



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

May 12, 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) [Review of Minutes for April 14 2022](#)

## Report of the Librarian

- a) [Librarian's Report April 2022](#)

## Fiscal Report

- a) [Budget Status - April 2022](#)

## Statistics

- a) [April Statistics](#)

## Unfinished Business

- a) None

## New Business

- a) None

## Next Regular Library Board Meeting - June 9, 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.

## **Minutes of April 14, 2022 Library Advisory Board Meeting**

### **Call to Order**

The meeting was called to order at 4:30 pm

### **Present:**

Don Hopkins

Eva Journey

Kelsey Hicks

Mailey Brewer

### **Absent:**

Charlene Adams

Jamie Frick

Council member Susan Colman

### **Staff:**

Megan Dazey, Library Director

Brandon Neish, Finance Director

Lagea Mull, Communications Officer

### **Approval of Minutes of 3/10/2022**

Motion made and seconded. Unanimous vote in favor.

### **Updates:**

None

### **Report of the Librarian:**

Library Director Dazey went over the submitted report.

### **Fiscal Report:**

Finance Director Neish went over the submitted Finance report.

We are  $\frac{3}{4}$  through the year and the budget reflects this. Things are going well and the donation we have been talking about is now noted in the budget report. The final installment will arrive sometime after tax season is complete.

Discussion about interest rates for savings.

Discussion about the budget line for the consultant for a new building. We continue to cautiously move forward on this project.

### **Statistical Report:**

Discussion about the two lines for borrowing from the Consortium. One number is what we borrow from other members and one number is what other members borrow from us.

### **Old Business:**

Director Dazey mentioned that the Albany Public Library received City Council approval the previous evening to go fine free and cited Sweet Home becoming fine free as a motivating factor. Lebanon will be presenting to their City Council in May.

### **New Business:**

Discussion about upcoming plans for Summer Reading Program and request for volunteers for the Art in the Park days. The Library will be offering Art in the Park on the second and fourth Fridays in Sankey Park. Will have a table and craft/takeaway at the three Movie in the Parks. For teens we will have a biweekly game night in the library. Both teens and adults will have a bingo game to complete to win prizes.

Discussion about the format of the Minutes was initiated by Board chair pro-tem Don Hopkins. Adjustments will be made to future Minutes to reflect full names.

**Adjournment:**

Meeting adjourned at 5:03pm

## **Report of the Librarian for April 2022 Activities**

### **Unfinished Business:**

1000 Books Before Kindergarten kicked off on April 1. 4 Children's have completed their first 100 books by the end of April.

Continuing to work on setting up Summer Reading, setting up partnerships for the Art in the Park events.

Waiting for the System of Care grant check for teen outreach programming to come in. Should be here by the end of the month

### **New Business:**

Consortium library Director's met at Lebanon Public Library. Had a tour of the building.

Our circulation continues to go up. 4/26 was the highest circulation day I have seen here, with over 300 items checking out that day.

Spoke with the Albany Democrat Herald about Albany going fine free.

Spoke with the New Era about changes in the library since last Summer.

### **Collection updates:**

All the collections in the building have been reviewed since August. We are now looking at some additional minor moves of collections for better access for patrons. We are now better positioned to be able to stay on top of damage and age issues with items as they come up individually.

### **Building issues:**

An exterminator came by (third visit) to try rid us of an ant issue.

### **In building updates:**

Added No Pets signs to the doors for staff to better be able to respond to pets brought into the building.

Ordered new toys for the children's area. The Fire Station toy was broken and could no longer be repaired.

### **Passive Programming:**

The craft table is going well. This month we have a craft for Mother's Day.

We gave away sunflower seeds, pots and dirt pods for Earth Day week.

We had activity and coloring sheets for Easter, Earth Day and Mother's Day.

### **In-person Programming:**

The Community reads discussions for Braiding Sweetgrass was on April 19<sup>th</sup> and 20<sup>th</sup>. About 15 people participated in the discussion groups. Most readers are now waiting for the next book.

