



CITY OF SWEET HOME LIBRARY BOARD AGENDA

January 13, 2022, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

PHONE: 541-367-5007
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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) [Library Board Minutes 12/9/21](#)

Report of the Librarian

- a) [Librarian Report Dec 2021](#)

Fiscal Report

- a) [Library Fiscal Report](#)

Statistics

- a) [Library Statistics Dec 2021](#)

Unfinished Business

- a) Library Policy Manual update from City Council.

New Business

- a) Discussion on Future Budget requests.

Next Regular Library Board Meeting - 2/10/2022

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.

Library Advisory Board meeting 12/11/21

Present: Eva Journey, Charlene Adams, Council Member Coleman, Don Hopkins. Absent: Jamie Frick, Mailey Brewer.

Call to order at 4:30pm

Approval of minutes

Minutes of 11/18/21 are approved

Librarian Report from Megan:

We continue to get happy reports from the patrons about being fine free. We continue to get some books back that we haven't seen in a while.

We have finished weeding the paperback collection. Many of the paperbacks are going to go into the main collection, if they are part of a series and we have the room on the shelf. So they will be easier to find for patrons.

A lot of new stuff is coming in and slowly being added to the collection. These are replacing and updating items that were removed from the collection. Some will be going to the new shelves and some is going directly to the shelf depending on where there's some room and some interest.

We hope to have puzzles and games ready to checkout before Christmas. We are targeting stuff for all ages. I have some puzzles for toddlers up to some that are very intricate for adults. We are trying to hit everybody with the games in same way.

We have started weeding the kids nonfiction for checkouts and condition. We are ordering new books as need, the same process as the other collections.

Building issues:

We had a patron that had some issues with how long the handicap door stays open. We are looking at getting it adjusted so that it stays open longer. We replaced the lightbulbs in the entryway. Over half were burned out. It is much brighter and nicer in the lobby area now. We fixed a leaky exterior faucet. We had patrons telling us several times a week that it was dripping and the drip became worse so we had it turned off and the part will be replaced soon.

Passive Programming:

Diane and Sarah put together a quick "gratitude tree" kit for Thanksgiving week. We even handed out some after Thanksgiving.

We are currently handing out 3 different kits. Two folded art book kits and a yarn hat ornament. We handed out about 5 today, and about 30 total so far. We offered some Hanukkah activity packs. We had 10 and handed out 5. One mother was super excited that we were handing out something slightly different. We will have something for Kwanzaa too. Word finds and coloring pages.

The statistics are on the handout. Our checkouts for November were down because of numerous closures for illnesses and holidays. Diane ran curbside by herself for a week, so we did continue to have some checkouts for that full week when we were closed, but we were still down a bit.

I will have the policy manual to talk about later on in New Business.

Are there any questions?

What was the City working on there today? (unsure who asked)

They were working on the leak on the outside of the building. Sean was also in earlier today to add backings to the shelving in the children's area where the comic books and early readers are located. These shelves had no spacing on the back and would often get pushed through to the other side. This is something that has been an issue for several year. There is now a board to create a backing between the shelves

From Eva: I'm glad to hear that you're doing some diversity with handouts over the holidays.

We would like this to continue. I'm seeing what is out there and is a good quality for handouts, because people like the handouts and coloring pages and word finds no matter what it actually is.

Finance Report from Brandon:

A couple things of note from this month's report. Property taxes are the biggest revenue generator for the library. They are nearly 11% higher through the end of November than the same period last year. We did anticipate a 3% assessed value increase and a reduction in compression. It is too soon to tell exactly whether we're anticipating more property taxes than we had expected. We are expecting \$10,000 above what is currently budgeted. But at this time we aren't expecting above that.

For other revenues, there isn't much change for the Library fee line, as expected. It is at 41%. It is still higher than the \$1600 we had last year at \$2000.

All in all your revenues are good. You're sitting in a good place and we don't expect any issues for this fiscal year.

On the personnel side for staffing. We are about 42% of the way through the year (end of November) and the fact that the staffing sits at 33% is a little low. We are seeing some changes in the group insurance line. That's where we are seeing our savings. Insurance plans change and people change which options they select. We budgeted what we knew and it looks like some plan revisions happened.

On the Materials and Service section. There's a lot of stuff there. All in all you're sitting at about 20% of the year. So Megan certainly has some flexibility to spend some money through the remainder of the fiscal year. She's been updating stock and replacing things and certainly she'll start eating that up.

The first quarter's worth of administrative charges for service are included in this report. They go through the end of September, which would in a perfect world, be about 25%. You are seeing the admin charges sitting at 15%. That is certainly great new, but it says that we're hoping that we won't have to bill as much. At least not as much as we had planned for. On the Finance side we planned 30% due to most of the charges being right at the beginning of the fiscal years, specifically SpringBrook charges. Audit charges and stuff like that hits us aright at the beginning. We we're always seeing some front

loading from Finance. I don't see that number changing beyond what's budgeted the \$28,004.19. Nothing crazy going on, so we shouldn't see anything higher.

All in all the Library is sitting in a good spot as far as the budget is concerned. This will be food for thought as we start to move towards a budget development cycle. That will kick off in the next few weeks with Capital Planning in January. So I imagine Megan will be back in January with what the Library Board would like to see out of the next budget cycle.

Housing values are holding steady and still climbing. The cutoff for property valuation is January, so I don't see any more changes. We expect another solid year of property taxes and likely a reduction in compression again. For the 2023 Fiscal year we're certainly excited about that, however, the markets are due for a correction. I don't think we are going to see a significant drop, but we will see some flatlining and maybe a small decline, but not what we have seen in the past. I don't predict any financial hardships for us in the next five years. But we are going to monitor that closely as we go. Just food for thought as we go into the next budget cycles. Next year is our chance to take advantage of things that we need to get and get them.

Don: Brandon I have a couple of questions number one is that we received or have we received the \$900,000.00.

Thank you, I should have mentioned that. No. We are still waiting for the check. It will come via certified mail but we have not received it yet. I hope we would see it soon, as we sent off the necessary paperwork before Thanksgiving. It is just a matter of time at this point.

Susan: I'm just curious since we know property taxes, do they fluctuate with compression? Can that impact the library?

