



Home of the Tualatin River National Wildlife Refuge

LIBRARY ADVISORY BOARD MEETING PACKET

FOR

Wednesday, January 21, 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, January 21, 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** (Garland)
Board members / City Council Liaison / Staff
3. **ADJUSTMENTS TO AGENDA** (Garland)
4. **APPROVAL OF MINUTES** (Garland)
November 19, 2025 (pending)
5. **CITIZEN COMMENTS** (Doman Calkins)
6. **OLD BUSINESS**—6:45 p.m.
 - A. Recap of joint meeting of Board/Commission chairs with City Council (Garland)
 - B. Levy votes results—Sherwood precincts (Doman Calkins)
 - C. Library updates—20 years in the building; WCCLS updates, One Book, One Coast (Doman Calkins)
 - D. Sherwood Library Foundation updates (Diers)
7. **NEW BUSINESS**—7:25 p.m. (Doman Calkins)
 - A. Connections Report for 2025
 - B. Topics for 2026
8. **COUNCIL LIAISON REPORT**—7:50 p.m. (Councilor Standke)
9. **NEXT MEETING:** February 19, 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.



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, November 19, 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, attended virtually), Maggi Gerhard (attended virtually), Brie Scrivner, Annalise Ellis (High School Rep.), Deb Diers, Tracey Enright, Colleen Carroll (attended virtually)

Absent: Fritz Kaliszewski (Rural Rep), Marilee Ratliff Ponangi.

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 October 14, 2025, minutes. Tracey Enright seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

6. OLD BUSINESS

A. Levy passes

Adrienne Doman Calkins said the levy passed with 59% voter approval. Voter turnout was 39%. The Public Safety Levy also passed with voters approving an increase. Next steps for the library budget will be determined during the supplemental budget process.

B. WCCLS centralized collection management updates

Doman Calkins said a consultant firm has been chosen for the WCCLS centralization project and a contract is pending. Doman Calkins served on the scoring panel during the consultant selection process. The consultants will develop a site profile for each member library, during which they will be accepting feedback from the libraries. Full implementation of this project is expected to be in 2027.

C. Foundation updates

Diers gave the following updates:

- The study pod is about 80% funded.

- The Foundation applied for a grant that, if awarded, will allow for the purchase of adaptive technology to be used with the study pod.
- The winners of the IQ Credit Union contest will be announced next week. The contest will award the Foundation a guaranteed \$1,000, and potentially \$3,000 if the Foundation is the contest winner.
- Foundation members will be offering free gift wrapping at the Sherwood Bookstore on weekends beginning the day after Thanksgiving through December. While this service allows for donations to be accepted, it also promotes the Foundation to the community.
- Diers, Enright, and Doman Calkins met with the Forest Grove Library Foundation to learn about their fundraising tactics and projects.

D. Finalize accomplishments & goals for joint meeting of Board/Commission Chairs with Council

The group discussed the upcoming joint meeting of Board/Commission Chairs and City Council that will be held on December 2, 2025. General consensus was to focus on highlighting Board goals that most closely align with the stated goals of City Council. Goals for next year include:

- Continue advising the library via policy work.
- Support the library's citizen engagement efforts via outreach, networking events, and strategic planning.
- Support the library's fiscal responsibility as the new levy cycle begins.

E. Decide on December meeting. Previous recommendation was to cancel if the levy passes

The group decided to cancel the December meeting. The next meeting will be held on January 21, 2026, at 6:30pm.

7. New Business

A. Quarterly stats review

Doman Calkins reviewed the quarterly statistics report and discussed changes in library usage patterns. Doman Calkins noted that the reduction in hours from 60 to 53 per week that began in July with budget cuts has led to a corresponding decrease in physical checkouts and door counts, though digital checkouts remain steady. The group discussed the need for patron education regarding digital collection costs, ideas included email blasts, short/concise social media posts, signage in the library, information printed on checkout receipts, and including information on costs in the monthly library newsletter.

The group discussed the 8-11% decline in door counts during July and August and inquired if the library sees an increased usage during finals week. Anecdotally staff does see an increase during finals week, but there isn't a methodology to count student use of the library. It was suggested to include a question for students on the next community survey.

8. Council Liaison Report

Councilor Dan Standke provide the following updates:

- The annual tree lighting will once again happen in December on Saturday, December 6.
- In response to the recent (potential) reduction in SNAP benefits, the City partnered with the YMCA food bank and provided information on how to access all local food banks on social media.
- The City is providing utility billing assistance.
- The City is holding a special election in January 2026, for charter amendments regarding home rule and noticing of land use changes.
- There has been an increased ICE presence in Sherwood and community members have been arrested in Sherwood. The Sherwood Police Department is asking citizens to report ICE presence to them.
- PIRC (Portland Immigrants Rights Coalition) is a local network assisting those who have been taken by ICE in Washington County and their families.

