

# AGENDA

## Library Advisory Board Meeting

6:00 PM - Wednesday, April 19, 2023  
Community Room - Sandy Public Library

Page

1. Join the Meeting
  - 1.1. You are invited to a Zoom webinar.  
When: Apr 19, 2023 06:00 PM Pacific Time (US and Canada)  
Topic: Library Advisory Board  
  
Please click the link below to join the webinar:  
<https://us06web.zoom.us/j/89526793828>
2. ROLL CALL
3. APPROVAL OF MINUTES
  - 3.1. Meeting Minutes 2 - 3  
[Library Advisory Board - 01 Feb 2023 - Minutes - Pdf](#)
4. NEW BUSINESS
  - 4.1. Budget Presentation 4 - 12  
[LIB BN 23-25 Budget Presentation](#)
5. OLD BUSINESS
  - 5.1. Library District Advisory Committee update
  - 5.2. Network Budget Update
  - 5.3. Hoodland rent memo progress
6. STAFF UPDATES
7. ADJOURN



# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday, February 1, 2023  
Sandy Public Library - Community Room

The Library Advisory Board of the City of Sandy was called to order on Wednesday, February 1, 2023, at 6:00 PM, in the Sandy Public Library - Community Room, with the following members present:

**PRESENT:** Board Member Alex Steinmetz, Board Member Heather Michet , Board Member Kathleen Draine , and Board Member Lynne Pollard, President Friends of Sandy Library Dale Hauff

**EXCUSED:** Board Member Bethany Shultz, Board Member Dale Scobert, and Board Member Cheyenne Holliday

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

### AUDIENCE MEMBERS:

## 1. MEETING FORMAT

- 1.1. Hybrid meeting: Community Room at Sandy Library or join with Zoom :

You are invited to a Zoom webinar.

When: Feb 1, 2023 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/84957559693?pwd=UFVQQmg2ZWWhJMDFFMXFRNVB0YnBWUT09>

Passcode: SA/HOLib

Webinar ID: 849 5755 9693

Passcode: 23067365

## 2. ROLL CALL

- 2.1. New Chair of Library Advisory Board

discussion began at Timestamp :01

**Kathleen Draine made a motion** that Heather Michet act as Chair. **Lynne Pollard seconded the motion. CARRIED. unanimously.**

**3. APPROVAL OF MINUTES**

**3.1. Meeting Minutes**

Discussion began at timestamp 1:00

**Kathleen Draine made a motion** accept the minutes as amended. **Lynne Pollard seconded the motion. CARRIED. unanimously.**

**4. NEW BUSINESS**

**4.1. 2022 Infographic**

Discussion began at timestamp 3:25

**5. OLD BUSINESS**

**5.1. Library District Advisory Committee - update**

Discussion began at timestamp 31:13

**5.2. Hoodland Rent memo - update**

Discussion began at 58:00

**6. STAFF UPDATES**

**7. ADJOURN**

# Library Services

# Sandy Library

# Sandy Library

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|                            | BN 17-19         | BN 19-21         | BN 21-23         | BN 23-25         |
|----------------------------|------------------|------------------|------------------|------------------|
|                            | Actual           | Actual           | Budget           | Proposed         |
| Beginning Balance          | 227,221          | 87,579           | 131,534          | 331,989          |
| Intergovernmental          | 2,578,032        | 2,779,768        | 2,875,504        | 2,648,894        |
| Fines, Fees, & Assessments | 70,580           | 67,030           | 37,700           | 20,044           |
| Grants                     | 5,295            | 10,765           | 10,000           | 10,914           |
| Miscellaneous Revenue      | 29,671           | 53,239           | 14,000           | 6,000            |
| General Revenue            | 311,292          | 339,000          | 339,000          | 206,000          |
| <b>Total Resources</b>     | <b>3,222,092</b> | <b>3,337,382</b> | <b>3,407,738</b> | <b>3,223,841</b> |
| Personnel Services         | 2,238,459        | 2,230,671        | 2,535,500        | 2,440,500        |
| Materials & Services       | 468,809          | 450,113          | 411,500          | 308,250          |
| Capital Outlay             | 31,685           | 22,532           | 11,000           | 24,900           |
| Debt Service               | 91,874           | 91,874           | 95,000           | 90,292           |
| Transfers                  | 303,686          | 341,372          | 301,984          | 272,456          |
| Contingency                | -                | -                | 52,754           | 87,443           |
| <b>Total Requirements</b>  | <b>3,134,512</b> | <b>3,136,562</b> | <b>3,407,738</b> | <b>3,223,841</b> |

