



CITY OF HILLSBORO LIBRARY BOARD MEETING AGENDA
Thursday, October 15, 2015

6 PM
Hillsboro Main Library

Public Meeting
2850 NE Brookwood Pkwy

Assistive Listening Devices (ALD) and sign language interpreters are available at no cost and can be scheduled for this meeting. To obtain these services, please call 503-681-6100 (TTY 503-681-6284) 72 hours prior to the meeting.

- 6:00 I. Call to Order
II. Additions to the Agenda
III. Consent Agenda:

- A. June 18, 2015 meeting minutes [corrected] *enclosed*
- B. HPL statistics report for September 2015 *enclosed*
- C. WCCLS circulation statistics report for September 2015 *enclosed*
- D. 2015-16 YTD expenditure reports *enclosed*
- E. Director's Report, October 2015 *enclosed*

6:10 IV. Discussion/Action Items

- A. Friends of the Library Report *Wright*
- B. Comprehensive Plan *Rutzick*
- C. Meeting Room Rules and Fee Schedule *Muller*
- D. Code of Conduct/Exclusion Guidelines *Chase*
- E. Update on reorganization *Library Leadership Team*
- F. Director's Report *Chase*
 - i. Book Bowl update
 - ii. Reflections on International Libraries

7:40 V. Informational Items – *enclosed*

7:45 VI. Adjourn



CITY OF HILLSBORO LIBRARY BOARD MINUTES
Thursday, June 18, 2015

5:30 PM
Hillsboro Main Library Board Room

Public Meeting
2850 NE Brookwood Pkwy.
Hillsboro, Oregon 97124

Call to Order:

Present: Board Members Barbara Wright, Ahne Oosterhof, Doug Johnson, and Steve Swoboda.

Excused Absence: Helen Lewis, Debbie Clarke, Ash Leppink

Staff: Stephanie Chase, Linda Osuna, Carol Reich, Linda Lybecker, Hillary Ostlund, Karen Muller and Amanda Pena

Visitors: None in attendance

II. Additions to the Agenda:

Ahne Oosterhof asked for changes or additions to the agenda. No additions were added to the agenda.

III. Consent Agenda:

- A. May 21, 2015 meeting minutes
- B. HPL statistics report for May 2015
- C. WCCLS circulation statistics report for May 2015 enclosed
- D. 2014-15 YTD expenditure reports enclosed
- E. Library Administrative Rules: Exhibits enclosed
- F. Director's Report, June 2015 enclosed
- G. Library Administrative Rules: Patron Code of Conduct enclosed
- H. Exclusion Guidelines for the Hillsboro Public Library enclosed
- I. Library Administrative Rules: Unattended Children enclosed

Motion was made by Ahne Oosterhof, seconded by Johnson, to approve the consented agenda as amended. The motion passed unanimously.

IV. Discussion/Action Items:

A. Hillsboro 2035

Chase reviewed the elements of the community plan where the library has been asked to take the lead, and highlighted several areas where we asked to be listed as partners.

B. Library Administrative Rules: Circulation/Privacy and Confidentiality of Library Records

Chase stated that many of the circulation rules are set by WCCLS, and therefore serve more as a statement piece.

Chase will edit and update all of these changes and present them at the next Board meeting in September.

Motion was made by Oosterhof, seconded by Swoboda. The motion to edit the Circulation/Privacy and Confidentiality of Library Records passed unanimously.

C. Hillsboro Public Library meeting room fees

Lybecker informed the Board that we will be updating the meeting room software. She suggested having the Board streamline the process of our meeting room prices.

Lybecker mentioned that she had met with Parks and Recreation and Walters Cultural Arts Center and noted that we all have different fees for our meeting rooms for the community.

Lybecker, made the following points for the Board members to consider;

- Do we want our cost to be fully covered but used less by the public?
- Do we want to change to only having one non-profit rate?
- Make changes to these following fees;
 1. AV use charge only if the group needs help to set it up?
 2. Change room set up and take down fee for the Board Room and Multipurpose Room?
 3. Only charge for hours when the library is not staffed instead of our open hours to the public?
- Do we want to change the fees for the Event Room with a package fee for the amount of hours and services that they receive?
- Do we want to change the deposit fees for the other meeting rooms minus the Event Room?
- Do we want to change the meeting rooms to allow groups who use the rooms for profit?

Chase asked if we are going to focus on non-profit and educational use of the meeting rooms. Can we find language that reflects this and is the Board open to this?

The Board agreed to look over these changes when they meet again in the September to look over these possible changes to our meeting rooms.

D. Strategic Plan “summer homework”

Chase suggested to not meet in July and August and to use these months for homework to think about the packets that are being handed out in today’s meeting. When we come together in September to think of the types of questions we will receive from the public.

E. Friends of the Library Report

Wright informed the board that the Friends have been receiving large amounts of donations and that they needed to buy more carts to accommodate all of the donations.

F. Director’s Report

Chase informed the Board that the Library is working on the reorganization of the library and staff. Since Linda Lybecker is retiring it is allowing for us to move faster with our reorganization and that we will be doing an internal job posting for the new Assistant Director.

Hillary Ostlund will now be the Manager for public services at both Hillsboro Main Library and Shute Park.

Linda Osuna will be the Manager in the new department Community Engagement and Outreach.

Carol Reich will be the Manager in the new department of Special Projects.

Karen Muller will still be managing the Material Services Department until her replacement is hired.

Oosterhof asked if we had a limit to how many people a Supervisor had to supervise.

Chase stated that we are working on reducing the amount of supervising load so that they do not have huge teams. Also, if the Board has any more questions about the restructuring to please email Stephanie at any time.

V. **Information Items: (Distributed at the meeting)**

VI. **Adjourn:**

There being no further business to come before the Board, the meeting was adjourned at 7:05 pm.



**CITY OF HILLSBORO LIBRARY BOARD MINUTES
Thursday, September 17, 2015**

**5:30 PM
Hillsboro Main Library
Board Room**

**Public Meeting
2850 NE Brookwood Pkwy
Hillsboro, Oregon 97124**

Call to Order:

Present: Board Members Debbie Clarke, Helen Lewis, Ash Leppink, Barbara Wright, Doug Johnson

Excused Absence: Ahne Oosterhof and Steve Swoboda

Staff: Hillary Ostlund, Linda Osuna and Anne Duyck

Visitors: Patrick Preston, City of Hillsboro Public Affairs Manager; Laura Weigel City of Hillsboro Long Range Planning Manager; and John Bloss

II. Additions to the Agenda:

Clarke asked for changes or additions to the agenda. Preston will present first, and Ostlund will give a presentation on the WCCLS levy.

Wright noted that the June minutes needed to be corrected: library staff did not buy carts for the Friends.

Motion was made by Johnson, seconded by Lewis, to approve the consent agenda as amended. The motion passed unanimously.

III. Consent Agenda:

- A. June 18, 2015 meeting minutes
- B. HPL statistics report for July and August 2015
- C. WCCLS circulation statistics report for July and August 2015
- D. 2014-15, 2015-16 YTD expenditure reports
- E. Director's Report July & August 2015

IV. Discussion/Action Items:

A. Media Training (Preston)

Preston showed a presentation on how to work with and foster a good relationship with the media. Preston is the City of Hillsboro's primary contact for media, though each department in the City has a Public Information Liaison, such as the library's Sigrid Sharif. Preston encouraged the Board to be cognizant of the heavy pressure reporters are often under and to be helpful when able. Preston noted the various methods of media interaction, including meetings, phone calls, in person, social media, and more. Preston said that local news media typically reaches roughly 5,000 people, and that nothing said to the media can be considered "off the record." Clarke noted that the Library Board meetings are public meetings, and said that reporters have attended them in the past.

B. Comprehensive Plan (Weigel)

Weigel is the Long Range Planning Manager in the City of Hillsboro Planning department. Planning has three divisions: development services, transportation, and long-range planning. Long-range planning focuses on policies and long-range visions for the City. The City is updating the Comprehensive Plan for 2035, and the plan includes the library.

All cities are required by Oregon law to have a comprehensive plan. Hillsboro's plan includes 14 state goals under 7 core areas: bolstering community involvement; enhancing livability and recreation; building economy and infrastructure; promoting health, wellness and safety; advancing environmental sustainability; fostering healthy ecosystems; and cultivating transportation choices. Each core area has a vision statement from the Hillsboro 2035 Vision Plan.

Weigel noted that the Comprehensive Plan doesn't mention library services very much, and is working with Stephanie Chase to develop a background report and to develop goals and policies regarding standards in the size of library Hillsboro aspires to have. A key goal in the background report will be to have libraries that are easily accessible. Weigel will send the Board the background report and a draft of the goals and policies, and will present again at the October Board meeting.

Weigel asked the Board whether anyone was interested in representing the library in the Citizen Advisory Committee, which goes through all the goals in the Comprehensive Plan and meets monthly on fourth Thursdays. Weigel shared a video which was put together about the plan.

C. Friends of the Library Report (Wright)

The Friends are preparing for the fall book sale. They plan to have volunteer greeters for 2-hour shifts to help patrons navigate the sale. 12,000 bookmarks are being distributed to Hillsboro schools in bundles of 30 for classrooms. A smaller book sale may be in the works for the Shute Park Branch in February.

The Friends are also selling canvas bags in two sizes: \$5 for the children's bag and \$10 for adult bags. Poly bags are also available for \$2.

[At 6:40pm, the Board lost quorum, requiring the following items to be tabled]

D. Meeting Room Rules and Fee Schedule (Ostlund)

Tabled until the October meeting.

E. Code of Conduct/Exclusion Guidelines (Ostlund)

Tabled until the October meeting.

F. Director's Report (Ostlund)

Ostlund showed WCCLS's PowerPoint called Levy for Countywide Library Services, Measure 34-235. 55% of Hillsboro's funding comes from the county; 1/3 of that funding comes from the levy. This 5-year levy is \$0.22 per \$1,000 of assessed value, which is a \$0.05 increase from the expiring levy. The levy would enable the library to maintain open hours, books and materials, programming, and possible branch expansion in the future. If the levy does not pass the library would face reductions in hours, materials and programming.

V. **Information Items: (Distributed at the meeting)**

- Friends bookmark and postcard for the fall book sale
- Hillsboro Reads October 2015 flyer "Go Set a Watchman"
- Levy for Countywide Library Services flyer, postcard and oversized bookmark

VI. **Adjourn:**

There being no further business to come before the Board, the meeting was adjourned at 7:10 pm.

