



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 19, 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			
Conrad Thomason	X	Guests	
Bryce Keicher			

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:35 by Chair Christine McLaughlin

Approval of Minutes

The June minutes were approved unanimously.

Library Manager Report

Sherwood Public Library – April 2013

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>33,666</u>	<u>33,388</u>	<u>0% (22.5% Self-check)</u>
<u>Check in</u>	<u>24,407</u>	<u>25,035</u>	<u>0%</u>

- New Library cards 112
- Volunteer hours 191.25 hours (equivalent to 1.10 FTE) / 27 volunteers

Monthly Activities

- Thirty-one Baby, Preschool and Toddler Storytimes (672 children /466 adults = 1138 total)
- One Read-to-the-Dogs program
- Magazine Monday (free magazine giveaway)
- Tax forms available to public
- Library staff attends City of Sherwood website training for transition to new web presence
- 04/03 Pam North leads City Council work session on library statistics and activities; Mayor Middleton proclaims April 14-20 National Library Week at City Council meeting
- 04/04 Teen Library Advisory Board (4 attendees)
- 04/05 Library Staff Meeting
- 04/07 & 04/21 Writer's Workshops for Adults (12 and 8 in attendance)
- 04/10 Pajama Storytime (22 attendees)
- 04/13 Parrots 4 Show Program (68 attendees)

- 04/14-20 National Library Week Celebration
 - 04/15 Six Word Story Contest Winners announced
 - 04/16 6-7:30pm Music in the Stacks with Don Jansen, guitar
 - 04/17 Read-A-Thon
 - 04/18 Teen Scavenger Hunt (9 attendees)
 - 04/19 Two OMSI "Identity" Programs (11 & 4 attendees)
 - 04/20 "Art of the Story" Festival with Anne Penfound (17 attendees)
 - National Library Week Guessing Game for kids (162 participants)
- 04/16 OASIS Tutor Tour for 5 adults
- 04/22 Earth Day Craftshop (2 attendees)
- 04/22 Maid Marian Coronation
- 04/24-26 Library Staff attends the WLA/OLA Library Conference in Vancouver, WA
- 04/27 Annual Friends of the Sherwood Library Used Book Sale
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Policy Group, Youth Services, WLA/OLA Conference Committee, Circulation and WUG

Sherwood Public Library – May 2013

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
Check out	31,936	33,575	-4.88% (19.6% Self-check)
Check in	22,951	25,160	-8.7%

- New Library cards 107
- Volunteer hours 190.42 hours (equivalent to 1.10 FTE) / 30 volunteers

Monthly Activities

- Thirty-three Baby, Preschool and Toddler Storytimes (596 children /483 adults = 1079 total)
- One Read-to-the-Dogs program
- Magazine Monday (free magazine giveaway)
- 05/02 Teen Library Advisory Board (6 attendees)
- 05/08 Pajama Storytime (16 children / 12 adults = 28 attendees)

- 05/09 Friends of the Library Meeting
- 05/15 Tween Book Group (6 attendees)
- 05/18 Children’s Book Week (28 children / 16 adults = 44 attendees)
 - Pete the Cat Raffle (159 participants)
- 05/20 Family Pet Craftshop (19 children / 9 adults = 28 attendees)
- 05/22 Summer Reading Program “bag stuffing” (3 volunteers)
- 05/24 Library Staff Meeting
- 05/27 Library closed for Memorial Day Holiday
- 05/28 Participated in “Stop, Drop and Read” program
- Monthly Class Visits
 - Thursday, May 9—Edy Ridge Elementary School; 3 classes (3rd, 4th, 5th grade)
 - Wednesday, May 15—St. Francis Catholic School; 1 class (1st grade)
 - Tuesday, May 21—Hopkins Elementary School; 8 classes (three 1st grade, two 2nd grade, one 3rd grade, one 4th grade, one 5th grade)
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Policy Group, Youth Services, Circulation, Adult Summer Reading Program, Cataloging, WUG, Adult Services, Executive Board and OLA/Public Library Division.

Library Business & News

Friends of the Library book sale raised about \$1000.00.

May circulation declined across the county.

Pajama story time will be held twice in August.

1,000 signups for Summer Reading so far!

Summer Reading has started. The first performance was Reptile Man and an estimated 300 people attended.

Adult Summer Reading program is back and there are great prizes, both local and county-wide.

Find Your Happy program only had 6 people in attendance, but it was a great presentation.

The Library will be closed July 4th for the Independence Day holiday.

Composting With Worms program will be held Saturday July 13th at 10am in the Library.

Bird Feeder program will be held outside on July 25th at 2pm.

Possible meteorite presentation in August.

Library received \$500.00 grant from the Washington County Cultural Coalition for Oregon Symphony Storytime. Program will run for 4 weeks on Wednesdays in February 2014.

Library web site is now part of the City web site. No longer through Plinkit. Web address is: www.sherwoodoregon.gov/Library. Jenny, Pinn, Crystal, and Adam have been busy transferring, adding, and updating info on the new site.

Beginning Monday June 24th we will host an Emporia State University MLS practicum student for 80 hours.

Friends of the Sherwood Library book sale is ending. The purple book cart makes more money. A new shelving unit will be added where the old self-check machines used to be which will allow the Friends to sell materials year round and they will have adult and children's books.

August 16th -- Staff In-Service from 9am to 1pm. Library will open at 1pm. In-service topics will focus on customer service and the future of libraries.

Library policies-North will send links to Library Board members. Next meeting will vote on adopting policies and upon approval they will be added to the library web site.

Other Business

Pat asked about the survey from Washington County. North explained that a survey is usually done every three years to gather info about how people are using the library, what materials they want, and their satisfaction level with services. North will share the results when they are available.

Councilor Henderson asked North about the current levy amount. North believes the current rate is 17 cents. It is a maintenance levy. She also thought it would probably increase next time to 20 cents. Councilor Henderson also noted we could do a local City levy for the Library.

Jack asked how the money from the County was distributed. North explained that the formula was revised 2 years ago and is currently based on hard numbers such as circulation. The formula will likely be revisited again in the coming months.

North noted that often there is a public safety levy on the ballot when the Library levy is on the ballot.

Bryce has been looking into Facebook presence for the Library. You can either do groups where you invite people or as a Fan where you Like It. She recommends using the Fan option. North noted that the new City web page is a testing ground and Facebook may be the next step.

Bryce is working on finding a replacement for the High School Representative to the Library Board.

Pat asked if our volunteer coordinator might be interested in some information she gathered from Social Venture Partners which is an organization she is involved with that works with pre-kindergarten at-risk youth. North advised she could send the information to Jennifer Ortiz.

Councilor Henderson gave an update on the Community Center. Two classrooms will be included. It will be a multi-purpose space that can accommodate 396 people and also include three 1,000 square foot retail spaces. Ground breaking should be in November or December of 2013 with a planned opening date of November/December 2014. Mike Rich is scheduled to be here for the Grand Opening event. Councilor Henderson suggested input from Library staff would be helpful and North said she would be happy to provide input.

The next Board meeting will be on Wednesday, August 21st at 6:30pm in the Sherwood Library & City Hall, Conference Room A.

Adjournment

The meeting was adjourned at 7:23 pm.