



Home of the Tualatin River National Wildlife Refuge

LIBRARY ADVISORY BOARD MEETING PACKET

FOR

Wednesday, May 20, 2026

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

**6:30 pm Library Advisory Board
Meeting**



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

LIBRARY ADVISORY BOARD
Wednesday, May 20, 6:30 p.m., 2026

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

1. **CALL TO ORDER**—6:30 p.m.
2. **WELCOME / ROLL CALL** (Garland)
Board members / City Council Liaison / Staff
3. **ADJUSTMENTS TO AGENDA** (Garland)
4. **APPROVAL OF MINUTES** (Garland)
[March 18, 2026](#)
[April 9, 2026 minutes](#)
5. **CITIZEN COMMENTS** (Doman Calkins)
6. **OLD BUSINESS**—6:45 p.m.
 - A. Gathering of the Groups recap (Doman Calkins, et al)
 - B. Library updates (Meeting Pod use, WCCLS IGAs, Friends of the Library) (Doman Calkins)
 - C. Sherwood Library Foundation (SHELF) updates (Diers)
7. **NEW BUSINESS**—7:05 p.m.
 - A. Refresher on Role of Library Advisory Board (Doman Calkins)
 - B. Draft Memo of Understanding for Centralized Collections (Doman Calkins)
 - C. Opportunities for additional LAB engagement (Enright)
 - D. Quarterly Statistics (Doman Calkins)
 - E. Review of Chair/Vice Chair duties, 1st call for nominations. Election at next meeting. (Garland)
8. **COUNCIL LIAISON REPORT**—7:50 p.m. (Councilor Standke)
9. **REVIEW OF ACTION ITEMS & NEXT MEETING:** July 15, 6:30 p.m.
10. **ADJOURN**

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, March 18, 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 6:30 p.m. by Chair Sean Garland.

2. ROLL CALL

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

Absent: Fritz Kaliszewski (Rural Rep)

City Council Liaison— Councilor Dan Standke

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

3. ADJUSTMENTS TO AGENDA— none.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the February 18, 2026, minutes. Maggi Gerhard seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

As a follow-up to the discussion around school librarians during the last meeting, Tracey Enright shared she had researched the topic and found that no schools in Sherwood have librarians, which is consistent with the larger trend of replacing school librarians with media assistants. School librarians are required to have both a degree in library science and in education. Frequently the reason given for reclassifying these positions is financial.

6. OLD BUSINESS

A. Needs Assessment of LAB, discussion report

Gerhard presented the findings of the recent needs assessment she conducted for the Library Advisory Board, which showed high participation rates and identified both strengths and areas for improvement in board functioning and engagement. Key findings include:

- Board members felt prepared to contribute after joining the board and understand the strategic plan.
- Board members feel prepared for meetings and that meetings are run efficiently.
- Board members are able to communicate in an open and respectful environment.

- There is a desire among board members to influence change and contribute to experience in a meaningful way, which could be improved.
- There is a desire among board members to connect and develop a “team” identity.

Short-term recommendations to address board engagement include:

- Review the library advisory board member role.
- Create an opportunity for board members to learn more about how the City works generally, and specifically how the City-Library partnership works.
- Invite board members to assist with agenda setting and also identify clear action items at the end of each meeting.

Long-term recommendations include:

- Hold a brainstorming session with the board to identify and explore opportunities for greater board engagement.
- Review how to get involved with the library outside of LAB meetings.
- Conduct a “getting to know the board” activity

Chair Garland will be at the Gathering of the Groups and volunteered to report back to the group.

Colleen Carroll volunteered to lead a brainstorming session at the July meeting.

Enright volunteered to research and report back on ways for board members to support the library outside of attending LAB meetings.

B. Meeting Room policy – Administrative Policy process

The new meeting pod will be installed on April 2nd. The board reviewed the draft meeting pod policy. This policy is an administrative policy, which means that it will be reviewed by the City Attorney and approved by the City Manager, rather than Council. As such, the board does not need to approve the policy, but Doman Calkins presented the policy to provide board members with an opportunity to give feedback. Questions were raised regarding privacy and letting patrons know that the pod is not soundproof. Doman Calkins said this would be included in the pod guidelines, which will be provided to patrons prior to using the pod. Group consensus was that the policy is suitable as written, and updates may be made as needed.

