



CITY OF SWEET HOME LIBRARY BOARD AGENDA

January 12, 2023, 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:

Review / Approval of Minutes

- a) [Minutes of December 8, 2022 meeting](#)
- b) [Library Board Minutes November 2022](#)

Report of the Librarian

- a) [Report of the Director December 2022](#)

Fiscal Report

Statistics

- a) [Library Statistics December 2022](#)
- b) [SHPL 2022 Year end Review](#)

Unfinished Business

- a) [Updated Request for Reconsideration form](#)
- b) [Updated Collection Development Policy document](#)

New Business

- a) Discussion of possible collaboration with School District for library cards for all students.

Next Regular Library Board Meeting - ENTER DATE HERE

- a) February 9, 2023 4:30pm

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.

Sweet Home Public Library
Library Advisory Board Minutes December 8, 2022

Call to Order

The meeting was called to order at 4:30 pm

Present:

Charlene Adams

Eva Journey

Jamie Frick

Kelsey Hicks

Susan Coleman

Staff:

Megan Dazey, Library Director

Approval of Minutes – no minutes to approve this month

Report of the Librarian:

Dazey went over the submitted report. Some questions were asked about the new Communication/IT position and the new temporary staff person. More detail was given about the issues with the plumbing and HVAC. The HVAC work was covered by warranty.

Fiscal Report:

No Fiscal Report available

Statistical Report:

No questions about the statistics.

Old Business:

Continued discussion on the Request for Reconsideration Form. We agreed to add the Library Bill of Rights and Freedom to Read statements to the top Yes/No area. We discussed several of the questions and rewrote some of them to be clearer. Changes to be reflected in the updated version of the Policy presented at the January meeting.

Started discussion on the Collection Development Policy, focusing on the procedure for the Request for Reconsideration. Some minor changes to make the steps clearer and made sure that the Library Board was okay with the timeline. Updated version will be presented at the next Board meeting in January.

New Business:

No new business

Adjournment:

Meeting adjourned at 5:18 pm

Sweet Home Public Library
Library Advisory Board Minutes November 10, 2022

Call to Order

The meeting was called to order at 4:30 pm

Present:

Don Hopkins

Eva Journey

Kelsey Hicks

Susan Coleman

Staff:

Megan Dazey, Library Director

Approval of Minutes – no minutes to approve this month

Report of the Librarian:

Dazey went over the submitted report.

Introduced new City Manger, brief discussion about the new building and location and history.

Fiscal Report:

No Fiscal Report available

Statistical Report:

No questions about the statistics.

Old Business:

No old business

New Business:

Started discussion on the Request for Reconsideration Form with examples from several other libraries.

Library Director will write up a policy for review at next month's meeting

Will start discussion of the Collection Development Policy at the next meeting.

Adjournment:

Meeting adjourned at 5:00 pm

Report of the Librarian for December 2022 January 2023 Activities

Unfinished Business:

Updates to Policy Manual discussion.

New Business:

December was fairly quiet with the holidays. Our attendance and checkouts stayed steady for the month, even with fewer days open.

Collection updates:

The City continues to be on a spending freeze. The Library has been able to get prior approval for any necessary spending needs, especially collections. Freeze should be lifted after the second City Council meeting in January.

Building issues:

The book drop bin at the main desk has hidden many secrets from us over the years. A book recently disappeared into it, so Public Works took it apart and found items dating back to 1971 inside.

In building updates:

Still waiting on our mural painter.

We continue to contemplate how to grow certain collections that have been checking out very well and we need to add more items, but are out of space to do so.

Passive Programming:

Our Holiday crafts were very popular, including our several weeks long multiple craft table we set up in the teen room.

In-person Programming:

We are seeing around 16 kids at each of our Story Times. We are contemplating the need for an additional Story Time each week. We took a break for two weeks over the holidays.

Our next Community Read will be There There by Tommy Orange. Books should be available to pickup starting January 10. Discussions will be February 28th and March 1st.

We have a second performer/educational experience booked for our Summer Reading Program already and will work on connecting with the school district for Summer School attendees to attend the programs.

New Building:

We are looking at ordering a new outdoor bookdrop very soon and having it installed on Kalmia with better access than our current one. It would also be able to take media and books in separate bins. The drop can also move with us where ever we go. The older green drop will move to City Hall.



