



LIBRARY ADVISORY BOARD MEETING

Wednesday, September 04, 2024 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:

<https://us06web.zoom.us/j/81040441522?pwd=k3fFojCffBadtmZEsn8rrq8gWXrGI.1>

Or by phone: (253) 215-8782

ROLL CALL

PUBLIC COMMENT

APPROVAL OF MINUTES

- [1.](#) Approval of Minutes

NEW BUSINESS

OLD BUSINESS

- [2.](#) Strategic Planning Reports

STAFF UPDATES

ADJOURN

Americans with Disabilities Act Notice: Please contact Sandy City Hall, 39250 Pioneer Blvd. Sandy, OR 97055 (Phone: 503-668-5533) 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, August 07, 2024 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:

Please use this link: <https://us06web.zoom.us/j/84905444995>

Or by phone: (253) 215-8782; Meeting ID: 84905444995

ROLL CALL

PRESENT

Heather Michet
Kathleen Draine
Salina Horsfall
Teresa Peltier
Sarah McIntyre
Kathleen Walker
Dale Hauff

ABSENT

Cynthia Bowie
Elizabeth Lopez-Aguado
Lynne Pollard
Bethany Shultz

PUBLIC COMMENT

APPROVAL OF MINUTES

1. Approval of Minutes from April 17, 2024
 - a. Started at timestamp :42

Motion made by Draine to accept the minutes from April 17th as written, seconded by Peltier.
Voting Yea: Michet, Draine, Horsfall, Peltier

2. Approval of Minutes from unofficial meeting on April 23, 2024
 - a. Started at timestamp 1:30

Motion made by Draine to accept the minutes from the unofficial meeting on April 23rd as written, seconded by Peltier.
Voting Yea: Michet, Draine, Horsfall, Peltier

NEW BUSINESS

3. Introduction of New Library Advisory Board member Teresa Peltier
 - a. Started at timestamp 3:23
4. Strategic Planning Discussion
 - a. Started at timestamp 5:33

Motion made at timestamp 51:20 by Draine to review progress made on the Sandy and Hoodland Strategic Plan at the next meeting and then consider how to move forward with a new Sandy and Hoodland Strategic Plan, seconded by Michet.
Voting Yea: Michet, Draine, Horsfall, Peltier

OLD BUSINESS

5. Hoodland rent update
 - a. Discussion began at timestamp 54:00
6. Library District Advisory Committee (LDAC) update
 - a. Discussion began at timestamp 55:11

STAFF UPDATES

7. Outreach Vehicle
 - a. Started at timestamp 25:00

ADJOURN

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of surveys filled out:

Updates in blue (8/27/2023)

- FY 2017-2018: 66
- FY 2018-2019: 71
- FY 2019-2020: 22
- FY 2021-2022: 2
- FY 2022-2023: 6
- FY 2023-2024: 9

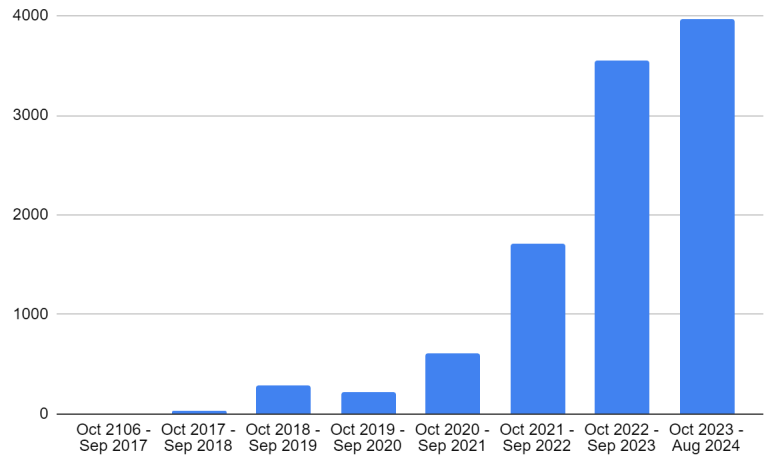
1.Create Young Readers: Early Literacy

Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Goal: Babies and Toddlers will know the 5 practices (talking, singing, reading, writing, and playing) and will be ready to read and learn when they enter school.

