AGENDA
Library Advisory Board Meeting
6:00 PM - Wednesday, January 6, 2021
Zoom

SANDY PUBLIC LIBRARY
WHERE INNOVATION MEETS ELEVATION

**MINUTES
Library
Advisory
Board
Meeting**
**6:00 PM - Wednesday,
November 4, 2020**
Zoom

The Library Advisory Board of the City of Sandy was called to order on Wednesday, November 4, 2020, at 6:00 PM, in the Zoom, with the following members present:

PRESENT: Board Member Dale Scobert, Board Member Heather Michet , Board Member Jeri McMahan, Board Member Lynne Pollard, and Board Member Kathleen Draine

EXCUSED: Board Member Blanca Doroteo

STAFF/LIAISON PRESENT: Library Director Sarah McIntyre and Councilor Bethany Shultz

AUDIENCE MEMBERS:

1. ROLL CALL

2. APPROVAL OF MINUTES

   2.1. Meeting Minutes

   - Kathleen Draine wanted to clarify a statement in 2.1: add a comma after formula, and put quotes around "to be reviewed at the next meeting"
   - Heather Michet suggested removing the word 'with' before the quoted statement.

   Heather Michet made a motion to approve the minutes as amended **Lynne Pollard seconded the motion. CARRIED. unanimously.**

3. NEW BUSINESS

3.1. Mask Policy

- Kathleen Draine sent an email with some edits to the mask policy before the meeting. These edits were accepted.

Jeri McMahan made a motion to approve the Mask Policy as edited **Lynne Pollard seconded the motion. CARRIED. unanimously.**

3.2. Boards and Commissions Code of Conduct

- Discussed the Code of Conduct.
- Members agreed to sign the acknowledgment of the Code and return to the library.

3.3. Facebook as a dissemination platform

- Discussed information dissemination as a whole using the Wildfires as an example.
- Sarah mentioned the change in website company that was coming, noting that it should be much easier to disseminate information through the new City website.

4. OLD BUSINESS

4.1. Library District Advisory Committee (LDAC)

- Kathleen Draine - LDAC Representative let the group know that LDAC has not met. She has emailed the Chair to ask about meeting.

5. STAFF UPDATES

5.1. Next steps in reopening the libraries

- We discussed that the library hopes to add browsing by appointment in the next few months.
- Heather Michet asked about browsing the Friends of Sandy Library (FoSL) Booknook.

5.2. How current services are being utilized

- Sarah gave statistical information on how are current services are faring.
- Sarah will send wording for Computers by Appointment at Hoodland Library to Jeri McMahan and Lynne Pollard

## 6. ADJOURN

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
July - September 2016	731
October - December 2016	816
January - March 2017	855
April - June 2017	841
July - September 2017	782
October - December 2017	664
January - March 2018	767
April - June 2018	605
July - September 2018	772

Circ of board books by date
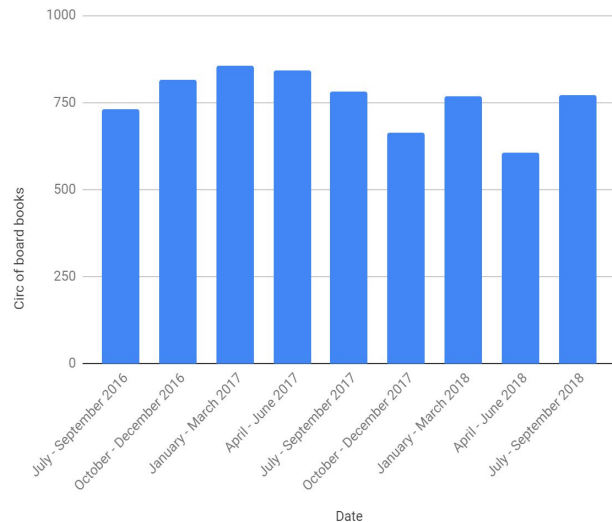
We did not reach this objective.

