



Home of the Tuolatin 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 20, 2011 6:30 P.M.</u>
<b>LOCATION</b>	<u>Sherwood Library/City Hall ,Community Meeting Room</u>
<b>FACILITATOR</b>	<u>Nancy Ellingson, Chair</u>
<b>NOTES TAKEN BY</b>	<u>Mary Madland</u>

#### AGENDA

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

#### ATTENDEES

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

#### MEETING NOTES

##### Roll Call/Introductions

The meeting was called to order at 6:34 pm by Chair Nancy Ellingson. No changes to the agenda were noted. North introduced new Library Advisory Board member Christine McLaughlin.

## Approval of Minutes

Canepa moved the minutes by approved, as written. Motion was seconded and the February 16, 2011 minutes were approved.

## Library Manager's Report Sherwood Public Library – February 2011

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>33,025</u>	<u>28,349</u>	<u>+16.49% (15% self-check)</u>
<u>Check in</u>	<u>24,416</u>	<u>23,344</u>	<u>+4.59%</u>

- New Library cards 108
- Volunteer hours 170 hours (23 volunteers)

## Monthly Activities

- Twenty-eight Baby, Preschool and Toddler Storytimes (568 children /414 adults = 982 total)
- One Read-to-the-Dogs program on Saturday, February 26
- Magazine Monday (free magazine giveaway)
- 02/11 Library Manager Pam North attended "Building Bridges: Emergency Preparedness for Libraries & First Responders"
- 02/13 Free Drop-in Writing Workshop for Adults
- 02/15 & 02/18 Cub Scout tours
- 02/16 Library Advisory Board Meeting
- Library Advisory Board opening posted
- Sherwood Foundation for the Arts & Friends of the Sherwood Library "Altered Books" project begins
- Federal tax forms available for public - State no longer provides forms for distribution
- Part-time Library Assistant I, Dawn Borgardt, resigns
- On-Call Library Assistant I's, Becky Gray and Sandy Vias, promoted to regular, part-time LAI status

- Pinn Crawford staffs virtual library reference services - L-Net & InfoQuest.
- Library staff attended various City and WCCLS meetings & events: WUG, Circulation, Acquisitions, Cataloging, WCCLS Mini-Chairs and Youth Services

**Sherwood Public Library – March 2011**

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<b>Check out</b>	<b>37,100</b>	<b>32,994</b>	<b>+12.44% (14% self-check)</b>
<b>Check in</b>	<b>27,850</b>	<b>27,602</b>	<b>+0%</b>

- New Library cards      122
- Volunteer hours        255.35 hours (50 volunteers)

**Monthly Activities**

- Thirty-five Baby, Preschool and Toddler Storytimes (867 children/607 adults = 1474 total)
- One Read-to-the-Dogs program on Saturday, March 19
- Magazine Monday (free magazine giveaway)
- 03/03 Friends of the Library General Membership Meeting
- 03/06 Library Spring Cleaning Volunteer Event (30 volunteers)
- 03/13 Free Drop-in Writing Workshop for Adults (19 attendees)
- 03/21 Workroom reorganization efforts started the week of Spring Break. Desks moved, workflow/processes under review and more computers will be added for greater efficiency and safety.
- 03/25 Library staff meeting
- 03/29 Seven applicants interviewed for the Library Advisory Board vacancy
- Volunteer recruitment and training continues, new volunteers begin shifts & inaugural Volunteer Newsletter published
- Sherwood Foundation for the Arts & Friends of the Sherwood Library “Altered Books” project continues
- Federal tax forms available for public - State no longer provides forms for distribution

- Pinn Crawford staffs virtual library reference services - L-Net & InfoQuest.
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Acquisitions, Cataloging, Policy Group, Latino Services, Youth Services and OLA/Public Library Division Board

**Sherwood Public Library – April 2011**

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<b>Check out</b>	<b>34,063</b>	<b>29,548</b>	<b>+15% (13.5% self-check)</b>
<b>Check in</b>	<b>25,472</b>	<b>24,112</b>	<b>+5.6%</b>

