



SANDY/HOODLAND LIBRARY ADVISORY BOARD HANDBOOK

I. Introduction	1
II. Public libraries: their role in their communities	1
III. Sandy and Hoodland Public Libraries	2
IV. Sandy/Hoodland Library Advisory Board	3
A. By-Laws	3
B. Roles and responsibilities	3
C. Expectations of advisory board members	4
V. Policies and Procedures	4
A. Board meetings and agenda	4
B. Board member recruitment	5
C. Board member orientation	5
APPENDIX A - Library Public Policies	5
APPENDIX B - Chart highlighting the Roles and Key Responsibilities for Council, City Manager, Director, Board, and Friends of the Library	5



I. INTRODUCTION

The Director of the Sandy and Hoodland Public Libraries recognizes the vital contribution that advisory board members make to the growth and development of our library. The work you do, the time and energy you contribute, and the knowledge and skills you share improve public library service for our communities.

Public libraries face new and ever-changing challenges in meeting diverse community needs, including digital literacy, school readiness, lifelong learning, and workforce development. In addition, public library services must be measured and evaluated to meet public and political demands for accountability. One of your most important roles is advocating for the library as a valuable community asset and as a center for public access to computers and resources.

This Library Advisory Board Handbook is a tool kit to help you support your library in your role as an advisory board member. This Handbook:

- Provides background on the role of public libraries and current public library philosophy and practice in the United States
- Defines what the Sandy/Hoodland Library Advisory Board is and explains advisory board processes
- Helps advisory board members realize that they are part of a vast network of persons, institutions, and associations committed to the ideal that a democracy is most appreciated and best served by community members empowered by access to, and a free and independent pursuit of, information and ideas

II. PUBLIC LIBRARIES: Their Roles in Their Communities

Public libraries, a sometimes quiet but always major force in communities, have been supporting their constituents for hundreds of years. In service to their communities, they provide a destination, resources and services for education, recreation, information, and culture. Many sizes and types of public libraries exist to serve all ages and populations. Public libraries support informal and formal lifelong learning. They excel in acquiring and organizing resources to meet needs and provide a unique balance of meeting changing needs by providing new, cutting-edge opportunities. Public libraries partner with other entities to expand potential and seek collaborative opportunities to maximize their support for communities. A major strength of yesterday's, today's, and tomorrow's public libraries is a vision for the future with a commitment to preserving the past.

Public libraries today aren't necessarily in new roles, but are emphasizing important community roles that include:

- Support for, and services that enhance early literacy, such as parent and family programs and services for babies, general outreach to both parents and caregivers, training for child-care providers, school readiness, and academic success
- Critical small business support through access (in library or at desktops) to online subscription content with significant, vetted resources, rather than only broad, web-delivered content.
- Workforce development through access to the web, technology, information literacy training, as well as technology hardware and software training and adult literacy initiatives, such as English language training, career workshops, early reading initiatives, employment skills, job identification, and application support
- Community gathering place, whether to discuss concerts, classes, and other events, book clubs and other social groups, or simply a forum where people can come and sit, talk, and read, libraries stand alone in many communities as a gathering place

Today's public libraries and library staff

- Provide a variety of reference services and materials in a wide range of formats
- Teach patrons in person, virtually, and in small and large groups in "classroom" settings encompassing a wide variety of ages, levels, and styles of learning
- Select, make accessible (in numerous formats), and create print and online documents, guides, and resources to meet patrons' needs
- Maintain all traditional, as well as 21st century, toolbox competencies for staff, including high-end productivity software and use of web-delivered resources

- Address education and training in hardware, software, teaching and learning, general management issues, and technology issues, such as hardware set-up, maintenance, and networking
- Work virtually, digitally, and in person
- Count and track many more things today in a wide variety of usage categories, including books and periodicals through physical or in-person ownership, as well as access to virtual and digital information and materials delivered over the web

The following is a link to the issues affecting libraries today, defined by the American Library Association. www.ALA.org/advocacy. New board members should review these issues as they begin their board appointment.

Library supporters are critical to the public library's success. Advisory boards, and Friends' groups are working with governing entities and library managers to better define or reposition the 21st century library as an ongoing critical community service.

III. SANDY AND HOODLAND PUBLIC LIBRARIES

The Sandy and Hoodland Libraries support the community in their endeavors to create lifelong readers, learn to read and write, develop the ability to find accurate information, and connect to the online world. The Sandy and Hoodland Public Libraries are educational and cultural hubs in our communities. Our goal is to provide entertainment and educational materials and services, in a variety of formats for the enjoyment and growth of individuals and groups. We aim to maximize use of our resources through helpful staff, publicity, and promotion.

