



Home of the Tualatin River National Wildlife Refuge

LIBRARY ADVISORY BOARD MEETING PACKET

FOR

Wednesday, October 15, 2025

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

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



MEETING AGENDA

LIBRARY ADVISORY BOARD
Wednesday, October 15, 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)
[September 16, 2025, minutes](#)
 5. **CITIZEN COMMENTS** (Doman Calkins)
 6. **PRESENTATION**—6:35 p.m. (Katie Anderson, WCCLS)
 - A. E-books: lending model for public libraries & using Libby tagging
 7. **OLD BUSINESS**—7:05 p.m. (Doman Calkins)
 - A. WCCLS Funding and Governance updates—[Funding formula and new maps for library service areas](#) nearing final vote. Publicity updates.
 - B. Levy updates—Election Day is November 4. Voter education updates.
 - C. [Freedom to Read month](#) / [Banned Books Week](#) follow-up
 - D. Foundation updates (Diers)
 8. **NEW BUSINESS**—7:35 p.m. (Garland)
 - A. Prep for joint meeting of Board/Commission Chairs with City Council. Accomplishments & Goals discussion.
 - B. Decide on December meeting.
 9. **COUNCIL LIAISON REPORT**—7:50 p.m. (Councilor Standke)
 10. **NEXT MEETINGS:** Next meeting is November 19, 6:30-8:00 p.m. December is TBD. Our meetings continue as 3rd Wednesday of the month, 6:30-8:00 p.m.
 11. **ADJOURN**—8:00 p.m.
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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, September 17, 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 (attended virtually), Colleen Carroll (attended virtually), Brie Scrivner, Annalise Ellis (High School Rep.), Deb Diers, Fritz Kaliszewski (Rural Rep), Marilee Ratliff Ponangi, Tracey Enright.

City Council Liaison— 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 July 16, 2025, minutes. Tracey Enright seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

None.

6. OLD BUSINESS

A. Future training topics

Adrienne Doman Calkins said future training with fellow library boards is still on the table, however, due to the busy levy season, and the funding and governance project work, this training is currently on hold. Doman Calkins has reached out to the WCCLS digital collection selector about the possibility of them presenting a training to board members about e-book licensing, given interest in that topic.

B. Levy updates – levy education materials, presentations, FAQ

Doman Calkins discussed upcoming levy education presentations on the library levy, including one to Sherwood Rotary on October 24th and another to the Chamber of Commerce on October 10th. She reviewed the approved levy presentation slides and script, which are vetted by the Oregon Secretary of State and include information on current library services, the proposed levy funding, and the impact if the levy does not pass. Doman Calkins explained that, if passed, the levy would increase from 22 cents per thousand dollars assessed property value to 37 cents, which would raise an additional \$4.55 per month for the average homeowner. She clarified that the library levy is separate from other local taxes and the public safety levy and emphasized that the funds are directed to library

services. She also discussed the Washington County Public Safety levy, which is proposing an increase from 47 cents to 66 cents per thousand dollars assessed property value.

C. WCCLS Funding and Governance updates

The Board discussed the county's funding model for libraries, the vote on which has been delayed due to the Board of County Commissioners requesting more information about the funding formula. The county plans to hold two work sessions, tentatively on September 23rd and October 14th to review the funding allocations, with a decision on the final formula expected after these sessions. The proposed 5-year funding plan includes a 4.25% annual increase, though this is contingent on the county's general fund stability. The intergovernmental agreement (IGA) process is likely to be delayed but will need to be signed before libraries can receive funds in July 2026.

D. Foundation updates

Diers said that IQ Credit Union has selected the library as one of three nonprofits to receive funding, either \$1,000 or \$3,000, through a community contest. She also reported that the library meeting room pod project is close to being fully funded. The Foundation has applied for a grant from OnPoint Credit Union and, if awarded, the project will be fully funded.

7. New Business

A. Student Cards with Sherwood School District, year two

Doman Calkins said the 2025-2026 school year marks the second year Sherwood is participating in a county-wide student library card program with Sherwood School District and WCCLS. Last year Sherwood Public Library delivered 734 cards to students whose parents/guardians opted in to receive a public library card through this program. Participation numbers for this year have not yet been reported.

