

Present: Colleen Bennett, Patrick Curran, Anne Dickason, V'Anne Didzun, Bill Gallagher, Maria Meneghin, and Benjamin Sostrin

Staff Present: Jan Erickson, Jackie Rose, Donna Ainslie, and Joyce Niewendorp

Others Present: Councilor Gay Graham and Councilor John Turchi

The Library Advisory Board meeting was called to order by Chair Ben Sostrin at 7:00 p.m.

I. Introductions

Introductions were made around the table.

II. Approval of Minutes ñ October 9, 2002

Director Erickson asked for a correction to the minutes on page 9 stating that the Library will be closed on December 1, 2002.

Colleen Bennett made a motion, seconded by Anne Dickason, to approve the minutes of the October 9, 2002 Library Advisory Board minutes with the correction noted above. The motion carried.

III. Public Comments

Councilor Turchi presented a proposal, which he asked to remain confidential.

Councilor Graham stated that Palmer Wirfs is promoting the Oregon Antiquarian Book Fair this year along with the Antique and Collectible Show on November 23 and 24, 2002. This is a big plus for the Friends of the Library. Len Lanfrancoís widow made the stipulation that Friendsí organizations receive free booths at the Fair. Councilor Graham shared promotional cards for the Book Fair with the group.

IV. Chair's Report

Chair Sostrin asked Anne Dickason how her Librarian of the Year project is going. Anne Dickason responded that she received an encouraging reply from Brian Monihan of the Lake Oswego Review. The newspaper does not actually have cash that they can contribute, but they would contribute a number of ads and matching dollars for a final ad recognizing the winner, as well as news coverage for before and after the event. Ms. Dickason stated that she responded to Brian Monihan and said that she would pursue seeing if they could find someone who is willing to give cash for the award. She would like to work with a volunteer, possibly Colleen Bennett, who knows people and the businesses in the community. They could brainstorm to see who might be willing to give a thousand dollars for a three-year commitment. Ms. Dickason also stated that the Board needs to think about when the award would be presented. She asked if there is an event, dinner, or ceremony when presenting this award might be appropriate.

Colleen Bennett suggested the volunteer dinner. Ben Sostrin responded that they could create a new event.

Chair Sostrin stated that he noticed in *The Review* and *The Oregonian* that the Friends had quite a few sponsors for the ad that was run for last monthís book sale. He suggested that might be a natural audience to contact. He offered to give Ms. Dickason the ad that he cut from *The Oregonian*. Ms. Dickason responded that she would be willing to pursue that.

Library Director Erickson said that they could possibly tie in the award with National Library Week.

Colleen Bennett asked Anne Dickason to refresh her memory on how this award process will work. Ms. Dickason responded that this was stolen from *The New York Times*. They give out \$2,500 awards to approximately 25 people. She thinks this award should be limited to Lake Oswego full-time and part-time professional librarians from the Lake Oswego Public Library. The nomination form will be available in the newspaper, as well as on the Library's Web site. The nomination form would ask questions in order to try to get people to think about the role of the library and the librarians. The award is designed to be community building. Anne Dickason suggested a second award for staff person of the year, since this award targets the Library's front line employees.

V. County Funding

Chair Sostrin asked Director Jan Erickson to give the Board an update of County funding of libraries.

Jan Erickson began by giving an overview of the *Library of Tomorrow* project. Jan Erickson stated that the *Library of Tomorrow* project came about because Clackamas County Board of Commissioners asked the participating libraries to come up with some long term funding plans for libraries in the County. The Commissioners wanted a recommendation of how libraries expect to be funded in the future before they determined the distribution formula for funding for 2003. Currently the funds from the County come from the general fund. There are only two ways in Oregon to fund a library. One option is to form a library district and the other is to advocate for a local option levy. This recommendation will be finalized on November 21, 2002.

Director Erickson stated that she went before City Council along with Assistant City Managers and presented the options to Council. These options included voting for a library district, voting in to a library district, or they could say they are not ready at this time to make a decision because there are different kinds of library districts that could be formed. At the next countywide meetings, Ms. Erickson said that several cities within Clackamas County did not support the library district, though the County can form a library district without the approval of the libraries. The County has to receive approval from City Council for Lake Oswego or the other cities to be a part of the district. The general lack of trust in the County to appropriately manage the district is the major reason the cities opted not to recommend a library district.

Jan Erickson stated that the recommendation is to go for a local option levy. During the last election, there were several libraries throughout the state that were unsuccessful with a library district or passing a levy.

