



Home of the Tualatin River National Wildlife Refuge

LIBRARY ADVISORY BOARD MEETING PACKET

FOR

Wednesday, November 19, 2025

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

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



MEETING AGENDA

LIBRARY ADVISORY BOARD
Wednesday, November 19, 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)
October 15, 2025, minutes
5. **CITIZEN COMMENTS** (Doman Calkins)
6. **OLD BUSINESS**—6:40 p.m.
 - A. Levy passes (Doman Calkins)
 - B. WCCLS centralized collection management updates (Doman Calkins)
 - C. Foundation updates (Diers)
 - D. Finalize accomplishments and goals for joint meeting of Board/Commission Chairs with City Council. (Garland)
 - E. Decide on December meeting. Previous recommendation was to cancel if the levy passes. (Garland)
7. **NEW BUSINESS**—7:35 p.m.
 - A. Quarterly stats review (Doman Calkins)
8. **COUNCIL LIAISON REPORT**—7:45 p.m. (Councilor Standke)
9. **NEXT MEETINGS:** December is TBD. Our meetings continue in 2026 as 3rd Wednesday of the month, 6:30-8:00 p.m.
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, 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, October 15, 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, Brie Scrivner, Annalise Ellis (High School Rep.), Deb Diers, Fritz Kaliszewski (Rural Rep), Marilee Ratliff Ponangi, Tracey Enright.

Absent: Colleen Carroll

City Council Liaison— Councilor Dan Standke

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

Guest: Katie Anderson, Collections & Online Resources Librarian at WCCLS

3. ADJUSTMENTS TO AGENDA— None.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the September 17, 2025, minutes. Maggi Gerhard seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

6. PRESENTATION – E-books: lending model for public libraries & using Libby tagging

Katie Anderson, Collections & Online Resources Librarian at WCCLS, presented on the library's digital content lending platform, Libby, and gave an overview of various lending models for e-books and e-audiobooks. She shared collection statistics, noting steady circulation growth since 2019, with a trend of increasing e-audiobook circulation approaching that of e-books. She demonstrated the use of tags in Libby to manage holds, and also to alert WCCLS staff to purchase a title that may not currently be available in the catalog.

Anderson answered a question about ownership structure of Overdrive, noting that it is owned by a private company, and clarified that the library does not purchase content from Amazon, despite Kindle users being able to access library materials. She also outlined various lending models, including one-copy-one-user, annual subscriptions, and transparent models, emphasizing the complexity and variability of digital content costs. She provided examples of several models to help demonstrate the differences in pricing.

7. OLD BUSINESS

A. WCCLS Funding and Governance updates

Adrienne Doman Calkins said the new funding formula has received pre-approval from the Board of County Commissioners and is nearing the final vote by member libraries, with a two-thirds majority needed for approval. Doman Calkins also shared recent publicity regarding the levy and new funding formula, noting opinion pieces in local newspapers and updates to the WCCLS website to provide additional facts.

B. Levy updates

Doman Calkins shared that the levy page on the WCCLS website was updated to include graphics detailing the contributions made by cities versus the contributions made by the county to library budgets. Election day is November 4th.

C. Freedom to Read month / Banned Books Week follow-up

Doman Calkins shared that Banned Books Week was successful— there was a large display in the library featuring challenged books, book lists, and Banned Books Week giveaways (bookmarks, bracelets, stickers). The library held a Handwriting the Constitution event, which had some board member participation.

D. Foundation updates

Diers shared the following Foundation updates:

- The Foundation did not receive the T-Mobile grant.
- The Foundation is still waiting to hear back from their OnPoint grant application, successful applicants are expected to be announced in early November.
- Diers said the Foundation is about \$5,000 away from being fully funded for the meeting room pod.
- The IQ Credit Union contest is ongoing. If the Foundation wins the contest, they will receive \$3,000, and if they are a runner-up they will receive \$1,000.
- Foundation members will be participating in a free gift-wrapping event at The Sherwood Bookstore during the holidays to collect donations.

8. New Business

A. Prep for joint meeting of Board/Commission Chairs with City Council

Doman Calkins presented a summary of the Board's topics covered the past year, organized by categories.