Monthly Statistical Report
Fiscal Year 2015-16

HOURS OPEN	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch	260	270	244	774	694	11.53%	226	7.96%
Main	276	280	266	822	886	-7.22%	287	#DIV/0!
Hillsboro Total Hours Open	536	550	510	1,596	1,580	1.01%	513	-0.58%

CIRCULATION: Check Out	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch: Check Out	28,862	27,973	24,410	81,245	83,365	-2.54%	25,644	-4.81%
Shute Park Branch: Renewals	10,179	9,868	8,796	28,843	30,698	-6.04%	8,973	-1.97%
Shute Park Branch: Library2Go Overdrive	1,191	1,118	1,076	3,385	3,323	1.87%	1,087	-1.01%
Shute Park Branch Total Check Out	40,232	38,959	34,282	113,473	117,386	-3.33%	35,704	-3.98%
Main: Check Out	129,786	131,610	119,879	381,275	395,930	-3.70%	123,678	-3.07%
Main: Renewals	69,353	68,827	64,269	202,449	214,759	-5.73%	68,377	-6.01%
Main: Library2Go Overdrive	6,721	6,690	6,005	19,416	18,346	5.83%	6,181	-2.85%
Main Total Check Out	205,860	207,127	190,153	603,140	629,035	-4.12%	198,236	-4.08%
BookOMat Total	-	1	4	5	N/A	N/A	N/A	N/A
Hillsboro Total Check Out	246,092	246,087	224,439	716,618	746,421	-3.99%	233,940	-4.06%

Note: 3M Cloud checkouts are included with regular checkouts

CIRCULATION: Check In	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch	34,157	32,625	27,103	93,885	94,574	-0.73%	28,630	-5.33%
Main	121,117	122,241	112,064	355,422	362,211	-1.87%	107,526	4.22%
BookOMat	-	1	3	4	N/A	N/A	N/A	N/A
Hillsboro Total Check In	155,274	154,867	139,170	449,311	456,785	-1.64%	136,156	2.21%

HELD ITEMS BY PICK UP LOCATIONS	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch	6,452	6,642	6,401	19,495	18,781	3.80%	6,006	6.58%
Main	29,937	30,132	32,159	92,228	99,964	-7.74%	33,028	-2.63%
Hillsboro Total Held Items	36,389	36,774	38,560	111,723	118,745	-5.91%	39,034	-1.21%

NEW PATRONS REGISTERED	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch	239	202	145	586	607	-3.460%	200	-27.50%
Main	587	647	584	1,818	1,749	3.95%	602	-2.99%
Hillsboro Total New Patrons Registered	826	849	729	2,404	2,356	2.04%	802	-9.10%

TRAFFIC COUNTS	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch	23,717	23,373	17,391	64,481	58,158	10.87%	16,386	6.13%
Main	57,541	59,302	51,222	168,065	167,443	0.37%	51,743	-1.01%
Hillsboro Total Traffic Counts	81,258	82,675	68,613	232,546	225,601	3.08%	68,129	0.71%

ROOM HOURS BOOKED	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch: Meeting Room Hours Booked	48	17	20	84	42	102.41%	4	387.50%
Shute Park Branch: Study Room Hours Booked	105	89	96	290	163	78.46%	49	97.94%
Main: Meeting Rooms Hours Booked	96	136	219	450	398	13.21%	173	26.96%
Main: Study Rooms Hours Booked	1,589	1,592	1,503	4,684	4,069	15.11%	1,290	16.56%
Hillsboro Total Room Hours Booked	1,838	1,833	1,838	5,508	4,671	17.93%	1,515	21.33%

VOLUNTEER HOURS	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch: Hours	172:00	195:45	188:00	555:45	502:45	10.54%	5	0
Shute Park Branch: FTE	0.99	1.13	1.08	1.07	0.97	10.34%	0.75	44.00%
Main: Hours	2133:30	2110:30	1844:00	6088:00	6455:45	-5.70%	2010:30	-8.28%
Main: FTE	12.31	12.18	10.64	11.71	12.42	-5.69%	11.60	-8.28%
Hillsboro Total Volunteer Hours	2305:30	2306:15	2032:00	6643:45	6958:30	-4.52%	2140:15	-5.06%
Hillsboro Total Volunteer FTE	13.30	13.31	11.73	12.78	13.38	-4.53%	12.35	-5.02%

PUBLIC ACCESS COMPUTER USE	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch: Computer Logons	4,201.00	4,624.00	3,751.00	12,576.00	11,880	5.86%	3,755	-0.11%
Shute Park Branch: Computer Hours	3,948.67	4,299.00	3,271.45	11,519.12	11,199	2.86%	3,275	-0.12%
Main: Computer Logons	3,974.00	4,237.00	3,981.00	12,192.00	15,293	-0.20	4,922	-19.12%
Main: Computer Hours	3,140.47	3,380.27	3,091.83	9,612.57	10,699.2	-0.10	3,502	-11.72%
Hillsboro Total Public Computer Time in hours	7089.14	7679.27	6363.28	21131.69	21898.0	-3.50%	6777.7	-6.11%
Shute Park Branch Wifi Hours	4121.68	3791.8	7,913.48	7,913.48	6,511	21.54%	1,911	-100.00%
Main Wifi Hours	20572.42	22339.93	42,912.35	42,912.35	42,117	1.89%	13,794	-100.00%

READER SVCS AREA QUESTIONS	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park Branch: Reference Questions	1,041	850	717	2,608	3,057	-14.69%	953	-24.76%
Shute Park Branch: Other Questions	1,262	1,207	998	3,467	3,675	-5.66%	1,042	-4.22%
Shute Park Branch Total Questions	2,303	2,057	1,715	6,075	6,732	-9.76%	1,995	-14.04%
Main: Reference Questions	5,380	5,059	3,784	14,223	12,718	11.83%	3,326	13.77%
Main: Other Questions	4,068	3,927	3,425	11,420	12,619	-9.50%	4,022	-14.84%
Main Total Questions	9,448	8,986	7,209	25,643	25,337	1.21%	7,348	-1.89%
Hillsboro Total Questions Answered	11,751	11,043	8,924	31,718	32,069	-1.09%	9,343	-4.48%
Hillsboro Total Reference Questions (OSL report)	6,421	5,909	4,501	16,831	15,775	6.69%	4,279	5.19%

Tests Proctored	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Shute Park	-	-	-	-	-	#DIV/0!	-	#DIV/0!
Main	5	10	5	20	22	-9.09%	4	25.00%
Total Tests Proctored	5	10	5	20	22	-9.09%	4	-100.00%

PROGRAMMING	Jul	Aug	Sep	FYTD Total	Prior FYTD Total	FYTD % Change	September last year	September % Change
Preschool Program participants	1,109	1,348	1,336	3,793	4,914	-22.81%	1,653	-19.18%
Preschool Program number of events	24	29	32	85	138	-38.41%	40	-20.00%
Elementary Program participants	607	915	124	1,646	1,583	3.98%	106	16.98%
Elementary Program number of events	19	11	8	38	44	-13.64%	9	-11.11%
Family Program participants	1,887	1,862	790	4,539	3,065	48.09%	632	25.00%
Family Program number of events	43	39	30	112	60	86.67%	22	36.36%
YA Program participants	16	89	83	188	33	469.70%	-	#DIV/0!
YA Program number of events	1	4	4	9	3	200.00%	-	#DIV/0!
Adult Program participants	376	366	362	1,104	731	51.03%	225	60.89%
Adult Program number of events	29	36	29	94	67	40.30%	23	26.09%

September 2015 Circulation Statistics

Library	CheckIns	CheckOuts	Renewals	Total CheckOuts and Renewals	September 2014 CheckOuts	Percent Change
Banks Public	4,371	3,746	1,945	5,691	6,334	-10.15%
Beaverton City Libraries	160,578	162,288	96,947	259,235	272,036	-4.71%
Cedar Mill Community Libraries	128,037	125,446	73,630	199,076	200,026	-0.47%
Cooperative	118	96	99	195	361	-45.98%
Cornelius Public	5,559	4,793	2,120	6,913	7,564	-8.61%
Forest Grove City	18,542	17,519	7,827	25,346	29,394	-13.77%
Garden Home Community	10,834	8,921	4,844	13,765	15,222	-9.57%
Hillsboro Public Libraries	139,170	144,293	73,065	217,358	226,204	-3.91%
Interlibrary Loans (External)	346	1,587	145	1,732	1467	18.06%
Library Outreach Services	1,338	1,516	501	2,017	1,944	3.76%
North Plains Public	3,780	3,166	1,767	4,933	5,125	-3.75%
OR College of Art and Craft	216	383	144	527	529	-0.38%
Sherwood Public	20,522	19,002	9,436	28,438	29,254	-2.79%
Tigard Public	64,967	66,276	33,310	99,586	103,391	-3.68%
Tualatin Public	34,891	34,300	17,657	51,957	54,513	-4.69%
Tuality Health Info. Ctr	314	334	218	552	699	-21.03%
West Slope Community	18,160	17,666	9,744	27,410	27,322	0.32%
Library Total	611,743	611,332	333,399	944,731	981,385	-3.73%
Library2Go (Overdrive)				28,944	28,102	3.00%
			Circulation Total	973,675	1,009,487	-3.55%
				Checkouts and Renewals Total	September 2014 CheckOuts	Percent Change
Beaverton Main	119,435	121,989	73,664	195,653	210,019	-6.84%
Beaverton Murray Scholls	41,143	40,299	23,283	63,582	62,017	2.52%
Cedar Mill	80,970	80,559	47,463	128,022	127,404	0.49%
Cedar Mill at Bethany	47,067	44,887	26,167	71,054	72,622	-2.16%
Hillsboro Main	112,064	119,879	64,269	184,148	191,667	-3.92%
Hillsboro Shute Park	27,103	24,410	8,796	33,206	34,537	-3.85%
Hillsboro Library BookOMat	3	4	0	4	0	



10/12/2015 10:30
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CITY OF HILLSBORO, OR
LIBRARY FY 2015-2016

