



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

April 11, 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 does not currently offer a streaming option for this Board meeting. To request that option, please contact the Administrative Services Director at [cpretty@sweethomeor.gov](mailto:cpretty@sweethomeor.gov).

## Review / Approval of Minutes

- a) [2024-03-14 Library Board Minutes](#)

## Report of the Library Services Director

- a) [Library Director Report March/April 2024](#)

## Fiscal Report

## Statistics

- a) [Library Statistics March 2024](#)

## Unfinished Business

## New Business

- a) [New Business - Policy Discussion](#)

## Next Regular Library Board Meeting

- a) Next Meeting May 9th, 2024 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.



# CITY OF SWEET HOME LIBRARY BOARD MINUTES

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

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## Call to Order

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

### PRESENT:

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

### STAFF:

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

### COUNCIL LIAISON:

President Pro Tem Greg Mahler

## Review / Approval of Minutes

- a) 2024-02-08 Library Board Meeting Minutes

Board Member Hicks moved to approve the minutes of the February 8, 2024 Library Board meeting. Vice Chair Journey seconded the motion. The motion carried unanimously by those present.

New business was heard at this time.

## New Business

- a) Welcome & Introductions - New Board Members

Director Dazey asked new Board Members, Jim Corley and Caryn Wise, to introduce themselves and describe their personal connections to the library.

The remainder of each new Board Member's term was decided by chance in accordance with the City Charter, with Board Member Wise's term to expire on 12/31/2024 and Board Member Corley's term to expire on 12/31/2025.

No action was required for this item. The Report of the Library Services Director was heard at this time.

## Report of the Library Services Director

- a) Report of the Library Director - February 2024

Director Dazey stated that the library budget as previously recommended by the Library Board had been approved by the Finance Director and City Manager, and would go before the Budget Committee and City Council later in the year. She noted that there were several grants pending but the library was just awarded a grant to host a summer internship. She stated that the Friends of the Library applied for a grant that would cover the cost to replace Free Little Libraries around Sweet Home. She noted the receipt of an

additional technology grant and that staff was testing the feasibility of offering virtual assistance appointments or allowing patrons to check out equipment for home use. She stated that the Seed Lending Library was distributing 50-100 packets of seeds daily.

Board Member Corley stated that he would ask Territorial Seeds if they had additional seeds to donate.

Director Dazey stated that the Public Works Department would begin site improvements once the weather improved, to include a picnic table, bike repair station, and water fountain. She noted that the improvements would allow for improved access through the alleyway. She stated that the community book discussion on West with Giraffes would begin April 16. She stated that a new writing critique group called Ink Slingers began meeting on Tuesday mornings. She added that library staff would be assisting with coordination of the Community Market for 2024. Director Dazey highlighted that one of the 2024-2025 City Council goals was to support the development of a new library building.

Board Member Corley asked of the proposed size for a new facility. Director Dazey replied that the needs assessment identified an ideal size of 12,000 to 15,000 square feet compared to the current building size of 5,000 square feet.

No action was required for this item.

### **Fiscal Report**

This item was not heard.

### **Statistics**

- a) Statistics Report - February 2024

Director Dazey stated that almost all statistics were increased over January 2024. She highlighted the availability of State Library tutorials and trainings for the Board Members.

No action was required for this item.

### **Old Business**

There was no old business to be heard.

### **Next Regular Library Board Meeting**

Charlene Adams stated that the next Library Board meeting would be held on April 11, 2024.

No action was required for this item.

### **Adjournment**

There being no further discussion, the meeting was adjourned at 5:04 PM.

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Chair

ATTEST:

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Library Services Director, Secretary to the Board

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

### **Unfinished Business:**

We applied for and have received a grant to be able to hire a teen summer intern. We are currently accepting applications for this position. We received \$2000 for this grant and 100% of it will go towards the salary of the teen hired. We currently have 4 applicants and are expecting 5-10. Teens must be 16-19 years old during the time period. They will be learning how libraries work, working with our Programming Librarian on programs and work on their own projects.

