



AGENDA

Library Advisory Board Meeting

6:00 PM - Tuesday, August 11, 2020
Zoom

	Page
1. ROLL CALL	
2. APPROVAL OF MINUTES	
2.1. Meeting Minutes	2 - 4
Library Advisory Board - 10 Jun 2020 - Minutes - Pdf	
3. NEW BUSINESS	
3.1. Statement against Racism	5 - 6
STATEMENT AGAINST RACISM (1)	
3.2. LGBTQIA+ Statement	7
LGBTQ+ Pride statement (1)	
4. OLD BUSINESS	
4.1. LDAC Reports - Updated	8 - 26
SA HO ANNUAL LDAC PROGRESS REPORT for FY 17-18	
SA HO ANNUAL LDAC PROGRESS REPORT for FY 18-19(2)	
5. STAFF UPDATES	
5.1. More virtual programming	
6. ADJOURN	



MINUTES Library Advisory Board Meeting

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

The Library Advisory Board of the City of Sandy was called to order on Wednesday, June 10, 2020, at 5:00 PM, in the Zoom, with the following members present:

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

EXCUSED: Board Member Lynne Pollard

**STAFF/LIAISON
PRESENT:** Library Director Sarah McIntyre

AUDIENCE MEMBERS:

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/k65orbKTY>

2. APPROVAL OF MINUTES

2.1. Meeting Minutes

Minutes from February and May 2020 approved with corrections.

Heather Michet made a motion to approve the February meeting minutes Jeri McMahan seconded the motion. CARRIED. unanimously.

Dale Scobert made a motion to approve the May meeting minutes Jeri McMahan seconded the motion. CARRIED. unanimously.

3. NEW BUSINESS

3.1. Annual reports to LDAC

- Tyler Deems, City of Sandy Finance Director attended the meeting to answer questions
- Kathleen Draine asked whether we needed to have a starting balance in both years of the biennium. Tyler Deems agreed that for these reports that might make sense.
- Kathleen Draine brought up rent in 2.28. She suggested we say in 2.42 that rent is for the Hoodland Library because when Sandy took it over in 2009, there was no permanent building.
- Tyler Deems explained the methodology for cost allocations to Departments. He and Jordan Wheeler will be looking at updating this formula for the 2020-2022 Biennium.
- Kathleen Draine brought up that allocable expenses need to be directly related to the operation of the library, and that for the past 10 years, the library may have been paying more than its fair share. Also that the Library should not be considered General Fund money, and may need to be a separate fund.
- Tyler Deems agreed that there could be a good argument for removing the Library from the General fund.
- Tyler had some suggestions for how we might be able to create the library budget in the future to better show what the City is supporting .
- Kathy volunteered to craft a statement for section 2.55 about the City working on the formula to talk about at the next meeting.
- Kathleen Draine suggested we include the number of programs in section 4.1.

4. OLD BUSINESS

4.1. Sandy and Hoodland Library Reopening Plan

- The main change from the last plan was to break Phase 2 into 3 parts.
- We discussed if there will be an online reservation option for the computers.

- Blanca Doroteo asked about activities outside the library. Sarah clarified that the library wouldn't be doing any programs in the library in Phase 2, and would be unlikely to do programs outside of the library.
- Kathleen Draine suggested changing the title of the document to COVID Pandemic Reopening Plan.

5. STAFF UPDATES

6. ADJOURN

Draft

Statement on anti-racism

Sandy and Hoodland Public Libraries - DRAFT

Black Lives Matter

Staff of the Sandy and Hoodland Public Libraries stand firmly with our colleagues at the [American Library Association \(ALA\)](#), and the [Public Library Association \(PLA\)](#) in condemning racism and dedicating ourselves to anti-racism (noun: anti-racism. The policy or practice of opposing racism and promoting racial tolerance). We feel proud to live and work in a city where the City Council has condemned racism and affirmed our commitment to equity with this [resolution](#). We share the nation's anger at the senseless murders of George Floyd, Breonna Taylor and so many others. We recognize the entrenched racism these acts represent. Witnessing the murder of George Floyd on video has rightly sparked outrage throughout the United States and forced many white people to see what our Black community members live with daily.