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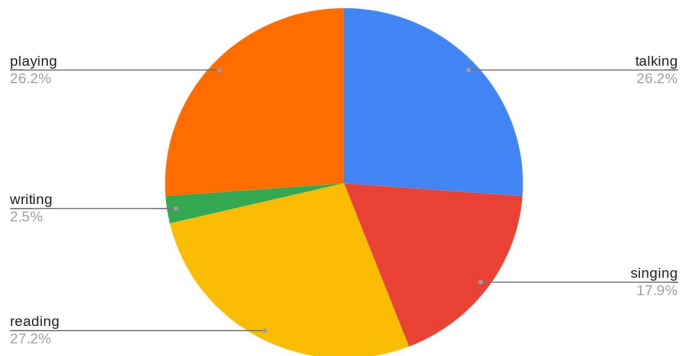
Date	Yes	No
October 2017	85.19%	14.81%
December 2018	85.34%	14.44%
September 2019	87.59	12.41%

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 and # using

playing
26.2%

talking
26.2%

writing
2.5%

singing
17.9%

reading
27.2%
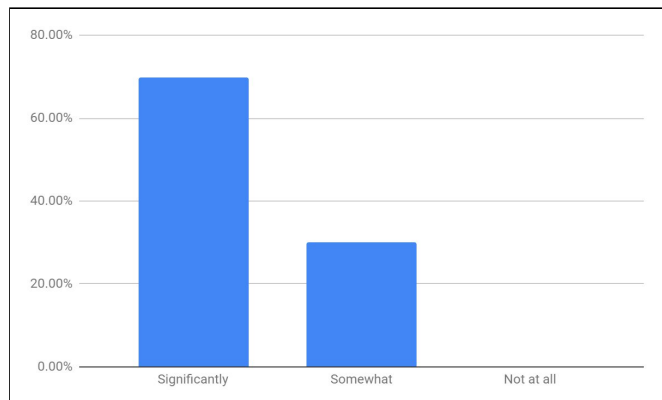
We did not reach part one of this objective.
We reached part two of this objective.

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 now, we have visited 9 of 10 schools.

We did not reach this objective.

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

Oct 2016 - Sep 2017	2888	
Oct 2017 - Sep 2018	3076	6.11%
Oct 2018 - Sep 2019	2914	
Oct 2019 - Sep 2020 1080+ virtual (1197)	2277	
Oct 2020 - Sep 2021		
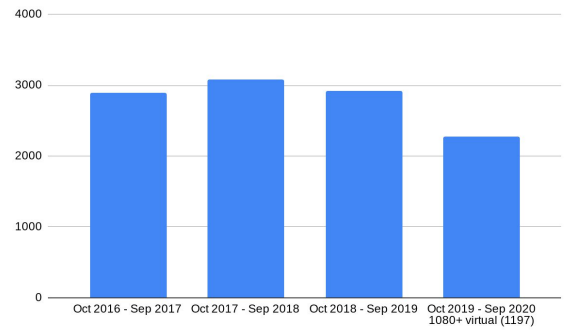
Sample Activities:

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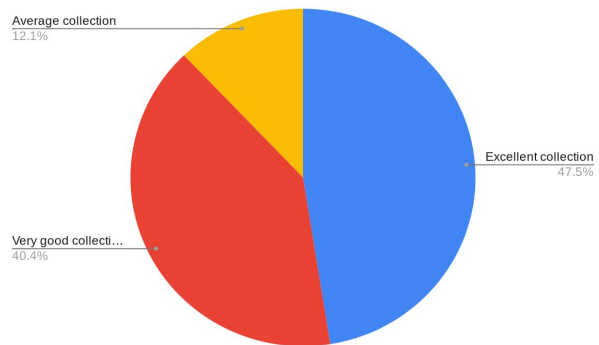
Goal: Adults, teens, and kids will have print, media, and digital materials to keep their brains and imaginations active and allow them to explore ideas.

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.

Data for 2019-2020:

Excellent collection	47.47%
Very good collection	40.40%
Average collection	12.12%
Poor collection	0%

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

Average collection
12.1%

Excellent collection
47.5%

Very good collecti…
40.4%

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	90.91%
Not timely	9.09%

We reached this objective.

Not timely
9.1%

Timely
90.9%
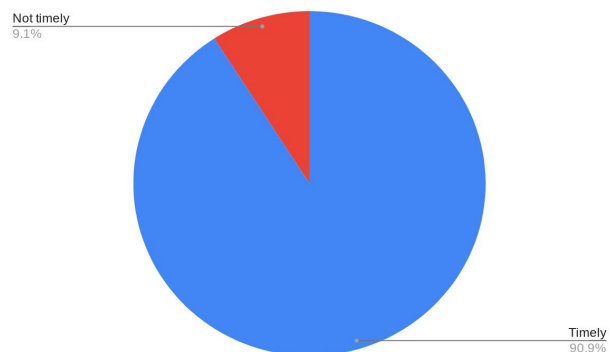
Objective #3:By December 31st, 2021, 85% of people surveyed will respond that the assistance they receive from staff is either very good or excellent.