We always attempt to set aside 6 months on our ending fund balances each year so that we can do two things. One weather against any sudden change in property taxes, or in case we don't get the cash right away and also to have a small next egg to tap into in case of outlier fiscal years. The library also sends cash to the equipment reserve so that we can tap into that if it becomes necessary. We have changed how we plan for the future. We do a 5 year forecast to make sure that we have enough cash sitting out in that 5 years, instead of just looking at year over year.

Staff believes we're in a good spot financially and then in savings what we can weather some kind of economic downturn. If something happened like in 2008, we would certainly have time to see that coming and have time to prepare.

New Business (Megan):

I have wanted to talk about updating the Library Policy Manual since starting to bring it more up to date and change a few things. My overall thought on this is that I want to make the entire process of getting a library card and checking out materials easier and even just using the Library an easier process. Looking at new citizens in town, making it easier for them to get a new cards.

So that's my overall philosophy is just streamlining where you can, making things, a little bit easier for all sides. It's not just easier for staff and not just this is easier for patrons, but for everybody.

We are going to just go page by page on this. Minor changes and more major changes. Fixing typos. Some of the formatting issues will just be fixed after changes are made at the end.

So I just want to change the mission statement slightly. The Sweet Home Public Library transforms lives by educating inspiring and connecting people. The library is dedicated to fostering and informed engaged and connected city. (some discussion about city vs community).

You need to be a city resident to get a free library card. Change the proof of home address to say current address.

Changing the requirement from a 30 day old utility bill to one that is not more than 90 days old. These bills only come out every 30 days, so it will be easier on patrons to change the requirement to a 90 day window. We will also accept a Driver's License with the current address on it.

Updating the language around those living in motels that have been designated as apartments. Adding in language so that those living in City authorized shelters, run in part by the City, can qualify as a resident for getting a card. This is looking long term at the possibility of this happening within the City. Discussion about what would be acceptable proof of residency for this group. Current discussion is that the group contracted with the City would require City residency for acceptance into the camp. So we could work with this group to get verification as well. This would be a benefit for this group that will need access to computers and other materials while making life changes. I updated the parts on motels, shelters, auto to be non-permanent housing. Otherwise we could just keep listing every possible type of housing here.

Updating so that all types of cards are good for just one year, for residents, non residents and property owners. Cleaning up the section about renewing cards to also be renewed for one year.

This biggest change I am asking for is to change the age when a child can get a card by two years. Currently it is age 7. I'd like to move it down to age 5. At this age kids are most likely enrolled in school and have access to their school library. They should also have access to the city library.

Discussion about the section on fines and fees. Should be have fines listed if we are looking at being fine free? This would still allow if we decide in the future to change back. We could just eliminate where it's says fines. But this kind of gives the options. Just on the fine schedule where would not have fines listed.

Discussion about being a fine free library and a request for the number of items that were long over due that have come back since going fine free.

Lost/forgotten library cards. What was written here before made no sense under this headline. That was deleted and I added in a line that lost library card replacement is subject to the City's fee schedule. And making a new section for when you have forgotten your library card. This goes along the same lines of what we would accept for a new library card.

No changes with the computer card section. No changes with library cards from consortium members or, Oregon Passport cards. Those policies are set by the Consortium and the State Library.

Circulation policy has no fundamental changes, just word clean up.

Updates to the access to personal information. Deleting the ability for a friend to use your card or access your account. Family members can still share their card at their discretion We will not disclose personal information, unless requested to by the account holder. This just makes more sense legally.

Since COVID hit, we have been checking out the current issue of a magazine. This change in policy will allow that to continue. We haven't seen any issues with it over the last year.

Changing the VOX book checkout to 3 weeks. We had it at 2 weeks only because that is about how long the battery would last when used and the books sometimes required a special charger. These chargers have changed and the batteries last longer, so it is no longer an issue.

DVDs will still checkout for just 1 week. I am just eliminating the need to be 18 to checkout a DVD. It still would be up to the Guardian of the card Holder to determine if they will check this materials out they will be treated the same as books. It will be up to the parent or guardian if those under 18 can checkout a DVD on their card. DVDs no longer cost a ton, so we are removing some of the restrictions. We are also going to allow 5 DVDs per card and not just per household. *Small discussion about this having been in place.*

Car repair manuals have been moved to the regular non-fiction collection so this section can be removed and we no longer need to take a deposit on them for checkout. The Reference section has also been moved to general non fiction, so this section can be eliminated too.

Added in a mention of the ability to send a text message for a notification of over due materials.

Suspension of borrower privileges. Current practice is that if one person in the family has fines or fees, no one from the same household can check items out. This eliminates that barrier for the family members. So if a parent has a fee, the child can still checkout materials.

Under the Collection Agency section, we are raising the amount to \$75 owed before we send to a collection agency.

In the Computer Use Policy section, we are looking at the possibility of adding laptops or other electronic devices for checkout, so I added a section to cover this possibility.

Under the Collection Development section, I've added a line that many libraries use. The library's acquisition of materials does not constitute an endorsement of the materials content. Just because we have it does not mean that all of the library staff agree with it and we do have a wide variety of staff.

Eva: I think that is really important.

A few other language cleanup changes. For donations, adding in that they need to be new or like new and criteria for how current the content is.

When we look at materials we are going to withdraw or replace we also look at how many times it has checked out, the condition, and any use within the library building.

Under the request for reconsideration of materials or additions, just adding in that the Director will respond to a request in writing and in a timely fashion. Just adding a timeframe here.

Looking towards moving to a new facility and looking at the section for Displays of Art. I would like the consideration of artwork to be more with the library and not with an outside group, so the library has a bit more say in what happens in the library. The art would also be a defacto part of the city.

For the bulletin Board, space isn't really limited, so that line was eliminated,

Changing the performance section to state programming performer or presenter because a juggler is slightly different than someone coming in from OSU and presenting on a topic. Food and beverages are also allowed at a program or event.

Discussion about types of clothing required to be in the library.

Updating electronic devices language.

Streamlining the section of Proctoring.

Volunteer section. Volunteers should not have access to the computers and databases where all of the patron information is. So that is taken out. Adding in a section that they can assist with programs. And then that I have the discretion for other volunteer duties as assigned.

