

Library Advisory Board

Agenda

Meeting Date: Wednesday, October 16th
Meeting Time: 6:30 PM
Meeting Location: Sherwood Library & City Hall,
Conference Room A

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)
Ashley Korn (08/2014), HS Representative

Council Liaison

Linda Henderson, Council President

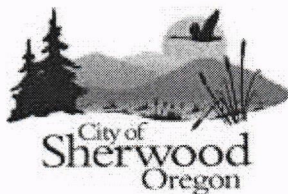
City Staff

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

Guests

----Meeting Agenda----

6:30	Roll call / Introductions	McLaughlin
6:35	Changes to agenda	McLaughlin
6:40	Approval of minutes	McLaughlin
6:45	Library Manager's Report	Doman Calkins
	• Monthly Management Reports	
	• Library Business & News: Hiring, Programming, Outreach, WCCLS levy	
	• High School Representative position—progress report	
	• Set Next Board meetings—Discussion about monthly meetings	
7:20	Other business	McLaughlin
7:30	Adjournment	McLaughlin



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	October 15, 2014, 6:30 P.M.
LOCATION	Sherwood Library/City Hall, Conference Room A
FACILITATOR	Christine McLaughlin
NOTES TAKEN BY	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		Linda Henderson	
Jack Hoffbuhr			
Christine McLaughlin		City Staff	
Liz Myer		Adrienne Doman Calkins	
Pat Reisinger	X	Crystal Garcia	
Diana Stanley		Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		Guests	
		Colin Woodbury	
Ashley Korn (High School Representative)	X		

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:30 by Chair Christine McLaughlin. Colin Woodbury was introduced. Colin is a sophomore at Sherwood High School and will begin serving on the Board as the High School Representative upon City Council approval at the

November 18 City Council meeting. Colin is excited to serve as liaison between the Library and the Sherwood High School.

Changes to Agenda

None.

Approval of Minutes

Motion to approve the August minutes was made by Jack Hoffbuhr, seconded by Diana Stanley and approved unanimously.

Library Manager's Report

- Adrienne Doman Calkins reviewed monthly management report for September 2014. See attached report.
- The library collected reference statistics, 40% of reference transactions are Readers Advisory related.
- Statistics from the new 3M e-book app have been added to the report. Adrienne explained that as 3M checkout statistics increase we expect to see a decline in Overdrive checkout statistics.
- Adrienne explained that the security gates in the library also provide door counts. Amy Christie suggested using these statistics to figure staff to patron ratios per hour. Calkins will research providing this statistic.

Library Business & News

Adrienne shared that the library is hiring one Page position, one 32-hour a week Library Assistant II (interviews ongoing) position, and two Library Assistant I positions.

The library participated in the national "Outside the Lines" campaign during the week of September 14-20th. "Outside the Lines" was a campaign intended to reintroduce libraries to their communities and focus attention on the more innovative services that libraries offer. As part of this campaign the library offered a weeklong "Recommended Reads" service on Facebook. Sherwood was the only Oregon library participating in the campaign.

Several board members expressed interest in the upcoming Oregon Battle of the Book book group and encouraged the library to continue offering these programs, particularly as school librarians continue to face budget challenges and are unable to offer these kinds of opportunities in the schools.

The library held a Stuffed Friend Sleepover program on September 26th. This program was well received by the community and staff is looking into holding this program on a more regular basis. This was the third time the library has held this program.

Colin offered several examples of ways in which the library can reach out to teens, including: promoting library teen programs in morning announcements at the high school, reaching out to the Key Club for volunteer opportunities, and creating a library Instagram account to promote upcoming events.

The next Board meeting will be on Tuesday, December 2, 2014 at 5:30pm in the City Hall foyer.

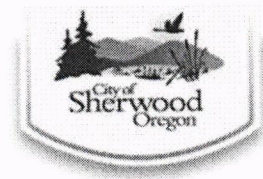
Adjournment

The meeting was adjourned at 7:45.