We are looking at the end of August possibly for the next book.

### **New Building:**

Meeting set with Community and Economic Development Director to initially identify possible property. Looking into potential flood plain issues on potential sites.

Had a conversation with the State Library about funding opportunities via grants, foundations and a possibility of federal funds.

# General Ledger

## Budget to Actual



User: bneish  
 Printed: 5/10/2022 9:38:18 PM  
 Period 10 - 10  
 Fiscal Year 2022

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
202-008-364-030	Donations	0.00	0.00	0.00	-500,000.00	0.00	0.00
202	ProjectEquipment Reserve	0.00	0.00	0.00	-500,000.00	0.00	0.00
201-008-361-010	Interest	-3,076.20	-5,363.00	0.00	0.00	0.00	0.00
201	Library	-3,076.20	-5,363.00	0.00	0.00	0.00	0.00
201-008-330-030	Misc. Operating Grants	-67,926.00	0.00	0.00	-2,596.35	0.00	0.00
201-008-347-020	Library Fees	-3,114.98	-5,000.00	-105.00	-3,787.06	0.00	75.74
201-008-364-030	Donations	-1,405.00	0.00	-218.05	-568.05	0.00	0.00
201-008-395-011	Miscellaneous Revenue	-1,420.99	-3,000.00	-197.59	-1,873.70	0.00	62.46
201	Library	-73,866.97	-8,000.00	-520.64	-8,825.16	0.00	110.31
201-008-311-010	Current Property Taxes	-471,043.17	-508,979.00	-2,066.16	-512,600.72	0.00	100.71
201-008-319-010	Delinquent Prop. Taxes	-9,068.01	-10,530.00	-402.90	-8,882.11	0.00	84.35
201	Library	-480,111.18	-519,509.00	-2,469.06	-521,482.83	0.00	100.38
<b>008</b>	<b>Library</b>	<b>-557,054.35</b>	<b>-532,872.00</b>	<b>-2,989.70</b>	<b>-1,030,307.99</b>	<b>0.00</b>	<b>193.35</b>
201-008-455-110	Staff Pay	120,578.16	163,413.00	14,492.96	130,205.38	0.00	79.68
201-008-455-210	Group Insurance	17,321.73	58,294.00	2,934.32	25,920.83	0.00	44.47
201-008-455-220	FICAMedicare	9,688.86	12,500.00	1,099.17	9,725.24	0.00	77.80
201-008-455-230	Retirement	16,656.09	22,469.00	1,981.80	17,640.09	0.00	78.51
201-008-455-250	Unemployment Contribution	49.96	165.00	20.50	181.12	0.00	109.77
201-008-455-260	Workers' Compensation	165.23	221.00	0.56	74.31	0.00	33.62
201	Library	164,460.03	257,062.00	20,529.31	183,746.97	0.00	71.48
201-008-455-310	MembershipsDues	0.00	100.00	34.28	218.56	117.00	218.56
201-008-455-311	Subscriptions	577.75	1,000.00	4,714.33	5,886.29	346.00	588.63
201-008-455-320	Professional Services	4,351.29	8,585.00	0.00	6,183.91	0.00	72.03
201-008-455-340	Technical Services	7,246.74	15,000.00	28.00	4,075.61	19.25	27.17
201-008-455-423	Custodial Services	2,074.65	5,000.00	325.00	3,155.22	0.00	63.10
201-008-455-430	Equipment Repair & Maintenance	0.00	4,000.00	210.00	250.99	0.00	6.27
201-008-455-431	Building Repair & Maintenance	6,277.75	6,120.00	0.00	5,086.44	0.00	83.11
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	0.00	69.00	0.00	1.24
201-008-455-540	Advertising	1,152.80	6,000.00	325.00	681.38	468.25	11.36
201-008-455-550	Duplicating & Printing	980.06	3,000.00	43.26	414.60	0.00	13.82
201-008-455-580	TrainingTravel	112.50	2,500.00	0.00	47.22	330.00	1.89
201-008-455-610	Office Supplies	6,049.17	7,500.00	565.49	1,975.07	362.55	26.33

