

Sherwood City Council Meeting

Date: 10/19/16

List of Meeting Attendees: Renee Brouse, Adrienne Doman Calkins, Crystal Garcia, Rose Hulett, Christine McLaughlin, Liz Myer, Pat Reisinger, Madeline Robinette, Ursa Shaw, Eleanor Simon, Joyce Venjohn

Request to Speak Forms: 0

Documents submitted at meeting:

Sherwood Public Library Monthly Management Report – August 2016

Sherwood Public Library Monthly Management Report – September 2016

FY15-16 Annual Report and Presentation

Sherwood Public Library Internet Filtering Analysis

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Meeting Agenda



MEETING TITLE: Sherwood Library Advisory Board
DATE & TIME: Wednesday, October 19, 2016, at 6:30 p.m.
LOCATION: Sherwood Library & City Hall, Conference Room A

ATTENDEES:

Library Advisory Board

Jack Hoffbuhr (04/2017)
Rose Hulett (04/2020)
Christine McLaughlin (04/2019), Chair
Liz Myer (04/2017)
Pat Reisinger (04/2017)
Madeline Robinette (9/2019)
Joyce Venjohn (11/2019)
Colin Woodbury (11/2016), HS Representative

Council Liaison

Jennifer Harris, Council President

City Staff

Adrienne Doman Calkins, Library Manager
Crystal Garcia, Librarian, Secretary

Guests—New members, Pending Council 11/29

Ursa Shaw
Eleanor Simon

AGENDA:

6:30 – 6:45	Call to Order/Roll Call/Introductions Thank you to Pat Reisinger—stepping down early Welcome, Ursa & Eleanor Changes to Agenda Approval of August, 2016, Meeting Minutes	(McLaughlin)
6:45-7:00	August & September 2016 Reports FY15-16 Annual Report	(Doman Calkins)
7:00-7:40	Staffing & Events Updates Internet Filtering Policy Updates Strategic Planning Updates	(Doman Calkins)
7:40-7:50	Vice Chair & Chair Process / Nominations Set meetings for next year	(McLaughlin)
7:50-7:55	Other Business	(McLaughlin)
7:55	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	Wednesday, October 19, 2016, 6:30 P.M.
LOCATION	Sherwood Library/City Hall, Conference Room A
FACILITATOR	Christine McLaughlin
NOTES TAKEN BY	Crystal Garcia
MINUTES APPROVED	Tuesday, December 6, 2016

AGENDA

Items	Person Presenting
1. Call to Order/Roll Call, Introductions, Changes to Agenda, Approval of August 2016 Meeting Minutes	McLaughlin
2. August & September Reports & FY15-16 Annual Report	Doman Calkins
3. Staffing & Events Updates/Internet Filtering/Policy Updates/Strategic Planning Updates	Doman Calkins
4. Vice Chair & Chair Process/Nominations,	McLaughlin
5. Other Business	McLaughlin
6. Adjournment	McLaughlin

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Jack Hoffbuhr	X	Jennifer Harris	X
Rose Hulett		Renee Brouse	
Christine McLaughlin			
Liz Myers		City Staff	
Pat Reisinger		Adrienne Doman Calkins	
Madeline Robinette		Crystal Garcia	
Coleen Swihart			
Joyce Venjohn			
Colin Woodbury (HS Representative)	X	Guests	
		Ursa Shaw	
		Eleanor Simon	

MEETING NOTES

Roll Call/Changes to Agenda/Approval of Minutes

The meeting was called to order at 6:33 P.M. by Chair Christine McLaughlin. New board members (pending Council approval on 11/29/16) Ursa Shaw and Eleanor Simon were welcomed. Motion to approve the August 2016 meeting minutes was made by Liz Myers, seconded by Joyce Venjohn and approved unanimously. Adrienne Doman Calkins provided WCCLS commemorative 40th anniversary t-shirts for all board members.

Management Reports

Doman Calkins reviewed the August 2016 and September 2016 Management Reports (see attachments). Doman Calkins shared that the new storytime schedule is going well and youth services staff will continue to monitor attendance and will assess if any further adjustments to the schedule need to be made. Rose Hulett suggested reaching out to parents for feedback regarding possible new program times.

Doman Calkins reviewed the FY15-16 Annual Report and also shared a presentation covering library services and statistics more generally (see attachments). This presentation was developed as part of the City of Sherwood's Citizen University program.

Staffing & Events Updates

Doman Calkins shared that Beth Gilbert has been hired to fill the full-time Librarian I position and will be starting on November 1st. Gilbert has experience working with the Hillsboro Public Library and the Forest Grove City Library. The Library is also currently recruiting for a 20 hour a week Page position.

The Library held the annual staff in-service day on October 10th. Highlights included a Laughaceuticals program presented by Kaiser Permanente, Learning Express database training, a mobile photography workshop, and a "weeder's" advisory training which covered the basics of deselection materials.

Internet Filtering

Doman Calkins reported that the Library is currently reviewing its internet filtering practices in response to an incident of an adult viewing pornography at a public internet terminal that faced the Children's Area. Doman Calkins surveyed other WCCLS libraries to determine the level of filtering being practiced across WCCLS, the results were included in the Internet Filtering Analysis that she handed out (see attachments). Doman Calkins recommendations are that filtering options be added to public computers and that the configuration of the public internet terminal tables be changed so that the computers are all facing staff at the front desk.

Doman Calkins reported the Behavior policy is under legal review and the Internet and Computer policy will be brought forward for review soon.

