



**Beaverton City Library Advisory Board
Meeting Minutes
February 8, 2012**

Present:

Ellen Brash Russell, Chair
Bob Becker
Howard Reeher
Carl Teitelbaum
Thomas Cutts
Jason Lang
Joshua Pond
Gautam Kottapalli (Alternate)
Marc San Soucie, City Council Liaison
Ed House, Library Director
Julie Emanuel, Support Specialist II

Guests:

Bridget Cain-Bushman, Circulation Division Manager
2 Visitors Observing the Meeting (PSU student and a friend)

Chair Ellen Brash Russell called the meeting to order at 6:25 p.m.

• **Approval of Minutes of January 11, 2012, meeting:**

- Chair Ellen Brash Russell called for the approval of the January 11, 2012, minutes as submitted, Bob Becker MOVED and Jason Lang SECONDED the MOTION. It was approved by the board members.

• **Introductions and Tour of Circulation Room:**

- Marc San Soucie, the new Council Liaison for the Library Advisory Board, gave his background and experience as City of Beaverton Councilor since November 6, 2008.
- Bridget Cain-Bushman, Circulation Division Manager, started working at the Beaverton City Library Main on January 30, 2012. She worked at Multnomah County Library, managing the Belmont Branch for six years, including overseeing the installation of Radio Frequency Identification (RFID). She was also employed with Fort Vancouver Regional Library for ten years.
- Ed provided a tour of the Circulation Department at Beaverton City Library Main to better visualize and demonstrate Radio Frequency Identification (RFID) and future incorporation of Automated Materials Handling (AMH) which will benefit the Library.

• **Public Forum:**

- There was none.

- Council Liaison's Report:
Marc reported the following updates of activities at Beaverton City Hall:

2012 City Council Retreat

The first session was held on January 20, 2012, with presentations from the City's Department Heads: Review of 2011 Goals and Work Priorities and Planned Priorities for 2012. Library Director Ed House spoke to City Council of the accomplishments at the Library and planning for RFID tagging of library materials and AMH. Marc said Ed received a round of applause from City Council for the fabulous work that's being done at the Beaverton City Library.

The next session for the 2012 City Council Retreat is scheduled on February 10, 2012, and will include a discussion of Council Goals and Planned Priorities for Fiscal Year 2012-13.

City Council Meeting Presentation

The March 20, 2012, City Council meeting will have a presentation on a large project the City has been involved over the past 1-½ years for public facility space requirements and how to deal with the extreme shortages of space for the City's Police and Municipal Court Department.

Civic Plan Update

The Beaverton Community Visioning, a city-wide project, identified how the community is very interested in finding resources for a Performing Arts facility and a Multicultural Center that would be beneficial to the city's support and engagement with people from various cultural backgrounds.

The City began its community visioning process in the fall of 2007. Through public outreach meetings, forums and thousands of community opinions, ideas and priorities were collected that would shape the planning for Beaverton's future and its highest priorities.

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

General Comments

- A new roster of library board members was distributed.
- The first phase of roof repair and installation of solar panels project is underway and should end by the latter part of March. The contractor started the preparatory work of installing the framework that will support the photovoltaic solar panels.
- The second phase of the Library roof replacement project is to remove and replace the leaky roof. This will not happen until after the solar project is completed and it could affect staff and users of the library with some noise at times, but it should not interfere too much with library use.
- The new roof project should be completed by the summer of August 2012.
- A kiosk will be placed in the Beaverton City Library Main lobby as an exhibit showing what energy is being generated by the solar panels.
- Ed said there could be odor issues from the roof project during the summer of 2012 due to the asphalt tar that will be applied during the construction phase. The contractor, having a good understanding that the Library is a public building, will do his best to mitigate the noise and odor.

Questions:

Carl asked if there would be any signage in the Library lobby for noisy days due to roof construction. Ed said he wasn't sure about for noise, but for odor issues and patrons visiting the Library who could be sensitive to those types of fumes, yes. The air intake is located on the north side and when roofers are working in that area, fumes could be pulled into the building, so we definitely need signage posted not only for the public, but as well as staff assigned to work at the Library. We need to mitigate as much as possible any interference that the project might have with keeping the Library open.

Bob asked if the roof funding included replacement of the ceiling tiles or would that come out of standard operating funds. Ed said the cost would come out of the standard operating fund. Fortunately, most of the ceiling tiles are not damaged.

Ellen asked if any other library building finishes and materials were damaged because of the roof condition. Ed responded that the staff was really careful on the stormy, rainy days to place buckets in troublesome locations thereby avoiding additional damage. Plastic tarps were available if needed, but it did not get to that point.

Bob asked if any of the wood had been stained. Ed said there was some staining, but no structural damage. City Maintenance may be able to sand and re-stain damaged areas at a later date.

Howard reported that the contractor who first installed the roof when the Library was built went out of business and there was no recovery of any damages. He asked if the City considered insurance as a source to cover the performance guarantee by the new contractor. Ed did not know if one has been written into the current contract because it is being overseen by City Facilities. Marc said he would ask the appropriate staff for clarification and report at the next board meeting.

