



AGENDA

Library Advisory Board Meeting

5:00 PM - Wednesday, June 10, 2020
Zoom

Page

1. ROLL CALL
 - 1.1. Hi there,
You are invited to a Zoom webinar.
When: Jun 10, 2020 05:00 PM Pacific Time (US and Canada)
Topic: Library Advisory Board Meeting

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/88363121823>

Or iPhone one-tap :
US: +12532158782,,88363121823# or +16699006833,,88363121823#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 253 215 8782 or +1 669 900 6833 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099
Webinar ID: 883 6312 1823
International numbers available: <https://us02web.zoom.us/j/88363121823>
2. APPROVAL OF MINUTES
 - 2.1. Meeting Minutes 2 - 13
[Library Advisory Board - 05 Feb 2020 - Minutes - Pdf](#)
[Library Advisory Board - 20 May 2020 - Minutes - Pdf](#)
3. NEW BUSINESS
 - 3.1. Annual reports to LDAC 14 - 33
[SA HO ANNUAL LDAC PROGRESS REPORT for FY 17-18](#)
[SA HO ANNUAL LDAC PROGRESS REPORT for FY 18-19](#)
4. OLD BUSINESS
 - 4.1. Sandy and Hoodland Library Reopening Plan 34 - 35
[Sandy and Hoodland Libraries reopening plan](#)
5. STAFF UPDATES
6. ADJOURN



MINUTES Library Advisory Board Meeting

**6:00 PM - Wednesday,
February 5, 2020**

Sandy Public Library, 38980
Proctor Blvd, Sandy OR
97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, February 5, 2020, at 6:00 PM, in the Sandy Public Library, 38980 Proctor Blvd, Sandy OR 97055, with the following members present:

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

EXCUSED: Board Member Blanca Doroteo and Board Member Lynne Pollard

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

AUDIENCE MEMBERS: Desiree Rogers

1. ROLL CALL

2. PRESENTATIONS

2.1. Friends of Sandy Library

In attendance representing FOSL: Dale Hauff, Gary Hopson, Marc Herring, Marilee Trahms, Peggy Bromley, Fred Vogel, Susan Gates, Jack Frick

- Jack thanked the Library Board for allowing the FOSL to make a presentation regarding the FOSL fundraiser for new computers/printer for the public.
- The Library Board was enthusiastic and voiced willingness to support fundraising efforts.

3. APPROVAL OF MINUTES

3.1. Meeting Minutes

September and November 2019 Meeting minutes approved with typographical errors corrected.

Heather Michet made a motion to approve the Sept 2019 meeting minutes with typographical error corrections. Jeri McMahan seconded the motion. CARRIED. unanimously.

Heather Michet made a motion made a motion to approve the November 2019 meeting minutes with typographical error corrections. Dale Scobert seconded the motion. CARRIED. unanimously.

[Library Advisory Board - 04 Sep 2019 - Minutes - Pdf](#)

[Library Advisory Board - 13 Nov 2019 - Minutes - Pdf](#)

4. NEW BUSINESS

4.1. New City No Harassment Policy

- Present Board Members confirmed they had read the City No Harassment Policy .

4.2. City Council Open House

- Kathleen Draine's circulated notes were acknowledged, for discussion at a later date, when recommendations need to be made to the pertinent Library District Task Force subcommittees.
- Heather Michet echoed Council Member Pietzold's request for more digital audio licenses to shorten wait times.
- Director McIntyre encouraged selection of titles from the Cloud Library (purchased by the LINCC libraries), which have shorter waits than those in the OverDrive state database.

4.3. First Taskforce Meeting

- Dale Scobert reviewed the Library District Task Force's educational meeting on Jan. 24, the likely timetable and the challenging issues (particularly funding and governance) for resolution.

4.4. US Census

- Director McIntyre explained the US Census' request to involve libraries to reach residents who receive mail at PO Boxes. The Census will not deliver its forms to PO Boxes.
- Board members suggested various ways to aid the effort (use of the Library and Friends newsletters; coordinating with the Post Offices;

asking the City and Fire Departments to put up banners or reader board information; use of Library posters, bookmarks; use of staff to answer Census questions and to coordinate with Census volunteers to help complete forms).

- Timetable: get word out between March 12 and April.

5. OLD BUSINESS

5.1. LDAC

- Kathleen Draine reported : next LDAC meeting is on April 13, to review the LINCC Libraries' annual report forms for FY 2017 and 2018.
- Director McIntyre will submit the Sandy/Hoodland proposed annual reports to the Library Advisory Board for review and approval, at our March or April meeting, prior to submitting them to LDAC.
- Kathleen Draine asked if the details of the City's allocated overhead will be available then; Director McIntyre affirmed they would be part of the report.

