

Library Advisory Board Meeting – Special Meeting

Date: 10/14/15

List of Meeting Attendees: Jack Hoffbuhr, Christine McLaughlin, Pat Reisinger, Madeline Robinette, Diana Stanley, Coleen Swihart, Jennifer Harris, Adrienne Doman Calkins

Request to Speak Forms: 0

Documents submitted at meeting:

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## Library Advisory Board

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### Special Meeting Agenda

Meeting Date: Wednesday, October 14, 2015  
Meeting Time: 6:00 PM  
Meeting Location: Sherwood Library & City Hall,  
Conference Room A

#### Library Advisory Board

Jack Hoffbuhr (04/2017)  
Christine McLaughlin (04/2019), Chair  
Liz Myer (04/2017)  
Pat Reisinger (04/2017)  
Madeline Robinette (9/2019)  
Diana Stanley (03/2016)  
Coleen Swihart (03/2018)  
Conrad Thomason (03/2016)—will be absent  
Colin Woodbury (11/2016), HS Representative

#### City Staff

Adrienne Doman Calkins, Library Manager  
Crystal Garcia, Librarian  
Kristen Switzer, Community Services Director

#### Council Liaison

Jennifer Harris, Councilor

#### ----Meeting Agenda----

6:00 Welcome, Madeline! Roll call & introductions.  
6:10 Changes to agenda  
6:15 Membership update  
6:20 Levy updates  
6:30 User Survey review  
6:40 Budget considerations post-levy  
7:15 Other business  
7:25 Adjournment

McLaughlin  
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Doman Calkins  
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Home of the Tualatin River National Wildlife Refuge

# City of Sherwood

## Library Advisory Board

### DRAFT MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	October 14, 6:00 P.M.
LOCATION	Sherwood Library/City Hall, Conference Room A
FACILITATOR	Christine McLaughlin
NOTES TAKEN BY	Adrienne Doman Calkins

#### AGENDA

Items	Person Presenting
1. Welcome, Madeline! Roll Call/Introductions	McLaughlin
2. Changes to Agenda	McLaughlin
3. Membership update	McLaughlin & Doman Calkins
4. Levy updates	Doman Calkins
5. User Survey review	Doman Calkins
6. Budget considerations post-levy	Doman Calkins
7. Other business	McLaughlin

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Jack Hoffbuhr		Jennifer Harris	
Christine McLaughlin			
Liz Myer	X	<b>City Staff</b>	
Pat Reisinger		Adrienne Doman Calkins	
Madeline Robinette			
Diana Stanley		Crystal Garcia	X
Coleen Swihart		Kristen Switzer	X
Conrad Thomason	X		
Colin Woodbury (High School Representative)	X		
		<b>Guests:</b> none	

#### Roll Call/Introductions

The meeting was called to order at 6:07 p.m. by Chair Christine McLaughlin. Members introduced themselves and welcomed new member Madeline Robinette.



## **Changes to Agenda**

None.

## **Membership Update**

Conrad Thomason has resigned from his position early, after serving nearly two complete terms. He was unable to attend this or the previous three meetings. Adrienne shared his sentiments with the group of gratitude for working on the Board.

The interview panel from the last recruitment would like to fill this position with another qualified and enthusiastic candidate already interviewed, Joyce Venjohn. Doman Calkins will request permission from Mayor Clark to add an appointment for Venjohn on a future City Council agenda.

## **Levy Updates**

Doman Calkins shared updates about levy education. Rack cards are being given out with checkouts and holds. The voters' pamphlets were delivered this week. Special thanks to Counselor Jennifer Harris for her work on getting endorsements. The advocacy group, People for Libraries and the Friends of Sherwood Library have been working on placing signs. Those interested in a sign can contact Colin Woodbury or write to People for Libraries on the "Join us" tab of their website: [www.peopleforlibraries.org](http://www.peopleforlibraries.org). WCCLS and Sherwood Public Library have been posting many voter education statements and videos on Facebook.

## **User Survey review**

Doman Calkins presented a summary of the recent Library User Survey, conducted September 8-30. [See record for a copy of the presentation.] Overall, feedback was very positive: 97% of respondents have customer service expectations met or exceeded "almost always" or "routinely"; 72% of respondents are highly likely to recommend the Library.

Other facts:

- 135 people responded to the survey—most were adult women.
- Incentives: raffle for \$100 or one of five \$5 coffee cards.
- Advertised: posters around town and in library, website, Facebook (boosted), community groups, Sherwood Chamber of Commerce, Sherwood Gazette.

Suggestions for the next survey:

- McLaughlin suggested using a laptop with the Survey Monkey survey open at the front desk.
- Doman Calkins suggested a question to ask for age and work to get a broader demographic of respondents. Survey Monkey worked well and will likely use again next time.
- Counselor Harris and McLaughlin suggested incentives for all participants. Ex. give cookie, coffee coupons or pencils to all who participate.
- Hoffbuhr recommended we conduct a survey every 3-4 years (respondents get survey fatigue otherwise and the data will be more meaningful)

**Budget considerations post-levy**

Doman Calkins shared budget figures for library operations comparing the current fiscal year to next year with possible draft scenarios for a levy replacement and the levy expiring, noting all budgets have to be approved by the Budget Committee and City Council. Should the levy expire, some reductions could be made in books, media, supplies, training, and programming, but the bulk of the budget cuts would have to be made in staffing levels. We discussed possible schedule changes, taking into account survey results. [See record for figures.] The current levy provides 21% of Sherwood Public Library funding.

**Other business**

The Library's grant application for the Community Enhancement Program through Metro and City of Sherwood was approved. With the \$1,342 in grant funds, we will be able to purchase equipment for an Open-mic SLAM! program series. Thanks to the Board for their endorsement of this proposal.

The Annual Boards and Commissions Appreciation Dinner date is set for Tuesday, December 15. In past years, the start time was 6:00 p.m.

**The next Board meeting will be on Wednesday October 21, 2015 at 6:30pm in the Sherwood Library & City Hall, Conference Room A.**

**Adjournment**

The meeting was adjourned at 7:15 p.m.