



CITY OF SWEET HOME LIBRARY BOARD AGENDA

October 12, 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) [Minutes from September 2023](#)

Report of the Librarian

- a) [Report of the Librarian September 2023](#)

Fiscal Report

- a) [Quarter One for 2023 Fiscal Report](#)

Statistics

- a) [Library Statistics September 2023](#)

Unfinished Business

New Business

- a)
 1. Discussion about out of City Library Card applications.
 2. Discussion about talking points for new library building.

Next Regular Library Board Meeting - ENTER DATE HERE

- a) November 9, 2023 4:30 pm

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 September 14, 2023

Present:

Charlene Adams
Eva Journey
Kels Hicks
Jamie Frick
Council member Greg Mahler

Staff:

Megan Dazey
City Manager Kelcey Young

Call to Order

The meeting was called to order at 4:30 pm

Approval of minutes from June and August 2023 minutes

Introduction of council member Greg Mahler as new council representative on the Library Board.

Report of the Librarian:

Director Dazey submitted report, report was not discussed.

Old Business:

None

New Business:

Workshop style discussion was held about what is needed and what is available for property for a new library building.

Meeting adjourned at 5:33pm

Report of the Librarian for September/October 2023 Activities

Unfinished Business:

We received the check from Pacific Power for a grant we applied for in the Spring and were awarded in August. We also received additional outdoor items from another City grant. Together we will update the outdoor area that is currently dry dirt. The vision is for a seating area with a picnic table, new bike rack, bike repair station, outdoor water fountain (with a dog fountain!). We are looking for a metal worker that could create new railings for the area.

New Business:

Diane has taken a full time position at City Hall. Two new Library Assistants started on October 3rd, Tawyna and Taylor. As of October 13th we are adding one additional open hour on Fridays and Saturdays.

We are hosting the Oregon Library Association's Public Library Division meeting of Public Library Directors on October 27th at the Albany Public Library.

Collection updates:

Kira received a donation of books from the school district. Most are in Spanish so we are looking a creating a small Spanish collection. We are also sharing duplicate titles with the Halsey Library that is in need to Spanish titles.

Building issues:

The handicap access door stopped working. Batteries were replaced within 24 hours by Public Works. We are working with the SHPD to possibly hire and share a janitor position.

In building updates:

The Friends of the Library have purchased a TV, Nintendo Switch, Games and a Circuit for the Library. These items are for the Teen area and for programming in general. Kira is now painting a mural herself on the teen wall where the TV will be installed.

Passive Programming:

Coloring pages are still extraordinarily popular. With the new staff we can continue to offer in house craft projects for all ages. We are using this opportunity to finish off excess supplies from other events since we have even less storage space available now due to additional office space being used by new staff!

In-person Programming:

We are getting a regular schedule up and running with programs. We have weekly Lapsit and Preschool Storytimes. Monthly Family Storytime. Weekly walking group. Monthly Teen STEAM program. Kira is scheduling many more programs for the coming months. We were incredibly busy at the Harvest Festival, it was incredibly helpful to have all staff available to work at the event.

New Building:

Discussion about talking points for the community on why the library needs a new building.

LIBRARY FUND

<u>REVENUE</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>BAL</u>	
201-000-000-300	Beg Balance	890,000	484,246	
201-000-000-302	Property Tax - Current	590,000	3,066	
201-000-000-303	Property Tax - Past	10,000	-	
201-000-000-333	Grants	42,000	11,500	
201-000-000-350	Fees	1,000	684	
201-000-000-380	Interest	5,000	-	
201-000-000-390	Misc	4,000	1,422	
Total Revenue		1,542,000	500,919	
		652,000	16,673	2.56%

<u>EXPENSE</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>BAL</u>
201-000-000-504	Wages	279,000	54,855
201-000-000-505	Overtime	1,000	34
201-000-000-506	Insurance	61,000	7,610
201-000-000-507	Retirement	39,000	6,730
201-000-000-508	Taxes	23,000	4,124
201-000-000-509	Other	6000	1616.73
201-000-000-510	Operating Supplies	30,000	2,490
201-000-000-511	Uniforms	500	-
201-000-000-512	Utilities	25,000	4,133
201-000-000-514	Public Information	3,000	-
201-000-000-515	Insurance - General	8,000	5,173
201-000-000-516	Professional Development	2,000	397
201-000-000-517	Professional Services	5,000	9,452
201-000-000-519	Projects & Programs	10,000	-
201-000-000-528	Fuel	500	-
201-000-000-529	Facility Maintenance	9,000	431
201-000-000-530	IT Charges	8,000	113
201-000-000-533	Support Service Charges	141,000	35,250
201-000-000-534	Equipment Maintenance	7,000	1,229
201-000-000-547	Print Materials	30,000	8,115
201-000-000-548	Non-Print Materials	20,000	1,367
201-000-000-555	Capital Outlay	15,000	-
		723,000	143,122
201-000-000-585	Contingency	133,000	-
201-000-000-595	Unappropriated	686,000	-
		819,000	-

Total Expenses		1,542,000	143,122
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723,000 143,122 19.80%



Sweet Home Public Library

Statistics

September 2023	This month September 2023	Last month August 2023	Year to date 2023	Previous year 2022
Patron Activity				
Door Count	2982	3151	23406	30342
Program participants (all ages)	117	169	1491	589
Total programs(all ages)	13	13	90	41
Circulation and Renewals				
Checkouts & renewals	5109	5829	45396	52702
E-audio & E-book checkouts	595	531	5013	5692
Total items checked out	5704	6360	50409	58394
Public Computers				
Logins	206	249	2014	2497
Resource Sharing Savings				
Cost savings	5561.57	5224.93	45512.78	35892.88
Items borrowed by consortium libraries	343	385	3125	2949
Items borrowed from consortium libraries	355	386	2917	2873
Volunteer Hours				
Hours worked by volunteers	42.5	59	532.5	528
New Library Patrons				
New patron cards issued	36	85	484	606

Events this month: We have started weekly Lapsit and Preschool storytimes with Ms. Kira. We have a monthly Family storytime and a monthly Teen STEAM program starting up too.

Building updates: We received several grants to help spruce up the outdoor area and make it more inviting. With donations from the Friends of the Library we will be adding a TV and Nintendo to the Teen area.

Items of note: We have multiple new staff! Diane moved to a full time position at City Hall. Annalee joined as a 10 hour per week grant funded library assistant, Tawyna and Taylor joined as library assistants, in addition to Kira starting in August.