



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

March 14, 2024, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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

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## 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) [2024-02-08 Library Board Meeting Minutes](#)

## Report of the Library Services Director

- a) [Report of the Library Director - February 2024](#)

## Fiscal Report

## Statistics

- a) [Statistics Report - February 2024](#)

## Old Business

## New Business

- a) [Welcome & Introductions - New Board Members](#)

## Next Regular Library Board Meeting

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 LIBRARY BOARD MINUTES

February 08, 2024, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## **Present:**

Chairperson Charlene Adams  
Vice Chairperson Eva Jurney  
Board Member Kelsey Hicks

## **Staff:**

Kelcey Young, City Manager  
Megan Dazey, Library Services Director  
Cecily Hope Pretty, Administrative Services Director

## **Call to Order**

The meeting was called to order at 4:30 PM.

## **Review / Approval of Minutes**

- a) 2024-01-11 Library Board Minutes

Vice Chair Jurney moved to approve the minutes of the January 11, 2024 Library Board meeting. Board Member Hicks seconded the motion. The motion carried unanimously.

## **Report of the Library Services Director**

- a) Report of the Library Director for January 2024

Director Dazey stated that the department currently had a grant to fund a position supporting the Affordable Connectivity Program but the program had recently been suspended by Congress. She noted that the position's focus would transition to assisting patrons with computer use, job applications, and resume writing until the funding ended. She added that the State Library of Oregon would provide a \$5,000 technology grant to support these efforts and staff would obtain quotes for new technology.

Director Dazey stated that efforts on external upgrades were continuing and Public Works would pour a concrete pad for a table, bench, and bike station once the weather improved.

Director Dazey stated that staff was working to obtain new grants and reporting on existing grants. She noted that the annual budget was under development and budget goalsetting would take place soon.

Director Dazey stated that the library had a new circulation desk that was more accessible to patrons and children. She noted that in-person programming was increasing month over month with good attendance. She added that staff planned to coordinate their annual summer reading kickoff event with the annual Safety Fair at Sankey Park to enhance participation.

Director Dazey reminded the Board that their letters of support were needed to support grant applications for a new library building.

No action was required for this item.

**Fiscal Report**

This item was not heard.

**Statistics**

- a) Statistics Report – January 2024

Director Dazey presented the monthly and annual statistics report. She noted an increase across reporting measures and highlighted the number of library cards issued.

No action was required for this item.

**Unfinished Business**

There was no additional unfinished business to be heard.

**New Business**

- a) Blank Budget 2024-25
- b) Proposed Budget 2024-2025

Director Dazey presented the proposed Library budget for Fiscal Year 2024-2025 and highlighted a significant decrease in support services charges to the benefit of the fund. City Manager Young added that grants currently closed the gap of operating deficits.

Board Member Hicks moved to support the Library Fiscal Year 2024-2025 budget as proposed. Vice Chair Jurney seconded the motion. The motion carried unanimously.

Director Dazey asked of the status of Library Board applicants to fill the existing vacancies. Director Pretty stated that the Administration, Finance, and Property Committee had met to interview applicants and made two recommendations for City Council consideration at their next regular meeting.

No further action was required for this item.

**Next Regular Library Board Meeting**

- a) Next Meeting – March 14, 2024

Director Dazey noted the date and time for the next Library Board meeting.

No action was required for this item.

**Adjournment**

There being no further discussion, the meeting was adjourned at 5:00 PM.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Library Services Director, Secretary to the Board

## **Report of the Library Director for February/March 2024 Activities**

### **Unfinished Business:**

The FY 2024/2025 budget was presented to the Finance Director and City Manager. It will now move on to the Budget Committee

### **New Business:**

We are waiting to hear if we got a grant to fund a teen intern for the summer (we should hear back in the next week).

The Friends of the Library applied for a grant to fund replacement Little Free Libraries and one additional library. We hope to hear back in the next month and already have volunteers lined up that will keep them filled.

I applied for a grant funded 18 month library leadership program and am waiting to hear back if I was accepted.