C. Update on WCCLS IGA revisions. WCCLS supplemental budget

In this interest of time, Doman Calkins will email an update about the WCCLS IGA revisions and WCCLS supplemental budget to the group.

D. Gathering of the Groups meeting itinerary

Enright reviewed the agenda for the inaugural Gathering of the Groups, which will include members from the Foundation, Friends, and Library Advisory Board. The meeting will be held on Thursday, April 9th at 6:30pm in the Community Meeting Room. Doors will open at 6:00pm.

E. Sherwood Library Foundation updates

Diers shared that she and Fritz Kaliszewski would be onsite when the meeting room pod will be delivered on April 2nd prior to the library opening. The official ribbon cutting will be held during the library open house on Friday, April 10th.

7. New Business

A. National Library Week, April 19-25; NLW Open House, April 10

Doman Calkins said the library open house is normally held during National Library Week, however, this year the Oregon Library Association conference falls within National Library Week, so the open house will be held earlier than usual on Friday, April 10th, 11am-5pm. The meeting pod ribbon cutting will take place in the morning. There will be activities throughout the library, encouraging people to visit all areas of the library. There will be a technology “petting zoo”. Golden tickets will once again be hidden in the library throughout the day, winners will receive a gift card.

B. State Legislature updates

Carroll provided notes on library-related legislation and budget updates. The Federal bill HR7661, “Stop the Sexualization of Children Act” has passed out of committee and is now returning to the full House of Representatives for consideration. Oregon HB4022 passed, this establishes the Oregon Imagination Library Program which provides a free book each month to eligible children. In New York, Mayor Mamdami is budgeting less than his campaign promise for libraries, there is a grassroots campaign to hold Mayor Mamdami accountable to fund libraries as promised. Enright asked about the best way to advocate for library support and funding locally. Councilor Standke suggested emailing City Council and/or the Budget Committee.

8. Council Liaison Report

Councilor Standke provided the following updates:

- The annual Trashpooza Earth Day celebration and cleanup will be taking place on Saturday, April 18th.
- The City is currently conducting a Solid Waste Food Scraps survey to evaluate the awareness and usage of the solid waste food scrap service provided by Pride. This service allows residents to include food scraps in their yard debris cart. This survey will be open through the end of March.
- City Council provided a statement to the community about immigration enforcement and ICE.
- Traffic Safety Committee did not meet due to a lack of agenda items. Community members are encouraged to reach out to the committee with any traffic safety concerns.

9. Adjourn

Chari Garlnd adjourned the meeting at 8:06pm. The next regular meeting will be held on May 20, 2026, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

Date

Chair or transcriptionist Signature



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD
“Gathering of the Groups”
Joint meeting with Sherwood Library
Foundation, Friends of the Sherwood Library,
and Library volunteers.

Thursday, April 9, 2026, 6:30 p.m.

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

1. WELCOME

Adrienne Doman Calkins welcomed the group at 6:30pm and kicked off the first Gathering of the Groups meeting in Sherwood, which was inspired by Forest Grove Library’s longstanding annual event. Thank you to Tracey Enright for helping to develop the itinerary and prep for the meeting.

2. INTRODUCTIONS

Board Members Present: Deb Diers, Tracey Enright, Marilee Ratliff Ponangi, Fritz Kaliszewski.

Friends of the Sherwood Library Members Present: Jennifer Bennett, Carrie Richards, Jason Roberts, Linda Woodbury.

Sherwood Foundation Members Present: Chrissy McLaughlin, Madeline Robinette; Deb Diers and Fritz Kaliszewski are also Foundation members.

Library Volunteer Present: Silas Suh (Teen Volunteer Club)

City Council Present: Councilor Dan Standke

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

Guest: Dan Degroodt.

3. LEARNING FROM EACH OTHER : SHARING OUR STORIES

Sherwood Foundation: Deb Diers gave a brief history of the Foundation. A Foundation previously existed but was eventually disbanded, with all remaining Foundation funds transferred to the Friends of the Library group. For several years thereafter the library operated without a foundation. More recently, Diers, along with a small group of dedicated library supporters from the Library Advisory Board, reestablished a foundation with the goal of fundraising for library building improvements—an identified and long-standing need for the library. The newly formed Sherwood Library Foundation, aka “SHELF”, has spend the past 2+ years fundraising for the meeting pod. This year the meeting pod was able to be purchased, and tomorrow (4/10/26) is the official ribbon-cutting ceremony for the new meeting pod.

