



CITY OF SWEET HOME LIBRARY BOARD AGENDA

March 10, 2022, 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: 348 006 235#

Review / Approval of Minutes

- a) [Review of Feb 2022 Meeting Minutes](#)

Report of the Librarian

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

Fiscal Report

- a) [Fiscal Report February 2022](#)
- b) [FY 2023 Budget Review](#)

Statistics

- a) [February 2022 Statistics](#)

Unfinished Business

- a) Fine Free Library approved by City Council 2/22/22

New Business

- a) More in depth discussion/information about 1000 Books Before Kindergarten Program.

Next Regular Library Board Meeting - ENTER DATE HERE

- a) April 14, 2022

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

Call to Order

The meeting was called to order at 4:30 pm 2/10/22

Present:

Charlene Adams

Eva Journey

Jamie Frick

Mailey Brewer

Susan Coleman

Staff:

Megan Dazey, Library Director

Brandon Neish, Finance Director

Approval of 01/14/22 Minutes.

Minutes approved as written

Updates:

Don is absent today.

This afternoon the Admin Finance Property Committee interviewed the candidate for the Library Advisory Board. They will need final approval from the City Council at the next meeting. Hopefully they will be able to join us at the next Library Board meeting in March.

Report of the Librarian:

Dazey went over the submitted report.

Circulation is up 20% over December. This is after December being 20% higher than November.

Comments about report:

Question about people hanging out in the lobby if they are just using the Wi-Fi or what they are doing. - Generally they are charging a phone or shopping the Friends of the Library Booksale.

Brief discussion about adding more hours back to the open schedule. -Dazey is meeting with the pro-tem City Manager next week to discuss this.

When looking for volunteers for the gardening out front, ask at high school or key club. – Yes, we will put out a call when the weather changes.

Fiscal Report:

Niesh reported, Lots of good news. Not many changes from last month. We have already received 90% of the tax revenues that were anticipated. We are still anticipating additional property tax revenue, currently at \$20,00 anticipated.

One really good piece of news, the Library has received an initial distribution from sale of the property in Colorado. We received \$500,000 with the rest anticipated later this year. We anticipate at least another \$100,000. The initial amount will start showing up on the fiscal reports next month.

Statistical Report:

No questions about the statistics.

Old Business:

Discussion about the library moving to fine free after the initial 3 month trial period:

ALA put out a statement in 2019 favoring the elimination of fines.

56% of Oregon libraries are now fine free.

We are no longer in the mindset that people need to be punished for not returning a book on time. If a book is never returned, the person will be charged for the cost of the book 30 days after it was due.

*The library saw 3 of these charges in January 2022 and 38 of them in January 2021. This is a big drop in staff time and negative contacts with patrons. (78% drop). People are bringing their books back at a higher rate during our 3 month fine free trial.

An article from the Register Guard about Springfield Public Library going fine free was shared with the Board. We would like to work with the New Era and do something similar to publicity.

Motion to go fine free was unanimously approved.

New Business:

No new business

Further discussion:

If the mask mandate is lifted March 31, then the library will look at staff's comfort level with returning to in person story times after that point.

Adjournment:

Meeting adjourned at 5:03pm

Report of the Librarian for February 2022 Activities

Unfinished Business:

City Council approved the Library becoming Fine Free at the Feb 22 meeting.

Approval was given for expanding library hours to offer more morning hours, starting February 22. We are now open 10am-6pm Tuesday-Thursday and 12-4pm Friday-Saturday. We will reassess hours as needed and requested by community members. Opening later on Friday will give us the opportunity to have library programs in the park over the Summer without impacting staffing in the building (i.e. allowing the library to still be open during programs).

New Business:

Megan met with the High School Media specialist. We will be bringing the literature classes over to the library to introduce the students to the library and collections and getting new cards for the students, as possible.

Supplies are in the process of being ordered for the start of the 1000 Books Before Kindergarten program.

We have added some additional staff hours so that Joy can catch up with the work created by all the new materials being purchased and added to the collections! We have the room in the budget for this. It is planned to continue through the end of June.

We are seeing several people each day requesting library cards. The majority of them do live within city limits, but we are also adding library cards for those living outside of city limits.

We can now accept online payments for fees (lost or damaged items) and for non-city resident fees.

We are working on website updates.

