



Home of the Tualatin River National Wildlife Refuge

LIBRARY ADVISORY BOARD MEETING PACKET

FOR

Wednesday, February 18, 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, February 18, 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** (Doman Calkins, in absence of Chair & Vice Chair)
Board members / City Councilor Liaison / Staff
3. **ADJUSTMENTS TO AGENDA** (Doman Calkins)
4. **APPROVAL OF MINUTES** (Doman Calkins)
[January 21, 2026, draft minutes](#)
5. **CITIZEN COMMENTS** (Doman Calkins)
6. **OLD BUSINESS**—6:45 p.m.
 - A. City Council goals (Council goal setting work session was January 24, 2026, [minutes](#) & [video](#)), especially as they pertain to the library and LAB (Standke & Doman Calkins)
 - B. Update on WCCLS IGA revisions (Doman Calkins)
 - C. Connections Report for 2025 (Doman Calkins)
 - D. Sherwood Library Foundation updates (Diers)
7. **NEW BUSINESS**—7:05 p.m.
 - A. Meeting Room policy—introduction to process (Doman Calkins)
 - B. Patron feedback / complaints / service stories (Doman Calkins)
 - C. Community Engagement / Outreach—ideas for scaling up / convening / survey—intro to topics to go into more in March. (Doman Calkins)
 - D. Needs Assessment for LAB, a project proposal—(Gerhard)
8. **COUNCIL LIAISON REPORT**—7:50 p.m. (Councilor Standke)
9. **REVIEW OF ACTION ITEMS & NEXT MEETING:** March 18, 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.



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MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, January 21, 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 6:31 p.m. by Chair, Sean Garland.

2. ROLL CALL

Board Members Present: Sean Garland (Chair), Maggi Gerhard (attended virtually), Annalise Ellis (High School Rep.), Deb Diers, Tracey Enright, Fritz Kaliszewski (Rural Rep), Marilee Ratliff Ponangi.

Absent: Brie Scrivner, Colleen Carroll

City Council Liaison— Councilor Dan Standke

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

3. ADJUSTMENTS TO AGENDA—

The Connections Report for 2025 will be a progress report.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the November 19, 2025, minutes. Fritz Kaliszewski seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

6. OLD BUSINESS

A. Recap of joint meeting of Board/Commission chairs with City Council

Chair Garland attended the joint meeting of Board & Commission chairs with City Council in December. Garland said the library goals were well received by the group and clearly reflected the Council goals. Councilor Dan Standke was also in attendance and said Chair Garland was very well prepared and did a great job representing the Library Advisory Board.

B. Levy votes results – Sherwood precincts

Doman Calkins shared a series of graphs and maps comparing countywide voting patterns to local voting across the library's service area for WCCLS levy elections. Compared with voters countywide, Sherwood voters show slightly less support for WCCLS levies. Doman Calkins shared precinct specific information, the two precincts closest to the library show the greatest support for the levies while those further away show less support.

C. Library updates

Doman Calkins gave the following updates:

- The library is celebrating 20 years in the current building throughout the month of January. On Saturday, January 24th the library will be hosting a Dragons Love Tacos character party. On Thursday, January 15th the library hosted the Renaissance Singers. The Renaissance Singers also performed at the library's grand opening in 2006.
- Approximately 280 students were registered for a library card this year via the Student Card program which provides students the opportunity to register for a WCCLS student library card at the beginning of the school year. This is the second year this program has been offered in Sherwood.
- WCCLS will be celebrating 50 years in 2026. More to come on celebration plans.
- Work continues on the WCCLS Centralization Project. The consultant contract was awarded to ARC Specialists. They worked with WCCLS on a statement of work and the Board of County Commissioners voted to move forward with a contract.
- The library will be participating in One Book One Coast which is an "everybody reads" type of program along the entire west coast, organized by LA County Library. The featured book is *They Called Us Enemy* by George Takei. Our Friends group are funding giveaway copies for two book group meetings (20 copies) and for the general public (25 copies). George Takei will give an author talk for the program in May that the library will be able to livestream. *They Called Us Enemy* is considered appropriate for young adult and adult readers. Promotion will begin in late February / early March.