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-008-455-611	Cleaning Supplies	2,009.12	3,000.00	25.58	108.09	14.98	3.60
201-008-455-612	Operating Supplies	3,989.73	6,000.00	2,343.12	14,846.76	33.50	247.45
201-008-455-613	UniformsClothing	0.00	400.00	0.00	0.00	0.00	0.00
201-008-455-614	Tools & Small Equipment	0.00	0.00	293.80	313.77	0.00	0.00
201-008-455-617	Furniture	2,828.91	2,500.00	1,717.03	3,542.95	0.00	141.72
201-008-455-618	Postage	794.65	200.00	179.00	179.00	0.00	89.50
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	2,380.92	2,550.00	346.60	2,277.00	0.00	89.29
201-008-455-622	Electricity	5,009.16	7,300.00	0.00	5,146.82	0.00	70.50
201-008-455-623	Phone	2,995.06	4,800.00	279.16	2,600.00	0.00	54.17
201-008-455-624	TVInternet	7,547.41	6,300.00	754.74	7,547.40	0.00	119.80
201-008-455-630	Food & Beverage	14.61	2,500.00	241.50	494.29	46.44	19.77
201-008-455-640	Books & Periodicals	17,904.43	35,350.00	4,308.80	41,108.83	372.68	116.29
201-008-455-803	Special Events	4,498.37	6,500.00	0.00	0.00	667.99	0.00
201-008-455-812	Administrative Chrg for Svc	22,627.87	35,213.00	0.00	22,974.00	0.00	65.24
201-008-455-813	Finance Chrg for Svc	16,948.04	28,419.00	0.00	21,726.00	0.00	76.45
<i>201</i>	<i>Library</i>	<i>128,535.49</i>	<i>212,686.00</i>	<i>16,734.69</i>	<i>150,909.20</i>	<i>2,778.64</i>	<i>70.95</i>
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>008</b>	<b>Library</b>	<b>292,995.52</b>	<b>488,832.00</b>	<b>37,264.00</b>	<b>334,656.17</b>	<b>2,778.64</b>	<b>68.46</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*

	This month April 2022	Last month March 2022	Year to date 2022	2021 (total)
<b>Patron Activity</b>				
OPAC Logins	195	221	826	3081
SIP2 Logins	602	623	2422	6775
Main Door Count	2062	2456	8107	n/a
<b>Circulation and Renewals</b>				
Checkouts	3250	2369	10996	28723
Renewed items	669	906	3205	9125
E-audio & E-book checkouts	461	460	1621	5491
Total items checked out	4380	3735	15822	43339
<b>Holds Requested</b>				
Holds by Staff	164	105	508	1683
Holds by OPAC	77	83	403	1495
<b>Item Counts</b>				
Total items in library	31389	31549	31389	32879
<b>Public Access Computers</b>				
Logins	191	234	796	2104
<b>Resource Sharing Savings</b>				
Cost savings	3125	3742.97	12001.58	n/a
Items borrowed by consortium libraries	232	238	799	n/a
Items borrowed from consortium libraries	188	188	772	n/a

***Events***

The Community Reads event was a success with over 15 participants. 1000 Books Before Kindergarten program began April 1<sup>st</sup>. Four children have already completed their first 100 books read! We are giving out an average of 75 Take and Make Kits each month. Our new in building craft table has been a hit with all ages making different crafts each month.

***Projects ongoing***

We are continuing plans for this year's Summer Reading Program for all ages.

***New Library update***

Conversations with the State Library have occurred to talk about funding opportunities with grants and foundations. Lots of research and planning needs to be done now.