Collection updates:

We are updating and expanding the teen graphic novel collection. The current collection has been weeded and replacements of well loved books were ordered. Over 100 new graphic novels were ordered, based on the YALSA Great Graphic Novel lists for 2021 and 2022.

Sarah is working to clean up the audio books by making sure the series match the collection where the book is shelved and that the entire series is in the same place (Mystery vs Fiction or Western).

We are continuing to move the 100 Books Before Kindergarten and Ready to Read books into the general Kid's collection as they come back.

We purchased a new device to cover the spines of our paperback books. Many books are now only being published in paperback and we needed an easier method to tape the spines to help the books last as long as possible.

We continue to add lots of DVDs, movies and tv series. Patrons are starting to request particular titles. This means that they are excited about the collection and know that we are listening to them and their requests. When titles are requested they tend to be checked out by many families, not just the person that requested the title.

We received 2 family passes for the museum of natural and Cultural History on the UO campus. Patrons will be able to check out these passes and then have free access to the museum for up to two adults and four children per pass.

Building issues:

The latest safety inspection revealed that one of our fire exit doors has a lock on it, preventing access when in the locked position and will need to change in some way. Megan will be meeting with someone from Public Works to find a solution.

We started working with Public works to fix some flooring issues in the Children's area. They have made temporary fixes until parts can be ordered.

In building updates:

We have added more colorful and inviting posters on the walls in the kid's area.

Shelf dividers have been purchased to mark off and identify sections of the non fiction collections to make subjects easier to find.

Additional bean bags and lighting for the teen area. Final arm chair for the main space has been added.

Passive Programming:

For Valentine's Day we gave out around 65 bead kits.

We offered handout activities for Valentine's Day and Black History Month.

After Valentine's Day we started handing out our St. Patrick's art kits and have handed out 45 so far in February

For March we will be handing out Dr Seuss activities, St. Patrick's Day activity pages and Women's History Month activities.

In-person Programming:

The Community reads discussions for Braiding Sweetgrass will be on April 19th and 20th. The book is available now.

New Building:

Megan had initial conversations with the interim City Manager about where the project stands. A meeting with LBCC (long postponed) has been set for March 7.

General Ledger

Budget to Actual



User: bneish
 Printed: 3/7/2022 10:32:13 PM
 Period 08 - 08
 Fiscal Year 2022

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
202-008-364-030	Donations	0.00	0.00	-500,000.00	-500,000.00	0.00	0.00
202	ProjectEquipment Reserve	0.00	0.00	-500,000.00	-500,000.00	0.00	0.00
201-008-361-010	Interest	-1,965.25	-5,363.00	0.00	0.00	0.00	0.00
201	Library	-1,965.25	-5,363.00	0.00	0.00	0.00	0.00
201-008-330-030	Misc. Operating Grants	-66,546.00	0.00	0.00	-2,596.35	0.00	0.00
201-008-347-020	Library Fees	-2,723.88	-5,000.00	-245.00	-3,206.06	0.00	64.12
201-008-364-030	Donations	-1,405.00	0.00	0.00	-350.00	0.00	0.00
201-008-395-011	Miscellaneous Revenue	-1,235.89	-3,000.00	-156.00	-1,457.96	0.00	48.60
201	Library	-71,910.77	-8,000.00	-401.00	-7,610.37	0.00	95.13
201-008-311-010	Current Property Taxes	-454,388.66	-508,979.00	-1,399.47	-503,697.50	0.00	98.96
201-008-319-010	Delinquent Prop. Taxes	-6,819.84	-10,530.00	-401.57	-7,758.53	0.00	73.68
201	Library	-461,208.50	-519,509.00	-1,801.04	-511,456.03	0.00	98.45
008	Library	-535,084.52	-532,872.00	-502,202.04	-1,019,066.40	0.00	191.24
201-008-455-110	Staff Pay	108,477.26	163,413.00	13,455.68	102,252.66	0.00	62.57
201-008-455-210	Group Insurance	15,046.39	58,294.00	2,525.31	20,318.31	0.00	34.85
201-008-455-220	FICAMedicare	8,834.96	12,500.00	994.93	7,622.41	0.00	60.98
201-008-455-230	Retirement	15,197.98	22,469.00	1,857.33	13,800.47	0.00	61.42
201-008-455-250	Unemployment Contribution	43.03	165.00	18.51	142.06	0.00	86.10
201-008-455-260	Workers' Compensation	135.06	221.00	0.47	73.25	0.00	33.14
201	Library	147,734.68	257,062.00	18,852.23	144,209.16	0.00	56.10
201-008-455-310	MembershipsDues	0.00	100.00	34.28	184.28	117.00	184.28
201-008-455-311	Subscriptions	466.75	1,000.00	679.99	1,171.96	96.00	117.20
201-008-455-320	Professional Services	4,045.29	8,585.00	1,798.94	6,068.91	0.00	70.69
201-008-455-340	Technical Services	4,689.15	15,000.00	0.00	3,378.61	19.25	22.52
201-008-455-423	Custodial Services	1,532.97	5,000.00	325.00	2,220.84	0.00	44.42
201-008-455-430	Equipment Repair & Maintenance	0.00	4,000.00	40.99	40.99	0.00	1.02
201-008-455-431	Building Repair & Maintenance	6,277.75	6,120.00	1,193.00	5,086.44	0.00	83.11
201-008-455-432	Grounds Maintenance	20.49	2,000.00	0.00	0.00	0.00	0.00
201-008-455-442	EquipmentVehicle Rental	195.00	300.00	0.00	0.00	0.00	0.00
201-008-455-520	Insurance	5,877.54	5,549.00	48.30	69.00	0.00	1.24
201-008-455-540	Advertising	300.30	6,000.00	0.00	210.00	306.25	3.50
201-008-455-550	Duplicating & Printing	771.19	3,000.00	77.27	316.62	0.00	10.55
201-008-455-580	TrainingTravel	0.00	2,500.00	0.00	47.22	330.00	1.89
201-008-455-610	Office Supplies	5,841.23	7,500.00	69.95	1,172.33	40.40	15.63

