



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

February 08, 2024, 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 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

## Review / Approval of Minutes

- a) [2023-01-11 Library Board Minutes](#)

## Report of the Library Services Director

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

## Fiscal Report

## Statistics

- a) [Statistics Report - January 2024](#)

## Unfinished Business

## New Business

- a) [Blank Budget 2024-25](#)
- b) [Proposed Budget 2024-2025](#)

## Next Regular Library Board Meeting

- a) Next Meeting - March 14, 2024

## 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

January 11, 2024, 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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**Present:**

Chairperson Charlene Adams  
Vice Chairperson Eva Journey  
Board Member Kelsey Hicks

**Absent:**

Board Member Jamie Frick

**Staff:**

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

**Call to Order**

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

**Review / Approval of Minutes**

- a) Meeting Minutes Library Board for November 2023

Board Member Journey moved to approve the minutes of the November 9, 2023 Library Board meeting. Board Member Hicks seconded the motion. The motion carried unanimously by those present.

**Report of the Library Services Director**

- a) Report of the Library Director for December 2023

Director Dazey stated that two applications had been received for the Library Board. She noted that Board Member Jamie Frick would be resigning due to a change in schedule.

Director Dazey reported on the receipt of a \$2,500 grant from the John Henry Eldred Jr. Foundation that would be used to enhance the library's non-fiction and Spanish language boxed book collections. She stated that the Friends of the Library provided funding for puzzles, board games, and a new rug. She noted increased public interest in non-fiction movies.

Board Member Journey asked of the history of changes to the library budget. Director Dazey reported that the budget stayed generally the same year over year with small increases budgeted for programmed salary and cost of living increases. The board expressed support for the budget structure.

Director Dazey highlighted passive programming in December 2023 focused on teenagers and children. She noted the addition of new teen programs for 2024. She stated that library events were now included in the Sweet Home Chamber of Commerce newsletter and that staff would create newsletter for distribution.

Chairperson Adams asked of the status of the mural inside the library. Director Dazey replied that the wall had been painted with chalkboard paint to allow patrons to use it.

No action was required for this item. The report on statistics was heard at this time.

### **Statistics**

#### a) Library Statistics for December 2023

Director Dazey presented the monthly and annual statistics report. She noted the addition of 623 new patrons in 2023. She stated that staff would work to place the library levy on the ballot in May or November for renewal.

Board Member Journey asked of the significant increase in circulation and renewals for 2023 compared to 2022. Director Dazey replied that the Sweet Home Public Library had better growth than many other libraries and attributed it to refreshed and new collections. Board Member Journey asked of the growth in cost savings. Director Dazey stated that it was calculated based on the price of the borrowed book and that savings in 2023 exceeded the library's annual book budget.

Director Dazey asked the board if any other statistics should be considered in 2024. The board expressed support for the statistics report as presented.

No action was required for this item. The fiscal report was heard at this time.

### **Fiscal Report**

Director Dazey stated that the fiscal report would be provided to the board quarterly in 2024.

No action was required for this item.

### **Unfinished Business**

There was no additional unfinished business to be heard.

### **New Business**

#### a) SHPL 2023 Circulation Statistics

Director Dazey stated that this item was covered in the statistics report.

Chairperson Adams asked of the proposed amount of the library levy. Director Dazey replied that the intent was to keep the amount the same.

No action was required for this item.

### **Next Regular Library Board Meeting**

#### a) Next Library Board Meeting – February 8, 2024 4:30 PM

Director Dazey noted the date and time for the next Library Board meeting.

No action was required for this item.

### **Adjournment**

There being no further discussion, the meeting was adjourned at 5:00 PM.

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Chair

ATTEST:

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Library Services Director, Secretary to the Board

## **Report of the Library Director for January 2024 Activities**

### **Unfinished Business:**

There have been changes to the ACP (Affordable Connectivity Program) at the Congressional level. We got approval to move our grant money to have Annalee do more hours and focus on computer and job application assistance.

We are waiting for a change in weather to continue movement on the improvements outside of the building.

### **New Business:**

I am working on more grant applications for various projects and reports for previous grants. The 2024/25 budget is due soon. I am also working on budget and goal setting with the City.

### **Collection updates:**

The Spanish language picture books and board books are checking out well.

### **Building issues:**

Our newly hired janitor had to resign after a week due to family issues. A new janitor will be hired soon. Until then, Tawyna will be taking on a 2 extra hours per week to clean.

In January we had 1 day without power and we were able to remain open. But our new backup batteries for the staff computers, security system and wifi did not perform as expected and might need to be replaced again. We also closed for 2 days and opened late another day due to the ice storm.

