

Library Advisory Board meeting 12/11/21

Present: Eva Journey, Charlene Adams, Council Member Coleman, Don Hopkins. Absent: Jamie Frick, Mailey Brewer.

Call to order at 4:30pm

Approval of minutes

Minutes of 11/18/21 are approved

Librarian Report from Megan:

We continue to get happy reports from the patrons about being fine free. We continue to get some books back that we haven't seen in a while.

We have finished weeding the paperback collection. Many of the paperbacks are going to go into the main collection, if they are part of a series and we have the room on the shelf. So they will be easier to find for patrons.

A lot of new stuff is coming in and slowly being added to the collection. These are replacing and updating items that were removed from the collection. Some will be going to the new shelves and some is going directly to the shelf depending on where there's some room and some interest.

We hope to have puzzles and games ready to checkout before Christmas. We are targeting stuff for all ages. I have some puzzles for toddlers up to some that are very intricate for adults. We are trying to hit everybody with the games in same way.

We have started weeding the kids nonfiction for checkouts and condition. We are ordering new books as need, the same process as the other collections.

Building issues:

We had a patron that had some issues with how long the handicap door stays open. We are looking at getting it adjusted so that it stays open longer. We replaced the lightbulbs in the entryway. Over half were burned out. It is much brighter and nicer in the lobby area now. We fixed a leaky exterior faucet. We had patrons telling us several times a week that it was dripping and the drip became worse so we had it turned off and the part will be replaced soon.

Passive Programming:

Diane and Sarah put together a quick "gratitude tree" kit for Thanksgiving week. We even handed out some after Thanksgiving.

We are currently handing out 3 different kits. Two folded art book kits and a yarn hat ornament. We handed out about 5 today, and about 30 total so far. We offered some Hanukkah activity packs. We had 10 and handed out 5. One mother was super excited that we were handing out something slightly different. We will have something for Kwanzaa too. Word finds and coloring pages.

The statistics are on the handout. Our checkouts for November were down because of numerous closures for illnesses and holidays. Diane ran curbside by herself for a week, so we did continue to have some checkouts for that full week when we were closed, but we were still down a bit.

I will have the policy manual to talk about later on in New Business.

Are there any questions?

What was the City working on there today? (unsure who asked)

They were working on the leak on the outside of the building. Sean was also in earlier today to add backings to the shelving in the children's area where the comic books and early readers are located. These shelves had no spacing on the back and would often get pushed through to the other side. This is something that has been an issue for several year. There is now a board to create a backing between the shelves

From Eva: I'm glad to hear that you're doing some diversity with handouts over the holidays.

We would like this to continue. I'm seeing what is out there and is a good quality for handouts, because people like the handouts and coloring pages and word finds no matter what it actually is.

Finance Report from Brandon:

A couple things of note from this month's report. Property taxes are the biggest revenue generator for the library. They are nearly 11% higher through the end of November than the same period last year. We did anticipate a 3% assessed value increase and a reduction in compression. It is too soon to tell exactly whether we're anticipating more property taxes than we had expected. We are expecting \$10,000 above what is currently budgeted. But at this time we aren't expecting above that.

For other revenues, there isn't much change for the Library fee line, as expected. It is at 41%. It is still higher than the \$1600 we had last year at \$2000.

All in all your revenues are good. You're sitting in a good place and we don't expect any issues for this fiscal year.

On the personnel side for staffing. We are about 42% of the way through the year (end of November) and the fact that the staffing sits at 33% is a little low. We are seeing some changes in the group insurance line. That's where we are seeing our savings. Insurance plans change and people change which options they select. We budgeted what we knew and it looks like some plan revisions happened.

On the Materials and Service section. There's a lot of stuff there. All in all you're sitting at about 20% of the year. So Megan certainly has some flexibility to spend some money through the remainder of the fiscal year. She's been updating stock and replacing things and certainly she'll start eating that up.

The first quarter's worth of administrative charges for service are included in this report. They go through the end of September, which would in a perfect world, be about 25%. You are seeing the admin charges sitting at 15%. That is certainly great news, but it says that we're hoping that we won't have to bill as much. At least not as much as we had planned for. On the Finance side we planned 30% due to most of the charges being right at the beginning of the fiscal years, specifically SpringBrook charges. Audit charges and stuff like that hits us right at the beginning. We we're always seeing some front

loading from Finance. I don't see that number changing beyond what's budgeted the \$28,004.19. Nothing crazy going on, so we shouldn't see anything higher.

