



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

LIBRARY ADVISORY BOARD
Wednesday, January 18, 6:30 p.m., 2022

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

- 1. CALL TO ORDER**—6:30 p.m.
- 2. WELCOME NEW MEMBERS / ROLL CALL** (Dobson)
Board members / City Council Liaison / Staff
A. Welcome Brie Scrivner and Sean Garland
- 3. ADJUSTMENTS TO AGENDA** (Dobson)
- 4. APPROVAL OF MINUTES** (Dobson)
[December 7, 2022 meeting](#)
- 5. CITIZEN COMMENTS** (Doman Calkins)
- 6. OLD BUSINESS**—6:45 p.m. (Doman Calkins)
 - A. Strategic planning & community engagement updates
 - B. Budget updates
 - C. Collection Development policy draft revisions—review of research and recommendations.
- 7. LIBRARY UPDATES**—7:30 p.m. (Doman Calkins)
 - A. Current & upcoming events
 - B. WCCLS updates
- 8. COUNCIL LIAISON REPORT**—7:50 p.m. (Councilor Brouse)
- 9. NEXT MEETING:** Feb. 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:

If you require ADA accommodations for this public meeting, please contact Adrienne Doman Calkins, Library Manager, at domancalkinsa@sherwoodoregon.gov or call 503-625-4272 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, January 18, 6:30 p.m., 2023

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 Melanie Dobson. New board members Sean Garland and Brie Scrivner, and guest Amanda Bryan were welcomed and all attendees introduced themselves.

2. ROLL CALL

Board Members Present: Melanie Dobson (Chair), Randy Mifflin (Vice Chair), Fritz Kaliszewski (Rural Rep), Deb Diers, Lily Fairman (High School Rep), Sean Garland, Brie Scrivner, and Maggi Gerhard.

City Council Liaison Present— Councilor Taylor Giles.

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

Guest Present: Amanda Bryan

3. ADJUSTMENTS TO AGENDA—None.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the [December 7, 2022, minutes](#). Lily Fairman seconded. Motion passed by all members present.

5. CITIZEN COMMENTS—None.

6. OLD BUSINESS

A. Strategic planning & community engagement updates

Adrienne Doman Calkins gave the following strategic planning & community engagement updates:

- Staff continue to conduct interviews with community members who work closely with youth and older adults.
- Crystal Trice has been hired as a consultant for the strategic planning process. Trice is an independent project management consultant through her business Scissors & Glue LLC, and is also a project manager for Washington County Cooperative Library Services (WCCLS).
- University of Oregon student in Planning Public Policy & Management, Corrin Hoyer, started a strategic planning internship with the library last week. She will be helping with research, policies, and organizing data as the strategic planning process moves forward.

- Doman Calkins reiterated that this strategic planning process will be much more flexible and organic than previous strategic plans.

B. Budget updates

Doman Calkins shared that Washington County has not released any new information regarding the current budget challenges. Washington County department heads have been asked to prepare three different budget-cut scenarios of 4%, 7%, and 10%. It is not known at this time which scenario, if any, will be adopted. The City of Sherwood is beginning the budget process; the budget meeting dates have not yet been announced.

C. Collection Development policy draft revisions—review of research and recommendations

Doman Calkins reviewed the draft Collection Development policy. The group discussed if it is necessary to further define the term “diversity”—noted and will be revisited at next meeting. The first five pages of the policy were reviewed with small edits and scriveners’ errors noted. General support was shared. The revised policy has new language about the American Library Association Code of Ethics, including a new 9th principle that was added since this policy was last revised, and the ALA Access to Library Resources and Services for Minors. Doman Calkins shared research and recommendations, especially pertaining to supporting a diverse collection, biases, and inequities. Doman Calkins will send the ALA documents cited to board members for review before the next meeting, make the suggested edits, and bring the policy back for further review at the March meeting.

7. NEW BUSINESS

A. Library updates & events

Doman Calkins will share via email upcoming events and updates.