Friends of the Sherwood Library: Jennifer Bennett shared that she has been with the Friends for seven years as Secretary. The Friends provide the library with approximately \$4000-6000 per year in funding for a variety of programs and needs, including: book club books, summer reading giveaway books for all ages, staff appreciation, stand-alone programs, furniture/shelving, Constitution booklet giveaways, and more. Recently, the Friends have provided funding that supported the Volunteer Coordinator for the City of Sherwood to attend a professional conference, and they also supported the library's participation in the One Book, One Coast community reads event by providing 45 copies of the book to giveaway to community members, and staff appreciation events. This year the Friends received a large donation from the Austin Family Foundation. The majority of their funds are raised from the books and thrift items on sale in the library. The goal of the group is to keep prices low so that it is affordable for people to keep a personal library at home, with the aim to support literacy. Carrie Richards does the majority of the volunteering for the sale, including taking regular trips to Powell's to sell donated books for Powell's credit. All funds received are used to support the library.

Doman Calkins gave special recognition to Linda Woodbury (and Woodbury family) for her 25+ years of service to the Friends as Treasurer with a gift. Also a special thank you to Jason Roberts, who will be taking over as Treasurer as Woodbury will be retiring from the position shortly.

Teen Volunteer Club: Silas Suh shared that he joined the Teen Library Advisory Board (now Teen Volunteer Club) four years ago. The group meets twice per month and help Jaime Thoreson, Youth Services Librarian, prep materials for youth programs, and provides opportunities for skill building and leadership. Silas also now has a regular volunteer shift at the library assisting with pulling holds. Recently, he helped out with a murder mystery night at the library, which was a teen after-hours event.

Library Volunteers: Tammy Steffens shared that the City has approximately 126 volunteers across all departments. In the library the various volunteer tasks include pulling holds, checking in materials, processing holds requests, etc. Steffens thanked the Friends, who along with other groups, pooled funds to support Tammy attending a professional volunteer conference that she said was well worth the investment.

Library Advisory Board: Doman Calkins shared that the Library Advisory Board is advisory to City Council and staff. When public libraries are established, the type of public library and the governing body determine the role the board has, per State laws. In our case, Sherwood Public Library became a department of the City of Sherwood and the City Council created the Library Advisory Board to be advisory to Council and staff. Our board advises on policies, strategic planning, reviews reports and assessments, and provides advice about marketing and outreach.

The following question was asked of the group: "If you had a magic wand, what's one thing you would make happen for your group?" Responses included:

- Richards said she would like a thrift store space for the library. Also, a bookmobile.
- Bennett provided a reminder that the Friends have already paid for an architectural study to expand the library near the kids area and add a second story above that. If a second story is added she would like to see a rooftop garden / outdoor space. Brief discussion about having welcome videos. The Library had videos created about a year ago. Bennett suggested highlighting them on the new website.

- Bennett noted that with the growth of the city and the expansion to the west, there will be a need for another branch or a way in which to offer services on that side of the city. Councilor Standke said planning for Sherwood West is currently being discussed at Council. Doman Calkins said a bookmobile would help extend services into Sherwood West via pop-up services, off-site programs, etc. Standke said he will bring this up when they get into the planning.
- Diers said that SHELF has immediate need for people with specific areas of expertise to join their board. For example, an event planner, accountant, etc. Steffens said she can help SHELF advertise on LinkedIn for skilled volunteers.
- Madeline Robinette shared that she was on the Library Advisory Board when the Friends funded the architectural study and would like SHELF to use that plan to help guide their discussions and where/how to focus their funding efforts. She would also like to see benches or tables outside in the library lawn area.
- Robinette also suggested partnering with local realtors to include library information in welcome packets when people move to Sherwood.
- Tracey Enright said it's apparent that the library is at capacity and she would like more space for the library.

4. CALL TO ACTION: HOW CAN WE COME TOGETHER TO SUPPORT THE LIBRARY?

- Enright asked the group to think about how they could be ambassadors for the library. Encouraged people to tell others about the library, to encourage library usage, attend library programs, get library cards, etc.
- Chrissy McLaughlin said if there is anything the Friends want to communicate to the community they are welcome to let the Foundation know so that they can amplify the message on their website and social media. She also suggested unique programming experiences and/or fundraisers such as after-hours literary trivia nights, or mini golf in the library.
- There was broad support to have this meeting again. Doman Calkins suggested an annual event.

