



# CITY OF SWEET HOME LIBRARY BOARD AGENDA \*CORRECTED

April 08, 2021, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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

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## Meeting Information

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

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

## Review/Approval of Minutes

- a) [2021-03-11 Library Advisory Board Minutes \(pg. 2\)](#)

## Report of the Librarian

- a) [COVID Update - Linn County moved back into High Risk \(pg. 4\)](#)
- b) [Library Needs Assessment \(pg. 5\)](#)
- c) Recruitment Update
- d) [Information Only - March Staff Schedule](#)

## Fiscal Report

- a) [2021 Year-to-Date Budget Update \(pg. 104\)](#)

## Statistics

- a) [Use By Type \(pg. 108\)](#)
- b) [General Use \(pg. 109\)](#)

## Unfinished Business

## New Business

- a) [2021-2022 Library Budget Review \(pg. 110\)](#)

**Adjournment / Next Meeting: May 13, 2021**

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*The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.*



# CITY OF SWEET HOME LIBRARY BOARD MINUTES

March 11, 2021, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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

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## Meeting Information

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

## Roll Call

Board: Chair Kevin Hill, Eva Journey, Charlene Adams, Don Hopkins, Jamie Frick  
Staff: City Manager Ray Towry, Finance Director Brandon Neish, Communications Specialist Lagea Mull

## Approval of Minutes

Motion to approve the minute made by Board Member Hopkins, Seconded by Board Member Adams.  
Voting Yea: Board Member Adams, Board Member Hopkins, Board Member Journey, Board Member Hill, Board Member Jamie Frick

- a) 2021-01-14 Minutes

## Report of the Librarian

- a) Recruitment Update  
CM Towry updated the Board members on the progress of the recruitment for the new Library Services Director. He asked for volunteers but requested they read, "The Ideal Team Player," by Patrick Lencioni to be on the interview panel.
- b) Library Needs Assessment Update  
CM Towry updated the board that the Library needs assessment was making progress.
- c) Bequest Update  
CM Towry informed the board of the status of the bequest. The property is still under lease and will be sold when the lease expires.

## **Fiscal Report**

- a) Finance Update: Brandon Neish, Finance Director  
Director Neish updated the board on the library's financial status through Q2, ending December 31.

## **Statistics**

- a) Use by Type
- b) General Use  
Discussion on the statistics ensued. Users were down, checkouts were down compared to previous year by 34%. March numbers only had the first five days of the month but the total month would be included in the next report along with January.

## **Unfinished Business**

- a) Approval of Library Policy Manual.  
Motion made for Approval of the Library Policy Manual by Board Member Journey, Seconded by Board Member Hopkins.  
Voting Yea: Board Member Adams, Board Member Hopkins, Board Member Journey, Board Member Hill, Board Member Frick

## **New Business**

None

**Next Regular Library Board Meeting - April 8 2021**

**Meeting Adjourned 5:16 pm**

# Sector Risk Level Guidance Chart

Activities	Lower Risk	Moderate Risk	High Risk	Extreme Risk
<b>Social and At-Home Gathering Size — Indoor</b>	<ul style="list-style-type: none"> <li>Maximum 10 people</li> <li>Recommended limit: 4 households</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 8 people</li> <li>Recommended limit: 2 households</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 6 people</li> <li>Recommended limit: 2 households</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 6 people</li> <li>Recommended limit: 2 households</li> </ul>
<b>Social and At-Home Gathering Size — Outdoor</b>	Maximum 12 people	Maximum 10 people	Maximum 8 people	<ul style="list-style-type: none"> <li>Maximum 6 people</li> <li>Recommended limit: 2 households</li> </ul>
<b>Eating and Drinking Establishments</b>	<ul style="list-style-type: none"> <li>Indoor dining allowed</li> <li>Indoor capacity: not to exceed 50% maximum occupancy</li> <li>Outdoor dining allowed</li> <li>Outdoor capacity: 300 people maximum, including individual dining pods.</li> <li>Individual dining pods allowed outdoors subject to outdoor capacity limit.</li> <li>Indoor and outdoor seating: 8 people per table maximum</li> <li>12:00 a.m. closing time</li> </ul>	<ul style="list-style-type: none"> <li>Indoor dining allowed</li> <li>Indoor capacity: not to exceed 50% maximum occupancy or 100 people, whichever is smaller</li> <li>Indoor seating: 6 people per table maximum</li> <li>Outdoor dining allowed</li> <li>Outdoor capacity: 150 people maximum, including individual dining pods.</li> <li>Individual dining pods allowed outdoors subject to outdoor capacity limit.</li> <li>Outdoor seating: 8 people per table maximum</li> <li>11:00 p.m. closing time</li> </ul>	<ul style="list-style-type: none"> <li>Indoor dining allowed</li> <li>Takeout highly recommended</li> <li>Indoor capacity: not to exceed 25% maximum occupancy or 50 people, whichever is smaller</li> <li>Outdoor dining allowed</li> <li>Outdoor capacity: 75 people maximum, including individual dining pods.</li> <li>Individual dining pods allowed outdoors subject to outdoor capacity limit.</li> <li>Indoor and outdoor seating: 6 people per party and per table maximum, limit 2 households</li> <li>11:00 p.m. closing time</li> </ul>	<ul style="list-style-type: none"> <li>Indoor dining prohibited</li> <li>Takeout highly recommended</li> <li>Outdoor dining allowed</li> <li>Outdoor capacity: 50 people maximum, including individual dining pods.</li> <li>Outdoor seating: 6 people per party and per table maximum, limit 2 households.</li> <li>Individual dining pods allowed outdoors subject to outdoor capacity limit.</li> <li>Dining Pod Seating: Limit 1 household, four (4) people maximum per pod.</li> <li>For establishments that operate VLTs indoors: <ul style="list-style-type: none"> <li>Customer capacity: Maximum six (6) people total (not including employees); limit one (1) individual per VLT.</li> <li>Indoor on-site consumption of food and drink is prohibited, including at VLTs.</li> </ul> </li> <li>11:00 p.m. closing time</li> </ul>
<b>Indoor Recreation and Fitness Establishments</b> (includes gyms, indoor K-12 Sports, fitness organizations, indoor recreational sports, indoor pools)	<ul style="list-style-type: none"> <li>Capacity: Maximum 50% occupancy</li> <li>Indoor full-contact sports prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 50% occupancy or 100 people total, whichever is smaller</li> <li>Indoor full-contact sports prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 25% occupancy or 50 people total, whichever is smaller</li> <li>Indoor full-contact sports prohibited</li> </ul>	<ul style="list-style-type: none"> <li>For establishments 500 sq. ft. or larger: <ul style="list-style-type: none"> <li>Client capacity: Maximum six (6) people total (not including employees)</li> <li>Require minimum 25 feet physical distancing between households.</li> <li>Employee capacity: Limit to the minimum number of employees needed to operate a space.</li> </ul> </li> <li>For establishments smaller than 500 sq. ft.: <ul style="list-style-type: none"> <li>Client capacity: Maximum one (1) person total;</li> <li>Employee capacity: Maximum one (1) employee total.</li> </ul> </li> <li>Indoor on-site consumption of food and drink is prohibited except for individual water bottles.</li> <li>Indoor full-contact sports prohibited</li> </ul>
<b>Indoor Entertainment Establishments</b> (includes aquariums, indoor theaters/arenas/concert halls, indoor gardens, indoor museums)	<ul style="list-style-type: none"> <li>Capacity: Maximum 50% occupancy</li> <li>12:00 a.m. closing time</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 50% occupancy or 100 people total, whichever is smaller</li> <li>11:00 p.m. closing time</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 25% occupancy or 50 people total, whichever is smaller</li> <li>11:00 p.m. closing time</li> </ul>	<ul style="list-style-type: none"> <li>For establishments 500 sq. ft. or larger: <ul style="list-style-type: none"> <li>Customer capacity: Maximum six (6) people total (not including employees) in shared indoor entertainment spaces.</li> <li>Require minimum six (6) feet physical distancing between households.</li> <li>Employee capacity: Limit to the minimum number of employees needed to operate the establishment.</li> </ul> </li> <li>For establishments smaller than 500 sq. ft.: <ul style="list-style-type: none"> <li>Customer capacity: Maximum one (1) person total;</li> <li>Employee capacity: Maximum one (1) employee total.</li> </ul> </li> <li>Indoor on-site consumption of food and drink is prohibited.</li> <li>11:00 p.m. closing time</li> </ul>
<b>Retail Stores</b> (includes street fairs/markets, grocery stores, convenience stores and pharmacies)	<ul style="list-style-type: none"> <li>Capacity: Maximum 75% occupancy</li> <li>Curbside pick-up encouraged</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 75% occupancy</li> <li>Curbside pick-up encouraged</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 50% occupancy</li> <li>Curbside pick-up encouraged</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 50% occupancy</li> <li>Curbside pick-up encouraged</li> </ul>
<b>Indoor and Outdoor Shopping Centers/Malls</b>	<ul style="list-style-type: none"> <li>Capacity: Maximum 75% occupancy</li> <li>Curbside pick-up encouraged</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 75% occupancy</li> <li>Curbside pick-up encouraged</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 50% occupancy</li> <li>Curbside pick-up encouraged</li> </ul>	<ul style="list-style-type: none"> <li>Capacity: Maximum 50% occupancy</li> <li>Curbside pick-up encouraged</li> </ul>
<b>Faith Institutions*, Funeral Homes, Mortuaries, Cemeteries</b>	<ul style="list-style-type: none"> <li>Indoor Capacity: Maximum 75% occupancy</li> <li>Outdoor Capacity: 300 people maximum</li> </ul>	<ul style="list-style-type: none"> <li>Indoor Capacity: Maximum 50% occupancy or 150 people total, whichever is smaller</li> <li>Outdoor Capacity: 250 people maximum</li> </ul>	<ul style="list-style-type: none"> <li>Indoor Capacity: Maximum 25% occupancy or 150 people total, whichever is smaller</li> <li>Outdoor Capacity: 200 people maximum</li> </ul>	<ul style="list-style-type: none"> <li>Indoor Capacity: Maximum 25% occupancy or 100 people total, whichever is smaller</li> <li>Outdoor Capacity: 150 people maximum</li> <li>Recommended: limit services to one hour</li> </ul>
<b>Offices</b>	Limited office work available	Recommend remote work, if able	Recommend remote work, if able	<ul style="list-style-type: none"> <li>Require remote work, if able</li> <li>Close offices to the public, if possible</li> </ul>
<b>Outdoor Recreation and Fitness Establishments</b> (includes outdoor gyms, outdoor fitness organizations, outdoor K-12 sports, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails**, outdoor campgrounds**)	<ul style="list-style-type: none"> <li>Maximum 50% occupancy</li> <li>Outdoor full-contact sports allowed</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 25% occupancy</li> <li>Outdoor full-contact sports allowed</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 15% occupancy</li> <li>Outdoor full-contact sports allowed for adult/club/youth sports with guidance requirements</li> <li>Outdoor full-contact sports allowed for K-12 with submitted plan</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 50 people</li> <li>Outdoor full-contact sports allowed for adult/club/youth sports with guidance requirements</li> <li>Outdoor full-contact sports allowed for K-12 with submitted plan</li> </ul>
<b>Outdoor Entertainment Establishments</b> (includes zoos, outdoor gardens, amphitheaters, outdoor aquariums, outdoor theaters/stadiums)	<ul style="list-style-type: none"> <li>Maximum 50% occupancy</li> <li>12:00 a.m. closing time</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 25% occupancy</li> <li>11:00 p.m. closing time</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 15% occupancy</li> <li>11:00 p.m. closing time</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 50 people</li> <li>11:00 p.m. closing time</li> </ul>
<b>Personal Services</b>	Allowed	Allowed	Allowed	Allowed
<b>Long-Term Care</b>	Inside and outside visitation allowed	Inside and outside visitation allowed	Inside and outside visitation allowed	Outside visitation only

Effective Date: March 17, 2021

Authority: Executive Order No. 20-66, ORS 433.441, ORS 433.443, ORS 431A.010

Enforcement: To the extent this guidance requires compliance with certain provisions, it is enforceable as specified in Executive Order 20-66.

**Definition:**

\* "Maximum Occupancy" means the maximum occupancy permitted by law. If the maximum occupancy is unknown, refer to the [Maximum Occupancy Resource for COVID-19](#).

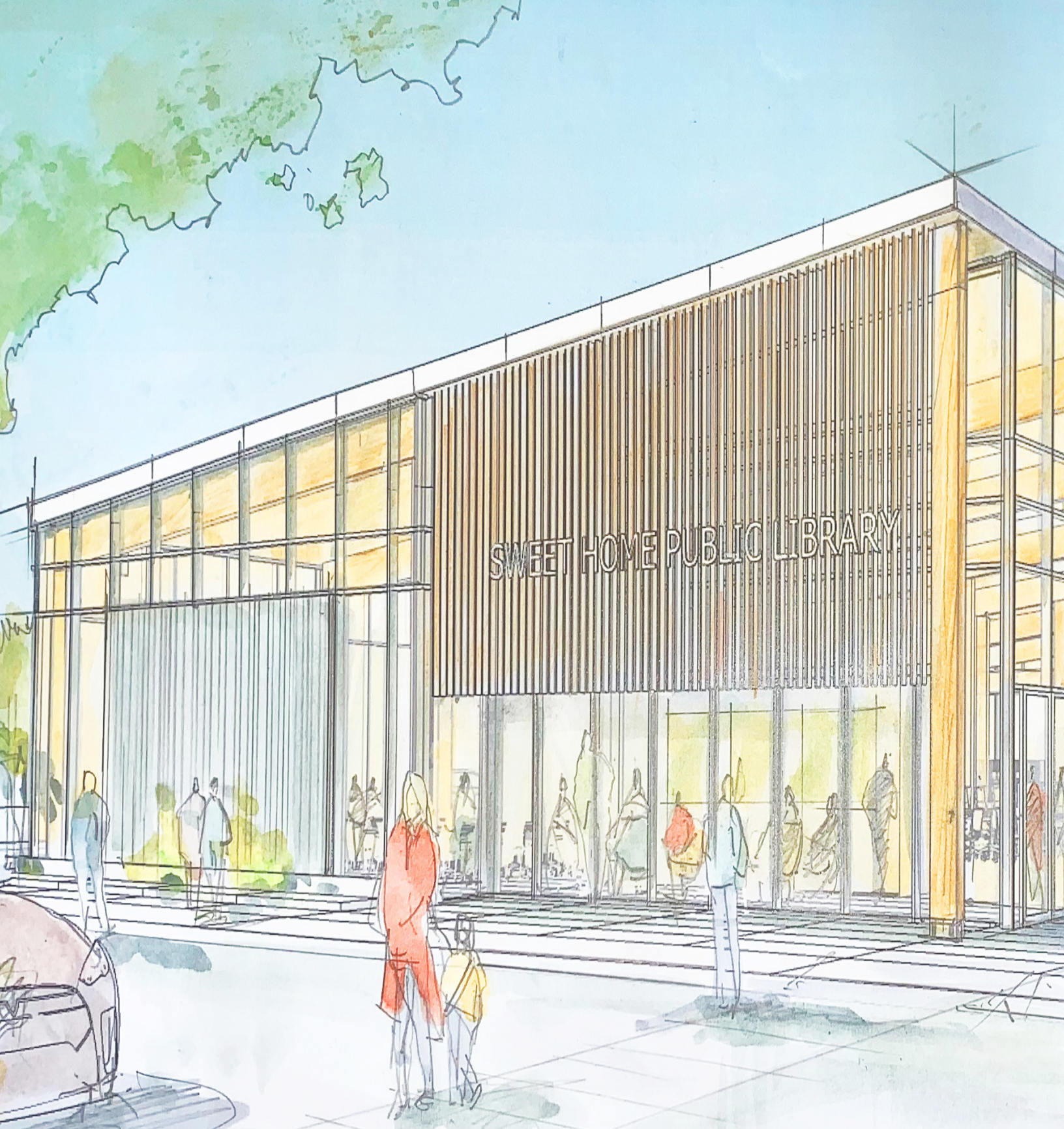
NOTE: \*Capacity limits for faith institutions are recommended only.

\*\*Capacity limits do not apply to this activity.

**Additional notes:**

- All activities are subject to more detailed, sector-specific guidance.
- Subject to more detailed sector-specific guidance, all activities assume mask usage, minimum physical distancing, provisions for hand hygiene and enhanced cleaning protocols.
- Congregate homeless sheltering, Youth Programs, Childcare, K-12 Schools, Higher Education, Drive-In Operations and current Collegiate, Minor League, Semi-Professional and Professional Athletics exemptions operate under sector specific guidance for all risk levels.
- Hookah bars and senior centers **are not allowed** to operate regardless of risk level.

**Document accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille Contact the Health Information Center at 1-971-673-2411, 711 TTY or [COVID19.LanguageAccess@dhsosha.state.or.us](mailto:COVID19.LanguageAccess@dhsosha.state.or.us)



SWEET HOME PUBLIC LIBRARY

**SWEET HOME  
LIBRARY NEEDS ASSESSMENT  
MARCH 09, 2021**

**FFA**  
Architecture  
+ Interiors

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# CITY OF SWEET HOME

## SWEET HOME OREGON

### LIBRARY NEEDS ASSESSMENT

#### MARCH 09, 2021

#### PROJECT PARTICIPANTS

##### CITY OF SWEET HOME

- Rose Peda, Library Services Director
- Ray Towry, City Manager
- Joe Graybill, Staff Engineer

##### CONSULTANT TEAM

##### FFA ARCHITECTURE AND INTERIORS, INC.

- Troy Ainsworth, Principal
- Christine Rumi, Project Manager
- Richard Grace, Lead Designer
- Joseph Storr, Project Architect

##### KPFF CONSULTING ENGINEERS

- Stuart Finney, Structural Engineer Lead
- Mark Reuland, Civil Engineer Lead

##### PAE CONSULTING ENGINEERS

- Nick Collins, Mechanical Engineer Lead

##### PENNY HUMMEL CONSULTING

- Penny Hummel, Principal/Consulting Librarian

##### LANCE MURTY CONSULTING

- Lance Murty, Principal/Library Technology Strategist





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EXECUTIVE SUMMARY

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# 01

# EXECUTIVE SUMMARY

## EXECUTIVE SUMMARY

In early 2019, the City of Sweet Home hired FFA Architecture & Interiors to perform a needs assessment of their existing library facilities. The goal of the needs assessment was for the consultant team to review the Sweet Home Library program and facilities within the context of the existing community and library trends,. FFA has provided recommendations for updates or expansions that the library will need to continue to serve the community of Sweet Home through 2040.

The civic nature and mission of the library implies that the building must last for generations and respond effectively to the increasing diversity and other progress in the community. The library should be flexible, attractive, efficient, comfortable, friendly and practical, and should reflect the community and its values. The building siting and design must remain flexible to meet the needs of the community well into the future.

The positive effect that public libraries have on economic development is well documented. Numerous national studies have demonstrated that for every dollar spent to operate them, public libraries provide at least double the value in services to their communities. An inviting, well-designed public library enhances livability and pride, reflects a tangible investment in the community, and acts as an attractive amenity for businesses when deciding to relocate.

The consultant team reflects a rich history of experience in the library community. The team was led by FFA Architecture & Interiors, and supported by Penny Hummel Consulting as public library consultant, Lance Murty Consulting as library technology consultant, KPFF for structural and civil engineering, and PAE for mechanical, electrical, and plumbing.

The initial deliverable was developed by the consultant team by researching, compiling & analyzing data, to provide documentation for (3) concepts which focused on the renovation of the existing building, a new building on the existing library site, and a new building on an alternative site. This report details research, observations, methodology, and recommendations from the consultant team. It starts broadly, detailing methodology and results of the team's research of the

Sweet Home community and library operations, and narrows to focus on the existing library site and facilities.

Through the consultant team's research, it became evident that the existing building and site are ill-equipped to accommodate the Sweet Home Library's current and future needs. As a result, the documentation deliverable was amended to investigate (3) alternative sites and provide workable concepts where appropriate.

The needs assessment report includes recommendations for space and service needs based on industry standards, best practices, and peer institutions. The needs of the community for improved library services were translated into a preliminary library building program, which illustrates recommended space needs for the public, staff, and building support areas.

The report also includes site assessments, conceptual studies, test fits, and recommendations on potential locations for a future library. A preliminary rough order of magnitude cost estimate, based on cost per square foot assumptions is provided for the site identified as most viable for a future library location.

The purpose of this study is to serve as a stepping stone in the ultimate development of new library building for the City of Sweet Home. Community leaders will review the recommendations and options presented by this study and consider the best option with which to move forward with additional programming, concepts and more detailed cost estimates. When that more detailed conceptual process is complete, the community will consider possible funding mechanisms to make the project a reality.

The library building should be an example of high-quality civic architectural design, and meet the need for a highly functional, efficient, low-maintenance, comfortable and beautiful library for generations to come.

Since the library's purpose is to serve the citizens of the community, it is critical that the next phase of the planning process also include multiple opportunities to gain input from community stakeholders and residents about what they expect their library to offer with respect to programs, services and physical considerations.

## EXECUTIVE SUMMARY

Experience has repeatedly shown that people support what they help create. This collaborative process should remain in place from initial common goal-setting sessions through conceptual and final design and construction. The result is a library that is supported by the public and buildable within a desired budget and schedule.

This report was initially compiled in March of 2020. However, due to delays and closures attributed to the COVID-19 pandemic the issuance of the final report was delayed until March 09, 2021.

EXECUTIVE SUMMARY

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# 02 | PROGRAM NEEDS

## PROGRAM EXECUTIVE SUMMARY

The Sweet Home Public Library is an essential educational, informational and cultural asset to the Sweet Home community, offering 21st century technology as well as traditional library services. Located at the corner of 13th and Kalmia streets, its current facility opened in 1969 and has largely been untouched since then. Given that it has been in constant service for fifty years, the current building suffers from many deficiencies. It is cramped and noisy with inadequate seating and spaces for children, teens and events that restrict the library's ability to serve its community.

In response to these issues, the City of Sweet Home commissioned a facilities needs assessment in early 2019, engaging the services of FFA Architecture & Interiors. With the involvement of library consultants Penny Hummel and Lance Murty, the FFA team conducted an assessment of the current facility and the library's IT needs, analyzed community demographics, reviewed library usage patterns, conducted a community survey, interviews and focus groups with library staff and stakeholders, and compared current service levels with best planning practices in the library industry. The space recommendations that result from this work indicate the need for the following:

- 61 lounge and table seats for public use (there are currently 36);
- Expanded and redesigned areas for children and teens:
- A Family Space for young children 0 – 5 and their caregivers
- A Children's Area for school aged children
- A Teen Scene for teenagers/young adults
- 24 public access computers, including 12 laptops (there are currently 10)
- Increased programming/meeting room capacity:
- A dividable 100-seat meeting room
- A story time space for 35 people
- One eight person study room
- One four person study room

This study outlines the service components needed by Sweet Home residents now and in the future in a revitalized new library.

## METHODOLOGY

In March 2019, the City of Sweet Home issued an RFP for a needs assessment for the Sweet Home Public Library. The city selected the architectural firm FFA Architecture & Interiors for this project, with library facilities consultant Penny Hummel and library IT consultant Lance Murty as part of the team. On June 12, 2019, the team met with city and library leadership to tour the building, observe operations and discuss initial priorities for a new or renovated library. The following themes emerged from this discussion:

- Evaluating the structural issues of the 50 year old facility
- Addressing the cramped quality of the current building
- Increasing seating
- Improving the areas for children and teens
- Reducing noise
- Providing meeting rooms and study areas
- Enhancing staff efficiency and effectiveness by improving staff areas
- Maximizing safety for patrons, staff and volunteers

Information gathering included much input from the community. On July 30 and August 28, Penny Hummel conducted focus groups with library staff, the library board and Friends of the Library and seniors; Lance Murty also conducted an IT-focused session with key staff on July 30. Two community meetings were held on July 30 and August 28. In August, the library conducted a community wide-survey and gathered input about desired attributes of a revitalized library on a poster in its entryway. That same month, Penny Hummel also conducted individual interviews with eight Sweet Home residents. Documentation about these information gathering efforts is included in the Appendix to this report.

Penny Hummel also reviewed a variety of information about the library and its operations, including demographic information, circulation data and usage statistics. Basing this work on best practices in planning public library facilities, she then developed service level recommendations for the Sweet Home Public Library and, working with FFA staff, created a library

program incorporating these elements. The draft program was presented to the client on October 3, 2019 and suggestions from this meeting were incorporated into the library program that is included in this report.

## COMMUNITY INFORMATION

Sometimes described as the “Gateway to the Santiam Playground” due to its proximity to lakes, rivers and the Cascade Range, the city of Sweet Home was established in 1893. Like many other rural communities in Oregon, its fortunes have ebbed and flowed with the timber industry. With a current population of 9,225, Sweet Home is distinctive in several ways:

- As of 2010, 20.5% of Sweet Home residents are estimated to be 65 years and older, a higher percentage than that of the Linn County as a whole (18.3%), and higher than Oregon (17.1%). (Source: U.S. Census.)
- 13.6% of Sweet Home residents have veteran status, about 1.5 times the rate in Oregon (9.2%). (Source: U.S. Census.)
- 3.8% of Sweet Home residents are Hispanic or Latino, compared to 9.1% in Linn County and 13.1% in Oregon. (Source: U.S. Census.)

Other data points to the personal and economic challenges faced by Sweet Home residents:

- 22.6% of Sweet Home residents are estimated to be living in poverty, a higher percentage than Linn County (14.3%) and Oregon (13.2%). Oregon’s Department of Human Services designates the northwest portion of Sweet Home as one of five high poverty hot spots in Linn County. (Sources: U.S. Census, Oregon Department of Human Services.)
- 18.7% of Sweet Home residents are disabled and under 65, compared to 12.4% in Linn County and 10.2% in Oregon. (Source: U.S. Census.)
- At \$36,411, the 2013-17 median household income is significantly lower than that estimated for Linn County (\$49,515) and Oregon (\$56,119). (Source: U.S. Census.)
- 77% of students in the Sweet Home School District qualify for free and reduced lunches,

compared to 47% in Oregon overall. (Sources: Oregon Department of Education, Children First of Oregon).

In this context, the Sweet Home Public Library functions as an essential information, education, and cultural hub, providing services that are critical to its relatively high proportion of low income, senior, disabled and/or veteran residents. The findings of a 2014 community livability and assessment report about Sweet Home published by the Federal Lands Livability Initiative underscore the particular importance of the type of services that the library provides:

Community planning and development should focus on improving the quality of life for residents. Tourism is one tool to drive economic development and can be successful in Sweet Home by improving the visitor experience, but Sweet Home should not pursue tourism for tourism’s sake. Rather, the community should identify priorities that will support livability improvements in transportation, access to jobs, affordable housing, and access to education and public services that will help to meet the day to day needs of residents and enhance the community’s attractiveness for outsiders. (emphasis ours).

For the last two decades, Sweet Home has experienced flat to modest growth. To estimate a service population for 2040 (a twenty year planning window), this assessment utilizes data from the Coordinated Population Forecast for Linn County prepared by the Population Research Center at Portland State University in 2017. This forecast estimates the population within the Sweet Home UGB (Urban Growth Boundary) will be 10,733 in 2035, with an average annual growth rate from 2035 – 2067 of .7%. Utilizing that average annual growth rate, this assessment assumes a 2040 Sweet Home population of 11,114.

## EXISTING PROGRAM ASSESSMENT

Established in 1942, the 5,757 square foot Sweet Home Public Library has been on the corner of 13th and Kalmia Streets since 1969. In the late 1980s, the library’s meeting room was repurposed as a teen area,

but apart from this change, the library facility has been relatively untouched since it opened fifty years ago. In 2018-19, the Sweet Home Public Library had 3,450 registered users, a 36% increase over the previous year. That same year, the library welcomed an estimated 61,710 visitors—almost 1,200 visitors a week. The library is open 36 hours a week, from 10 am to 6 pm Monday, Tuesday, and Thursday, from 10 am to 5 pm on Friday and from 10 am to 3 pm on Saturday. Funding for the library is provided by a serial levy requiring periodic approval by city voters. The library staff is modest at 3 FTE and the library director is the sole full time employee.

### **General Condition**

As is true with most facilities built half a century ago, the library is showing its age. The HVAC system distributes heat and cooling unevenly, creating hot and cold spots throughout the building. Cramped and noisy, the library lacks adequate seating and study areas. The dark paneling that was fashionable in 1969 is not inviting in 2019. Bathrooms are small and all work areas are cramped and inefficient. The library's foyer is larger than needed and wastes precious space.

A much beloved component of the library's interior is the stained glass installation depicting the area's natural beauty.

### **Collections**

As of late 2019, the Sweet Home Public Library offers a collection of 34,715 physical items, including books, DVDs, audio books and periodicals. Currently, the physical collection includes 12 ukuleles, which are available for checkout and utilized in library programming. The library also maintains five Little Free Libraries throughout Sweet Home, offering print materials to anyone who would enjoy them. Over the last four years, total collection use at the Sweet Home Public Library has averaged about 54,000 items annually.

The library is a member of the Linn Libraries Consortium, a group of five Linn County public libraries and Linn-Benton Community College who share a catalog and over 328,000 library materials. Sweet Home patrons also have access to a digital collection (including

e-books, and downloadable audiobooks) of almost 80,000 items through the statewide program Library2Go. The library also offers access to Lynda.com, which provides online training in software, creative and business skills, as well as an electronic database collection provided by the Oregon State Library. In 2017-18, 21% of circulations of physical items at the library were DVDs, followed in order of popularity by adult and genre fiction (15%), picture books (11%), new adult books (11%) and children's fiction (8%). All other areas of the physical collection comprised the remaining 34% of total circulation. In addition to generating relatively high circulation, new adult books also had the highest turnover rate in the library (turnover = circulation divided by number of items in a collection, an indication of how extensively a collection is being used). Turnover for adult new adult fiction and nonfiction books in 2017-18 was 12.6, more than double that of DVDs (5.98) and over eight times the turnover rate of the whole collection (1.54). At the other end of the spectrum is the library's paperback fiction collection (all genres), which comprised less than 1% of total circulation and enjoyed a turnover rate of .39.