### **In building updates:**

Our new circulation desk was installed on Monday (2/5). It is not a perfect solution, but will be far more functional than the original 1969 desk that we had. We added a new large rug and fort building cushions to our kid's area thanks to the Friend's of the Library.

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

We continue to increase the number of programs that we are offering each month. In January we added an afterhours teen game night and teen movie night. Both had great attendance with teens promising to bring more friends next time. Our Lapsit storytime (ages 0-2) has tripled in size the last few weeks.

We had an initial meeting with community partners to combine the Safety Fair and the Summer Reading kickoff event in June.

### **New Building:**

We are working on some grant applications and still looking for collaborations.



Sweet Home Public Library

**Statistics**

January 2024	This month January 2024	Last month December 2023	Year to date 2024	Previous year total 2023
<b>Patron Activity</b>				
Door Count	3002	2599	3002	31,161
Program participants (all ages)	214	138	214	2127
Total programs(all ages)	21	17	21	148
<b>Circulation and Renewals</b>				
Checkouts & renewals	5512	5212	5512	62,060
E-audio & E-book checkouts	696	673	696	6971
Total items checked out	6208	5885	6208	69,031
<b>Public Computers</b>				
Logins	196	190	196	2597
<b>Resource Sharing Savings</b>				
Cost savings	4900.93	4155.56	4900.93	59,496.76
Items borrowed by consortium libraries	371	323	371	4266
Items borrowed from consortium libraries	463	309	463	3871
<b>Volunteer Hours</b>				
Hours worked by volunteers	42	33	42	671.75
<b>New Library Patrons</b>				
New patron cards issued	42	37	42	623

**Events this month:** We were closed for 2 full days and 1 partial day due to the ice storm. We also had 1 day with no power, but were able to stay open.

**Building updates:** We had several donations of items for our Children’s area from the Friends of the Library. A new large rug and a fort building kit. Both are already well loved by kids. Our new circulation desk was put in on 2/5. We were able to find a workable solution for under \$600, rather than the \$15-20k that a typical circulation desk costs.

**Items of note:** We had better than expected attendance for both our Teen Game Night and Teen Movie Night. Attendance at our Lapsit Storytime (ages 0-2) has almost tripled in the last 2 weeks.

**LIBRARY FUND**

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Actual</u> <u>2022/23</u>	<u>Adopted</u> <u>2023/24</u>	<u>As of Dec</u>	<u>EST YE</u> <u>2023/24</u>	<u>Proposed</u> <u>2024/25</u>	<u>Approved</u> <u>2024/25</u>	<u>Adopted</u> <u>2024/25</u>
201-000-000-3	Beginning Bala	433,535	511,976	484,246	890,000	484,246	484,000	565,000	0	0
201-000-000-3	Property Tax -	483,223	508,979	595,701	590,000	581,331	590,000		0	0
201-000-000-3	Property Tax -	10,956	10,530	942	10,000	3,151	5,000		0	0
	<b>Total Taxes</b>	<b>494,179</b>	<b>519,509</b>	<b>596,643</b>	<b>600,000</b>	<b>584,482</b>	<b>595,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
201-000-000-3	Grants	78,554	0	7,333	42,000	15,028			0	0
201-000-000-3	Fees	3,987	5,000	4,638	1,000	1,507			0	0
201-000-000-3	Interest	2,035	5,363	4,000	5,000	0	5,000		0	0
201-000-000-3	Miscellaneous	3,767	3,000	8,739	4,000	2,460			0	0
	<b>Total Miscellaneous</b>	<b>5,802</b>	<b>8,363</b>	<b>12,739</b>	<b>9,000</b>	<b>2,460</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
201-000-000-3	Transfer	0	0	0	0	0	0	0	0	0
	<b>TOTAL RESOURCES</b>	<b>1,016,057</b>	<b>1,044,848</b>	<b>1,105,599</b>	<b>1,542,000</b>	<b>1,087,723</b>	<b>1,084,000</b>	<b>565,000</b>	<b>0</b>	<b>0</b>