Strategic Planning – Updates

Doman Calkins reported that she has reached out to several citizens inviting them to participate in the library's strategic planning process. She reviewed the names of those who have responded to her invitation. Councilor Renee Brouse said that she will share the opportunity to join the strategic planning committee with her contacts at the YMCA.

Vice Chair & Chair Process / Nominations

Chair McLaughlin reminded the group that Chair and Vice Chair will be decided at the December meeting. Doman Calkins and Chair McLaughlin reviewed the duties and responsibilities of the Chair and Vice Chair and asked board members to be thinking about nominations for December. The likely term limit for the Chair will be two years.

The Annual Boards and Commissions dinner will immediately follow the December meeting. Doman Calkins and Chair McLaughlin will connect via email to work on the annual report of accomplishments to be presented at the dinner.

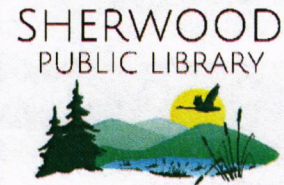
The next regularly scheduled Library Advisory Board meeting will be on **Tuesday, December 6th at 5:00 p.m.** on the mezzanine of the Civic Building/Library. Annual Boards and Commissions Appreciation Dinner to immediately follow.

Adjournment

The meeting was adjourned at 8:15 P.M.

Respectfully submitted,
Crystal Garcia

Sherwood Public Library Monthly Management Report August 2016



Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

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

Statistics



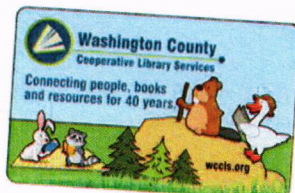
We had nearly **23,000 visits in August**
—an over **5% increase** compared to August, 2015.

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
23,481	22,970	-2.2%	21,854	5.1%	276	31	83	741	110

Note: August & September 2016 door counts are weighted estimates, due to gate malfunction.

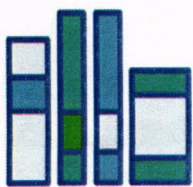
Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	152	114	119	-4%	-33%
Total registered users	11,341	11,459	11,581	-1%	1%
Active this month	3,020	3,096	3,106	0%	2%
% of patrons active this month	27%	27%	27%	1%	1%
Estimated % of service area with library card	50%	50%	51%	-1%	1%

NOTE: Annual database purge March 6, 2016. Pre-purge total 12,203. Purged 1,398 accounts inactive for 3 years.



Half of the people in our service area have a library card; 27% of those used it in August.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	354	549	490	12%	75.8%	80%
Count of items withdrawn (including periodicals)	394	420	984	-57%		
Total collection size	47,510	48,364	48,722	-0.7%		
WCCLS currently has over 16,000 e-books available through Library2Go and Cloud Library (was 3M Cloud Library)						



Digital checkouts rose 29% compared to August, 2015. Total checkouts (digital & physical) stayed level. The **local collection is over 48,000 items**, with 1.6 million available countywide.

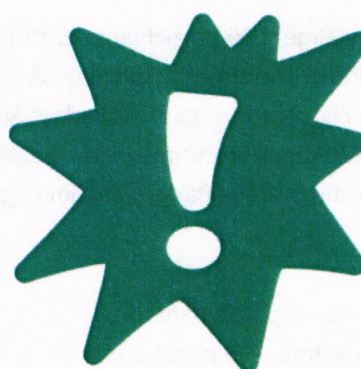
Monthly Circulation	Last month	This month	This month last year	Sparkline Chart	% Change from same month last year	% Change from last month
Total check outs (includes digital)	31,309	32,527	32,760		-0.7%	3.9%
Physical check outs & renewals	29,219	30,386	31,095		-2.3%	4.0%
Self-checkouts only	9,133	9,243	8,426		9.7%	1.2%
% @ self-check	31%	30%	27%		12.3%	-2.7%
Digital checkouts (Library2Go)	1,299	1,263	1,213		4.1%	-2.8%
Digital checkouts (Cloud Library)	791	878	452		94.2%	11.0%
Total digital checkouts	2,090	2,141	1,665		28.6%	2.4%
% of total checkouts	6.7%	6.6%	5.1%		29.5%	-1%
Check ins	20,629	21,790	23,094		-5.6%	5.6%
Service Area population	22,485	22,754	22,485		1.2%	1.2%
Checkouts per capita	1.39	1.43	1.46		-1.9%	2.7%
Checkouts per card holder	2.76	2.84	2.83		0.3%	2.8%
FTE	10.08	10.08	10.08		0.0%	0.0%
Checkouts per FTE	3,106	3,227	3,250		-0.7%	3.9%

Volunteers	August Hours	Equivalent FTE	# of volunteers
Checkin (returns)	86.25	0.50	15
Checkin (tasket processing & holds)	56.75	0.33	9
Summer Reading Program Asst	13.5	0.08	6
Requests to fill	19.75	0.11	4
Youth Services Asst	3.75	0.02	2
Shelving	11	0.06	3
Clerical/office asst	10.25	0.06	1
Outreach	13.5	0.08	5
Grand Total	214.75	1.24	40
Last month	247.25	1.43	41
% change	-15%	-15%	-3%
This month last year	196.00	1.13	34
% change from last year	9%	9%	15%