In recent years, library staff have been proactive in weeding the collection and adding new materials. Overall, current shelving is full (utilizing the bottom shelf), and most new materials are shelved on available space (often the top of low bookstacks) rather than on displays that would encourage browsing and discovery. In conjunction with the preponderance of high 84" shelves in the adult fiction and nonfiction areas, these factors make the library space feel cramped and busy.

### **Computers and Technology**

As is true in many rural areas of Oregon, many Sweet Home residents cannot access high speed internet at home due to economic constraints, the lack of service providers, or both. In this context, the internet access that the library provides through Wi-Fi and library computers fulfills a critical community need. In 2017-18, the library recorded 4,976 individual Internet sessions at library computers, or almost 100 sessions a week. This statistic does not capture sessions patrons who used the library's Wi-Fi on their own devices, which, if tracked, would demonstrate even higher use.

The library offers ten computers for use, including two online catalogs, six public internet access computers, and two children's AWE learning stations. All computers are grouped in a central area adjacent to the children's library. The library's ten computers represent 1 computer per 1,000 people served, which is within the range of the .5 – 1 computer workstations per 1,000 people that is currently considered best practice. Library patrons report that the computers are in high demand, and that the noisy central location of the computers creates challenges for those wishing to work or study.

### **Seating**

Seating at the Sweet Home Public Library is minimal and most of it dates back to when the facility first opened in 1969, with an emphasis on hard seating vs lounge chairs. With a current capacity of approximately 36 seats, or 3.9 seats per 1,000 people, the library is currently lower than best practice for an independent, small town library (5 – 10 seats per 1,000 people). In addition, few of the library's seating options are adjacent to a power source, which hinders patrons who need to plug in laptops, phones or tablets.

### **Programming and Event Space**

In 2017-18, the library offered 100 programs that attracted 1,353 attendees. As noted earlier, the building's original meeting room was converted into an area for teens decades ago, and to host a program or event, library staff must temporarily shift furniture in this area to create capacity. Craft programs are held in the area also used for storytimes, which is not designed for this purpose. The library's lack of a designated meeting room not only creates challenges for the staff, it also restricts access to the teen collection when programs are taking place. To compensate for this situation, the library currently holds many programs off-site.

Additional meeting room space is needed, not only for library programming, but for use by community groups who have few options for meeting and gathering space in the community. The library currently offers no small enclosed quiet study rooms, which are also needed.

### **Youth Areas**

All three of the library's areas for patrons under age 18 are lacking in the amenities that attract use and respond to age-specific needs. The size of the storytime area is inadequate for the number of children and caregivers who attend the library's regular storytimes. The area for school aged children holds only bookshelves, with no seating, computers or interactive components. And the teen area is basically shelving with a small amount of seating, which as noted above is frequently taken over for general programming needs.

### **Service Delivery**

Judging from comments gathered in the community engagement component of this needs assessment, the Sweet Home Public Library is well used and well loved by local residents. A comment shared by one community member in the survey is typical: "It's a fine library, and the staff is terrific." That said, staff encounter numerous challenges in providing quality library services. The library has one all-purpose service desk serving multiple functions: materials returns, check-outs, retrieving holds (which are kept behind the desk for security purposes), retrieving audiobook and DVD discs (which are kept behind the counter for security purposes), trouble-shooting technology and responding to reference and informational questions. As a result, this area of the library is often congested. Sight lines are poor with respect to the public restrooms and the teen area. The library currently has no self-check machines.

### **Staff and Volunteer Areas**

The current library features one office for the library director, with an open space for other employees and volunteers. The workroom space lacks sufficient desks for staff and volunteers, and workspaces for various functions (including check ins, mending and book processing). The space is crammed with various items and existing storage areas are equally full.

As is typical of public libraries, community volunteers are indispensable to the library. In 2018-19, 15 volunteers contributed almost 1,500 hours of support. While the Friends of the Library conduct their book

sale operations off-site, other library volunteers lack the workspace to assist the library in the day-to-day operations they support, such as book mending and materials processing.

## PHILOSOPHY OF SERVICE

The Sweet Home Public Library strives to provide residents with services that meet and anticipate their needs, in comfortable facilities that facilitate the delivery of its highest priority services. A successful public library today plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups continues to be the primary service expectation of many residents and remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content. Libraries are also a primary public gateway to online information, offering wireless and free access to the Internet.

Even as the library's role as a resource for physical and digital media continues to be important, its traditional role as a community destination and gathering place is also evolving and expanding. The public library now serves as the community's principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, storytimes and teen gaming nights are a few examples of the multitude of educational and social community events that draw significant participation. The library facility can and should offer residents a safe, and comfortable place to be. This can be a sanctuary for solitary reflection, a quiet workspace in which to complete a school assignment or a social space for connecting with peers. To perform these roles, the library needs appropriate space – for collections, for people, for programming and for functional operations.

## RECOMMENDATIONS

### Collections

The community needs access to a well-balanced collection in both print and digital media formats. Adequate shelving capacity is needed to support a balanced physical collection, so that materials can be shelved and displayed for convenient browsing. Shelving capacity needs to allow shelves to be kept 20% to 25% clear, so that there is readily available shelving space for incoming materials. The various collections of the library need to be shelved in appropriate locations within the overall space, clearly identified and easily found, and at heights appropriate to their target audiences. The bottom two shelves on most shelving units should be angled to allow browsers to easily view book spines.

While public interest in downloadable books and media continues to be strong, there is increasing evidence that use of digital media is complementing, not replacing, the use of books and other physical resources. Therefore, most public libraries currently plan their future collections assuming future use of both types of resources. The Sweet Home Public Library currently offers almost 35,000 physical items (books, CDs, DVDs, etc.) with the expectation that this collection will not grow significantly in the future.

To maintain desirable sightlines and aesthetics, this plan recommends a maximum shelf height of 66" for the interior of the library and 45" shelving for picture books and other materials for young children. Given the popularity of the library's new book collections, this plan also recommends retail-style shelving to better display these collections.

### Computers and Technology

The library's Internet computers are in frequent use. While patrons increasingly are bringing in their own devices (laptops, tablets and smartphones) for library use, for many others, library computers are the only way to access the Internet for research, job seeking, and connecting with friends and family. More are needed to meet public demand and to enable the library to offer this service more effectively.

This plan increases the number of desktop computers from 10 to 18, distributed in the following way:

- Adults: 2 stack end catalog workstations, 8 public computer workstations
- Teens: 1 stack end catalog workstation, 2 public computer workstations
- School Aged Children: 1 stack end catalog workstation, 2 public computer workstations
- Pre-K Children: 2 AWE (Early Learning) stations

This plan also recommends an additional 6 laptops for checkout and/or use in programming. To accommodate personal devices, the new library should include access to power at every seating area. The program also includes two self-check machines.

Additional recommendations about the library's technology needs are included in the technology report.

### Seating

In a library facility, it is as important to provide space for people to use the building, as it is to provide space to house and display the collection. The preschool/family area needs chair seating for toddlers and their parents or caregivers. The children's area should offer distinct seating areas for individual school aged children who need to do homework or quietly read. Teens in particular need a designated area with age appropriate furniture. The design of the space should not only send a message that they are welcome at the library but should also create a buffer, both physical and psychological, between this gregarious age group and other library visitors. Adults need both table seating and lounge chairs for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats should be adjacent to electrical power, with outlets located safely out of circulation paths.

Overall, this plan recommends an increase to 61 desk and lounge seats (a 25 seat increase) to offer appropriate work/study, collaboration and reading space for the community. The plan also includes two enclosed study rooms: one for up to eight people, and one for up to four people.

### Programming and Event Space

Library programs are a basic library service that complements the collection, attracts new users and provides the community with needed information on many topics. Dedicated space within the library is needed to provide an appropriate, accessible venue for these events, with seating to accommodate different groups of people. The primary programming space needs to be flexible and multipurpose, with stacking chairs, media projection equipment, adjustable lighting, access to a kitchen, and table and chair storage.

Given that the library's existing programming space is completely inadequate, this study recommends a significant expansion of programming capacity. One dividable 100-seat meeting room, with an attached kitchenette, will offer the capacity to address a variety of programming needs, both those held by the library in addition to events hosted by other community groups.

The program also includes an expanded story time/school visit area, which will accommodate 35 attendees.

### Youth Areas

As noted above, the current library provides minimum amenities for children and teens beyond the book-stacks. The new plan adds features that are designed for the interests and abilities of different age groups. Geared towards pre-K children and their caregivers, the Family Space features two AWE early learning stations, added seating (including a 4-person toddler table and lounge chairs), space for an interactive play/learn station and a family restroom. The area serving school age children features computer stations, table and lounge seating and space for an interactive feature (such as a Lego wall). Teen Central includes computer stations, table and lounge seating, and media/gaming area.

### Service Delivery

Given that the library does not anticipate future staffing increases, there is a great need to make all circulation and reference functions as efficient as possible.

A primary service desk appropriate to the 21st century will enhance the staff's capacity to provide excellent customer service. Two self-check machines have been added to relieve pressure on this sole service point, and the materials return slot has been moved away from this central location.

Public restrooms have been expanded to include two multi-stall men's and women's restrooms, a gender-neutral restroom, and a family restroom adjacent to the children's area.

### **Staff/Volunteer Areas**

The recommended library program retains an enclosed office for the library director, increases the number of staff desks, includes spaces for various functions and adds a workspace and table for library volunteers. Also included are two staff restrooms (one including a shower), a wellness room and a staff lounge area with seating and a kitchenette.

## **CONCLUSIONS**

The issues facing the aging Sweet Home Library are typical of libraries sharing its size and locale. According to the 2017 study Rural Libraries in the United States:

Recent Strides, Future Possibilities and Meeting Community Needs by Brian Real and R. Norman Rose for the American Library Association:

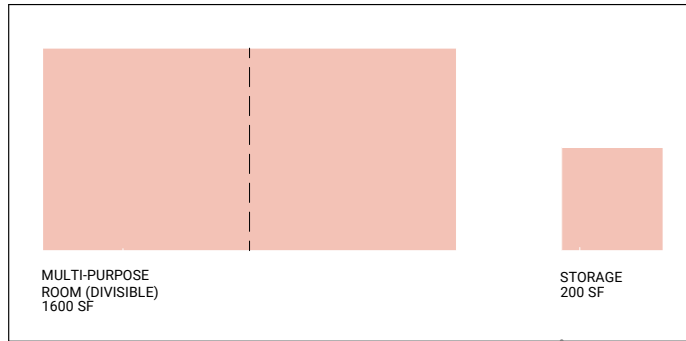
"Broadly speaking, rural libraries are small, and their buildings are less up-to-date...it makes sense that rural libraries are smaller, considering that they serve smaller population bases. However, this lack of space may limit the ability of these outlets to reconfigure their physical plant to follow broader library trends of incorporating new technologies and offering more public programming."

This study goes on to report that in 2014, only 15% of rural libraries reported renovations within the last five years, compared to the national average of 21 – 33% of city libraries. Given that residents of rural communities generally have access to fewer cultural and

educational resources, making local library services the best they can be should be a high priority. An updated and expanded Sweet Home Public Library will significantly improve the quality of life in Sweet Home and its surrounding area.

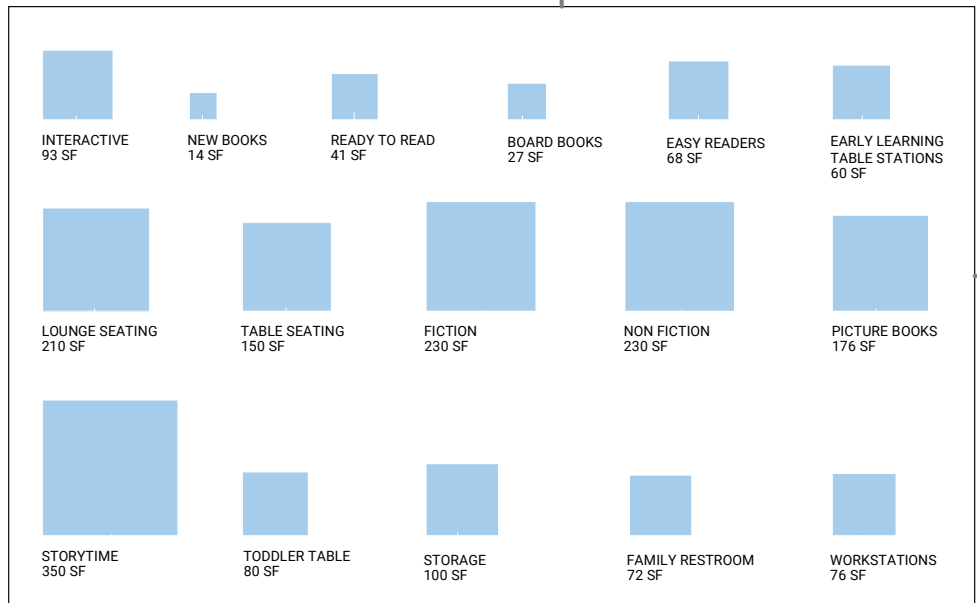
## Meeting Rooms

1,800 sf



## Childrens

1,977 sf



## Young Adult

739 sf



PROGRAM NEEDS

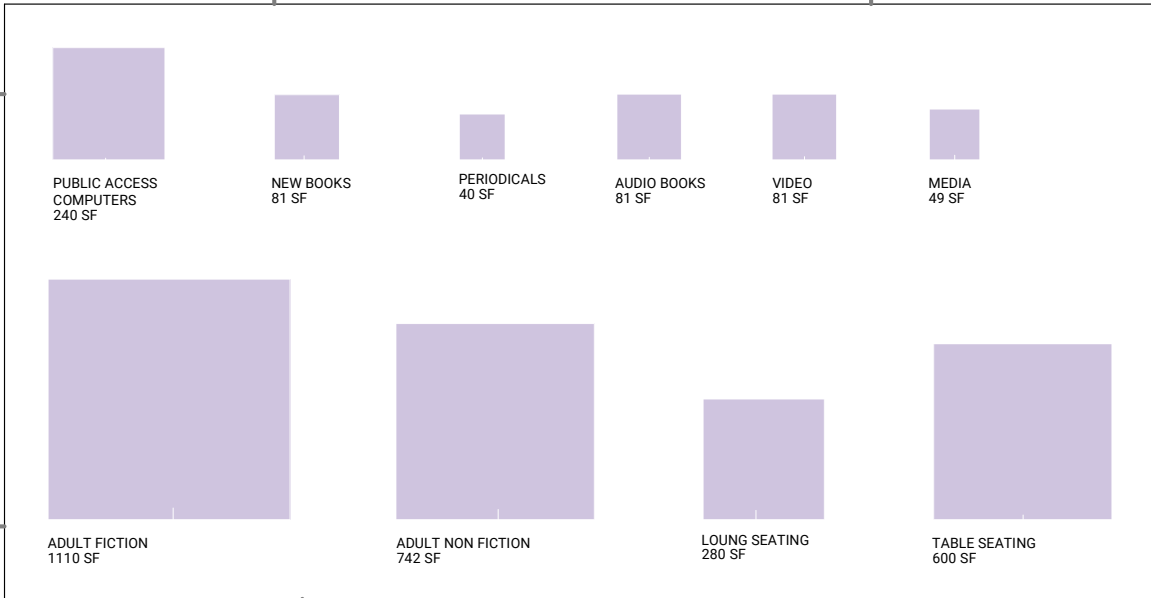
Public Service 1,608 sf



Staff 1,390 sf

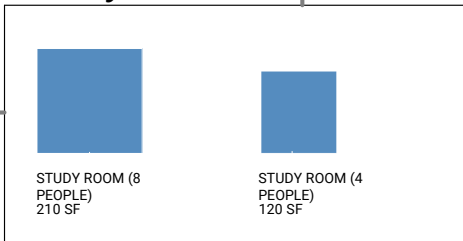


Adult

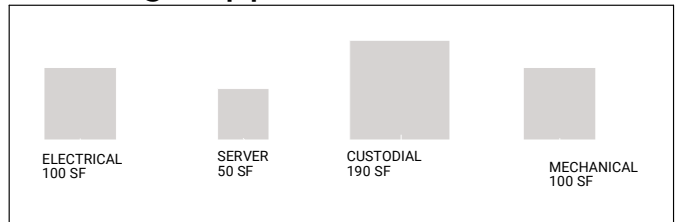


3,304 sf

Study Rooms 330 sf



Building Support 440 sf



NET PROGRAMMING AREA : 11,588 SF  
GROSS BUILDING AREA : 13,326 SF



# 03 | TECHNOLOGY NEEDS

## OVERVIEW

This report will briefly review the current technology environment, identify key needs and desires that were gathered from meetings with staff and other stakeholders, and finally, make a series of recommendations that may be incorporated in a renovation or new building.

Because technology is so integral to the library's mission, and the library's role in bridging the digital divide in the community is so essential, it's important that updates and changes be well planned and implemented. This report identifies priorities and proposes a rough timeline for changes that could take place independently from a building renovation project.

## ASSESSMENT OF CURRENT LIBRARY IT ENVIRONMENT

The Sweet Home library offers technology services and devices for its patrons and visitors to use that is typical among libraries of a similar size and demographic. The public computer setup appears adequate for current needs and uses and enjoys significant use by the public. Two dedicated workstations for pre-teen children are available, and located next to the other public computers. Public black & white printing is provided via a commercial grade mid-range photocopy machine. Management and payment for print jobs is accomplished using LibData software.

Staff computers, printers and other devices are also adequate. Independent of a building renovation project, the library will need to replace much of the current computer hardware and some infrastructure equipment in the near-term (next 12-18 months) as they are at or near end-of-life-cycle, and should plan and budget accordingly. Public and staff computers currently run Windows 7, which will no longer be supported after January 2020. An upgrade is scheduled and should be accomplished as soon as possible.

Library technology is supported and maintained by the city and a Eugene-based consulting company, StepUpIT. StepUpIT provides support to both the city and the library through an annual service contract. Library staff

assist patrons and troubleshoot equipment problems with the aid of city staff and the IT consultant, and attempts to diagnose and resolve problems on their own prior to contacting StepUpIT. StepUpIT manages equipment remotely, and makes weekly site visits, or as needed based on service requests and projects. Support and service outside the scope of the annual contract are charged on a time and materials basis. Support and maintenance for the library IT environment appears adequate and staff is satisfied with the level and quality of service. It is not clear, however, that processes and procedures for such things as software patches, data backup, and security are routinized and documented.

There is currently little technology related library programming, other than one-on-one assistance provided by library staff. The lack of meeting room space and portable equipment that could be used for instruction, workshops and other technology related activities is a major factor limiting the library's ability to provide technology programming.

The library uses the Evergreen Integrated Library System (ILS) hosted by the Equinox Open Library Initiative. The library participates in the Linn (County) Libraries Consortium and the ILS is managed by the city of Albany IT staff. Librarians at each of the consortium libraries are responsible for maintaining their library's data, collection and patron database. Catalog and circulation support is provided by Linn Benton Community College (LBCC) library, and training is provided by Albany IT and library.

### Other Notes on the current environment:

1. Internet bandwidth is adequate
2. The six (6) public Internet computers (PACs) and two (2) AWE kids computers is adequate for existing demand.
3. Wiring is primarily surface mount and adequately managed.
4. File and print servers and network infrastructure is operated and are managed by City staff and consultants.
5. Wifi is very popular with patrons and the public, and is heavily utilized.

6. There are insufficient power outlets for patrons to plug in or charge their devices.
7. Seating and work surfaces for patrons using their own laptops and other mobile devices is limited.

## NEW SERVICES AND PROGRAMS

Library staff articulated the desire for a number of technology related improvements, and also relayed improvements that patrons have told staff that they would like to see. The library fulfills a very important role in providing Internet access to residents that cannot get Internet service at home and for those that can't afford it. The library also provides computers and printers that might not be otherwise be available. The library's wifi service is also very important for those with their own devices but no Internet at home. Requests were noted for more and different type of equipment and services related to improving the operational efficiency of the library.

### Specific requests were made for:

1. Printing from their own devices (wifi & from phones)
2. Ability to send a fax
3. Color printing and copying
4. Self checkout of library materials
5. RFID for materials circulation
6. A better process for managing DVD/CD discs (discs are not left in the cases in order to deter theft. Staff must find and insert the discs at checkout.) Ideally, an automated system is desired.
7. Ability to easily extended time on PACs
8. Wifi 24/7
9. Laptops & storage cart for programs and for use in a meeting space
10. Maker/fabrication tools, equipment and software, and a space for maker and other creative activities
11. Elementary aged kids space w/ age appropriate technology, gadgets, gaming, etc.
12. Place and cables to charge devices

### Opportunities for technology related programming in the library

Staff and other stakeholders also noted an interest to expand library programming related to technology, such as instructional classes, 'maker' and other creative activities, and other activities that would require computers, the Internet and various technologies. In a new or renovated space, new equipment and devices needed for such programs will require space and power/data infrastructure, seating, work surfaces and storage space. Specific areas of interest included:

1. "how to" instructional classes for a variety of devices and software applications
2. Job seekers resources
3. Accessing online services (federal, state, and local government services, social services, etc.)
4. Teen focused programs (virtual/augmented reality, coding & app development, gaming, video, music, etc.)
5. Innovation programs for kids and the community.

### Facilities space and infrastructure to accommodate technology

While the space the library currently has for technology is adequate for the public computers and services currently provided, it is dated and severely limits the capacity to provide additional services and library programs. Staff noted the following, and specific recommendations for improvements (with or without a building renovation project) are noted below.

### The current centrally located space for PACs near the main service desk mostly meets needs of patrons and library staff.

1. Good location within facility, good sight-lines for staff, close to the service desk so it's easy to provide help and maintain control.
2. Spacing for PACs is good – not too cramped and adequate for privacy.
  - a. Computers for kids are in the same location as the adult computers – would be nice to have some separation.
3. Would like to have a mounted projector and screen or large monitor in a meeting space.
4. Wiring limits flexibility where computers can be located. More power outlets are needed to charge devices brought into library.

5. Need a meeting space that will flexibly accommodate technology, including A/V equipment, technology based programs and events, etc.

## RECOMMENDATIONS AND IMPROVEMENTS NEEDED

The Sweet Home Library and City of Sweet Home are doing an admirable job of providing technology and services to the citizens of Sweet Home and users of the library. Services and library programs involving technology could be significantly improved and expanded – a new or renovated library could offer better and more flexible space to accommodate technology and programs than is currently possible. Several of the following recommendations could be accomplished independently of a renovation/new building project and a rough timeline which indicates priority is noted.

### Infrastructure and hardware:

1. Plan for PAC replacement upgrades within the next 6 months. According to the city, upgrades are underway – staff computers have been replaced, and all size public computers will be replaced by mid-2020
  - a. If desktop computers continue to be used, purchase small form-factor devices to conserve space and provide for better flexibility.
  - b. Consider creating a virtual wireless LAN for staff/PAC computers for more flexible placement of computers independent of limited wiring runs.
  - c. Talk with the Lebanon Library about their experience with thin client PACs.
  - d. City Finance Director has created a 4-year replacement cycle plan and budget. Review the plan annually and update it as necessary.
  - e. In the next 12 months, consider the addition of mobile devices for checkout use in the library, to either replace several desktop computers in order to make more flexible use of space. Or, augment the desktop computers for patrons who prefer mobile devices and to meet the demand for the Internet during busy times.
  - f. If the renovation/new library project won't be accomplished within 2 years, upgrade devices independently of the project and re-use them in the new space. Alternatively, replace all devices as part of the building project and budget the project accordingly.
- g. Consider working with other Linn Library Consortium members for best practices and potential for improving cost and operational efficiencies by sharing services, purchasing, knowledge and resources.
2. Add color printing within the next 18 months. The library has plans to replace the existing b&w photocopier with a color photocopier in 2020.
3. Add wifi & mobile device printing within the next 12 months. The library has plans to add wifi printing in 2020.
4. New or renovated space should include ample updated electrical and data wiring to wired digital devices (computers, printers, network equipment, etc.)
  - a. Conduit for main cable runs utilizing whatever the current category of wiring is at the time.
  - b. Build some excess wiring/conduit capacity for future uses
  - c. Install all new commercial grade networking devices (routers, switches and wifi access points) as part of the new library project.
  - d. Use managed network devices. Mount network devices in secure closets/room, or in locked racks that are inaccessible to the public.
  - e. Monitor network devices and network traffic with alerts routed to IT staff.
  - f. Install a managed hardware firewall between the library/city and the Internet.
5. Add device charging outlets (USB) and provide a cache of charging cables as part of the renovation project.
6. Add laptops and a charging/storage cart when a meeting space is built.

Other notes and considerations regarding technology at the library

## Partnerships and collaboration

The library should continue its existing relationships with the city and other community organizations, and work to expand those relationships and to explore collaborations to leverage other potential partners and community resources. Schools and senior organizations are natural partners; local businesses and social organizations may also be interested in working with the library on specific technology related projects and programs. With a dedicated meeting space in a renovated or new library, collaborative activities and programs can be more easily launched.

1. Continue to build on the relationship with city to maintain and improve technology infrastructure and programs for the whole community.
  - a. Possible leverage of city economic development department and programs to engage residents and businesses around technology. (Examples: Innovate Oregon, app development, gig economy, technology incubator, etc.)
2. Look to the senior center and schools for technology volunteers and programming opportunities targeted to those audiences and their interests.
3. Look to local businesses for volunteers, donations, partnering on programming, use of space for events and programs, etc.

### Management recommendations:

1. If not already, make use of state purchasing, licensing and cooperative purchasing agreements whenever possible. This saves money and considerably shortens the procurement cycle.
2. If it doesn't exist already, establish and conduct periodic security training for city and library staff.
3. If not already in place, add a cyber security rider to city/library insurance policies to help protect against data theft and ransomware.
4. If bandwidth is adequate, investigate moving services, applications and data storage to the cloud to the extent possible. Eliminate as many physical servers as possible.
5. Maintain existing managed firewall appliance

and install patches and upgrades as they become available. Replace firewall(s) in 24-36 months. Monitor traffic and automate alerts to appropriate city staff and the IT consultant in order to quickly respond to cyber threats..

6. Create a simple comprehensive IT plan and budget. Update it annually during the budget process.
  - a. Plan for the future – keep a rolling outlook for 3-5 years ahead. Watch trends and think about what will benefit and enhance the community and the library's mission.

TECHNOLOGY NEEDS

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# 04

## EXISTING FACILITIES ASSESSMENT

## OVERVIEW

This report will summarize the existing library facilities at it relates to accessibility, overall building condition, building systems, and life safety. The summary is based on observations made by FFA, KPFF, and PAE through touring the existing building, and researching historical building documents.

Additionally, this report will make a series of recommendations on whether the current site and building could be renovated to accommodate the required program needs.

## EXISTING BUILDING GENERAL ASSESSMENT

### Site

The existing building is a single-story construction with a 5,757 sf and sits on a property approximately 11,885 sf in size. Largely unchanged since its completion in 1969, the current library building is over 30 years beyond its initial planned 20 year life span.

The building makes the most of the limited property area and is sited on the west and south limits placing its entry on the intersections of Kalmia Street and 13th avenue. There is a 10' drive aisle to accommodate limited deliveries on site. In the event of an expansion of the current building, this drive aisle would likely need to be maintained due to code requirements, limiting the expansion of the existing footprint.

Access to the site is not ideal due to a lack of parking on the property. The main library entrance is served primarily by street parking, and an existing city parking lot on the opposite side of 13th, limiting access for to the building for people with disabilities. There is a small parking lot on the east side of the property that can accommodate up to (6) cars, and falls well short of the code minimum required parking stalls for a library of its size. Any potential expansions would have to address the lack of parking and accessibility.

### Building Envelope

The building roof was replaced 6-8 years ago, but the rest of the envelope is largely the same as when the building was built and does not comply with current energy codes. Gutters consistently plug up, and there is evidence of water damage and staining on exterior soffits. The walls themselves are masonry which offer no insulation, and existing windows are single pane glass.

### Program

There are several program deficiencies in the current building that the staff needs to work around. The current circulation desk is crowded and not ergonomic; it needs to be redesigned to better accommodate staff. There is little segregation between the library and the private staff area, and the facility lacks storage and a janitor's room.

Per consulting librarian Penny Hummel's analysis, the current building area is too small to accommodate the required building program. The existing building area needs to grow by an estimated 7,569 square feet to meet the needs of the community.

### Accessibility

The existing building has several barriers to access by patrons with disabilities. The front entry does not have a ramp, and requires patrons to use existing stairs. An accessible entrance has been provide to the side of the building, but it is not the main entrance and not an ideal solution. The building has (3) public restrooms, of which only (1) is accessible. The library entrance should be upgraded to create equitable access to the building, and (2) of the restrooms should be accessible.

### Acoustics

There are several acoustic issues with the current building, some of them programmatic, and some of them related to construction. Existing restrooms lack acoustic privacy, and the proximity to the fire station creates issues when crews are responding to a call with sirens activated.

Programatically, the lack of dedicated spaces for programs leads to acoustic conflicts in the space. Patrons complain about noise, and often times programs are held off-site to avoid conflicts.

## STRUCTURAL SYSTEMS

KPFF visited the existing Library on June 12, 2019, met with Library staff and performed a limited visual observation of areas readily exposed to view. KPFF also performed a limited review of existing building drawings by Loyal C. Lang Architects of Portland, OR, dated September 1968. These drawings contain very limited structural information. No engineering analysis has been performed on the existing structure. Observations of the structural systems are as follows.

### Existing Structure Type

The single story structure consists of reinforced concrete spread footings supporting masonry walls and a wood framed roof. The wall appears to contain reinforced bond beams. No indication of vertical rebar was noted. Lightly reinforced or unreinforced masonry construction would not be permitted under the current building code.