Focused on Fiscal Responsibility:

- Review of WCCLS Funding & Governance Evaluation Project
- Review of voter polling and voter education for countywide levy for public libraries, Measure 34-345
- Library budget updates / reduction of hours updates

Review of library initiatives, projects, and reports:

- Strategic Plan goals / alignment with Council goals
- Library cards for SSD students
- National Library Week
- Banned Books Week / Freedom to Read month. Unanimous board support for intellectual freedom.
- Updates from Sherwood Library Foundation (SHELF)

Professional development / training:

- Government ethics
- Library Bill of Rights
- Public meeting laws
- How eBook licensing for public libraries works

The Board will continue the goals and accomplishments discussion at the next meeting and finalize their achievements for Chair Garland to present at the joint meeting with City Council and Board/Commission Chairs.

B. Decide on December meeting

This topic was tabled to the November 17, 2025, meeting to know the outcome of the levy vote.

9. Council Liaison Report

Councilor Dan Standke provide the following updates:

- Joint Board/Commission Charis and City Council meeting will be held on December 2, 2025.
- Council approved new collection rates for Pride Disposal.
- There are two organized protests happening in Sherwood this weekend, one in Old Town, and the other at the new pedestrian bridge.

A question was raised about a local coffee cart's permit application. Councilor Standke said the City is aware of the issue and that City Manager, Craig Sheldon, has been in discussion with the coffee cart owners.

10. Adjourn

Chair Garland adjourned the meeting at 8:03pm. The next meeting will be November 19, 2025, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

Date

Chair or transcriptionist Signature



Washington County
Cooperative Library Services

Libby

Tips, tricks, and lending models

October 15, 2025



Table of Contents

- 1 Introductions and overview
- 2 Libby tips and tricks
- 3 Lending models and cost comparisons



Introductions and overview

The background is a solid dark blue. It features several abstract geometric elements: a thick dark blue line that curves from the top left towards the center; a thick orange circle in the top right; a thick yellow circle on the left side; a thick dark blue line that curves from the bottom left towards the center; a thick light blue circle in the bottom right; and four fan-like shapes (orange, light blue, yellow, and light blue) positioned at the ends of the curved lines.



Meet the team

The Library Systems & Collections Team provides, supports, and manages essential library infrastructure (ILS, discovery layer, public catalog, records, staff applications) and manages WCCLS digital collections for the public.

The following team members are responsible for the e-book, e-audiobook, and e-magazine collection in Libby.

- **Rian Debner**, Library Systems & Collections Supervisor
- **Courtney Sheedy**, E-Content Librarian
- **Katie Anderson**, Collections & Online Resources Librarian