5. Adjourn

Doman Calkins adjourned the meeting at 8:00pm. The next Gathering of the Groups meeting will be held in 2027.

Minutes submitted by Crystal Garcia.

Approved on

 Date

 Chair or transcriptionist Signature

Sherwood Library Advisory Board

Roles & Responsibilities

It is a State of Oregon requirement for a public library to have a library board. The particular statute gives authority to the local governing body (in our case, City Council) to determine how much power that board has.

From ORS 357 https://www.oregonlegislature.gov/bills_laws/ors/ors357.html

357.465 Public library board. (1) Each public library established under ORS 357.417 shall be governed by a library board unless some other method is specified in the charter, ordinance or resolution establishing the library.

(2) Upon resolution, ordinance or election pursuant to ORS 357.417, the governing body may appoint a library board. The library board of a city, county or county service district, as determined by the governing body, shall consist of not less than five members nor more than 15 members. In the case of a school district or community college district, such board shall consist of five, seven or more members at the discretion of the governing body.

(3) If the board will consist of five members, one member shall initially hold office for one year, one for two years, one for three years and two for four years, from July 1 in the year of their appointment. If the board will consist of seven members, one member shall initially hold office for one year, two for two years, two for three years, and two for four years, from July 1 in the year of their appointment. If the board will consist of six members or more than seven members, the members first appointed shall hold office for such terms as will achieve the staggered term base established for smaller boards by this section. Succeeding appointees shall hold office for a term of four years from July 1 in the year of their appointment. At the expiration of the term of any member of such board, the governing body shall appoint a new member or may reappoint a member for a term of four years. If a vacancy occurs, the governing body shall appoint a new member for the unexpired term. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year. [1955 c.432 §4; 1961 c.251 §12; 1975 c.476 §21; 1983 c.208 §1; 1991 c.569 §1]

357.470 Board organization; name of library. After appointment, the public library board shall meet and organize by the election of a chairperson from among its members. The librarian shall serve as secretary to the board and keep the record of its actions. [Amended by 1955 c.432 §9; 1975 c.112 §5; 1975 c.476 §23]

357.480 [Amended by 1955 c.432 §10; 1975 c.112 §6; repealed by 1975 c.476 §34]

357.490 Library board general powers. In the ordinance or resolution establishing the library, the governing body shall determine the library board's responsibility for:

(1) Appointment of the librarian and staff, fixing their compensation, determining their working conditions and prescribing their duties.

(2) Formulating rules and policies for the governance of the library.

(3) Preparing and submitting an annual budget request.

(4) Approving, or delegating to the librarian the responsibility for approving, all expenditures from the library fund or the public library building fund.

(5) Acceptance, use or expenditure of any real or personal property or funds donated to the library, or purchase, control or disposal of real and personal property necessary for the purposes of the library, except that each donation shall be administered in accordance with its terms, and all property or funds shall be held in the name of the governing body.

(6) Selection of sites for public library buildings or for location of library facilities.

(7) Entering into contracts.

(8) Such other activities as the governing body may assign. [Amended by 1955 c.432 §11; 1961 c.251 §15; 1965 c.354 §8; 1967 c.67 §19; 1975 c.112 §7; 1975 c.476 §24]

From the City of Sherwood’s Municipal Code

Below is what is established for our Library Advisory Board, per the Municipal Code (“A Codification of the General Ordinances of Sherwood, Oregon”).

Changes to the Code are reviewed on a regular basis. The City’s boards & commissions are invited to nominate a member to serve on that review committee.

The City Charter also lives in the Municipal Code. Changes to the City Charter go to voters. The section below is in a different part of the Municipal Code: Title 2 – Administration and Personnel, which are approved by City Council at public meetings.

2.08.070 - Library advisory board.

https://library.municode.com/or/sherwood/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.08CIBOCO_2.08.070LIADBO

A. Purpose.

The city library advisory board is hereby established for the purpose of advising the city council and city administration on library policies, planning, and management.

B. Composition.

1. The board shall consist of nine members.
2. Eight of the board members must be residents of the city. One member must be a non-resident of the city, but must be a resident of both Washington County and the Sherwood Public Library service area as then designated.
3. Per ORS 357.465(3), the term of office for library advisory board members shall be four years.

