#### LIBRARY COMMITTEE Metropolitan Citizens League

#### NEEDS;

- General Charge from Executive Board
  - a) scope of study

  - b) intent of study
    c) general framework for study
    d) timeframe for study product

  - e) budget
- Committee Composition
  - a) list of potential committee members/affiliations

  - b) suggested committee size
    c) tentative time commitment required from members
  - d) committee structure
- Resources Available
  - a) staff assistance
  - b) research assistance
  - c) materials (copying, word processing, mailing, etc.)
- 4) Grant Possibilities
  - a) Oregon Community Foundation
  - b) Fred Meyer Foundation
  - c) Other
- Work Plan Preliminary
  - a) list of potential interview subjects
  - b) publication search
  - c) literature review



ARNOLD BISKAR Multnomah County Commissioner District One

Room 605, County Courthouse Portland, Oregon 97204 (503) 248-5220

#### FOR IMMEDIATE RELEASE

July 26, 1983

Contact: Lisa Shara

248-5008

The Multnomah County Commission on Library Policy and Administration will hold its first meeting on Tuesday, August 2, at 4:00 p.m. This informal gathering will be held at the Portland Plaza, 1500 SW Fifth Avenue, for the purpose of introductions, agenda setting, and Commission direction.

The 15 member Commission, chaired by Arnold Biskar, is charged with making recommendations to the Board of County Commissioners concerning such issues as the Library contract, funding, and new technologies.

# # # #



TO: All Members
Library System Committee

The Orientation Meeting for the newly formed Library Systems Committee will be held on Thursday, July 28, from noon to 1:30 p.m. The meeting will take place in the second floor conference room adjacent to the League office in the Hone (1912 SW 6th Ave.).

Please bring a brown bag lunch, and confirm with Beth Blunt that you will be able to attend. Her telephone number is 229-3049.

This first meeting is particularly important as we will be finalizing our charge and handing out all of the preliminary information, so please make every effort to come.

Thanks for your participation!

L.C. Alexander

Chair

LCA/bb

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#### LIBRARY COMMISSION

Workshop: August 26, 1983

9:00 - 4:00

#### Minutes:

In attendance: Arnold Biskar; Neil Goldschmidt; Margaret Weil;

Pam Christian; Jolinda Osborne; Paul Morris;

Eleanor McKinnon; Mary Lou Calvin; Frances McGill; Richard Gilkey (for Matthew Prophet); Marc Blackman

Staff: Lisa Shara, office of Arnold Biskar; Don Barney, Don Barney

and Associates; Clark Worth, Don Barney and Associates

Guests: Harold Kropitzer; Barbara George; George Heaton; Gordon Hunter;

Cecile Carpenter; Martha Julaphongs; Candy Morgan; David Fuks;

Dorothy Shaver

#### 1. Introduction

Mr. Biskar briefly reviewed the program for the day. He indicated that the primary goal of the workshop was to develop the key elements of a mission statement of the library, and develop a list of key issue areas which would be expanded by sub-committees. Mr. Biskar went through the County's charge to the Commission by discussing the elements of the ordinance and how they relate to the mission statement.

After discussion, it was decided that the entire mission statement, including narrative, would be developed by the group by mid-afternoon.

# 2. Library Game

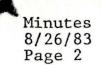
Mr. Barney presented "The Library Game" as a tool to understanding decisions focusing on library systems and funding. Originally used in California, the board game was loaned to the group by Wes Doak, State Librarian.

The Commission was divided into two groups for discussion of the issues raised by the game.

# 3. Cablesystems Videotape

Ms. Shara introduced a taped interview program entitled:

<u>Libraries:</u> In the Public Trust? Hosted by Ms. Shara, the interview was designed to raise key generic questions relative to information systems. Wes Doak, State Librarian, and Ralph Shoffner, library consultant, were the guests of the program.



#### 4. Commission Discussion

Mr. Barney drafted a list of "distinguishing marks" which could be used as qualities which an ideal library system possesses. He explained that the list was drawn up from the interviews he has conducted. After lengthy discussion, it was decided that "open, accessible", "information storehouse", "information distributor", "publicly supported (with taxes)", and "first-rate staffing" were the important elements of a mission statement.

Mr. Goldschmidt, Mr. Blackman, Ms. Weil, Ms. Osborne were asked to take the identified key phrases and develop them into a draft mission statement.

