



CITY OF SWEET HOME LIBRARY BOARD AGENDA

December 12, 2024, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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

Meeting Information

To request a live-stream of this meeting, please contact 541-367-8969 or cpretty@sweethomeor.gov at least 48 hours in advance of the meeting.

Call to Order

Roll Call

Review & Approval of Minutes

- a) [2024-11-14 Library Board Meeting Minutes](#)

Report of the Library Services Director

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

Statistics

- a) [Library Monthly Statistics November 2024](#)

Fiscal Report

New Business

- a) Library December 2024 Newsletter
- b) [Draft 2025-2030 SHPL Strategic Plan](#)

Adjournment

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

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

Call to Order

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

PRESENT

Vice Chair Eva Journey
Board Member Jen Castaneda
Board Member Jim Corley
Board Member Kelsey Hicks
Board Member Caryn Wise

STAFF

Megan Dazey, Library Services Director
Cecily Hope Pretty, Assistant City Manager Pro Tem

Vice Chair Journey welcomed new Board Member Jen Castaneda.

Review & Approval of Minutes

- a) 2024-08-08 Library Board Meeting Minutes

Board Member Hicks moved to approve the minutes of the August 8, 2024 Library Board Meeting. Board Member Wise seconded the motion. The motion carried by the following vote:

AYE: Journey, Castaneda, Corley, Hicks, Wise
NAY: None

Report of the Library Services Director

- a) Report of the Library Director - November 2024

Director Dazey stated she was currently working with staff on a five-year strategic plan for 2025-2030 and would return with a draft at the next Board meeting. She noted that the State Library updated its packet for all kinds of library-related board members and requested that the Library Board review it. She stated that the library received a yearly endowment grant from the Oregon Library Association in the amount of \$1,000. She added that the library was selected to receive the door donations from the annual Singing Christmas Tree performance and requested volunteers to support donation efforts.

Board Member Castaneda asked if the timing of the five-year plan coincided with the library's five-year levy. Director Dazey confirmed that it did.

Director Dazey reviewed recent changes to collections. She stated that the library received a new water filling station. She highlighted the addition of a new table and bench outside the library. She described upcoming youth programming.

No action was required for this item.

Statistics

- a) Library Statistics October 2024

Director Dazey noted increases in statistics in several categories.

Board Member Corley noted a decrease in volunteer hours over the previous year. Director Dazey stated that the Friends of the Library had less availability to volunteer compared to last year.

No action was required for this item.

Fiscal Report

There was no fiscal report to be heard.

Old Business

There was no old business to be heard.

New Business

The State Library Report was reviewed at this time.

- a) State Library Statistical Report for 2023/2024

Director Dazey stated that an annual statistical report to the Library Board was required by law. She noted that the report covered July 2023 to June 2024.

No action was required for this item.

The Chair Election item was heard at this time.

- b) Chair Election

Board Member Wise moved to nominate Vice Chair Journey as Chair. Board Member Corley seconded the motion. The motion carried by the following vote:

AYE: Journey, Castaneda, Corley, Hicks, Wise

NAY: None

Assistant City Manager Pro Tem Pretty stated that the election left a vacancy for Vice Chair and requested a nomination.

Board Member Hicks moved to nominate herself as Vice Chair. Chair Journey seconded the motion. The motion carried by the following vote:

- c) Library Newsletter November 2024

Director Dazey highlighted the creation of a new library newsletter. She requested feedback and ideas for content.

Chair Journey asked of the intended audience. Director Dazey replied that there was not a target audience but rather it was for all of Sweet Home. Chair Journey asked where it was distributed. Director Dazey replied that it was posted at the library and the Chamber of Commerce, on Facebook, and it was available digitally if people signed up with their email address. Chair Journey requested that Director Dazey verify the reading level of the newsletter and ensure it was at a level appropriate to the community.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 5:02 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board

Report of the Library Director for Nov/Dec 2024 Activities

Collection updates:

We will be adding another bookcase in the teen room to accommodate more graphic novels and manga. Teens are asking for new series and we can't currently shelve them. We are discussing ways to find more space for the children's graphic novels. Except for our Northwest Collection, all titles or series in our building have checked out in the last five years.

Building issues:

After 3 years, one of our toilets was finally replaced! Our plumbing only allows for residential plumbing, so we had to get a special high powered toilet to accommodate it.