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-008-455-611	Cleaning Supplies	1,996.74	3,000.00	0.00	20.80	0.00	0.69
201-008-455-612	Operating Supplies	2,624.20	6,000.00	690.36	10,725.71	0.00	178.76
201-008-455-613	UniformsClothing	0.00	400.00	0.00	0.00	0.00	0.00
201-008-455-617	Furniture	2,702.94	2,500.00	458.05	637.04	0.00	25.48
201-008-455-618	Postage	756.66	200.00	0.00	0.00	0.00	0.00
201-008-455-619	Computers	4,071.47	5,000.00	0.00	0.00	0.00	0.00
201-008-455-621	Natural Gas	1,814.43	2,550.00	0.00	957.41	0.00	37.55
201-008-455-622	Electricity	4,156.06	7,300.00	400.61	3,766.96	0.00	51.60
201-008-455-623	Phone	2,553.27	4,800.00	281.00	2,039.84	0.00	42.50
201-008-455-624	TVInternet	6,037.93	6,300.00	754.74	5,283.18	0.00	83.86
201-008-455-630	Food & Beverage	14.61	2,500.00	90.00	252.79	40.05	10.11
201-008-455-640	Books & Periodicals	9,996.07	35,350.00	1,678.47	27,815.32	0.00	78.69
201-008-455-803	Special Events	4,498.37	6,500.00	0.00	0.00	0.00	0.00
201-008-455-812	Administrative Chrg for Svc	16,985.94	35,213.00	0.00	14,069.00	0.00	39.95
201-008-455-813	Finance Chrg for Svc	13,631.54	28,419.00	0.00	15,764.00	0.00	55.47
201	Library	101,857.89	212,686.00	8,620.95	101,299.25	948.95	47.63
201-008-490-000	Contingency	0.00	19,084.00	0.00	0.00	0.00	0.00
201	Library	0.00	19,084.00	0.00	0.00	0.00	0.00
008	Library	249,592.57	488,832.00	27,473.18	245,508.41	948.95	50.22