Objective: By September 30th, 2018, we will have increased our circulation of board books by 50%.

Date	Circ of board books
Oct 2106 - Sep 2017	0
Oct 2017 - Sep 2018	37
Oct 2018 - Sep 2019	292
Oct 2019 - Sep 2020	216
Oct 2020 - Sep 2021	616
Oct 2021 - Sep 2022	1713
Oct 2022 - Sep 2023	3550
Oct 2023 - Aug 2024	3965



We reached this objective.

Objective: By September 30th, 2019, 60% more parents when surveyed will know the 5 practices, and 50% of those surveyed will be using them at home.

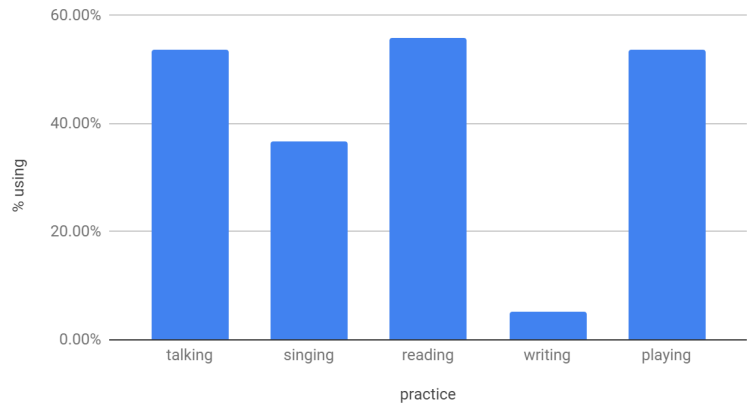
Date	Yes	No
October 2017	85.19%	14.81%
December 2018	85.34%	14.44%
September 2019	87.59	12.41%

We had 137 survey responses for this time period.

% of people using the 5 practices at home: 100%

practice	% using	# using
talking	53.68%	73
singing	36.76%	50
reading	55.88%	76
writing	5.15%	7
playing	53.68%	73

% using vs. practice

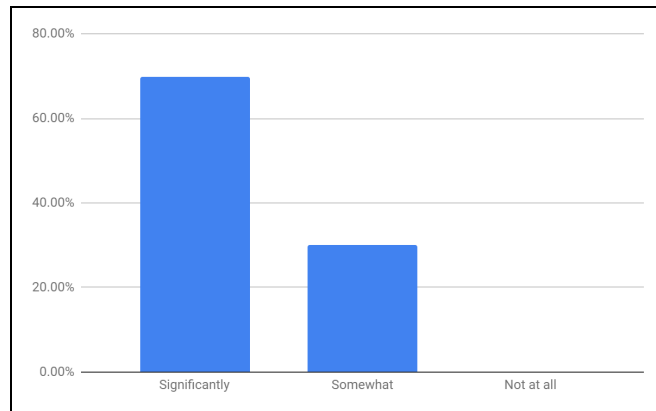


We did not reach part one of this objective.

We reached part two of this objective.

Objective: By September 30th, 2019, 60% of parents surveyed will say that the 5 practices contributes to their child’s learning abilities.

Significantly	72.39%
Somewhat	27.61%
Not at all	0.00%



We reached this objective.

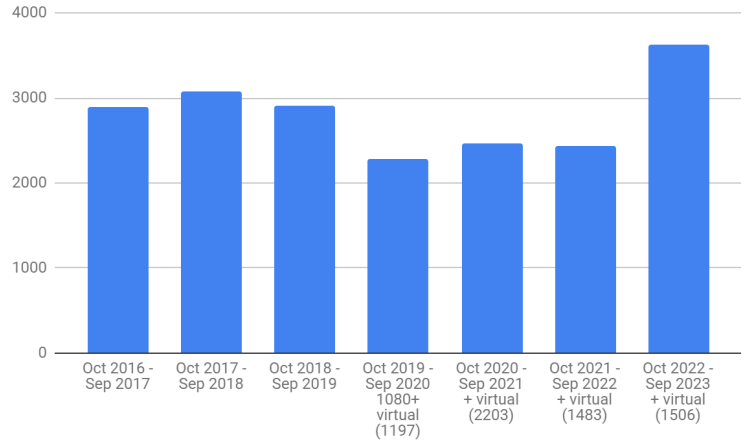
Objective: By June 30th, 2019, we will have visited every school in the Oregon Trail School District to do storytimes or booktalks, and hand out library cards.

