



CITY OF SWEET HOME LIBRARY BOARD AGENDA

August 10, 2023, 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) Moment of silence for Library Board member Don Hopkins.

Report of the Librarian

- a) [Report of the Librarian July 2023](#)
- b) [Librarian Report- additional info ACP](#)
- c) [Report of the Librarian June 2023](#)

Fiscal Report

- a) [July 2023 Finance Report](#)

Statistics

- a) [Statistics Report July 2023](#)

Unfinished Business

New Business

- a) [Library Card Eligibility Policy update](#)

Next Regular Library Board Meeting - ENTER DATE HERE

- a) September 14, 2023 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 July/August 2023 Activities

Unfinished Business:

Our new Librarian Kira starts on August 15th. We will both be attending the Health Fair at SHHS on the 19th. We are both attending the Orange Frog training offered by the SHSD on August 22nd and 23rd.

New Business:

We applied for and received a Digital Equity grant for from the Oregon State Library. We originally applied for \$5k, but they liked our application and think that it can be a model for other libraries in the state, so the amount we received was doubled. Our proposal is to hire a temporary Library Assistant to help individuals and households apply for the Affordability Connectivity Program and basic computer assistance.

In September we will be looking at hiring a “regular” part time Library Assistant (20 hours per week). This will help with coverage issues that Rebecca is currently assisting with.

Collection updates:

It is time to apply for the Ready to Read grant, which can be applied towards collections and summer reading. I am looking at adding a small Spanish/Bilingual Collection of kid’s materials. (we need to find a place to shelve them).

We have cut down on the number of magazine subscriptions we have. Most of the magazines have simply gone out of publication (or moved to digital only). We are only keeping one kid’s title, because they were not checking out at all.

Building issues:

Space! We need more space!

In building updates:

At the end of the Paint the Town project, the library will be getting a fresh coat of paint on the trim of the building. We have rearranged several spaces in the building to be able to add desk space for the new librarian. This includes making an actual break room for staff, instead of just a desk in a corner. We have added some new toys in the kid’s area, these are funded by the Friends of the Library.

Passive Programming:

We have had limited passive programs, mostly just left over items from the Art in the Park events. These are still very popular, as are our coloring sheets.

In-person Programming:

Our Summer Reading Program has been wildly popular this year, exceeding 2019 levels of participation. (*see statistics numbers for programs*) We have had 95 sign ups for 0-5 year olds. 161 sign ups for ages 6-12. These numbers far exceed what we were expecting. We don’t have numbers for teens and adults yet.

New Building:

I am working on adding information to the library website about the history of the Library and the need for a new library. I would suggest that our September meeting be discussion about potential properties to purchase.



Affordable Connectivity Program Helping Households Connect

The Affordable Connectivity Program is an FCC program that helps connect families and households struggling to afford internet service.

The Affordable Connectivity Program provides:

- Up to \$30/month discount for broadband service;
- Up to \$75/month discount for households on qualifying Tribal lands; and
- A one-time discount of up to \$100 for a laptop, desktop computer, or tablet purchased through a participating provider if the household contributes more than \$10 but less than \$50 toward the purchase price.

The Affordable Connectivity Program is limited to one monthly service discount and one device discount per household.

Who Is Eligible?

A household is eligible for the Affordable Connectivity Program if the household income is at or below 200% of the [Federal Poverty Guidelines](#), or if a member of the household meets at least *one* of the criteria below:

- Received a Federal Pell Grant during the current award year;
- Meets the eligibility criteria for a participating provider's existing low-income internet program;
- Participates in one of these assistance programs:
 - SNAP
 - Medicaid
 - Federal Public Housing Assistance
 - Supplemental Security Income (SSI)
 - WIC
 - Veterans Pension or Survivor Benefits
 - or [Lifeline](#);
- Participates in one of these assistance programs and lives on [Qualifying Tribal lands](#):
 - Bureau of Indian Affairs General Assistance
 - Tribal TANF
 - Food Distribution Program on Indian Reservations
 - Tribal Head Start (income based)

Check out fcc.gov/ACP for a **Consumer FAQ** and other program resources.

Two-Steps to Enroll

1. Go to AffordableConnectivity.gov to submit an application or print out a mail-in application; and
2. Contact your preferred participating provider to select a plan and have the discount applied to your bill.

Some providers may have an alternative application that they will ask you to complete.

