



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

November 18, 2021, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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

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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: 348 006 235#

## Review / Approval of Minutes

- a) [2021-05-13 Library Advisory Board Meeting Minutes](#)
- b) [2021-10-19 Library Advisory Board Meeting Minutes](#)
- c) [2021-09-09 Library Advisory Board Meeting Minutes](#)

## Report of the Librarian

- a) [November 2021 Report](#)

## Fiscal Report

- a) [October 2021 Budget Status](#)

## Statistics

- a) [October 2021 Statistics](#)

## Unfinished Business

## New Business

## Next Regular Library Board Meeting - December 9, 2021

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.



# CITY OF SWEET HOME LIBRARY BOARD MINUTES

May 13, 2021, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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

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## Meeting Information

The Library Advisory Board will hold a meeting at 4:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City 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 City Council meeting live, online visit [live.sweethomeor.gov](https://live.sweethomeor.gov). If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID 348 006 235#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Chairperson of the meeting.

## Review / Approval of Minutes

The meeting was called to order at 4:35 PM

### PRESENT

Board Member Charlene Adams  
Board Member Don Hopkins  
Board Member Jaime Frick  
Board Member Eva Journey (video)

### STAFF

City Manager Ray Towry  
Finance Director Brandon Neish

## Review / Approval of Minutes

- a) 2021-04-08 Library Advisory Board Meeting Minutes  
Motion made by Board Member Hopkins Second by Board Member Frick  
Voting Yea: Board Member Adams, Board Member Hopkins, Board Member Journey, Board Member Journey

## Report of the Librarian

- a) Library Needs Assessment Discussion/Recommendation - FAA Architecture

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*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.*

Joseph Storr and Richard Grace with FFA Architecture presented the Library Needs Assessment. They explained the methodology used to complete the assessment. FFA Architecture presented their recommendations to the Library Advisory Board. The size of the library was determined to be 7500 square foot too small. The current lot size cannot accommodate a larger building. The final recommendation was to build a new library on a new site. Three potential sites were suggested; the Boys and Girls Club, the current library parking lot, and the old City Hall site.

There was discussion regarding public comment received.

City Manager Towry explained the next steps moving forward.

Motion to accept the recommendation and present the Library Needs Assessment to the City Council.

Motion made by Board Member Hopkins, Seconded by Board Member Journey.

Voting Yea: Board Member Adams, Board Member Hopkins, Board Member Journey, Board Member Frick

## **Fiscal Report**

a) Library Per 10 Finance Report

Finance Director Neish presented the fiscal report thru the month of April. It was reported library fees have been down, expenditures are also down due to the position vacancy of the Library Services Director.

City Manager Towry reported the library will be receiving a size-able donation from a bequest.

## **Statistics**

a) April 2021 User Statistics

City Manager presented the User Statistics report.

b) April 2021 Type Statistics

The April Type Statistic were reviewed.

## **Unfinished Business**

City Manager Towry reported on the recruitment update for the Library Services Director.

## **New Business**

With no further business, the meeting adjourned at 5:25 PM.

**Next Regular Library Board Meeting - June 10, 2021**

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.

Library Advisory Board meeting minutes 10/19/21

Present: Don Hopkins; Charlene Adams, Jamie Frick, Mayla

Absent: Eva Journey

Minutes were not available ahead of time for September meeting.

Report of the Librarian:

Numbers as reported on the Director's report. Megan will begin adding a line under Resource Sharing to add the number of items lent to other consortium libraries and the number of items borrowed from consortium libraries. The Resource Sharing Savings cost listed shows the price of the item that is borrowed from another library and assumes that SHPL would have saved that cost by not buying the book ourselves. The Consortium will be putting a proposal in front of the County Council to pay a portion of the Consortium's cost, this might allow the Consortium to add another day of delivery service.

Tuesdays continue to be our busiest day. We have seen good turnout by adding 2 additional services hours from 10-12 on Tuesdays. Wednesdays and Thursdays average exactly the same number of users over the month of September.

