



MEETING AGENDA

LIBRARY ADVISORY BOARD Wednesday,
September 17, 6:30 p.m., 2025

22560 SW Pine Street, Sherwood City
Hall / Library, Exec Board Room
(Conference Room A) and Zoom

1. **CALL TO ORDER**—6:30 p.m.
2. **ROLL CALL** (Garland)
Board members / City Council Liaison / Staff
3. **ADJUSTMENTS TO AGENDA** (Garland)
4. **APPROVAL OF MINUTES** (Garland)
[July 16, 2025, minutes](#)
5. **CITIZEN COMMENTS** (Doman Calkins)
6. **OLD BUSINESS**—6:35 p.m. (Doman Calkins)
 - A. Future training topics
 - B. Levy updates—levy education materials, presentations, FAQ
 - C. WCCLS Funding and Governance updates—funding formula and service area boundaries proposal, end fund balance; next steps
 - D. Foundation updates (Diers)
7. **NEW BUSINESS**—7:15 p.m. (Doman Calkins)
 - A. Student Cards with Sherwood School District, year two
 - B. Public meeting law refresher / updates
 - C. WCCLS Centralized Collection Management Request for Proposal (RFP)
 - D. Freedom to Read month / Banned Books Week
8. **COUNCIL LIAISON REPORT**—7:50 p.m. (Councilor Standke)
9. **NEXT MEETINGS:** Next meeting is October 15, 6:30-8:00 p.m. Our meetings continue as 3rd Wednesday of the month, 6:30-8:00 p.m. December is TBD.
10. **ADJOURN**—8:00 p.m.

This agenda and packet are online at www.sherwoodoregon.gov/libraryboard

How to Provide Citizen Comments:

Citizen comments may be provided in person, in writing, or by telephone. In-person comments may be made during the dedicated time on the agenda. Written comments may be submitted at least 24 hours in advance of the scheduled meeting start time by email to Adrienne Doman Calkins, Library Manager, at domancalkinsa@sherwoodoregon.gov and clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email domancalkinsa@sherwoodoregon.gov or call 503-625-4272 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

ADA Accommodations:

To request ADA accommodations for this public meeting, please contact Adrienne Doman Calkins, Library Manager, at domancalkinsa@sherwoodoregon.gov or call 503-625-4272, preferably at least 48 hours in advance of the scheduled meeting time.

Interpretation Services:

Free language interpretation is available through Washington County Cooperative Library Services in twenty different languages. To inquire, contact Adrienne Doman Calkins, Library Manager, at domancalkinsa@sherwoodoregon.gov or call 503-625-4272, preferably at least 48 hours in advance of the scheduled meeting time.



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



Proposed Levy for Countywide Library Services

Measure 34-345 on Nov. 4, 2025 Ballot

*This information was reviewed by the Oregon Elections Division
for compliance with ORS 260.432.*



Washington County
Cooperative Library Services
LAB Packet 2025.09.17 page 6

Agenda

- Public library service in Washington County
- Current funding
- What would Measure 34-345 fund?
- How much would Measure 34-345 cost?
- What would happen if Measure 34-345 does not pass?



Public library service in Washington County

- Public library service is provided through a partnership between the County and the 9 cities and 3 non-profit associations that operate local libraries.
- WCCLS is the primary source of funding for library operations.
- WCCLS also provides central support services that efficiently link libraries together.



Public libraries in Washington County

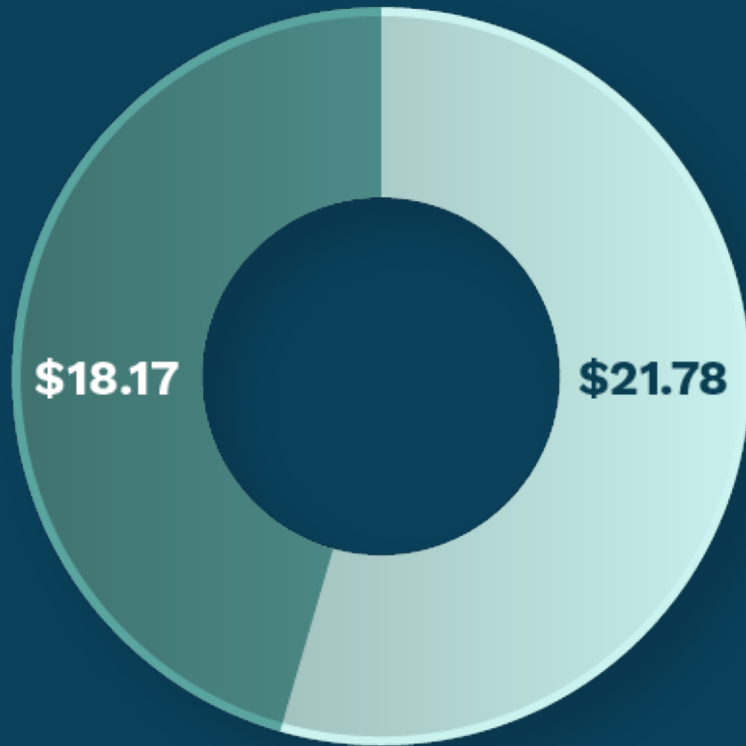
- Aloha
- Banks
- Beaverton Main
- Beaverton Murray Scholls
- Cedar Mill
- Bethany
- Cornelius
- Forest Grove
- Garden Home
- Hillsboro, Brookwood
- Hillsboro, Shute Park
- North Plains
- Sherwood
- Tigard
- Tualatin
- West Slope