B. Public meeting law refresher / updates

City staff recently attended public meeting law refresher training, so Doman Calkins provided a refresher to the board, sharing the definition of serial communication and use of intermediaries, and emphasizing the importance of transparency and avoiding deliberations outside of official meetings. She explained that decisions should not be made via email or private conversations, as this could violate public meeting laws and potentially result in fines. Doman Calkins also discussed the need to keep business separate between the library advisory board and the foundation (SHELF).

C. WCCLS Centralized Collection Management Request for Proposal (RFP)

Doman Calkins discussed the progress and timeline of the centralized collection management project, highlighting key phases from January 2026 to June 2028. Washington County currently has an open RFP for consultants to assist with the transition to centralized collection management. Key components include an initial project plan, end-to-end centralized process, policies, workflows, and templates. She noted that once the collection has been centralized power users might see differences in collection availability and processing, but the hope is for the transition to be as seamless as possible.

D. Freedom to Read month / Banned Books Week

The Board discussed celebrating Freedom to Read Month for the entire month of October, along with Banned Books Week, with Doman Calkins explaining that the goal is to make the messaging more approachable and avoid confusion about the availability of challenged books. Colleen Carroll expressed concern that this change might distance the library from national library advocacy efforts and soften the language around book challenges. The board discussed messaging, programming, and display plans for the month and voiced the importance of keeping Banned Books Week explicitly named. Enright made a motion to support the Freedom to Read messaging, Diers seconded, and the motion was approved unanimously.

8. Council Liaison Report

Councilor Dan Standke provide the following updates:

- New library road signs have arrived that will point people to the library from various city roads.
- There will be a grand opening celebration for the pedestrian bridge on Saturday, September 27th, featuring activities and speakers.
- The lighting and color schemes for the pedestrian bridge are still being tested. Once completed, a calendar/schedule of the lighting schemes will be made available to the public.
- Chick-Fil-A will be opening next month.
- The new Jamba Juice will be located near Target.

9. Adjourn

Chair Garland adjourned the meeting at 8:09pm. The next meeting will be October 15, 2025 at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

Date

Chair or transcriptionist Signature



AGENDA ITEM

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Reference No: **MO 25-219**

Meeting Date: October 07, 2025

Status: **APPROVED**

Agenda Category: ACTION Items

CPO:

Department(s): Cooperative Library Services

Presented by: Lisa Tattersall, WCCLS Manager
Marni Kuyl, Assistant County Administrator

Agenda Title:	Adopt the Principles of the Library Service Boundaries and Funding Allocation Methodology for Washington County Cooperative Library Services Partner Consideration
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REQUESTED ACTION:

Adopt the principles of the library service boundaries and funding allocation methodology for WCCLS partner consideration.

SUMMARY:

General goal for the funding/governance process

WCCLS has convened city and non-profit leadership from the nine city partners and three non-profit libraries to develop mutually agreeable solutions for base service levels, a levy rate, funding allocation methodology, and governance improvements to support mutual accountability for the use of County funding. All partner-supported recommendations go to the Board of Commissioners for final decision-making.

Process timeline and roles/responsibilities

- Merina+Co has been facilitating the process with partners since early 2024, and we are at the stage of working on the funding allocation methodology.
- Staff at each partner agency are responsible for working with their city council or nonprofit board to make local decisions on whether to support the funding methodology under development.
- The next phase of the process will continue into the winter and spring of 2026, with the focus being on language in the intergovernmental agreements, including mutual accountability for funding and services for libraries and WCCLS.

ADDITIONAL INFORMATION:

Community Feedback (Known Support/Opposition):

Your Board has received feedback from a number of the nine city and three nonprofit partners that operate libraries in Washington County.