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FOR 2016 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
16 LIBRARY							
<hr/>							
40 TAXES							
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4000 PROPERTY TAXES	-4,582,622	0	-4,582,622	.00	.00	-4,582,622.00	.0%
TOTAL TAXES	-4,582,622	0	-4,582,622	.00	.00	-4,582,622.00	.0%
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43 CHARGES FOR SERVICES							
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4151 FACILITY RENTAL FEES	-28,000	0	-28,000	-6,092.50	.00	-21,907.50	21.8%
4176 LIBRARY FINES	-165,000	0	-165,000	-33,539.53	.00	-131,460.47	20.3%
4177 LIBRARY FINES SELF CHECKOUT	-50,000	0	-50,000	-14,218.64	.00	-35,781.36	28.4%
TOTAL CHARGES FOR SERVICES	-243,000	0	-243,000	-53,850.67	.00	-189,149.33	22.2%
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47 INTERGOVERNMENTAL							
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4300 READY TO READ	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
TOTAL INTERGOVERNMENTAL	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
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51 MISCELLANEOUS							
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4600 MISCELLANEOUS INCOME	-5,000	0	-5,000	-1,258.14	.00	-3,741.86	25.2%
4610 LEASEHOLD REVENUES	0	0	0	.00	.01	-.01	100.0%
TOTAL MISCELLANEOUS	-5,000	0	-5,000	-1,258.14	.01	-3,741.87	25.2%
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70 PERSONNEL SERVICES							
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5000 SALARIES - FULL-TIME	3,104,168	0	3,104,168	716,926.16	.00	2,387,241.84	23.1%
5005 SALARIES - PART-TIME	773,894	0	773,894	177,648.52	.00	596,245.48	23.0%



10/12/2015 10:30
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CITY OF HILLSBORO, OR
LIBRARY FY 2015-2016

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FOR 2016 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5010 EXTRA LABOR	39,000	0	39,000	3,448.55	.00	35,551.45	8.8%
5100 OVERTIME	0	0	0	132.25	.00	-132.25	100.0%
5300 SOCIAL SECURITY	299,493	0	299,493	66,628.18	.00	232,864.82	22.2%
5301 MED/DEN/VIS INSURANCE	838,104	0	838,104	199,690.24	.00	638,413.76	23.8%
5302 W/C	6,535	0	6,535	1,790.88	.00	4,744.12	27.4%
5303 PERS	478,090	0	478,090	105,009.31	.00	373,080.69	22.0%
5304 LIFE INS	3,555	0	3,555	870.37	.00	2,684.63	24.5%
5305 DISABILITY	8,848	0	8,848	2,057.26	.00	6,790.74	23.3%
5306 TRIMET PAYROLL TAX	28,347	0	28,347	6,475.15	.00	21,871.85	22.8%
5308 VEBA	62,082	0	62,082	14,282.35	.00	47,799.65	23.0%
TOTAL PERSONNEL SERVICES	5,642,116	0	5,642,116	1,294,959.22	.00	4,347,156.78	23.0%
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71 MATERIALS & SERVICES							
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6000 OFFICE SUPPLIES	44,040	0	44,040	11,416.67	.00	32,623.33	25.9%
6001 COMMUNICATIONS SERVICES	22,500	0	22,500	4,115.04	.00	18,384.96	18.3%
6002 TRAVEL/TRAINING/DUES	40,060	0	40,060	4,336.51	.00	35,723.49	10.8%
6003 POSTAGE	17,300	0	17,300	847.12	.00	16,452.88	4.9%
6004 PROGRAM SUPPLIES/MATERIALS	75,124	0	75,124	15,251.66	.00	59,872.34	20.3%
6005 ADVERTISING/PROMOTION	4,800	0	4,800	1,064.57	.00	3,735.43	22.2%
6007 PRINTING	3,100	0	3,100	1,349.72	.00	1,750.28	43.5%
6100 CONTRACTUAL SERVICES	143,300	0	143,300	15,406.18	.00	127,893.82	10.8%
6101 OTHER SERVICES	14,235	0	14,235	787.26	.00	13,447.74	5.5%
6102 MAINTENANCE CONTRACTS	43,040	0	43,040	1,252.00	19,100.00	22,688.00	47.3%
6300 UNIFORMS	0	0	0	4.23	.00	-4.23	100.0%
6406 LIBRARY MATERIALS	578,594	0	578,594	78,472.75	.00	500,121.25	13.6%
6410 COMPUTER HARDWARE	8,190	0	8,190	.00	.00	8,190.00	.0%
6425 LIBRARY PERIODICALS	20,000	0	20,000	2,137.47	.00	17,862.53	10.7%
TOTAL MATERIALS & SERVICES	1,014,283	0	1,014,283	136,441.18	19,100.00	858,741.82	15.3%
<hr/>							
72 CAPITAL OUTLAY							
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7020 COMPUTER HARDWARE	20,022	0	20,022	.00	.00	20,022.00	.0%
TOTAL CAPITAL OUTLAY	20,022	0	20,022	.00	.00	20,022.00	.0%
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73 SPECIAL PAYMENTS							



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CITY OF HILLSBORO, OR
LIBRARY FY 2015-2016

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FOR 2016 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8008 FACILITIES DEPRECIATION	155,814	0	155,814	.00	.00	155,814.00	.0%
8009 SUPPORT SERVICES CHARGE	1,256,134	0	1,256,134	299,440.83	.00	956,693.17	23.8%
8010 EQUIPMENT DEPRECIATION	48,125	0	48,125	.00	.00	48,125.00	.0%
8011 FACILITIES CHARGE	762,687	0	762,687	120,767.83	.00	641,919.17	15.8%
TOTAL SPECIAL PAYMENTS	2,222,760	0	2,222,760	420,208.66	.00	1,802,551.34	18.9%
TOTAL LIBRARY	4,053,559	0	4,053,559	1,796,500.25	19,100.01	2,237,958.74	44.8%
TOTAL REVENUES	-4,845,622	0	-4,845,622	-55,108.81	.01	-4,790,513.20	
TOTAL EXPENSES	8,899,181	0	8,899,181	1,851,609.06	19,100.00	7,028,471.94	
GRAND TOTAL	4,053,559	0	4,053,559	1,796,500.25	19,100.01	2,237,958.74	44.8%

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CITY OF HILLSBORO, OR
LIBRARY BOARD 2015-2016

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FOR 2016 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
84 LIBRARY BOARD							
<hr/>							
44 INTEREST							
<hr/>							
4200 INTEREST EARNED	-300	0	-300	-121.79	.00	-178.21	40.6%
TOTAL INTEREST	-300	0	-300	-121.79	.00	-178.21	40.6%
<hr/>							
46 GRANTS AND DONATIONS							
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4270 DONATIONS	-26,400	0	-26,400	-89.04	.00	-26,310.96	.3%
4280 MEMORIALS AND GRANTS	-89,500	0	-89,500	-40,035.00	.00	-49,465.00	44.7%
4281 REORDERS	-28,000	0	-28,000	-7,879.72	.00	-20,120.28	28.1%
4282 BOARD DISCRETIONARY	-600	0	-600	.00	.00	-600.00	.0%
4283 REORDERS SELF CHECKOUT	-3,000	0	-3,000	-1,033.31	.00	-1,966.69	34.4%
TOTAL GRANTS AND DONATIONS	-147,500	0	-147,500	-49,037.07	.00	-98,462.93	33.2%
<hr/>							
56 BEGINNING WORK CAP							
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4800 BEGINNING WORKING CAPITAL	-82,000	0	-82,000	.00	.00	-82,000.00	.0%
TOTAL BEGINNING WORK CAP	-82,000	0	-82,000	.00	.00	-82,000.00	.0%
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71 MATERIALS & SERVICES							
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6426 MEMORIALS AND GRANTS	122,700	0	122,700	13,325.81	.00	109,374.19	10.9%
6427 REORDERS	31,000	0	31,000	3,697.86	.00	27,302.14	11.9%
6428 LIB BOARD DONATIONS	51,100	0	51,100	18,352.14	7,806.00	24,941.86	51.2%
6429 LIB BOARD DISCRETIONARY	25,000	0	25,000	5,192.26	.00	19,807.74	20.8%
TOTAL MATERIALS & SERVICES	229,800	0	229,800	40,568.07	7,806.00	181,425.93	21.1%
TOTAL LIBRARY BOARD	0	0	0	-8,590.79	7,806.00	784.79	100.0%
TOTAL REVENUES	-229,800	0	-229,800	-49,158.86	.00	-180,641.14	
TOTAL EXPENSES	229,800	0	229,800	40,568.07	7,806.00	181,425.93	
GRAND TOTAL	0	0	0	-8,590.79	7,806.00	784.79	100.0%



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CITY OF HILLSBORO, OR
LIBRARY BOARD 2015-2016

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FOR 2016 03

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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Director's Report

October 2015

From the Director

Stephanie Chase

This year, the library created several staff-led teams: the Merchandising and Display Team, the Innovation Team, the Outreach Team, and the Summer Reading Program Team. Each team has a management sponsor to help get the team started (and stay on track), procure resources, and ensure the team's work aligns with the strategic plan, but the work of the team, including the decision making, rests with the members. The Merchandising and Display Team has developed a draft of appearance standard guidelines, and the Outreach and Summer Reading Teams are just getting underway.

The Innovation Team is in the middle of a large project to answer the question of how to implement a collaborative service model – otherwise known as how we do things at Shute Park – on the first floor of Main. Team members participated in an all-day training on design thinking, and used the tools and techniques from the training to develop a multitude of options for responding to their question. Team members took staff input, worked with a group of consultant experts (such as our architect, David Wark, of Hennebery Eddy; Steve Pleasant, the City's process improvement specialist; Dri Ralph, the King County Library System's Facilities Design Coordinator; and library lover and creative brainstorming expert Christine Martell), and developed a series of staffing models to prototype with a group of volunteers.

These four new teams join the Employee Appreciation Committee (EAC), which will receive a makeover, and the Safety Team. By the end of the year, we plan on adding another team: the Customer Service Team, who will be responsible for reviewing and responding to patron comments as well as making suggestions to improve the patron experience.

In addition, over the summer, staff completed the last of this spring's series of trainings on safety and preparedness as part of the overhaul of the Person In Charge process. Options included participating in City trainings, such as the Active Shooter and Shelter In Place trainings; earthquake preparedness training through the Fire Department; and library walk throughs.

From the Assistant Director

Karen Muller

We are still working on the rearrangement of staff at the Main Library. Currently, cubicle moves are on hold as we await the buildout of new spaces upstairs. Once these are done all the members of the Community Engagement and Strategic Initiatives teams will be located upstairs and Admin staff will move downstairs. We are also creating collaborative spaces for staff to use for meetings, brainstorming, and quiet work.

Library Service Design and Delivery

Hillary Ostlund

Prepared by Stephanie: Library Service Design and Delivery (nicknamed Public Services by the staff for ease) has had a busy month. With the division representing the majority of our staff, the main goal of this transition time is on team building and on surfacing the major challenges and opportunities.

As planned, we have moved staff into their new divisions by our deadline of October 1, and continue to work on team building, best practices sharing between the two locations, working to develop clear expectations for library assistant and librarian staff, program planning, and the best ways to support patron use. The collaborative service model project, currently being developed by the Innovation Team, remains a focus of preparation for the division, with staff shadowing and training opportunities to support changes.

