



LIBRARY ADVISORY BOARD MEETING

Wednesday, December 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:

Please use this link: <https://us06web.zoom.us/j/85447550103>
Or by phone: (253) 215-8782; Meeting ID: 854 4755 0103

ROLL CALL

PUBLIC COMMENT

APPROVAL OF MINUTES

1. Approval of Minutes from 4 September 2024

NEW BUSINESS

2. Strategic Planning

OLD BUSINESS

STAFF UPDATES

3. Teen Librarian

ADJOURN

4. Adjourn to view Winterfest Lights

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.



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MINUTES

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ROLL CALL

PRESENT

Heather Michet
Kathleen Draine
Liz Lopez-Aguado
Teresa Peltier
Lynne Pollard
Bethany Shultz
Kathleen Walker (City Council Liaison)

ABSENT (excused)

Salina Horsefall
Dale Hauff (Friends of Sandy Library)
Cynthia Bowie (Friends of Hoodland Library)

PUBLIC COMMENT

APPROVAL OF MINUTES

1. Approval of Minutes from August 7, 2024

- a. Discussion began at timestamp 1:09

Motion made by Lopez-Aguado to accept the minutes from August 7th as written, seconded by Draine.
Voting Yea: Michet, Draine, Lopez-Aguado, Peltier, Pollard, Shultz

NEW BUSINESS

OLD BUSINESS

2. Strategic Planning Reports
 - a. Discussion began at timestamp 1:52
3. How to proceed with new Strategic Plan
 - a. Discussion began at timestamp 37:10
4. Review the LINCC Strategic Plan
 - a. Discussion began at 1:04:34
 - b. LINCC Strategic Plan is included in August 7th Library Advisory Board Meeting packet

Sarah will check with Darci Hanning at the State Library of Oregon to see if she is interested in helping us with our new Strategic Plan.

STAFF UPDATES

5. Library is very short staffed with staff on official leave – everyone is doing an amazing job of pitching in
 - a. Discussion began at timestamp 1:06:07

ADJOURN

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These “Community Questions” are specifically NOT about your library but are about the needs and desires of the people in your community (who may or may not be using the library currently).

How to use these questions:

1. Select three to four questions. When selecting questions, try to have a balance of personal views/needs and community views/needs. Remember, the more questions you select, the more work there will be down the line to transcribe and categorize.
2. Find a **public area** (not just in the library necessarily) to post the first question and provide pens and sticky notes for visitors to write their answers and post them. It is okay to remove answers that are fully inappropriate (due to language, for example) but don't censor topics if at all possible – (just about) anything is fair game.
3. Leave each question up for at least a week or until the responses have noticeably slowed down.
4. Repeat for the remaining two or three questions. (If you find that one question doesn't solicit very many responses, feel free to pick another question to replace it).
5. Additional/alternative ideas:

You can distribute all (three or four) questions in a single survey; one director was able to distribute the survey through two or three teachers at their small school, for example, and received great feedback from the students.

You can post the questions on a large sheet from a “sticky pad” or on a poster sheet on an easel in areas throughout the community (or bring early to community meetings you attend and let people answer them before and after the meeting).

If you have a table or booth at a community event, you can place the question up above/behind and use butcher paper on the table where people can write their answers.

If a significant number within your community speak a language other than English, try to get the survey translated and out to those community members; perhaps through appropriate local community or service organizations.

Ask one question a week on social media.

Ask all questions on an online survey.

Send out stamped, self-addressed postcards (for example, four postcards, one question each; two postcards, two questions each; one postcard all four questions). If going this route, you may want to investigate [Every Door Direct Mail](#) service or if you can include

the postcard in the city's mailing (e.g. utility bills or similar).

When using the above approaches, make sure to provide just enough context but don't stress the "library" aspect too much!

6. Transcribe each question and all the answers (edit only for clarity if absolutely necessary). Please use Word and **not** Excel to record/transcribe answers for each of the questions.
7. The transcriptions will be used as a staff activity during the staff planning meeting – they will look over the answers for each question and group them into broad topics. Those broad topics are then used to help staff (and later, stakeholders) to prioritize the 18 public library service responses.

Possible Questions:

- One thing I wish I knew more about is...
- What do you value most about our community? - LIBRARY STAFF SELECTED
- Why do you live in [City]?
- What's on your bucket list?
- What one thing would make your life easier? - LIBRARY STAFF SELECTED
- What one thing would make our community better? - LIBRARY STAFF SELECTED
- What is preventing our community from being better?
- How do you spend your time? - LIBRARY STAFF SELECTED
- How do you spend your money?
- What do people worry about? (What do you worry about?)
- What do people dream about? (What are your hopes and dreams?)
- What is your favorite thing about the community? - LIBRARY STAFF ADDED

You are not limited to these specific questions. The primary characteristics of all these questions is they are about **people's lives / needs / desires and are very broad**. Do NOT ask questions about the library! ☒



State Library of Oregon
Library Support and Development Services

Timeline of tasks and activities:

What	Who	When
Notify Board	Director	Done
Notify Staff	Director	Done
Board Presentation (optional)	Consultant, Director	2/5/2025 6-7:30p
Provide List of Community Questions	Consultant	Done
Select and Gather Responses to Community Questions	Director, Staff	Starting in January
Research community demographics	Director, Staff (Consultant as needed)	2/12/2025
Complete PLD Standards (Essentials, indicators only)	Director, Staff; send to consultant	2/12/2025
Transcribe Community Responses, send to Consultant	Director; send to consultant in Word doc	2/12/2025
Identify Community Members / Stakeholders to participate in planning, send rough number of invitees to Consultant	Director	
Create Staff Meeting Agenda(s)	Consultant, Director	
Distribute Meeting Materials to Staff	Consultant, Director	
Staff Meeting	Consultant Facilitates	2/19/2025
Transcribe Staff Meeting Notes	Director, Staff	
Create Community Meeting Packet	Director	
Create Community Meeting Agenda(s)	Consultant, Director	
Send out Community Meeting Packet	Director	
Create Director's Presentation	Director	
Community Meeting	Consultant Facilitates	First week of April, 6:00 - 7:30, week night.
Board receives concept words for vision statement		May board meeting
Staff develops draft Mission Statement		April / May
Provide Goals and Objectives Templates	Consultant	
Follow-up with Director	Consultant	
Draft Strategic Plan Document	Director	
Check-in with Director	Consultant	
Final Strategic Plan Document	Director	
Present Strategic Plan to Board	Director	