Programs & Activities

Programs & outreach	Aug-16
# of Adult Programs/Outreach	3
# of Teen Programs/Outreach	3
# of Youth Programs/Outreach	36
<i>School-aged</i>	17
<i>Storytimes</i>	25
# of Programs/Outreach for All Ages	3
TOTAL # of Programs/Outreach	43
TOTAL Participation	2,336
Participation per FTE	231.75
Participation per capita	0.10
<i>Participation: adult programs</i>	590
<i>Participation: teen programs</i>	124
<i>Participation: youth programs</i>	1,499
<i>Participation: all age programs</i>	268
<i>Participation: school-aged</i>	903
<i>Participation: storytimes</i>	990



Library programs help bring the community to the library and the library to the community, because **life-long learning is also about hands-on experiences and connecting with community.**

Outreach:

- Movies in the Park—62 interactions
- Music on the Green—156 interactions
- Helping Hands Library Newsletter distribution (Liz Myer)

All Age Programs:

- Thank You, Miss Teresa Party (with NW Panman steel drums)—50 participants

Youth & Family Programs:

- Paperback Pals—9 participants
- Ninja Camp—148 participants
- Mad Science Olympics—206 participants
- Read to the Dogs—18 participants (3 sessions)
- Larger than Life Games—15 participants (2 sessions)
- Coders Academy—8 participants
- Storytimes. August was Teresa Klepinger's last month of delivering storytimes* after 20 years. This service has been brought in-house and starting in September, delivered by Youth Services Librarians.
 - Baby Time*: 99 participants (5 storytimes)
 - Toddler Storytimes*, Tuesdays & Thursdays: 520 participants (9 storytimes)
 - Preschool Storytimes*, Tuesdays & Thursdays: 283 participants (9 storytimes)
 - STEM Family Storytime —9 participants
 - Storytime in the Park (bilingual English & Spanish)— 79 participants

Teen:

- Fiction Friends—9 participants
- En Taiko workshop—96 participants
- Woo-hoo Wii-U—9 participants

Adult Programs:

- Adult Summer Reading book reviews—574 submissions
- Advanced Google Searching—4 participants
- Introduction to Mushrooming—12 participants

Other Activities:

- Displays: Guns in America, Big Books, Olympics/Sports, Adult Summer Reading
- Tour: Gladstone Library advocacy group—10 participants
- Painted Plate family activity for Thank You, Miss Teresa party.
- Hosted Sherwood High School chess club for summer sessions.
- Recruitments for Librarian I (Youth Services), 0.5 FTE, and Librarian I (Adult Services), 1 FTE. Pinn Crawford gave notice after 9 years.

- Internet Filtering evaluation with City Administration
- Submitted Ready to Read grant application. Successful! Awarded \$3,000+ for summer reading.
- Washington County Cooperative Library Services Meeting attendance:
 - Policy Group (Adrienne)
 - Adult Services Committee (Pinn Crawford)
 - Publicity Committee (Jenny Swanson)
 - WCCLS Users Group (Jenny)
 - Acquisitions (Mary Madland)
 - CircUs (Jenny)
- Other meetings (abbreviated):
 - Hosted joint Clackamas & Washington County Library Directors meeting (Adrienne)
 - Annual Information Services retreat
 - City Council (Adrienne)
 - Community Enhancement Program grant review (Adrienne)
 - Chamber of Commerce, School District presentation (Adrienne)
 - Records Management (Adrienne)
 - Main Street meeting (Adrienne)
 - Rotary Peace Committee (Adrienne)
 - Library Advisory Board (Adrienne)
 - Oregon Library Association Executive Board session—presentation of strategic plan (Adrienne)
- Trainings:
 - Document Locator (Adrienne)
 - Training new on-call Library Assistants, Rose Taylor and Jessica Otto, and volunteers. (Jenny)

Service Stories

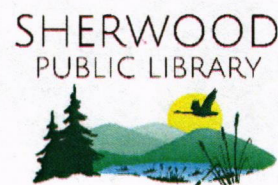
We were awarded a Community Enhancement Project grant through Metro and City of Sherwood for \$10,605 to build an interactive house “kiosk” for children to play with a variety of objects to twirl, move and manipulate—all with early learning in mind. The kiosk is made by Burgeon Group, specialists with public library interactives for youth. It is custom made and expected in November. Dimensions are 72”x66”x57”h, made out of baltic birch. (Colors and panels will be slightly different than pictured.)



Respectfully submitted,

Adrienne Callers

Sherwood Public Library Monthly Management Report September 2016



Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

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

Statistics

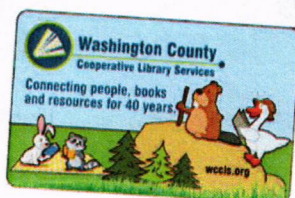


We had **79 visits per hour in September**, with **222 more visits compared to last year.**

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
23,481	19,532	-16.8%	19,310	1.1%	248	29	79	674	107

Note: August & September 2016 door counts are weighted estimates, due to gate malfunction.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	114	117	100	17%	3%
Total registered users	11,459	11,576	11,681	-1%	1%
Active this month	3,096	2,922	2,901	1%	-6%
% of patrons active this month	27%	25%	25%	2%	-7%



117 new library card accounts were created in September—a 17% increase from last year.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	549	719	680	6%	76%	70%
Count of items withdrawn (including periodicals)	420	527	930	-43%		
Total collection size	48,364	48,364	48,472	-0.2%		
% of items "in" on first of the month	72.5%	72.6%	n/a			



The value of the entire physical local collection is **\$1,050,000**. With the average unit price being **\$21.55**, that's an estimated value of nearly **\$570,000** for total checkouts for the month.