The appendices remain the same other than spelling Freedom correctly.

Jamie was absent from the meeting, but sent an email in prior that she was fine with all the changes.

We can continue discussion next month or approve it next month. If you are good with it now, it can be sent for City Council review at their next meeting in January.

Discussion about the policies cited in the appendices are old, but the newest version put out by ALA.

Motion was approved to adopt the new policy manual as discussed.

Discussion about moving towards a fine free library and keeping that in the City's fee schedule. The fee schedule is approved in January typically. Per Finance that date can be pushed back a little bit to be after the February Library Board meeting.

Meeting adjourned at 5:37pm

Report of the Librarian for December 2021 Activities

Unfinished Business:

Fine Free continues to go well, with happy reactions from patrons. Other Libraries in the consortium are also considering going fine free.

Proposed changes to the Library Policy manual were presented to City Council at the January 11, 2022 meeting.

Our circulation went up for December over our November numbers. For both print and electronic items.

New Business:

New Library Board member application has been received.

Joy and Megan are starting to plan for Summer Reading 2022. This year's theme is "Beyond the Beaten Path." We will meet with the Friends of the Library soon.

Collection updates:

Staff continue to be busy with various projects to refresh the collections.

We are going to be adding games and puzzles for checkout soon, we have been delayed due to an illness. They will be all ages or targeted to child, teen, adult age groups, depending on the game. Thanks to a donation from the Friend's of the Library we will have over 50 games and puzzles available to the community.

We finished weeding the kid's non fiction books for checkouts and condition. New books are arriving and being added as time permits.

We finished a weed of the Science Fiction/Fantasy collection. New titles have been ordered to fill out popular series and new authors and titles have been ordered to refresh the collection.

We are working on weeding the adult fiction collection for checkouts and condition. New items are being continually ordered as gaps are found.

We are highlighting individual titles on Facebook and have already seen some checkouts directly because of this.

Building issues:

Staff and patrons continue to deal with cold areas within the building, especially during the great snow of 2021.

Items in both bookdrops continue to get wet due to weather. The alleyway drop is more concerning because it is uncovered and water can get in via the drop slot if not closed properly.

Passive Programming:

Take and Make kits for December started on Dec 3rd. We offered 3 different crafts and gave away over 70 packets.

We offered Hanukkah, Christmas, Kwanzaa and New Year's Eve activity packets for kids.

The week of Christmas, we had a mini scavenger hunt for kids to find a Gingerbread cutout and turn it in for a bag of books supplied by the Friends of the Library. We had several families respond that they hadn't been into the Library since 2020, but came in for this.

New Building:

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

Grants:

The check for the Ready to Read grant from the Oregon State Library for 2022 should be arriving the first or second week of January. This will partially fund the Summer Reading program and allow us to update several children's collections.

Most grant applications open in January, so I will be looking at them and seeing which ones are relevant to us and worth the amount of time necessary to apply.

General Ledger

Budget to Actual



User: bneish
 Printed: 1/11/2022 6:15:45 PM
 Period 06 - 06
 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	0.00	-1,000.00	0.00	0.00
201-008-347-020	Library Fees	-1,799.15	-5,000.00	-285.00	-2,342.06	0.00	46.84
201-008-364-030	Donations	-1,405.00	0.00	-350.00	-350.00	0.00	0.00
201-008-395-011	Miscellaneous Revenue	-1,012.24	-3,000.00	-116.50	-1,189.51	0.00	39.65
201	Library	-70,762.39	-8,000.00	-751.50	-4,881.57	0.00	61.02
	Other	-70,762.39	-8,000.00	-751.50	-4,881.57	0.00	61.02
201-008-311-010	Current Property Taxes	-454,388.66	-508,979.00	-33,416.91	-498,696.07	0.00	97.98
201-008-319-010	Delinquent Prop. Taxes	-6,819.84	-10,530.00	-479.12	-6,957.15	0.00	66.07
201	Library	-461,208.50	-519,509.00	-33,896.03	-505,653.22	0.00	97.33
	Property Taxes	-461,208.50	-519,509.00	-33,896.03	-505,653.22	0.00	97.33
201-008-455-110	Staff Pay	76,468.30	163,413.00	13,998.43	74,592.54	0.00	45.65
201-008-455-210	Group Insurance	11,870.63	58,294.00	2,667.10	13,629.77	0.00	23.38
201-008-455-220	FICAMedicare	6,441.76	12,500.00	1,045.23	5,567.66	0.00	44.54
201-008-455-230	Retirement	10,627.62	22,469.00	1,922.47	9,995.03	0.00	44.48
201-008-455-250	Unemployment Contribution	35.63	165.00	19.35	104.30	0.00	63.21
201-008-455-260	Workers' Compensation	114.68	221.00	13.78	72.26	0.00	32.70
201	Library	105,558.62	257,062.00	19,666.36	103,961.56	0.00	40.44
	Personal Services	105,558.62	257,062.00	19,666.36	103,961.56	0.00	40.44
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	2,607.80	4,269.97	0.00	49.74
201-008-455-340	Technical Services	4,117.36	15,000.00	56.00	3,350.61	19.25	22.34
201-008-455-423	Custodial Services	991.25	5,000.00	325.00	1,570.84	0.00	31.42
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	2,316.50	6,120.00	989.85	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	13.80	0.00	0.25
201-008-455-540	Advertising	300.30	6,000.00	180.00	210.00	208.25	3.50
201-008-455-550	Duplicating & Printing	693.89	3,000.00	168.01	197.26	0.00	6.58

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	0.00	-42.78	0.00	-1.71
201-008-455-610	Office Supplies	4,950.65	7,500.00	7.99	689.30	0.00	9.19
201-008-455-611	Cleaning Supplies	665.88	3,000.00	0.00	20.80	0.00	0.69
201-008-455-612	Operating Supplies	2,624.20	6,000.00	4,277.90	8,213.72	0.00	136.90
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	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	395.55	2,550.00	263.11	460.22	0.00	18.05
201-008-455-622	Electricity	2,780.26	7,300.00	361.50	3,366.35	0.00	46.11
201-008-455-623	Phone	1,330.20	4,800.00	528.51	1,477.77	0.00	30.79
201-008-455-624	TVInternet	3,773.71	6,300.00	754.74	4,528.44	0.00	71.88
201-008-455-630	Food & Beverage	14.61	2,500.00	0.00	162.79	24.99	6.51
201-008-455-640	Books & Periodicals	9,829.28	35,350.00	4,014.63	15,338.68	0.00	43.39
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	12,453.32	35,213.00	7,449.00	14,069.00	0.00	39.95
201-008-455-813	Finance Chrg for Svc	9,909.94	28,419.00	7,121.00	15,764.00	0.00	55.47
201	Library	77,643.91	212,686.00	29,111.94	78,375.17	465.49	36.85
	Material & Services	77,643.91	212,686.00	29,111.94	78,375.17	465.49	36.85
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

