

**Library Advisory Board Minutes: October 11, 2016**  
For Multnomah County Library Advisory Board

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The Multnomah County Library Advisory Board (LAB) met on Tuesday, October 11, 2016, at Central Library in the U.S. Bank Room. Chair Erin Cooper called the meeting to order at 7:28 am.

Board members present were: Marc Alifanz, Erin Cooper, Rob Edmiston, Alisa Folen, Elizabeth Hawthorne, Emma Keppler, Lois Leveen, Lizzie Martinez, Danika Stochosky, Cynthia Tseng, Carlene Weldon, Brian Wilson and Elliot Zais.

Board members excused were: Jack MacNichol, Mardy Stevens and Christopher Williams.

Board members absent were: Thomas Dwyer.

Staff members present were: Vailey Oehlke, Director of Libraries; Becky Cobb, Deputy Director; Terrilyn Chun, Programming and Community Outreach Manager; Shawn Cunningham, Director of Communications and Strategic Initiatives; Cindy Gibbon, Access and Information Services Director; Jeremy Graybill, Marketing + Online Engagement Director; Javier Gutierrez, Director of Collections & Technical Services; Rita Jiménez, Neighborhood Libraries Director; Shelly Kent, Human Resources Manager; Katie O'Dell, Special Projects Director; David Ratliff, Central Library Director; Jon Worona, Director of Digital Strategies; Caitlyn Purcell, Senior Office Assistant, Human Resources; and Paige Monlux, Administrative Analyst, Director's Office.

Also in attendance were: Commissioner Diane McKeel, District 4, Multnomah County; and Merris Sumrall, The Library Foundation.

The board approved minutes for the September 13, 2016 meeting.

**CHAIR'S REPORT**

Chair Cooper observed that the Friends of the Library Book Sale would take place October 21-24, 2016. If any board members are interested in participating in the literary trivia event on Saturday evening, she invited them to contact her and they will look into forming an LAB team. The book sale and trivia will take place at the DoubleTree in the Lloyd District. Details are available on the LAB's shared Google calendar.

**LIBRARY DIRECTOR'S REPORT**

Vailey Oehlke reported that she had just returned from Barcelona where she was working in her capacity as Immediate Past President of PLA to support the association's work as a Legacy Partner of the Bill & Melinda Gates Foundation's Global Libraries initiative. The foundation is in the process of sunsetting that initiative and has identified three organizations (PLA, TASCHA and IFLA) that will

continue the initiative's work moving forward. The collaboration provides an opportunity to understand what is happening at libraries around the world, their impact and how libraries improve lives.

From the Director's Report, Ms. Oehlke highlighted the September 21, 2016 event, Our Community Can End Homelessness: Here's How. The program featured a panel discussion with representatives from local organizations. Ms. Oehlke shared that attendees were deeply engaged with the program, which is aligned with the 2017 Everybody Reads selection, *Evicted*, by Matthew Desmond. The library will continue to offer more programming on this topic as Everybody Reads progresses. Additional copies of Everybody Reads books will begin appearing in libraries towards the end of the year. Library Advisory Board members will receive complimentary copies around the same time. In past years, LAB members have participated in an Everybody Reads book discussion group. They will consider doing so again this year.

### **FY 16 BUDGET SUMMARY**

For new LAB members, Chair Cooper introduced Becky Cobb and her role at the library. Ms. Cobb shared copies of the Fiscal Year 2015-16 Year-End Report and the 2015-16 Expenditures/Budget Comparison. The former provides a synopsis of budgeted and actual revenues and expenditures, as well as the year-end balance. The latter offers a line-item overview of budgeted versus actual expenditures.

Ms. Cobb shared that fiscal year 2015-16 was the third year of implementation of the Multnomah County Library District (MCLD) fund and described the relationship between the MCLD fund and the MCL operations fund. The MCLD fund receives all revenue as well as other new revenue for the year, including fines, fees, copying fees, grants, etc. Expenditures are transferred from the MCLD fund to the MCL operations fund.

Referring to the library's balance at the beginning of FY 2017, Ms. Cobb noted that it will be important to have this for two reasons: 1) to act as a reserve as the permanent rate continues and 2) to provide some funds for the capital plan as that is rolled out.

