



CITY OF SWEET HOME LIBRARY BOARD AGENDA

February 10, 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 1/13/22](#)

Report of the Librarian

- a) [Librarian's Report](#)

Fiscal Report

- a) [January 2022 Financial Status](#)

Statistics

- a) [Library Statistics Report for January 2022](#)

Unfinished Business

- a) None

New Business

- a) [Fine Free documents](#)

Next Regular Library Board Meeting - March 10, 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 1/14/22

Present:

Charlene Adams

Don Hopkins

Eva Journey

Jamie Frick

Mailey Brewer

Staff:

Megan Dazey, Library Director

Lagea Mull, Communications Specialist

Approval of 12/9/21 Minutes.

Date correction needed on Minutes, should be listed as 12/9 not 12/11

Discussion ensued about format of the Minutes.

Report of the Librarian:

Dazey went over the submitted report.

Short discussion ensued about the last time the furnace was looked at due to continued cold spots in the Library.

Fiscal Report:

In the absence of Neish, Dazey briefly went over the financial report. Noted that the charges for services were higher because of an upfront, start of the year charge for Springbrook. There is no further update yet about the property sale check. Hope to have an answer or a check at next month's meeting.

Statistical Report:

It was discovered that the attached spreadsheet was for the incorrect month. The correct numbers will be included in the packet for the February meeting. Circulation numbers have gone up over the November numbers. Brief discussion ensued about what would be needed for the library to add additional open hours. Per Dazey, the City Manager has stated that the circulation numbers would need to increase to justify more open hours. The Library Board was encouraged to come into the library and check more items out and to bring their friends.

Old Business:

The updates to the Policy Manual were approved by the City Council at their January 11th meeting. Discussion continued about changes needed to the manual with Hopkins adding that property owners in Sweet Home needed to be included in the resident library card category. It was decided that we will continue allowing this, because it isn't addressed one way or the other in the Manual (before or after the latest updates) and is something that has been happening for a number of years. Dazey would like the Policy Manual to be updated yearly, and we can explicitly add this in the 2022 year end update.

New Business:

Seeking ideas for necessary Capital Projects. Currently looking at a new double book drop and potentially a book bike. The current book drop only has a bin for books and not media, and can leak on occasion. Please let Megan know if you have any ideas for other potential projects.

Discussion ensued about a potential new circulation desk. The out of the box options are not great and staff nixed the idea after looking at the options. With potentially moving to a new building in a few years, it is not necessarily a place where we should currently invest money for something more custom. Brief discussion about if the current day and time worked for everyone for the Board meeting. It was decided to table the discussion until a new board member is appointed. At the 2/10/22 meeting we will continue the discussion about the Library being Fine Free after our three month trial period.

Adjournment:

Meeting adjourned at 5:16pm

Report of the Librarian for January 2022 Activities

Unfinished Business:

Continue discussion on Fine Free Library (later in agenda)

New Business:

Circulation was up 20% in January for physical items and 6% for digital items.

Our in person visits to the library were up 22%

Collection updates:

We have added 38 Board games and Puzzles in January. Most of these were purchased by the Friends of the Library. Patrons have also started donating games that are in almost new condition. Almost every item has checked out at least once.

We have integrated several small children's book collections into our larger picture book collection. This will make it easier for patrons to find a title. 100 Books to Read and the Ready to Read collections are now part of the picture book collection or the Easy Reader collection, depending on the type of book it was.

The small homeschool collection has been updated and integrated into the nonfiction education/language collection, where parents are more likely to look for the information.

We have completed the weeding of the Adult Fiction and Young Adult collections.

Building issues:

We have been having to pick up garbage on the exterior of the building at least weekly. As we move to Spring, we will have a need for someone to weed the flower beds and plant new colorful flowers or bushes.

In building updates:

We have added one new easy chair and 2 new beanbag chairs in the building. More easy chairs have been ordered to replace the old wooden reading chairs. Teens are enjoying the bean bag chairs and all patrons have been commenting on the easy chair.

We added space travel themed posters to the Teen Zone and reading related posters to the Kid's area to make them both feel cozier.