Legal History/Prior Board Action:

- July 11, 2023: [Review draft scope of RFP and seek Board input - proposed process goals](#)
- January 23, 2024: [Award contract to Merina+Co](#)
- June 11, 2024: [Review of partner engagement work to date and process deliverables and timeline](#)
- July 9, 2024: [Board Resolution and Order 24-55 to support process as laid out in June 2024 work session](#)
- November 12, 2024: [Current state assessment report delivered to Board](#)
- February 4, 2025: [Partner recommendation for base service levels, cost assessment, potential levy rates](#)
- June 10, 2025: [Board guideposts for funding formula implementation](#)
- September 9, 2025: [Update on the Library Funding and Governance Evaluation Process](#)
- September 25, 2025: [Review of process fundamentals](#)
- October 2, 2025: [Board round table discussion](#)

Budget Impacts:

Should voters support Measure 34-345 in November 2025, and should the General Fund transfer amount to WCCLS in FY26-27 remain the same as in FY25-26, and should assessed value increase at 4.25%, there will be sufficient revenue available to support the funding allocations proposed in this presentation.

ATTACHMENTS:

[10-07-2025 Board Action Item Library Funding and Governance](#)

[10-07-2025 Proposed Library Service Boundaries Revised Map](#)

Approved by the
Washington County Board of Commissioners
also serving as the governing body of Clean Water Services and all other County Districts



Kevin Moss, Board Clerk

October 7, 2025

Date Signed

MO 25-219



Washington County
Cooperative Library Services

Adopt the Principles of the Library Service Boundaries and Funding Allocation Methodology for WCCLS Partner Consideration

October 7, 2025, Board of County Commissioners Meeting

Board Touchpoints to Date

- July 11, 2023: [Review draft scope of RFP and seek Board input](#) - proposed process goals
- *July 2023 – January 2024: Work with partners to craft RFP, score proposals, select and contract vendor*
- January 23, 2024: [Award contract to Merina+Co](#)
- June 11, 2024: [Review of partner engagement work to date and process deliverables and timeline](#)
- July 9, 2024: [Board Resolution and Order 24-55 to support process as laid out in June 2024 work session](#)
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Board Supported Process Goals

Based on cooperative feedback and Board direction, staff brought back foundational process goals for Board consideration:

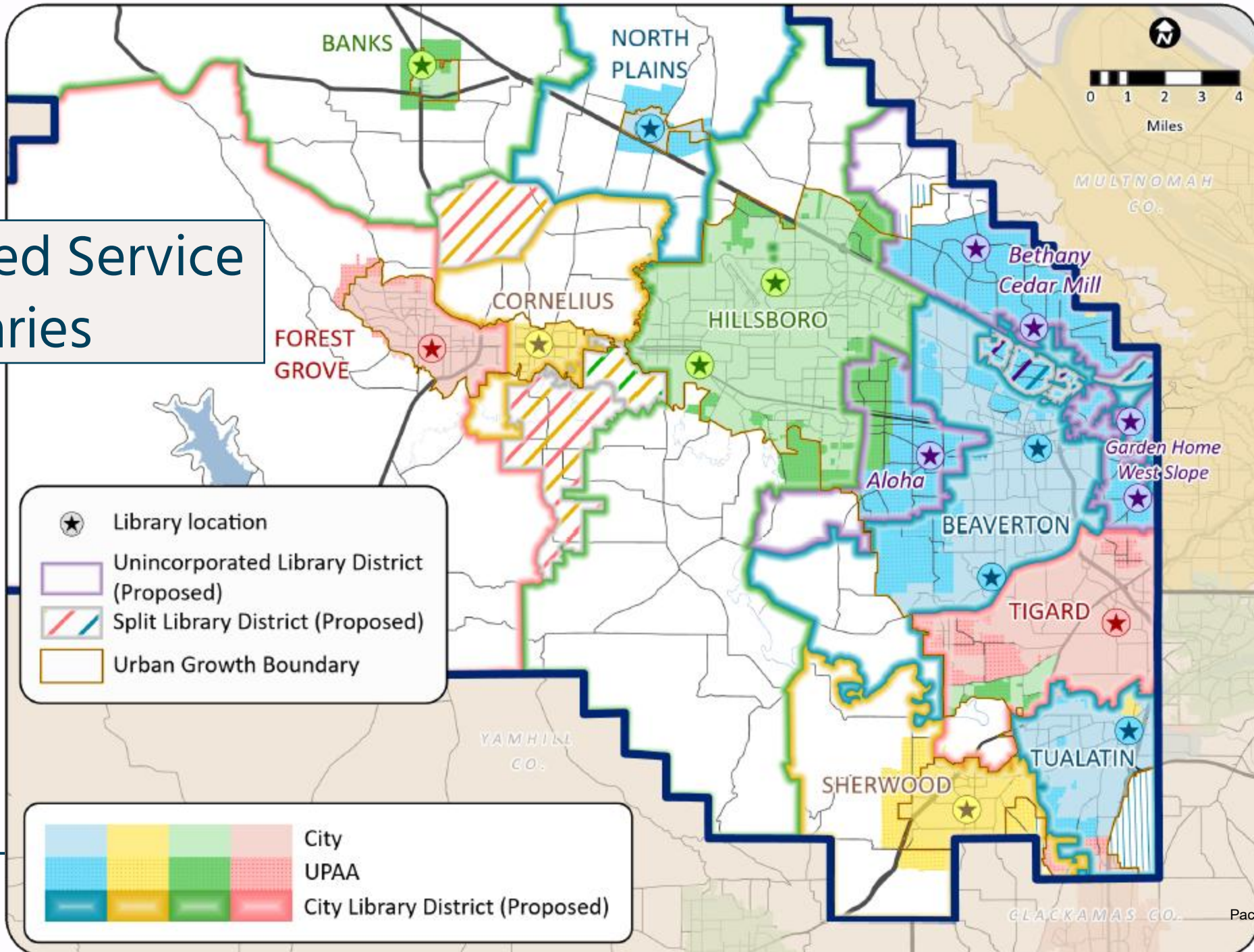
- Establish a common understanding of current service levels and total costs
- Establish base library service levels available for all county residents
- Evaluate and refine partner roles in providing base level service to the community
- Identify options for funding base level library services
- Establish metrics to allocate funding for partners operating libraries



