



AGENDA

Library Advisory Board Meeting

6:00 PM - Wednesday, February 2, 2022

[\[Zoom\]](#)

	Page
1. ROLL CALL	
2. APPROVAL OF MINUTES	
2.1. Meeting Minutes	2 - 16
Library Advisory Board - 06 Oct 2021 - Minutes - Pdf	
Library Advisory Board - 03 Nov 2021 - Minutes - Pdf	
Library Advisory Board - 01 Dec 2021 - Minutes - Pdf	
3. NEW BUSINESS	
3.1. 2019-2020 Annual Report for LDAC	17 - 34
SAHO ANNUAL LDAC PROGRESS REPORT for FY 19-20	
3.2. Library Awareness Brainstorming (suggested by Heather Michet)	
4. OLD BUSINESS	
5. STAFF UPDATES	
5.1. In-person programs	
6. ADJOURN	



MINUTES Library Advisory Board Meeting

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

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=98tyKuGurDwuHd2TuB2DRpwAAI_CLO3xmCFHgrd_IDnEMwVGYxrTGtJgPJ1cJPfF
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 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





MINUTES Library Advisory Board Meeting

**6:00 PM - Wednesday,
December 1, 2021**
City Hall- Council Chambers,
39250 Pioneer Blvd., Sandy,
Oregon 97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, December 1, 2021, at 6:00 PM, in the City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055, 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

EXCUSED:

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

AUDIENCE MEMBERS:

- 1. ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - 2.1. Meeting Minutes
- 3. NEW BUSINESS**
 - 3.1. Library Programs and Services Infographic

From Kathleen Draine
Infographic:

a. a great addition. It should be shown to public on library bulletin boards and in newsletter, perhaps twice a year?

b. the footnote/asterisk vs. the dates under the title: if snapshot is said to be from Jan to Nov, it seems confusing to then insert info from the fiscal year, which runs from July. Remove the "Jan-Nov"? -- or change the data on ebooks/physical checkouts/ holds fulfilled to the actual count for Jan-Nov? I would think the Jan/Nov data would be stronger than FY 2020-21, even if one month shorter. Or wait till Dec data is in? I think public would relate better to calendar year data than fy data.

c. are e-card signups not attributed to SA or HO? no address info or do the e-card addresses go beyond our district boundaries?

d. are "top" programs just SA or both -- perhaps with digital groups that is irrelevant? Are the data in book groups = number of discrete individuals, or cumulative participation or number of sessions?

e. like the Library to Things details -- should assist in its growth

f. typo - "donors" under blood drive - give date(s) of drive?

g. mobile printing: include website address?

Overall, a great way of letting the public see the diversity of services and participation by the community.

From Jeri McMahan:

Additional input for the record.

1. I will entertain a motion to approve the minutes from October 6,2021 and November 3,2021.

2. Infographic snapshot looks like a great marketing tool. I would like to think of the different ways we can show it off in the communities.

3. Kathleen Draine pointed out great ideas and corrections.(typo, top programs, web site address for mobile printing, fiscal year vs. dates under title)

4. I never thought I could borrow a pressure washer from "Library to Things"

From Bethany Shultz:

This is great! I think the main thing I encounter in the community is people not even knowing what all the library has to offer. So having a simple infographic like this will be helpful just to get the word out that we have so many amazing services. My husband checked out a robot to play with this week! :)

I agree that the general public may respond better to a calendar year rather than the January-November heading. Maybe that should be removed or just changed to an asterisk: based on current data, if we want to get this out before December data is in.

From Heather Michet:

I love this, as I've already mentioned to Sarah.

Thank you for the corrections and suggestions, everyone. I am in agreement.

Bethany named exactly my frustration: The community's (our service area's) ignorance and incorrect assumptions about all that we do and offer. Helping to shift and turn this around is my biggest motivation and reason for serving on the board.

I would love to schedule a brainstorming session in 2022 to generate a gangload of innovative ideas re. how to awaken the community's awareness of ALL that the library is.

I'm imagining a group consisting of (some or all who are interested) board members and some invited community members; not a large group, but one that really gets the job done.

