To: Oregon Library Association Executive Board  
From: Michele Burke, 2014-2015 Time Capsule Committee Chair  
Update and Request for Direction: OLA Time Capsule Project  
November 10, 2015

**Original Committee Charge**  
 *The existing time capsule will be opened at the OLA conference in Eugene this spring. Our charge is to create the next time capsule. Our committee has representatives from each of the OLA divisions. Part of a representative’s role is to communicate with a division, perhaps reporting out at a division meeting, as well as gathering and sharing feedback to inform the time capsule creation. More importantly, representatives are free agents trusted by the division and the OLA Executive Board to make decisions about the time capsule using insight, instinct, and joie de vivre!*

**What we did:**

* Conducted a survey
* Collected ideas from the Divisions
* Commissioned Art Work
* Hosted a table at the OBOB Championship and Collected Input from OBOB Participants
* Requested Statements from Library Leaders (OLA President, State Librarian, MCL Director…)
* Talked to our Divisions
* Brainstormed
* Solicited donations
* Invited contributions at our exhibit at the OLA conference
* Organized a creative space area where people could make items to include in the time capsule
* Collected artifacts

**Next Steps, Need Input from the Executive Board   
(Does anything need to happen at the 2016 conference? May need to recruit volunteers)**

I am struggling with closure. We want to wrap it up, literally and figuratively, but I am floundering. We did not have a specific goal, so it is hard to know if we achieved what the Board had in mind.

Consider for example- when we opened the Anniversary Time Capsule, we discovered documentation stating that the goal was to entertain/provide something fun for attendees at the conference lunch. They accomplished their goal when they packaged the time capsule at the conference luncheon.

What are the Executive Board’s goal(s) for this time capsule? Are we done? Do we need some kind of ceremony, a fun factor, anything? Or do we box it up, put it on the shelf, send out some notices and thank you cards, and leave it for a future group to open? Other ideas?

**Anniversary Time Capsule and the Changing Scope of our Time Capsule Committee Work**

The 2014 Conference Committee Time Capsule liaison stepped down from the conference planning committee. In the absence of a coordinator, our group arranged with OLA President Candice Watkins to have the Time Capsule opened at the OLA Board meeting Wednesday evening of the 2014 conference in Eugene, Oregon. The following are activities associated with the Anniversary Time Capsule:

* Arranged to have Dragon Wehr Productions, the crew filming the Virtual Reference Summit, to record the time capsule opening free of charge
  + Outcome: [Time Capsule Video](https://www.youtube.com/watch?v=8waRkaMV118)
  + Possible Next Steps: Transcribe video and enhance metadata (date, description, names/titles of people appearing in video)
  + Post link to video on time capsule page
* Arranged for a display booth with the conference planning committee then Ross and I set up Ross and I set up a display of the Anniversary Time Capsule items
  + Outcome: successful attendance, many visits from conference attendees
  + Outcome: additional information about time capsule objects from people walking by and recognizing items/people named or pictured
  + Outcome: opportunity for Ross and me to explore time capsule documentation and become better acquainted with items included and why they were chosen
  + Outcome: flurry of activity during exhibits take down at which point everything was boxed and put in my car, so I took it to my office, and here it is…..
* I spoke at the lunch and gave an update about the opening of the Time Capsule and invited conference attendees to visit the booth and contribute their own comments
* I scanned and made pdf’s of all documents in the time capsule
  + Question: what about the photos? Do we feel comfortable scanning those and posting them on the time capsule page? Please advise
* Chemeketa Media department digitized the VHS tape that was included in the Time Capsule
  + Outcome: we have a streaming version of the Newport Library video.
  + Question: Do we want to post a link to this on the Time Capsule page?
* Sara Kelso, OLA Quarterly Coordinator, visited Chemeketa where we set up a photo shoot of the time capsule items
  + Outcome: we have lots of photos
  + Possible Next Steps: choose and post photos and documents attractively on Time Capsule website…Do we have someone who would love to make an attractive Time Capsule page? I’m thinking wordpress site, perhaps with other OLA history information, then we can link to the site from the OLA website.

**Miscellaneous OLA Historical Artifacts** “OLA History” box with slide show, audio tape, script for the presentation, and some administrative documents and correspondence related to creating the Anniversary Time Capsule.   
 \*Possible Next Steps = find a volunteer to digitize the slideshow and audio.