A question was raised about the recent closing of Baker and Taylor and how this closure affects the library. The library purchases the majority of materials for the collection from Ingram, a Baker and Taylor competitor that is now inundated with new clients due to the closure. Materials are now taking longer to arrive at the library, however, Ingram has given assurances that these delays are temporary and will ease once they onboard and train additional staff.

D. Sherwood Library Foundation updates

Diers provided the following Foundation updates:

- The Foundation received approximately \$600 from gift wrapping at The Sherwood Bookstore during the holiday season.
- The IQ Credit Union contest has concluded, and the Foundation was awarded \$1,000. A Sherwood Library Foundation display is currently on view at IQ Credit Union, featuring library memorabilia and information about the Foundation and the study pod. The display will remain through the end of January.
- The cost of the meeting pod has increased 7% and the estimated cost is now \$32,000. The goal remains for the project to be fully funded by April.
- Diers is collaborating with other WCCLS library foundations and Friends groups to form a network for mutual support and idea-sharing.
- The Foundation received a grant from the Network of National Libraries of Medicine (NNLM) that funded adaptive equipment and software that will be available for use with the meeting pod and at two existing public computer stations at the library. Promotion will begin in the spring.

7. New Business

A. Connections Report for 2025

Doman Calkins is working on the Connections Report for 2025 and will be presenting the report at the February meeting.

B. Topics for 2026

Doman Calkins reviewed the meetings and tentative agenda items document for 2026, which is a living document outlining meetings agenda items. The document was updated to include topics specific to the coming year, while other standing topics were retained.

Doman Calkins revisited the idea of organizing a “gathering of the groups” which would include the Foundation, Friends, Library Advisory Board, and possibly the Teen Volunteer Club (formerly the Teen Library Advisory Board). The purpose of gathering these groups is to improve collaboration and understanding between the different library-related organizations. The group agreed to investigate the feasibility of such an event and will begin by reaching out to the Friends group to gauge interest.

The group discussed what library advisory board members can do in-between meetings to support the library. Councilor Standke suggested focusing on community engagement, which is a stated Council goal. Tracey Enright volunteered to be involved in this group. Doman Calkins discussed the possibility of forming a sub-committee to help with policy review. Maggi Gerhard volunteered to work on policies. Doman Calkins will coordinate with each.

8. Council Liaison Report

Councilor Standke provided the following updates:

- The annual Council goal-setting meeting will be on Saturday, January 24th.
- Ballot Measure 34-347 and Ballot Measure 34-348 amending the Sherwood City Charter both passed during the special emergency election held on January 13th.
- Council held a work session on January 20th in which a public option levy for the City was considered. Council is also considering a fee on utility bills. Options are being considered to help the City’s General Fund, which includes Police, Library, Public Works, and other departments.
- The Traffic Safety Committee and Council have received many complaints from citizens about drivers not obeying school crossing guards near Archer Glen. The City is considering implementing a portable red light ticketing system to help change driver behavior in school zones.
- The City’s Wi-Fi login text box can be customized to include library information. Doman Calkins will confer with staff about suggestions.

9. Adjourn

Chair Garland adjourned the meeting at 8:06pm. The next meeting will be held on February 18, 2026, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

_____ Date

_____ Chair or transcriptionist Signature



2025 Connections Report

We are grateful for the rich network of community and national support to make our library even better. Sherwood Public Library (SPL) engages in six levels of partnerships with 44 total local, regional and national groups. These connections help us to provide high-quality services both within and outside the library walls.

Funding through partnerships is forecast at nearly \$1,664,000 this year—not including support that can't be measured in dollars.

The levels of partnerships are:

- [Core Funding Partners](#)
- [Support Funding Partners](#)
- [Service & Outreach Partners](#)
- [Initiatives Partners](#)
- [Donating Partners](#)

Core Funding Partners

SPL is a member library of Washington County Cooperative Library Services (WCCLS) and a department of the City of Sherwood. Our funding is primarily from these two agencies.

Total Core Funding this year is forecast as \$1,596,923.

1. [Washington County Cooperative Library Services](#)—Sherwood Public Library is one of 12 member libraries of WCCLS and a founding member since 1976. WCCLS funds 65.8% of SPL'S local operating budget for FY25-26. Intergovernmental agreements exist between the City of Sherwood, all member libraries, and WCCLS. Total FY25-26 direct support to us is \$1,056,478. WCCLS funding comes from the County's general fund and a local option levy for countywide library services.