6. STAFF UPDATES

- 6.1.**
- Jeri McMahan announced that Lynn Freeman had resigned from the Board.
 - Director McIntyre to review pending applications for Board candidates and determine if the seat needs to be filled by an unincorporated or city resident.
 - Jeri McMahan to poll Board Members about acting as Secretary.

7. ADJOURN

- 7.1.** adjourned 7:23pm



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,
September 4, 2019
Sandy Public Library, 38980
Proctor Blvd, Sandy OR
97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, September 4, 2019, at 6:00 PM, in the Sandy Public Library, 38980 Proctor Blvd, Sandy OR 97055, with the following members present:

PRESENT: Board Member Jeri McMahan, Board Member Lynn Freeman, Board Member Lynne Pollard, and Board Member Kathleen Draine

EXCUSED: Board Member Blanca Doroteo, Board Member Dale Scobert, and Board Member Heather Michet

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

AUDIENCE MEMBERS:

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. Meeting Minutes

Minutes approved with typo corrections.

[Library Advisory Board - 05 Jun 2019 - Minutes - Pdf](#)

3. NEW BUSINESS

3.1. Collection Development Policy

- Insert The following at the beginning of the 2nd paragraph - under section C.

Page 1 of 5

Material Selection

- 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.

3.2. Library of Things Guidelines

- Insert Library of Things Collection Development Guidelines as the penultimate paragraph of section C
- There will be no waiver for Library of Things, rather a disclosure of financial responsibility
- We expect some wear and tear on Library of Things items. This will be closely monitored by the library.
- Collection may be replenished through fund raising in the future

4. OLD BUSINESS

4.1. LDAC Update

- Kathleen Draine gave an update on the planning efforts for Oak Lodge and Gladstone Libraries. Time line unknown.
- Annual Progress Report forms for Libraries for 2017-2018 and 2018-2019 Fiscal Years is closer to being finalized
- Next Meeting of LDAC is September 23rd.

4.2. Taskforce Update

- There is a revised timetable for first meeting. It will likely take place in January.
- Kathryn Kohl and Greg Williams will be presenting the Task Force to Sandy City Council on October 7th. Please attend if you can.

5. STAFF UPDATES

5.1. Updated list of Library Advisory Board Members

- This list was passed out to members. We have a full Library Advisory Board!
- Next Meeting set for November 13th at Hoodland Library.

6. ADJOURN



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 Chris Wilhelmi, Assistant Library Director

PRESENT: 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

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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 an other stakeholdres? 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

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Page 4 of 5

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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

Page 3 of 3

Page 5 of 5

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MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,
November 13, 2019
Hoodland Library - 24525 E
Welches Rd

The Library Advisory Board of the City of Sandy was called to order on Wednesday, November 13, 2019, at 6:00 PM, in the Hoodland Library - 24525 E Welches Rd, with the following members present:

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

EXCUSED: Board Member Dale Scobert and Board Member Jeri McMahan

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

AUDIENCE MEMBERS:

1. ROLL CALL

1.1. Guests:

Desiree Rogers

Desiree introduced herself and expressed interest on being on the Library Advisory Board.

2. NEW BUSINESS

2.1. Recommending Task force Members to City Manager

About the Library District (and Taskforce):

- 2008 Ballot Measure passed to fund Library District at \$.39/1000 of assessed value

Page 1 of 2

- 10 years into the Library District - funding level is becoming problematic - Expenses rising faster than funding
- Sandy was able to balance budget during this current budget cycle through attrition of staff
- Both unincorporated and City population is growing
- New funding could possibly come through a new permanent rate or a levy
- Clackamas County Commissioners created Task Force to get stakeholders in the room to resolve questions related to Services, Funding, and Governance
- Sarah is a non-voting member on the Task Force and all Subcommittees as the Chair of the County Library Directors Group
- Network Office will send an email with the date of the first informational meeting of the Task Force

After Discussion - Task Force Members to recommend to Jordan Wheeler:

- Task Force - Sarah McIntyre, Jordan Wheeler
- Services Subcommittee - Heather Michet, Lynne Pollard
- Finance Subcommittee - Tyler Deems, Lynne Pollard
- Governance Subcommittee - Kathleen Draine, and TBA (since this meeting date Dale Scobert has been appointed)

Kathleen Draine made a motion Send Recommendations to Jordan Wheeler. Lynne Pollard seconded the motion. CARRIED. unanimously.

Kathleen Draine made a motion that the Board ceded full responsibility to Jordan Wheeler to substitute Task Force Members where and when needed. Heather Michet seconded the motion. CARRIED. unanimously.

3. OLD BUSINESS

4. STAFF UPDATES

4.1.

Paying fines online

- This item is currently being worked on by the County Treasurer. We are making progress, and hope to have this up and running District - Wide in the next 6 months.
- Current fine revenue for Sandy and Hoodland is about \$30,000/year

5. ADJOURN

5.1.

