



# LIBRARY ADVISORY BOARD MEETING

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

## AGENDA

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### 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

### PUBLIC COMMENT

### APPROVAL OF MINUTES

- [1.](#) Approval of Minutes

### NEW BUSINESS

- [2.](#) Board Member Introductions
- [3.](#) 2025 Library Year in Review
- [4.](#) Strategic Planning - Draft Survey Questions

### OLD BUSINESS

- [5.](#) Library Board Chair election
- [6.](#) Library District Task Force Recommendations went to County Commissioners

### STAFF UPDATES

7. Fundraising update

8. Staffing Update

## **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](mailto: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

Item # 1.

Wednesday, August 06, 2025 at 6:00 PM  
Sandy Public Library Community Room and via Zoom

## MINUTES

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### 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/83403458072>

Webinar ID: 834 0345 8072

### ROLL CALL

#### PRESENT:

Heather Michet, Board Chair  
Lynne Pollard  
Bethany Shultz  
Salina Horsfall  
Teresa Peltier  
Lindy Hanley, Liaison from City Council  
Bruce Heider, Friends of Sandy Library  
Sarah McIntyre, Library Director

#### ABSENT:

Liz Lopez-Aguado  
Cynthia Bowie, Friends of Hoodland Library

### PUBLIC COMMENT

No public in attendance

### APPROVAL OF MINUTES

1. Approval of Minutes from June 2025

Discussion began at :58

Correction: In Staff Updates, under Teen Intern add a T before he Life Cycle.

Shultz moved to accept the minutes as amended, Pollard seconded. Motion passed unanimously.

## **NEW BUSINESS**

### **2. Restaurant Fundraisers**

Discussion began at 2:13

Restaurants are giving between 10 – 25% of their sales on a given day/time to support the Mobile Library. All proceeds will go to the Friends of Sandy or Friend of Hoodland Library.

### **3. City-wide Behavior Policy**

Discussion began at 8:30

Library Board members discussed the City-Wide Behavior Policies and how to incorporate them into the Library Behavior Policy. City – Wide Behavior Policies were established so that it is easier for the Police to enforce a single group of rules for City Facilities, Parks and Transit.

The Library Director will put the most pertinent parts of the Policy into the Library Policies with a link to the entire policy.

## **OLD BUSINESS**

### **4. Draft of Strategic Plan**

Discussion began at 18:48

Mission and Vision statement were both updated slightly from the last revision. Vision statement was too active and looking at things from a future state of where we want to be. Both of these changes were accepted as written.

Goals and Objectives. Objectives were re-ordered by date starting with December 2025 and moving forward through time. A few dates were updated to be more realistic.

The Strategic Plan is a living document ca can be updated as the community grows or changes or new needs are identified.

## **STAFF UPDATES**

### **5. Grant and fundraising update**

Discussion began at 1:07:40

Grants submitted by July 11, 2025 include the Oregon Community Foundation for \$40,000. Should know by mid-November if we are successful. Ford Family Foundation grant was submitted on August 4, 2025 (\$25,000 possible – should know results in 8-10 weeks), and Roundhouse Foundation grant we are currently writing (maximum \$25,000).

Already discussed Restaurant fundraisers. Blind Coffee Roasters is working with Library staff to name a special coffee and create labels. The current name favorite is Wheely Good Coffee. \$5 of each bag of coffee will get donated to the Mobile Library. We will send out more information as soon as it is available.

Our goal with grants and fundraising is \$160,000.

6. Lifecycle of a Salmon program

Discussion began at 1:17:12

Library Programs that happened this summer: Juggle Mania by Reese Thomas – 119 people attended. Life Cycle of a Salmon – 120 people attended. Quidditch in the Park – 120 people attended.

**ADJOURN**

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# LIBRARY ADVISORY BOARD MEETING

Item # 1.

Wednesday, December 03, 2025 at 6:00 PM  
Sandy Public Library Community Room and via Zoom

## MINUTES

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### 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/89132740221?pwd=SXXvjFkQSuLTgKu5OhlxZ0SMeJQabb.1>

Or by phone: (253) 215-8782; Meeting ID: 85290684685

### ROLL CALL

#### PRESENT:

Heather Michet, Board Chair  
Bethany Shultz, Board member  
Teresa Peltier, Board member  
Dale Huff, Friends of Sandy Library  
Sarah McIntyre, Library Director

#### ABSENT:

Salina Horsfall  
Liz Lopez-Aguado  
Lynne Pollard  
Cynthia Bowie, Friends of Hoodland Library

### PUBLIC COMMENT

none

### APPROVAL OF MINUTES

1. Approval of Minutes

No quorum, vote on minutes at next meeting

## NEW BUSINESS

### 2. Elect New Chair

- Discussion began at 1:14
- Current Chair would like to step down.
- Discussed what is involved in role (meet by phone about a week before the scheduled meeting to discuss if we have business and possible agenda items, send out emails of cancelation or asking for RSVPs, Chair the meeting.
- No quorum, delayed until next meeting

### 3. New Board Member

- Discussion began at 4:10
- This past Monday, City Council and Department Heads met in Council Chambers to interview potential applicants. Set up as speed dating. Library Board had one potential candidate, Arehn McCarty. An unincorporated resident with a leadership background, interested in literacy, and is in the Rotary Club.
- Board members will be appointed at City Council meeting on December 15th.

