



CITY OF SWEET HOME LIBRARY BOARD AGENDA

June 13, 2024, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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

Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID:

Call to Order & Roll Call

Review & Approval of Minutes

- a) [2024-05-09 Library Board Meeting Minutes](#)

Report of the Library Services Director

- a) [Report of the Library Director May 2024](#)

Statistics

- a) [Library Statistics May 2024](#)

Fiscal Report

- a) [YTD Financial Report 2024](#)

Old Business

New Business

- a) New Business - Summer Reading Events

Adjournment

The Sweet Home Public Library Advisory Board welcomes your interest in these agenda items. The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's office at 541-367-8969.



CITY OF SWEET HOME LIBRARY BOARD MINUTES

May 09, 2024, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Call to Order

The meeting was called to order at 4:30 PM.

PRESENT

Chair Charlene Adams
Vice Chair Eva Journey
Committee Member Jim Corley
Committee Member Kelsey Hicks
Committee Member Caryn Wise

STAFF

Megan Dazey, Library Services Director
Cecily Hope Pretty, Administrative Services Director

Review / Approval of Minutes

- a) 2024-04-11 Library Board Meeting Minutes

Chair Adams requested that Committee Member Wise's last name be corrected.

Committee Member Wise moved to approve the April 11, 2024 Library Board meeting minutes as amended. Committee Member Hicks seconded the motion. The motion carried unanimously.

Report of the Library Services Director

- a) Report of the Library Director April 2024

Director Dazey stated that interviews were conducted to fill a grant-funded teen intern position for the summer for approximately 100 hours. She noted that staff was working on a start date and planned to pursue funding for the following summer as well. She stated that she attended and presented at the Oregon Library Association conference in Salem.

Vice Chair Journey asked of common topics of discussion among conference attendees. Director Dazey replied that many library staff were concerned about outside influence on their communities and noted the importance of a strong relationship with the City Manager and Library Board.

Director Dazey stated that the Friends of the Library received a grant from the Sweet Home Community Foundation to install weatherproof Free Little Libraries. She noted that volunteers were available to install them at all elementary schools, the junior high, and the Boys and Girls Club. She stated that the library received an additional \$2,000 grant through the System of Care in Linn County to support teen materials and programming.

Director Dazey reported that the library received a donation of 700 DVDs and staff would assess them to select those for circulation that would likely be of most interest to the community. She noted that the majority of items currently in the library had been checked out at least once in the previous five years.

Director Dazey stated that staff continued to coordinate with Public Works to complete exterior upgrades. She noted that the street and parking lot were recently swept. She highlighted a significant increase in

programming over the previous year. She added that staff continued to identify potential funding opportunities for a new library building.

No action was required for this item.

Statistics

- a) Statistics April 2024

Vice Chair Journey asked of the increase in patron cards. Director Dazey replied that it was likely due to an influx of school classes obtaining cards and new residents in Sweet Home.

No action was required for this item.

Fiscal Report

There was no fiscal report to be heard.

New Business

- a) Discussion on meeting schedule

Director Dazey asked if the Board wished to continue meeting monthly or meet less often. It was noted that the City Code called for the Board to meet a minimum of monthly. There was consensus to meet in June to hear an end of year fiscal report but to examine a potential Code change in the future based on need.

No action was required for this item.

Next Regular Library Board Meeting

- a) TBD

Chair Adams confirmed that the next Board meeting would be held on June 13, 2024.

Adjournment

There being no further discussion, the meeting was adjourned at 5:02 PM.

ATTEST:

Chair

Library Services Director, Secretary to the Board

Report of the Library Director for May/June 2024 Activities

Unfinished Business:

Our Summer Teen Intern starts on June 12th! They should be working about 10 hours per week.

New Business:

Funding has somewhat changed for the Dolly Parton Imagination Library for Linn County (and State wide). I am on the United Way Committee for Linn County. We are currently meeting monthly. I attended the Jr. High School preview for incoming 7th graders and signed up 20 kids and adults for new cards. All schools will have back to school nights in August and we should be at all of them to give info about the library and sign kids up for library cards. We are seeing at least daily new card sign ups for Library cards for all ages.

Collection updates:

The new Wilderness passes will be out June 15th. They will be active until October. These are free passes that allow access to the Central Cascades Wilderness.

New games were purchased with grant funding. They will be used for various events over the summer, then added to the circulating collection.

Building issues:

No new updates to report. Work is partially completed for the outdoor space.

In building updates:

We are still waiting to have the 3 new patron computers delivered and installed. They are being set up off site and will be ready to go when delivered.

The seed library will be wrapping up for the season soon and turning into a vegetable library (people can leave extra veggies they grew for others in the community to take)

In-person Programming:

Our Summer Reading Kick off party is this Saturday at Sankey Park. We are combining with the Safety Fair this year to make it a big event! So far, we have 52 events scheduled for all ages!

Tawyna did a great job filling in for Kira at storytimes over the last 2 months. She will continue to be helping with all storytimes and filling in as necessary. The kids (and parents) love having the extra staff help when the groups get big!

New Building:

Nothing new to report at this time.