Current WCCLS budget

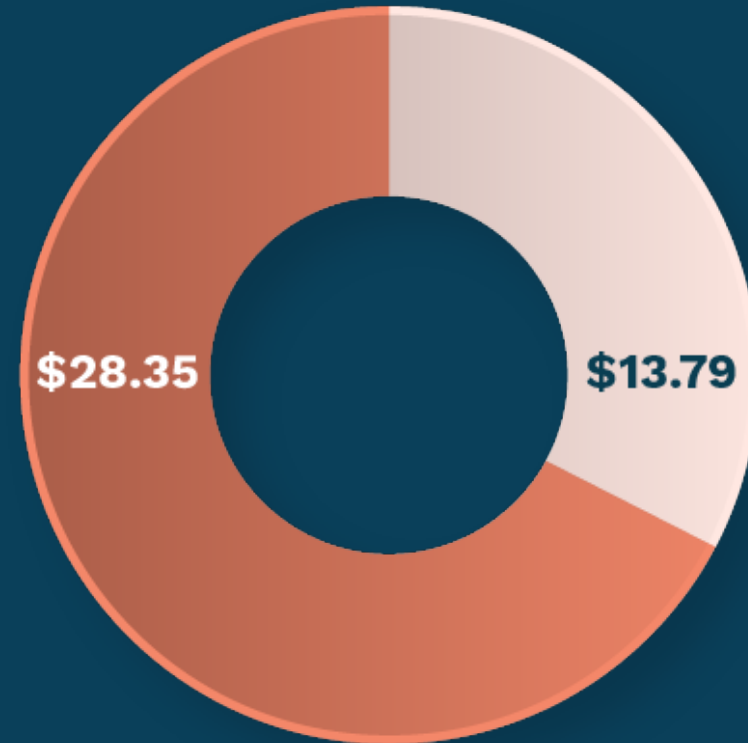
(in millions)

WCCLS revenue



■ 5-year levy
■ County general fund

WCCLS expenses



■ Library allocations
■ WCCLS operations (central support)

If passed, what would Measure 34-345 fund?

Reading and learning support for kids & teens

- In-person events
- Homework help & online tutoring
- Public access computers & wi-fi

Over 10,000 students participated in library programs designed to support reading, learning, and student success last year.

WCCLS has issued 83,549 library cards to public school students since 2019.



If passed, what would Measure 34-345 fund?

Central services that efficiently link libraries together

- Reserve materials for pickup at any of the 16 libraries across the county
- Access library catalog with 1.5 million items
- Access online learning tools, e-books, audiobooks, and streaming video

In FY 23-24, WCCLS courier trucks delivered 2.5 million books and other items to libraries.



If passed, what would Measure 34-345 fund?

Open hours and access to books and materials

- 16 full-service public libraries in the county
- Most libraries are open at least 6 days a week
- 1.5 million items in shared collection
- Study rooms and meeting rooms



Last year, there were over 2.4 million visits to WCCLS libraries. Total checkouts exceeded 7.2 million, saving users \$140 million by borrowing items instead of purchasing them.

If passed, what would Measure 34-345 fund?

Reading events for children

- Regular events and programs, including storytimes in languages such as Spanish and Chinese
- Annual summer reading program
- Interactive play areas to promote learning and social interaction

In FY 23-24, libraries hosted over 200,000 participants at 6,000 in-person events for kids and teens including summer reading.



How would Measure 34-345 affect a homeowner's taxes?

- If passed, the proposed measure would authorize an increase in property taxes.
- The proposed measure would cost property owners \$0.37 per \$1,000 of assessed property value. The tax would continue from July 2026 through June 2031.
- The owner of a home assessed at \$348,600 would pay approximately \$129 per year, or \$10.75 per month.
- The measure would raise \$188,915,688 between July 2026 and June 2031.



What would happen if Measure 34-345 does not pass?

- If the measure does not pass, library services would not be provided as proposed and property taxes would not be increased.