#### 5. Continued Discussion

After the lunch break, Mr. Goldschmidt read the proposed mission statement. Following very little discussion, the Commission unanimously voted approval.

Discussion continued, focusing on the definitions of the key phrases in the mission statement. Terms such as "storehouse" and "accessibility" were debated, as well as concepts of financing. It was decided that one of the most useful tools for the group would be an understanding of how much money was really represented in the mission statement: that is, what is the baseline, bottom amount required to fulfill the mission statement. Staff was assigned to determine that information as well as a working definition of "accessible".

# 6. The Issues

Mr. Barney further discussed results of his preliminary work. He listed the people with whom he has spoken and those who will be contacted.

Mr. Barney outlined the five general areas of further study: funding and development; management/governance; services; new technologies; and inter-library cooperation. Mr. Biskar and Mr. Barney together discussed the use of sub-committees to collect data and report options to the full Commission. It was generally agreed that each of the five areas of further study should be a sub-committee. Commission members were asked to call Mr. Biskar's office with an indication of sub-committee preference.

The next meeting of the Commission will be held on Friday, September 9, from 11:00 a.m. until 1:00 p.m., at the auditorium of the Central library. At this meeting, subcommittee structure, workplan, time schedule and public hearing dates will be discussed. (Note: no lunch will be provided this time.)

Lisa K. Share



Mr. Roderick Schwartz State Librarian Washington State Library Olympia, WA 98504

Dear Mr. Schwartz:

The Metropolitan Citizens League of Portland, Oregon, is currently conducting a study of various existing library systems across the nation, as compared to our own collection of systems here in the metropolitan area.

We are particularly interested in regional systems such as yours, and would be most appreciative if you could give us an overview of your system and its operation.

Our specific concerns include:

- -goals and service objectives
- -management structure
- -funding mechanisms
- -legislative history
- -utilization statistics (i.e. per capita \$)
- -communications/networking within the system

Any additional background information or comments you wish to include would be most helpful, particularly your insights on how your system got to its present state and how you feel it is working.

Thank you very much.

Sincerely,



Dear Ms Quint:

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Thank you very much.

Sincerely,



9 September, 1983

Leslie Berman:
Planning & Research
Connecticut State Library
231 Capitol Avenue
Hartford, Conn. 06115

Dear Ms. Berman:

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Sincerely,



9 September, 1983

Gary E. Strong
State Librarian
California State Library
914 Capitol Mall
Sacramento, CA 95809

Dear Mr. Strong:

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9 September, 1983

Mary Quint, Director Illinois State Library Centennial Bldg Springfield, IL 62756

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Thank you very much.

Sincerely,



9/25/83

#### **BOARD OF DIRECTORS**

Oliver Larson A. McKay Rich Marlene Bayless Carl Halvorson **Rusty Goldy** Robert G. Simpson Keith Burns William Moshofsky Ronald Cease Wanda Mays Jerry Tippens Jan Egger Philip Bogue Charles Kemper Pat Giardina Claris Poppert Robert E. Stacey, Jr. Melvin Peters Roy Schnaible, Jr. Dennis Ryerson Ned Look

TO: LIBRARY SYSTEMS COMMITTEE MEMBERS

Enclosed please find the rough draft survey form and accompanying cover letter which Mary Ricks and I have prepared. Each of you should read through the survey and note any comments, changes, or suggestions which you may have.

I will be calling you within a week to set up our next committee meeting, and this survey will be the primary item on our agenda. I would also like to know if you feel it would be useful to the committee members to invite a representative from each county library system to address the group individually, giving a description of their system and responding to any questions we may have.

Linda Heyastek Linda Alexander, Chair



9/25/83

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Linda Alexander, Chair

Dear	

The Metropolitan Citizens League of Portland, Oregon is currently conducting a survey of public and other libraries in the tri-county area in order to establish a data base of each county's library system structure, operations, funding, and service provision. Because of budget cutbacks over the past few years, much of this information is no longer available at the State or any other level on a consistent basis.

It would be extremely helpful to us if you could take a few moments to fill out the attached questionnaire, and any additional information or comments you would care to include would be most welcome.

If you have any questions please give the MCL office a call at 229-3097.

Thank you very much.