Materials Services

in recruitment

Materials Services staff have started converting the Picture Book collection from being shelved alphabetically to being grouped by subject matter. The first two categories to be converted are Concept (ABCs and 123s) and Dinosaurs. Eventually we will have a total of 20 subject areas for these books, making it much easier for children and their parents to find what they are interested in, and increasing children's independence. Eventually these subject areas will include easy nonfiction and easy nonfiction DVDs, so children will find all their material together.

This summer six of the Materials Services page staff participated in a Eureka! Project to evaluate current workflow and make recommendations. As a result of this process we have made big changes to the way we check in items using the AMH. This has resulted in all taskets being checked in the same day they are received and no backlog of material waiting to be shelved. This was a very successful project and the participants get big kudos!

Community Engagement and Outreach (CEO)

Linda Osuna

It's been a great month for CEO! We were able to attend 9 elementary schools and Miller Education Alternative school *Back-to-School Events* and talk with parents about what the library has to offer to support their kids in school and issue new library cards onsite. We also took this opportunity to meet with Principals and Teachers and talk about what the library can do to strengthen our community partnership. We also received lots of feedback as to what types of services and/or programs that would benefit our community, which we forward to library programmers as possible ideas for future programming.

Strategic Initiatives

Carol Reich

Book-O-Mat progress: On October 8 we learned that MK Solutions is currently hiring a tech team for the U.S. market. One staffer is scheduled to begin in early November, with a second slotted for early December. One will be based in either Phoenix or LA and should be primarily responsible for service to our Civic Plaza machine; the other will be back east. This is expected to triple the speed of response on service issues and cut back on everyone's reliance on Germany's tech staff for assistance. A new project team leader has also been hired at the California office and is working on our LibDispenser issues.

On Friday 10/2 Barbara Wright and I successfully placed about 25 books and DVDs into the BookOMat. We each then checked out 1 or 2 items, but that's where we encountered problems with checking out our selections and each had to try twice before successfully concluding our transactions. Sylvia Lee of WCCLS used the LibDispenser on October 6 and 7 and encountered very similar mixed results. At this time, we are having close to a 50% success rate for all LibDispenser actions with check in and check out.

A service request has been sent to MK Solutions about these problems. In addition, MK Solutions reports that they found errors in the LibDispenser logs as they were performing routine maintenance. They've asked for, and received, some photos to assist in diagnosis and repair of the errors. It's unknown whether those repairs will have a positive effect on the performance of the LibDispenser and the check-in and -out problems.

The good news is that MK Solutions is very proactive in addressing our problems and has been putting a lot of attention into getting the Book-O-Mat up and going.

Summer Reading staff-led Committee: we have not yet received the reading score data from Brookwood and Tobias, so that important step is yet to come. The Committee had their first meeting today, talked over a general review of the program and generated a long list of topics to bring back for discussion at the next meeting. Terisa Brown is chairing.

“Three Things” (for the City Council)

Sigrid Sharif

3 Things for October 8

1. September was Library Card sign up month, and the numbers are in! 709 new cards were issued between Main and the Shute Park Branch Library, whereas in May of this year, 585 cards were issued.
2. Lewis & Clark College Professor Dr. Reiko Hillyer will speak at the Main Library tonight at 7 pm as part of Hillsboro Reads. Her talk will examine how themes in the work of Harper Lee still hold significance in American society today.
3. Community Engagement and Outreach attended 9 elementary schools and Miller Education Alternative school and spoke with parents about all the great things happening at the Library and how it would benefit their child.

3 Things for October 1

1. 29 teens and 2 adults attended an informational meeting of the Teen Library Council of Hillsboro Public Library. The council is open to students in 7th through 12th grade who are interested in brainstorming and assisting with teen programs at the Library.
2. October 1 is the first day of Hillsboro Reads, the inaugural citywide reading event. There will be movies, discussions, and a band programmed around Harper Lee’s book *Go Set a Watchman*. Visit <http://hillsboro-oregon.gov/index.aspx?page=1585> for more information.
3. We’ve kicked off a mini social media campaign called “Humans of Hillsboro” sharing photos and stories from patrons, with the hashtag #HumansOfHillsboro.

3 Things for September 24

1. Community Engagement and Outreach took the Library on the Loose to three community events and spoke with folks about all the great things going on at the Library. We visited a music festival at Shute Park, city council meeting and met with council members, and ended the week at a foodie event at a “Taste of Tanasbourne”.
2. Nick, one the Read to the Dogs participants, made his Facebook debut this week and broke the Internet. Promoting National Library Sign-Up Card Month, his photo has been shared more than 600 times.
3. Levy season is in ramping up; lots of print materials have been provided by WCCLS (and approved by the Secretary of State) for the upcoming election.



<https://www.facebook.com/HillsboroPublicLibrary/photos/a.296364790431518.75074.209606875773977/1018644518203538/?type=3&theater>

3 Things for September 17

1. Mayor Willey made a proclamation at City Council that September is Library Card Signup Month. Library on the Loose was also on hand. Click here to see photos! <http://on.fb.me/1Qn9UE6>
2. The storytime theme this week was “Things that Go.” This program was very popular, with almost 65 attendees enjoyed hearing about transportation each day, with 135 attendees on Wednesday and Thursday.
3. Local historian Richard Thompson will present the history of streetcars in the Willamette Valley. *Trolley Talks: Willamette Valley Railways* will start at 2 pm on Sunday afternoon.

Volunteer Services

Molly Brandt

In addition to beefing up the volunteer schedule to support shelving and children’s programs at the Main Library, we’ve been pleased to host several volunteer groups in the last month, including two groups of Intel employees. On October 3, we had a great community group join us for the first city-wide HillsDoer Day. Twelve volunteers blew through shelving children’s materials for the upcoming book sale, and priced ten more boxes of used books for sale. We’re looking forward to hosting several more school and business groups as the book sale gets underway in the end of October.



Intel Global Giveback Day: October 2, 2015



STAFF REPORT

To: Library Board

From: Laura Weigel, Long Range Manager
Dan Rutzick, Senior Planner

Date: October 15, 2015

Subject: Comprehensive Plan Update – Draft Goals and Policies – Library Services

Requested Library Board Action:

Review the attached Comprehensive Plan background report and goals and policies and discuss additions or revisions.

Background:

At their September 17th meeting, the Library Board received an update on the Comprehensive Plan update process. The Comprehensive Plan represents the long term vision for the City related to land use, and includes planning policies that guide City decisions on land use, transportation systems, utility systems, and selected other City services. The current Comprehensive Plan was originally adopted in 1984. The City has begun a thorough Plan update, which will apply more recent policy in the areas of land use, economic development, open space and natural areas management, transportation, public facilities and services, and others.

The framework for the Update will be organized under seven core areas. Library Services is included in the Enhancing Livability and Recreation core area. Each topic under each core area has a background report that serves as the foundation for discussing draft goals and polices.

Draft Goals and Policies:

Based on the background report for Library Services, Planning staff prepared a first draft of the goals and policies that were reviewed by the Comprehensive Plan Technical Advisory Committee on October 8th. After incorporating the Library Board's comments, the draft will be revised and then reviewed by the Comprehensive Plan Citizen Advisory Committee on October 22nd.

Cost:

Project costs for preparation of the draft Goals and Policies includes staff time only.

Attachments: Background Report
Draft Goals and Policies

Library Resources

Goals and Policies DRAFT – October 7, 2015

10.07.2015 Reviewed by Technical Advisory Committee – *Comments Incorporated*

GOAL 1 Ensure that Hillsboro’s library system is accessible and valuable for all members of the community and that it remains an integral part of the community’s resources.

POLICY 1.1 Maintain and enhance easy access to libraries throughout the community, improving the number of facilities, locations, hours of operation and availability of resources.

POLICY 1.2 Foster the evolving role of libraries as valued community gathering spaces.

POLICY 1.3 Locate new library facilities near safe and accessible transportation facilities, including transit routes and other multi-modal options and disperse facilities geographically.

Library Service

Background Report DRAFT

1. Introduction

The Hillsboro Public Library is a department of the City of Hillsboro, as well as one of 14 Washington County Cooperative Services member libraries that share a countywide collection of almost 2,000,000 items. The Hillsboro Public Library provides free library cards, programs and services to all residents living in Washington County. Services are also available to residents of Clackamas, Clark, Hood River, Klickitat, Multnomah, and Skamania counties through a reciprocal borrowing agreement between Washington County libraries and these counties.

"Hillsboro Public Library enriches and strengthens our community by supporting the pursuit of connection, inspiration, and lifelong learning."

While the provisions of the library services is not mandated by Statewide Planning goals, the City of Hillsboro finds that its library is an essential public facility and plays a critical role in building and maintaining community. Therefore, it was determined to include this critical function in the City's Comprehensive Plan.

This Library background report is one of a series of papers identifying recommended policy questions and updates to the Hillsboro Comprehensive Plan. The intent of this report is to examine the City's library system as it relates to land use and transportation planning, and evaluate these efforts against relevant policies, goals, and regulations as well as emerging issues and trends. The outcome of this report is a series of policy questions and recommendations to inform the update of the Enhancing Livability section of the City's new Comprehensive Plan. This background report was prepared by City of Hillsboro Planning staff, and will be refined and reviewed through a process including a Citizen Advisory Committee, the Planning Commission and City Council.

2. Background

The Hillsboro Public Library first opened its doors on the corner of Second Avenue and Lincoln Street in 1914. As Hillsboro grew quickly beginning in the 1960s, the City needed to expand its library facilities and relocated to the Shute Park facility in 1975. A second library facility was added in 1990 when the Tanasbourne Town Center Library became a branch of the Hillsboro system when the area annexed. As growth continued, additional space was needed. In 2007, the City opened a new Main Library building in the Dawson Creek Business Park, and the Tanasbourne branch closed. In 2013, the City expanded the Main Library building by finishing the second floor of the facility, and began an extensive remodeling and modernization program of the Shute Park branch, completed in 2014.

Today, the two locations provide over 92,000 square feet of library space and a collection of more than 350,000 items. The Hillsboro Main Library is a 77,000 square foot building which includes rentable spaces for community organizations and events. The Library houses almost 300,000 items on two floors. The story time room and materials for young people are on the first floor, along with movies, music, large print books, and materials in various world languages. The second floor contains adult nonfiction and fiction, an art gallery area, a quiet reading room with newspapers and magazines, study rooms, and conference rooms. Public computers are

located on both floors. Study rooms, conference rooms and computers may be reserved and used with a library card.

The Shute Park Branch Library is over 15,000 square feet, with 57,000 books, CDs, DVDs, magazines and other items. The 2014 renovation added 140 new seating places to accommodate more visitors.