General Ledger

Detailed Trial Balance

User: bneish
 Printed: 01/11/2022 - 6:18PM
 Period: 04 to 06, 2022



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
201	Library					
REVENUE						
201-008	Library					
201-008-311-010	Current Property Taxes	508,979.00				
11/18/2021 CR 5 78	Property Tax Library Cur Linn County Cash Receipts Batch 00718.11.2021	# 9698485		0.00	48,888.55	
11/18/2021 CR 5 78	Property Tax Library Cur Linn County Cash Receipts Batch 00718.11.2021	# 9698484		0.00	21,599.52	
11/24/2021 CR 5 152	Property Tax Library Cur Linn County Cash Receipts Batch 00719.11.2021	# 9698784		0.00	261,837.67	
11/24/2021 CR 5 179	Property Tax Library Cur Linn County Cash Receipts Batch 00724.11.2021	# 9699531		0.00	132,953.42	
12/22/2021 CR 6 123	Property Tax Library Cur Linn County Cash Receipts Batch 00722.12.2021	# 9701842		0.00	28,965.43	
12/22/2021 CR 6 123	Property Tax Library Cur Linn County Cash Receipts Batch 00722.12.2021	# 9701843		0.00	4,451.48	
	201-008-311-010 Totals:		508,979.00	0.00	498,696.07	-498,696.07
	Var: 10,282.93		10,530.00			
201-008-319-010	Delinquent Prop. Taxes					
10/7/2021 CR 4 174	Property Tax Library Del Linn County Cash Receipts Batch 00707.10.2021	# 9698418		0.00	990.31	
11/18/2021 CR 5 78	Property Tax Library Del Linn County Cash Receipts Batch 00718.11.2021	# 9698485		0.00	191.80	
11/18/2021 CR 5 78	Property Tax Library Del Linn County Cash Receipts Batch 00718.11.2021	# 9698484		0.00	812.49	
11/24/2021 CR 5 152	Property Tax Library Del Linn County Cash Receipts Batch 00719.11.2021	# 9698784		0.00	297.86	
11/24/2021 CR 5 179	Property Tax Library Del Linn County Cash Receipts Batch 00724.11.2021	# 9699531		0.00	589.71	
12/22/2021 CR 6 123	Property Tax Library Del Linn County Cash Receipts Batch 00722.12.2021	# 9701843		0.00	156.37	
12/22/2021 CR 6 123	Property Tax Library Del Linn County Cash Receipts Batch 00722.12.2021	# 9701842		0.00	322.75	

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	201-008-319-010 Totals:	Var: 3,572.85	10,530.00	-3,595.86	3,361.29	-6,957.15
201-008-330-030	Misc. Operating Grants	0.00				
11/17/2021 CR	5 71 TMS Grant Library Deposit 11/17/2021 Cash Receipts Batch 00217.11.2021	# 9698416		0.00	1,000.00	
	201-008-330-030 Totals:	Var: -1,000.00	0.00	0.00	1,000.00	-1,000.00
201-008-330-040	Misc. Capital Grants	0.00				
	201-008-330-040 Totals:		0.00	0.00	0.00	0.00
201-008-334-030	State Operating Grant	0.00				
	201-008-334-030 Totals:		0.00	0.00	0.00	0.00
201-008-347-020	Library Fees	5,000.00				
10/6/2021 CR	4 27 Library Fees Raquel Jones Cash Receipts Batch 00806.10.2021	# 9693478		0.00	35.00	
10/15/2021 CR	4 87 Library Fees CHANCE SMITH Cash Receipts Batch 00815.10.2021	# 9695048		0.00	6.00	
10/19/2021 CR	4 112 Library Fees Roger James Cash Receipts Batch 00819.10.2021	# 9695395		0.00	35.00	
10/20/2021 CR	4 117 Library Fees Kezia Brodie Cash Receipts Batch 00820.10.2021	# 9695449		0.00	35.00	
10/21/2021 CR	4 123 Library Fees Tammi Rae Andrews Cash Receipts Batch 00821.10.2021	# 9695500		0.00	6.98	
10/23/2021 CR	4 131 Library Fees Cash Receipts Batch 00823.10.2021	# 9695538		0.00	6.00	
10/27/2021 CR	4 145 Library Fees Amanda Williams Cash Receipts Batch 00827.10.2021	# 9695688		0.00	22.98	
11/17/2021 CR	5 71 Library Fees Library Deposit 11/17/2021 Cash Receipts Batch 00217.11.2021	# 9698416		0.00	364.90	
11/23/2021 CR	5 139 Library Fees CHRISTINA BELLAH Cash Receipts Batch 00823.11.2021	# 9698707		0.00	35.00	
11/30/2021 CR	5 161 Library Fees Debra Johnson Cash Receipts Batch 00830.11.2021	# 9698956		0.00	35.00	
11/30/2021 CR	5 161 Library Fees ERIC M. MOREFIELD Cash Receipts Batch 00830.11.2021	# 9698960		0.00	10.75	
11/30/2021 CR	5 180 Library Fees Library Deposit Cash Receipts Batch 00030.11.2021	# 9699020		0.00	35.00	
12/1/2021 CR	6 9 Library Fees MARIZA HERRERA Cash Receipts Batch 00801.12.2021	# 9699028		0.00	5.00	
12/2/2021 CR	6 16 Library Fees JOHN BRUNSON Cash Receipts Batch 00802.12.2021	# 9699097		0.00	35.00	