Jan Erickson stated that previously the distribution formula from the County has been based on circulation. Lake Oswego did very well when the distribution formula is based on circulation. Last year the LNIB Board (one vote per city) voted to change the distribution formula from 100% circulation to 90% circulation and 10% population served, which cost Lake Oswego \$70,000. She expects the LNIB vote on Tuesday for the distribution formula to be based on 85% circulation and 15% population served. That would cost Lake Oswego another \$60,000.

Maria Meneghin asked what percentage of the circulation increase is Lake Oswego material and what percentage is from other libraries. Donna Ainslie responded that the State funds libraries that lend more than they borrow. Up until last year, the Lake Oswego Public Library lent more than it borrowed from the neighboring libraries. Maria Meneghin asked if there are statistics that show the percentage the LO Library is lending from its collection and what percentage is being passed through the Library from another library. Donna Ainslie responded that she does not know. Jackie Rose pointed out that the Library receives some circ numbers from renewals and it is possible that will be cut. Donna Ainslie stated that the Lake Oswego Library allows five renewals, but the other libraries do not.

Bill Gallagher asked Ms. Erickson if population served refers to the population or the percentage of the population that uses the Library. Ms. Erickson responded that population served is the population of Lake Oswego including unincorporated areas. She explained that this is very subjective because they are serving a lot of people that do not live in Lake Oswego. The Library just did a MIX (Metropolitan Interlibrary Exchange) survey. Patrons using reference services were asked what county they live in. One out of six people surveyed said that they live in Multnomah County. There is nothing factored into this formula for maintenance of effort for the cities that provide financial assistance to their libraries.

Director Erickson said that Washington County's formula includes 92% circulation and the other 8% is determined using hours of operation, volumes added to the collection, money spent on the collection. These are objective measures.

Bill Gallagher asked how much the Library would be affected by the December closing. Jan Erickson responded that it would hurt circulation, that is why they chose the slowest month.

Pat Curran asked how much of the Library's budget comes from City funding. Jan Erickson responded that the Library receives \$1,323,413 from the County and \$1,334,608 from the City. The year before, the Library received \$1,393,452 from the County because the distribution formula was based on circulation.

Chair Sostrin asked what the other cities will do if they do not receive any County funding. Director Erickson responded that the formulas under discussion would not leave the other libraries without funding.

Pat Curran asked Ms. Erickson if she has the distribution amounts that the other cities receive from the County. Ms. Erickson responded that she has the distribution amounts, but not with her at the meeting. Mr. Curran responded that he was interested to know what another city with a similar population gets from the County. Jan Erickson responded that she can show him that. Funding is flat and everyone is trying to get a bigger share of the pie. She said that even Wilsonville does not get that much from their city.

Councilor Graham asked how receptive the County Commissioners are about thinking outside of the box and perhaps copying Washington County's formula. Director Erickson responded that she does not know about the County Commissioners, but she knows that others in the group say they do not want to follow Washington County. Ms. Erickson said that she called Washington County and asked them to fax her a copy of their formula. She feels this plan is a good one. She said that you cannot question these things. In her mind, it is like in the Olympics when there is a swimmer or a downhill skier beating the clock. It may not look pretty. She said they know the controversy in judging ice skating. That is the difference between our formula and Washington County's formula. She just found out what Washington County's formula was, so she does not know why they would be opposed to it. Ms. Erickson said that she thinks they would be opposed to it because Lake Oswego would receive a large share of the pot. If they go by objective measurement, the Lake Oswego Library would receive a considerable amount. As the Assistant City Manager said, "if they have Barnes and Nobles, they don't pull money out of the Barnes and Nobles that is doing well to keep the other ones going." This is what this formula does at Lake Oswego's expense.

Maria Meneghin stated that libraries are nonprofit organizations. If they are talking about providing library services because they are intrinsically valuable to the people and you want to make sure everybody has a shot at the library. These are two different philosophies.

Jan Erickson responded that if they want to keep all of the libraries open, even though they do not receive any funding from their cities, the money has to come from somewhere. It will come from Lake Oswego. One of the librarians in the planning group said that they want to keep all the

libraries open.

Bill Gallagher asked Jan Erickson if other libraries are losing money the way she described the loss to Lake Oswego Library. Jan Erickson responded that some libraries may be losing money, but not as much as the Lake Oswego Library.

Anne Dickason stated that she does not think that there is any resentment over class differences in the cities of Washington County.

Jan Erickson said that she thinks that the formula could be based on more objective measures.