Sherwood Public Library

Monthly Management Report

September 2014



Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

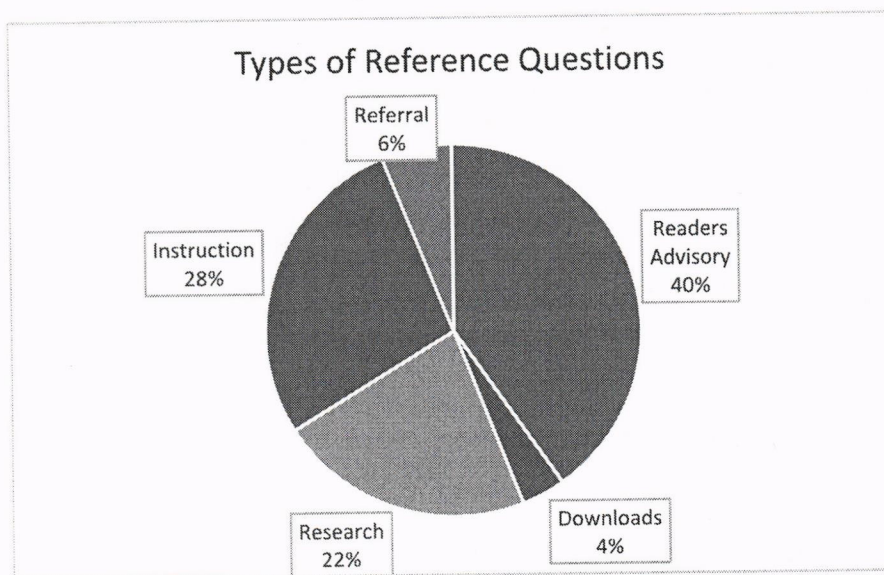
- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

Statistics

Reference Statistics

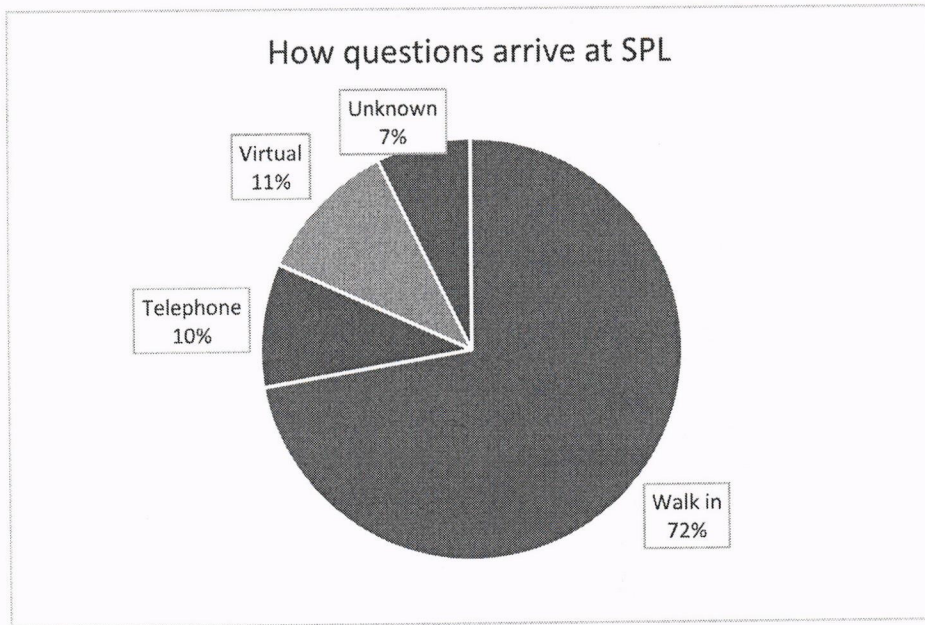
For the first time in five years, we collected statistics about reference transactions happening in the library via walk-in patrons, phone, email and social media. A reference transaction is one that requires a the knowledge, use, recommendation, interpretation or instruction in the use of one or more information sources. Examples: "I need a secondary and primary source to use in my report on the history of the European Union." "I just read The Giver and am looking for something similar to read next." "How do I set up an email account?" "Can you help me download an e-book onto my iPad?" "Where would I find sample business plans for my startup?"