Additionally:

- Sherwood patrons can access over 1.5 million items from the cooperative, e-books, downloadable audiobooks, streaming movies, electronic resources, and books by mail.

- WCCLS funded giveaway books to distribute offsite during summer reading, through the Library Foundation of Washington County.
 - We have local representatives on WCCLS Executive Board and Policy Group to advise on policies and budget, and subject matter expert groups to foster countywide collaboration. This year the groups are working with WCCLS and Merina + Co consultants on a Funding and Governance Evaluation Project.
 - WCCLS patrons are eligible for free library cards at Clackamas County, Multnomah County, and Fort Vancouver Libraries through the MIX agreement and at any Oregon libraries participating in the Oregon Library Passport Program, including at Newberg and McMinnville.
2. [City of Sherwood](#)—SPL is part of the Community Services Division of the city and receives 33.7% of our funding from the city this FY, not including administrative overhead. Total FY25-26 direct support is forecast as \$540,445. Additionally:
- City Council adopts the City’s budget, which includes the Library’s budget. The City’s Budget Committee reviews and approves the budget before Council adopts it.
 - The City provides facilities, IT, utilities, HR, payroll, administrative and legal support, parks and shelters for outdoor events.
 - Sherwood Police Department responds to incidents and provides safety training.
 - Library staff coordinate the City of Sherwood Library Advisory Board meetings to review policies, strategic planning, facility master planning, and assessments.
 - Library staff assist with public access to City information, general City Hall customer service, and directions in English and Spanish.
 - Library staff participate in the City’s Safety Committee, records retention, and promote City events.
 - Sherwood Senior Center staff provided trainings and reciprocal referral services.
 - Sherwood Center for the Arts staff and Cultural Arts Commission curated exhibits in the library display case for Diwali and Lunar New Year.
 - A joint Tigard/Tualatin/Sherwood Homelessness Coordinator provides trainings, outreach, and referral services.

Support Funding Partners

Provided financial support to enhance library services in significant ways. **Total Funding Partner support: \$43,492**

1. [Friends of Sherwood Public Library](#)—Support, supplemental program funding, advocacy. Support this year: \$9175, including Powell’s Books credit from book sales.
2. [State Library of Oregon](#)—Ready-to-Read grant for Summer Reading. Total grant: \$4,317. The State Library also funds some library training opportunities, access to electronic resources and professional collections, and consulting services.
3. [Sherwood Library Foundation](#)—A newly established 501(c)(3) nonprofit to complement public funding with private donations. SHELF is focusing on a funding campaign to purchase and install a freestanding study pod in the library. As of late 2025, SHELF has fundraised nearly \$30,000 toward the pod.

Service & Outreach Partners

Helped us expand our offerings and our reach while building a stronger community.

1. [Sherwood School District](#)
 - In a partnership with SSD and WCCLS, now in our 2nd year, we issued nearly 300 new WCCLS Student Cards to students whose parent/guardians opted them in.
 - Librarian-led outreach at Sherwood High School and Sherwood Middle School lunches.
 - SHARE Center staff table at Bilingual Storytime in the Park.
 - Library staff present the annual Books & Bricks Winter Reading Program in partnership with elementary schools.
 - Library staff provide interactive tours for various classes.
 - Sherwood High School student rep on the Library Advisory Board.
 - Library staff mentored an SHS student intern who created a sensory-friendly video tour for children.
 - Students volunteer at Teen Volunteer Club at SPL, helping with library projects.
 - The Library was a drop-off location for SHARE Center holiday gifts and needs drive and the back-to-school backpack drive.
 - Students create monthly bulletin boards displays in the kid’s area.
 - Key Club students volunteer at library events.
 - SSD promotes our summer reading program and library card registration.