Chair Sostrin asked if she has looked at any other county formulas other than Washington County. Director Erickson responded that she has not.

Colleen Bennett asked what the status is on this. Jan Erickson responded that on November 22, 2002, Joanna Rood, Network Coordinator, is going to formalize the recommendation. At the last meeting the recommendation was for a levy.

Maria Meneghin asked if the City can pass a levy or is it just the purview of the County. Jan Erickson responded that the City could pass a levy. Maria Meneghin asked if the formula would enter into that. Jan Erickson responded that the formula is tied to the County.

Pat Curran stated the premise of some of this discussion was long-term planning. He asked if there were any ideas other than percentages about either a radical or not radical long-term funding plan. Jan Erickson responded long term funding would either have to be library service districts or a levy. Since the libraries are not backing the idea of a service district, then she sees that the County has to put up a levy in 2004. The way the money will be distributed is different than the current distribution.

Colleen Bennett asked if the Library receives the same funding until July. Jan Erickson responded that is correct.

Maria Meneghin asked for a report in the future on what types of cuts would result from this. Jan Erickson responded that the decision will not be made until spring.

VI. Goal Setting

Chair Sostrin asked Director Erickson if she has any ideas for the Library Board to consider working on this year. Jan Erickson responded "funding."

Jan Erickson stated that the HAPLR (Hennenís American Public Library Rating) Index gets a huge amount of press in the library world. Over 9,000 public libraries are ranked by HAPLR. An article published by *The Oregonian* stated that Multnomah County Library system did not even rank first in the state in the HAPLR rankings. Higher ratings were given to the Corvallis and Lake Oswego Public Library systems. HAPLR ranks input and output measures. The measures are weighted and then libraries within the same population group are compared. The input areas that are included are expenditures per capita, percent budget to materials, material expenditures per capita, FTE staff per 1,000 population, periodicals per 1,000 residents, and fines per capita. The output measures that are included are costs per circulation, per capital collection turnover, collection per FTE staff hours, circulation per capita, reference per capita, circulation per capital, visits per hours, circulation per visit. The statistics are from 2000 and were published in July 2002. The Lake Oswego Public Libraryís HAPLR rating was 820. The top ten libraryís in the nation serving the same size population ranked from 859 to 925. The Corvallis-Benton County Public Library is the only Oregon public library that ranked higher than the Lake Oswego Public Library with a score of 854.

Director Erickson stated that the HAPLER Index published in July 2002 was based on 2000 funding. The Lake Oswego Public Library will be affected by a decrease in funding. As funding gets cut, the wonderful customer service at the Library will be impacted. Ms. Erickson asked at what point with funding cuts would the Library begin to lose its high ranking. Ms. Erickson said that when the Board sets its goals, they should consider funding because it will be a major future problem for the Library.

Chair Sostrin asked the Library Board and staff what they would like the goals to be for the Library Advisory Board.

Colleen Bennett asked if there would be policies to review. Ben Sostrin responded that there are a few more policies to update.

Colleen Bennett stated that in reviewing the goals for last year, the Board accomplished its goals.

Colleen Bennett asked for clarification on the Supreme Court and the Internet. Ben Sostrin responded that there was an article in *The Oregonian* today.

Colleen Bennett stated that a goal could be to seek stabilized funding for the Library. She suggested the Board members could speak where they have the opportunity.

Bill Gallagher asked the Director if there is anything the Board could do to influence the County Commissioners.

Director Erickson responded that she represents the Library at the public library directors' meeting. Lake Oswego's representative at County Commission has been Bob Kincaid with Chris Jordan filling in when Bob Kincaid has been unavailable.

Colleen Bennett said they have a clear picture of the funding, but she would like to know how the Board could help.

Jan Erickson stated that she wants the Board to be aware of the library's position. The level of excellence achieved by the Library is a result of the good financial support received from both the City and the County.

VíAnne Didzun stated that if Chris Jordan would come to the Board's next meeting, he could inform the Board of what happens on November 22, 2002.

Chair Sostrin asked if the Board's goal is to minimize damage from loss of funds.

Anne Dickason stated that she would like to find out what they could do if they blocked out the County for awhile, since only half of the library's funding comes from the County. Ms. Dickason said that maybe they should think other ways to raise money as a city. She said that maybe there would be support for a local library levy.

Councilor Graham responded that she thinks the City can float its own levy. She said she does not know how much more the folks in LO can and want to pay. They just passed a fairly hefty parks and open space levy.

