



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, February 19, 6:30 p.m., 2025

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

1. CALL TO ORDER

The meeting was called to order at 6:33 p.m. by Chair, Sean Garland.

2. WELCOME NEW COUNCIL LIASION / ROLL CALL

Board Members Present: Maggi Gerhard, Marilee Ratliff Ponangi, Fritz Kaliszewski (Rural Rep), Brie Scrivner, Sean Garland (Chair, attended virtually), Shruti Pawaskar (High School Rep.), Deb Diers.

Absent: Randy Mifflin (Vice Chair), Amanda Bryan

City Council Liaison— Councilor Dan Standke

Staff Present: Adrienne Doman Calkins (Library Manager, attended virtually), Crystal Garcia (Librarian II, Secretary).

Guests: Craig Sheldon (City Manager), Colleen Carroll.

The group welcomed Councilor Dan Standke who will be serving as the Library Advisory Board liaison to City Council. Councilor Standke has lived in Sherwood for 13 years and was elected to City Council in 2022.

3. ADJUSTMENTS TO AGENDA— none.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the January 15, 2024, minutes. Maggi Gerhard seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

There were no citizen comments, but Doman Calkins shared that Tracey Enright has contacted the People for Libraries PAC for Washington County, to become involved with advocating for libraries politically.

6. OLD BUSINESS

A. Levy timeline review

Doman Calkins discussed the library levy timeline and polling process. Levy polling results are expected by the end of the month or early next month, with a work session scheduled for March 11th to discuss the results with the Washington County Board of Commissioners (BCC). Round 2 of levy polling is scheduled for MAY 6th, followed by a BCC work session on ballot titles and explanatory statements on May 27th. Assuming positive polling results, one of the rates would move forward,

either increasing the levy to 32 cents or 37 cents per \$1,000 assessed property tax value. The levy education material, which hasn't been submitted yet, is expected to be ready this summer. The levy will be on the ballot on November 4th, alongside the public safety levy. If the levy passes, it will go into effect in July 2026 and goes through June 2031. A question was asked about the polling firm and method of contact. Doman Calkins said the polling was conducted via multiple methods, including text message, and the target audience for polling was voters who tend to vote in every election. Doman Calkins will follow-up via email with the name of the polling firm and more information.

B. Budget updates

Doman Calkins provided an update on the library budget process. Doman Calkins submitted the library's budget to the finance department. All departmental budgets were due by February 15th. The City's overall balanced budget will be published in May, followed by three Budget Committee meetings in May. Doman Calkins said that WCCLS notified libraries of a potential 1-2% increase in funding, which is less than the 3% increase in the levy agreement, but more than expected given the County's general fund deficit. Doman Calkins proposed a modest increase to the collection and programming budgets, offset by cost-saving measures such as printing the library's monthly newsletter in-house. A new outdoor book drop was also requested via the Public Works budget for facilities. Our book drop is nearly 20 years old and we receive complaints about visibility and signage.

C. WCCLS Funding and Governance Evaluation Project proposals to Board of County Commissioners and next steps

Doman Calkins shared the proposals WCCLS made to the Board of County Commissioners. The proposals include: 1) Asking voters for a levy increase of either 10 cents for 15 cents, 2) WCCLS will fund 45 open hours for each library, and 3) collections and interlibrary loan service will be centralized and managed by WCCLS. The estimated savings from these proposals is \$4 million per year. These proposals represent an effort to address Washington County's \$20 million budget deficit, and to create a financially sustainable library system. Currently Sherwood is open 60 hours per week.

Doman Calkins discussed the timeline for changes to the library's budget and the centralization of services, which is set for July 2027. The intention is for there to be a year of planning leading up to the full centralization of collections. WCCLS will be asking some libraries to opt-in to being part of a beta testing cohort of libraries.

Doman Calkins said that the biggest questions have been about the impact of these changes on each member library, specifically the dollar amounts. The expectation is that by June the individual libraries should have updated service area maps and a new funding distribution formula, which will provide more specifics about the budget. Doman Calkins also said "base level services" will be funded by WCCLS for 45 hours, but what constitutes base level services beyond the 45 hours is yet to be defined. The proposals are having mixed reactions across the county and amongst staff at member libraries and will impact member libraries differently.

D. Review of 2025 meeting topics / schedule

Doman Calkins reviewed the 2025 meeting topics and schedule, which is a living document intended to be updated regularly. The group discussed the meeting schedule. The Board typically does not meet in June and August, and it was suggested that the group meet in June and August this year primarily due to the need for levy education and updates. The group agreed to tentatively schedule these meetings with the understanding that they can be canceled if not needed.

7. NEW BUSINESS

A. Annual review of the Library Bill of Rights

Doman Calkins discussed the importance of the Library Bill of Rights, emphasizing that it is not law but a set of ethics that librarians and library workers should aspire to follow, similar to ethics for the

medical and legal professions. She highlighted the seven basic policies that guide library services, including the provision of materials for all people, the presentation of all points of view on current and historical issues, and the protection of users' privacy and confidentiality. Doman Calkins also mentioned a recent training she attended on the legal landscape of libraries, which highlighted the importance of state legislation in creating and supporting public libraries. She suggested the possibility of incorporating state-specific laws into their policies for stronger protection of intellectual freedom and other library values.

B. National Library Week Open House

In light of the current work with the funding and governance project and capacity, Doman Calkins said that this year will be a lighter version of the annual National Library Week celebrations. Several board members expressed interest in volunteering at the event. There was interest in having another Library of Things “petting zoo” which allows patrons to explore the Library of Things collection.

8. COUNCIL LIAISON REPORT

Councilor Standke shared that his role as the liaison to City Council is to advocate from the Board to Council and share information from Council to the Board. Councilor Standke shared the following highlights:

- The Sherwood Center for the Arts is having a “birthday party” celebrating their 10-year anniversary.
- Council goals were discussed at the February 18th work session.
- The span of the pedestrian bridge that crosses over Highway 99 is set to be moved into place on March 7-9. Highway 99 will be close at Sunset that weekend with detour routes available. Substantial completion of the bridge is expected in September, meaning that the bridge will then be useable.

City Manager, Craig Sheldon, provided some updates on City projects, including:

- Construction on Ice Age Drive is likely to begin this summer.
- The Tannery project is currently being worked on. The City and Council will be lobbying for \$2 million for the project.
- Sherwood Broadband (fiber) is getting a good take rate and the City received \$9.2 million to expand broadband services outside the city.

9. Next Meeting

The next meeting will be on March 19th at 6:30 p.m.

10. Adjourn

Chair Garland adjourned the meeting at 8:02 p.m.

Minutes submitted by Crystal Garcia.

Approved on _____
Date

Chair or transcriptionist Signature