

## Library Advisory Board

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### Agenda

**Meeting Date:** Tuesday, December 2nd  
**Meeting Time:** 5:30 PM  
**Meeting Location:** Sherwood Library & City Hall,  
Upstairs foyer

#### Library Advisory Board

Amy Christie (03/2015)  
Jack Hoffbuhr (04/2017)  
Christine McLaughlin (04/2015), Chair  
Liz Myer (04/2017)  
Pat Reisinger (04/2017)  
Diana Stanley (03/2016)  
Coleen Swihart (03/2018)  
Conrad Thomason (03/2016)  
Colin Woodbury (11/2016), HS Representative

#### City Staff

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

#### Guests

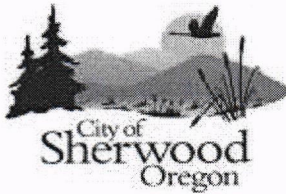
#### Council Liaison

Linda Henderson, Council President

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

5:30	Roll call / Introductions	McLaughlin
5:35	Changes to agenda	McLaughlin
5:40	Approval of minutes	McLaughlin
5:45	Library Manager's Report	Doman Calkins
	• Monthly Management Reports	
	• Set Next Board meetings	
5:50	Other business	McLaughlin
6:00	Adjournment	McLaughlin

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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>	December 2, 2014 5:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall, upstairs foyer
<b>FACILITATOR</b>	Christine McLaughlin
<b>NOTES TAKEN BY</b>	Crystal Garcia

#### AGENDA

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

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Amy Christie	X	Linda Henderson	X
Jack Hoffbuhr			
Christine McLaughlin		<b>City Staff</b>	
Liz Myer		Adrienne Doman Calkins	
Pat Reisinger	X	Crystal Garcia	
Diana Stanley	X	Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		<b>Guests</b>	
Colin Woodbury (High School Representative)			

#### MEETING NOTES

##### Roll Call/Introductions

The meeting was called to order at 5:34 P.M. by Chair Christine McLaughlin.

## **Changes to Agenda**

None.

## **Approval of Minutes**

Motion to approve the October minutes was made by Christine McLaughlin, seconded by Colin Woodbury, and approved unanimously.

## **Library Manager's Report**

- Adrienne Doman Calkins reviewed monthly Management Report for October 2014. See attached report.
- The library was a trick-or-treating site during the Main Street Halloween event. This marked the first year that the library has participated. Door counts saw a significant increase during the event, between the hours of 3-5 PM the library saw 844 people.
- Statistics from the new 3M e-book app were shared. Sherwood saw a 316% increase in 3M checkouts from September to October, the second largest increase among WCCLS libraries.

## **Library Business & News**

The Board agreed unanimously that Chair McLaughlin may continue serving as Chair next year. McLaughlin is willing to continue serving as Chair but will confer with Vice-Chair Christie before accepting the role.

Adrienne reviewed the *2014 Partnerships, Outreach, National & International Programming, Donors* document. See document attached.

Adrienne shared that the Art of the Story grand finale may be held in Sherwood at the new Community Cultural Arts Center. The Library would like to partner with Main Street and make this an event that will benefit all Old Town businesses.

The library is in the process of partnering with Rotary to fund a storytelling series for adults in 2015.

Adrienne gave an overview of the StORytime Partner initiative. StORytime is a statewide early literacy publicity campaign from the Governor's Office.

**The next Board meeting will be on Wednesday, February 18, 2015 in the Sherwood Library & City Hall, Conference Room A.**

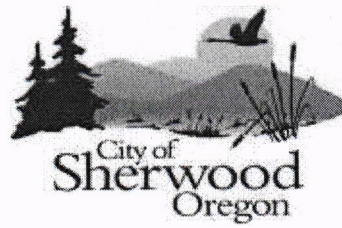
## **Adjournment**

The meeting was adjourned at 5:55 P.M. Annual Boards & Commissions Dinner followed.