### Seismic Assessment

Based on the construction type and era of the building and the available structural drawings, the building likely does not meet modern seismic design and detailing practices and could experience significant damage in a moderate to large earthquake. This could represent a significant hazard to human life for the occupants of the building. We recommend that a detailed seismic evaluation be performed to quantify the seismic hazard followed by appropriate measures to reduce those seismic hazards.

### Seismic upgrades

Upgrading existing buildings to meet current seismic codes is typically a costly and disruptive undertaking. This would almost certainly require the building to be vacated for 6 to 12 months and the rough-order-of-magnitude cost could be approximately \$50 to \$150

per square foot in 2020 dollars.

### Structural modifications

The current Oregon Structural Specialty Code contains limits to structural modifications to existing buildings that trigger mandatory gravity and seismic upgrades if exceeded. These triggers include changes of use/occupancy and significant structural modifications such as new wall openings for doors and windows and new roof openings for skylights and mechanical ducts. Also, increases in building mass, such as new roof mounted equipment or building expansions, can also trigger mandatory structural upgrades.

### Subgrade information

The site is relatively flat and KPFF did not observe evidence of significant cracking or settlement of the building. However, a professional geotechnical engineer must be consulted if an engineering evaluation of the subgrade conditions is required. KPFF did not perform any subsurface evaluation of soils or foundations. A Geotechnical Engineer would be recommended to make geotechnical evaluations or geotechnical recommendations.

### Building expansion

The building does not appear to have been designed to accommodate new horizontal or vertical construction. Vertical expansion of the building is almost certainly not feasible as this would likely require strengthening of foundations, walls and the existing roof framing and decking. Horizontal expansion may be feasible if seismically isolated from the existing structure – this means that the new expansion would function as an entirely separated structure from the existing building. A seismic joint between new and existing construction could accomplish this. Horizontal expansion of the existing building would likely exceed allowable structural modifications and trigger seismic and gravity upgrades to the entire existing building.

## MEP SYSTEMS

The current Library is served by (2) Bryant gas fired DX

rooftop air handlers which were installed 15-20 years ago. One unit serves the open library and the other unit serves the remaining spaces giving the library two temperature zones. The supply ducting is run overhead and the return is in the slab. The Bryant units are at the end of their service life and in need of replacement, potentially consisting of simplified dedicated outdoor air unit with heat recovery and a VRF system for heating and cooling.

Additionally there were complaints as follows:

- Drafts from side wall air distribution
- Lack of air distribution
- Hot and cold spots
- Exhaust fan noise

### Plumbing

Much of the current plumbing piping was not able to be viewed to assess what kind of pipe or condition it is in. Current piping, depending on the routing, might be able to be reused. The hot water heater is at the end of their useful life and in need of replacement. There is no a fire sprinkler system in the building.

### Electrical

A 400A, 240/120V, 3 Phase underground service is routed to the building and terminates into a main distribution panel located in the mechanical/electrical room. The distribution panel serves rooftop mechanical units, wireway with disconnects and two branch panels. Distribution panels were manufactured by ITE and appear to be original and in good condition. There are potential code clearance issues in front of the distribution panels. If the existing building were to be expanded, the existing system capacity would need to be evaluated.

Branch circuit wiring appears to be in conduit and wire and metal clad cable. Additional distribution of receptacles should be provided in the library area for flexibility through the use of floor boxes, surface mounted raceways, or potentially power poles.

### Lighting

The majority of the existing lighting is surface mounted fluorescent luminaires which appear to be in good

condition. There are potential code issues due to lack of emergency lighting and illuminated exit signs. Lighting should be replaced throughout with LED technology, through either new luminaires or T8-LED lamp replacement. Lighting controls should be updated to current code through the use of automatic lighting controls. Emergency lighting and exit signs should be upgraded to code with a minimum 90 minute back-up.

### Fire Alarm System

The building has a newer Gemini combination fire alarm and security system. A single smoke detector and audible annunciator is wall mounted in the central area of the library. The control panel and devices appear to be in good condition.

The fire alarm notification and detection do not appear to meet current code. A new fire alarm system with detection and annunciation as required by current code should be provided.

## RECOMMENDATIONS

There are substantial hurdles to renovating and re-using the existing library building. The structural and envelope systems would need to be heavily modified to meet current codes. Several existing building systems need to be entirely replaced or upgraded, any existing hazardous materials would need to be replaced through an abatement process, and substantial accessibility upgrades would be required.

Additionally, the site poses significant constraints. There is limited room for expansion on the property, which would necessitate building vertically and splitting the program between two floors. Expanding to two-stories is structurally not feasible, and would require further up-sizing of building systems, and require dedicated vertical circulation systems in the form of stairs and an elevator. Additional vertical circulation systems not only increase the required building square footage, but also increase operation costs in the form of energy and maintenance. An expansion would take the place of current on-site parking, requiring additional parking to be provided elsewhere.

Operationally, splitting the program between two stories is not feasible. The current library staff has 3 FTE's with one sole full time employee. Even with volunteers, the current staffing level is not sufficient to staff a 2-story building.

Considering the required upgrades to life safety, accessibility, and mechanical systems alongside site and staffing limitations, the consultant team does not believe expanding the current library is a feasible option. The team recommends the City of Sweet Home construct a new building on an alternative site that can better accommodate the program requirements.

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# 05

## TEST FIT OPTIONS AND COST ESTIMATING

## OVERVIEW

With the conclusion that the existing library site is unable to accommodate the required library program, the consultant team worked with the City of Sweet Home to assess (3) potential properties that could house the required building program. To qualify as potential sites, the properties needed to be city owned, large enough to fit the 13,326 sf program, and maintain a close proximity to schools and downtown.

The team identified the following potential sites for test fits:

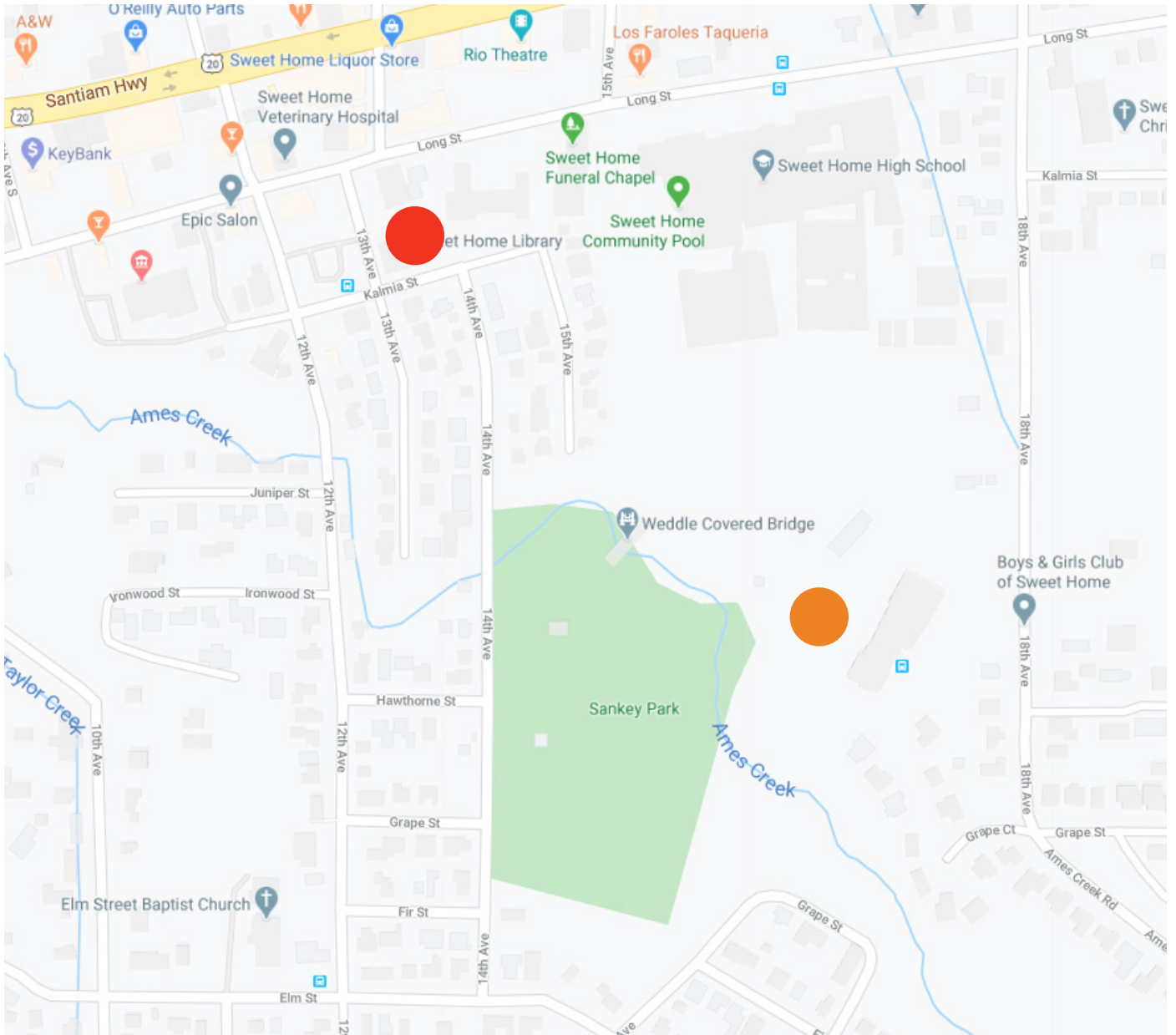
- Site 1 - Boys and Girls Club
- Site 2 - Existing Parking Lot
- Site 3 - Old City Hall

After further study, sites 2 & 3 were identified as workable scenarios and received a more detailed investigation. The -pros and cons of each site are summarized along with site diagrams and conceptual studies. Ultimately Site 3 was selected as the site best suited to house the required program, and was used as the basis of the project cost estimate.

## SITE 1 - BOYS AND GIRLS CLUB

The Boys and Girls club site was identified as a potential location for a future library. The property is owned by the city, and the location fits nicely with adjacency to local schools, the Boys and Girls club, and Sankey Park. During the review process, this site was eliminated as a feasible option when FEMA maps showed that the property is located adjacent to a regulatory floodway and is within the 100 year flood plain.

TEST FIT OPTIONS AND COST ESTIMATING



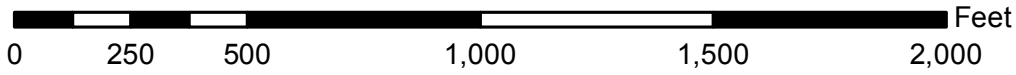
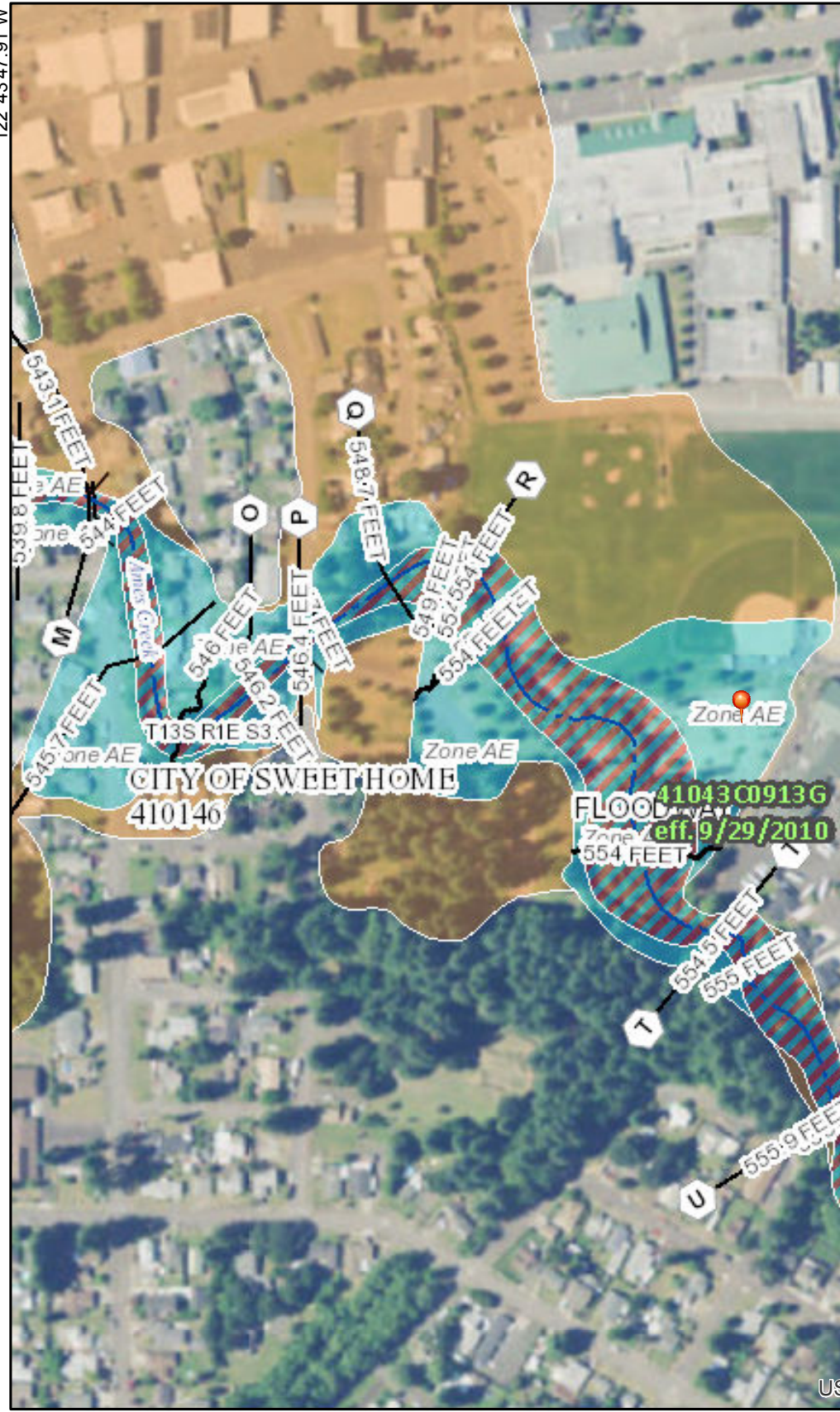
EXISTING LIBRARY



PROPOSED SITE

44°23'52.27"N

122°43'47.91"W





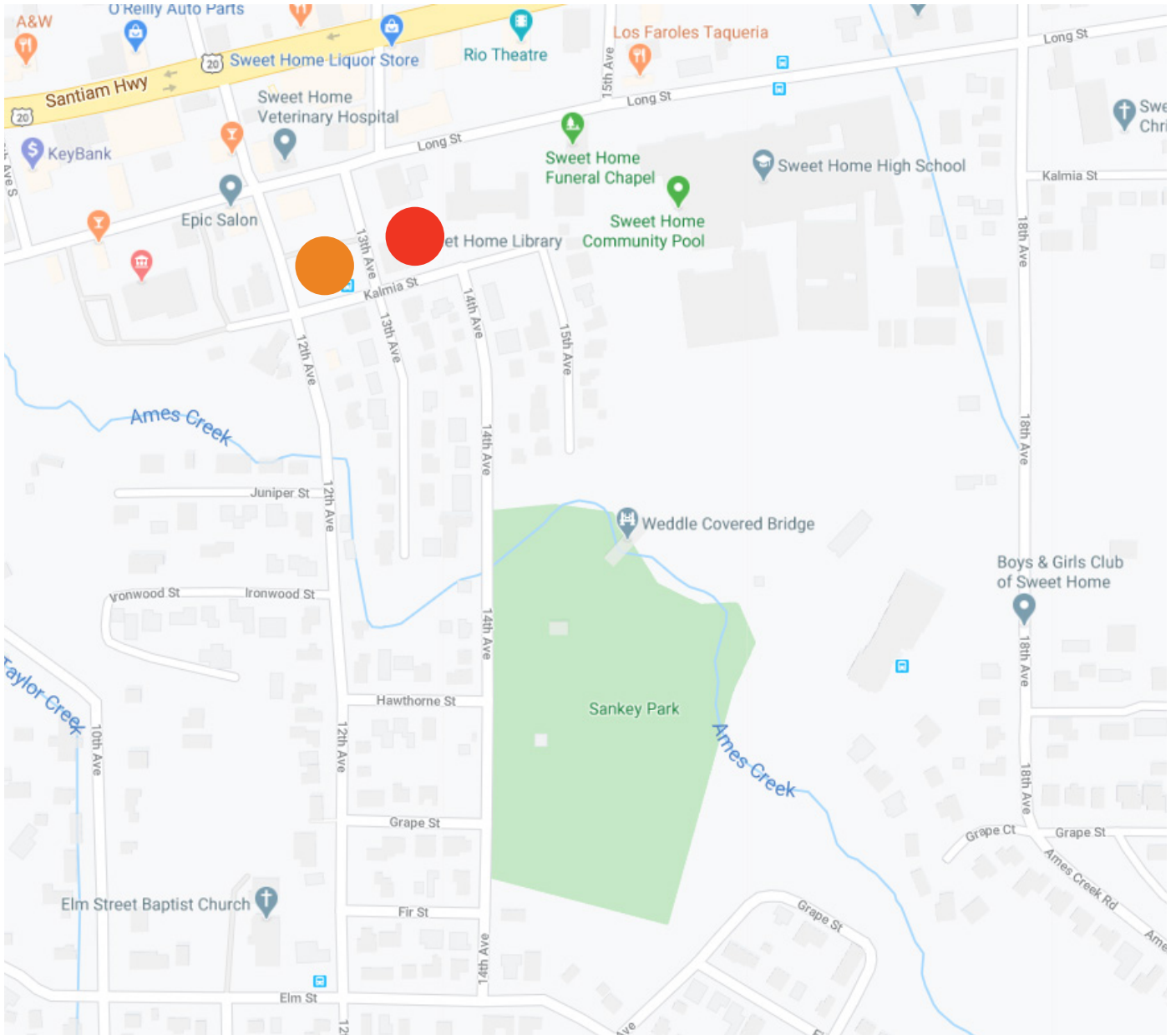
## SITE 2 - EXISTING PARKING LOT

The existing parking lot site was identified as a potential location for a future library due to several factors. The property is located adjacent to the existing library which allows access from the community and nearby schools. The property is also owned by the city, and is large enough to fit the entire required program on a single level. The site however, is not large enough to allow for adequate parking. To meet the code required amount of parking, the adjacent Old City Hall building would need to be demolished and replaced with a parking lot.

To develop the existing property, the public entrance would best be set along 12th Avenue to better utilize the new parking lot at the Old City Hall, and the building would have to extend to the allowable building limits of the site. Solely providing off-site parking is not ideal and would create accessibility issues. Further, the proximity of the building to the North lot line would limit the amount of glazing that could be incorporated into this facade. Utilizing this site would also require the relocation of the existing mail box drop located on the North portion of the site, which would require coordination with the Federal Post Office.

While it is feasible to build on this site, there are many compromises that would need to be made in regards to accessibility and require coordination with multiple jurisdictions. Additionally, building on this site would require demolishing a parking lot to construct a building, and demolishing a building to construct a parking lot, which would increase construction costs. The Consultant Team recommended finding an alternate site that better fits the required program.

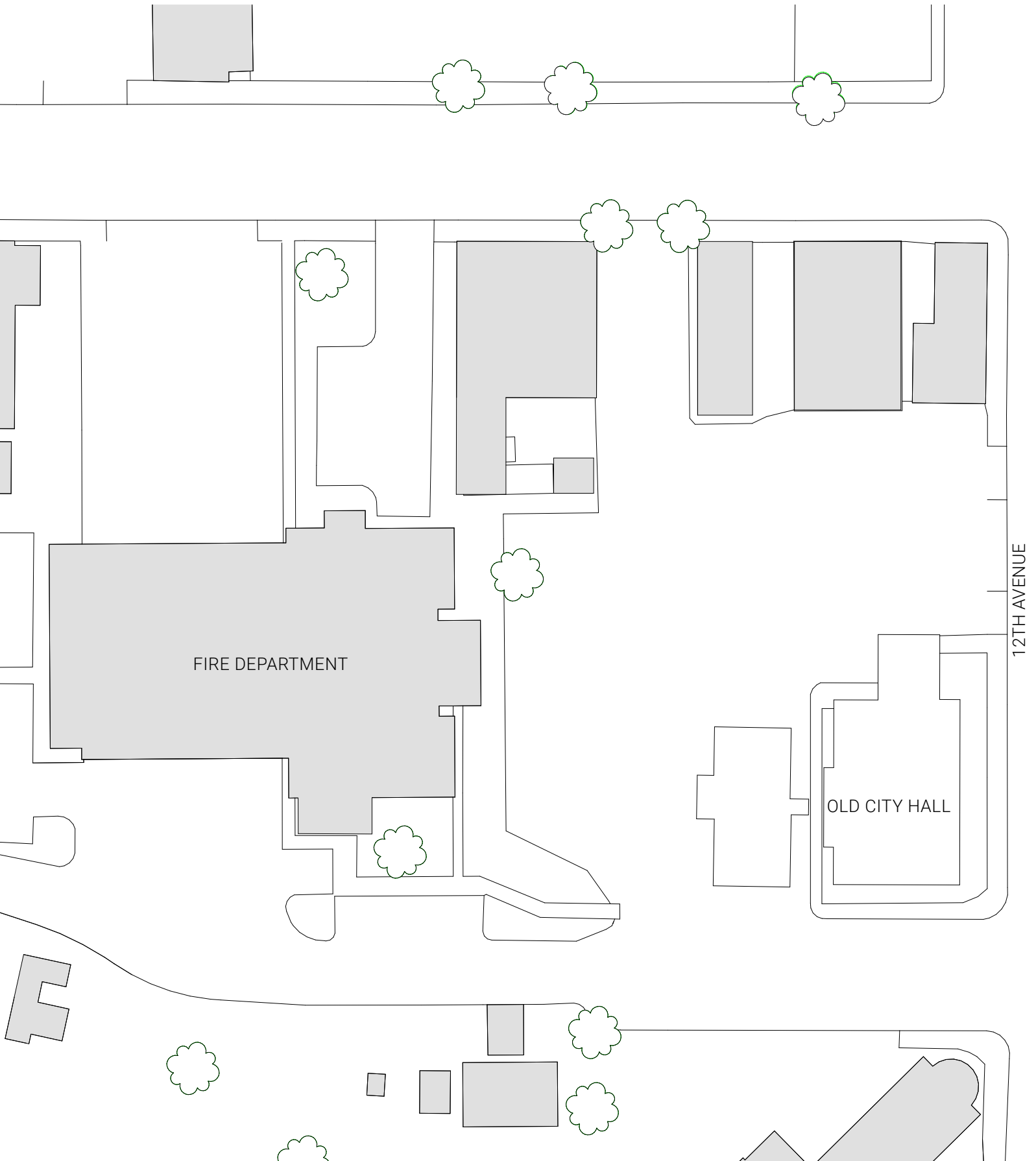
TEST FIT OPTIONS AND COST ESTIMATING



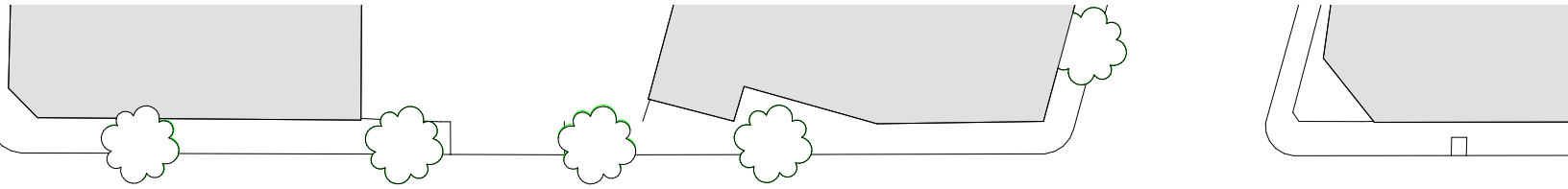
EXISTING LIBRARY



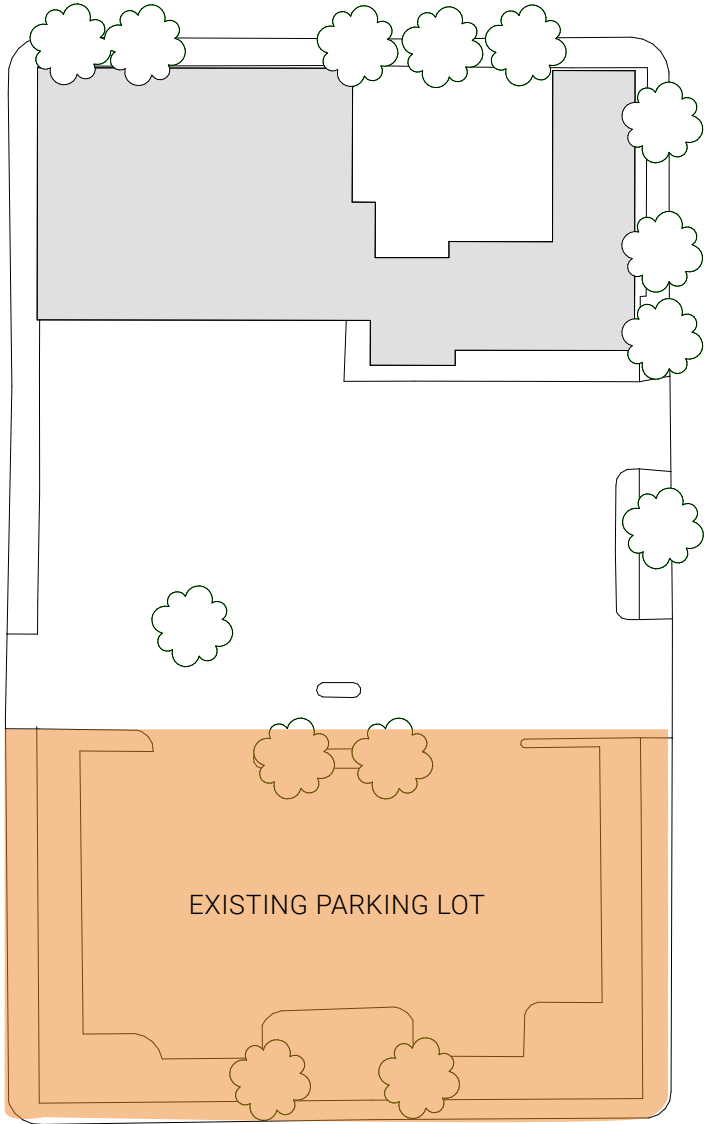
PROPOSED SITE



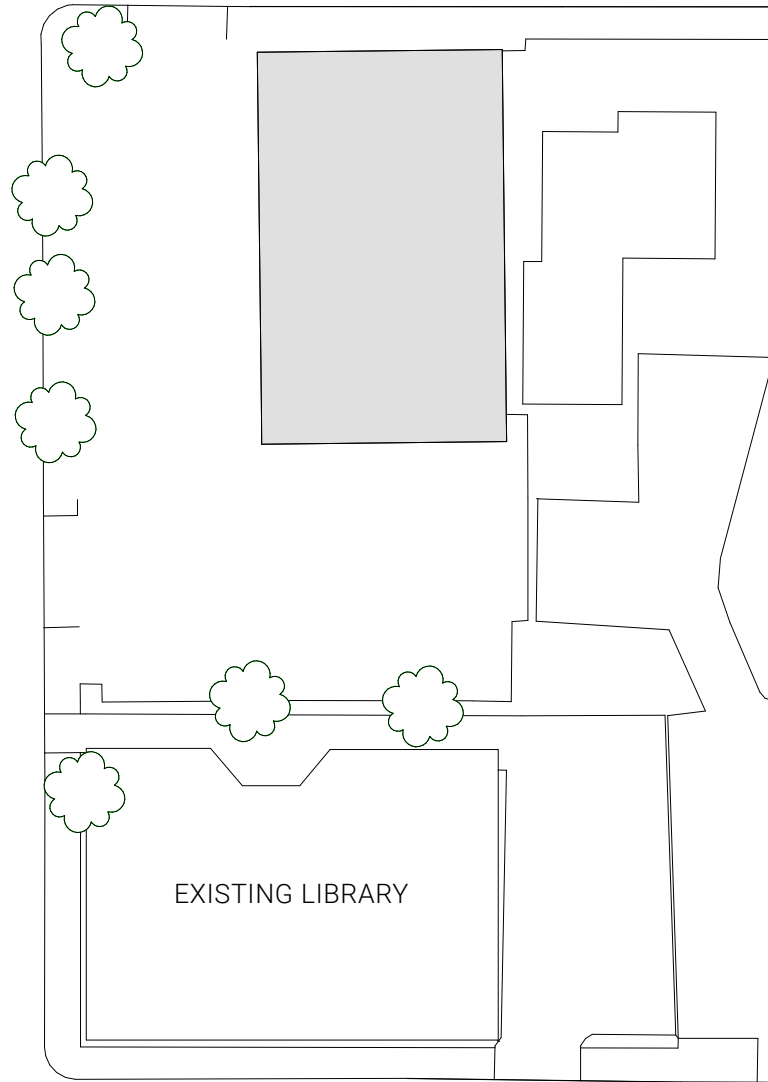
**SITE 2 - SITE PLAN**  
LIBRARY NEEDS ASSESSMENT



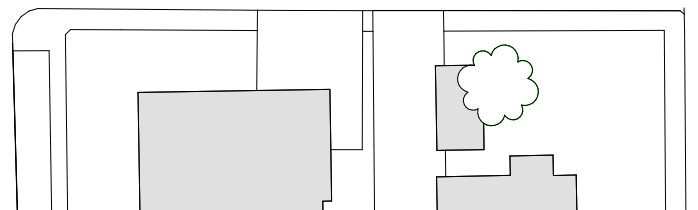
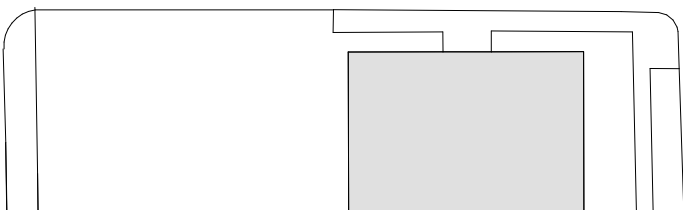
LONG STREET