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance	
12/18/2021 CR	6 97 Library Fees Karen Thornton Cash Receipts Batch 00818.12.2021	# 9701564		0.00	35.00		
12/21/2021 CR	6 115 Library Fees Kathy Irvin Cash Receipts Batch 00821.12.2021	# 9701738		0.00	35.00		
12/22/2021 CR	6 122 Library Fees Angela Helliwell Cash Receipts Batch 00822.12.2021	# 9701837		0.00	35.00		
12/30/2021 CR	6 182 Library Fees Caroline Bostrom Cash Receipts Batch 00830.12.2021	# 9702142		0.00	35.00		
12/31/2021 CR	6 196 Library Fees Library Deposit Cash Receipts Batch 00031.12.2021	# 9702341		0.00	105.00		
201-008-347-020 Totals:			5,000.00	-1,429.45	0.00	912.61	-2,342.06
201-008-351-020	Library Fines		0.00				
201-008-351-020 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-361-010	Interest		5,363.00				
201-008-361-010 Totals:			5,363.00	0.00	0.00	0.00	0.00
201-008-361-011	Interest on Taxes		0.00				
201-008-361-011 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-364-030	Donations		0.00				
12/31/2021 CR	6 196 Library Donation Library Deposit Cash Receipts Batch 00031.12.2021	# 9702341		0.00	350.00		
201-008-364-030 Totals:			0.00	0.00	350.00	-350.00	
201-008-395-011	Miscellaneous Revenue		3,000.00				
11/17/2021 CR	5 71 Library Fund Misc Library Deposit 11/17/2021 Cash Receipts Batch 00217.11.2021	# 9698416		0.00	166.20		
11/30/2021 CR	5 180 Library Fund Misc Library Deposit Cash Receipts Batch 00030.11.2021	# 9699020		0.00	62.62		
12/31/2021 CR	6 196 Library Fund Misc Library Deposit Cash Receipts Batch 00031.12.2021	# 9702341		0.00	116.50		
201-008-395-011 Totals:			3,000.00	-844.19	0.00	345.32	-1,189.51
201-008 REVENUE Totals:			532,872.00	-5,869.50	0.00	504,665.29	-510,534.79
REVENUE Totals:			532,872.00	-5,869.50	0.00	504,665.29	-510,534.79
EXPENSE							
201-008	Library						
201-008-455-110	Staff Pay		163,413.00				

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
10/29/2021 PR	4 151 Computer Checks Batch 00002.10.2021			13,504.98	0.00	
11/30/2021 PR	5 146 Computer Checks Batch 00002.11.2021			13,124.46	0.00	
12/30/2021 PR	6 148 Computer Checks Batch 00003.12.2021			13,998.43	0.00	
201-008-455-110	Totals: Var: 88,820.46	163,413.00	33,964.67	40,627.87	0.00	74,592.54
201-008-455-111	Council Pay	0.00				
201-008-455-111	Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-112	City Attorney	0.00				
201-008-455-112	Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-113	Municipal Judge	0.00				
201-008-455-113	Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-120	Temporary Employees	0.00				
201-008-455-120	Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-130	Overtime	0.00				
201-008-455-130	Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-210	Group Insurance	58,294.00				
10/29/2021 PR	4 151 Computer Checks Batch 00002.10.2021			3,335.89	0.00	
10/31/2021 GL	4 173 distr 5% Oct EE contribution			0.00	455.72	
11/30/2021 PR	5 146 Computer Checks Batch 00002.11.2021			3,110.89	0.00	
11/30/2021 GL	5 178 distr 5% Nov EE contribution			0.00	519.49	
12/30/2021 PR	6 148 Computer Checks Batch 00003.12.2021			3,092.44	0.00	
12/30/2021 GL	6 197 Dec 21 5% EE			0.00	425.34	
201-008-455-210	Totals: Var: 44,664.23	58,294.00	5,491.10	9,539.22	1,400.55	13,629.77
201-008-455-220	FICA/Medicare	12,500.00				
10/29/2021 PR	4 151 Computer Checks Batch 00002.10.2021			1,022.82	0.00	
11/30/2021 PR	5 146 Computer Checks Batch 00002.11.2021			972.53	0.00	
12/30/2021 PR	6 148 Computer Checks Batch 00003.12.2021			1,045.23	0.00	
201-008-455-220	Totals: Var: 6,932.34	12,500.00	2,527.08	3,040.58	0.00	5,567.66
201-008-455-230	Retirement	22,469.00				
10/29/2021 PR	4 151 Computer Checks Batch 00002.10.2021			1,890.25	0.00	
11/30/2021 PR	5 146 Computer Checks Batch 00002.11.2021			1,817.59	0.00	
12/30/2021 PR	6 148 Computer Checks Batch 00003.12.2021			1,922.47	0.00	
201-008-455-230	Totals: Var: 12,473.97	22,469.00	4,364.72	5,630.31	0.00	9,995.03