A question was raised about the difference between a work session and a city council meeting. Councilor Standke explained that a work session is intended for idea crafting rather than public comment, whereas a city council meeting is intended to provide a forum for public engagement.

9. Adjourn

Chair Garland adjourned the meeting at 8:06pm. The next meeting will be January 21, 2025, at 6:30pm.

Minutes submitted by Crystal Garcia.

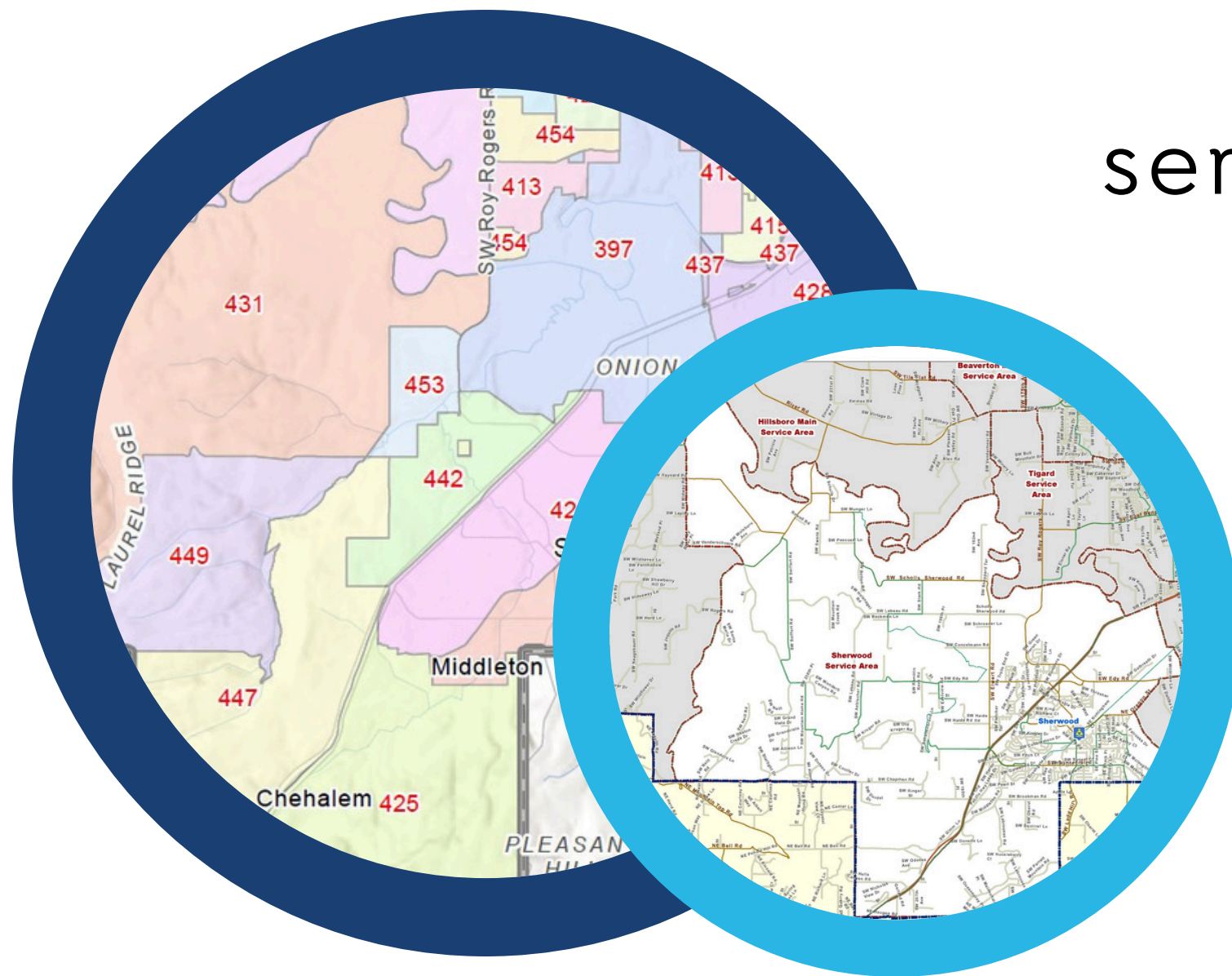
Approved on

Date

Chair or transcriptionist Signature

Sherwood Voting on Libraries 2002–2025

Comparing countywide voting patterns
to local voting across Sherwood's
service area for WCCLS levy elections.