## OLD BUSINESS

### 4. Library District Task Force Recommendations

- Discussion began at 7:20
- Library Advisory Board Work session in September to give input to Mayor and City Manager.
- There were 4 original recommendations, which were whittled down to two.
- Recommendation A: Direct Staff (County) to propose an amendment to the Intergovernmental Agreement to clarify the use of district funds for capital expenses and allocated costs.
- Recommendation B: Direct staff (County) to initiate the creation of a strategic framework for the district that would prepare it for its 20<sup>th</sup> year of service and beyond.
- Timeline: Task Force is proposing that all recommendations be submitted to the Board as a complete package. The desire is to have (A) executed within the next 3-5 months and (B) completed within the next 24 months.

## STAFF UPDATES

### 5. Mobile Library Funding Update

- Discussion began at 13:31
- As of November 20<sup>th</sup>, our fundraising and grant totals were about \$62,142
- This includes \$25,000 grant from the Roundhouse Foundation, \$10,000 grant from the Ford Family Foundation, \$750 in business donations - (Clackamas County Bank (\$500), Scenic Fruit (\$250), Restaurant Fundraisers (\$1,643.23), Bingo Event (\$1248.27), the rest in individual donations.
- Still waiting to hear about the Oregon Community Foundation Grant
- Future fundraising ideas: A Casino Night in the Library after hours, another Bingo Event.

## ADJOURN

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# Sandy / Hoodland Public Library

# Snapshot of 2025

*ebooks*



**Hoodland 10,145**  
**Sandy 47,476**

*Physical checkouts*



**Hoodland 43,886**  
**Sandy 233,130**

*Holds Fulfilled*

**Hoodland 9,833**  
**Sandy 45,336**



*Card Sign-up*

**Hoodland 256**  
**Sandy 1,412**

**Total Programs**  
**Sandy 669**  
**Hoodland 103**

**Attendance**  
**Sandy 14,142**  
**Hoodland 1,326**

## *Our Top Programs*

Trick or Treat Trail	1,254
Stocking Stroll	665
Tree Lighting	500
Longest Day Parkway	271
Yappy Hour	270

## *Library of Things*

**Hoodland 148**  
**Items most requested were:**

- 
- Sewing Machine 19
  - Paper Shredder 19
  - Pizzelle Maker 14
  - Kill a Watt Meter 14

**Sandy 658**  
**Items most requested were:**

- 
- WIFI Hotspot 53
  - Sewing Machine 37
  - VHS to DVD converter 34



*Blood Drive*  
**Donors - 403**



*Take & Make*

**Kids 1,334**  
**Teens 890**  
**Adult 900**

## *Mobile Printing* *Printing*

**Print jobs 1,853**  
**Pages Printed 6,720**

**Print jobs 825**  
**Pages Printed 3,982**

**Print jobs 3,562**  
**Pages Printed 12,116**

**Print jobs 5,470**  
**Pages Printed 21,357**

*Wifi Uses*

**Hoodland 4,469**  
**Sandy 17,876**

## *Storytime*

**Hoodland 644**  
**Sandy 1,481**  
**Virtual 822**



*computer use*  
**Sessions**

**Hoodland 1,142**  
**Sandy 5,057**

# Sandy / Hoodland Public Library Snapshot of 2025

## Most Popular Checkouts

### ADULT FICTION

#### Sandy

- *In Too Deep* by Lee & Andrew Child
- *Counting Miracles* by Nicholas Sparks
- *Eruption* by James Patterson & Michael Crichton

#### Hoodland

- *The Women* by Kristin Hannah
- *Eruption* by James Patterson & Michael Crichton
- *The Waiting* by Michael Connelly

### TEEN FICTION

#### Sandy

- *The Hunger Games* by Suzanne Collins
- *Eragon* by Christopher Paolini
- *The Fault in Our Stars* by John Green

#### Hoodland

- *Inheritance* by Christopher Paolini

### KIDS FICTION

#### Sandy

- *Sisters* by Raina Telgemeire
- *Cat Kid Comic Club: Influencers* by Dav Pilkey
- *Kristy's Great Idea* by Anne M. Martin

#### Hoodland

- *Brawl of the Wild* by Dav Pilkey
- *Monster Friends* by Kaeti Vandorn

### ADULT NON-FICTION SUBJECTS

- **Cookery**
- **Biography**
- **Psychology**

### TEEN NON-FICTION SUBJECTS

- **Sociology**
- **Medicine**
- **Biography/Psychology**

### KIDS NON-FICTION SUBJECTS

- **Zoology**
- **Biography**
- **Indoor Games**



## Overall Sandy Hoodland

Population	28,110	5,722
Value / Cap.	\$140.05	\$123.11
Active Users	9,686	1,974
Value / User	\$406.45	\$361.81
Total value	\$3,761,612.78	\$667,393.20

[ilovelibraries.org/what-libraries-do/calculator](http://ilovelibraries.org/what-libraries-do/calculator)

## Value of Libraries



Facebook (Friends) 1,994  
Instagram 1,126

# DRAFT - SURVEYS - STRATEGIC PLAN

Satisfy Curiosity: Lifelong Learning

Goal: All patrons will be empowered to explore, discover, and connect through library programs and collections.