Service Boundary Principles

- See Board work session from [September 23](#) and round table from [October 2](#) for full review
- Service boundaries were drawn by considering:
 - Municipal boundaries
 - Proximity to library location by travel time (data-informed and best practice)
 - Agreement between partners for areas that could be assigned to multiple nearby libraries
 - Resolving small areas where voter precinct “base unit” conflicted with urban planning area agreements (UPAA) at the block level to reflect UPAA and County’s Strategic Plan
- Intergovernmental agreements will include clarity on potential annexations in the future:
 - If a city annexes an area within in their UPAA, the previously unincorporated service population will be allocated to the city. Within a two-year timeframe of the annexation, the annexed area will fully transition to the city for library service. A service transition plan between the non-profit library and the city will be supported by the County.

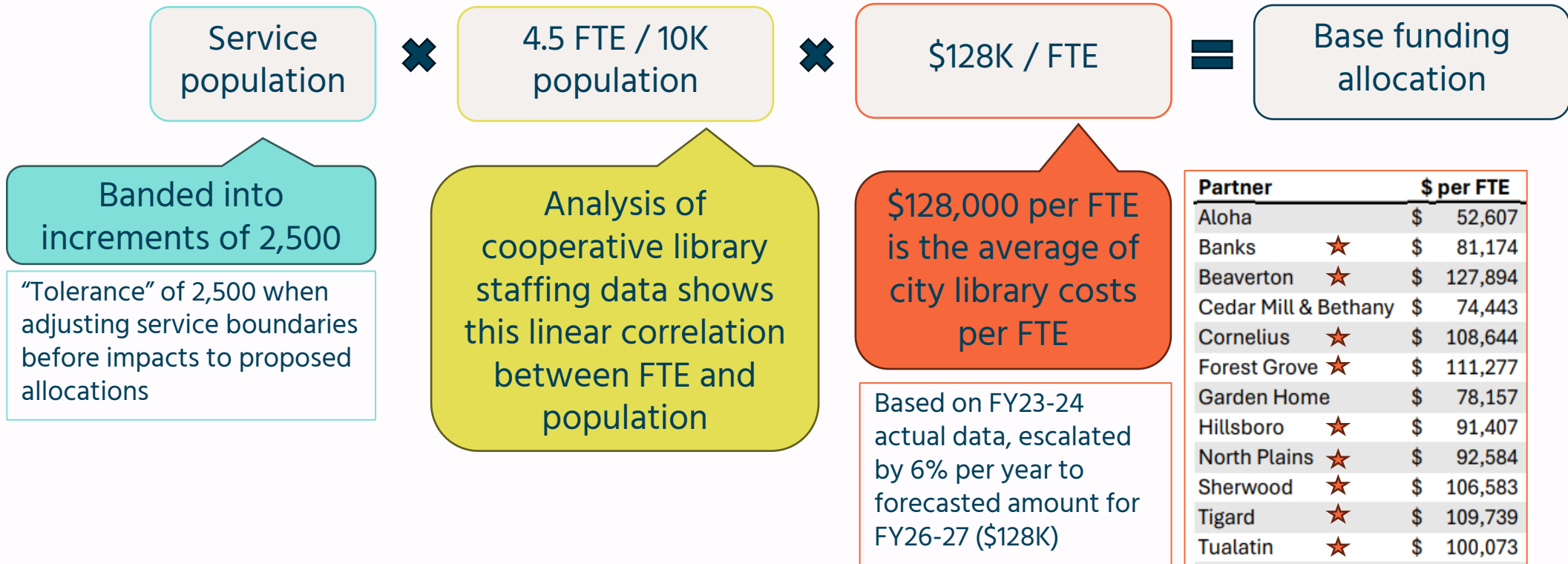
Proposed Service Boundaries



Funding Allocation Methodology Principles

- See Board work session from [September 23](#) and round table from [October 2](#) for full review
- City partners may use funding allocations to offset administrative costs for library operations, if base service levels are met
- Nonprofit partners receive \$18.30 / square foot of leased space to support their facility costs
- Should there be a net percentage increase in revenue from the local option levy and the General Fund transfer, this percentage increase will be distributed to partners. The Board may choose to determine a cap on the percentage increase as part of the forthcoming IGA conversations.
- Should there be a net percentage decrease in revenue from the local option levy and the General Fund transfer, this percentage decrease will be applied to partners.
- A graphic outlining the base methodology follows on next slide

