



Home of the Tualatin River National Wildlife Refuge

LIBRARY ADVISORY BOARD MEETING PACKET

FOR

Wednesday, July 15, 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, July 15, 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** (Enright)
Board members / City Council Liaison / Staff
3. **ADJUSTMENTS TO AGENDA** (Enright)
4. **APPROVAL OF MINUTES** (Enright)
[May 20, 2026, minutes](#)
5. **CITIZEN COMMENTS** (Doman Calkins)
6. **OLD BUSINESS**—6:45 p.m.
 - A. Thank you to Sean Garland for serving as Chair for three years (Doman Calkins)
 - B. Library updates (WCCLS IGAs, MOU for centralized collections, 3D printing) (Doman Calkins)
 - C. Opportunities for additional LAB engagement (Enright)
 - D. Sherwood Library Foundation (SHELF) updates (Diers)
7. **NEW BUSINESS**—7:05 p.m.
 - A. Getting to know the board activity (Gerhard)
 - B. Budget updates (Doman Calkins)
 - C. Strategic Plan recap, adjustments, next steps (Doman Calkins)
 - D. Preview for next time--Policies approach discussion (Doman Calkins)
8. **COUNCIL LIAISON REPORT**—7:45 p.m. (Councilor Standke)
9. **REVIEW OF ACTION ITEMS & NEXT MEETING:** September 16, 6:30 p.m. (Enright)
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, May 20, 6:30 p.m., 2026

**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, Annalise Ellis (High School Rep.), Deb Diers, Tracey Enright, Marilee Ratliff Ponangi (attended virtually), Brie Scrivner, Colleen Carroll, Fritz Kaliszewski (Rural Rep).

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 March 18, 2026, and April 9, 2026, minutes. Brie Scrivner seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

6. OLD BUSINESS

A. Gathering of the Groups recap

Adrienne Doman Calkins reported on the successful inaugural Gathering of the Groups held on April 9, 2026. Representatives from the Friends of the Library, Sherwood Library Foundation (SHELF), and Library Advisory Board were in attendance, along with library volunteers, the City's Volunteer Coordinator, and Councilor Dan Standke. The groups shared their stories and needs. There was discussion about library expansion ideas, a bookmobile to serve Sherwood West, and the Facility Master Plan. A suggestion was shared to add patio furniture to the lawn area outside the children's room was well-received. Patio furniture has since been added and was well-received by the community. Doman Calkins thanked Tracey Enright for her assistance in organizing the event and serving as a greeter at the event. Consensus was to make the Gathering of the Groups an annual event.

B. Library updates

Doman Calkins shared the following library updates:

- The new meeting pod has been popular and usage continues to increase. April 11th was the first day the pod was available to the public and since then there have been 53 reservations. Usage has been a mix of individuals attending virtual appointments, students, and tutors. Staff are tracking how often meeting pod requests are unable to be filled due to the pod already being in use— this data will help determine if a second pod is needed in the future.
- The Washington County Board of Commissioners held a meeting on May 19, 2026, in which they discussed the library intergovernmental agreements (IGAs) at length. Some commissioners shared that they had been contacted by several mayors seeking more guarantees with regard to the County's general fund. The IGAs need to be signed by the end of June for payments to be made in July. The IGA is on the June 16, 2026, Sherwood City Council agenda.
- The Friends of the Sherwood Library met and voted in officers. Jason Roberts was voted Treasurer, taking over for longtime Treasurer, Linda Woodbury. Woodbury was recognized for her many years of service at the Gathering of the Groups meeting.
- The Friends will use a portion of the \$5,000 donation they received from the Austin Family Foundation to purchase a new 3D printer for the library. It was important to the group that the funds be spent on supporting invention and innovation in honor of the Austin family legacy.