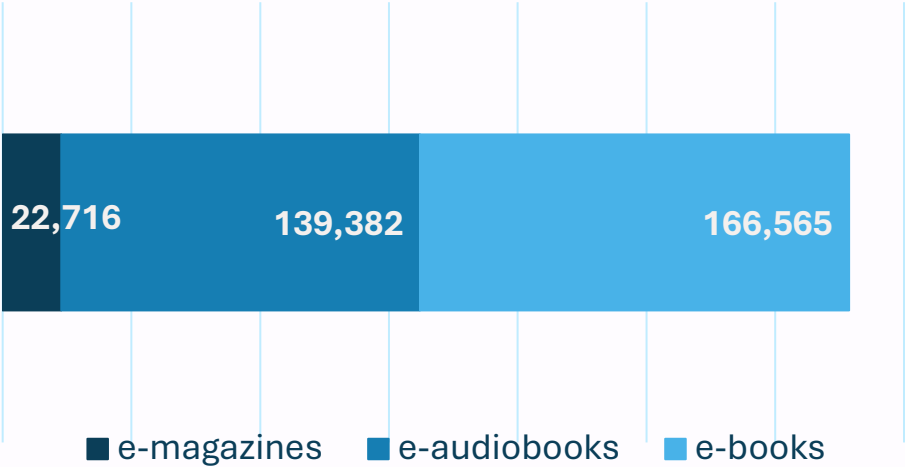




Current circulation

328,663

The average monthly digital checkouts
from 12/1/2024 to 9/30/2025



306,426

First-time checkouts of all formats of
physical materials in September 2025



307,009

Total digital checkouts in September
2025



249

Chinese language digital checkouts
in September 2025



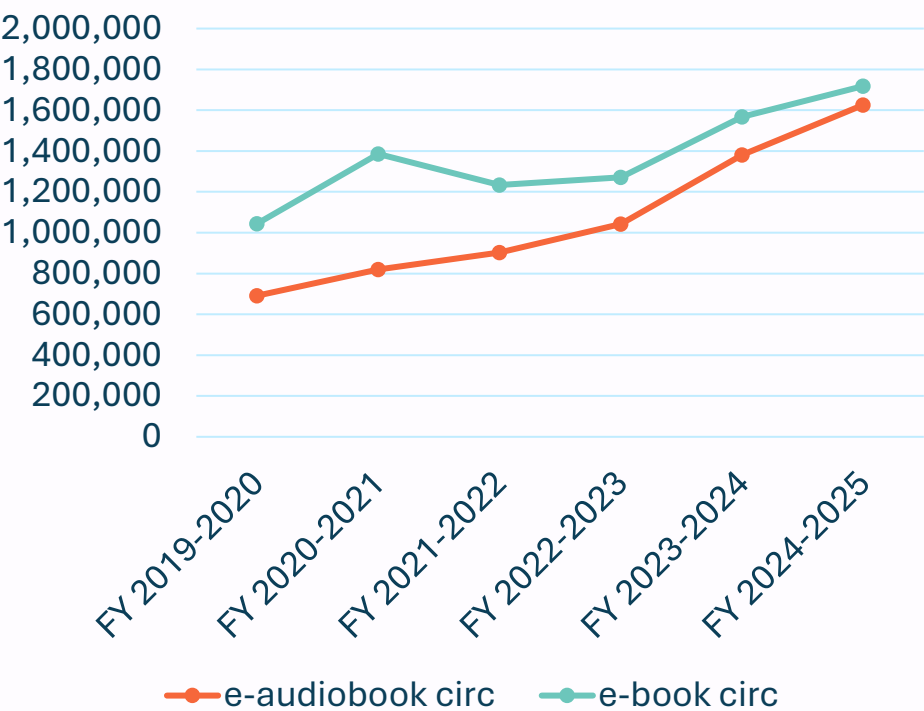
2,012

Spanish language digital checkouts
in September 2025





Circulation growth



54,407

Juvenile items in the collection on 10/7/2025



32,120

Young adult items in the collection on 10/7/2025



245,081

Adult items in the collection on 10/7/2025





Libby tips and tricks

Use tags to mitigate holds

Welcome to
Washington County Cooperative Library Services

newest 4+ popular 4+ random 4+ available now 231k

BOLD BRILLIANT LATINE
FGTeeV CAMPFIRE TALES
KATE DICAMILLO LOST Evangeline
TWO-HEADED CHICKEN

ACROSS THE ICE
westfallen Into the Fire
JUST SHINE!
MY SISTER THE APPLE TREE

Kids
Teens
Español
More Guides
Magazines 中文...

New Stuff for Kids
You may need to place a hold to get in line to check some of these out.
[See over 980 titles >](#)