The Director of the Sandy and Hoodland Public Libraries is a Department Head within the City of Sandy and works as part of the management team for the City. Under the supervision of the City Manager, the Library Director designs and maintains all services, programs, and collections of the Sandy and Hoodland Public Libraries.

The Sandy and Hoodland Public Libraries are part of the Libraries In Clackamas County (LINCC) Library District. Since 1977, when the first county-wide funding levy was approved by voters, the public libraries of Clackamas County have cooperated in a collaborative resource and revenue sharing network. The members of the LINCC network are cities in the County that operate public libraries: Canby, Estacada, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy (including a branch in Hoodland), West Linn, and Wilsonville, and Clackamas County which operates two branches, Oak Lodge and Gladstone. As part of LINCC, the Sandy and Hoodland Public Libraries send a representative of our Library Board to the Library District Advisory Committee (LDAC) to discuss library issues county-wide.

Since its inception, LINCC libraries have shared in the proceeds of a variety of county-wide funding mechanisms, which have culminated in the passage in November 2008 of a county-wide Library Service District with a permanent tax rate of .3974 per thousand of assessed value. Any resident of Clackamas County (with the exception of Johnson City) may visit any LINCC public library, obtain a free library card and check out materials without charge as part of LINCC,

Besides sharing county-wide funding, the major cooperative feature of LINCC is that the independent libraries share a single library computer system. The unified computer makes it very easy for individual citizens to borrow materials from any or all libraries throughout LINCC and to have those materials delivered via library courier to their neighborhood library for easy pick-up. This shared system and shared county-wide funding has created a seamless public library system in Clackamas County that has greatly facilitated the cost effective sharing of resources among these eleven library "partners" yet allows each local city or county library to retain its own autonomy and ability to tailor its collection and programs to the unique needs of its clientele.

In addition to the permanent tax funding described above, the Sandy and Hoodland Public Libraries may receive funding and support from the City of Sandy, the Friends of Sandy Library, and the Friends of Hoodland Library.

IV. SANDY / HOODLAND LIBRARY ADVISORY BOARD

Adopted by the Sandy/Hoodland Library Advisory Board on May 1, 2019

As a member of the Sandy/Hoodland Library Advisory Board, it's critical that you are aware that the board is **advisory** to the Library Director: it assists and advises the Library Director (and City Council, as requested,) on matters concerning the library. The Library Director, City Manager, and City Council have final decision making authority. The City Council appoints up to a total of 7 members, each of whom serve four-year terms.

A. Sandy / Hoodland Public Library Advisory Board By-Laws

Article I: Name

The organization shall be known as the Sandy / Hoodland Public Library Advisory Board. It is established in accordance with Resolution 2018-14 of the Sandy City Council (May 22, 2018).

Article II: Purpose

Advise the Library Director on the development of library services, programs, and facilities to meet needs of the Sandy and Hoodland Library Service Areas. Participate actively in the goals, aims, and purposes of the Libraries.

Article III: Membership

The library advisory board shall consist of up to seven members. Library advisory board members and applicants must be residents of the Sandy/Hoodland Library service area.

To ensure representation from the entire library service district, one third of advisory board members shall be from the Hoodland/mountain area and two thirds from the Sandy area. In addition advisory board membership shall seek to reflect the diversity of the library district service area. A majority of the voting membership shall constitute a quorum. A City Council liaison, Presidents of the Friends of Sandy Library and Friends of Hoodland Library (or a designee), as well as, the Library Director shall be non-voting ex officio members of the advisory board and shall take part in its discussions or deliberations. Ex Officio members shall not be counted toward the constitution of a quorum at any meeting.

Article IV: Officers

The officers of the advisory board shall be Chair, Vice Chair, and Secretary. They shall be elected at the last meeting of each fiscal year and shall serve for a one-year term. The Chair shall call and preside over meetings, and name committees. The Vice Chair shall preside in the absence of the chair. The Secretary shall take meeting minutes.

Article V: Meetings

The advisory board shall meet as often as necessary, not less than six times a year. April and November meetings will be held at the Hoodland Library, all other meetings will be held at Sandy Public Library. A meeting date may be changed or canceled by the Chair, in consultation with the Library Director, with prior notice to the membership.

If a member should have two (2) consecutive unexcused absences from regular meetings, he/she shall be replaced with a new member appointed by the Sandy City Council. The new appointee shall fill the former member's unexpired term. The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Sandy / Hoodland Library Advisory Board in all matters to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Sandy / Hoodland Library Board may adopt.