**To learn more,
please visit wccls.org/levy**



Washington County
Cooperative Library Services



Memorandum

To: WCCLS Executive Board
From: Marni Kuyl, Assistant County Administrator
Lisa Tattersall, WCCLS Manager
Date: September 5, 2025
Re: **Library Funding Allocation Proposal for Consideration**

Introduction

This proposal represents many hours of thoughtful discussion and collaboration to achieve process goals identified and supported by WCCLS collaborative partners:

- Allocates funding according to a transparent and objective methodology
- Leverages the use of resources across the Cooperative to create efficiency and economies of scale
- Assures a consistent minimum level of base services to all community members

Adjustments to the model were required to support partners in transitioning from the historical approach to the proposed model. The following funding allocation proposal features modifications to the methodology that arose out of thoughtful conversation with partners.

Proposal Highlights

Modifications to support partner needs and successful implementation

- Basing the per FTE unit cost on the average FTE cost for cities alone, rather than the average of cities and nonprofits. This increased the unit cost from \$119,000 to \$128,000.
- Ensure every partner receives at least a 5% increase from their FY25-26 allocation in the first year of the new levy cycle (FY26-27).
- Modify FY26-27 allocations for Aloha and Forest Grove to accommodate what can reasonably be spent and accomplished in one fiscal year, laying the groundwork for a thoughtful plan of expansion in infrastructure and service levels for those libraries.

Key agreements to support sustainable service in the current fiscal environment

- Indirect costs (also known as overhead or administrative charges) are allowable costs for city partners, assuming base service levels have been met.
- The proposed service boundaries, if recommended by partners and approved by the Board of Commissioners, would remain set through June 2031.
- No increase in County provided funds for any new full-service library locations will be added through June 2031 and should partners that operate more than one library building need to close a library location due to external financial circumstances, those partner allocations would not be reduced.
- Starting in July 2027, WCCLS will begin providing centralized physical collections, which will reduce the costs to provide service for all partners, thereby freeing up local resources for other service priorities.

Revenue-based escalation or reduction of allocations

The financial assumptions and projections used to develop this funding model result in projected annual increases of 4.25% for partners. Revenue sources for WCCLS:

1. Local option levy (pending voter approval): funds dedicated to library service
2. Transfer from County General Fund

Should these two revenue sources combined lead to a *net percentage increase* in revenue due to growth in county assessed value and a stable General Fund transfer amount then partners and WCCLS will see their allocation increase by that net percentage increase amount.

Should these two revenue sources combined lead to a *net percentage decrease* in revenue, due to reduction in the General Fund transfer amount, then partners and WCCLS will see their allocation decrease by that net percentage decrease amount.

The exception to this is Aloha and Forest Grove. These partners will see an increase of an additional 5.75% should net revenue increase by 4.25% or greater, to support a thoughtful expansion of service to meet base service levels. Should net revenue decrease, their allocations will be reduced by that net percentage decrease amount.

Fund Balance Target Considerations

After multiple discussions, there was no broad agreement reached among partners on a single fund balance target to bring back as a proposal for partner consideration. Therefore, this proposal includes four fund balance options for partner consideration. Partners should be prepared to discuss all viable options for each organization when the group convenes on September 25 to reach collective agreement for a recommendation to the Board.

Exceptions to the 3-month fund balance target would need to be approved by the Board of Commissioners. [See the table on page 4.](#)

Process Next Steps

- Partners will convene on September 25, 2025, to vote on this proposal.
- County staff will bring a recommendation from the partners to the Board of County Commissioners in October, assuming the cooperative reaches 2/3 agreement among city partners and 2/3 agreement among nonprofit partners.
- Should partners not reach agreement, staff will bring the status of the conversation so far to the Board of County Commissioners for their direction in October.

Four Fund Balance Options for Partner Consideration

Partner	Budgeted FY25-26 Allocation	Proposed FY26-27 Allocation Options			
		Option A	Option B	Option C	Option D
Aloha	\$585,549	\$1,581,151	\$1,651,361	\$1,672,425	\$1,686,467
Banks	\$255,983	\$512,000	\$521,401	\$524,221	\$526,101
Beaverton	\$6,822,021	\$7,424,000	\$7,560,309	\$7,601,201	\$7,628,463
Cedar Mill+Bethany	\$5,045,585	\$5,534,315	\$5,625,677	\$5,653,085	\$5,671,358
Cornelius	\$611,293	\$1,088,000	\$1,107,976	\$1,113,969	\$1,117,964
Forest Grove	\$996,517	\$1,231,813	\$1,270,297	\$1,281,842	\$1,289,538
Garden Home+West Slope	\$1,374,624	\$1,689,296	\$1,714,560	\$1,722,139	\$1,727,192
Hillsboro	\$6,217,317	\$6,992,000	\$7,120,377	\$7,158,890	\$7,184,565
North Plains	\$209,616	\$512,000	\$521,401	\$524,221	\$526,101
Sherwood	\$1,052,254	\$1,520,000	\$1,547,908	\$1,556,280	\$1,561,862
Tigard	\$4,310,668	\$4,526,201	\$4,604,344	\$4,627,787	\$4,643,415
Tualatin	\$1,914,143	\$2,009,850	\$2,045,690	\$2,056,442	\$2,063,610
WCCLS	\$13,124,838	\$17,000,000	\$17,329,326	\$17,428,123	\$17,493,989
Total	\$42,520,408	\$51,620,626	\$52,620,626	\$52,920,626	\$53,120,626