7:26pm



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday, May
20, 2020
Zoom

The Library Advisory Board of the City of Sandy was called to order on Wednesday, May 20, 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: Dale Hauff, Friends of Sandy Library

1. ROLL CALL

1.1. Zoom Call information for attendees

You are invited to a Zoom webinar.
When: May 20, 2020 06:00 PM Pacific Time (US and Canada)
Topic: Library Advisory Board Meeting

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/88169065962>

Or iPhone one-tap :

US: +12532158782,,88169065962# or +13462487799,,88169065962#

Or Telephone:

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

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1

2. NEW BUSINESS

2.1. Terms of Library Advisory Board Members

- Moved term end dates out one additional year each. Terms will end in 2022 and 2023.
- Traded term end dates for Kathleen Draine and the OPEN SEAT. This allows for the Unincorporated Sandy Service Area seats to rotate off the Board in alternating years, rather than the same year.

Kathleen Draine made a motion to approve the document as amended, and forward it to City Council for approval. Lynne Pollard seconded the motion. CARRIED. unanimously.

2.2. Sandy and Hoodland Libraries reopening plan

- Discussed the reopening plan.
- Phase 1: The Board urged Director McIntyre to relay to the Library Directors to rethink not sharing material for 21 days until phase 2.
- Phase 2: Kathleen Draine suggested the library consider the computer hours be staggered from open Library hours.
- It was discussed whether we could require the public to wear masks.
- We began a discussion about possible priority uses for computer use.

3. OLD BUSINESS

4. STAFF UPDATES

4.1. Online presence and virtual programs

- Director McIntyre gave kudos to the staff for their creativity in planning virtual programming.
- Dale Scobert suggested that Board members could attend a morning staff meeting to thank the staff for all they are working on.

5. ADJOURN

5.1.

- The Board decided to meet again in 2 weeks, on June 3rd.
- The meeting adjourned at 7:39pm

Library District of Clackamas County - Annual Progress Report

Sandy and Hoodland Public Libraries

For the period: 7/1/2017 through 6/30/2018

SECTION 1: LIBRARY BOARD COMPOSITION

Service area population

<u>Question</u>		<u>Count</u>	<u>Pctg of total</u>
1.1	City population	10,655	33.1%
1.2	Unincorporated pop. Served	21,513	66.9%
1.3	TOTAL SERVICE AREA POPULATION	32,168	100.0%

Library Board composition (at 6/30/2018)

		<u>Count</u>	<u>Pctg of total</u>
1.4	Board members living in City	2	28.6%
1.5	Board members living in unincorp. Area	4	57.1%
1.6	Vacancies	1	14.3%
1.7	TOTAL BOARD MEMBERS	7	100.0%

1.8 Please provide any additional information below about your service area population or your board composition:

SECTION 2: FINANCIAL DATA

City budget cycle	Biennial
If biennial, this report covers	Year 1

Library Fund Balances

<u>Question</u>		<u>Amount</u>
2.1	Starting balance of Library Fund (7/1/17)	\$ 227,221
2.2	Total revenue (7/1/17 - 6/30/18)	\$ 1,677,218
2.3	Total exp. (incl. alloc. costs & debt svc.) (7/1/17 - 6/30/18)	\$ (1,562,487)
2.4	Total transfers to reserve fund (7/1/17 - 6/30/18)	\$ -
2.5	Ending balance of Library Fund (6/30/18)	\$ 114,731

Revenue Detail (7/1/17 - 6/30/18)

		<u>Amount</u>
2.6	Library District revenue	\$ 1,242,850
2.7	Operational support from City/Library Service Provider	\$ 155,646
2.8	Ready to Read grant	\$ 5,295
2.9	Fines, fees, and donations	\$ 46,206

Other revenues (please specify)

2.10		\$ -
2.11		\$ -
2.12		\$ -
2.13		\$ -
2.14		\$ -
2.15		\$ -
2.16		\$ -
2.17		\$ -
2.18	TOTAL REVENUE (should match total in 2.2)	\$ 1,449,997

Expenditure Detail (7/1/17 - 6/30/18)

		<u>Amount</u>
2.19	Salaries, wages, and benefits	\$ (1,106,290)
2.20	Collection expenditures	\$ (103,606)
2.21	Allocated costs	\$ (151,843)
2.22	Capital expenses (not paid from Reserve Fund)	\$ -
2.23	Debt service (principal & interest)	\$ (45,937)

Other expenses not included above - please breakdown by significant categories (e.g., contracted services, office supplies & equipment, utilities)

2.24	Office supplies and equipment	\$ (41,069)
2.25	Contractual Services	\$ (27,952)
2.26	Training	\$ (2,591)

2.27	Maintenance	\$	(20,242)
2.28	Rent	\$	(20,976)
2.29	Utilities	\$	(21,232)
2.30	Insurance	\$	(6,178)
2.31	Programs	\$	(14,572)
2.32		\$	-
2.33		\$	-
2.34		\$	-
2.35		\$	-
2.36		\$	-
2.37		\$	-
2.38	TOTAL EXPENSES (should match total in 2.3)	\$	(1,562,488)

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves(7/1/17)	\$ -
2.40	Ending balance of Library reserves (6/30/18)	\$ -

2.41 Please provide a brief overview of changes to/from the Library Reserve balances and the source and use of those funds:

2.42 Please provide a brief overview of any outstanding debt.

Our debt service on the Sandy building started in in 2012 and was \$800,000. It will be paid off in 2036.

