to download Library 2 Go titles. Members of the Board thought this will be an excellent program and asked that it be well publicized.

The Adult Services Division is hoping to hold a major “community reads” event-fall of 2012. They are considering the book *A Wizard of Earthsea* by Ursula LeGuin as it is well written and will appeal to adults and young adults. Ursula LeGuin lives in the greater Portland area and may be willing to give a presentation at the library. Some of the obstacles the Adult Service team will need to overcome are finding a business sponsor who will underwrite the cost of the program which could range from \$6,000 to \$10,000 and providing enough books for those interested in participating. Carl mentioned that he had read the book and thought it was a good choice. Ellen felt the program would be an outstanding “building community” event.

Statistics:

Year-to-date, January through October, 2011, Beaverton City Library (Main and Murray Scholls combined) continued to outpace the Washington County Cooperative Library Service (WCCLS) average circulation. Beaverton libraries increased their circulation 16.36% compared to the WCCLS average of 9.46%. For the month of October, Beaverton libraries increased their circulation 5.96% compared to the WCCLS increase of 4.03%. Carl noted that children’s circulation continued to show significant growth, especially at the Murray Scholls Branch. The Board speculated that the Branch was providing library service to youth who previously went to the Main library and perhaps the Tigard Library and more importantly, youth who were not able to get to any library prior to the Branch’s opening. Tom asked what Library 2 Go was. Ed responded that it is downloadable electronic books. Ellen asked if there was a waiting list for the titles offered. Ed responded that he was not sure how it worked and he would ask. Ellen asked how long a person can keep the book on one’s e-reader. Ed responded that it disappears from the e-reader after three weeks.

Year to date \$5,771.00 was spent out of the Trust Fund. Most was for the Summer Reading Program’s books given to participants who read at least 15 hours. The money

came from the Beaverton Library Foundation, deposited into the Trust Fund and then expended out of that fund.

The Board reviewed the “Public Library Revenue/Expenditures in Washington County – FY10-11” report generated by WCCLS. It was noted that Beaverton received 67.2% of its funding from Washington County. In comparison, Hillsboro received 58.6% and Tigard 50.6% of their funding from the County. Carl noted that both Tigard and Hillsboro received significantly more funding from their local governments than Beaverton does. Ed said that the City of Beaverton put a lot of money into the Murray Scholls Branch the previous year, will be assisting the Beaverton Main Library with its roof repairs this year and automated materials handling next fiscal year.

- **WCCLS Report: By Ed House**

Radio Frequency Identification (RFID)

The WCCLS committee reviewing the vendor applications and quotes for the migration and installation of RFID tags and equipment has narrowed the list down to two: 3-M and Bibliotheca/ITG. These vendors will make a final presentation the week beginning November 21, 2011, demonstrating how well their products work and interface with the Polaris integrated library system currently used by Beaverton City Library. A final selection will be made and a recommendation for purchase will go to the County Commissioners for approval in early December, 2011.

The RFID committee found the bids for the placement of RFID tags on library items is far more expensive than anticipated. The Committee will be assessing the cost of hiring a manager and some temporary workers to do the project rather than contracting it out.

The Board was reminded that the RFID conversion is only the first step in making circulation more efficient. Automated Materials Handling (AMH) will also have a significant impact. AMH equipment will automatically check-in and sort items into bins with minimal staff intervention. Ellen asked how we would handle damaged materials if staff is not checking items in. Ed explained that staff still has to pick items out of the bins and put them on carts for re-shelving. They would notice damage at that time. The Polaris database keeps a record of the last patron checking the item out so staff can look to see who may have damaged the item and contact them.

Carl asked if a background check is being done on the companies being considered for the migration and installation of RFID tags and equipment and if some type of penalty for non-compliance will be built into the contract. Ed said he was not sure, but felt confident that concern is being taken care of since the County’s purchasing office is overseeing the acquisition process. Tom asked if anyone from Beaverton will be observing the product demonstrations. Ed and Michele Caldwell will be attending.

The question of when WCCLS will go live with the RFID installation was asked. Once the contract is approved by the County Commissioners in early December tags and equipment will be ordered. Tagging will begin in January at Hillsboro Public Library. Beaverton’s items will be tagged in late February or March, 2012. The tagging should be

complete by the end of May, 2012. The equipment will be installed at each library as their tagging process nears completion. The whole project should be done by the end of June, 2012.

There was a question of where the RFID tags are placed on an item. It depends on the material; however, for books the tags will be placed inside the back cover. Electronic media such as DVDs and CDs will need a tag on the disk. Those items with multiple DVDS and CDs (i.e. books on CD) may need a tag on the case and on each disk so that staff is notified that a disk is missing. We will continue to have barcodes but no longer need to put them on the exterior cover of material. Final decisions are pending.

