



LIBRARY BOARD AGENDA

May 25, 2022 at 6:30 PM

The Library & Online via Zoom

CALL TO ORDER

APPROVAL OF MINUTES OF FEBRUARY 23 & MARCH 30, 2022

1. [February 23, 2022 Library Minutes](#)
2. [March 30, 2022 Library Minutes](#)

NEW BUSINESS

3. Youth Services Report
4. Librarian's Report
5. Board Calendar and Goals FY23
6. [City Budget Committee Meetings](#)
7. Friends of the Library Report
8. Library Foundation Report

CALL TO ORDER

ROUND ROBIN

ADJOURNMENT

NEXT REGULAR MEETING DATE - JUNE 22 AT 6:30 PM AT THE LIBRARY & ONLINE VIA ZOOM

To submit public comments, email muldoon@wilsonvillelibrary.org by 12:00 PM on the day before the meeting date or mail comments to Library Board, C/O Molly Muldoon, Wilsonville City Hall 29799 SW Town Center Loop East, Wilsonville, OR 97070.

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The city will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Molly Muldoon, Administrative Assistant muldoon@wilsonvillelibrary.org or 503-570-1593: assistive listening devices (ALD), sign language

interpreter, bilingual interpreter. Those who need accessibility assistance can contact the city by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr   int  rpretes disponibles para aqu  llas personas que no hablan Ingl  s, previo acuerdo. Comun  quese al 503-570-1593.

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
February 23, 2022

MEMBERS PRESENT: Rich Dougall, Chair; Yasmin Ismail, Vice-Chair; Miriam Pinoli;

STAFF PRESENT: Shasta Sasser, Interim Library Director; Molly Muldoon, Secretary

MEMBERS EXCUSED: Megan Chuinard, Joseph Malett

Chair Rich Dougall called the meeting to order at 6:32 p.m. via Zoom.

The minutes of the January 26, 2022 meetings were approved as corrected.

ONGOING BUSINESS/CALENDAR ITEMS

1. Youth Services Report – Shasta Sasser reported that the Youth Services team is working on a plan to bring some toys back when the mask mandate lifts. Programming is still happening in the barn. There will be a break and programming will start again at the end of March. Science programs are also coming as a slow start to programs being in building again. Teen Programs will be in building starting in April as they are after hours and can spread out more.

2. Librarians Report – Shasta Sasser reported the director position went and will be open through March 13. An LDAC progress report is coming for FY21. OLA standards have to be gone over by the board at least once a year so Shasta will send for next meeting and go over it. The next meeting was moved to March 30 due to Spring Break. Hoopla is new to the library and allows for 10 checkouts a month for Wilsonville Patrons. Mental Health Training for staff is coming and it will also be offered to bookstore volunteers. Wilsonville is forming an Arts and Culture Committee and the library will be involved. New displays and credenzas have come from Oregon Corrections, the first part of the new furniture.

3. Policies and Procedures – Shasta Sasser reviewed the updated Weeding Policy with the board.

4. Annual Board Report Card – Molly Muldoon shared that it is time again for the Board Report Card. It is an online form to fill out this year and it will be gone over at the next meeting.

5. Friends of the Library Report – Rich Dougall went over the minutes of the Friends meeting. The bookstore can now take credit cards. They've been selling through eBay and are sponsoring a little free library. They are working on their website and logo. Their 40th birthday is in March and are planning a small celebration.

6. Library Foundation Report – Shasta Sasser reported the Foundation has found a new vender for commemorative bricks which will also etch the names right in the brick. They are working on their bylaws and the little free libraries are doing well.

NEW BUSINESS

ROUND ROBIN

Meeting adjourned at 7:23 p.m.

The next regular meeting is scheduled for March 30 at 6:30 p.m. via Zoom

Respectfully submitted,

Molly Muldoon

Board Secretary

***Copy available from Board Secretary**

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
March 30, 2022

MEMBERS PRESENT: Rich Dougall, Chair; Yasmin Ismail, Vice-Chair; Megan Chuinard; Miriam Pinoli

STAFF PRESENT: Shasta Sasser, Library Director; Molly Muldoon, Secretary

GUESTS PRESENT: Natalie McNown

Chair Rich Dougall called the meeting to order at 6:32 p.m. via Zoom.

Minutes of the February 23, 2022 and March 30, 2022 meetings were approved.

ONGOING BUSINESS/CALENDAR ITEMS

1. Youth Services Report – Shasta Sasser reported that there is still no teen representative for the board. The Summer Reading Program starts June 1st and this year’s theme is Off the Beaten Path. All programs will be in person and logs are available in person or on Beanstack. The Foundation purchased new outdoor toys and a locking storage bench for the patio. There is also a new Young Teen (YT) section in the Children’s Room with Fiction, Nonfiction, and Graphic Novel sections.

