



CITY OF SWEET HOME LIBRARY BOARD AGENDA

April 14, 2022, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

PHONE: 541-367-5007
FAX: 541-367-3754

Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 348 006 235#

Review / Approval of Minutes

- a) [Minutes of March 10, 2022 Meeting](#)

Report of the Librarian

- a) [Librarian's Report March 2022](#)

Fiscal Report

- a) [March 2022 Budget Status](#)
- b) 2022/23 budget submitted to Budget Committee

Statistics

- a) [Library Statistics for March 2022](#)

Unfinished Business

- a) 1000 Books Before Kindergarten launched April 1

New Business

- a) Summer Reading Planning/Call for volunteers

Next Regular Library Board Meeting - May 12, 2022

The Sweet Home Public Library Advisory Board welcomes your interest in these agenda items. The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's office at 541-367-8969.

Call to order

The meeting was called to order at 4:30 pm on 3/10/22

Present:

Charlene Adams
Don Hopkins
Eva Journey
Jamie Frick
Kelsey Hicks
Mailey Brewer
Council Member Susan Coleman

Staff:

Megan Dazey, Library Director
Brandon Neish, finance Director
Lagea Mull, Communications Specialist

Welcome to new Library advisory Board Member Kelsey Hicks.

Approval of February Minutes

Report of the Librarian:

Dazey went over the submitted report.

Comment about how wonderful it is that people new to town are making the library one of their first stops in town.

Brief discussion about possible partnerships for building use when the new building is being developed.

Fiscal Report:

Neish went over this month's fiscal report and pointed out that the long awaited check for a property sale in Colorado is in the bank account. Additional funds from this sale will be arriving at some point in the future. Timeline and amount are unclear.

The Board needs to formally accept the donation and then recommend to the City Council what it should be used for. Discussion ensued. Library Board unanimously approved the resolution. Neish will present to City Council a resolution to accept the donation and to put the money towards construction of a new building at their next meeting.

2022/2023 Budget discussion from Neish. There is a 3% increase expected across the board for all City Departments for the fiscal year. Utilities and Insurance are increasing at a higher percentage for the fiscal year. Any funds not spent during any budget year will go into the contingency fund towards construction of a new building.

Library Board unanimously approved the budget recommendations for 2022/23 Fiscal Year.

Statistical Report:

Some changes were made to the statistical report to more accurately reflect the circulation numbers. There will now be a total circulation line that will show first time checkouts, renewals and e-book/e-audio checkouts.

Old Business:

Discussed in Librarian's Report.

New Business:

Discussion about the 1000 Books Before Kindergarten Program. This is a national program, partially funded by the Friends of the Library.

Adjournment:

Meeting adjourned at 5:30pm

Report of the Librarian for March 2022 Activities

Unfinished Business:

1000 Books Before Kindergarten kicked off on April 1.
2022/23 Budget has been submitted to the City Council.
Circulation is up almost 18% month to month.
In building visits are up 38% over February

New Business:

Continuing to work on setting up Summer Reading.

Collection updates:

We are continuing to streamline collections. Kid's audiobooks have moved to the kid's area.
Joy is getting caught up with cataloging with her extra hours each week.
Teen and Kid's graphic novels have been added. We are looking at new shelving for the Teen graphic novels (we had ordered some, but they arrived damaged)
Nonfiction Audiobooks have been moved next to the Large Print books.
Western Audiobooks have been moved to next to the western fiction books.
Magazines have all been moved to the spinning display.
Staff is working on several computer generated lists to clean out old records from the catalog for items that are long gone or are orphan records.

Building issues:

Staff meet with Pro-tem City Manager and member of the SHPD to discuss any potential issues and solutions. We have come up with a phone tree of who to call for what types of situations based on what the issue is and what day/time it happens.

We had a patron trash one of the bathrooms. Public Works was able to fix the damage.

An exterminator came by to rid us of an ant issue.

In building updates:

More kid's toys have been put out.
Headphones are once again available at each computer station for the public.
Mask mandate was lifted mid-month and more people have returned to the library since then.
We gave out over 300 Free COVID rapid tests, thousands of face masks and hand sanitizer to community members. Several of which did not initially know that Sweet Home had a library, much less where it was.

