



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>October 16, 2013 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			
Christine McLaughlin		City Staff	
Liz Myers		Pam North	
Pat Reisinger			
Diana Stanley		Kristen Switzer	X
Coleen Swihart	X		
Conrad Thomason	X	Guests	
		Cynthia Kirk, Cultural Coalition of Washington County	

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:32 by Chair Christine McLaughlin

Guest, Cynthia Kirk from Cultural Coalition of Washington County

Cynthia Kirk presented an overview of the Oregon Cultural Trust program and how it benefits the 36 counties throughout Oregon with grants for cultural programs. Sherwood has had several grants for programs like Symphony Storytime and Oregon's Poet Laureate Paulann Peterson. Oregon Cultural Trust gets income from the sale of license plates, donations, and the matching gift program which also allows a tax credit for your Trust gift. The Trust raises 4 million dollars each year. One-third goes to direct grants to cultural non-profits, one-third to the 36 county coalitions, and one-third to 5 institutions (Oregon Arts Commission, Oregon Historical Society, Oregon Humanities, Oregon Heritage Commission, and State Office of Historic Preservation). A list of cultural non-profits can be found at the website www.culturaltrust.org.

Approval of Minutes

Motion to approve the August minutes was made by Jack Hoffbuhr, seconded by Diana Stanley and approved unanimously.

Library Manager Report

Sherwood Public Library – August 2013 Monthly Management Report

	<u>Current Year</u>	<u>Past Year</u>	<u>% Change</u>
<u>Check out</u>	<u>32,731</u>	<u>33,823</u>	<u>-3.2% (23% Self-check)</u>
<u>Check in</u>	<u>24,913</u>	<u>26,643</u>	<u>-7%</u>
• New Library cards	96		
• Volunteer hours	161.25 hours; equivalent to .93 FTE (24 volunteers)		
• New Library2Go users	43		
• Library2Go check outs	914		

Monthly Activities

- Twenty-eight Baby, Preschool and Toddler Storytimes (420 children & 312 adults = 732 total) *Miss Teresa on vacation one week
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)

- 08/01 Teen Advisory Board Meeting (3 attendees)
- 08/05 Summer Reading Program sign-ups close; rewards available for pick-up from August 5 through September 6
- 08/06 Summer Reading Program Event – Roving Horse Henna (18 teens & 5 adults = 23 attendees)
- 08/08 Friends of the Library Meeting
- 08/10 & 08/14 Library2Go Training with Pinn Crawford and Adam Carlson (7 & 1 attendees)
- 08/14 Pajama Storytime (9 children & 13 adults = 22 attendees)
- 08/16 All Library Staff In-Service (Library opened at 1pm)
- 08/20 Pinn Crawford attended “Cover Oregon” presentation
- 08/20 Dinosaur Party (37 children & 25 adults = 62 attendees)
- 08/21 Library Advisory Board Meeting
- 08/26 All-City Staff Meeting
- 08/28 Pajama Storytime (12 children & 14 adults = 26 attendees)
- 08/29 All-City Staff BBQ
- 08/31 Adult Summer Reading Program concludes - Sherwood received 795 book reviews this summer and had 394 registered participants which put us in third place Countywide.
- Youth Services Contests
 Summer Reading Week 10 Guessing Game: 184 participants (ages 17 & under)
 Summer Reading MudPuddles Toys & Books Raffle: 134 participants (ages 17 & under)
- Library staff attended various regional, City and WCCLS meetings: Circulation, WUG and Safety Committee

Sherwood Public Library – September 2013
 Monthly Management Report

	<u>Current Year</u>	<u>Past Year</u>	<u>% Change</u>
Check out	30,421	31,197	-2.49% (23% Self-check)
Check in	22,124	23,257	-5%

- New Library cards 123
- Volunteer hours 146.25 hours; equivalent to .84 FTE (27 volunteers)

