



CITY OF SWEET HOME LIBRARY BOARD AGENDA

December 08, 2022, 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:

Review / Approval of Minutes

Report of the Librarian

- a) [Report of the Librarian November 2022](#)

Fiscal Report

Statistics

- a) [Library Monthly Statistical Report November 2022](#)

Unfinished Business

- a) [Request For Reconsideration Draft for Discussion](#)
- b) [Draft of updated Collection Development Policy](#)

New Business

Next Regular Library Board Meeting - ENTER DATE HERE

- a) January 12, 2023

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.

Report of the Librarian for November 2022 Activities

Unfinished Business:

Updates to Policy Manual (to be discussed later in agenda)

New Business:

New Communications/IT Manager hired for the City. We look forward to a close collaborative relationship and will be working on updates to our brochures and website.

Staffing updates – we are working with the Public Works department to have additional staff in the Library to help with desk coverage. For December, Rebecca will be working in the library Thursday mornings and Friday afternoons. This will make it easier for other staff to be able to take additional needed time off.

I meet with the new Superintendent at the School District to talk about partnering on some potential grants and other projects.

I have been doing some training related to an upcoming grant with OHSU for a walking study. They are partnering with rural libraries around the state for this study.

State Library Statistics were due mid November.

Ready to Read 2022 grant statistics were due at the end of November.

The Ready to Read 2023 grant check should be mailed out soon.

We are already preparing for our Summer Reading 2023 Program “Find Your Voice.”

Collection updates:

We readjusted the location of our Mystery Audiobooks for better visibility.

The City continues to be on a spending freeze. The Library has been able to get prior approval for any necessary spending needs, especially collections.

Building issues:

Updates and upgrades were completed for our HVAC system.

Our toilets continue to be an issue. Public Works has been responding quickly to clogs and overflows. Not much more can be done with the overall plumbing issues in the building.

In building updates:

We have a teen volunteer that will start painting a mural in the teen room this week.

Passive Programming:

Our craft table is even more popular this year. The number of take and make kits we are passing out is also increasing.

In-person Programming:

We are seeing from 14-26 kids at each of our Story Times. We are contemplating the need for an additional Story Time each week.

Our teen drop in Game and Snacks afternoon program is going well with more teens stopping by each week.

In November we had 2 local author signings with both authors happy with the turnout. I am talking with an additional local author about doing a signing sometime soon.

We are on the hunt for our next Community Read book. We hope to announce something soon.

I attended the first ever Literacy Night at Oak Heights elementary school.

New Building:

City Manager and I continue to have weekly discussions about the new building, possible interim solutions and potential partnerships.



City of Sweet Home
 Sweet Home Public Library
 1101 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

	This month November 2022	Last month October 2022	Year to date 2022	Previous year 2021(total)
Patron Activity				
OPAC Logins	197	224	2204	3081
SIP2 Logins	541	550	6065	6775
Main Door Count	2752	2500	27574	n/a
Circulation and Renewals				
Checkouts	4331	4377	42680	28723
Renewed items	95	121	5209	9125
E-audio & E-book checkouts	460	560	5130	5491
Total items checked out	4886	5058	53019	43339
Holds Requested				
Holds by Staff	120	147	1435	1683
Holds by OPAC	136	117	1341	1495
Item Counts				
Total items in library	29170	29006	29170	32879
Public Access Computers				
Logins	210	208	2276	2104
Resource Sharing Savings				
Cost savings	4420.15	4253.53	31862.26	n/a
Items borrowed by consortium libraries	233	267	2724	n/a
Items borrowed from consortium libraries	163	229	2659	n/a
Volunteer Hours				
Hours worked by volunteers	53.5	47	475	260

Events

We are averaging between 14-20 kids for each weekly storytime.

We are working with local authors to have book signing events. So far two authors have had events at the library.

Take and make craft kits continue to be very popular with over 50 being given out each month. For December we have a snowman ornament kit to take home and a tree ornament to make in the library.

In December we are having a coloring contest for all ages,. Color a sheet, and return it to be entered into a drawing. We are also doing a weekly guessing game, closest guess wins a prize each week.

Teen game afternoons are gaining more teen participants each week.

Projects ongoing

We are working with a high school student to create a mural on the wall in the teen room. City crews prepped the wall and the design is in process!

