



CITY OF SWEET HOME LIBRARY BOARD AGENDA

October 20, 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:

- a) DATE CHANGE October 20, 2022 4:30 PM

Review / Approval of Minutes

Unfinished Business

- a) [Report of the Librarian September/October 2022](#)

Fiscal Report

- a) No report available this month.

Statistics

- a) [Statistics Report September 2022](#)

Unfinished Business

- a) [Library Agenda Packet September 2022](#)

New Business

Next Regular Library Board Meeting - ENTER DATE HERE

- a) November 10, 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.

Report of the Librarian for September/October Activities

Unfinished Business:

Discussion about Collection Development policy and Request for Reconsideration (delayed from cancelled September meeting due to City Power outage emergency) *To be discussed later in agenda.*

New Business:

Introduction of new City Manager.

Collection updates:

The City is currently under a temporary spending freeze. We are still authorized for our standing order materials to be received and paid for. Other materials are being ordered on a priority basis with City Manager prior approval. The freeze should be lifted soon.

Prior to this, we ordered several more board games and puzzles in anticipation of the rainy Fall/Winter months driving more families inside and in need of new entertainment options!

Building issues:

We survived the earthquake! We just had 1 book and 1 picture fall down. Working with Public Works, I did a walk through of the building to check for any damage. We noted several cracks in the brick work where pin pricks of daylight can be seen. These do not appear to be related to the earthquake. They will be photographed and sealed soon. I will also be taking pictures and doing an inventory of other similar damage (un-repaired and repaired) so we can track any changes over time. When looking at the building for damage we also noticed several leaks in the gutters and a large build up of moss in one location. The gutters will be cleaned and sealed soon.

In building updates:

We have added Free Period Products in the Women's bathroom. After the initial stocking, we will be asking for donations from the community to continue this program. We have gotten lots of positive feedback so far.

Passive Programming:

We are once again offering Take and Make craft kits. October is a yarn pumpkin.

We are also bringing back the craft table and are offering spooky night lights this month.

In-person Programming:

Story time is back! Starting October 6th, Story time is back in person, in the building!

We are offering twice weekly drop in board games and snacks for teens on Wednesdays and Thursdays after school until just before closing. We are providing snacks and letting the kids pick a game to play. This will have minimal staff involvement, but may involve some volunteer time.

New Building:

I attended the Library Journal Design Institute in Missoula MT on September 29th. I was able to brainstorm through a lot of issues with many designers and architects. We toured the new Missoula Public Library building, which was great inspiration for things we can do here. We had sessions about funding, design, disaster preparedness and designing for flexibility. I'm still awaiting digital copies of some design layout possibilities for our new library.

With my first meeting with the new City Manager we talked a lot about the opportunities for the new library.



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

Sweet Home Public Library

Statistics

	This month Sept 2022	Last month Aug 2022	Year to date 2022	Previous year 2021(total)
Patron Activity				
OPAC Logins	180	194	1783	3081
SIP2 Logins	481	506	4974	6775
Main Door Count	2708	3406	22322	n/a
Circulation and Renewals				
Checkouts	4817	5490	33972	28723
Renewed items	241	298	4993	9125
E-audio & E-book checkouts	501	563	4110	5491
Total items checked out	5559	6351	43075	43339
Holds Requested				
Holds by Staff	178	157	1168	1683
Holds by OPAC	161	171	1088	1495
Item Counts				
Total items in library	29110	28840	29110	32879
Public Access Computers				
Logins	233	227	1858	2104
Resource Sharing Savings				
Cost savings	4907.83	4189.93	33188.58	n/a
Items borrowed by consortium libraries	294	248	2224	n/a
Items borrowed from consortium libraries	337	324	2267	n/a

Events

Our next Community Reads program discussion groups are on October 18th and 19th. We are reading *Deep River* by Karl Marlantes and have given out over 65 copies of the book so far. This program is funded by the Friends of the Library.

Storytime returned to the Library on October 6th!

Projects ongoing

Circulation of in library materials has already surpassed our circulation totals for 2021.

We are adding additional puzzles and games by popular demand (funded in part by the Friends of the Library).

We are once again offering take and make crafts kits for everyone to take home and be creative at home.

New Library update

The Library Director attended the Library Journal Design Institute in Missoula, MT on September 29th, and participated in a session to help with concept designs for a new library building and learn about library design overall. A report will be forthcoming.