2. [Sherwood Regional Family YMCA](#)
 - Provided physical activities and games at Bilingual Storytime in the Park.
 - Library staff participate at outreach events.
 - Library staff drop off summer reading books at the YMCA.
3. [Robin Hood Festival Association](#)
 - The Library coordinates a Miniature Castle Making Contest and displays during festival month. RHFA promotes library events and directs traffic to us. Maid Marions help with voting.
 - Maid Marians read favorite books at a storytime, lead songs, and help with other activities.
4. [Helping Hands](#)—Provided lunches at storytimes in the park, distribute library newsletters, receives food donations during library’s annual Food Drive.
5. [Mission:Citizen](#)—Volunteers present citizenship class series at the Library.
6. [AmeriCorps](#)-- A partnership between WCCLS, Washington County, and AmeriCorp has led to a Digital Navigator this year. The DN visits Sherwood 3-4 times a month.
7. [MudPuddles Toys & Books](#)—Bilingual Storytimes in the Park activity table and support.
8. [P.A.W. Prints](#)—Bilingual Storytimes in the Park activity table.
9. [Portland Area Canine Therapy Teams](#)—Volunteer service dogs handlers bring their dogs to Read to the Dogs.
10. [Community Chess](#)—Volunteers provide a monthly drop-in chess program at the library.
11. [Sherwood Historical Society](#)—The Library archives local printed newspapers donated by the Sherwood Historical Society. Reciprocal referral services.
12. [Sherwood Chamber of Commerce](#)—Chamber provides Sherwood tourism information and promotes the library as a community resource. The Library Manager was nominated for Citizen of the Year in 2025.
13. [Active Media Publishing Group](#)—Marketing for library events and activities.
14. [Washington County Severe Weather Shelter](#)—The Library is an information site and has extended hours as a warming and cooling location.
15. [Washington County Department of Disability, Aging, and Veteran Services](#)—provides social service referral information.
16. [St. Francis Catholic Church & School](#)—Recipient of food collected during the Library’s Food Drive. Library staff provide presentations and tours to classrooms.
17. [Old Town Sherwood](#)—The Library participates in the Halloween event
18. [Willowbrook Food Pantry](#)—Recipient of Library’s Food Drive.

19. [Tualatin Valley Creates](#)—Marketing for cultural and creative events and opportunities.
20. [Explore Tualatin Valley Oregon](#)—Provides local tourism information.
21. [Washington County Community Development](#)—The library hosts a display for Community Development week to highlight Community Development Block Grant-funded projects in Sherwood.
22. [MED-Project Medication Education & Disposal](#)—The Library is a site for pickup of free mailers to safely mail back unused medications (restrictions apply).
23. [Dirkse Counseling and Consulting](#)—The Library provided a job shadow opportunity.
24. [Sherwood Bookstore](#)—Collaborative thought partner on readers advisory, reading-related activities, and future joint-programming and grant-writing.

Initiatives Partners

Helped us align our work with the best practices of the library profession.

1. [Oregon Library Association](#)—We use the OLA Public Library Standards to measure and evaluate our library services, facility, governance, and engagement. Our Library Youth Services Librarian II is the recent past Chair of the Children’s Services Division. Library staff attend the annual Oregon Library Association conference. We’ve been able to have two librarians participate in the Leadership Institute of OLA (LIOLA).
2. [American Library Association](#):
 - National Library Week—A week-long campaign to highlight what libraries do.
 - Pride Book Month—An initiative of the ALA Office for Diversity, Literacy and Outreach Services, as well as the ALA Rainbow Round Table.
 - Banned Books Week—A campaign to raise awareness of censorship and the freedom to read.
 - Provide professional resources for policy development, intellectual freedom, and best practices.
3. [Public Library Association](#)—We use DigitalLearn resources for classes and Project Outcome to measure the impact of our programs, as well as participate in trainings and use many PLA research resources.
4. **Edge 360 Assessment**—Measures public-facing technology services and programs and allows for customized action plans.
5. **Federal Government**—Government forms distribution site, including US Tax Forms. We promote and use Census data.