- **Statistics:**

- Ed provided the Board with circulation reports for Beaverton City Library for the month of January.
- Total circulation for January 2012 for both Beaverton City Libraries' was 295,566 items, an increase of 6.14% compared to the WCCLS average of 3.77%. The Beaverton City Library Main circulation was up 5.77% and Beaverton City Library @ Murray Scholls circulation was up 7.76%.
- Fiscal year to date, Children's circulation increased by 12.14%, which is outstanding. Young Adult circulation was up 5.12% and Adult circulation was up just over 1.25%. The Beaverton City Library Main was up 3.89% and the Beaverton City Library @ Murray Scholls was up 14.08%.
- Library2Go: There was 12,783 eBook downloads in January 2012 compared to 8,181 for 2011, an increase of 56%. Ed said this should continue to increase as people become more familiar with their eBook equipment.

Questions:

Marc asked if any numbers or percentage changes of circulation were unusual. Ed said nothing is unusual; however, there has been discussion in the past, related to, for example, card registrations decreasing compared to last year because the Beaverton City Library @ Murray Scholls opened and registration cards do not expire for a couple of years. Another example is programs. It depends on when the programs are scheduled during the year so month to month programming may vary in attendance.

- **Market Share:**

Ed explained that even though the formula is no longer in effect, the number of Beaverton City Library items that are circulated compared to the total WCCLS circulation is currently 27.37%. Beaverton City Libraries' market share continues to grow each month.

Per Carl's request, Ed developed a chart showing Beaverton City Libraries' growth in circulation since the Beaverton City Library Main became operational at the 12375 SW 5th Street current location. He pointed out that since 2003, when the Levy failed and the Beaverton City Library Main had to cut back hours of operation and lay off staff, the graph shows a significant -34% drop in circulation. The graph also shows how things have trended upwards since the Levy passed in 2006 enabling the Library to add more hours and restore the book budget.

Questions:

Bob asked when the Beaverton City Library Main building became operational. Ed said in September 2000.

Marc noted that circulation doesn't just snap right back. Ed reported that the work load starts increasing right away, but there is a bit of a lag time for circulation to rebound, needing to get the collection's size back up to where it should be.

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

Radio Frequency Identification (RFID) Update

Beaverton City Library Main will be converting its self-checkout machines to read the RFID tag instead of the bar code. The Beaverton City Library Main will upgrade its existing equipment and the Branch will receive two new self-checkout machines, transferring its existing machine to Beaverton City Library Main.

Self-checkout machine use for January at Beaverton City Library Main was 59% and Beaverton City Library @ Murray Scholls 33%. Ed said the numbers should increase with the RFID self-checkout equipment and result in less staff interaction. The library should run more efficiently. The Beaverton City Library self-checkout machines will be installed and live fully functional with RFID in April, 2012.

Costs associated with the implementation of Automated Materials Handling will be presented to City Council for funding in the Fiscal Year 2012-13 budget.

Questions:

Carl asked if the RFID self-checkout machines will still read library cards with bar codes or would library cards also be converted. Ed said the RFID self-checkout machines will still read bar coded library cards. WCCLS decided to not convert the library card for security reasons protecting personal information. There is a fear that RFID tags could be read by someone else and by keeping the bar coded cards that would not happen.

Ellen asked where the extra self-checkout machine that would be coming from Beaverton City Library @ Murray Scholls will be placed and was somewhere at the 2nd floor a consideration. Ed said it will be placed in the circulation area which will make five stations available to patrons. He said that research indicates the best location for the self-checkout equipment is near the circulation desk.

• **Committee Reports:**

Trust Fund -

Ed reviewed the Library Trust Fund Financial Statements for the month ending January 31, 2012, and reported there were no new items to bring forward at this meeting.

Ed handed out the Trust Fund proposed budget preparation worksheet for Fiscal Year 2012-13 to each board member for review as they review library expenditures for approval and payments for material and services for the Library.

Questions:

Carl recommended increasing the Trust Fund for line item 304 - Department Equipment Expense Proposed from \$1,000 to \$3,000. He explained that with RFID coming to the Beaverton City Libraries it would be prudent to add a little more just in case unanticipated items arise for operational purposes. Ed agreed that it could be revised to \$3,000 and noted that it did not necessarily mean that it would be spent.

Marc explained briefly that if you are beyond your budgeted amount that you would still need to go through a formal process to pull it out of contingency. Ed clarified that Marc was talking about the supplemental budget process.

Ed would like to see the Trust Fund grow to \$100,000 - \$200,000 to augment, for example, an expansion of the Murray Scholls Branch. When needed, the funding would then be available.

Foundation -

The Beaverton Library Foundation will have members from the Forest Grove Library Foundation attending its next Board meeting. The Forest Grove Library Foundation will tell how it raised \$1,000,000 in six years to help pay for the expansion of the Forest Grove Library. The Beaverton Library Foundation plans to have a fundraising event titled "Literary Vines" in October 2012.

New Friends of Beaverton City Library -

The Friends have had success with selling books on-line. They have told the Library Management Team to begin working on a new wish list using \$10,000 as a target amount.

• **Old Business:**

- There was none.

• **New Business:**

- There was none.
- **Call for Agenda Items for next Advisory Board meeting:**
 - There were no items.
- **Date for next Advisory Board Meeting:**

There being no further business the meeting was adjourned at 7:32 p.m. The next Board meeting is scheduled for Wednesday, March 14, 2012, at 6:30 p.m. in the Library Administrative Conference Room.

Respectfully submitted by:
Julie Emanuel
Support Specialist 2

APPROVED BY: Ellen Brash Russell, Board Chair
Date Approved: