



*Home of the Tualatin River National Wildlife Refuge*

## MEETING MINUTES

**LIBRARY ADVISORY BOARD**  
**Wednesday, January 17, 6:30 p.m., 2022**

**22560 SW Pine Street, Sherwood City  
Hall/Library Community Room**

### 1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chair Sean Garland.

### 2. ROLL CALL

**Board Members Present:** Deb Diers, Amanda Bryan attended in-person. Brie Scrivner, Fritz Kaliszewski (Rural Rep.), Marilee Ratliff, Sean Garland (Chair), Shruti Pawaskar (High School Rep.) attended remotely.

**Absent:** Maggie Gerhard and Randy Mifflin.

**City Council Liaison Present:** Taylor Giles attended remotely.

**Staff Present:** Adrienne Doman Calkins (Library Manager)

### 3. ADJUSTMENTS TO AGENDA—Merge Budget Updates from 7.B. into section 6.D.

### 4. APPROVAL OF MINUTES

Deb Diers moved to approve the November 15, 2023, minutes. Amanda Bryan seconded. Motion passed by all members present.

### 5. CITIZEN COMMENTS—None.

### 6. OLD BUSINESS

#### A. Review of LAB Business for 2024

Doman Calkins reviewed progress through the planned business and reiterated this is a living document we can review regularly. Some items have been moved later in the year to match up with Council goal setting and the WCCLS Funding & Governance Evaluation Project has been added. Garland noted he will not be able to attend the April meeting.

#### B. Strategic planning updates

Doman Calkins shared staff are working on a deeper analysis of interviews to see what we missed on the first overview. Expect updates next month. Adjacent to strategic planning, we are working with a consultant, Crystal Trice, on process mapping for technical services to help identify workflows that could be made more efficient.

Councilor Giles asked about library goals to bring to the Council Goal Setting meeting. Doman Calkins will communicate with Giles and Garland separately about goals that are surfacing from

the strategic planning work so far, and the WCCLS Funding & Governance Evaluation. Typically, library goals fall under the Council's "Livability" and "Civic engagement".

C. Library Foundation updates

Doman Calkins, Deb Diers, and Fritz Kaliszewski shared updates. Sherwood Library Foundation is established. There's one piece from the State Department of Justice that we are waiting on before being able to accept funds. Checking account will be set up after that. Doman Calkins will request remaining grant funds be distributed by check to the Foundation. A new board member, Chrissie McLaughlin, has joined. Chrissie will help with web design and marketing.

D. WCCLS RFP for Funding and Governance

Doman Calkins shared highlights of the RFP and funding history of Sherwood Public Library and WCCLS.

- For FY2023-2024, we will receive \$1,021,408 from WCCLS. This is 68% of our funding.
- WCCLS is a department of Washington County and has two sources of funding: (1) a transfer from the Washington County General Fund and (2) a five-year local option levy, last approved by voters in 2020.
- More than two-thirds of WCCLS's funding is allocated to member libraries.
- There are 16 total member libraries in the cooperative. An intergovernmental agreement (IGA) outlines the governance structure, roles, responsibilities, and funding distributions. Per the IGA, WCCLS funding may be used for operations and services only, not for facilities.
- The current agreement does not require any minimum or matching local funding commitment from member libraries. The current IGA goes through FY2025-2026, which aligns with the levy cycle. The WCCLS levy is expected to go on the ballot in November 2025 as a replacement levy. It was last increased in 2010.
- WCCLS Executive Board and the Board of County Commissioners agreed in the last IGA revision process to evaluate funding and governance in advance of the next levy and IGA.
- Washington County is now in the process of approving a contract with a consulting firm, Merina+Co, for the WCCLS Funding and Governance Evaluation Project.
- We are expecting more information and timing for stakeholder involvement. Doman Calkins anticipates City Council and Library Advisory Board opportunities, TBD. A project charter will have the stakeholder engagement plan, benchmarking, and defining the current state.
- WCCLS receives a General Fund transfer from the County for \$22.4 million. The local option levy adds \$16.4 million. WCCLS has \$2 million in reserves. Expenses include \$13 million for operations and \$28 million in funding allocations to member libraries.
- Funding history:
  - 1976: WCCLS was established. Original funding was a serial levy. Sherwood Public Library was a founding member library. Funding distributions to member libraries were derived from a complex funding formula incorporating performance measures.
  - 1990s: Oregon property tax reforms. The serial levy was rolled into the County's General Fund, along with the Major Streets Transportation Improvement Program (MSTIP). Since that time, the County has designated an annual transfer from the General Fund to WCCLS in an amount proportionate to the original levies.
  - FY2004-2005: WCCLS funding only came from the County's General Fund. Sherwood Public Library was 53% funded by WCCLS.