As of June 30th, 2019, we visited 9 of 10 schools.

We did not reach this objective.

Objective: By September 30th, ~~2021~~ **2023**, we will have increased our storytime attendance by 50%.

Oct 2016 - Sep 2017	2888	
Oct 2017 - Sep 2018	3076	+6.51%
Oct 2018 - Sep 2019	2914	+9.90%
Oct 2019 - Sep 2020 1080+ virtual (1197)	2277	-21.16%
Oct 2020 - Sep 2021 + virtual (2203)	2461	-14.79%
Oct 2021 - Sep 2022 + virtual (1483)	2441	-15.48%
Oct 2022 - Sep 2023 + virtual (1506)	3621	+25.38%



We have extended this objective until September 2023. We did not reach this goal.

Sample Activities:

Hold storytimes that promote the 5 practices.

Teach parents how to incorporate the 5 practices with their kids at home.

2. Stimulate Imagination: Reading, Viewing, and Listening For Pleasure

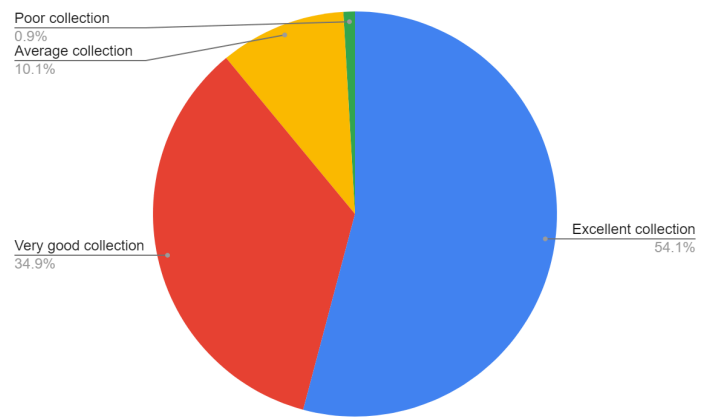
Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.

Goal: Adults, teens, and kids will have print, media, and digital materials to keep their brains and imaginations active and allow them to explore ideas.

Objective #1: In each fiscal year ending June 30th, 75% of adults, teens, and kids surveyed will report that the collection of materials for them to read, listen, or view for pleasure is very good or excellent.

Overall data:

Excellent collection	44.86%
Very good collection	40.81%
Average collection	13.40%
Poor collection	.93%



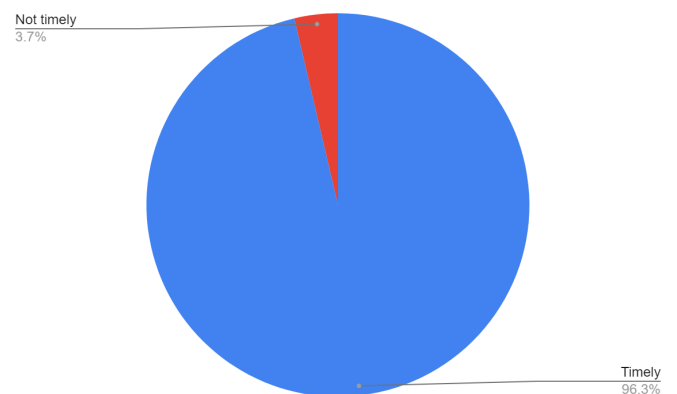
We reached this objective in: 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2023-2024

2021-2022 and 2022-2023 (unknown - no data)

Objective #2: By December 31st, 2019, 70% of people surveyed will respond that items that they place on hold are received in a timely manner.