Respectfully submitted,

Crystal Garcia





**Sherwood Public Library**  
**2014 Partnerships, Outreach,**  
**National & International Programming, Donors**

**Local partnerships & outreach:**

- Sherwood School District
  - Early Learning Team member
  - Hopkins Reading Night guest
  - Sherwood High School Transitional Students—class presented at library
  - Sherwood High School—High School Representative on the Library Advisory Board
- Chamber of Commerce
  - The Great Onion Festival vendor table
  - Chamber Breakfast Meetings attendee
- Sherwood Main Street, [www.sherwoodmainstreet.org](http://www.sherwoodmainstreet.org)
  - Halloween Trick-or-Treating participant
  - Main Street general meetings attendee
- YMCA
  - Harvest Festival—library represented by Tammy Steffens, Volunteer Coordinator for City of Sherwood
- Rotary
  - Old Town Rotary support pledged to fund a storytelling series in 2015
- Area Preschools—storytimes presented onsite
- Robinhood Festival
  - Maid Marion crowning ceremony
  - Maid Marions storytimes
- Washington County Severe Weather Shelter / Warming Station information site & day station
- Read-to-the-Dogs program site
- Cover Oregon—hosted “Cover Oregon Explained” program
- Oregon Symphony—Symphony Storytimes
- Oregon Humanities—Conversation Project host
- Helping Hands—fliers distributed, food collected during annual Food for Fines
- Willowbrook Food Pantry—food collected during annual Food for Fines
- St. Francis Food Pantry—food collected during annual Food for Fines
- Oregon Library Association—Oregon Reads statewide reading project

- Representative Merkley's office re: e-government & public libraries
- **State of Oregon**—StORYtime Partner, early literacy publicity campaign from the Governor's Office, "storytimes every day, everywhere"
- **Friends of the Sherwood Public Library**—advocacy, funding and support for distributing weeded library materials
- **Oregon State Library**—Ready-to-Read grant for early literacy, Answerland (24/7 email, chat & text reference), databases, advocacy & consultation)
- **Washington County Cooperative Library Services**—a member library since 1976. County funds pay for 65% of the operating budget for the library. Additionally, we have access to 1.5 million items through the cooperative, as well as ebooks, databases, and administrative support for county-wide projects, programming and planning.
- **City of Sherwood**—the library is part of the Community Services department for the City

## National & International Programming

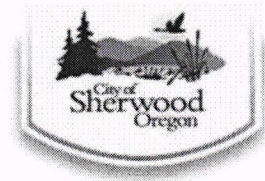
- Outside the Lines—a national campaign to reintroduce libraries. Fliers dropped off at XX local businesses.
- International Games Day—an international library program with 1,400 participating libraries, organized by American Library Association, Australian Library and Information Association, and Spildog.
- National Library Week—a week-long campaign to highlight what libraries do, organized by American Library Association.
- Banned Books Week—a week-long campaign to raise awareness of censorship, organized by American Library Association.
- National Poetry Month
- World Book Night distribution for staff and board members
- US Tax Forms distribution site

## Donors & Grants

- Friends of the Sherwood Public Library—funded adult and youth programs, staff support
- Oregon State Library—Ready to Read grant recipient, funded early literacy programming and supplies
- Oregon Humanities—Conversation Project grant recipient
- Washington County Cultural Coalition grant recipient—funded Symphony Storytimes, presented by Oregon Symphony
- Archery Summit Winery—Adult Summer Reading donor
- Da Mimmo's Ristorante Italiano—Adult Summer Reading donor
- Dutch Bros. Coffee—Adult Summer Reading donor
- Escape to Yoga—Adult Summer Reading donor
- Evergreen Aviation & Space Museum—Adult Summer Reading donor
- McMenamins —Adult Summer Reading donor
- The Oregon Garden—Adult Summer Reading donor
- Red Ridge Farms—Adult Summer Reading donor



