



LIBRARY ADVISORY BOARD MEETING

Wednesday, April 01, 2026 at 6:00 PM
Sandy Public Library Community Room and via Zoom

AGENDA

TO ATTEND THE MEETING IN-PERSON:

Come to the Library Community Room - 38980 Proctor Blvd
Sandy, OR 97055

TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link:
<https://us06web.zoom.us/j/82223838861?pwd=KCvDsg5HSfnarnvm8pr5JUu8MET5Wb.1>

ROLL CALL

PUBLIC COMMENT

APPROVAL OF MINUTES

- [1.](#) Library Advisory Board Minutes - 4 February 2026

NEW BUSINESS

- [2.](#) Mobile Library Schedule and Ribbon Cutting
- [3.](#) Mobile Library Policies

OLD BUSINESS

- [4.](#) Library Directors to present Strategic Direction at City Manager Meeting
- [5.](#) Hoodland Funding

STAFF UPDATES

ADJOURN

Americans with Disabilities Act Notice: Please contact Sandy City Hall, 39250 Pioneer Blvd. Sandy, OR 97055 (Phone: 503-668-5533) or (Email: recorder@ci.sandy.or.us) at least 48 hours prior to the scheduled meeting time if you need an accommodation to observe and/or participate in this meeting.



LIBRARY ADVISORY BOARD MEETING

Wednesday, February 04, 2026 at 6:00 PM
Sandy Public Library Community Room and via Zoom

MINUTES

TO ATTEND THE MEETING IN-PERSON:

Come to the Library Community Room - 38980 Proctor Blvd
Sandy, OR 97055

TO ATTEND THE MEETING ONLINE VIA ZOOM:

<https://us06web.zoom.us/j/83830459731>

ROLL CALL

PRESENT:

Heather Michet, Board Chair
Lynne Pollard, Vice Chair
Bathany Shultz, LDAC representative
Liz Lopez-Aguado
Arehn Mccarty
Lindy Hanley, City Council Liaison
Dale Huff, Friends of Sandy Library
Sarah McIntyre, Library Director

ABSENT:

Salina Horsfall
Teresa Peltier
Cynthia Bowie, Friends of Hoodland Library

PUBLIC COMMENT

none

APPROVAL OF MINUTES

1. Approval of Minutes
Began at:30
August and December meeting minutes.were approved unanimously.

NEW BUSINESS

- 2. Board Member Introductions
 Began at 1:25
 Newly appointed Board member Arehn McCarty started introductions.

- 3. 2025 Library Year in Review
 Began at 6:56

- eBooks and eAudiobooks are now between ¼ and 1/5th of all library checkouts.
- Library of Things items continue to be popular.
- Wifi hotspots at Sandy had most checkouts, and sewing machine and paper shredder at Hoodland tied for most checkouts.
- We created a large number of Take & Makes. Teen and Adult Take & Makes were combined three quarters into the year.
- Printing is still a huge business at both Libraries. Hoodland has more mobile prints than prints from their computers, and Sandy still has more prints from computers than Mobile prints. Mobile prints are directly from your device to our printer.
- Top Fiction titles and non-fiction subjects. It's interesting that Hoodland and Sandy top titles are mostly different.
- Clackamas County Parks pass was the most popular cultural pass used at both libraries. Sandy Library is the number one user of this pass in the entire district.
- Overall value of libraries:

	Sandy Library	Hoodland Library
Population	28,110	5,722
Value per capita	\$140.05	\$123.11
Active users	9686	1974
Value per user	\$406.45	\$361.81
Total value to comm	\$3,761,612,78	\$667,393.20

- Total value to community for one year is approximately the amount of our 2 year budget in both locations.
- Average library district taxes for property owners in Clackamas County is \$95.
- We purchased a new 3D printer in November for Teen Makerspace. Considering a kid or adult Makerspace event so everyone can see and use the equipment.
- Cultural passes are getting a lot more use now that people don't have to come into the library to check them out. People can now checkout passes online and download the pass to your mobile device. Bigfoot Museum pass just added.
- Disproportionate number of programs at Hoodland. All programs at Hoodland are paid for by the Friends of Hoodland Library. Sandy program comes from an endowment started by the Friends of Sandy Library.
- Clackamas County has more physical items per capita than Multnomah County or Washington County, and fewer ebooks than both counties. This is because district rates are significantly different. Multnomah County residents pay over \$2.00/\$1000 of assessed value, and Clackamas County residents pay .39/\$1000 of assessed value.