Fund Balance Target Notes for Options A - D				
Additional funding allocated for service delivery	n/a	\$1.0 million	\$1.3 million	\$1.5 million
Projected end fund balance in FY30-31	3.45 months	2.33 months	2.01 months	1.79 months
Average fund balance FY26-27 to FY30-31	3.27 months	2.22 months	2.35 months	2.56 months

WCCLS Library Funding and Governance Evaluation

Date: September 2025

Subject: WCCLS Library Funding and Governance Evaluation – Near-Term Funding Allocation and Service Boundaries

Project Background

Public library service in Washington County is provided by a partnership between Washington County, nine cities, and three nonprofit organizations (together known as the Cooperative). In February 2024, the County engaged with Merina+Co, a local consulting firm, to conduct an evaluation of the existing Cooperative funding and governance model. For more information on the project background, the Cooperative's shared vision for success, and the results of the current state assessment, refer to wccls.org/writing-our-future.

Defining Base Service Levels

Informed by the results of the [summer 2024 Community Survey](#), Partners participated in a process of compiling a list of Base Service Levels that should be supported consistently across the Cooperative by County funds. The Base Service Levels expanded on the Oregon State Library minimum conditions for public libraries such as requiring a minimum of 45 open hours and 4 full-time equivalents or "FTEs", and included service levels for Collections & Materials, Community Engagement & Outreach, Personnel, Programs & Services, Public Spaces, and Operations across the Cooperative. More information regarding the Base Service Levels can be found in the Near-Term Funding and Base Service Levels Summary Report (January 2025) at wccls.org/writing-our-future.

Determining Near-Term Funding Needs

Once the Base Service Levels were determined, Partners were engaged to estimate the cost of providing the Base Service Levels consistently across the Cooperative. Partners also collaborated to identify opportunities to leverage the use of resources across the Cooperative to provide services at-scale and realize cost savings without reducing the level of services provided to the community. The costs of providing Base Service Levels and the estimated savings from increased efficiencies served as inputs for determining the funding needed to support the Base Service Levels consistently across the County through the FY2027-2031 levy cycle.

In December 2024, the WCCLS Executive Board reached two-thirds agreement (2/3 cities and 2/3 non-profits) in support of a *minimum* \$0.32 per \$1,000 assessed value levy rate (\$0.10 increase) for FY2027-2031 and pursue a centralized service delivery model for collections and inter-library loan management to consistently and sustainably fund the Base Service Levels. In June 2025 the Board of County Commissioners adopted a resolution in support of referring a \$0.37 per \$1,000 assessed value levy rate (\$0.15 increased) to voters in November 2025. More information regarding the Base Service Levels and near-term funding results can be found in the Near-Term Funding and Base Service Levels Summary Report (January 2025) at wccls.org/writing-our-future.

Creating a Methodology for Determining Service Boundaries and Allocating Partner Funds

The current phase of the Funding and Governance Evaluation Project has focused on establishing transparent and objective methodologies for defining service boundaries and allocating County funds in support of providing the defined base service levels across the Cooperative. These were two core goals identified by Partners for this process.

Service Boundary Methodology

While Cooperative services are available to residents countywide, service boundaries are used to define the specific geographic area for which each Partner is responsible for providing base services, as well as provide a means for calculating each Partner's service population. The proposed methodology for establishing Partner service boundaries divides the County into discrete geographic units using voter precincts and assigns each geographic area to one or more Partners according to the methodology outlined in Figure 1. The resulting service boundaries are included in Appendix A and can be viewed [here](#) for visualization purposes only.



WCCLS Library Funding and Governance Evaluation

Date: September 2025

Subject: WCCLS Library Funding and Governance Evaluation – Near-Term Funding Allocation and Service Boundaries