# Sherwood Public Library Monthly Management Report October 2014



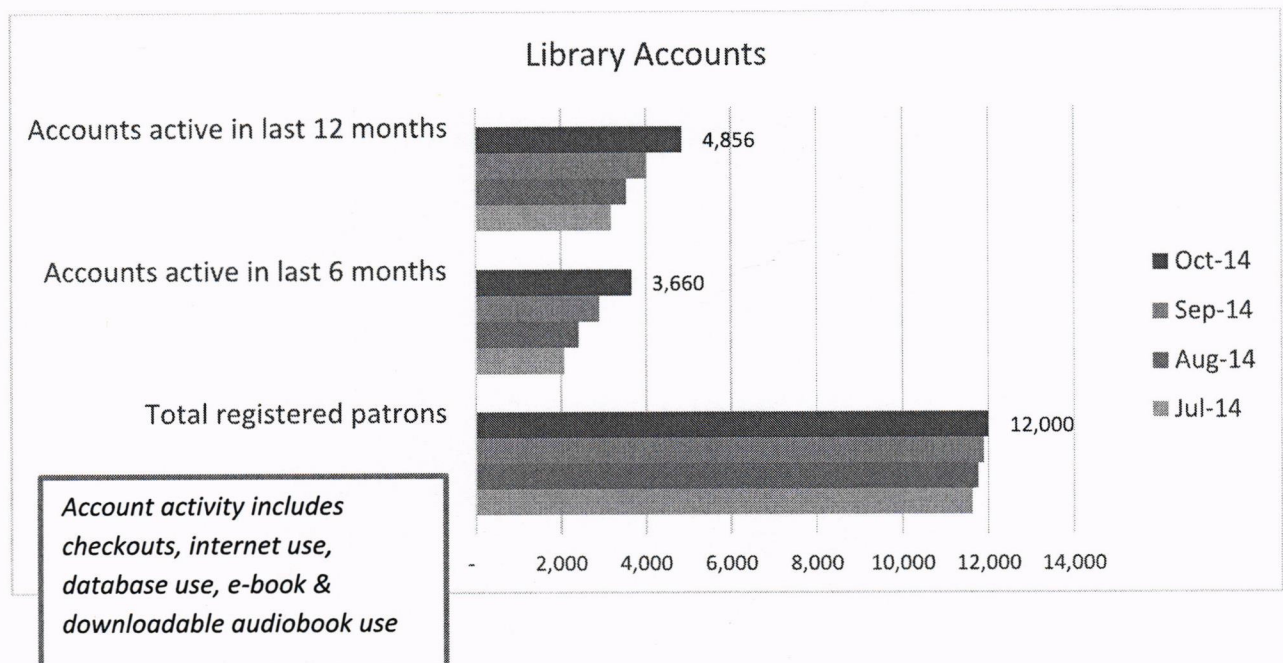
Submitted by: Adrienne Doman Calkins, Library Manager

## Contents:

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

## Statistics

Monthly Patrons	Jul-14	Aug-14	Sep-14	Oct-14
Total registered patrons	11,628	11,750	11,878	12,000
Accounts active in last 6 months	2,083	2,421	2,902	3,660
% change from prev. month		16%	20%	26%
% of patrons active in last 6 mos.	18%	21%	24%	31%
% of change in last 3 months			39%	51%
Accounts active in last 12 months	3,191	3,544	4,026	4,856
% active in last 12 mos.	27%	30%	34%	40%
New library cards	138	122	128	122
New Library2Go users	46	36	53	n/a
New 3M users	n/a	n/a	n/a	n/a

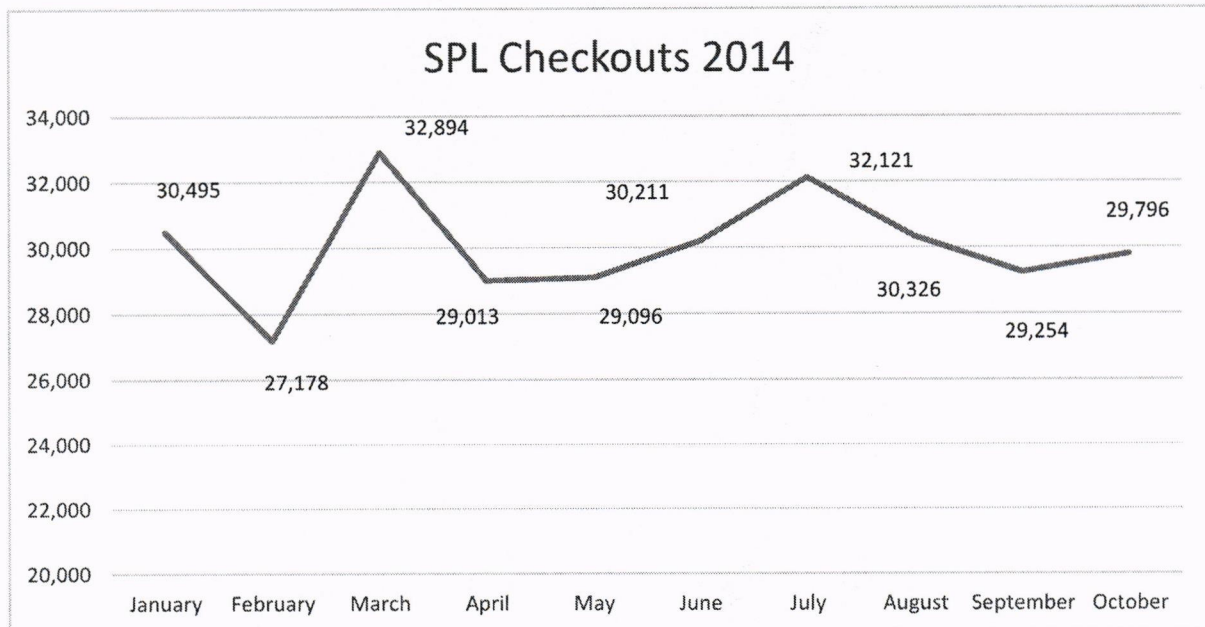




Door count	Sep-14	Oct-14	% Change from last month	Oct-14 Open hours	Open days	Patrons per hour	Patrons per day	Avg physical checkouts & renewals per hour
Total	19,947	20,954	5%	260	31	81	676	115