6. **National Poetry Month**—The largest literary celebration in the world. We celebrated with our tenth annual “6 Word Story”.
7. [**Dolly Parton’s Imagination Library**](#)—Sherwood families are now eligible for participating in the Dolly Parton’s Imagination Library free books deliveries for children ages 0-5.
8. [**United for Libraries**](#)—National Friends of Library Week celebration. Online trainings for Library Advisory Board and Foundation development

Donating Partners

These additional donations enrich our programming, events, and library. **This year we received donated support valued at \$23,088.**

1. [**Active Media Publishing Group**](#)—Donates and designs full-color, full-page promotional advertising in their monthly circular, Community Advantage, mailed to all Sherwood households, valued at \$8988.
2. [**Early Learning Washington County & United Way of the Columbia-Willamette**](#)—The library distributed 80 donated early literacy STEM kits to local families. Valued at \$8000.
3. [**Al’s Garden & Home**](#)—Donated seed packets for our seed library, valued at \$2400.
4. [**Helping Hands**](#)—Donated lunches for Storytime in the Park, valued at \$1100.
5. [**The Springs at Sherwood**](#)—Donated a lightly used Merlin Magnifier, valued at \$1000.
6. [**Robin Hood Garden Club**](#)—Monthly floral arrangements, valued at \$600.
7. [**Rotary Club of Sherwood**](#)—Donated \$500 for Summer Reading and Winter Reading prizes.
8. **Rainbow Rebekah Lodge 212**—Donated \$500 to support Summer Reading book giveaways.

Submitted by Adrienne Doman Calkins, Library Manager

Needs Assessment

Library Advisory Board



What is a Needs Assessment?

A systematic process used to identify, analyze, and prioritize gaps between an organization's or community's current state and desired future state.

Why?



Grad School

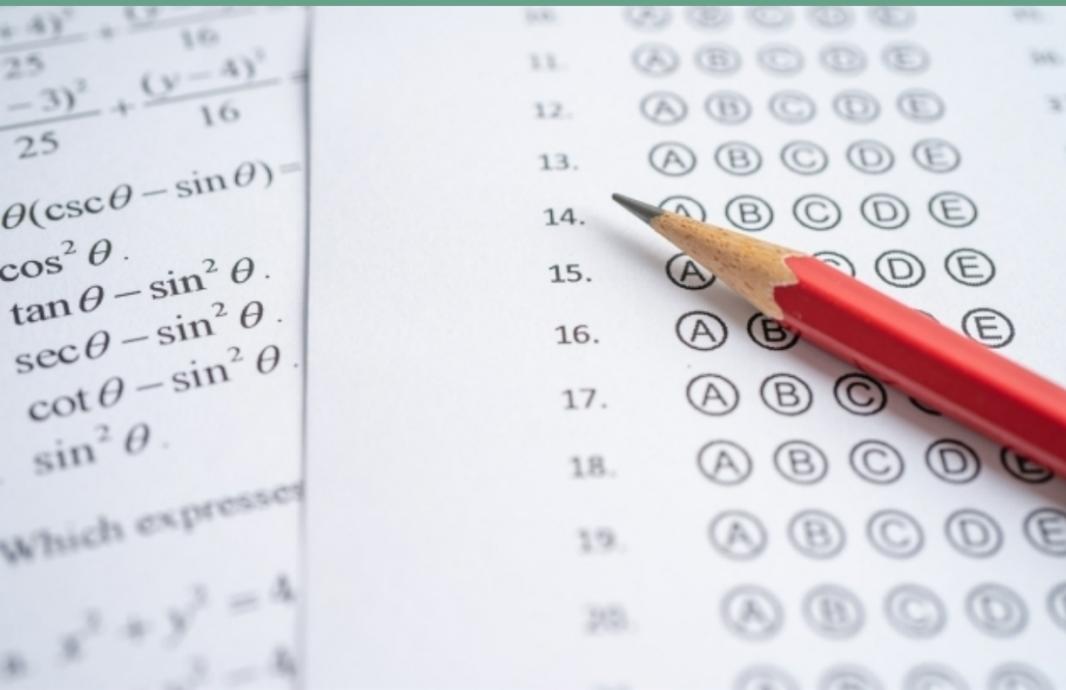


Knowledge sharing



Growth

What is the Ask?



Survey



Open-ended questions



10 Minutes

When?

February 25th

One week

What happens with results?



Collect

Collect via online survey tool with Likert scale and open-ended questions



Analyze

Needs assessor will analyze the data and prepare summary findings



Review

Collaborate with the Library Manager and SME to review data and findings for agreement and transparency.



Share

Present findings at LAB meeting March 18th



Questions?

Thank you!