



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

January 14, 2021, 4:30 PM  
Sweet Home Public Library, 1101-13<sup>th</sup> Avenue  
Sweet Home, OR 97386

PHONE: 541-367-5007  
FAX: 541-367-3754

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## Review / Approval of Minutes

- a) [Library Advisory Board Minutes November 12, 2020](#)
- b) [2020-12-10 Library Advisory Board Minutes](#)

## Report of the Librarian

## Fiscal Report

## Statistics

- a) [Monthly Circulation Report December, 2020](#)

## Unfinished Business

## New Business

- a) Update on Library Needs Assessment

## Next Regular Library Board Meeting - February 11, 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.

Library Advisory Board Minutes  
November 12, 2020

Present at the meeting were Kevin Hill, Don Hopkins, Eva Journey. Library Board candidates Bonnie Neal and Jamie Frick were present.

The Board voted to excuse the absence of Charlene Adams.

The Library Board meeting for October 2020 was cancelled.

### **Fiscal Report**

The Board reviewed the year-end report which showed an ending fund balance of \$428,468 and considered this a good amount for carryover.

### **Statistics**

The Board reviewed the circulation statistics which showed DVDs continue to circulate well. Circulation for children's materials has increased as parents are getting more comfortable coming back into the library and browsing the shelves for books.

Included in the statistics was a report showing Circulation by the Day of the Week. Rose explained checkouts on Fridays were higher for the prior year when we had in person storytimes and "storytime moms" would checkout over 100 items. With the closure in March and when we reopened with reduced open hours, Tuesdays are a higher circulation day and Rose believes this is due to the modification of open hours, closing on Mondays and opening on Wednesdays when historically the Library was closed; opening on Wednesdays allows for future programming when schools let out early. The trend, for this report, shows overall an increase in circulation for all days.

Discussion of how patrons are using the library followed.

### **Unfinished Business**

Discussion of the Linn County Youth Activities grant where the Library partnered with 4-H, Outdoor School. 4-H provided the framework and registration for the program. The program has been taking place at the Sweet Home Community Center on Monday through Thursday 6:30-8:00pm. Rose worked with a retired teacher from Sweet Home and together contacted Oregon State University Department of Education for student teachers who mentor students and provide homework help. Discussion of the programs offered for enrichment.

Storybook Walk was well received when it was in Sankey Park and we are thinking about putting it in another park come spring.

Discussion of the Library Policy Manual and the inclusion of the Linn Libraries Consortium which was already in the manual on page 9. Kevin made a motion to approve the Policy Manual as revised and bring it to City Council, Eva seconded the motion. The vote was favorable.

### **New Business**

Discussion on the change in open hours was tabled. The open hours will remain the same.

Discussion of RFID tagging for DVDs. This idea came from staff meeting with the City Manager who encouraged them to review the processes for the library. Retrieving individual DVDs from the cabinet for patrons is very time intensive for staff considering DVDs are the highest circulating items. RFID tagging for the DVD collection would require purchase of RFID tags, gates, software, an interface, and mats. RFID tagging would all the DVDs to be shelved in the cases reducing handling of the DVDs by staff. Eva asked about cost and Rose stated she had asked for a quote.

The Youth Leadership grant with RDI (Rural Development Initiatives) was discussed. This grant focuses on teaching leadership skills for students in 7<sup>th</sup> through 9<sup>th</sup> grade.

Discussion of a spending freeze and payment of property taxes. Discussion of the renewal of the library levy followed. The Friends of the Library have committed to buying the new books for the Library.

The Board answered questions from the Library Board candidates about the role of the Library Board. Eva discussed the Board involvement in the Library Needs Assessment and the new library building.

The Board voted for Jamie Frick to be on the Library Board.

The next Library Board meeting is scheduled for December 10, 2020.



# CITY OF SWEET HOME LIBRARY BOARD MINUTES

December 10, 2020, 4:30 PM  
Sweet Home Public Library, 1101-13<sup>th</sup> Avenue  
Sweet Home, OR 97386

PHONE: 541-367-5007  
FAX: 541-367-3754

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## Roll Call:

**Attending:** Kevin Hill, Charlene Adams, Don Hopkins, Eva Journey, Councilor Gerson, Councilor Coleman, and Mayor Mahler

**Staff:** City Manager Ray Towry, Communications Specialist Lagea Mull,

## Review / Approval of Minutes

None

## Report of the Librarian

None

## Fiscal Report

The fiscal report was reviewed by the board. There was a question on the new format.

## Statistics

CM Towry submitted Director Peda's most recent City Council report for November in the information packet, in Director Peda's absence he didn't have access to her computer. The format differed and required some explanation. Adams questioned why the numbers didn't add up correctly between the YTD and the individual months listed at the bottom. Towry stated he would ask Director Peda upon her return.

## Unfinished Business

None

## New Business

Q & A with City Manager Ray Towry

City Manager Ray Towry attended the board meeting to answer any questions the board might have. City Manager Towry started with an apology stating he has not communicated well with the board and his goal is good communication between all boards and staff.