Passive Programming:

The Decorate a Felt Egg table has been popular with all ages.
We have given out about 40 yarn wrap egg kits.
Activity/coloring sheets for St. Patrick's Day and Women's History month were popular.
We ended up giving out about 75 St. Patrick's Day watercolor kits.

In-person Programming:

The Community reads discussions for Braiding Sweetgrass will be on April 19th and 20th. The book is available now. We have given out over 30 so far.

New Building:

Meeting set with Community and Economic Development Director in April to initially identify possible property.

General Ledger

Budget to Actual



User: bneish
 Printed: 4/12/2022 7:39:21 PM
 Period 09 - 09
 Fiscal Year 2022

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
202-008-364-030	Donations	0.00	0.00	0.00	-500,000.00	0.00	0.00
202	ProjectEquipment Reserve	0.00	0.00	0.00	-500,000.00	0.00	0.00
201-008-361-010	Interest	-3,076.20	-5,363.00	0.00	0.00	0.00	0.00
201	Library	-3,076.20	-5,363.00	0.00	0.00	0.00	0.00
201-008-330-030	Misc. Operating Grants	-67,926.00	0.00	0.00	-2,596.35	0.00	0.00
201-008-347-020	Library Fees	-2,952.23	-5,000.00	-476.00	-3,682.06	0.00	73.64
201-008-364-030	Donations	-1,405.00	0.00	0.00	-350.00	0.00	0.00
201-008-395-011	Miscellaneous Revenue	-1,235.89	-3,000.00	-218.15	-1,676.11	0.00	55.87
201	Library	-73,519.12	-8,000.00	-694.15	-8,304.52	0.00	103.81
201-008-311-010	Current Property Taxes	-469,416.67	-508,979.00	-6,837.06	-510,534.56	0.00	100.31
201-008-319-010	Delinquent Prop. Taxes	-8,476.46	-10,530.00	-720.68	-8,479.21	0.00	80.52
201	Library	-477,893.13	-519,509.00	-7,557.74	-519,013.77	0.00	99.90
008	Library	-554,488.45	-532,872.00	-8,251.89	-1,027,318.29	0.00	192.79
201-008-455-110	Staff Pay	113,605.31	163,413.00	13,459.76	115,712.42	0.00	70.81
201-008-455-210	Group Insurance	16,065.63	58,294.00	2,668.20	22,986.51	0.00	39.43
201-008-455-220	FICAMedicare	9,183.52	12,500.00	1,003.66	8,626.07	0.00	69.01
201-008-455-230	Retirement	15,819.35	22,469.00	1,857.82	15,658.29	0.00	69.69
201-008-455-250	Unemployment Contribution	46.27	165.00	18.56	160.62	0.00	97.35
201-008-455-260	Workers' Compensation	158.68	221.00	0.50	73.75	0.00	33.37
201	Library	154,878.76	257,062.00	19,008.50	163,217.66	0.00	63.49
201-008-455-310	MembershipsDues	0.00	100.00	0.00	184.28	117.00	184.28
201-008-455-311	Subscriptions	512.75	1,000.00	0.00	1,171.96	96.00	117.20
201-008-455-320	Professional Services	4,351.29	8,585.00	115.00	6,183.91	0.00	72.03
201-008-455-340	Technical Services	7,246.74	15,000.00	84.00	4,047.61	19.25	26.98
201-008-455-423	Custodial Services	1,857.97	5,000.00	609.38	2,830.22	0.00	56.60
201-008-455-430	Equipment Repair & Maintenance	0.00	4,000.00	0.00	40.99	0.00	1.02
201-008-455-431	Building Repair & Maintenance	6,277.75	6,120.00	0.00	5,086.44	0.00	83.11
201-008-455-432	Grounds Maintenance	20.49	2,000.00	0.00	0.00	0.00	0.00
201-008-455-442	EquipmentVehicle Rental	195.00	300.00	0.00	0.00	0.00	0.00
201-008-455-520	Insurance	5,877.54	5,549.00	0.00	69.00	0.00	1.24
201-008-455-540	Advertising	1,152.80	6,000.00	146.38	356.38	404.25	5.94
201-008-455-550	Duplicating & Printing	980.06	3,000.00	54.72	371.34	0.00	12.38
201-008-455-580	TrainingTravel	112.50	2,500.00	0.00	47.22	330.00	1.89
201-008-455-610	Office Supplies	6,080.26	7,500.00	186.27	1,409.58	362.55	18.79