Sweet Home Public Library

Statistics

May 2024	This month May 2024	Last month April 2024	Year to date 2024	Previous year 2023
Patron Activity				
Door Count	3681	3324	16,799	31,161
Program participants (all ages)	205	256	1365	2127
Total programs(all ages)	28	25	122	148
Circulation and Renewals				
Checkouts & renewals	5782	5619	28,295	62,060
E-audio & E-book checkouts	787	715	3686	6971
Total items checked out	6569	6354	31,981	69,031
Public Computers				
Logins	234	219	1047	2597
Resource Sharing Savings				
Cost savings	6263.84	5572.87	28,733.64	59,496.76
Items borrowed by consortium libraries	328	318	1780	4266
Items borrowed from consortium libraries	411	398	2130	3871
Volunteer Hours				
Hours worked by volunteers	44.5	35.5	201.50	671.75
New Library Patrons				
New patron cards issued	55	87	261	623

Events this month: Library staff have been organizing and overseeing the Saturday Community Market that started on May 11th. This has been a positive for the market vendors and buyers. We did not count the attendance at the Market in our program numbers. After 5 months, our program and checkout numbers are at almost half of last year. The months of June, July and August are typically our busiest for programs, checkouts, new library cards and volunteer hours!

Building updates: Work continues on refreshing the outdoor patio/porch area.

Items of note: The Safety Fair and Summer Reading Kickoff event will be on June 15th at Sankey Park from 9-1pm. This is our kick off for the Summer Reading Program for all ages.

General Ledger

Summary Trial Balance

User: mdazey
 Printed: 06/11/2024 - 2:18PM
 Period: 12, 2024



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 201	LIBRARY FUND					
FUND BALANCE						
201-000-000-300	Fund Balance	890,000.00	-488,269.38	0.00	0.00	-488,269.38
	FUND BALANCE Totals:	890,000.00	-488,269.38	0.00	0.00	-488,269.38
REVENUE						
201-000-000-302	Property Tax - Current	590,000.00	-603,151.56	0.00	0.00	-603,151.56
201-000-000-303	Property Tax - Past	10,000.00	-4,442.73	0.00	0.00	-4,442.73
201-000-000-333	Grants	42,000.00	-30,120.32	0.00	0.00	-30,120.32
201-000-000-350	Fees	1,000.00	-3,726.84	0.00	70.00	-3,796.84
201-000-000-380	Interest	5,000.00	0.00	0.00	0.00	0.00
201-000-000-381	Miscellaneous	4,000.00	-6,107.48	0.00	0.00	-6,107.48
	REVENUE Totals:	652,000.00	-647,548.93	0.00	70.00	-647,618.93
EXPENSE						
201-000-000-504	Wages	326,000.00	293,419.93	0.00	0.00	293,419.93
201-000-000-505	Overtime	1,000.00	33.93	0.00	0.00	33.93
201-000-000-506	Insurance	47,000.00	41,894.14	0.00	0.00	41,894.14
201-000-000-507	Retirement	36,000.00	31,437.14	0.00	0.00	31,437.14
201-000-000-508	Taxes	25,000.00	21,956.74	0.00	0.00	21,956.74
201-000-000-509	Other Benefits	6,000.00	4,411.08	0.00	0.00	4,411.08
201-000-000-510	Operating Supplies	22,000.00	16,838.96	0.00	0.00	16,838.96
201-000-000-511	Uniforms and Equipment	0.00	0.00	0.00	0.00	0.00
201-000-000-512	Utilities	26,000.00	24,117.97	0.00	0.00	24,117.97
201-000-000-514	Public Information	1,000.00	5.57	0.00	0.00	5.57
201-000-000-515	Insurance - General	7,000.00	5,173.14	0.00	0.00	5,173.14
201-000-000-516	Professional Development	2,000.00	1,938.36	0.00	0.00	1,938.36
201-000-000-517	Professional Services	21,000.00	20,587.61	0.00	0.00	20,587.61

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
201-000-000-519	Projects and Programs	2,000.00	1,285.03	0.00	0.00	1,285.03
201-000-000-528	Fuel	0.00	0.00	0.00	0.00	0.00
201-000-000-529	Facility Maintenance	2,000.00	682.63	0.00	0.00	682.63
201-000-000-530	IT Charges	5,000.00	4,084.00	0.00	0.00	4,084.00
201-000-000-533	Support Service Charges	141,000.00	105,750.00	0.00	0.00	105,750.00
201-000-000-534	Equipment Maintenance	7,000.00	5,194.88	0.00	0.00	5,194.88
201-000-000-547	Print Materials	39,000.00	37,359.10	0.00	0.00	37,359.10
201-000-000-548	Non-Print Materials	14,000.00	11,800.82	0.00	0.00	11,800.82
201-000-000-555	Capital Outlay	0.00	0.00	0.00	0.00	0.00
201-000-000-585	Contingency	126,000.00	0.00	0.00	0.00	0.00
201-000-000-595	Unappropriated	686,000.00	0.00	0.00	0.00	0.00
	EXPENSE Totals:	1,542,000.00	627,971.03	0.00	0.00	627,971.03
	Fund 201 Totals:	0.00	-507,847.28	0.00	70.00	-507,917.28
	Report Totals:	0.00	-507,847.28	0.00	70.00	-507,917.28