



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,
November 3, 2021
Zoom

The Library Advisory Board of the City of Sandy was called to order on Wednesday, November 3, 2021, at 6:00 PM, in the Zoom, with the following members present:

- PRESENT:** Board Member Jeri McMahan, Board Member Bethany Shultz, and Board Member Cheyenne Holliday Dale Hauff, President of Friends of Sandy Library
- EXCUSED:** Board Member Dale Scobert, Board Member Heather Michet , Board Member Lynne Pollard, and Board Member Kathleen Draine
- STAFF/LIAISON PRESENT:** Library Director Sarah McIntyreKathleen Walker, City Councilor, Tyler Deems, Assistant City Manager and Finance Director

AUDIENCE MEMBERS:

1. MEETING FORMAT

- 1. You are invited to a Zoom webinar.
- 1. When: Nov 3, 2021 06:00 PM Pacific Time (US and Canada)
 - Every month on the First Wed, until Dec 1, 2021, 2 occurrence(s)
 - Nov 3, 2021 06:00 PM
 - Dec 1, 2021 06:00 PM
 - Please download and import the following iCalendar (.ics) files to your calendar system.
 - Monthly:
 - https://us06web.zoom.us/webinar/tZlvcO2vpz0iHtBhFAPEuayELPBnOCTOusQm/ics?icsToken=98tyKuGurDwuHd2TuB2DRpwAAI_CLO3xmCFHgrd_IDnEMwVGyxrTGtJgPJ1cJPfF
 - Topic: Library Advisory Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86274796844?pwd=cFBSbmV2TGZtYzZlRENsd3lQOWY1QT09>

Passcode: SA/HOLib

Or One tap mobile :

US: +13462487799,,86274796844#,,,,*03082355# or +16699006833,,86274796844#,,,,*03082355#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 862 7479 6844

Passcode: 03082355

International numbers available: <https://us06web.zoom.us/j/kqQLdeeUi>

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1. Meeting Minutes

There was not a quorum, so minutes from the October meeting will be approved at the next meeting.

4. NEW BUSINESS

5. OLD BUSINESS

5.1. Finance Director/Library Budget

- Tyler Deems, Assistant City Manager and Finance Director gave the attached presentation.

[Library Board 11-3-21](#)

5.2. Library District Advisory Committee Update

- A meeting was held at the end of October
- Next meeting will be in January
- Reviewed the libraries annual reports from 2017-2018 and 2018-2019
- Kathleen Draine recommended forwarding a few problematic items to the County Commissioners
- The group decided to wait to see the 2019-2020 and 2020-2021 annual reports to see if there was any change in those areas before considering whether to forward them to the County Commissioners.

6. STAFF UPDATES

6.1. Holiday Tree Lighting

- Library is once again spearheading the Tree Lighting event on Dec 3rd
- Drive-thru or walk-thru and livestream event
- Girl Scout troop and Todos Juntos volunteering to help with the event
- Community Center, Transit Department, Public Works and Library involved in the event

6.2. Community Center Update

- City Councilor Kathleen Walker gave an update
- City Council meeting Monday night. Watch the workshop.
- Update from the pool committee, and City Councilor subcommittee
- Main idea to use the Cedar Ridge School annex building

7. ADJOURN



Indirect Costs and Budget - Library Board

November 3, 2021

Background

- City charges “indirect service costs” to all direct service departments
- IGA states district funds can be used to cover “actual costs”
- District funds cannot be used for debt service payments
- City provides Library with additional funds every biennium
 - \$339,000 in both BN19-21 and BN 21-23
- Several budgets of no updates to allocation methodology
- Not feasible to retroactively make changes
- Making changes to modify/improve going forward



What's being charged?

- Indirect Costs include Administration, Legal, Finance, IT and some City Hall expenses
- BN 2021-2023 charges total \$301,984
 - Down from \$341,372 in BN 2019-2021
- Administration, Legal, Finance, and IT based on a combination of FTE and prior biennium operating budget
- City Hall expenses include utilities, organizational fees and memberships, etc (50% paid by department City Hall, 50% shared by all others)



Current Charges

- \$301,984 for BN 2021-2023
 - Admin - \$80,801
 - Legal - \$17,813
 - Finance - \$110,015
 - IT - \$72,393
 - Other - \$20,960
- Receives \$339,000 from City General Fund
- Debt Service budgeted at \$95,000 (actual to be \$90,291.84)



Current Charges (cont'd)

Indirect Service Cost Allocation							
	025	026	028	040	067	039	
Support Service	Admin ¹	Legal ¹	Finance ¹	IT ¹	Ops Center ²	Non-Dept ³	Indirect Total
Direct Services							
024 City Council	4,471	30,044	6,088	4,006	888	8,863	54,360
027 Municipal Court	3,933	867	5,354	3,523	-	8,862	22,540
029 Library	80,801	17,813	110,015	72,393	-	20,960	301,984
030 Police	135,543	52,543	184,549	121,439	7,163	35,000	536,238
033 Recreation	20,298	4,475	27,637	18,186	-	5,251	75,847
034 Seniors	29,617	6,529	40,325	26,535	-	7,677	110,684
035 Parks Maintenance	19,717	4,951	26,846	17,665	8,075	5,108	82,362
036 Planning	17,575	60,361	23,930	15,747	-	39,416	157,028
037 Building	19,647	4,331	26,750	17,602	-	44,775	113,105
038 Economic Development	4,153	916	5,655	3,721	-	10,066	24,510
054 Street	26,396	8,849	35,940	23,650	13,938	6,751	115,523
070 Transit	40,347	8,895	54,934	36,148	53,125	10,274	203,723
000 Aquatic/Recreation	3,469	765	4,724	3,108	-	886	12,952
052 Water	41,838	12,253	56,964	37,484	13,938	10,630	173,107
053 Sewer	40,402	11,937	55,009	36,198	13,938	10,296	167,779
055 Stormwater	16,344	6,633	22,253	14,643	13,938	4,223	78,034
056 SandyNet	54,332	14,732	73,976	48,679	-	13,943	205,662
072 Urban Renewal	8,116	3,106	11,051	7,272	-	19,018	48,563
Totals	567,000	250,000	772,000	508,000	125,000	262,000	2,484,000

NOTES:

- 1 Allocated based on a combination of staff and operating budget of direct service programs
- 2 Operation Center costs allocated based on square footage used by various departments, adjusted for administrative oversight.
- 3 Half of all City Hall costs (utilities, etc.) allocated only to departments in City Hall; half allocated to all direct service programs.



Moving Forward

- Increase transparency as to what the City contribution to the Library actually covers (two different revenue lines)
- Possibly remove the Library from General Fund in next biennium
 - Track Sandy and Hoodland separately (two different departments?)
- Continue to update allocations based on most recent biennial operating budget and FTE

