

## **Lyons Library Board meeting**

**January 13, 2014 Minutes**

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Chair Amy Shield opened the meeting at 7:02. Members present were Judy Wells, Cindy McMahan, Tammy McKim, and Candice Hampton; also Librarian Brenda Harris. City Councilor/Library Commissioner Gary Alkire was also present.

**Chair Shield asked everyone to stand for the Pledge of Allegiance.**

**Changes or Additions to the Agenda: 2104-2015 Library Budget was added.**

**Approval of the October 14, 2013 Minutes:** Wells motioned to approve the October 14, 2013 minutes as presented, McMahan seconded. Motion approved.

**Library Updates: Reports:** Harris stated the monthly flow charts will actually be from the first of the month to the end. This makes it easier to track. Additional categories have been added for donations, reference, etc. Several months of reports were in their packets for comparison. An additional sheet had a breakdown of the items cataloged and the number of bibs that were done.

Harris noted the Food for Fines were 3 weeks, 21 patrons donated 114 food items, and \$59.75 of overdue fines was waived. Harris explained the E-Commerce reimbursement. CCRLS receives a break on charges and breaks it down per library. Also, the Oregon State Library Ready to Read grant of \$1000.00 was just received. Harris noted the grant has added additional reporting requirements.

Harris has met with Arturo Vargas from United Way and Melissa Baurer from the Salvation Army to start planning for a "Tools for Schools" program to be held August 13, 2014 from 5:00 – 7:00 at John Neal Park. Linn County Parks waived the reservation fee. This will be a family oriented get together, complete with a barbeque, music and games; and back packs with school supplies will be given to all school age children. Harris hopes to get bike helmets and have a bike safety rodeo, and also a clothing give-away. Harris planned to meet with Steve Baldwin, Mari-Linn School liaison, to recruit local businesses & participants. McKim stated the school has an automated announcement system that goes out to students homes, and the younger grades have folders that go home once a week that we could provide a flyer.

**PYM:** Harris reported the group voted to increase the maximum amount of charges allowed before being restricted for checking out and/or placing holds from \$5.01 to \$10.01. They also revised the threshold amount from \$35.00 to \$50.00 with at least 1 item still out, before going to collections. A new feature added to the card catalog is called "Novelist". This allows patrons to see series and the order they should be read, an "if you liked this, try this". It also contains numerous lists such as: Caldecott, Best Sellers, etc. Also, they have begun the RFP process for a new library circulation/catalog system that will be implemented the end of 2015. The current system, which has issues, will no longer be supported after 2015.

**SRP:** Harris noted she has included copies of the CCRLS/PYM Children's Minutes. They share ideas, coordinate performers and programs, also select vendors to purchase materials for summer reading and early literacy. Materials for the 2014 SRP "Fizz, Boom, Read" have just arrived for all the libraries, and

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will be going out via courier. Larger items will be at the next meeting, February 28, 2014. Chair Shield inquired about the Performer's Showcase. Harris stated it is every other year, and will be the last Saturday in September of this year.

**Old Business: Assistant Librarian Update:** The City Council approved Molly in September and she is learning how to do bibs- creating bibliographic records for items not in the system. She has only created fiction records. AV and non-fiction items can be very detailed. The agenda item *Assistant Library Update* should be corrected to *Assistant Librarians Update*.

**Library Board Vacancies:** The City Council approved the Library Board's recommendations for Tammy McKim and Candice Hampton. Chair Shield congratulated the new members.

**Security Cameras:** Commissioner Alkire stated there are 4 cameras installed, 3 on the outside and one on the inside. He is hoping to be able to "merge" the 4 smaller cameras that were already in the library so those areas could be better monitored, and they would record as well. Harris stated several other libraries in the system have had thefts recently and will be installing cameras as well. Hampton asked about a battery back-up in the event of a power outage.

**Window Grates:** Commissioner Alkire stated he and Doug (City Maintenance Man) will have to replace the bottom thresholds before they can do the window grates. This still needs to go before Council.

**New Business: 2014-2015 Budget:** Harris had a handout of the CCRLS Reimbursement Pot of \$1,248,068 for non-residents calculations. This is a formula that calculates 50% from non-residents circulation totals and 50% from assessed value for each City. The reimbursement pot is divided amongst the percentages using this formula, and is paid quarterly to the Cities. The 2014-2015 figures for Lyons will be down by about \$2,000.00. Harris briefly discussed this with City Manager Mary Mitchell, and we felt the Board needed to look at this. Discussion took place on how to increase revenue for the Library shortfall. Suggestions included charging a \$1.00 per DVD checkout, and possibly charge a fee for the local option card. They have a Basic card in CCRLS (since they pay .08 per thousand to CCRLS). This allows them 1 check-out and one hold at a time. Currently, the library has a local option card for non-resident patrons at no charge which allows up to 10 items from Lyons Library only, and the card stays at the library. There is a Fee card of \$60.00 per household per year through CCRLS for full service at all libraries. This total was set several years back since most city patrons paid an average of \$60.00 to support their libraries. A current study is being done to see if the fee should be raised. Many patrons can't afford cable and rely on the visual materials, and can't afford the \$60.00 fee either. Chair Shield stated the Board had this discussion when the video store closed. Many could not afford to pay to rent movies. She also stated it would put more work on the staff, the increase in monies held at the library could potentially invite break-ins and thefts, and the Board felt it could provide a barrier to the service we are here to provide. Suggestions of: having sponsors donate or bequest; do a local levy; and to have fund-raisers. Harris noted the library has received net-lending reimbursements each quarter but there is no way to predict the amount. If the library loans more items than it borrows, there is a pot to be divided amount those lending more, and local option circulation is not included. Members asked how far out are the local

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option patrons. Harris replied those who live within the CCRLS district but not within the city limits of Lyons. The district goes south to Thomas Creek Road, east to Idanha, and all of Marion, Polk and Yamhill Counties. Lyons is the last public library before Sisters. It was suggested that a survey could be done to hear back from the patrons. Harris will draft a survey, email it to Board Members for feedback, and set a time frame to have them back. Alkire stated it would help to have something from the public before submitting it to Council. There was discussion on the difference between Friends of the Library and Library Foundations. Hampton said we as Board Members are here to support the library and staff. Fundraising should be done by the community, Friends of the Library, and others. Commissioner Alkire stated he expects the budget to be the same as last year.

**Other: 2014 Oregon Reads:** Harris reported the library will join in the 2014 Oregon Reads state-wide celebration of Oregon's Poet Laureate William Stafford. A number of his books and 2 DVD's have been donated to the library, along with bookmarks to get the word out as well. Harris would like to encourage patrons/citizens to read one of his books during the month of February since February 14<sup>th</sup> is Oregon's birthday. Hampton suggested having a writing or poetry workshop. Also, having genealogy and computer classes were mentioned. An LSTA grant provided these in the past, and attendance was very low.

With no further business, Chair Shield closed the meeting at 8:20pm. The next Board meeting is February 10, 2014.