Harvest Festival, the Library/Kid's Zone area was busy almost the entire day. Lots of prizes were handed out to kids of all ages. We need to think about doing something for tween/teen ages next year. Possibly a scavenger hunt or something.

Summer Reading turnout was low this year, but those that participated were happy. We knew it was going to be lower than normal turnout due to everything going one.

Halloween Storytime will be at the Police Department on October 29<sup>th</sup> at 3pm, right before Downtown Trick or Treating starts.

Several projects are happening within the library. We created a Kid's section of DVDs that are rated G or PG. Parents are liking having this separate section. The entire DVD collection is now alphabetical by title, making it easier to find a particular title for patrons.

The Mystery collection has been weeded and missing titles in a series have been ordered.

With Lagea's help we are increasing our Presence on social media. The Library website has been updated. If you see any issues on the website, please let Megan or Lagea know, and we can update it.

**Fiscal report by Finance Dept/Brandon:**

Packet has the most recent budget report through September. Revenues are up over last year. Expenditures are down due to open positions not being filled for most of the year and certain work not being done during that time. Revenues are expected to be up 1% for the year. This could amount to an additional \$10,000 for the library for the fiscal year. Discussion about compression ensued. The library is estimated to be losing \$72,000 due to compression. The City continues to be conservative in the property tax estimates when budgeting.

Discussion about the minutes for the last meeting that were not available before this meeting.

**New Business:**

*Fine free:*

Proposal from Megan to eliminate late fines for library materials. Graphic was included with the packet about the toll that fines take on library staff time and mental health. Libraries have found that by eliminating fines more items get returned by patrons. Fines also target those least able to pay for the fine and those most in need of library services. SHPL has been fine free during some summer's and during part of COVID times.

Hopkins was not in favor of going fine free, as fines teach responsibility and get the books back to the library in a timely manner.

Adams proposed testing going fine free for a period of time and seeing how it goes.

Finance reports that fines and fees have brought in only \$5000 every year for at least the last five years. This includes fees for replacement of items.

Megan stated that we will not be eliminating fees for replacing lost items and that patrons will be charged for the full cost of an item if they do not bring it back after 30 days overdue. We are just proposing eliminating the overdue fines. Right now, you cannot check out any items if you owe over \$3. You cannot renew your card without paying off all fines. Patrons have left without checking out items or renewing their card if they could not pay the amount due that day.

Board discussion ensued about length of time to trial going fine free. Given the options of 3 months or 6 months. The board verbally agreed to try going fine free for three months. Megan will then report back with how the public has received this and if circulation or visits to the library have gone up.

*Space issues:*

In addition to creating a Kid's DVD section we will also be relocating the DVDs slightly. The Audiobooks will also be slightly moving. Come by the building and check out the changes.

*Building issues:*

This will be a new topic that Megan will talk about each month so that the Board is aware of what is happening with the building and current issues staff and patrons face.

In September we had several overflowing toilet issues. It was discovered that the toilet in the Men's bathroom was not commercial grade. The toilet will be replaced but is currently on backorder.

The handicap door lock was also not functioning, and staff or emergency services had no way to unlock the door in case of an emergency. The door lock and handle have now been replaced and we will have access in case of an emergency.

*Programs:*

There are currently no live programs happening within the library. We are working on offering a passive program every month. Currently we have coloring sheets that people can pick up, when they return a

colored sheet, we will display it in the library and offer the artist a prize. We had a family of 5 come in this morning to show off their artwork! The pages are available for all ages and cover a variety of coloring skills.

**Other topics:**

The Library Advisory Board is still in need of another Board member. The Board can appoint someone to finish out an unexpired term if someone leaves during their term. Currently the empty position expired in July. The majority of the Board members will need to live within City limits. The vacancy is listed on the website. Discussion ensued about if anyone knew someone to apply for the position.

Adjourn meeting

End of meeting at 5:14

## Library Advisory Board Meeting Minutes

September 9, 2021

Present at the meeting: Jamie Frick; Eva Jurney; Charlene Adams

The Library Board meeting for August 2021 was cancelled.