Relationship Between Population and Funding



Partner		\$ per FTE
Aloha		\$ 52,607
Banks	★	\$ 81,174
Beaverton	★	\$ 127,894
Cedar Mill & Bethany		\$ 74,443
Cornelius	★	\$ 108,644
Forest Grove	★	\$ 111,277
Garden Home		\$ 78,157
Hillsboro	★	\$ 91,407
North Plains	★	\$ 92,584
Sherwood	★	\$ 106,583
Tigard	★	\$ 109,739
Tualatin	★	\$ 100,073

★ indicates cities, upon which the average FTE cost is based

Funding Implementation Strategies

- Each partner sees at least a 5% increase on their FY25-26 allocation amount in FY26-27
- 3-month fund balance target for WCCLS to support funding allocations while balancing cash flow considerations and county responsibility for emergencies
- Adjust first year allocations to support sustainable growth in service over time for Aloha and Forest Grove and same rate of percentage increase for all partners across the levy cycle, should revenue be sufficient



Proposed Funding Allocation

Partner	Budgeted FY25-26 Allocation	Staff Proposed FY26-27 Allocation	\$ Increase in Allocation	\$ Increase to Provide Collections	% Increase in Allocation
Aloha	\$ 585,549	\$ 1,581,151	\$ 995,602		170%
Banks	\$ 255,983	\$ 512,000	\$ 256,017		100%
Beaverton	\$ 6,822,021	\$ 7,424,000	\$ 601,979		9%
Cedar Mill + Bethany	\$ 5,045,585	\$ 5,534,315	\$ 488,730		10%
Cornelius	\$ 611,293	\$ 1,088,000	\$ 476,707		78%
Forest Grove	\$ 996,517	\$ 1,231,813	\$ 235,296		24%
Garden Home + West Slope	\$ 1,374,624	\$ 1,689,296	\$ 314,672		23%
Hillsboro	\$ 6,217,317	\$ 6,992,000	\$ 774,683		12%
North Plains	\$ 209,616	\$ 512,000	\$ 302,384		144%
Sherwood	\$ 1,052,254	\$ 1,520,000	\$ 467,746		44%
Tigard	\$ 4,310,668	\$ 4,526,201	\$ 215,533		5%
Tualatin	\$ 1,914,143	\$ 2,009,850	\$ 95,707		5%
WCCLS	\$ 13,124,838	\$ 17,000,000	\$ -	\$ 3,875,162	30%
Total	\$ 42,520,408	\$ 51,620,626	\$ 5,225,056	\$ 3,875,162	21%

This table reflects the allocation methodology and the implementation strategies.