*In October, we had nearly 21,000 visitors—  
more than the total population of Sherwood.*

Monthly Circulation	Sep-14	Oct-14	October last year	% Change from last year	% Change from last month
Physical check outs & renewals	29,254	29,796	31,618	-5.8%	1.9%
Self-checkouts only	7,505	7,520	7,320	2.7%	0.2%
% @ self-check	26%	25%	23%	9.0%	-1.6%
Digital checkouts (Library2Go)	1,087	1,184	n/a	n/a	9%
Digital checkouts (3M)	37	154	n/a	n/a	316%
Total digital checkouts	1,124	1,338	n/a	n/a	19%
% of total checkouts	3.7%	4.3%	n/a	n/a	16%
Total check outs	30,378	31,134	31,618	-1.5%	2.5%
Check ins	21,413	21,774	23,059	-5.6%	1.7%





*Washington County Cooperative Library Services added a new e-book resource, 3M, in September. Sherwood patron checkouts of 3M increased three-fold, at the 2nd highest rate in the County.*

### 3M Checkouts by Library

	Sep-14	Oct-14	Percent Change
West Slope Community Library	23	115	400%
Sherwood Public Library	37	154	316%
Cedar Mill Bethany Branch Library	66	268	306%
Beaverton Murray Scholls	51	171	235%
Tigard Public Library	102	327	221%
Library Outreach Services	1	3	200%
Forest Grove City Library	49	139	184%
Beaverton City Library	278	729	162%
Cedar Mill Community Library	214	543	154%
Hillsboro Main Library	388	944	143%
Tualatin Public Library	110	263	139%
Garden Home Community Library	69	138	100%
Hillsboro Shute Park Branch	80	139	74%
North Plains Public Library	31	34	10%
Cornelius Public Library	25	23	-8%
Banks Public Library	39	23	-41%
Cooperative Administrative Office	58	15	-74%
Oregon College of Art and Craft	0	1	
Tuality	0	0	
<b>Total</b>	<b>1621</b>	<b>4,029</b>	<b>149%</b>

Collection Development	Sep-14	Oct-14	Monthly avg last FY
Count of items added	602	525	562

Social media	Current followers	Followers last month	% change from last month
Facebook	202	187	7%
Twitter	61	51	16%
NOTE: social media started 5/2014			



Volunteers	Hours	Equivalent FTE	# of volunteers
Bulletin Board	5.5	0.03	1
Checkin (returns)	74.25	0.43	11
Checkin (tasket processing & holds)	55	0.32	8
Clerical/office asst	11.5	0.07	1
Requests to fill	25.75	0.15	5
Shelving	2.25	0.01	1
Community Event	1.75	0.01	1
Checkin total	129.25	0.75	19
<b>Grand Total</b>	<b>176</b>	<b>1.02</b>	<b>28</b>
<b>Last month</b>	<b>168.25</b>	<b>0.97</b>	<b>24</b>
<b>% change</b>	<b>4%</b>	<b>4%</b>	<b>14%</b>

## Programs & Activities

### Youth Programs:

- Presented a library class to transitional students from Sherwood High School: 8 students
- DIY Facepainting: 12 people
- The Bug Chicks—23 children & 16 adults (39 total)
- OBOB Book Group ("The One and Only Ivan")—9 children (3<sup>rd</sup>-5<sup>th</sup> grade) & 2 adults
- Saturday Crafterday (Creepy Crawlies theme)—27 children & 14 adults (43 total)
- Busy Builders—1 child & 1 adult (2 total)
- DIY Craftshop (Duct Tape Wreaths)—5 teens & 2 adults (7 total)
- Saturday Family Storytime (Night Critters theme)—17 children & 12 adults (29 total)
- Read to the Dogs: 8 people
- Toddler Storytimes, Tuesdays (2x), Wednesdays & Thursdays: 486 people (18 storytimes)
- Preschool Storytimes, Tuesdays & Wednesdays: 296 people (9 storytimes)
- Baby Time: 91 people (5 storytimes)
- Halloween trick-or-treating: 424 people