We have added wood block lettering on top of several shelves to help locate some of the smaller collections (large print, Pacific Northwest, CD, etc.)

Our Wifi name is now branded for the Library and has an easier to type password. Access has been extended to start at 8am

Passive Programming:

Take and Make kits for January, we gave away over 40 packets for Paper Fortune Cookies

We offered MLK Jr and Lunar New Years activity packets for kids.

All month we offered a free book to every kid on every visit to the library, courtesy of the Friends of the Library.

New Building:

RFP on hold for a few months due to other ongoing projects within the City.

The check is in the mail.

Grants:

The check for the Ready to Read grant from the Oregon State Library for 2022 arrived and has been deposited.

General Ledger

Budget to Actual



User: bneish
 Printed: 2/9/2022 5:00:43 PM
 Period 07 - 07
 Fiscal Year 2022

| Account Number | Description | One Year Prior Actual | Budget | Period Amt | YTD Total | Pending Exp | % ExpendCollect |
|-----------------|--------------------------------|-----------------------|--------------------|------------------|--------------------|-------------|-----------------|
| 201-008-361-010 | Interest | -1,965.25 | -5,363.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 201 | Library | -1,965.25 | -5,363.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Interest | -1,965.25 | -5,363.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 201-008-330-030 | Misc. Operating Grants | -66,546.00 | 0.00 | -1,596.35 | -2,596.35 | 0.00 | 0.00 |
| 201-008-347-020 | Library Fees | -2,157.98 | -5,000.00 | -619.00 | -2,961.06 | 0.00 | 59.22 |
| 201-008-364-030 | Donations | -1,405.00 | 0.00 | 0.00 | -350.00 | 0.00 | 0.00 |
| 201-008-395-011 | Miscellaneous Revenue | -1,012.24 | -3,000.00 | -112.45 | -1,301.96 | 0.00 | 43.40 |
| 201 | Library | -71,121.22 | -8,000.00 | -2,327.80 | -7,209.37 | 0.00 | 90.12 |
| | Other | -71,121.22 | -8,000.00 | -2,327.80 | -7,209.37 | 0.00 | 90.12 |
| 201-008-311-010 | Current Property Taxes | -454,388.66 | -508,979.00 | -3,601.96 | -502,298.03 | 0.00 | 98.69 |
| 201-008-319-010 | Delinquent Prop. Taxes | -6,819.84 | -10,530.00 | -399.81 | -7,356.96 | 0.00 | 69.87 |
| 201 | Library | -461,208.50 | -519,509.00 | -4,001.77 | -509,654.99 | 0.00 | 98.10 |
| | Property Taxes | -461,208.50 | -519,509.00 | -4,001.77 | -509,654.99 | 0.00 | 98.10 |
| 201-008-455-110 | Staff Pay | 89,922.60 | 163,413.00 | 14,204.44 | 88,796.98 | 0.00 | 54.34 |
| 201-008-455-210 | Group Insurance | 13,939.24 | 58,294.00 | 4,163.23 | 17,793.00 | 0.00 | 30.52 |
| 201-008-455-220 | FICAMedicare | 7,454.72 | 12,500.00 | 1,059.82 | 6,627.48 | 0.00 | 53.02 |
| 201-008-455-230 | Retirement | 12,485.58 | 22,469.00 | 1,948.11 | 11,943.14 | 0.00 | 53.15 |
| 201-008-455-250 | Unemployment Contribution | 39.63 | 165.00 | 19.25 | 123.55 | 0.00 | 74.88 |
| 201-008-455-260 | Workers' Compensation | 128.18 | 221.00 | 0.52 | 72.78 | 0.00 | 32.93 |
| 201 | Library | 123,969.95 | 257,062.00 | 21,395.37 | 125,356.93 | 0.00 | 48.77 |
| | Personal Services | 123,969.95 | 257,062.00 | 21,395.37 | 125,356.93 | 0.00 | 48.77 |
| 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 | 491.97 | 96.00 | 49.20 |
| 201-008-455-320 | Professional Services | 3,507.79 | 8,585.00 | 0.00 | 4,269.97 | 0.00 | 49.74 |
| 201-008-455-340 | Technical Services | 4,689.15 | 15,000.00 | 28.00 | 3,378.61 | 19.25 | 22.52 |
| 201-008-455-423 | Custodial Services | 1,180.85 | 5,000.00 | 325.00 | 1,895.84 | 0.00 | 37.92 |
| 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 | 5,119.50 | 6,120.00 | 0.00 | 3,893.44 | 0.00 | 63.62 |
| 201-008-455-432 | Grounds Maintenance | 20.49 | 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 | 6.90 | 20.70 | 0.00 | 0.37 |
| 201-008-455-540 | Advertising | 300.30 | 6,000.00 | 0.00 | 210.00 | 257.25 | 3.50 |
| 201-008-455-550 | Duplicating & Printing | 693.89 | 3,000.00 | 42.09 | 239.35 | 0.00 | 7.98 |