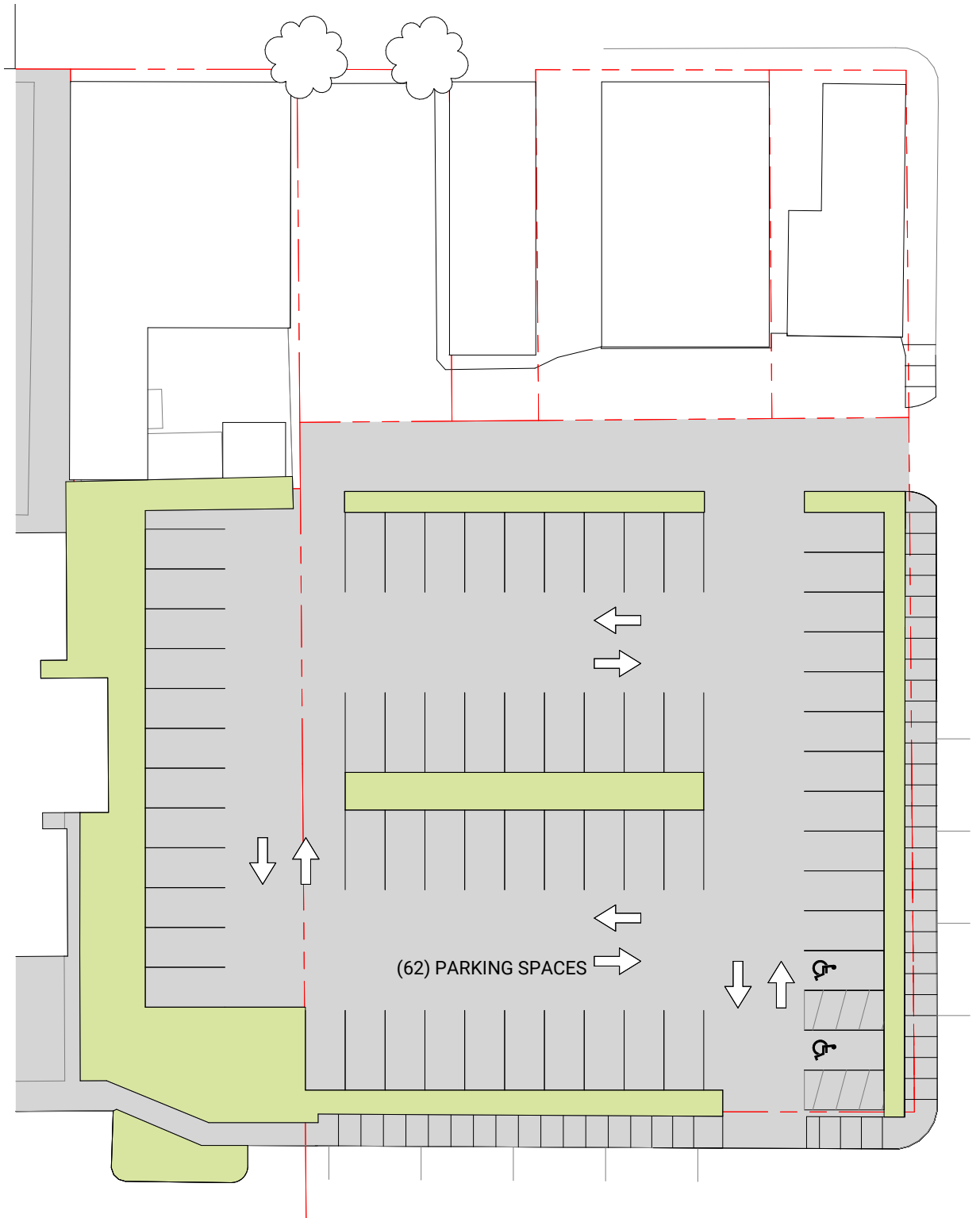


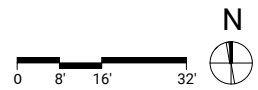
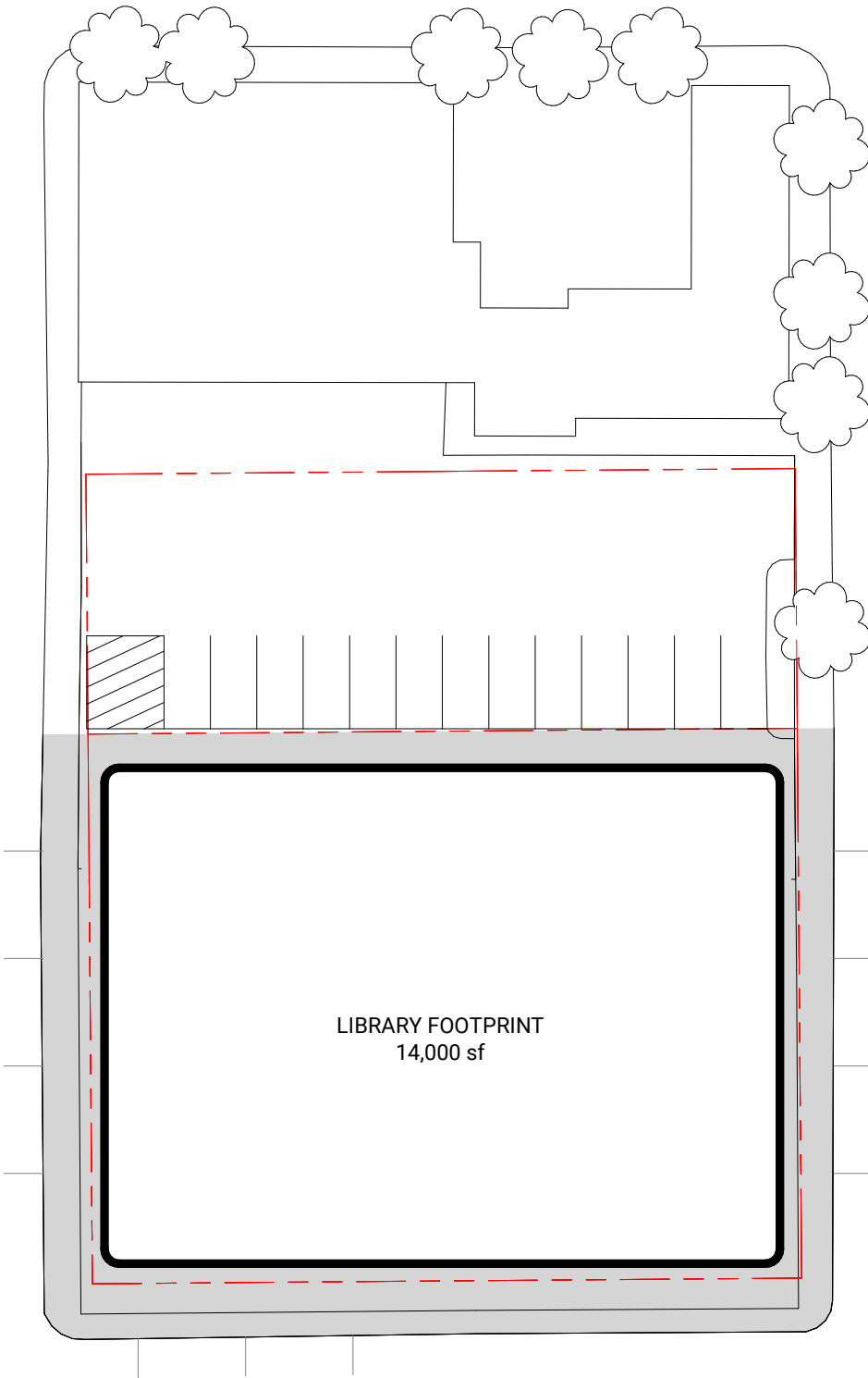
13TH AVENUE

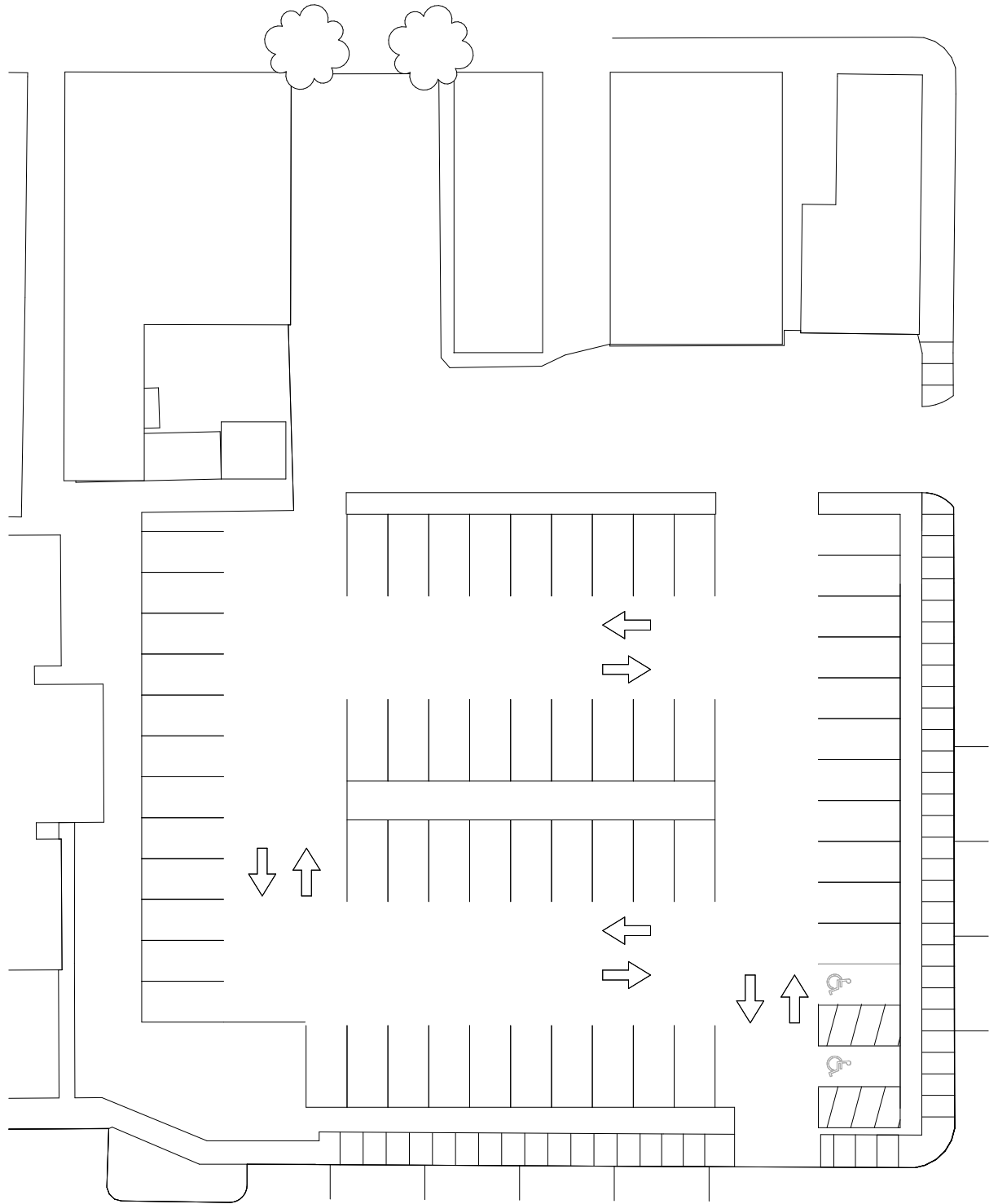


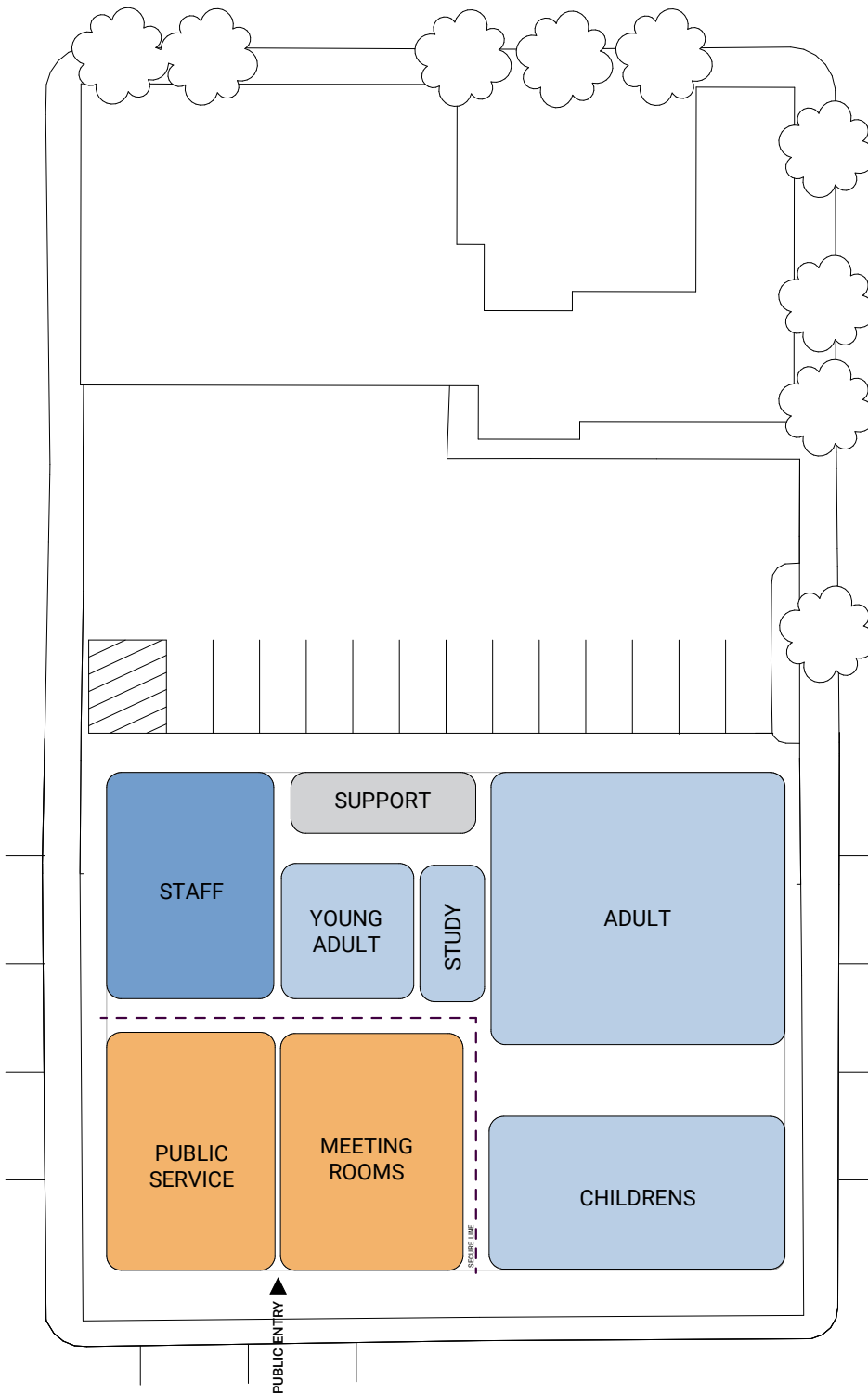
KALMIA STREET









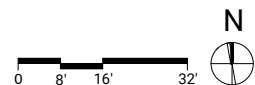
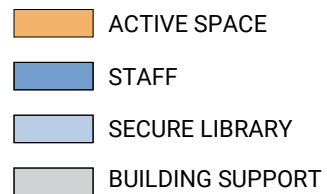


**PROS**

- ACTIVE USES ARE ON THE ACTIVE STREET FRONTAGE
- ALLOWS DIVISION OF ACTIVE AND SECURE SPACES AFTER HOURS
- FITS ENTIRE PROGRAM ON ONE LEVEL

**CONS**

- REQUIRES A VARIANCE
- REQUIRES ADJACENT EXISTING CITY HALL TO BE DEMOLISHED
- PARKING OFF SITE
- STREET PULL UP FOR BOOK DROP
- LIMITED GLAZING ON NORTH FACADE
- REQUIRES RELOCATION/REMOVAL OF MAIL DROP



## SITE 3 - OLD CITY HALL

The Old City Hall site was identified as the best potential location for a future library due to several factors. The property is located near the existing library and parking lot, which allows access from the community and nearby schools. The property is also owned by the city, is large enough to fit the entire required program on a single level, and allows for limited parking on the immediate property. With the addition of street parking, the adjacent existing parking lot would serve to meet the parking requirements.

To develop the existing property, the Old City Hall building would have to be demolished, however, the existing parking lot located across the street could be utilized without modification. The site is large enough to provide 20 parking stalls on the immediate property, including (2) accessible stalls, and allows for an all-hours drive-thru book drop. Locating accessible parking on-site would allow people with disabilities to access the main entrance without having to cross a public street.

Programatically, the site allows for an ideal layout. Placing the main entry along 12th would allow for access to the adjacent parking lot. The program allows for a secure delineation between the library spaces and public spaces, which could potentially allow for public access to the building beyond solely library functions. The staff support spaces can be located adjacent to the drive by book drop, eliminating the need to pull heavy carts across the building and site. The staff support spaces can be centrally located, allowing them visual access to the entire library, increasing security for patrons.

There are three public water mains adjacent to the Old City Hall site. The water service to the existing building is fed from a 2-inch main in Kalmia Street. This service should be removed with demolition of the existing building. There is an 8-inch water main on the east side of 12th Avenue and a 4-inch main on the west side of 12th Avenue. Both mains are located under the paved road section of 12th Avenue.

The consultant team anticipates that the library will require a 2-inch domestic service and 6-inch fire protection service. The 12-inch main likely has capacity to provide domestic water and fire protection water

services for the new library.

There are sanitary sewer mains in Kalmia Street and 12th Avenue adjacent to the site. In addition, a public sanitary sewer main runs across the north side of the site. This sewer main provides service to the buildings fronting on Long Street. It should be assumed that the public main will remain and that the north 20-feet of the site should be reserved for a public sewer easement. The sewer easement will preclude the construction of any structures or placement of trees within it.

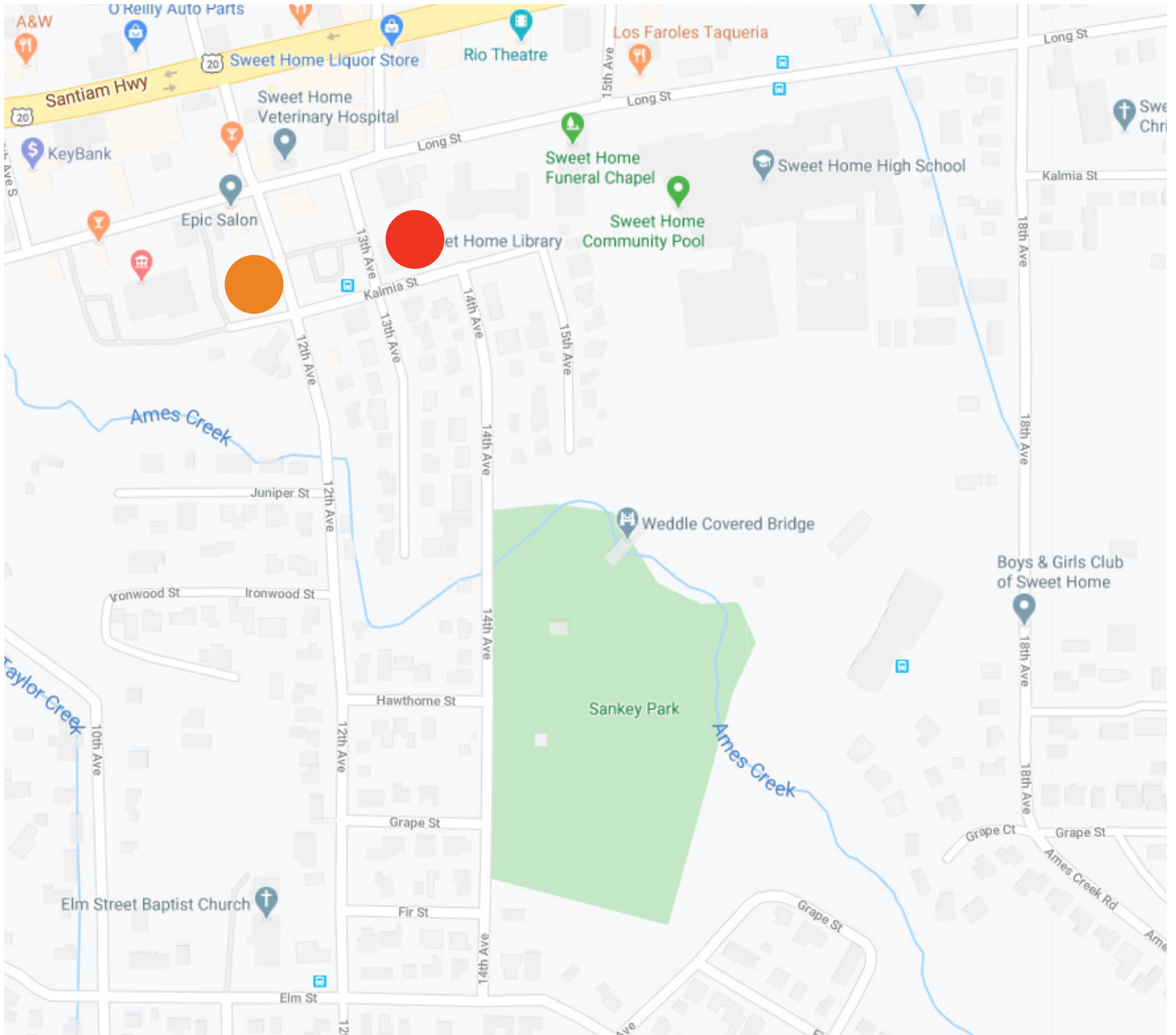
The sewer lateral to the existing building connects to the main in Kalmia Street. City maps indicate a second lateral may be stubbed to the site. It should be assumed that a new 6-inch lateral will be required from an adjacent main to the new building. The adjacent mains should have the capacity and depth required to serve the new library.

Storm drainage from the existing site is collected in drains and routed south across Kalmia Street to a public storm main. The storm main runs across adjacent parcels roughly following the property lines before discharging to Ames Creek. The exact location of the storm main and whether the main is located within an existing easement is unknown. The existing storm main should have capacity for the new development. On-site stormwater management will likely be required. Typically, stormwater management for this type of development will consist of stormwater planters or rain gardens. For planning purposes, the site area should be reserved for stormwater management equal to 6 to 8-percent of the total site impervious area.

Both power and telecom services are available to the site. For planning purposes, it should be anticipated that the adjacent sidewalks will be replaced with the new development.

The Old City Hall building is located on Tax Lot 12900. However, a portion of the existing parking lot is located on the adjacent tax lot occupied by the Sweet Home Fire and Ambulance District. We understand that the City of Sweet Home owns both these lots. However, it is recommended that the City complete a property line adjustment that better aligns with the proposed uses.