Objective: By the end of FY 2028, we will provide at least 15 new programs that tie to the areas of patron interest from the Needs Assessment survey. When surveyed 25% of people who attended programs will say that this is their first time in the library in the last 3 months.

**Give surveys out for all programs tied to the Needs assessment**

**Survey questions:**

**What program did you attend today? \_\_\_\_\_**

**Why did you attend this program?**

**To learn new things    very interested in topic    if fit into my schedule**

**How did you find out about this program?**

**Website    newsletter    Social Media (Facebook, Instagram) newspaper**

**When were you last in the library?**

**Last month    2 months ago    3 months ago longer than 3 months ago**

Objective: By the end of FY 2028, we will hold at least 6 new programs for the adult Latino/Hispanic community. At least 75 people will attend these programs; when surveyed at least 75% will say that they would recommend a library program to a friend.

**Give surveys out for all programs for the adult Latino community**

**Survey questions:**

**What program did you attend today? \_\_\_\_\_**

**Would you recommend a library program to a friend?**

**Yes    Maybe    No    If no, why not? \_\_\_\_\_**

**How did you find out about this program?**

**Website    newsletter    Social Media (Facebook, Instagram) newspaper**

**When were you last in the library?**

**Last month    2 months ago    3 months ago longer than 3 months ago**

# DRAFT - SURVEYS - STRATEGIC PLAN

Create Young Readers: Early Literacy

**Goal:** Caregivers will learn how to Integrate early literacy tips and engagement strategies at home as their child's first and most important teachers.

**Objective:** By December 31, 2026, we will enhance early literacy outcomes for children from birth to age 5 by strengthening programs and resources that prepare them to enter school ready to read, write, and listen. When surveyed, 50% of people will say that library programs helped them better prepare their kids for school.

**Give surveys out monthly for storytime and for all special early literacy programs**

**Survey questions:**

**What program did you attend today?** \_\_\_\_\_

**How did you find out about this program?**

**Website    newsletter            Social Media (Facebook, Instagram)    newspaper**

**Do you think this program helped you better prepare your kid/s for school?**

**Yes            Maybe            No**

**When were you last in the library?**

**Last month            2 months ago    3 months ago    longer than 3 months ago**

# DRAFT - SURVEYS - STRATEGIC PLAN

Know Your Community/Be an Informed Citizen

**Goal:** Residents will have access to accurate and up-to-date information about Sandy and surrounding communities through City and/or library resources and programming.

**Objective:** By the end of FY 2026, we will have redesigned our areas for print resources and information about Sandy. When asked, 75% of people will respond that they can more easily identify items that they are interested in and/or find the resources they need.

**Give surveys out monthly to people perusing our updated programs board**

**Survey questions:**

**Date you were in the library?** \_\_\_\_\_

**When did you last view the program board?**

**Were you able to more easily identify items of interest today?**

**Yes                      Maybe                      No**

**Why or Why Not?**

**Objective:** By the end of FY 2028, 50 people will have attended programs to receive information and/or have a dialogue with local elected officials or City or County administration. When surveyed, at least 50% of people will agree that after the program they better understand what is happening in the City of Sandy or Clackamas County.

**Give surveys out for all programs tied to the programs with elected officials or City/County Administration speaking**

**Survey questions:**

**What program did you attend today?** \_\_\_\_\_

**Why did you attend this program?**

**To learn new things    very interested in topic            if fit into my schedule**

**How did you find out about this program?**

**Website    newsletter            Social Media (Facebook, Instagram)    newspaper**

**When were you last in the library?**

**Last month            2 months ago    3 months ago    longer than 3 months ago**

**Do you understand more about what is happening in the City of Sandy or Clackamas County because you attended this program?**

# DRAFT - SURVEYS - STRATEGIC PLAN

**Yes                      Maybe                      No**

Celebrate Diversity

Goal: Patrons who belong to an underserved or underrepresented group feel represented in the collections, programs, and spaces in the library.

Objective: By the end of FY 2028, 75% of people when surveyed who attend programs that celebrate diversity will say that the library is a very welcoming or extremely welcoming space, and that they feel more comfortable in the Sandy and Hoodland communities because of these programming efforts.

**Give surveys out for all programs that celebrate diversity**

**Survey questions:**

**What program did you attend today? \_\_\_\_\_**

**How did you find out about this program?**

**Website    newsletter                      Social Media (Facebook, Instagram)    newspaper**

**Do you feel more comfortable in Sandy or Hoodland Libraries because of programs like this?**

**Yes                      Maybe                      No**

**When were you last in the library?**

**Last month                      2 months ago                      3 months ago longer than 3 months ago**