- **Committee Reports:**

The Beaverton Library Foundation is planning a Wine and Cheese fundraising event to be held in early October. Ed and Karen Adams of the Foundation met with Wayne Welch who worked on the Tualatin Library Foundation's "Vines to Wines" event last year. Wayne's suggestions will prove very helpful. The participating wineries will give a percentage of their sales to the Foundation. There also will be a "wall of wine" cork pull. A person buys a cork with a number on it and the number will correspond to a bottle of wine. Some of the bottles will be more expensive wines, but all of them will meet a minimum value. Carl asked about insurance for the event. Ed responded that the City has insurance and each participating winery is required by Oregon Liquor Control Commission to have insurance.

The Friends of the Library held their annual business meeting on Saturday, October 29, 2011. The speaker, author Cathy Lamb, was very engaging; unfortunately, there was little turn out.

Ellen mentioned that she visited the Book Corner a couple of weeks ago and introduced herself to the Book Corner manager. The manager did not know that there was a Library Advisory Board. Ellen suggested that the Library Advisory Board should attend both Friends and Foundation board meetings so that the Boards have a better understanding of what the other organizations are doing. Ellen commented that this need not be for every meeting, but occasionally so that everyone is kept up to date. John Finn, Murray Scholls Branch Manager, attended the Friends Board meeting Tuesday, October 8. He provided them with a library organizational chart and a brief overview of the Library Advisory Board.

Howard talked about his positive experience joining the Friends group and shopping at the Book Corner. Ellen asked if the books that are not sold after a period of time are being removed from the shelves so the stock stays fresh. Ed said the friends are trying, but he is not sure how diligent they are with removing old items from the shelves. Howard said that it seemed like the Friends were making attempt to remove old items. It was suggested that the Friends date when an item is placed on the shelves so items not sold can be pulled periodically.

The Friends are planning to have a special sale of old books (i.e. pre-1900 imprint date) in the library lobby sometime prior to the Christmas holiday. They are also selling books on Amazon and seem to be doing well in that endeavor.

- **Old Business:**

Ed reported that the Aloha Community Library Association is continuing to move forward with their plans to open a library in the Aloha Bales Thriftway Shopping Center. It will be an excellent location, close to a number of schools. The issue of how they will integrate with other WCCLS libraries remains a question. For example, there needs to be resolve about what happens to WCCLS materials that may be returned to Aloha. There will be a presentation at the Washington County Forum on Monday, November 14, 2011 that Ed will be attending. Ellen asked about what it takes to become a formal WCCLS member library. Ed said that there are a number of steps that need to be fulfilled and baseline service levels met in order to become a WCCLS library. They need to formally apply at least 18 months in advance, be open a minimum of 20 hours a week, have at least one paid staff member present every hour they are open, have a minimum annual circulation of 20,000 items and other criteria.

Howard described the exterior storefront of the Aloha Community Library and where it is located in the shopping mall. It looks like a very small space. There was acknowledgement that it will be a difficult task to get the Aloha Community Library open and running, yet all wished them success.

- **New Business:**

Ellen reported that she, Bob Becker and Ed reviewed nine applications for Board membership and interviewed five of those. Two applicants were selected to fill the two vacant positions plus one selected for the alternate position. The recommendations will be forwarded to the Mayor for his review. The Mayor makes the final decision which will be presented for confirmed by the City Council on December 6, 2011

Carl brought up the issue that people are using the Murray Scholls Branch “book return only” parking space for long term parking; therefore, users that only want to drop items into the exterior book drop do not have a place to park. Carl mentioned that often he has had to park in the back lot and walk through the building to access the book drop. The Board discussed options such as enforcement, adding book drop only spaces, changing the signage and an educational campaign aimed at library users. Ed will talk with John Finn, Murray Scholls Branch Manager.

Howard reported that a friend of his uses an audio-book service operated out of the State Library. His friend gets audio books and the equipment to listen to them sent to him at no charge. Ed explained that the service is called the Talking Books and Braille Service (TBABS) and targeted to those with impaired vision or other physical impairments that make reading or handling a physical book difficult. TBABS is affiliated with the National Library for the Blind. Howard asked why the local libraries do not provide this service since they have books on CD and downloadable electronic books. Ed responded

that many individuals with vision and physical disabilities do use their local libraries; however, TBABS provides special equipment depending on a person's particular need and also provides special editions of the latest newspapers and magazines in talking book and Braille formats. Howard suggested the local libraries do a better job of marketing this service.

Howard mentioned the large number of volunteer hours that are contributed to the library and that the volunteer program has very successful. The Board acknowledged the great value of the volunteer program. Ed reminded the Board that they too are volunteers.

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

The Board decided to not meet during the month of December. The next Board meeting will be January 11, 2012.

There was no further business and the meeting was adjourned at 7:38pm.

Respectfully submitted by:
Edward House
Library Director

Approved by Library Board Chair
Date