



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	<u>City of Sherwood Library Advisory Board</u>
DATE & TIME	<u>June 18, 2014, 6:30 P.M.</u>
LOCATION	<u>Sherwood Library/City Hall, Conference Room A</u>
FACILITATOR	<u>Christine McLaughlin</u>
NOTES TAKEN BY	<u>Mary Madland</u>

AGENDA

Items	Person Presenting
1. Roll Call/Introductions	McLaughlin
2. Changes to Agenda	McLaughlin
3. Approval of Minutes	McLaughlin
4. Manager's Report	North
5. Other Business	McLaughlin
6. Adjournment	McLaughlin

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Amy Christie		Linda Henderson	
Jack Hoffbuhr	X		
Christine McLaughlin		City Staff	
Liz Myer		Pam North	
Pat Reisinger	X		
Diana Stanley		Kristen Switzer	X
Coleen Swihart	X		
Conrad Thomason	X	Guests	
Ashley Korn (High School Representative)	X		

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:31 by Chair Christine McLaughlin.

Changes to Agenda

None

Approval of Minutes

Minutes had a date error of 2104 instead of 2014 and there wasn't a quorum so minutes were not approved. Delayed until next meeting.

Library Manager Report

Sherwood Public Library – April 2014

Monthly Management Report

	<u>Current Year</u>	<u>Past Year</u>	<u>% Change</u>
<u>Check out</u>	<u>29,013</u>	<u>33,666</u>	<u>-13.82% (22% Self-check)</u>
<u>Check in</u>	<u>21,579</u>	<u>24,407</u>	<u>-11.5%</u>

New Library cards 92

Volunteer hours 185 hours; equivalent to 1.07 FTE (26 volunteers)

- New Library2Go users 32
- Library2Go check outs 1172

Monthly Activities

- Thirty-three Baby, Preschool and Toddler Storytimes (895 attendees)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- Federal tax forms available
- 04/03 - 04/24 Creative Writing Workshops with Teresa Klepinger, every Thursday afternoon in April (16 attendees)
- 04/03 Teen Advisory Board Meeting (5 attendees)
- 04/05 Family Game Day (15 attendees)
- 04/05 Get to Know Library2Go (2 attendees)
- 04/09 Pajama Time (18 attendees)

- 04/11 Library Staff Meeting
- 04/12-19 National Library Week Celebration
- 04/12 Art of the Story Festival with Bil Lepp (65 attendees)
- 04/13 & 04/27 Marie Buckley’s Writing Workshops for Adults (9-12 attendees)
- 04/15 Wednesday Crafternoon - Book/Library Crafts (31 attendees)
- 04/15 Paulann Petersen, Oregon Poet Laureate (4 attendees)
- 04/16-18 Staff attend the Oregon Library Association Conference in Salem
- 04/16 “Beatrix Potter: Life & Works” Display & lecture (9 attendees)
- 04/23 DIY Craftshop - Wood & Tile Coasters (11 attendees)
- 04/23 Library Advisory Board Meeting
- 04/26 Saturday Family Storytime “Some Bunny Loves You” theme (21 attendees)
- National Library Week Raffle - Plants vs Zombies Raffle, for ages 17 & under (159 entries)
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: OLA/PLD Board, OLA Executive Board, OLA Leadership Task Force, WUG, Policy Group and Safety Committee

Sherwood Public Library – May 2014
 Monthly Management Report

	<u>Current Year</u>	<u>Past Year</u>	<u>% Change</u>
Check out	29,096	31,936	-8.89% (23% Self-check)
Check in	21,524	22,951	-6.21%

New Library cards 91

Volunteer hours 160.25 hours; equivalent to .95 FTE (24 volunteers)

- New Library2Go users 23
- Library2Go check outs 1035

Monthly Activities

- Thirty Baby, Preschool and Toddler Storytimes (738 attendees)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 05/01 Friends of the Library Meeting
- 05/03 Family Game Day (7 attendees)
- 05/04 & 05/18 Marie Buckley's Writing Workshops for Adults (11 & 13 attendees)
- 05/07 Envisionware upgrade
- 05/12 Robin Hood Festival's Maid Marian Coronation
- 05/14 & 05/17 City of Sherwood Budget Meetings
- 05/18 WCCLS Publicity Photo Shoot
- 05/21 April/May/June Birthday Potluck

- 05/21 Wednesday Crafternoon - Birdfeeders (32 attendees)
- 05/22 Library Manager Interviews (First Round)
- 05/22 "We Are What We Eat: Connecting Food and Citizenship" Oregon Humanities Conversation Program (7 attendees)
- 05/24 Saturday Family Storytime "Farm Animals" (18 attendees)
- 05/26 Library closed for Memorial Day Holiday
- 05/28 DIY Craftshop – Bottle Cap Necklaces (13 attendees)
- 05/31 Tracy Malek represents Library at Annual Community Services Fair
- Children's Book Week Raffle (106 entries)
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: OLA/PLD Executive Board, Circulation, WUG, Adult Summer Reading Program, Publicity, Youth Services, YALL, Cataloging, Executive Board, Policy Group and "See to Read"

Library Business & News

In April checkout was down county-wide and e-books were up county-wide.

In May checkout was down, but less than in May.

Summer reading has started for kids, teens, and adults. Signup started June 1st.

Cruisin' Sherwood happened in June. Library access was limited.

Tuesdays at 2 programs have started. Rhys Thomas was our first performer. He is a juggler and program was well attended.

June 23rd we will have a Busy Builders (Lego and Duplo blocks) from 10:30-11:30 in the Community Meeting Room for ages 3 and up. Busy Builders will meet on the 4th Monday of the month during the summer.

Summer Reading program for teens will be an Ugly Doll program in the Community Meeting Room from 3-5:30 on July 30th.

Pam is retiring June 27th. Two rounds of interviews were held and we had a wide range of candidates from around the country. A new Library Manager has been hired and her name is Adrienne Doman Calkins. She is currently in Olympia but is from McMinnville. She will start on July 14th.

The next Board meeting will be on Wednesday August 20, 2014 at 6:30pm in the Sherwood Library & City Hall, Conference Room A.

Adjournment

The meeting was adjourned at 6:53