*Hoodland Public Library moved to own department in BN 23-25*



# Sandy Library

## BN 21-23 Accomplishments

Total FTE: 11.05

- Finished LINCC-wide strategic plan
- Analyzed collections for diversity, equity, and inclusion
- Procedure manual updated
- Strategic Plan - Computer classes, Civics Challenge, English classes and reading tutoring

## BN 23-25 Goals

- Encourage LINCC Directors to push forward the taskforce (a consultant?)
- Funding source for outreach/technology pop-up vehicle
- Solutions for programming, storage, and office space
- Library cards for every kid in Oregon Trail School District
- Enhance library marketing with teen videos
- Strategic Plan - computer classes, information fluency and civics training



# Sandy Library

## Budget Highlights

- Fine estimate from LINCC Network Office. Reducing fines to .10/day positioning ourselves to eliminate fines altogether in the next budget cycle.
- Receiving an annual disbursement from the Oregon Community Foundation for the Friends of Sandy Library endowment. Misc. revenue and General programs have been reduced. Programming funds are now deposited and spent from the Trust Fund.
- Added .25 FTE- Will be open an additional 2 hours/week on Saturday morning for a total of 56 hours/week.
- A 15% increase in ebooks and eaudiobooks for each year
- Need to purchase 6 public computers, 4 laptops, a print release computer, 6 staff computers.





# Hoodland Library

# Hoodland Library

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|                            | BN17-19 | BN19-21 | BN 21-23 | BN 23-25       |
|----------------------------|---------|---------|----------|----------------|
|                            | Actual  | Actual  | Budget   | Proposed       |
| Beginning Balance          | -       | -       | -        | 55,333         |
| Intergovernmental          | -       | -       | -        | 652,000        |
| Fines, Fees, & Assessments | -       | -       | -        | 3,500          |
| Grants                     | -       | -       | -        | 1,300          |
| Miscellaneous Revenue      | -       | -       | -        | 2,500          |
| <b>Total Resources</b>     | -       | -       | -        | <b>714,633</b> |
| Personnel Services         | -       | -       | -        | 493,500        |
| Materials & Services       | -       | -       | -        | 134,200        |
| Capital Outlay             | -       | -       | -        | 8,000          |
| Transfers                  | -       | -       | -        | 68,114         |
| Contingency                | -       | -       | -        | 10,819         |
| <b>Total Requirements</b>  | -       | -       | -        | <b>714,633</b> |

*Hoodland Public Library consolidated with Sandy Public Library prior to BN 23-25*



# Hoodland Library

## BN 21-23 Accomplishments

Total FTE: 2.92

- Strategic Plan - Civics Challenge, reading tutoring

## BN 23-25 Goals

- Library cards for every kid in Oregon Trail School District
- Strategic Plan - information fluency and civics training
- Analyze collections for diversity, equity, and inclusion



# Hoodland Library

## Budget Highlights

- Starting with 10% of the total Beginning Balance for Library Services.
- Fine estimate from LINCC Network Office. Reducing fines to .10/day positioning ourselves to eliminate fines altogether in the next budget cycle.
- Added an additional .125 FTE - will be open an additional 3 hours/week for a total of 38 hours/week
- A 15% increase in ebooks and audiobooks for each year
- Need to purchase 2 public computers, 2 laptops, and a print release station

