



## **SANDY/HOODLAND LIBRARY ADVISORY BOARD HANDBOOK**

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## 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 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 basic background on the role of public libraries
- Helps board members understand their positions in the context of current public library philosophy and practice in the United States
- Defines what the Sandy/Hoodland Library Advisory Board is
- Explains advisory board processes to encourage interested individuals to join and participate in the important act of giving and providing service to the Sandy and Hoodland Public Libraries
- Helps advisory board members understand their roles and responsibilities as members and/or officers of the board
- 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, as well as 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
- a 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 point-of-use, 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

Public libraries in the 21st century must focus on the following: marketing their role in supporting small businesses and community enterprise; marketing their staff expertise as information specialists; involvement in and support for community workforce activities, such as job fairs, career information, green and/or sustainable programs/services; and the public libraries' significant role in the support of both informal and formal learning, which now includes a formal educational support role for both in-person and distance learning by their community members.

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

### **III. The Sandy and Hoodland Public Libraries**

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 also 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 an informal resource and revenue sharing network. The members of the LINCC network are the 11 cities in the County that operate public libraries: Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy (including a branch in Hoodland), West Linn, and Wilsonville. The twelfth member of LINCC is the Clackamas County Library which is located in unincorporated Oak Lodge.

Over the past 36 years, 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.

Besides sharing county-wide funding, the major cooperative feature of LINCC is that the twelve 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 the county 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 receive funding and support from the City of Sandy, the Friends of the Sandy Library, and the Friends of the Hoodland Library.

#### **IV. Sandy/Hoodland Library Advisory Board**

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 and the City Council have final decision making authority.

##### **A. The structure of the Sandy/Hoodland Advisory Board**

The City Council appoints up to a total of 11 members, each of whom serve four-year terms. No advisory board member may serve more than two consecutive four-year terms. After a year's interval, an advisory board member may be re-appointed to another two terms.

All advisory board members must be residents of the Sandy/Hoodland Library service area. Every attempt is made to ensure that 1/3 of the advisory board is from the Hoodland area and two-thirds are from the greater Sandy area.

The board has three officers: a board chair, a vice-chair, and a secretary. These three positions are elected by the advisory board.

The Library Director is a non-voting, ex-officio member of the advisory board. A member of the City Council

may also be appointed by the Mayor to be a non-voting, ex-officio member of the board. Neither the Library Director nor the City Council member are included when determining if a board quorum is present.

**B. Role and responsibilities of the Sandy/Hoodland Advisory Board** - Adopted Oct. 15, 2014

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.

**ROLES AND KEY RESPONSIBILITIES FOR  
COUNCIL, CITY MANAGER, DIRECTOR, LIBRARY BOARD, FRIENDS OF THE LIBRARY AND  
FOUNDATION**

COUNCIL	CITY MANAGER	CITY LIBRARIAN	LIBRARY ADVISORY BOARD	FRIENDS OF THE LIBRARY	FOUNDATION
<b>GOVERNANCE/POLICY MAKING</b>					
Appoint a Board under clear criteria established by jurisdiction. Relay identified community issues and needs.	Provide orientation to perspective Board. Assist Board with legal guidance.	Determine mission, purpose and strategic goals. Set annual objectives and evaluate performance against objectives. Determine policies in response to community needs. Provide orientation for new members. Approve appropriate by-laws. Ensure compliance with legislation.	Provide input on purpose and goals. Report on progress of goals. Collect and provide community data. Participate in orientation. Assist in the recommendation of policies.	Support the Library's mission and vision.	Support the Library's mission and vision.
<b>COMMUNITY RELATIONS</b>					
Convey community opportunities. Encourage trustee activity.	Ensure appropriate standards are in place.	Implement approved programs. Identify community contacts and develop partnerships. Provide information on trustee activities. Arrange opportunities for Board activity.	Review proposed policies. Seek to extend library services. Participate in trustee activities. Cooperate with officials.	Participate in community activities. Seek to extend library services.	Participate in community activities. Seek to extend library services.
<b>FINANCE</b>					
Give financial direction. Keep informed of Library requirements. Communicate with the Board. Adopt annual budgets and	Approve resource strategies. Communicate with Council. Supply operational support. Provide	Develop resource strategies. Present and implement annual budget and expenditure reports. Provide sound financial	Review budget with City Librarian. Be informed of Library budget. Provide support and ideas in planning of budget.-	Fundraise through sale of donated materials.	Fundraise through donations, grants and other methods stated in bylaws.

COUNCIL	CITY MANAGER	CITY LIBRARIAN	LIBRARY ADVISORY BOARD	FRIENDS OF THE LIBRARY	FOUNDATION
monitor performance.	direction for budgets and expenditures.	operations. Ensure financial management. Communicate with Board and provide awareness of budget.			
PERSONNEL					
Enable appropriate compensation. Enable good working conditions.	Provide input on senior staff recruitment and retention. Enable staff development. Employee and evaluate annually City Librarian.	Direct all staff. Prepare policies on human resources. Provide data on compensation. Provide workplace amenities. Provide staff training and development plans.	Create awareness of library staffing. Support sound policies. Support funding needs. Support workplace needs. Support training needs.	Create awareness of library staffing. Support funding needs.	Create awareness of library staffing. Support funding needs.
LEGAL					
Keep aware of library operations. Maintain a full Board.	Provide legal direction. Report on library operations to Council.	Respond to proposed legislative changes. Ensure complete and accurate records are kept. Keep aware of library legislation.	Support polices to ensure adherence to legislation. Create and retain complete and accurate records.	Be informed of legislation affecting libraries.	Maintain accurate records. Be informed of legislation affecting libraries.

