



Home of the Tualatin River National Wildlife Refuge

# City of Sherwood

## Library Advisory Board

### MEETING MINUTES

<b>MEETING TITLE</b>	City of Sherwood Library Advisory Board
<b>DATE &amp; TIME</b>	June 20, 2012 6:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall Community Meeting Room
<b>FACILITATOR</b>	Debbie Canepa, Chair
<b>NOTES TAKEN BY</b>	Mary Madland

#### AGENDA

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

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Nancy Ellingson		Linda Henderson	
Debbie Canepa, Chair			
Amy Christie	X	<b>City Staff</b>	
Christine McLaughlin		Pam North	
Debra Pearce			
Diana Stanley		Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		<b>Guests</b>	
		Liz Myers, Friends of the	
Molly Woodbury		Sherwood Library	

## MEETING NOTES

### Roll Call/Introductions

The meeting was called to order at 6:33 pm by Chair Debbie Canepa. No changes to the agenda were noted.

### Approval of Minutes

A request was made to correct the spelling of Nancy Ellington to Nancy Ellingson in the list of attendees.

A motion to approve the minutes with the above corrections was made by McLaughlin and seconded by Pearce and the minutes were approved.

### Library Manager Report

#### Sherwood Public Library – April 2012

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u> unavailable)	<b>33,388</b>	<b>34,063</b>	<b>-2% (Self-checks stats</b>
<u>Check in</u>	<b>25,035</b>	<b>25,472</b>	<b>0%</b>

- New Library cards 107
- Volunteer hours 201.25 hours (30 volunteers)

### Monthly Activities

- Twenty-seven Baby, Preschool and Toddler Storytimes (531 children / 424 adults = 955 total)
- One Read-to-the-Dogs program
- Magazine Monday (free magazine giveaway)
- WCCLS RFID tagging team continues tagging materials
- Staff attends various Polaris 4.0 upgrade training sessions at WCCLS
- New volunteer training continues
- 04/09-13 RFID Hardware installation – 3M security gates & two self-check kiosks

- Public photocopier moved & out of service until coin-op repaired and electricity routed to new location
- Architectural glass installed on old self-check cabinet for barrier necessary with new security gates
- Vandalism in the women’s restroom – Police report filed and Public Works quickly covered the damage
- 04/09 Materials ordering resumed after brief hiatus for RFID tagging process
- 04/14 Hearing Voices Storytelling Festival with Kirk Weller and “My Africa – Folktales from Across the Sea” (18 attendees)
- 04/15 Adult Writing Workshop “Journeys” with Marie Buckley (9 participants)
- 04/17 “Meet & Greet” Sherwood City Manager candidates
- 04/18 Library Advisory Board Meeting
- 04/20 Library Staff Meeting
- 04/21 Pelts & Skulls program presented by Tualatin River National Wildlife Refuge (11 attendees)
- 04/28 Friends of the Library Used Book Sale
- Library staff attended various regional, City and WCCLS meetings: Circulation, Youth Services, Acquisitions, Cataloging, WUG, Latino Services, Policy Group, Budget Committee, Health Benefits Committee and Safety Committee

**Sherwood Public Library – May 2012**

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<b>Check out</b>	<b>33,575</b>	<b>33,283</b>	<b>+0.9% (20% Self-check)</b>
<b>Check in</b>	<b>25,160</b>	<b>24,225</b>	<b>0%</b>

- New Library cards      94
- Volunteer hours        218.25 hours (29 volunteers)

## **Monthly Activities**

- Thirty-five Baby, Preschool and Toddler Storytimes (767 children / 556 adults = 1323 total)
- Three Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- Staff attended WCCLS Polaris 4.0 upgrade training sessions
- New volunteer training continued
- Public photocopier coin-op replaced & electrical service installed
- 05/03 Friends of the Library Meeting
- 05/07-07 WCCLS Polaris 4.0 Upgrade
- 05/05 & 05/19 Two Multicultural Literature Workshops with Dr. Markisha Smith of Western Oregon University were offered. (0 in attendance, 05/26 workshop cancelled).
- 05/14-15 Jenny Swanson attended WCCLS Diversity & Inclusion workshops
- 05/18 Library Staff Meeting
- 05/20 Adult Writing Workshop Public Reading & Reception with Marie Buckley (~20 participants)
- 05/21 Sherwood Robin Hood Festival Maid Marian Coronation
- 05/23 Sue Decker hosted St. Francis School class visits (45 in attendance)
- 05/24 Pam North & Mary Madland attend "7 Habits" management workshop sponsored by the City of Sherwood
- 05/28 Library closed for Memorial Day holiday
- 05/30 Jenny, Mark and Cora Swanson welcome baby boy Beckett!
- 05/30 Volunteer Recognition event
- Library staff attended various regional, City and WCCLS meetings: Circulation, Youth Services, Cataloging, WUG, Adult Summer Reading Program, Executive Board, Health Benefits Committee and OLA/PLD Executive Board.