- 4. Strategic Planning - Draft Survey Questions
 Began at 32:52

- Satisfy Curiosity
ADD – “Other” as an option for most questions.
ADD - Open-ended question at end of each survey, e.g. Are there other types of programs that you would be interested in attending?
ADD - Word of Mouth for answer to How did you find out about this program?
- Possibility of getting all Spanish language publicity into Sandy Standard?
CHANGE – typo (replace “if” with “it” in answer 3 for Why did you attend this program.)
- Create Young Readers – no additions
- Know your Community / Be an Informed Citizen – no additions
ADD – question: What items of interest did you find? Or What resources were you looking for?
- Celebrate Diversity – no additions

OLD BUSINESS

5. Library Board Chair election
Began at 44:40
Computer froze immediately after at 44:42
 - New Board Chair – Lynne Pollard, Vice-Chair – Bethany Shultz
6. Library District Task Force Recommendations went to County Commissioners
 - No news about what will happen next

STAFF UPDATES

7. Fundraising update
 - After meeting with parks and Recreation to look at our calendar year of events, the Library will start asking businesses for donations starting in Summer for fall fundraisers.
 - Possible Casino Night and Bingo Night
 - Restaurant fundraisers
8. Staffing Update
 - Lara Wilent retired as of January 1st, and was rehired on January 2nd as a substitute.

ADJOURN

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Mobile Library Policy

April 2026

Sandy and Hoodland Mobile Library provides access to library materials and services for people in the Library's service district. The Mobile Library will provide a variety of materials for checkout, including books and audiovisual materials, a Mobile Seed Library, and Library of Things items. Visitors can sign up for library cards, utilize a computer and printer, browse and check out materials for all ages, return library items, learn about resources, services, and programs at Sandy and Hoodland Libraries, and receive readers' advisory, reference, and technology assistance. Library programs including Storytime, STEM activities, and Technology Classes may be available on or in coordination with the Mobile Library. Mobile Library stops will be determined based on specific criteria and will be ADA accessible and safe for patrons.

Checkout and Account Policies

- Patrons will need their LINCC library card, card number, or photo ID to check out materials.
- Patrons can checkout materials following the limits of their library card type.
- Patrons can pick up holds at any mobile library stop open to the public.
- All outreach collection materials check out for 28 days.
- Regular materials on hold will be held for pickup at the mobile library for 30 days.
- A selection of discarded materials may be available for visitors to keep.
- Visitors can sign up for a new library card if they do not already have an existing LINCC library card.
- Overdue fines can be waived at the mobile library. Lost or damaged payments should be made online.

Safety

- A minimum of two people will be assigned to all mobile library stops, one of which may be a volunteer.
- The mobile library may never be left unattended when it is open to the public.
- Steps and walkways must be kept free of any hazards.
- Systems must be working to heat and/or cool the mobile library when weather conditions make it necessary to maintain a safe temperature in the vehicle
- Any accidents or incidents must be reported on the appropriate incident report form or people.
- Library staff are authorized to call the police or other emergency personnel.
- The vehicle is equipped with a first aid kit and two fire extinguishers.
- The vehicle receives routine maintenance to keep it in good working order.
- The mobile library may never transport anyone other than trained staff and certified volunteers. No one is allowed to ride in the back of the vehicle while it is moving.

Driving Guidelines

- Only library staff and volunteers trained to drive the mobile library will be allowed to drive. The driver must have a driver's license in good standing.
- The use of cell phones is prohibited at all times when operating the vehicle.
- No food or drinks will be consumed while driving the mobile library.
- The driver must not be under the influence of drugs or alcohol while operating the vehicle.
- The driver must obey all applicable traffic laws.
- The driver and passenger must wear seatbelts while the vehicle is in motion.
- Drivers must complete the Driver Training Self-Certification Checklist before driving the mobile library.

Patron Policies

- Patrons are expected to follow the library's Code of Conduct policy. This includes no pets in the vehicle.
- Patrons are not allowed to enter the cab of the mobile library.

Accessibility

The mobile library is wheelchair accessible, and the vehicle should be lowered and the ramp extended whenever the mobile library is open to the public.