Meeting called to order at 4:50pm By Charlene

**Statistics:** the Board reviewed the statistics which show that use is trending upwards as the library slowly recovers from COVID use. (*attached to Agenda*)

No minutes available from previous meeting

**Librarian's report** from Megan with stats. Because of these increasing numbers, the Library is going to start opening on Tuesdays at 10 starting on September 14<sup>th</sup>. There have been patrons requesting an opening time before Noon because of their work schedules.

**Fiscal report** from Brandon; not a lot happening yet only 2 months into year. Library fees and revenue is up. Property taxes aren't in yet. (November) Personnel, lower than last year currently. Lots of room in the budget for the year (only 2 months in). In a good spot for the year so far. Property in trust sold, unknown sale price at this point. Proceeds will go to the Library when received.

**Unfinished business:** RFP for architect services. Megan meeting with FFA on 9/10 and Consultant on Tuesday. Need to nail down a location. Council will make the final decision on location. Board recommends location to Council. Other potential locations (besides Old City Hall) are also on the table.

### **New Business:**

Questions from Megan:

*What would you like to see in the report from Director?*

Written reports ahead of time (can be available at library a few days ahead of time)

Model from past meetings is good (stats, budget, Program numbers)

Library policy manual needs to be updated online. *Lagea updated the webpage with the new policy manual directly after the meeting.*

State Statistics are due Oct 31 and will be ready for the next Board meeting on 10/14

We need another member for the Library Board. Members will reach out to potential candidates and hope applications come in.

Welcome to Megan from the Board.

Next meeting Oct 14. All meetings will be at City Hall so that they can also be streamed.

Ended 5:08p

## **Report of the Librarian for October/November 2021**

We are still not able to offer in person storytimes in the library due to COVID and space restrictions.

We did partner with the SHPD to offer a Halloween Storytime at the SHPD meeting room. We had 29 children and adults listen to Captain Ogden read a story and give safety advice for trick or treaters. We handed out bookmarks and a few Halloween related books as prizes. SHPD handed out candy afterwards.

A Huge Thank You to Diane for running curbside services by herself for a week when we had to otherwise be closed.

### **Unfinished Business:**

The City Council approved a three month period for waiving fines on overdue materials. We will start advertising this more widely by the end of this week. It will last until the end of January. So far feedback from patrons and staff has all been positive.

### **New Business:**

#### **Collection updates:**

Weeding of Adult Nonfiction and YA Nonfiction is complete. New, updated materials have been ordered. Due to quantities ordered, some will be placed on to the New Books shelf and some will go directly to the nonfiction collection for regular checkout. New materials and updated topics will help the overall collection circulation in the coming months.

We will begin moving the YA Nonfiction into the Teen room to help improve circulation of that collection. We are also adding a wider variety of topics and books to appeal to teens.

We are working on weeding the Paperback and Western collections for condition and length of time since the last checkout. We will add new copies of popular titles as needed.

Once we have more space in this area, we will start creating a separate collection for large print materials, as several patrons have been asking for this change. We are starting with the Nonfiction and will move on to the Fiction if there is space and it proves effective.

#### **Building issues:**

The carpet was cleaned on 11/9. It looks a lot better and most of the stains were able to be removed.

Still working on getting some upgrades for some of the shelves to make items fit better and not fall off shelves.

HVAC was cleaned and new filters were installed the week of 11/9

#### **Passive Programming:**

We will be offering Make and Take kits for December. We are looking at a few options and might offer 2 different ones. They include folded book art and tree ornaments. These will be projects for all ages and abilities and are something to take home to work on and as individual or as a family.

## **Grants and Donations**

The property in Colorado has sold. We have a solid base for seed money for a new library.

We received our annual endowment from the Oregon Library Association.

We received the Ready to Read grant from the State Library for 2022.

We have applied for another grant to possibly grow the teen graphic novel collection. Acceptance or denial will come in mid-December.

I am looking for ideas for programing and partnerships for another grant application that is due in a few weeks.

