



CITY OF SWEET HOME LIBRARY BOARD AGENDA

September 14, 2023, 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:

Review / Approval of Minutes

- a) [Board Minutes August 2023](#)
- b) [Board Minutes June 2023](#)

Report of the Librarian

- a) [Report of the Librarian August 2023](#)
- b) [Report of the Librarian August 2023](#)

Fiscal Report

- a) [Fiscal Report as of September 12 2023](#)

Statistics

- a) [Library Statistics August 2023](#)

Unfinished Business

New Business

- a) Workshop discussion

The Library has donated funds in the bank account to be able to purchase property in town. Once we have a piece of property it will be easier to apply for grants for a building or for partnerships to be formed. Last year we missed out on a 55% funding match because we did not have property acquired. What is the right piece of property for our future library?

Next Regular Library Board Meeting - ENTER DATE HERE

- a) Next Meeting October 12, 2023

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.

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**Sweet Home Public Library
Library Advisory Board Minutes August 10, 2023**

Present:

Charlene Adams
Eva Journey
Kels Hicks
Jamie Frick

Staff:

Megan Dazey

Call to Order

The meeting was called to order at 4:30 pm

Election of new Chair and Vice Chair.

E. Journey nominated Charlene Adams to continue as Chair. Seconded by K. Hicks. Pass with unanimous vote.

J. Frick nominated Eva Journey to be the Vice Chair. Seconded by K. Hicks. Pass with unanimous vote.

Report of the Librarian:

Director Dazey went over the submitted report.

Old Business:

Board approved changes to age for signing up for Library Cards to be included in the new updates to the Library Policy Manual. All ages will be able to get a library card (with parental approval).

New Business:

Need to recruit for a new Library Board member soon to fill vacant position expiring 9/14/25.

Meeting adjourned at 5:06pm.

**Sweet Home Public Library
Library Advisory Board Minutes June 8, 2023**

Present:

Charlene Adams
Eva Journey
Kels Hicks
Don Hopkins

Staff:

Megan Dazey

Call to Order

The meeting was called to order at 4:30 pm

Report of the Librarian:

Director Dazey went over the submitted report. Discussion about the duties of the soon to be hired Programming/School District Librarian.

Old Business:

Reminder about Summer Reading Programs at the Library

New Business:

Began discussion about changes to age for signing up for Library Cards to be included in the new updates to the Library Policy Manual. Director Dazey will write up the proposed policy changes to discuss at the next meeting.

D. Hopkins will be resigning from his position soon due to health reasons.

Meeting adjourned at 5:03pm.

Report of the Librarian for August/September 2023 Activities

Unfinished & New Business:

Kira started on August 15th. We interviewed and hired an ACP Library Assistant. Annalee started on September 5 and will work 10 hours per week. This position is 100% grant funded and should last about 6 months. We have a Library Assistant position open for applications until Sept 15th. This is a newly funded position for this year's budget, this will help fill some schedule gaps and hopefully make it easier for staff to take time off.

After the new Library Assistant is hired and has some training, we expect to be able to extend our open hours on Fridays and Saturdays to be open 11-4pm. I anticipate this to start after the Harvest Festival. We will be closed Oct. 7 for the Harvest Festival, as all staff will be working the Kid's Zone area.

Collection updates:

We are applying for grants to add a small bilingual children's collection. We have created a Nonfiction DVD space for our DVD collection. This will give us a bit more space on the DVD shelves. DVDs continue to be our top used collection. Teen graphic novel checkouts doubled in August.

Building issues:

The carpets were cleaned, the carpet is outdated but holding up well per the cleaner.

In building updates:

Our kid's made quilt is now hanging in the kid's area. Rebecca took the artwork and make it into a fantastic quilt. This should also help absorb a tiny bit of noise from the kid's area too. We received a grant to update the dirt area outside. The amount received was smaller than the ask, after Public Works is done with painting projects and the check is received, we will see what we can do for the money.

Passive Programming:

Passive crafts are back! We currently have a folded dog bookmark that you can make.

In-person Programming:

Kira is now doing storytimes. We are going to be offering a Lapsit storytime (ages 0-2), a Preschool storytime (ages 2-4) and a Family Storytime (all ages). Lapsit and Preschool will be every Thursday at 10am and 11am. Family Storytime will be on the 2nd Saturday (2nd Friday for Veteran's Day). Other programs for all ages will be announced soon!

New Building:

This will be today's discussion!