Current % of people surveyed:

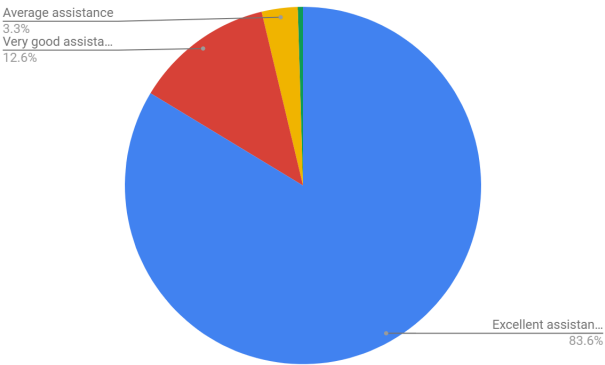
Timely	96.33%
Not timely	3.67%



We reached this objective.

Objective #3:By December 31st, ~~2021~~ **2023**, 85% of people surveyed will respond that the assistance they receive from staff is either very good or excellent.

Excellent assistance	83.64%
Very good assistance	12.62%
Average assistance	3.27%
Poor assistance	.47%



We reached this objective.

Sample Activities:

- Improve collections of print and media materials
- Lower holds ratios by buying more copies of items

surveys

2017-2018: 1

2018-2019: 22

2021-2022: 7

2022-2023: 10

2023-2024: 14

Understand How to Find, Evaluate, and Use Information: Information Fluency

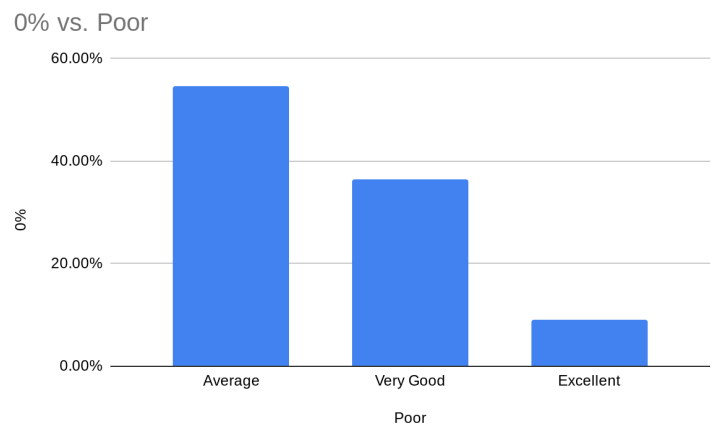
Residents will know when they need information to resolve an issue or answer a question and will have the skills to search for, locate, evaluate, and effectively use information to meet their needs.

Goal: Middle School students will use the library catalog and databases for homework resources.

Objective: By June 30th, 2019, at least 50 middle schoolers will take information literacy classes co-sponsored by the middle school and the library, and 80% of these kids will say when surveyed that they know how to find information in the library catalog and databases.

22 students took classes at the library

Poor	0%
Average	54.55%
Very Good	36.36%
Excellent	9.09%



We did not reach the first part of this objective.

We reached the second part of this objective.

Objective: By June 30th, 2019, 5 successful middle school students will volunteer to assist the library with our information literacy classes.

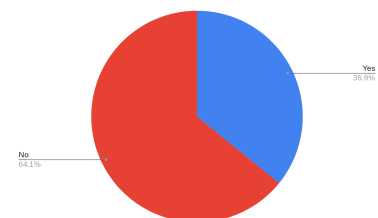
0 middle schoolers assisted the library.

We did not reach this objective.

Objective: By June 30th, 2022, 50% of students surveyed will report using library databases for homework purposes.

Current %

Yes	38.12%
No	61.88%



We did not reach this objective.