The proposed FY26-27 allocation amount represents each partner's new base of funding for the levy cycle through June 2031.



Centralized Collections

At the [Board's February 4, 2025, work session](#), staff brought the cooperative recommendation to centralize collection management for the cooperative, to support the long-term sustainability and efficiency of library service for our communities.

While this is not an easy transition to undertake, as careful stewards of public resources, this is an important operational shift that will support cooperative efficiency and libraries' ability to keep showing up for the community in the ways that they need.

Funding Allocation & Collections Savings

Partner	Budgeted FY25-26 Allocation	Staff Proposed FY26-27 Allocation	\$ Increase in Allocation	\$ Increase to Provide Collections	% Increase in Allocation
Aloha	\$ 585,549	\$ 1,581,151	\$ 995,602		170%
Banks	\$ 255,983	\$ 512,000	\$ 256,017		100%
Beaverton	\$ 6,822,021	\$ 7,424,000	\$ 601,979		9%
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Total	\$ 42,520,408	\$ 51,620,626	\$ 5,225,056	\$ 3,875,162	21%

FY23-24 Expenditures on Local Collections

\$ 27,750
\$ 9,384
\$ 390,672
\$ 446,709
\$ 56,550
\$ 90,000
\$ 27,692
\$ 625,595
\$ 41,662
\$ 85,743
\$ 329,769
\$ 186,403
\$ -
\$ 2,317,929

Does
not
include
FTE

Action Item

Does the Board wish to adopt the principles of the library service boundaries and funding allocation methodology for WCCLS partner consideration?

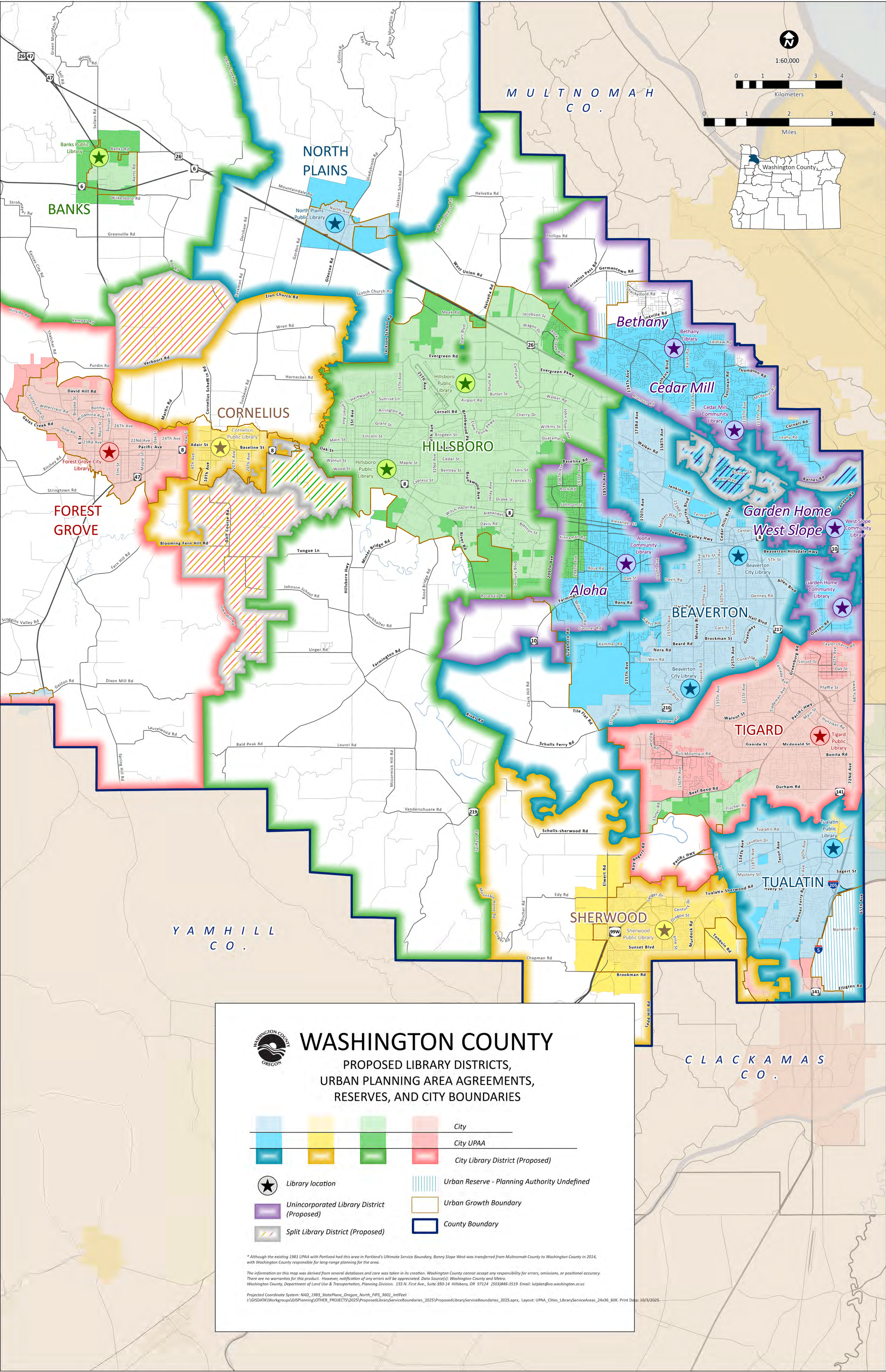
Should your Board adopt these principles, staff will bring these principles to our nine city and 3 nonprofit partners for consideration and will return to your Board with the cooperative recommendation.

