



Library Advisory Board

Agenda

Meeting Date: Wednesday, October 19, 2011
Meeting Time: 6:30 PM
Meeting Location: Sherwood Library & City Hall,
Community Meeting Room

Library Advisory Board

Debbi Canepa (03/2013)
Amy Christie (03/2015)
Nancy Ellingson, Chair (03/2013)
Christine McLaughlin (04/2015)
Debra Pearce (03/2013)
Diana Stanley (08/2012)
Coleen Swihart (03/2014)
Conrad Thomason (03/2016)

City Staff

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

Guests

Molly Woodbury, High School Representative
(08/2012)

Liz Myers, Friends of the Sherwood Library

Council Liaison

Linda Henderson, City Councilor

----Meeting Agenda----

6:30	Roll call / Introductions	Ellingson
6:35	Changes to agenda	Ellingson
6:40	Approval of minutes	Ellingson
6:45	Library Manager's Report	North
	• Monthly Management Reports	
	• Library Business & News	
	• Next Board meeting – Tuesday, December 20 @ 5:30pm followed by 6pm SWOT/Appreciation Dinner for Boards & Commissions	
7:15	Other business	Ellingson
7:30	Adjournment	Ellingson



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 19, 2011 6:30 P.M.
LOCATION	Sherwood Library/City Hall ,Community Meeting Room
FACILITATOR	Nancy Ellingson, Chair
NOTES TAKEN BY	Mary Madland

AGENDA

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

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Nancy Ellingson, Chair		Linda Henderson	
Debbie Canepa			
Amy Christie		City Staff	
Christine McLaughlin		Pam North	
Debra Pearce		Denise Berkshire	
Diana Stanley		Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		Guests	
		Liz Myers, Friends of the	
Molly Woodbury		Sherwood Library	

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:33 pm by Chair Nancy Ellingson. No changes to the agenda were noted.

Approval of Minutes

Canepa moved the minutes be approved. Motion was seconded and the August 17, 2011 minutes were approved as written.

Sherwood Public Library – August 2011

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	35,312	35,438	+0% (16% self-check)
<u>Check in</u>	27,533	27,668	+0%

- New Library cards 113
- Volunteer hours 188 hours (26 volunteers)

Monthly Activities

- Thirty-five Baby, Preschool and Toddler Storytimes (667 children/538 adults = 1205 total)
- Three Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 08/02 Summer Reading Program Event – Mid-City Breakers (225 attendees)
- 08/09 Summer Reading Program Event – BJ's "Big Backyard" Clown Show (200 attendees)
- Summer Reading Program sign-ups close; reward books and coupons available for pick-up from August 8 through September 2
- Patron survey available online and in hardcopy through early August / Summary available in September
- 08/17 Library Advisory Board Meeting
- 08/19 Half-day Library Staff In-Service – All City Staff Open House, reference training by WCCLS Adult Services staff, in-house trainings and lunch provided by the Friends of the Library
- 08/23 Library staff attended the All City Staff BBQ at Snyder Park

- Volunteer recruitment and training continues & new volunteers begin shifts
- Library staff attended various regional, City and WCCLS meetings: WUG, Cataloging, Unique Management, Policy Group, Safety & BOOTS

Sherwood Public Library – September 2011

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>33,188</u>	<u>31,531</u>	<u>+5% (14% self-check)</u>
<u>Check in</u>	<u>23,724</u>	<u>24,712</u>	<u>0%</u>

- New Library cards 114
- Volunteer hours 200.75 hours (27 volunteers)

Monthly Activities

- Thirty Baby, Preschool and Toddler Storytimes (670 children/533 adults = 1203 total)
- Three Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- Oregon Humanities approved our application to host the Conversation Project program, “The Ties that Bind: Interweaving Domestic and Civic Life” with Wendy Willis leading the conversation on January 12, 2012 at 6:30pm
- 09/02 Summer Reading Program officially closes
- 09/05 Library closed for Labor Day holiday
- 09/10 Author Wally Johnston spoke at the Library about his experiences and book, “Sent to Serve... The Chaplains of 9/11”
- A new phone system and new phones were installed Citywide during the third week of September