2. Librarians Report – Shasta Sasser reported that Board Member Joe Malett resigned but a new board member would be chosen from the recent recruitment. There is also a current recruitment for a new clerk, as well as Library Operations Manager and Library Services Manager. Meeting rooms are open again. Cloud Library is closing and all titles will move to Overdrive. LDAC isn’t meeting again before July so there is still time for a new LDAC member to join if one of the new Board members would be interested. There is interest in doing in person Board meetings either quarterly or twice a year with the first being in July (subject to change.)

3. Board Calendar and Goals – Shasta and Molly led a talk over the Library Board Calendar, adding and subtracting subjects. Molly will resend for the next meeting.

4. Review/Evaluate Board Functioning – Molly Muldoon shared the results of the Board Report Card. Reviews were generally positive.

5. Notify Council of Expiring Terms – Molly Muldoon shared that Yasmin Ismail’s term would be expiring soon but she has already applied for another term. Megan Chuinard’s term is also up soon and she will not be able to do another term. This also means a new LDAC representative is needed.

6. Friends of the Library Report – Shasta Sasser reported that the Friends are sponsoring a Little Free Library. They also have a new website and logo and are exploring merchandise to sell

in the bookstore. It was their 40th birthday this month and they celebrated with coupons and gifts for new members.

7. Library Foundation Report – Shasta Sasser reported the Foundation is working on a budget. They voted on a new member and are starting a partnership with Coffee Creek, as well as working on new ways to engrave the bricks.

NEW BUSINESS

ROUND ROBIN

Meeting adjourned at 7:20 p.m.

The next regular meeting is scheduled for June 22 at 6:30 p.m. via Zoom

Respectfully submitted,

Molly Muldoon

Board Secretary

***Copy available from Board Secretary**

Beginning on Page 152

Library Services

- Storytime back in person (and online) at the barn
- Programs transitioning to in-person format
 - Summer reading
 - Teen events
 - First Friday Films
- Children's toys return
- Outreach to community



Beginning on Page 152

Library Services

- Physical circulation continuing to increase
- Digital circulation stabilized after initial pandemic growth
- 80-85% of pre-pandemic circulation
- Welcomed back volunteers
- Friends of the Library bookstore open
- New library furniture



Beginning on Page 152

Budget Story

- Reducing barriers to access
 - No fines assessed during pandemic (resumed 7/21)
 - Increased use of promotional fine vouchers at events
 - Implemented LINCC-wide electronic bill pay option
 - 24/7 access to digital materials with e-card
- Digital services increased with Hoopla and digital magazines; small reduction in physical media
- Return to pre-pandemic service levels





Memorial Park's nature play area is a 12,000-square-foot natural wonderland that sparks imaginative play among children, providing a natural setting in which they can build, imagine, explore and create.



Library Services

The library is a community focal point for knowledge, literature, culture, thought and learning, as well as a welcoming space for residents of all ages to gather, to connect, and to grow.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

DEPARTMENT GOALS

Support local business recovery post-pandemic

- Advance the library as a community and resource hub
- Develop small business resources including programs, technology access, and relevant materials

Attract high-quality industry and economic opportunity to Wilsonville

- Provide a wide range of interesting and well attended programs for adults and children
- Review collections to ensure that the Library provides desired material in appropriate format
- Provide comprehensive promotion for the library services for the community
- Engage the staff team to encourage quality customer services and service innovation

Engage the community to support emergency preparedness and resiliency

- Establish the library as a resource for emergency preparedness information
- Work with other city departments and other local partners to facilitate emergency preparedness programming

Protect Wilsonville’s environment and increase access to sustainable lifestyle choices

- Promote sustainability through library practices
- Provide information, programming, and opportunities for sustainability
- Expand and promote residents’ connection to online tools

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Library Services Manager	1.00	1.00	1.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	1.00	1.00	1.00	1.00
Outreach Librarian	0.60	0.60	0.60	0.60
Program Coordinator	0.90	0.90	0.90	0.90
Program Librarian	1.13	1.13	1.00	1.00
Reference Librarian	1.71	1.71	1.83	1.83
Support Services Coordinator	1.94	1.94	2.25	2.25
Administrative Assitant I	0.50	0.50	0.50	0.50
Library Clerk II	0.86	0.86	0.00	0.00
Library Clerk I	3.22	3.22	3.78	3.78
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.40	0.40	0.40	0.40
	16.36	16.36	16.36	16.36
Volunteers	6.00	6.00	6.00	6.00

