

Library Advisory Board

Agenda

Meeting Date: Wednesday, February 19, 2014
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)
Liz Myer (04/2017)
Pat Reisinger (04/2017)
Diana Stanley (03/2016)
Coleen Swihart (03/2014)
Conrad Thomason (03/2016)
Ashley Korn (08/2014) HS Representative

City Staff

Mary Madland, Supervising Librarian
Pam North, Library Manager
Kristen Switzer, Community Services Director

Guests

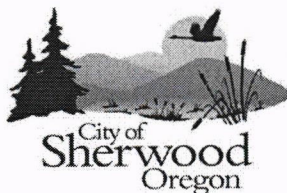
Council Liaison

Linda Henderson, Council President

----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	North
	• Monthly Management Reports	
	• Library Business & News	
	• Next Board meeting – Wednesday, April 23* @ 6:30pm	
7:20	Other business	McLaughlin
7:30	Adjournment	McLaughlin

*Change due to Oregon Library Association Meeting on Wednesday, April 16



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	February 19, 6:30 P.M.
LOCATION	Sherwood Library/City Hall, Conference Room A
FACILITATOR	Christine McLaughlin
NOTES TAKEN BY	Mary Madland

AGENDA

Items	Person Presenting
1. Roll Call/Introductions	McLaughlin
2. Changes to Agenda	McLaughlin
3. Approval of Minutes	McLaughlin
4. Manager's Report	North
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		Pam North	
Pat Reisinger			
Diana Stanley		Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		Guests	
Ashley Korn (High School Representative)	X		

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:35 by Chair Christine McLaughlin

Changes to Agenda

Charter Review update added

Approval of Minutes

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

Library Manager Report

Sherwood Public Library – December 2013 Monthly Management Report

	<u>Current Year</u>	<u>Past Year</u>	<u>% Change</u>
<u>Check out</u>	<u>29,014</u>	<u>30,905</u>	<u>-6.1% (20% Self-check)</u>
<u>Check in</u>	<u>21,430</u>	<u>23,065</u>	<u>-7.1%</u>
• New Library cards	63		
• Volunteer hours	161.25 hours; equivalent to .93 FTE (25 volunteers)		
• New Library2Go users	50		
• Library2Go check outs	996		

Monthly Activities

- Twenty-nine Baby, Preschool and Toddler Storytimes (609 attendees total)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 12/01 Marie Buckley's Writing Workshops for Adults conclude (9 attendees)
- 12/02-08 Food For Fines benefitting Sherwood Helping Hands, Willowbrook Food Pantry & St. Francis Food Pantry
- 12/03 Library Advisory Board Meeting followed by Boards & Commissions Appreciation Dinner
- 12/04 Library staff attended WCCLS Polaris add-on demonstrations
- 12/05 Teen Advisory Board Meeting for 6-12 graders (4 teens)
- 12/05 Holiday Guitar in the Stacks with Don Jansen (provided by the Friends of the Library)

- 12/07 Family Game Day (2 children & 2 adults = 4 attendees)
- 12/11 Pajama Time Storytime (12 children, 8 adults = 20 attendees)
- 12/12 Friends of the Library Meeting
- 12/18 Late opening / Library staff attends All-City Year-End Celebration Lunch
- 12/18 Winter Crafts: Winter-themed coloring and crafting (17 children & 10 adults = 27 attendees)
- 12/24 & 11/31 Early closures for Christmas Eve and New Year's Eve
- 12/25 Library closed for Christmas Day holiday
- 12/28 Saturday Family Storytime (12 children, 9 adults = 21 attendees)
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: OLA/PLD Board, Circulation, Adult Services, WUG, Cataloging, Latino Services and Youth Services

Sherwood Public Library – January 2014
Monthly Management Report

	<u>Current Year</u>	<u>Past Year</u>	<u>% Change</u>
<u>Check out</u>	<u>30,495</u>	<u>34,434</u>	<u>-11.4% (23% Self-check)</u>
<u>Check in</u>	<u>21,421</u>	<u>24,287</u>	<u>-11.8%</u>

- New Library cards 109
- Volunteer hours 188 hours; equivalent to 1.08 FTE (27 volunteers)
- New Library2Go users 66
- Library2Go check outs 1,153

Monthly Activities

- Twenty-eight Baby, Preschool and Toddler Storytimes (749 attendees total)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)