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Actual</u> <u>2022/23</u>	<u>Adopted</u> <u>2023/24</u>	<u>As of Dec</u>	<u>EST YE</u> <u>2023/24</u>	<u>Proposed</u> <u>2024/25</u>	<u>Approved</u> <u>2024/25</u>	<u>Adopted</u> <u>2024/25</u>
201-000-000-5	Wages	142,887	160,413	181,446	279,000	140,334	282,000	308,000	0	0
201-000-000-5	Overtime	56	0	0	1,000	34	1,000		0	0
201-000-000-5	Insurance	19,640	32,294	38,080	61,000	18,452	38,000	59,000	0	0
201-000-000-5	Retirement	18,172	22,469	24,397	39,000	14,798	31,000	43,000	0	0
201-000-000-5	Taxes	10,583	12,500	14,208	23,000	10,524	22,000	26,000	0	0
201-000-000-5	Other	251	1,065	3,031	6,000	1,776	4,000	4,000	0	0
	<b>Total Personal Services</b>	<b>191,589</b>	<b>228,741</b>	<b>261,162</b>	<b>409,000</b>	<b>185,918</b>	<b>378,000</b>	<b>440,000</b>	<b>0</b>	<b>0</b>

201-000-000-5 Operating Sup	17,278	47,700	38,787	30,000	7,980			0	0
201-000-000-5 Uniforms & Eq	0	400	50	500	0			0	0
201-000-000-5 Utilities	20,834	24,350	22,784	25,000	9,306			0	0
201-000-000-5 Computer Mai	5,471	0	0	0	0			0	0
201-000-000-5 Public Informa	2,531	9,000	364	3,000	0			0	0
201-000-000-5 Insurance - Ge	5,878	5,549	4,800	8,000	5,173			0	0
201-000-000-5 Professional D	2,055	2,900	2,745	2,000	832			0	0
201-000-000-5 Professional Se	4,744	8,585	11,671	5,000	15,360			0	0
201-000-000-5 Projects & Proj	10,588	4,868	14,424	10,000	0			0	0
201-000-000-5 Fuel	0	100	108	500	0			0	0
201-000-000-5 Facility Mainte	12,881	9,000	3,604	9,000	668			0	0
201-000-000-5 IT Charges	9,004	7,466	7,417	8,000	197			0	0
201-000-000-5 Support Servic	48,315	57,419	73,114	141,000	70,500	141,000	161,700	0	0
201-000-000-5 Equipment Ma	0	6,320	3,081	7,000	2,615			0	0
201-000-000-5 Books & Perior	31,903	52,350	21,274	0	0			0	0
201-000-000-5 Print Materials	0	0	28,676	30,000	16,754			0	0
201-000-000-5 Non-Print Mat	0	0	7,420	20,000	3,486			0	0
<b>Total Materials &amp; Services</b>	<b>171,482</b>	<b>236,007</b>	<b>240,320</b>	<b>299,000</b>	<b>132,870</b>	<b>141,000</b>	<b>161,700</b>	<b>0</b>	<b>0</b>
201-000-000-5 Capital Outlay	0	0	20,000	15,000	0			0	0
201-000-000-5 Transfer	13,000	287,800	0	0	0	0		0	0
201-000-000-5 Contingency	0	19,084	0	133,000	0	0		0	0
201-000-000-5 Unappropriate	0	273,216	0	686,000	0	0		0	0
<b>TOTAL EXPENDITURES</b>	<b>376,071</b>	<b>1,044,848</b>	<b>521,482</b>	<b>1,542,000</b>	<b>318,788</b>	<b>519,000</b>	<b>601,700</b>	<b>0</b>	<b>0</b>
Remaining	639,985	-	584,117	-	768,935	565,000	(36,700)	-	-

601,700

601,700

**LIBRARY FUND**

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Actual</u> <u>2022/23</u>	<u>Adopted</u> <u>2023/24</u>	<u>As of Dec</u>	<u>EST YE</u> <u>2023/24</u>	<u>Proposed</u> <u>2024/25</u>	<u>Approved</u> <u>2024/25</u>	<u>Adopted</u> <u>2024/25</u>
201-000-000-300	Beginning Balance	433,535	511,976	484,246	890,000	484,246	484,000	565,000	0	0
201-000-000-302	Property Tax - Current	483,223	508,979	595,701	590,000	581,331	590,000		0	0
201-000-000-303	Property Tax - Past	10,956	10,530	942	10,000	3,151	5,000		0	0
	<b>Total Taxes</b>	<b>494,179</b>	<b>519,509</b>	<b>596,643</b>	<b>600,000</b>	<b>584,482</b>	<b>595,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
201-000-000-333	Grants	78,554	0	7,333	42,000	15,028		45,000	0	0
201-000-000-350	Fees	3,987	5,000	4,638	1,000	1,507		1,000	0	0
201-000-000-380	Interest	2,035	5,363	4,000	5,000	0	5,000	5,000	0	0
201-000-000-381	Miscellaneous	3,767	3,000	8,739	4,000	2,460		2,000	0	0
	<b>Total Miscellaneous</b>	<b>5,802</b>	<b>8,363</b>	<b>12,739</b>	<b>9,000</b>	<b>2,460</b>	<b>5,000</b>	<b>7,000</b>	<b>0</b>	<b>0</b>
201-000-000-390	Transfer	0	0	0	0	0	0	0	0	0
	<b>TOTAL RESOURCES</b>	<b>1,016,057</b>	<b>1,044,848</b>	<b>1,105,599</b>	<b>1,542,000</b>	<b>1,087,723</b>	<b>1,084,000</b>	<b>618,000</b>	<b>0</b>	<b>0</b>