Access through public transportation is offered to the Shute Park Branch can be reached by the 57-TV Highway-Forest Grove bus line, and to the Main Library through bus line 46-North Hillsboro. While the circulation of library materials continues to trend downward slightly in Hillsboro as in most libraries, Hillsboro remains the third busiest library in the state, behind the Multnomah County Library and the Beaverton Libraries. At more than 30 circulations per resident annually, there is still clearly a demand for physical materials, including books and DVDs.

3. Hillsboro 2020 and Hillsboro 2035

The City began its visioning project, called Hillsboro 2020, in 1997. The Hillsboro Vision and Action Committee reached out to more than 1,500 citizens to create a common vision for the City, along with strategies and actions to implement this vision. The resulting Vision Action Plan was adopted by City Council in 2000, and subsequently updated in 2005 and 2010. Beginning in 2013, the City began a project to develop its next community vision, the Hillsboro 2035 Community Plan, building on the success of the original visioning project.

3.1. Vision 2020

The 2020 Vision and Action Plan¹ was organized into a series of focus areas, strategies, and actions. The actions below are in the Expanding Educational & Cultural Horizons Focus Area under:

Strategy 37: Ensure that Hillsboro’s library system is accessible and valuable for all members of the community and ensure that it remains an integral part of the community’s resources.

Action & Summary	Status
37.1 Maintain and enhance easy access to libraries throughout the community, improving the number of facilities, location, hours of operation and availability of resources.	Ongoing
37.2 Support the use of libraries as resource centers and provide programs for all members of the community including youth, family, adults and the community’s multi-cultural population. Such programs could include outreach efforts throughout the community.	Ongoing

3.2. Hillsboro 2035

The Hillsboro 2035 Community Plan identifies two actions pertaining to the library.

<p>Livability & Recreation Focus Area</p> <p>Initiative 3: Expand Hillsboro’s inventory of community events, festivals and family activities citywide.</p>	<p>Action C: Expand the role of libraries as activity and education centers by adding programming and locations (e.g. Tanasbourne).</p>
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¹ Hillsboro 2020 Vision and Action Plan, Revised August 2010 (http://www.hillsboro2020.org/FileLib/H2020ActionPlan2010_Web.pdf).

Education and Community Involvement Focus Area	Action C: Establish Community Learning Information Centers (CLIC) at Hillsboro Libraries and other locations, where residents can obtain one-stop access to program offerings and schedules provided by PCC, City Parks and other extended learning partners.
Initiative 2: Embrace and expand alternative and lifelong learning opportunities.	

4. Regulatory Context

There are few regulations which govern the provision of municipal library services from a land use planning perspective. Library services are not addressed in statewide planning goals, and there are no Metro regulations that apply.

5. Existing Comprehensive Plan Goals

There is one goal in the existing Comprehensive Plan under Public Facilities regarding Library facilities which states:

(I) LIBRARY FACILITIES.

(1) Library needs and activities shall be monitored in the future to determine the need and optimum time for physical improvements.

6. Other Plans, Programs, or Reports

6.1. Washington County Cooperative Library Services (WCCLS)

The libraries in Washington County work together in a spirit of cooperation that extends beyond local boundaries in order to provide excellent countywide library service to all residents. WCCLS is governed by the Board of County Commissioners and the majority of funding for local public library service comes from the County. WCCLS is a partnership of the County, nine cities and two non-profit associations. Meeting the needs of all residents — from large and small cities and the unincorporated area — requires a good deal of give and take on the part of all libraries and their governing bodies. By sharing materials between libraries the size of the "collective" collection is about 1.6 million items.

6.2. Library Board

The seven member library board is established by the State of Oregon in ORS 357.490 and subchapter 2.36 of the Hillsboro Charter. Members, who meet monthly, are appointed by the Mayor at the consent of the City Council. The Board serves in an advisory capacity to City Council. Among other tasks, the Library Board “selects sites for a Library building and/or location of Library facilities with the ultimate site to be approved by the City Council.”

6.3. Library Strategic Plan

The Library has a Strategic Plan for 2014-2017 which focuses on four priorities: Reading Readiness, Lifelong Learning, New and Popular Materials, and Student Success. The mission of the Hillsboro Public Library is to provide materials and services to help community residents of all ages and cultural backgrounds to meet their informational, educational, professional, and recreational needs. Because a democracy is maintained by an

informed citizenry, the City of Hillsboro promotes lifelong use of its Library as a resource for daily living and decision-making. The plan does not address future facilities or criteria for siting them.

6.4. Standards for Oregon Public Libraries: Oregon Library Association

In the fall of 2012, the Public Library Division of the Oregon Library Association, in association with the Oregon State Library, convened a committee of library professionals from across the state to review and rewrite the Standards for Oregon Public Libraries. There are a number of standards that are not applicable to land use planning, however there are a few that could be.

Assessment/Planning—The library provides adequate space to implement the full range of library services that are consistent with the library’s long range plan, current community needs based on on-going assessment, and the standards in this document.

- The library’s facilities plan is reviewed and analyzed every 5 years using community input and analysis.
- Usage statistics are maintained and compared to space allocations in order to plan library facilities to meet current needs of the community.
- The library provides adequate space to implement the full range of library services that are consistent with the library’s long range plan and the issued standards.

The document also provides the state figures on the square feet of facilities per resident.

Population	Mean	Median	High	Low
Over 100,000	0.56	0.54	0.89	0.37
50,000—99,999	0.52	0.42	0.97	0.09

Hillsboro currently has 92,000 square feet of Library Facilities and 95,310 residents; therefore, Hillsboro’s square foot per capita is .96 and on the high side compared to the state facilities overall.

7. Emerging Issues, Challenges, and Trends

7.1. Issues & Challenges

Hillsboro’s Library Facilities are in top-notch condition and there is a high number of square footage per resident. However, the Main Library is surrounded primarily by industrial uses, not residential; therefore the facility it is not easily accessible by residents walking or biking. The Main Library can be accessed through public transportation through bus line 46-North Hillsboro, although the bus line only runs Monday-Friday so access is difficult. Additionally, both of the facilities are located on the west side of town and therefore are not as easily accessible to the high number of residents living on the east side.

The Shute Park Branch location on TV highway and the frequent service bus line – as well as the relative proximity to the MAX – means there are a great deal of patrons at this location who need non-library services and support.

7.2. Emerging Trends & Opportunities

In addition to the challenges listed above, looking at emerging best practices and opportunities can help to identify areas to focus on when crafting goals and policies.

7.2.1. Continuing demand as a key gathering venue

As the ability to access information online increases, whether through improvements to broadband access, the proliferation of non-desktop devices, or additional online resources, including ebooks, the role of the library as a community gathering place becomes even more essential. Both here in Hillsboro and in communities across the country, the library remains a key place for residents and visitors to meet, work, and connect; in many communities, the library is the only place to do so that does not involve an additional investment of resource.

While the City has excellent facilities, there is anticipated continued demand for working and gathering space in the community. Study rooms at the Main Library facility are often booked between 90 and 97% of open hours; meeting room use for both facilities is at approximately 50%, with little to no availability during popular hours (such as 5 to 7pm during the week). Even the slowest days see between 500 and 1000 visitors; the average is closer to double that for both facilities.

7.2.2. The Book-O-Mat

The Book-O-Mat kiosk is the first of its kind in Oregon and the Pacific Northwest, and holds approximately 400 new books and DVDs for checkout. Users can also return library items, browse the e-Book collections, and download titles.

The stand-alone automatic kiosk is located on the Tom Hughes Civic Center Plaza, the Book-O-Mat brings library services to another part of our community in a high-traffic, high-visibility location. With farmers markets, festivals, and other events, the Downtown location it serves residents from around the City, in addition to those who work and live close to Downtown.

7.2.3. The Library of Things

The Hillsboro Public Library is expanding the collection of bakeware, kitchen gadgets, and tech toys as a part of the Library of Things, which takes the concept of borrowing from a library to the next level. The Library of Things currently includes Arduino kits, Finch robots, Makey Makey Kits, Ozobots, Kill-A-Watt Energy Monitors, and more. Staff believes that Hillsboro is the first public library in Oregon that offers a collection of bakeware and kitchen gadgets. Items can be checked out for seven days, but are not renewable. Nearly 60 bakeware items have been borrowed almost 400 times since the library first added them to the catalog in November 2014. The latest additions include a food dehydrator, ice cream maker, deep fryer, large crockpot, canning kit, a tortilla press and more.

8. Recommended Plan Updates and Policy Questions to Consider

Library services will continue to play a key role in enhancing our community's livability and appeal to residents of all ages and backgrounds. As there are few aspects of the existing Comprehensive Plan that relate specifically to library services, there are no specific updates to recommend. Instead, the key questions for further discussion center on how the updated Comprehensive Plan could serve to help sustain and enhance the Library's service to the community. Specific questions for consideration include:

1. How can the library continue to support and enhance the city's vibrancy and sense of community?
2. How can the library enhance accessibility to library resources for all community members?

Public Use of Library Meeting and Study Rooms

The Hillsboro Public Library has meeting rooms and smaller study rooms available for use which are subject to the rules, below.

MEETING ROOM USE RULES

Permitted uses

1. The Library's meeting rooms may be reserved for both public (i.e., open to anyone) and private meetings and events. Meeting rooms may be used during regular Library hours and some hours both before and after the hours the Library is open to the public. For the hours during which rooms may be reserved, see Meeting Room Descriptions, below.
2. Library or City of Hillsboro programs and sponsored events have priority in the use of meeting room space. Library meeting rooms are primarily intended for the use of the Library, library related organizations, and library sponsored activities. Due to unforeseen circumstances, the Library reserves the right to cancel confirmed meeting reservations.
3. Government agencies do not pay rental for meetings during library hours. Government agencies must pay the non-profit rate for any room usage outside library hours, as well as fees for requested optional services, including AV support, room set up and room clean up.
4. Fees for room usage are set according to the following categories that include residency of the applicant. "Resident" applicants live within the city limits of Hillsboro.
 - a. Standard rate
 - b. Resident rate
 - c. Non-profit rate
 - ~~d. Non-profit, resident rate~~See Room Rental Fees, below
5. Reservations of meeting rooms may be made no more than 90 days in advance and no less than 72 hours in advance. Groups or individuals may not reserve meeting rooms more than three times in any 30 day period. The Board Room at the Main Library may be reserved farther in advance; see Meeting Room Descriptions, below.
6. Use of the meeting rooms does not constitute an endorsement by the City of Hillsboro or by the Library of the viewpoints expressed by participants in the program or meeting.
7. All publicity shall carry the name of the organization sponsoring the program or meeting. The Hillsboro Public Library shall not be identified or implied as a sponsor.
8. The primary purpose of the Library's buildings is library service. Meeting room use is a secondary service. Activities that will disrupt library service are not appropriate and will be denied meeting room use. Permission from the Library Director, in consultation with the Hillsboro Library Board when necessary, will be required for any use of meeting rooms which do not clearly fit these rules.
9. Failure to adhere to these rules could result in discontinuance of the individual or group's use of the meeting rooms.
10. Room equipment and occupancy varies; please see Meeting Room Descriptions, below.

