

## Library District of Clackamas County Advisory Committee

Minutes - **APPROVED**

August 28, 2017

Clackamas County Development Services Building, Rm. 119/120

### **ATTENDANCE**

#### *Advisory Committee Voting Members*

<b>MEMBER</b>	<b>LIBRARY</b>	<b>ATTENDANCE</b>	<b>NOTES</b>
Kathleen Myron	Canby Public Library	Present	
Grover Bornefeld	Clackamas County Library - Oak Lodge	Present	
Connie Redmond	Estacada Public Library	Present	
Natalie Smith	Gladstone Public Library	Present	
Al Matecko	Happy Valley Public Library	Present	Chair
Nancy Niland	Lake Oswego Public Library	Absent (excused)	
Karol Miller	Ledding Library of Milwaukie	Present	
VACANT	Molalla Public Library		
Don Wright	Oregon City Public Library	Absent (excused)	
George Hoyt	Sandy Public Library	Present	
Pam North	West Linn Public Library	Present	Vice Chair
Caroline Berry	Wilsonville Public Library	Present	

#### *Others Present*

<b>NAME</b>	<b>NOTES</b>
Greg Williams	Clackamas County Library Network - LDAC Liaison
Michele Kinnamon	Director, Estacada Public Library
Katie Newell	Director, Ledding Library of Milwaukie
Doug Erickson	Director, West Linn Public Library Chair, LINCC Directors Group
Mitzi Olson	Manager, Oak Lodge Library
Pat Duke	Director, Wilsonville Public Library
Irene Green	Director, Canby Public Library
Maureen Cole	Director, Oregon City Public Library

Lauren Gunderson	Interim Director, Gladstone Public Library
Sarah McIntyre	Director, Sandy and Hoodland Public Libraries
Doris Grolbert	Director, Happy Valley Public Library
Paul Savas	Vice Chair, Clackamas Board of County Commissioners
Jack Frick	Sandy

## **MINUTES**

### *Call to order, roll call, and approval of minutes from previous meeting*

A quorum being present, the meeting was called to order by Chair Al M. at 7:00 PM.

Roll call was taken.

Grover B. moved to approve the minutes of the June 26, 2017 meeting as submitted. Connie R. seconded. The motion passed unanimously.

### *Report form Data Subcommittee*

Members of the Data Subcommittee (Al M., Grover B., Karol M., and Kathleen M.) provided an update on the group's efforts and progress. At the last subcommittee meeting, members discussed:

- The subcommittee's interest in having individual library boards review current OLA Standards and report any areas of concern.
  - Al M. shared with the full LDAC that when the Happy Valley Library Board reviewed the standards with Doris Grolbert (Happy Valley Library Director), it was a useful and positive exercise.
- The subcommittee's continuing efforts to determine which data elements should be included on a revised Annual Progress Report Form. The next subcommittee meeting is scheduled for 9/22/17.

Al M. mentioned that if a local discussion on library standards were to reveal any serious problems at a library, the Library Board could bring those issues to LDAC's attention. Grover B. reiterated that one of the subcommittee's goals was to modify the Annual Progress Report form to ensure that LDAC had sufficient data to evaluate whether or not the provisions of Measure 3-310 and the Library District IGA were being met.

### *Chair request for feedback*

Al M. asked the group if there were other topics or areas LDAC should be addressing. Members relayed the following:

- Pam N. indicated she thought it was good the group was looking at OLA standards, and mentioned that an update to the standards was in the works. Maureen Cole indicated the intent was for OLA to review/update standards on an annual basis, and for the standards to serve as a useful tool. The upcoming revision, for example, should provide additional guidance to help libraries understand if a particular standard has been met.
- Connie R. indicated her priority was to help ensure that libraries are providing the best services possible at the best costs to taxpayers.
- Karol M. wondered if LDAC can do anything to support the increasing needs of library patrons for social services.
- Grover B. also mentioned interest in providing social services in libraries. He also wondered if there were additional opportunities for realizing economies of scale throughout the district, without sacrificing quality.
- Caroline B. was interested in having LDAC serve as a forum where ideas about how moneys are spent could be shared.
- Kathleen M. was interested in better serving underserved populations, as well as improving local history resources. Following up on the social services discussion, Kathleen shared her positive experiences working with NAMI.
- Natalie S. wanted to focus on ensuring that data being submitted by libraries was more uniform.
- George H. related that he had been a member of LDAC since its inception, and is more satisfied with the group's efforts and progress than he ever has been.
- Al M. summarized what he heard, namely interests in reaching out to different communities, addressing social service needs through the library, ensuring that staff are trained to serve patrons with special needs, offering local history resources, and ensuring uniform data reporting.

### Old business

Greg W. reported that he had, at the group's request, checked back in with the County's Public and Government Affairs (PGA) office for additional guidance on ensuring the data subcommittee was complying with Oregon Public Meetings Laws. Greg W. reported that PGA confirmed the guidance previously given, namely that the data subcommittee's activities were subject to Public Meetings Laws, and that the subcommittee should follow noticing/minutes guidelines like those currently followed by the full LDAC.