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Actual</u> <u>2022/23</u>	<u>Adopted</u> <u>2023/24</u>	<u>As of Dec</u>	<u>EST YE</u> <u>2023/24</u>	<u>Proposed</u> <u>2024/25</u>	<u>Approved</u> <u>2024/25</u>	<u>Adopted</u> <u>2024/25</u>
201-000-000-504	Wages	142,887	160,413	181,446	279,000	140,334	282,000	308,000	0	0
201-000-000-505	Overtime	56	0	0	1,000	34	1,000		0	0
201-000-000-506	Insurance	19,640	32,294	38,080	61,000	18,452	38,000	59,000	0	0
201-000-000-507	Retirement	18,172	22,469	24,397	39,000	14,798	31,000	43,000	0	0
201-000-000-508	Taxes	10,583	12,500	14,208	23,000	10,524	22,000	26,000	0	0
201-000-000-509	Other	251	1,065	3,031	6,000	1,776	4,000	4,000	0	0
	<b>Total Personal Services</b>	<b>191,589</b>	<b>228,741</b>	<b>261,162</b>	<b>409,000</b>	<b>185,918</b>	<b>378,000</b>	<b>440,000</b>	<b>0</b>	<b>0</b>



201-000-000-510	Operating Supplies	17,278	47,700	38,787	30,000	7,980	15,000	0	0	
201-000-000-511	Uniforms & Equipment	0	400	50	500	0	500	0	0	
201-000-000-512	Utilities	20,834	24,350	22,784	25,000	9,306	20,000	0	0	
201-000-000-513	Computer Maintenance	5,471	0	0	0	0	3,000	0	0	
201-000-000-514	Public Information	2,531	9,000	364	3,000	0	0	0	0	
201-000-000-515	Insurance - General	5,878	5,549	4,800	8,000	5,173	8,000	0	0	
201-000-000-516	Professional Development	2,055	2,900	2,745	2,000	832	2,000	0	0	
201-000-000-517	Professional Services	4,744	8,585	11,671	5,000	15,360	10,000	0	0	
201-000-000-519	Projects & Programs	10,588	4,868	14,424	10,000	0	5,000	0	0	
201-000-000-528	Fuel	0	100	108	500	0	0	0	0	
201-000-000-529	Facility Maintenance	12,881	9,000	3,604	9,000	668	5,000	0	0	
201-000-000-530	IT Charges	9,004	7,466	7,417	8,000	197	500	0	0	
201-000-000-533	Support Service Charges	48,315	57,419	73,114	141,000	70,500	141,000	55,000	0	
201-000-000-534	Equipment Maintenance	0	6,320	3,081	7,000	2,615	4,000	0	0	
201-000-000-546	Books & Periodicals	31,903	52,350	21,274	0	0	0	0	0	
201-000-000-547	Print Materials	0	0	28,676	30,000	16,754	40,000	0	0	
201-000-000-548	Non-Print Materials	0	0	7,420	20,000	3,486	10,000	0	0	
<b>Total Materials &amp; Services</b>		<b>171,482</b>	<b>236,007</b>	<b>240,320</b>	<b>299,000</b>	<b>132,870</b>	<b>141,000</b>	<b>178,000</b>	<b>0</b>	<b>0</b>
201-000-000-555	Capital Outlay	0	0	20,000	15,000	0		0	0	
201-000-000-565	Transfer	13,000	287,800	0	0	0	0	0	0	
201-000-000-585	Contingency	0	19,084	0	133,000	0	0	0	0	
201-000-000-595	Unappropriated	0	273,216	0	686,000	0	0	0	0	
<b>TOTAL EXPENDITURES</b>		<b>376,071</b>	<b>1,044,848</b>	<b>521,482</b>	<b>1,542,000</b>	<b>318,788</b>	<b>519,000</b>	<b>618,000</b>	<b>0</b>	<b>0</b>

Remaining	639,985	-	584,117	-	768,935	565,000	-	-	-
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