Sincerely,

Linda C. Alexander CHAIR - Library Systems Committee

### TRI - COUNTY LIBRARY SURVEY

LIBE	ARY NAME:
MAII	ING ADDRESS: PHONE:
1.	IS YOUR LIBRARY A: MAIN LIBRARY OF SYSTEMBRANCH LIBRARY OF SYSTEMBRANCHBRANCHBRANCHBRANCHBRANCHBRANCHBRANCHBRANCHBRANCHBRANCHBRANCHBRANCHBRANCHBRANCHB
2.	WHAT ARE THE GEOGRAPHIC BOUNDARIES OF YOUR SERVICE AREA?
3.	WHAT IS THE POPULATION OF YOUR SERVICE AREA?
4.	HOW MANY PATRONS VISITED YOUR LIBRARY IN 1982? THUS FAR IN 1983?
5.	HOW WOULD YOU DESCRIBE THE PRIMARY USERS OF YOUR LIBRARY (I.E. FAMILIES, ELDERLY, STUDENTS, ETC.)?
6.	WHAT WOULD YOU DESCRIBE AS THE PRIMARY SERVICE YOUR LIBRARY PROVIDES TO THE COMMUNITY?
7.	DOES YOUR LIBRARY HAVE A LONG-RANGE PLAN? YES* NO HAS A NEEDS ASSESSMENT EVER BEEN PERFORMED IN YOUR SERVICE AREA? YES* NO
8.	WHAT FEES, IF ANY, ARE CHARGED TO USERS OF YOUR LIBRARY WHO RESIDE WITH- IN YOUR SERVICE AREA?
9•	MAY PEOPLE WHO ARE NOT RESIDENTS OF YOUR SERVICE AREA USE YOUR LIBRARY?  YES NO IF YES, ARE THEY CHARGED DIFFERENT FEES THAN RESIDENTS?  YES NO IF YES, HOW MUCH?, AND HOW MANY PEOPLE PAID  THESE FEES TO USE YOUR FACILITY LAST YEAR?
10.	PLEASE BRIEFLY DESCRIBE THE FUNDING BASE FOR YOUR LIBRARY (I.E. WHAT PER-CENTAGE FROM PROPERTY TAX, PRIVATE DONATIONS, STATE ASSISTANCE, ETC.):
11.	WHAT HAS YOUR PER CAPITA \$ RATE OF LIBRARY SUPPORT BEEN IN THE YEARS BELOW: 19791980198119821983
12.	WHAT IS YOUR CURRENT BUDGET IN DOLLARS FOR 1983? HOW DOES THIS COMPARE TO PREVIOUS YEARS?
13.	WHAT PERCENTAGE OF YOUR BUDGET IS ALLOCATED FOR:  SPECIAL SERVICES RESEARCH SPECIAL SPECIAL
	COLLECTIONS OTHER:

<sup>\*</sup>A copy would be greatly appreciated.

L4.	WHAT IS THE CURRENT STAFF LEVEL AT YOUR LIBRARY?  PLEASE DESCRIBE STAFF DISTRIBUTION:
15.	DOES YOUR LIBRARY HAVE A GOVERNING BOARD? YES NO IF YES, HOW IS IT CHOSEN AND HOW IS IT STRUCTURED:
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7.	HOW IS YOUR LIBRARY'S MANAGEMENT ORGANIZED?
.8.	DOES YOUR LIBRARY SHARE INFORMATION WITH OTHER LIBRARIES IN THE COUNTY SYSTEM/AREA? YES, FORMALLY YES, INFORMALLY NO COULD YOU GIVE US A BRIEF DESCRI PTION:
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1.	WHAT IS YOUR CURRENT INVENTORY OF HOLDINGS?  VOLUMES HELD A/V MATERIALS  VOLUMES ADDED LAST YEAR OTHER SERIALS  PERIODICAL SUBSCRIPTIONS GOVERNMENT DOCUMENTS  MICROFORMS MAPS OTHER
2.	
3.	WHAT ARE THE EMPHASES OF YOUR STANDARD COLLECTIONS?  READING  RESEARCH (TOPICS?)  BOOKS  A/V MATERIALS  MICROFORMS  OTHER:
6.	NO IF YES, IN THE MOST RECENT YEAR HOW MANY BOOKS OR OTHER MATER- IALS DID YOUR FACILITY BORROW?  LEND?