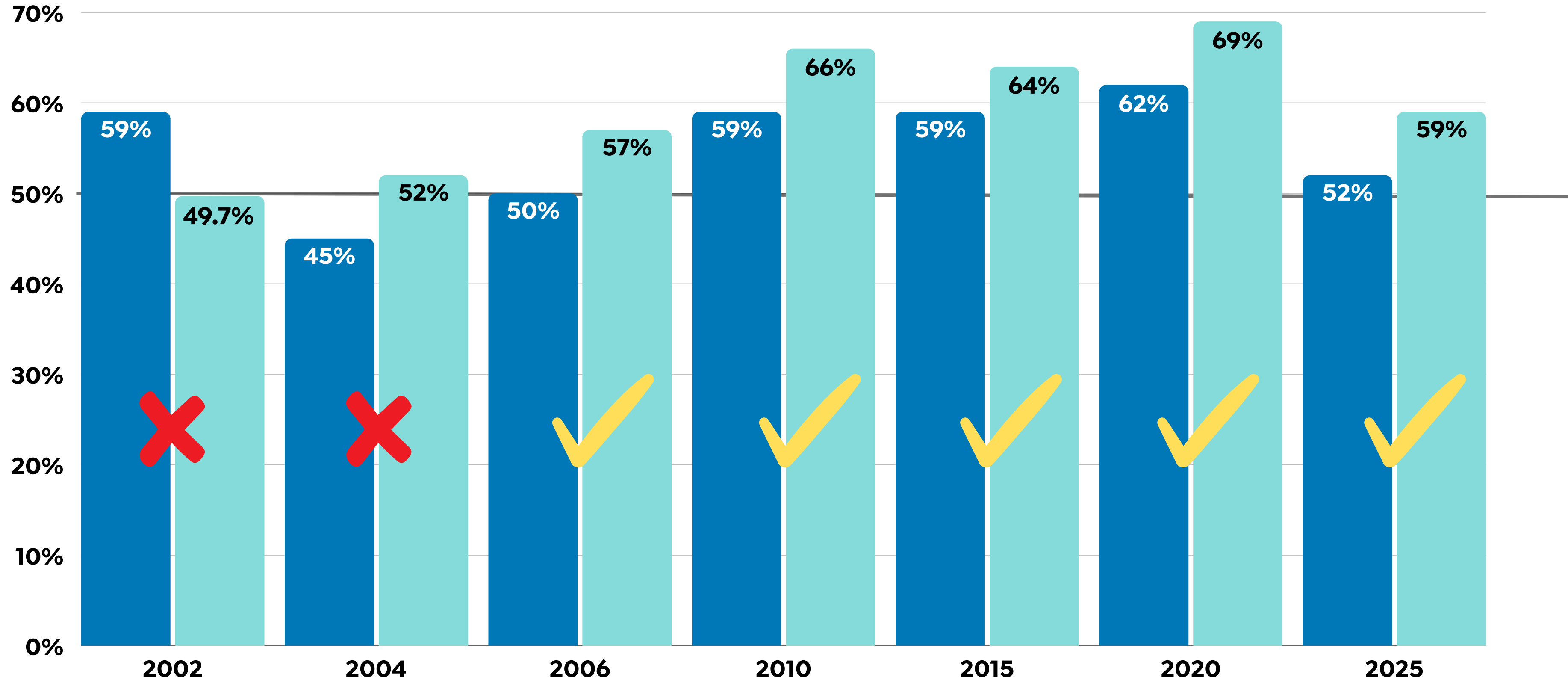
SHERWOOD
PUBLIC LIBRARY