| Account Number | Description | One Year Prior Actual | Budget | Period Amt | YTD Total | Pending Exp | % ExpendCollect |
|-----------------|--------------------------------|-----------------------|-------------------|-----------------|------------------|---------------|-----------------|
| 201-008-455-580 | TrainingTravel | 0.00 | 2,500.00 | 90.00 | 47.22 | 330.00 | 1.89 |
| 201-008-455-610 | Office Supplies | 5,662.87 | 7,500.00 | 228.19 | 1,080.89 | 40.40 | 14.41 |
| 201-008-455-611 | Cleaning Supplies | 1,996.74 | 3,000.00 | 0.00 | 20.80 | 0.00 | 0.69 |
| 201-008-455-612 | Operating Supplies | 2,624.20 | 6,000.00 | 1,011.95 | 9,693.58 | 0.00 | 161.56 |
| 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 | 178.99 | 0.00 | 7.16 |
| 201-008-455-618 | Postage | 756.66 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 914.45 | 2,550.00 | 497.19 | 957.41 | 0.00 | 37.55 |
| 201-008-455-622 | Electricity | 3,232.61 | 7,300.00 | 0.00 | 3,366.35 | 0.00 | 46.11 |
| 201-008-455-623 | Phone | 2,277.84 | 4,800.00 | 237.04 | 1,758.84 | 0.00 | 36.64 |
| 201-008-455-624 | TVInternet | 4,528.45 | 6,300.00 | 0.00 | 4,528.44 | 0.00 | 71.88 |
| 201-008-455-630 | Food & Beverage | 14.61 | 2,500.00 | 0.00 | 162.79 | 40.05 | 6.51 |
| 201-008-455-640 | Books & Periodicals | 9,989.08 | 35,350.00 | 7,362.98 | 23,886.70 | 0.00 | 67.57 |
| 201-008-455-803 | Special Events | 4,498.37 | 6,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 201-008-455-812 | Administrative Chrg for Svc | 14,632.67 | 35,213.00 | 0.00 | 14,069.00 | 0.00 | 39.95 |
| 201-008-455-813 | Finance Chrg for Svc | 12,159.29 | 28,419.00 | 0.00 | 15,764.00 | 0.00 | 55.47 |
| 201 | Library | 92,113.51 | 212,686.00 | 9,829.34 | 90,064.89 | 899.95 | 42.35 |
| | Material & Services | 92,113.51 | 212,686.00 | 9,829.34 | 90,064.89 | 899.95 | 42.35 |
| 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 |
| | Contingency | 0.00 | 19,084.00 | 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