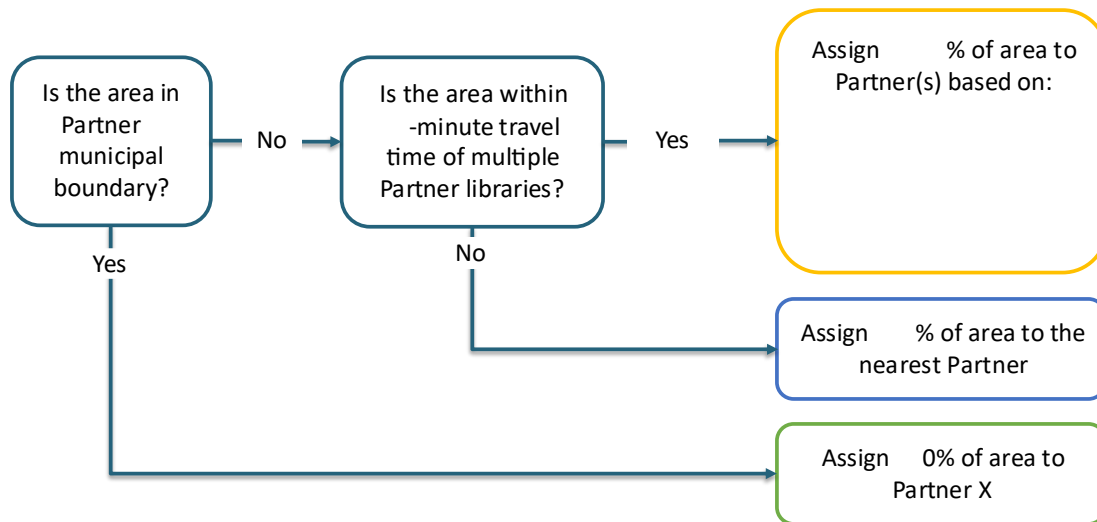


Figure 1: Methodology for Determining Partner Service Boundaries

Funding Allocation Methodology

The Current State Assessment revealed that the Cooperative's past funding allocation practices have resulted in funding inequities among Partners over time. Addressing those inequities begins first by supporting a more consistent level of service across the Cooperative with County funds. The methodology developed for allocating County funds to each Partner is intended to support the defined base service levels in a way that acknowledges operational differences resulting from past funding levels while moving towards a more consistent level of investment in each Partner library. To accomplish this, the methodology allocates funding to each Partner relative to their population according to a graduated table of units determined by Cooperative estimates for staffing levels in FTEs necessary to provide base service levels across Partner libraries. The methodology, outlined in Figure 2, follows the following steps:

1. The population within a Partner's service boundary is estimated¹ and rounded down to the nearest multiple of 2,500².
2. The rounded service population is used to determine the number of funding units³ allocated to each Partner as described in Table 1.
3. The allocated funding units are multiplied by a dollar per unit⁴ to arrive at the base allocation for each Partner.
4. Non-profit Partners serving unincorporated areas of the County are allocated an additional dollar amount per facility square-foot to support the cost of maintaining library facilities.

¹ [2022 American Community Census population data](#)

² Population intervals of 2,500 are used to reduce the funding allocation formula's sensitivity to population estimates and stabilize funding allocations.

³ The funding units correlate to a number of full-time equivalent (FTE) units to be allocated in addition to a base allocation of 4 FTE units, the minimum requirement outlined in the base service levels.

⁴ The dollar per unit was initially proposed to reflect Cooperative-wide averages based on forecasted estimates for the average total direct library cost per estimated FTE (\$119,000) and has since been increased according to the County's proposal to reflect higher average costs for city Partners (\$128,000).

WCCLS Library Funding and Governance Evaluation

Date: September 2025

Subject: WCCLS Library Funding and Governance Evaluation – Near-Term Funding Allocation and Service Boundaries

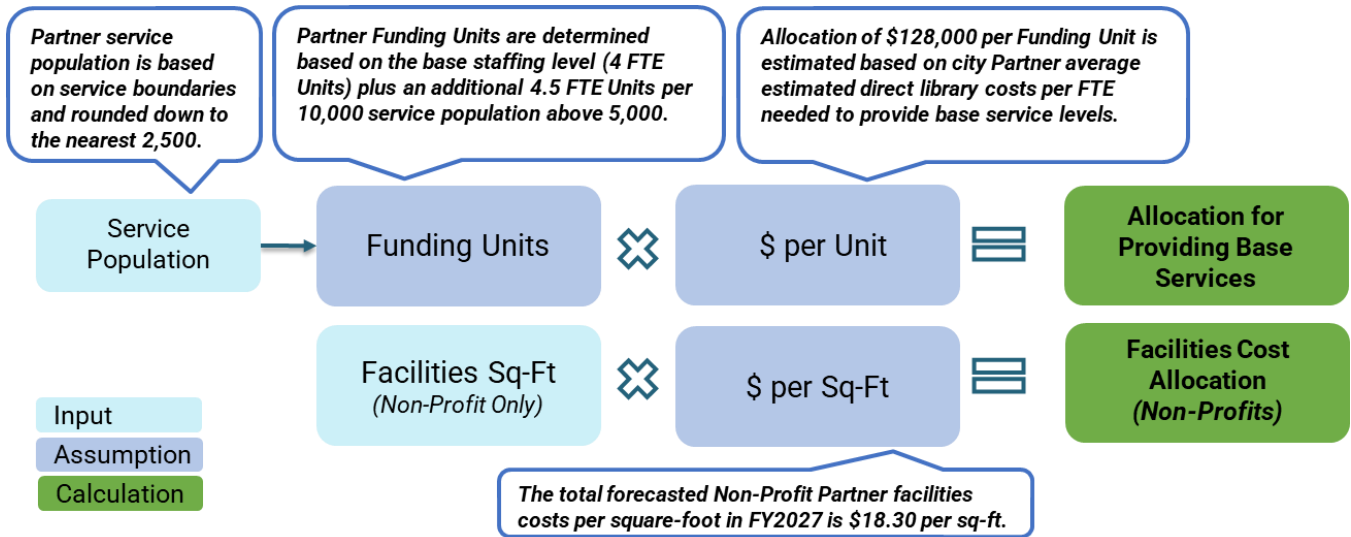


Figure 2: Methodology for calculating WCCLS Partner library funding allocation for providing base service levels