C. Duties and responsibilities. The board shall:

1. Evaluate community needs and resources on a regular basis and incorporate relevant findings into a statement of purpose guiding the provision of library services.
2. Establish long-range plans, goals, and objectives for the library and the improvement and maintenance of the library building.

3. Regularly review and advise the city council and city administration on specific programs and policies relative to library goals and objectives.
4. Promote public participation and awareness programs designed to increase the use of the library.
5. Advise the city council and city administration on library rules, regulations, and other matters relative to the library.
6. Undertake additional responsibilities relative to the library system as may be designated by the city council or requested by the city administration.

(Ord. No. 2019-005, § 2, 6-18-2019)

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE **CITY/NONPROFIT**
AND
WASHINGTON COUNTY

This Memorandum of Understanding (“MOU”) dated as of **upon signature** and entered into between the **CITY/NONPROFIT** (“the Library”) and Washington County, acting by and through Washington County Cooperative Library Services (“WCCLS”), (collective, “the Parties”).

PURPOSE

The purpose of this MOU is to document commitments and responsibilities related to WCCLS centrally providing the selection, acquisition, cataloging, and ongoing management of physical library collections for partner libraries, beginning no earlier than July 2027. Centralization is intended to reduce duplication of effort while strengthening community responsive service across the cooperative and preserving the ability of libraries to meet distinct local needs.

WCCLS commits to careful stewardship of public resources and to sustaining high-quality library service through partnership, transparency, and iterative improvement. Centralized collection management is understood to be an evolving service requiring periodic evaluation and adjustment.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and the terms and conditions hereinafter set forth, the Parties agree as follows:

1. Term. This Agreement shall commence on the date last signed by a party and continue through June 30, 2031.

2. Responsibilities of WCCLS in the Transition to Implementation. WCCLS, by and through its employees and representatives, shall be responsible for the following:

A. Incorporation of Library Staff Expertise.

- i. Incorporate existing Library staff expertise into the design and operation of centralized collections through structured and ongoing input mechanisms, proactive outreach, and intentional knowledge transfer activities during implementation.

B. Transition Planning, Risk Management, and Communication.

i. Collaborative transition planning, identification of operational risks, phased onboarding of libraries as needed, and regular communication during implementation.

C. Project Steering Committee Establishment and Support.

i. Establish a Project Steering Committee to provide advisory guidance to the Project Sponsor, Project Leader, and Project Manager during the transition, as set forth in **Appendix A**.

D. Library Director Engagement Using the IAP2 “Involve” Spectrum.

i. Engaging library directors at no less than the “Involve” level on the IAP2 Spectrum throughout the design, implementation, and ongoing evolution of centralized collection services.

E. Decision Transparency.

i. Clearly communicate which decisions related to centralized collections are advisory, shared, or solely within WCCLS authority. When Library input does not align with final decisions, WCCLS will communicate how that input was considered.

F. Documentation of Library-Level Collection Baselines.

i. Document library-level collection baselines for planning and evaluation purposes. Such baselines may include measures such as overall collection size, format mix, circulation levels, and language representation. These baselines are intended to support transparency and ongoing assessment and do not constitute guaranteed future funding levels or minimum spending commitments.

3. Responsibilities of the Library in the Transition to Implementation. The Library, by and through its employees and representatives, shall be responsible for the following:

A. Designation of Liaisons and Participation Capacity.

i. Designate appropriate staff liaisons to participate in planning, feedback, and implementation activities, and ensure reasonable staff capacity to engage in transition work as mutually agreed during implementation planning.

B. Information Sharing and Local Context.

i. Provide timely access to relevant local information, policies, procedures, and operational constraints that may affect centralized collection implementation, including space considerations, service patterns, and known community needs.

C. Change Communication at the Local Level.

i. Support clear and consistent communication with Library staff regarding the goals, scope, and timeline of centralized collection implementation, including reinforcing shared messaging developed in coordination with WCCLS.

D. Operational Readiness and Local Adjustments.

i. Collaborate with WCCLS to identify and prepare for operational impacts at the local level, including workflows, staff roles, and public service implications, and to implement agreed-upon changes necessary for successful transition.

E. Feedback and Issue Identification.

i. Proactively identify and communicate concerns, risks, or unintended impacts observed during implementation, and participate in problem-solving conversations with WCCLS to support iterative improvement.