Goal: Adults will understand how to use the online catalog, reference books, databases, and the Internet

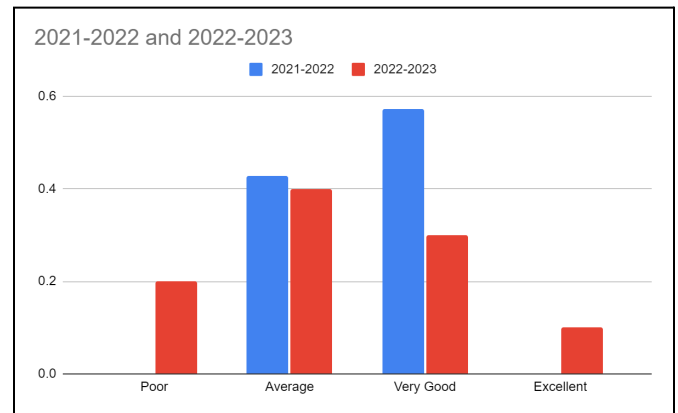
Objective: By June 30th, ~~2020~~**2024**, 75 people will have attended classes, and 90% will report very good or excellent as their ability to know how to evaluate information.

2021-2022 = 15 attendees

2022-2023 = 38 attendees

2023-2024 = 36 attendees

	2021-2022	2022-2023	2023-2024
Poor	0%	20%	0%
Average	42.86%	40%	28.57%
Very Good	57.14%	30%	21.43%
Excellent	0%	10%	50%



We reached part one of this objective. We did not reach part two of this objective (71.43 rather than 90%).

Objective: By June 30th, ~~2022~~**2024**, there will be a 30% increase in adults that respond that they are pretty good or very good at using library resources.

	2021-2022	2022-2023	2023-2024
Poor	0%	20%	14.29%
Average	71.43%	60%	57.14%
Very Good	28.57%	20%	7.14%
Excellent	0%	0%	21.43%

We did not reach this objective.

Objective: By June 30th, ~~2022~~**2024**, the # of people using online databases will increase by 10%.

2020-2022	2022-2023	2023-2024
0	0	1

We reached this objective.

Goal: High School seniors will be information literate

Objective: By June 30th 2019, 75% of seniors will report when surveyed that they used a library to write a research paper, 75% of these seniors will report by end of the school year that they know how to evaluate information.

Objective: By June 30th, 2019, 5 successful high school students will volunteer to assist the library with information literacy classes.

Objective: By June 30th 2021, the library will have offered at least 8 co-sponsored information literacy classes for teens.

We did not make any progress on this objective.

Sample Activities:

Hold information literacy classes for adults

Partner with the High School and Middle School Media Specialists to teach information literacy classes for high schoolers, and middle schoolers.

of surveys
 2017-2018: 3
 2018-2019: 3

Be an Informed Citizen: Local, National, and World Affairs

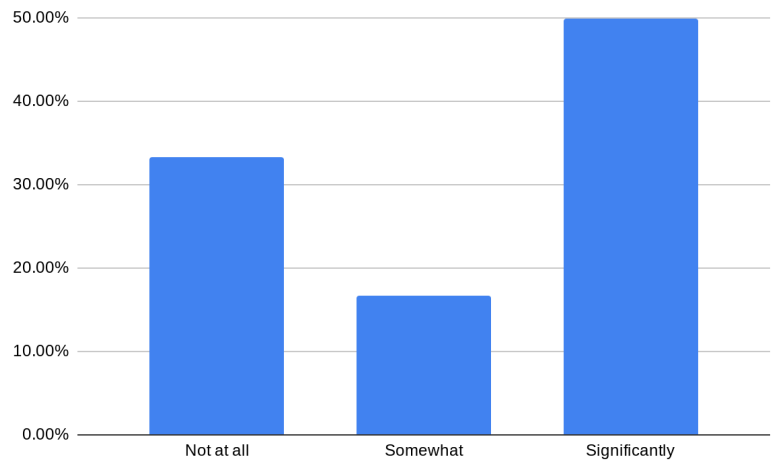
Residents will have the information they need to support and promote democracy; fulfill their civic responsibilities at the local, state, and national levels; and fully participate in community decision-making.

Goal: Adults and teens will understand how local, state, and national government works and be or become informed voters.

Objective: By November 30th 2021, 50% of teens and adults surveyed will report having a better understanding of how government works.

Current %

Not at all	33.33%
Somewhat	16.67%
Significantly	50%



We reached this objective.