- 01/01 & 01/20 Library closed for holidays
- 01/04 Family Game Day (4 children & 3 adults = 7 attendees)
- 01/08 Pajama Time Storytime (10 children, 7 adults = 17 attendees)
- 01/11 Getting to Know Library2Go (10 attendees)
- 01/15 Wednesday Crafternoon – Space Crafts (26 children & 17 adults = 43 attendees)
- 01/22 DIY Craftshop – Zentangle Workshop (7 teens & 6 adults = 13 attendees)
- 01/25 Saturday Family Storytimes (10:30am - 13 children & 10 adults = 23 attendees and 1pm – 2 children & 2 adults = 4 attendees)
- 01/30 City Budget Kick-Off Meeting
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: OLA Public Library Division Board, Circulation, Adult Services, WUG, Youth Services, Publicity, WCCLS Core Services, PCC Library Assistant Program Board, Adult Summer Reading Program and Policy Group

Library Business & News

City Budget kickoff meetings began January 30th.

Marie Buckley's writing workshops concluded in December and were well-received.

Food for Fines was held December 02-08 and benefited Sherwood Helping Hands, Willowbrook Food Pantry, and St. Francis Food Pantry.

December 5th we had Don Jansen and Holiday Guitar in the stacks provided by the Friends of the Library.

December 18th Tracy held Winter Crafts program and 17 children and 10 adults attended.

Tracy's Family Storytimes are popular.

Getting to Know Library2Go program held 01/11 and was well-attended. Program will continue through March.

Tracy held Wednesday Crafternoon on 01/15 with Space Crafts as the theme and there were 43 attendees.

Cover Oregon presentation was rescheduled to February 22nd.

Bug Chicks program on February 15th had 40 attendees.

Symphony Storytimes continue on Wednesdays in February at 1pm-percussion instruments next week.

In March we will have a Spine Poetry contest for all ages in honor of the centennial of Oregon Poet William Stafford and National Poetry Month.

Friends of the Sherwood Library will have their general membership meeting on Thursday March 6th at 5pm in the Community Meeting Room.

National Library Week is April 12-19. We will have writing workshops for both kids and adults, a visit from Oregon's Poet Laureate, Paulann Petersen, a program on Beatrix Potter's life and works, and the annual WCCLS "Art of the Story" Festival with hilarious stories from Bil Lepp, as well as other events and giveaways all week.

Coleen Swihart has agreed to serve another term on the Library Board and will be reappointed.

North will contact schools about including the Library calendar with the school newsletters at all schools.

Coleen asked about fines paid at Beaverton for Sherwood items. North explained about MUJU (Multi-jurisdictional) Report and which bills or reimburses for fines and fees collected at other libraries.

Jack Hoffbuhr asked about the Library budget and North explained that it is a status quo budget as far as materials and personnel. The next levy will be in 2015 and discussion at the county level has already begun.

The question was asked about staff step increases and if they are linked to education. Step increases are not linked to education.

Some counties have gone to Library Districts. Clackamas still operates in cooperative mode, Hood River staff are county employees, and Multnomah County is now a Library District.

North explained that Sherwood gets about 65% of the Library budget from WCCLS and 35% from the City.

Several questions were asked about the trend toward cutting librarians from schools and how we can get needed information to kids and how the public library fits into the equation. The Sherwood Education Foundation was mentioned as a possible resource and North noted that OLA and OASL have also been working on this issue.

Linda Henderson and Jack Hoffbuhr presented an update on the Charter Review. There will be 4 ballot titles. In May items from Section 3 and Section 7 will be on the ballot.

- How Council members are elected-currently they are elected by position not geographical area. Recommendation is that council members be elected using "at large" format, city-wide not geographic areas. It is felt this might generate

more interest by citizens to run for Council. The argument against the "at large" option is that you could end up with some areas not represented.

- Mayor term-currently a 2 year term-committee recommending no change and not recommending term limits.
- Council term-recommending 3-year consecutive term limit.
- Recommending each new Council adopt rules after elections.
- Recommending public comment time be available at every Council meeting
- Vacancies-looking at how vacancies are filled. If Council members miss meetings in 60 day period could be replaced. Recommending vacancies should be filled in 45 days. Currently if there are 13 months or less in the term they can appoint new member. If more than 13 months left in the term a special election is required.

Henderson noted the Charter and Charter Committee minutes are on the City web site.

The next Board meeting will be on Wednesday April 23rd at 6:30pm in the Sherwood Library & City Hall, Conference Room A.

Adjournment

The meeting was adjourned at 7:50pm.