



CITY OF SWEET HOME LIBRARY BOARD AGENDA

June 09, 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) [Library Board Minutes 5/12/22](#)

Report of the Librarian

- a) [Librarian's Monthly Report May/June 2022](#)

Fiscal Report

- a) [Fiscal Report May 2022](#)

Statistics

- a) [Library May 2022 Statistics](#)

Unfinished Business

- a) None

New Business

- a) Upcoming Library Advisory Board vacancy/renewal

Next Regular Library Board Meeting - ENTER DATE HERE

- a) July 14, 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

Present:

Charlene Adams

Don Hopkins

Eva Journey

Jamie Frick

Kelsey Hicks

Mailey Brewer

Susan Coleman

Staff:

Megan Dazey, Library Director

Christy Wurster, City Manager, Pro-tem

Approval of Minutes.

Minutes approved and seconded by the Board.

Report of the Librarian:

Director Dazey went over the submitted report.

Brief discussion about the ages of those that have finished 200 books with the 1000 Books Before Kindergarten program.

Question posed after the visit to the Lebanon Library – What is one thing their building has that we would make our operation fore effective in Sweet Home. Director Dazey responded that their large meeting room would be necessary, for hosting library programs and events without moving tons of furniture or going outside.

Minor discussion about potential property for the new library, since the Old City Hall seems to be off the table. Property that is being looked at needs to have the potential for flooding looked at as well, since so much of downtown is near sources of water.

Fiscal Report:

In the absence of the Finance Director, Director Dazey briefly went over the report and asked for any questions. We are still catching up on some long lost bills that were going to a wrong email address. Most of those should be paid by now.

Statistical Report:

No questions about the statistics.

Old Business:**New Business:**

Brief discussion about the homeless population camped near the library. SHPD has been very responsive when ever they have been needed. Not to many problems have come up.

Guest City Manager Pro-tem Introduced herself and gave an update on the recruitment for the City Manager position. Went over the money budgeted for the architect for design for the new library, this will roll over to the next fiscal year. This design could then be used for marketing, fundraising, and grant applications.

Frustration was voiced by the Board over having gone through the needs assessment process in 2019/20 and everything being delayed for so long that it seems like money was wasted on that process.

Adjournment:

Meeting adjourned at 5:03pm

Report of the Librarian for May/June 2022 Activities

**I'm changing up this report to include items since the last Board meeting, and not necessarily just for the last month.*

Unfinished Business:

No current update on the open City Manager position.

New Business:

A Library Advisory Board position will open at the end of the Month. The current occupant is welcome to re-apply.

In the Fall we will need to begin more in depth discussions about parts of the Library Policy Manual (including the code of conduct).

Collection updates:

We are continuing to shift collections around to make the most of our current space limitations. We have been profusely thanked by a patron for creating a Large Print section so they do not need to travel to Albany for their Large Print collection.

We continue to clean up records in the online catalog so it is easier for patrons to find materials in our building.

Building issues:

Light bulbs out in the in entryway again have been reported for replacement. The toilet in the handicap bathroom has developed a small leak and will be looked at soon.

The ants seem to have gone away.

A teen spent 3 hours performing community service to weed the flower beds around the outside of the building.

In building updates:

Our volunteer is working on a new display for our window. We are waiting for the summer reading posters (which were ordered in April).

We created more space in the Teen room by emptying the larger closet and having the shelves and doors removed. We are still awaiting a grant check that will help to cover costs for new paint in the area. We are hoping to find a teen to design something for the area, once we have the grant funds available.

We did a brief staff and volunteer safety training with Captain Ogden. I had a brief conversation with SHPD and the City Attorney about the library's weapon's policy after some concerns were raised by recent national events.

Passive Programming:

The craft table is going well. We Currently have crafts related to Father's Day. These aren't as popular as previous, but that is to be expected with Father's Day. We will probably just offer activity and coloring sheets over the summer, instead of offering those plus an in building craft and a take home craft.

In-person Programming:

Megan did tours and introductions for 80+ High School Freshman. They were given extra credit for getting a library card, and many checked out materials that day and have been back to checkout more since then.

Summer Reading starts on the last day of school, June 16th. The first program will be on June 22nd with Game Night for teens in the Library and then Storytime & Art in the Park on June 24th.

New Building:

Trying to set up a meeting with Senator Wyden's office to speak about our needs and the Build America's Libraries Act introduced by Sen. Wyden in 2021.

General Ledger

Budget to Actual

User: bneish
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 Period 11 - 11
 Fiscal Year 2022



Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-000-300-000	BEGINNING FUND BALANCE	-433,534.92	-511,976.00	0.00	-689,238.05	0.00	134.62
201	Library	-433,534.92	-511,976.00	0.00	-689,238.05	0.00	134.62
000	Dept	-433,534.92	-511,976.00	0.00	-689,238.05	0.00	134.62
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	-3,351.26	-5,000.00	-178.00	-3,965.06	0.00	79.30
201-008-364-030	Donations	-1,905.00	0.00	-830.96	-1,399.01	0.00	0.00
201-008-395-011	Miscellaneous Revenue	-1,661.09	-3,000.00	-121.30	-1,995.00	0.00	66.50
201	Library	-74,843.35	-8,000.00	-1,130.26	-9,955.42	0.00	124.44
201-008-311-010	Current Property Taxes	-473,192.71	-508,979.00	0.00	-512,600.72	0.00	100.71
201-008-319-010	Delinquent Prop. Taxes	-9,776.36	-10,530.00	0.00	-8,882.11	0.00	84.35
201	Library	-482,969.07	-519,509.00	0.00	-521,482.83	0.00	100.38
008	Library	-560,888.62	-532,872.00	-1,130.26	-531,438.25	0.00	99.73
201-008-455-110	Staff Pay	126,709.76	163,413.00	14,096.63	144,302.01	0.00	88.31
201-008-455-210	Group Insurance	18,459.54	58,294.00	3,101.19	28,700.99	0.00	49.23
201-008-455-220	FICAMedicare	10,122.88	12,500.00	1,059.21	10,784.45	0.00	86.28
201-008-455-230	Retirement	17,394.88	22,469.00	1,948.68	19,588.77	0.00	87.18
201-008-455-250	Unemployment Contribution	59.74	165.00	19.47	200.59	0.00	121.57
201-008-455-260	Workers' Compensation	170.02	221.00	0.50	74.81	0.00	33.85
201	Library	172,916.82	257,062.00	20,225.68	203,651.62	0.00	79.22
201-008-455-310	MembershipsDues	0.00	100.00	0.00	335.56	0.00	335.56
201-008-455-311	Subscriptions	642.75	1,000.00	0.00	5,982.29	472.67	598.23
201-008-455-320	Professional Services	4,466.29	8,585.00	0.00	6,183.91	0.00	72.03
201-008-455-340	Technical Services	7,246.74	15,000.00	157.00	4,490.61	19.25	29.94
201-008-455-423	Custodial Services	2,237.17	5,000.00	0.00	3,155.22	0.00	63.10
201-008-455-430	Equipment Repair & Maintenance	0.00	4,000.00	125.00	375.99	0.00	9.40
201-008-455-431	Building Repair & Maintenance	7,436.00	6,120.00	1,193.00	6,279.44	0.00	102.61
201-008-455-432	Grounds Maintenance	520.49	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	1,177.80	6,000.00	0.00	987.63	162.00	16.46
201-008-455-550	Duplicating & Printing	1,029.21	3,000.00	56.62	471.22	0.00	15.71

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-008-455-580	TrainingTravel	1,346.94	2,500.00	0.00	377.22	0.00	15.09
201-008-455-610	Office Supplies	6,264.92	7,500.00	0.00	2,015.47	322.15	26.87
201-008-455-611	Cleaning Supplies	2,348.78	3,000.00	0.00	133.04	14.98	4.43
201-008-455-612	Operating Supplies	4,838.51	6,000.00	0.00	15,578.65	33.50	259.64
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	829.08	200.00	0.00	179.00	0.00	89.50
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	2,468.95	2,550.00	311.44	2,588.44	0.00	101.51
201-008-455-622	Electricity	5,422.98	7,300.00	469.24	5,616.06	0.00	76.93
201-008-455-623	Phone	3,079.54	4,800.00	43.91	2,643.91	0.00	55.08
201-008-455-624	TVInternet	8,302.16	6,300.00	0.00	7,547.40	0.00	119.80
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	22,324.65	35,350.00	0.00	42,981.80	387.68	121.59
201-008-455-803	Special Events	4,498.37	6,500.00	0.00	0.00	1,054.13	0.00
201-008-455-812	Administrative Chrg for Svc	25,317.39	35,213.00	0.00	28,904.00	0.00	82.08
201-008-455-813	Finance Chrg for Svc	19,150.33	28,419.00	0.00	25,431.00	0.00	89.49
201	Library	144,284.64	212,686.00	2,356.21	166,787.91	2,537.03	78.42
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	317,201.46	488,832.00	22,581.89	370,439.53	2,537.03	75.78
201-010-491-040	Transfer Out for Capital	9,750.00	287,800.00	0.00	0.00	0.00	0.00
201	Library	9,750.00	287,800.00	0.00	0.00	0.00	0.00
010	Transfers	9,750.00	287,800.00	0.00	0.00	0.00	0.00



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 May 2022	Last month April 2022	Year to date 2022	Previous year 2021(total)
Patron Activity				
OPAC Logins	205	195	1031	3081
SIP2 Logins	673	602	3095	6775
Main Door Count	2611	2062	10718	n/a
Circulation and Renewals				
Checkouts	3547	3250	14543	28723
Renewed items	388	669	3593	9125
E-audio & E-book checkouts	521	461	2142	5491
Total items checked out	4456	4380	20278	43339
Holds Requested				
Holds by Staff	120	164	628	1683
Holds by OPAC	104	77	507	1495
Item Counts				
Total items in library	30660	31389	30660	32879
Public Access Computers				
Logins	199	191	995	2104
Resource Sharing Savings				
Cost savings	3860.71	3125	15862.29	n/a
Items borrowed by consortium libraries	282	232	1081	n/a
Items borrowed from consortium libraries	260	188	1032	n/a

Events

Summer Reading starts on June 16th. Art in the Park and Storytime will take place in Sankey Park on the 2nd and 4th Friday through the end of August. Teen game afternoons in the library the 2nd and 4th Wednesdays through the end of August.

Projects ongoing

Preparing for Summer Reading activities and continuing to update and clean up library collections.

Expanded the Teen Central area by converting a closet into additional room space, need to add a mural or something to the wall made by teens.

New Library update

None