- In the 13 days between September 2nd and September 14th we had a grand total of 263 recorded reference transactions that arrived via telephone, email and in person.
- This is equivalent to 2.39 transactions for every hour we were open.
- Extrapolated, this gives us 7,172 transactions per year, 598 transactions per month, 138 per



week or 19.6 per day.

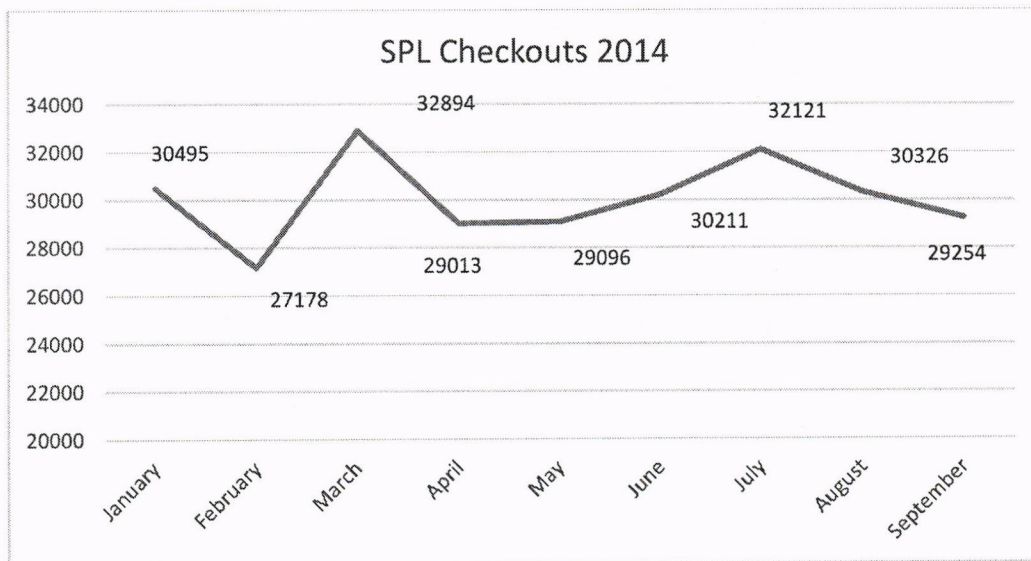
Reader's advisory (RA) is by far our largest category of reference question with instruction and research next, although RA almost beats them combined. We are not getting a lot of questions about downloads at this time.



Walk in represents almost 75% of our reference questions, with the others evenly split.

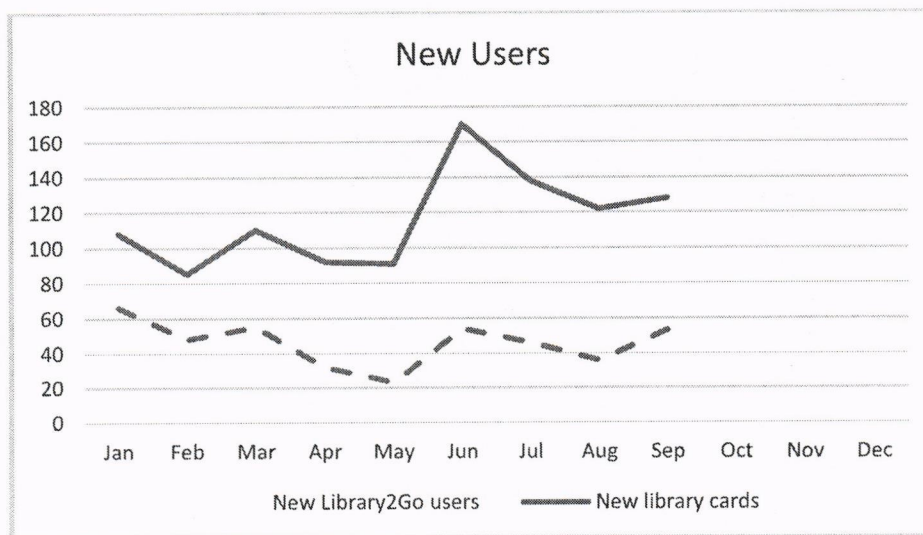
We also gathered time and day data about our reference statistics so we can best plan staffing.