8. Council liaison report

Councilor Taylor Giles thanked the board members for their service and support of the library. He expressed his support for the library and its importance as a community hub and amenity that can help attract folks to Sherwood. Councilor Giles shared that planning is currently underway for Sherwood West, which is a ten-year plan that is to include different housing types and a hospitality zone. Establishing a youth committee for this City is also under consideration. The youth committee would assist, in part, with outreach and marketing. Councilor Giles invited board members to reach out to him directly at gilest@sherwoodoregon.gov.

9. ADJOURN

Chair Dobson adjourned the meeting at 7:53 p.m. The next meeting will be on Wednesday, February 15, at 6:30 p.m.

Minutes submitted by Crystal Garcia.

Approved on 2/15/2023
Date

Crystal Garcia
Chair or transcriptionist Signature

Collection Development Policy Sherwood Public Library

PURPOSE

A collection development policy defines a library's user community, guides the selection of materials pertinent to the needs of the library's users, and identifies the goals for maintaining the collection—including guiding decisions about how items are withdrawn from the collection. The purpose of Sherwood Public Library's collection is to provide materials that meet the informational, educational, cultural, and recreational needs of our diverse community.

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BACKGROUND

Sherwood Public Library operates as a department of the City of Sherwood and serves the residents of the city and adjacent areas within our service area¹. The library serves as a limited public forum for access to a full range of information. Within the Sherwood Public Library service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and the library was created to serve all people within the communities it serves. Diversity includes, but is not limited to, ethnicity and national origin, race, gender, gender identity, sexual orientation, physical ability, neurodiversity, religion, self-expression, education, socioeconomic background, geographic location, occupation, and trauma history. Sherwood Public Library is committed to providing diverse collections that serve all of the people within the community.

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Sherwood Public Library is also a member of Washington County Cooperative Library Services (WCCLS). WCCLS is a department of Washington County government that exists to coordinate, contract for, or provide countywide library and information services. The other members of WCCLS are the City of Banks, City of Beaverton, City of Cornelius, City of Forest Grove, City of Hillsboro, City of North Plains, City of Tigard, City of Tualatin, the Aloha Community Library Association, the Cedar Mill Community Library Association, and the Garden Home Community Library Association. Both the City of Sherwood and WCCLS are funded by local taxpayers' dollars.

The WCCLS Information Network includes the shared integrated library system software (including the software that supports circulation, public access catalog, cataloging, serials control and acquisitions software); the wccls.org website and its resources; e-books, other databases and e-content provided by WCCLS, and other technology.

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Collections from all member libraries are shared throughout the county by placing holds in the catalog and routing material via a WCCLS courier system. WCCLS library card holders may check out materials from any member library. This policy addresses only physical items in the Sherwood Public Library collection.

¹ Nearly 25,000 people in 2022, per Washington County Cooperative Library Services service area population data provided for fiscal year 2021-2022.

SCOPE AND LOCAL DECISIONS

The scope of Sherwood Public Library's collection is to select a broad choice of circulating print and non-print materials to accommodate a diversity of tastes, reading levels, learning styles, [languages](#), and interests of users of all ages from birth through [the various stages of](#) adulthood. The [library](#) supplements and complements the collections of academic, school, and specialty libraries, but does not duplicate the full range of materials these organizations make available to their clientele.

[Goals](#) to improve the collection and increase access are [developed locally by library staff through strategic planning², community input, professional analysis, and data-informed decisions](#). The City of Sherwood Library Advisory Board regularly reviews this policy and all Sherwood Public Library policies at public meetings, and provides input to planning, goals, and objectives. A designated team of local Sherwood Public Library librarian staff are selectors for materials in the local collection and follow this policy in that work.