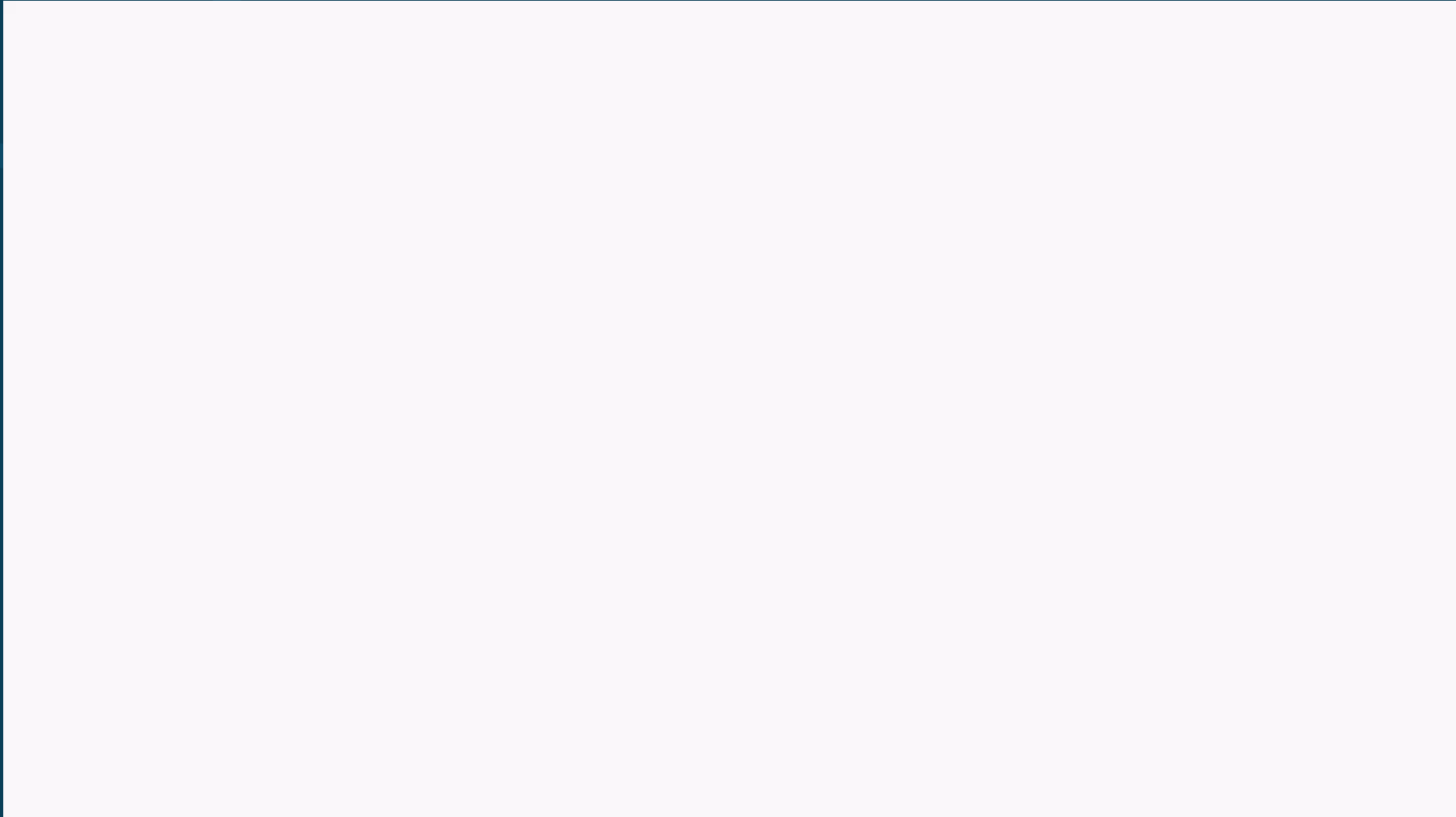
Guides
Our librarians curate these guides to help you explore our catalog.

New Stuff for Teens
You may need to place a hold to get in

Icons: Search, Library, Account, Bookshelf, Tag



Use notify me to suggest a purchase





Lending models and cost comparisons



Lending models

Most durable models

- One copy one user, purchased once, available in perpetuity, one patron at a time
- Annual subscription of e-magazines and small collections of e-books and e-audiobooks, concurrent checkouts

