



CITY OF SWEET HOME LIBRARY BOARD AGENDA

October 14, 2021, 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

Report of the Librarian

- a) [September 2021 Statistics](#)

Fiscal Report

- a) [September 2021 Budget Status](#)

Statistics

Unfinished Business

New Business

- a) [Discussion about Fine Free Libraries](#)
- b) Collection changes in the Library
- c) Building issues
- d) Passive programming

Next Regular Library Board Meeting - November 18, 2021

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

Sweet Home Public Library

Statistics

	August 2021	Sept 2021	YTD 2021	2020	5 YR AVG
Patron Activity					
OPAC Logins	277	254	2,410	2,448	2,567
SIP2 Logins	607	563	5,130	6,962	4,530
Circulation and Renewals					
Checkouts	2,855	2,354	22,891	26,079	38,663
Renewals by Staff	407	525	4,512	3,084	6,289
Renewals by OPAC	250	189	2,045	1,610	2,281
Holds Requested					
Holds by Staff	138	192	1,283	1,270	1,459
Holds by OPAC	118	89	1,141	1,528	1,390
Item Counts	35,700	35,784	35,784	35,596	35,348
Public Access Computers					
Pages Printed	n/a	3,148	n/a	4,209	5,075
Resource Sharing Savings	2,842.13	2,829.76	n/a	8,206.95	21,709
Items borrowed by consortium libraries	n/a	217	n/a	n/a	n/a
Items borrowed from consortium libraries	n/a	246	n/a	n/a	n/a

**Some stats are not currently available due to vendor log-in issues.*

Other statistics

Tuesday continues to be our busiest day of the week with over 900 items checked out on Tuesdays for the month. Wednesday and Thursday are equally busy with 595 items checked out each Wednesday and Thursday in September.

Events

Opened for 2 additional hours in the morning on Tuesdays starting on September 14th.

The Harvest Festival went very well with lots of entertained kids, teens and adults checking out the games and activities in the Kid's Zone.

The official end of summer reading was in September we had the following participants:

Pre-K – 52

Elementary – 96

Teens – 26

Upcoming Events

We will be partnering with the SHPD to have a story time and Halloween Safety talk with an officer for kids on October 29 at the SHPD, *time TBD*

Projects ongoing

Rearranging and labeling the DVD collection to alphabetize collections and create a Juvenile section of G and PG rated movies.

Collection maintenance and weeding of Mystery collection is ongoing. Looking at each book for condition and current circulation. New gaps in series are filled, as needed. Books with little to no recent circulation or in poor condition are removed from collection and donated to the Friends of the Library.

Increase of presence on social media to promote Library, library collections, City events and the city as a whole.

Updating Library website as necessary.

New Library update

Megan met with previous architects and library consultant to talk about the Library Needs Assessment report that was submitted in 2020 and learn more of the background.

General Ledger

Budget to Actual



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 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-008-361-010	Interest	0.00	-5,363.00	0.00	0.00	0.00	0.00
201	Library	0.00	-5,363.00	0.00	0.00	0.00	0.00
	Interest	0.00	-5,363.00	0.00	0.00	0.00	0.00
201-008-347-020	Library Fees	-959.40	-5,000.00	-679.21	-1,429.45	0.00	28.59
201-008-395-011	Miscellaneous Revenue	-506.95	-3,000.00	-324.20	-844.19	0.00	28.14
201	Library	-1,466.35	-8,000.00	-1,003.41	-2,273.64	0.00	28.42
	Other	-1,466.35	-8,000.00	-1,003.41	-2,273.64	0.00	28.42
201-008-311-010	Current Property Taxes	0.00	-508,979.00	0.00	0.00	0.00	0.00
201-008-319-010	Delinquent Prop. Taxes	-3,434.65	-10,530.00	-1,389.77	-3,595.86	0.00	34.15
201	Library	-3,434.65	-519,509.00	-1,389.77	-3,595.86	0.00	0.69
	Property Taxes	-3,434.65	-519,509.00	-1,389.77	-3,595.86	0.00	0.69
201-008-455-110	Staff Pay	38,294.11	163,413.00	13,773.90	33,964.67	0.00	20.78
201-008-455-210	Group Insurance	5,974.07	58,294.00	2,673.12	5,810.84	0.00	9.97
201-008-455-220	FICAMedicare	2,860.81	12,500.00	1,022.33	2,527.08	0.00	20.22
201-008-455-230	Retirement	5,321.44	22,469.00	1,889.52	4,364.72	0.00	19.43
201-008-455-250	Unemployment Contribution	15.40	165.00	19.70	48.20	0.00	29.21
201-008-455-260	Workers' Compensation	50.11	221.00	13.78	32.52	0.00	14.71
201	Library	52,515.94	257,062.00	19,392.35	46,748.03	0.00	18.19
	Personal Services	52,515.94	257,062.00	19,392.35	46,748.03	0.00	18.19
201-008-455-310	MembershipsDues	0.00	100.00	150.00	150.00	117.00	150.00
201-008-455-311	Subscriptions	53.95	1,000.00	0.00	457.00	49.94	45.70
201-008-455-320	Professional Services	3,224.79	8,585.00	115.00	1,644.17	0.00	19.15
201-008-455-340	Technical Services	400.00	15,000.00	28.00	2,956.00	0.00	19.71
201-008-455-423	Custodial Services	227.50	5,000.00	595.84	920.84	0.00	18.42
201-008-455-430	Equipment Repair & Maintenance	0.00	4,000.00	0.00	0.00	0.00	0.00
201-008-455-431	Building Repair & Maintenance	1,158.25	6,120.00	10.61	1,168.86	0.00	19.10
201-008-455-432	Grounds Maintenance	0.00	2,000.00	0.00	0.00	0.00	0.00
201-008-455-442	EquipmentVehicle Rental	0.00	300.00	0.00	0.00	0.00	0.00
201-008-455-520	Insurance	5,877.54	5,549.00	0.00	6.90	0.00	0.12
201-008-455-540	Advertising	99.00	6,000.00	30.00	30.00	0.00	0.50
201-008-455-550	Duplicating & Printing	121.88	3,000.00	14.28	29.25	0.00	0.98
201-008-455-580	TrainingTravel	0.00	2,500.00	0.00	-132.78	0.00	-5.31
201-008-455-610	Office Supplies	59.21	7,500.00	138.94	176.93	0.00	2.36
201-008-455-611	Cleaning Supplies	0.00	3,000.00	20.80	20.80	0.00	0.69