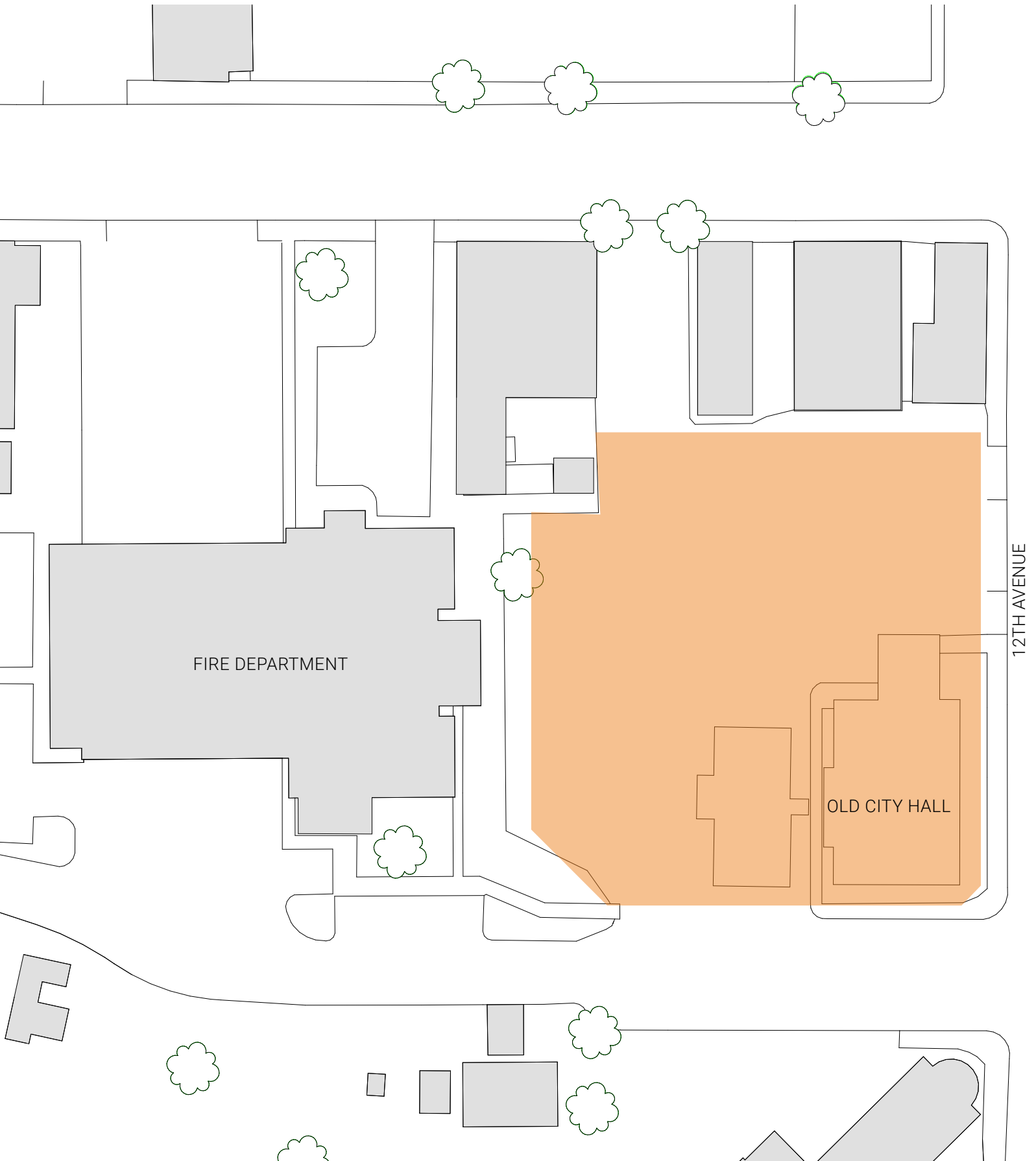
TEST FIT OPTIONS AND COST ESTIMATING



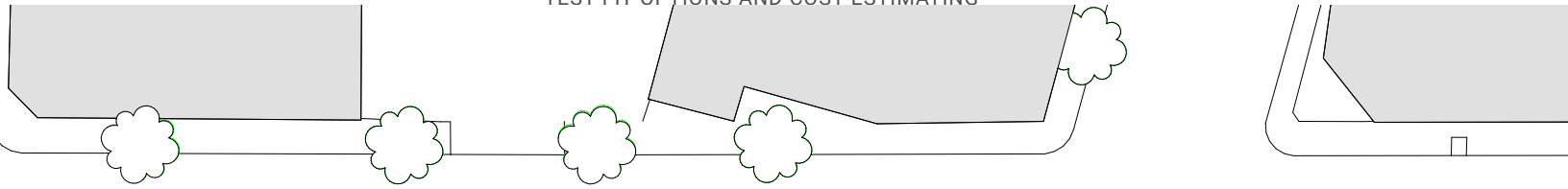
EXISTING LIBRARY



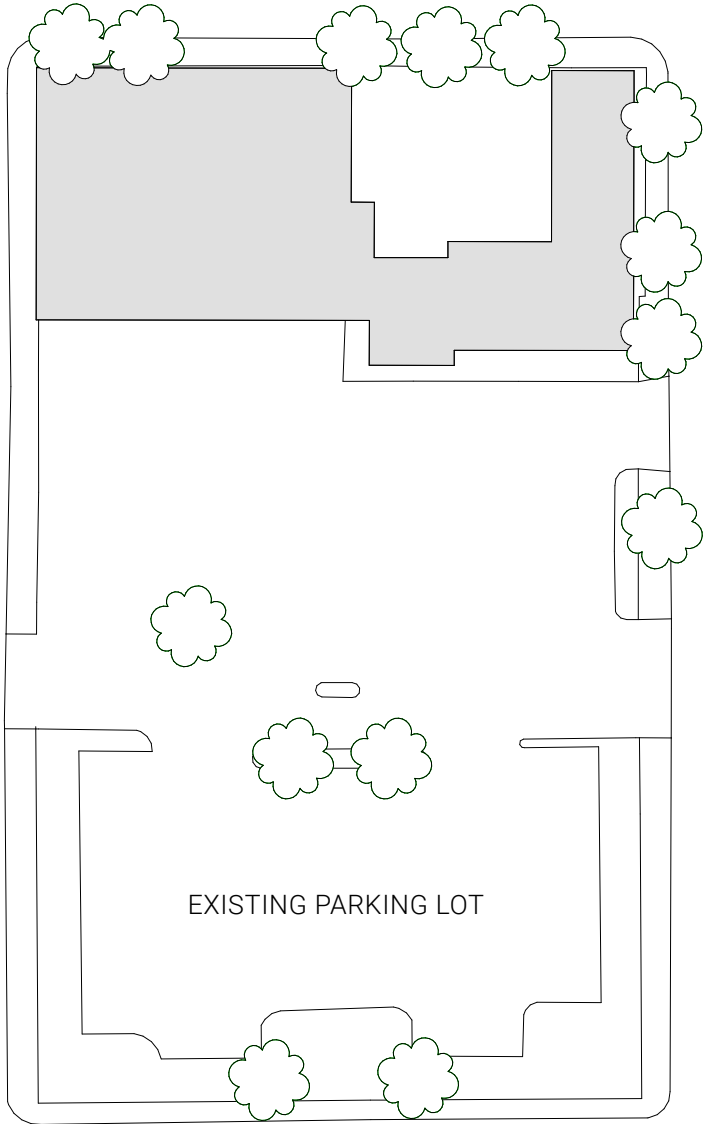
PROPOSED SITE



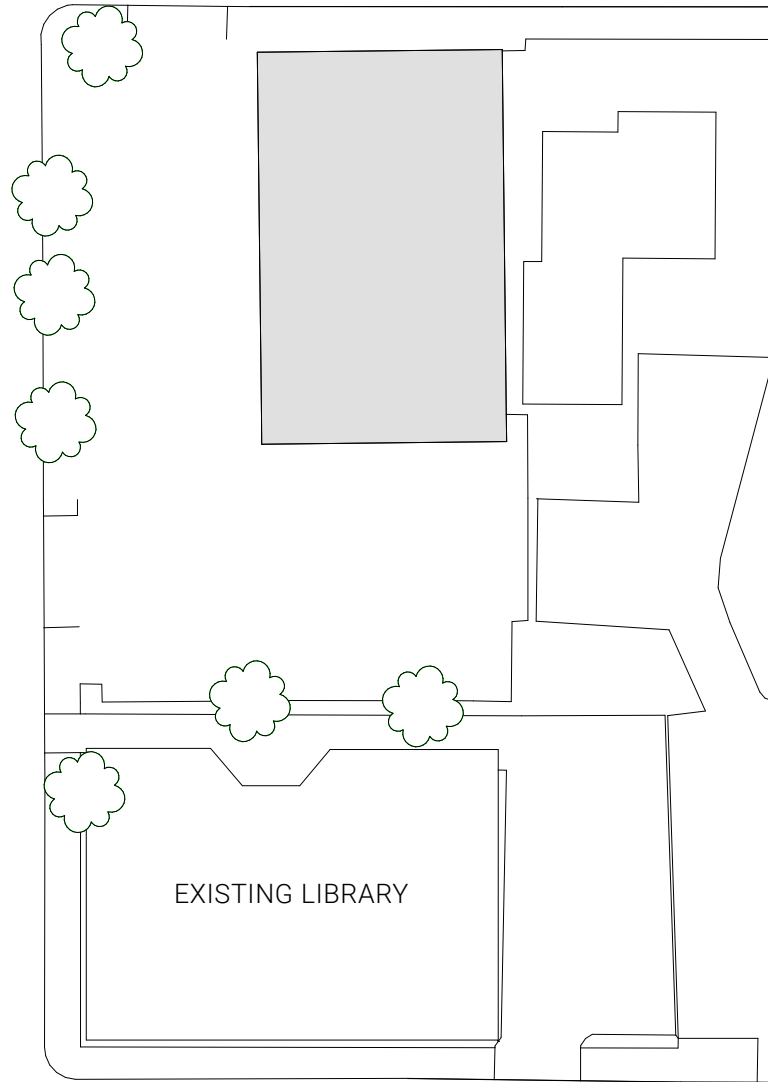
TEST FIT OPTIONS AND COST ESTIMATING



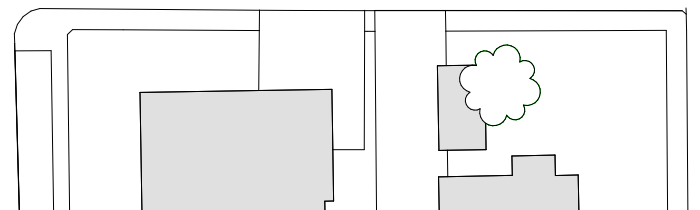
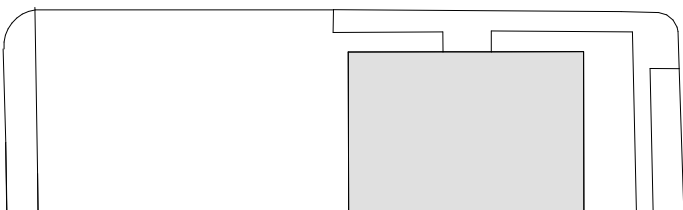
LONG STREET

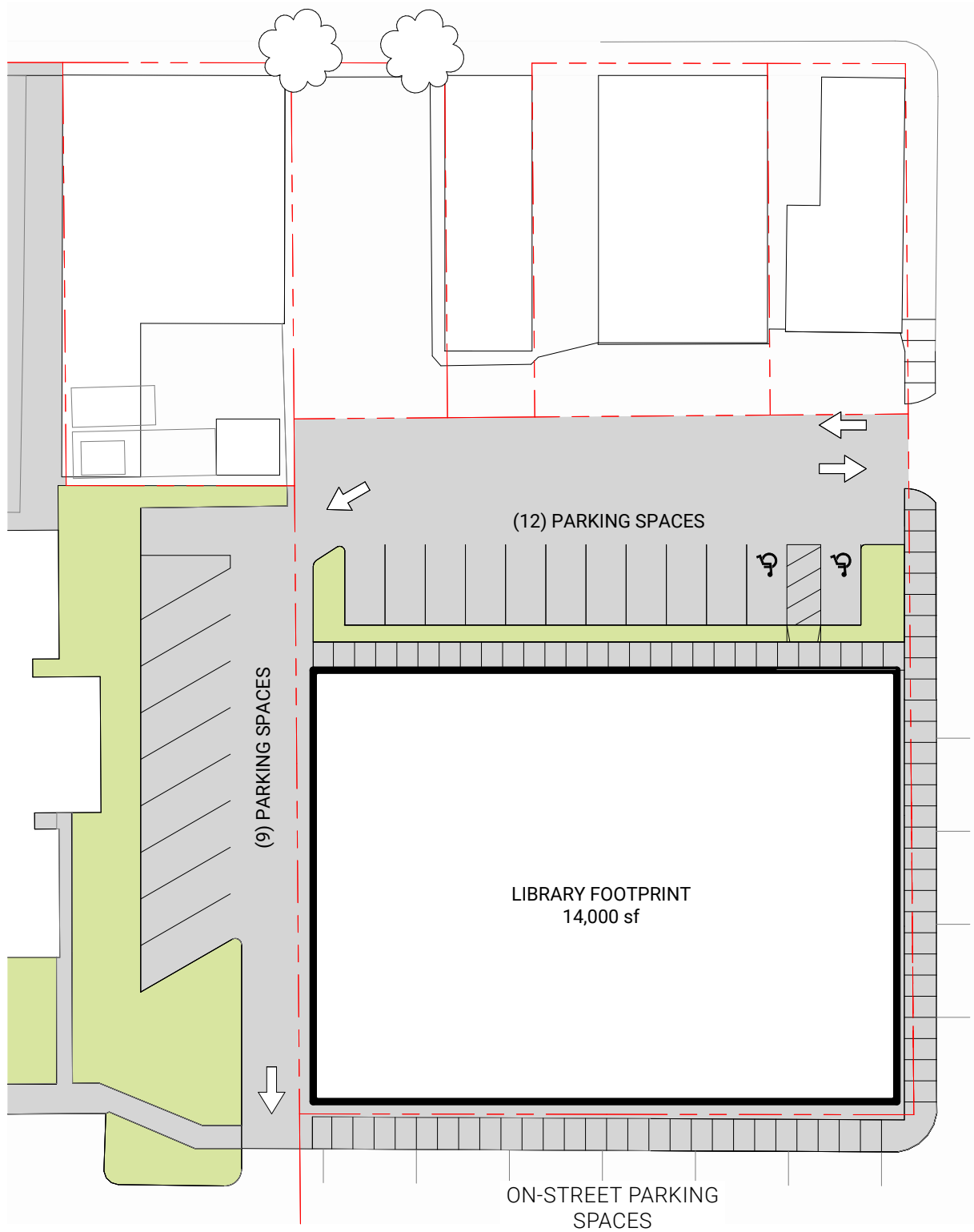


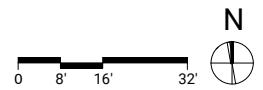
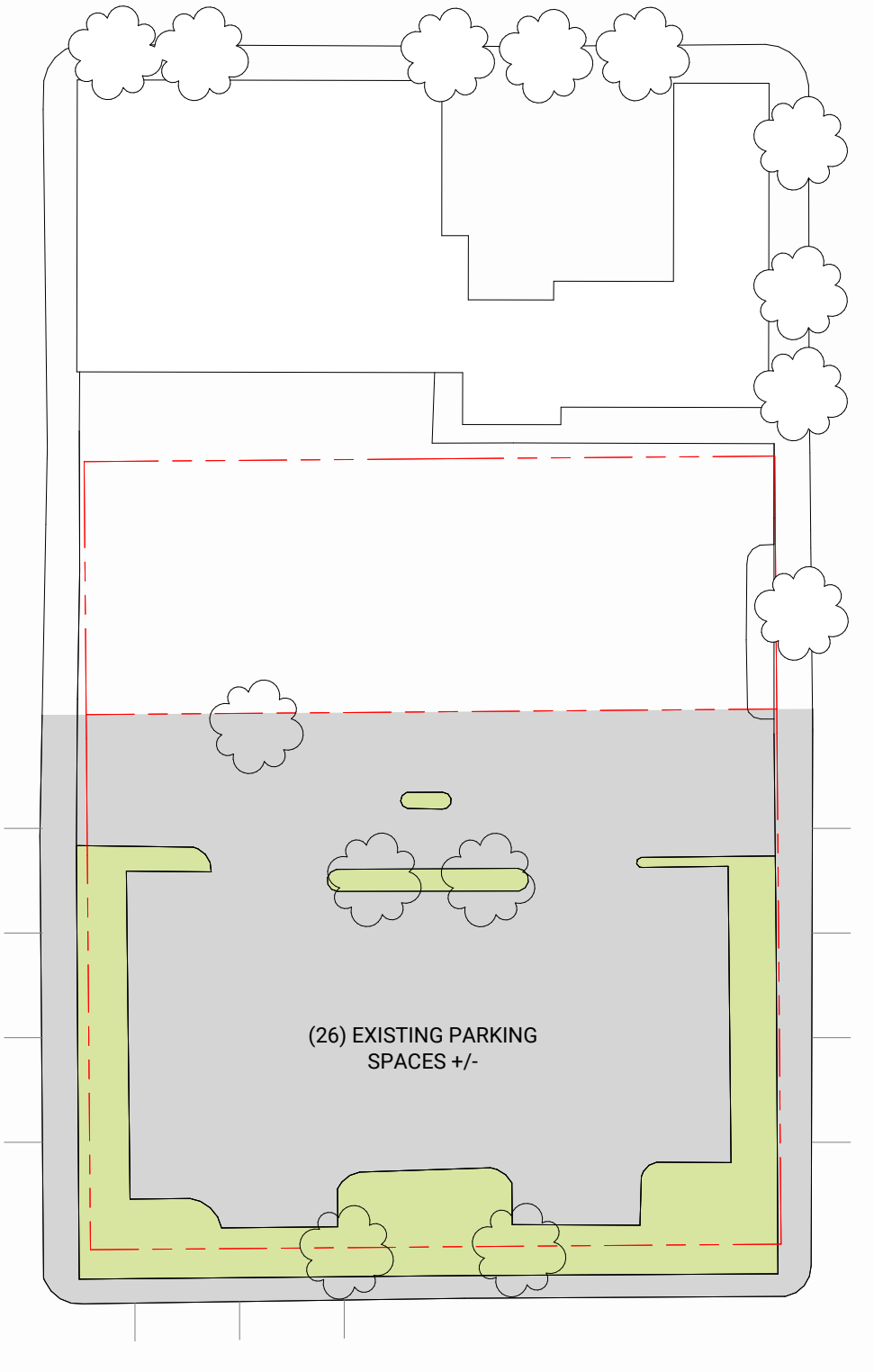
13TH AVENUE

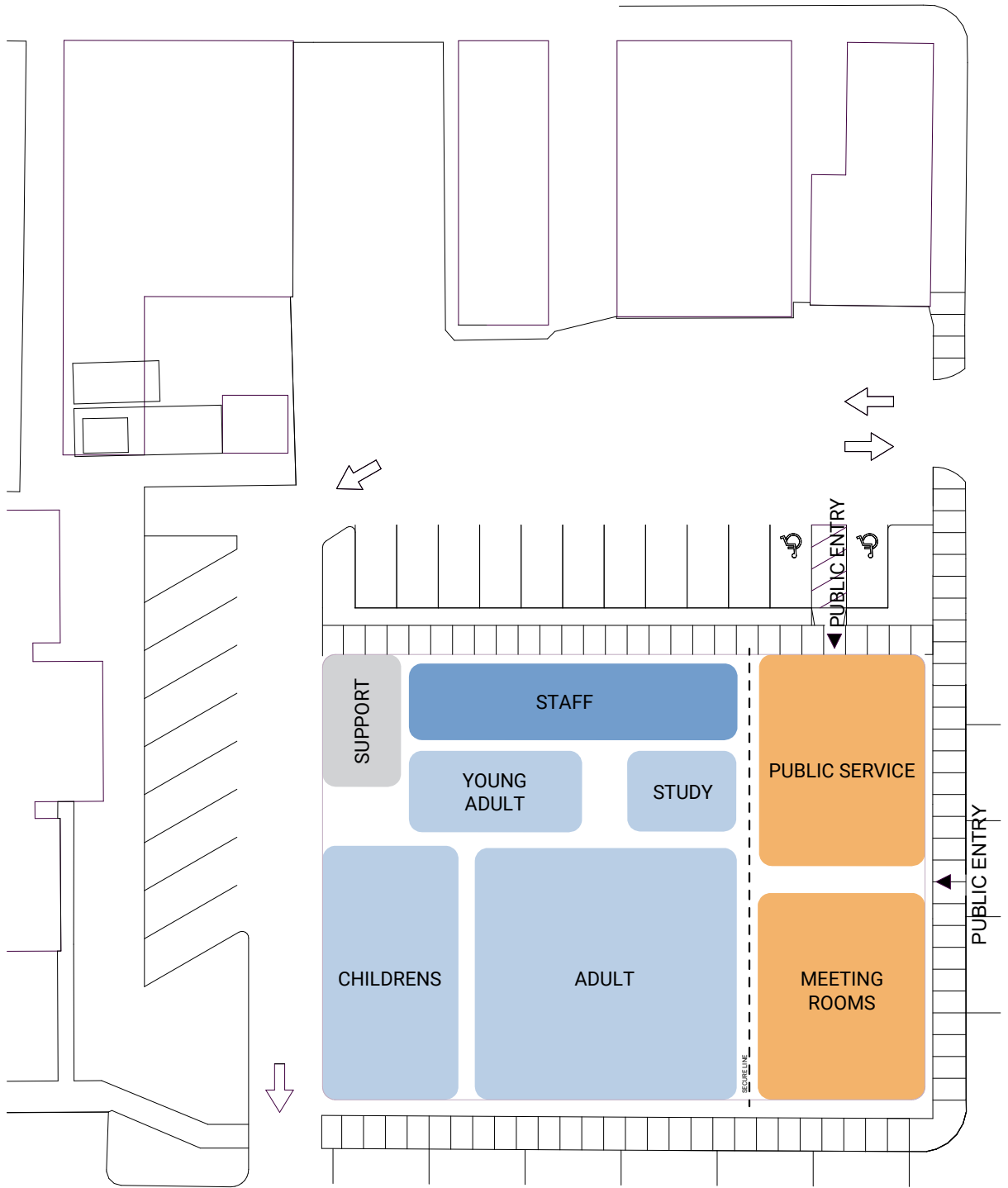


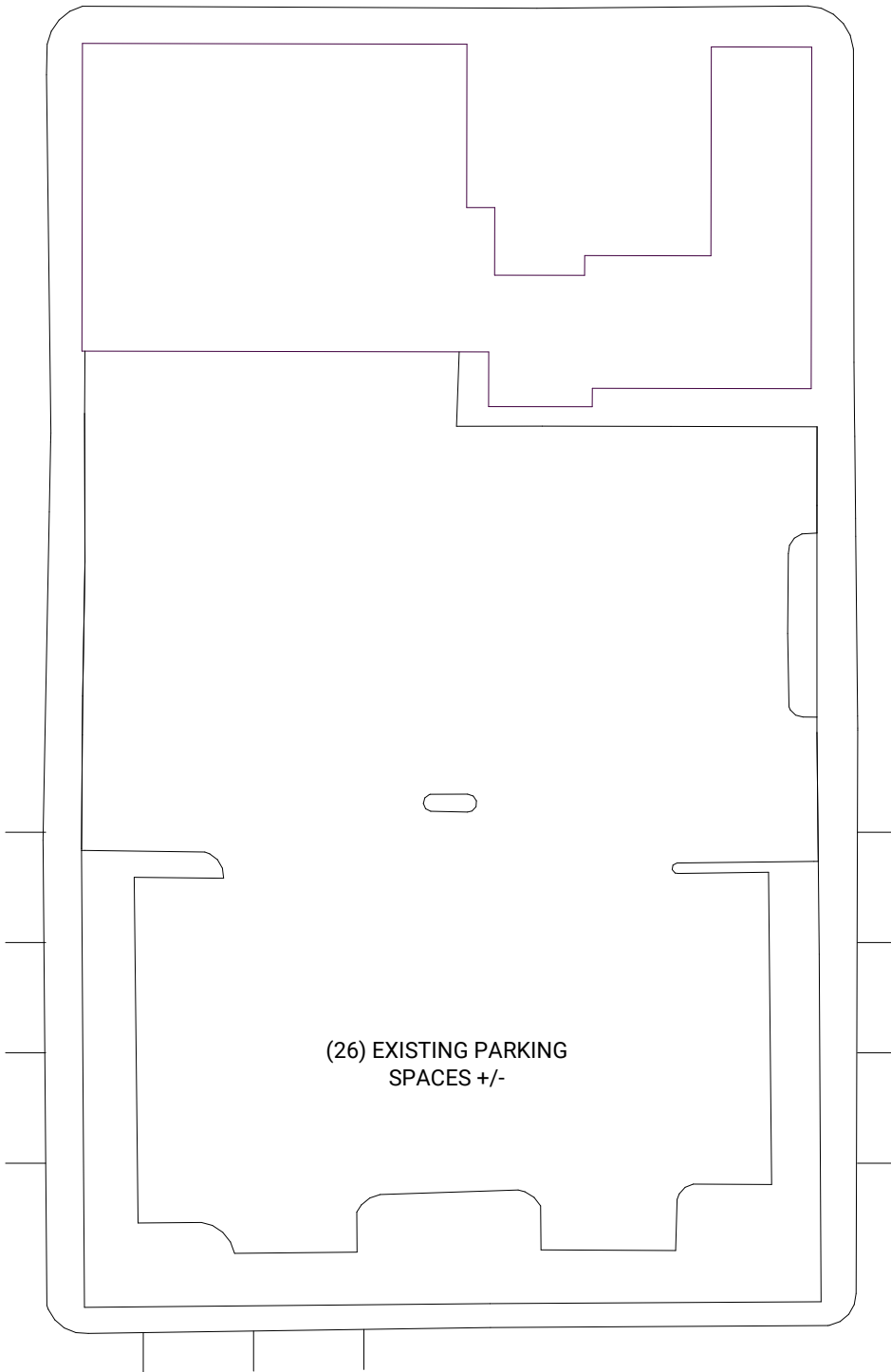
KALMIA STREET















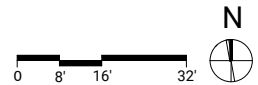
### PROS

- MOST ACTIVE USES ARE ON THE MOST ACTIVE STREET FRONTAGE
- PARKING AND DELIVERY ON SITE
- ALLOWS DIVISION OF ACTIVE AND SECURE SPACES AFTER HOURS
- ALLOWS FOR A DRIVE UP OR WALK UP BOOK DROP DIRECTLY INTO THE STAFF AREA
- FITS ENTIRE PROGRAM ON ONE LEVEL
- UTILIZES A BUILT SITE
- NO LIMITS ON GLAZING

### CONS

- REQUIRES A VARIANCE
- REQUIRES ADJACENT PARKING LOT TO BE MAINTAINED
- PROXIMITY TO FIRE STATION ALARM
- REQUIRES WORK ON ADJACENT CITY PROPERTY WITH POTENTIAL LOT DIVISION REQUIRED

-  ACTIVE SPACE
-  STAFF
-  SECURE LIBRARY
-  BUILDING SUPPORT



## COST ESTIMATE AND RECOMMENDATIONS

Preliminary cost estimates for Site 3 in this study were developed by the consultant team. Due to the highly conceptual nature of the option developed for this phase of study, the estimates are based on rough cost per square foot assumptions.

The consultant team derive these figures by tracking current best practices, recent similar project experience, the bid and pricing climate, as well as a basic level of design, craftsmanship and durability expected of an important civic building such a library facility. This cost estimate will help inform a recommendation regarding a direction in which to move forward.

### Design Assumptions

The cost estimate assumes construction of a one-story 13,326 sf building sized to incorporate the program functions identified in the study. The library building would be an example of high-value civic architectural design, and meet the need for a highly functional, flexible, efficient, low-maintenance, comfortable and beautiful library for generations to come. The building would be sized to address the expected community needs through 2040, with an anticipated life of 75 years. The library would meet modern building codes including life safety, energy, and accessibility. The entire library operation would need to be relocated to the new building.

The structural system would be comprised of conventional structural and architectural materials using modern construction practices. Potential systems could be Cross-Laminated Timber (CLT), Glulam, steel, or a combination. The structural system would be designed to meet current structural and seismic codes.

To allow the building to meet Oregon code with 30% added ventilation, the proposed mechanical system would be a dedicated outdoor air unit (DOAS) with heat recovery and a variable refrigerant flow (VRF) system for heating, cooling, and zone control. The DOAS systems would provide heated or cooled air through low pressure ductwork to each fan coil VRF unit. The fan

coils would provide individual zone control. A single Zone air source heat pump with electrical heat backup would provide conditioning to the main library space, and a stand alone wall mounted air conditioning unit would service the telecom rooms. The system would utilize a Dedicated Digital Control (DDC) system to control the HVAC equipment via a simple user interface and remote reporting of alarms.

The building would have a full coverage wet fire sprinkler system, and the plumbing system would consist of a dedicated domestic hot water heater with a recirculation pump.

A new 208/120V, 3 phase underground service would be provided to a main distribution panel (MDP) located in an electrical room. Branch panels would serve mechanical, lighting, and receptacle loads as required. The MDP would provide integral surge protection, and sub-metering would track individual load types as required by energy code.

Lighting would be LED throughout the building with light levels designed to meet IESNA standards. Automatic lighting controls would be implemented per current code, and a central inverter would serve emergency lighting and exit signs.

An addressable fire alarm system with annunciator and detection would be provided as required by code, and a security system would be installed.

Site work would include demolition of the Old City Hall, replacement of the existing parking area and adjacent sidewalks, and on-site stormwater management.

## Types of costs

The estimates have been developed in four sections: Direct Construction Costs, Project Costs, Furniture, Fixtures & Equipment (FF&E) Costs, and Library Technology Costs.

### Direct Construction Cost:

This value represents the amount of the project funds that should be allocated for actual construction of the building and site. These typically include all costs related to construction and the contractor's overhead costs such as:

- Materials
- Equipment
- Labor
- Insurance
- Bonds
- Contractor management expenses

### Project Costs:

These are additional funds budgeted to address indirect expenses required to complete the entire project. These typically include all costs related to the project such as:

- Project contingencies
- Architectural fees
- Engineering fees
- Permits
- Testing and inspections
- Special consultants
- Administration
- Interest

This does not include land acquisition, leasing, moving, or relocation costs. This also does not include project and consultant fees for pursuing LEED or other project specific sustainability certifications.

### Furniture Fixtures, & Equipment (FF&E) Costs:

This value includes furniture and shelving systems with associated casework, including:

- Shelving
- Countertops
- End panels
- Modular service desks

This does not include maintenance, computers, copiers, printers, materials handling, security, A/V, or other similar technology equipment or library collection materials.

### Library Technology Costs:

These costs capture the estimated technology costs associated with future library needs including:

- Network and server equipment
- Meeting, study room, and training lab equipment
- Staff computers and printers
- Public computers and printers
- Selected software licenses
- Selected miscellaneous equipment and supplies

This value does not include internet service costs, ethernet wiring, electrical outlets, self-checkout kiosks, security system, electronic resources, or staff licenses.

### Construction Contingency:

Due to the preliminary status of the project, the consultant team recommends applying a 20% contingency to the Estimated Project Budget pending refinement of the design and further cost estimates. This 20% value is standard at this point in the design process, and is expected to shrink as the project develops.

### Yearly Escalation:

The anticipated time between cost estimating and project kickoff is critical to establishing an accurate budget. Often times a public project will take years to go from a study to eventually breaking ground. Construction costs rise every year, so a yearly inflation factor of 6-7% needs to be factored in to the overall budget to capture these anticipated rising costs.

For more detailed estimate information, please refer to the appendix of this report.

**ESTIMATED CONSTRUCTION COSTS**

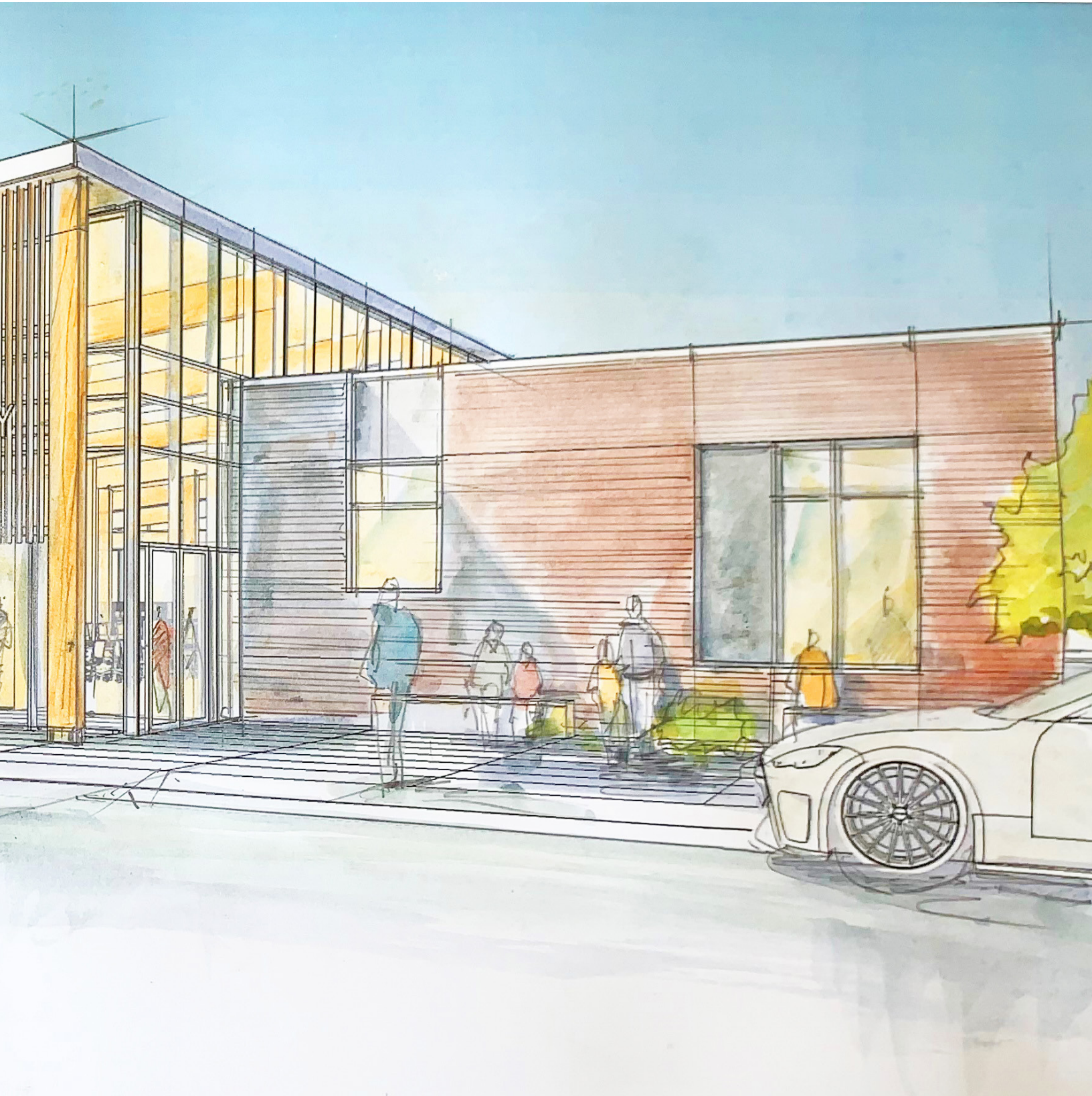
<b>Construction Costs (2020)</b>	<b>\$6,551,450.32</b> <b>(\$491.63 PSF)</b>
<b>Project Costs</b>	<b>\$1,637,862.58</b>
<b>FF&amp;E Costs</b>	<b>\$655,145.03</b>
<b>Technology Costs</b>	<b>\$51,700</b>
<b>Estimated Project Budget (2020) : \$8,896,157.93</b>	

**ADDITIONAL COST CONSIDERATIONS**

<b>20% Contingency</b>	<b>\$1,779,231.58</b>
<b>Estimated Yearly Escalation</b>	<b>5%</b>