Monthly Circulation	Aug-14	Sep-14	September last year	% Change from last year	% Change from last month
Physical check outs & renewals	30,326	29,254	30,421	-4%	-4%
Self-checkouts only	7,914	7,505	7,328	2%	-5%
% @ self-check	26%	26%	24%	7%	-2%
Digital checkouts (Library2Go)	1,239	1,087	n/a	n/a	-12%
Digital checkouts (3M)	n/a	37	n/a	n/a	n/a
% of total checkouts	4%	4%	n/a	n/a	-9%
Total check outs	31,565	30,378	30,421	0%	-4%
Check ins	22,571	21,413	22,124	-3%	-5%



Door count	Aug-14	Sep-14	% Change from last month	Sep-14 Open hours	People per hour	Total physical ckos & renewals per hour
Total	20,401	19,947	-2%	250	80	117

Monthly Patrons	Aug-14	Sep-14	% Change from last month	Sep last year	% Change from last year	Monthly avg this year
New library cards	122	128	5%	124	3%	48
New Library2Go users	36	53	32%	47	11%	46



Collection Development	Aug-14	Sep-14	Monthly avg last FY
Count of items added	379	602	562

Social media	Current followers	Followers last month	% change from last month
Facebook	187	149	20%
Twitter	51	41	20%
NOTE: social media started 5/2014			

Volunteers	Hours	Equivalent FTE	# of volunteers
Bulletin Board	5	0.03	1
Checkin (returns)	61.25	0.35	9
Checkin (tasket processing & holds)	58.5	0.34	7
Clerical/office asst	9.5	0.05	1
Requests to fill	25.25	0.15	4
Shelving	6.75	0.04	1
Youth Services Assistant	2	0.01	1

Checkin total	119.75	0.69	16
Grand Total for August	168.25	0.97	24
Last month	169.75	0.98	25
% change	-1%	-1%	-4%

Programs & Activities

Youth Programs:

- Read to the Dogs: 9 people
- Busy Builders: 15 children & 8 adults (23 total)
- Saturday Crafterday (Fall theme): 25 children & 17 adults (42 total)
- Library Scavenger Hunt—8 children
- Stuffed Friend Sleepover—20 stuffed friends; 23 children & 13 adults (36 total)
- Saturday Family Storytime (Mo Willems' theme)—18 children & 14 adults (32 total)
- Baby Storytimes, every Thursday: 75 people (4 storytimes)
- Toddler Storytimes, Tuesdays (2x), Wednesdays & Thursdays: 506 people (18 storytimes)
- Preschool Storytimes, Tuesdays & Wednesdays: 334 people (9 storytimes)

Total participants: 1,056

Youth contests:

- Back to School Guessing Game—for Ages 17 & Under—157 entries

Adult Programs:

- Writing Workshop Series with Marie Buckley. "Bugs" themed session: 16 people

Outreach:

- Outside the Lines, a national campaign to "reintroduce the library". Sept 15-21. Print & social media PR, including posters and postcards distributed to nearby businesses to promote electronic resources.

