



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

January 11, 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 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) [Meeting Minutes Library Board November 2023](#)

## Report of the Library Services Director

- a) [Report of the Library Director for December 2023](#)

## Fiscal Report

## Statistics

- a) [Library statistics December 2023](#)

## Unfinished Business

## New Business

- a) [SHPL 2023 Circulation Statistics](#)

## Next Regular Library Board Meeting

- a) Next Library Board meeting Feb 8, 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

November 09, 2023, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

PHONE: 541-367-5007  
FAX: 541-367-3754

---

## **Present:**

Board Member Kelsey Hicks  
Board Member Eva Journey  
Board Member Charlene Adams

## **Absent:**

Board Member Jamie Frick

## **Staff:**

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

## **Meeting Information**

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

## **Review / Approval of Minutes**

- a) Library Board Minutes 101223

Board Members Journey and Adams requested corrections to the minutes related to the spelling of names, clarification on payment terms, and revisions to the discussion summary that did not enhance understanding of the topic.

Board Member Journey made a motion to approve the minutes of the October 12, 2023 Library Board meeting as revised. Board Member Hicks seconded the motion. The motion carried unanimously by those present.

## **Report of the Librarian**

- a) Report of the Library Director October 2023

Director Dazey provided a summary of activities at the recent Oregon Library Association's Public Library Division Directors meeting and noted the positive connections and feedback shared by those who attended. She discussed improvements at the library which included a recently installed bike rack and potential future projects such as a picnic bench, bike repair station, water fountain, and railings.

Director Dazey discussed grant opportunities to procure a more accessible circulation desk and a social worker position that would be shared with the Sweet Home Police Department. She stated that this position would be available to assist with paperwork and other processes related to benefits, ID recovery, or other social needs. She noted that other libraries in Oregon had similar positions and had seen positive results.

Director Dazey described the current state of various collections, including a new shelf for graphic novels and a broader Spanish and bilingual children's collection at the request of the community. She stated that

staff began a social media campaign to highlight the library catalog through various monthly themes. She noted that staff were receiving positive feedback from the community regarding the social media posts.

Board Member Journey asked of advertisements in the New Era newspaper. Director Dazey stated that the cost to advertise was high and staff did not receive feedback from the community on newspaper ads in the past. Board Member Journey asked of advertising opportunities outside of social media. Director Dazey replied that staff were considering utility bill inserts. Board Member Journey asked if there was a City position dedicated to public relations. Director Dazey stated that Adam Leisinger, Communications Manager, oversees PR and that staff would be working over the next six months to update the library's website to make it more user-friendly.

Director Dazey stated that there had been no issues with the library building since the previous meeting. She noted that staff would be installing a new television and would host a video game tournament on Wednesday, November 22<sup>nd</sup>.

Board Member Journey asked of the employee that was shared with the Sweet Home School District. Director Dazey stated that the arrangement was positive and contributed to improved data sharing between the District and City.

Director Dazey described current programming to include a craft table, story times, and trivia nights. She stated that there were no updates related to a new library building but that staff was in talks with developers and working on cost estimates.

Board Member Journey asked of the recent additional opening hours on Fridays and Saturdays. Director Dazey replied that there had been a positive response averaging 40 checkouts in the additional first hour.

No action was required for this item.

### **Fiscal Report**

This item was not discussed.

### **Statistics**

#### a) Statistics Oct 2023

Director Dazey stated that most statistics were improved over the previous year and there was a recent increase in e-book checkouts, likely due to the change in weather. She also noted an increase in items borrowed through the Linn Libraries Consortium due to the City of Albany's temporary closure of their children's section.

Director Dazey noted an increase in volunteer hours and new library cards. She also highlighted a list of upcoming library events.

No action was required for this item.

### **Unfinished Business**

There was no unfinished business to discuss.

### **New Business**

#### a) New Business - December meeting, hold or cancel?

There was consensus among the members to cancel the December 14, 2023 meeting of the Library Board. No action was required for this item.