| January 2022 | This month | Last month | YTD | 2021 |
|--|------------|------------|---------|-------|
| Patron Activity | | | | |
| OPAC Logins | 208 | 210 | 208 | 3081 |
| SIP2 Logins | 621 | 541 | 621 | 6775 |
| Main door count | 1710 | 1404 | 1710 | n/a |
| Circulation and Renewals | | | | |
| Checkouts | 2375 | 1972 | 2375 | 28723 |
| Renewals by Staff | 439 | 623 | 439 | 6247 |
| Renewals by OPAC | 246 | 341 | 246 | 2878 |
| E-Audio & E-book checkouts | 454 | 427 | 454 | 5491 |
| Holds Requested | | | | |
| Holds by Staff | 82 | 107 | 82 | 1683 |
| Holds by OPAC | 118 | 90 | 118 | 1495 |
| Item Counts | | | | |
| | 32375 | 32879 | 32375 | 32879 |
| Public Access Computers | | | | |
| Pages Printed | n/a | 1331 | n/a | n/a |
| Resource Sharing Savings | | | | |
| | 2537.85 | 3560.94 | 2537.85 | n/a |
| Items borrowed by consortium libraries | 172 | 194 | 172 | n/a |
| Items borrowed from consortium libraries | 208 | 198 | 208 | n/a |

Events

We handed out over 40 Make and Take kits for the Lunar New Year.

We handed out activity packets for Martin Luther King Jr day and for the Lunar New Year.

These continue to be an easy low cost thing to do.

Throughout January we offered free books to every kid that came into the library, for every visit. This was sponsored by the Friends of the Library.

Projects ongoing

We have added 38 Board games and Puzzles in January. Most of these were purchased by the Friends of the Library. Patrons have also started donating games that are in almost new condition. Almost every item has checked out at least once.

We have integrated several small children's book collections into our larger picture book collection. This will make it easier for patrons to find a title. 100 Books to Read and the Ready to Read collections are now part of the picture book collection or the Easy Reader collection, depending on the type of book it was.

The small homeschool collection has been updated and integrated into the nonfiction education/language collection, where parents are more likely to look for the information.

We have completed the weeding of the Adult Fiction and Young Adult collections.

We are starting to plan for the 2022 Summer Reading Program.

We are in the startup phase of creating a robust 1000 Books Before Kindergarten program.

We saw a 20% increase in circulation of items in the library and a 6% increase in the circulation of digital items.

New Library update

No new update or changes for this month.

Springfield plans to eliminate library fines

Megan Banta Eugene Register-Guard
USA TODAY NETWORK

Springfield plans to join dozens of other libraries across Oregon in eliminating late fines.

And as part of a five-year levy renewed in 2020, Eugene has eliminated late fees for children and teen books as it seeks to increase access and deliver on other promises.

Libraries have pivoted to serve the public more equitably and be a community center as the coronavirus pandemic has impacted many financially and socially, directors told officials during recent meetings.

"Since the library closed in March of 2020 because of the coronavirus, we've not been charging library fines," said Emily David, director of Springfield Public Library.

Eugene's libraries have been a "lifeline for the community," said Will O'Hearn the city's director of library services.

"On the first day we opened the library, fully, physically back in August of 2020, we had someone who couldn't access their bank account since March of 2020 ... and we also had an unhouseed individual share they were so relieved to be able to check back with their family online because they'd only been able to check in once or twice since March of 2020," O'Hearn said.

Officials praised the libraries, with Springfield officials largely supporting the library advisory board's wish to go fine-free and Eugene officials giving staff a "choir of kudos" for their work during the pandemic.



Lindsay Selser checks out books she reserved in advance from the Eugene Public Library with her children Boon and Willa Jackson. LOUIS KRAUSS

Fines 'undermine a library's purpose'

A lot of libraries around Oregon and across the country have stopped charging fines, David said.

In fact, around half of the state's public libraries have gone fine-free, said Clyde Miller, a member of the library advisory board who served as chair until the beginning of the year. That includes the Fern Ridge library district, the Lane library district in Creswell and the Siuslaw public library district.

One fundamental characteristic of libraries is to create equitable access to basic information, Miller said.

Because of that, he said, while fines are common, they "actually undermine

a library's purpose."

Fines cause inequity and loss of patrons, materials and availability of items and lead people to have antagonistic relationships with the library, he said.

There's a higher risk of people not returning items with fines, he said, and "even when items are returned, fees make them come back slower, not faster."

Fines account for less than 1% of the library's budget, Miller added, and it actually costs more in staff time. It takes the equivalent of one-quarter of a full-time staff position in time to deal with fines, he said.