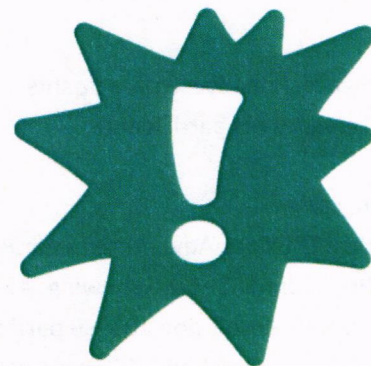
Monthly Circulation	Last month	This month	This month last year	Sparkline Chart	% Change from same month last year	% Change from last month
Total check outs (includes digital)	32,527	28,450	30,067		-5.4%	-12.5%
Physical check outs & renewals	30,386	26,449	28,438		-7.0%	-13.0%
Self-checkouts only	9,243	8,131	7,731		5.2%	-12.0%
% @ self-check	30%	31%	27%		13.1%	1.1%
Digital checkouts (Library2Go)	1,263	1,162	1,164		-0.2%	-8.0%
Digital checkouts (Cloud Library)	878	839	465		80.4%	-4.4%
Total digital checkouts	2,141	2,001	1,629		22.8%	-6.5%
% of total checkouts	6.6%	7.0%	5%		29.8%	7%
Check ins	21,790	19,235	20,522		-6.3%	-11.7%
Service Area population	22,754	22,754	22,485		1.2%	0.0%
Checkouts per capita	1.43	1.25	1.34		-6.5%	-12.5%
Checkouts per card holder	2.84	2.46	2.57		-4.5%	-13.4%
FTE	10.08	10.78	10.08		6.9%	6.9%
Checkouts per FTE	3,227	2,639	2,983		-11.5%	-18.2%

Volunteers	September Hours	Equivalent FTE	# of volunteers
Checkin (returns)	70.5	0.41	15
Checkin (tasket processing & holds)	57.5	0.33	8
Requests to fill	22.5	0.13	4
Shelving	14.5	0.08	3
Clerical/office asst	11.25	0.06	1
Outreach	7.25	0.04	2
TeenLAB	3	0.02	3
Summer Reading Program Asst	0.25	0.00	1
Grand Total	186.75	1.08	35
Last month	214.75	1.24	40
% change	-15%	-15%	-14%
This month last year	185.50	1.07	34
% change from last year	1%	1%	3%



Programs & Activities

Programs & outreach	Sep-16
# of Adult Programs/Outreach	6
# of Teen Programs/Outreach	4
# of Youth Programs/Outreach	30
<i>School-aged</i>	12
<i>Storytimes</i>	25
# of Programs/Outreach for All Ages	4
TOTAL # of Programs/Outreach	42
TOTAL Participation	1,646
Participation per FTE	153
Participation per capita	0.07
<i>Participation: adult programs</i>	432
<i>Participation: teen programs</i>	387
<i>Participation: youth programs</i>	659
<i>Participation: all age programs</i>	538
<i>Participation: school-aged</i>	922
<i>Participation: storytimes</i>	608



Life-long learning is also about hands-on experiences and connecting with community.

September kicks off a new season of focused adult programming

Outreach:

- Multicultural Night At Sherwood Middle School—20 interactions
- Saturday Market Outreach —36 interactions
- Helping Hands Library Newsletter distribution (Liz Myer)

All Age Programs:

- Art Walk, Peace Flags—65 participants
- Guessing Jar (passive program)—417 participants

Youth & Family Programs:

- Paperback Pals—12 participants
- Read to the Dogs—9 participants (3 sessions)
- Storytimes—New schedule and a new storytime, delivered by Youth Services Librarians.
 - Baby Story Time—89 participants (4 sessions)
 - NEW! Fun for Ones—92 participants (4 sessions)
 - Twos Together—156 participants (8 sessions)
 - Preschool Storytime—261 participants (8 sessions)
 - STEM Family Storytime —10 participants

Teen:

- Fiction Friends—9 participants
- TeenLAB—5 participants

Adult Programs:

- Best Outdoor Adventures Near Portland with Adam Sawyer—10 participants
- Presidential Debate Showing, #1—5 participants
- Conflict Resolution 101—9 participants
- Writing Workshop—14 participants
- Signing for Early Literacy—49 participants
- Alter Wiener, Holocaust Survivor—345 participants

Other Activities:

- 40th Anniversary with WCCLS proclamation @ City Council. "Your Passport to WCCLS" countywide activity launches.
- Displays: Banned Books Week, Constitution Week, Big Books, National Hispanic Heritage Month, Writing, Creative Thinking, Red Books, Nobel Peace Prize winners
- Rotary partnership: International Peace Month—Peace Pole temporary installation, Peace Flags @ Art Walk, Origami cranes display, Alter Wiener event.
- Hired Shay Glass, Librarian I (Youth Services), 0.5 FTE. Recruitment for Librarian I (Adult Services), 1 FTE.
- Submitted Internet Filtering recommendations to City Administration