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

#### a) Next Board meeting 12/14/23

Per the Board, this meeting will be canceled.

### **Adjournment**

There being no further discussion, the meeting was adjourned at 4:58 PM.

## **Report of the Librarian for December 2023 Activities**

### **Unfinished Business:**

We have two applications for the vacant Library Board spot. We are waiting for a recommendation to the City Council from the Administration, Finance & Property Committee.

### **New Business:**

2023 statistics

### **Collection updates:**

We received a grant from the John Henry Eldred Jr Foundation for the purchase of Children's media. We purchased approximately 60 nonfiction and Spanish language VOX books with these funds. This significantly improves our collection and allows us to create a small collection of titles that will circulate to the schools. Funds from the Friends of the Library allowed the purchase of additional puzzles and board games that have now been added to the collection. We created a separate section for Non-Fiction DVDs. These are mostly PBS and National Geographic DVDs. The circulation of these materials has already gone up.

### **Building issues:**

We should have a janitor hired by the end of the week and starting before the end of the month. This will increase our janitorial hours from 1 hour a week to 5 hours per week with about the same price tag. We are sharing this position with the police department and court.

### **In building updates:**

A new, large, colorful rug was purchased by the Friends of the Library from our Amazon wish list. This rug will be helpful with storytime and seating with kids.

### **Passive Programming:**

We had several crafts available to make in the library in December and 1 week of a large craft table for families to make crafts from their imaginations. Several families told us that this allowed them to make presents for other family members that wouldn't have had presents otherwise. We also have the Nintendo Switch available for teens to play and this is starting to gain popularity as more teens discover it.

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

In December we offered after school movies on Wednesdays. Polar Express was the most popular with 27 people watching. Storytime took 2 weeks off for the holidays. Storytime has proved to be so popular that we now need extra staff present to help with the kids and adults. The next Community Read will be announced very shortly. We have been adding most programs to the Chamber of Commerce calendar and will test out paid Facebook ads in January.

### **New Building:**

No new updates this month.



## Sweet Home Public Library

### Statistics

December 2023	This month Dec 2023	Last month Nov 2023	Year to date 2023	Previous year 2022
<b>Patron Activity</b>				
Door Count	2599	2429	31,161	30,342
Program participants (all ages)	138	233	2127	589
Total programs(all ages)	17	16	148	41
<b>Circulation and Renewals</b>				
Checkouts & renewals	5212	5377	62,060	52,702
E-audio & E-book checkouts	673	650	6971	5692
Total items checked out	5885	6027	69,031	58,394
<b>Public Computers</b>				
Logins	190	180	2597	2497
<b>Resource Sharing Savings</b>				
Cost savings	4155.56	5281.72	59,496.76	35,892.88
Items borrowed by consortium libraries	323	447	4266	2949
Items borrowed from consortium libraries	309	299	3871	2873
<b>Volunteer Hours</b>				
Hours worked by volunteers	33	54.5	671.75	528
<b>New Library Patrons</b>				
New patron cards issued	37	33	623	606

**Events this month:** We offered 3 storytimes, 4 movie afternoons, 1 author talk, and 2 community read discussions. All were well attended.

**Building updates:** We should have a new janitor in place soon to help with the cleanliness of the building. The Friends of the Library purchased a new large rug for the Children's area that will be here soon.

**Items of note:** We received a grant from the John Henry Eldred Jr Foundation for children's media. We purchased about 60 non fiction and Spanish language VOX books.