Allocated Cost Detail (7/1/17 - 6/30/18)

Please designate allocated costs using your City's defined categories.

Allocated costs (please specify)

2.43	City Council	\$	(1,240)
2.44	Administration	\$	(36,888)
2.45	Legal	\$	(11,735)
2.46	Finance	\$	(51,734)
2.47	IT	\$	(41,362)
2.48	Non-Departmental	\$	(8,884)
2.49		\$	-
2.50		\$	-
2.51		\$	-
2.52		\$	-
2.53	TOTAL ALLOCATED COSTS (should match total in 2.21)	\$	(151,843)

2.54 Please provide a brief description of the methodology used to determine cost allocations.

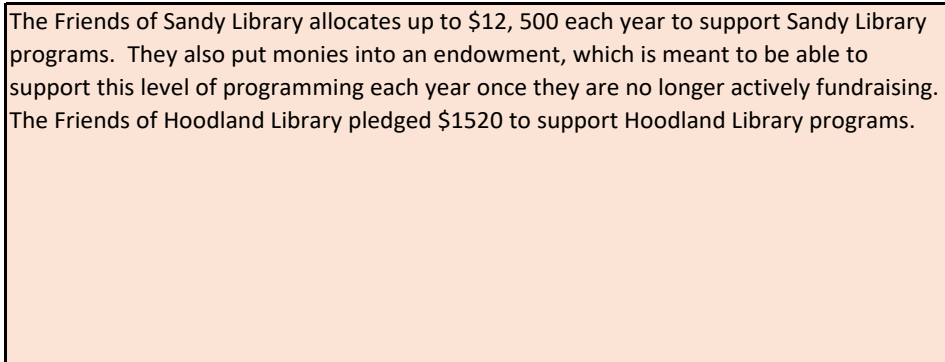
City Council allocated based on direct services use of City Council, adjusted for administrative oversight. All but non-departmental allocated based on a combination of staff and operating budget of direct service programs. Non-Departmental - half of City Hall costs allocated only to departments in City Hall; half allocated to all direct service programs.

2.55 If the Library Board has any concerns about allocated costs, please explain.



2.56 Please provide information about the role and support that you receive from community organizations (such as Friends and Foundations).

The Friends of Sandy Library allocates up to \$12, 500 each year to support Sandy Library programs. They also put monies into an endowment, which is meant to be able to support this level of programming each year once they are no longer actively fundraising. The Friends of Hoodland Library pledged \$1520 to support Hoodland Library programs.



SECTION 3: SERVICE STANDARDS

Question

3.1	Library open hours per week	99
3.2	"Threshold" open hours per IGA Attachment C	50
3.3	Does the Library Director have an MLS degree?	yes
3.4	"Threshold" Director degree per IGA Attachment C	MLS
3.5	Total Library FTE	13.82
3.6	"Threshold" FTE per IGA Attachment C	11.26
3.7	Total staff with an MLS	3
3.8	"Threshold" staff with an MLS per IGA Attachment C	2.25
3.9	Vols. owned (physical and digital)	148,162
3.10	"Threshold" vols. owned per IGA Attachment C	64,336
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	yes

3.12 If your Library Board did review OLA standards, please share any findings/outcomes of this review.

We updated and/or added a few policies

3.13 Does your library currently have a strategic plan?

yes

If so, please attach to your email when sending in your responses.

SECTION 4: ADDITIONAL COMMENTS

Question

- 4.1 If there is any additional information you would like to provide as part of the library's Annual Progress Report, please include it here.

SECTION 5: CERTIFICATION

By submitting this form electronically, the submitter certifies that this report has been jointly prepared, reviewed, and approved by the LDAC Representative, Library Board Chair (if different), and Library Director.