Thank You!

wccls.org



Washington County
Cooperative Library Services



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Freedom to read month

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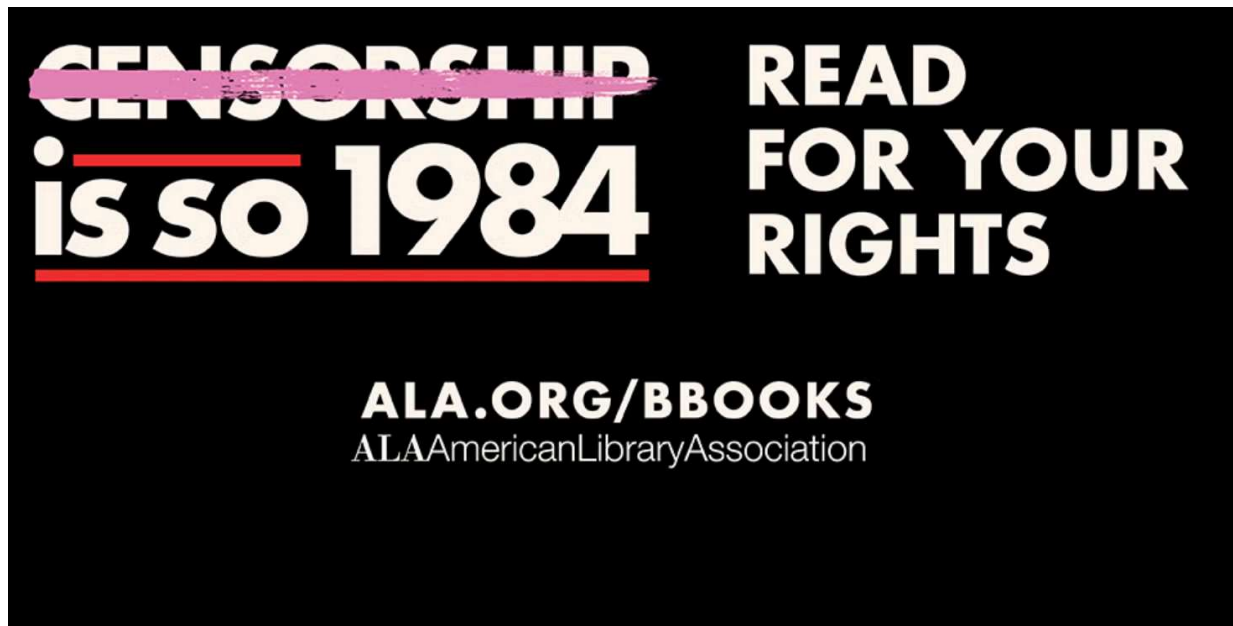
You're invited to celebrate the right to read. [Banned Books Week \(October 5-11\)](#), an initiative of American Library Association since 1982, reminds us of the dangers of censorship and inspires readers to explore challenged material. This year's theme is "Censorship Is So 1984. Read for Your Rights." Visit us throughout the month for free swag, the 2024 Book Report, browse displays, and more. On Thursday, October 9, join us for [Handwriting the Constitution](#), where you can grab a pen and get reacquainted with our nation's founding document. [Learn more and get involved.](#)

