



CITY OF SWEET HOME LIBRARY BOARD AGENDA

July 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:

Review / Approval of Minutes

- a) [Library Board Minutes 6/9/22](#)

Report of the Librarian

- a) [Report of the Librarian June 2022](#)

Fiscal Report

- a) [June 2022 Budget Status](#)

Statistics

- a) [Library Monthly Report June 2022](#)

Unfinished Business

- a) None

New Business

- a) [Presentation from Digital Inclusion class](#)

Next Regular Library Board Meeting - August 11, 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.

**Sweet Home Public Library
Library Advisory Board Minutes**

(There was a technical issue with the meeting recording and audio was not available for the meeting recording)

Call to Order

The meeting was called to order at 4:33 pm

Present:

Don Hopkins
Eva Journey
Jamie Frick
Kelsey Hicks
Mailey Brewer

Staff:

Megan Dazey, Library Director
Brandon Neish, Finance Director
Lagea Mull, Communications

Approval of Minutes. Minutes approved unanimously

Updates

Report of the Librarian:

Library Director Dazey went over the submitted report. Monthly reports will now be from meeting to meeting instead of the exact month. Some discussion about the need to continue to update the Library Policy Manual yearly. We will start this process in the Fall. The Weapons policy was mentioned as one that was in need of updating.

Small discussion about the timeliness of repairs being made for building issues. Dazey explained that Public Works responded very quickly when it was a high priority issue.

Fiscal Report:

Finance Director Neish went over the monthly fiscal report. Fiscal year end is near with spending freeze coming soon. We are at about 75% spent for the year, but will finish slightly higher.

Statistical Report:

No questions about the statistics.

Old Business:

None

New Business:

One Library Board position is up for renewal at the end of the month. That position can get their application filled out and submitted to Julie Fischer. Some discussion about if this position needed to be advertised or not. *(follow up- the application was received from the current holder, City best practice is to not advertise if the incumbent is renewing)*

Adjournment:

Meeting adjourned at 5:00pm

Report of the Librarian for June 2022 Activities

Unfinished Business:

None

New Business:

We will be the second library in the state to host the Museum Natural and Cultural History's traveling Dino-Story from August 8th-September 6th. We will need to recruit a few families to be part of a focus group about the exhibit as they fine tune the exhibit before it travels across the state for the next two years. This will also allow us to host the exhibit with out a fee or delivery costs.

I finished two 6 month long courses offered by the Urban Libraries Council and funded by the State Library of Oregon. Oregon Digital Inclusion Action and Oregon Data Fluency. Each class had about 30 students with about half of them taking both classes at the same time.

The Digital Inclusion class focused on digital needs across the state, from large to tiny libraries in urban and rural areas. Oregon is in the top 5 for access across the state. However, the rural areas, including Sweet Home rank is much lower. There is also a higher number of residents that only have cell access at home. (see attached presentation in the New Business section of agenda).

The Data Fluency class focused on types of data that Libraries gather, where and how to best gather additional types of data. Sweet Home continues to have some data gaps due to our location, and some data was only available for the Albany Metro area, which doesn't necessarily match our needs.

I was appointed to the Statewide Database Licensing Advisory Committee. This group meets quarterly to discuss the State Library of Oregon's databases and e-book platforms that are available to all libraries in Oregon. We decide on databases and e-book titles to add to the collections.

Collection updates:

We have condensed down the Adult Non Fiction collection to allow more space for the Mystery collection. We have created a separate Large Print Mystery collection.

The kid's fiction collection continues to grow and has received more space to do so.

We paused our materials purchasing for a few weeks at the end of the fiscal year to help with the closing of the books, but resumed purchasing on July 1. Patrons have definitely become accustomed to us being able to purchase requested items quickly!

Building issues:

Public Works has fixed our latest toilet issue and is working on upgrading the outside watering system to be more efficient.

A couple large flower planters were donated for our front doors.

In building updates:

No major changes have happened this month!

Passive Programming:

Coloring sheets and a Summer Boredom kit are currently being offered.

In-person Programming:

Summer Reading is going great! Over 60 participants at each of our Art in the Park/Story time in the Park events in June.

A handful of teens showed up to our first two teen events.

Our next events are crafts before the Movie in the Park this Friday, Teens on July 20th and Storytime/Art in the Park on July 22 with East Lin Museum for an Oregon trail themed event! We are starting to plan for the Harvest Festival in October.

We have had several visits from daycare and summer school children to sign them up for summer reading, receive library cards, listen to Storytime and check out books.

We have had many teens returning to use their library cards that they received when their classes visited in May and June. We are also seeing some families coming with the teens and summer school students to get cards and check out materials.

New Building:

No new updates.