- FY2005-2006: City of Sherwood Civic Building (joint-use Library & City Hall) opens.
- 2006--The WCCLS local option countywide levy passes with 57% approval rating after two previous levies failed in 2002 and 2004. Local Sherwood votes were 50% in favor. Levy rate was established at 17 cents/\$1000 assessed property value.
- FY2007-2008 to FY2010-2011: An average of 96% of Sherwood Public Library's operating funds came from WCCLS, now boosted with the levy. An average of \$12k in Sherwood library fines went to the City's General Fund each year.
- 2010: The next countywide levy was approved by voters with a 66% approval rating. Local Sherwood votes were 59% in favor. Levy is a renewal at 17 cents/\$1000 assessed property value.
- 2011: The funding distribution formula was no longer used, and funding increases were applied equally to all libraries based on the existing distribution.
- FY2011-2012 to FY2015-2016: New levy cycle starts. An average of 90% of Sherwood Public Library funding came from WCCLS.
- 2015--Voters approved third levy with a 64% approval rating. Local Sherwood votes were 59% in favor. Levy was a replacement that increased to 22 cents/\$1000 assessed property tax value.
- 2016: Funding distributions were adjusted to enable two libraries to meet minimum requirements for open hours and staffing, as well as other library distribution adjustments for population growth and library usage.
- FY2016-2017: Sherwood had a one-time "true-up" 9.2% increase in our WCCLS distribution with a new levy cycle for FY2016-2017 to FY2020-2021.
- FY2017-2018 to FY2022-2023: The WCCLS distribution to member libraries increased 3% each year per the IGA. An average of 85% of Sherwood Public Library funding came from WCCLS. Citywide personnel increases with PERS and a compensation study implementation in 2019.
- FY2019-2020 to FY2020-2021: Fines for overdue materials were discontinued countywide in alignment with county's equity goals and to reduce barriers to library use. Sherwood's library fine revenue went from an average of 5% of revenue to 0.2%.
- 2020: COVID pandemic starts in March. Voters approved a fourth countywide levy with a 69% approval rating in May while libraries were still closed. Local Sherwood votes were 62% in favor. Levy is a renewal of current rate at 22 cents.
- FY2021-2022 to FY2022-2023: New levy starts for FY2021-2022 to FY2025-2026. An average of 69% of Sherwood Public Library funding came from WCCLS. Funds to member libraries from WCCLS increased 3% each year.
- FY2023-2024 budget preparations: The Washington County Administrator announced a projected gap between anticipated revenues and expenditures in the General Fund and directed all County programs receiving General Fund dollars to provide reduction scenarios of -4%, -7%, and -10%.
- FY2023-2024: Washington County's approved budget for FY2023-2024 applied a 7% reduction in the General Fund transfer to both WCCLS and MSTIP. WCCLS distributions to member libraries increased 1% compared to FY2022-2023. Sherwood Public Library's budget for FY2023-2024 adjusted expenses to match reduced revenue, with an additional reduction of \$10,000, for the equivalent of a 0% increase from WCCLS to offset increasing costs.

- Upcoming dates
  - FY2024-2025 budget preparations: Early projections are to plan for a 0% increase from WCCLS.
  - Fall 2024: recommendations presented to BCC.
  - 2025: referral work for next levy begins.
  - November 2025: Levy is expected to be on the ballot as a replacement.
  - June 2026: Current levy expires.
  - July 2026: Start of next five-year levy cycle, pending election.
- Discussion about funding, voting, and taxes. No other levies are known to be on the ballot at the same time as ours at this point. Sherwood's school levy and the economy may be new factors this time.

## **7. LIBRARY UPDATES**

- A. Quarterly management stats review. Doman Calkins shared highlights of circulation and door count statistics. The library had been closed for several days due to ice storms. Door counts are about 35% to 23% below pre-pandemic amounts, with many days being 700 people per day. Circulation is exceeding pre-pandemic numbers.

## **8. NEW BUSINESS**

- A. WCCLS RFP for West Slope Library.  
Doman Calkins drew awareness to the RFP that is open to evaluate changing the West Slope Library as a county-operated library within WCCLS to join the Garden Home Community Library non-profit as a separate West Slope location. If the Board of County Commissioners approves the proposed plan, then the consultant would be hired to be a project manager. The proposed timeline is to be done by June 2025.
- B. Library Bill of Rights review in preparation for policy review, including interpretations.  
Doman Calkins shared how the Library Bill of Rights is relevant to our upcoming policy review, especially related to digital equity.
- C. Recap of current Acceptable Use of Library Technology policy's areas needing updates.  
Procedures need updating and it's also due for review. Should be a pretty simple policy review. Giles suggested referring to other city's policies in the memo to Council. Discussion of internet filtering and the internet computer set-up to protect minors. Chromebooks are also available for checkout and do not filter.

## **9. CHARTER REVIEW COMMITTEE REPORT—No meetings have happened yet.**

## **10. COUNCIL LIASON REPORT**

Councilor Giles shared the following updates:

- The City Manager contract was not renewed. Craig Sheldon, Public Works Director, is the City Manager Pro Tem. Kristen Switzer, Community Services Director, is Assistant City Manager.
- Pedestrian bridge was approved to move forward. Giles was not in favor of the cost increases.
- Sherwood West and the Urban Growth Boundary update. The City is looking out 50 years for plans.
- Giles is focused on affordable housing.

## 11. ADJOURN

The next meeting will take place on Wednesday, February 20 at 6:30 pm. in Conference Room A. Chair Garland adjourned the meeting at 7:56 p.m.

Minutes submitted by Adrienne Doman Calkins.

Approved on \_\_\_\_\_  
Date Chair or transcriptionist Signature

DRAFT