- Submitted conference session proposal for Oregon Library Association's April conference (Jenny Swanson, Jaime Thoreson, Adrienne)
- Citizens University prep
- Washington County Cooperative Library Services Meeting attendance:
 - Policy Group Retreat (Adrienne)
 - Executive Board (Adrienne)
 - CircUs (Jenny)
 - Art of the Story (Jenny)
 - Publicity Committee (Jenny)
 - Multicultural Inclusion (Crystal Garcia)
 - Adult Services Committee (Crystal)
 - InterLibrary Loan (Crystal)
 - Adult Summer Reading Wrap-up (Crystal)
 - Joint Policy Group & Youth Services Committee (Adrienne, Jaime)
 - Cataloging (Mary Madland)
 - Young Adult (Jaime)
- Other meetings (abbreviated):
 - City Council (Adrienne)
 - Records Management (Adrienne)
 - Main Street meeting (Adrienne)
 - Rotary Peace Committee (Adrienne)
 - Staff meeting (all)
- Trainings:
 - New volunteer, new Youth Services Librarian I.
 - 40+ New Revenue Sources webinar (Adrienne)

Service Stories

The *Alter Wiener, Holocaust Survivor*, presentation was superb. It was our third program with Mr. Wiener and by far the best with 345 attendees at the Center for the Arts. Mayor Clark welcomed the attendees. Rotary was instrumental in orchestrating details of the day, including borrowing live plants from Al's Garden Center for the stage, promotion, and incorporating the event in their Day of Peace activities. A filmmaker friend of Mr. Wiener's filmed the event and shared clips which were broadcast on KOIN News that night. At the end of the presentation, we all sang Happy Birthday to Mr. Wiener, as his 90th birthday was coming up in a few weeks.

Ravleen Kaur of Pamplin Media interviewed Mr. Wiener as a way of promoting the program and sharing his story. <http://portlandtribune.com/sg/77-news/322943-202649-holocaust-survivor-storyteller-returns-to-sherwood-sept-24>

Respectfully submitted,



SHERWOOD PUBLIC LIBRARY



PROUD MEMBER OF



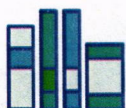
Overview—Sherwood Library Annual Usage



22,600 population
11,200 patrons
1,200 new library cards
256,900 visits
11.5 visits per capita

49.5%
of our community has a library card

Overview—Sherwood Library Annual Usage



522,000 collection uses
42,000 e-book/audio uses
48,000 items in local collection
6,000 items added
33 checkouts per card holder

25%
of patrons use their library card every month.

Overview—Sherwood Library Annual Usage



14,600 public internet sessions
20,500 database uses
24-hour WiFi
Hands-on and web-based classes in digital literacy

4,500
reference questions answered

Overview—Sherwood Library Annual Usage



625 programs
25,000 participants
66 adult programs
133 teen programs
470 youth programs—303 of those for school-aged kids

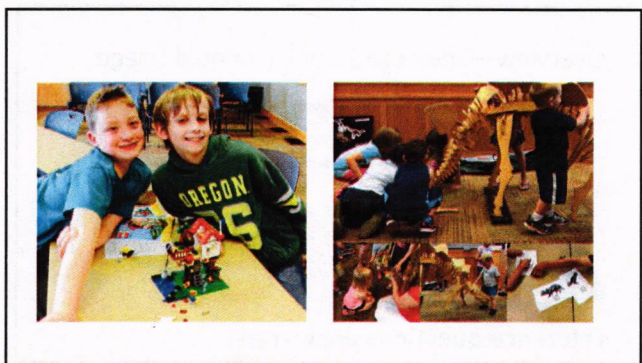
15,000
participants in youth programs

Overview—Our Programs

For youth & families

- Storytimes
- Summer Reading
- Homework Help
- Read to the Dogs
- Winter Reading
- Paperback Pals
- Parenting workshops
- Events, games, and more...

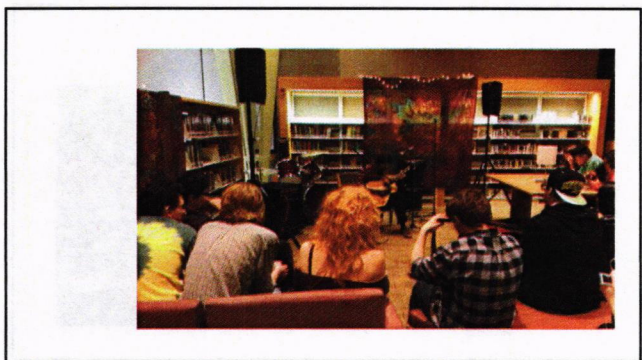




Overview—Our Programs

For tweens & teens

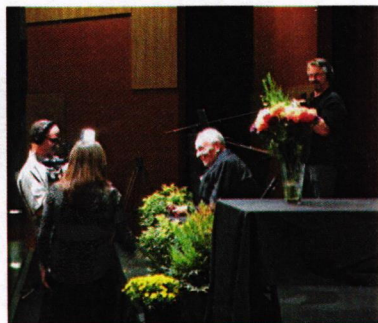
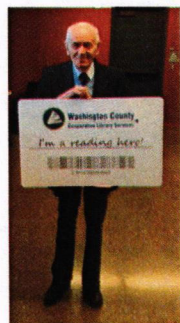
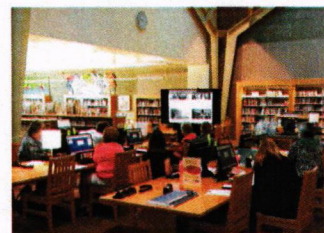
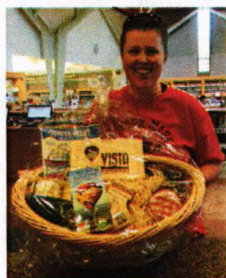
- Fiction Friends
- TeenLAB
- Summer Reading
- Teen Movie Night
- Animation workshops
- Open-Mic, games, and more...