We received a grant from the Rural Development Initiative Leadership Program for \$2000 for teen programs and collections. We will be working with RDILP members and our teen intern on how to best spend this grant.

### **New Business:**

This week is National Library Week! In addition to a Proclamation that was read at City Council this week, we are sharing different 2023 statistics on social media.

The Library is taking over management of the Saturday Community Market. This makes sense because it takes place in our parking lot and we have staff essentially on site during the market. So far we have a lot of interest from vendors.

Kira and I will be attending the Oregon Library Association's Annual Conference in Salem the last week of April. I will be hosting a meeting of the Public Library Division at the Salem Public Library and presenting a program during the conference.

### **Collection updates:**

We now have a designated section for graphic novels that are for a non-youth audience. Graphic novels have the same benefits for all ages: Improved literacy, improved visual literacy, engaging reluctant readers, and aiding comprehension of the story.

### **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 new children's AWE computer was ordered, arrived and is in use. This computer was paid for by a grant from the State Library. It replaces one of our older AWE computers that no longer had working sound. These computers typically last 3-5 years, this one was over 7 years old.

3 new patron computers have been ordered from this same grant.

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

April and May will have slightly less programming happening. (so far just canceling April Teen Movie night) Kira will be presenting to each class in the Sweet Home School District from Kindergarten to High School Senior about Digital Literacy and safety. This is part of her position with the school district. She will also be able to promote the library and summer reading during these trainings. Other library staff and special readers will be helping to cover Storytimes when Kira isn't available!

### **New Building:**

Discussions about the selected site have been occurring!



Sweet Home Public Library

**Statistics**

March 2024	This month March 2024	Last month Feb 2024	2024 Year to date	2023 Previous year
<b>Patron Activity</b>				
Door Count	3202	3590	9794	31,161
Program participants (all ages)	196	494	904	2127
Total programs(all ages)	24	24	69	148
<b>Circulation and Renewals</b>				
Checkouts & renewals	5774	5563	16,849	62,060
E-audio & E-book checkouts	781	707	2,184	6971
Total items checked out	6555	6270	19,033	69,031
<b>Public Computers</b>				
Logins	191	207	594	2597
<b>Resource Sharing Savings</b>				
Cost savings	6132.81	5863.19	16,896.93	59,496.76
Items borrowed by consortium libraries	403	360	1,134	4266
Items borrowed from consortium libraries	430	428	1,321	3871
<b>Volunteer Hours</b>				
Hours worked by volunteers	36.5	43	121.5	671.75
<b>New Library Patrons</b>				
New patron cards issued	37	40	119	623

**Events this month:** We have already given out half of our seeds and continue to get donations. Storytimes continue to grow and have new families attending weekly. Our Taylor Swift concert showing was popular with a wide variety of ages who all had fun singing, dancing and making friendship bracelets.

**Items of note:** Spring Break was our busiest week of the year, so far. Our new book collection more than doubled in checkouts this month. Some of the long standing popular authors are not publishing as much right now, so we have been focusing on finding new series and debut authors.



## New Business

Discussion about the Public Access Computers Policy from the Library Policy Manual (page 11)

[https://www.sweethomeor.gov/sites/default/files/fileattachments/library/page/611/library\\_policy\\_manual\\_september2023.pdf](https://www.sweethomeor.gov/sites/default/files/fileattachments/library/page/611/library_policy_manual_september2023.pdf)

Questions we have received from patrons:

- Age restrictions for computer use
- Camera and microphone use (purchase of these new devices is covered by one of our grants)
- Time limits

In addition to the Use policy, discussion about the Computer Access Card Policy in the Library Policy Manual (page 7)

We are getting constant pushback about the need to show an ID/give a name to get on a computer when you have no Library card.

We also have a “guest pass” available same day computer use. This is just a piece of paper and the user does not retain a physical card. These are typically for out of town patrons/non-residents or users that just want a one time use of a computer. These are not addressed in policy, but have the same requirements as the Computer Access Card.

I am looking for direction to revamp (or not) these policy sections to bring something back at the May meeting.