Sweet Home Public Library

Statistics

December 2022	This month December 2022	Last month November 2022	Year to date 2022	Previous year 2021*(total)
Patron Activity				
Door Count	2768	2752	30342	n/a
Program participants (all ages)	57	98	589	n/a
Total programs(all ages)	8	14	41	10*
Circulation and Renewals				
Checkouts & renewals	4813	4426	52702	37848
E-audio & E-book checkouts	562	460	5692	5491
Total items checked out	5374	4886	58394	43339
Public Computers				
Logins	221	210	2497	2104
Resource Sharing Savings				
Cost savings	4030.62	4420.15	35892.88	n/a
Items borrowed by consortium libraries	225	233	2949	n/a
Items borrowed from consortium libraries	214	163	2873	n/a
Volunteer Hours				
Hours worked by volunteers	53	53.5	528	260

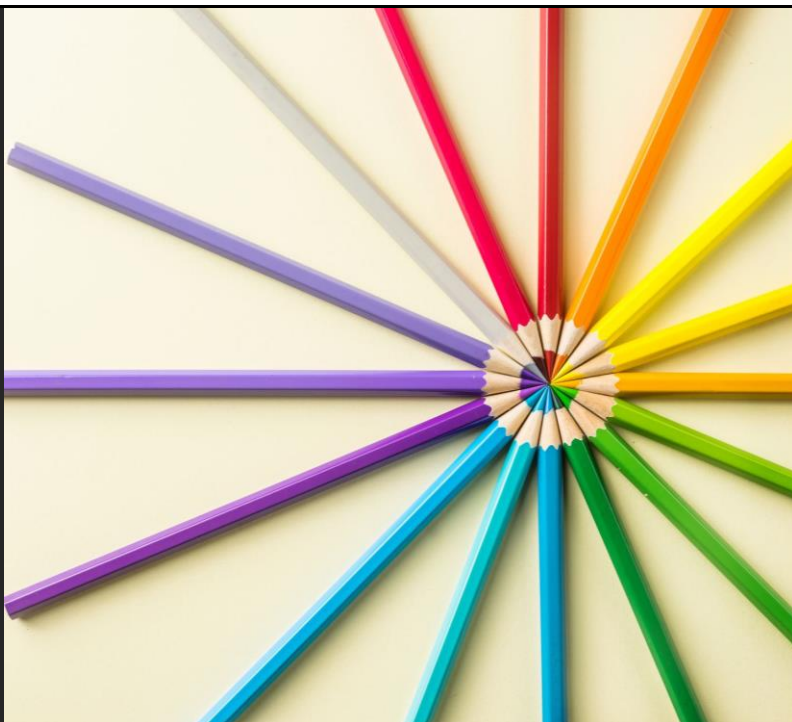
Events this month: We had 3 storytimes and 5 teen game events. We had drop in crafts available all month, and they were highly used. We gave out almost 100 ornament kits.

Building updates: We had plumbing issues in the public bathrooms fixed on multiple occasions. We continue to move collections around to find more space in their age specific areas.

Items of note: With the new year and new City Council, we redesigned the statistics report to more closely match statistics gathered for the annual report to the State Library of Oregon. The Library Advisory Board is working on several Library Policy updates.

SWEET HOME PUBLIC LIBRARY

2022 YEAR IN REVIEW



1

SUMMER READING



Art in the Park Participants - 347
Teen Drop in Games & Crafts - 17

Reading Challenge Participants -
Kids - 161
Teens - 26
Adults - 18

Funding from the FRIENDS OF THE
SWEET HOME LIBRARY

2

STORYTIME



Inside and Outside!

Total storytimes:
17

Average of 16 kids for
each Fall storytime

Bears harmed: 0

3

PROGRAMS



- My First Library Card
- 1000 Books Before Kindergarten
- Take and Make Crafts
- Community Reads
- Teen Game Afternoon
- Local Author Book Signings
- Drop in Crafting



4

OREGON'S DINO-STORY



Fan Favorite
Dinosaur:
T-Rex

Dinosaur Facts
Learned:
Thousands

Excited Kids:
All of Them

Partnership with UO's
Museum of Natural and
Cultural History



5

VOLUNTEERS



Number of Volunteers: 15
Hours of Work Donated: 528



Work Done:
Summer Reading Programs
Shelving
Weeding
Processing Materials
Storytime Prep
Cleaning
Organizing
Crafting with kids, teens and adults

6

CIRCULATION



Checkouts INCREASED **35%**

We are FINE FREE

We have AUTOMATIC RENEWALS

Shared with LLC **2949 items**
Borrowed from LLC **2873 items**

New Library cards issued **606**

Top Circulating collections:
DVDS, Picture Books, Adult Fiction, Teen
Graphic Novels



7

TECHNOLOGY



2497 log-ons to public computers
High use of children's computers
High use of printer and scanner
5692 e-books and e-audiobooks loaned

Requests for WiFi printing
Requests for faxing
Requests for computer skill classes



8

COLLECTIONS



Updated and refreshed all collections
 Added: Museum & Wilderness Passes, Games & Puzzles
 1000s of new titles
 Added TV series on DVD



9

OUR COMMUNITY

Over **30,000** people came through our doors in 2022. That's 3 visits per resident!

Almost **60,000** items checked out in 2022. That's almost 6 items per resident!

