Sherwood Public Library
**Oregon Library Association Public Library Standards
Score for Sherwood Public Library, October 2022**

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Overview

The Oregon Library Association (OLA) is the professional association for all libraries in Oregon. The Public Library Division (PLD) of OLA, together with OLA leadership and the State Library of Oregon, has developed standards based on best practices for public libraries nationwide, with influence from the Edge Initiative, Project Outcome, other statewide standards for public libraries, and research-based best practices throughout the profession. The PLD Standards were revised in July 2021. The full Standards are available at www.olaweb.org/pld-standards.

Standards checklists provide the means by which library stakeholders can discuss and determine how a library addresses or should address each standard category. Some of the indicators and activities changed from 2019 to present and so this should always be seen as a moving target.

There are seven sections, 19 Standards, and 52 total indicators. Each standard may have one or more indicators. The indicators have specific attributes related to each and those are rated by "essential", "enhanced" and "exemplary". An attribute is either met, or not met (yes, or no answers). There are 338 attributes throughout the Standards.

As a precursor to the Standards, there are minimum legal requirements for public libraries in Oregon.

At this time, the Standards are not designed to be scored numerically as a total. However, for the purposes of discussion, Sherwood Public Library scores have been calculated using one point per attribute in order to highlight areas of strength, weaknesses, and potential for growth. In some cases, I've given us partial credit for works in progress.

Scoring Summary

Sherwood Public Library is meeting 100% of the minimum requirements.

Sherwood Public Library has an overall score of 86.1% for fulfilling the 52 indicators included in the PLD Standards. This is nearly 2% greater than our score from 2019. A total of 31 indicators are being met at 90% and higher; 16 indicators are being met at 70- 89%; 2 indicators are met at 50-69%; 4 standards are below 50%. We saw some loss of points from 2019 to 2022 in specific indicators due to COVID-related changes and staff capacity issues. We also gained some points due to our work with the Edge Assessment and other initiatives.

The strengths for Sherwood Public Library lie in our:
- Governance Standards—Services & Leadership (with the exception of a need to boost board training and development).
- Materials Standards—Collection Management and Community Access to the Collection.
- Services and Programs Standards—Robust services to all ages.
- Community Engagement—Community members are actively involved.
- Technology Standards—Digital content via our membership in WCCLS and our own offerings.

Weaknesses and areas for growth are:

- Facility needs:
  - Public meeting and community space—While we have access to a shared community room, it is in high demand for varied city functions and in all practicality is not available to the general public.
  - Facility Master Plan—Our plan from 2019 has not been adopted and we are failing to provide long-term planning of the facility, funding, or community input. Our building is not adequately sized for the community we serve.
  - Quiet study areas
  - Dedicated teen area
  - More multilingual signage.
  - Recommend additional signage near Tualatin Sherwood Blvd & 99W to direct public to the library.
- Technology—
  - We have not implemented our upcoming content creation station. It is budgeted and awaits IT capacity.
  - Major technology is not always replaced or updated every 5 years.
  - We do not have a color copier/printer for the public.
- Accessibility and Serving Patrons with Disabilities—
  - We are in high need for regular staff training on recognizing and serving disabilities.
  - Services are not designed to meet the needs of patrons with disabilities, with few exceptions.
  - Our facility lacks ADA accessible restrooms (a button for automatic doors) and an ADA audit of the facility is overdue.
  - The public website does not meet the standards for accessibility.
- Languages—
  - We are not able to provide robust services in all the languages our patrons request services in.
  - We do not target and actively reach out to new immigrants in the community in their primary language.
- Community Engagement Standards—
  - All library staff members are not fully informed of OLA and ALA legislative issues nor promote those issues whenever possible.
  - The library is not cultivating relationships with elected officials at all levels of government.
  - The library is not inviting elected officials and community leaders to library events and programs.
  - More training in advocacy for staff, board, FOL, and volunteers is needed.
- Funding
  - For marketing/communications staff and publishing an annual plan.
  - For board training.
  - For broad staff conference attendance and professional development.
  - For technology improvements.
  - For long-term planning of the facility.

Scoring

Below are scores at the indicator level. The attributes are scored in the full PLD Standards document. See Library Manager for more information.

Section	Standard	Indicators	Total %
0.0.0 Min. Requirements		See page 7 of the PLD Standards.	100%
1.1.1	Governance Standards--Services & Leadership	The community has access to a legally established public library.	100%
1.1.2	Governance Standards--Services & Leadership	Community members can safely exercise their intellectual freedom rights in the library, as granted to them by the Bill of Rights to the U.S. Constitution and Article I of the Oregon Constitution.	100%
1.1.4	Governance Standards--Services & Leadership	The community is informed about the library board's actions and community members' perspectives are considered in the decision-making process.	100%
1.1.5	Governance Standards--Services & Leadership	The community informed about the role of the library and its plans for the future.	100%
1.2.1	Governance Standards--Policies & Procedures	The public and staff go about their library business using established, easy-to-understand rules as outlined in policies approved by a governing board.	100%
1.2.2	Governance Standards--Policies & Procedures	The community can easily access information about library policies.	100%
2.1.1	Human Resources	The library maintains a staff of well-qualified professionals with the skills, knowledge, and abilities to provide uncompromising access to information in service to the public and social wellness.	100%
2.4.2	Staff Development and Learning	Library staff are engaged in professional library organizations.	100%
3.1.2	Materials Standards--Collection Management	The library provides a curated, up-to-date, and diverse collection.	100%

