



AGENDA

Library Advisory Board Meeting

6:00 PM - Wednesday, April 6, 2022
Sandy Public Library Community Room+ Zoom

Page

1. ROLL CALL
 - 1.1. Zoom attendee information:

You are invited to a Zoom webinar.
When: Apr 6, 2022 06:00 PM Pacific Time (US and Canada)
Topic: Library Advisory Board Meeting

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/85174999337?pwd=dWk2RHIDSjRZb29GOWdGNi1Q05YQT09>
Passcode: SAHOLib
Or One tap mobile :
US: +13462487799,,85174999337#,,,,*5651803# or
+16699006833,,85174999337#,,,,*5651803#
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: 851 7499 9337
Passcode: 5651803
International numbers available: <https://us06web.zoom.us/j/85174999337?pwd=dWk2RHIDSjRZb29GOWdGNi1Q05YQT09>
2. APPROVAL OF MINUTES
 - 2.1. Meeting Minutes 2 - 20
[Library Advisory Board - 02 Feb 2022 - Minutes - Pdf](#)
3. NEW BUSINESS
 - 3.1. SA/HO Library District Advisory Committee (LDAC) Annual Report 2020-2021 21 - 30
[SAHO ANNUAL LDAC PROGRESS REPORT for FY 20-21](#)
 - 3.2. Hoodland Library - shortfall in capital contribution
4. OLD BUSINESS
5. STAFF UPDATES
 - 5.1. Oregon Law Meeting requirements
6. ADJOURN



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,
February 2, 2022
Zoom

The Library Advisory Board of the City of Sandy was called to order on Wednesday, February 2, 2022, at 6:00 PM, in the Zoom, with the following members present:

PRESENT: Board Member Heather Michet , Board Member Lynne Pollard, Board Member Kathleen Draine , and Board Member Cheyenne Holliday

EXCUSED: Board Member Dale Scobert, Board Member Jeri McMahan, and Board Member Bethany Shultz

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

AUDIENCE MEMBERS:

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1.

October meeting minutes

Kathleen Draine made a motion to approve October meeting minutes as written
Lynne Pollard seconded the motion. CARRIED. unanimously.

[Library Advisory Board - 06 Oct 2021 - Minutes - Pdf](#)

2.2. November meeting minutes

- Clarification on 5.2 language added after the word before "considering whether to forward"

Kathleen Draine made a motion to approve the meeting minutes as amended
Cheyenne Holliday seconded the motion. CARRIED. unanimously.

[Library Advisory Board - 03 Nov 2021 - Minutes - Pdf](#)

2.3. December - email feedback session

- It was agreed that the comments were an accurate compilation of the email commentary about the infographic.

[Library Advisory Board - 01 Dec 2021 - Minutes - Pdf](#)

3. NEW BUSINESS

3.1. 2019-2020 Annual Report for LDAC

- In section 2.43-2.53 - allocated cost breakdown is the the biennia, not the year. Need to replace with one years data.
- In section 2.56 - Councilor had a question about how the Friends of Hoodland Library support 90% of the programming. It was discussed that Hoodland Library does much less programming than Sandy Library.
- In section 2.55 - Kathleen Draine wanted to add language about allocated costs. She will send language to be added.
- Kathleen Walker asked a question about collection expenditures in LINCC. She noted that Sandy and Hoodland spend about 7% of our budget on collections.
- Kathleen Draine asked what section 3.12 was asking. Sarah responded to say that it was about the new OLA Standards. The first year that the new standards appeared, Sandy and Hoodland Libraries reported our findings.
- Section 4.1 Kathleen Draine asked how the State Library report captured COVID-19. The State Library only asked how many weeks the library was fully closed, how many weeks the library was fully open. There was nothing in the report about curbside service or take and makes.
- Also in section 4.1 we need to acknowledge that in March 2020 public buildings were closed, started curbside service in April 2020 (first one in metro area), saw large increase in e-materials use. Add the Infographic?

3.2. Library Awareness Brainstorming (suggested by Heather Michet)

How can Sandy and Hoodland make the community aware what the Library has to offer?

