



**Beaverton City Library Advisory Board
Meeting Minutes
September 12, 2012**

Present:

Ellen Brash Russell, Chair
Bob Becker
Carl Teitelbaum
Howard Reeher
Thomas Cutts
Jason Lang
Gautam Kottapalli, Alternate
Marc San Soucie, City Council Liaison
Ed House, Library Director
Julie Emanuel, Support Specialist 2

Absent:

Joshua Pond

Guests:

- There were none.

Chair Ellen Brash Russell called the meeting to order at 6:30 p.m.

Approval of Minutes of June 13, 2012 meeting:

- Chair Ellen Brash Russell called for the approval of the July 11, 2012 minutes. Bob Becker MOVED and Tom Cutts SECONDED the MOTION. It was approved by the Board members.

Public Forum:

- There was none.

Council Liaison's Report: Councilor Marc San Soucie reported the following updates of activities at City Hall:

- Beaverton City Council continues its discussion of space needs at City Hall for Police and Municipal Court departments. A Study Session will be held at City Council Meeting, Tuesday, September 18.
- Beaverton Committee for Citizen Involvement (BCCI) and the City of Beaverton will host the Fall Voters' Forum: Thursday, October 11 at Beaverton City Hall: Meet the Candidates 6:30 p.m. and Voters' Forum at 7:00 p.m.

Librarian's Report: by Ed House, Library Director

General Comments:

- Beaverton City Libraries will be closed on Thursday, September 13 for Library In-Service Day. Ed handed out the program of presenters and classes which are geared towards team-building and educational training for staff.
- Hillsboro Renovation: Hillsboro Main Library at Brookwood plans to remodel and expand into their second floor in Fiscal Year 2012-13. Shute Park Branch is scheduled to be remodeled in 2014. The Automated Materials Handling (AMH) will be installed at both facilities by Lyngsoe Systems.

Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library for July and August.
- Total circulation for July for both Beaverton City Libraries (BCL) was 329,329 items, an increase of 6.11% vs. Washington County Cooperative Library Service (WCCLS) average of 3.09%. BCL- Main circulation was up 3.73% and BCL @ Murray Scholls was up 16.85% which was the highest growth of any WCCLS outlet.
- Total circulation for August for both Beaverton City Libraries was 311,466 items, an increase of 0.65% vs. WCCLS average of -0.91%. BCL - Main circulation was down 1.29% and BCL @ Murray Scholls was up 9.18% compared to last year.
- The growth in circulation of Youth Services materials at BCL @ Murray Scholls exceeds that of BCL-Main. Fiscal year-to-date Young Adult at BCL-Murray Scholls is up 13.05% vs. 1.61% at BCL-Main and Children's is up 17.59% vs. 5.77%.

BCL @ Murray Scholls circulated over 60,000 items during both July and August and comprised the largest increase in circulation of any WCCLS outlet for both months.

- **Library2Go:**
County-wide there were 14,394 eBook downloads in July, up 74.39% and 13,991 downloads in August, up 57.13%.
- **Market Share:**
Beaverton City Library's market share January through August was 27.66% of all the items Washington County Cooperative Library Service (WCCLS) libraries circulated.

WCCLS Report: by Ed House, Library Director

Automated Materials Handling (AMH) Update:

- Beaverton City Council awarded the Automated Materials Handling (AMH) contract for the Beaverton City Library to Lyngsoe Systems at the Tuesday, August 14, 2012 City Council meeting. The AMH will be installed at both facilities by Lyngsoe Systems
- Lyngsoe Systems is scheduled to complete the AMH installation at Beaverton City Library in January or February, 2013.

Authorization for Trust Fund Expenditures:

Friends of the Library:

Ed requested authorization to expend \$10,583 from the Library Trust Fund. Some of the items Beaverton City Library would like to acquire are: Loanable e-readers and eBooks (18 readers, 180 titles), Book Club Books and Book Club Discussion kits. These funds have been made available through donations made by the New Friends of the Beaverton City Library

- Tom Cutts MOVED for the authorization to expend \$10,583 from the Library Trust Fund. The MOTION was SECONDED by Jason Lang and approved by the Board members.

Committee Reports:

Foundation: Work continues on the Literary Vines fundraising event. The event is publicized on the Foundation's website: <http://www.beavertonlibraryfoundation.org>. Tickets may be purchased and donations may be made online.

Ed distributed invitations for the Literary Vines event and encouraged the Board to support their Library. The fundraiser supports the Summer Reading Program and additional proceeds will target support of the expansion of the Murray Scholls Branch.

New Friends of Beaverton City Library: Friends will hold a book sale in the lobby at the Branch on September 22 and at the Main Library October 27 and November 17.

The Friends and The Book Corner have a new website. The New Friends of the Beaverton City Library has been working for months on updating their website. The new and improved website went live August 19, 2012 and can be viewed at <http://www.thebookcorner.org>.

Old Business:

- Chair Ellen Brash Russell recommends at least two volunteers staff the library booth at the 2013 Beaverton Community Vision Celebration and make bookmarks for a children's fun activity.
- Ed will forward the e-mail he received from WCCLS of Carl's suggestion to develop a WILL-net patron user group.

New Business:

Expiring Library Advisory Board Terms:

- Chair Ellen Brash Russell noted she will apply for reappointment as a Board member. Her current term ends December 31, 2012.
- Bob Becker's term ends December 31, 2012. He has served two full terms and is not eligible for re-appointment for a year.
- Carl Teitelbaum's term ends December 31, 2012. He has served two full terms and is not eligible for re-appointment for a year.

- Gautam Kottapalli is eligible to apply for a position as a regular board member and commit for three years or re-apply as an alternate for one year.
- Ed explained that after serving on the Library Advisory Board for two full terms, State law requires members to be off the Board for one full year before being eligible to be reappointed. Deadline to submit applications is Friday, September 28 at 4:30 p.m. Terms begin January 1, 2013 and are three years except for the alternate which is one year.

For more information contact: Christy Herr at 503-526-2678

Email: cherr@BeavertonOregon.gov or visit www.BeavertonOregon.gov/Boards

Date for next Advisory Board Meeting:

- The next Board meeting is scheduled for Wednesday, October 10, 2012 at 6:30 p.m. in the Library Administrative Conference Room.

Call for Agenda Items for next Advisory Board meeting:

- There were none.

Adjournment:

- There being no further business the meeting was adjourned at 7:27 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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