- New Library cards 87
- Volunteer hours 171.50 hours (24 volunteers)

**Monthly Activities**

- Twenty-eight Baby, Preschool and Toddler Storytimes (815 children/546 adults = 1361 total)
- Three Read-to-the-Dogs programs – New teams on Saturdays (Kevin & Jazz) and Friday (Kaye & Summer) afternoons
- Magazine Monday (free magazine giveaway)
- 04/06-08 Oregon Library Association Conference in Salem (5 full-time staff members attended)
- 04/08 Youth Services Librarian Sue Decker hosted a class visit
- 04/10 Free Drop-in Writing Workshop for Adults (21 attendees)
- 04/10-16 National Library Week
- 04/12 Supervising Librarian Jenny Swanson took part in filming the City’s public service announcement
- 04/13 Library Manager Pam North attended a “How to Write an RFP” workshop
- 04/13 Volunteer Appreciation Event
- 04/16 7<sup>th</sup> Annual Hearing Voices Event – “A Tropical Story Bouquet” presented by Hawaiian storyteller Jeff Gere (37 attendees)
- 04/19 Library Assistant II Crystal Garcia attended Workplace Recovery Training

- 04/20 Library Advisory Board Meeting
- 04/27 City Budget Committee Meeting
- 04/30 Annual Friends of the Library Used Book Sale
- Volunteer recruitment and training continues & new volunteers begin shifts
- Sherwood Foundation for the Arts & Friends of the Sherwood Library “Altered Books” project continues
- Federal tax forms available for public - State no longer provides forms for distribution
- Library Assistant II Pinn Crawford staffs virtual library reference services - L-Net & InfoQuest.
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Cataloging, Policy Group, Youth Services, Safety, Benefits and OLA/Public Library Division Board

### **Library Business & News**

Librarian Sue Decker has returned from leave

County Wide Exec Board meeting 04/27/11 to discuss formula. Some subjective counts used in the current formula may be eliminated.

May 7<sup>th</sup>-AAA Tips for Traveling w/kids program in the Community Room

May 12<sup>th</sup>-Friends of the Sherwood Library meeting in the Community Room

May 14<sup>th</sup>-Altered Book Project –Silent Auction-Community Room

May 17<sup>th</sup>-Maid Marian Coronation ceremony in the Library at 6 pm.

May 21<sup>st</sup>-Taming Your Food Budget program at 10:30 am.

May 30<sup>th</sup>-Library will be closed for Memorial Day.

Sometime later this year Amazon has announced the Kindle will be compatible with Library 2 Go downloadable e-books.

June 1<sup>st</sup>-Summer Reading Program begins. We will have volunteers helping with packets and programs.

## **Other business**

North discussed the need for a policy for acquisition of art-physical items such as statuary, benches, clocks, plaques, etc. Lots of discussion by the group about various options for art in the library. Thomason made a motion to request Library Manager Pam North to draft language for Library Advisory Board to review pertaining to acquisition of solid items that are offered to the library or finances dedicated to such acquisitions. Motion was seconded by Canepa and approved.

Ellingson asked about the possibility of hosting traveling exhibits. Some are too large for available space. We did have one from Wildlife Refuge in the past.

We are currently looking into having volunteers do bulletin boards.

E-book demonstration was proposed. North advised that a poll of Washington County libraries determined that one on one help with e-book machines is best as the variety of machines is so diverse.

Blue Donation Boxes for Books-lots of them popping up everywhere. Linda Henderson will look into city requirements for placing them at various locations.

Thomason asked if we were planning a display for the 150<sup>th</sup> anniversary of the Civil War. North will check with staff.

New board member Christine McLaughlin shared a little about herself and why she applied for the position on the board.

**The next Board meeting is on Wednesday, June 15, 2011 at 6:30pm in the Community Meeting Room at the City Hall/Library.**

## **Adjournment**

The meeting was adjourned at 7:27 pm