11. Groups must get advance written permission to bring in their own furniture or sound equipment.
12. All meeting activities must take place within the meeting room and may not extend to the Gallery or Alcove area without written permission from the Library Director or his/her designee. Meetings must not spill into spaces outside the Library.
13. Food and drink may be served at meetings. Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments and other event related items. Kitchen facilities are limited. The Multipurpose/~~caterer's R~~oom on the second floor of the Main Library has a double sink, refrigerator with freezer and work counter. The ~~Community Room meeting room~~ on the first floor of the Main Library has a sink. Other meeting rooms have no kitchen facilities. ~~Applicants or their caterers who are new to the buildings must receive an orientation from library staff before they will be allowed to bring food into the Library.~~
14. Storage for meeting materials is not available.
- ~~15.~~ Alcoholic beverages may be served at private meetings or events but only when the Library is not open to the public and only with approval of an Alcohol Use Application and a Certificate of Insurance. Insurance may be obtained through the TULIP service: <http://www.ebi-ins.com/tulip>. Some situations may require a Special Events License from the Oregon Liquor Control Commission (OLCC). All renters who want to serve alcohol at their events must call OLCC at 503-872-5070 to determine if they will need an OLCC Special Events License. Users must comply with all rules stated in the [Alcohol Use Policy](#) if alcohol is to be served.
- ~~15-16.~~ Meeting rooms are available for booking from 8:00 am to 11:00 pm daily. Hours available for private parties and ceremonies at which alcohol may be served: 6:30 pm to 10:30 pm Saturday and Sunday.
17. An Assistive Listening Device is available at no cost. The applicant must inform the library that the device is needed at least 72 hours before intended use. ±
- ~~16-18.~~ Digital projectors, screens and sound systems are available in most meeting rooms. ~~The Library charges a fee for their use but if an organization is booking a series of meetings, the fee will be charged only once.~~ Polycom audio devices are available in the Main Library Board Room and ~~in the Shute Park Meeting Room for both the meeting room and Hughes Conference Room at Shute Park Branch.~~ These devices are used for telephone conferencing. There is a \$30 fee charged for each meeting where this device is used.

Making reservations

- ~~19.~~ Requests for scheduling a room for a group must be made by an individual responsible to that group. That individual is referred to as "applicant" or "renter" in these rules. The applicant for the group must be at least 21 years of age.
- ~~17-20.~~ Two persons may be named as co-applicants. At least one of them must attend the meeting as required in paragraph 254, below. To determine City residency in regard to rental fees, the legal residence of Residence, for determining rental cost, may be determined based on the legal residence of either the applicant or co-applicant shall be used.
- ~~18-21.~~ For room capacities, hours, equipment and limitations see Meeting Room Descriptions, below. For ~~fee schedules~~Room Rental Fees, see ~~Room Rental Contract~~below.
- ~~19.~~ The applicant for the group must be at least 21 years of age.
- ~~20.~~ To determine City residency in regard to rental fees, the legal residence of the applicant shall be used.

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~~21-22.~~ Most meeting room reservations require the applicant to make a ~~cleaning room~~ deposit. The deposit will usually be refunded in full but part or all of the deposit will be retained by the Library (1) if the room requires cleaning after use, (2) if use exceeds the hours reserved or, (3) to repair damages.

~~22-23.~~ The applicant must notify the Library at least 48 hours in advance of a scheduled event if he/she intends to cancel. Failure to notify the Library and confirm cancellation may result in surrender of the entire ~~room cleaning~~ deposit.

~~23-24.~~ By applying online, the applicant agrees that he/she has read and understands the rules and procedures for the use of the meeting rooms and will be responsible for the group abiding by the rules and procedures.

~~24-25.~~ The applicant will be the first to arrive and the last to leave the event. He/she will remain on the premises and maintain supervision during the time the group has reserved the meeting room. Groups using the meeting room must abide by the rules of [Behavior in the Library](#) ~~except that food may be served.~~

User responsibilities

~~25-26.~~ Groups are responsible for their own set-up/clean-up of tables, chairs, and equipment and should allow time needed for this in their reservations. The applicant shall be in charge of restoring the meeting room and equipment to its proper order. Furniture must be arranged according to directions for the room. Optional set-up/clean-up services are available for a fee.

~~26-27.~~ All garbage that exceeds the capacity of meeting room trash containers must be bagged and ~~placed in the dumpster located on the south side of the Library tied.~~

~~27-28.~~ Unless the meeting room has been booked specifically for a private meeting in compliance with these rules, the meeting will be a public meeting and the applicant for the group will see that the group adheres to Oregon Revised Statute 659A.403, which states:

All persons within the jurisdiction of this state shall be entitled to the full and equal accommodations, advantages, facilities and privileges of any place of public accommodation, without any distinction, discrimination or restriction on account of race, religion, sex, marital status, color or national origin; (2) It is an unlawful practice for any person to deny full and equal accommodations, advantages, facilities and privileges of any place of public accommodation in violation of this section.

~~28-29.~~ Emergency exits must be kept clear of obstructions and should be used only in case of emergency.

~~29-30.~~ Library staff will have access to the meeting room premises at any time. The library staff member in charge of the building is empowered to enforce these rules. Permission to use library meeting rooms may be withheld or withdrawn from groups failing to comply with the meeting room rules.

~~30-31.~~ In consideration for the use of a meeting room, each applicant agrees that he/she will pay for all damage to any property of the City of Hillsboro resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its invitees.

~~31-32.~~ The applicant shall hold the City of Hillsboro, its employees, volunteers, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The applicant shall indemnify the City, (1) for any damage to the City's property occurring during the use thereof, whether or not the applicant is responsible therefore, and (2) for expenses and costs, including attorney's fees incurred by the City or its employees and agents in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

~~32-33.~~ Applicant, and the organization applicant represents, hereby fully and unconditionally waive their individual and collective rights to recover from the City and its officers, employees, agents and volunteers, any loss, damage, restitution or compensation arising out of this agreement or out of the use of any City property associated with this agreement. The City and its officers, employees, agents and volunteers shall in no event be liable, for any loss or damage suffered or incurred by applicant, the organization applicant represents, or their agents, employees, customers, invitees or licensees for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages, and rights of subrogation.

Prohibitions

- Smoking, lit candles, or any fire-lighted materials are not allowed.
- Activity involving and/or causing abnormal wear and tear on any part of the facility is prohibited including use of paints, stains, adhesives or similar materials.
- Behavior deemed disruptive, disturbing, or contrary to Library rules is not allowed. This rule may be invoked by library administration to deny application for a room or by the library staff person in charge during an event.
- ~~For profit organizations are welcome to use the meeting rooms for employee enrichment and public courtesy service only. Admission charges and the sales of goods or services in meetings are prohibited. Use of the facilities for business procurement and financial gain by individuals or businesses is prohibited. Library sponsored events, including but not limited to Friends of the Library book sales, book signings and art exhibitions, are exempt from this rule.~~

~~For reservation and usage limits, rental fees and other charges see Room Rental Fees, below~~
To make a room reservation online: ~~Room Request Date, Time, and Room Selection~~<http://hillsboro-oregon.gov/index.aspx?page=1409>.

Revised ~~March 20, 2014~~[September 18, 2015](#)

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STUDY ROOM USE RULES

Hillsboro Public Library provides six small (capacity four people) and two large (capacity eight) study rooms on the second floor of the Main Library and one large study room at Shute Park Branch Library for use by individuals and groups. Electrical outlets are provided in each room and wireless internet is available throughout the buildings. When not in use for Library activities, the rooms are available under the following rules approved by the Library Board. The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the study rooms.

Rules

The study rooms are available for groups suitable to room size and to individuals during the hours the Library is open to the public. There is no fee for use of these rooms.

- When rooms are not reserved, use is on a first-come, first-served basis.
- Use of the rooms is limited to three hours per day unless no one else has a reservation or is waiting.
- Conduct and noise is expected to be kept to a level conducive for study by occupants in the adjacent study rooms.
- ~~Food is not allowed in the study rooms.~~
- The Library is not responsible for accidents, injury, loss or damage to the private property of the individual or organization using the room(s).
- Study room users must abide by the [Library rules for behavior](#).
- Rooms and furnishings must be left in their original condition.
- Rooms must be vacated promptly at ~~Library closing~~ [the end of the reservation](#).

Reservation rules

- Rooms may be reserved for periods of three hours or less up to 30 days in advance.
- All users are limited to two reservations per week.
- Reservations will be held for up to 15 minutes after the reservation beginning time.
- Rooms may be reserved online using the Library's meeting room reservation system. A WCCLS library card number is required.

City Liability

All groups or individuals using the Library study rooms agree to take appropriate measures to protect, indemnify, and defend the City, its elected and appointed officials, and all employees and volunteers against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending any such claim. The City, the City's elected and appointed officials, and all employees and volunteers will not be held responsible for any lost or stolen articles as a result of persons attending any function in the building.

User Liability

The City recognizes that a certain amount of wear will occur to the study rooms over the course of normal use. However, in the event the maintenance guidelines are violated, the user will be liable for the following charges:

1. Repair or replacement of equipment or facilities damaged due to neglect, vandalism or misuse.
2. Cleaning expenses incurred to clean up the room if not left in the same condition as found.

Procedures

Rooms are kept locked when not in use and can be opened only by library staff.

Identification such as a student I.D. card, library card or valid Oregon driver's license or Oregon state I.D. card is required for use of a Study Room. The ~~card will~~ [I.D. may](#) be held during the use of the room.

Users must check-in at the second floor Reference Desk before using a room. ~~In order for users to retrieve their identification, they will be asked to sign out at, and must return the key to~~ the Reference Desk when they have finished using a study room.

The Library may attempt to accommodate study room users with time extensions when possible.

Any time extensions will be granted at the discretion of library staff. Decisions regarding additional time will be based on free and open access for everyone so that no person/group monopolizes a room to the disadvantage of others. This is to ensure that if a library visitor sees that all of the rooms are occupied, they can be assured the use of a room within a reasonable amount of time.