Objective: By November 30th, 2022, 10% more of registered voters surveyed will say that they voted in the last election.

Current %

Yes	100%
No	0%

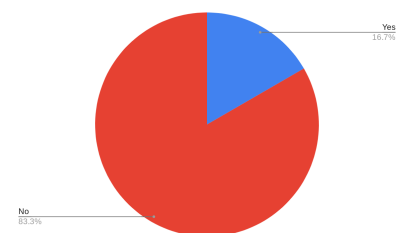


We reached this objective.

Objective: By November 30th, 2022, 10% of those surveyed will say that they attended a civics program within the past year.

Current %

Yes	16.67%
No	83.33%



We reached this objective.

Sample Activities:

Partner with the City Council to create a Youth City Council.

Partner with the High School Civics Class.

Hold meetings with local and state elected officials.

Have voter registration at all library civics programs.

of surveys filled out: # of total surveys: 931

Updates in blue (6/30/2024)

- 2017-2018: 298
- 2018-2019: 278
- 2019-2020: 162
- 2020-2021: 11
- 2021-2022: 17
- 2022-2023: 71
- 2023-2024: 88

3. Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

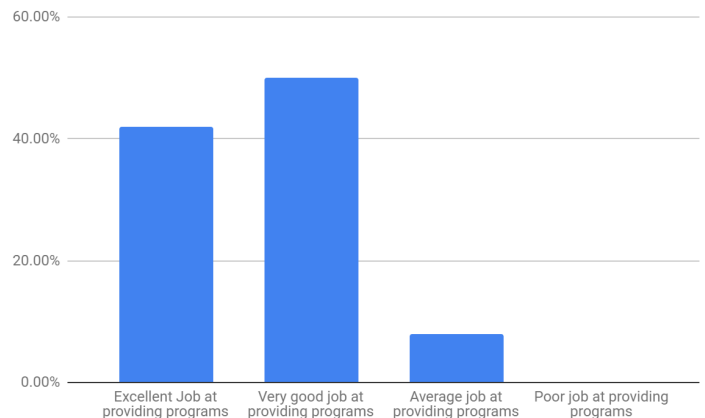
Goal: All ages will have creative hands-on educational and entertainment programming.

Objective #1: In each fiscal year ending June 30th, at least 10,000 people will attend programs. When surveyed 75% of people will say that the library does a good or excellent job at providing well rounded educational and entertainment programs.

- Program attendance 2017-2018: 16, 861
- Program attendance 2018-2019: 18,438
- Program attendance 2019-2020: 8,479
- Program attendance 2020-2021: 3,167
- Program attendance 2021-2022: 16,675
- Program attendance 2022-2023: 16,457
- Program attendance 2023-2024: 18,326

(does include asynchronous virtual storytimes)

Excellent Job at providing programs	41.89%
Very good job at providing programs	50.05%
Average job at providing programs	7.95%
Poor job at providing programs	.11%



We fell short in the first part of objective #1 in 2019-2020 and 2020-2021 (due to the pandemic).

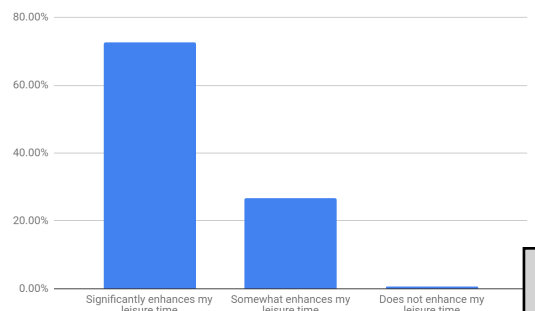
We reached the second part of objective #1

Objective #2: By June 30th, 2020, 75% of people who attended programs when surveyed will report that they view the library as a resource for programming to enhance their leisure time.

Current % of people surveyed:

Significantly enhances my leisure time	72.72%
Somewhat enhances my leisure time	26.75%
Does not enhance my leisure time	.54%

We reached this objective.



Objective #3: By June 30th, 2020, 50% of people surveyed will say that they attended a new program within the last year, and would recommend a library program to a friend.