Question

5.1	Name of Library Director	Sarah McIntyre
5.2	Email address of Library Director	smcintyre@ci.sandy.or.us
5.3	Name of LDAC Representative	George Hoyt
5.4	Email address of LDAC Representative	geohoyt@aol.com
5.5	Name of Library Board Chair	Jeri McMahan
5.6	Email address of Library Board Chair	acmehomemt@gmail.com
5.7	Date of submission	

*Please email the completed form (in Excel format), along with a copy of your strategic plan (if applicable) to **kkohl@lincc.org***

Library District of Clackamas County - Annual Progress Report

Sandy and Hoodland Public Libraries

For the period: 7/1/2018 through 6/30/2019

SECTION 1: LIBRARY BOARD COMPOSITION

Service area population

<u>Question</u>		<u>Count</u>	<u>Pctg of total</u>
1.1	City population	10,855	33.2%
1.2	Unincorporated pop. Served	21,866	66.8%
1.3	TOTAL SERVICE AREA POPULATION	32,721	100.0%

Library Board composition (as of 6/30/2019)

		<u>Count</u>	<u>Pctg of total</u>
1.4	Board members living in City	2	28.6%
1.5	Board members living in unincorp. Area	4	57.1%
1.6	Vacancies	1	14.3%
1.7	TOTAL BOARD MEMBERS	7	100.0%

1.8 Please provide any additional information below about your service area population or your board composition:

SECTION 2: FINANCIAL DATA

City budget cycle	Biennial
If biennial, this report covers	Year 2

Library Fund Balances

<u>Question</u>		<u>Amount</u>
2.1	Starting balance of Library Fund (7/1/18)	\$ -
2.2	Total revenue (7/1/18 - 6/30/19)	\$ 1,549,114
2.3	Total exp. (incl. alloc. costs & debt svc.) (7/1/18 - 6/30/19)	\$ (1,570,417)
2.4	Total transfers to reserve fund (7/1/18 - 6/30/19)	\$ -
2.5	Ending balance of Library Fund (6/30/19)	\$ 87,579

Revenue Detail (7/1/18 - 6/30/19)

		<u>Amount</u>
2.6	Library District revenue	\$ 1,335,184
2.7	Operational support from City/Library Service Provider	\$ 155,646
2.8	Ready to Read grant	\$ 4,240
2.9	Fines, fees, and donations	\$ 54,045

Other revenues (please specify)

2.10		\$ -
2.11		\$ -
2.12		\$ -
2.13		\$ -
2.14		\$ -
2.15		\$ -
2.16		\$ -
2.17		\$ -
2.18	TOTAL REVENUE (should match total in 2.2)	\$ 1,549,115

Expenditure Detail (7/1/18 - 6/30/19)

		<u>Amount</u>
2.19	Salaries, wages, and benefits	\$ (1,132,169)
2.20	Collection expenditures	\$ (115,259)
2.21	Allocated costs	\$ (151,843)
2.22	Capital expenses (not paid from Reserve Fund)	\$ -
2.23	Debt service (principal & interest)	\$ (45,937)

Other expenses not included above - please breakdown by significant categories (e.g., contracted services, office supplies & equipment, utilities)

2.24	Office supplies and equipment	\$ (12,754)
2.25	Contractual Services	\$ (35,978)
2.26	Training	\$ (3,570)

2.27	Maintenance	\$	(6,033)
2.28	Rent	\$	(21,660)
2.29	Utilities	\$	(21,260)
2.30	Insurance	\$	(7,637)
2.31	Programs	\$	(16,316)
2.32		\$	-
2.33		\$	-
2.34		\$	-
2.35		\$	-
2.36		\$	-
2.37		\$	-
2.38	TOTAL EXPENSES (should match total in 2.3)	\$	(1,570,416)

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves(7/1/18)	\$ -
2.40	Ending balance of Library reserves (6/30/19)	\$ -

2.41 Please provide a brief overview of changes to/from the Library Reserve balances and the source and use of those funds:

2.42 Please provide a brief overview of any outstanding debt.

Our debt service on the Sandy building started in in 2012 and was \$800,000. It will be paid off in 2036.

Allocated Cost Detail (7/1/18 - 6/30/19)

Please designate allocated costs using your City's defined categories.

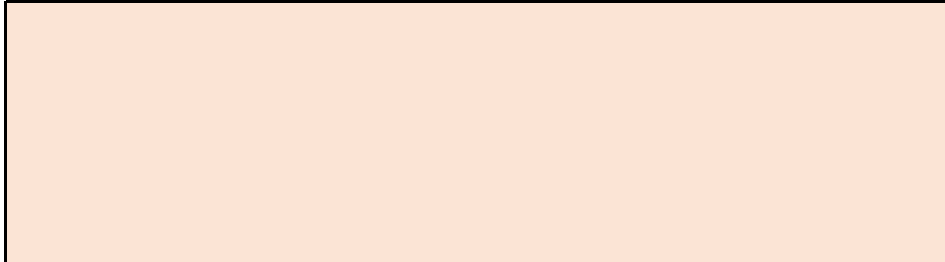
Allocated costs (please specify)

2.43	City Council	\$	(1,240)
2.44	Administration	\$	(36,888)
2.45	Legal	\$	(11,735)
2.46	Finance	\$	(51,734)
2.47	IT	\$	(41,362)
2.48	Non-Departmental	\$	(8,884)
2.49		\$	-
2.50		\$	-
2.51		\$	-
2.52		\$	-
2.53	TOTAL ALLOCATED COSTS (should match total in 2.21)	\$	(151,843)