Ms. Cobb reviewed the documents and responded to questions from board members. There followed discussions about:

- trends in digital content usage and how this relates to the collections budget.
- library IT positions that were new in the FY 2017 budget and the benefits of this model.
- the impact to budget caused by the elimination of fines on youth library cards and youth library materials. Due to the newness of the initiative, data is still scarce. If the LAB is interested in learning more this, Cindy Gibbon suggested discussing it at a meeting six months from now.
- how the elimination of youth fines has affected patrons' library use. Ms. Gibbon shared that early trends would suggest that youth patrons who were not using the library due to excessive fines are returning.

Ms. Cobb invited board members who are interested in learning more about the budget to join the Finance Committee.

## **CAPITAL PLANNING OVERVIEW**

Katie O'Dell shared that the library has embarked on a one-year project to develop a facilities master plan. This will include plans for five- and 20-year ranges. The library has contracted with Group 4 Architecture to provide outside expertise on this process.

The process includes collaborating with community members; local leaders in business, nonprofit and government organizations; colleagues at Multnomah County; library stakeholders, including the LAB, Friends of the Library and The Library Foundation; and library staff.

Capital planning includes assessing the current state of facilities, analyzing community and library use demographics, creating a community-sourced vision for the community and the library's unique role in it, and considering new library service possibilities.

Ms. O'Dell explained that the work focuses on gathering information, creating community dialogue and analyzing the results of this work to create a future forward plan. Part of this will also include generating the financial requirements to fulfill this work. Capital planning does not entail renovating current libraries, building new libraries, hiring more staff and/or putting a bond before voters.

Ms. O'Dell shared information about each of the teams that are guiding the capital planning process. At Ms. O'Dell's invitation, Brian Wilson, chair of the Community Action Committee, described the work of that committee.

Ms. O'Dell presented a timeline for the process, which includes the following phases:

- Phase 1: July-November: Assessment
  - Currently halfway through existing facilities review
  - Events: Community Action Committee kick-off and Strategic Vision Workshop
- Phase 2: November-April: Strategies
- Phase 3: March-June: Facilities Capital Plan

The final product, the facilities master plan, will be an informed, innovative and implementable library facilities capital plan. Most likely, the library will present the plan to the MCLD Board in June, 2017.

Community engagement will include the Strategic Vision Workshop on October 25, 2016; a public survey open through November and December; community conversations at libraries and outreach locations facilitated by trained librarians; focus groups in key languages via MultiCultural Collaborative, a subconsultant from Group 4; interactives at each library location for staff and volunteers; Teen Council interactives; and community meetings in late winter/early spring.

## **THE LIBRARY FOUNDATION (TLF)**

Merris Sumrall reported that fall is TLF's fundraising season. Given the election, some efforts will be delayed until after the election. This will result in a compressed fundraising season.

The Library Foundation's annual report will be released soon and shared with the LAB.

The Library Foundation's board is reaching out and thanking many long term donors. Many people have given each since year TLF was founded in 1995.

Ms. Sumrall shared that TLF will appear again in Willamette Week's Give!Guide, which will launch after the election.

### **FRIENDS OF THE LIBRARY (FOL)**

No representatives from FOL attended the meeting. Ms. Cobb shared that FOL is still looking for volunteers for the Fall Book Sale.

### **GOOD AND WELFARE**

Danika Stochosky encouraged board members to buy children's materials at FOL's Fall Book Sale and donate them to local elementary schools.

Shawn Cunningham noted that Multnomah County is preparing to send property tax bills. This is often a source of public discourse.

Commissioner Diane McKeel related that October 22, 2016 is the Veterans Stand Down event in East Multnomah County. The library always participates and it is very helpful and impactful for the veterans who attend. Commissioner McKeel thanked library staff for their work with veterans.

Carlene Weldon shared her impressions of the Gresham Repair Cafe that was held October 8, 2016 at Gresham Library. Patrons are able to access assistance from volunteers to fix broken items, including small appliances, clothing, bicycles and more. Around 30 people were waiting to have their items attended to when Ms. Weldon visited.

Lois Leveen described her recent visit to Washington, D.C. and the Smithsonian's new National Museum of African American History and Culture. It was a great reminder of how hungry people are for opportunities to learn. Ms. Leveen noted the alignment between museums' and libraries' missions to create learning opportunities.

Ms. Oehlke shared that she will be delivering the keynote address at the Oregon Museum Association's annual conference on October 24, 2016 in Eugene.

Cynthia Tseng discussed her experience participating in her first Electronic Access Policy Advisory Committee (EAPAC) meeting. The next EAPAC meeting is scheduled for Thursday, December 1, 2016, 4:30-5:30 pm at Central Library.

Chair Cooper adjourned the meeting at 8:24 am.

Respectfully submitted by:

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