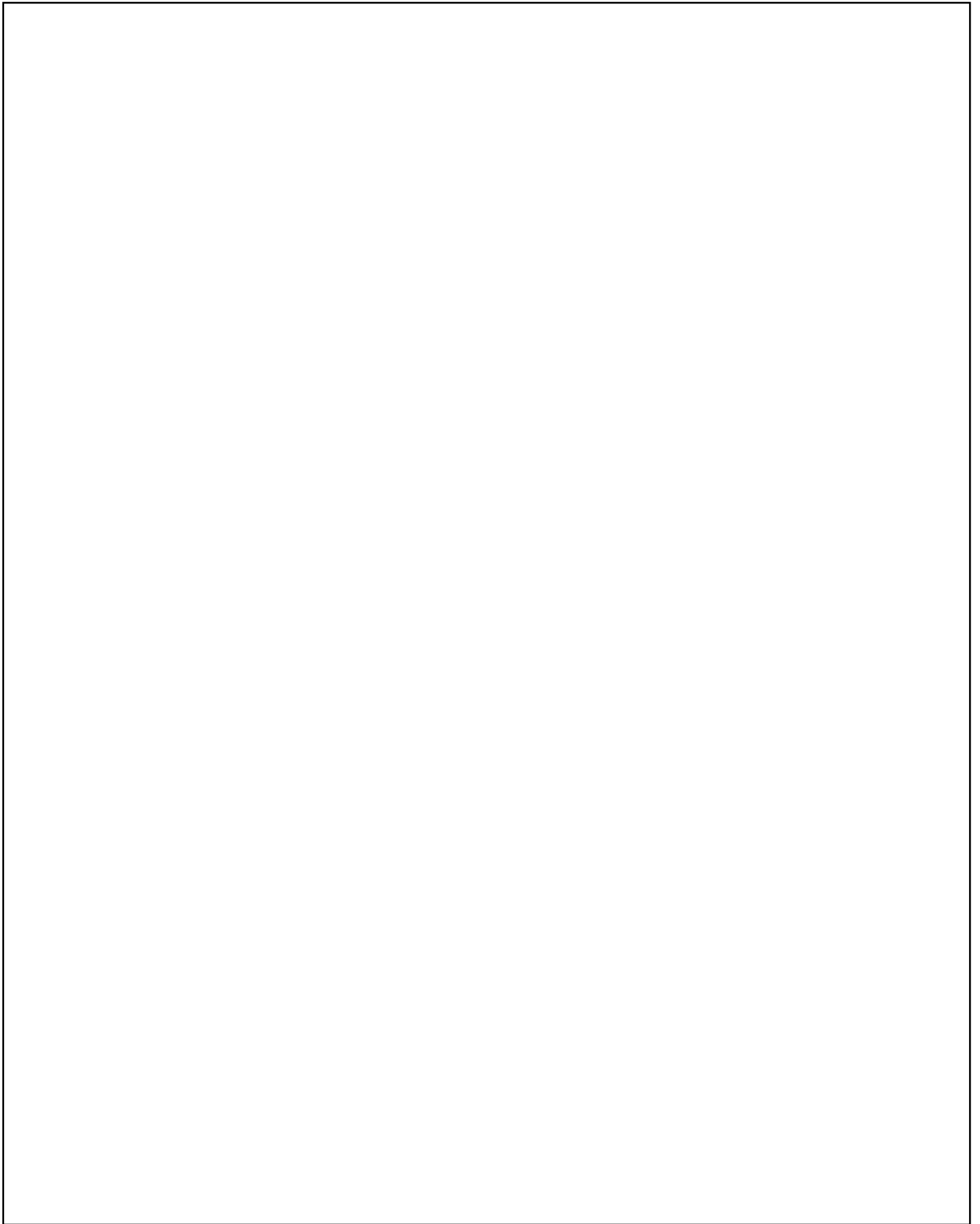
We as library staff agree with [PLAs Call to Action for Public Library Workers](#) and dedicate ourselves to:

- Study, amplify, and align with the policy demands of the [Movement for Black Lives](#).
- Change library policies that punish and criminalize patron behavior.
- Evaluate the messages about police and policing libraries promote to children and families in programs and collections.
- Address structural racism.
- Develop and fund programs, services, and collections that center the voices and experiences of people of color.