Partnerships:

- Main Street—The Library will be a trick-or-treating site during the Halloween on Main Street event

Other Activities:

- Displays: Staff Picks, Banned Books Week, Metro Let's Talk Trash Film Festival
- Staff trainings & conferences:
 - Association of Rural and Small Libraries national conference in Tacoma, WA. (Crystal Garcia, Librarian)
 - Readers Advisory (Tracy Malek, Youth Services Librarian II & Crystal Garcia)
- Projects:
 - Completed the annual Oregon State Library Statistics Report (Mary Madland)
 - Planning Fall & Winter programming
 - Magazine Monday (free magazine giveaway--ongoing)
 - Weeding outdated materials (ongoing)
 - Collected Reference Transactions for a two-week period (first time in 5 years)
- Grants:
 - Awarded the Ready to Read grant for our Summer Reading Program. (\$3,177—subject to an adjustment if more libraries are awarded funds)
 - Applied for an Oregon Conversations program, Power of Play (awarded in October)
- Recruitments: Posted positions for a 32-hour Library Assistant II (received 58 applications), 12-hour Library Page (48 applications), High School Representative to Library Advisory Board (2 applications)
- Washington County Cooperative Library Services Meeting attendance:
 - Policy Group (Adrienne Doman Calkins)
 - Ethics sub-committee (Adrienne)
 - Publicity Committee (Jenny Swanson)
 - Latino Services (Crystal)
 - CircUs (Jenny)
 - Art of the Story (Jenny)
 - Adult Services (Pinn Crawford)
 - Youth Services (Tracy)

- Other community meetings:
 - Chamber breakfast meeting (Adrienne)
 - City Council (Adrienne)
 - Oregon Library Association Tech Services Round Table planning meeting (intro & tour by Adrienne)
 - The Cultural Coalition of Washington County grant orientation session (Adrienne)
 - Main Street Meeting (Adrienne)
 - Coffee Connection, a networking meeting of local library managers and directors (Adrienne)

Service Stories

I took a call from an older gentleman a couple of weeks ago who had been using our juvenile phonics DVDs to teach himself, at the age of 58, to learn to read. His goal is to go back to school to finish an associate's degree he started years ago and wants to show his grandchildren that it is never too late to learn! We were able to find some more materials via InterLibrary Loan to help him along his way. – Submitted by Pinn Crawford, Librarian.

"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 [Patron] commented on Facebook.

Today a patron came to the Circ desk immediately after one of the Tuesday morning storytimes and couldn't stop bragging about our library and staff. She said what a wonderful library we had, that we are the best library... especially the "storytime librarian." She went on to say how wonderful and enthusiastic the storytime librarian is here at Sherwood. The woman talked so fast and was so enthusiastic herself I didn't catch all her complements!— Submitted by Annette Steury, Library Assistant

I've recently had a couple of successful programs and received some positive feedback from both parents and children. I held a Saturday Crafternoon program last Saturday, Sept. 13, and over 40 people came to it. Parents and children worked on various crafts and coloring pages together. One mother was happy that I changed this monthly craft program to Saturdays since her daughter just started afternoon preschool. Other parents and children thanked me and told me that they had fun or that they look forward to this program every month. – Submitted by Tracy Malek, Librarian II (Youth Services)

I also held a scavenger hunt for 3rd-6th graders this past Wednesday. Only eight children participated, but they had a lot of fun together. They broke out into two groups and looked for various things around the library while picking up small prizes along the way. They kept telling me how they were having fun. Two of them signed up for the OBOB Book Group afterwards too. A couple of their moms also thanked me and said that it was a great program for the children. –Submitted by Tracy Malek, Librarian II (Youth Services)

A woman who I helped with some reader's advisory services last Wednesday came back this evening and told me that she was so thankful that I helped her. She said that no one had ever spent that much time with her to help her find quality books for her children. –Submitted by Tracy Malek, Librarian II (Youth Services)