**"We must uplift storytellers,
because stories unite us.**

We must listen with open hearts and open minds. We must
champion all who help others' voices be heard. We must
defend our freedom to read."



The Book Report: Titles Targeted for Censorship 2024
American Library Association





22560 SW Pine St
Sherwood, OR
97140
(503) 625-5522
Fax (503) 625-5524

Job Opportunities

Find a service

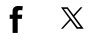
Government

Departments

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Events Calendar

Home > Events > Handwriting The Constitution

◀ [All Events](#)

Handwriting the Constitution

Thursday, October 9, 2025
4:00 pm - 6:00 pm

📅 [Add to Calendar](#)



Grab a pen and get reacquainted with our nation’s founding document! Everyone is welcome to drop in to this quiet gathering to handwrite a portion of the constitution and contemplate the meaning. Supplies will be provided, or bring your own. Optionally contribute your handwritten piece to a library display. Mini U.S. Constitution booklets provided, while supplies last. Handwriting the Constitution is a project started by Morgan O’Hara.



[All Events](#)

Banned Books Week 2025

Sunday, October 5, 2025

[Add to Calendar](#)



Banned Books Week is an annual event from American Library Association celebrating the freedom to read and highlighting the value of free and open access to information. The theme this year is "Censorship is so 1984." Stop by Sherwood Public Library to browse our display and pick up Freedom to Read swag.

In 2024, the American Library Association (ALA) Office of Intellectual Freedom (OIF) documented 821 demands to censor library books and resources. In these cases, 2,452 unique titles were challenged. The number of titles targeted for censorship actually decreased in 2024 compared to 2023, when 1,247 demands to censor library books and resources were attempted and 4,240 unique titles were targeted for removal from schools and libraries.

OIF shared key trends that emerged from this data. Read more at [ALA's Book Ban Data](#) page.

Public libraries affirm the right and responsibility of parents to guide their children's library use, and the right of Americans to choose their own reading material.

Learn more:

- Understand the difference between a book challenge and a banned book with this [FAQ from ALA](#).
- [Visit Sherwood Public Library](#) during Banned Books Week and exercise your right to read. Look for displays with more information about books that have been banned in other libraries.
- Parents and caregivers, here are some **age-appropriate ways to talk about Banned Books Week** with children:
 - From [Scholastic Books](#)
 - From [Common Sense Media](#)
 - Teen voices on banned books, from [The New York Times](#).
- Are you a student researching a report on banned books? The [Oregon Library Association Intellectual Freedom Committee](#) has made this resource just for you.
- See [infographics from ALA](#) about the challenges reported in 2024.
- Read about the [10 most challenged titles from 2024](#) from across the country.
- [Book Résumés](#) detail a book's significance and educational value and are easy to share with administrators, book review committees, elected officials, and board members.
- Read about how we create our local Sherwood Public Library collection of over 55,000 items for this diverse community in our [Collection Development Policy](#).
- Get involved. [Unite Against Books Bans](#) is a national initiative to empower readers everywhere to stand together in the fight against censorship. [Find more ideas from ALA about getting involved here](#).

Click below for a digital version of ALA's annual Book Report, covering titles targeted for censorship in 2024.

- [The Book Report – 2024](#)