Current % of people surveyed:

Attended a new program in the last year	58%
Would recommend to a friend:	99.25%

We reached this objective.

Objective #4: By June 30th, ~~2022~~ **2024**, 750 people of Latino heritage will have attended programs at the library.

Total # latinos attended programs	2017-2018:	1603
	2018-2019:	1351
	2019-2020:	815
	2020-2021:	898
	2021-2022:	486
	2022-2023:	699
	2023-2024:	1,106

We extended this objective until June 2024. We reached this objective.

Sample Activities:

Hold a variety of programs for all ages.

of survey filled out 2017-2018: 9

2017-2018: 9

2018-2019: 1

2019-2020: 6

5. Learn to Read and Write: Adult, Teen, and Family Literacy

Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.

Goal: Native English speakers and Non-English speakers will improve their English language skills, and will have strengthened bonds with the community at large.

Objective #1: By June 30th, 2018, we will recruit 5 more volunteer English teachers.

of English Language tutors recruited: 10

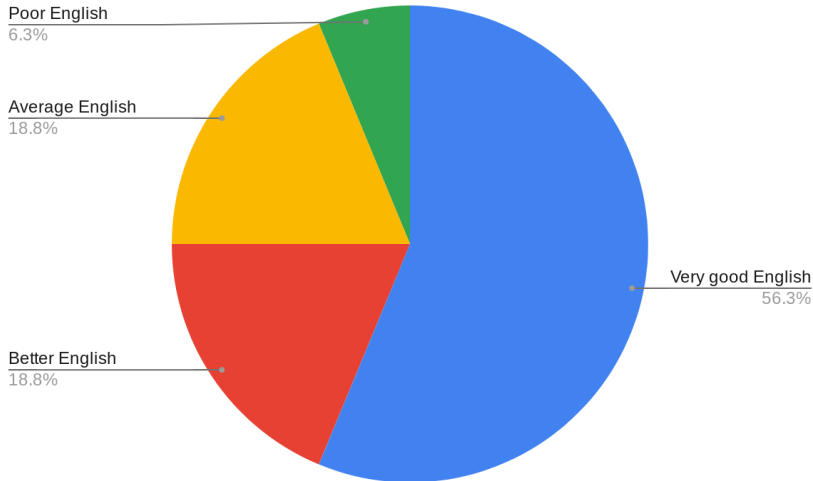
We reached this objective.

Objective #2: By June 30th, 2020, 50 non-English speakers will attend English classes. 90% of these people will report on a survey that their English has gotten better or much better.

In July 2017- March 2019 we had:
34 individual students
April 2019 - March 2020 we had an
additional 7 students
For a total of 41 students

Current % of people surveyed:

Very good English	56.25%
Better English	18.75%
Average English	18.75%
Poor English	6.25%



We did not reach part one of this objective.

We reached part two of this objective.

Objective #3: By June 30th, 2020, 25% of

100.00%

people will indicate on a survey that they use the library to improve or maintain their literacy skills.

Yes	81.25%
Somewhat	18.75%
No	0%

We reached this objective.

Objective #4: By June 30th, 2021, 200 Non-English speakers will have attended programs at the library, 50% of these people when surveyed will report feeling more a part of the community.

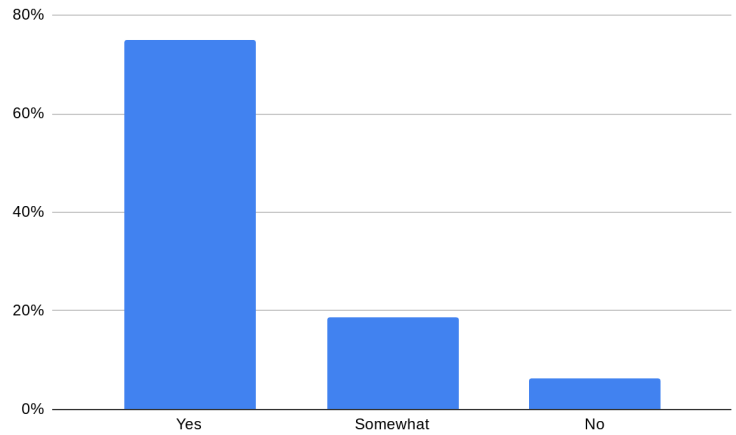
2017-2018: 1762

2018-2019: 1460

2019-2020: 860 (programs ended in March due to the pandemic)

Current % of surveys:

Yes	75%
Somewhat	18.75%
No	6.25%



We reached this objective.