CITY OF SWEET HOME LIBRARY BOARD AGENDA - CANCELED

September 08, 2022, 4:30 PM
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Meeting Information

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Review / Approval of Minutes

Report of the Librarian

- a) [Report of the Librarian for July/August 2022](#)

Fiscal Report

Statistics

- a) [Library Statistics August 2022](#)

Unfinished Business

New Business

- a) [Review of Request for Reconsideration Form - Rough Draft \(as part of Library Policy Manual update discussion\)](#)
- b) [Collection Development Policies - review and discussion \(as part of review of Library Policy Manual update\)](#)
- c) Discussion about Library Design Institute 2022

Next Regular Library Board Meeting - ENTER DATE HERE

- a) October 13, 2022

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Report of the Librarian for July/August 2022 Activities

Unfinished Business:

Summer Reading statistics will be ready for October! We are allowing participants to turn in their reading logs and bingo sheets until September 23rd and September 9th, respectively.

Oregon's Dino-Story from the MNCH was a hit! We saw an increase in visitors and new library card applications tied directly to hosting this program. We had over 125 entries into our T-Rex costume drawing.

New Business:

We will be at the Harvest Festival on October 1st in Sankey Park.

We are looking for potential other types of traveling displays to have in the entryway lobby area. Oregon's Dino-story was a great use of the space and we would like to continue to make the space more useful.

Collection updates:

We moved the games and puzzles to a better location and circulation has continued to increase. We have finished going through all of the collections for items that are marked in the computer as not having checked out for a long period of time (since 2017 for most collections)

Building issues:

In July/August we had issues with the handicap bathroom toilet paper dispenser and with the Alley handicap door. Both issues were quickly fixed by

In building updates:

We replaced part of the shelving for the graphic novels in the teen room.

We replaced the bean bag chairs we plan on doing this every 9-12 months due to high use. They are a low enough cost that this is not an budget problem.

Passive Programming:

We are gearing up for handing out make and take kits soon, along with having a craft station in the library.

In-person Programming:

Summer Reading events will be reported in October.

The upcoming Community Read book is Deep River. We have handed out 40 books already and even have people from Corvallis interested in participating in the discussions to be held in October. If you haven't gotten a copy of the book yet and are interested, just let us know!

New Building:

Library Journal Design Institute discussion under New Business.

Our new City Manager starts on October 1st. City Council will pick up the discussion again about the feasibility of a new building after that date.



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Sweet Home Public Library

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Checkouts	5490	4902	29155	28723
Renewed items	298	421	4752	9125
E-audio & E-book checkouts	563	447	3609	5491
Total items checked out	6351	5770	37516	43339
Holds Requested				
Holds by Staff	157	110	990	1683
Holds by OPAC	171	158	927	1495
Item Counts				
Total items in library	28840	29203	28840	32879
Public Access Computers				
Logins	227	184	1625	2104
Resource Sharing Savings				
Cost savings	4189.93	3958.56	28280.75	n/a
Items borrowed by consortium libraries	248	254	1930	n/a
Items borrowed from consortium libraries	324	314	1930	n/a

Events

Oregon's Dino-story visited the Library from August 3rd to September 3rd. We had a program from the MNCH on August 26 as the end of our Summer Reading Program. Kids and adults have loved learning more about dinosaurs this month.

Our Summer Reading Program officially wrapped up at the end of August, but we are giving a little time extension to everyone and will have participation numbers next month.

October will bring the Harvest Festival and our next Community Reads program. We are reading *Deep River* by Karl Marlantes and have given out over 50 copies of the book so far. This program is funded by the Friends of the Library.

Projects ongoing

We purchased and installed new shelving for the growing teen graphic novel collection. This is to be paid for from a grant aimed at teens.

New Library update

The Library Director will be attending the Library Journal Design Institute in Missoula, MT to participate in a session to help with concept designs for a new library building.

Request for Reconsideration of Library Materials

Author:

Title:

Publisher:

Published year:

Request initiated by:

Contact information:

Are you Sweet Home Resident? (PLEASE CIRCLE ONE): YES NO

Are you a Sweet Home Public Library card holder? (PLEASE CIRCLE ONE): YES NO

1. To what in the material do you object" (please be specific)
2. What do you feel might be the result of reading or viewing this material?
3. For what age group would you recommend this material?
4. Are there any positive aspects to the material?
5. Have you read or viewed the material in its entirety?
6. Are you aware of literary reviews of this material?
7. What would you like the library to do about this material?
8. What other material, serving a similar theme or purpose, would you recommend in place of this item?

Signature of Complainant

Date of complaint

Examples of other Collection Development Policies:

Charlotte-Mecklenburg Public Library

<https://www.cmlibrary.org/materials-selection-policy>

Seattle Public Library:

<https://www.spl.org/about-us/policies/selection-of-materials>

Eugene Public Library

<https://www.eugene-or.gov/2450/Collection-development-policy>