Eligible households must **both apply for the program and contact a participating provider to select a service plan.**

Call 877-384-2575

or find more information about the Affordable Connectivity Program at fcc.gov/ACP

Report of the Librarian for June/July 2023 Activities

Unfinished Business:

We have conducted 6 video interviews for the Programming Librarian position. The top two candidates will be visiting Sweet Home on the 14th and 21st. We hope to have someone selected by the end of the July and starting by the end of August.

New Business:

I spoke with an Albany Democrat Herald reporter about book bans for an article. There have been no requests to pull items from the shelves in the entire consortium, but there have been public comments made at city council meetings in Albany and Lebanon.

Collection updates:

Our newly added outdoor games are checking out really well. While we always accept suggestions and requests from patrons for new books, movies and games to add to the collection, we have now also added an option for people to write down requests and place them in a box as a more visible way to let people know that they can request items to be added to the collection.

Building issues:

Our building trim color should be updated towards the end of the Downtown painting project. July 1st our building alarm went off for a unlocked door after hours. Video clearly showed the door being locked and no one entering the building prior to the alarm going off and SHPD entering the building. We are unsure what happened, as video shows nothing out of the ordinary. Therefore, we decided to replace the locks on the front two sets of doors.

In building updates:

Nothing of note.

Passive Programming:

We have transitioned from having a Seed Library cart to having the cart host a Free Little Vegetable Library trading spot. As community members grow their gardens and have extra produce, fruit, herbs, they can bring them to the Library to either leave for others or to trade for extras that other community members have left. Zucchini is allowed.

We aren't currently offering any take and make or in building art projects during Summer Reading Program.

In-person Programming:

Our Summer Reading Program started with signups on June 1. We simplified the sign up process this year to be similar to what we do with the 1000 Books Before Kindergarten Program. Based on age, we have prepackaged bags with the necessary logs, materials, and other materials ready to go. We are covering ages 0-5, 5-12, 12-18, 19+. Kids and teens on the edge of high or low age can decide which program they would rather do. We have already handed out over 100 packets for kids!

New Building:

The 2023/24 budget was officially approved by City Council and we can go ahead and select a site for purchase. The City Manager and Library Director will present three options to the Library Board in the Fall (most likely September). Then we will present that option to City Council for final approval.

General Ledger

Summary Trial Balance

User: mdazey
 Printed: 08/09/2023 - 11:05AM
 Period: 02, 2024



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 201	LIBRARY FUND					
REVENUE						
201-000-000-302	Property Tax - Current	590,000.00	0.00	0.00	0.00	0.00
201-000-000-303	Property Tax - Past	10,000.00	0.00	0.00	0.00	0.00
201-000-000-333	Grants	42,000.00	0.00	0.00	0.00	0.00
201-000-000-350	Fees	1,000.00	-120.44	0.00	178.00	-298.44
201-000-000-380	Interest	5,000.00	0.00	0.00	0.00	0.00
201-000-000-381	Miscellaneous	4,000.00	-358.95	0.00	159.60	-518.55
	REVENUE Totals:	652,000.00	-479.39	0.00	337.60	-816.99
EXPENSE						
201-000-000-504	Wages	279,000.00	15,776.81	0.00	0.00	15,776.81
201-000-000-505	Overtime	1,000.00	33.93	0.00	0.00	33.93
201-000-000-506	Insurance	61,000.00	2,255.04	7.35	0.00	2,262.39
201-000-000-507	Retirement	39,000.00	2,158.55	0.00	0.00	2,158.55
201-000-000-508	Taxes	23,000.00	1,182.82	0.00	0.00	1,182.82
201-000-000-509	Other Benefits	6,000.00	1,544.19	0.00	0.00	1,544.19
201-000-000-510	Operating Supplies	30,000.00	153.58	58.51	0.00	212.09
201-000-000-511	Uniforms and Equipment	500.00	0.00	0.00	0.00	0.00
201-000-000-512	Utilities	25,000.00	990.78	551.59	0.00	1,542.37
201-000-000-514	Public Information	3,000.00	0.00	0.00	0.00	0.00
201-000-000-515	Insurance - General	8,000.00	0.00	0.00	0.00	0.00
201-000-000-516	Professional Development	2,000.00	267.00	0.00	0.00	267.00
201-000-000-517	Professional Services	5,000.00	2,957.89	72.00	0.00	3,029.89
201-000-000-519	Projects and Programs	10,000.00	0.00	0.00	0.00	0.00
201-000-000-528	Fuel	500.00	0.00	0.00	0.00	0.00
201-000-000-529	Facility Maintenance	9,000.00	190.00	0.00	0.00	190.00
201-000-000-530	IT Charges	8,000.00	57.00	28.00	0.00	85.00
201-000-000-533	Support Service Charges	141,000.00	2,500.00	0.00	0.00	2,500.00