Grover B. asked if a roster of LDAC members was available. Greg W. apologized for not having provided such a roster previously, and indicated he would do so before the next meeting.

Al M. indicated his willingness to attend any other City library board meetings.

### Scheduling next meeting

The next LDAC meeting was scheduled for October 23rd, 2017.

### Library news and announcements

- West Linn: The RFID implementation was successful and everyone is very pleased with the new self-checkout machines. For this year's Summer Reading Program, Tuesday events were held at Willamette Park, drawing nearly 1,800 participants. Approximately 1400 kids, 450 teens, and 450 adults signed up for Summer Reading, with a completion rate of around 40%. 35 teens provided 512 hours of volunteer work.
- Estacada: Summer reading is done, and adult programs are being offered regularly. In September and October, the library will offer programming for Hispanic Heritage Month, including a tortilla making class, a Day of the Dead celebration, and Loteria (Mexican bingo). Patrons love the new self-checkout machines. The library worked with the Estacada Arts Commission to display some of George and Collen Hoyt's collection of native Northwest coastal art (including masks).
- Ledding Library of Milwaukie: The library will be hosting a program with bestselling author Lidia Yuknavitch. The City of Milwaukie will also be hosting a community meeting where citizens can provide feedback to the project architect on what they'd like to see in a new library. It's anticipated that the architect will incorporate that feedback into some schematic drawings for a follow-up community meeting next month.
- Oak Lodge: The library had more Summer Reading signups and finishers this year than in any previous year. Patrons are enjoying the new RFID self-checkout machines. The Friends group is doing well; they finished their garden tour, and in the month of July, they earned \$4,000. Membership has increased from around 10 in December to 211 currently!
- Wilsonville: The library had a successful Summer Reading Program. The Library Foundation has taken over sponsorship of the Dolly Parton Imagination Library. The Foundation will have their annual fundraiser wine tasting in early November. The library is working with architects to start the library remodel in the fall.
- Canby: The library is partnering with the Historical Review Board to create the first Women's Heritage Trail in Oregon. 9 people have received their citizenship this year through the library's Citizenship Preparation classes, with another 20 in progress. The library is beginning a Russian language storytime. RFID is rolling along, and the self-checkouts are working well.

- Oregon City: The library had a strong Summer Reading Program, which featured a fundraising “competition” between the Fire Department and the Police Department (with proceeds helping to build a butterfly garden). It was close, but the Police won! Oregon City’s new automated materials handling (AMH) system is working well. The expanded library has been featured in this year’s ALA design showcase! In July, almost 40,000 people came through the doors, with one week seeing over 10,000 people.
- Gladstone: The library had record numbers for Summer Reading Program signup and attendance. Patron reaction to the RFID implementation has been positive, and people are very excited to see the new self-checkout machines. The library has hired 3 new FTE since January, who have all hit the ground running!
- Sandy/Hoodland: Summer Reading Program signups were up around 10% or more over last year. 179 people came to the recent Harry Potter program, where participants made wands and potions (outside!). The library had a big eclipse event, with 300 people attending and 200 pairs of glasses being given out.
- Happy Valley: The library had a very successful Summer Reading Program. Self-checkout machines have been received enthusiastically by staff and patrons, especially amongst kids who say they work like magic! Every Friday night in July/August, the library hosts a concert; one night in particular was quite memorable, when ½ of the band went to Happy Valley while the other ½ mistakenly went to Oak Lodge!
- Library Network: As has been mentioned by some other libraries, the rollout of new RFID self-checkout machines has gone very well. Feedback from staff and patrons has been very positive. Greg complimented his staff on planning and executing a smooth self-checkout machine rollout. Greg recognized the LINCC RFID committee for their input and patron outreach efforts. The next phase of the project is the implementation of Automated Materials Handling (AMH) machines at three locations. Oregon City’s has been running well, and the Central Sorter at the Network office was just installed last week. The initial testing of centralized sorting went well. Eventually, the Network office will be able to deliver items to libraries separated into materials going back on the shelf, and materials which are filling patron holds. The Network office also plans to implement “tote check-in”, which will allow libraries to check in a crate of materials by scanning a single barcode. LDAC members are more than welcome to come to the Network office to see the central sorter in action.

Al M. also asked audience members for any feedback.

- Jack Frick observed it was nice to talk about services, but reminded members to continue to focus on making sure that District funds are being spent in the way that voters intended them to be spent.

- Commissioner Savas indicated he was looking forward to hearing what the data subcommittee would come up with. He commented it would be interesting (presuming the subcommittee decided to go in this direction) to see a comparative matrix of library services, and possibly a comparison of what each Library City contributes from their General Fund. It would be interesting to look at the value returned by libraries, as well as the costs of running a library, especially going forward as costs continue to rise. As a Commissioner, he would like to know how healthy District libraries are. Al M. agreed it would be important for the subcommittee to determine which data elements might be needed to answer some of those questions.
- Al M. expressed his belief that our District libraries are community centers, and should offer services that support the community (in addition to lending materials).

The meeting was adjourned at 7:53 PM.

*Minutes submitted by Greg Williams*