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
201-008-455-240	Tuition Reimbursement	0.00				
	201-008-455-240 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-250	Unemployment Contribution	165.00				
10/29/2021 PR	4 151 Computer Checks Batch 00002.10.2021			19.76	0.00	
11/30/2021 PR	5 146 Computer Checks Batch 00002.11.2021			16.99	0.00	
12/30/2021 PR	6 148 Computer Checks Batch 00003.12.2021			19.35	0.00	
	201-008-455-250 Totals: Var: 60.70	165.00	48.20	56.10	0.00	104.30
201-008-455-260	Workers' Compensation	221.00				
10/29/2021 PR	4 151 Computer Checks Batch 00002.10.2021			13.33	0.00	
11/30/2021 PR	5 146 Computer Checks Batch 00002.11.2021			12.63	0.00	
12/30/2021 PR	6 148 Computer Checks Batch 00003.12.2021			13.78	0.00	
	201-008-455-260 Totals: Var: 148.74	221.00	32.52	39.74	0.00	72.26
201-008-455-290	Other Payroll Expense	0.00				
	201-008-455-290 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-310	Memberships/Dues	100.00				
	201-008-455-310 Totals: Var: -50.00	100.00	150.00	0.00	0.00	150.00
201-008-455-311	Subscriptions	1,000.00				
	201-008-455-311 Totals: Var: 508.03	1,000.00	491.97	0.00	0.00	491.97
201-008-455-320	Professional Services	8,585.00				
10/18/2021 AP	4 98 100753 - Megan Dazey Ck# 93288			18.00	0.00	
12/28/2021 AP	6 168 100506 - Pointe Pest Control-OR, LLC Ck# 93602			115.00	0.00	
12/28/2021 AP	6 168 100753 - Megan Dazey Ck# 93554			2,492.80	0.00	
	201-008-455-320 Totals: Var: 4,315.03	8,585.00	1,644.17	2,625.80	0.00	4,269.97
201-008-455-321	Labor Relations	0.00				
	201-008-455-321 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-331	Auditing	0.00				
	201-008-455-331 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-332	Investment Services	0.00				
	201-008-455-332 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-333	Lien Search	0.00				
	201-008-455-333 Totals:	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	201-008-455-333 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-340	Technical Services	15,000.00				
12/7/2021 AP	6 173 022116 - NATIONAL PHOTOCOPY CORPORATI Ck# 93585			28.00	0.00	
12/7/2021 AP	6 173 022116 - NATIONAL PHOTOCOPY CORPORATI Ck# 93585			28.00	0.00	
	201-008-455-340 Totals:	15,000.00	3,294.61	56.00	0.00	3,350.61
201-008-455-341	Codification of Ordinance	0.00				
	201-008-455-341 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-400	Easements	0.00				
	201-008-455-400 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-423	Custodial Services	5,000.00				
10/25/2021 AP	4 166 033661 - SUNSHINE INDUSTRIES UNLIMITED, Ck# 93366			325.00	0.00	
12/8/2021 AP	6 39 033661 - SUNSHINE INDUSTRIES UNLIMITED, Ck# 93489			325.00	0.00	
	201-008-455-423 Totals:	5,000.00	920.84	650.00	0.00	1,570.84
201-008-455-424	Lawn Care	0.00				
	201-008-455-424 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-430	Equipment Repair & Maintenance	4,000.00				
	201-008-455-430 Totals:	4,000.00	0.00	0.00	0.00	0.00
201-008-455-431	Building Repair & Maintenance	6,120.00				
11/10/2021 AP	5 51 100468 - Forster Locksmith Services, Inc. Ck# 93338			503.75	0.00	
11/17/2021 AP	5 89 100557 - Moore Holding Corporation Ck# 93417			1,193.00	0.00	
11/10/2021 AP	5 98 015400 - HOY'S TRUE VALUE Ck# 93375			19.99	0.00	
12/1/2021 AP	6 160 032454 - SOUTH FORK TRADING CO., INC. Ck# 93614			189.85	0.00	
12/7/2021 AP	6 173 100798 - Mark Edward McAllister Ck# 93580			800.00	0.00	
	201-008-455-431 Totals:	6,120.00	1,186.85	2,706.59	0.00	3,893.44
201-008-455-432	Grounds Maintenance	2,000.00				
	201-008-455-432 Totals:	2,000.00	0.00	0.00	0.00	0.00
201-008-455-441	Building Rental	0.00				
	201-008-455-441 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-442	Equipment/Vehicle Rental	300.00				
	201-008-455-442 Totals:	300.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
201-008-455-520	Insurance	5,549.00				
12/28/2021 AP	6 168 100633 - Cascade Centers, Inc.			6.90	0.00	
	201-008-455-520 Totals:	Var: 5,535.20	5,549.00	6.90	6.90	0.00
201-008-455-521	SAIF Expense	0.00				13.80
	201-008-455-521 Totals:		0.00	0.00	0.00	0.00
201-008-455-540	Advertising	6,000.00				
12/14/2021 AP	6 169 022410 - Scottmiriam, Inc.			180.00	0.00	
	201-008-455-540 Totals:	Var: 5,790.00	6,000.00	30.00	180.00	0.00
201-008-455-541	Tourism	0.00				210.00
	201-008-455-541 Totals:		0.00	0.00	0.00	0.00
201-008-455-550	Duplicating & Printing	3,000.00				
12/7/2021 AP	6 173 022116 - NATIONAL PHOTOCOPY CORPORATI			135.10	0.00	
12/7/2021 AP	6 173 022116 - NATIONAL PHOTOCOPY CORPORATI			32.91	0.00	
	201-008-455-550 Totals:	Var: 2,802.74	3,000.00	29.25	168.01	0.00
201-008-455-580	Training/Travel	2,500.00				
11/18/2021 AP	5 101 100772 - Jason Adamson			90.00	0.00	
	201-008-455-580 Totals:	Var: 2,542.78	2,500.00	-132.78	90.00	0.00
201-008-455-610	Office Supplies	7,500.00				
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.			16.76	0.00	
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.			275.96	0.00	
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.			29.98	0.00	
11/8/2021 AP	5 182 AMAZON - Amazon Capital Services, Inc.			82.68	0.00	
12/1/2021 AP	6 185 AMAZON - Amazon Capital Services, Inc.			7.99	0.00	
	201-008-455-610 Totals:	Var: 6,810.70	7,500.00	275.93	413.37	0.00
201-008-455-611	Cleaning Supplies	3,000.00				689.30
	201-008-455-611 Totals:	Var: 2,979.20	3,000.00	20.80	0.00	0.00
201-008-455-612	Operating Supplies	6,000.00				20.80
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.			14.99	0.00	
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.			7.43	0.00	
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.			3.97	0.00	
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.			9.96	0.00	
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.			14.79	0.00	
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.			107.62	0.00	