3.1.3	Materials Standards--Collection Management	The library collects data and analyzes statistics to inform collection development and management and to assess collection performance.	100%
3.2.1	Materials Standards--Community Access to the Collection	The library has a digital catalog of its materials.	100%
4.1.2	Services and Programs Standards--Services	The library provides services to patrons of all ages and levels of literacy.	100%
4.1.5	Services and Programs Standards--Services	The library invites patrons to provide written feedback on the library and its services.	100%
4.2.1	Services and Programs Standards--Programs	The library provides free educational and cultural programs to all ages.	100%
4.2.3	Services and Programs Standards--Programs	The library invites patrons to provide feedback on its programs.	100%
5.1.1	Technology Standards--Technology Access and Assistance	The library provides technology training and/or one-on-one assistance to the public.	100%
5.1.2	Technology Standards--Technology Access and Assistance	The library provides access to relevant digital content.	100%
5.2.2	Technology Standards--Digital Content for Community Needs	The library provides technology resources to meet community members' need for online government and legal information services and assistance.	100%
5.2.4	Technology Standards--Digital Content for Community Needs	The library provides technology resources to meet community members' need for reliable health and wellness information.	100%
5.3.3	Technology Standards--Community Engagement in Technology Decisions and Access	The library supports continuous improvement in public access technology services internally and by sharing expertise and best practices with other providers locally, regionally, and nationally.	100%

6.1.2	Community Engagement and Advocacy Standards--Community Engagement	Community members are actively involved in the library.	100%
7.1.1	Facilities Standards--Community Anchor	Community members think of the library as a central community gathering place.	100%
7.1.2	Facilities Standards--Community Anchor	The library continually assesses community perception of the facility.	100%
7.2.2	Facilities Standards--Design	Design supports staff functions.	100%
2.1.3	Human Resources	The library provides trained staff to facilitate a professional level of public services to all ages in the following areas: • Collection management • Community outreach • Event programming • Materials and technical services • Readers' advisory • Reference services • Services in languages other than English • Technology support during all library service hours • Website management • Youth services	98%
5.4.1	Technology Standards--Technology Resource Management	The library provides staff, technology, and processes to support community access to technology and information resources.	96%
3.1.1	Materials Standards--Collection Management	The library adopts a collection management plan.	94%
2.2.2	Diversity and Community Engagement	Library staff and supporters are active and engaged participants in the community and in community organizations.	93%
5.2.1	Technology Standards--Digital Content for Community Needs	The library provides technology resources to meet community members' job-seeking and entrepreneurial needs.	92%
4.1.1	Services and Programs Standards--Services	The library provides services free of charge to everyone, as defined by written policies.	90%
3.2.2	Materials Standards--Community Access to the Collection	All users have access to all materials.	89%

5.3.1	Technology Standards--Community Engagement in Technology Decisions and Access	The library makes strategic decisions based on community priorities for digital inclusion and innovation.	89%
6.1.1	Community Engagement and Advocacy Standards--Community Engagement	Libraries are active participants in their community.	89%
2.3.1	Staff Duties and Responsibilities	The library offers professional, relevant library services and collections that meet community needs and expectations.	88%
5.2.3	Technology Standards--Digital Content for Community Needs	The library provides technology resources to meet community members' need for educational support.	88%
7.2.4	Facilities Standards--Design	The library provides an interior that reflects best practices in library user experience.	88%
4.1.3	Services and Programs Standards--Services	The library provides trained staff members who offer assistance to the public in the use of technology, circulation, and access to materials.	83%
4.2.2	Services and Programs Standards--Programs	The library provides early literacy programming.	83%
7.2.1	Facilities Standards--Design	Design supports the functions of the library with a plan for growth and incorporates current best practices for public libraries.	82%
6.1.3	Community Engagement and Advocacy Standards--Community Engagement	The library provides broad access to information about library services, opportunities, and challenges.	82%
1.1.3	Governance Standards--Services & Leadership	The community is confident that its library is overseen by a library board and staff who are responsible public officials and stewards.	80%
2.4.1	Staff Development and Learning	Library staff members are educated, engaged, and capable of adapting to community needs.	80%
2.1.2	Human Resources	The library maintains and adheres to accessible, well-defined, and consistent written policies governing the training, performance, and recognition of all staff in order to provide a clear and transparent organizational environment.	78%

5.3.2	Technology Standards-- Community Engagement in Technology Decisions and Access	The library builds strategic relationships with community partners to maximize public access technology resources and services provided to the community.	75%
6.2.1	Community Engagement and Advocacy Standards-- Advocacy	Staff and community members have the tools and support to effectively advocate for the library.	71%
7.2.3	Facilities Standards--Design	The library is designed to be welcoming to a diverse population for a variety of services.	65%
2.2.1	Diversity and Community Engagement	The library targets and actively reaches out to minority populations through programming, collection development, outreach, and education.	55%
7.3.1	Facilities Standards--Assessment and Planning	The library has a long-range facilities plan.	43%
5.2.5	Technology Standards--Digital Content for Community Needs	The library accommodates users with disabilities.	33%
5.1.3	Technology Standards-- Technology Access and Assistance	The library enables community members to create their own digital content.	29%
4.1.4	Services and Programs Standards--Services	The library encourages/invites the community to make use of library space.	13%