Article VI: Committees

The Chair, with the approval of the advisory board, shall establish all standing and special or ad hoc committees. The Chair shall appoint chairs of the committees with the approval of the advisory Board. Chairs shall select their committee members. Committee members may consist of the general public, library users, and/or library staff, depending on the nature and purpose of the committee. Charges to the committees will be expressly stated. Ad hoc committee terms shall coincide with the term of the appointing officer, but may be reappointed by a future Chair.

Article VII: Amendments

These bylaws may be amended at any regular meeting of the Sandy / Hoodland Library Advisory Board by a quorum provided notice of such amendment has been given to all Board members at least seven (7) days prior to the meeting.

B. Roles and responsibilities of the Sandy/Hoodland Advisory Board

The board is advisory to the Library Director and has no decision making powers, other than that granted to it by the Library Director and the City Council. The responsibilities and duties listed below may change based on requests from the incumbent Library Director and/or City Council.

1. Taking an active role in the Library's strategic planning process. This includes, but is not limited to providing feedback on how best to engage the community in the strategic planning process; participating in community forums; reviewing

strategic planning outcomes and goal achievement annually.

2. Representing the library to the community. This includes but is not limited to:

- Attending public forums to gather community input;
- Updating City Council on Board activities when appropriate,
- Keeping the library in mind as a community resource and gathering place in discussions with community groups;
- Being knowledgeable about library programs and services when talking to members of the community.

3. Reviewing specific library policies, as requested by the Library Director.

4. Advising the Library Director on various aspects of Library programs and services, current and planned.

- Advising the Library Director regarding policies for the development of library services and facilities to best meet the current and future needs of the community;
- Recruiting and recommending to the Library Director prospective advisory board members;
- Representing the needs, interest and desires of the entire service area of the library district;
- Participating actively in the goals, aims and purposes of the library;
- Performing other such related duties as requested by the Library Director and/or City Council.

C. Expectations of Advisory Board Members

The role of an advisory board member is a significant one, as the board's deliberations and recommendations are an important source of community input to the Library Director and ultimately to the City Council. As an effective advisory board member, you can:

- Take every opportunity to build goodwill for the Library. Champion the Library's mission, purpose, and services with your friends, neighbors, and community groups.
- Maintain positive relationships with Friends of the Library.
- Support the Library Director.
- Educate yourself about the Library's policies, programs and services.
- Educate yourself about the community's needs, Library capacities, and the need for future Library services.
- Encourage community involvement with the Library.
- Educate yourself about current and prospective issues affecting public libraries and the Sandy and Hoodland Public Libraries.

In addition, Advisory Board members are expected to:

- Attend and participate in board meetings. Notify the board chair if you are unable to attend a board meeting.
- Familiarize yourself and abide by the board's by-laws and policies.
- Prepare for board meetings by reading materials pertinent to the agenda, which is sent out ahead of time.
- Recognize that the board is advisory only, and has no approval or veto authority regarding decisions the Library Director may make.
- Support the final decisions of the board and Library Director.
- Attend an orientation for new board members and such additional training as is made available.
- Attend Library community events whenever possible.
- Actively participate in Library and board processes, such as strategic planning.
- Assist in succession planning for new board members by identifying others to serve on the advisory board.

V. BOARD POLICIES and PROCEDURES

A. Board meetings and agendas

The board meets from 6:00-7:30 p.m. on the 1st Wednesday of most months, in the Sandy Library's Community Room (April and November at Hoodland Library) . The board is required to meet no less than six times a year.

The monthly board agenda is developed jointly by the board chair and the Library Director. One week prior to the board

meeting, the agenda and appropriate supporting materials are sent to the email address provided by each board member. Board members without an email address will have the agenda mailed to them, along with any supporting materials.

B. Recruitment of new advisory board members

New advisory board members are recruited to fill board vacancies as they occur. Recruitment will take place by personal invitation as well as general announcement.

- Each advisory board member will personally invite at least one person to join the board. The board is looking for: diversity in membership, representatives from all areas, willingness and ability to meet board roles and responsibilities.
- Potential members are asked to attend an advisory board meeting, to familiarize themselves with the process. They are also given a copy of the Advisory Board Handbook to read, before they submit an application.
- Applicants submit an on-line application.
- The Advisory Board Chair reviews the applications and, with the Library Director, interviews the applicants.
- The advisory board meets as an executive committee of the whole, and recommends new members to the Library Director.
- The Library Director takes successful candidates to City Council for official appointment to the board.

C. Orientation of new advisory board members

Incoming advisory board members meet with the Library Director and an advisory board member to discuss the contents of the board handbook, board process, and key issues and items on which the board is focusing.

Appendix A: [Library Public Policies](#)

Appendix B: [Chart Highlighting the Roles and Key Responsibilities for Council, City Manager, Director, Board, and Friends of the Library](#)