The board had questions about policy and procedures, revenue vs. expenses, and staff scheduling.

## Next Regular Library Board Meeting – January 12, 2021.

With no further business, the meeting adjourned at 5:25 PM.

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**City of Sweet Home**  
 Sweet Home Public Library  
 1101 – 13<sup>th</sup> Avenue  
 Sweet Home, OR 97386  
 541-367-5007

Sweet Home Public Library

*Statistics*

	Nov, 2020	Dec, 2020	2020 YTD	2019	3 YR AVG
<b>Patron Activity</b>			Open 26 hours/wk	Open 36 hours / wk	
OPAC Logins	243	286	1913	3229	2808
SIP2 Logins	582	576	5695	5069	4703
<b>Circulation and Renewals</b>					
Checkouts	2808	2282	26598	41328	41687
Renewals by Staff	248	473	2218	5581	7469
Renewals by OPAC	245	250	1133	2973	2824
<b>Holds Requested</b>					
Holds by Staff	126	130	1015	1629	1546
Holds by OPAC	156	172	1241	1720	1547
<b>Monthly Active Patrons</b>	1985	1958	2141	2375	2431
<b>New Patrons</b>					
Resident	4	10	79	409	465
Nonresident	1	0	12	71	54
<b>Item Counts</b>	35774	35836	35596	35973	35348
<b>Public Access Computers</b>					
Logins	66	75	1947	5425	5256
Pages Printed	361	473	4209	10636	5075
<b>Resource Sharing Savings</b>	\$1807.22	\$2454.40	\$8206.95	\$35213.57	Not available

## *Events*

The Library received a grant from the State Library for our 2021 summer reading program in the amount of \$1,380.00.

As this is my final report to you, the City Council, I would like to say thank you.

## Monthly Circulation Statistics

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item Type	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
2	Auto Manuals	1	0	0	0	0	0	0	0	0	0	0	0
3	Books on CD	116	123	38	27	35	29	51	55	45	60	48	47
4	Children's Board Books	81	73	20	2	7	10	50	39	86	92	78	62
5	Children's Easy Readers	186	182	56	48	9	19	68	122	155	176	139	133
6	Children's Fiction	191	242	247	54	63	108	224	232	188	234	197	188
7	Children's Graphic Novels	116	144	92	50	33	40	97	67	72	91	53	58
8	Children's NonFiction	182	208	101	58	73	34	91	123	115	148	135	109
9	Children's Picture Books	487	437	161	103	77	172	248	248	298	511	429	330
10	Children's Ready to Read	37	37	22	32	63	21	19	38	43	93	56	69
11	Children's 100 Books	38	33	11	3	15	13	29	35	15	26	23	45
12	Children's VOX Books	118	152	66	21	22	55	83	100	104	134	62	20
13	DVDs	1,093	1,018	434	25	46	257	625	535	588	714	435	325
14	Fiction	450	391	173	93	64	133	139	171	238	280	226	220
15	Magazines	49	15	8	6	4	4	8	11	20	12	20	25
16	Music CD	20	43	15	1	7	9	2	0	1	8	25	47
17	Mystery	171	203	104	107	76	107	242	262	261	252	159	120
18	New Fiction	164	146	62	69	32	102	143	122	136	140	96	98
19	New NonFiction	54	50	21	7	4	19	98	42	33	30	25	28
20	New Mystery	106	105	36	32	32	72	41	101	86	108	49	64
21	New Science Fiction	4	4	4	3	0	6	4	2	9	6	3	9
22	NonFiction	246	210	76	33	25	48	72	110	1	100	106	107
23	Northwest	42	44	35	4	1	21	57	29	35	15	12	21
24	Paperback General	5	14	3	0	1	7	3	5	6	7	6	5
25	Paperback Mystery	46	41	18	0	18	15	30	37	46	50	33	36
26	Paperback Romance	49	40	10	31	16	29	32	45	24	25	18	22
27	Paperback Westerns	1	7	5	0	2	0	0	0	0	8	1	0
28	Science Fiction / Fantasy	21	21	8	2	9	4	22	21	30	19	25	7
29	Teen Fiction	98	86	37	7	30	33	116	70	53	43	59	60
30	Teen Graphic Novel	51	24	28	0	1	0	40	33	21	33	26	22
31	Teen NonFiction	7	7	1	0	0	0	0	6	1	2	2	2
32	Westerns	35	20	16	0	16	9	6	13	35	25	14	3
33	Ukuleles	0	4	0	0	0	0	0	1	1	0	0	0
34	<b>TOTALS</b>	<b>4,265</b>	<b>4,124</b>	<b>1,908</b>	<b>818</b>	<b>781</b>	<b>1,376</b>	<b>2,640</b>	<b>2,675</b>	<b>2746</b>	<b>3,442</b>	<b>2,560</b>	<b>2,282</b>