F. Support for Shared Stewardship.

i. Acknowledge and support the principle of shared stewardship of systemwide collections, recognizing that participation includes providing informed input and local context, and that the Library will support and implement finalized centralized collection decisions, even if those decisions differ from local preferences.

4. Responsibilities of WCCLS in Ongoing Service Delivery. WCCLS, by and through its employees and representatives, shall be responsible for the following:

A. Scope.

i. Manage physical and digital library collections funded through WCCLS, including selection, acquisition, cataloging, evaluation, and deselection. A project scope defining in-scope and out-of-scope materials will be developed and shared by August 31, 2026, based on the project timeline, capacity, and input from the Library Leadership Group. To realize efficiencies and effectiveness gained through coordinated, systemwide work, the scope will be designed to be sufficiently broad

to support work at scale. Factors to be considered include, but are not limited to, scalability, capacity, and vendor limitations. **B. Collection Management Policy.**

i. Develop and maintain collections that reflect the languages, cultures, identities, and interests of communities across Washington County, guided by a collection development policy developed with Library Leadership Group input, reviewed by the WCCLS Executive Board, and adopted by Washington County.

ii. WCCLS currently manages collections in accordance with intellectual freedom principles supported by Washington County policy and legal review, as captured in the current collection development policy, and will continue to do so in the future collection development policy to support central collections. Collection decisions will be guided by an established collection development policy and professional collection maintenance standards, including a collaborative process for staff and patron feedback.

iii. WCCLS upholds the American Library Association's Library Bill of Rights (version last amended January 2019) and the Freedom to Read Statement (version last amended in June 2004). This commitment includes providing access to materials that represent a wide range of viewpoints, including those that others might find controversial or unacceptable and those that support individual choice, exploration, and access to ideas and information.

iv. Maintain a systemwide request for reconsideration process for physical and digital library collections funded through WCCLS. This process provides for concerned community members engaging with Library staff as the typical first point of contact if sharing the concern in person, or with WCCLS staff if the community member is sharing the concern online, all the way up to a formal reconsideration request to WCCLS. WCCLS will hold annual intellectual freedom trainings open to Library staff that include a review of the WCCLS collection development policy and the request for reconsideration process for materials owned by WCCLS.

C. Community Focused Collection Development.

i. WCCLS will manage collections with a spirit of continuous improvement, using collection development best practices, system level and local data analysis, and regular consultation with Library staff to ensure collections are responsive to community needs.

ii. Library staff serve as the primary interface with the community, and they are familiar with the library space usage patterns. WCCLS will actively engage Library staff to incorporate their on-the-ground knowledge of patron behavior, emerging needs, and community context.

iii. WCCLS will maintain accessible, streamlined mechanisms for community purchase suggestions and will prioritize those requests consistent with collection policy and demonstrated need.

D. Service Responsiveness and Access.

i. WCCLS will monitor indicators of responsiveness, including access to high demand materials, fulfillment of purchase suggestions, and language representation, and will provide indicator information to partner agencies on a regular basis.

ii. WCCLS will use systemwide data to inform, evaluate and improve collection performance over time. Such data will include quantitative indicators as well as qualitative feedback, including input from Library staff based on their direct experience with patrons and knowledge of community needs.

E. Honoring Local Distinctiveness and Local Investment.

i. WCCLS recognizes that the Library serves communities with distinct identities and priorities. WCCLS commits to incorporating local demand indicators, staff expertise, and community context into centralized collection decisions.

F. Intent to Maintain Library-Level Collection Capacity

i. WCCLS' intent in centralizing physical collection services is to maintain or strengthen the effective collection capacity available to each participating Library over time, taking into account local community demand, usage patterns, and historical collection investment.

ii. While specific spending levels cannot be fixed over the term of this agreement due to budget constraints and evolving usage patterns, centralized collection management is not intended to have a sustained negative impact to collection breadth, depth, format availability, or language representation at any individual Library in the cooperative, relative to overall systemwide trends.

G. Collection Funding Allocation.

i. In allocating centralized collection resources, WCCLS will consider historical collection investment and the intent to maintain or strengthen capacity for library materials in scope. Additional factors include demonstrated demand, circulation trends, community size, facility size, community access, and evolving systemwide priorities. WCCLS will work with the Library Leadership Group to annually review and discuss resource allocation approaches and outcomes.

ii. In advance of and during implementation, WCCLS anticipates that resource allocation approaches may be refined based on experience, data, and partner input, and intends to retain appropriate flexibility to support effective implementation and long-term sustainability.