- 4. OLD BUSINESS**
- 5. STAFF UPDATES**
- 6. ADJOURN**

Draft

Library District of Clackamas County - Annual Progress Report

Sandy and Hoodland Public Libraries

For the period: 7/1/2019 through 6/30/2020

SECTION 1: LIBRARY BOARD COMPOSITION

Service area population

<u>Question</u>		<u>Count</u>	<u>Pctg of total</u>
1.1	City population	10,990	33.1%
1.2	Unincorporated pop. Served	22,241	66.9%
1.3	TOTAL SERVICE AREA POPULATION	33,231	100.0%

Library Board composition (as of 6/30/2020)

		<u>Count</u>	<u>Pctg of total</u>
1.4	Board members living in City	3	42.9%
1.5	Board members living in unincorp. Area	3	42.9%
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:

vacancy in unincorporated area

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 (7/1/19)	\$ 87,579
2.2	Total revenue (7/1/19 - 6/30/20)	\$ 1,712,248
2.3	Total exp. (incl. alloc. costs & debt svc.) (7/1/19 - 6/30/20)	\$ (1,592,621)
2.4	Total transfers to reserve fund (7/1/19 - 6/30/20)	\$ -
2.5	Ending balance of Library Fund (6/30/20)	\$ 119,629

Revenue Detail (7/1/19 - 6/30/20)

		<u>Amount</u>
2.6	Library District revenue	\$ 1,353,691
2.7	Operational support from City/Library Service Provider	\$ 169,500
2.8	Ready to Read grant	\$ 5,169
2.9	Fines, fees, and donations	\$ 183,888

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)	\$ 1,712,248

Expenditure Detail (7/1/19 - 6/30/20)

		<u>Amount</u>
2.19	Salaries, wages, and benefits	\$ (1,122,895)
2.20	Collection expenditures	\$ (113,517)
2.21	Allocated costs	\$ (170,686)
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	supplies	\$ (18,498)
2.25	postage	\$ (120)
2.26	printing	\$ (545)
2.27	repairs and maintenance	\$ (3,524)
2.28	marketing	\$ (714)
2.29	training	\$ (1,100)
2.30	contractual services	\$ (27,592)
2.31	rent (Hoodland)	\$ (23,691)
2.32	utilities	\$ (20,894)
2.33	professional services	\$ (11,845)
2.34	programs	\$ (12,407)
2.35	equipment	\$ (18,656)
2.36		
2.37		\$ -
2.38	TOTAL EXPENSES (should match total in 2.3)	\$ (1,592,621)

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves(7/1/19)	\$ -
2.40	Ending balance of Library reserves (6/30/20)	\$ -

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.

\$45,937 in debt service covered by City support. Principal \$27,894. Interest \$18,043.

Allocated Cost Detail (7/1/19 - 6/30/20)

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

Allocated costs (please specify)

2.43	admin	\$	(83,246)
2.44	legal	\$	(34,686)
2.45	finance	\$	(116,198)
2.46	IT	\$	(82,379)
2.47	non-departmental	\$	(24,863)
2.48		\$	-
2.49		\$	-
2.50		\$	-
2.51		\$	-
2.52		\$	-
2.53	TOTAL ALLOCATED COSTS (should match total in 2.21)	\$	(341,372)

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

Allocated based on a combination of staff and operating budget of direct service programs.
 Half of City Hall costs (utilities, etc.) 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).

Friends of Sandy Library gave 9 months of support during this fiscal year. (Library closed in March 2020 due to the pandemic) Approximately \$9375. About half of this is recorded in the library budget through donations. Hoodland Friends gave \$1480 to support 90% of the programming at Hoodland. About half of this is recorded in the library budget through donations.

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SECTION 3: SERVICE STANDARDS

Question

3.1	Library open hours per week	92
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	13.34
3.6	"Threshold" FTE per IGA Attachment C	11.63
3.7	Total staff with an MLS	3.75
3.8	"Threshold" staff with an MLS per IGA Attachment C	2.33
3.9	Vols. owned (physical and digital)	155,231
3.10	"Threshold" vols. owned per IGA Attachment C	66,462
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.

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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	acmehoment@gmail.com
5.7	Date of submission	2/4/2022

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

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