Sherwood Public Library's collection development practices support the [library's goals and mission to inspire discovery, enrich lives and build community through equitable access to life-long learning](#) in the following ways:

- A. Provide free and equitable access to the collection.
- B. Encourage and support an informed citizenry and provide community engagement resources.
- C. Provide access to a diverse and inclusive spectrum of viewpoints, [ideas](#), and creative expression.
- D. Provide information and educational materials that are relevant and timely.
- E. Provide materials for developing reading habits and skills.
- F. Provide popular materials in print and [audio-visual](#) formats.
- G. Provide materials in languages that serve the needs and interests of our community.
- H. Provide [STEAM \(Science, Technology, Engineering, Arts, and Math\)](#) learning materials for at-home and in-library use.
- I. [Supplement access to Internet connectivity with hotspots and Internet-enabled devices for checkout.](#)

The [library](#) strives to meet the needs of the community for access to informational, educational, cultural, and recreational materials in the following ways:

- A. Selection of materials for the [library's](#) collection.
- B. Knowledge of materials available through WCCLS and its member libraries.
- C. Participation in InterLibrary Loan (ILL) services.
- D. Promoting resources available from other agencies.

² Sherwood Public Library (2022). *Library Strategic Planning*. Retrieved from www.sherwoodoregon.gov/library/strategic-plan

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POLICY AND OBJECTIVES

Intellectual Freedom

Sherwood Public Library fully endorses the principles documented in the American Library Association's [Code of Ethics](#)⁴, [Library Bill of Rights](#)⁵, [the Freedom to Read Statement](#)⁶, [The Freedom to View Statement](#)⁷, and the [Access to Library Resources and Services for Minors](#)⁸. The [library](#) upholds the constitutional right of the individual to [access](#) information, even though the content may be controversial or unacceptable to others, and for individuals to make their own judgments about information without restricting the freedom of others to read, view, or inquire.

The [library](#) does not stand *in loco parentis*, or in the place of a parent. Parents and guardians, not the [library](#), have the responsibility to guide and direct the reading, listening, viewing and Internet browsing choices of their minor children. All cardholders and visitors, regardless of age, have the right to access all materials in the [library](#) and [library cardholders](#) have the right to borrow any circulating item. [Certain library card types may have restrictions on quantity and material types allowed for checkout; this does not eliminate the need for parent and guardian responsibility.](#)

Selection of materials does not mean endorsement of the [contents](#), [the author or creator](#), or the views expressed in those materials.

The [library](#) collection will be organized, [marked](#), and maintained in a non-judgmental, objective manner to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled by the [library](#) because of controversy about the author or the subject matter. [Offsite storage at the WCCLS warehouse is used for seasonal shifts of materials \(e.g., holiday books\), and not in response to controversy or sensitive subject matter.](#)

Selection Policies

The collection development budget is part of the [library's](#) adopted budget; it is considered annually and adjusted according to collection usage patterns, circulation trends, community need, and priorities made through strategic planning.

⁴ American Library Association (2021). *Code of Ethics*. Retrieved from www.ala.org/tools/ethics

⁵ American Library Association (2019). *Library Bill of Rights*. Retrieved from www.ala.org/advocacy/intfreedom/librarybill

⁶ American Library Association (2004). *The Freedom to Read Statement*. Retrieved from www.ala.org/advocacy/intfreedom/freedomreadstatement

⁷ American Library Association (1990). *The Freedom to View Statement*. Retrieved from www.ala.org/advocacy/intfreedom/freedomviewstatement

⁸ American Library Association (2019). *Access to Library Resources and Services for Minors*. Retrieved from www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors

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In making any selection decision, selectors are to employ the standards and criteria of professional librarianship. Factors below are not listed by order of importance, nor is the list exhaustive. Not all criteria may apply in every situation and criteria are weighed to best serve the community. In general, criteria for selection include:

- Demonstrated or perceived interest, need, or demand by library users or potential users of the item.
- Currency and quality of information.
- ~~Relevance to the experiences and contributions of diverse populations~~
- Affirmation of the inherent dignity and rights of every person—with particular attention to confront biases, inequity, and oppression; enhance diversity and inclusion; and bring awareness and education⁹ to the community.
- Relevance to current trends or events.
- Relation to the existing local and WCCLS collections.
- Physical design suitable for library use.
- Reputation, qualifications and competence of the author or publisher. This also includes consideration of whether works intended to meet community-specific needs are written by someone who belongs to that group and/or is considered an ally to the group.
- Positive critiques and reviews in professional sources.
- Budget, space, and staff capacity limitations.
- Expected ongoing value to library users.
- For various collections there may be additional criteria unique to the format or target audience age.