*Total participants: 1,432*

### Youth contests:

- Autumn Guessing Game for ages 17 & under—134 entries
- Great Onion Festival Guessing Game—59 entries
- Teen Read Week display, book giveaway, & raffle for 6th-12th grade. 14 teen paperbacks were given away for the "Read & Release" program. 26 raffle entries

*Total participants: 233*

**Adult Programs:**

- Writing Workshop: Fences: 10 participants
- Voters' Forum / League of Women Voters: 25 participants
- Stories for a dark, dark, night: 21 participants

*Total participants: 56*

**Outreach:**

- The Great Onion Festival—staffed a vendor booth, promoted services & programs. Held a raffle and a guessing jar contest.
- Harvest Festival @ YMCA—made library handouts available at City-sponsored tent
- Helping Hands—made library handouts available at food bank

**Partnerships:**

- Main Street—The Library was a trick-or-treating site during the Halloween on Main Street event. Our door counts on 10/31 were 1,166--424 higher than the previous Friday. During the hours from 3-5pm, we saw 844 people—more than we usually see in a whole day. We saw many regular patrons, but also many people new to the library.
- Sherwood School District—Sherwood Library Manager, Public Services Supervising Librarian and Youth Services Librarian, along with WCCLS Director & Youth Services Coordinator, met with Sherwood School District Data & Instruction Coordinator about ways we can partner together for Early Literacy and other youth programs.

**Other Activities:**

- Displays: Ghosts, Monsters, Vampires, Zombies; Metro Let's Talk Trash Film Festival; Staff Picks
- Staff trainings & conferences:
  - Oregon Public Library Directors annual meeting (Adrienne Doman Calkins)
  - Staff in-service day (including training on phones, readers advisory)
  - Oregon State Library tour of Library Development and orientation for new managers
- Projects:
  - Planning Winter & Spring programming
  - Training new volunteers
  - Magazine Monday (free magazine giveaway--ongoing)
  - Weeding outdated materials (ongoing)
- Recruitments:
  - Posted for two 16-18 hour Library Assistant I positions. Received 51 applications.
  - Hired Diane Gisburne as our new Library Page.
  - Hired Liz Beechwood as our new Library Assistant II.
- Washington County Cooperative Library Services Meeting attendance:
  - Policy Group (Adrienne Doman Calkins)
  - Executive Board (Adrienne Doman Calkins)
  - Ethics sub-committee (Adrienne)



- Publicity Committee (Jenny Swanson)
- CircUs (Jenny)
- Art of the Story (Jenny)
- Adult Services (Pinn Crawford)
- Youth Services (Tracy)
- County Friends of the Library meeting (Adrienne)
- Other meetings:
  - Library Advisory Board (Adrienne & Crystal)
  - Chamber breakfast meeting (Adrienne)
  - Main Street Meeting (Adrienne)

## Service Stories

*A long-time patron just saw the Read to the Dogs slide up on the display screen and shared that her two daughters both read to the dogs for years when they were younger and are now reading far beyond their grade levels. The program inspired them and they would read to their cat at home as well. She asked me to pass on that it is an amazing program that helped her daughters become avid readers. I should also note that she is a non-resident patron, so for years she has paid the out-of-county fee to continue to have access to our library. –Submitted by Crystal Garcia, Librarian*

*We had a successful voters' forum last night! We had 25 people in attendance—and about half a dozen of them were attending their first library program! We got a 4.6/5 rating for the program and lots of suggestions for future programs. Joe Gall facilitated a helpful Q/A session about the City before introducing our speaker, Rita Fawcett from the League of Women Voters. My favorite part of the evening was seeing people from such diverse interests come together and discuss controversial topics. Audience members asked intelligent questions and Rita was always diplomatic in staying nonpartisan. I loved seeing patrons engaging with each other and the speaker about marijuana legalization, GMOs, and driving cards for illegal immigrants...at the library! As you may recall, this program was late in being confirmed and we missed the deadline for print media. Next election we can plan much further in advance and hope to have an even bigger turnout. –Submitted by Adrienne Doman Calkins, Library Manager*

*"We love our library! Margo left her Mr. monkey for a sleepover at the library last night. We picked him up today with a special scrap book of what he did last night. Then we went to family story time and she got to meet a bird! There are always so many great things happening there." --Bobbie Jo Jensen commented on Facebook.*