- Speaking to groups - Lynne reported that Sarah will be speaking to the Hoodland Women's Club soon.
- Kathleen Walker mentioned the Sandy Community Info Facebook page, and Community Center reader board. Key Club in High School - ask to take on marketing project?
- Cheyenne - Social Media - posting often, hold contests and polls to get engagement. Instagram - Sandy Cheerleading, local sports teams - tap into. Funny videos work better than just a photo or caption. Facebook market place

- place an ad from Sandy Library for Library of Things items - free with your library card.

- Heather - mentioned that we have to use hashtags. Hoodland Fire Station reader board, realtors in their newsletters. Opportunity for High School Internship or Senior project.
- Lynne - Lara and Molly from Hoodland post on Next-door. Chamber of Commerce.
- Kathleen Draine - would the Sandy Post give the Library a corner? How about the Mountain Times?
- Sarah reported that there is Grant opportunity for Teen Interns that Rebecca is planning to apply for. Thea is working on What do you know? posting basic things about the library weekly on the Sandy Public Library Friends Facebook page.

4. OLD BUSINESS

4.1. Library District Advisory Committee Update

- No January meeting, convene in March
- At this meeting LDAC will continue the discussion that Kathy started about forwarding information to the Board of County Commissioners.
- Separate from LDAC: Kathy submitted an information request to the County and is waiting on documents for the value of the building that was granted to Happy Valley in 2015. Kathy believes that with the amount of support the County gave to Happy Valley and is likely to give to Oak Lodge, that the Hoodland Library has not been treated fairly. The hope is to be able to get more money out of the County for Hoodland to cover rent, or a building, or portion of a building. This is something that would be best brought directly to the BCC.
- Kathy is hoping for an alternate on LDAC - Maybe Bethany, Cheyenne, or Lynne?

5. STAFF UPDATES

5.1. In-person programs

- Starting in February
- Make & Take program - monthly in Sandy and Hoodland
- Teen Space monthly in February, weekly starting in March
- Plant swap
- Hoodland storytimes indoors, Sandy storytimes in Meinig Park

6. ADJOURN

6.1. meeting adjourned at 7:38



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

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- 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.

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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



**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 considering whether to forward them to the County Commissioners.

6. STAFF UPDATES

6.1. Holiday Tree Lighting

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

6.2. Community Center Update

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

7. ADJOURN



Indirect Costs and Budget - Library Board

November 3, 2021

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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							
Support Service		025	026	028	040	067	039		
		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





**Email
Feedback
Library
Advisory
Board**

December 2021
[Email review of Infographic]

The Library Advisory Board of the City of Sandy gave Email Feedback , from the following members :

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

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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.

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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.

[Library Programs and Services Infographic](#)

3.2.

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

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Sandy / Hoodland Public Library Snapshot of 2021

January - November



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

** Physical checkouts*

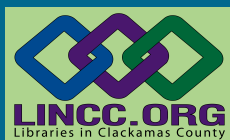


Hoodland - 29,501
Sandy - 136,429



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

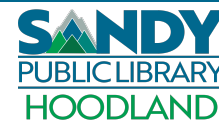


Storytime

In-Person - 243
Virtual - 2,632



* fiscal year 2020-2021



Library District of Clackamas County - Annual Progress Report

Sandy and Hoodland Public Libraries

For the period: 7/1/2020 through 6/30/2021

SECTION 1: LIBRARY BOARD COMPOSITION

Service area population

<i>Question</i>		<i>Count</i>	<i>Pctg of total</i>
1.1	City population	11,075	33.2%
1.2	Unincorporated pop. Served	22,260	66.8%
1.3	TOTAL SERVICE AREA POPULATION	33,335	100.0%

Library Board composition (as of 6/30/2021)

		<i>Count</i>	<i>Pctg of total</i>
1.4	Board members living in City	3	42.9%
1.5	Board members living in unincorp. Area	4	57.1%
1.6	Vacancies	0	0.0%
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 (7/1/20)	\$ -
2.2	Total revenue (7/1/20 - 6/30/21)	\$ 1,620,124
2.3	Total exp. (incl. alloc. costs & debt svc.) (7/1/20 - 6/30/21)	\$ (1,543,941)
2.4	Total transfers to reserve fund (7/1/20 - 6/30/21)	\$ -
2.5	Ending balance of Library Fund (6/30/21)	\$ 81,191