Operating Summary	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 1,043,512	\$ 1,072,603	\$ 1,097,306	\$ 1,190,480	8%
Employee benefits	602,353	618,375	656,444	704,250	7%
Total	1,645,864	1,690,978	1,753,750	1,894,730	8%
Materials and Services					
Supplies	207,202	215,577	249,500	265,100	6%
Prof and tech services	12,548	13,906	48,060	10,800	-78%
Utility services	57,978	67,096	78,590	83,930	7%
Repairs & maintenance	4,004	4,740	5,000	5,000	0%
Insurance	11,352	11,981	12,580	15,100	20%
Community service programs	24,919	17,842	46,300	47,200	2%
Employee development	9,036	2,081	14,600	14,700	1%
Fees, dues, advertising	2,214	2,082	3,000	3,000	0%
Misc. services & supplies	3,076	1,124	2,860	2,570	-10%
Total	332,328	336,427	460,490	447,400	-3%
Capital Outlay					
Machinery & equipment	15,000	-	-	-	-
Total Department	\$ 1,993,192	\$ 2,027,405	\$ 2,214,240	\$ 2,342,130	6%
Resources Summary					
	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
County shared taxes	\$ 1,395,326	\$ 1,470,070	\$ 1,462,304	\$ 1,469,670	1%
Charges for services	31,712	1,535	37,750	30,450	-19%
Grants and donations	52,503	15,689	44,700	40,400	-10%
General Fund revenues	513,651	540,112	669,486	801,610	20%
Total	\$ 1,993,192	\$ 2,027,405	\$ 2,214,240	\$ 2,342,130	6%

BUDGET HIGHLIGHTS

Personnel Services

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

Materials and Services

- Large reduction in professional services over last year as the library has completed work with the strategic planning consultant.
- Slight increase in supplies budget as more digital materials and subscription to Hoopla have been added to the library's collections.

Resources

- Charges for services have decreased due to a county-wide decision to not charge patrons overdue fines during much of the pandemic. The library has also increased the number of promotional fine reduction events to help remove barriers for the community to access the library.
- Grants and donations have been reduced slightly as the Wilsonville Library Foundation and the Wilsonville Friends of the Library are working towards returning to the pre-pandemic levels of fundraising.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Estimate 2020-21	Forecast 2021-22	Actual 2020-21	Estimate 2021-22	Forecast 2022-23
<i>Goal: Provide high-demand and important material in a variety of formats, and supplement local resources with effective use of networking and technology</i>						
Achieve Oregon Library Association "excellent" standard of at least 4 physical items per capita	Items in the collection at year-end	113,000	117,000	112,578	117,000	113,000
	Service area population, December estimate	29,000	29,500	29,339	29,500	31,700
	Items per capita	3.90	3.97	3.84	3.97	3.56
<i>Goal: Help stimulate an interest in and enjoyment of reading and learning</i>						
Provide high quality programming	Number of children's programs	60	225	64	80	150
	Attendance at children's programs	1,100	17,000	1,117	2,500	13,000
	Number of young adult programs	30	50	46	30	40
	Attendance at young adult programs	250	1,300	347	140	1,000
	Number of adult programs	60	100	105	110	100
	Attendance at adult programs	600	1,750	786	1,300	1,000
<i>Goal: Create a high level of public awareness and usage of library resources</i>						
Increase circulation by at least 2% over prior year	Annual print and A/V circulation	250,000	300,000	226,957	320,000	380,000
	Annual e-book and other downloadable circulation	55,000	60,000	51,291	52,000	52,000
	Total Circulation	305,000	360,000	278,248	372,000	432,000
	Percent increase or decrease over prior year	-11%	18%	-18%	34%	16%
<i>Goal: Provide high quality resource collections while maximizing benefits per dollar spent</i>						
Increase volunteer hours worked to at least 6 FTE	Number of hours worked	1,500	10,000	1,648	5,500	7,000
	FTE	0.7	4.8	0.8	2.6	3.4

PERFORMANCE MEASUREMENTS OUTCOME

2020, 2021, and 2022 all reflect the impact of the Coronavirus on Library programs and collections. 2022 was the first full year in which the Library has been open 61 hours per week. In-person programs have still not returned, however, which impacts the number of visitors to the building and circulation, as well as program attendance. Other virus-related factors affecting library use include reduction in study rooms and meeting rooms, removal of the children's play area supplies, and general unease among the community over gathering in public spaces.

Trends are positive, though, with circulation increasing a projected 34% from 2021. Program attendance also jumped this year, especially in children's programs, due in part to the presentation of some in-person programs in a semi-outdoor location. Program attendance forecasts for 2023 are based on the hope that in-library events will resume early in the fiscal year. The reinstatement of volunteer shifts during 2022 also resulted in a substantial increase and the library hopes to continue to increase volunteer hours in 2023.