H. Ownership and Materials Management.

i. All physical library materials purchased by WCCLS under the centralized model will be owned by WCCLS.

ii. Existing locally purchased materials remain the property of the Library, unless the Library wishes to make changes. Future ownership or management changes will be addressed collaboratively.

I. Local Purchasing.

i. The Library may supplement centralized collections with local funds. Local purchasing decisions should be developed in coordination with WCCLS to ensure alignment with centralized selection practices and integration with systemwide acquisition workflows.

ii. The Library may introduce new collections or formats after consulting with WCCLS in advance to assess potential systemwide impacts, including policy implications, future scalability, and compatibility with centralized acquisition workflows. WCCLS support for implementing new collections or formats may be limited or unavailable during the project implementation phase.

J. Deselected Materials.

i. WCCLS will work with the Library to support optional surplus of deselected materials for local needs, including, but not limited to, Friends group fundraising or to support local book giveaway practices.

K. Library-Level Collection Review Check-Ins.

i. Following the implementation phase of centralized physical collections, WCCLS will conduct structured, periodic check-ins no less frequently than every 12 months to review library-level collection outcomes. These reviews may include consideration of, but are not limited to, alignment with documented collection baselines, community usage patterns and demand, language and format representation.

ii. The results of these reviews will be shared with partner agencies and used to inform service adjustments, policy refinements, or operational changes as appropriate, consistent with available resources and governance authority.

5. Responsibilities of the Library Once WCCLS Is Providing Ongoing Service Delivery.

Once centralized physical collections are operational, the Library, by and through its employees and representatives, shall be responsible for the following:

A. Ongoing Partnership and Communication.

i. Maintain regular, constructive communication with WCCLS regarding collection performance, service impacts, and community needs.

ii. Participate in established forums, check-ins, and feedback processes related to centralized collection management, as capacity allows.

B. Local Service Delivery and Community Engagement.

i. Serve as the primary point of contact with the community regarding library materials and services, including assisting patrons with access, discovery, and use of collections.

ii. Serve as the first point of contact with the community when informal materials challenges are initiated at the Library for physical and digital material collections funded through WCCLS. Library staff will progress formal requests for reconsideration to WCCLS.

iii. Gather and share qualitative feedback from patrons and staff related to collection strengths, gaps, and emerging needs.

C. Staff Support and Role Alignment.

i. Support Library staff as roles and workflows evolve under centralized collection management, including helping staff understand how centralized services interface with local operations.

- ii. Encourage staff to use established channels for sharing professional insight and feedback related to collections.

D. Operational Coordination.

- i. Coordinate with WCCLS on local operational matters that affect collection delivery and access, including space constraints, shelving practices, merchandising, and logistical considerations.
- ii. Implement mutually agreed operational adjustments necessary to support effective systemwide collection delivery.

E. Local Purchasing and Supplementation.

- i. When supplementing centralized collections with local funds, coordinate with WCCLS to ensure alignment with collection policies, selection practices, and acquisition workflows.
- ii. Communicate planned local purchases or pilots that may have systemwide implications, consistent with Section 4I of this Agreement.

F. Stewardship of Materials and Facilities.

- i. Provide appropriate care, handling, and public access for WCCLS-owned materials housed at Library facilities, consistent with shared standards and practices.
- ii. Notify WCCLS of material condition concerns, loss patterns, or facility changes that may affect collection sustainability or access.

G. Participation in Review and Continuous Improvement.

- i. Participate in library-level collection review check-ins conducted by WCCLS, providing local context, operational insight, and feedback on outcomes.
- ii. Engage in good-faith dialogue regarding potential service adjustments or refinements identified through review processes.

H. Shared Stewardship and Systemwide Perspective.

- i. Recognize that centralized collection services are designed to serve the system as a whole, and that balancing local and systemwide considerations is an ongoing, collaborative process.

ii. Support the cooperative's shared goals of providing access for all community members to collections that represent a wide range of ideas, experiences, and perspectives; upholding intellectual freedom; and ensuring responsible stewardship of public resources.

7. General Provisions.

A. This MOU is not a contract. It is a statement of intent and willingness to cooperate to achieve mutual goals of the Parties.

B. Modification: No modification or amendment to this MOU shall be effective unless made in writing and signed by both Parties.

