

Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board

DATE & TIME: Wednesday, February 16, 6:30 p.m., 2022

LOCATION: Pursuant to Executive Order 20-16, this meeting was conducted electronically and live streamed at <https://www.youtube.com/user/CityofSherwood>

FACILITATOR: Melanie Dobson, Chair

NOTES TAKEN BY: Crystal Garcia

MINUTES APPROVED: Wednesday, March 16, 2022

ATTENDEES:

Library Advisory Board members (4 year terms)	Position #	Term Expiration	In attendance
Maggi Gerhard	1	6/30/2023	X
Randy Mifflin (Vice Chair)	2	6/30/2021	absent
Melanie Dobson (Chair)	3	6/30/2023	X
Fritz Kaliszewski (Rural Rep)	4	6/30/2024	X
Jane Vankuren	5	6/30/2024	absent
Steven Remsen	6	6/30/2023	X
Dani Sticka	7	6/30/2025	X
Lily Fairman (High School Rep)	8	6/30/2023	X
Deb Diers (pending)	9	6/30/2023	X
Liaison			
Renee Brouse	City Councilor		absent
Doug Scott (Alternate)	City Councilor		X
City Staff			
Adrienne Doman Calkins	Lib. Manager		X
Cyrstal Garcia (Secretary)	Librarian II		X

AGENDA:

1. Call to Order/Roll Call/Introductions (Dobson)
Welcome, new member, Deb Diers
Changes to agenda
Approval of January 19, 2022 meeting minutes
2. Edge Assessment Report for measuring the effectiveness of our public-facing technology (Doman Calkins)
3. Library Updates: (Doman Calkins)
 - WCCLS IGA
 - Budget

- Current & upcoming events
- COVID & Strategic Focusing updates

4. Management report (Doman Calkins)

5. Council Updates & Questions for Councilor Brouse (Brouse)

6. Other Business / Public comment (Dobson)

Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to domanalkinsa@sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.

7. Adjourn (Dobson)

MEETING NOTES:

Call to Order/Roll Call/Introductions/Changes to agenda/Approval of minutes

The meeting was called to order at 6:35 p.m. by Chair Melanie Dobson.

Vice Chair Mifflin welcomed new board member, Maggi Gerhard. Introductions were made.

Fritz Kaliszewski moved to approve the January 19, 2022, minutes. Steven Remsen seconded, and the motion was approved unanimously.

Library Updates

Adrienne Doman Calkins shared the following library updates:

- **WCCLS Intergovernmental Agreements Updates**

Adrienne Doman Calkins shared that a Cooperative Agreement Process (CAP) meeting was held earlier today to review and approve last edits to the most recent IGA draft. Next steps are share the final draft with the County Board of Commissioners during a work session where Commissioners will review the final draft and likely give approval to send the draft to the cities and non-profits (i.e. WCCLS members). Sherwood City Council will then have the opportunity to review the draft, as will City of Sherwood legal counsel. Doman Calkins shared a timeline for the signing the WCCLS IGA. May 24th is the deadline for WCCLS member libraries to be ready to sign the IGA. As a reminder, Doman Calkins shared that the IGA is for four more years and we are currently in a one-year extension of the last IGA. The IGA is linked to the timeline for the library levy, which comprises about 20% of the Sherwood Public Library budget. The majority of the countywide funding that comes through WCCLS is general fund money from the County. The IGA is a joint IGA among the WCCLS member libraries, not a custom IGA specific to Sherwood, and will go into effect July 1st.

- **Budget**

Budget process for the City is moving forward—the kickoff meeting was today. The departmental budgets are due end of March. The Budget Message and additional documentation will be distributed May 20th. The Budget Committee meetings are scheduled for May 31st, June 1st, and June 2nd – this schedule is difference from the previous budget process in which each meeting was held one week apart. Concerns expressed about the Library budget so far are that costs are increasing while funding from WCCLS is only a 3% increase – the levy was a renewal and the 3% increase is what was expected, however, it is not keeping pace with inflation and cost increases. Doman Calkins is looking at trimming the collection budget. Currently, there are quite a lot of funds dedicated to purchasing disc formats (DVDs, Blu-rays, music CDs, Books on CD), however, the circulation numbers for these formats has declined sharply, even pre-pandemic.

- **Current & Upcoming Events**

- Programs continue online for the month of February. Library staff are in discussion with online program participants regarding coming back to the library in-person.
- The 9th annual Six Word Story Contest will be held in March. The winners will be announced in April during National Library Week.
- Citizenship classes will return in person in April. Citizenship classes were offered online, however, due to technical challenges it was much more difficult to coordinate this series online.
- In-person computer classes (Intro to Word and Intro to Excel) will resume in May.
- In-person “How to Everything” practical skills series will take place in May. This series will include programs on car repair and maintenance, nutrition, and job skills.
- In-person storytimes will resume in May. The library will begin with one in-person storytime a week.
- Summer Reading Program will launch in June and will run through August. As part of Summer Reading there will be bilingual storytimes in Stella Olsen Park and weekly performers on Tuesdays at 11am. These events were previously held on Tuesdays at 2pm, but the time has been changed to help avoid severe weather events.
- Book clubs will continue virtually through April, and return in-person in May.