See FINES, Page 2C

The U.S. Army Corps of Engineers Portland District will host an informational session next week on changes to its system of dams to better preserve endangered species while maintaining the dams' operational missions.

Engineers are considering major changes that may impact operations and maintenance of the Willamette Valley System, a series of flood control dams and reservoirs regulating local river systems. The changes would correct some of the issues caused by the dams, such as blocking the spawning grounds of Chinook salmon and other fish.

The Corps is developing an environmental impact statement, a document outlining the impacts of a proposed project. The Corps is inviting the public to a listening session on its progress ahead of a public input period when the draft document is ready in the fall.

The Corps is required by court order to adjust operations at its dams on Willamette River tributaries in order to better facilitate fish passage up- and downriver. In 2020, a judge ruled the Corps' dam and reservoir operations violated the Endangered Species Act.

A ruling in September required the Corps to take immediate action at Cougar and Foster dams, including a deeper-than-normal winter drawdown of Cougar Reservoir. The ruling also required the Corps to study and take further steps to alleviate fish migration issues.

Corps Portland District spokesman Tom Conning said developing an environmental impact statement is a process separate from court injunctions but tackles related issues.

See DAMS, Page 2C

...ranney said. That was just 12 hours after we had removed the water, so you can see how quick how much had absorbed into the walls, and obviously the insulation inside the walls is saturated, as that acts like a sponge." Anything porous and absorbent that made contact with the water will have to

back to it. That situation was different than this current flooding, though, district spokesperson Jen McCulley said. In 1996, the same creek flooded, but the water came from the north side and floated south, running over a bit of grassy play area and into the building.

that building was able to be renovated, it was a huge relief." It worked out well that the Mohawk site was vacant. It previously was being used as one campus for the Williamette Leadership Academy for middle schoolers; however, the academy recently consolidated into one campus, leaving that

pull out some gay and prevent any more from coming in. "It's pretty awe-inspiring," Go said. Contact reporter Jordyn Brown jbrown@registerguard.com or 541-426-4426, and follow her on Twitter @thejordynbrown and Instagram @registerguard.

Fines

Continued from Page 1C

And it's taxing on staff members to deal with irate patrons, he said.

Miller's presentation quoted unnamed library staff saying that a hostile interaction over fines can "affect a staff person for the rest of the day and make them wary of interacting with that patron in the future" and that it's been "such a relief" not to deal with fines during the pandemic.

The library board has proposed a "happy medium," Miller said, where the library would automatically renew checked-out materials three times then give a 30-day grace period before revoking access. The library wouldn't renew a held item, he said.

People could get access back by returning the item, providing a replacement or paying to replace the item, Miller said. That might mean fees, he said, but those would be to cover actual costs rather than being punitive.

The library will be clear and transparent about the new policy, he said.

Officials generally supported the idea but had some concerns.

Councillor Marilee Woodrow said it's "a good way to go" but confessed that, for her, automatic renewals are a rationale

for being lazy about returning a book.

The new policy "might allow some people to take advantage," Councillor Damien Pitts said, saying he's also worried people might check out books about race, gender or other topics surrounding diversity and equity and not bring them back as a form of protest.

"I hope people are courteous enough to return things if they are physically able to do so," Pitts said.

David said people try to take books from the library even with fines as a possibility.

She also assured other councillors that there will be plenty of notice about the new policy and said the staff tries to have "multiple touchpoints with patrons."

Eugene library 'showed up through the pandemic for our community'

Eugene library staff also have shifted to adapt during the pandemic, O'Hearn said.

City Manager Sarah Medary gave staff kudos for "how they showed up through the pandemic for our community," saying the library has been "involved in so many things that keep us going."

The library used funding through a five-year levy approved in 2016 to offer more programs and services, more hours and access and more materials and technology as promised, O'Hearn said. The

levy was set at \$2.7 million for 5 years, he said, and the library budgeted and spent \$2.2 million in the most recent fiscal year.