Location	Jan	Feb	Mar	Apr	May	Jun	Jul	
ASK AT DESK		2	2	9	4	10	15	16
BOOKS ON CD		102	129	119	100	111	111	80
CHILDREN'S BOARD BOOKS		139	139	195	155	179	142	139
CHILDREN'S EASY READERS		216	231	346	231	243	265	244
CHILDREN'S FICTION		310	320	458	402	391	502	483
CHILDREN'S GRAPHIC NOVELS		201	186	238	163	200	237	244
CHILDREN'S NONFICTION		239	191	234	217	223	219	234
CHILDREN'S PICTURE BOOKS		535	504	608	525	657	682	711
CHILDREN'S VOX BOOKS		166	192	267	193	158	278	248
DVDS		1390	1401	1699	1449	1140	1181	1188
FICTION		444	427	471	429	422	442	424
GAMES		44	31	80	50	61	85	76
MAGAZINES		16	18	24	17	14	14	13
MYSTERY		251	256	307	360	287	292	325
NEW FICTION		0	0	1	2	2	2	0
NEW MYSTERY		2	3	1	2	0	0	1
NEW NONFICTION		1	2	0	0	0	0	0
NEW SCIENCE FICTION		0	2	1	2	2	1	0
NONFICTION		282	309	411	324	332	292	268
NORTHWEST		25	21	25	21	26	26	33
PAPERBACK CLASSICS		0	0	0	0	0	0	0
PAPERBACK GENERAL		0	0	0	0	0	0	0
PAPERBACK MYSTERY		2	1	5	1	0	6	7
PAPERBACK ROMANCE		1	2	1	5	8	5	1
SCIENCE FICTION / FANTASY		52	62	51	34	62	38	50
TEEN FICTION		122	103	104	96	109	100	120
TEEN GRAPHIC NOVELS		82	104	136	129	103	119	123
TEEN NONFICTION		2	14	15	11	8	7	6
Undefined		2	4	0	2	0	0	0
WESTERN		13	18	60	70	49	48	43
		4641	4672	5866	4994	4797	5109	5077
OPAC Logins		215	187	217	167	85	142	148
SIP2 Logins		683	694	743	709	796	733	711
Checkouts		4457	4482	5659	4906	4694	4961	4885
Renewals by Staff		43	69	43	33	45	35	32
Renewals via OPAC		46	49	48	25	16	24	35
Holds by Staff		124	104	162	124	119	143	89
Holds via OPAC		156	163	196	156	103	104	129
New Patrons		74	37	46	43	48	87	28
Resident		66	27	34	41	39	58	19
Nonresident		8	10	12	2	9	29	9

Aug	Sep	Oct	Nov	Dec	Total	Total items in collectic
13	12	6	10	5	104	31
125	117	123	101	155	1373	1225
171	179	218	167	114	1937	308
346	236	254	330	216	3158	833
459	426	355	348	303	4757	2420
243	229	214	212	217	2584	804
261	251	258	244	229	2800	1432
701	584	637	648	495	7287	3048
334	223	221	203	190	2673	363
1366	1287	1449	1606	1920	17076	3316
525	480	433	391	334	5222	4429
94	79	95	103	119	917	185
18	30	38	23	22	247	159
319	300	247	219	215	3378	2761
4	5	50	86	165	317	161
1	4	25	56	80	175	59
6	8	15	51	54	137	110
0	0	0	10	18	36	29
343	287	267	255	200	3570	3489
26	9	22	20	36	290	535
0	0	0	2	1	3	5
2	0	0	0	0	2	4
9	7	3	1	0	42	65
1	9	3	4	0	40	90
47	42	52	61	46	597	481
139	116	92	105	78	1284	867
180	170	89	83	84	1402	751
20	18	16	8	11	136	68
1	2	1	3	0	15	1
75	50	28	27	20	501	476
5829	5160	5211	5377	5327	62060	<b>28505</b>
161	196	193	191	172	2074	
656	601	646	657	651	8280	
5575	5013	5032	5175	5114	59953	
94	66	84	87	98	729	
31	30	51	55	43	453	
172	187	191	173	136	1724	
191	178	171	168	137	1852	
85	36	69	33	37	623	
74	32	57	30	32	509	
11	4	12	3	5	114	

on (as of Dec 31, 2023)