Our Handicap access door continues to have battery issues. It looks like one of the batteries is having a failure and a new one is being ordered. We have also applied for a national grant that could cover a new door mechanism.

In building updates:

We had our highest door count ever in November (at least since we added door counters 3 years ago), 6,926 people came through the doors. We also had our highest checkout day with over 600 items being checked out. We are now regularly checking out around 500 items every Tuesday.

In-person Programming:

Our first Crafternoon for teens and adults was a hit! We have 2 more happening this month. Our Lego Creator's Club is also incredibly popular. We will be starting a teen anime club in January. We are looking at titles for our next Community Read.

New Building:

No new updates to report this month.



Sweet Home Public Library

Statistics

November 2024	This month November 2024	Last month October 2024	Year to date 2024	Previous year 2023
Patron Activity				
Door Count	6926	4050	42,412	31,161
Program participants (all ages)	158	425	3490	2127
Total programs(all ages)	22	35	296	148
Circulation and Renewals				
Checkouts & renewals	6614	6732	66,098	62,060
E-audio & E-book checkouts	740	723	8177	6971
Total items checked out	7354	7455	74,275	69,031
Public Computers				
Logins	240	283	2793	2597
Resource Sharing Savings				
Cost savings	5077.09	5725.96	58,428.68	59,496.76
Items borrowed by consortium libraries	356	379	3905	3871
Items borrowed from consortium libraries	447	424	4654	4266
Volunteer Hours				
Hours worked by volunteers	15.25	42	439	671.75
New Library Patrons				
New patron cards issued	31	60	594	623

Items of note: Despite being closed for 4.5 days due to holidays, we had our highest number of people in the door in at least 5 years, if not longer.

Our top volunteer is currently not available to volunteer, so our volunteer hours are way down for the rest of the year.

Strategic Plan of the Sweet Home Public Library

2025-2030

Mission Statement

The Sweet Home Public Library transforms lives by educating, inspiring, and connecting people. The Library is dedicated to fostering an informed, engaged and connected community.

Core Values Statement

Our users are not only our customers, but they are also the reason the Library exists. **We provide a safe and welcoming environment for all of our patrons.** Services are provided in an equal manner that is sensitive to and supportive of human differences. We are a learning organization that is not afraid to change and take appropriate risks in pursuit of meeting community needs. We periodically assess our services and methods. We conduct the library functions with integrity and responsibly by maintaining high standards in our work and a sense of pride. **We support our community members, where all can be respected and valued as part of the community.**

Goals and Objectives

Goal 1: Work towards a new (or) updated facility

Objective : Acquire Property *(with donated funds)*

Objective : Find/secure additional funding and partnerships

Objective : Clearly communicate need for new facility (and funded library in general)

Objective: Building plans with Architect

Objective: Be creative with use of space and location

Objective: Break Ground

Goal 2: Increase awareness and usage of the library by intensifying marketing and promotion and communication

Objective : Increased communication throughout the community to enhance awareness of all that is available and possible at the library

Objective : Library Newsletter (email list and on website)

Objective: Extend the library's visibility in the community

Objective: Host an annual Open House to highlight the library and library resources and library card sign ups

Objective: Update and streamline Library Website

Objective: Send "Welcome to the Library" emails to new card holders that provide email addresses

Goal 3: Provide enlightening and entertaining learning experiences for all residents of all ages and abilities.

Objective : Increase access to and use of library resources by reducing barriers and enhancing collections

Objective : Develop services and programming that inclusively meet the needs of the community

Objective : Develop and implement new ideas to make the library a more accessible, exciting, and safe destination for all

Objective: Computer literacy classes/one on one help for all

Objective: Form a Teen Advisory Group

Objective : Increase adult programs

Objective : Offer tween programs for tweens

Goal 4: Promote literacy and enrich people's lives through lifelong learning

Objective: Offer current, high-demand, high-interest materials in a variety of formats for borrowers of all ages

Objective : Create and promote collections that are reflective of cultural heritage, cultural backgrounds, and social identities and are inclusive of the needs of all persons in the community

Objective : Ensure access to diversified collections

Objective: Work with school district to offer tours, storytime or research help to all school district students (during school hours) via visits to the Library