We are receiving a grant from the State Library that will cover 3 new patron computers and 1 new children's AWE computer. We will also be getting some headsets and cameras to test out the feasibility of offering them for online appointments or meetings for patrons. Once the check arrives, then the items will be purchased.

### **Collection updates:**

Our Seed Lending Library is up and lots of seeds have been donated (through grants and non-profit donations). We have already had several hundred seed packets go out.

We are doing an ongoing monthly weed of different collections to keep up with new additions and making space where needed. Our children's collection is the most problematic since items check out but we continue to be really tight on space. Every Children's graphic novel has checked out in the last 2 years, but we are out of space to grow the collection in the current location.

### **Building issues:**

We are hoping that as the weather changes, Public Works will be able to continue the work on the new seating area and bookdrop on the outside of the building. We hope to have the outside pressure washed soon too.

### **In building updates:**

Our 5 hour/week Janitor has started and is doing a great job cleaning and making the library feel fresher and more inviting.

### **In-person Programming:**

Valentine's Tea had over 60 participants. Our weekly family friendly movies have been averaging 10-15 people. Storytimes are still going strong, attendance can be dependent on the weather, but with Spring coming up, we expect the numbers to continue to grow.

The Community Read book discussion is coming up in April. People seem to have enjoyed the book (West with Giraffes) so far.

In June we will be part of a combined Safety Fair/Summer Reading kickoff event at Sankey Park.

We are now hosting the Inkslingers Writing group on Tuesdays.

We are helping to coordinate the Saturday Community Market that will start in May in our parking lot.

### **New Building:**

Land Acquisition and development of partnerships to build a new Library is part of the City Council goals for FY 24/25 as one of the goals to "Rejuvenate Essential Services"



Sweet Home Public Library

**Statistics**

<b>February 2024</b>	This month February 2024	Last month January 2024	Year to date 2024	Previous year 2023
<b>Patron Activity</b>				
Door Count	3590	3002	6592	31,161
Program participants (all ages)	494	214	708	2127
Total programs(all ages)	24	21	45	148
<b>Circulation and Renewals</b>				
Checkouts & renewals	5563	5512	11,075	62,060
E-audio & E-book checkouts	707	696	1403	6971
Total items checked out	6270	6208	12,478	69,031
<b>Public Computers</b>				
Logins	207	196	403	2597
<b>Resource Sharing Savings</b>				
Cost savings	5863.19	4900.93	10764.12	59,496.76
Items borrowed by consortium libraries	360	371	731	4266
Items borrowed from consortium libraries	428	463	891	3871
<b>Volunteer Hours</b>				
Hours worked by volunteers	43	42	85	671.75
<b>New Library Patrons</b>				
New patron cards issued	40	42	82	623

***This month I would like to highlight one hour on one snowy morning.***

Storytime with 20 kids and caregivers (low because of the weather), everyone stayed longer to stay warm, dry, chat, and let the kids be active.

One homeless family hanging out to be warm, dry and charge devices.

Several older patrons in to warm up and pickup books or movies to watch at home.

2 people working on job applications.

1 person seeking help writing a resume.

1 person seeking help to change their child's name.

1 person seeking information about her dog's health

Several people needing help to print documents (mailing labels, taxes, resumes, court documents)  
Adults and kids checking out and returning 100+ books.  
Other random teen and adult patrons that didn't necessarily interact with staff during that time (including bus schedule information, picking up seeds, sitting and reading, general internet browsing)  
All five staff in the building were helping people and there was still a line needing additional help. The Library is a community hub that is necessary in people's lives, even on a cold snowy February morning.

Also, our Valentine's Day Tea Party on February 10<sup>th</sup> had over 60 participants! We were prepared for about 40. This was our biggest non-summer, non-reptile program in 4+ years.

Library Advisory Board Short and Optional Trainings available from the Oregon State Library

<https://libguides.osl.state.or.us/conted/boardtraining>

If you are interested, please follow the above link and sign up for a free account.