Overview—Our Programs

For adults & seniors

- Adult Summer Reading
- Writing & Art workshops
- Grant Writing
- Advanced Directives
- Presidential Debates
- Advanced Google Searching
- Author talks and more...



Overview—Our Programs

For all ages

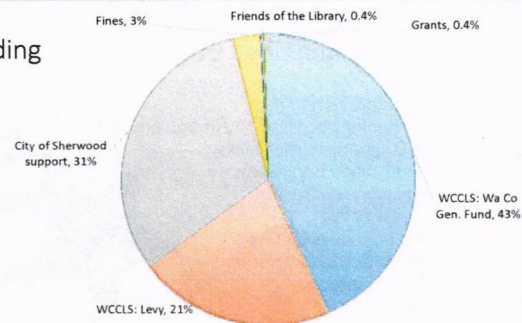
- Chinese Lion Dance
- Music & Theatre events
- Star Wars Day
- International Games Day
- And more...



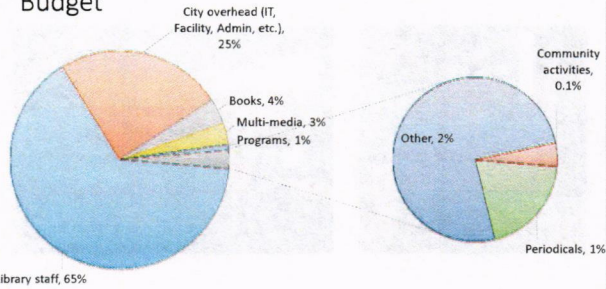
Overview--Outreach



Funding



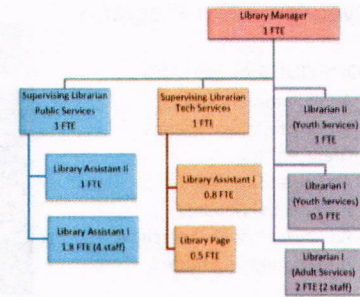
Budget



Staffing

Total Staff 10.625 FTE
22 people

Including volunteers,
11.925 FTE
65 people



Partnerships



Future Opportunities / Goals

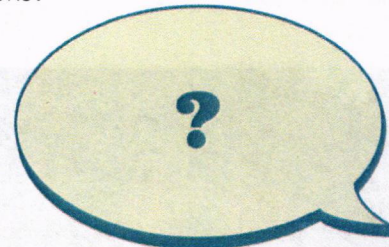
Strategy	Measures	FY15 Actual	FY16 Projected	FY16 Actual	FY17 Projected
Increase programming attendance	Number of programs for school-aged children and teens	74	100	303	105
	School-aged program attendance	515	775	11,371	850
	Number of programs for adults	29	35	66	40
Increase volunteer opportunities	Adult program attendance	1,260	1,325	1,536	1,600
	Number of volunteer hours	2,100	2,200	2,696	2,400

Future Opportunities / Goals

- Strategic Planning
- Technology accessibility improvements
- LED lighting in the stacks
- Shelf-ready purchases
- Signage
- E-newsletter
- Picture books by topic
- Move to the City network
- Taller shelving
- Expansion



Questions?



Sherwood Public Library Internet Filtering Analysis

September 15, 2016

Prepared by Adrienne Doman Calkins, Library Manager

Background:

Sherwood Public Library uses software called Envisionware, available to all WCCLS member libraries, to manage internet access at public computers, computer reservations, and printing. Member libraries may configure Envisionware to fit local needs. While Envisionware has options for internet filtering, this option has not been enabled at Sherwood Public Library.

Envisionware offers the following options for internet filtering:

- Unfiltered access: no categories filtered
- Adult Filtered in the following categories:
 - Child Pornography, Explicit Art, Obscene/Tasteless, Pornography/Adult Content, and Malicious Code/Spyware.
 - Adult Filtered can be set as an option presented at login to choose filtered or unfiltered internet, with a default of filtered.
- Child Filtered in the following categories:
 - Alcohol, Child Pornography, Chat, Criminal Skills, Cults, Dubious/Unsavory, Explicit Art, Gambling, Hacking, Hate & Discrimination, Illegal Drugs, Malicious Code/Spyware, Obscene/Tasteless, Personals/Dating, Pornography/Adult Content, R Rated, School Cheating, and Terrorist/Militant/Extremist.
- All filtering settings can be assigned at the individual computer level.