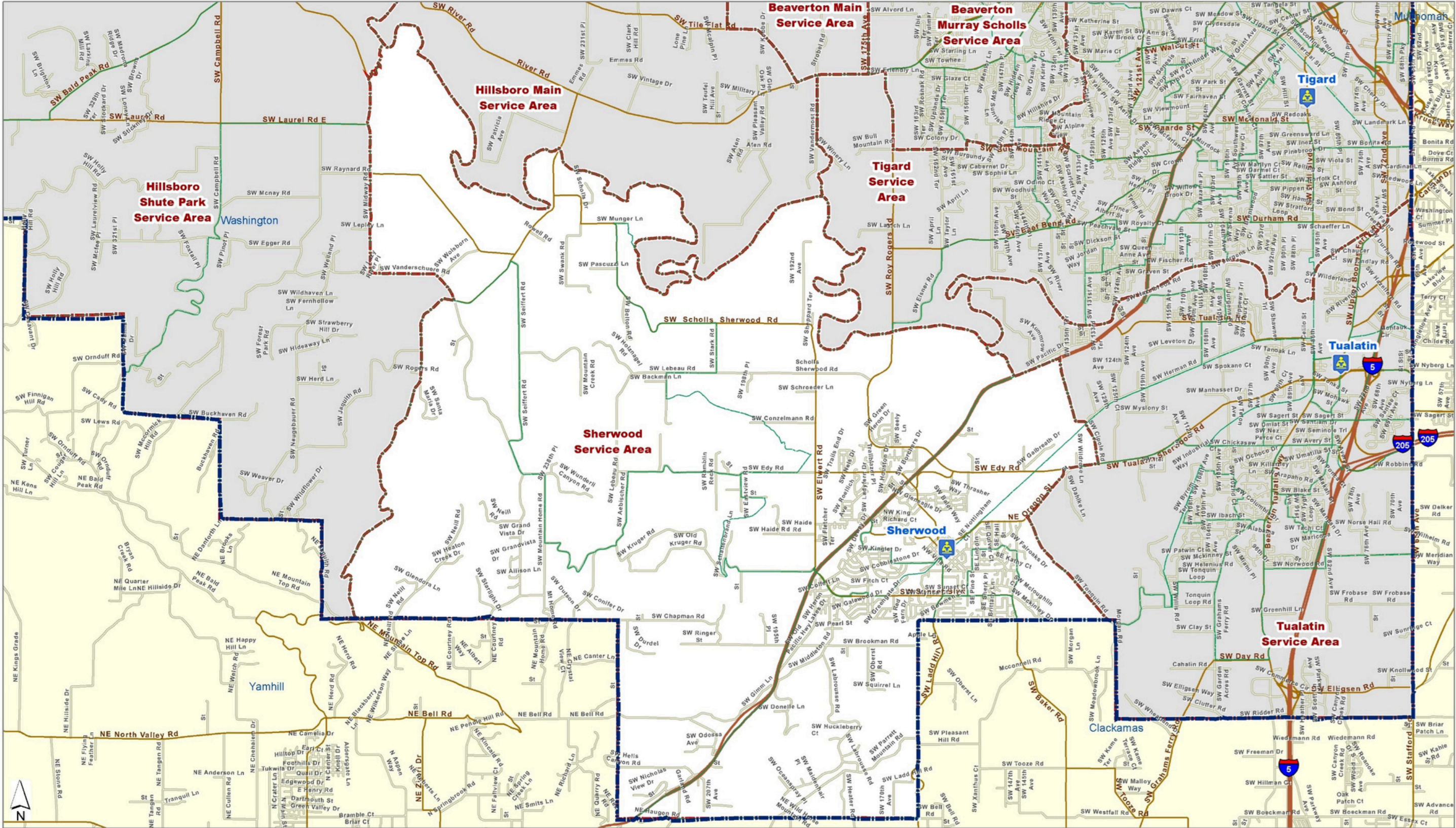
Washington County
Cooperative Library Services