Pat Curran mentioned heightened awareness. He asked how much the people in the County know about the Saturday morning programs at the Library and the *First Tuesdays* program. He asked if there are any statistics on how many people are taking advantage of these programs.

Director Erickson responded that she thinks the citizens are very aware of the programs. Pat Curran asked if the information is released to other local newspapers. Jackie Rose responded that the Library used to promote the programs outside of Lake Oswego, but the fire marshal limits the number of people allowed in the children's room. At one point, the Library had to turn people away because the numbers exceeded the limitation.

Maria Meneghin stated that she hates to say it, but tactically breaking their backs to provide a certain level of service that people have come to expect does not encourage them to face the reality that there are funding cuts and something has to go. She said they almost have to make it painful for people before they ask them for money.

Anne Dickason responded that she thinks there is something to be said for public institutions not doing the things that hurt the public the most. She thinks they become very cynical.

Maria Meneghin stated that Multnomah County, as one example, cut hours three or four months before they asked for their levy and it passed.

Colleen Bennett stated that people now can go over to West Linn, Wilsonville, or Beaverton.

Councilor Graham suggested they see how they can capitalize on a month's absence. The City is going to be without this beloved Library for thirty days.

Chair Sostrin referred the Board to page 26 of the agenda packet which gives the Library Advisory Board's 2002 first priority for Council consideration.

Jan Erickson suggested the Board think along the same lines as they did in 2002 and include: to continue to maintain the Library's high level of service.

Bill Gallagher stated some specifics for achieving that goal would be to make sure hours are not reduced, maintain staffing levels, special events, and the collection.

Chair Sostrin said they could enumerate in the third box on the page under the following question:
What do you propose to do regarding this goal?

Colleen Bennett asked what they would include under the question:
What do you propose that city council does?

Pat Curran asked if there has been talk about the long-term vision for the Library. He asked if the long-term vision is for the Lake Oswego Public Library to be the best public library in Oregon or the regional center for information in the community. Pat Curran suggested developing a long-term vision for the Library could be the goal for next year.

Bill Gallagher stated that if the HAPLR Index is a generally accepted objective measurement of how good a library is doing, the Board could set the goal to maintain the ranking.

Colleen Bennett stated the Board could propose that they start investigating what a library should look like down the road.

Jan Erickson stated that libraries serve different communities. She sees the Library providing enrichment. The clients of the Lake Oswego Library and the City are into the arts.

Councilor Graham asked if it would be the role of the Advisory Board to see what they could do to expand those sections that are clearly preferred over other sections.

Maria Meneghin responded that they do with the music and art programs.

Bill Gallagher asked if they have a program to bring local authors into the library for readings. Jackie Rose responded that the Library has had children's authors come speak to adults.

Colleen Bennett stated they have artists lined up through September 2003. She stated that Cris Pera volunteers her time to display the artwork.

Councilor Graham suggested they explore having an author series. Colleen Bennett stated that the music program works because people can listen to the music while they are browsing for books. It is more difficult to have people coming and going during a lecture.

Councilor Graham asked when the children's programs are scheduled. Jackie Rose responded the special programs are on the second Saturday of the month. There is also a storytime three times a week. Sometimes she has had local artists in, but the appeal is for the older children. The authors have not drawn a big audience and that can be embarrassing.

Councilor Graham asked what the turnout is at Powell's when an author comes. Bill Gallagher responded that it could be from 5 to 100.

Patrick Curran commented that people usually do not care where they sit at Powell's. Colleen Bennett responded that a library is different than a bookstore. There are people coming to the library doing reference work and they may want quiet. The music may be distracting to them, but she has not heard any complaints. The idea behind the music program was to bring people into the library.

Pat Curran asked Jan Erickson what her first priority is since she mentioned her vision of the Library includes enrichment, but funding is an issue. Jan Erickson responded that what she would ask Council to make sure the Library maintains its high level of service and high ranking. She thinks the Library Advisory Board has moved into the enrichment area with the programs that are offered. Director Erickson stated that the City of Lake Oswego prides itself on being a whole service city. She can see the quality that brings to the community.

Anne Dickason suggested the Board have someone come talk to them about more creative fundraising. Maybe there is a way to tap the tremendous support the Library has among its friends in the community. She said they may need to think bigger than a tax levy.

Colleen Bennett mentioned that the Friends of the Lake Oswego Public Library are exploring alternative funding for the Library. They went to Salem to talk to Ms. Thomas at the State about foundations.