Table 1: Example calculation for determining WCCLS Partner Funding Units and Base Services Allocation using Service Population

SERVICE POPULATION	BASE FTE UNITS	+	ADD. FTE UNITS	=	TOTAL FUNDING UNITS	→	TOTAL FUNDING UNITS	x	\$ / UNIT	=	BASE SERVICES ALLOCATION
5,000	4	+	0	=	4	→	4	x	\$128,000	=	\$512,000
7,500	4	+	1.125	=	5.125	→	5.125	x	\$128,000	=	\$656,000
10,000	4	+	2.25	=	6.25	→	6.25	x	\$128,000	=	\$800,000
...
120,000	4	+	51.75	=	55.75	→	55.75	x	\$128,000	=	\$7,136,000

Appendix II includes the example results of the funding formula for each Partner using the methodology as described and service populations shown in Appendix I.

Adapting Funding Allocations to Align with Partner Needs

The funding allocation methodology aims to disrupt the trend of underinvesting in vulnerable communities by using an objective and data-driven approach that avoids using output metrics as inputs in the funding formula and supports a consistent level of services among all communities. As a result, the methodology results in potential funding allocations that differ from what Partners currently receive by reducing the variance in funding levels across Partners (see Appendix II). For some Partners, this means the calculated allocations are significantly more than previous allocations whereas for other Partners calculated allocations are less than current allocations.



WCCLS Library Funding and Governance Evaluation

Date: September 2025

Subject: WCCLS Library Funding and Governance Evaluation – Near-Term Funding Allocation and Service Boundaries

While the methodology was developed with the intention of reducing this discrepancy, the reality is that Partner operations have been established based on historical funding practices and are dependent on the County's current level of investment to sustain current service levels. Additionally, Partners are facing varying degrees of financial pressures due to rising costs and outside circumstances unrelated to the Cooperative and County investments in library services. To address these realities and mitigate impacts to library services over time, an additional "Implementation Plan" layer to the funding formula was proposed to adjust allocations to mitigate potential funding reductions and provide time for Partners to scale up services to meet increased investments. The final adjustments to funding allocations within this Implementation Plan layer are documented within the County's formal proposal for FY2026-2027 through FY203-2031 Funding Allocations.