Voter Support for WCCLS levies

● Sherwood ● Countywide



Sherwood Public Library's Current Service Area



Sherwood Service Area

Washington County Cooperative Library Services

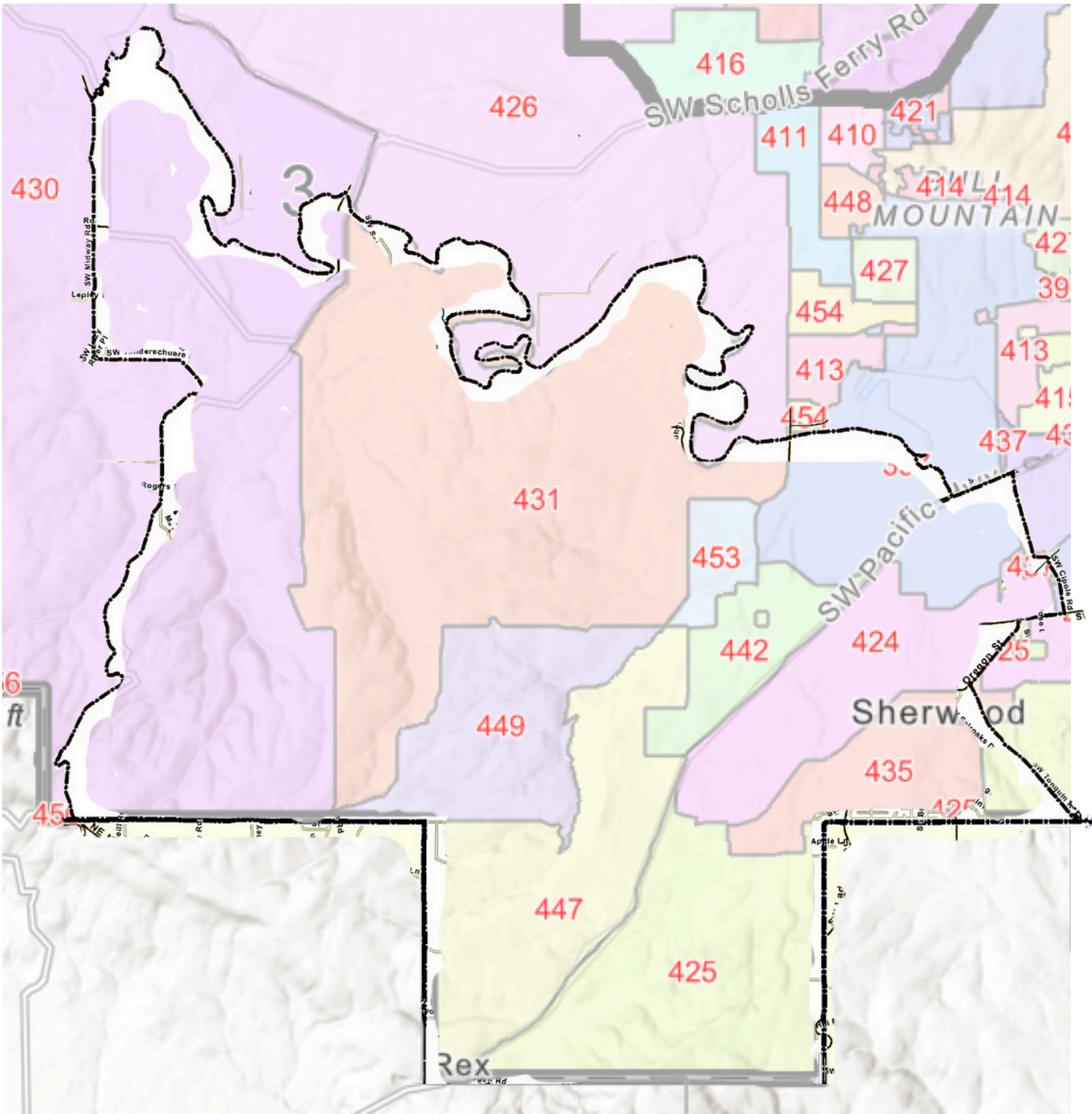
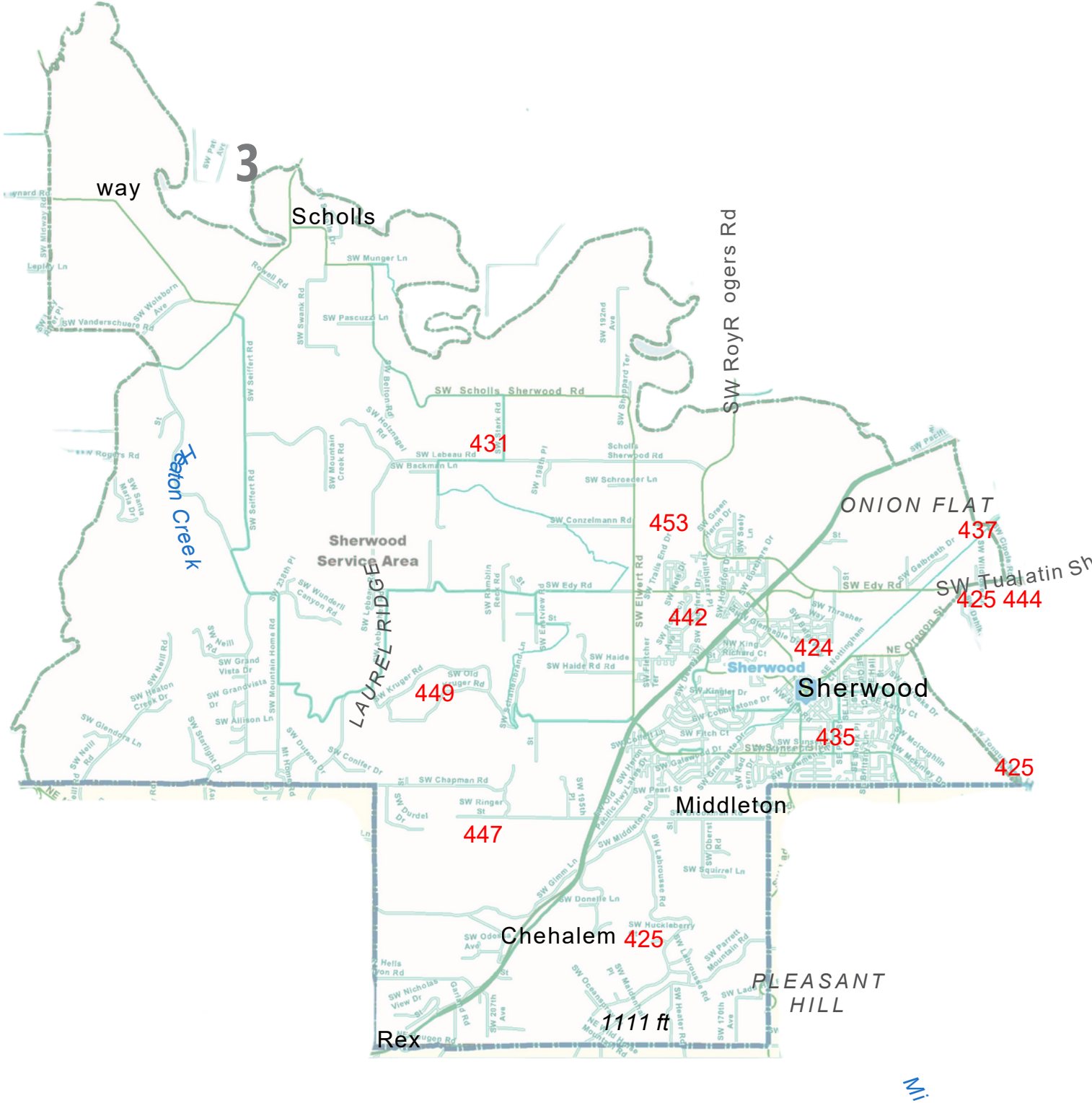
 Library Outlet