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General Ledger

Summary Trial Balance

User: mdazey
 Printed: 09/12/2023 - 11:08AM
 Period: 03, 2024



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 201	LIBRARY FUND					
REVENUE						
201-000-000-302	Property Tax - Current	590,000.00	0.00	0.00	0.00	0.00
201-000-000-303	Property Tax - Past	10,000.00	0.00	0.00	0.00	0.00
201-000-000-333	Grants	42,000.00	-10,000.00	0.00	0.00	-10,000.00
201-000-000-350	Fees	1,000.00	-471.44	0.00	70.00	-541.44
201-000-000-380	Interest	5,000.00	0.00	0.00	0.00	0.00
201-000-000-381	Miscellaneous	4,000.00	-1,226.98	0.00	0.00	-1,226.98
	REVENUE Totals:	652,000.00	-11,698.42	0.00	70.00	-11,768.42
EXPENSE						
201-000-000-504	Wages	279,000.00	32,348.18	0.00	0.00	32,348.18
201-000-000-505	Overtime	1,000.00	33.93	0.00	0.00	33.93
201-000-000-506	Insurance	61,000.00	4,528.22	0.00	0.00	4,528.22
201-000-000-507	Retirement	39,000.00	4,392.55	0.00	0.00	4,392.55
201-000-000-508	Taxes	23,000.00	2,427.92	0.00	0.00	2,427.92
201-000-000-509	Other Benefits	6,000.00	1,574.39	0.00	0.00	1,574.39
201-000-000-510	Operating Supplies	30,000.00	1,107.73	0.00	0.00	1,107.73
201-000-000-511	Uniforms and Equipment	500.00	0.00	0.00	0.00	0.00
201-000-000-512	Utilities	25,000.00	2,359.74	0.00	0.00	2,359.74
201-000-000-514	Public Information	3,000.00	0.00	0.00	0.00	0.00
201-000-000-515	Insurance - General	8,000.00	5,173.14	0.00	0.00	5,173.14
201-000-000-516	Professional Development	2,000.00	397.28	0.00	0.00	397.28
201-000-000-517	Professional Services	5,000.00	8,727.29	0.00	72.00	8,655.29
201-000-000-519	Projects and Programs	10,000.00	0.00	0.00	0.00	0.00
201-000-000-528	Fuel	500.00	0.00	0.00	0.00	0.00
201-000-000-529	Facility Maintenance	9,000.00	431.12	0.00	0.00	431.12
201-000-000-530	IT Charges	8,000.00	85.00	0.00	0.00	85.00
201-000-000-533	Support Service Charges	141,000.00	2,500.00	0.00	0.00	2,500.00

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
201-000-000-534	Equipment Maintenance	7,000.00	1,229.00	0.00	0.00	1,229.00
201-000-000-547	Print Materials	30,000.00	4,185.96	0.00	0.00	4,185.96
201-000-000-548	Non-Print Materials	20,000.00	724.07	0.00	0.00	724.07
201-000-000-555	Capital Outlay	15,000.00	0.00	0.00	0.00	0.00
201-000-000-585	Contingency	133,000.00	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	72,225.52	0.00	72.00	72,153.52
	Fund 201 Totals:	-890,000.00	60,527.10	0.00	142.00	60,385.10
	Report Totals:	-890,000.00	60,527.10	0.00	142.00	60,385.10



Sweet Home Public Library

Statistics

August 2023	This month August 2023	Last month July 2023	Year to date 2023	Previous year 2022
Patron Activity				
Door Count	6301	2762*	20255	30342
Program participants (all ages)	169	432	1491	589
Total programs(all ages)	13	12	90	41
Circulation and Renewals				
Checkouts & renewals	5829	4952	40534	52702
E-audio & E-book checkouts	531	550	4412	5692
Total items checked out	6360	5452	44896	58394
Public Computers				
Logins	249	236	1808	2497
Resource Sharing Savings				
Cost savings	5224.93	3832.85	39951.21	35892.88
Items borrowed by consortium libraries	385	312	2782	2949
Items borrowed from consortium libraries	386	231	2562	2873
Volunteer Hours				
Hours worked by volunteers	59	158.5	490	528
New Library Patrons				
New patron cards issued	85	29	364	606

Events this month: Our final Summer Reading Program was Oregon Rocks with the UO’s MNCH. Our Community Read was this month and 1 storytime with Captain Cummings. We had a record high number of Summer Reading Program participants this year.

Building updates: We continue to use our space as best as possible, but need more space.

Items of note: Kira Mikutaitis started as our Programing Librarian on August 15th. Kira and Megan attended the Orange Frog training with the School District.

We received a \$10,000 grant to hire a person to assist with a Federal internet connectivity program and basic computer assistance. We received another grant to help clean up the exterior of the building. More details will be forthcoming.