# General Ledger

## Budget to Actual



User: bneish  
 Printed: 11/17/2021 3:08:30 PM  
 Period 04 - 04  
 Fiscal Year 2022

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-008-361-010	Interest	-945.17	-5,363.00	0.00	0.00	0.00	0.00
201	Library	-945.17	-5,363.00	0.00	0.00	0.00	0.00
	<b>Interest</b>	<b>-945.17</b>	<b>-5,363.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
201-008-347-020	Library Fees	-1,394.65	-5,000.00	-146.96	-1,576.41	0.00	31.53
201-008-395-011	Miscellaneous Revenue	-943.44	-3,000.00	0.00	-844.19	0.00	28.14
201	Library	-2,338.09	-8,000.00	-146.96	-2,420.60	0.00	30.26
	<b>Other</b>	<b>-2,338.09</b>	<b>-8,000.00</b>	<b>-146.96</b>	<b>-2,420.60</b>	<b>0.00</b>	<b>30.26</b>
201-008-311-010	Current Property Taxes	-9,133.05	-508,979.00	0.00	0.00	0.00	0.00
201-008-319-010	Delinquent Prop. Taxes	-5,334.78	-10,530.00	-990.31	-4,586.17	0.00	43.55
201	Library	-14,467.83	-519,509.00	-990.31	-4,586.17	0.00	0.88
	<b>Property Taxes</b>	<b>-14,467.83</b>	<b>-519,509.00</b>	<b>-990.31</b>	<b>-4,586.17</b>	<b>0.00</b>	<b>0.88</b>
201-008-455-110	Staff Pay	51,356.98	163,413.00	13,504.98	47,469.65	0.00	29.05
201-008-455-210	Group Insurance	8,044.69	58,294.00	2,880.17	8,691.01	0.00	14.91
201-008-455-220	FICAMedicare	4,061.73	12,500.00	1,022.82	3,549.90	0.00	28.40
201-008-455-230	Retirement	7,130.74	22,469.00	1,890.25	6,254.97	0.00	27.84
201-008-455-250	Unemployment Contribution	22.41	165.00	19.76	67.96	0.00	41.19
201-008-455-260	Workers' Compensation	66.18	221.00	13.33	45.85	0.00	20.75
201	Library	70,682.73	257,062.00	19,331.31	66,079.34	0.00	25.71
	<b>Personal Services</b>	<b>70,682.73</b>	<b>257,062.00</b>	<b>19,331.31</b>	<b>66,079.34</b>	<b>0.00</b>	<b>25.71</b>
201-008-455-310	MembershipsDues	0.00	100.00	0.00	150.00	117.00	150.00
201-008-455-311	Subscriptions	466.75	1,000.00	0.00	457.00	49.94	45.70
201-008-455-320	Professional Services	3,392.79	8,585.00	18.00	1,662.17	0.00	19.36
201-008-455-340	Technical Services	428.00	15,000.00	0.00	2,956.00	0.00	19.71
201-008-455-423	Custodial Services	747.50	5,000.00	325.00	1,245.84	0.00	24.92
201-008-455-430	Equipment Repair & Maintenance	0.00	4,000.00	0.00	0.00	0.00	0.00
201-008-455-431	Building Repair & Maintenance	1,158.25	6,120.00	0.00	1,186.85	0.00	19.39
201-008-455-432	Grounds Maintenance	0.00	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	6.90	0.00	0.12
201-008-455-540	Advertising	99.00	6,000.00	0.00	30.00	0.00	0.50
201-008-455-550	Duplicating & Printing	271.33	3,000.00	0.00	29.25	0.00	0.98
201-008-455-580	TrainingTravel	0.00	2,500.00	0.00	-132.78	0.00	-5.31
201-008-455-610	Office Supplies	4,327.68	7,500.00	0.00	176.93	0.00	2.36
201-008-455-611	Cleaning Supplies	183.01	3,000.00	0.00	20.80	0.00	0.69

