



City of Oregon City

Meeting Minutes

Library Board

625 Center Street
Oregon City, OR 97045
503-657-0891

Wednesday, January 10, 2018

Commission Chambers

5:00 P.M.

1. Call To Order:

In attendance were Don Wright, Jan Wallinder, Scott Edwards, Ken Hall, Larry Osborne and Nick Dierckman. Maureen Cole, Library Director and Denise Butcher, Library Operations Manager represented staff.

Jan Wallinder called the meeting to order at 5:00 PM.

The discussion of a letter written by Kathleen Draine will be discussed during Communications.

2. Approval of Minutes:

Don Wright moved to approve the minutes of the November 2017 minutes as written. Second by Ken Hall. Motion passed, with Nick Dierckman abstaining.

Don Wright moved to approve the minutes of the December 2017 minutes as written. Second by Ken Hall. Motion passes, with Nick Dierckman abstaining.

3. Selection of Chair, Vice-Chair:

The selection of Chair and Vice-Chair takes place every January, according the Board's By-laws. Ken Hall motioned to continue with Jan Wallinder as Chair and Scott Edwards as Vice-chair. Second by Don Wright. Motion passed, all in favor.

Don Wright is currently the Board representative on the Sign Committee and will continue to be. An agreement has been made on the design of the signs. Permits are in process and the signs should be erected by spring.

We still have an open Board position. Typically the applicant is approved by the Board to send to the Mayor for appointment. In our recruitment, we need to think about hitting the parts of our service area and demographics that we don't currently have represented. They open position is an Out of City position, with 2 years left in the term. Maureen will post the opening on our Facebook, add to our newsletter and talk to Kattie Riggs about other recruitment options. The Board can also recommend people to apply.

We would also like to recognize our 2 new Board members, Larry Osborne and Nick Dierckman. They both come to use with impressive backgrounds and we are looking forward to their contributions.

4. Public Comment:

Claire Kellogg, a resident of Beavercreek, had read the article about Sandy Library and the letter written by Kathleen Draine and was interested in hearing the response. This will be discussed in Communications.

Claire also asked Maureen what our policy is for purchasing books and how to determine how many copies to buy if they have many holds on a title and how changing the Master Order would affect that. Maureen responded that if the Master Order is changed so that money can go towards Capital, it would take away from Operations for those that put more money towards it. What happens in one community does impact the others, so we need to make sure that each library does proper collection development. The article in the paper referenced stats from 15 years ago when the Library was open 26 hours a week, pre-creation of the District, so it was not a good example of the current situation. The Library has been open for 56 hours per week for years.

There is an agreement within the Clackamas County libraries of a 5 to 1 ratio of holds for collections. Some titles will never have enough copies to fill that ratio. You have to consider if it's a flash in the pan that will not circulate later. The Librarians receive a Purchase Alert Report every week from our Network office to look at holds and purchase accordingly. The libraries all have a Lucky Day collection for popular titles that are for in-house check out only.

5. Library Director Report:

Maureen presented the stats for November and December. We have been looking at the stats that we keep to see if we are tracking the right things. She has added a few new stats and has reformatted the layout.

There is a decrease in registered users, despite the fact that we are continually adding new patrons. There was a recent purge of any users that have not used their card in 3 years. The door count is up but circulation is down, which shows that libraries are being used in different ways now. We are thinking about how we keep track of Community Room use so that it reflects staff time spent and not just how many people attended. We also need to make sure that we are offering programming that the community wants and when they want it, which is hard to figure out.

The amount of materials that we borrow in from other libraries is almost twice as much as what we send out, which is another indicator of our collection. The number should be closer to even.

Reference stats have been all over the place. Maureen thinks that the number is too low, as they are very busy.

We held Half Off Fines for the Holidays, an annual match of fines, from Thanksgiving to New Years. It brought in more this year than last. It's nice to get people back in the library that were blocked from checking out materials because of having a fine over \$25.

Scott asked about the high discards this month. Part of the cleanup of the RFID project is to discard materials that have not been tagged and are therefore no longer in the library. We are still in that clean up phase so the discard number will still be large until that process is complete.

It was mentioned that seeing the stats as a graph analysis would be helpful, which Maureen is willing to do if could identify the specifics of which stats we want.

Don thinks that computer usage is higher than our stats show. It does not include Wi-Fi log-ins. We will ask LINCC if we can capture that number. One of the things we will be looking at with the Strategic Plan is what our technology needs will be for the future. Don also commented that our eBook usage is not as high as he would have thought it would be. Our system is not as elegant as it could be.

Ken questioned what kind of feedback we get from the patrons and how we keep track of those.

The Library won the DeMuro award from Restore Oregon for the reuse of the Carnegie.

We have hired and started training 10 new On-Calls. We are working on an in-house process for programming to make sure that all details are being covered. A patron, the “Angry Librarian” tweeted about the “lick buckets” in the Children’s Department that went viral. It was retweeted by Chrissy Tiegen, who has a massive Twitter following.