MEETING ROOM DESCRIPTIONS

Shute Park Branch Library

Meeting Room

940 square feet (40"x22")

~~up to 57 people~~ 54 seats arranged seated-lecture style, ~~or 20 people~~-seated at tables

Occupancy limit: 80

Digital projector and screen, sound system, ~~DVD player and monitor~~, tables & chairs

~~Renters may bring in food for meetings and catering is permitted but there are no kitchen facilities.~~

~~Available when the Library is closed to the public with additional fee~~

~~Hours available for booking: 8:00 am to 11:00 pm daily~~

~~Hours available for private parties and ceremonies at which alcohol may be served: 6:30 pm to 11:00 pm Saturday and Sunday.~~

Main Library

Event Room (~~L226~~)

3603 square feet on second floor

~~240-30~~ seats arranged lecture style, 160 seated at ~~17-20~~ 8' tables for banquet/event

Occupancy limit: ~~299~~40

~~Renters may bring in food for meetings and catering is permitted~~

Adjoining ~~caterers prep room~~/Multipurpose Room may be rented for additional fee

Digital projector, screen, sound system, microphone, tables & chairs

~~Available when the Library is closed to the public with additional fee~~

~~Hours available for booking: 8:00 am to 11:00 pm daily~~

~~Hours available for private parties and ceremonies at which alcohol may be served: 6:30 pm to 11:00 pm Saturday and Sunday.~~

Use of the exterior stairway and landing on the east side of the Main Library for activities related to reserved meetings or events is not permitted. Use of the Dawson Creek Park for events is not permitted.

Multipurpose (~~caterers prep~~) Room (~~L218~~)

599 square feet on second floor next to Event Room

~~Durable finishes~~, 18 stools, 3 tables, work counters, refrigerator, sink

Occupancy limit: 40

~~Renters may bring in food for meetings and catering is permitted.~~

May be reserved separately from Event Room

~~Available when the Library is closed to the public with additional fee~~

~~Hours available for booking: 8:00 am to 11:00 pm daily~~

Board Room (~~L249~~)

721 square feet on second floor:

~~Large~~ fixed table with 16 chairs; up to 12 additional chairs may be available

Occupancy limit: 48

Digital projector and screen, sound system

~~Renters may bring in food for meetings and catering is permitted, but there are no kitchen facilities.~~

~~Available when the Library is closed to the public with additional fee~~

~~Hours available for booking: 8:00 am to 11:00 pm daily~~

May be reserved for one-per-month meetings up to six months in advance

Community Room (~~L115~~)

1260 square feet on first floor;

-80 chairs arranged lecture style

Occupancy limit: 180 ~~very small people~~

Digital projector, screen, sound system, microphone, piano, tables and chairs

~~Renters may bring in food for meetings and catering is permitted, but there are no kitchen facilities.~~

~~Available when the Library is closed to the public with additional fee~~

~~Hours available for booking: 8:00 AM to 11:00 PM daily~~

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Room Rental Fees



Room rental fees are broken into ~~three~~^{four} rates based upon the status of the organization as private or non-profit, and upon the residency of the applicant.

- The standard rate applies to private organizations and individuals.
- The resident rate applies to private organizations and individuals when the applicant is a Hillsboro resident.
- The non-profit rate applies to private and public non-profit organizations.
- ~~The non-profit, resident rate applies to private and public non-profit organizations when the applicant is a Hillsboro resident.~~
- Fees for AV are charged only if staff assistance beyond general directions is requested.

Reservation Limits:

Library meeting rooms may be reserved up to 90 days in advance for a maximum of 3 reservations every 30 days. Groups using the Board Room for regular monthly meetings may reserve the Board Room up to 6 months in advance for a maximum of 3 reservations every 30 days; please see library staff for assistance.

Exceptions:

- Piano teachers are charged the non-profit rate for student piano recitals at the Main Library only.
- Library meeting rooms may be reserved, free of charge during Library hours, up to 1 year in advance without limit on the number of reservations for the following organizations: Friends of the Hillsboro Public Library, Library Foundation of Hillsboro, City of Hillsboro, Washington County Cooperative Library Services, Library sponsored series or events, governmental agencies, and Hillsboro School District.

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Community Room (1 st Floor, Main Library)		Shute Park Meeting Room				
Maximum Capacity: 180 standing or 84 seated.		Maximum Capacity: 80 standing or 57 seated.				
	Cleaning Deposit	During Library Hours	After Library Hours	Optional: AV Equipment	Optional: Set-up	Optional: Take-down
Standard Rate	\$50	\$45/hour	\$100/hour	\$ 63 ³⁰ /event	\$40/event	\$60/event
Resident Rate	\$50	\$30/hour	\$85/hour	\$ 63 ³⁰ /event	\$40/event	\$60/event
Non-Profit Rate	\$ 0	\$ 20 ²⁰ /hour	\$ 60 ⁶⁰ /hour	\$ 30 ³⁰ /event	\$40/event	\$60/event
Non-Profit, Resident Rate	\$0	\$0	\$40/hour	\$30/event	\$40/event	\$60/event

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Event Room		Maximum Capacity: 240 seated. Event room can be rented with the adjoining Caterer's Room for additional capacity of 40 standing or 18 seated.						
	Cleaning Deposit	During Library Hours	After Library Hours	Optional: AV Equipment	Optional: Caterer's	Optional: Set-up	Optional: Take-down	
Standard Rate	\$250	\$ 150 ¹²⁰ /hour	\$280/hour	\$ 100 ⁸⁰ /event	\$120/event	\$60/event	\$100/event	
Resident Rate	\$250	\$ 120 ¹⁰⁰ /hour	\$260/hour	\$ 100 ⁸⁰ /event	\$120/event	\$60/event	\$100/event	
Non-Profit	\$ 250	\$40/hour	\$80/hour	\$50/event	\$60/event	\$60/event	\$100/event	
Non-Profit, Resident	\$250	\$ 90 ²⁵ /hour	\$ 65 ¹³⁰ /hour	\$ 50 ⁴⁰ /event	\$60/event	\$60/event	\$100/event	

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Board Room		Multipurpose Room		Maximum Capacity: 40 standing or 18 seated.		
	Cleaning Deposit	During Library Hours	After Library Hours	Optional: AV Equipment (Board Room)	Optional: Set-up	Optional: Take-down
Standard Rate	\$100	\$ 60 ⁴⁵ /hour	\$ 110 ¹⁰⁰ /hour	\$630/event	\$40/event	\$60/event
Resident Rate	\$100	\$ 50 ³⁰ /hour	\$ 100 ⁸⁵ /hour	\$630/event	\$40/event	\$60/event

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Non-Profit Rate	\$50	\$20 /hour	\$60/hour	\$30/event	\$40/event	\$60/event
Non-Profit-Resident	\$50	\$20 40/hour	\$60 50/hour	\$30/event	\$40/event	\$60/event



Library Administrative Rules: Patron Code of Conduct

The Hillsboro Public Library is committed to providing an atmosphere where people of all ages may come to read, browse, do research, study, and otherwise enjoy our safe, clean surroundings. Please respect the right of everyone in the Library to enjoy a pleasant environment.

We ask that all Library patrons and visitors use the Library for its intended purpose. Please do not disturb others, interfere with Library operations or the rights of other patrons, monopolize Library resources, or otherwise engage in any other behavior generally considered unacceptable in a public place, including behavior prohibited in the Hillsboro Municipal Code, including, but not limited to sections [9.32.090](#), [9.32.120](#), and [9.40.040](#). For the purposes of the Patron Code of Conduct, the conduct considered unsuitable for the Civic Center (section [9.40.040](#)) is generally considered unsuitable for Library property.

These rules have been established for all patrons. If a patron is not responsive to the needs of other Library users or disregards the procedures protecting patrons, staff, and Library property, the patron will be asked to leave the Library. The City of Hillsboro reserves the right to suspend the Library privileges of any individual who willfully violates Library regulations or Hillsboro Municipal Code. Individuals may be issued an exclusion notice per Hillsboro Municipal Code [9.32.020](#) and may be served with a criminal trespass notice for failure to comply with any exclusion notice. Further information on exclusions may be found in Hillsboro Municipal Code [9.32.020](#), [9.32.030](#) and [9.32.130](#).

Please remember:

- Non-alcoholic beverages in closed containers and small amounts of snack foods are allowed in the library; food or drink that creates a nuisance because of odor, garbage, or spills are *not* allowed.
- Treat others with dignity and courtesy.
- Obey the reasonable requests of staff members.
- Violating the library's rules for acceptable use of the Internet and library public computers may result in loss of a right to use the Internet and/or computers.
- Patrons interfering with the ability of others to use the library may be asked to leave. This may include displaying ~~inappropriate or objectionable~~ material on computers within the library that ~~upsets or disturbs other library users or staff~~ would otherwise violate the library's rules for acceptable use of the Internet and library public computers.
- The volume of personal electronic equipment such as cell phones and computers and other playback devices should be low enough to not disturb others in a manner that interferes with the ability of others to use the library.

- Lying down or sleeping in the Library is not permitted.
- Patrons may be asked to leave if their personal hygiene interferes with the ability of others to use the library. Examples may include body odor or strong perfume.
- Patrons must wear appropriate attire at all times. For the purposes of this policy, appropriate attire includes a shirt/top; pants/skirt/shorts; and shoes. A dress may be worn in lieu of a shirt/top and pants/skirt/shorts. Appropriate attire is required at all times, wear a shirt, top, pants, skirt, or shoes.
- Bicycles, skates, scooters, shopping carts, skateboards, and the like must remain outside.
- Users of the Library grounds may not obstruct sidewalks, doors, or book returns.
- Soliciting, petitioning, or distributing written materials or canvassing for any purpose is prohibited: (1) In the Library facilities, including doorways or vestibules, or (2) on Library grounds in a manner that unreasonably interferes with or impedes access to the Library. This includes conducting surveys, distributing materials, soliciting signatures for a petition, sales, and donations for charity.
- Be responsible for your children and charges in the Library; in particular, remain with all children under the age of 10. Please see our Library Administrative Rules: Unattended Children for more information.
- Animals, except service animals or animals which are part of a Library sponsored activity, are prohibited.
- The consumption or possession of substances prohibited on public lands in the Municipal Code is likewise prohibited from the Library and Library property.

Exclusion Guidelines for the Hillsboro Public Library

This document is intended for staff use.

These guidelines are intended to assist staff in determining whether to issue an exclusion notice for a violation of the library's patron code of conduct and if so, for how long. Only those employees who have been delegated authority by the City Manager to issue an exclusion notice may do so. For library staff, only the following positions may issue an exclusion notice: [insert list of positions]. All other staff should report violations of the patron code of conduct to Person in Charge for appropriate action.

All exclusion notices must be issued on the form attached to these guidelines. An electronic version of the form is also available at [insert file path or intranet site where form is available].

