



CITY OF SWEET HOME LIBRARY BOARD AGENDA

February 13, 2025, 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:

Call to Order

Roll Call

Review & Approval of Minutes

- a) [2025-01-09 Library Board Meeting Minutes](#)

Report of the Library Services Director

- a) [Report of the Library Director Jan/Feb 2025](#)

Statistics

- a) [SHPL Statistics Jan 2025](#)

Fiscal Report

Old Business

- a) [Final Strategic Plan 2025-2030](#)

New Business

- a) [SHPL February 2025 Newsletter](#)
- b) [Overview of Public Library Standards](#)
- c) [Oregon State Library Dataset for 2024](#)

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.

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CITY OF SWEET HOME LIBRARY BOARD MINUTES

January 09, 2025, 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.

Roll Call

PRESENT

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

ABSENT

Board Member Jen Castaneda

STAFF

Megan Dazey, Library Services Director
Adam Leisinger, Special Projects Manager

Review & Approval of Minutes

- a) 2024-12-12 Library Board Meeting Minutes

Board Member Corley moved to approve the minutes of the December 12, 2024 Library Board meeting. Board Member Wise seconded the motion. The motion carried by the following vote:

AYE: Journey, Hick, Corley, Wise

ABSENT: Castaneda

Report of the Library Services Director

- a) Library Director Report Dec 2024/Jan 2025

Director Dazey stated that staff was considering the creation of a collection targeted for 8-13 year olds. She noted that shopping carts were no longer allowed on the library property due to ongoing access issues. She highlighted a \$2,000 donation from the Singing Christmas Tree's audience donation that was used in part to purchase a new gaming table for the teen room. She noted that the library hosted almost one program per day on average. She highlighted the popularity of two upcoming sourdough classes. She provided an update on the Winter Bingo contest. She stated that the library received a donation from a trust for a total of over \$800,000 in donations towards a new library location. She noted that she was accepted to be part of the Libraries Advancing Community Learning to Reduce Substance Abuse national forum in May 2025.

No action was required for this item.

Statistics

- a) Library Statistics Dec 2024

Director Dazey stated that she added a column with percentages showing year-over-year changes. She highlighted the work of staff who contributed to improved statistics in almost all categories. She noted that the Library Operating Levy would be on a future ballot for voter approval.

No action was required for this item.

Fiscal Report

Director Dazey stated that expenses were right around 50% for the year.

No action was required for this item.

Old Business

- a) Final Strategic Plan 2025-2030

Director Dazey asked for any additional feedback on the proposed Strategic Plan.

There was consensus to move forward with the Strategic Plan as proposed.

New Business

- a) SHPL January 2025 Newsletter

Director Dazey provided a copy of the latest newsletter.

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 Jan/Feb 2025 Activities

Collection updates:

We have received hundreds of DVD donations in the last month. We are adding the ones that are in the best shape and our patrons would watch. Because of this we have had to add an additional DVD shelf. DVDs continue to be our top checked out collection with many people visiting daily to check out more DVDS. Our teen graphic novel section has also had another shelf added. Graphic novels are the top checked out item for our teens.

Building issues:

We have replaced a second public toilet with a new high powered toilet. We have also added sharps containers in each of the public bathrooms. Hopefully this combination will stop toilets from becoming clogged so often. We had a power surge recently when a transformer blew nearby, this caused the heating system to not work for several hours and for a blower fan to cease to work. The fan has been replaced and everything is working again.

In building updates:

Our Seed Lending Library opened on February 4th. We have given out hundreds of packets of seeds already. Our normal source for seeds is no longer available, but we have had several other companies step up to donate large quantities of seeds to us.

In-person Programming:

Our sourdough class had more interest than we had space for. We added a second class and still have way more interest in the class than we have space for.

Our Lego Creator Club is close to reaching maximum available space each week. We have several additional Lego donations on their way, so Legos aren't going to run out any time soon!

New Building:

No new updates

Other updates:

We have received a donation from Sunshine Industries to cover the costs for having a paid Summer Teen Internship again this summer. We are waiting to hear back on several other grants that could cover a variety of needs from an additional teen intern to a new handicap access door to books for our summer reading program. Unfortunately many grant sources have been cutoff due to recent government changes, specifically grants related to technology, health and rural communities.



Sweet Home Public Library

Statistics

January 2025	This month Jan 2025	Last month Dec 2024	Year to date 2025	Previous year 2024
Patron Activity				
Door Count	4254	3208	4254	45,620
Program participants (all ages)	300	207	300	3,697
Total programs(all ages)	30	27	30	323
Circulation and Renewals				
Checkouts & renewals	6473	6152	6473	72,250
E-audio & E-book checkouts	749	683	749	8,860
Total items checked out	7222	6835	7222	81,110
Public Computers				
Logins	209	223	209	3,016
Resource Sharing Savings				
Cost savings	5490.27	5136.54	5490.27	63,565.22
Items borrowed by consortium libraries	438	395	438	4,300
Items borrowed from consortium libraries	505	473	505	5,127
Volunteer Hours				
Hours worked by volunteers	16	11.5	16	450.50
New Library Patrons				
New patron cards issued	36	26	36	620

Events this month: Our Sourdough class, storytimes and Lego Creators Club are all super popular and we are needing to limit participation due to space constraints. Our seed lending library starts up on Feb. 4th. We received seed donations from different companies this year as our largest donation site was no longer available. We are happy to be able to continue this program for the community.

