



Home of the Tualatin River National Wildlife Refuge

# City of Sherwood

## Library Advisory Board

### MEETING MINUTES

<b>MEETING TITLE</b>	<u>City of Sherwood Library Advisory Board</u>
<b>DATE &amp; TIME</b>	<u>April 23, 2014, 6:30 P.M.</u>
<b>LOCATION</b>	<u>Sherwood Library/City Hall, Conference Room A</u>
<b>FACILITATOR</b>	<u>Christine McLaughlin</u>
<b>NOTES TAKEN BY</b>	<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			
Christine McLaughlin		<b>City Staff</b>	
Liz Myer		Pam North	
Pat Reisinger			
Diana Stanley	X	Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		<b>Guests</b>	
Ashley Korn (High School Representative)	X		

## MEETING NOTES

### Roll Call/Introductions

The meeting was called to order at 6:34 by Chair Christine McLaughlin. Jenny Swanson attended the meeting and was introduced to the Library Board members.

### Changes to Agenda

None

### Approval of Minutes

Motion to approve the February minutes was made by Coleen Swihart, seconded by Jack Hoffbuhr and approved by all.

### Library Manager Report

#### Sherwood Public Library – February 2104 Monthly Management Report

	<u>Current Year</u>	<u>Past Year</u>	<u>% Change</u>
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<u>Check out</u>	<b>27,178</b>	<b>32,253</b>	<b>-15.7% (22% Self-check)</b>
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<u>Check in</u>	<b>19,157</b>	<b>22,318</b>	<b>-14.1%</b>
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- New Library cards 85
- Volunteer hours 159.75 hours; equivalent to .92 FTE (27 volunteers)
  
- New Library2Go users 48
- Library2Go check outs 940

### Monthly Activities

- Twenty-eight Baby, Preschool and Toddler Storytimes (1029 attendees, including those at Oregon Symphony Storytimes)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 02/01 Family Game Day (26 attendees)
- 02/01 Get to Know Library2Go (5 attendees)
- 02/05-26 Oregon Symphony Storytimes, Wednesdays at 1pm (376 attendees)
- 02/06 Closed at 2pm & 02/07-09 Closed all day due to inclement weather – Teen Advisory Board and Cover Oregon presentations canceled
- 02/12 Pajama Time Storytime (5 attendees)

- 02/13 Valentine Craftshop (31 attendees)
- 02/13 Don Jansen, Valentine Guitar in the Stacks
- 02/15 The Bug Chicks presentation (41 attendees)
- 02/19 Library Advisory Board Meeting
- 02/22 Saturday Family Storytimes (10:30am – 23 attendees and 1pm – 2 attendees)
- 02/22 Cover Oregon presentation (4 attendees)
- 02/26 DIY Craftshop – Can Tab Bracelets & Belts (7 attendees)
- 02/27 Library Assistant I Interviews
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: OLA Executive Board, Circulation, WUG, Policy Group, Cataloging, Safety, Oregon Reads/PGE Grant

**Sherwood Public Library – March 2104**  
Monthly Management Report

**Current Year    Past Year    % Change**

<b>Check out</b>	<b>32,894</b>	<b>33,948</b>	<b>-3% (21% Self-check)</b>
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<b>Check in</b>	<b>22,855</b>	<b>24,946</b>	<b>-9%</b>
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New Library cards 111

Volunteer hours                    217.75 hours; equivalent to 1/26 FTE (26 volunteers)

- New Library2Go users            55
- Library2Go check outs            1084

**Monthly Activities**

- Twenty-eight Baby, Preschool and Toddler Storytimes (729 attendees)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- Federal tax forms available

- Spine Poetry Contest
- 03/01 Family Game Day (17 attendees)
- 03/01 Getting To Know Library2Go class (3 attendees)
- 03/02-08 Dr. Seuss' Birthday Celebration Week
- 03/06 St. Francis Catholic School 8<sup>th</sup> Grade tour (23 attendees)
- 03/06 Friends of the Library Meeting
- 03/07 Pam North attended meeting with staff from Rep. Merkley's office re: e-government & public libraries
- 03/9-15 Teen Tech Week
- 03/12 Pajama Time Storytime (7 attendees)
- 03/19 Wednesday Crafternoon – Spring Crafts (43 attendees)
- 03/22 Saturday Family Storytime (27 attendees)
- 03/26 DIY Craftshop – Steampunk Trinket Boxes (11 attendees)
- Dr. Seuss' Birthday Week Raffle (203 entries)
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: OLA/PLD Board, OLA/PLD Standards Committee, OLA Conference, Circulation, WUG, Policy Group, Cataloging, Publicity, Youth Services, YALL, Latino Services, WCCLS Core Services, CSD Workshop, Adult Services, PCC Library Assistant Program Review

### **Library Business & News**

There was a steep drop in circulation in February – may have been partially weather related.

Symphony Storytimes were held in February and we will probably continue to have them every other year.

In April writing workshops with Marie Buckley sponsored by the Friends and Creative Writing Workshops for kids with Teresa Klepinger continue.

Over 60 people attended Art of the Story program with Bil Lepp on April 12<sup>th</sup>.

Paulann Petersen, Oregon's Poet Laureate was here on April 15<sup>th</sup>. The program had 4 attendees.

We had a Beatrix Potter lecture and display on April 16<sup>th</sup>.

Pinn Crawford had a baby boy on April 22<sup>nd</sup> – 8lbs. 6oz.

Friends of the Sherwood Library will have their next meeting on Thursday May 1<sup>st</sup> at 5pm in the Community Meeting Room.

On Monday May 12<sup>th</sup> the Maid Marian ceremony will be held at 6pm in the Fireplace corner of the Library.

On Thursday May 22<sup>nd</sup> the Oregon Humanities Project will present, “We Are What We Eat” program with Wendy Willis at 6pm in the Community Meeting Room.

Summer Reading begins in June. Registration begins Sunday June 1<sup>st</sup> and the kickoff event will be Saturday June 7<sup>th</sup>. We will continue with programs on Tuesdays at 2pm through the summer.

Adult Summer Reading program will also be offered. Participants read and submit reviews for opportunities to win prizes, some sponsored by WCCLS and some local prizes as well.

Reclassification of 2 positions to Librarian is in the works. Hopefully by July 1<sup>st</sup> the process will be complete. The reclassification must go to the union for approval.

North discussed World Book Night. She encouraged everyone to sign up to be a book giver next year.

North announced she will be retiring at the end of June. She has worked at the Sherwood Public Library for 17 1/2 years. The job posting was done yesterday. She has plans to do some traveling and noted she will still be involved in the Library community in Oregon.

## **Other Business**

Linda Henderson noted the voter’s pamphlets are out and the charter review measures are on the ballot.

Staff is finalizing budgets and budget meetings are set for a Wednesday/Saturday/Monday schedule. Public hearings are scheduled for May 14<sup>th</sup>, 17<sup>th</sup> and 21<sup>st</sup> if necessary.

Community Center is moving forward.

Traffic light at Albertson’s and Bank of America was discussed.

Fiddler on the Roof opens this weekend-Thursday/Friday/Saturday and runs for two weekends.

Monday May 3<sup>rd</sup> there will be a ceremony to install a bench and plaque in memory of Sherwood’s first Police Chief Stan Stanislowski as part of Law Enforcement Recognition Week.

**The next Board meeting will be on Wednesday June 18, 2014 at 6:30pm in the Sherwood Library & City Hall, Conference Room A.**

**Adjournment**

The meeting was adjourned at 7:20 pm.