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-008-455-611	Cleaning Supplies	1,996.74	3,000.00	61.71	82.51	0.00	2.75
201-008-455-612	Operating Supplies	3,554.43	6,000.00	1,419.98	12,503.64	0.00	208.39
201-008-455-613	UniformsClothing	0.00	400.00	0.00	0.00	0.00	0.00
201-008-455-614	Tools & Small Equipment	0.00	0.00	0.00	19.97	0.00	0.00
201-008-455-617	Furniture	2,828.91	2,500.00	485.90	1,825.92	0.00	73.04
201-008-455-618	Postage	794.65	200.00	0.00	0.00	0.00	0.00
201-008-455-619	Computers	4,071.47	5,000.00	0.00	0.00	0.00	0.00
201-008-455-621	Natural Gas	2,137.56	2,550.00	390.20	1,930.40	0.00	75.70
201-008-455-622	Electricity	4,580.26	7,300.00	917.04	5,146.82	0.00	70.50
201-008-455-623	Phone	2,784.89	4,800.00	237.04	2,276.88	0.00	47.44
201-008-455-624	TVInternet	6,792.67	6,300.00	1,509.48	6,792.66	0.00	107.82
201-008-455-630	Food & Beverage	14.61	2,500.00	0.00	252.79	40.05	10.11
201-008-455-640	Books & Periodicals	17,002.91	35,350.00	8,007.74	36,800.03	205.00	104.10
201-008-455-803	Special Events	4,498.37	6,500.00	0.00	0.00	42.58	0.00
201-008-455-812	Administrative Chrg for Svc	20,249.94	35,213.00	0.00	14,069.00	0.00	39.95
201-008-455-813	Finance Chrg for Svc	15,374.50	28,419.00	0.00	15,764.00	0.00	55.47
201	Library	121,347.06	212,686.00	14,224.84	119,263.55	1,616.68	56.07
201-008-490-000	Contingency	0.00	19,084.00	0.00	0.00	0.00	0.00
201	Library	0.00	19,084.00	0.00	0.00	0.00	0.00
008	Library	276,225.82	488,832.00	33,233.34	282,481.21	1,616.68	57.79



City of Sweet Home
 Sweet Home Public Library
 1101 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

	March 2022	February 2022	Year to date 2022	Previous year 2021(total)
Patron Activity				
OPAC Logins	221	202	631	3081
SIP2 Logins	623	576	1820	6775
Main Door Count	2456	1779	6045	n/a
Circulation and Renewals				
Checkouts	3002	2369	7746	28723
Renewed items	945	906	2536	9125
E-audio & E-book checkouts	454	460	1160	5491
Total items checked out	4401	3735	11442	43339
Holds Requested				
Holds by Staff	157	105	344	1683
Holds by OPAC	125	83	326	1495
Item Counts				
Total items in library	31549	32559	31549	32879
Public Access Computers				
Logins	234	176	605	2104
Resource Sharing Savings				
Cost savings	3742.97	2592.76	8876.58	n/a
Items borrowed by consortium libraries	238	157	567	n/a
Items borrowed from consortium libraries	188	188	584	n/a

Events

Handed out over 75 St. Patrick's Day take and make water color kits. We have handed out over 30 books for our Community Read in April.

We have Easter/Spring related take and makes that we are handing out currently. We also have a craft table for an additional Easter craft that people can do in the library or take home.

Projects ongoing

We are continuing a clean up of the collections and getting new items. This month we have ordered or added over 100 new graphic novels for teens. Along side other changes in the teen zone area, we are starting to see more teens utilizing the resources in the library. High School classes will be visiting soon and we have issued over 30 new cards to these classes.

We are in the process of receiving a grant that will help fund a teen advisory board and projects that they will work on.

With the lifting of the mask mandate we have seen more people return to the library that state that they haven't been in the building since before COVID. The first week day after the mask mandate lifting saw our busiest day in over 6 months.

New Library update

City staff meet with potential collaborators/partners for a new Library building. Work is progressing towards identifying a site and potentially moving forward with an RFP for architectural renderings of a new space.