Revenue Detail (7/1/20 - 6/30/21)

		<u>Amount</u>
2.6	Library District revenue	\$ 1,426,076
2.7	Operational support from City/Library Service Provider	\$ 169,500
2.8	Ready to Read grant	\$ 5,757
2.9	Fines, fees, and donations	\$ 18,790

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)	\$ 1,620,123

Expenditure Detail (7/1/20 - 6/30/21)

		<u>Amount</u>
2.19	Salaries, wages, and benefits	\$ (1,107,775)
2.20	Collection expenditures	\$ (90,478)
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	\$	(13,585)
2.25	training	\$	(3,021)
2.26	maintenance	\$	(38,746)
2.27	building rent	\$	(19,855)
2.28	utilities	\$	(18,717)
2.29	insurance	\$	(9,606)
2.30	computer equipment and software	\$	(16,252)
2.31	programs	\$	(8,924)
2.32	marketing	\$	(360)
2.33		\$	-
2.34		\$	-
2.35		\$	-
2.36		\$	-
2.37		\$	-
2.38	TOTAL EXPENSES (should match total in 2.3)	\$	(1,543,942)

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves(7/1/20)	\$ -
2.40	Ending balance of Library reserves (6/30/21)	\$ -

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.

Sandy Library - \$45,937 in debt service covered by City support. Principal \$28,688. Interest \$17,249.

Allocated Cost Detail (7/1/20 - 6/30/21)

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

Allocated costs (please specify)

2.43	administration	\$	(41,623)
2.44	legal	\$	(17,343)
2.45	finance	\$	(58,099)
2.46	IT	\$	(41,190)
2.47	non-departmental	\$	(12,432)
2.48		\$	-
2.49		\$	-
2.50		\$	-
2.51		\$	-
2.52		\$	-
2.53	TOTAL ALLOCATED COSTS (should match total in 2.21)	\$	(170,686)

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.

In June 2020, the Board began a detailed review of allocated costs with the City Finance Director. The discussions resulted in recalibrated formulas that will reduce certain allocations, going forward. In the 21-23 biennia, the net burden of allocated costs (after taking into account City support from its General Fund) will drop to approx. 1.7% of total Library Revenue vs. 3% in 19/20. In addition, the City will now explicitly note in its budgets that the Sandy Library debt service is an obligation of the City's General Fund.

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 (FoSL) pledged 9 months of support during this fiscal year. We requested \$1418 in funds for the 2nd quarter. At the end of 2nd quarter, we were informed that the FoSL would no longer be dispersing money to the library, and each July we would receive a disbursement directly from the Oregon Community Foundation (OCF). These disbursements are expected to be over \$16,000/year (FoSL had previously pledged the library up to \$12,5000/year). With the OCF disbursement considerably more than this we did not request 3rd or 4th quarter funds. These funds will be recorded in the library budget in the donations revenue line. We did not request any funds from Hoodland Friends since we hadn't resumed programming. Hoodland Friends support 90% of the programming at Hoodland. About half of this is recorded in the library budget through donations.

SECTION 3: SERVICE STANDARDS

Question

3.1	Library open hours per week	46*
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	11.65
3.6	"Threshold" FTE per IGA Attachment C	11.67
3.7	Total staff with an MLS	4
3.8	"Threshold" staff with an MLS per IGA Attachment C	2.33
3.9	Vols. owned (physical and digital)	168,068
3.10	"Threshold" vols. owned per IGA Attachment C	66,670
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	yes

* = actual open hours due to pandemic

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.

Sandy and Hoodland Libraries were open limited hours through July 6, 2021 because of the pandemic. We opened our new full hours on July 7th - Sandy Library is open 52 hours, Hoodland Library is open 35 hours for a total of 87 hours.

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	4/1/2022

*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 a 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 a 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."