Account Number		Description				Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
10/4/2021	AP	4	180	AMAZON - Amazon Capital Services, Inc.	Ck# 0		9.99	0.00		
10/4/2021	AP	4	180	AMAZON - Amazon Capital Services, Inc.	Ck# 0		9.99	0.00		
10/4/2021	AP	4	180	AMAZON - Amazon Capital Services, Inc.	Ck# 0		13.50	0.00		
10/4/2021	AP	4	180	AMAZON - Amazon Capital Services, Inc.	Ck# 0		5.88	0.00		
10/4/2021	AP	4	180	AMAZON - Amazon Capital Services, Inc.	Ck# 0		9.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		14.98	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		24.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		11.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		40.95	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		10.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		109.47	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		13.98	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		12.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		343.20	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		10.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		32.18	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		33.94	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		7.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		14.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		10.87	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		43.96	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		0.00	16.36		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		28.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		11.88	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		77.89	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		19.98	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		28.22	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		46.05	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		14.98	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		5.69	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		17.97	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		11.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		15.99	0.00		
11/8/2021	AP	5	182	AMAZON - Amazon Capital Services, Inc.	Ck# 0		27.70	0.00		
12/3/2021	AP	6	159	015400 - HOY'S TRUE VALUE	Ck# 93563		9.99	0.00		
12/7/2021	AP	6	173	009285 - DEMCO, Inc.	Ck# 93555		3,061.99	0.00		
12/7/2021	AP	6	173	018715 - The Library Store, Inc.	Ck# 93616		764.04	0.00		
12/7/2021	AP	6	173	009285 - DEMCO, Inc.	Ck# 93555		244.13	0.00		
12/1/2021	AP	6	185	AMAZON - Amazon Capital Services, Inc.	Ck# 0		118.49	0.00		
12/1/2021	AP	6	185	AMAZON - Amazon Capital Services, Inc.	Ck# 0		17.96	0.00		
12/1/2021	AP	6	185	AMAZON - Amazon Capital Services, Inc.	Ck# 0		53.31	0.00		

Account Number		Description		Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.			7.99	0.00	
			201-008-455-612 Totals:	6,000.00	2,698.28	5,531.80	16.36	8,213.72
201-008-455-613			Uniforms/Clothing	400.00				
			201-008-455-613 Totals:	400.00	0.00	0.00	0.00	0.00
201-008-455-614			Tools & Small Equipment	0.00				
			201-008-455-614 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-615			Bank Expense	0.00				
			201-008-455-615 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-616			Jail Expense	0.00				
			201-008-455-616 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-617			Furniture	2,500.00				
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.			178.99	0.00	
			201-008-455-617 Totals:	2,500.00	0.00	178.99	0.00	178.99
201-008-455-618			Postage	200.00				
			201-008-455-618 Totals:	200.00	0.00	0.00	0.00	0.00
201-008-455-619			Computers	5,000.00				
			201-008-455-619 Totals:	5,000.00	0.00	0.00	0.00	0.00
201-008-455-620			Utilities	0.00				
			201-008-455-620 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-621			Natural Gas	2,550.00				
10/25/2021	AP	4	166 023050 - Northwest Natural			146.41	0.00	
12/8/2021	AP	6	39 023050 - Northwest Natural			263.11	0.00	
			201-008-455-621 Totals:	2,550.00	50.70	409.52	0.00	460.22
201-008-455-622			Electricity	7,300.00				
10/18/2021	AP	4	98 025750 - PACIFIC POWER			650.85	0.00	
11/10/2021	AP	5	51 025750 - PACIFIC POWER			537.23	0.00	
12/8/2021	AP	6	39 025750 - PACIFIC POWER			361.50	0.00	
			201-008-455-622 Totals:	7,300.00	1,816.77	1,549.58	0.00	3,366.35
201-008-455-623			Phone	4,800.00				
10/22/2021	AP	4	164 006111 - CENTURYLINK - Bus			240.65	0.00	

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance	
10/18/2021 AP	4 169 100488 - AT&T Mobility/First Net	Ck# 0		44.09	0.00		
11/24/2021 AP	5 169 100488 - AT&T Mobility/First Net	Ck# 0		44.03	0.00		
12/8/2021 AP	6 39 006111 - CENTURYLINK - Bus	Ck# 0		242.24	0.00		
12/28/2021 AP	6 168 006111 - CENTURYLINK - Bus	Ck# 0		242.24	0.00		
12/14/2021 AP	6 191 100488 - AT&T Mobility/First Net	Ck# 0		44.03	0.00		
	201-008-455-623 Totals:	Var: 3,322.23	4,800.00	620.49	857.28	0.00	1,477.77
201-008-455-624	TV/Internet		6,300.00				
10/25/2021 AP	4 166 002623 - COMCAST BUSINESS	Ck# 93333		754.74	0.00		
11/23/2021 AP	5 165 002623 - COMCAST BUSINESS	Ck# 93464		754.74	0.00		
12/28/2021 AP	6 168 002623 - COMCAST BUSINESS	Ck# 93547		754.74	0.00		
	201-008-455-624 Totals:	Var: 1,771.56	6,300.00	2,264.22	2,264.22	0.00	4,528.44
201-008-455-626	Gasoline/Fuel		0.00				
	201-008-455-626 Totals:		0.00	0.00	0.00	0.00	0.00
201-008-455-630	Food & Beverage		2,500.00				
	201-008-455-630 Totals:	Var: 2,337.21	2,500.00	162.79	0.00	0.00	162.79
201-008-455-640	Books & Periodicals		35,350.00				
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		16.20	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		8.99	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		26.38	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		13.74	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		0.00	9.78		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		0.00	11.96		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		16.99	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		18.00	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		356.35	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		17.39	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		0.00	0.49		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		213.55	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		14.00	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		13.12	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		12.49	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		19.99	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		125.67	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		8.00	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		10.58	0.00		
10/4/2021 AP	4 180 AMAZON - Amazon Capital Services, Inc.	Ck# 0		19.99	0.00		
11/8/2021 AP	5 182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		29.99	0.00		

Account Number		Description		Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		168.50	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		17.99	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		12.50	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		18.94	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		15.80	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		16.09	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		21.05	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		276.09	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		115.21	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		19.49	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		91.83	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		12.46	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		12.99	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		13.43	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		189.92	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		14.59	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		93.49	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		187.24	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		18.49	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		213.34	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		14.17	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		216.38	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		12.99	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		9.99	0.00	
11/8/2021	AP	5	182 AMAZON - Amazon Capital Services, Inc.	Ck# 0		404.65	0.00	
12/7/2021	AP	6	173 006990 - CENTER POINT LARGE PRINT	Ck# 93543		175.56	0.00	
12/7/2021	AP	6	173 015870 - INGRAM LIBRARY SERVICES	Ck# 93568		1,517.43	0.00	
12/7/2021	AP	6	173 018659 - Library Ideas, LLC	Ck# 93576		767.10	0.00	
12/7/2021	AP	6	173 006990 - CENTER POINT LARGE PRINT	Ck# 93543		180.36	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		8.88	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		22.44	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		14.99	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		14.29	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		308.08	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		335.80	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		10.26	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		13.46	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		319.32	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		29.95	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		23.99	0.00	
12/1/2021	AP	6	185 AMAZON - Amazon Capital Services, Inc.	Ck# 0		14.95	0.00	

