



AGENDA
Library Advisory
Board Meeting

6:00 PM - Wednesday, September 4, 2019

Sandy Public Library, 38980 Proctor Blvd, Sandy OR 97055

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MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday, June 5, 2019

Sandy Public Library, 38980 Proctor Blvd., Sandy, Oregon 97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, June 5, 2019, at 6:00 PM, in the Sandy Public Library, 38980 Proctor Blvd., Sandy, Oregon 97055, with the following members present:

PRESENT: Board Member Heather Michet , Board Member Lynn Freeman, and Board Member Kathleen Draine , Board Member Lynne Pollard

EXCUSED: Blanca Doroteo, Jeri McMahan, City Council Liaison Bethany Shultz

STAFF/LIAISON PRESENT: Chris Wilhelmi, Assistant Library Director
Maureen Houck, Librarian

AUDIENCE MEMBERS:

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. Meeting Minutes

We reviewed the minutes from May.

3. NEW BUSINESS

3.1. Feedback - LINCC Strategic Plan

Provide Equitable Access

- E-card for accessing digital materials. Allows patron to place holds on books

without current library card, must come into library and get actual card. Other libraries are currently using system.

- Books by mail (Oak lodge currently running program). Would like to centralize from Network office to serve home bound patrons.
- One barrier to access is fines. Eliminate fines for kids on kid's materials? Would parents abuse kids cards? Possibility of creating a charitable fine pool governed by each library? \$25.00 fine limit keeps patrons from checking out material.
- Open Plus - key card entry allows people to use services before/after hours. May be good for Hoodland.

Commit to Youth

- Improve link and tie-ins with schools and nonprofits.
- Would need a new employee to coordinate youth services throughout the county, adding to the core staff of LINCC. WCCLS has a much larger network staff, that includes a similar position.

Connect Communities

- Utilize the Equity, Diversity, and Inclusion committee

Enhance User Experience

- Public relations and promotion is well covered in Sandy, but we need more county-wide promotion.

Ensure Sufficient Funding

- Add the word level to staff assessment.

Additionally:

- Would like to see an imperative added that addresses adequate facilities.
- Currently some programming at Sandy and Hoodland is over fire occupancies limits. How to present to City Managers and other stakeholders? What is the Standard to use? Facilities are a capitol issue.
- Also need to insure funding for professional personnel. OLA has standard for professional personnel needed for demographics.
- Programming was named in imperatives, but not specifically named in initiatives.
- Sandy Connect a private organization in Sandy that coordinates partnerships between different City programs ie, Ant Farm is one of those organizations. DHS cases meet at Library on walk-in basis. We need good coordination and still retain local identity.
- County pays for LINCC network office.

4. OLD BUSINESS

4.1. Task Force

Kathleen Draine reported on the current status for the Task Force (see Policy Session Worksheet)

Task force approved by County Commissioners with:

Increased core / umbrella committee to 29 people
Increased service committee to 29 people
Increased funding committee to 29 people
Increased governance committee to 29 people

This process has 3 intended meetings per committee before reporting back to the umbrella committee.

Elected officials removed themselves from the process

This summer/fall is the education /outreach phase on how the library district was formed and functions.

Meetings will begin in the fall.

5. STAFF UPDATES

5.1. Apply for Library Board positions

6. ADJOURN

Draft

C. Materials Selection

It is the function of Sandy and Hoodland Public Libraries to provide library materials to our communities; recognizing the varied backgrounds and needs reflective of all citizens, regardless of race, sex, age, social, religious or political persuasion. This policy endorses the library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association. This policy also conceives that censorship is a purely individual matter and declares that while a person is free to reject for himself material found to be objectionable, he cannot exercise this right of censorship to restrict or suppress other citizens in their choices. Responsibility for a child's choices must rest with the parent or guardian, not with the library.

For the purposes of this policy, "materials" may include, but are not limited to: books, magazines, newspapers, music, video, and other information in both physical and electronic formats. Materials acquired shall be selected for quality of content, expression, form and popular need. Other factors to be considered are sincerity and responsibility of opinions, factual accuracy, timeliness or current high interest in subjects or titles. Libraries should provide materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

While it is our goal to have and maintain the best collection possible, both space limitations and budget restrictions limit our ability to do so. It will be our object, under these circumstances, to build the broadest collection to serve the majority of our users.

This policy addresses the need of maintaining a balance of both juvenile and adult materials. If either member or circulation statistics indicate a discrepancy in this ratio, restitution shall be made.

Consideration of our integral part of a larger county and state library network will affect our selection policy. We will, when possible, avoid duplication of titles of little popular interest. We will also lend our materials to other reciprocal libraries when they request it.

When items are lost to the collection, they will be replaced if circulation figures indicate a general need and the item is still available. This policy also directs its attention to the need to maintain selections in specific fields and media types, including current high interest, contemporary authors, local historical materials, periodicals, general recreational media and classics.

Gifts may be accepted with the understanding that they will be subjected to the same evaluation and selection standards as prospective purchase materials. Gifts accepted by the library become the property of the library and will be handled and/or disposed of as the library sees fit.