If you believe in the inherent value of human lives, then you believe that Black lives matter. We invite you to join us in broadening your understanding of the deep-rooted racism that is a part of the fabric of our culture. All people, including white people have an important role to play in creating a just and equitable society for everyone. Self education is the first step.

Join us in becoming a part of the solution.

- A watchlist (2-3 video's embedded). View more videos on our blog here.
- Books for adults (3 linked book covers). View the full reading list here.
- Books for teens (3 linked book covers). View the full reading list here.
- Books for kids (3 linked book covers). View the full reading list here.
- Join us for a discussion group on (dates): [details here](#)



LGBTQIA+ Pride statement

Sandy and Hoodland Public Libraries - DRAFT

Staff of the Sandy and Hoodland Public Libraries celebrate and take pride in meeting the information needs of a diverse community and believe LGBTQIA rights are human rights. We and our colleagues at [American Library Association\(ALA\)](#) and [Rainbow Rountable](#) believe that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, gender expression, or sexual orientation.

Library collections that serve youth should include fiction with diverse protagonists of minority sexualities, gender identities, and family structures, as well as nonfiction materials for school or personal research projects. Children are often aware of their sexuality and gender at an early age, and there are increasing numbers of families with same-gender parents. Representation of these identities and families is critical for building healthy perceptions of themselves and others.

We provide programming to recognize the LGBTQIA+ experience and to help our community know that we are welcoming and accepting. We have a responsibility to represent diverse viewpoints and generate dialogue between those who identify as LGBTQIA+ and other members of the community.

Every community has an LGBTQIA+ population and families. It is important to note that the LGBTQIA+ population is diverse, spanning age groups, ethnic and racial groups, socio-economic groups, and personal identities. The [Library Bill of Rights](#) affirms that all libraries are forums for information and ideas and provides access to information for all people.

- A watchlist (2-3 video's embedded). [View more videos on our blog here.](#)
- Books for adults (3 linked book covers). [View the full reading list here.](#)
- Books for teens (3 linked book covers). [View the full reading list here.](#)
- Books for kids (3 linked book covers). [View the full reading list here.](#)

[LGBTQIA Books lists for Pre-K through Adult](#)

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

<i>Question</i>		<i>Count</i>	<i>Pctg of total</i>
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)

		<i>Count</i>	<i>Pctg of total</i>
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. The City of Sandy took over management of the Hoodland Librray in 2009 without a permanent building. Hoodland Library was allocated \$250,000 as part of the IGA with Clackamas County, which was enough to remodel an existing leased space. All rent expenditures are for the Hoodland Library.

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.

At the urging of the Library Advisory Board as well as other City Departments the City of Sandy Administration will reevaluate in 2020 its historical overhead allocation formulae to determine how to reflect more fairly the actual overhead burden of each department and, in the library's case, the requirements of ballot measure 3-310 and the IGA with Clackamas County. The City may also in future, identify debt reimbursement as a line item in the total it contributes to the library.

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?

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.

The Sandy and Hoodland Public Libraries held 716 programs in 2017-2018, with a total attendance of 16,861. These programs break out as follows: 432 programs for children with an attendance of 9,344; 125 programs for teens with an attendance of 2723; 159 programs for adults with an attendance of 4794.