27.	. WHAT SPECIAL SERVICES DOES YOUR LIBRARY PROVI		OKMOBILE
	MEETING SPACE MOVIES/AUDIDVISUAL (PLEASE DESCRIBE):	LECTURES	OTHER
28.	. IS YOUR LIBRARY A REPOSITORY FOR GOVERNMENT I	OCUMENTS?YES	NO NO
29.	WALL TERMINE PROJECTION	CTIONS OR SERVICES	WHICH
Than	ank you very much for your cooperation and assis	stance with this p	roject.
	BRARY SYSTEMS COMMITTEE TROPOLITAN CITIZENS LEAGUE		
RESP	SPONDENT NAME:T	ELEPHONE:	

# Libraries, users feel pinch of half-time staffing

y DAN HORTSCH

Eight-year-old Anusha Suntheran spent a few inutes in the Sellwood-Moreland branch library arlier this week looking for another book to

The day was warm and bright, and most nildren leaving the nearby schools weren't bout to head indoors, but Anusha was taking

ivantage of the opportunity.

A good thing, too. The Sellwood-Moreland ranch would not be open for another three days. he small branch at 7904 S.E. Milwaukie Ave. is no of four branches of the Multnomah County brary that have been operated on a half-time asis since July 1, when the financially stricken ystem imposed its latest budget cuts.

One library staff operates the Sellwoodoreland branch as well as the Albina branch at 305 N.E. 15th Ave. Another single staff manges the Capitol Hill branch at 10723 S.W. Capil Highway and the Gregory Heights branch at

21 N.E. Sandy Blvd.

The half-time libraries are open two weekings each and every other Saturday. Each branch open only one evening a week, leaving little me for students or adults to do research after ormal school or work hours.

Anusha, who was visiting the library with er friend Shanthi Breckenridge, 10, said she ses to the Sellwood-Moreland branch about evy two weeks, but the hours are confusing.

Holding a book by former Portlander Beverly leary, Anusha said, "Sometimes I come and it's of open, and then you have to go back."

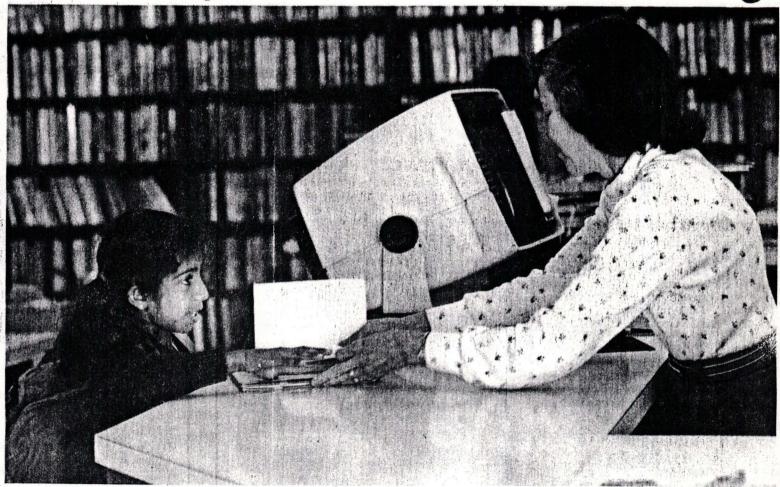
Anusha and Shanthi are students at the near-7 St. Agatha School. The school's principal, ster Barbara Jean Laughlin, is concerned about e effect of the shortened library hours on her udents.

"Our school library is fairly small," she said, specially when it comes to current periodi-

Older students are picking up skills needed in gh school, she added, and the branch librarians ip them learn the use of the guides to periodils, an important aid in doing research papers.

Further, Laughlin said, young students are troduced to the wonders of the public library rough field trips to the nearest branch, and the duced hours will make those visits harder to

Those early reading experiences can be imrtant, said Donna Johnson, a former Sellwoodea resident who still uses the branch, even



IT'S A DEAL — Anusha Suntheran, 8, talks books with Marian Lee Mears, clerk-librarian, while checking out books in Sellwood-Moreland

branch public library this week. Patrons find it harder to use some branches in library system since their hours were cut in half.

Portland.

"My love of reading stems from the lady who ran the library for many years," she said. "I think children are being deprived of a very important opportunity."

"It makes you wonder what kind of people we're turning out," she said of the half-time system.