All in all the Library is sitting in a good spot as far as the budget is concerned. This will be food for thought as we start to move towards a budget development cycle. That will kick off in the next few weeks with Capital Planning in January. So I imagine Megan will be back in January with what the Library Board would like to see out of the next budget cycle.

Housing values are holding steady and still climbing. The cutoff for property valuation is January, so I don't see any more changes. We expect another solid year of property taxes and likely a reduction in compression again. For the 2023 Fiscal year we're certainly excited about that, however, the markets are due for a correction. I don't think we are going to see a significant drop, but we will see some flatlining and maybe a small decline, but not what we have seen in the past. I don't predict any financial hardships for us in the next five years. But we are going to monitor that closely as we go. Just food for thought as we go into the next budget cycles. Next year is our chance to take advantage of things that we need to get and get them.

Don: Brandon I have a couple of questions number one is that we received or have we received the \$900,000.00.

Thank you, I should have mentioned that. No. We are still waiting for the check. It will come via certified mail but we have not received it yet. I hope we would see it soon, as we sent off the necessary paperwork before Thanksgiving. It is just a matter of time at this point.

Susan: I'm just curious since we know property taxes, do they fluctuate with compression? Can that impact the library?

We always attempt to set aside 6 months on our ending fund balances each year so that we can do two things. One weather against any sudden change in property taxes, or in case we don't get the cash right away and also to have a small next egg to tap into in case of outlier fiscal years. The library also sends cash to the equipment reserve so that we can tap into that if it becomes necessary. We have changed how we plan for the future. We do a 5 year forecast to make sure that we have enough cash sitting out in that 5 years, instead of just looking at year over year.

Staff believes we're in a good spot financially and then in savings what we can weather some kind of economic downturn. If something happened like in 2008, we would certainly have time to see that coming and have time to prepare.

New Business (Megan):

I have wanted to talk about updating the Library Policy Manual since starting to bring it more up to date and change a few things. My overall thought on this is that I want to make the entire process of getting a library card and checking out materials easier and even just using the Library an easier process. Looking at new citizens in town, making it easier for them to get a new cards.

So that's my overall philosophy is just streamlining where you can, making things, a little bit easier for all sides. It's not just easier for staff and not just this is easier for patrons, but for everybody.

We are going to just go page by page on this. Minor changes and more major changes. Fixing typos. Some of the formatting issues will just be fixed after changes are made at the end.

So I just want to change the mission statement slightly. The Sweet Home Public Library transforms lives by educating inspiring and connecting people. The library is dedicated to fostering and informed engaged and connected city. (some discussion about city vs community).

You need to be a city resident to get a free library card. Change the proof of home address to say current address.

Changing the requirement from a 30 day old utility bill to one that is not more than 90 days old. These bills only come out every 30 days, so it will be easier on patrons to change the requirement to a 90 day window. We will also accept a Driver's License with the current address on it.

Updating the language around those living in motels that have been designated as apartments. Adding in language so that those living in City authorized shelters, run in part by the City, can qualify as a resident for getting a card. This is looking long term at the possibility of this happening within the City. Discussion about what would be acceptable proof of residency for this group. Current discussion is that the group contracted with the City would require City residency for acceptance into the camp. So we could work with this group to get verification as well. This would be a benefit for this group that will need access to computers and other materials while making life changes. I updated the parts on motels, shelters, auto to be non-permanent housing. Otherwise we could just keep listing every possible type of housing here.

Updating so that all types of cards are good for just one year, for residents, non residents and property owners. Cleaning up the section about renewing cards to also be renewed for one year.

This biggest change I am asking for is to change the age when a child can get a card by two years. Currently it is age 7. I'd like to move it down to age 5. At this age kids are most likely enrolled in school and have access to their school library. They should also have access to the city library.

Discussion about the section on fines and fees. Should be have fines listed if we are looking at being fine free? This would still allow if we decide in the future to change back. We could just eliminate where it's says fines. But this kind of gives the options. Just on the fine schedule where would not have fines listed.

