CITY OF SWEET HOME
LIBRARY BOARD
AGENDA

March 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 does not typically utilize a live-stream for its meetings but can upon request; please contact cpretty@sweethomeor.gov to request a link at least 24 hours in advance of the meeting.

Call to Order

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Review & Approval of Minutes

a)   2025-01-09 Library Board Meeting Minutes

Report of the Library Services Director

a)   Director Report – February/March 2025

Statistics

a)   Library Statistics – February 2025

Fiscal Report

Old Business

a)   Final Strategic Plan 2025-2030

New Business

a)   History Jamboree & SHPL March 2025 Newsletter

b)   Oregon State Library Dataset for 2024

c)   Overview of Public Library Standards

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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Report of the Library Director for Feb/March 2025 Activities

Collection updates:
We have received 10 boxes of books courtesy of the Library of Congress and Senator Wyden. Mayor Coleman was able to visit the Library of Congress and select 5 boxes personally. Sen. Wyden's aides selected an additional 5 boxes of kid and teen books in English and Spanish. We are working on condensing down the Western Collection. This is one of our least used collections currently, especially with older titles and authors. New books in regular and large print are bought each month to continue to keep the collection fresh and used. We are planning on using the space currently used by this collection to create a "middle grade" collection. We haven't defined the age group fully yet. We are also applying for grants to grow the collection for this age range.

Building issues:
No updates this month.

In building updates:
Our local author section (within the Northwest collection) is slowly growing with local authors donating books for all ages.

In-person Programming:
We had several larger programs held on Saturdays in February on a variety of topics. They were all well attended. We did cancel programs on Feb 13th & 14th due to weather.

New Building:
No new updates

Other updates:
Coming in April, the University of Oregon Museum of Natural and Cultural History's Native Innovations display will be visiting for a month starting the 2nd week of April.
We have 2 new volunteers that have recently started and are working out great. Several more will start soon on a variety of projects.

Sweet Home Public Library

Statistics

February 2025	This month Feb 2025	Last month Jan 2025	Previous year 2024	Year To Date 2025
Patron Activity				
Door Count	3190	4254	45,620	7444
Program participants (all ages)	293	300	3,697	593
Total programs(all ages)	23	30	323	53
Circulation and Renewals				
Checkouts & renewals	5840	6473	72,250	12,313
E-audio & E-book checkouts	676	749	8,860	1425
Total items checked out	6516	7222	81,110	13,738
Public Computers				
Logins	198	209	3,016	407
Resource Sharing Savings				
Cost savings	4908.26	5490.27	63,565.22	10,398.53
Items borrowed by consortium libraries	345	438	4,300	813
Items borrowed from consortium libraries	431	505	5,127	936
Volunteer Hours				
Hours worked by volunteers	17	16	450.50	33
New Library Patrons				
New patron cards issued	78	36	620	114

Events this month: Local author Simone Dankenbring debuted her new series to smashing success!

Items of note: We were closed one day due to weather and cancelled programs on an additional day. We are in the process of training additional volunteers.

<p style="text-align:center">**Strategic Plan of the Sweet Home Public Library**</p>

<p style="text-align:center">2025-2030</p>

<p style="text-align:center">**Mission Statement**</p>

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.

<p style="text-align:center">**Core Values Statement**</p>

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.

<p style="text-align:center">**Goals and Objectives**</p>

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

<p style="text-align:center">1</p>

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

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Foster Covered Bridge, built in 1940 and burned in 1966 for Foster Reservoir. Photo by Ben Maxwell. Salem Public Library Historic Photos.

GREEN PETER & FOSTER
HISTORY JAMBOREE

A HISTORY SHARING & ARCHIVING EVENT

MARCH 28-29, 2025
9AM - 4PM

Sweet Home Evangelical Church
1347 Long St, Sweet Home, OR 97386

About Our Event

Join the Atlas of Drowned Towns for a multi-day event exploring life before the construction of Green Peter & Foster dams! Learn about the Atlas, share your stories, bring your historical artifacts to be digitized, discover more through presentations and workshops, chat with community members, and more!

This event is free and open to community members of all ages.

SCAN THE QR CODE TO LEARN MORE!

Event Highlights

Artifact Digitization ◀
Bring your photos and artifacts to be digitized.

Oral Histories ◀
Share your stories about life before Green Peter & Foster dams.

Presentations & Workshops ◀
Learn about the Atlas and local history, discover ways to preserve family heirlooms, conduct at-home oral histories, and more!

Resource Tables ◀
Explore resource tables from local organizations and businesses.

Website
drownedtowns.com

SWEET HOME LIBRARY NEWSLETTER

March 2025

March Events

Kids
- Every Thursday at 10am Lapsit Storytime
- Every Thursday at 11am Preschool Storytime

Teens
- Teen Craft March 6 at 4pm
- Game Night March 14 from 6-8pm
- Movie Night March 21 from 6-8pm

All Ages
- Every Tuesday at 4pm Lego Creators Club
- Every Wednesday at 3pm Afternoon Movie (rated G or PG)
- Anime Club (ages 10+) March 27 from 4-6pm
- Tax Help with ODR March 4th All Day
- Every Tuesday at 11am Inkslingers

Upcoming Events

Community Read Book Title coming soon with discussions in May!

New Books

Dino-Birthday by Lisa Wheeler
Playful rhyming verse and action-packed illustrations highlight four dino birthday parties in four different seasons. Each party has a kid-friendly theme, and there are presents, cake, and lots of games for everyone!

Gentlemen of the Woods: Manhood, Myth and the American Lumberjack by Willa Hammitt Brown.
Reviewing songs, stories, and firsthand accounts from loggers, Brown brings to life the activities and experiences of the lumberjacks as they moved from camp to camp.

Contact Info

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541-367-5007
Follow us on Facebook or Instagram

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.

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-tounderstand 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