**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:

- o Take every opportunity to build goodwill for the Library. Champion the Library’s mission, purpose, and services with your friends, neighbors, and community groups.
- o Maintain positive relationships with Friends of the Library and the Foundation.
- o Support the Library Director.
- o Educate yourself about the Library’s policies, programs and services.
- o Educate yourself about the community’s needs, Library capacities, and the need for future Library services.
- o Encourage community involvement with the Library.
- o 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:

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

#### **IV. Library Issues in the 21<sup>st</sup> Century**

An important role of board membership is to educate yourself on issues that face your library. The following is a list of current (fall, 2014) issues affecting libraries today, defined by the American Library Association. For information on each issue, go to the ALA's website at [www.ALA.org/advocacy](http://www.ALA.org/advocacy). A list of issues facing libraries is on the left side of the page.

Access (including equity of access)  
Broadband, e-rate discounts to libraries, network neutrality  
Copyright  
Diversity  
Ebooks  
First amendment, intellectual freedom, and civil liberties  
Government information  
International issues  
Library funding  
Literacy  
Privacy and surveillance

# **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 the provisions of Chapter 2.23, Ordinance No. 27-75 of the Sandy Municipal code.

## **Article II: Powers and Duties**

The Advisory Board shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinance or resolutions of the City of Sandy and general laws of this state. The Advisory Board shall:

- Advise the Library Director regarding policies for the development of library services and facilities to best meet the current and long-standing needs of the community.
- Recruit and recommend to the Library Director prospective Advisory Board members.
- Represent the needs, interests, and desires of the entire service area of the library.
- Participate actively in the goals, aims, and purposes of the Sandy/Hoodland Public Libraries.
- Perform other such related duties as requested by the Library Director and/or City Council.

## **Article III: Membership**

The library advisory board shall consist of up to eleven members.

Library advisory board members and applicants must be residents of the Sandy/Hoodland Library service area.

In order to ensure representation from the entire library service district, every attempt will be made to ensure that one third of advisory board members are from the Hoodland/mountain area and two thirds from the Sandy area. In addition, every attempt will be made to ensure that advisory board membership reflects the diversity of the library district service area.

The members shall be appointed by the City Council to serve overlapping four-year terms from the first day of July in the year of their appointment. In addition to the voting membership of the advisory, a member of the City Council may be a nonvoting, ex officio member of the advisory board. The City Council member shall not be counted toward the constitution of a quorum at any meeting. The Library Director shall be a nonvoting ex officio member of the advisory board and take part in its discussions or deliberations.

The members can be re-appointed for a second 4-year term. Terms of office shall commence on the first day of July in the year of their appointment.

Each advisory board member shall have one vote.

Appointments to fill an advisory board vacancy shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four-year term.

## **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, name committees, and call special meetings when it is deemed necessary.

The Vice Chair shall preside in the absence of the chair.

The Secretary shall take and distribute meeting minutes.

#### **Article V: Meetings**

The advisory board shall establish a regular time and place for meetings and shall adopt such rules as it deems necessary to conduct its business. The advisory board shall meet monthly, at least ten times a year. Meetings shall be open to the public. Notice of each meeting shall be publicly posted at least twenty-four hours prior to a meeting. 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 absences without notification 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.

A majority of the voting membership shall constitute a quorum.

#### **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: Authority**

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 bylaws and any special rules of order the Sandy / Hoodland Library Board may adopt.

#### **Article VIII: Amendments**

These bylaws may be amended at any regular meeting of the Sandy / Hoodland Library Advisory Board by a two-thirds (2/3) vote of the entire advisory board, provided notice of such amendment has been given in writing to all Board members at least seven (7) days prior to the meeting.

Adopted by the Sandy/Hoodland Library Advisory Board on Oct. 15, 2014;  
Accepted by the Sandy City Council on November 17, 2014.

## **VI. BOARD POLICIES and PROCEDURES**

(add an adoption date for each)

### **Board meetings and agendas** *Adopted date Oct 2014*

The board meets from 6:00-7:30 p.m. on the 3<sup>rd</sup> Wednesday of each month, in the Sandy Library's Community Room. The board is required to meet no less than ten 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 board chair sends an agenda and appropriate supporting materials to the e-mail address provided by each board member. Board members without an e-mail address will have the agenda mailed to them, along with any supporting materials.

### **Recruitment of new advisory board members** – *Adopted February 2015*

New advisory board members are recruited by fill board vacancies as they occur. In accordance with the by-laws, one third of advisory board members are from the Hoodland/mountain area and two thirds from the Sandy area. In addition, every attempt will be made to ensure that advisory board membership reflects the diversity of the library district service area.

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 a written (hard copy or on-line) application.

The advisory board 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.

### **Orientation of new advisory board members** – *Adopted March 2015*

After their election, 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.

### **Advisory Board Officer Position Descriptions**

Advisory Board Chair

Advisory Board Vice-Chair

Advisory Board Secretary

## VII. Current Advisory Board Members and Term of Office

<b>Member</b>	<b>Date(s) of Appointment</b>	<b>Proposed end of term</b>
Signe Merz	7/2009	7/2017(2)
Jeri McMahan	7/2009	7/2017(2)
Arty Trost	7/2011	7/2019(2)
Linda Malone	7/2013	7/2017
Linda Smith	7/2013	7/2017
Anita Pumphery	7/2013	7/2017
Francisco Bautista	6/2015	7/2019
Edward Devito	6/2015	7/2019
Ken Funk	6/2015	7/2019
Kathy Swales	6/2015	7/2019
Judy Hulse	3/2016	7/2018 (filling vacancy)

### Appendix A: [Library Board Policies](#)

Click on the link above to access the City webpage containing this information. If the link does not work for you, it is available from: <http://www.ci.sandy.or.us/Library-Board/>