New Library update

We are finishing a linear foot count of our current collection to determine the bare minimum amount of shelving necessary in a new space.

Conversations continue about potential temporary or permanent spaces in town.

Request for Reconsideration of Library Materials

Author:

Title:

Publisher:

Published year:

Request initiated by:

Contact information:

Do you live within the Sweet Home School District? (PLEASE CIRCLE ONE): YES NO

Are you a Sweet Home Public Library card holder? (PLEASE CIRCLE ONE): YES NO

1. What concerns you about the resource? (please be specific)
2. What do you feel might be the result of reading or viewing this material?
3. For what age group would you recommend this material?
4. What are the positive aspects of this material?
5. Have you read or viewed the material in its entirety?
6. What would you like the library to do about this material?
7. What other material, serving a similar theme or purpose, would you recommend in place of this item?

Signature of Complainant

Date of complaint

Reviewed 12/2/2022

Collection Development Policy Sweet Home Public Library

Purpose

The Collection Development Policy supports the Library in its mission by defining collection development principles. It provides direction for the growth, maintenance and development of collections and communicates these guiding principles to library staff, the Library Advisory Board and to the public.

General Principles

Intellectual Freedom

Library users make choices as to what they and their children will use based on individual interests and standards. The Sweet Home Public Library supports the right of each family to decide which items are appropriate for use by their children and at which age they the items are appropriate. The Library adheres to the principles of intellectual freedom adopted by the American Library Association (ALA) as expressed in their Library Bill of Rights, the Freedom to Read and Freedom to View statements (available on their website at ala.org). The Library, the Library Advisory Board and Library staff will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its contents by the Library.

Diversity

The SHPL's goal is to collection materials that reflect a wide range of views, expressions, opinions and interests. Specific items acquired for the collection may include those that are unorthodox, unpopular with the majority or controversial in nature. The Library's acquisition of such material does not constitute endorsement of the material's content.

Selection Procedure

Responsibility

Final selection of library materials lies with the Library Director or Library staff designated by the Library Director.

Collections

The Children's Collection generally contains materials specifically written for children from birth to age 12.

The Young Adult Collection generally contains materials specifically written for youth ages 13-17.

The Adult collection generally contains all other materials.

Criteria

General selection criteria includes, but is not limited to the following:

- Budget and space limitations
- Public demand, interest or need

12/05/2022

- Popular interest, significance or permanent value
- Timeliness of information contained within the item
- Relation to existing collection
- Authenticity of historical, regional or social setting
- Suitability of subject and style for the intended audience
- Local emphasis or relation (including local authors)
- Relevancy of format of the item
- Availability from Linn Consortium Libraries
- Availability from approved vendors
- Compatibility with the Library's computer platforms
- Ease of access

Purchase suggestions

Purchase suggestions must meet the general selection criteria for consideration and must be made by a SHPL card holder.

Request for Reconsideration of Materials

The Library Director is available to discuss your comments and suggestions about an item the Library already owns. If the reconsideration needs to be formalized, then the request for reconsideration must follow a process.

The Request for Reconsideration form must be completed and returned to the Library Director. The Library Advisory Board will be notified of the filled out form and a discussion will take place at the following Library Advisory Board meeting provided the form is returned at least seven (7) days prior to the next meeting. If the deadline is not met, then the discussion will take place at the next months Library Advisory Board meeting. This allows time for all Library Advisory Board members to fully consider the material in question. The Library Advisory Board and the Library Director together will make the final decision on the item in question.

Gifts, donations and memorials

The Library welcomes donations of books and other materials as well as financial contributions to purchase library materials. Any donated items that the SHPL does not add to the collection will be given to the Friends of the Sweet Home Public Library for sale at their Community Bookstore. All proceeds from the Friends of the Library Community Bookstore support SHPL's mission and programs, including funding of our Summer Reading Program.

Replacement and withdrawal of materials

SHPL continuously evaluates the collection to ensure its usefulness, relevance and quality for the community. The evaluation relies on staff's professional expertise to assess the collection and the ever changing needs of the community. Items may be removed or replaced if item is:

- Contains dated or obsolete information, even if some of the information is useful
- Newer editions available

12/05/2022

- Unused duplicates
- Damaged and/or poor condition
- Space and/or budget constraints
- Additional copies are available in the Linn Library Consortium
- Insufficient use of item
- Online copy availability
- No longer available from publisher or vendors