- **COVID & Strategic Focusing Updates**

In-person programs are in the process of returning. Going forward every other computer will remain accessible to allow for social distancing, so far this has allowed us to keep up with demand. If demand outpaces the computers available library staff will reassess. Progress is being made on getting a diversity, equity, and inclusion training scheduled. Doman Calkins will discuss Census data at the next meeting. Chair Dobson asked about the “creation station” computer. Doman Calkins said that the public library computers currently available have basic software (Word, internet access, etc.). The “creation station” computer will be able to handle more robust processing and hopefully have Adobe Creative Cloud software which would allow for film and music editing, Photoshop, etc. There are some licensing issues still to figure out with Adobe.

Edge Assessment

Doman Calkins noted that she uploaded several Edge Benchmark documents uploaded to the Library Advisory Board Meeting page (see attachments). Doman Calkins gave a brief overview of Edge Assessment, noting that it is a self-assessment tool that helps libraries measure the effectiveness of their public facing technology and helps plan for technology improvements in the library. The Library has been participating in the Edge Assessment since 2016. The Library's Edge Assessment score went down during the pandemic, which was expected given that the Library could not provide computer classes, in-person tech help, etc. However, the Library added circulating Chromebooks and hotspots during the pandemic, which helped raise the overall score. Doman Calkins shared the 2022 Edge Assessment document. The library's current Edge score is 778 out of a possible 1000, which puts the library in the 98th percentile for libraries nationwide of Sherwood's size. In the documentation that Doman Calkins uploaded it is also possible to compare Sherwood to Oregon libraries, libraries with similar budgets, and to libraries in the Urban Library Council (ULC) which are the larger library systems, such as Multnomah County Libraries.

Management Report

Doman Calkins shared statistics comparing the first seven months of FY21-22 to the first seven months of FY18-19, which is the last full fiscal year unaffected by the pandemic. Highlights include:

- Total checkouts, which includes both physical and digital materials, is at 33,159 this fiscal year which is a 5% increase over FY18-19.
- Total checkouts continue to trend upward. In July 2021 total checkouts were -12% compared to pre-pandemic numbers, and by January 2022 total checkouts +5% compared to pre-pandemic numbers.
- Digital checkouts now comprise 27% of total checkouts, +4.5% compared to last year and nearly double pre-pandemic.
- Total registered patrons is 14,395, +7.6% compared to last year.
- 92 new library card were added in January, which is very close to pre-pandemic numbers. Pre-pandemic the library was averaging 100 new library cards per month.
- The current collection size is 53,159.
- There were 24 programs held in January and 762 participants.

Doman Calkins shared that WCCLS is getting close to offering digital magazines. A team of librarians at WCCLS have reviewed possible vendors and have narrowed it down to two choices, which are Overdrive/Libby and PressReader. Both options include magazines in languages other than English. All library staff have the opportunity to test and provide feedback on both options. It is expected a decision will be made within the next few months.

Doman Calkins shared that the Public Library Standards Assessment is made available by the Oregon Library Association and should, ideally, be completed before the next library strategic planning process. The last time the Public Library Standards Assessment was completed for Sherwood was pre-pandemic and the Assessment has been updated since then.

Council Updates & Question for Councilor Brouse

Councilor Doug Scott shared the following updates:

- Council passed a supplemental budget, which typically happens halfway through the fiscal year.
- Council passed an ordinance to allow residential chickens in Sherwood. Many HOAs will not allow chickens, however, for those who live in a qualifying area there is small fee and application process through the City to obtain a permit to keep backyard chickens.
- Planning Commission will meet next week to have three public hearings – two hearings around industrial development and one hearing for a proposed apartment complex.

Other Business/Public Comment

Kaliszewski asked if the library had received any questions from the public asking for any books to be banned. Doman Calkins shared that the library has not received any such requests. Steven Remsen asked if a local public school library were to ban a book, would it be possible to feature that book at the Sherwood Library. Doman Calkins said library staff would follow our normal guidelines for reconsideration of materials. She said that the library wouldn't want to make a political statement by displaying the book, and that realistically because of the publicity around a book when it is banned or challenged that book becomes popular and likely will be checked out and not available to display, as was the case when the Dr. Seuss books were removed from print last year. Remsen said that public comment had been made at the Sherwood School Board regarding the content of some books. Councilor Scott asked about language in a previous meeting related to removing or banning certain books. Doman Calkins shared that this referred to updating the Collection Development Policy, which doesn't specifically call out not including a book because of hate speech. Councilor Scott shared that censoring materials that some find offensive is a slippery slope that we shouldn't go down.

Maggie Gerhard recalled that the library had scheduled some diversity, equity, and inclusion (DEI) programs scheduled pre-pandemic that she was looking forward to and asked if the library is planning to do more DEI programming in the future. Doman Calkins and Crystal Garcia shared that staff trainings centered on DEI are upcoming and that the Oregon Humanities Conversation Program has a slate of facilitated conversation programs centered on DEI that the library does have the opportunity to schedule and these programs would be open to the public.

Next Meeting

The next meeting will take place on Wednesday, March 16, 2021, at 6:30 pm. The March meeting is scheduled to take place on Zoom and April will likely be in-person again.

Meeting adjourned at 8:01 pm by Chair Dobson.

Respectfully submitted,

Crystal Garcia