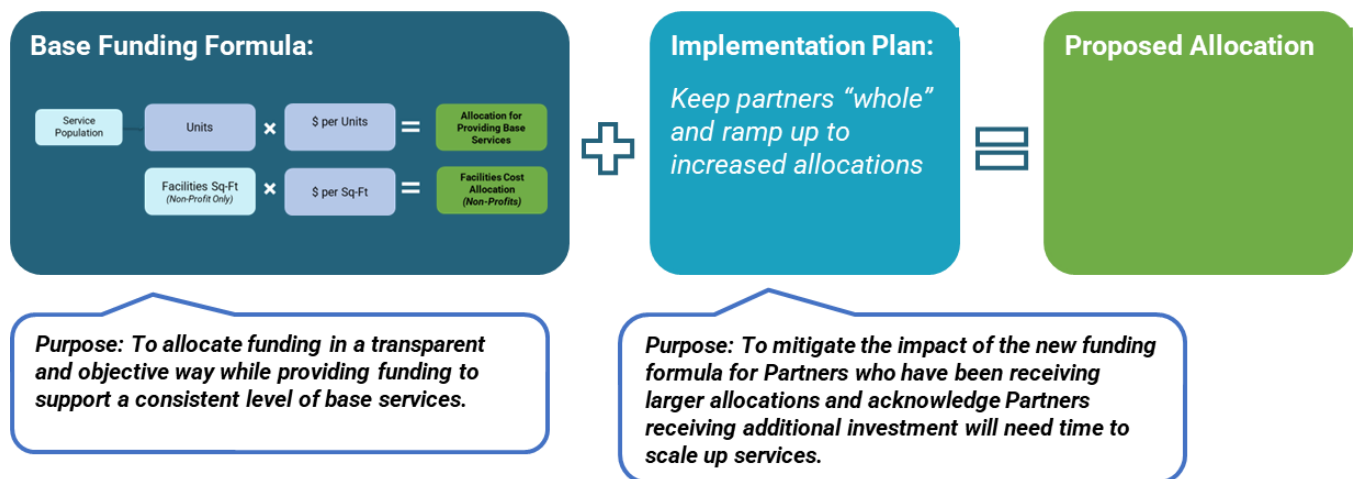


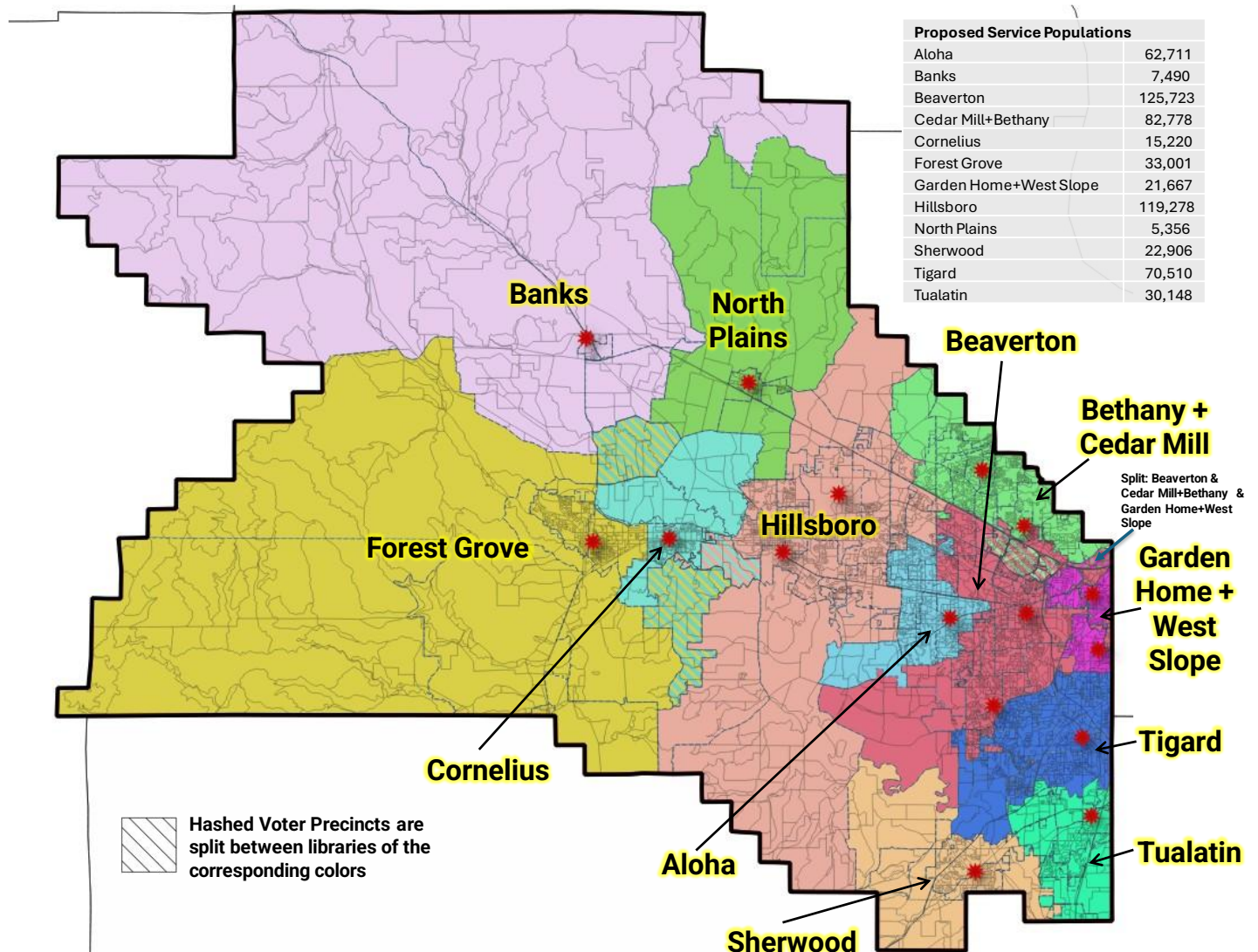
Figure 3: Base Funding Formula plus Implementation Plan Layer

WCCLS Library Funding and Governance Evaluation

Date: September 2025

Subject: WCCLS Library Funding and Governance Evaluation – Near-Term Funding Allocation and Service Boundaries

Appendix I – Proposed Service Boundaries (FY2026-27 to FY2030-31)⁵



⁵ Last Updated on 8/26/25

WCCLS Library Funding and Governance Evaluation

Date: September 2025

Subject: WCCLS Library Funding and Governance Evaluation – Near-Term Funding Allocation and Service Boundaries

Appendix II – Results of Funding Formula Using Described Methodology for FY26-27 (for example purposes only)