## **Library Business & News**

Circulation was flat in April and May. E-book popularity may be a factor and we are keeping an eye on the trend.

Self-check usage is 20% with the new kiosks. The question was asked if a no receipt option is available. It is available but we are choosing to not to offer the option at this time. We prefer to have patrons always have a receipt. An option to send the receipt to patron's e-mail address may be available in the future.

The Pets and Skulls program was very well received.

The Friends of the Library annual book sale brought in \$1600.00.

The photocopier is working again!

The Polaris upgrade to 4.0 went well.

The Multi-cultural Literature Workshop unfortunately had no attendees; however the program is scheduled to be offered as a workshop for librarians in the fall.

The Writer's Workshop is very popular and had 20 people who came to read and share their work at the final session. The workshop will be starting again in the fall.

The Maid Marion coronation was held in the library on 5/21/12.

Beckett Swanson arrived on 5/30/12!

The Volunteer Recognition event was also held on 5/30/12.

On June 1<sup>st</sup> there was a celebration for the opening of the Cannery Square Plaza and it is awesome! Our first Summer Reading event was held there on June 19<sup>th</sup> and it was wonderful to have such an improved new space.

Portland Taiko will be performing at the 06/26/12 Summer Reading program courtesy of the Stanley Family.

Our new City Manager, Joseph Gall will begin on Monday 6/25/12.

We will be closed on Wednesday July 4<sup>th</sup> for the holiday.

Robin Hood Festival is coming July 20<sup>th</sup> and 21<sup>st</sup>.

Summer Reading is going strong. Signups began June 1<sup>st</sup> and over 600 have signed up so far.

Sue purchased reward books at the Scholastic Book Fair.

Crystal organized the Adult Summer Reading Program and staff, Library Board, and volunteers are eligible for the local prizes. Crystal did an excellent job of gathering prizes for the program.

Paulann Peterson will be back for a program in the fall.

Sue is working on programming for the fall as well.

Pearce raised a question about the fine structure for DVD's and if it still makes sense to charge \$1.00 per day for late DVD's. North explained that this is not a local decision. It is a county-wide decision. This will be discussed again in November/December at Policy Group. Before that meeting North will come back to Library Board in October with more information so the Board can have another discussion of the issue and come up with a recommendation. The county is currently looking at the issue and gathering more information. Among the member libraries there are primarily two camps – "Customer Service/Goodwill" v "Revenue."

The question was asked if we had considered charging an up-front fee rather than fines when items are late. North made note of the option.

Question was asked if we had made any progress on e-mail notification of Library events. North noted that TPL has an e-mail newsletter and that Crystal is interested in pursuing something along those lines, but we have limited staff time to work on the project.

North noted finding skilled volunteers to help with these kinds of projects might be an option.

The Friends of the Library have a new treasurer team consisting of Colin and Linda Woodbury.

### **Other business**

Councilor Linda Henderson noted that our new City Manager loves libraries! He will be moving to Sherwood at the end of the month. He comes from Fairview where he was City Manager for 6 years and he previously worked for Clark County and the City of Beaverton.

Henderson said Tom Pessemier who did 2 jobs for 10 months while the search for a new City Manager was conducted did an amazing job as did all the city staff.

Henderson noted the Grand Opening of the Cannery Square took place on June 1<sup>st</sup>. The water feature is not quite running as expected. The space is a great amenity for the City!

Henderson shared that the Community Center project bids are over budget. The building is already behind schedule as it was scheduled to be finished by January-February 2013. Council will go back to contractor to see where cost overruns are coming from. Council doesn't meet again until July 17<sup>th</sup> so that could put the project further behind.

Henderson advised MSTIP Funds have been awarded to Sherwood to increase Tualatin Sherwood Road from Langer Farms past Safeway to five lanes and Metro has awarded 5 million dollars for Cedar Creek Trail which will cover 98% of the cost. The trail will enable travel by foot or bicycle from Stella Olsen Park to the Refuge.

Budget passed and was a smooth process. Economic Development Manager position was eliminated and Jennifer Ortiz was moved to Community Services Department.

Tax receipts in November were at the 2010 level. Currently revenue is 80-85% residential.

The question was asked what is happening with old GI Joe's site. Rumors of future Kohls? No information yet on that.

Discussion about the red light cameras and the revenue they generate. Revenue was high initially but has tapered off. Revenue is shared with the company that operates the cameras.

Councilor Henderson noted that the cameras are doing the job they were intended to do which is to change behavior. She noted she is extremely proud of Sherwood's Police Department and the job they do.

It was noted that Tigard Public Library will be closed on Thursdays beginning the week of July 1<sup>st</sup>. It is possible that closure could impact Sherwood.

Captain Mark Daniel is not leaving Sherwood. He will remain in Sherwood as Patrol Captain.

**The next Board meeting is on Wednesday, August 15th at 6:30 pm in the Library/City Hall Community Meeting Room.**

**Adjournment**

The meeting was adjourned at 7:50pm.