Most transparent models

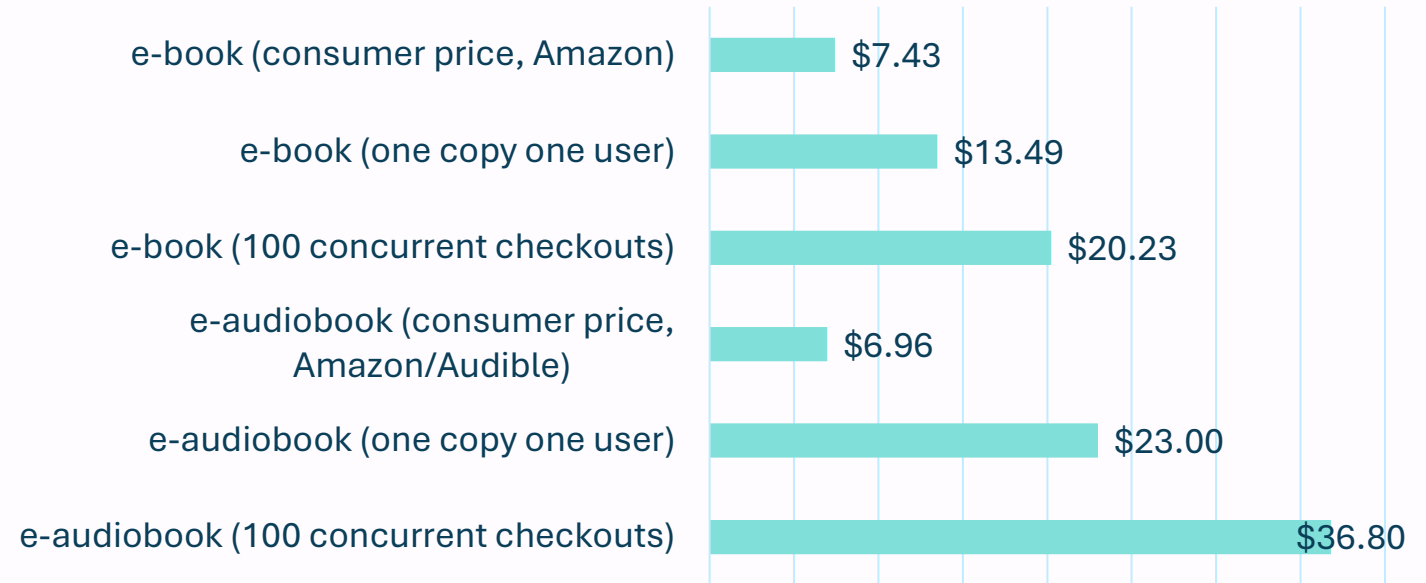
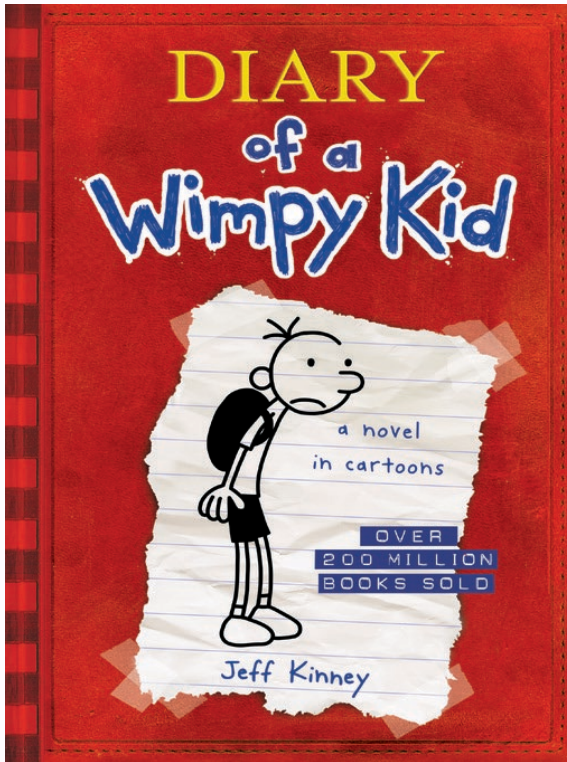
- 26 checkouts, one patron at a time
- 50 or 100 concurrent checkouts
- Pay per use, concurrent checkouts

Most common models

- 12-month license, one patron at a time
- 24-month license, one patron at a time
- 24 months or 52 checkouts, whichever comes first, one patron at a time

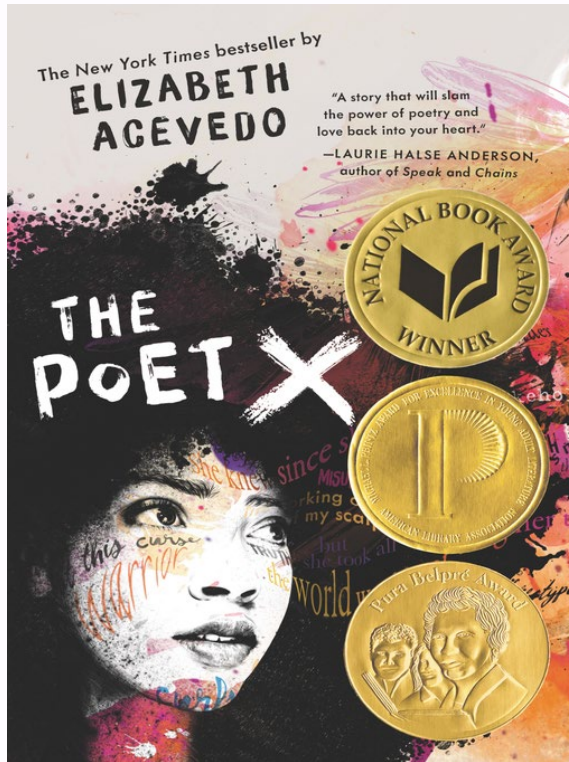


Diary of a Wimpy Kid





The Poet X



e-book (consumer price on Amazon)

\$13.49

e-book (26 checkouts)

\$22.68

e-book (100 concurrent checkouts)

\$139.00

e-audiobook (consumer price, Amazon/Audible)

\$12.59

e-audiobook (one copy one user)