- New Library2Go users 47
- Library2Go check outs 1027

Monthly Activities

- Twenty-six Baby, Preschool and Toddler Storytimes (742 attendees total)
- One Read-to-the-Dogs program
- Magazine Monday (free magazine giveaway)
- 09/02 Library closed for the Labor Day holiday
- 09/05 Teen Advisory Board Meeting (6 teens)
- 09/06 Summer Reading Program rewards distribution ended (563 completed program - ~42%)
- 09/11 Pajama Time Storytime (9 children & 8 adults = 17 total)
- 09/13 Staff attended WCCLS-sponsored “Challenging Situations” training
- 09/18 Fall Family Craftshop (30 children & 14 adults = 44 total)
- 09/23 Jenny Swanson attended Leadership Academy training
- 09/25 DIY Craftshop – Bulletin Boards (3 teens & 2 adults = 5 total)
- 09/28 Saturday Family Storytime (17 children & 11 adults = 28 total)
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Publicity, Youth Services, Adult Summer Reading Program, Latino Services, WUG, Adult Services, Cataloging, Policy Group, Safety Committee and OLA Public Library Division Board

Library Business & News

Free writing workshops return on Sunday afternoons in October and November with Marie Buckley. We have people coming from McMinnville and Hillsboro to attend the workshops.

The Wills and Trusts program on October 9th with Richard B. Schneider had 18 attendees.

Local author June Reynolds held a book signing event on October 12th.

The Library is celebrating Teen Read Week this week with a fun display in the Young Adult area and a raffle for 6th-12th graders at the Circulation Desk.

This evening there will be an apple-themed Crafternoon at 3:30pm.

In November the Library will be closed on Monday November 11th for Veterans Day and closing at 6pm on Wednesday November 27th and will be closed Thursday and Friday November 28th and 29th for the Thanksgiving holiday.

The Library is now offering flash drives and headphones for sale to patrons. Headphones are \$2 and USB Drives \$6 and are available at the Circulation Desk.

Oregon author Bob Welch will be at the Library on November 6th for two programs. One at 3:30 to read from "The Keyboard Kitten: An Oregon Children's Story" and at 6pm "Cascade Summer" will be featured. These programs are sponsored by the Friends of the Library.

Friends of the Sherwood Library will meet on Thursday November 7th at 5 pm in the Community Meeting Room.

On Saturday November 9th the Tualatin River National Wildlife Refuge will present an educational program about local mammals and their adaptations.

On November 20th there will be a DIY Craftshop and this month's craft is bookmarks. Ages 11 and up are welcome to make personalized metal bookmarks with beads, charms, and feathers.

On November 21st Jonathan Larsen of Switzerland Tourism will present a program about traveling in the land of the Alps. He will provide samples of some of Switzerland's best cheeses and chocolates.

Other Business

The library will again be offering Food for Fines the week of December 2nd-December 8th. The St. Francis Food Pantry has asked to participate this year so we will have three organizations benefiting from Food for Fines; Helping Hands, Willowbrook and St. Francis. There will probably be a cap on the dollar amount of fines and a list of preferred foods will be provided.

The library will have new OPAC and Internet computers soon.

Some of the chairs in the Library have been reupholstered with more durable material.

The Library hosted a contingent from Canby. They are considering a new library project and were interested in knowing more about our recent Library/City Hall building project.

Councilor Henderson advised that the City was forming a Charter Review Committee. The Charter is a local home rule document that defines the powers of the Mayor and City Manager. There will be a member appointed from each of the Boards and Commissions to be on the Review Committee and three at large members. The Committee will go through the charter line by line and make recommendations for any changes. Changes could be recommended for things such as term limits, powers of the Mayor and Council. Proposed changes would probably be on the May ballot with a separate ballot title for each proposed amendment.

Jack Hoffbuhr volunteered to be on the Charter Review Committee and Christine McLaughlin agreed to be the alternate. Amy suggested PTAC parents for being on the committee as well.

The next Board meeting will be on Tuesday December 3rd, 2013 at 5:30pm in the foyer at the top of the stairs in City Hall prior to the Boards and Commissions Appreciation Dinner.

Adjournment

The meeting was adjourned at 7:35 pm.