		2020 Actual	2021 Actual	2022 Budget	FY23 Initial	% change from FY22 Budget
Revenue Source						
	Beginning Balance					
	BEGINNING FUND BALANCE	\$418,655.49	\$481,431.53	\$511,976.00	\$533,138.00	4.133%
	Total Beginning Balance:	\$418,655.49	\$481,431.53	\$511,976.00	\$533,138.00	4.133%
Other Revenues						
	Misc. Operating Grants	\$15,625.00	\$66,546.00	\$0.00	\$0.00	
	State Operating Grant		\$3,998.86		\$0.00	
	Interest	\$6,867.32	\$3,987.49	\$5,363.00	\$4,000.00	-25.415%
	Interest on Taxes	\$724.19	\$2,034.72	\$0.00	\$2,000.00	
	Donations	\$1,536.18	\$1,905.00	\$0.00	\$0.00	
	Miscellaneous Revenue	\$3,049.00	\$1,861.79	\$3,000.00	\$3,000.00	0%
	Total Other Revenues:	\$27,801.69	\$80,333.86	\$8,363.00	\$9,000.00	7.617%
Property Taxes						
	Current Property Taxes	\$435,883.88	\$483,222.56	\$508,979.00	\$559,939.00	10.012%
	Delinquent Prop. Taxes	\$9,753.01	\$10,956.30	\$10,530.00	\$10,100.00	-4.084%
	Total Property Taxes:	\$445,636.89	\$494,178.86	\$519,509.00	\$570,039.00	9.726%
Charges and Fees						
	Library Fees	\$4,096.89	\$3,635.99	\$5,000.00	\$2,500.00	-50%
	Total Charges and Fees:	\$4,096.89	\$3,635.99	\$5,000.00	\$2,500.00	-50%
	Total Revenue Source:	\$896,190.96	\$1,059,580.24	\$1,044,848.00	\$1,114,677.00	6.683%

Expense Objects						
	Salaries and Wages					
	Staff Pay	\$159,072.59	\$133,156.73	\$163,413.00	\$162,590.00	-0.504%
	Total Salaries and Wages:	\$159,072.59	\$133,156.73	\$163,413.00	\$162,590.00	-0.504%
Employee Benefits						
	Group Insurance	\$26,526.83	\$19,639.99	\$58,294.00	\$31,300.00	-46.307%
	FICA/Medicare	\$11,886.70	\$10,583.17	\$12,500.00	\$12,500.00	0%
	Retirement	\$19,313.51	\$18,171.51	\$22,469.00	\$22,225.00	-1.086%
	Unemployment Contribution	\$69.93	\$69.77	\$165.00	\$175.00	6.061%
	Workers' Compensation	\$198.55	\$184.35	\$221.00	\$175.00	-20.814%
	Total Employee Benefits:	\$57,995.52	\$48,648.79	\$93,649.00	\$66,375.00	-29.124%
Capital Outlays						
	Buildings	\$28,817.57	\$0.00	\$0.00	\$0.00	
	Construction	\$10,362.01	\$0.00	\$0.00	\$100,000.00	
	Machinery	\$8,915.00	\$0.00	\$0.00	\$0.00	
	Total Capital Outlays:	\$48,094.58	\$0.00	\$0.00	\$100,000.00	
Materials and Services						
	Temporary Employees	\$0.00	\$9,730.00	\$0.00	\$0.00	
	Overtime	\$0.00	\$56.34	\$0.00	\$0.00	
	Memberships/Dues	\$90.00	\$0.00	\$100.00	\$103.00	3%