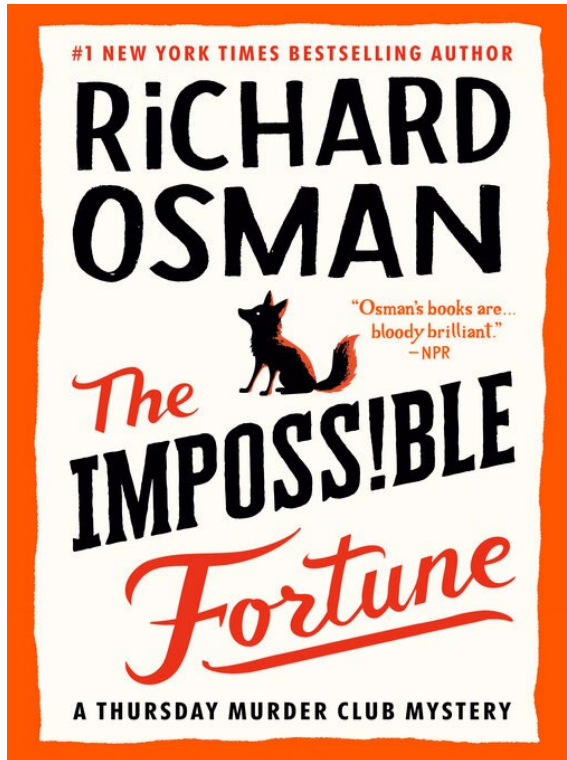
\$41.17

e-audiobook (100 concurrent checkouts)

\$219.00



The Impossible Fortune

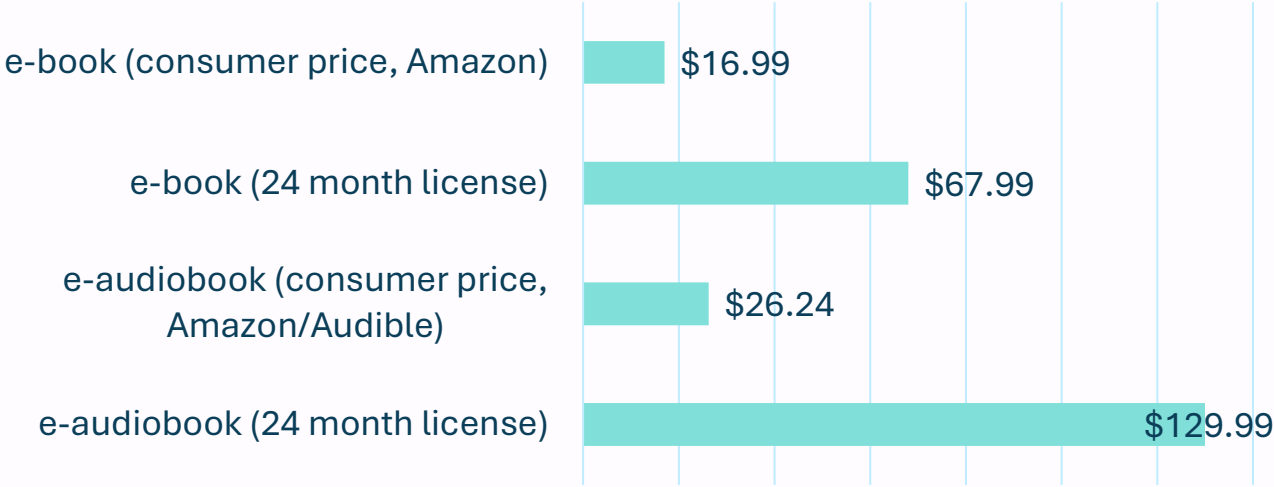
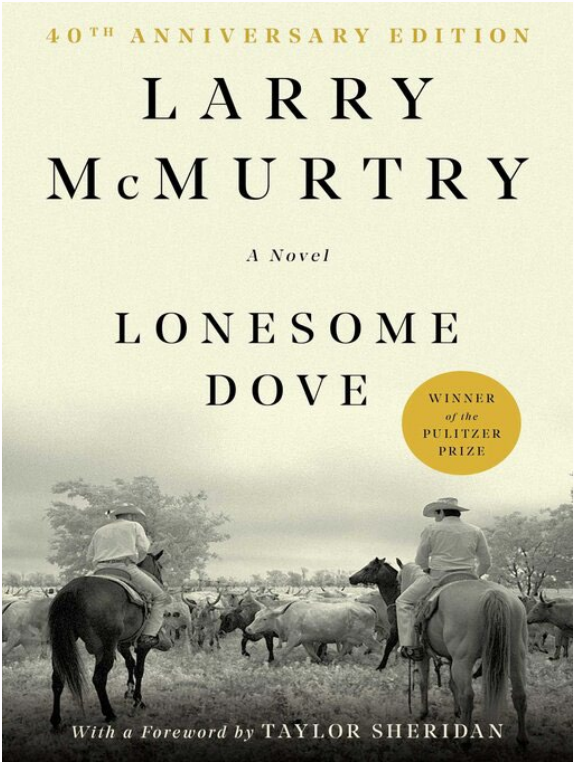