Anne Dickason stated that she would like to hear someone talk about private bonds to find out if it is legal or if it is done.

Colleen Bennett stated that it seems that most funding is dedicated money. It is hard to get administrative dollars.

Chair Sostrin said that the Board could come back to this, if there is time, after they hear from the Director.

VII. Director's Report

Director Erickson stated that the MIX (Metropolitan Interlibrary Exchange) Survey helped the Library find out who it is serving. For the budgetary process this year, the departments are doing performance measures. The Library staff did another survey to measure performance by asking:

Did you find the materials you were looking for and did you find it in a timely manner? The Library will repeat this survey in the spring.

Jan Erickson stated that she took Volunteer Coordinator Arlene Kraft to the Oregon library director retreat in Wilsonville because the topic was foundations. Ms. Kraft represents the Library at most of the Friends' meetings. It is a subcommittee of the Friends that is exploring foundations. Forest Grove is one of the libraries that is doing an excellent job of developing a successful library foundation. She pointed out that the discussion pointed out the different roles of the various groups supporting the library – The Friends, the Advisory Board, and the Foundation.

Colleen Bennett pointed out that one of the things they learned about foundations was to be sure and ask how many foundations there are in the community to see where the competition is for donors.

Director Erickson stated that the Library has acquired temporary donated space to use during the renovation. During December, the Library will be able to offer patrons the opportunity to return library materials, to place holds on other libraries' materials, and they will be able to pick up their holds. In addition to staffing the temporary location, the Library staff is hoping to help other City departments. The renovation is on schedule.

Jan Erickson stated that the Library will be closed on Sunday, December 1st. The reopening celebration will be Saturday, January 11, 2003. The Library is scheduled to reopen on Thursday, January 2, 2003.

VíAnne Dizun asked if the January music program is still planned. Jan Erickson responded that it is. Jackie Rose stated that she welcomes the information for the press release as soon as possible.

Anne Dickason asked if everyone is confident the renovation will be done on time. Jan Erickson responded that Rachael Fisher, the project manager, is confident that it will go according to schedule. Anne Dickason asked if there are financial penalties if it is not done on time. Jan Erickson responded that she does not know, but Ms. Fisher would know. Councilor Graham stated that it might be helpful to know that Rachael Fisher is going to move to the library during the renovation.

Councilor Graham asked how the donated space from Mercantile came about. Director Erickson responded that Volunteer Coordinator Arlene Kraft went out successfully into the community to see if she could find donated space for the library.

Jackie Rose stated that Teen Read Month was completed successfully. It is the American Library Association's play to motivate teens to read. Surveys show that teens would like to do more recreational reading, but they often feel overwhelmed by school and socializing. The Library received a grant from the Lake Oswego Women's Club to fund the prizes for Teen Read Month. The ALA theme for Teen Read Week was Get Graphic @ Your Library. The Library's theme for Teen Read Month was graphic novels, which included a book display, comics' program, anime screenings, and a graffiti board.

Jackie Rose stated that *The What's New Review* is now online thanks to Councilor Graham's suggestion. A published author read one of the book reviews of her book done by David Rose, one of the teen reviewers. Liz Rosenberg, author of *Light-Gathering Poems*, wrote a letter to the Library expressing her gratification upon reading this book review.

Jackie Rose stated she was able to hire a family of tap dancers because of the generosity of a Friends' grant. Leapin' Louie, the cowboy that does rope tricks, came this month.

Jackie Rose stated that she attended the performers' showcase presented for librarians to view performers to see what they do for libraries.

Director Erickson stated that the funding news is rather depressing, but that should not discourage the Board. Based on the recommendation of the Board, the Library will undergo the upcoming renovation.

Colleen Bennett informed the Board that Jack Radow had double bypass surgery today, but she does not know how he is doing at this time.

Bill Gallagher stated that two years ago the library had people on election day accepting ballots earlier than this year. Jan Erickson responded that the library was open earlier two years ago. Bill Gallagher asked if it was anticipated that the ballots would be dropped on the floor of the lobby through the locked door. Donna Ainslie responded that the Library receives ballots everywhere. They even come through the book drop. She said that she had someone working out front and reminding people that they are not open, but have the ballot boxes out for the convenience of the voters. Jan Erickson said that the Library asked volunteers and staff who assisted in ballot collection on election day to be deputized. She thinks it worked out well to have curbside pickup.

VIII. Adjournment

The Library Advisory Board meeting adjourned at 9:01 p.m.

Respectfully submitted,

Joyce Niewendorp
Recording Secretary