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# 06 APPENDIX

Numbers are escalated using published factors from year of bidding, and the indicated assumed escalators for the future.					
<b>LIBRARY BUILDING</b>					
	Year:	2020	2021	2022	2023
BUILDING:	Est. Inflation:	7%	6%	5%	4%
Project #1		\$ 510.91	\$ 541.57	\$ 568.64	\$ 591.39
Project #2		\$ 485.37	\$ 514.49	\$ 540.21	\$ 561.82
Project #3		\$ 488.74	\$ 518.06	\$ 543.97	\$ 565.73
Project #4		\$ 481.50	\$ 510.39	\$ 535.91	\$ 557.35
AVERAGE:		\$ 491.63	\$ 521.13	\$ 547.18	\$ 569.07
ASSUMED BUDGET		\$ 491.63	\$ 521.13	\$ 547.18	\$ 569.07
<b>Sweet Home Facility (13,326 SF)</b>		\$ <b>6,551,450.32</b>	\$ <b>6,944,537.34</b>	\$ <b>7,291,764.20</b>	\$ <b>7,583,434.77</b>
<b>TOTAL ESTIMATE BASE COST</b>					
ESTIMATED CONSTRUCTION COSTS		\$ 6,551,450.32	\$ 6,944,537.34	\$ 7,291,764.20	\$ 7,583,434.77
ESTIMATED PROJECT COSTS		\$ 1,637,862.58	\$ 1,736,134.33	\$ 1,822,941.05	\$ 1,895,858.69
ESTIMATED FF&E COSTS		\$ 655,145.03	\$ 694,453.73	\$ 729,176.42	\$ 758,343.48
ESTIMATED TECHNOLOGY COSTS		\$ 51,700.00	\$ 54,802.00	\$ 57,542.10	\$ 59,843.78
ESTIMATED PROJECT BUDGET		\$ 8,896,157.93	\$ 9,429,927.40	\$ 9,901,423.77	\$ 10,297,480.72
ESTIMATED TOTAL PROJECT BUDGET		\$ 10,675,389.51	\$ 11,315,912.88	\$ 11,881,708.53	\$ 12,356,976.87
+20% CONTINGENCY					

Sweet Home Public Library

		Total Net Assignable Square Feet:	11,588
		Total Gross Square Feet @87% Efficiency:	13,326
Code	General Area	Specific Area	SF In GSF
1.02	Public Areas	Lobby	656
1.04	Public Areas	Information/Service Desk	230
1.06	Public Areas	Copy Center	100
1.08	Public Areas	Restrooms	622
<b>Public Areas Total</b>			<b>1,608</b>
2.02	Adult Services	New Books	81
2.04	Adult Services	Public Access Computers	240
2.08	Adult Services	Adult Fiction	1,551
2.10	Adult Services	Adult Nonfiction	1,182
2.12	Adult Services	Media	211
2.14	Adult Services	Periodicals	40
<b>Adult Services Total</b>			<b>3,304</b>
3.02	Youth Services	Family Space	744
3.04	Youth Services	Children's Library	812
3.06	Youth Services	Teen Central	739
3.08	Youth Services	Restroom	72
<b>Youth Services Total</b>			<b>2,366</b>
4.02	Meeting Areas	Storytime Area (in Family Space)	350
4.04	Meeting Areas	Small Study/Tutoring Room A (8 seat)	210
4.06	Meeting Areas	Small Study/Tutoring Room B (4 seat)	120
4.08	Meeting Areas	Dividable 100 Seat Meeting Room	1,600
4.10	Meeting Areas	Meeting Room Storage	200
<b>Meeting Areas Total</b>			<b>2,480</b>
5.02	Staff Areas	Staff Workroom	932
5.04	Staff Areas	Director's Office	150
5.06	Staff Areas	Staff Lounge	156
5.08	Staff Areas	Restrooms	152
<b>Staff Areas Total</b>			<b>1,390</b>
6.02	Support Areas	Custodial/Maintenance Services	190
6.04	Support Areas	Telecommunications/Server Room	50
6.06	Support Areas	Mechanical Room	100
6.08	Support Areas	Electrical Room	100
<b>Support Areas Total</b>			<b>440</b>
<b>Grand Total</b>			<b>11,588</b>

**Detail Report** **Sweet Home Public Library**

		Total Net Assignable Square Feet:		11,588			
		Total Gross Square Feet @ 87% Efficiency:		13,326			
Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.02	Public Areas	Lobby	unassigned square footage	1	space	600	600
1.02	Public Areas	Lobby	community information display unit wall mounted, with brochure and racks, bulletin board, storage below. 8'w x 5'h and 1.5'd	1	unit	36	36
1.02	Public Areas	Lobby	flat screen monitor, wall mounted	1	monitor		0
1.02	Public Areas	Lobby	floor mats, with minimum 16' walk-off length	0			0
1.02	Public Areas	Lobby	donor recognition display	1	display unit	0	0
1.02	Public Areas	Lobby	Friends of the Library sale kiosk	1	unit	12	12
1.02	Public Areas	Lobby	Comment box	1	unit	4	4
1.02	Public Areas	Lobby	U.S. flag	1	flag	4	4
<b>Lobby Total</b>							<b>656</b>
1.04	Public Areas	Information/Service Desk	staff counter positions with computer workstations	2	position	50	100
1.04	Public Areas	Information/Service Desk	book trucks	2	trucks	8	16
1.04	Public Areas	Information/Service Desk	queuing space	2	people	6	12
1.04	Public Areas	Information/Service Desk	DVD disc storage	1	unit	18	18
1.04	Public Areas	Information/Service Desk	CD disc storage	1	unit	12	12
1.04	Public Areas	Information/Service Desk	shelving, holds and front desk supplies	1	section	12	12
1.04	Public Areas	Information/Service Desk	self check machines	2	machine	30	60
<b>Information/Service Desk Total</b>							<b>230</b>
1.06	Public Areas	Copy Center	copy machine, standard	1	machine	64	64
1.06	Public Areas	Copy Center	change machine	1	machine	4	4
1.06	Public Areas	Copy Center	small equipment	1	cabinet	16	16
1.06	Public Areas	Copy Center	print release station	1	station	16	16
<b>Copy Center Total</b>							<b>100</b>
1.08	Public Areas	Restrooms	Women's restroom (3 stalls)	1	restroom	275	275
1.08	Public Areas	Restrooms	Men's restroom (3 stalls)	1	restroom	275	275
1.08	Public Areas	Restrooms	Gender-neutral Restroom (1 stall)	1	restroom	72	72
<b>Restrooms Total</b>							<b>622</b>
2.02	Adult Services	New Books	shelving for new books (66")				81
<b>New Books Total</b>							<b>81</b>

**Detail Report** **Sweet Home Public Library**

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
2.04	Adult Services	Public Access Computers	sitdown computer stations	8	computers	30	240
<b>Public Access Computers Total</b>							<b>240</b>
2.08	Adult Services	Adult Fiction	shelving for adult fiction (66")				527
2.08	Adult Services	Adult Fiction	shelving for mysteries (66")				284
2.08	Adult Services	Adult Fiction	shelving for science fiction (66")				68
2.08	Adult Services	Adult Fiction	shelving for western fiction (66")				108
2.08	Adult Services	Adult Fiction	shelving for paperback fiction (66")				108
2.08	Adult Services	Adult Fiction	lounge seats	4	seats	35	140
2.08	Adult Services	Adult Fiction	table seats	12	seats	25	300
2.08	Adult Services	Adult Fiction	online catalog workstation @ stack end	1	wkstns	17	17
<b>Adult Fiction Total</b>							<b>1,551</b>
2.10	Adult Services	Adult Nonfiction	shelving for reference collection (66")				14
2.10	Adult Services	Adult Nonfiction	shelving for Northwest Collection (66")				68
2.10	Adult Services	Adult Nonfiction	shelving for adult nonfiction (66")				621
2.10	Adult Services	Adult Nonfiction	lounge seats	4	seats	35	140
2.10	Adult Services	Adult Nonfiction	table seats	12	seats	25	300
2.10	Adult Services	Adult Nonfiction	online catalog workstation @ stack end	1	wkstns	16	16
2.10	Adult Services	Adult Nonfiction	atlas/folio stand	1	case	24	24
<b>Adult Nonfiction Total</b>							<b>1,182</b>
2.12	Adult Services	Media	bench	1	bench	35	35
2.12	Adult Services	Media	shelving for DVDs (66")				81
2.12	Adult Services	Media	shelving for audiobooks (66")				81
2.12	Adult Services	Media	shelving for music CDs (66")				14
<b>Media Total</b>							<b>211</b>
2.14	Adult Services	Periodicals	shelving for newspapers				14
2.14	Adult Services	Periodicals	with flat shelves below for recent issues)				26
<b>Periodicals Total</b>							<b>40</b>
3.02	Youth Services	Family Space	shelving for picture books (45")				176
3.02	Youth Services	Family Space	shelving for Ready to Read books (45")				41
3.02	Youth Services	Family Space	shelving for board books (45")				27
3.02	Youth Services	Family Space	shelving for easy readers (45")				68
3.02	Youth Services	Family Space	Area for play/interactive features	1	space	53	53
3.02	Youth Services	Family Space	early learning tablet stations	2	station	30	60
3.02	Youth Services	Family Space	lounge seats	4	chairs	35	140
3.02	Youth Services	Family Space	4 place round toddler table	4	seats	20	80

Sweet Home Public Library

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.02	Youth Services	Family Space	closet for tables, supplies	1	closet	100	100
<b>Family Space Total</b>							<b>744</b>
3.04	Youth Services	Children's Library	shelving for juvenile new books (66")				14
3.04	Youth Services	Children's Library	shelving for juvenile fiction (66")				230
3.04	Youth Services	Children's Library	shelving for juvenile nonfiction (66")				230
3.04	Youth Services	Children's Library	online catalog workstation @ stack end	1	computers	16	16
3.04	Youth Services	Children's Library	sitdown computer workstations	2	computers	30	60
3.04	Youth Services	Children's Library	lounge seats	2	chairs	35	70
3.04	Youth Services	Children's Library	table seats	6	seats	25	150
3.04	Youth Services	Children's Library	with flat shelves below for recent issues)	1	sections	13	13
3.04	Youth Services	Children's Library	interactive feature	1	space	30	30
<b>Children's Library Total</b>							<b>812</b>
3.06	Youth Services	Teen Central	shelving for magazines (66"/4 slanted shelf with flat shelves below for recent issues)				13
3.06	Youth Services	Teen Central	shelving for teen new books (66")				14
3.06	Youth Services	Teen Central	shelving for teen fiction (66")				162
3.06	Youth Services	Teen Central	shelving for teen nonfiction (66")				14
3.06	Youth Services	Teen Central	table seats	6	seats	25	150
3.06	Youth Services	Teen Central	lounge seats	6	chairs	35	210
3.06	Youth Services	Teen Central	media/gaming area with credenza	1	space	101	101
3.06	Youth Services	Teen Central	sitdown computer workstations	2	computers	30	60
3.06	Youth Services	Teen Central	flat screen monitor, wall mounted	1	monitor	0	0
3.06	Youth Services	Teen Central	online catalog workstation @ stack end	1	computers	16	16
<b>Teen Central Total</b>							<b>739</b>
3.08	Youth Services	Restroom	family restroom	1	restroom	72	72
<b>Restroom Total</b>							<b>72</b>
4.02	Meeting Areas	Storytime Area (in Family Space)	storytime/class visits floor seating	35	seats	10	350
<b>Storytime Area (in Family Space) Total</b>							<b>350</b>
4.04	Meeting Areas	Small Study/Tutoring Room A (8 seat)	8 person meeting room	8	seats	26	210
<b>Small Study/Tutoring Room A (8 seat) Total</b>							<b>210</b>
4.06	Meeting Areas	Small Study/Tutoring Room B (4 seat)	4 person meeting room	4	seats	30	120
<b>Small Study/Tutoring Room B (4 seat) Total</b>							<b>120</b>
4.08	Meeting Areas	Dividable 100 Seat Meeting Room	Dividable 100 Seat Meeting Room	100	seats	15	1,500
4.08	Meeting Areas	Dividable 100 Seat Meeting Room	large screen video monitor, wall mounted	1	monitor	0	0
4.08	Meeting Areas	Dividable 100 Seat Meeting Room	cabinets above and below	1	kitchenette	100	100
<b>Dividable 100 Seat Meeting Room Total</b>							<b>1,600</b>
4.10	Meeting Areas	Meeting Room Storage	space for tables (nesting)	20	table	5	100

Sweet Home Public Library

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
4.10	Meeting Areas	Meeting Room Storage	podium	1	podium	5	5
4.10	Meeting Areas	Meeting Room Storage	dollies, stacking, for chairs	6	dollies	6	36
4.10	Meeting Areas	Meeting Room Storage	circulation space	1	space	59	59
<b>Meeting Room Storage Total</b>							<b>200</b>
5.02	Staff Areas	Staff Workroom	materials returns slot/bin	1	unit	20	20
5.02	Staff Areas	Staff Workroom	laptop storage/recharging station	1	unit	12	12
5.02	Staff Areas	Staff Workroom	workstations, modular, 10' x 10' (cataloger/processor)	1	wkstns	100	100
5.02	Staff Areas	Staff Workroom	workstation, modular, 10' x 10' (children's librarian)	1	wkstns	100	100
5.02	Staff Areas	Staff Workroom	shared workstation for part time circulation staff	1	wkstns	64	64
5.02	Staff Areas	Staff Workroom	volunteer work station	1	wkstns	64	64
5.02	Staff Areas	Staff Workroom	Table and four chairs (for volunteers)	1	table	120	120
5.02	Staff Areas	Staff Workroom	mending station 8' x 6'	1	station	48	48
5.02	Staff Areas	Staff Workroom	clear space for temporary storage	1	space	50	50
5.02	Staff Areas	Staff Workroom	Friends book truck	1	space	8	8
5.02	Staff Areas	Staff Workroom	lateral file	2	unit	15	30
5.02	Staff Areas	Staff Workroom	book trucks	3	trucks	8	24
5.02	Staff Areas	Staff Workroom	safe	1	unit	11	11
5.02	Staff Areas	Staff Workroom	shelving for materials in process	1	sections	12	12
5.02	Staff Areas	Staff Workroom	mail and delivery sorting counter	1	counter	30	30
5.02	Staff Areas	Staff Workroom	recycling bin	1	container	6	6
5.02	Staff Areas	Staff Workroom	shelving, 88", for supplies and materials	4	sections	12	48
5.02	Staff Areas	Staff Workroom	materials returns slot/bin exterior	1	unit	10	10
5.02	Staff Areas	Staff Workroom	space for courier boxes	1	space	6	6
5.02	Staff Areas	Staff Workroom	hand trucks	1	trucks	3	3
5.02	Staff Areas	Staff Workroom	large check in bin	1	unit	10	10
5.02	Staff Areas	Staff Workroom	shelving for storytime collection	1	sections	12	12
5.02	Staff Areas	Staff Workroom	staff wellness room	1	room	80	80
5.02	Staff Areas	Staff Workroom	copy machine, standard	1	machine	64	64
<b>Staff Workroom Total</b>							<b>932</b>
5.04	Staff Areas	Director's Office	desk, chair, shelving, lateral file	1	office	150	150
<b>Director's Office Total</b>							<b>150</b>
5.06	Staff Areas	Staff Lounge	lockers, 6 per stack	1	stacks	5	5
5.06	Staff Areas	Staff Lounge	coat closet, 6' x 3'	1	closet	30	30

**Detail Report** **Sweet Home Public Library**

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.06	Staff Areas	Staff Lounge	Two person couch	1	unit	30	30
5.06	Staff Areas	Staff Lounge	seating at 4-person tables	1	seats	25	25
5.06	Staff Areas	Staff Lounge	cabinets above and dishwasher below	1	counter	40	40
5.06	Staff Areas	Staff Lounge	refrigerator, full size	1	unit	20	20
5.06	Staff Areas	Staff Lounge	toaster oven, on counter	1	unit	0	0
5.06	Staff Areas	Staff Lounge	microwave oven, on counter	2	unit	0	0
5.06	Staff Areas	Staff Lounge	dishwasher, full size, in cabinet	1	unit	0	0
5.06	Staff Areas	Staff Lounge	trash and recycling containers	1	unit	6	6
5.06	Staff Areas	Staff Lounge	bulletin board, wall mounted	1	board	0	0
<b>Staff Lounge Total</b>							<b>156</b>
5.08	Staff Areas	Restrooms	Single stall restroom (with shower)	1	restroom	80	80
5.08	Staff Areas	Restrooms	Single stall restroom (without shower)	1	restroom	72	72
<b>Restrooms Total</b>							<b>152</b>
6.02	Support Areas	Custodial/Maintenance Services	closet for secure janitorial supplies	1	unit	65	65
6.02	Support Areas	Custodial/Maintenance Services	mop sink	1	space	25	25
6.02	Support Areas	Custodial/Maintenance Services	closet for secure janitorial supplies	1	space	100	100
<b>Custodial/Maintenance Services Total</b>							<b>190</b>
6.04	Support Areas	Telecommunications/Server Room	equipment racks, supply cabinet, telecom equipment	1	space	50	50
<b>Telecommunications/Server Room Total</b>							<b>50</b>
6.06	Support Areas	Mechanical Room	mechanical room	1	space	100	100
<b>Mechanical Room Total</b>							<b>100</b>
6.08	Support Areas	Electrical Room	electrical room	1	space	100	100
<b>Electrical Room Total</b>							<b>100</b>
<b>Grand Total</b>							<b>11,588</b>

Sweet Home Public Library

Shelving Report

Assumes 13.5 SF/single-sided shelf, standard shelving is 3' x 1'											
General Area	Specific Area	Materials Count	% on Shelf	Items Shelved	Storage Type	No of Shelves or Items	Items/LF	Sections Needed	Section Type	Description	SF
Adult Services	Adult Fiction	5,336	70%	3,735	Shelf	4	8	39	Single Sided	shelving for adult fiction (66")	527
Adult Services	Adult Fiction	2,841	70%	1,989	Shelf	4	8	21	Single Sided	shelving for mysteries (66")	284
Adult Services	Adult Fiction	734	70%	514	Shelf	4	8	5	Single Sided	shelving for science fiction (66")	68
Adult Services	Adult Fiction	1,035	70%	725	Shelf	4	8	8	Single Sided	shelving for western fiction (66")	108
Adult Services	Adult Fiction	2,643	70%	1,850	Shelf	5	15	8	Single Sided	shelving for paperback fiction (66")	108
Adult Services	Adult Nonfiction	56	100%	56	Shelf	4	6	1	Single Sided	shelving for reference collection (66")	14
Adult Services	Adult Nonfiction	687	75%	515	Shelf	4	8	5	Single Sided	shelving for Northwest Collection (66")	68
Adult Services	Adult Nonfiction	5,894	75%	4,421	Shelf	4	8	46	Single Sided	shelving for adult nonfiction (66")	621
Adult Services	Media	2,209	65%	1,436	Shelf	5	15	6	Single Sided	shelving for DVDs (66")	81
Adult Services	Media	1,327	70%	929	Shelf	6	8	6	Single Sided	shelving for audiobooks (66")	81
Adult Services	Media	519	70%	363	Shelf	5	25	1	Single Sided	shelving for music CDs (66")	14
Adult Services	New Books	441	66%	291	Shelf	4	4	6	Single Sided	shelving for new books (66")	81
Adult Services	Periodicals	6	100%	6	Shelf	4	0.67	1	Single Sided	shelving for newspapers	14
Adult Services	Periodicals	24	100%	24	Shelf	4	1	2	Magazines	shelving for magazines (66"/4 slanted shelf with flat shelves below for recent issues)	26
<b>Adult Services Total</b>											<b>2,092</b>
Youth Services	Children's Library	100	65%	65	Shelf	4	4	1	Single Sided	shelving for juvenile new books (66")	14
Youth Services	Children's Library	2,894	70%	2,026	Shelf	4	10	17	Single Sided	shelving for juvenile fiction (66")	230
Youth Services	Children's Library	2,647	75%	1,985	Shelf	4	10	17	Single Sided	shelving for juvenile nonfiction (66")	230
Youth Services	Children's Library			-				0		shelving for magazines (66"/4 slanted shelf with flat shelves below for recent issues)	13
Youth Services	Family Space	2,491	70%	1,744	Shelf	3	15	13	Single Sided	shelving for picture books (45")	176
Youth Services	Family Space	546	70%	382	Shelf	3	15	3	Single Sided	shelving for Ready to Read books (45")	41
Youth Services	Family Space	310	70%	217	Shelf	3	10	2	Single Sided	shelving for board books (45")	27

**Shelving Report** **Sweet Home Public Library**

		Assumes 13.5 SF/single sided shelf, standard shelving is 3' x 1'									
General Area	Specific Area	Materials Count	% on Shelf	Items Shelved	Storage Type	No of Shelves or Items	Items/LF	Sections Needed	Section Type	Description	SF
Youth Services	Family Space	1,044	70%	731	Shelf	3	15	5	Single Sided	shelving for easy readers (45")	68
Youth Services	Teen Central	6	100%	6	Shelf	4	1	1	Magazines	shelving for magazines (66" / 4 slanted shelf with flat shelves below for recent issues)	13
Youth Services	Teen Central	100	65%	65	Shelf	4	5	1	Single Sided	shelving for teen new books (66")	14
Youth Services	Teen Central	1,692	70%	1,184	Shelf	4	8	12	Single Sided	shelving for teen fiction (66")	162
Youth Services	Teen Central	75	75%	56	Shelf	4	8	1	Single Sided	shelving for teen nonfiction (66")	14
<b>Youth Services Total</b>											<b>998</b>
<b>Grand Total</b>											<b>3,090</b>

Sweet Home Public Library

Seating Report

General Area	Specific Area	Description	No of Tables	Qty	Unit	SF/Unit	SF
Adult Services	Adult Fiction	lounge seats		4	seats	35	140
Adult Services	Adult Fiction	table seats		12	seats	25	300
Adult Services	Adult Nonfiction	lounge seats		4	seats	35	140
Adult Services	Adult Nonfiction	table seats		12	seats	25	300
Adult Services	Media	bench		1	bench	35	35
<b>Adult Services Total</b>				<b>33</b>			<b>915</b>
Meeting Areas	Dividable 100 Seat Meeting Room	Dividable 100 Seat Meeting Room		100	seats	15	1,500
Meeting Areas	Small Study/Tutoring Room A (8 seat)	8 person meeting room	1	8	seats	26	210
Meeting Areas	Small Study/Tutoring Room B (4 seat)	4 person meeting room	1	4	seats	30	120
Meeting Areas	Storytime Area (in Family Space)	storytime/class visits floor seating		35	seats	10	350
<b>Meeting Areas Total</b>				<b>147</b>			<b>2,180</b>
Youth Services	Children's Library	lounge seats		2	chairs	35	70
Youth Services	Children's Library	table seats		6	seats	25	150
Youth Services	Family Space	lounge seats		4	chairs	35	140
Youth Services	Family Space	4 place round toddler table	1	4	seats	20	80
Youth Services	Teen Central	table seats	0	6	seats	25	150
Youth Services	Teen Central	lounge seats		6	chairs	35	210
<b>Youth Services Total</b>				<b>28</b>			<b>800</b>
<b>Grand Total</b>				<b>208</b>			<b>3,895</b>

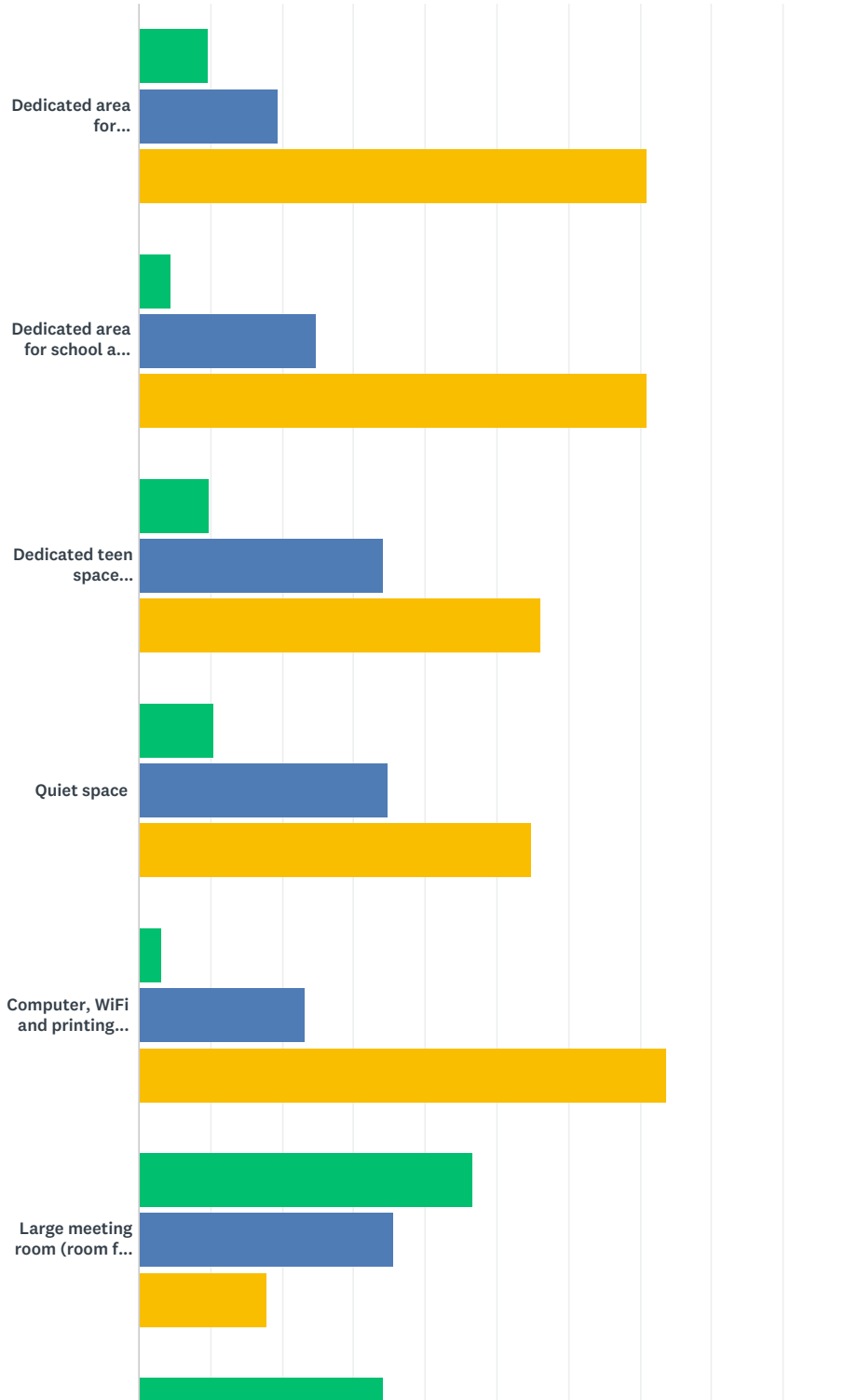
**Computers and Equipment Report** **Sweet Home Public Library**

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.04	Public Areas	Information/Service Desk	self check machines	2	machine	30	60
<b>1.04 Total</b>							<b>60</b>
2.04	Adult Services	Public Access Computers	shutdown computer stations	8	computers	30	240
<b>2.04 Total</b>							<b>240</b>
2.08	Adult Services	Adult Fiction	online catalog workstation @ stack end	1	wkstns	17	17
<b>2.08 Total</b>							<b>17</b>
2.10	Adult Services	Adult Nonfiction	online catalog workstation @ stack end	1	wkstns	16	16
<b>2.10 Total</b>							<b>16</b>
3.02	Youth Services	Family Space	early learning tablet stations	2	station	30	60
<b>3.02 Total</b>							<b>60</b>
3.04	Youth Services	Children's Library	online catalog workstation @ stack end	1	computers	16	16
3.04	Youth Services	Children's Library	shutdown computer workstations	2	computers	30	60
<b>3.04 Total</b>							<b>76</b>
3.06	Youth Services	Teen Central	shutdown computer workstations	2	computers	30	60
3.06	Youth Services	Teen Central	online catalog workstation @ stack end	1	computers	16	16
<b>3.06 Total</b>							<b>76</b>
5.02	Staff Areas	Staff Workroom	laptop storage/recharging station	1	unit	12	12
<b>5.02 Total</b>							<b>12</b>
<b>Grand Total</b>							<b>557</b>

Library Facility Improvement Survey

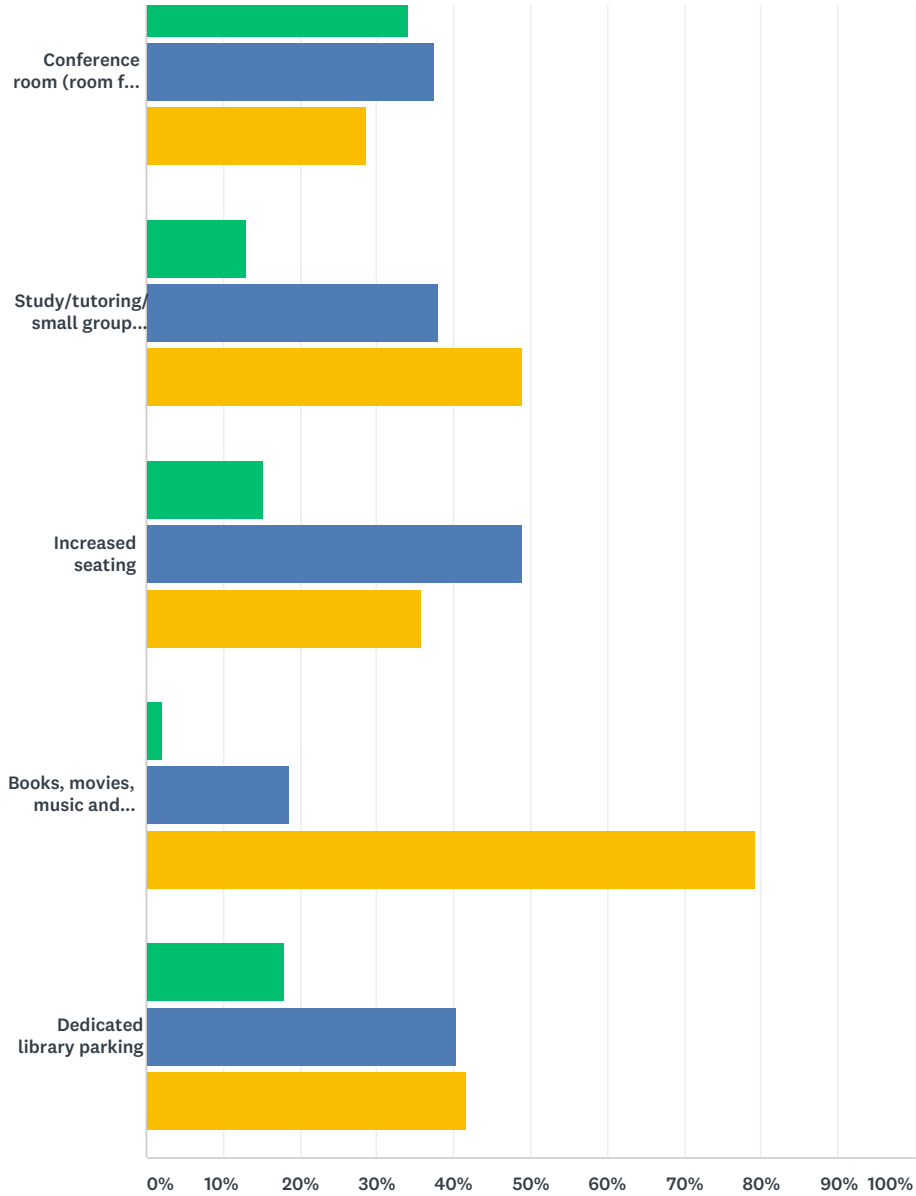
### Q1 How important are the following features to you?