Current % of people surveyed:

Excellent assistance	78.91%
Very good assistance	15.31%
Average assistance	5.10%
Poor assistance	.68%

Average assistance
5.1%

Very good assista…
15.3%

Excellent assista…
78.9%
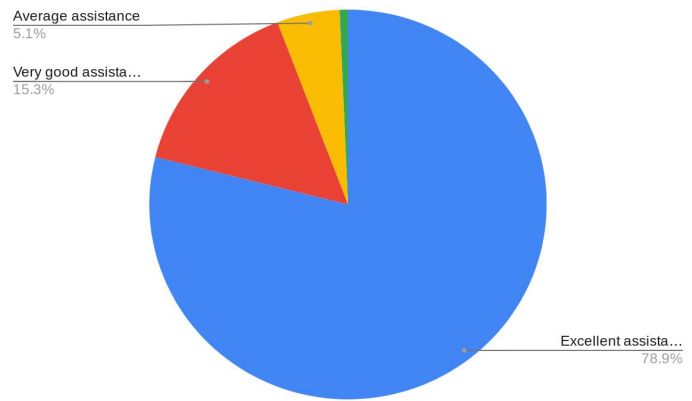
Sample Activities:
Improve collections of print and media materials
Lower holds ratios by buying more copies of items

Updates in blue (6/30/2020)
 # of surveys filled out in current year: 165
# of total surveys: 740

**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 2019-2020:   8479
(does not include asynchronous virtual storytimes and crafts = 3286)

|	
Excellent Job at providing programs	46.06%
Very good job at providing programs	47.27%
Average job at providing programs	6.67%
Poor job at providing programs	0%
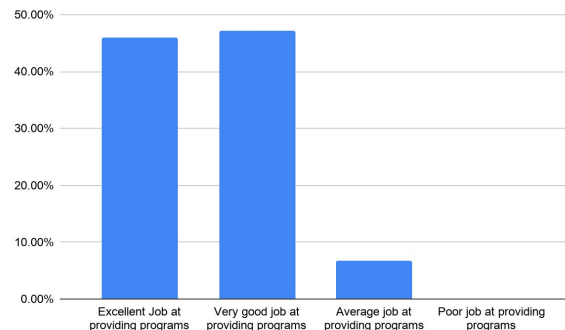
We reached this objective in 2017-2018, 2018-2019, 2019-2020?

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	70.91%
Somewhat enhances my leisure time	29.9%
Does not enhance my leisure time	0%
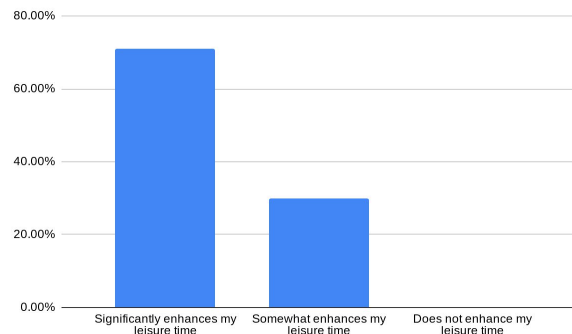
We reached this objective.

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	63.03%
Would recommend to a friend:	100%
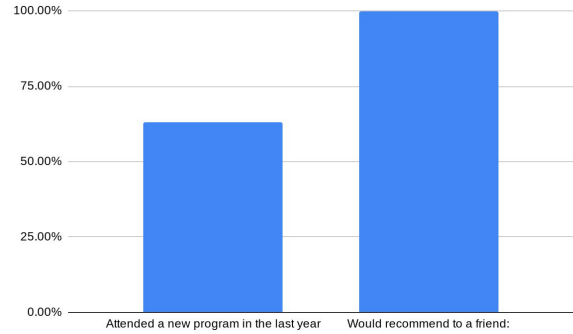
We reached this objective.

Objective #4: By June 30th, 2022, 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
	Total thus far:	3769

We reached this objective.

Sample Activities:
Hold a variety of programs for all ages.