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
201-000-000-534	Equipment Maintenance	7,000.00	0.00	0.00	0.00	0.00
201-000-000-547	Print Materials	30,000.00	1,470.33	0.00	0.00	1,470.33
201-000-000-548	Non-Print Materials	20,000.00	0.00	0.00	0.00	0.00
201-000-000-555	Capital Outlay	15,000.00	0.00	0.00	0.00	0.00
201-000-000-585	Contingency	133,000.00	0.00	0.00	0.00	0.00
201-000-000-595	Unappropriated	686,000.00	0.00	0.00	0.00	0.00
	EXPENSE Totals:	<u>1,542,000.00</u>	<u>31,537.92</u>	<u>717.45</u>	<u>0.00</u>	<u>32,255.37</u>
	Fund 201 Totals:	<u>-890,000.00</u>	<u>31,058.53</u>	<u>717.45</u>	<u>337.60</u>	<u>31,438.38</u>
	Report Totals:	<u>-890,000.00</u>	<u>31,058.53</u>	<u>717.45</u>	<u>337.60</u>	<u>31,438.38</u>



Sweet Home Public Library

Statistics

July 2023	This month July 2023	Last month June 2023	Year to date 2023	Previous year 2022
Patron Activity				
Door Count	2762*	3330	20255	30342
Program participants (all ages)	432	258	1322	589
Total programs(all ages)	12	9	77	41
Circulation and Renewals				
Checkouts & renewals	4952	5020	34705	52702
E-audio & E-book checkouts	500*	555	3831	5692
Total items checked out	5452	5575	38536	58394
Public Computers				
Logins	236	224	1559	2497
Resource Sharing Savings				
Cost savings	3832.85	3982.00	34726.28	35892.88
Items borrowed by consortium libraries	312	373	2397	2949
Items borrowed from consortium libraries	231	306	2176	2873
Volunteer Hours				
Hours worked by volunteers	158.5	42	431	528
New Library Patrons				
New patron cards issued	29	87	364	606

Events this month: We had 4 Summer Reading events in Sankey Park. Walking group every Friday and a Dungeons & Dragons group on Fridays.

Building updates: Tuesday afternoons and Fridays after the Art in the Park events have been really busy and the building can be very full.

Items of note: We had over **158 volunteer hours this month!** This is almost an additional full time person every week. Additionally, staff have been volunteering with the Paint the Town event on Saturdays. Our newly hired Programming Librarian will be starting on August 15th.

*door count blocked by bicycle several days. Ebook stats are based on previous months since this month is not available due to software upgrades.

Types of Library Cards and Eligibility

All Library Cards are good for 1 year from date of issue. Please update name, address and contact information when it changes.

Material checkout will be limited until any fees for lost or damaged items is paid in full.

Community Card

All residents of Sweet Home are eligible for a Sweet Home Public Library card. If you own property within Sweet Home city limits or are a City employee you are eligible for a SHPL card.

Residents must show a Federal or State issued ID and proof of current residence via a printed or electronic bill/statement/lease.

For minors (those 17 and under), the parent/guardian is responsible for lost/damaged materials and any associated fees generated from these items being lost or damaged.

It is up to the parent/guardian to decide when a minor is ready for their own library card.

Student/Limited Card

All students enrolled in a Sweet Home School District school are eligible for a Student SHPL card, regardless of their residence within the City Limits of Sweet Home. Students at the Sweet Home Charter School and home school students registered through the SHSD are also eligible for this card.

Those living at City approved shelters/temporary housing are eligible for a Limited card.

This card type is limited to three items (*If the student lives within the boundaries of the City of Sweet Home and the parent/guardian can show proof of residence within city limits, they are eligible for the Community Card.*)

The Library Director shall decide if other individuals are eligible for a Limited Card on a case by case basis.

Non-Resident Card

Those that do not live within the City limits of Sweet Home and are not a SHSD student, may pay \$35/year for a SHPL card. If you hold a Library card for any Linn Library Consortium Library, you are welcome to use the SHPL at no additional charge.

One \$35 fee covers all residents of the household.

If a Student/limited card holder living outside of City limits wants to check out more than 3 items at a time, they are eligible to pay the Non-Resident card fee.

Computer Access Card Anyone with a Federal or State issued ID is eligible for a Computer Access Card, regardless of where the ID was issued. No proof of address required. This card gives access to 1 hour of computer use per day. If you do not have any form of ID, we require a name to issue a one day access pass.