- 09/21 & 09/28 Teresa Klepinger hosted a four-week workshop series, “And then... Creative Writing Experiences” on Wednesday afternoons based her new book, Cliffhanger Writing Prompts
- Library Assistant I On-Call interviews were held in late September. Offers were made to four individuals to increase our pool of on-call staff
- 09/23 Library Staff Meeting
- 09/29 City of Sherwood Supervisor Training
- 09/29 A Graphic Novel Workshop for Teens & Adults as presented by Darren Davis, President and Editor-In-Chief of Bluewater Productions
- Volunteer recruitment and training continues & new volunteers begin shifts
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Youth Services, Latino Services, OLA Public Library Division Board, Safety Committee, Executive Board & Policy Group

Library Business & News

Conversation project approved will be presented in January. The topic for the program is Ties That Bind presented by Wendy Willis.

Four Library Assistant I On-Call Staff have been selected and will attend the 11-4-11 staff meeting. Two of the four currently work at the Tualatin Library.

The Blue Boxes collecting books all over the area are still under investigation. North advised that she believes the boxes have new stickers advising the books are not for charity.

White noise machine has been installed in the Children’s Area. No comments have been received so far, so it’s not clear if it is helping the noise issue. The machine runs 24/7.

City Manager Jim Patterson is now the City Manager for the City of Corvallis. Tom Pessemier is Pro-Tem City Manager.

Library Survey had fewer respondents, fewer than 100, and we used a different survey tool. Results were similar to last survey. Survey respondents indicated they want more new materials, more programs, more hours, more quiet spaces and more public computers/Internet stations. Lots of comments indicating staff is GREAT!

Letters went out to the non-resident, non-paid cardholders advising that we must charge them the \$100.00 fee if they wish to continue with full privileges. They may be eligible for a local courtesy card if they do not wish to pay the \$100.00 fee. That would allow them access to Sherwood items only and a 10 item limit. They continue to have full privileges until December 31, 2011. If they haven’t contacted us before the end of the year the cards will be de-activated.

The Fall Cleaning party is scheduled for November 6, from 9:30-12:30.

Library Closures

Veterans Day – November 11th

Thanksgiving—November 24th & 25th-closing at 6pm November 23rd.

Christmas—December 25th and 26th-closing at 2pm December 24th

New Year's—January 1st & 2nd—closing at 5pm December 31st

City Holiday Party – December 13th – 1:00 late opening.

Sign-Along Story Time October 22, 2011

Estate Planning Workshop – October 20, 2011

Other business

Swihart commented that Kindle is here. A little more complicated, more hoops to jump through with Library 2 Go.

McLaughlin asked about self-check machines. One is working; the other is out of commission. 14-16 percent of checkout currently goes through the self-check machines. We are looking into options with RFID project to replace the self-check machines.

RFP for RFID project has gone out. Hope to have a vendor selected soon.

Pearce asked about what we are doing to keep up with technology, specifically printing from smart phones. No wireless services are available at this time. It is not financially possible for the Library to keep up with the newest technology. We are not accepting photo of library card number.

Pearce asked if the Library might be interested in providing space for some puzzles/experiments from OMSI. Glen Mills who designed the puzzles for OMSI has them stored in his barn and would like to make them available for students to use. Pearce is working with Glen Mills to create an online list of the items available. North looking into a possible display of a few of the items. We don't have space for a large number, but may be able to accommodate a few at a time.

The Friends of the Library, as part of the BOOTS (Businesses of Old Town) Halloween celebration, will be handing out candy for the kids and books for adults on October 28th from 3-5.

Councilor Henderson reminded everyone about the election on November 2nd. The Brookman Annexation, charter changes, and Congressional primary are on the ballot.

Councilor Henderson advised the search for a new City Manager is expected to take 3-5 months.

Councilor Henderson was asked about the charter change to change the term for the mayor to 4 year term. She advised it would be effective January 2013 if it passes. The question was also asked how the measure got on the ballot so quickly. There was a 3-4 vote. Councilor Henderson voted against putting in on the ballot citing there was no public process in advance. She also stated that most cities of Sherwood's size have 4-year term for the position of mayor. Ballot measure and title is very well written and laid out.

Ellingson recommended the book Belief Instinct.

The next Board meeting is on Wednesday, December 20, 2011 at 5:30 pm in the City Hall foyer (at the top of the stairs) followed by the SWOT Meeting and dinner at 6pm in the Community Meeting Room.

Adjournment

The meeting was adjourned at 7:38 pm