The library owns **30,000** items.

Reached over **16,000** unique people via Social Media.

Created an Instagram page

Each social media post averages over **100** views

Interacted with hundreds of families at community events

Handed out **2000** FREE Covid tests

Survived an earthquake!



10

CHALLENGES

SPACE

- Limited space for programs
- Limited amount of seating
- No private meeting spaces
- Limited shelf space for some collections

STAFFING

- Heavy reliance on volunteers
- Limited hours we can be open
- Time off is difficult for staff and volunteers

Baby Yoda and Darth only cause troubles!



Request for Reconsideration of Library Materials

Author:

Title:

Publisher:

Published year:

Request initiated by:

Contact information:

Do you live within the Sweet Home School District? (PLEASE CIRCLE ONE): YES NO

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

I have read ALA policies listed below: (PLEASE CIRCLE ONE): YES NO

Freedom to Read Statement (<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>)

Library Bill of Rights (<https://www.ala.org/advocacy/intfreedom/librarybill>)

1. What concerns you about the resource? (please be specific)

2. Is there an age group would you recommend this material?

3. What are the positive aspects of this material?

4. Have you read or viewed the material in its entirety?

5. What action are you requesting the committee consider regarding this material?

Signature of Complainant

Date of complaint

Reviewed 12/13/2022

Collection Development Policy Sweet Home Public Library

Purpose

The Collection Development Policy supports the Library in its mission by defining collection development principles. It provides direction for the growth, maintenance and development of collections and communicates these guiding principles to library staff, the Library Advisory Board and to the public.

General Principles

Intellectual Freedom

Library users make choices as to what they and their children will use based on individual interests and standards. The Sweet Home Public Library supports the right of each family to decide which items are appropriate for use by their children and at which age they the items are appropriate. The Library adheres to the principles of intellectual freedom adopted by the American Library Association (ALA) as expressed in their Library Bill of Rights, the Freedom to Read and Freedom to View statements (available on their website at ala.org). The Library, the Library Advisory Board and Library staff will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its contents by the Library.

Diversity

The SHPL's goal is to collection materials that reflect a wide range of views, expressions, opinions, and interests. Specific items acquired for the collection may include those that are unorthodox, unpopular with the majority or controversial in nature. The Library's acquisition of such material does not constitute endorsement of the material's content.

Selection Procedure

Responsibility

Final selection of library materials lies with the Library Director or Library staff designated by the Library Director.

Collections

The Children's Collection generally contains materials specifically written for children from birth to age 12.

The Young Adult Collection generally contains materials specifically written for youth ages 13-17.

The Adult collection generally contains all other materials.

Criteria

General selection criteria includes, but is not limited to the following:

- Budget and space limitations
- Public demand, interest or need

12/13/2022

- Popular interest, significance, or permanent value
- Timeliness of information contained within the item
- Relation to existing collection
- Authenticity of historical, regional, or social setting
- Suitability of subject and style for the intended audience
- Local emphasis or relation (including local authors)
- Relevancy of format of the item
- Availability from Linn Consortium Libraries
- Availability from approved vendors
- Compatibility with the Library's computer platforms
- Ease of access

Purchase suggestions

Purchase suggestions must meet the general selection criteria for consideration and must be made by a SHPL card holder.

Request for Reconsideration of Materials

The Library Director is available to discuss the comments and suggestions about an item the Library already owns. If the reconsideration needs to be formalized, then the request for reconsideration must follow a process.

The Request for Reconsideration form must be completed and returned to the Library Director. The Library Advisory Board will be notified of the filled out form and a discussion will take place at the following Library Advisory Board meeting provided the form is returned at least seven (7) days prior to the next meeting. If the deadline is not met, then the discussion will take place at the next Library Advisory Board meeting. This allows time for all Library Advisory Board members to fully consider the material in question. The Library Advisory Board and the Library Director together will make the final decision on the item in question.

Gifts, donations, and memorials

The Library welcomes donations of books and other materials as well as financial contributions to purchase library materials. Any donated items that the SHPL does not add to the collection will be given to the Friends of the Sweet Home Public Library for sale at their Community Bookstore. All proceeds from the Friends of the Library Community Bookstore support SHPL's mission and programs, including funding of our Summer Reading Program.

Replacement and withdrawal of materials

SHPL continuously evaluates the collection to ensure its usefulness, relevance, and quality for the community. The evaluation relies on staff's professional expertise to assess the collection and the ever changing needs of the community. Items may be removed or replaced if item is:

- Contains dated or obsolete information, even if some of the information is useful
- Newer editions available

- Unused duplicates
- Damaged and/or poor condition
- Space and/or budget constraints
- Additional copies are available in the Linn Library Consortium
- Insufficient use of item
- Online copy availability
- No longer available from publisher or vendors