Updates in blue
 # surveys 2018-2019 = 22

**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%

0% vs. Poor
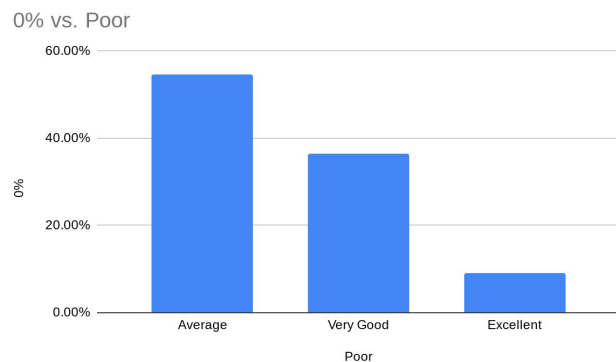
We did not reach the first part of this objective
We reached the second part of this objective.

Objective: By June 30th, 2019, 5 successful middle school students will volunteer to assist the library with our information literacy classes.
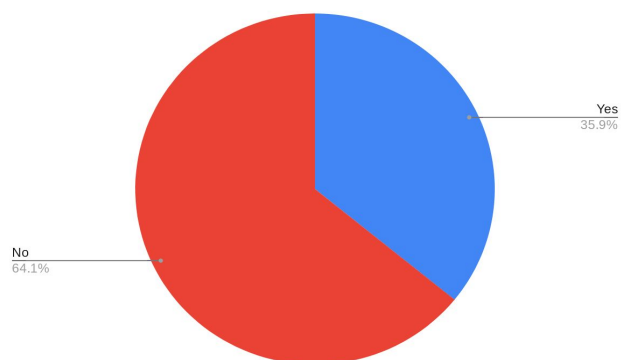0 middle schoolers assisted the library.
We did not reach this objective.

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

Yes	38.12%
No	68.18%

Yes
35.9%

No
64.1%

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.

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

Objective: By June 30th, 2020, 75 people will have attended classes, and 90% will report very good or excellent as their ability to know how to evaluate information.
Objective: By June 30th, 2022, there will be a 30% increase in adults that respond that they are pretty good or very good at using library resources.
Objective: By June 30th, 2022, the # of people using online databases will increase by 10%.

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

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%
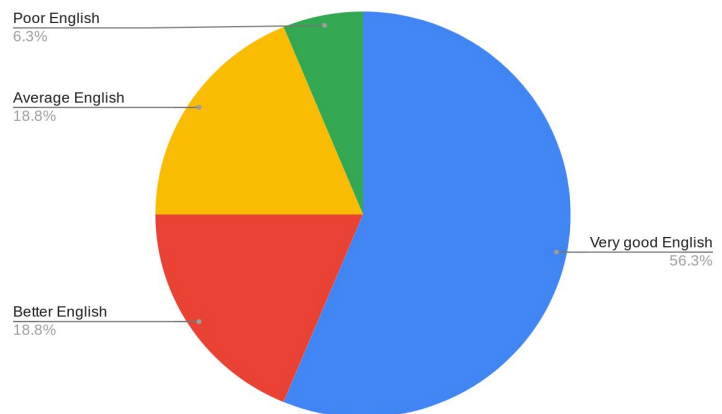
Poor English 6.3%
Average English 18.8%
Very good English 56.3%
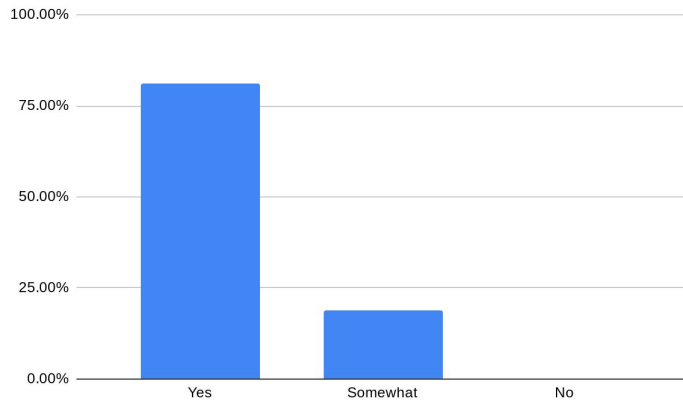Better English 18.8%

We did not reach part one of this objective.
We reached part two of this objective.

Objective #3: By June 30th, 2020, 25% of people will indicate on a survey that they use the library to improve or maintain their literacy skills.