Goal: Kids and Teens will have improved reading and writing skills.

Objective #1: By June 30th, 2021, volunteers and staff will tutor school kids in reading and/or writing. 60% of these students will report that their grades in reading and/or writing have improved.

Before the pandemic closed the library we started a reading tutoring program. We didn't have any data from this program for this time period.

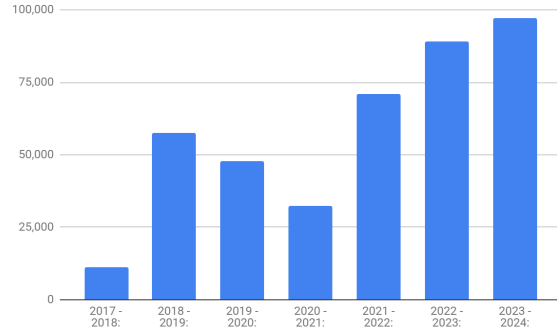
Objective #2: By June 30th, 2021, the library will recruit at least 10 literacy tutor volunteers.

By March 2020 when the pandemic closed the library we had 12 tutors signed up, and 8 people actively tutoring kids in reading.

We reached this objective.

Objective #3: By June 30th, 2022, circulation of fiction and non-fiction print materials for kids and teens maintain at current levels.

- 2017 - 2018: 11,358
- 2018 - 2019: 57,424
- 2019 - 2020: 47,954
- 2020 - 2021: 32,470
- 2021 - 2022: 71,053
- 2022 - 2023: 89,259
- 2023 - 2024: 97,306



We reached this objective.

Sample Activities:

- Teach ESOL Classes weekly
- Plan and present Dia de los Ninos, and Dia de los Muertos programs
- Host writing clubs
- Coordinate volunteer tutoring program in coordination with Antfarm

of surveys by year

- 2017-2018: 1
- 2018-2019: 2
- 2019-2020: 8
- 2021-2022: 5
- 2022-2023: 24
- 2023-2024: 9

Connect to the Online World: Public Internet Access

Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

Goal: Senior Citizens will have email accounts, and feel more confident and less frustrated navigating information systems.

Objective: By June 30th, ~~2020~~ **2024**, 75 seniors will have created new email accounts.

As of June 30, 2024 10 seniors have created new email accounts

We did not reach this objective.

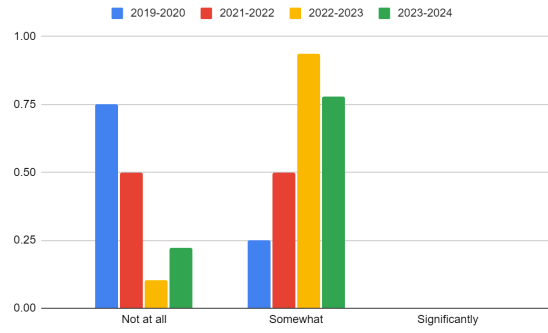
Objective: By June 30th, ~~2020~~ **2024**, 5 successful seniors will volunteer to assist the library as peer supports in teaching other seniors.

0 seniors assisted the library

We did not reach this objective.

Objective: By June 30th 2021, 50% of adults and seniors surveyed will report being comfortable or very comfortable navigating resources on the computer.

	2019-2020	2021-2022	2022-2023	2023-2024
Not at all	75%	50%	10.42%	22.22%
Somewhat	25%	50%	93.75%	77.78%
Significantly	0%	0%	0%	0%



We reached this objective.

Sample Activities:

In partnership with the senior center, hold classes for seniors on beginning to use email.

In partnership with the senior center, hold classes for seniors on navigating websites.

Check out HotSpots to library patrons for Internet use at home.