The library's collection will include some materials which are impermanent and transitory in nature. The library director will regularly discard those materials which no longer meet the requirements and selection standards of the library. Torn, dirty, unattractive, outdated and outmoded materials are subject to discard.

[Insert Library of Things Guidelines here]

Members finding objectionable material in the library's collection are requested to state their objections on the reconsideration form found in **Appendix A**. On receiving a request for reconsideration of library material, the librarian will review the material in its entirety; and write a formal response to the complainant. If the complainant is not satisfied, they may appeal to the library board. The board will review the appeal and render a decision. The board decision shall be considered final.

Library of Things – Collection Development Guidelines

Purpose of the Collection: The Library of Things at the Sandy and Hoodland Public Libraries is a service that offers non-traditional items for patrons to check out. The collection supports our strategic goals of providing new and popular materials that stimulate the imagination and promoting lifelong learning by offering the resources for patrons to explore topics of personal interest.

In addition to supporting the library's mission and strategic plan, the Library of Things also aims to:

- Promote experiential learning
- Support creativity and making
- Provide access to resources patrons might not normally have contact with
- Generate more awareness about new and emerging technologies and ideas
- Create better informed consumers and support local businesses by giving patrons a chance to try out something before making a decision to purchase
- Create connections within our community by exploring shared interests and collaborating
- Have fun and help facilitate the serendipitous discovery of new and exciting Things.

Selection for the Library of Things falls under Sandy and Hoodland Libraries' general Collection Development Policy. These guidelines are not intended to change or alter that policy, merely to clarify some specifics concerning how it applies to the Library of Things.

Types of materials: General categories have been developed for the Library of Things collection, but these are intended to act as guides for selection, and not to place limits what can be represented in the collection.

- Kitchenware (examples: mixer, canning kit, cake decorating kit)
- Arts and crafts (examples: sewing machine, button maker)
- Home and Garden (examples: Radon detector, gardening tools, drill)
- Technology (examples: GoPro, VHS to DVD converter)
- Outdoor and Recreation (examples: croquet set, metal detector)
- Games and Toys (examples: Catan, Pandemic, King of Tokyo, puzzles)
- Event and Party (examples: bubble maker, warming tray)
- Musical Instruments (ukulele, keyboard, electronic drums)

Donations: Donations will be accepted. For donations, particularly for the Library of Things collection, we ask that patrons speak to the collection selector before bringing in their donation to confirm it is something we will be able to take. Many items in good condition and working order will be accepted, and receipts for tax purposes can be given. Donations are considered outright and unrestricted, and there is no guarantee that a donated item will end up in the collection.

Guidelines and criteria for selection: Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection. The following considerations should apply when selecting materials for inclusion in the Library of Things collection:

- Processing and circulation - the size of the item and how it will be packaged and processed should be taken under consideration, for thinking about both how practical checking that item in and out regularly will be, and how the item will be stored at the library (whether that be on the collection area's shelves or in the holds area). Breakable parts, multiple pieces that could get lost, and the likelihood of an item

getting damaged or dirty should be weighed against the cost to purchase, process, and maintain that item.

- Cost – as with all collection areas at the library, it falls to the selector to decide how best to distribute the budget, and what the limits are for the cost of an item .
- Safety – patron safety is a priority, and potential safety risks that an item poses needs to be considered. All items are packaged appropriately with visible warning labels if needed.
- Community interest – patron feedback and suggestions are gathered through a number of sources (surveys, purchase requests, and in conversation). All these suggestions are collated on a spreadsheet, including the number of times a purchase gets suggested. If something gets enough recommendations, can be reasonably circulated, and is priced within reason, it may be added to the collection. We also look at library circulation and programming statistics to get a general sense of what is popular and in demand in our community, and use this information to guide selection.
- Circulation data and demand – this collection is an ongoing experiment, and there are times when items get added without knowing whether they will circulate well. Because of this, we often start with just one copy. As demand grows via holds or checkout numbers, additional copies should be added to maintain a good holds to items ratio. Conversely, items that do not circulate well will be removed from the collection per the Collection Development policy.
- New/trending/popular – often items or things being talked about widely, or trending in popularity on a large scale, would make good additions to the collection. Check with vendors and review sites to determine what might be the next big thing. Sometimes this may come down to the selectors own experience, knowledge, and intuition.
- Entertainment and enjoyment – It is important to keep in mind that one big reason why this collection succeeds is its ability to surprise, delight, and entertain patrons. We want to expand the way these patrons think about what is possible at a public library, and give them good, happy feelings while doing it. Adding something to the collection merely because it is fun is a perfectly acceptable reason to do so.
- Access – thought should be given to what items might normally be inaccessible to most patrons. Being able to provide people with tools they can benefit from but would not normally come in contact with does make acquiring that item especially important. Access can also mean providing items for checkout that might not be practical for a patron to own.
- Reviews – consumer reviews of products are essential in detecting what future circulation problems might be encountered, and should be given appropriate consideration.
- Intended user age – items intended for children tend to be very popular, but also pose a higher risk of breaking or a part going missing, and this should be considered when selecting materials. Additionally, responsibility for a child's use of library materials lies with the parent/guardian, and an item needing to be appropriate for all ages should not be a significant factor in selection.