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
201-008-455-612	Operating Supplies	50.00	6,000.00	1,594.47	2,698.28	0.00	44.97
201-008-455-613	UniformsClothing	0.00	400.00	0.00	0.00	0.00	0.00
201-008-455-617	Furniture	1,594.00	2,500.00	0.00	0.00	0.00	0.00
201-008-455-618	Postage	611.66	200.00	0.00	0.00	0.00	0.00
201-008-455-619	Computers	0.00	5,000.00	0.00	0.00	0.00	0.00
201-008-455-621	Natural Gas	20.34	2,550.00	18.72	50.70	0.00	1.99
201-008-455-622	Electricity	1,274.26	7,300.00	718.23	1,281.78	0.00	17.56
201-008-455-623	Phone	537.17	4,800.00	213.83	609.00	0.00	12.69
201-008-455-624	TVInternet	1,509.48	6,300.00	754.74	2,264.22	0.00	35.94
201-008-455-630	Food & Beverage	0.00	2,500.00	0.00	0.00	162.79	0.00
201-008-455-640	Books & Periodicals	7,271.14	35,350.00	4,634.07	8,217.24	0.00	23.25
201-008-455-803	Special Events	1,059.54	6,500.00	0.00	0.00	0.00	0.00
201-008-455-812	Administrative Chrg for Svc	2,170.40	35,213.00	0.00	0.00	0.00	0.00
201-008-455-813	Finance Chrg for Svc	1,239.20	28,419.00	0.00	0.00	0.00	0.00
<i>201</i>	<i>Library</i>	<i>28,559.31</i>	<i>212,686.00</i>	<i>9,037.53</i>	<i>22,549.19</i>	<i>329.73</i>	<i>10.60</i>
	Material & Services	28,559.31	212,686.00	9,037.53	22,549.19	329.73	10.60
201-008-490-000	Contingency	0.00	19,084.00	0.00	0.00	0.00	0.00
<i>201</i>	<i>Library</i>	<i>0.00</i>	<i>19,084.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Contingency	0.00	19,084.00	0.00	0.00	0.00	0.00

Organizational Costs of Fines

Hidden Costs



While fines are a revenue source for public libraries, the cost of collecting those fines can easily outweigh those revenues.



Revenue

A fine might appear to be a simple source of revenue, but there are **hidden costs** below the surface.



Staff Time

A 10 minute conversation between a frontline library staff member and a patron regarding fines **costs a library \$4.17** in staff wages (based on a pay rate of \$25 an hour.)



Overdue Notices

Paper, envelope, and postage for an overdue notice could **cost as much as \$1.78** a notice. There is also the **staff time** to call patrons with verbal notices, or to generate email notices.



Mental Health

A challenging fines negotiation could require staff to need **time away from the desk** to recover.



Cost of Collecting

Digital fine payments mean **Interac fees** for the library. Physical fine payments mean **staff time** to collect and complete deposits.

To collect a **\$5 fine...**

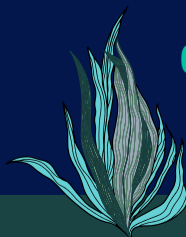
...a 10 minute interaction would cost **\$5.95** in staff wages and a mailed notice alone.

\$5

\$5.95



Staff Morale



Customer Loyalty