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***

INSTRUCTIONS
Question
1.1 to 1.3
1.4 to 1.7
1.8

GLOSSARY OF TERMS
Service Area:
Other Expenses:
Total transfers to reserve fund:
Library Reserves:
OLA Public Library Standards
Operational Support
"Directly Related to the Provision of Library Services"

Notes
Service area population #s are taken from BCS calculations, based on PSU population numbers, used in the preparation of the First Distribution payment.
Enter the number of board members (at 6/30) for each category. Totals and percentages will automatically calculate.
Section 2.4 of the Capital IGA states "the City shall provide for fair representation of served library patrons on the City's library board, including patrons from unincorporated Clackamas County." If the Library Board is not proportionally representative of the library service area please include a description of your strategy for fulfilling the requirement.
The service area maps referred to in Section 1 of the Library District IGA can be found at: https://www.clackamas.us/librarydistrict/maps.html
A breakdown of significant categories (e.g., professional services, office supplies & equipment, utilities); smaller expenses should be included in a miscellaneous category.
Transfers of funds to "Library Reserves." In the previous fiscal year (16/17), the only library reporting in this category was Happy Valley.
Library reserves are reserves tracked separately from the library fund. In the previous fiscal year (16/17), the only libraries reporting in this category were Happy Valley and Oak Lodge.
https://www.olaweb.org/pld-standards
Any revenue or transfers from other City funds/sources; if a City provides support this will frequently be a transfer from the General Fund.
From Library District IGA, Section 2.1 (Use of Funds): "District funds may not be used to support general overhead or administrative costs of Cities except to the extent such overhead or administrative costs are directly related to the provision of library services and/or the operation of a public library."

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)

		<i>Amount</i>
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. The City of Sandy took over management of the Hoodland Librray in 2009 without a permanent building. Hoodland Library was allocated \$250,000 as part of the IGA with Clackamas County, which was enough to remodel an existing leased space. All rent expenditures are for the Hoodland Library.

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.

At the urging of the Library Advisory Board as well as other City Departments the City of Sandy Administration will reevaluate in 2020 its historical overhead allocation formulae to determine how to reflect more fairly the actual overhead burden of each department and, in the library's case, the requirements of ballot measure 3-310 and the IGA with Clackamas County. The City may also in future, identify debt reimbursement as a line item in the total it contributes to the library.

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?

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.

The Sandy and Hoodland Public Libraries held 593 programs in 2018-2019, with a total attendance of 18,438. These programs break out as follows: 367 programs for children with an attendance of 11,468; 108 programs for teens with an attendance of 2,915; 118 programs for adults with an attendance of 4,055.

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***

INSTRUCTIONS	
Question	Notes
1.1 to 1.3	Service area population #s are taken from BCS calculations, based on PSU population numbers, used in the preparation of the First Distribution payment.
1.4 to 1.7	Enter the number of board members (at 6/30) for each category. Totals and percentages will automatically calculate.
1.8	Section 2.4 of the Capital IGA states "the City shall provide for fair representation of served library patrons on the City's library board, including patrons from unincorporated Clackamas County." If the Library Board is not proportionally representative of the library service area please include a description of your strategy for fulfilling the requirement.

GLOSSARY OF TERMS	
Service Area:	The service area maps referred to in Section 1 of the Library District IGA can be found at: https://www.clackamas.us/librarydistrict/maps.html
Other Expenses:	A breakdown of significant categories (e.g., professional services, office supplies & equipment, utilities); smaller expenses should be included in a miscellaneous category.
Total transfers to reserve fund:	Transfers of funds to "Library Reserves." In a previous fiscal year (16/17), the only library reporting in this category was Happy Valley.
Library Reserves:	Library reserves are reserves tracked separately from the library fund. In the previous fiscal year (16/17), the only libraries reporting in this category were Happy Valley and Oak Lodge.
OLA Public Library Standards	https://www.olaweb.org/pld-standards
Operational Support	Any revenue or transfers from other City funds/sources; if a City provides support this will frequently be a transfer from the General Fund.
"Directly Related to the Provision of Library Services"	From Library District IGA, Section 2.1 (Use of Funds): "District funds may not be used to support general overhead or administrative costs of Cities except to the extent such overhead or administrative costs are directly related to the provision of library services and/or the operation of a public library."