Children aren't the only ones to suffer from the cuts, said Johnson, holding a copy of "Lost Honor" by John Dean. Older people and lowincome adults also feel the library hours pinch, she said.

"This is their main source of entertainment,"

all their lives in this city."

Audrey Leppanen, librarian for the Sellwood-Moreland and Albina branches, said the first day a branch is open each week usually is a busy one, because the branch has not been open for several days. Saturdays are light, possibly because people do not keep track of which Saturdays their branch is open.

Students do use the branches when they can, she added. At the Albina branch, students "come in after school, sit at the tables and study."

The library staffs also are affected by the changes. Cindy Miles, librarian for the Gregory Heights and Capitol Hill branches, said that the

a monthly circulation of nearly 23,000 books handled by two staffs. In the first month of the half-time operation, the circulation for the two branches was nearly 17,000 volumes handled by just one staff, which has been given some additional help for checking in and shelving books.

"It's arduous, to say the least," Miles said.

Miles and Leppanen also said they were feeling a scheduling pinch with after-school programs in the branches and their visits to schools to let students know what opportunities are available.

"The first month or two were pretty nasty,"
Miles said. "Now we're just kind of keeping our

# MULTNOMAH COUNTY COMMISSION ON LIBRARY POLICY & ADMINISTRATION

# MISSION STATEMENT:

There is a level of public library service which is so essential to the maintenance and growth of our free society, that to the extent necessary to guarantee this level of service, it should be tax supported. This level requires that the library be a storehouse of information, open and accessible to all, and professionally staffed.

We also believe that beyond this basic mission, the public library, since its founding, has contributed to the growth and excellence in our community. This Commission commits itself to a careful review of all choices which will enable the library to make these contributions.

Dear		
Dear	_	ĕ

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28. IS YOUR LIBRARY A REPOSITORY FOR GOVERNMENT DOCUMENTS?	YESNO
29. PLEASE DESCRIBE ANY SPECIAL OR UNUSUAL COLLECTIONS OR SERV	
Thank you very much for your cooperation and assistance with th	nis project.
LIBRARY SYSTEMS COMMITTEE METROPOLITAN CITIZENS LEAGUE	
RESPONDENT NAME:TELEPHONE:	

Beth, could you please type ta letter to all committee members over my sig today as follows:

Memo Jo: all Library Committee members

Just a reminder of the planned meeting
dates for the committee over the coming
month.

Juesday 11/22 12-1:15 Ondine

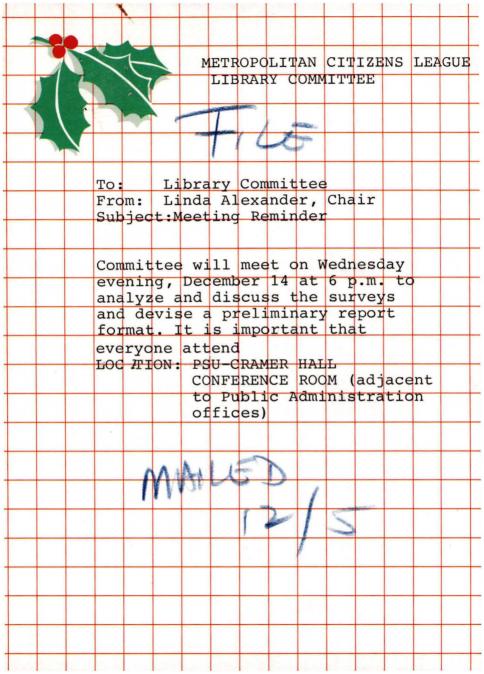
Juesday 11/29 12-1:15 Ondine

Wednesday 12/14 6pm-8pm MPA conference room (First Ploor Gramer Hall)

The last meeting is particularly important for all to alfend as we will be analyzing the surveys and other data, and formulating our ideas for the committee report.

Thank you,

hinda alefander



11/29 mailzol/5/

Dear Beth -

Please send out a reminder memo on Monday 12/5 to all committee members & Ron Cease:

Committee will meet on wednesday evening, blecember 14th at 6 pm to analyse of discuss the surveys of devise a preliminary report format. Very important that everyone a tend. At PSU, first floor conference room in Gramer Hall, adjacent to Public admin offices.

(Please put a note on alan's to bring his analysis of regional info.)

Thanks Linda