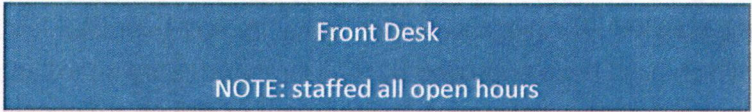
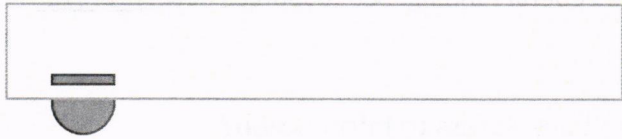
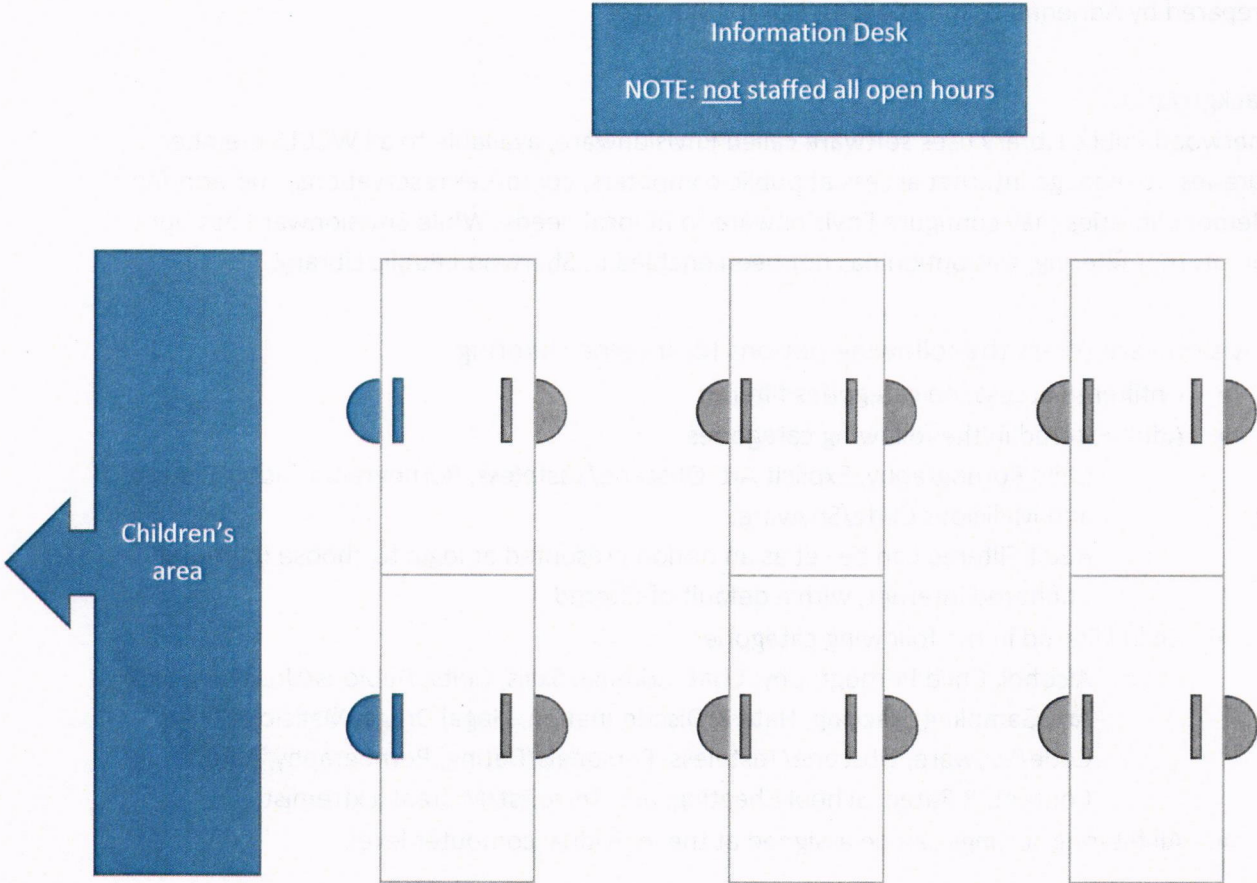
Are there Federal requirements to filter internet access in public libraries?

Filtering is required for libraries that receive Federal funding through E-rate discounts. Filtering for these libraries must meet the requirements for the Child Internet Protection Act. Sherwood Public Library does not receive Federal funding. See resources here: <http://e-ratecentral.com/CIPA/>

What about patrons' right to have access to information?

Sherwood Public Library upholds the American Library Association (ALA) Library Bill of Rights, Code of Ethics of the ALA, the Freedom to Read and Freedom to View statements from ALA, as well as first amendment rights. We also have a local Behavior Policy and Public Computer and Internet Use Policy which have been approved by the Library Advisory Board and Library management in order to provide a welcoming environment where all are equally and safely entitled to use of the facility. Library policies incorporate fifth amendment rights to due process before a person can be excluded from public services.

The current configuration of the public internet computers:



Key:



Testing Filtered Adult



Unfiltered

NOTE: diagrams are not to scale.

What filtering settings are used by libraries in Washington County?

Library	Children's computers	Teen computers	Adult/General computers
Banks	n/a	n/a	Children 12 & under are Child Filtered; Teens over 12 and under 16 are Adult Filtered; Adults 16 and older have Unfiltered/Adult Filtered option. Guest passes are Child Filtered by default (can be changed by staff).
Beaverton	Child Filtered	Adult Filtered	Unfiltered/Adult Filtered option
Cedar Mill	Child Filtered	Adult Filtered	Unfiltered/Adult Filtered option
Cornelius	n/a	n/a	Adult Filtered default. Children 12 & under are Child Filtered. Guest passes are Child Filtered by default (can be changed by staff). Laptops are unfiltered (must be age 18 to checkout).
Forest Grove	n/a	n/a	Unfiltered
Garden Home	n/a	n/a	Unfiltered (screens all face staff desk)
Hillsboro	Adult Filtered	n/a	Unfiltered/Adult Filtered option
North Plains	Child Filtered	n/a	Unfiltered/Adult Filtered option (screens all face staff desk). Have privacy screens available for loan.
Sherwood	n/a	n/a	Unfiltered, with the exception of two computers closest to the Children's Area being tested for Adult Filtering. No problems have been reported.
Tigard	Child Filtered	Unfiltered/Adult Filtered option	Unfiltered/Adult Filtered option
Tualatin	Child Filtered	Unfiltered/Adult Filtered option	Unfiltered/Adult Filtered option
West Slope	Child Filtered	n/a	Unfiltered/Adult Filtered option