That fiscal year, which ended June 30, 2021, was the final year of the original levy, but voters renewed it for another five years in 2020. From the first day, he said, the library increased hours at the Bethel and Sheldon branches and restored Sunday morning hours at the downtown library. That's meant an additional 40 hours of hours per week, he said.

Library staff also increased access by:

- Making cards available for free to all 4J and Bethel school district students
- Eliminating fines for youth items
- Installing a special type of sound system for use by people with hearing aids and automatic door openers
- Using bilingual communications
- Adding Wi-Fi tables and charging stations
- Offering counter service

The library also has, with the exception of the pandemic, increased programming by a third, O'Hearn said.

The collection is back to pre-recession levels, too, he said.

Between July 1, 2020, and June 30, 2021, the library added more than 75,000 new materials, O'Hearn said.

That puts the collection size at 128 million items, he said, with around 38.8% available in person and the rest housed online.

Staff now are focused on maintaining and diversifying the collection and expanding digital resources, he said.

As a crucial service to the community that became more important during the pandemic, the library has offered 500 mobile hotspots, O'Hearn said. Half of those are in circulation and "almost all continuously checked out," he said, and the others are loaned to organizations that help people in the unhoused community and other marginalized groups.

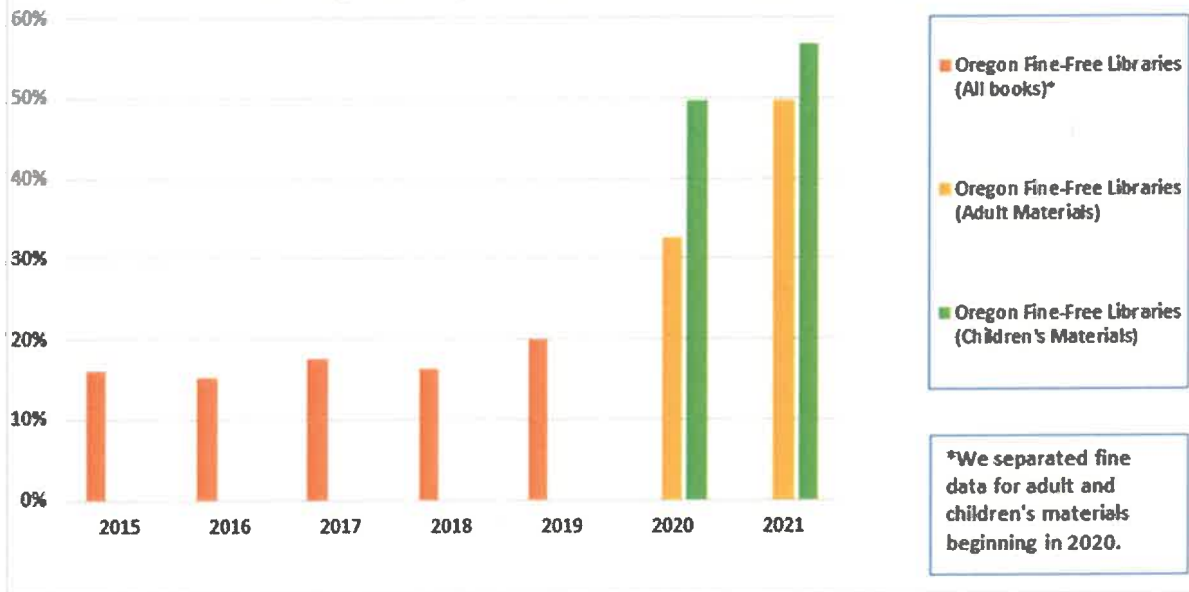
That's more than any other library in the state has available, he said. Officials praised the library and the public for supporting services by approving and renewing the levy.

"I think this is a great investment," Councillor Emily Semple said. "It was a really wise decision on the part of the public, and it's paying off in so many ways."

Others praised staff's ability to think outside the box and the host of services offered and otherwise joined in on what Councillor Alan Zelenka called a "choir of kudos."

Contact city government watchdog Megan Banta at mbanta@register-guard.com.

Percentage of Oregon Public Libraries without Fines, since 2015



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