



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, July 16, 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 6:32 p.m. by Chair, Sean Garland.

2. ROLL CALL

Board Members Present: Sean Garland (Chair, attended virtually), Maggi Gerhard (attended virtually), Colleen Carroll (attended virtually), Brie Scrivner, Annalise Ellis (High School Rep.), Deb Diers, Fritz Kaliszewski (Rural Rep), Marilee Ratliff Ponangi, Tracey Enright.

City Council Liaison— absent.

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

The Board introduced and welcomed new members Colleen Carrol, Tracey Enright, and Annalise Ellis (High School Rep.).

3. ADJUSTMENTS TO AGENDA— None.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the May 21, 2025, minutes. Brie Scrivner seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

None.

6. OLD BUSINESS

A. Working with other library boards

Doman Calkins said the work on a joint meeting with other library boards continues to be on pause during the busy budget and funding and governance work. The Lake Oswego library board is still interested in a joint meeting. Work will resume on this project in the fall.

B. Levy updates – levy education timeline

Sherwood has good representation at the People for Libraries PAC, the group that can advocate. For staff and board member roles, levy education will begin in earnest once levy messaging language has been vetted and approved by the Oregon Secretary of State. Staff training is expected in mid-August. The Board discussed voter education efforts, with plans to reach out to Rotary and Chamber of Commerce in the fall.

Doman Calkins discussed the upcoming levy timeline and emphasized the importance of understanding what board members can and cannot say while representing the City, particularly in light of Oregon's government ethics laws. She explained that once the levy is on the ballot, there will be more stringent rules regarding communication. Washington County has five marketing pieces being vetted and the rack card to be the most widely distributed. Adrienne also addressed questions about a website FAQ page, confirming that WCCLS will have a vetted page, and clarified that the recent library hour cuts are separate from the levy discussion.

C. Funding and Governance updates

Doman Calkins provided updates on recent funding and governance discussions, focusing on funding methodology and equity considerations. The Board of County Commissioners supported the underlying fundamentals of the funding formula but emphasized keeping partner libraries whole in the first year of the new funding cycle, meaning no reductions to any library. The Board of County Commissioners were asked if they would support phasing libraries into their new funding levels to give libraries with significant increases a longer ramp-up time and libraries that would have otherwise received less will now be buffered. The centralization of collection development was discussed, with Doman Calkins sharing the timeline, justifications, and expressing concerns about the transition and its implications for member libraries. The meeting also touched on the importance of the upcoming levy, which would increase funding to 37 cents per \$1,000 of assessed value, if passed.

D. Budget updates

Doman Calkins presented budget updates and discussed the recent reduction of library hours from 60 to 53 per week, which took effect on June 30th. Patron education about the new hours was successful as there were no significant issues with patrons when the new hours took effect. Doman Calkins explained that while staff schedules were adjusted, the changes resulted in cost savings of over \$100,000, including a reduction in on-call hours and a librarian position. Fewer storytimes will be presented in the fall and other programming will be reduced slightly. Adrienne also reviewed the collection budget, noting a 6% decrease to \$84,500 for the current fiscal year, which is roughly equivalent to what the budget was ten years ago. Reductions were made in collections with lower usage such as multimedia formats, while popular collections such as juvenile graphic novels had funding maintained or increased.

E. Foundation updates

Diers reported that the Foundation received a Community Enhancement Program grant for \$9,300. The Foundation currently has an application pending for a grant from T-Mobile for \$14,000. The decision on the T-Mobile grant will be made in about a month.

7. New Business

A. Electing a Chair & Vice Chair

The Board nominated and elected Garland as Chair, and Colleen Carroll as Vice Chair.

B. Preliminary annual statistics for FY24-25

Doman Calkins presented early annual statistics for the fiscal year, noting that while some data needs verification due to new reporting software provided by WCCLS, overall trends show a 5.1% increase in total checkouts compared to the previous year, with physical checkouts up 5.1% and digital checkouts quadrupling since pre-pandemic. She explained that digital audiobooks and ebooks are more expensive for libraries to purchase than physical copies due to digital licensing agreements.

Adrienne presented additional library statistics, including checkout values approaching \$10 million and a collection size of about 51,000 items. She noted a 7% increase in door counts compared to the previous year, though numbers remain 23% lower than 2019. The library saw an increase of nearly 2,000 new library cards, and an increase in readers' advisory transactions. Adrienne mentioned that the library's security gates are provided by WCCLS and are reaching end-of-life. WCCLS is exploring

minutes submitted by Crystal Garcia.

Approved on _____ Date _____ Chair or transcriptionist Signature _____

Approved on

Date _____

Chair or transcriptionist Signature