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Materials are generally purchased through vendors with which the library has established relationships for purchasing and processing of materials. These vendor relationships help library staff work efficiently and effectively to manage funds and provide timely service. Alternative vendors will be considered to provide materials otherwise unavailable from our primary sources. Vendor contracts and agreements are reviewed periodically for fiscal responsibility and quality of services provided.

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The library acquires materials in a variety of formats, including but not limited to hardcover and paperback books, magazines, newspapers, audio and visual media, electronic games, board games, tools, and gadgets (Library of Things). Formats may change in response to evolving technology and usage patterns, and are reviewed regularly. Some physical formats may be replaced with electronic access. The library selects materials in the formats most appropriate for efficient and accurate usage, while also considering digital equity goals¹⁰.

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While most materials are acquired in English, Sherwood Public Library purchases some

⁹ Based upon the ALA Code of Ethics, 9th principle, which was added in 2021. For background, see www.oif.ala.org/ala-takes-a-stance-on-social-and-racial-justice-with-proposed-ninth-principle-of-the-code-of-ethics/.

¹⁰ Sherwood Public Library participates in national Edge Assessments to guide digital equity goals.

materials in other languages relevant to the community. Spanish language materials are purchased for all ages. Additional languages are purchased for youth materials. These collections are intended to expand as the community changes. In addition, the library collects language instruction materials in languages other than English, as well as dictionaries, phrase books, and bilingual works in representative languages.

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The library does not purchase textbooks unless their addition to the collection is deemed useful, such as when a textbook is the best source for an overview of a subject.

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The library may acquire independently published books with unique local content, by local authors, by emerging and/or historically marginalized authors, popular or requested topics not available through mainstream vendors and publishers, or are a sole source of quality information. Selectors still refer to selection criteria for guidance.

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Within the constraints of available funds and space, the library may acquire multiple copies of popular items. The need to provide duplicate copies is balanced with the library's dedication to providing access to a wide array of information.

Decisions to add or change shelving, incorporate finding aides, and help make the collection more browsable are also part of collection development decisions library staff make to encourage usage and invite discovery. Care is taken to have displays throughout the library that reflect a diverse and inclusive collection.

The library collects and retains a variety of archived local history printed materials, some of which are stored in the City's Records room. Due to the specific and unique nature of archival special collections, access is limited. See library staff for more information about viewing these materials.

Collection Maintenance

Selectors are responsible for periodic review of the collections they are assigned. As materials become worn, outdated, damaged, or lost, selectors will determine whether an item should be withdrawn (a.k.a. "weeded" or "deselected") or replaced. The process of withdrawing materials is essential for the maintenance of a dynamic, useful, accurate, appealing, and accessible collection. At times decisions are driven by space needs to allow for new materials, collections, and services.

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The decision-making process and criteria to withdraw material follows the selection criteria above, with the following additional criteria:

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- Whether the item is still available and can be replaced.
- Whether another item or format might better serve the same purpose.
- Whether there remains sufficient need for the item.
- Whether there is an updated, revised, or newer item that is preferable.
- Whether the ideas have been determined to have negative or false representation of historically marginalized people or groups, or to distort facts.

- Whether the item may serve a unique community need with a smaller audience.
- Whether the item has historical or local value.
- Whether an identical or comparable item is available for loan from another WCCLS member library, via InterLibrary Loan from a library outside of the county, or through another agency.

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Sherwood Public Library staff refer to professional practice for guidance in weeding collections. These include but are not limited to CREW¹¹ methods (Continuous Review, Evaluation and Weeding) developed by the Texas State Library and Archives Commission. CREW methods are considered by American Library Association to be a benchmark¹² tool for weeding library collections. Selectors also consider that items in the collection that have been acquired specifically to serve a diverse community may need nuanced analysis that consider usage by smaller audiences.