Although library staff is trained and authorized to deal with disturbances and issue exclusion notices, staff should not hesitate to contact the Hillsboro Police Department for assistance any time staff believes police assistance is necessary.

Exclusion notices are issued pursuant to Hillsboro Municipal Code section [9.32.020](#). A person excluded from the library pursuant to HMC 9.32.020 may not enter or remain upon library premises during the exclusion period. Failure of a patron to abide by an exclusion notice constitutes criminal trespass. Accordingly, staff should contact HPD if a patron is seen violating an exclusion notice.

Individuals who are excluded from the library may appeal the exclusion to the City's municipal court. As such, it is imperative for staff to follow the following guidelines.

A person must be given a warning and an opportunity to comply with the patron code of conduct before an exclusion notice is issued unless the exclusion is based on:

1. Conduct punishable as a felony;
2. Controlled substances or alcoholic beverages;
3. Actions actually or likely to result in personal injury or property damage; or
4. The person having been previously warned or excluded for the same conduct in a separate situation.

Staff issuing exclusion notices will determine the appropriate time period of the exclusion based on the frequency and type of incident. The escalation up through the exclusion levels may occur in the same conversation or in a single incident.

- First time: Find appropriate type of incident and starting level from list.
- Second time: Move up one level of exclusion.
- Multiple times: Move up one additional level for each incident.

All exclusions must be properly recorded in the Person In Charge (PIC) Journal for the Hillsboro Public Library so that the PIC Journal may be reviewed for repeat violators.

Level 1. Types of incidents will receive only a **warning** (provided that the patron immediately changes his/her behavior to comply with the code of conduct, which may require leaving to correct the issue):

- Using someone else's card.
- Patrons interfering with the ability of others to use the library (such as talking loudly, listening with headphones too loud, or viewing inappropriate material).
- Sleeping in the Library.
- Consuming food or drink in the Library that creates a nuisance.
- Violation of Internet policies.
- Soliciting or distributing materials inside the Library or on Library grounds in violation of Library and other guidelines.
- Smoking on Library property.
- Bringing bicycles or other prohibited wheeled items into the Library.
- Failure to remain with a child under 10.
- Failure to treat staff and patrons with dignity and courtesy.
- Interference with staff's ability to work with or serve others.
- Not obeying the reasonable requests of staff members.
- Use of profanity or obscene gestures directed at staff or patrons.
- Animals identified as service animals may be excluded from the Library for the day if the animal's behavior is significantly disturbing other patrons; the patron is welcome to remain and staff should take other steps to provide reasonable accommodations as necessary to allow the patron to enjoy full use of the library, by, for example, permitting the patron to remain outside with the animal while staff retrieves materials for the patron.
- Patrons may be asked to leave for the day if their personal hygiene interferes with the ability of others to use the library others, but are welcome to return when the issue has been corrected. Examples may include body odor or strong perfume.

Level 2. Types of incidents leading to an exclusion of **one day**:

- A continued violation of any of the above policies after a warning shall result in an exclusion of one day.

Level 3. Types of incidents leading to an exclusion of **one week**:

- Multiple continued violations of any of the policies listed above after a warning has been given or a second violation of the same policy shall result in an exclusion of one week.

Level 4. Types of incidents leading to an exclusion of **one month**

- A violation of any of the policies listed above for a third time shall result in an exclusion of one month.

Level 5. Types of incidents leading to an exclusion of 90 days

This level includes behavior listed in Hillsboro Municipal Code 9.32.020 as warranting an exclusion without a warning. Such violations shall result in a 90 day exclusion. Staff should call the police for any of the violations listed below.

- Conduct punishable as a felony
- The use or possession of a controlled substance or alcoholic beverages
- Actions actually or likely to result in personal injury or property damage, such as:
 - Theft;
 - Damaging/vandalizing materials or property with malicious intent;
 - Assault;
 - Refusing to leave the Library building and/or grounds after a lawful order to do so;
 - Intoxicated, aberrant, or belligerent behavior, including:
 - engaging in sexual conduct as defined by ORS 167.060
 - exposing one's sex organ
 - physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification
- A violation of any of the policies listed above for a fourth or greater time.

Exclusions of 90 days must be handled by a representative of the Hillsboro Police Department in order to ensure accurate documentation and compliance with Hillsboro Municipal Code 9.32.020.

Information Items

Hillsboro Library Board Meeting

October 15, 2015

Hillsboro Library news

Library levy a wise investment of taxes (letter)

http://www.oregonlive.com/hillsboro/index.ssf/2015/10/no_wiser_investment_of_propert.html#incart_river

Meeting Patrons Where They Are: Experimenting With Shelf Arrangement, Community Service Points, and Non-traditional Collections

OLA Quarterly article written by Karen Muller, Erin Sharwell, and Stephanie Chase

The OLA Quarterly is an official publication of the Oregon Library Association.

OLA Quarterly link: <http://commons.pacificu.edu/olag/>

Direct link: <http://commons.pacificu.edu/olag/vol21/iss2/7>

Adult summer reading program draws 4,000

<http://pamplinmedia.com/ht/117-hillsboro-tribune-news/274343-149961-adult-summer-reading-program-draws-4000>

Adult Coloring Explosion (links to Oregonian's article *What color is calm? Join the crowd of adult coloring fans and find out (photos, video)*)

<http://www.webjunction.org/news/webjunction/adult-coloring-explosion.html>

General Library news

Oregon Public Library Needs Assessment

Report from Penny Hummel for the Oregon Community Foundation

http://www.oregoncf.org/Templates/media/files/reports/library_needs_assessment.pdf

Strengthening the Library's Strategic Role

http://icma.org/en/press/pm_magazine/article/106142

A Library of Good Ideas

<http://www.theatlantic.com/national/archive/2015/08/a-library-of-good-ideas/400259/>

Hillsboro Business advocate

October, 2015



Artosaur

Finding Art Since 2015

OUTDOOR SUMMER SHAKESPEARE
CIVIC CENTER PLAZA
RICHARD III
JULY 22 - AUGUST 1
BAGNBAGGAGE.ORG

Chamber Board Says "Vote YES!"

Washington County Measure No. 34-236: Renewal of Local Option Levy for Countywide Public Safety Services

Question:

Shall Washington County maintain public safety services by levying 42¢ per \$1,000 assessed value for five years, beginning in 2016? This measure renews current local option taxes

Summary of Levy:

This measure renews a levy that expires in June 2016. It supports public safety services for all city and urban unincorporated neighborhoods and rural communities in Washington County, including:

- Emergency shelter for women and children who are victims of domestic violence and related victims' assistance;
- A mental health response team of deputies and mental health professionals who help people in crisis get medical assistance instead of going to jail;
- Juvenile programs that reduce crime;
- Special enforcement teams (major crimes, SWAT, child abuse and child pornography, gangs and narcotics) serving all areas of the county;
- Jail and work release center operating at full capacity to minimize early offender release;
- Prosecution services;
- Parole and probation services. The renewed five-year levy continues current services at a fixed rate of 42¢ per \$1,000 assessed value, which is unchanged from the current rate. In 2016, typical homeowners with an assessed value (not market value) of \$255,408 would pay about \$107.

Business Case:

The importance of this levy renewal cannot be overstated. The money supports a wide range of county services, including patrols, jail, prosecution, parole and probation, victim assistance, and juvenile justice. Providing for adequate public safety services throughout Washington County is an important imperative if we want to achieve our economic development goals.

Washington County Measure No. 34-235: Replacement Local Option Levy to Support Countywide Library Services

Question:

Shall Washington County support library services countywide by levying 22¢

per \$1,000 assessed value for five years, beginning in 2016? This measure may cause property taxes to increase by more than 3%.

Summary:

This measure replaces a levy that expires in June 2016. It supports member libraries of Washington County Cooperative Library Services (WCCLS) in Banks, Beaverton, Cedar Mill, Cornelius, Forest Grove, Garden Home, Hillsboro, North Plains, Sherwood, Tigard, Tualatin and West Slope; adds Aloha Library. It funds central support and outreach services linking libraries together. Expiring levy provides 1/3 of total WCCLS funding.

Replacement levy supports libraries by:

- Maintaining open hours, avoiding cuts in service;
- Adding hours at some libraries;
- Supporting children's programs including summer reading and literacy programs for preschoolers;
- Improving online homework help and learning supports for students;
- Purchasing books, e-books and other materials;
- Providing basic operational support for new or expanding libraries;
- Maintaining central support and outreach services. Levy supports libraries for five years at a fixed rate of 22¢ per \$1,000 of assessed value, an increase of 5¢.

If approved, this would be the first rate increase since 2006. In 2016, typical homeowners with an assessed value (not market value) of \$255,408 would pay about \$56, which is \$14 more than in 2015.

Business Case:

How do libraries support workforce development?

Collection materials of all kinds to support job searching, education, goal setting, career changes, market analysis and research, etc.

Library-sponsored workshops:

- Resume writing, interviewing, networking
- Technical skills tune-up
- Basic courses/orientation on software tools like Excel, Word or social media – Linked In, for example

Databases and online tools for skill building:

- Oregon CIS – career information, education planning

- Learning Express Library:
- Free online tutorials for Microsoft products,
- Wide range of practice exams including civil service exams (CDL, EMT, police officer, administrative assistant, etc.), plus SAT, GRE, NCLX (Nursing exam), and so forth, Citizenship test

• Reference USA: Contains listings for more than 13 million U.S. businesses and 200 million U.S. residents. Provides contact names, addresses and phone numbers, credit ratings and more. Used for market research and analysis. List of business and investment databases found here: http://www.wccls.org/online_resources/business_and_investing

Computer and Internet access to conduct job searches, submit applications, take exams, check your email:

- Libraries have over 375 public access computers
- Free public Wi-Fi offered in every library
- Some libraries check out laptops and devices as well

Free meeting space – business professionals use library space/meeting and study rooms to check in with the home office, meet clients, -- it's a safe, neutral, public place, fairly quiet.

Impact Study in April 2015 – one out of five library technology users used library computers to support their employment or job searches. (21%)

How do libraries support STEM – STEAM - STREAM?

Collection materials of all kinds and at all reading levels to support curiosity, inquiry, exploration, etc. Examples:

- Books, magazines, DVDs, etc.
- Databases that support homework assignments and science experiments
- 3D printing labs open to the public
- Discovery Kits of various kinds available for checkout (robot kits, programming robots, bird-watching, rocks & minerals, telescopes, star gazing, bugs & butterflies, Zombie survival, etc.) Kits made for different age/reading levels – children and adults.

- Cultural Passes to Adventure (free one-day admission passes available for checkout to various area destinations and attractions): http://www.wccls.org/lending_library/cultural_pass