2.54 Please provide a brief description of the methodology used to determine cost allocations.

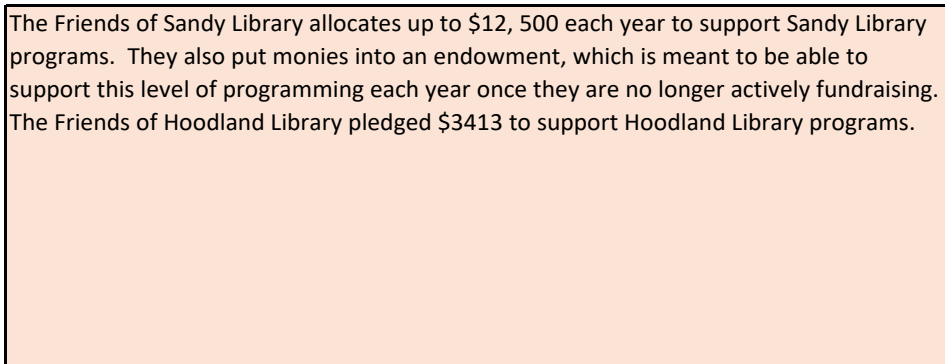
City Council allocated based on direct services use of City Council, adjusted for administrative oversight. All but non-departmental allocated based on a combination of staff and operating budget of direct service programs. Non-Departmental - half of City Hall costs allocated only to departments in City Hall; half allocated to all direct service programs.

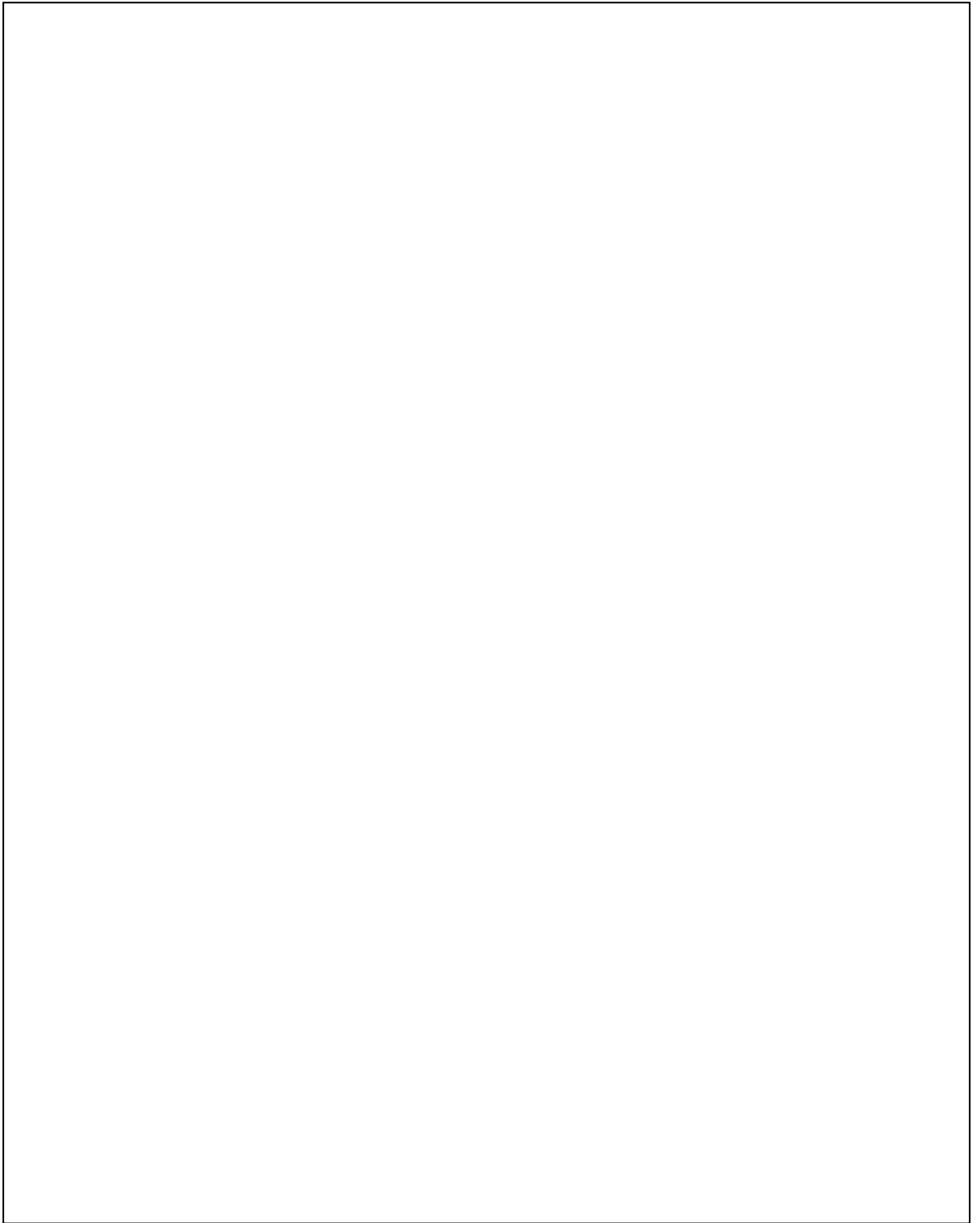
2.55 If the Library Board has any concerns about allocated costs, please explain.

