



## AGENDA

### Library Advisory Board Meeting

[virtual] - Wednesday, December 1, 2021

[email]

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# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,  
October 6, 2021  
Zoom

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The Library Advisory Board of the City of Sandy was called to order on Wednesday, October 6, 2021, 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, Board Member Kathleen Draine , Board Member Bethany Shultz, and Board Member Cheyenne Holliday, Ex Officio Member Dale Hauff, President of Friends of Sandy Library

**EXCUSED:**

**STAFF/LIAISON PRESENT:** Library Director Sarah McIntyre, City Councilor Kathleen Walker

**AUDIENCE MEMBERS:**

1. **MEETING FORMAT**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
  - 3.1. Meeting Minutes

The August meeting minutes were approved as written.

4. **NEW BUSINESS**
  - 4.1. Strategic Plan

- 3.5 areas of strategic plan met, 3.5 areas haven't met yet

- Question posed: Should we extend the strategic plan for two years or create a new plan
- Discussion was had

**Lynne Pollard made a motion** to extend the Strategic Plan for 2 years and inform the City Council **Heather Michet seconded the motion. CARRIED. unanimously.**

#### 4.2. Discuss Library Space Needs Assessment

- The Library Board reviewed the Space Needs Analysis done by the consultant hired by the City
- Not enough workstation/staff office areas
- Need larger capacity meeting room
  - not in report but needed multiple smaller meeting rooms for tutoring, etc.
- Need storage area for community programs 5,000sf
- Circulation not wide enough in some areas
- Off street parking is not adequate
- Discussion ensued on whether the library should eventually pursue vertical expansion, relocation in an existing building or a new building, or replacing the library where it currently stands.
- Councilor Walker stated that the project on the Community Campus may be able to help meet some of the meeting room needs. A short term solution for 5 -10 years.
- Takeaways from the discussion were: Thinking long term 10+ years the Library needs to move off the current location because of limited parking options, and remodeling an existing building would be good as it is less expensive. Also - holding library programs at the new Community Center starts to show the need for a new library when the time is right.
- Councilor Walker offered to meet with Sarah to discuss how we can collaborate, what the needs are for programs, teen space, community services.

#### 4.3. Programming Discussion

- Looked at pre-pandemic programs for kids, teens, and adults
- Looked at programs during the pandemic
- Not really sure what programming post-pandemic will look like
  - staples - such as storytime, teen after school programs will stay

### 5. OLD BUSINESS

#### 5.1. LDAC Update

- The September meeting was cancelled. Next meeting will October 25th.
- Purpose of the meeting is to discuss the 2017/2018 and 2018/2019 annual reports from the libraries.

- Kathleen Draine doing some research in connection to trying to get the Hoodland Library some funding for their rent.

## **6. STAFF UPDATES**

### **6.1. Bookmobile**

- The City Council did not make it a priority to get the bookmobile for the library.
- We have all of our grant materials together, the challenge is finding a grant large enough.
- We will keep looking for ways to fund this.

## **7. ADJOURN**

Draft



# 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=98tyKu>

[GurDwuHd2TuB2DRpAAI\\_CLO3xmCFHgrd\\_IDnEMwVGYxrTGtJgPJ1cJPfF](https://us06web.zoom.us/j/86274796844?pwd=cFBSbmV2TGZtYzZIREnsd3lQOWY1QT09)

Topic: Library Advisory Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86274796844?pwd=cFBSbmV2TGZtYzZIREnsd3lQOWY1QT09>

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):  
US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 436  
2866 or +1 301 715 8592  
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 forwarding 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**

Draft



# 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 <sup>1</sup>	Legal <sup>1</sup>	Finance <sup>1</sup>	IT <sup>1</sup>	Ops Center <sup>2</sup>	Non-Dept <sup>3</sup>	Indirect Total	
<b>Direct Services</b>								
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
<b>Totals</b>		<b>567,000</b>	<b>250,000</b>	<b>772,000</b>	<b>508,000</b>	<b>125,000</b>	<b>262,000</b>	<b>2,484,000</b>

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



# Sandy / Hoodland Public Library

# Snapshot of 2021

January - November



*\* ebooks / audiobooks*  
**Overdrive/Libby - 24,376**  
**CloudLibrary- 12,549**

## *\* Physical checkouts*



**Hoodland - 29,501**  
**Sandy - 136,429**



*computer use*  
**Sessions**  
**Hoodland - 585**  
**Sandy - 2,422**

## *Card Sign-up*



**eCard - 742**  
**Hoodland - 113**  
**Sandy - 518**

## *Our Top Programs*

**Trick or Treat Trail - 1,942**  
**Teen Halloween event- 200**  
**Spring Celebration- 200**  
**Book Groups - 114**  
**Sit & Knit - 61**

## *Library of Things*

**Hoodland - 46    Sandy - 512**  
**Items most requested were:**  
**1. VHS to DVD converter**  
**2. Slides and Film Negatives to Digital Photos**  
**3. Pressure Washer**



## *Take & Make*

**Kids - 1,227**  
**Teens - 622**  
**Adult - 443**  
**Hearts for teachers - 354**

**\* Cards for Seniors**  
**944 Received**  
**629 delivered**

## *Moble Printing*



**Patrons - 363**  
**Print jobs - 1,220**  
**Pages Printed - 4,750**

## *Blood Drive*

**Donars - 73**  
**Units- 72**

## *\* Holds Fulfilled*

**Hoodland - 13,063**  
**Sandy - 57,938**

## *Social Media*

**Instagram - 629**  
**Facebook (Friends) - 1.1K**



*Book Bundle*  
**95 - Recommendations**



## *Storytime*

**In-Person - 243**  
**Virtual - 2,632**



**\* fiscal year 2020-2021**