e-book (consumer price, Amazon)	\$14.99
e-book (12 month license)	\$27.50
e-book (24 month license)	\$55.00
e-audiobook (consumer price, Amazon/Audible)	\$19.69
e-audiobook (one copy one user)	\$95.00
e-audiobook (12 month license)	\$47.50





Lonesome Dove



Thank You!

wccls.org



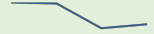
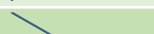
Washington County
Cooperative Library Services

TENTATIVE DATA
Updated 11/14/2025

Sherwood Public Library Statistics

Reduced hours from 60/week to 53/week began 7/25.

Snapshot stats

Monthly Circulation	Jul-25	Aug-25	Sep-25	Oct-25	Sparkline	FY Totals	Jul-Oct subtotal
Total check outs this FY (includes digital)	40,439	40,414	37,213	37,728		155,794	155,794
Total check outs prev. year	39,803	39,697	37,145	37,551		456,960	154,196
% change	1.6%	1.8%	0.2%	0.5%		-65.9%	4%
Physical check outs & renewals this FY	25,880	25,363	23,355	23,567		98,165	98,165
Initial checkouts	12,974	12,650	11,601	12,032		49,257	49,257
Renewals	12,906	12,713	11,754	11,535		48,908	48,908
Total physical check outs/ren. prev. year	27,045	26,817	25,154	25,184		299,449	104,200
% change	-4.3%	-5.4%	-7.2%	-6.4%		-67.2%	
Self-checkouts only	8,770	8,142	7,818	5,401		30,131	30,131
% of total physical @ self-check	34%	32%	33%	23%		30.7%	
% of initial ckos @ self-check	68%	64%	67%	45%		61%	
Digital check outs (Overdrive)	14,559	15,051	13,858	14,161		57,629	57,629
% of total checkouts that are digital	36.0%	37.2%	37.2%	37.5%		37.0%	
difference, digital ckos - physical initial ckos	1,585	2,401	2,257	2,129		8,372	
Total digital check outs prev. year	12,758	12,880	11,991	12,367		96,190	49,996
% change	14.1%	16.9%	15.6%	14.5%		-40%	15%
Held items in Co. owned by SPL	4,268	4,009	4,035	4,013		16,325	
Held items @ SPL	5,186	5,531	5,148	5,633		21,498	
% of total physical checkouts	20%	16%	22%	24%		22%	
% of initial physical checkouts	40%	32%	44%	47%		44%	
Check ins	13,523	13,336	12,114	12,475		51,448	
Service Area Population	24,799	24,799	24,799	24,799		24,807	
Checkouts per capita	1.6	1.6	1.5	1.5		6.3	6
Checkouts per card holder	3.3	3.3	3.0	3.0		12.4	
FTE	10.34	10.34	10.34	10.34		10.3	41
Checkouts per FTE	3,911	3,909	3,599	3,649		15,067	15,067
Value of checkouts (estimated)	\$ 687,463	\$ 687,038	\$ 632,621	\$ 641,376		\$ 2,648,498	2,648,498

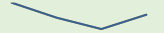
TENTATIVE DATA
Updated 11/14/2025

Collection Development	Jul-25	Aug-25	Sep-25	Oct-25	Sparkline	FY Totals	Jul-Oct subtotal
Count of items added	264	328	379	270		1,241	1,241
Items added last year	88	532	629	454		6,037	1,703
Count of items withdrawn	362	1,188	239	155		1,944	1,944
Items withdrawn last year	244	487	629	462		7,932	1,822
Total collection size	unavailable	unavailable	50,958	51,504			
% of items "in" at end of the month	unavailable	71.1%	70.7%	72.6%			
% of items "missing" at end of the month	-	-	-	0.1%			
# of items "missing" at end of the month	-	-	-	38			
% of items "lost" at end of the month	unavailable	2.5%	2.5%	1.7%			
# of items "lost" at end of the month	unavailable	1,262	1,271	897			

