City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

LIBRARY ADVISORY BOARD MEETING PACKET

FOR

Wednesday, November 18, 2026

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

6:30 pm Library Advisory Board Meeting

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

LIBRARY ADVISORY BOARD
Wednesday, November 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** (Enright)
   Board members / City Council Liaison / Staff

3. **ADJUSTMENTS TO AGENDA** (Enright)

4. **APPROVAL OF MINUTES** (Enright)
   October 21, 2026

5. **CITIZEN COMMENTS** (Doman Calkins)

6. **OLD BUSINESS**—6:40 p.m.
   A. WCCLS centralized collections updates—MOU, budgeting, change management (Doman Calkins)
   B. Survey updates and discussion—workgroup progress, tools (Doman Calkins)
   C. Discuss any changes to Chair's annual board report for City Council at the December 1 work session (Enright)
   D. Sherwood Library Foundation (SHELF) & Friends updates (Diers & Doman Calkins)

7. **NEW BUSINESS**—7:35 p.m.
   A. Getting to know the board activity (Gerhard)
   B. 2027 meeting schedule (Doman Calkins)

8. **COUNCIL LIAISON REPORT**—7:45 p.m. (Councilor Standke)

9. **REVIEW OF ACTION ITEMS & NEXT MEETING:** Decide on December 16, 6:30 p.m. meeting (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.

MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, October 21, 6:30 p.m., 2026

22560 SW Pine Street, Sherwood City Hall/Library Community Room

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

1. **CALL TO ORDER**
   The meeting was called to order at 6:30 p.m. by Chair Tracey Enright

2. **ROLL CALL**

   Board Members Present: Annalise Ellis (High School Rep.), Deb Diers, Chair Tracey Enright (attended virtually), Brie Scrivner, Maggi Gerhard (attended virtually), Sean Garland (attended virtually),

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

   City Council Liaison— Councilor Dan Standke

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

   Guest: Kyle Green

3. **ADJUSTMENTS TO AGENDA**— None.

4. **APPROVAL OF MINUTES**
   Deb Diers moved to approve the September 16, 2026, minutes. Maggi Gerhard seconded. Motion passed by all members in attendance.

5. **CITIZEN COMMENTS**

6. **OLD BUSINESS**

   A. Recruitment for vacant position
   Adrienne Doman Calkins shared that Kyle Green's appointment to the board has been approved by the mayor to be on the consent agenda. It is expected to be approved by City Council at their next meeting on Tuesday, November 17, 2026.

   B. Debrief Roundtable with City Council
   The group discussed the roundtable meeting held with City Council on October 20th, 2026. Consensus was that the meeting went well and the group appreciated Council being receptive to the idea of an open house, work session, or survey to gather community feedback. A work group will be formed to work on the library survey.

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C. WCCLS centralized collections updates

Doman Calkins recapped the plan to move from decentralized collection development, in which each library's staff select their library's materials, to countywide centralized collection development. A beta library, Beaverton, is targeted to begin around May/June, 2027. Remaining libraries will begin next fiscal year, in July. Libraries will be split into three cohorts, with Sherwood in our preferred spot in the middle cohort. Sherwood's start is anticipated in October, which is early enough to help shape the process without giving up local selection sooner than necessary.

To help make decisions about cataloging and processing details, there will be seven countywide work groups to focus on various types of materials and audiences (such as youth, adult, teen). Each work group will have two representatives from the medium-sized libraries (Sherwood, Tualatin, Cornelius, and Forest Grove). Sherwood staff member Rachel Seltz will serve on the beta work group, which starts next month.

On the Memo of Understanding (MOU), Doman Calkins said the library leadership group had submitted many suggested edits in September, and WCCLS had indicated the edits made sense. The revised draft has not yet been received. She has prepared a memo for City Council summarizing the MOU's key points. Our mayor's concerns remain mostly related to finances, which are governed by the already-signed intergovernmental agreement, while the MOU addresses responsibilities, decision-making, and library processes. Doman Calkins shared updates of how other member libraries are approving their MOUs and questions that have arisen.

D. Sherwood Library Foundation (SHELF) updates

Diers shared that SHELF members met with a furniture representative and they are considering options for more furniture in the kids are and new tables for the public computers.
SHELF members will be gift wrapping at Sherwood Bookstore again this holiday season. The gift wrapping serves to bring in donations and increase awareness of SHELF.