C. Sherwood Library Foundation (SHELF) updates

Diers shared the following SHELF updates:

- The countrywide Friends and Foundation group Diers has been organizing had their first meeting at the North Plains Library to share ideas and support. Going forward, the plan is for the group to meet every other month on the last Tuesday in June.
- The meeting pod was officially launched!
- Foundation members will begin brainstorming for the next big project shortly.

7. New Business

A. Refresher on role of Library Advisory Board

Doman Calkins reviewed ORS 357.490, explained the library board's responsibilities, and clarified that many financial decisions, including budget preparation and expenditure approval, are handled by city administration rather than the board.

The group discussed a potential glass partition for the children's area. The project, estimated at \$75,000-\$100,000, would address community concerns around noise in the library. Funding for this project would likely not be available via the City budget, and the group discussed this partition as a potential next project for SHELF fundraising.

B. Draft Memo of Understanding for Centralized Collections

Doman Calkins said that the contract with Ubiquitous Unicorns Consulting / APS Consulting, LLC, was terminated. The county has instead hired two individual consultants to guide the centralized collections project. A new project steering committee is also being formed and will consist of four member library directors, two WCCLS staff, and one of the newly hired consultants. The project steering committee will serve as an advisory group supporting the planning and implementation of centralized collection services.

Doman Calkins said that a draft memo of understanding (MOU) for centralized collections has been provided by WCCLS. Doman Calkins is available to meet with those board members who would like to delve deeper into the MOU. Tracey Enright and Fritz Kaliszewski expressed interest in meeting to discuss the MOU further.

C. Opportunities for additional LAB engagement

This topic was tabled to the July meeting.

D. Quarterly Statistics

Doman Calkins presented quarterly statistics, the end of the fiscal marks the first full year of reduced library hours (from 60 open hours per week down to 53). Physical checkouts are down 6% while digital checkouts have increased 10% compared to the previous year. Doman Calkins noted that while total circulation remains relatively flat, there were significant changes in user behavior, seen in public computer usage and total visits.

E. Review of Chair/Vice Chair duties, 1st call for nominations

Chair Garland announced that he will be stepping down from the role of Chair due to time constraints but will continue to serve on the board. Doman Calkins reviewed the duties of the chair. Diers nominated Enright for Chair and Colleen Carroll for Vice Chair, Maggi Gerhard seconded, the vote was passed by all members in attendance. Carroll will continue in her role as Vice Chair, and Enright will assume Chair roles at the next meeting in July.

8. Council Liaison Report

Councilor Standke provided the following updates:

- The water features at Cannery Square will be turned on this Friday, May 22, and will remain on through Labor Day weekend.
- The Traffic Safety Board meeting was cancelled. Citizens are encouraged to submit traffic concerns or complaints to the Traffic Safety Board and can be done so via the City website.
- The Police Department is rolling out mobile traffic safety speed cameras. These cameras will initially be on Oregon street, and then in school zones. When the cameras are turned on there will be a 30-day grace period, after which there is not a grace period each time the cameras move. Tickets will be issued for vehicles travelling greater than 11 miles above the posted speed limit.

9. Adjourn

Chair Garland adjourned the meeting at 8:05pm. The next regular meeting will be held on July 15, 2026, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

Date

Chair or transcriptionist Signature

LAB Engagement Ideas

Prepared by Tracey Enright for the May 20, 2026, meeting

1. Organize a **convening with representatives from other Sherwood citizen boards** as part of Library Strategic Planning process.
2. Educate **federal and state elected leaders** about the value of libraries. Facilitate visits from elected officials to the library. Attend Library Legislative Day in Salem during the Legislative Session.
3. Establish a **research group** to explore and report out on library practice, policy, and current issues. Provide facts and balanced analysis with a Sherwood specific lens. Be available to assist library staff with research as needed.
4. Represent LAB at **library programs**. Welcome patrons to events. Answer questions about LAB.
5. Recruit **potential new LAB members** when there are vacancies.
6. Become **regular Library Volunteers** in addition to their service on LAB. For example, help at events, pull holds, check in taskets of materials routed to the library for holds.