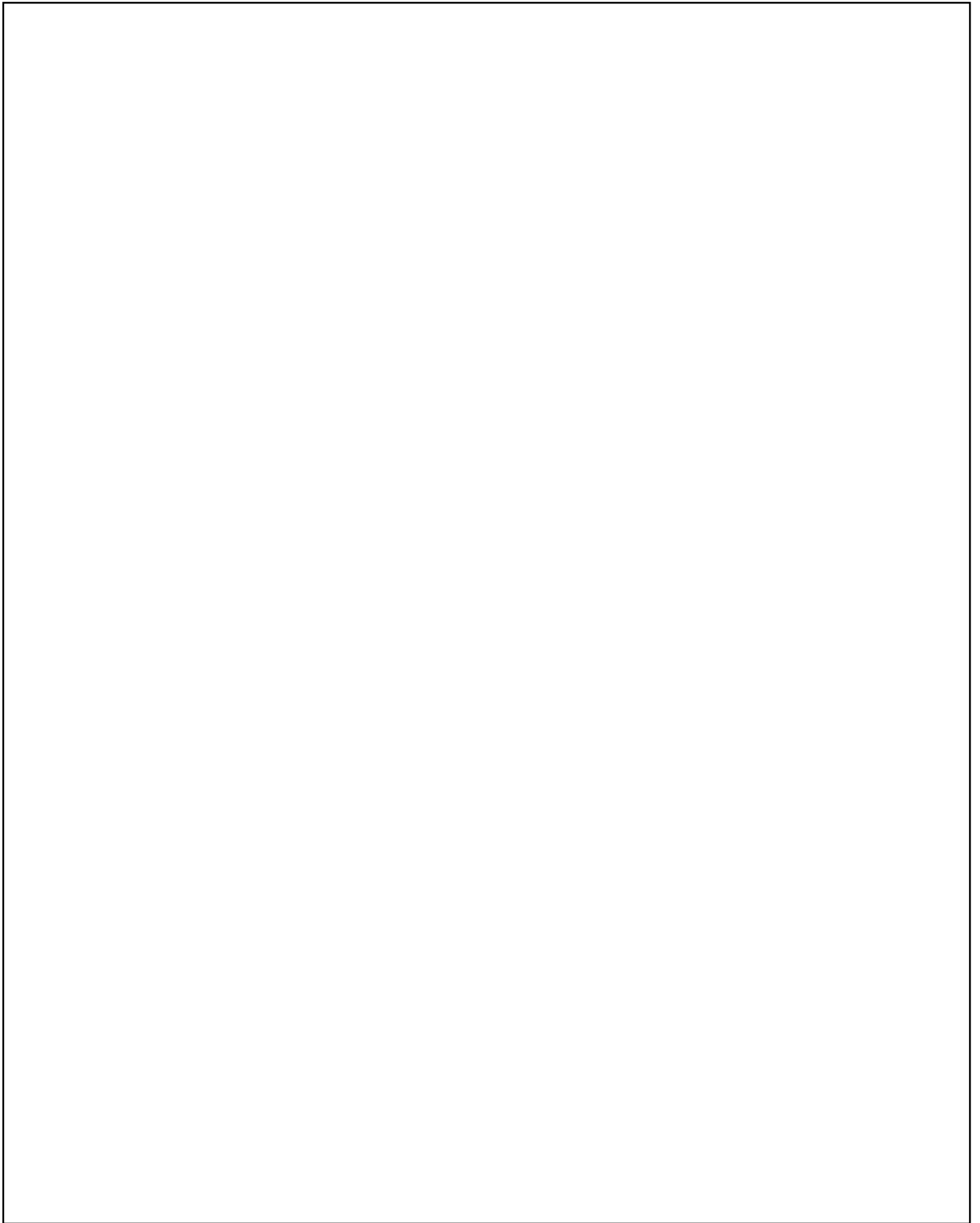


2.56 Please provide information about the role and support that you receive from community organizations (such as Friends and Foundations).

The Friends of Sandy Library allocates up to \$12, 500 each year to support Sandy Library programs. They also put monies into an endowment, which is meant to be able to support this level of programming each year once they are no longer actively fundraising. The Friends of Hoodland Library pledged \$3413 to support Hoodland Library programs.