Account Number		Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
12/1/2021	AP	6 185 AMAZON - Amazon Capital Services, Inc.			21.49	0.00	
12/1/2021	AP	6 185 AMAZON - Amazon Capital Services, Inc.			1.39	0.00	
12/1/2021	AP	6 185 AMAZON - Amazon Capital Services, Inc.			25.99	0.00	
12/1/2021	AP	6 185 AMAZON - Amazon Capital Services, Inc.			20.96	0.00	
12/1/2021	AP	6 185 AMAZON - Amazon Capital Services, Inc.			119.99	0.00	
12/1/2021	AP	6 185 AMAZON - Amazon Capital Services, Inc.			14.67	0.00	
12/1/2021	AP	6 185 AMAZON - Amazon Capital Services, Inc.			17.99	0.00	
12/1/2021	AP	6 185 AMAZON - Amazon Capital Services, Inc.			22.04	0.00	
12/1/2021	AP	6 185 AMAZON - Amazon Capital Services, Inc.			13.25	0.00	
201-008-455-640 Totals:			35,350.00	8,217.24	7,143.67	22.23	15,338.68
201-008-455-650		Awards & Recognition	0.00				
201-008-455-650 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-455-710		Land	0.00				
201-008-455-710 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-455-720		Buildings	0.00				
201-008-455-720 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-455-730		Projects & Improvements	0.00				
201-008-455-730 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-455-731		Construction	0.00				
201-008-455-731 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-455-741		Machinery	0.00				
201-008-455-741 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-455-742		Vehicles	0.00				
201-008-455-742 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-455-803		Special Events	6,500.00				
201-008-455-803 Totals:			6,500.00	0.00	0.00	0.00	0.00
201-008-455-804		CEIP	0.00				
201-008-455-804 Totals:			0.00	0.00	0.00	0.00	0.00
201-008-455-805		Safety Incentive Program	0.00				
201-008-455-805 Totals:			0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
201-008-455-806	Elderly Nutrition	0.00				
	201-008-455-806 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-807	Senior Center	0.00				
	201-008-455-807 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-808	Community Grants	0.00				
	201-008-455-808 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-809	Grant Expense	0.00				
	201-008-455-809 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-810	Economic Development	0.00				
	201-008-455-810 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-811	Sweet Home Pool Donations	0.00				
	201-008-455-811 Totals:	0.00	0.00	0.00	0.00	0.00
201-008-455-812	Administrative Chrg for Svc	35,213.00				
12/31/2021 GL	6 198 Q2 ISR charges			7,449.00	0.00	
	201-008-455-812 Totals:	35,213.00	6,620.00	7,449.00	0.00	14,069.00
	Var: 21,144.00					
201-008-455-813	Finance Chrg for Svc	28,419.00				
12/31/2021 GL	6 198 Q2 ISR charges			7,121.00	0.00	
	201-008-455-813 Totals:	28,419.00	8,643.00	7,121.00	0.00	15,764.00
	Var: 12,655.00					
201-008-490-000	Contingency	19,084.00				
	201-008-490-000 Totals:	19,084.00	0.00	0.00	0.00	0.00
	Var: 19,084.00					
	201-008 EXPENSE Totals:	488,832.00	85,440.32	98,335.55	1,439.14	182,336.73
	EXPENSE Totals:	488,832.00	85,440.32	98,335.55	1,439.14	182,336.73
	201 Totals:	1,021,704.00	79,570.82	98,335.55	506,104.43	-328,198.06
	Report Totals:	1,021,704.00	79,570.82	98,335.55	506,104.43	-328,198.06



City of Sweet Home
 Sweet Home Public Library
 1101 – 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

	August 2021	Sept 2021	YTD 2021	2020	5 YR AVG
Patron Activity					
OPAC Logins	277	254	2,410	2,448	2,567
SIP2 Logins	607	563	5,130	6,962	4,530
Circulation and Renewals					
Checkouts	2,855	2,354	22,891	26,079	38,663
Renewals by Staff	407	525	4,512	3,084	6,289
Renewals by OPAC	250	189	2,045	1,610	2,281
Holds Requested					
Holds by Staff	138	192	1,283	1,270	1,459
Holds by OPAC	118	89	1,141	1,528	1,390
Item Counts					
	35,700	35,784	35,784	35,596	35,348
Public Access Computers					
Pages Printed	n/a	3,148	n/a	4,209	5,075
Resource Sharing Savings					
	2,842.13	2,829.76	n/a	8,206.95	21,709
Items borrowed by consortium libraries	n/a	217	n/a	n/a	n/a
Items borrowed from consortium libraries	n/a	246	n/a	n/a	n/a

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

Other statistics

Tuesday continues to be our busiest day of the week with over 900 items checked out on Tuesdays for the month. Wednesday and Thursday are equally busy with 595 items checked out each Wednesday and Thursday in September.

Events

Opened for 2 additional hours in the morning on Tuesdays starting on September 14th. The Harvest Festival went very well with lots of entertained kids, teens and adults checking out the games and activities in the Kid's Zone.

The official end of summer reading was in September we had the following participants:

Pre-K – 52

Elementary – 96

Teens – 26

Upcoming Events

We will be partnering with the SHPD to have a story time and Halloween Safety talk with an officer for kids on October 29 at the SHPD, *time TBD*

Projects ongoing

Rearranging and labeling the DVD collection to alphabetize collections and create a Juvenile section of G and PG rated movies.

Collection maintenance and weeding of Mystery collection is ongoing. Looking at each book for condition and current circulation. New gaps in series are filled, as needed. Books with little to no recent circulation or in poor condition are removed from collection and donated to the Friends of the Library.

Increase of presence on social media to promote Library, library collections, City events and the city as a whole.

Updating Library website as necessary.

New Library update

Megan met with previous architects and library consultant to talk about the Library Needs Assessment report that was submitted in 2020 and learn more of the background.