 Block Group Boundary

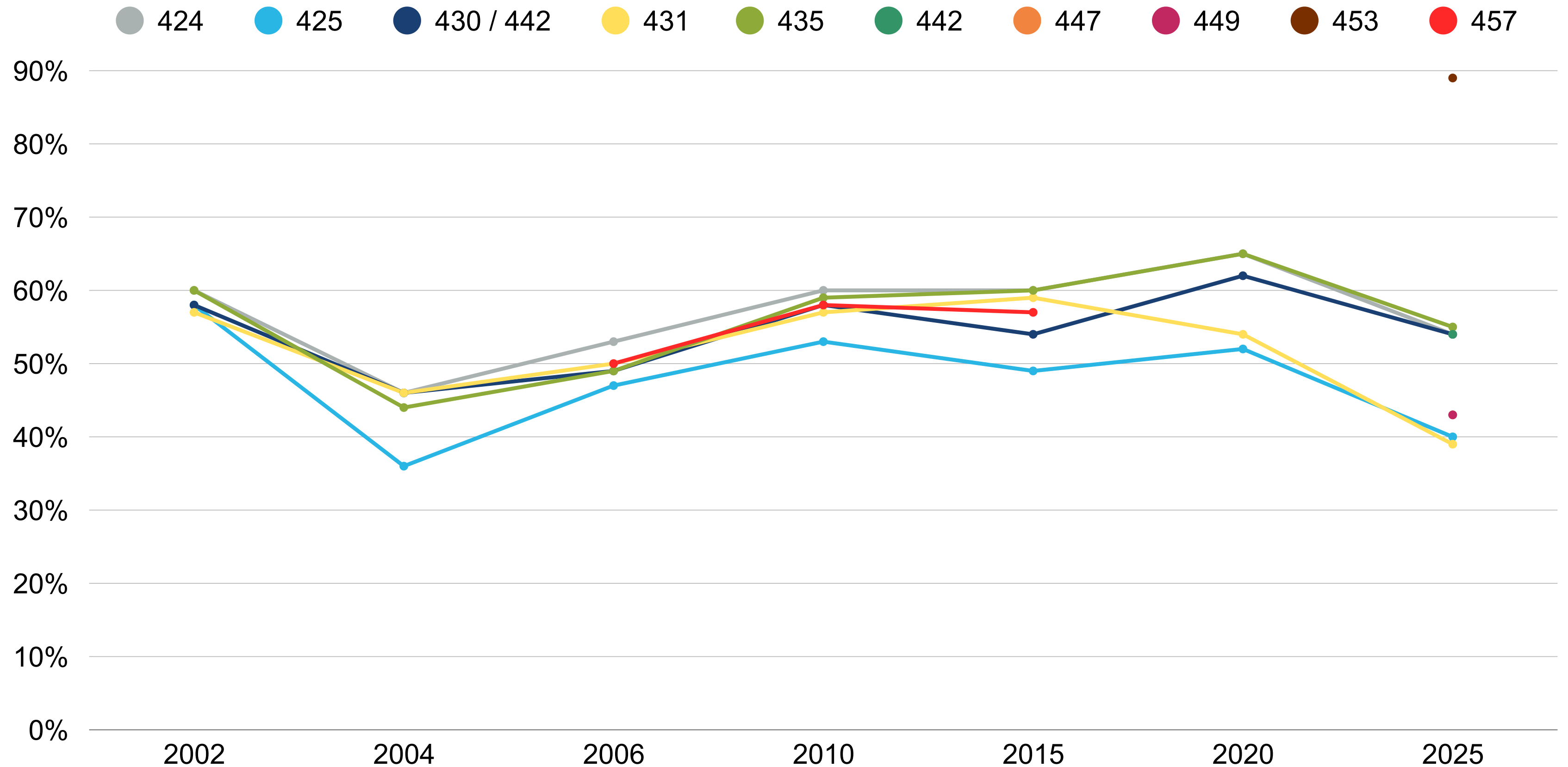
 County Boundary

 Service Area Boundary

Voter precincts

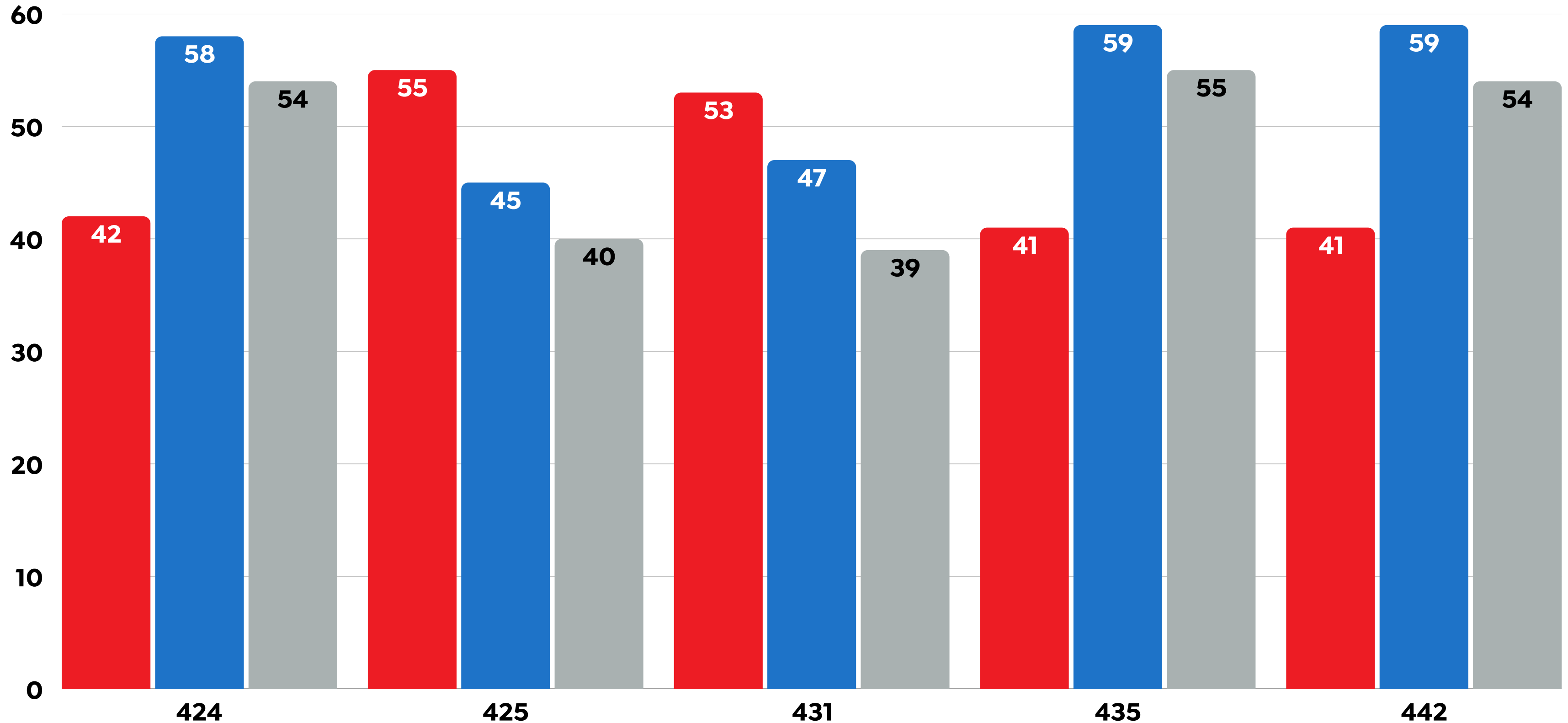


Library votes by precincts in SPL's service area



Presidential (2024) & library levy (2025) votes

● Trump ● Harris ● Library Levy



Questions?

Adrienne Doman Calkins
Library Manager

SHERWOOD
PUBLIC LIBRARY



Sherwood Library Advisory Board 2026 meetings and tentative agenda items:

3rd Wednesdays, 6:30-8:00 p.m.

Perpetual topics: Citizen comments; Friends & Foundation updates; Library updates; Council Liaison updates

Project/initiative updates: Funding & Governance Evaluation Project; Centralized Collection Management and service adjustments

- **January 21**
 - Recap of B&C meeting with Council
 - Levy vote results, precinct level data
 - 20-year anniversary of the building
 - Connections Report for 2025
 - Topics for 2026
- **February 18**
 - City Council goals / LAB & Strategic Plan goals
 - Revised IGAs
 - Annual review of Library Bill of Rights, etc.
 - Library Legislative Day updates
 - Outreach – ideas for scaling up / convening / survey
- **March 18**
 - Budget updates
 - Quarterly stats review
 - National Library Week plans
 - 50 Year Anniversary of WCCLS
 - Placeholder for Policy review: Meeting Rooms, Technology
 - OLA Conference
- **April 15—**
 - Placeholder for Policy review
 - Budget updates
 - Annual TeenLAB presentation (TBD)
 - National Library Week
- Annual review of Government Ethics and/or COS training
- **May 20**
 - Placeholder for Policy review
 - Quarterly stats review
 - Budget updates
 - For next meeting: Review of Chair/Vice Chair duties, 1st call for nominations.
- **[No meeting in June]**
- **July 15**
 - Placeholder for Policy review
 - Elect Chair and Vice Chair
 - Budget updates
 - Strategic Plan progress review and adjustments
- **[No meeting in August]**
- **September 16**
 - Placeholder for Policy review
 - Annual Report for FY25-26
 - Levy updates / voter education
 - National Library Card Sign-up Month
 - Banned Books Week
- **October 21**
 - Discuss annual board report for Council
 - Banned Books Week, continued

- **November 18**