SECTION 3: SERVICE STANDARDS

Question

3.1	Library open hours per week	91
3.2	"Threshold" open hours per IGA Attachment C	50
3.3	Does the Library Director have an MLS degree?	yes
3.4	"Threshold" Director degree per IGA Attachment C	MLS
3.5	Total Library FTE	13.08
3.6	"Threshold" FTE per IGA Attachment C	11.45
3.7	Total staff with an MLS	3.6
3.8	"Threshold" staff with an MLS per IGA Attachment C	2.29
3.9	Vols. owned (physical and digital)	155,131
3.10	"Threshold" vols. owned per IGA Attachment C	65,442
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	yes

3.12 If your Library Board did review OLA standards, please share any findings/outcomes of this review.

3.13 Does your library currently have a strategic plan? yes
If so, please attach to your email when sending in your responses.

SECTION 4: ADDITIONAL COMMENTS

Question

- 4.1 If there is any additional information you would like to provide as part of the library's Annual Progress Report, please include it here.

SECTION 5: CERTIFICATION

By submitting this form electronically, the submitter certifies that this report has been jointly prepared, reviewed, and approved by the LDAC Representative, Library Board Chair (if different), and Library Director.

Question

5.1	Name of Library Director	Sarah McIntyre
5.2	Email address of Library Director	smcintyre@ci.sandy.or.us
5.3	Name of LDAC Representative	Kathleen Draine
5.4	Email address of LDAC Representative	kdraineor@aol.com
5.5	Name of Library Board Chair	Jeri McMahan
5.6	Email address of Library Board Chair	acmehomemt@gmail.com
5.7	Date of submission	

*Please email the completed form (in Excel format), along with a copy of your strategic plan (if applicable) to **kkohl@lincc.org***

Sandy and Hoodland Public Libraries reopening plan - updated 6/8/2020

Phase 1 - (based on the Governor's phased reopening plan)

- Libraries remain closed to the public.
- Quarantine all returned materials for at least 72 hours
- Curbside Pick Up of Holds/Seeds continues (Max 36 appointments/day at Sandy, 12 at Hoodland)
- Fill holds from local library collection only
- Procure barriers, signage, ground decals (physical distancing and one way arrows for aisles)
- Have additional staff in the building at Sandy (only 1 in a given area, physical distancing, wearing masks)
- Allow limited volunteer help at Sandy (eg. processing materials) (only 1 in a given area, physical distancing, wearing masks)
- Remove almost all furniture from the building in preparation for phase 2

Phase 2 (part 1)

- Encourage returns through library book drops
- Fill holds from all LINCC library collections (that have opted in) starting on June 15th
- Employees to wear face coverings/masks
- Continue curbside pickup of holds/seeds

Phase 2 (part 2)

- Barriers are in place, signage and ground decals
- Libraries open limited hours with capacity limitation to maintain physical distancing (limit capacity to 25 patrons/staff at Sandy, 4 at Hoodland)
 - Sunday and Monday - curbside only at Sandy, Monday - curbside only at Hoodland
 - Encourage curbside pickup of holds/seeds
 - Sandy open all other days: 4 hours of library time and four hours computer time alternating morning/afternoon. Hoodland open Tue-Sat 4 hours/day
- Public advised/recommended to wear face coverings/masks in library, required to in computer area
- Encourage families with kids - only 1 person enter the library
- When library is open - Triage desk at side doors at Sandy and front door at Hoodland
 - Look up call numbers so people know exactly where they need to go
 - Make sure everyone knows their library card # and PIN for self checkout machines
 - Answer information questions
 - All traffic from library to exit through the front doors at Sandy, through the back Community Room door at Hoodland
 - Check out keyboards/mice at Hoodland
 - Bring holds out to people at Hoodland
- Kids/Magazine areas mostly closed at Sandy (staff retrieve items for people)
 - Allow one family at a time to browse
- Computer Areas
 - Computers moved to Community Rooms with physical distancing (Sandy 6, Hoodland 2)
 - Entry at side doors in Sandy, front door at Hoodland
 - Exit out of back Community Room door at Sandy and Hoodland
 - Half of computers available by appointment, other half on first come first served basis

- Check out clean keyboards/mice to people at entry - have someone at exit to the Community Room to accept used mice/keyboards and clean them
- Clean monitor, computer boxes, printer, and chairs at end of each evening
- Free printing

Phase 2 (part 3)

- Library of Things items can be returned and checked out
- Possible ESOL and reading tutoring by appointment in the fireplace room at Sandy (with barriers in place on table), Hoodland in Community Room?

Phase 3

- Open entire library for use - including Friends of the Library items for purchase, Kids, and magazine area
- Begin accepting money for fines/fees
- Bring back some furniture
- Use Computer areas for computers
- Main entrance is only exit
- Limited in-person programming? (may still need Community Rooms to quarantine materials)
- People can return books inside the building