Recommendation:

Based on the facts that:

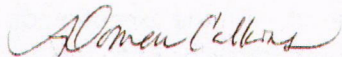
- Internet computers at Sherwood Public Library are intended for general use; are used primarily by adults, teens, and sometimes school-aged youth; are located in proximity to the Children's Area but typically not used by young children without a parent or caregiver;
- Common practice Countywide is to offer the choice for Adult Filtered/Unfiltered internet at all general-use public computers;
- The Adult Filtered option filters pornography, explicit art, obscene content and malware;
- And that while internet filtering has improved in recent years, there still are times when content is mistakenly filtered;

I recommend Sherwood Public Library internet filtering settings be changed to include both Adult Filtered and the option for Adult Filtered/Unfiltered internet, as illustrated in the following two options diagramed in the Appendix.

Next Steps

Following City Administrative and legal review, a recommendation can be implemented by local library staff. The Library Advisory Board meets next on October 19 and can advise on related changes to the Public Computer and Internet Use policy, which was already scheduled for review.

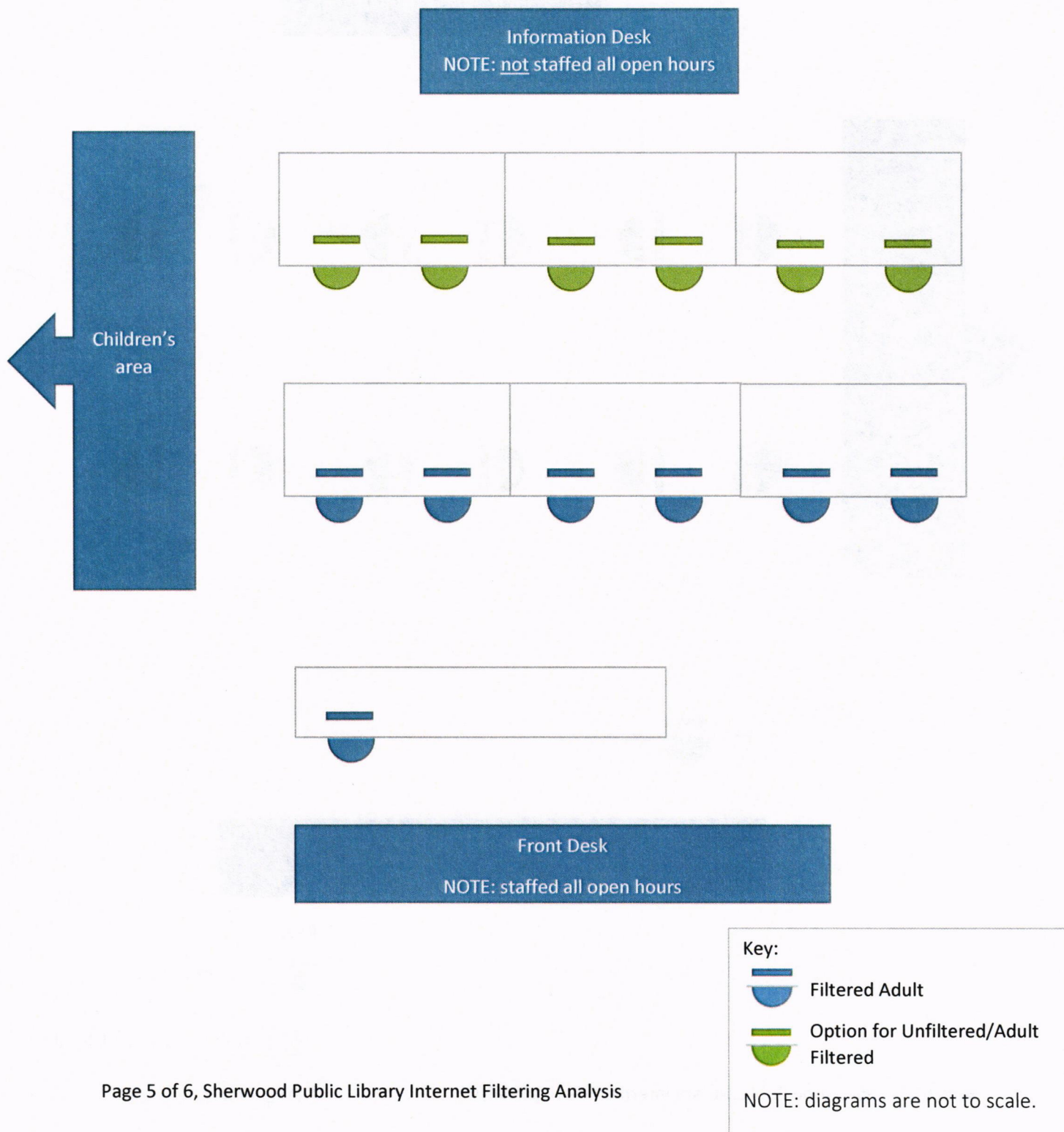
Respectfully submitted,



Adrienne Doman Calkins

APPENDIX

Option 1--Preferred: Turn tables and computers all facing staff at front desk and change internet filtering settings. Outcomes: improved ability to react to patron activity, creates an environmental deterrent to behavior policy infractions, and improves the layout for teaching computer classes.



Option 2: Physical layout stays the same. Change internet filtering settings to reduce exposure to minors while maintaining limited access to unfiltered internet.