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-008-455-612	Operating Supplies	50.00	6,000.00	0.00	2,698.28	0.00	44.97
201-008-455-613	UniformsClothing	0.00	400.00	0.00	0.00	0.00	0.00
201-008-455-617	Furniture	2,702.94	2,500.00	0.00	0.00	0.00	0.00
201-008-455-618	Postage	666.66	200.00	0.00	0.00	0.00	0.00
201-008-455-619	Computers	2,561.47	5,000.00	0.00	0.00	0.00	0.00
201-008-455-621	Natural Gas	148.88	2,550.00	146.41	197.11	0.00	7.73
201-008-455-622	Electricity	2,414.21	7,300.00	650.85	2,467.62	0.00	33.80
201-008-455-623	Phone	922.10	4,800.00	284.74	905.23	0.00	18.86
201-008-455-624	TVInternet	3,018.97	6,300.00	754.74	3,018.96	0.00	47.92
201-008-455-630	Food & Beverage	0.00	2,500.00	0.00	0.00	162.79	0.00
201-008-455-640	Books & Periodicals	8,751.58	35,350.00	0.00	8,217.24	0.00	23.25
201-008-455-803	Special Events	2,468.69	6,500.00	0.00	0.00	0.00	0.00
201-008-455-812	Administrative Chrg for Svc	8,634.19	35,213.00	0.00	0.00	0.00	0.00
201-008-455-813	Finance Chrg for Svc	5,922.44	28,419.00	0.00	0.00	0.00	0.00
<i>201</i>	<i>Library</i>	<i>55,408.98</i>	<i>212,686.00</i>	<i>2,179.74</i>	<i>25,293.40</i>	<i>329.73</i>	<i>11.89</i>
	<b>Material &amp; Services</b>	<b>55,408.98</b>	<b>212,686.00</b>	<b>2,179.74</b>	<b>25,293.40</b>	<b>329.73</b>	<b>11.89</b>
201-008-490-000	Contingency	0.00	19,084.00	0.00	0.00	0.00	0.00
<i>201</i>	<i>Library</i>	<i>0.00</i>	<i>19,084.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Contingency</b>	<b>0.00</b>	<b>19,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**City of Sweet Home**  
 Sweet Home Public Library  
 1101 – 13<sup>th</sup> Avenue  
 Sweet Home, OR 97386  
 541-367-5007

Sweet Home Public Library

*Statistics*

	Sept 2021	October 2021	YTD	5 YR AVG
<b>Patron Activity</b>				
OPAC Logins	254	197	2607	2567
SIP2 Logins	563	582	5712	4530
<b>Circulation and Renewals</b>				
Checkouts	2354	2306	25197	38663
Renewals by Staff	525	563	5075	6289
Renewals by OPAC	189	207	2252	2281
E-Audio & E-book checkouts				
<b>Holds Requested</b>				
Holds by Staff	192	160	1443	1459
Holds by OPAC	118	99	1240	1390
<b>Item Counts</b>				
	35784	34327	34327	35348
<b>Public Access Computers</b>				
Pages Printed	3148	1483	n/a	5075
<b>Resource Sharing Savings</b>				
	2829.76	2886.18	n/a	21709
Items borrowed by consortium libraries	217	220	n/a	n/a
Items borrowed from consortium libraries	246	264	n/a	n/a

*\*Some former stats are not currently available due to vendor log-in issues.*

## *Events*

Halloween Storytime with the Police Department: 29 participants.

Harvest Festival: Large numbers of happy participants of all ages.

Coloring pages for all ages have been available. Many pages have been returned and the art work is hanging in the Library.

## *Projects ongoing*

DVD collection shift is complete. Children's DVDs are now easier to find and to checkout.

Adult NonFiction collection has been weeded, new items have been ordered and are arriving and being added to the collection. Collection will be more user friendly and relevant.

## *New Library update*

No new information on potential new Library building.

## *Building issues and updates*

Handicap access door handles have been replaced and are compliant.

Furnace has had yearly maintenance.

Carpets have been cleaned for the first time in several years.