We’ve been working with Claire Blaylock from MOOT on Pints from the Past. She has moved on and now Aaron is working with other staff members at MOOT. We are making sure that the topics of the programs fall in with what we want to market from the Library. There have been some glitches with working with the other staff, so we are making sure that it still works for us if we are going to be spending staff time on it.

Pre-processing with Ingram is finally set up. Books come in pretty much shelf ready, which allows us to receive more materials without more staff in Technical Services. The last step of the RFID project is under way. OC is the pilot library for the new sticky holds slips procedure, where the sending library attaches the holds slip, making the receiving library able to get the holds on the shelf sooner.

The City is getting new financial software, which includes HR, payroll and other departments and are also considering adding an Advanced Scheduling component if enough of the departments will use it. If it works like what we already have and can tie into other City functions, it could save staff time. Maureen will be attending a City retreat with a biennial update. We are doing great on our budget so far.

Maureen presented the Board with an updated Strategic Plan timeline. We are moving along, with the help of Darci Hanning from the State Library who is consulting. We are the last of 3 community questions so that we can get a general feel of what the community thinks. We are collecting and sorting the responses, which will help feed our conversation. We have had full day retreat with Full Time and 30 hour staff and have a half day all staff meeting coming up. The next step after that is to bring in a planning board. With building project complete, this is the right time to be looking at what to do next. Our current Strategic Plan runs through the end of 2018. The dates on the timeline are not hard set.

Maureen presented the LDAC Draft Annual Report. She has filled in the information that she has at this point. Once it is complete, she will send it to the Board for review. She reviewed the information that she has filled in. The purpose of this report is to make sure that the District money is spent on the Library. The final report is to be completed by the 25th. The concern is how much money is diverted from operations to cover capital expenses. Nick doesn’t feel that mixing the building and operations expenses are two different things.

Attachment C of the IGA shows standards from 10 years ago. The IGA says that we all agree to strive to meet the standards. As part of the system, we have to do our best to do our part. It’s a way for the Advisory Committee to ensure that the Directors are doing what they are supposed to and a tool to report that to the Board of County Commissioners. Nick disagrees with the \$400,000 payment for the building as capital. It’s an expense made out of the money allocated to use for running the building.

6. Communications:

LDAC: In 2008, with the formation of the Library District in Clackamas County, a Master Order was created that everyone voted on that says how the district money should be spent. There was no provision in the Master Order for the bricks and mortar of a building. With the struggle between Gladstone and Oak Lodge (County) and the need to build buildings, they are looking at changing the Master Order to allow for that. A letter from a patron came from that discussion saying that in doing so, it would take money away from operational costs.

The Master Order says what the Library District can do. The IGA states more specifically what it will do. At the time the District was created, Estacada had its own district putting money towards capital. It couldn't have 2 competing districts, so the Master Order created one that was just for operations so that Estacada could be included. The County has always put a lot of money towards libraries. The creation of the Library District alleviated that pressure. The current rate of .39 per 1,000 will not be enough in the future.

When Maureen came and was tasked with getting a new library, the City Attorney reviewed the documents and said that it was vague enough that we could use the District money for capital. We started putting money into reserves to use towards the building project. Those reserves, along with \$1,000,000 from the County and money from a general obligation bond backed by the taxpayers of Oregon City was used for the project. We intend to pay back the bonds using funds from the District and money from the City. Our bond issue passed with flying colors, saying that the citizens backed us.

County now wants to do the same thing to pay for their new buildings and want to change the Master Order so that it's legal. There are people opposed to that change, saying that if money is directed towards capital, there will not be enough for operations. There was a special LDAC meeting where Jack Frick and Kathleen Draine spoke out against that change. The Commissioners can change it but Jack and Kathleen feel that it's a big enough change that it should be taken to the voters as a ballot measure and are prepared to make sure that it does.

It could change the way some cities use that District money. Our city has never charged us for rent, for using the HR and Finance departments and does contribute to our budget. Not all cities are like that. If cities use the money to pay for all of those things, there wouldn't be money for all of the operating expenses and a library might have to cut hours, not purchase materials, etc. It is a valid concern.

The County decided to revise the Master Order because it was an essential piece of resolving the County lawsuit. The libraries weren't asked for their opinions. It's a very complex issue that the Board needs to have background on so that you are educated when things come out.

There is no recourse for spending money for capital expenses. Once the money is given to the City, it's up to the City how to spend it. Nick commented that as long as it doesn't impact our bottom line of what we get, even if what we did wasn't by the guidelines, we can make it right by reporting the bond payment as an operational expense. If the change does go into effect, there is the possibility that the money that libraries receive that they are now using as operational, could be set aside for capital and they wouldn't be able to operate the same.

On the 18th, the Board of County Commissioners will decide what to do. There is an LDAC meeting on the 25th.

Don voiced his wish to go off of the LDAC Committee. He feels that he is out of his element. He is a word person, not a number person. If someone else on the Board can make a better contribution, he is willing to step down.

Don will stay on the committee for now and we will revisit next month.

7. Adjournment: the meeting adjourned at 6:48 PM