Answered: 98 Skipped: 1



1 / 6

Library Facility Improvement Survey



■ not at all important  
 ■ somewhat important  
 ■ very important

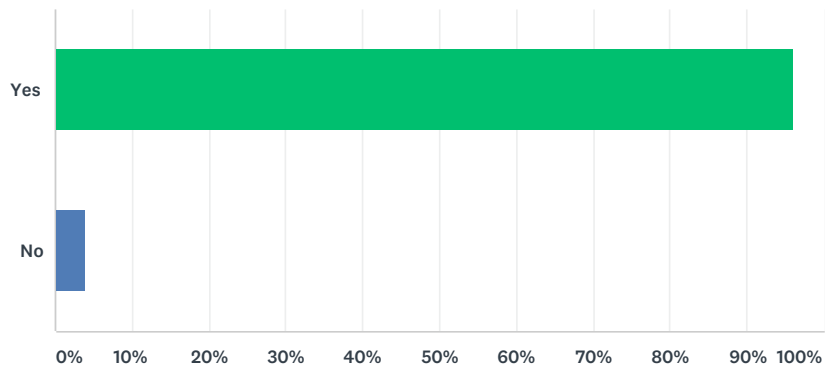
	NOT AT ALL IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT	TOTAL	WEIGHTED AVERAGE
Dedicated area for pre-kindergarten children (0-5yrs)	9.68% 9	19.35% 18	70.97% 66	93	2.61
Dedicated area for school aged children (5-12yrs)	4.30% 4	24.73% 23	70.97% 66	93	2.67
Dedicated teen space (13-18yrs)	9.89% 9	34.07% 31	56.04% 51	91	2.46
Quiet space	10.53% 10	34.74% 33	54.74% 52	95	2.44

Library Facility Improvement Survey

Computer, WiFi and printing area	3.16% 3	23.16% 22	73.68% 70	95	2.71
Large meeting room (room for up to 100 people)	46.67% 42	35.56% 32	17.78% 16	90	1.71
Conference room (room for 12-20 people)	34.07% 31	37.36% 34	28.57% 26	91	1.95
Study/tutoring/small group spaces (1-4 people)	13.04% 12	38.04% 35	48.91% 45	92	2.36
Increased seating	15.22% 14	48.91% 45	35.87% 33	92	2.21
Books, movies, music and periodicals	2.06% 2	18.56% 18	79.38% 77	97	2.77
Dedicated library parking	17.98% 16	40.45% 36	41.57% 37	89	2.24

Q2 Do you use the Sweet Home Public Library?

Answered: 99 Skipped: 0

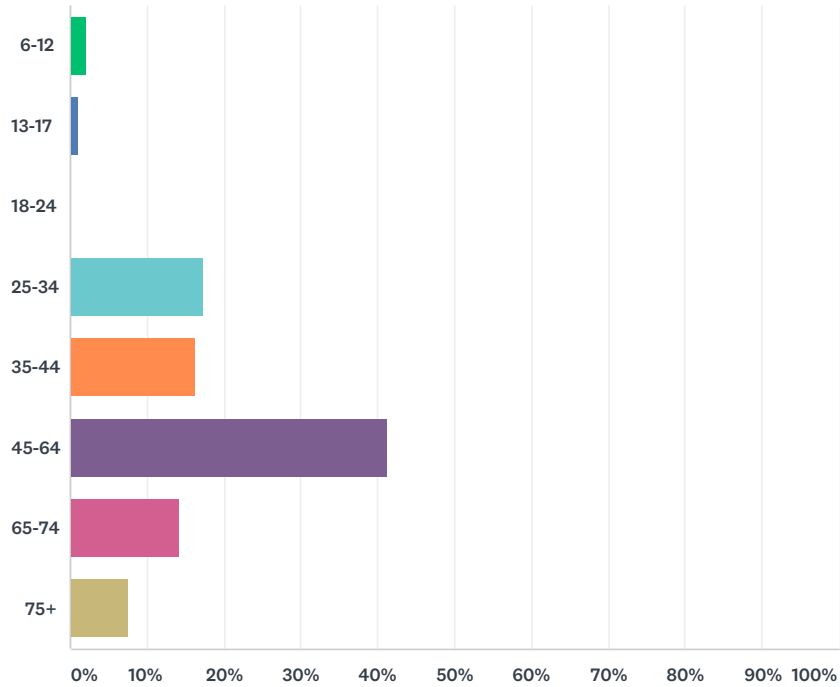


ANSWER CHOICES	RESPONSES
Yes	95.96% 95
No	4.04% 4
Total Respondents: 99	

Q3 Please choose your age (optional):

Answered: 92 Skipped: 7

Library Facility Improvement Survey



ANSWER CHOICES	RESPONSES	
6-12	2.17%	2
13-17	1.09%	1
18-24	0.00%	0
25-34	17.39%	16
35-44	16.30%	15
45-64	41.30%	38
65-74	14.13%	13
75+	7.61%	7
TOTAL		92

Q4 Are there other features you would like to see in the library?

Answered: 38 Skipped: 61

#	RESPONSES	DATE
1	They are so helpful and wonderful here!	9/17/2019 9:46 AM
2	Has a family of 4 with children from 3-9. An easier bookdrop drive through	9/17/2019 9:44 AM
3	More windows for natural lighting	9/17/2019 9:42 AM
4	You are great. Keep the books and movies coming in and please keep that space and activities going for the little kids. that's what starts them in the right direction for school and learning	9/17/2019 9:41 AM
5	An electronic reader board	9/17/2019 9:37 AM

APPENDIX - COMMUNITY SURVEY

Library Facility Improvement Survey

6	The Best Library Ever! The Best Employees Ever	9/17/2019 9:34 AM
7	I would like to see quiet areas for computer usage. There are quite a few people now that talk loudly, sing, express loud excitement, etc while using the computers o that it is hard to concentrate while trying to work (i.e. write papers). It also seems that many of the people doing this stay for many hours (the 1 hour limit isn't really enforced)	9/17/2019 9:30 AM
8	More plug-ins for those using their own computers. I do this to work on my hoework. There isn't enough time on the supplied computers to finish anything! Be open on Wednesday at least during the school year. I love having the Library!	9/17/2019 9:24 AM
9	Up to date DVDs.	9/17/2019 7:56 AM
10	Helpful staff is already here. I love it!	9/17/2019 7:54 AM
11	Comfy adult seating.	9/17/2019 7:52 AM
12	Can't think of any-it's great	9/17/2019 7:49 AM
13	More dragons!	9/17/2019 7:46 AM
14	An indoor park!	9/17/2019 7:45 AM
15	Comfortable seating.	9/17/2019 7:40 AM
16	Comfier chairs to read in beanbag chairs.	9/17/2019 7:38 AM
17	If you guys would carry full series, rather than 1 or 2 books of a series.	9/17/2019 7:37 AM
18	Meeting areas to kids areas would be nice. Things to keep the noise separate from the 'reading' area. Parking would be nice too. Thanks you guys!	9/17/2019 7:35 AM
19	No.	9/17/2019 7:34 AM
20	More books! Books are important for libraries for children 0-5 & 5-12. Maybe have a corner or nook for 0-5 but for families with multiple ages-it would be good to have them together. Also, I do think that small and large conference rooms are important for the community. However I don't think that it is as important as other features-especially if they are available other places (City Hall?) Also more DVDs! And a library annex-where more books can be stored.	9/17/2019 7:33 AM
21	Have the city enforce the loitering laws to discourage homeless (and their dogs) from residing at the library entrance and in available parking across the street.	9/17/2019 7:28 AM
22	Community education classes	9/17/2019 7:26 AM
23	More super hero titles	9/17/2019 7:24 AM
24	No. It's a fine library, and the staff is terrific.	9/1/2019 2:49 PM
25	1. Big Picture Windows, Not so closed in. 2. More Computers for kids in a separate kids area. 3. Separate kids area for story time and then a play area. Not together as kids like to play during story time and it's distracting. 4. Separate bathrooms and changing table access within a kids area. 5. Computers to search for books in kids area as well as throughout the library. 6. In kids area, lots of tales with a variety of different types of seating (benches, chairs, stools, bean bags). 7. Organize kids Picture book section by topics such as Pets, School, Weather, Holidays, Volcanos, Animals, Dinosaurs, Space, Farm, Etc. It's much easier for kids and parents to find books they might be looking for if it's by topic. The Forest Grove Public Library is organized this way and I loved it. 8. Also within kids book section have a non-fiction area, magazine area and graphic novel area. 9. Have some library staff stationed in kids area at a desk. Some smaller children are intimidated going up to the big main desk and asking for help. If they were right there they might be more willing to ask questions and such. Thank you!	8/28/2019 2:44 PM
26	I think adding a family restroom /bigger for parents to assist children is very important.Love all the dedication of Staff..	8/24/2019 12:43 AM
27	More online resources for renewing, etc., kids area not being right next to the exit door, a dedicated children's outdoor patio area, updated movies/music selection	8/8/2019 2:58 AM
28	App for access to online library	8/6/2019 7:34 AM
29	Adult seating in the children's area	8/5/2019 3:50 PM
30	No, they do good.	8/5/2019 10:39 AM
31	More tables for adults...not nearly enough room....reading area with chairs,too.	8/5/2019 9:48 AM

APPENDIX - COMMUNITY SURVEY

Library Facility Improvement Survey

32	More new books.	8/5/2019 8:56 AM
33	Special story time area for babies and preschoolers separate from a play area.	8/5/2019 8:39 AM
34	We would love to see more seating for personal study. It would be lovely if, instead of going to a coffee shop a town away, I could reliably sit down with my laptop or books and get some study done, or meet a friend to talk about a book. There is a central area but only one table with an outlet for laptop use and it's often taken. Honestly, even if it wasn't, it's right in the middle with the free computer use and not especially conducive to personal study/work. Even some chairs in the corners close to outlets would help a lot.	8/5/2019 8:28 AM
35	facilities the homeless to use to clean up. A public restroom and showers. Vending machines for hygiene. Check in and out like you would a book almost to ensure proper usage.	8/5/2019 8:25 AM
36	Comfy chairs, good lighting, etc. No low ceilings.	8/5/2019 8:18 AM
37	comfortable seating and more privacy in the computer areas	8/5/2019 8:11 AM
38	More selection in Books and More current titles	8/5/2019 7:48 AM

## COMMENTS & SUGGESTIONS FROM PATRONS ABOUT WHAT PEOPLE WOULD LIKE TO SEE

- Manga
- Corner chairs to hide and read
- Space for teens for homework
- The staff are so awesome and helpful, makes our town shine
- Private study room or areas
- Better use of THIS buildings space vs. abandonment
- More and newer non fiction
- Continuance of public bulletin board
- More dinosaur movies and books
- Comfortable chairs in various corners & locations of the library
- Comfier chairs
- Please get a comfier reading area for kids and tweens
- A separate room that is QUIET where a person can study
- Privacy use of computers where we can research without trials
- Stronger Wi-Fi
- I love the library!
- I agree with the quiet area idea
- Quiet area where you can hang out and not hear people talking loudly
- Open Wednesday for after school & more hours on Saturday
- Keep same windows and computers, but add more chairs
- More room for individual groups with different functions
- More animal anime
- More Naurto anime
- Tables with games, cards, dice, etc. Also a table with an ongoing puzzle patrons can put together a few pieces at a time
- Keep the windows!
- Readers digest the week subscriptions or donations
- Toys
- More "Dogman" or "Bone" books
- Corner comfy chairs to hide and read
- A study section for possible tutoring
- Serve for breakfast like coffee, (food) chips, coke machine, etc.
- A meeting room and/or private reading and group reading areas
- More space for more books!
- Another chair in the foyer
- Toys!
- No wasteful, pretentious, or artistic use of what should be a sensible resource, to also hold archived material for preservation, (purpose of libraries)
- Reading room with couches to sit on (Brownsville library has really nice ones)
- Wi-Fi printer please!
- Minecraft!
- The people who work here are helpful, friendly, and courteous. Thanks!
- Volunteers to staff "homework hour" to help kids with homework after school. Possibly retired teachers?
- NOT SO COLD!
- Very busy place
- More anime
- Please get some animal anime
- A designated place for fairytales
- More audiobooks
- More magazine subscriptions

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**Sweet Home Library Technology Cost Estimates**

Updated 3/5/20

**Assumptions:**

- Electrical & network wiring costs will be included in new building budget
- Computer software (OS & Office) is licensed through the city using state pricing
- Estimate does not include staff time for installation & setup

**Full Cost Estimate - all new equipment**

Item/Device	Qty	Unit Cost	Total	Notes
Public Internet computer	10	950	9,500	8 adult, 2 teen; micro form factor w/ 20" monitor
Public catalog computer	3	1,000	3,000	height adjustable shelf end mount
Kids computer	2	1,500	3,000	AWE Station or similar
Kids tablets	2	200	400	Leap or similar
Laptop for in library checkout	6	300	1,800	Chromebook or tablet
Staff computer	3	800	2,400	small form factor w/ 20" monitor
Staff printer	2	400	800	small networked b&w laser printer
Staff laptop	2	900	1,800	1 shared for staff, 1 for director's PC
Wall display 55"+ monitor/TV	3	1,100	3,300	entry, teen area & meeting room
Self Checkout Kiosk	2	7,500	15,000	
Print release computer	1	950	950	
Public printer	1	2,500	2,500	networked color photocopier
Receipt printer	3	250	750	
Portable projector	1	750	750	
Gaming console & accessories	1	500	500	for teen area
Network router	1	750	750	
Managed network router	1	1,400	1,400	32 port 10/100/1000 managed switch (no POE)
Managed wifi access point	2	500	1,000	
Managed network firewall	1	1,000	1,000	
Equipment Rack	1	350	350	swingable, locking wall mount 10U
Uninterruptible Power Supply	1	750	750	managed
<b>Total Estimate</b>			<b>51,700</b>	

**Other notes:**

- Any computers, printers and network equipment less than 24 months old could be used in the new building
- All computers, public printers and network equipment are commercial grade for greater reliability, security & lifespan
- Public and staff computers are specified to current processor standards and at least 8GB memory to achieve a 4/5 year life cycle
- Public desktop computers are micro form factor and use a CPU/monitor stand to save space
- Price estimates are based on current retail pricing for top tier products such as Dell, Cisco, HP, and others  
(utilize state contract pricing and cooperative purchasing agreements whenever possible to get best possible pricing)

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## Meeting Minutes - Kick-off Meeting

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<b>Prepared by:</b>	Christine Rumi	<b>Date:</b>	June 12, 2019
<b>Project Name:</b>	Sweet Home Library Needs Assessment	<b>Time:</b>	10:00 am
<b>Project Number:</b>	24.03.19		
<b>Attendees:</b>	Rose Peda, Sweet Home Library (SHL) Director Joy Kisner, SHL Charlene Adams, SHL Board Eva Journey, SHL Board John Hopkin, SHL Board Joe Graybill, CoSH City Engineer Troy Ainsworth, FFA Brenda Katz, FFA Christine Rumi, FFA Penny Hummel, Penny Hummel Consulting Lance Murty, Murty Consulting Stuart Finney, KPFF Mark Reuland, KPFF Nick Collins, PAE Mike Streb, PAE		
<b>Distribution:</b>	Attendees		

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### 1. Initial project impressions:

- Over-arching goals: Functionality and flexibility
- Rose: flexibility to accommodate change is a main focus, particularly with furnishing, power and data
- Charlene: they know what they want, but don't know how to get there
- Eva: services for diverse populations need improvements
- Facility works for the most part: "we make it work"

### 2. Trends in Library Services:

- Evolving points of service
  - Flexible staff positions
  - Not necessarily behind a desk
  - Self service points
- Free up staff time to help when needed
- Automated material library can help if appropriate
- Maker Spaces can be multi-functional when difficult to incorporate into small buildings
- Fostering collaboration with the community
- Incorporating community partnerships which share spaces, costs and resources
  - Retail, hospitality
- Access to technology
  - Different devices
  - Mobile device use expanding
  - Fixed catalog access is being used less
  - Need greater bandwidth
  - Printing capabilities

- Fax machines need to remain for a while:
  - Access
  - Equity
  - Privacy

### 3. Existing Building/Site Information and Concerns

- Building construction in 1969. Has concrete slab on grade.
  - No additions or subtractions
- Front entrance is inaccessible
  - Need a ramp, elderly patrons go up and down front steps
  - ADA access is on side of building.
- Finishes and furnishings
  - Existing shelving has been braced
  - Would like to replace flooring
  - Would like to replace furnishings, with more mobile/flexible selections
- Would like to improve building envelope
  - Existing windows are single paned
  - Low insulation value of walls
  - Roof was replaced 6-8 years ago – had some leaking prior to replacement
  - Gutters plug up
- Would like to upgrade the HVAC system
  - improve thermal comfort
  - provide even distribution
  - reduce noise associated with HVAC system
  - add ceiling fans
  - existing system is serviced quarterly by outside contractors
- Would like to upgrade electrical system, low voltage (data, fire) and lighting
  - Existing slab has conduit in the slab for floor outlets.
    - In future, would like to stay away from floor outlets.
    - Building is going to fiber soon, working with Comcast.
  - Existing electrical system has been adapted the building as possible to provide electrical outlets.
  - Teen area currently has only two wirestrips for power access
  - Lighting
    - Need emergency/egress lighting – currently there is none
    - Existing light fixtures have been upgraded to have electronic ballasts.
  - Need fire alarm system – currently there is only one smoke detector
  - Existing security alarm works well.
  - Existing IT and electrical is serviced by outside contractors
- Would like to improve acoustics, provide noise-dampening
  - Building is echo-y
  - Patrons complain about noise, especially during children’s programs.
- Restrooms:
  - Has 3 public use restrooms, 1 of which is accessible
  - Has 1 staff restroom, not accessible
  - Need soundproofing between restrooms and other spaces
  - Hallway at restrooms is not visible to staff – need to improve sightlines
- No janitor space
- Site
  - Community overall likes location
    - Downtown core
    - Center of town
    - Adjacent to other services and shops, farmers market
    - Walkable from neighborhoods.
    - Only City bus stop is located at front of library

- Parking
  - People are encouraged to park in back or in church parking lot
  - Also park on street and in lot across the street
  - Public parking is free and not enforced, even though signed as time limited
  - Staff and ADA parking on site
- Loading/Deliveries
  - Mainly use side doors
  - Large deliveries sometimes use front doors
- Issues:
  - Ambulances and sirens.
  - Toddlers getting across the busy street.

#### 4. Thoughts on Improvements to Space Use at Existing Building

- Take parking lot in the back and make it into a meeting room or study rooms?
  - Need—1-2 person study rooms. Library has a lot of people who study online and use their WiFi.
- Would like to enclose canopy at existing book drop
  - Used as campsite by homeless and must be brightly lit at night at request of the police.
- Open the foyer/entry to indoor, useable space. Reduce entry size (like Lebanon Library length)
- Outdoor space is not a priority, difficult to manage.

#### 5. Programming

- Sometimes SHL hosts programs/events at other venues due to limited space at the library. (i.e. Celtic program was held at Sunshine Industries)
- Like to host programs at the library. One of the big programs is Summer Reading. For many years it was held in the street, however now it is held at Boys and Girls Club.
- Current library has no space to host events. For performances, have had to move all of the furniture and then put out the seating.
- When they host programs, they can have 80 children in attendance and anywhere from 60 – 100 adults.
- Public access computers are sometimes very busy, sometimes not.

#### 6. Children and teens

- The community would like to see other things happen here.
- Currently this children's area is focused on early literacy and preschool.
- Would like an areas for elementary/middle school students.
  - A Lego wall or something like that?
  - Have mechanical Legos and would like the kids to be able to work with them.
- Would like more storage in that area.
- We would to have a real teen center,
  - Currently it serves also as a small meeting/gathering room
  - Adults currently use the space because it has plug-ins

#### 7. Staff areas

- Circulation Desk
  - Current is crowded and inefficient and not ergonomic
  - Needs to be able to accommodate staff of varying heights
- Work spaces
  - Cramped offices and work areas.
  - Would like to have a proper and private staff area
- Would like a janitor's room with custodial sink
- Would like more storage
- Would like an employee break area
- Need 1 cart in cataloging
- Need charger for Vox books near courier
- Deliveries are manageable. Sometimes boxes can be a little big.

- Need more counter space for processing and repairs

### 8. Shelving/Collections

- Would like lower shelving
- Corner shelving is desired
- Would like to keep bottom shelf clean
- Stores 2 years of magazines
- Redbox idea for DVDs
- Add display space –especially for new books
- Don't need closed case display area
- Increased space for DVDs, Books on Tape
- More space for picture books
- Reference collection is being right sized

### 9. Furnishings

- Would like more general seating and more lounge seating.
- Tables weigh a ton and need to be replaced.
- Sofas are moved into the teen area.
- Board book section is on castors.

### 10. Miscellaneous

- Library has been strongly supported over the years.
  - Currently on 5 year levy.
  - Levies have been passed numerous time.
  - It did fail one time; the library closed and then reopened.
- Vulnerable Patrons
  - A lot of people visit because they have no other human contact. They come to the library and staff know them by name.
  - Some patrons who can't afford the internet or can't access it at home. We have people who come here to see other people and use the computers. Some regulars come every day. Movies are popular.
- Seismic improvements
  - Due to age of the existing building, it would need seismic improvements
    - Perhaps the design could use an expansion to reinforce the existing building
    - Will need to consider the code triggers for seismic upgrades
- People pay the out-of-city fee of \$35. Joined Linn County Libraries consortium—shared ILS and courier. We all give minor children a card without cost for the summer.
- Friends bookstore is the only one in town.
- Church is a good neighbor.
- Consensus is that City Hall should go away. Maybe a business incubator?
- Additional Comments
  - Charlene: what are the possibilities of going up? Also, City Hall is going to be empty. Building is terrible but land is there. Could we build there?
  - Eva: the end result needs to be something that we can support. Sustainability. Staffing. This HVAC system is very costly for us; I would like to see that minimized.
  - Christine: 3 conceptual designs will be provided. New building on another site, this building on this site, another building on this site.
  - Joe: only other city property is the parking lot. If it was to be converted, this building could be a parking lot, as could city hall. No net loss or gain in parking.

### Schedule and Next Steps:

- No specific schedule set by Sweet Home
- Through summer, staff is unavailable until noon due to Summer Reading held at Boys and Girls Club.



- Library is closed on Wednesdays.
- Future meetings:
  - Staff and IT (today)
  - Community Focus Group (TBD)
  - Community Meetings (TBD)
- Building Assessment (today)

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## Meeting Minutes – Community Meeting No. 1

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<b>Prepared by:</b>	Brenda Katz	<b>Date:</b>	July 30, 2019
<b>Project Name:</b>	City of Sweet Home Library Needs Assessment & Community Forums	<b>Time:</b>	1:30 pm
<b>Project Number:</b>	240319		
<b>Attendees:</b>	6 Community Attendees Rose Peda, Director, Sweet Home Public Library Penny Hummel, Penny Hummel Consulting Brenda Katz, FFA		
<b>Distribution:</b>	Sweet Home Public Library Consultant Team File		

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### Community responses to questions posed by the consultant team:

#### 1. How would you describe the community? What issues does it face?

- Smallish community
- Interact with books
- Basic facilities in town: grocery store, library
- Interest in education and lifelong learning is increasing
- Low employment, few opportunities
- People commute elsewhere to work
- Mom and Pop businesses closed due to Wal-Mart in Lebanon

#### 2. What works well in the current library? What will people not want to lose?

- It's small and easy to navigate
- Digital/online catalog
- Helpful staff
- Stained glass and sloped ceiling
- It feels spacious

#### 3. What aspects of the facility get in the way of providing an excellent library experience?

- Not enough scientific resources
- Not enough classics
- Too much distraction
- Not enough storage
- We need a staff lunchroom
- Dark paneling and finishes—we need more light
- Thermal comfort issues

**4. What services or features will be most important to incorporate into a new library?**

- We need a small quiet room
- We need separation from noisy children
- Have computers in one area
- Add computers
- Increase power access for charging devices
- Add a TV/DVD viewing area
- Like to browse DVDs on shelves

**5. What are the top 3 – 5 issues that you consider the most important to address?**

- More space
- More quiet
- Better staff/volunteer spaces

## Meeting Minutes - Program Review Meeting – R1

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<b>Prepared by:</b>	Brenda Katz	<b>Date:</b>	October 03, 2019
<b>Project Name:</b>	Sweet Home Library Needs Assessment	<b>Time:</b>	10:30 am
<b>Project Number:</b>	24.03.19		
<b>Attendees:</b>	Rose Peda, Sweet Home Library (SHL) Director Joy Kistner, SHL Charlene Adams, SHL Board Eva Jurney, SHL Board Brittany Donnell, SHL Board Brenda Katz, FFA Joseph Storr, FFA Penny Hummel, Penny Hummel Consulting		
<b>Distribution:</b>	File Attendees		

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### 1. Service Area Discussion:

- Basis of population estimate/projection is legal service area – City of Sweet Home
  - Does not include un-served surrounding areas
  - Projection per Portland State University, Population Research Center
- Sweet Home is the most Eastern library in Linn County.
- They are studying feasibility to form a library district.
- Sweet Home, Lebanon, Albany, Harrisburg, Scio and LBCC have Intergovernmental Agreements to sharing resources and pay for a courier. This partnership is referred to as “The Linn Libraries Consortium”.
- Access to Wi-Fi for surrounding communities is important. City IT is working on how to capture Wi-Fi usage data

### 2. Program Review:

- Meeting rooms:
  - Keep 100-seat meeting room – should be divisible (1/2-1/2; 1/3-2/3, TBD) with operable partition. Multi-use, potential for two programs simultaneously. Should be accessible while library is closed, along with lobby space and restrooms.
  - Small study/meeting rooms – provide (1) 4-person and (1) 8-person meeting room. The 8-person meeting room should provide for higher technology accommodations.
  - Meeting room fees - other organizations in Sweet Home charge a fee for use of meeting space. There is a lot of un-met need for meeting room space in Sweet Home.
- Restrooms:
  - Provide accommodations that are over minimum code requirements for number of fixtures.
  - Provide changing tables in all restrooms
- Office space (2?) for potential partner organizations:
  - Examples: Adult mental health services (currently only in Lebanon); Veteran’s Services (currently in Lebanon); Social Security access (currently only in Albany).
  - Premature to include accommodations for partner organization at this time.

- One-story vs. two-story building:
  - Staffing level will not be adequate to support a two-story facility
  - Avoid elevators and associated maintenance

**4. Miscellaneous:**

- Specify 400# weight capacity for all seating.

**6. Next Steps:**

- Penny to provide updated program document
- FFA to confirm alternate site for library with Sweet Home City and Library Staff, for purposes of this study

## Meeting Minutes – Site Selection Meeting

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<b>Prepared by:</b>	Joseph Storr	<b>Date:</b>	October 15, 2019
<b>Project Name:</b>	Sweet Home Library Needs Assessment	<b>Time:</b>	3:00 pm
<b>Project Number:</b>	24.03.19		
<b>Attendees:</b>	Rose Peda, Sweet Home Library (SHL) Director Ray Towry, Sweet Home City Manager Joe Graybill, Sweet Home Staff Engineer Christine Rumi, FFA Brenda Katz, FFA Joseph Storr, FFA		
<b>Distribution:</b>	File Attendees		
<b>Meeting Date:</b>	October 10, 2019		
<b>Meeting Location:</b>	Teleconference		

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### 1. Project Cost:

- FFA assumes \$400-\$450/sf for direct construction costs, with an additional 35% for soft costs (including FF&E)
- FFA report will take into consideration estimating adjustments for the Eugene/Corvallis region

### 2. Proposed Sites:

- Existing Library Site
  - Per the approved program, the existing site is too small for either a renovated/expanded existing library or a new single-story library
  - Report to provide a narrative explaining why the existing site is too small, and why the current and anticipated staffing levels would not support a 2-story building
- Old City Hall:
  - Approximately twice the size of the current Library Site
  - Would require demolition and abatement of existing City Hall building
  - Site selected for FFA to test fit new construction
- Parking lot adjacent to existing library:
  - Approximately the same size as the Old City Hall site
  - Demolition limited to existing site
  - Unknown existing site conditions prior to construction of the existing parking lot
  - Site selected for FFA to test fit new construction
- Lot to the West of Boys & Girls club near Sankey Park
  - Lot abuts Ames Creek
  - 50' Riparian Corridor from the high water line of the waterway will limit the buildable area of the lot
  - Existing athletic fields to the North of the site to remain
  - Site selected for FFA to test fit new construction



**6. Next Steps:**

- Joe Graybill to provide drawings and any other relevant property information on the (3) selected sites to FFA
- FFA to Test Fit new construction on the (3) identified sites. Test fits are to assume a full build-out, potentially funded by a bond, rather than a phased approach.