General Ledger

Budget to Actual



User: bneish
 Printed: 7/13/2022 12:28:36 PM
 Period 12 - 12
 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	-3,987.49	-5,363.00	0.00	0.00	0.00	0.00
201-008-361-011	Interest on Taxes	-2,034.72	0.00	-2,075.92	-2,075.92	0.00	0.00
201	Library	-6,022.21	-5,363.00	-2,075.92	-2,075.92	0.00	38.71
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	-3,635.99	-5,000.00	-403.00	-4,368.06	0.00	87.36
201-008-364-030	Donations	-1,905.00	0.00	0.00	-1,399.01	0.00	0.00
201-008-395-011	Miscellaneous Revenue	-1,861.79	-3,000.00	-123.85	-2,118.85	0.00	70.63
201	Library	-75,328.78	-8,000.00	-526.85	-10,482.27	0.00	131.03
201-008-311-010	Current Property Taxes	-483,222.56	-508,979.00	-12,548.17	-527,068.34	0.00	103.55
201-008-319-010	Delinquent Prop. Taxes	-10,956.30	-10,530.00	-1,132.28	-10,423.97	0.00	98.99
201	Library	-494,178.86	-519,509.00	-13,680.45	-537,492.31	0.00	103.46
008	Library	-575,529.85	-532,872.00	-16,283.22	-1,050,050.50	0.00	197.05
201-008-455-110	Staff Pay	133,156.73	163,413.00	14,874.76	159,176.77	0.00	97.41
201-008-455-210	Group Insurance	19,639.99	58,294.00	2,893.84	31,594.83	0.00	54.20
201-008-455-220	FICAMedicare	10,583.17	12,500.00	1,125.79	11,910.24	0.00	95.28
201-008-455-230	Retirement	18,171.51	22,469.00	2,042.05	21,630.82	0.00	96.27
201-008-455-250	Unemployment Contribution	69.77	165.00	20.40	220.99	0.00	133.93
201-008-455-260	Workers' Compensation	181.67	221.00	0.57	126.79	0.00	57.37
201	Library	181,802.84	257,062.00	20,957.41	224,660.44	0.00	87.40
201-008-455-310	MembershipsDues	0.00	100.00	0.00	335.56	0.00	335.56
201-008-455-311	Subscriptions	707.75	1,000.00	0.00	5,982.29	472.67	598.23
201-008-455-320	Professional Services	4,744.29	8,585.00	403.00	6,586.91	0.00	76.73
201-008-455-340	Technical Services	9,003.68	15,000.00	28.00	5,518.61	19.25	36.79
201-008-455-423	Custodial Services	2,562.17	5,000.00	325.00	3,480.22	0.00	69.60
201-008-455-430	Equipment Repair & Maintenance	0.00	4,000.00	0.00	375.99	0.00	9.40
201-008-455-431	Building Repair & Maintenance	7,449.99	6,120.00	0.00	6,279.44	0.00	102.61
201-008-455-432	Grounds Maintenance	520.49	2,000.00	10.37	10.37	0.00	0.52
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	1,466.20	6,000.00	25.00	1,012.63	162.00	16.88
201-008-455-550	Duplicating & Printing	1,064.94	3,000.00	49.02	520.24	0.00	17.34
201-008-455-580	TrainingTravel	1,346.94	2,500.00	0.00	377.22	0.00	15.09

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-008-455-610	Office Supplies	6,318.86	7,500.00	0.00	2,060.14	322.15	27.47
201-008-455-611	Cleaning Supplies	2,348.78	3,000.00	0.00	138.92	14.98	4.63
201-008-455-612	Operating Supplies	6,444.92	6,000.00	0.00	16,297.13	33.50	271.62
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	383.76	0.00	0.00
201-008-455-617	Furniture	2,881.89	2,500.00	0.00	3,542.95	0.00	141.72
201-008-455-618	Postage	891.55	200.00	0.00	179.00	0.00	89.50
201-008-455-621	Natural Gas	2,517.75	2,550.00	213.69	2,802.13	0.00	109.89
201-008-455-622	Electricity	5,957.97	7,300.00	465.72	6,081.78	0.00	83.31
201-008-455-623	Phone	3,301.26	4,800.00	279.11	3,158.22	0.00	65.80
201-008-455-624	TVInternet	9,056.90	6,300.00	0.00	8,302.14	0.00	131.78
201-008-455-630	Food & Beverage	309.69	2,500.00	0.00	534.34	70.67	21.37
201-008-455-640	Books & Periodicals	31,902.99	35,350.00	0.00	46,021.20	387.68	130.19
201-008-455-803	Special Events	9,081.19	6,500.00	732.14	1,015.87	1,054.13	15.63
201-008-455-812	Administrative Chrg for Svc	27,340.62	35,213.00	0.00	28,904.00	0.00	82.08
201-008-455-813	Finance Chrg for Svc	20,974.31	28,419.00	0.00	25,431.00	0.00	89.49
201	Library	164,267.67	207,686.00	2,531.05	175,401.06	2,537.03	84.45
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	346,070.51	483,832.00	23,488.46	400,061.50	2,537.03	82.69



