



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

May 11, 2023, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## 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:

## Review / Approval of Minutes

### Report of the Librarian

- a) [Report of the Librarian April 2023](#)

### Fiscal Report

- a) [Library Budget Review 2023/24 Proposal](#)

### Statistics

- a) [April Library Statistics](#)

### Unfinished Business

### New Business

### Next Regular Library Board Meeting - ENTER DATE HERE

- a) June 8th 4:30pm

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.

## **Report of the Librarian for March/April 2023 Activities**

### **Unfinished Business:**

We judged and selected a winner for our Student Library Card contest. Aubree is super excited. We have sent her artwork to the company that will be printing the cards and hope to have the cards available by the end of the school year. The Community Library Card contest did not have enough quality entries, so we decided to select a second student to create some new artwork for that card and should have something back from her soon.

### **New Business:**

I attended the Oregon Library Association Conference in Bend, April 19-22. I attended sessions about conspiracy theories, Virtual Reality to preserve Native American Languages, Reimagining Library Services, Mental Health services in Libraries, Reaching teens in small and rural libraries, Social Media Data, Overcoming Imposter Syndrome, Leadership beyond the walls of the library and Collaborative Collection Development. Of course there were lots of conversations with attendees during breaks and meals.

I shared the 2023/24 Budget in late April. (I've also included it again in this packet). The Budget Committee unanimously approved the City's budget. The next step is for approval from City Council at the meeting at the end of May. In anticipation of the budget being approved by City Council, we will start advertising for a Librarian position soon. This position will be a shared position between SHPL and the Sweet Home School District.

### **Collection updates:**

We are making another shift of the adult collections. Nonfiction was weeded for non circulating items and shifted over. Fiction will move over a shelf next. Then SciFi will switch sides of the aisle. This will allow the Mystery collection to take over all of the wall shelves and be easier to browse. Mystery is one of our larger collections and had outgrown the current amount of space. Eventually the North west collection will also shift to be at the end of the Nonfiction collection. After all of that, then we can grow our puzzle and game collection. We are hoping to add outdoor games as well as more board games.

We continue to hand out thousands of seeds every week. We have had several great donations from community members of their seeds too!

### **Building issues:**

Public Works has been cleaning up the parking lot and outdoor space.

### **In building updates:**

We should have faxing available for the public soon, we are just waiting on a dedicated phone line to be installed.

Our new IT company has visited several times to work on our mess of Public Computers. They have been great to work with.

Our library catalog software has had some licesnsing issues, due to our last IT company. We hope this issue will be fixed this week.

### **Passive Programming:**

These continue to be extremely popular with all ages. Right now we are offering beaded key chains and butterflies to make!

### **In-person Programming:**

Story time continues to be incredibly popular. Once we have a new librarian on board, we will probably be adding a second story time every week.

We will be selecting our next Community Read soon.

**New Building:**

I am keeping in touch with several architects that would love to work with us on our new building. The City Manager and I continue to discuss the new building and possible partnerships. At one of the upcoming City Council Workshops, we will be focusing on discussion of a new library building. Also in the 23/24 budget is the okay to purchase land for the new building. Once we have land, it will be easier to apply for and receive grants.

## Library Fund (202)

The Sweet Home Public Library worked hard in 2022 to get our patrons back in the Library and reminding them of the services that we offer to them. Over 30,000 people visited the Library, checking out close to 60,000 items. We offered 41 Library programs, mostly outdoors and as part of the Summer Reading Program. The majority of these programs were entirely funded by donations from the Sweet Home Friends of the Library. Library volunteers donated 528 hours of their time to help with these programs or with other functions of the Library. We would not be able to provide the services or collection that we are able to provide without these dedicated volunteers. Participation in the Linn Libraries Consortium allowed our patrons to have almost 3000 books delivered to SHPL at a savings of over \$35,000 if we had purchased the books ourselves. Countless numbers of books were also checked out at the various Linn Libraries by our patrons. We issued 606 new library cards in 2022. We are small but mighty and we look forward to offering more for our patrons in 2023 and beyond!

### 2023/24

The Library is requesting to add 1.25 FTE in two positions in the 2023/24 budget. First, the Library would add another Librarian position for a Programming Librarian. This position would be at .75 FTE at SHPL with an additional .25 FTE funded by the Sweet Home School District in a position as District Librarian. As we continue to recover from COVID there is a need to provide library programs year round for all ages. This position will be able to plan, organize and host programs including: Story Time, Computer Skills, Life Skills, Cultural Performances, Employment Skills and Support for Small Businesses. This position would also apply for grants related to library programs and operations. Second, the Library would add a .5 FTE Library Assistant position. We are currently requesting coverage from other City Departments when illnesses, scheduled vacations or emergencies arise. An additional position would help with these gaps and potentially allow additional open hours on Fridays and Saturdays. Working with the Finance Department, the Library has been able to dramatically streamline the appearance of our budget document. You will see two "new" categories for "Print Materials" and "Non-Print Materials" both of these categories will allow us to better track what we spend on books/magazines/newspapers versus what we spend on audiobooks, VOX books, movies, Museum passes and games/puzzles.