Discussion about being a fine free library and a request for the number of items that were long over due that have come back since going fine free.

Lost/forgotten library cards. What was written here before made no sense under this headline. That was deleted and I added in a line that lost library card replacement is subject to the City's fee schedule. And making a new section for when you have forgotten your library card. This goes along the same lines of what we would accept for a new library card.

No changes with the computer card section. No changes with library cards from consortium members or, Oregon Passport cards. Those policies are set by the Consortium and the State Library.

Circulation policy has no fundamental changes, just word clean up.

Updates to the access to personal information. Deleting the ability for a friend to use your card or access your account. Family members can still share their card at their discretion We will not disclose personal information, unless requested to by the account holder. This just makes more sense legally.

Since COVID hit, we have been checking out the current issue of a magazine. This change in policy will allow that to continue. We haven't seen any issues with it over the last year.

Changing the VOX book checkout to 3 weeks. We had it at 2 weeks only because that is about how long the battery would last when used and the books sometimes required a special charger. These chargers have changed and the batteries last longer, so it is no longer an issue.

DVDs will still checkout for just 1 week. I am just eliminating the need to be 18 to checkout a DVD. It still would be up to the Guardian of the card Holder to determine if they will check this materials out they will be treated the same as books. It will be up to the parent or guardian if those under 18 can checkout a DVD on their card. DVDs no longer cost a ton, so we are removing some of the restrictions. We are also going to allow 5 DVDs per card and not just per household. *Small discussion about this having been in place.*

Car repair manuals have been moved to the regular non-fiction collection so this section can be removed and we no longer need to take a deposit on them for checkout. The Reference section has also been moved to general non fiction, so this section can be eliminated too.

Added in a mention of the ability to send a text message for a notification of over due materials.

Suspension of borrower privileges. Current practice is that if one person in the family has fines or fees, no one from the same household can check items out. This eliminates that barrier for the family members. So if a parent has a fee, the child can still checkout materials.

Under the Collection Agency section, we are raising the amount to \$75 owed before we send to a collection agency.

In the Computer Use Policy section, we are looking at the possibility of adding laptops or other electronic devices for checkout, so I added a section to cover this possibility.

Under the Collection Development section, I've added a line that many libraries use. The library's acquisition of materials does not constitute an endorsement of the materials content. Just because we have it does not mean that all of the library staff agree with it and we do have a wide variety of staff.

Eva: I think that is really important.

A few other language cleanup changes. For donations, adding in that they need to be new or like new and criteria for how current the content is.

When we look at materials we are going to withdraw or replace we also look at how many times it has checked out, the condition, and any use within the library building.

Under the request for reconsideration of materials or additions, just adding in that the Director will respond to a request in writing and in a timely fashion. Just adding a timeframe here.

Looking towards moving to a new facility and looking at the section for Displays of Art. I would like the consideration of artwork to be more with the library and not with an outside group, so the library has a bit more say in what happens in the library. The art would also be a defacto part of the city.

For the bulletin Board, space isn't really limited, so that line was eliminated,

Changing the performance section to state programming performer or presenter because a juggler is slightly different than someone coming in from OSU and presenting on a topic. Food and beverages are also allowed at a program or event.

Discussion about types of clothing required to be in the library.

Updating electronic devices language.

Streamlining the section of Proctoring.

Volunteer section. Volunteers should not have access to the computers and databases where all of the patron information is. So that is taken out. Adding in a section that they can assist with programs. And then that I have the discretion for other volunteer duties as assigned.

The appendices remain the same other than spelling Freedom correctly.

Jamie was absent from the meeting, but sent an email in prior that she was fine with all the changes.

We can continue discussion next month or approve it next month. If you are good with it now, it can be sent for City Council review at their next meeting in January.

Discussion about the policies cited in the appendices are old, but the newest version put out by ALA.

Motion was approved to adopt the new policy manual as discussed.

Discussion about moving towards a fine free library and keeping that in the City's fee schedule. The fee schedule is approved in January typically. Per Finance that date can be pushed back a little bit to be after the February Library Board meeting.

Meeting adjourned at 5:37pm