Building updates: On 1/30 we had a power surge and our heat system turned off. Our HVAC company was able to get it running again and ordered new parts to be installed the first week of February.

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 : Clearly communicate need for new facility and a well funded library

Objective : Acquire Property (*with donated funds*)

Objective : Find/secure additional funding and partnerships for new facility

Objective: Building plans with Architect

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

Objective: Update and streamline the Library Website

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

Objective: Form a Teen Advisory Group

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 for all ages

Objective : Continue to promote the Library as a safe destination for all

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 and ensure access to a diverse range of collections for all in the community.

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

Objective: Find grants/funding opportunities for literacy related materials and programs

Goal 5: Support the economic health of the community

Objective : Build, maintain, repair and establish community relationships

Objective : Host job/volunteer fairs and job skills classes at the Library

Objective : Collaborate with community partners to improve access to services and resources

Objective: Secure funding for a yearly Teen Internship Program

Approved by Sweet Home Public Library Director and Library Advisory Board,

Board President’s signature

Date

Library Director’s signature

Date

SWEET HOME LIBRARY NEWSLETTER

February 2025



NEW BOOK



Necy and Nay Nay and the
Tangled Hairy Mess

by Simone Dankenbring

Necy and Nay Nay always have the most twin-tastic ideas! Their latest is to open up a salon called Necy and Nay Nay's House of Style. They want to style their friends' hair, paint their nails, and give them facials. But, it turns out, the twins are not as good at being stylists as they think! Can Necy and Nay Nay work together to fix the hair-raising accidents?

Meet Simone on February 22nd at 2pm
in the Library!

FREE BOOKS

If you have a child under the age of 5 in your home, you can sign up with the Dolly Parton Imagination Library to receive one FREE book each month mailed to your home. Find more information here:
imaginationlibrary.com/

2024 IN REVIEW

45,620 people visited
323 programs presented
81,110 items checked out
29,509 items in the
collection
3,016 public computer uses
450 hours worked by
volunteers
620 New library cards
issued

SEED LENDING LIBRARY

Our Seed Lending Library
opens on February 4th!

Seeds are free if you will be
planting them in your garden!
Please only take what you will
use.



FEBRUARY EVENTS



KIDS

Every Thursday 10am Lapsit

Storytime

Every Thursday 11am Preschool

Storytime

TEENS

Thursday Feb 5 Teen Craft 4pm

Friday Feb 14 Teen Game Night

6pm

Thursday Feb 20 Anime Club 4-

6pm

Friday Feb 21 Teen Movie 6pm

ALL AGES

Every Tuesday 4pm Lego Creators
Club

Every Wednesday 3pm After
School Movie (G or PG rated)

Saturday Feb 15 Valentines Day
Afternoon Tea 2pm

Saturday Feb 22 Book Signing with
Simone Dankenbring 2pm



I DIDN'T KNOW THAT!?

Library storytime is a great way to get kids excited about books and learning while having fun. It gives families a chance to connect, and kids can make new friends while enjoying stories together.

Plus, it helps spark creativity and introduces little ones to all kinds of new ideas.

We offer two storytimes every week. All are welcome, no library card required

CONTACT INFO

1101 13th Ave Sweet Home

shpl@sweethomeor.gov

www.sweethomeor.gov/library

541-367-5007

follow us on Facebook and Instagram



Overview Public Library Standards – State and Local

For Public Libraries Serving Communities of More Than 2,000 (State Requirements per HB 2243)

<https://libguides.osl.state.or.us/minconpublibs/2000more>

Have at least one-half (50%) of its operational support from public funds

Be open to the public a minimum of 20 hours per week

Provide a collection comprising of books, media, or electronic resources

Offer at least one free public access computer with internet access

Offer free public wireless internet access (wi-fi)

Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents:

Dedicate at least .50 full-time equivalent (FTE) paid staff time exclusively to library functions

Have basic policies in place and accessible online for collection management, circulation and patron confidentiality that incorporates relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.

Provide basic services for reference and youth services

Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035

Additional Governance standards from the Oregon Library Association Public Library Standards

<https://www.olaweb.org/assets/PLD/PLDStandards/PLD-Standards-2021update-FINAL-071921.pdf>

The community has access to a legally established public library that meets the minimum standards above.

Community members can safely exercise their intellectual freedom rights in the library, as granted to them by the Bill of Rights to the U.S. Constitution and Article I of the Oregon Constitution.

The community is confident that its library is overseen by a library board and staff who are responsible public officials and stewards.

The community is informed about the library board's actions and community members' perspectives are considered in the decision-making process.