Inclement Weather

- The mobile library will not operate during any active watches or warnings impacting the route area for flooding, hail storms, thunderstorms, tornados or winter weather.
- The mobile library will not operate when a travel advisory impacting the route area is in effect.
- For air quality decisions, the City will use the [DEQ Air Quality Index](#) rating of the closest monitoring station, Gresham Centennial High School Station. See Appendix A of this document.
 - If the AQI is at a level of 0-50: mobile library can continue to operate without restrictions.
 - If the AQI is at a level of 51-150: mobile library can continue to operate without restrictions, but members of sensitive groups or employees who have underlying health conditions that are affected by air quality may request to limit working outdoors or will be provided appropriate PPE.
 - If the AQI is at a level of 151 or higher: All mobile library operations will cease.
- For high heat decisions, the City will use the [Oregon School Activities Association](#) (OSAA) Heat Index. See Appendix B of this document. If the heat index is forecast to be 100 or higher, mobile library operations will be canceled or if possible, relocated indoors.
- Library staff are empowered to close the mobile library at any time if they feel that the weather is creating dangerous conditions for staff or patrons. Library or City Management should be consulted.
- If inclement weather prevents holds pickup, staff will follow the LINCC inclement weather procedures for holds and checked out items, available on [newslincc.com](#).

Appendix A: Air Quality Index

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Health alert: everyone may experience more serious health effects.
Hazardous	301 to 500	Health warnings of emergency conditions. The entire population is more likely to be affected.

Note: Values above 500 are considered Beyond the AQI. Follow recommendations for the "Hazardous category." Additional information on reducing exposure to extremely high levels of particle pollution is available [here](#).

Appendix B: Heat Index

		Temperature (°F)																									
		80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
Relative Humidity (%)	40	80	81	81	82	83	84	85	87	88	89	91	92	94	95	97	99	101	103	105	107	109	112	114	116	119	
	45	80	81	82	83	84	85	87	88	89	91	92	94	96	98	100	102	104	106	109	111	114	116	119			
	50	81	82	83	84	85	86	88	89	91	93	95	97	99	101	103	105	108	110	113	115	118					
	55	81	82	84	85	86	88	89	91	93	95	97	99	101	104	106	109	112	114	117							
	60	82	83	84	86	88	89	91	93	95	97	100	102	105	107	110	113	116	119								
	65	82	84	85	87	89	91	93	95	98	100	103	105	108	111	114	118										
	70	83	85	86	88	90	93	95	98	100	103	106	109	112	116	119											
	75	84	85	88	90	92	95	97	100	103	106	109	113	116													
	80	84	86	89	91	94	97	100	103	106	110	113	117														
	85	85	87	90	93	96	99	102	106	110	113	117															
	90	86	88	91	95	98	102	105	109	113	117																
95	86	90	93	97	100	104	108	113	117																		
100	87	91	95	99	103	107	112	116																			

Strategic Direction (FY 2024-2027)

Imperatives: Our primary goals	Initiatives: What we will do to meet the imperative
LISTEN TO OUR COMMUNITIES: Collect and analyze data on community needs and attitudes to inform future planning for the LINCC library district	<ul style="list-style-type: none"> ● Develop and implement a strategy and framework for LINCC-wide engagement and data collection ● Utilize an appropriate mix of LINCC staff and professional consultants to develop surveys and other data collection methods, gather feedback and analyze data to identify similar customer clusters in multiple libraries
ADAPT TO COMMUNITY NEEDS: Reduce barriers to access, innovate to meet new and emerging needs, and champion inclusive services and policies for all members of our communities	<ul style="list-style-type: none"> ● Develop and implement policies and services to widen access: <ul style="list-style-type: none"> ○ Eliminate overdue fines ○ Implement user-friendly notifications and renewals ○ Get out of our buildings and into our communities by providing LINCC-wide outreach to underserved populations ● Provide a full range of valuable and inclusive materials and opportunities for youth: <ul style="list-style-type: none"> ○ Be the leaders in early literacy to support school readiness and social development ○ Strengthen services and support for elementary and middle-school children to improve educational outcomes ○ Provide fun, safe, and inviting programs for teens ● Anticipate emerging needs and provide innovative solutions: <ul style="list-style-type: none"> ○ Help all ages access and learn new and evolving technologies ○ Develop intergenerational activities to support needs of families ○ Explore alternative ways to meet the needs of aging residents, including implementing LINCC-wide home delivery services ● Support inclusive communities by providing opportunities for safe and respectful community conversations
SHARE OUR STORY: Reach our communities with compelling information about benefits of library services, value of libraries to our communities, and funding challenges facing the LINCC library district	<ul style="list-style-type: none"> ● Share LINCC vision/mission/values statements for stakeholder education ● Develop and implement a public relations strategy to frame and communicate our story ● Build support for and pass a successor library district which provides both a sufficient tax rate and clarity around the roles of all district participants (city libraries, LINCC Library Services central office, the county, and district-wide advisory groups)