7. New Business

A. Getting to know the board activity

Board Member Gerhard invited forthcoming board member Kyle Green to introduce himself. He said he serves on the Chamber of Commerce board, is creating a Small Business Alliance, and works with many local business owners. He said he values libraries and hopes to bring a business-community perspective and help close a gap between the library and local businesses. He suggested placing survey QR codes in businesses such as the bookstore and other library-adjacent locations and offered to survey chamber members about library use. Doman Calkins suggested a future focus group with the chamber and businesses as part of strategic planning and offered a guest librarian for the Small Business Alliance.

Gerhard explained that the board's earlier needs survey had shown interest in getting to know one another better. She led a paired activity in which members shared a photo or a recent experience. Members suggested repeating or varying the activity at future meetings, and the chair suggested a favorite exercise could be used for a future library gathering.

B. Library Management Statistics

Doman Calkins distributed tentative statistical snapshots and reminded the board that year-over-year comparisons for the same month are the most meaningful because of seasonal trends. Digital checkouts continue to rise, while physical checkouts dipped slightly, though by less than the reduction in open hours. Items added to the collection are expected to be around last year's total of just under 5,000, with buying power reduced by several years of budget cuts and rising costs. She said the numbers should be monitored after centralization.

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She noted that door counts data is flagged as we are changing methodology. For now, two data sets are being averaged. The lost and missing items figure is a running total of about 2.5 percent, and a notable increase would signal a new trend. Board members asked about theft, missing items, and the gate alarms.

C. Survey approaches discussion

This item was taken up in part during Item 6.B. Board Member Scrivner shared experience from conducting a large biannual city survey, which has about 70 questions and about 4,000 valid responses. She suggested a mixed-methods approach, with follow-up focus groups or interviews with respondents who volunteer. Doman Calkins said past surveys used a mix of multiple-choice and open-ended questions, with only the first question required to help reduce spamming. The most recent survey drew about 70 responses, versus about 150 in better years. A goal of about 300 responses was suggested. A prize drawing was offered as an incentive in the past.

Board members suggested ways to increase participation: QR codes and flyers in hold books, printouts for the monthly book group, in-library clipboard or intercept surveys, microsurveys at the desk, and QR codes in local businesses. Doman Calkins noted that the City may pursue a separate, longer-term community survey.

The board reached consensus to form a survey work group. To avoid constituting a quorum under Oregon public meetings law, the group will have four or fewer board members, plus the Library Manager. Documents may be shared and prepared by the group for the full board, but the group will not make decisions. Doman Calkins will send a poll to schedule a launch meeting within the next few weeks. The first meeting will focus on how the group will work and what the survey should seek to learn. Doman Calkins shared the 2023 survey questions as a starting point and will consult with Assistant City Manager, Kristen Switzer, and Communications & Engagement Coordinator, Sarah Lopez, about Council's communication objectives and staff capacity.

D. Notification re: Public Comment period on Oregon Administrative Rules for ORS 357.621 public libraries.

Doman Calkins shared this update with the board because an overview of ORS 357.621 is part of board member onboarding training and there is now new information. She explained that the state law, which applies mainly if funding were cut so severely that a library had to close, is being supplemented with procedural details, including notice requirements, the timing of public meetings, and permissible decisions. Oregon libraries have recently faced this situation, which is, in part, why this topic has come up. She said closure is not a concern, but the board should know that changes to ORS 357.621 are pending.

8. Council Liaison Report

Councilor Standke reminded the public that the general election is November 3 and that ballots should have been received. Anyone who has not received a ballot should contact the Washington County elections office in Hillsboro. Sherwood's races for mayor and city councilor are uncontested. He reported that an application has been submitted for a food cart pod on the Oregon Street property with the white church, at the beginning of October. Because he is among the decision-makers on the application, he could not comment further. He noted that no City Council meeting was held the previous night and that little else was pending in the city.

9. Adjourn

Next steps and action items include:

- Doman Calkins will send a poll to establish a survey work group, and will speak with city staff, Kristen and Sarah, about the city's communication objectives and the survey.

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Chair Enright adjourned the meeting at 7:50pm. The next regular meeting will be held on November 18, 2026, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on _____
Date

_____
Chair or transcriptionist Signature

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