

Meeting Agenda



MEETING TITLE: Sherwood Library Advisory Board

DATE & TIME: Wednesday, July 21, 4:00 p.m., 2021

LOCATION: Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>

ATTENDEES:

| Library Advisory Board members (4 year terms) | Position # | Term Expiration |
|--|---------------|--------------------|
| Vishwas Setty | 1 | 6/30/2023 |
| Randy Mifflin (Vice Chair) | 2 | 6/30/2025 |
| Melanie Dobson (Chair) | 3 | 6/30/2023 |
| Fritz Kaliszewski (Rural Rep) | 4 | 6/30/2024 |
| Jane Vankuren | 5 | 6/30/2024 |
| Steven Remsen | 6 | 6/30/2023 |
| Dani Sticka | 7 | 6/30/2025 |
| Lily Fairman (High School Rep) | 8 | 6/30/2023 |
| Vacant | 9 | 6/30/2023 |

| Liaisons | |
|----------------------------|-----------------|
| Renee Brouse | City Councilor |
| Doug Scott (Alternate) | City Councilor |
| Adrienne Doman Calkins | Library Manager |
| Crystal Garcia (Secretary) | Librarian II |

| Guests |
|--------|
| N/A |

AGENDA:

- 4:00 Call to Order/Roll Call (Dobson)
Changes to Agenda
Approval of [May 19, 2021, minutes](#)
- 4:10 Library Updates (Doman Calkins)
Budget Updates
Strategic Focusing Updates
Summer Reading
Other Programming Updates

| | | |
|------|--------------------------------------|-----------------|
| 4:35 | User Survey Early Results Review | (Doman Calkins) |
| 4:50 | Cooperative Agreement Process Review | (Doman Calkins) |
| 5:10 | Council Updates & Questions | (Brouse) |
| 5:25 | Other Business / Public comment | (Dobson) |

Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to domancalkinsa@sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.

| | | |
|------|---------|----------|
| 5:30 | Adjourn | (Dobson) |
|------|---------|----------|

Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board

DATE & TIME: Wednesday, July 21, 2021, 4:00 p.m.

LOCATION: Pursuant to Executive Order 20-16, this meeting will be conducted electronically and was live streamed at <https://www.youtube.com/user/CityofSherwood>

FACILITATOR: Randy Mifflin, Chair

NOTES TAKEN BY: Crystal Garcia

MINUTES APPROVED: September 15, 2021

ATTENDEES:

| Library Advisory Board members (4 year terms) | Position # | Term Expiration | In attendance |
|--|----------------|--------------------|---------------|
| Vishwas Setty | 1 | 6/30/2023 | X |
| Randy Mifflin (Vice Chair) | 2 | 6/30/2021 | X |
| Melanie Dobson (Chair) | 3 | 6/30/2023 | Absent |
| Fritz Kaliszewski (Rural Rep) | 4 | 6/30/2024 | X |
| Jane Vankuren | 5 | 6/30/2024 | X |
| Steven Remsen | 6 | 6/30/2023 | Absent |
| Dani Sticka | 7 | 6/30/2025 | X |
| Lily Fairman (High School Rep) | 8 | 6/30/2023 | Absent |
| Vacant | 9 | 6/30/2023 | n/a |
| Liaison | | | |
| Renee Brouse | City Councilor | | X |
| City Staff | | | |
| Adrienne Doman Calkins | Lib. Manager | | X |
| Cyrstal Garcia (Secretary) | Librarian II | | X |

AGENDA:

1. Call to Order/Roll Call/Introductions (Mifflin)
Changes to the Agenda
Approval of May 19, 2021 meeting minutes
2. Library Updates (Doman Calkins)
 - Budget Updates
 - Strategic Focusing Updates
 - Summer Reading
 - Other Programming Updates
3. User Survey Early Results Review (Doman Calkins)

4. Cooperative Agreement Process Review (Doman Calkins)
5. Council Updates & Questions (Brouse)
6. Other Business / Public comment (Mifflin)
Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to domancalkins@sherwoodoregon.gov. To be included in the record for this meeting, the email Guests TBD Page 2 of 2 must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.
7. Adjourn (Mifflin)

MEETING NOTES:

Call to Order/Roll Call/Changes to Agenda/Approval of minutes

The meeting was called to order at 4:00 p.m. by Vice Chair Randy Mifflin. Council Updates was moved to 4:50 on the agenda, Cooperative Agreement Process Review was moved to 5:10.

Jane Vankuren moved to approve the May 19, 2021, minutes. Fritz Kaliszewski seconded, and the motion was approved unanimously.