The community is informed about the role of the library and its plans for the future.

The public and staff go about their library business using established, easy-to-understand rules as outlined in policies approved by a governing board.

The community can easily access information about library policies.

The library maintains a staff of well-qualified professionals with the skills, knowledge, and abilities to serve the community as outlined in the library's mission, goals, and strategic plan.

The library maintains and adheres to accessible, well-defined, and consistent written policies governing the training, performance, and recognition of all staff in order to provide a clear and transparent organizational environment.

The library provides trained staff to facilitate a professional level of public services to all ages in the following areas: • Collection management • Community outreach • Event programming • Materials and technical services • Readers' advisory • Reference services • Services in languages other than English • Technology support during all library service hours • Website management • Youth services

The library targets and actively reaches out to minority populations through programming, collection development, outreach, and education.

Library staff and supporters are active and engaged participants in the community and in community organizations.

The library offers professional, relevant library services and collections that meet community needs and expectations

Library staff members are educated, engaged, and capable of adapting to community needs.

Library staff are engaged in professional library organizations.

The library adopts a collection management plan.

The library provides a curated, up-to-date, and diverse collection.

The library collects data and analyzes statistics to inform collection development and management and to assess collection performance.

The library has a digital catalog of its materials.

All users have access to all materials.

The library provides services free of charge to everyone, as defined by written policies.

The library provides services to patrons of all ages and levels of literacy.

The library provides trained staff members who offer assistance to the public in the use of technology, circulation, and access to materials.

The library encourages/invites the community to make use of library space.

The library invites patrons to provide written feedback on the library and its services.

The library provides free educational and cultural programs to all ages.

The library provides early literacy programming.

The library invites patrons to provide feedback on its programs.

The library provides technology training and/or one-on-one assistance to the public.

The library provides access to relevant digital content

The library enables community members to create their own digital content.

The library provides technology resources to meet community members' job-seeking and entrepreneurial needs.

The library provides technology resources to meet community members' need for online government and legal information services and assistance.

The library provides technology resources to meet community members' need for educational support.

The library provides technology resources to meet community members' need for reliable health and wellness information.

The library accommodates users with disabilities.

The library makes strategic decisions based on community priorities for digital inclusion and innovation.

The library builds strategic relationships with community partners to maximize public access technology resources and services provided to the community.

The library supports continuous improvement in public access technology services internally and by sharing expertise and best practices with other providers locally, regionally, and nationally.

The library provides staff, technology, and processes to support community access to technology and information resources.

Libraries are active participants in their community.

Community members are actively involved in the library.

The library provides broad access to information about library services, opportunities, and challenges.

Staff and community members have the tools and support to effectively advocate for the library.

Community members think of the library as a central community gathering place

The library continually assesses community perception of the facility

Design supports the functions of the library with a plan for growth and incorporates current best practices for public libraries.

Design supports staff functions.

The library is designed to be welcoming to a diverse population for a variety of services.

The library provides an interior that reflects best practices in library user experience.

The library has a long-range facilities plan.

SHMC 2.12.040 LIBRARY BOARD—GENERAL POWERS.

The Library Board shall be an advisory board and shall have no executive or administrative powers or authority and this chapter shall not be construed as depriving elected or appointed officials of the city of any power they may have under the laws of the state or the Charter of the city. The Board shall have powers and duties as follows.

1. Upon request by the City Manager, the Library Board may assist in the interview process of selecting and appointing a library director. The City Manager, as the fiscal and administrative agent for the library, shall have primary responsibility for library personnel, including recruitment, selection, classification and pay and supervision.
2. The Library Board shall make recommendations to the City Council about rules and policies for the efficient and effective operation of the library, its services and programs.
3. The Library Board shall approve the budget request prepared by the Library Director for submittal to the Budget Committee.
4. The Library Board shall make recommendations for the acceptance, use or expenditure of any real or personal property or funds donated to the library under § 2.12.050.
5. The Library Board shall make recommendations for the selection of sites for public library buildings or for location of library facilities.
6. The Library Board shall approve an annual report to the state library and to the City Council submitted in a timely manner on a form supplied by the state library.
7. The Library Board shall develop and recommend to the City Council long-range plans for library service, consistent with city priorities and with state, regional and national goals for libraries.

https://www.sweethomeor.gov/sites/default/files/fileattachments/library_board/page/1341/library_board.pdf

The **2024 Oregon Public Library Statistical Report dataset** is now available on our website as an Excel file. These stats cover the reporting period of July 1, 2023 through June 30, 2024:

<https://www.oregon.gov/library/libraries/Pages/Statistics.aspx>

The Library Snapshot data visualization tool is available here:

<https://public.tableau.com/app/profile/statelibraryoforegon/viz/OregonPublicLibrarySnapshot/2022Snapshot>

This data is based on the data that each library submits to the State Library of Oregon each year in October for the previous year.

If you would like to go through the data one on one or have more in depth questions, just let me know and we can set up an individual meeting.