

Library Advisory Board Minutes December 13, 2017

Present Library Advisory Board Members: Tom Miller, Janet Dalgaard, Aeris Estep, Pam North, Melinda Robinson, Mary Jo Steele, Board Chair and Rebecca Cassidy, Vice Chair, Councilor Richard Sakelik, City Councilor and Liaison to the Library

Absent: Martha Swanson, Library Foundation Board Chair (*excused*)

West Linn Staff: Doug Erickson, Library Director, Melanie Nelson, Assistant to the Director Sarah Flathman, Library Manager Youth Services

Call to Order: Mary Jo Steele called meeting to order at 5:44p.m.

Agenda Review: Agenda approved 7:0.

Public Comments: None

Minutes Review: (11.15.17) Motion to accept minutes with no edits or additions by Tom Miller, seconded by Janet Dalgaard. Minutes approved 7:0.

Director's Report: Doug Erickson, Library Director

- **Update on relocation of the Book Store-** The Book Nook opened on Monday, December 4, 2017. Currently, the book store is averaging approximately \$50.00 a day in sales. Staff have been continuously replenishing books & other items as they sell from the shelves in the store.
- **Book Sale November 17th – 19th**- Book sale totaled \$2,692.80 after Square fees (financial software used by Foundation). These funds will go toward programming, library needs and the Summer Reading program.
- **Capital Funds for the renovation of Youth Services Area-** Doug handed out a “sketched” map of the improvements for the space formally known as the Book Cellar. New doors need to be installed for safety and egress. Doug is waiting for final results from Jared Bradbury at City Hall. Doug is hoping the improvements will be less than 20K. Janet motioned to allocate 20K of the Library Capital Funds to repurpose the space formally known as the Book Cellar to be used as a Children’s Room (also known as the “Work Shop”) for Children’s Programming. Tom Miller seconded the motion. Vote passed 7:0.
- **Annual Library Advisory Report-** The on-line version of this annual report was filled out in real time and submitted during the Library Advisory Board meeting on Wednesday, December 13, 2017 with input from the Advisory Board Members. The report was submitted electronically by Melanie Nelson, Assistant to the Library Director. Attached are the Accomplishments for 2017 as well as Goals for 2018.

- **Replacement of ornaments- community outreach- Mary Jo Steele-** Mary Jo and Janet would like to reach out via social media for patrons to donate ornaments for the library for Holiday decorating in 2018. Mary Jo Steele and Janet Dalgaard will lead this outreach to the community.

Foundation Update: Martha Swanson, Library Foundation Board Chair- Absent (*excused*) Doug reported to date (12/13/17) revue generated from Book Sale and Book Nook is \$3,752.51 which will help with the Summer Reading Program for 2018. The Book Nook is averaging approximately \$50.00 a day. Doug and the Foundation is hopeful that at this rate, we will meet the goals for the Foundation to support SRP, programs and library needs in 2018. Doug also reported a generous 2K donation from John & Cheryl Borden which will be used toward the SRP.

Board Comments: M.J. Steele presented the Library "Cat" for the Library in the form of a picture to hang in the Book Nook. "Now the Library has a Library Dog and Library Cat". M.J. also reminded all members the importance of the January 2018 Library Advisory Board meeting. Her term as Chair expires at the end of December 2017 so an election for new Chair will be held January 17, 2018 at 5:45pm in the Community Room at the West Linn Library.

Adjournment: Meeting adjourned at 6:22pm.

Respectfully submitted,

Melanie Nelson, Assistant to the Director

Attachment of data submitted for Annual Advisory Board Report

2017 Library Accomplishments:

- 215,808 visitors during out 2,752 hours of operation.
- 16,653 attendees to 432 diverse, exciting programs.
- Nearly 10,000 physical items added to collection.
- Over 11,000 eBooks and downloadable audiobooks added to collection.
- Total circulation of physical and electronic collection: 614,431.
- Over 100,000 uses of our public computer lab and wireless network.
- Successful transition to Radio Frequency Identification (RFID) for circulation and inventory management, including the implementation of state-of-the-art self-checkout kiosks.
- Offered 312 programs for children & teens
- Offered 7 outdoor children's events at Willamette Park this summer with a total attendance of 1796
- Offered 183 number of early learning programs (for children ages birth to five) that a served an estimated 7,339 children and their caregivers
- 126 children actively participated in our 1000 Books for Kindergarten program. In a survey completed by parents whose children were enrolled in the program, 94% of respondents reported that the *1000 Books Before Kindergarten* contributed to their children's development of early literacy skills.
- Enhanced collaboration and communication with the WLWV School District including:
 - Installation of book drop crates in all six West Linn Primary Schools to make it easier for students and families to return books
 - Created special library card for District Teachers with upgraded privileges
 - Initiated monthly email newsletter for Teachers to share latest books and upcoming library events
 - Hosted first ever Kindergarten Carnival which attracted 150 local kindergarteners and their families. 52 Kindergartners opened new library accounts.
 - Partnered with WLHS Tech Lab to increase students' access to new technology and resources
- Partnered with Parks Department to offer Children's Summer Reading Program events at Willamette Park to better accommodate a large number of participants as well as Fun in the Sun Campers
- Relocated library bookstore upstairs to repurpose area for Children and Teen Program Space approximately 1,532 sq. ft. for programing and storage.
- Hosted two hugely successful Harry Potter Night, with over 900 kids in attendance.

Attachment of data submitted for Annual Advisory Board Report- Continued

2017 Library Accomplishments Continued:

- 1831 children and teens participated in our summer reading program
- Improved record-keeping to accurately track volunteer hours and numbers.
- Trained 37 new volunteers in various capacities in the libraries.
- Increased potential volunteer positions for volunteers with special needs.

Library Challenges 2017:

- Realize efficiencies from RFID system in staffing and patron service.
- Revamp patron computing lab with new equipment and management software.
- Refresh equipment, materials, and programs in Makerspace, including reintroduction of 3D printing service with upgraded printers.

2018 Goals:

- Transition former book store into programming space for kids and teens
- Using volunteer help to sort, select, clean and stock donated materials in our new bookstore, The Book Nook!
- Create more avenues for volunteer recognition.
- Increase teen involvement in the Youth Department and the Makerspace.