	FY26-27 Funding Formula Results (Example Only)	FY25-26 Actual Allocation
Aloha	\$ 3,995,105	\$ 585,549
Banks	\$ 512,000	\$ 255,983
Beaverton	\$ 7,424,000	\$ 6,822,021
Cedar Mill+Bethany	\$ 5,534,315	\$ 5,045,585
Cornelius	\$ 1,088,000	\$ 611,293
Forest Grove	\$ 2,096,000	\$ 996,517
Garden Home+West Slope	\$ 1,689,296	\$ 1,374,624
Hillsboro	\$ 6,992,000	\$ 6,217,317
North Plains	\$ 512,000	\$ 209,616
Sherwood	\$ 1,520,000	\$ 1,052,254
Tigard	\$ 4,256,000	\$ 4,310,668
Tualatin	\$ 1,952,000	\$ 1,914,143



Public Meetings Law Checklist

Location & Accessibility Requirements – ORS 192.630 & OAR 199-050-0050



Meet in a location that is accessible.

Your meeting must be held in a location that is accessible to disabled individuals.



Meet in a location that does not discriminate.

Your meeting must be held in a location that does not discriminate based on race, color, creed, sex, sexual orientation, gender identity, national origin, age, or disability.



Meet in a location within your jurisdiction's boundaries.

Your meeting must be held in a location that is within your jurisdiction's geographical boundaries, at its main office, or the nearest practical location (unless one of the exceptions apply).



Provide an interpreter for the deaf and hard of hearing.

Your governing body must make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing when they are requested at least 48 hours before a regularly scheduled meeting.

Electronic Meeting Requirements – ORS 192.670 & OAR 199-050-0050



Provide electronic access to meetings for the public.

All meetings of a governing body must provide the public, to the extent reasonably possible, an opportunity to attend the meeting electronically. This could be a number to call in, a link to the online meeting, or a link to a video stream.



Provide a place for the public to view electronic only meetings.

This can be a physical place for the public to watch the meeting or a place of electronic means, such as a number to call in, a link to the online meeting, or a link to the video stream.



Provide virtual testimony when in-person testimony is allowed.

If in-person oral or written testimony is allowed, then the public must be allowed to submit oral or written testimony electronically as well.



Provide media the same attendance option for executive session.

If any person, including a member of the governing body, is attending an executive session by telephone, video, or electronic means, the media must be provided the same attendance option.

☐ **Provide all required content in your meeting notices.**

Your meeting notices must include:

- the date & time of the meeting,
- the location of the meeting,
- the subjects of discussion,
- the contact information to request an interpreter, and
- the citations for executive sessions when relevant.

☐ **Post your meeting notices in the required locations.**

Your meeting notices should be posted on:

- your public body or governing body's website (required for all governing bodies),
- the Oregon Transparency Website (required for education service districts and state agency board and commissions; optional for other governing bodies), or
- through the newspaper, bulletin boards, social media, or email.

The last bullet point includes optional locations for governing bodies to post their notices in addition to their website or for governing/public bodies who do not have a website.

☐ **Post your meeting notices to the required people.**

For regular or special meetings, meeting notices need to be issued to:

- the governing body,
- the general public,
- interested persons, and
- the media.

For emergency meetings, meeting notices need to be issued to:

- the media,
- interested persons, and
- the general public to the extent possible.

☐ **Post your meeting notices to the public within the required timeframe.**

Meeting notices need to be posted:

- at least 48 hours in advance for regular meetings,
- at least 24 hours in advance for special meetings, and
- as soon as possible for emergency meetings.

☐ Keep recordings or minutes of all your meetings.

Your governing body is required to provide documentation of all meetings, including executive sessions, in one of the following forms:

- a sound,
- video,
- digital recording, or
- written minutes.

☐ Provide all required content in your minutes or recordings.

Minutes or recordings need to include:

- names of governing body members present,
- any motions, proposals, resolutions, orders, ordinances, measures, and their results,
- the results of all votes,
- the vote of each member by name (unless your body has more than 25 members),
- the substance of any discussion, and
- reference to any document discussed.

Full transcripts are not required, but written minutes should give a true reflection of the matters discussed and the views of the participants.

☐ Record all voting within meetings.

All voting must be done by public vote, no secret ballots are allowed.

The results of all votes need to be recorded, including the vote of each individual governing body member *by name*.

When written ballots are used, the ballot needs to identify the name of the governing body member. The vote, including the member's name, needs to be announced during the meeting where the voting happened.

☐ Make minutes/recordings available to the public within a reasonable time.

All minutes or recordings shall be available to the public within a reasonable time after the meeting.

Many school boards are required to make video recordings of all their meetings, excluding executive sessions, and post to their social media or website within 7 days. See Senate Bill 1502 (2024) for more information.

Some state agency boards and commissions are required to record all electronic meetings, excluding executive sessions, and post them on their website. Those recordings must be posted for at least 30 days.

**This is not intended to substitute for review of law in ORS Chapter 192. Call OGE at 503-378-5105 with questions.*