C. Each Party represents that it has the authority to enter into this MOU on its behalf and the individual signatory for each Party represents that it has been authorized by that Party to execute and deliver this MOU.

8. Notices. All notices required or permitted to be given hereunder shall be in writing and shall be deemed given when (a) delivered in person or (b) two business days after being deposited in the United States mail, postage prepaid, registered or certified mail, addressed to the applicable party as follows:

[parties]

Appendix A

Project Steering Committee Charter

1. Purpose

The Project Steering Committee (PSC) is an advisory group established to support the successful implementation of the centralized collection project.

The PSC provides input, guidance, and system-level perspective to the Project Sponsor, Project Leader, and Project Manager throughout project planning and implementation. The PSC plays an important advisory role and is subject to the existing governance, management, and approval processes.

2. Scope

The PSC's advisory scope includes:

- How implementation is phased and rolled out
- Readiness for the transition and potential impacts on day-to-day operations
- Identifying risks, and how they may be mitigated
- Communication with stakeholders and change management considerations
- Alignment with MOA commitments during implementation

Out of scope:

- Approving budget or funding
- Making contract or procurement decisions
- Directly managing staff or resources
- Making final project decisions

3. Authority

The PSC serves in an advisory role and provides input to help inform project planning and implementation. Recommendations are advisory in nature and provided to guide decision making. Final decisions rest with the Project Sponsor, WCCLS management, and subject to established governance. When PSC input is not reflected in decisions, the reasoning will be shared as part of the project's commitment to transparency.

4. Membership

- Four (4) member library directors, appointed by Library Leadership Group (Policy Group)
- Project Sponsor

- Project Leader
- Project Manager

Members are expected to bring a systemwide perspective, balancing local needs with the shared goals of the cooperative.

5. Roles and Responsibilities

Project Sponsor

- Accountable for overall project success and alignment with strategic objectives
- Serves as primary point of escalation for significant risks or issues

Project Leader

- Accountable for day-to-day operational leadership of the project team executing the centralized collection project
- Oversees and coordinates the work of project staff and functional contributors to ensure activities align with approved plans, timelines, and priorities
- Partners with the Project Manager to ensure project activities are progressing as intended and that impacts to day-to-day operations are understood and managed

Project Manager

- Leads day-to-day project planning and coordination
- Facilitates PSC meetings and prepares agendas
- Share project updates and provides context for discussion and decisions
- Documents PSC recommendations and tracks follow-up actions

Library Directors

- Provide professional, experience-based perspective and input
- Identify risks, dependencies, and potential impacts to the system
- Advise on readiness and transition considerations
- Serve in an advisory capacity to support informed decision-making bringing a system-wide lens

6. Operating Model

- Meeting Cadence: Monthly
- Format: Virtual
- Inputs: Project status reports, risk and issue logs, implementation plans
- Decision Style: Advisory discussion; no formal voting

Meeting summaries will be documented as part of the project record and shared with Library Leadership Group.

7. Escalation and Integration

- Significant risks or issues identified by the PSC may be elevated to the Project Sponsor for awareness and consideration
- The PSC complements but does not replace previously established processes or governance

8. Duration

The PSC is a temporary, phase-limited body, established at the start of implementation. Its work will continue until centralized physical collection services are operating in a steady state as determined by the Project Sponsor, unless extended by WCCLS.

9. Guiding Principles

The PSC will operate with a shared commitment to:

- Transparency and clear communication
- Respect for all members' experiences and expertise, while recognizing established governance roles
- Stewardship for the system overall and the community it serves
- Constructive, solution-oriented collaboration

LAB Engagement Ideas

Prepared by Tracey Enright for the May 20, 2026, meeting

1. Organize a **convening with representatives from other Sherwood citizen boards** as part of Library Strategic Planning process.
2. Educate **federal and state elected leaders** about the value of libraries. Facilitate visits from elected officials to the library. Attend Library Legislative Day in Salem during the Legislative Session.
3. Establish a **research group** to explore and report out on library practice, policy, and current issues. Provide facts and balanced analysis with a Sherwood specific lens. Be available to assist library staff with research as needed.
4. Represent LAB at **library programs**. Welcome patrons to events. Answer questions about LAB.
5. Recruit **potential new LAB members** when there are vacancies.
6. Become **regular Library Volunteers** in addition to their service on LAB. For example, help at events, pull holds, check in taskets of materials routed to the library for holds.