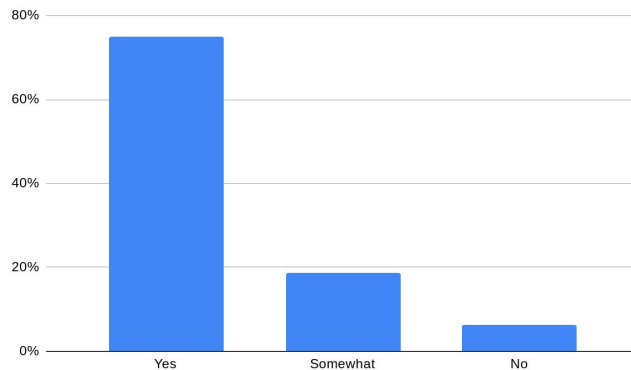| Yes	81.25%
Somewhat	18.75%
No	0%

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.

Current % of surveys:

Yes	75%
Somewhat	18.75%
No	6.25%

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 don't yet have any data from this program.

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 will

maintain at current levels.

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

**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 %

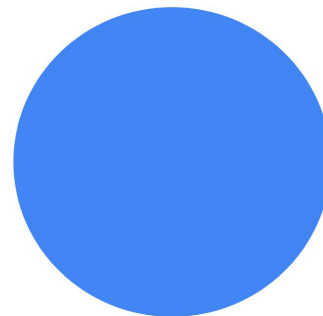| Not at all	33.33%
Somewhat	16.67%
Significantly	50%
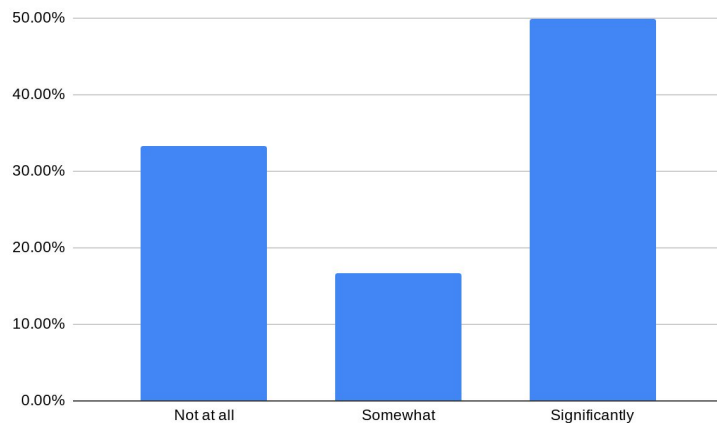
Objective: By November 30th, 2022, 10% more of registered voters surveyed will say that they voted in the last election.

Current %

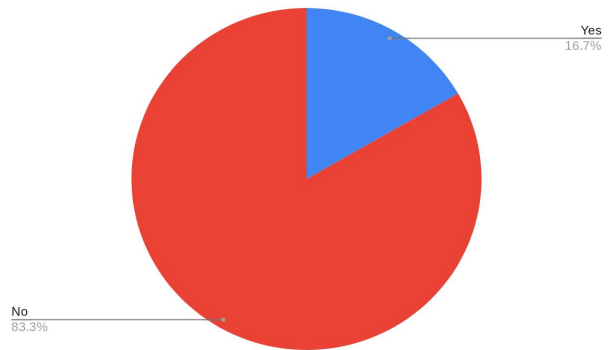| Yes	100%
No	0%

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%

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.

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, 75 seniors will have created new email accounts.

3 seniors created new email accounts

We did not reach this goal.

Objective: By June 30th, 2020, 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 goal.

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

Not at all	63.64%
Somewhat	36.36%
Significantly	0%
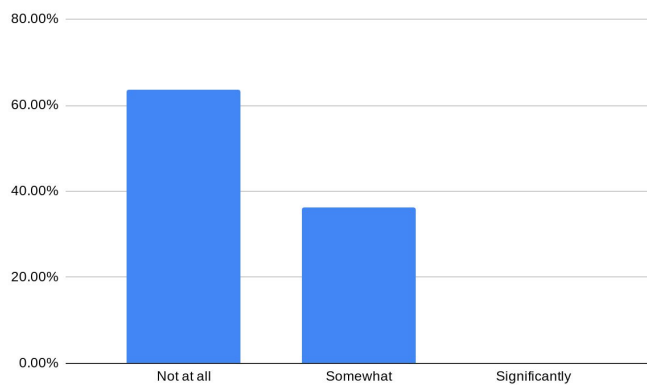
Sample Activities:
In partnership with the senior center, hold classes for seniors on beginning to use email.

In partnership with the senior center, hold classes for seniors on navigating websites.
Check out HotSpots to library patrons for Internet use at home.