Library Updates

Adrienne Doman Calkins shared the following updates:

- Reminder that next meeting is September 15, moving to the pre-pandemic time of 6:30-8:00 p.m. As of the time of the July meeting, direction was to change to in-person. NOTE that guidance has since changed and the direction from the City is to keep with virtual meetings due to the rise in cases with the Delta variant.
- Fiscal year 2020-2021 checkout (with Overdrive reflected) statistics show that checkouts trended downward, as to be expected. Sherwood checkout percent change was -16.5%. Our stats were less affected than others in the county due to an increase in e-book access.
- Hours are nearly back to pre-pandemic hours and the last remaining evening hours will be fully restored in a couple of weeks.
- Cordoned off areas of the Library have been mostly re-opened and the rest is coming soon. Furniture has been moved back and is accessible to patrons. The Children's Area has been re-opened and the interactive kiosk is accessible, however, toys remain unavailable.
- Outdoor programs have been well-received. Tuesdays at Two Summer Reading programs are taking place in Cannery Square. The bilingual storytime walk is taking place in Stella Olsen Park, with free lunches provided by Helping Hands. All other programs are continuing virtually. Plans are for the Adult Book Group and storytimes to return to in-person in September. (Note that bringing back inside in-person programs have been postponed since this July meeting due to the Delta variant spike.)
- Beginning July 1 the Library is in a new fiscal year. The Library budget was approved, with the exception of adding hours to two part-time positions. Not filling the requested hours means that we will continue to be very lean for staff and will not be able to do all the

projects and services we otherwise would. The additional staff hours will be requested again in the next budget cycle.

- [Strategic Focusing Updates](#): Staff are in-discussion regarding bringing programming and services back while focusing on the underserved. Public computers are once again available for patrons. Test proctoring is available again. Work has not yet been done on the Equity portion of the Strategic Plan, however, two new staff members have been hired and will be going through the onboarding process with Adrienne soon that will include information regarding equity. The User Survey is live and will continue through the end of July.
- The Library is offering a Social Justice Virtual Camp for incoming 3rd-5th graders. This program builds on the Social Justice Story Hour series that was held in the spring for younger children and was very well-received. Both programs focus on themes of peace-building, empathy, etc. and is not political or meant to be polarizing. Library staff are aware of negative feedback in the community from people who believe the program is too political, though the majority direct feedback to Library staff has been overwhelmingly positive. Community members with questions or concerns about the Social Justice Virtual Camp should be directed to Library Manager, Adrienne Doman Calkins, or Youth Services Librarian, Jaime Thoreson.
- Summer Reading for youth and adults continue through August. Youth can claim a 2nd free book after submitting their reading challenges.

User Survey Early Results Review

Doman Calkins shared that 93 survey submissions have been received so far and reviewed results with the Board. Results are very positive and generally as expected. There is slightly more interest in storytimes in language other than English and creative spaces (makerspaces) compared to the last survey.

Council Updates & Questions

Councilor Brouse shared the following updates:

- Councilor Brouse noted that she voted against the budget because of the removal of the library staff hours.
- City Council met in-person for the first time since the beginning of the pandemic and they are discussing housing design standards.
- Council is in the process of hiring a new City Manager and have narrowed the candidate pool down to five.
- Council will be adopting a new sign code at the next meeting.
- Council will be having a discussion regarding allowing chickens within the City limits.
- Council will be discussing the Al Fresco program that has allowed Old Town businesses to have outdoor seating in tents. The tents will be coming down soon, though some community members are advocating for the tents to remain.

Cooperative Agreement Process Review

Doman Calkins shared that the [Cooperative Agreement Process \(CAP\)](#) includes the Intergovernmental Agreements (IGAs) that local libraries have with WCCLS. Sherwood City Council has expressed strong interest in one of the IGAs called the Public Libraries Services

Agreement (PLSA) which includes within it the funding distribution to member libraries. With each levy the funding distribution is reviewed and the PLSA is updated. Due to the pandemic, updating the IGAs and the PLSA was deferred for one year. Doman Calkins shared how to navigate to the CAP dashboard which details a timeline for the completion of the IGAs and PLSA. Doman Calkins shared that much groundwork has been done to allow for robust CAP discussions this fall. The PLSA funding distribution target completion date is December 2021.

Councilor Brouse noted that the PLSA funding distribution was the major topic of conversation during the Budget Committee meetings regarding the additional staff hours, therefore the CAP discussions are crucial for the Library to have support for increased staff hours. Consensus was that there are several crucial conversations that need to happen at the local level regarding big picture library funding, the value of the Library, and changing trends in library usage (i.e. the shift to digital materials versus print materials). Councilor Brouse encouraged Board members to take a greater stance in these conversations to build support for the next budget. Jane Vankuren offered to speak before Council on behalf of the Board as she has done in the past.

Next Meeting

The next meeting will take place on September 15, 2021, at 6:30 pm.

Meeting adjourned at 5:10 pm by Chair Mifflin.

Respectfully submitted, Crystal Garcia