



CITY OF SWEET HOME LIBRARY BOARD AGENDA

May 09, 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

The City of Sweet Home currently does not plan to stream this meeting live. To request that option, please contact cpretty@sweethomeor.gov at least six hours prior to the meeting time.

Call to Order

Review / Approval of Minutes

- a) [2024-04-11 Library Board Meeting Minutes](#)

Report of the Library Services Director

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

Statistics

- a) [Statistics April 2024](#)

Fiscal Report

New Business

- a) Discussion on meeting schedule

Next Regular Library Board Meeting

- a) TBD

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

April 11, 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.

Roll Call

PRESENT

Chair Charlene Adams
Vice Chair Eva Journey
Committee Member Jim Corley
Committee Member Kelsey Hicks
Committee Member Caryn Wise

STAFF

Megan Dazey, Library Services Director
Cecily Hope Pretty, Administrative Services Director

COUNCIL

President Pro Tem Greg Mahler, Council Liaison

Review / Approval of Minutes

- a) 2024-03-14 Library Board Minutes

Vice Chair Journey moved to approve the minutes of the March 14, 2024 Library Board meeting. Committee Member wise seconded the motion. The motion carried unanimously.

Report of the Library Services Director

- a) Library Director Report March/April 2024

Director Dazey stated that the library had received a grant to hire a teen intern for the summer and reported that interviews would be held the first week of May. She noted that the grant would cover the salary of the intern entirely. She stated that the hired intern would be required to learn about the functions of the library and assist with summer reading programs, in addition to completing a project of their selection. She added that an additional grant was received from the Rural Development Institute (RDI) for \$2,000 to support youth programming and collections.

Director Dazey highlighted National Library Week and noted that the Mayor read a proclamation for same at the previous City Council meeting.

Vice Chair Journey asked of highlighting the library's accomplishments in the newspaper. Director Dazey replied that the New Era was highlighting the Friends of the Library.

Director Dazey stated that library staff was coordinating this year's Community Market beginning May 11th. She noted ongoing efforts to enhance the outdoor space of the library. She added that Programming & School District Librarian Kira Mikutaitis would be dedicating significant time to speak to the School District regarding digital literacy and safety.

Vice Chair Journey asked if digital literacy education could expand to standard library operations. Director Dazey replied that it would likely be offered through the library in the future, particularly for the local homeschool population.

Fiscal Report

There was no fiscal report to be heard.

Statistics

- a) Library Statistics March 2024

Director Dazey reviewed the monthly statistics and noted the ongoing increase in e-book utilization.

Chair Adams noted the high rate of borrowing through the Linn Libraries Consortium.

Unfinished Business

There was no unfinished business to be heard.

New Business

- a) New Business - Policy Discussion

Director Dazey highlighted potential areas of library policy change being raised as a result of recent patron engagement, including:

- Computer age restrictions
- Formalizing use of technology for patron meetings
- Computer time limits
- ID requirements for guest passes

Discussion ensued regarding each potential change. There was consensus to keep the current policies in place.

Next Regular Library Board Meeting

- a) Next Meeting May 9th, 2024 4:30pm

Chair Adams thanked Committee Members Wise and Corley for being active participants on the Library Board since joining earlier in the year. She reminded members of the next regularly scheduled meeting.

Adjournment

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

ATTEST:

Chair

Library Services Director, Secretary to the Board

Report of the Library Director for April/May 2024 Activities

Unfinished Business:

We conducted interviews for our teen summer intern position. An offer should be made this week. We had 6 applicants and each of them would have made a great intern. We will look at available funding sources to be able to provide this program again next year.

Kira and I attended the Oregon Library Association Annual Conference in Salem at the end of April. We attended sessions on : Creating your own OBOB program, Managing grants, School Libraries in Crisis, Building a Zine Collection, Coordinating Inter-agency programs and events, Summer Reading programs, Language of Books Bans, Memory Cafes, Inclusion in Storytime, and Book talking. In addition to the programs we also attended several feedback sessions, keynote addresses and social events to get to know librarians around the state and exchange ideas. Megan also presented on 13 Ways to Kill Your Library and volunteered at the registration desk. Next year's conference will be in Eugene.

New Business:

The Friends of the Library received a grant from the Sweet Home Community Foundation for new Little Free Libraries. We are waiting for payment before ordering them. Several volunteers are waiting to install them and then keep them full of books!

We just received a renewed grant from System of Care of Linn County for teen programs and teen support.

Collection updates:

We received a donation of over 700 DVDs. We will probably add 2/3rds of them, but will need to get creative with our space.

We have reached the point where every item in the Library has checked out within the last 5 years, with exceptions for some non fiction, classics and our Northwest Collections. In the kid's collection, items have checked out within the last 3 years, except for a handful of classic titles. We need more space!

Building issues:

We are still working on finishing the outdoor space. We have all of the parts, just need to do the work.

In building updates:

Our newly donated kid's table is out in the kid's area and is already a hit. It is larger and has a smooth surface that is easier to color on.

In-person Programming:

We are currently offering almost 1 program/event per day. We expect this to almost double during the summer months. This doesn't take into account our passive craft project table, or teens using our Nintendo Switch to play games with each other after school.

New Building:

I meet several libraries around the state working on construction projects and architects working on those projects while at OLA. We talked about funding sources, new ideas, and individual community needs.



Sweet Home Public Library

Statistics

April 2024	This month April 2024	Last month March 2024	Year to date 2024	Previous year 2023
Patron Activity				
Door Count	3324	3202	13,118	31,161
Program participants (all ages)	256	196	1160	2127
Total programs(all ages)	25	24	94	148
Circulation and Renewals				
Checkouts & renewals	5619	5774	22,468	62,060
E-audio & E-book checkouts	715	781	2899	6971
Total items checked out	6354	6555	25,387	69,031
Public Computers				
Logins	219	191	813	2597
Resource Sharing Savings				
Cost savings	5572.87	6132.81	22,469.80	59,496.76
Items borrowed by consortium libraries	318	403	1452	4266
Items borrowed from consortium libraries	398	430	1719	3871
Volunteer Hours				
Hours worked by volunteers	35.5	36.5	157	671.75
New Library Patrons				
New patron cards issued	87	37	206	623

Events this month: We have almost one event per day happening in the library, every day. The Summer months will see multiple events and programs happening every day.

Items of note: We received a donation of 700+ DVDs, most will be added to our collection. We received a donation of a new kid sized table for our kid’s area. 3 new grant funded patron computers will be installed soon. We will have a paid teen summer intern starting soon (100% paid for by a grant).

Kira and Megan attended the Oregon Library Association Annual Conference in April. We met, learned from, and presented to Librarians and library staff from across the state.