Volunteers	Jul-25	Aug-25	Sep-25	Oct-25	Sparkline	FY Totals
Hours (does not include Friends & Foundation)	129	65	69	92		354
Teen Volunteer Club hours	-	-	-	17		17
Better Impact Hours	115	65	54	61		295
Library Advisory Board hours	13.50	-	15.00	13.50		42
Equivalent FTE	0.74	0.38	0.40	0.53		0.17
Value of volunteer time	\$ 4,471	\$ 2,261	\$ 2,401	\$ 3,183		\$ 12,316
# of volunteers	24	11	20	39		94
TeenLAB volunteers	-	-	-	17		17
BetterImpact volunteers	15	11	10	13		49
Library Advisory Board members & liaison	9	-	10	9		28

Public computer usage	Jul-25	Aug-25	Sep-25	Oct-25	Sparkline	FY Totals	Jul-Oct subtotal
Uses this FY	1,163	951	928	981		4,023	4,023
Uses last FY	1,137	1,226	1,020	1,076		12,148	4,459
% change	2.3%	-22.4%	-9.0%	-8.8%		-66.9%	
Uses per 100 visits	6.6	6.4	6.4	5.8		6.3	
Uses per day	40	31	32	33			
Hours	707	499	510	614		2,330	2,330
Hours last FY	813	917	654	765		8,632	3,149
% change	-13.0%	-45.6%	-22.0%	-19.7%			
Value of computer use (per hour)	\$ 8,484	\$ 5,988	\$ 6,120	\$ 7,368		\$ 27,960	

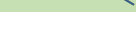
TENTATIVE DATA
Updated 11/14/2025

Visits & Hours	Jul-24	Aug-24	Sep-24	Oct-24	Sparkline	FY Totals	Jul-Oct subtotal
Door count this FY	17,609	14,904	14,414	16,817		63,744	63,744
Door count last year	19,088	16,725	14,924	17,209		193,423	67,946
% change	-8%	-11%	-3%	-2%		-67%	-6%
Open hours	230	233	222	226		911	
Open days	29	31	29	30		119	
People/hour	77	64	65	74		70.0	
People/hour last year	73	63	61	66		65	
% change	4.1%	1.7%	5.8%	11.1%		7.8%	
People/day	607	481	497	561			
People/day last year	636	540	515	555		546	
% change	-4.8%	-12.2%	-3.5%	1.0%		0%	
Total cko & renewals / hour	175.8	173.5	167.6	166.9		171	
Visits per capita	0.71	0.60	0.58	0.68		2.57	

Programs & outreach	Jul-25	Aug-25	Sep-25	Oct-25	Sparkline	FY Totals	Jul-Oct subtotal
TOTAL # of Events	33	22	19	32		106	106
Total # last year	33	25	23	49		389	130
% change	0%	-12%	-17%	-35%		-73%	
Value of program attended	\$ 29,579	\$ 17,908	\$ 7,084	\$ 38,797		\$ 93,368	
Total Participation	2,689	1,628	644	3,527		8,488	8,488
Total participation last year	3,619	2,619	755	2,750		23,518	9,743
% change	-26%	-38%	-15%	28%		-64%	-0.12
Tech help sessions						-	
3D printing requests						-	
Test proctoring	5	0	0			5	

TENTATIVE

TENTATIVE DATA
Updated 11/14/2025

Monthly Library Accounts	Jul-25	Aug-25	Sep-25	Oct-25	Sparkline
Total registered patrons	12,332	12,430	12,560	12,660	
Total registered patrons last year	13,514	13,650	13,755	14,587	
% change	-9%	-9%	-9%	-13%	
% of accounts last year	0%	0%	0%	0%	
New library cards	121	105	100	100	
New library cards last year	155	136	105	832	
% change	-28.1%	-29.5%	-5.0%	-732.0%	

(database
cleaned up)

School dataload

Reference & Reader's Advisory	Jul-25	Aug-25	Sep-25	Oct-25	Sparkline	FY Totals	Jul-Oct subtotal
Reference & Reader's Advisory stats	643	722	594	385		2344	2,344
Ref & RA stats last year	389	594	408	427		5349	1,818
% change	65.3%	21.5%	45.6%	-9.8%		-56.2%	28.9%
Value of reference assistance	\$ 4,501	\$ 5,054	\$ 4,158	\$ 2,695		\$ 16,408	