	Subscriptions	\$810.00	\$707.75	\$1,000.00	\$1,030.00	3%
	Professional Services	\$1,667.25	\$4,466.29	\$8,585.00	\$8,842.00	2.994%
	Labor Relations	\$2,808.33	\$0.00	\$0.00	\$0.00	
	Technical Services	\$24,394.92	\$9,003.68	\$15,000.00	\$15,450.00	3%
	Custodial Services	\$2,681.25	\$2,562.17	\$5,000.00	\$5,150.00	3%
	Equipment Repair & Maintenance	\$84.77	\$0.00	\$4,000.00	\$4,120.00	3%
	Building Repair & Maintenance	\$6,068.07	\$7,449.99	\$6,120.00	\$6,300.00	2.941%
	Grounds Maintenance	\$1,913.01	\$520.49	\$2,000.00	\$2,060.00	3%
	Building Rental	\$157.93	\$0.00	\$0.00	\$0.00	
	Equipment/Vehicle Rental	\$1,878.63	\$195.00	\$300.00	\$309.00	3%
	Insurance	\$3,440.82	\$5,877.54	\$5,549.00	\$6,300.00	13.534%
	Advertising	\$3,317.90	\$1,466.20	\$6,000.00	\$6,180.00	3%
	Duplicating & Printing	\$1,965.01	\$1,064.94	\$3,000.00	\$3,090.00	3%
	Training/Travel	\$602.30	\$1,346.94	\$2,500.00	\$2,575.00	3%
	Office Supplies	\$7,150.06	\$6,318.86	\$7,500.00	\$7,725.00	3%
	Cleaning Supplies	\$526.65	\$2,348.78	\$3,000.00	\$3,090.00	3%
	Operating Supplies	\$4,104.91	\$6,444.92	\$6,000.00	\$6,180.00	3%
	Uniforms/Clothing	\$0.00	\$0.00	\$400.00	\$412.00	3%
	Tools & Small Equipment	\$399.99	\$0.00	\$0.00	\$0.00	
	Furniture	\$6,723.56	\$2,881.89	\$2,500.00	\$2,575.00	3%
	Postage	\$119.95	\$891.55	\$200.00	\$206.00	3%
	Computers	\$8,285.96	\$5,471.46	\$0.00	\$0.00	
	UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	
	Natural Gas	\$2,336.06	\$2,517.75	\$2,550.00	\$2,600.00	1.961%
	Electricity	\$5,881.37	\$5,957.97	\$7,300.00	\$7,884.00	8%
	Phone	\$4,126.44	\$3,301.26	\$4,800.00	\$4,944.00	3%
	TV/Internet	\$9,445.61	\$9,056.90	\$6,300.00	\$6,489.00	3%
	Food & Beverage	\$655.60	\$309.69	\$2,500.00	\$2,575.00	3%
	Books & Periodicals	\$30,302.44	\$31,902.99	\$35,350.00	\$36,410.00	2.999%
	Awards & Recognition		\$236.22		\$0.00	
	Special Events	\$3,174.40	\$9,081.19	\$6,500.00	\$6,695.00	3%
	Grant Expense	\$3,814.16	\$1,506.70	\$0.00	\$0.00	
	Administrative Chrg for Svc	\$0.00	\$27,340.62	\$35,213.00	\$37,706.00	7.080%
	Finance Chrg for Svc	\$0.00	\$20,974.31	\$28,419.00	\$24,487.00	-13.836%
	Total Materials and Services:	\$138,927.35	\$180,990.39	\$207,686.00	\$211,487.00	1.830%
	Transfers					
	Transfer Out for Capital	\$13,000.00	\$13,000.00	\$287,800.00	\$308,582.00	7.221%
	Transfer Out for Services	\$45,566.00	\$0.00	\$0.00	\$0.00	
	Total Transfers:	\$58,566.00	\$13,000.00	\$287,800.00	\$308,582.00	7.221%
	Contingencies					
	Contingency	\$0.00	\$0.00	\$19,084.00	\$20,793.00	8.955%
	Total Contingencies:	\$0.00	\$0.00	\$19,084.00	\$20,793.00	8.955%
	Total Expense Objects:	\$462,656.04	\$375,795.91	\$771,632.00	\$869,827.00	12.726%
	Unappropriated Ending Fund Balance:	\$433,534.92	\$683,784.33	\$273,216.00	\$244,850.00	-10.382%



City of Sweet Home
 Sweet Home Public Library
 1101 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

February 2022	Last month January 2022	This month	Year to date 2022	Previous year (total)
Patron Activity				
OPAC Logins	208	202	410	3081
SIP2 Logins	621	576	1197	6775
Main Door Count	1810	1779	3589	n/a
Circulation and Renewals				
Checkouts	2375	2369	4744	28723
Renewed items	685	906	1591	9125
E-audio & E-book checkouts	246	460	706	5491
Total items checked out	3306	3735	7041	43339
Holds Requested				
Holds by Staff	82	105	187	1683
Holds by OPAC	118	83	201	1495
Item Counts				
Total items in library	32375	32559	32559	32879
Public Access Computers				
Logins	195	176	371	2104
Resource Sharing Savings				
Cost savings	2537.85	2592.76	5133.61	n/a
Items borrowed by consortium libraries	172	157	329	n/a
Items borrowed from consortium libraries	208	188	396	n/a

Events

We gave out over 60 Valentine's Craft kits. We have give out over 30 St. Patrick's Day craft kits so far in February.

Community Read discussions are coming up in April. We are reading Braiding Sweetgrass by Robin Wall Kimmerer. Books are available now, courtesy of the Friends of the Library.

Projects ongoing

We have finished updating seating in the library.

Over 100 award winning graphic novels have been ordered for teens to check out.

We have completed weeding for age and condition for almost all library collections and have updated content as necessary.

Working with the High School to have classes visit the Library for orientation sessions soon!