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

Sweet Home Public Library

Statistics

	This month June 2022	Last month May 2022	Year to date 2022	Previous year 2021(total)
Patron Activity				
OPAC Logins	180	205	1211	3081
SIP2 Logins	442	673	3537	6775
Main Door Count	2942	2611	13660	n/a
Circulation and Renewals				
Checkouts	4220	3547	18763	28723
Renewed items	440	388	4033	9125
E-audio & E-book checkouts	457	521	2599	5491
Total items checked out	5117	4456	25395	43339
Holds Requested				
Holds by Staff	95	120	723	1683
Holds by OPAC	91	104	598	1495
Item Counts				
Total items in library	29346	30660	29346	32879
Public Access Computers				
Logins	219	199	1214	2104
Resource Sharing Savings				
Cost savings	4269.97	3860.71	20132.26	n/a
Items borrowed by consortium libraries	347	282	1428	n/a
Items borrowed from consortium libraries	260	260	1292	n/a

Events

Our first Summer Reading event in Sankey Park was a success with over 60 attendees for our first Story time in over 2 years and for our Art in the Park event. Future events will include The Friends of the Library, East Linn Museum and Shocase.

At our first teen summer reading events, teens hung out, did crafts and shared snacks. It is good for them to have a safe space to be during the summer months.

Everyone enjoyed the crafts provided by the Library at the First Movies in the Park night.

Projects ongoing

We took a pause from ordering new materials for the fiscal year end, purchasing resumed July 1st. We are in the midst of rearranging our popular Mystery section to allow for more growth and creating a Large Print Mystery collection. Our separate Large Print collections continue to be popular and help to increase our circulation number.

Children's collections were shifted to make room for our popular and growing Children's movie collection.

New Library updates

No new updates currently

COMPUTER ACCESS

SWEET HOME PUBLIC LIBRARY

Megan Dazey

1

Town Data

- ▶ 2020 Population: 10,439
- ▶ 2010 Population: 8,948
- ▶ Growth rate of 1.5% per year
- ▶ Below poverty line: 19.8% (11.4% Oregon)
- ▶ Bachelor's or higher: 7.3% (34.3% Oregon)
- ▶ English only at home: 97%
- ▶ No internet access: 15.1% (11% Oregon)
- ▶ Cellular internet only: 14.1% (11% Oregon)

2

Library data

- ▶ Open hours: 32 hours per week
- ▶ Days open: Tuesday - Saturday
- ▶ Hours after 5pm per week: 3 hours
- ▶ Hours before Noon per week: 6 hours
- ▶ Number of patron internet access computers: 6
- ▶ Number of catalog stations: 2
- ▶ Number of AWE kid's computers: 2

3

2020 Needs assessment

- ▶ Adequate for current demands (included AWE computers and catalog stations in assessment)
- ▶ Recommendation to increase computers from 10 to 18.
- ▶ Add 2 computers in Teen Zone
- ▶ Add 2 computers with internet in Kid's area (in addition to AWE)

4

June 2021 - June 2022 Computer use

- ▶ 2,499 log ins from June 2021-June 2022
- ▶ Average of 48 log ins per week
- ▶ Average 10 log ins per day
- ▶ Peak usage from Noon-3pm

5

Device hours available at SHPL

(Hours open per week x 52 weeks) x number of devices / Service area population
 $(32 \times 52) \times 6 / 10439 = 9984 / 10439 = .956$ device hours available per resident per year.

Per library benchmarks the minimum level 1 requirements are 3-6 hours per capita.

SHPL does not meet the minimum requirements.

6

Changes to make?

- ▶ Get the word out that the Library offers free computer access.
- ▶ Offer basic computer classes/one on one tutoring.
- ▶ Offer laptops either in library or checkout.
- ▶ Add more desktop computers.
- ▶ Make computer access easier for patrons
 - ▶ Currently Library card must be activated specifically for computer access
 - ▶ Currently require an I.D. for temporary day access.
 - ▶ Currently limited to 1 hour per user.

7

Limitations

- ▶ Cost of more desktop computers.
- ▶ IT hesitation to add laptops.
- ▶ No space for desktop computers.
- ▶ No individual workspaces for laptops.
- ▶ No space in Teen Zone or Kid's area for computers.
- ▶ Need to change Library Policy Manual with Library Advisory Board for computer access requirements.

8