**LIBRARY FUND**

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
201-000-000-300	Beginning Balance	433,535	511,976	772,000	890,000	0	0
201-000-000-302	Property Tax - Current	483,223	508,979	575,000	590,000	0	0
201-000-000-303	Property Tax - Past	10,956	10,530	10,000	10,000	0	0
	<b>Total Taxes</b>	<b>494,179</b>	<b>519,509</b>	<b>585,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>
201-000-000-333	Grants	78,554	0	10,000	42,000	0	0
201-000-000-350	Fees	3,987	5,000	4,000	1,000	0	0
201-000-000-380	Interest	2,035	5,363	4,000	5,000	0	0
201-000-000-381	Miscellaneous	3,767	3,000	5,000	4,000	0	0
	<b>Total Miscellaneous</b>	<b>5,802</b>	<b>8,363</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>0</b>
	<b>TOTAL RESOURCES</b>	<b>1,016,057</b>	<b>1,044,848</b>	<b>1,380,000</b>	<b>1,542,000</b>	<b>0</b>	<b>0</b>

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201-000-000-504	Wages	142,887	160,413	181,000	279,000	0	0
201-000-000-505	Overtime	56	0	1,000	1,000	0	0
201-000-000-506	Insurance	19,640	32,294	42,000	61,000	0	0
201-000-000-507	Retirement	18,172	22,469	26,000	39,000	0	0
201-000-000-508	Taxes	10,583	12,500	15,000	23,000	0	0
201-000-000-509	Other	251	1,065	1,000	6,000	0	0
	<b>Total Personal Services</b>	<b>191,589</b>	<b>228,741</b>	<b>266,000</b>	<b>409,000</b>	<b>0</b>	<b>0</b>
201-000-000-510	Operating Supplies	17,278	47,700	32,000	30,000	0	0
201-000-000-511	Uniforms & Equipment	0	400	1,000	500	0	0
201-000-000-512	Utilities	20,834	24,350	20,000	25,000	0	0
201-000-000-513	Computer Maintenance	5,471	0	0	0	0	0
201-000-000-514	Public Information	2,531	9,000	3,000	3,000	0	0
201-000-000-515	Insurance - General	5,878	5,549	5,000	8,000	0	0
201-000-000-516	Professional Development	2,055	2,900	1,000	2,000	0	0
201-000-000-517	Professional Services	4,744	8,585	9,000	5,000	0	0
201-000-000-519	Projects & Programs	10,588	4,868	11,000	10,000	0	0
201-000-000-528	Fuel	0	100	0	500	0	0
201-000-000-529	Facility Maintenance	12,881	9,000	8,000	9,000	0	0
201-000-000-530	IT Charges	9,004	7,466	0	8,000	0	0
201-000-000-533	Support Service Charges	48,315	57,419	70,000	141,000	0	0
201-000-000-534	Equipment Maintenance	0	6,320	0	7,000	0	0
201-000-000-546	Books & Periodicals	31,903	52,350	0	0	0	0
201-000-000-547	Print Materials	0	0	25,000	30,000	0	0
201-000-000-548	Non-Print Materials	0	0	25,000	20,000	0	0
	<b>Total Materials &amp; Services</b>	<b>171,482</b>	<b>236,007</b>	<b>210,000</b>	<b>299,000</b>	<b>0</b>	<b>0</b>
201-000-000-555	Capital Outlay	0	0	15,000	15,000	0	0
201-000-000-565	Transfer	13,000	287,800	0	0	0	0
201-000-000-585	Contingency	0	19,084	120,000	133,000	0	0
201-000-000-595	Unappropriated	0	273,216	769,000	686,000	0	0
	<b>TOTAL EXPENDITURES</b>	<b>376,071</b>	<b>1,044,848</b>	<b>1,380,000</b>	<b>1,542,000</b>	<b>0</b>	<b>0</b>



Sweet Home Public Library

**Statistics**

April 2023	This month April 2023	Last month March 2023	Year to date 2023	Previous year 2022
<b>Patron Activity</b>				
Door Count	2797	3270	11336	30342
Program participants (all ages)	152	110	476	589
Total programs(all ages)	12	14	47	41
<b>Circulation and Renewals</b>				
Checkouts & renewals	4964	5866	19978	52702
E-audio & E-book checkouts	578	554	2208	5692
Total items checked out	5542	6420	22186	58394
<b>Public Computers</b>				
Logins	247	260	910	2497
<b>Resource Sharing Savings</b>				
Cost savings	6380.41	5965.73	21948.15	35892.88
Items borrowed by consortium libraries	442	414	1413	2949
Items borrowed from consortium libraries	330	355	1326	2873
<b>Volunteer Hours</b>				
Hours worked by volunteers	46	55	180	528
<b>New Library Patrons</b>				
New patron cards issued	43	46	200	606

**Events this month:** In April we offered story times and teen drop in game days. We are in the midst of planning and prepping for our Summer Reading Program to start in late June.

**Building updates:** Public Works has been working hard to clean up our Parking lot and sidewalks. We are close to being able to offer faxing for the Public. Our new IT service company has been working on some of our lingering computer issues.

**Items of note:** We announced the winner of the Student Library Card. We will be recognizing Aubree at a future City Council meeting, after we have the cards printed. The winner of the Community Library Card will be announced soon.