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Suggestions and Donations

The library welcomes patron suggestions for additions to the collection. The decision to purchase is made according to the general selection criteria. Alternative solutions to answer the patron's need may be suggested, including InterLibrary Loan from a library outside of WCCLS. InterLibrary Loan is meant to compliment the local collection, not substitute for local collection development.

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Donations of materials may be accepted and are subject to the same criteria for inclusion in and withdrawal from the collection as purchased materials. Library staff may decide to: add donations to the library's collection, use them for library programs, give them to the Friends of the Sherwood Library for sale or giveaways, or donate them to another library or organization. Materials unfit for the above uses may be recycled or disposed. Guidelines for donations of materials are available on the library's website.

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Donations of funds for library materials are welcome. Contact the Library Manager to discuss options. Choices of materials added to the collection are subject to the Collection Development Policy.

Requests to Reconsider

Patrons with concerns about the inclusion, categorization, or exclusion of an item from the collection is encouraged to discuss their concerns with library staff. Requests to remove or reassign materials from the Sherwood Public Library shall be considered within the context of the principles affirmed in this policy and must come from individuals, not groups. Requests and concerns about materials available only through WCCLS or another library's collection will be routed to appropriate staff at that

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¹¹ Texas State Library and Archives Commission (2012). CREW: A Weeding Manual for Modern Libraries. Retrieved from <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethd12.pdf>

¹² American Library Association (2015). Weeding Library Collections: A Selected Annotated Bibliography for Library Collection Evaluation. Retrieved from <http://www.ala.org/tools/libfactsheets/alalibraryfactsheet15>.

agency.

Designated Sherwood Public Library staff will discuss the patron’s concerns during an informal conversation about the specific item or items and may provide context with this policy and other relevant information. Should the concerns still stand, the Library Manager, or designee, will have a deeper conversation about the concerns and communicate the options available for reconsideration. A formal process may be initiated in writing using the *Requests for Reconsideration of Library Materials* form, made available by designated library staff.

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The formal review process includes:

- At the discretion of the Library Manager, a Selection Review Committee will review the request for reconsideration and the material. The committee, designated by the Library Manager, will include at least two Sherwood Public Library staff, at least one Library Advisory Board member, and optionally an additional subject matter expert. The panel must have an odd number of members.
- An item under formal review will not be taken out of the collection while under review. Additional copies of the material will be purchased for the Review Committee. The patron will be informed in writing of an expected timeline of the process. A full review may take up to 30 days and will include research, consideration of reviews, and usage data.
- The Review Committee will determine if the material meets the criteria of this policy. The patron will be informed in writing of the decision by the Library Manager. Example decisions could be to keep the item in the collection as is, to move the item to another public area of the library if it is determined to be miscategorized, or to remove the item. Any decision must be supported by selection criteria and criteria to withdraw material.
- If an item is formally reviewed and kept in the collection, that title/format will not be reviewed again through a formal review process for at least three years.
- If an item is formally reviewed and removed, it may be added back to the collection if it is later deemed to meet selection criteria and will meet patron needs/requests.

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Appeal

A patron may appeal the decision of the Selection Review Committee in writing to the Library Manager within 10 days of issuance. The Library Manager will schedule a hearing, which shall not take place more than one week after receipt of the written request. The hearing will be informal, and the Library Manager will consider whether any new information provided changes the original request. At the conclusion of the hearing, the Library Manager may affirm the decision or recommend further review by the Review Committee. A written copy of any new decision will be delivered or mailed within 10 days to the person making the appeal. This final decision of the Review Committee may be appealed to the City Manager or City Manager’s designee. That appeal must be in writing to the City Manager within 10 days of issuance of the Library Manager’s decision and the

appeal process shall be the same as the appeal to the Library Manager, with additional outside subject matter expert review.

The original form, written response, and any additional related records become part of public record. Other local libraries and schools may be alerted to the review process. The specific item(s) included in the request are logged with the State Library of Oregon and the American Library Association's Office of Intellectual Freedom.

History

Replaces the Materials Selection Policy from 2006.

Approved by the Library Advisory Board February 20, 2019.

Revised 2022-2023

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