



CITY OF SWEET HOME LIBRARY BOARD AGENDA

February 09, 2023, 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

- a) [Minutes of January 12, 2023](#)

Report of the Librarian

- a) [Report of the Librarian January 2023](#)

Fiscal Report

Statistics

- a) [Statistical Report January 2023](#)

Unfinished Business

New Business

- a) Discussion about library card design contest and purpose.

Next Regular Library Board Meeting - ENTER DATE HERE

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.

**Sweet Home Public Library
Library Advisory Board Minutes January 12, 2023**

Call to Order

The meeting was called to order at 4:30 pm

Present:

Charlene Adams
Don Hopkins
Eva Journey
Kels Hicks
Jamie Frick
Susan Coleman

Staff:

Megan Dazey

Board position nominations:

First order of business, nomination for Board Chair and Vice Chair.

Board Chair nominee: Don nominates Charlene with Eva second

Unanimous vote to confirm Charlene to continue in the position.

Vice chair nominee: Don nominated by Jamie, Second by Eva

Unanimous vote to confirm Don to continue in the position.

Minutes approved for the November and December meetings. Motion by Don, Seconded by Jamie.

Unanimous vote to approve.

Report of the Librarian:

Dazey went over the submitted report.

Old Business:

Reconsideration form approved with motion by Jamie F. and a 2nd by Eva J.

Unanimous vote to approve as written.

Collection Development policy approved with motion by Eva J. and a 2nd by Don H.

Unanimous vote to approve as written.

New Business:

Discussion about a new program to automatically make cards for all School District students, including those that live within the school district boundaries, but not within City Limits.

Motion to waive \$35 out of City limits fee for school district students as part of this program. With limit of 3 items per card.

Motion to approve by Jamie F. with a second by Don H.

Unanimous vote to waive fee.

New Business:

Discussion about USACE Watershed meetings and placing documents at Library.

Report of the Librarian for January/February 2023 Activities

Unfinished Business:

Spoke with SHSD about Library Cards for all students. We will be moving forward with this in conjunction with the Library Card Design contest.

New Business:

We will be having a Library Card design contest. To be announced shortly.

Collection updates:

The City spending freeze was lifted. Spending has resumed at normal levels for books, media, supplies and other items as needed.

We are working on adding a Seed Library this month (funded by Friends of the Library)

We are adding passes to the Oregon Gardens and Gilbert House soon! (Funded by Friends of the Library)

Building issues:

The City's monthly safety inspection this month put urgency on some long delayed minor fixes to the building.

All bathrooms are now designated for either gender. This has been helpful especially during and after Storytime.

In building updates:

We added a new bench near the new book section. The chairs that were located there are being relocated to elsewhere in the building. This was paid for by the Friend's of the Library.

New tables have been ordered for the Teen Room. A new table has been ordered for the craft table area. Both were paid for by grants.

The mural in the teen room was delayed by the High School play, but has started back up again. Most of the Sky has been painted.

Passive Programming:

We are currently offering Valentine's Day take and make kits and an in Library craft. Both have been popular. Over 50 take and make kits have been given away in the first week.

Our weekly guessing jar has had about 40-50 guesses per week.

In-person Programming:

The Friends of the Library has almost doubled our programming budget for 2023.

Community Read discussions are Feb 28 at 6pm or March 1 at 10 am. 40+ books have been picked up so far.

Story time is every Thursday at 10:30am

Teen game/snack afternoons continue on Wednesdays and Thursdays. This is an easy way to give teens a safe space to hang out after school. Funding is from a grant.

New Building:

No new updates this month.



Sweet Home Public Library

Statistics

January 2023	This month January 2023	Last month December 2022	Year to date 2023	Previous year 2022(total)
Patron Activity				
Door Count	2657	2768	2657	30342
Program participants (all ages)	126	57	126	589
Total programs(all ages)	8	8	8	41
Circulation and Renewals				
Checkouts & renewals	4546	4813	4546	52702
E-audio & E-book checkouts	525	562	525	5692
Total items checked out	5071	5374	5071	58394
Public Computers				
Logins	208	221	208	2497
Resource Sharing Savings				
Cost savings	4967.76	4030.62	4967.76	35892.88
Items borrowed by consortium libraries	261	225	261	2949
Items borrowed from consortium libraries	306	214	306	2873
Volunteer Hours				
Hours worked by volunteers	40	53	40	528
New Library Patrons				
New patron cards issued	74	28	74	606

Events this month: In January we offered storytime and teen game afternoons. We had good turn out to each event. Our Community Reads event will have discussions on February 28th at 6pm and/or March 1 at 10am for the current selection of There, There by Tommy Orange.

Building updates: Some additional furniture has been ordered for the new book area and the teen room, funded by the Friends of the Library and a System of Care grant.

Items of note: We are close to officially announcing a contest to create a new library card design. Details will be available soon.