 - Next steps after levy vote
 - Decide on December meeting.
 - Discuss annual board report for Council
 - [Even years] Public Library Standards report
 - Quarterly stats review

- **[No meeting in December] Should we revisit this?**

Parking lot for future topics:

- Evolving service priorities
- Next SPL survey
- ALA / PLA initiatives
- What the State Library of Oregon provides
- Spring 2027--Board member terms up end of June / recruitment
- Gathering of the Groups?
- Meeting with other boards/commissions?

Library Advisory Board Goals for 2026 // Aligned with City Council Goals from 2025 (From December 2025 Joint Boards & Commissions meeting with City Council)

Pillar 5--Fiscal Responsibility

Council Goal -- "Invest in Business Process Improvements to Improve Efficient Service Delivery to Sherwood Residents"

- Provide feedback to staff on next steps of the WCCLS Funding & Governance work for long-term sustainability of the library funding, including on:
 - cooperative governance
 - centralized collection management that starts in 2027
 - funding strategies for after the 2026-2031 levy cycle

Pillar 6--Community Engagement

Council Goal – "Improve Effective Communication and Citizen Engagement"

- Provide input on outreach goals for the library.
- Collaborate with staff to convene community groups to learn more about the work and needs of other groups in Sherwood, foster networking, and inform the library's refreshed Strategic Plan.
- Continue to provide feedback on library marketing and visibility.

Pillar 3--Livability

Council Goal—"Invest in Community Enhancements, Parks and Public Spaces"

- Continue to support SHELF (Sherwood Library Foundation). They are fundraising for a public meeting pod (they are within \$8000 of the goal) and future projects.
- Continue to seek long-term planning for expanding the library building to include a dedicated event space, teen space, and adequate space for our growing population. The building turns 20-years old in January and was designed to fit a community of about 15,000 people through 2020. Libraries today commonly have public meeting spaces and study rooms, maker spaces, and separate teen areas.