## Meeting Minutes – Site Meeting

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<b>Prepared by:</b>	Joseph Storr	<b>Date:</b>	December 05, 2019
<b>Project Name:</b>	Sweet Home Library Needs Assessment	<b>Time:</b>	10:00 am
<b>Project Number:</b>	24.03.19		
<b>Attendees:</b>	Rose Peda, Sweet Home Library (SHL) Director Ray Towry, Sweet Home City Manager Joe Graybill, Sweet Home Staff Engineer Christine Rumi, FFA Richard Grace, FFA Joseph Storr, FFA		
<b>Distribution:</b>	File Attendees		
<b>Meeting Date:</b>	November 26, 2019		
<b>Meeting Location:</b>	Sweet Home Library		

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### 1. Next Steps:

- FFA to send drawings to Joe for distribution
- FFA to attend December 10<sup>th</sup> City Council working session
- Rose to present to library board
- Rose and Ray to discuss potential partners and distribute to FFA

### 2. Boys & Girls Club Site:

- FFA recommended eliminating the Boys & Girls club site from further study due to flooding issues. There was no reservation from the Rose, Ray, & Joe.

### 3. OCH Site (Old City Hall):

- FFA presented the OCH site and noted the requirement that an approach would require a variance
- A variance would need to meet the required criteria to be approved by Council
- Design requires adjustments to parking on Fire Station property, and confirming location of utilities (believed to be along North edge of site)
- There is concern about the noise on from emergency vehicles as the fire hall and drive along 12<sup>th</sup> Avenue. Sirens and emergency routes may need to be reviewed.
- Team feels this is the most feasible site and design

### 4. Existing Parking Lot Site:

- Hard to justify demolishing old city hall and replacing it with a parking lot
- Design team to focus on OCH Site

### 5. Additional Discussion Items

- Ray and Rose to meet and discuss potential partners for the library to help share costs
- Depending on feedback from Ray and Rose on potential partners, FFA to consider phased approach
- Joe and Richard to meet in front of board on December 10th 2019 to discuss status and approach

APPENDIX - MEETING MINUTES

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# Library Work Schedule

April 2021

As of : 4:09 PM 4/1/21

SRP Time

DAY:		Sunday	Monday	Tuesday		Wednesday		Thursday		Friday		Saturday		WEEK
DATE:		28	29	Start	End	Start	End	Start	End	Start	End	Start	End	TOTAL
Open:				12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	4:00 PM	12:00 PM	4:00 PM	
Kistner Joy	Hours			9:30 AM :30 lunch	6:00 PM 8:00	10:30 AM :30 Lunch	6:00 PM 7:00	10:30 AM :30 Lunch	6:00 PM 7:00		0:00	12:00 PM	4:00 PM 4:00	26:00
Golden Diane	Hours			11:30 AM	3:30 PM 4:00	10:30 AM	3:30 PM 4:30	10:30 AM	3:30 PM 5:00	11:30 AM	4:00 PM 4:30	11:30 AM	4:00 PM 4:30	22:30
Smith Sarah	Hours			12:30 PM	6:00 PM 5:30	1:00 PM Mtng/lunch	6:00 PM 6:00	1:30 PM	6:00 PM 4:30	12:00 PM	4:00 PM 4:00		0:00	20:00
DATE:		4	5	6	7	8	9	10						
Open:				12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	4:00 PM	12:00 PM	4:00 PM	
Kistner Joy	Hours			10:00 AM :30 lunch	6:00 PM 7:30	10:30 AM :30 Lunch	6:00 PM 7:00	10:30 AM :30 Lunch	6:00 PM 7:00	11:30 AM	4:00 PM 4:30			26:00
Golden Diane	Hours			11:30 AM	5:00 PM 5:30	10:30 AM :30 Lunch	5:00 PM 6:00	10:30 AM :30 Lunch	5:00 PM 6:00			11:30 AM	4:00 PM 4:30	22:00
Smith Sarah	Hours			2:00 PM	6:00 PM 4:00	3:00 PM Mtng	6:00 PM 4:00	2:00 PM	6:00 PM 4:00	12:00 PM	4:00 PM 4:00	12:00 PM	4:00 PM 4:00	20:00
DATE:		11	12	13	14	15	16	17						
Open:				12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	4:00 PM	12:00 PM	4:00 PM	
Kistner Joy	Hours:			10:00 AM :30 lunch	6:00 PM 7:30	10:30 AM :30 Lunch	6:00 PM 7:00	10:30 AM :30 Lunch	6:00 PM 7:00	11:30 AM	4:00 PM 4:30		0:00	26:00
Golden Diane	Hours			11:30 AM	5:00 PM 5:30	10:30 AM :30 Lunch	5:00 PM 5:00	10:00 AM S.Comm/Lunch	5:00 PM 6:30		0:00	10:00 AM	4:00 PM 6:00	23:00
Smith Sarah	Hours			2:30 PM	6:00 PM 3:30	2:00 PM Mtng	6:00 PM 5:00	2:30 PM	6:00 PM 3:30	12:00 PM	4:00 PM 4:00	12:00 PM	4:00 PM 4:00	20:00
DATE:		18	19	20	21	22	23	24						
Open:				12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	4:00 PM	12:00 PM	4:00 PM	TOTAL
Kistner Joy	Hours			9:30 AM :30 lunch	6:00 PM 8:00	10:30 AM :30 Lunch	6:00 PM 7:00	10:30 AM :30 Lunch	6:00 PM 7:00	12:00 PM	4:00 PM 4:00	12:00 PM	4:00 PM 4:00	30:00
Golden Diane	Hours			11:30 AM	3:30 PM 4:00	10:30 AM	3:30 PM 4:30	10:30 AM	3:30 PM 4:30	11:30 AM	4:00 PM 4:30	11:30 AM	4:00 PM 4:30	22:00
Smith Sarah	Hours			12:30 PM	6:00 PM 5:30	1:00 PM Mtng/lunch	6:00 PM 6:00	1:30 PM	6:00 PM 4:30	SL	0:00		0:00	16:00
DATE:		25	26	27	28	29	30	1						
Open:				12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	6:00 PM	12:00 PM	4:00 PM	12:00 PM	4:00 PM	
Kistner Joy	Hours			9:30 AM :30 lunch	6:00 PM 8:00	10:30 AM :30 Lunch	6:00 PM 7:00	10:30 AM :30 Lunch	6:00 PM 7:00		0:00	12:00 PM	4:00 PM 4:00	26:00
Golden Diane	Hours			11:30 AM	3:30 PM 4:00	10:30 AM	3:30 PM 4:30	10:30 AM	3:30 PM 5:00	11:30 AM	4:00 PM 4:30	11:30 AM	4:00 PM 4:30	22:30
Smith Sarah	Hours			12:30 PM	6:00 PM 5:30	1:00 PM Mtng/lunch	6:00 PM 6:00	1:30 PM	6:00 PM 4:30	12:00 PM	4:00 PM 4:00		0:00	20:00

# General Ledger FY21 Budget to Actual

User: bneish  
 Printed: 4/7/2021 3:40:48 PM  
 Period 01 - 13  
 Fiscal Year 2021



Account Number	Description	Three Year Prior Actual	Two Year Prior Actual	Budget	End Bal	% Expend	Collect
201-000-300-000	BEGINNING FUND BALANCE	-224,584.85	-312,451.44	-426,726.00	-436,784.92		102.36
	<b>Beginning Fund Bal</b>	<b>-224,584.85</b>	<b>-312,451.44</b>	<b>-426,726.00</b>	<b>-436,784.92</b>		<b>102.36</b>
201	Library	-224,584.85	-312,451.44	-426,726.00	-436,784.92		102.36
000	Dept	-224,584.85	-312,451.44	-426,726.00	-436,784.92		102.36

# General Ledger

## FY21 Budget to Actual



User: bneish  
 Printed: 4/7/2021 3:40:48 PM  
 Period 01 - 13  
 Fiscal Year 2021

Account Number	Description	Three Year Prior Actual	Two Year Prior Actual	Budget	End Bal	% Expend/Collect
201-008-455-110	Staff Pay	132,646.71	140,346.61	160,522.00	113,605.31	70.77
201-008-455-120	Temporary Employees	0.00	0.00	0.00	9,730.00	0.00
201-008-455-130	Overtime	82.18	26.82	0.00	56.34	0.00
201-008-455-210	Group Insurance	12,109.26	29,978.31	43,964.00	20,219.13	45.99
201-008-455-220	FICAMedicare	10,036.84	10,486.26	12,280.00	9,183.52	74.78
201-008-455-230	Retirement	15,726.92	18,849.70	22,093.00	15,819.35	71.60
201-008-455-250	Unemployment Contribution	132.73	211.20	163.00	46.27	28.39
201-008-455-260	Workers' Compensation	315.51	31.53	221.00	109.04	49.34
	<b>Personal Services</b>	<b>171,050.15</b>	<b>199,930.43</b>	<b>239,243.00</b>	<b>168,768.96</b>	<b>70.54</b>
201-008-455-310	MembershipsDues	90.00	90.00	100.00	0.00	0.00
201-008-455-311	Subscriptions	0.00	0.00	2,500.00	466.75	18.67
201-008-455-320	Professional Services	2,281.47	8,508.40	8,585.00	4,073.29	47.45
201-008-455-340	Technical Services	10,201.74	12,137.44	28,227.00	4,689.15	16.61
201-008-455-423	Custodial Services	0.00	3,845.84	5,151.00	1,532.97	29.76
201-008-455-430	Equipment Repair & Maintenance	2,776.19	1,143.74	6,200.00	0.00	0.00
201-008-455-431	Building Repair & Maintenance	0.00	8,219.57	6,060.00	6,277.75	103.59
201-008-455-432	Grounds Maintenance	1,759.02	10.99	2,020.00	20.49	1.01
201-008-455-442	EquipmentVehicle Rental	1,948.05	2,044.13	3,535.00	195.00	5.52
201-008-455-520	Insurance	0.00	0.00	3,612.00	0.00	0.00
201-008-455-540	Advertising	4,169.73	4,303.92	6,000.00	300.30	5.01
201-008-455-550	Duplicating & Printing	0.00	2,257.82	3,000.00	980.06	32.67
201-008-455-580	TrainingTravel	702.55	1,084.67	2,525.00	0.00	0.00
201-008-455-610	Office Supplies	10,597.64	4,936.89	4,040.00	5,711.91	141.38
201-008-455-611	Cleaning Supplies	0.00	705.70	3,030.00	1,996.74	65.90
201-008-455-612	Operating Supplies	22.99	4,703.27	6,060.00	3,110.20	51.32
201-008-455-613	UniformsClothing	0.00	0.00	400.00	0.00	0.00
201-008-455-617	Furniture	0.00	1,622.77	2,500.00	2,702.94	108.12
201-008-455-618	Postage	0.00	38.54	200.00	704.65	352.33
201-008-455-619	Computers	0.00	1,337.75	5,000.00	4,071.47	81.43
201-008-455-621	Natural Gas	0.00	2,309.71	2,425.00	1,814.43	74.82
201-008-455-622	Electricity	0.00	6,949.97	7,300.00	4,156.06	56.93
201-008-455-623	Phone	0.00	4,574.23	4,800.00	2,784.89	58.02
201-008-455-624	TVInternet	0.00	4,324.12	4,500.00	6,792.67	150.95
201-008-455-630	Food & Beverage	0.00	114.04	2,500.00	14.61	0.58
201-008-455-640	Books & Periodicals	37,902.18	35,327.25	35,000.00	11,765.53	33.62
201-008-455-803	Special Events	6,606.42	9,425.31	6,500.00	4,498.37	69.21
201-008-455-809	Grant Expense	10,576.75	15,185.90	0.00	1,506.70	0.00
201-008-455-812	Administrative Chrg for Svc	0.00	0.00	28,323.00	0.00	0.00
201-008-455-813	Finance Chrg for Svc	0.00	0.00	19,867.00	0.00	0.00
	<b>Material &amp; Services</b>	<b>89,634.73</b>	<b>135,201.97</b>	<b>209,960.00</b>	<b>70,166.93</b>	<b>33.42</b>
201-008-490-000	Contingency	0.00	0.00	18,253.00	0.00	0.00
	<b>Contingency</b>	<b>0.00</b>	<b>0.00</b>	<b>18,253.00</b>	<b>0.00</b>	<b>0.00</b>

<u>Account Number</u>	<u>Description</u>	<u>Three Year Prior Actual</u>	<u>Two Year Prior Actual</u>	<u>Budget</u>	<u>End Bal</u>	<u>Expend/Collect</u>	<u>%</u>
201-008-361-010	Interest	-4,674.09	-9,263.64	-9,356.00	0.00	0.00	0.00
201-008-361-011	Interest on Taxes	-1,874.73	-1,960.87	-1,980.00	0.00	0.00	0.00
	<b>Interest</b>	<b>-6,548.82</b>	<b>-11,224.51</b>	<b>-11,336.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
201-008-330-030	Misc. Operating Grants	-12,710.31	-15,417.15	0.00	-66,546.00	0.00	0.00
201-008-347-020	Library Fees	-4,731.35	-5,162.30	-5,000.00	-2,952.23	59.04	59.04
201-008-364-030	Donations	-1,731.00	-4,282.00	0.00	-1,405.00	0.00	0.00
201-008-395-011	Miscellaneous Revenue	-2,683.66	-4,206.41	-3,000.00	-1,235.89	41.20	41.20
	<b>Other</b>	<b>-21,856.32</b>	<b>-29,067.86</b>	<b>-8,000.00</b>	<b>-72,139.12</b>	<b>901.74</b>	<b>901.74</b>
201-008-311-010	Current Property Taxes	-343,214.90	-400,461.03	-442,558.00	-454,388.66	102.67	102.67
201-008-319-010	Delinquent Prop. Taxes	-8,547.24	-15,206.05	-10,425.00	-5,536.83	53.11	53.11
	<b>Property Taxes</b>	<b>-351,762.14</b>	<b>-415,667.08</b>	<b>-452,983.00</b>	<b>-459,925.49</b>	<b>101.53</b>	<b>101.53</b>
201	Library	-119,482.40	-120,827.05	-4,863.00	-293,128.72	6,027.73	6,027.73
008	Library	-119,482.40	-120,827.05	-4,863.00	-293,128.72	6,027.73	6,027.73

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<u>Account Number</u>	<u>Description</u>	<u>Three Year Prior Actual</u>	<u>Two Year Prior Actual</u>	<u>Budget</u>	<u>End Bal</u>	<u>% Expend/Collect</u>
201-010-491-040	Transfer Out for Capital	13,000.00	13,000.00	13,000.00	0.00	0.00
	<i>Transfer</i>	<i>13,000.00</i>	<i>13,000.00</i>	<i>13,000.00</i>	<i>0.00</i>	<i>0.00</i>
201	Library	13,000.00	13,000.00	13,000.00	0.00	0.00
010	Transfers	13,000.00	13,000.00	13,000.00	0.00	0.00

	Jan	Feb	March	2021	2020	5 Yr AVG 2015-20
ASK AT DESK*	0	0	2	2	9	9.7
AUTO MANUALS*					1	203.3
BOOKS ON CD	47	84	77	208	677	1371.4
BOOKS ON TAPE*						26.9
CHILDREN'S 100 BOOKS	16	9	13	38	254	152.6
CHILDREN'S BOARD BOOKS	70	53	79	202	595	568.3
CHILDREN'S EASY READERS	103	100	93	296	1282	1148.6
CHILDREN'S FICTION	228	293	335	856	2249	1051.0
CHILDREN'S GRAPHIC NOVELS	46	74	116	236	939	575.2
CHILDREN'S NONFICTION	86	118	152	356	1418	1141.2
CHILDREN'S PICTURE BOOKS	374	436	379	1189	3753	1481.7
CHILDREN'S READY TO READ	43	61	138	242	550	906.6
CHILDREN'S VOX BOOKS*	54	67	121	242	962	1666.5
DVDS	513	557	688	1758	6462	3253.5
FICTION	286	375	281	942	3549	5733.6
INTERLIBRARY LOAN*						108.7
MAGAZINES	51	99	41	191	693	275.5
MUSIC CD	16	9	10	35	154	661.8
MYSTERY	266	211	198	675	2934	1087.8
NEW FICTION	82	78	116	276	304	26.1
NEW MYSTERY	60	67	111	238	168	54.2
NEW NONFICTION*	18	34	36	88	58	19.4
NEW SCIENCE FICTION*	2	5	7	14	10	583.9
NONFICTION	123	142	147	412	1541	960.4
NORTHWEST	9	11	12	32	285	84.6
PAPERBACK CLASSICS	0	1	1	2	5	23.7
PAPERBACK GENERAL	2	3	0	5	60	120.7
PAPERBACK MYSTERY	35	34	21	90	384	227.4
PAPERBACK ROMANCE	18	28	30	76	350	161.6
PAPERBACK SCIENCE FICTION*					4	40.4
PAPERBACK WESTERNS*			1	1	11	21.7
REPAIR*						14.5
REFERENCE*		27	5	32	2	51.0
SCIENCE FICTION / FANTASY	19	98	27	144	281	299.9
TEEN FICTION	78	24	90	192	734	475.7
TEEN GRAPHIC NOVELS	34	1	26	61	282	94.5
TEEN NONFICTION	1	0	1	2	25	10.7
Undefined	3		0		7	30.1
VIDEOS*						108.8
WESTERN	10	9	10	29	209	6031.7
<b>TOTALS</b>	<b>2693</b>	<b>3108</b>	<b>3364</b>	<b>9165</b>	<b>31201</b>	<b>46102.0</b>

20% of 5 YR AVG  
29% of 2020

	Jan	Feb	March	2021	2020	5 Yr AVG 2015-20
ASK AT DESK*	0	0	2	2	9	9.7
AUTO MANUALS*					1	203.3
BOOKS ON CD	47	84	77	208	677	1371.4
BOOKS ON TAPE*						26.9
CHILDREN'S 100 BOOKS	16	9	13	38	254	152.6
CHILDREN'S BOARD BOOKS	70	53	79	202	595	568.3
CHILDREN'S EASY READERS	103	100	93	296	1282	1148.6
CHILDREN'S FICTION	228	293	335	856	2249	1051.0
CHILDREN'S GRAPHIC NOVELS	46	74	116	236	939	575.2
CHILDREN'S NONFICTION	86	118	152	356	1418	1141.2
CHILDREN'S PICTURE BOOKS	374	436	379	1189	3753	1481.7
CHILDREN'S READY TO READ	43	61	138	242	550	906.6
CHILDREN'S VOX BOOKS*	54	67	121	242	962	1666.5
DVDS	513	557	688	1758	6462	3253.5
FICTION	286	375	281	942	3549	5733.6
INTERLIBRARY LOAN*						108.7
MAGAZINES	51	99	41	191	693	275.5
MUSIC CD	16	9	10	35	154	661.8
MYSTERY	266	211	198	675	2934	1087.8
NEW FICTION	82	78	116	276	304	26.1
NEW MYSTERY	60	67	111	238	168	54.2
NEW NONFICTION*	18	34	36	88	58	19.4
NEW SCIENCE FICTION*	2	5	7	14	10	583.9
NONFICTION	123	142	147	412	1541	960.4
NORTHWEST	9	11	12	32	285	84.6
PAPERBACK CLASSICS	0	1	1	2	5	23.7
PAPERBACK GENERAL	2	3	0	5	60	120.7
PAPERBACK MYSTERY	35	34	21	90	384	227.4
PAPERBACK ROMANCE	18	28	30	76	350	161.6
PAPERBACK SCIENCE FICTION*					4	40.4
PAPERBACK WESTERNS*			1	1	11	21.7
REPAIR*						14.5
REFERENCE*		27	5	32	2	51.0
SCIENCE FICTION / FANTASY	19	98	27	144	281	299.9
TEEN FICTION	78	24	90	192	734	475.7
TEEN GRAPHIC NOVELS	34	1	26	61	282	94.5
TEEN NONFICTION	1	0	1	2	25	10.7
Undefined	3		0		7	30.1
VIDEOS*						108.8
WESTERN	10	9	10	29	209	6031.7
<b>TOTALS</b>	<b>2693</b>	<b>3108</b>	<b>3364</b>	<b>6437</b>	<b>31201</b>	<b>46102.0</b>

14% of 5 YR AVG  
21% of 2020

ACCOUNT ID	Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budgeted	2021 YTD (Mar)	FY22 Initial Budget
201-000-300-000	BEGINNING FUND BALANCE	\$190,269.53	\$224,584.85	\$312,451.44	\$418,655.49	\$426,726.00	\$481,431.53	\$511,976.00
201-008-311-010	Current Property Taxes	\$301,686.52	\$343,214.90	\$400,461.03	\$435,883.88	\$442,558.00	\$469,416.67	\$498,150.00
201-008-319-010	Delinquent Prop. Taxes	\$7,523.03	\$8,547.24	\$15,206.05	\$9,753.01	\$10,425.00	\$5,536.83	\$10,530.00
201-008-330-030	Misc. Operating Grants	\$2,308.00	\$12,710.31	\$15,417.15	\$15,625.00	\$0.00	\$66,546.00	
201-008-347-020	Library Fees	\$5,439.15	\$4,731.35	\$5,162.30	\$4,096.89	\$5,000.00	\$2,887.43	\$5,000.00
201-008-361-010	Interest	\$2,340.73	\$4,674.09	\$9,263.64	\$6,867.32	\$9,356.00		\$5,363.00
201-008-361-011	Interest on Taxes	\$1,238.61	\$1,874.73	\$1,960.87	\$724.19	\$1,980.00		
201-008-364-030	Donations	\$450.00	\$1,731.00	\$4,282.00	\$1,536.18		\$1,405.00	
201-008-395-011	Miscellaneous Revenue	\$3,715.15	\$2,683.66	\$4,206.41	\$3,049.00	\$3,000.00	\$1,235.89	\$3,000.00
	<b>Subtotal Revenue</b>	<b>\$324,701.19</b>	<b>\$380,167.28</b>	<b>\$455,959.45</b>	<b>\$477,535.47</b>	<b>\$472,319.00</b>	<b>\$547,027.82</b>	<b>\$522,043.00</b>
201-008-455-110	Staff Pay	\$136,134.66	\$132,646.71	\$140,346.61	\$159,072.59	\$160,522.00	\$108,477.26	\$163,413.00
201-008-455-120	Temporary Employees	\$928.25					\$9,730.00	
201-008-455-130	Overtime		\$82.18	\$26.82			\$56.34	
201-008-455-210	Group Insurance	\$15,965.08	\$12,109.26	\$29,978.31	\$26,526.83	\$43,964.00	\$18,510.21	\$58,294.00
201-008-455-220	FICA/Medicare	\$10,325.21	\$10,036.84	\$10,486.26	\$11,886.70	\$12,280.00	\$8,834.96	\$12,500.00
201-008-455-230	Retirement	\$18,557.16	\$15,726.92	\$18,849.70	\$19,313.51	\$22,093.00	\$15,197.98	\$22,469.00
201-008-455-250	Unemployment Contribution	\$145.29	\$132.73	\$211.20	\$69.93	\$163.00	\$43.03	\$165.00
201-008-455-260	Workers' Compensation	\$299.63	\$315.51	\$31.53	\$198.55	\$221.00	\$103.92	\$221.00
	<b>Subtotal Personnel Expenditures</b>	<b>\$182,355.28</b>	<b>\$171,050.15</b>	<b>\$199,930.43</b>	<b>\$217,068.11</b>	<b>\$239,243.00</b>	<b>\$160,953.70</b>	<b>\$257,062.00</b>
201-008-455-310	Memberships/Dues		\$90.00	\$90.00	\$90.00	\$100.00		\$100.00
201-008-455-311	Subscriptions				\$810.00	\$2,500.00	\$466.75	\$1,000.00
201-008-455-320	Professional Services	\$6,134.92	\$2,281.47	\$8,508.40	\$1,667.25	\$8,585.00	\$4,045.29	\$8,585.00
201-008-455-321	Labor Relations				\$2,808.33			
201-008-455-340	Technical Services	\$7,218.24	\$10,201.74	\$12,137.44	\$24,394.92	\$28,227.00	\$4,689.15	\$15,000.00
201-008-455-423	Custodial Services			\$3,845.84	\$2,681.25	\$5,151.00	\$1,532.97	\$5,000.00
201-008-455-430	Equipment Repair & Maintenance	\$3,735.64	\$2,776.19	\$1,143.74	\$84.77	\$6,200.00		\$4,000.00
201-008-455-431	Building Repair & Maintenance			\$8,219.57	\$6,068.07	\$6,060.00	\$6,277.75	\$6,120.00
201-008-455-432	Grounds Maintenance	\$6,672.10	\$1,759.02	\$10.99	\$1,913.01	\$2,020.00	\$20.49	\$2,000.00
201-008-455-441	Building Rental				\$157.93			
201-008-455-442	Equipment/Vehicle Rental	\$2,112.60	\$1,948.05	\$2,044.13	\$1,878.63	\$3,535.00	\$195.00	\$300.00
201-008-455-520	Insurance				\$3,440.82	\$3,612.00		\$5,549.00
201-008-455-540	Advertising	\$2,895.88	\$4,169.73	\$4,303.92	\$3,317.90	\$6,000.00	\$300.30	\$6,000.00
201-008-455-550	Duplicating & Printing			\$2,257.82	\$1,965.01	\$3,000.00	\$771.19	\$3,000.00

201-008-455-580	Training/Travel	\$433.89	\$702.55	\$1,084.67	\$602.30	\$2,525.00		\$2,500.00
201-008-455-610	Office Supplies	\$9,800.69	\$10,597.64	\$4,936.89	\$7,150.06	\$4,040.00	\$5,453.36	\$7,500.00
201-008-455-611	Cleaning Supplies			\$705.70	\$526.65	\$3,030.00	\$1,996.74	\$3,000.00
201-008-455-612	Operating Supplies	\$26.04	\$22.99	\$4,703.27	\$4,104.91	\$6,060.00	\$2,611.85	\$6,000.00
201-008-455-613	Uniforms/Clothing					\$400.00		\$400.00
201-008-455-614	Tools & Small Equipment				\$399.99			
201-008-455-617	Furniture			\$1,622.77	\$6,723.56	\$2,500.00	\$2,702.94	\$2,500.00
201-008-455-618	Postage			\$38.54	\$119.95	\$200.00	\$666.66	\$200.00
201-008-455-619	Computers			\$1,337.75	\$8,285.96	\$5,000.00	\$4,071.47	
201-008-455-620	UTILITIES	\$15,450.04	\$18,313.04					
201-008-455-621	Natural Gas			\$2,309.71	\$2,336.06	\$2,425.00	\$1,814.43	\$2,550.00
201-008-455-622	Electricity			\$6,949.97	\$5,881.37	\$7,300.00	\$4,156.06	\$7,300.00
201-008-455-623	Phone			\$4,574.23	\$4,126.44	\$4,800.00	\$2,502.27	\$4,800.00
201-008-455-624	TV/Internet			\$4,324.12	\$9,445.61	\$4,500.00	\$6,037.93	\$6,300.00
201-008-455-630	Food & Beverage			\$114.04	\$655.60	\$2,500.00	\$14.61	\$2,500.00
201-008-455-640	Books & Periodicals	\$30,466.91	\$37,902.18	\$35,327.25	\$30,302.44	\$35,000.00	\$9,996.07	\$35,350.00
201-008-455-803	Special Events	\$3,498.19	\$6,606.42	\$9,425.31	\$3,174.40	\$6,500.00	\$4,498.37	\$6,500.00
201-008-455-809	Grant Expense	\$6,585.45	\$10,576.75	\$15,185.90	\$3,814.16		\$845.70	
201-008-455-812	Administrative Chrg for Svc					\$28,323.00		\$35,391.00
201-008-455-813	Finance Chrg for Svc					\$19,867.00		\$21,605.00
	<b>Subtotal Materials &amp; Services</b>	<b>\$95,030.59</b>	<b>\$107,947.77</b>	<b>\$135,201.97</b>	<b>\$138,927.35</b>	<b>\$209,960.00</b>	<b>\$65,667.35</b>	<b>\$201,050.00</b>
201-008-455-720	Buildings				\$28,817.57			
201-008-455-731	Construction				\$10,362.01			
201-008-455-741	Machinery		\$302.77	\$1,623.00	\$8,915.00			
	<b>Subtotal Capital Outlay</b>	<b>\$0.00</b>	<b>\$302.77</b>	<b>\$1,623.00</b>	<b>\$48,094.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$277,385.87</b>	<b>\$279,300.69</b>	<b>\$336,755.40</b>	<b>\$404,090.04</b>	<b>\$449,203.00</b>	<b>\$226,621.05</b>	<b>\$458,112.00</b>
201-008-490-000	Contingency					\$18,253.00		\$18,885.00
201-010-491-020	Transfer Out for Services				\$45,566.00			
201-010-491-040	Transfer Out for Capital	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$6,500.00	\$315,082.00

<b>Fund Balance</b>	<b>\$224,584.85</b>	<b>\$312,451.44</b>	<b>\$418,655.49</b>	<b>\$433,534.92</b>	<b>\$418,589.00</b>	<b>\$241,940.00</b>
<b>Months of expenditures (reserves)</b>	<b>9.72</b>	<b>13.42</b>	<b>14.92</b>	<b>12.87</b>	<b>11.67</b>	<b>6.83</b>