



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

August 08, 2024, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## Call to Order

## Review & Approval of Minutes

- a) [2024-06-13 Library Board Meeting Minutes](#)

## Report of the Library Services Director

- a) [Report of the Library Director August 2024](#)

## Statistics

- a) [Library Statistical Report July 2024](#)

## Fiscal Report

## New Business

- a) Additional open hours starting in October

## 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.



# CITY OF SWEET HOME LIBRARY BOARD MINUTES

June 13, 2024, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## Call to Order & Roll Call

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

### PRESENT

Chair Charlene Adams  
Vice Chair Eva Journey  
Board Member Corley  
Board Member Hicks  
Board Member Wise

### STAFF

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

## Review & Approval of Minutes

- a) 2024-05-09 Library Board Meeting Minutes

Vice Chair Journey moved to approve the minutes of the May 9, 2024 Library Board meeting. Board Member Wise seconded the motion. The motion carried unanimously by those present.

## Report of the Library Services Director

- a) Report of the Library Director May 2024

Director Dazey stated that the library's summer teen intern began work the previous day and would work regularly on Thursdays and Fridays. She noted that the Rotary Club and United Way were fundraising to cover costs related to expanding access to the Dolly Parton Imagination Library. She stated that she had been appointed secretary for the United Way of Linn, Benton, and Lincoln Counties and would be meeting every other month to discuss library promotion, fundraising, and enrollment and to gather statistics regarding enhanced literacy. She noted that the Wilderness Pass would be available soon and could be checked out to cover day use passes in the Central Cascades Wilderness through October 15, 2024. She stated that the Free Seed Library would conclude soon and would be converted to a Vegetable Library for people to leave and take vegetables from their gardens. She noted that the library currently has 52 events planned for the summer.

No action was required for this item.

## Statistics

- a) Library Statistics May 2024

Director Dazey stated that numbers continued to increase sitewide and staff anticipated an even greater increase later in the summer. She noted that staff was running the Community Market and turnout had improved over the previous year.

No action was required for this item.

**Fiscal Report**

- a) YTD Financial Report 2024

Director Dazey stated that the library had currently spent \$508,000 to date out of their \$627,000 annual budget. She noted that \$100,000 had been budgeted for architectural drawings related to a new library but the amount had been moved to the following fiscal year.

No action was required for this item.

**Old Business**

There was no old business to be heard.

**New Business**

- a) New Business - Summer Reading Events

Director Dazey shared the summer reading calendar and invited the Board to participate in summer library events.

No action was required for this item.

**Adjournment**

There being no further discussion, the meeting was adjourned at 4:56 PM.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Library Services Director, Secretary to the Board

## **Report of the Library Director for June/July/August 2024 Activities**

### **Unfinished Business:**

Megan is finishing up several grant reports and starting to gather statistics for the annual Library Report to be submitted to the State Library of Oregon.

### **New Business:**

We are able to extend our Summer Intern for an additional two weeks. She will be presenting her internship project this Friday before the Movie in the Park. She chose to do a Fossil Dig and recruited someone with a dinosaur bone to be there as well.

### **Collection updates:**

We will be participating in OBOB this Fall. We have purchased all of the books for this and hope to be able to form a team for each age group. The Oregon Battle of the Books (OBOB) is a statewide voluntary reading motivation and comprehension program sponsored by the Oregon Association of School Libraries in conjunction with a Library Services and Technology Act grant. Students in 3<sup>rd</sup>-12<sup>th</sup> grade, regardless of ability, are exposed to quality literature representing a variety of literary styles and viewpoints. <https://www.oregonbattleofthebooks.org/> Even if students don't formally participate, they will still have access to all of the books on our shelves.

### **Building issues:**

Megan was appointed to the City's Safety Committee, this internal committee looks at the safety and compliance of all city buildings. No new updates to report on the library. Work is still partially completed for the outdoor space.

### **In building updates:**

We are still waiting to have the 3 new patron computers delivered and installed. They are being set up off site and will be ready to go when delivered. We have experienced some difficulties with software licenses and documentation from our old IT company. These issues are being resolved, they are just taking longer than expected.

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

Our summer reading programs have been a great success so far this summer! Our reading program is also doing great. We purchased (with Friends of the Library money) a small claw machine for readers to select their reading completion prizes, this has been very popular with many kids reading more just to play with it. Adults are welcome to try it out too.

We changed the type of Friday programs that we offer to be more STEM based and this has gone over well with kids and parents. We have two more programs, a final water fight then a final day to pick up prizes left in August.

Our Summer Community Read program with our author Tai Stith is on August 15<sup>th</sup> at 6pm. Please join us, even if you haven't read the book!

### **New Building:**

Nothing new to report at this time, negotiations are ongoing.



Sweet Home Public Library

**Statistics**

	This month	Last month June 2024	Year to date 2024	Previous year 2023
<b>Patron Activity</b>				
Door Count	3662	3357	23,818	31,161
Program participants (all ages)	527	317	2209	2127
Total programs(all ages)	30	26	178	148
<b>Circulation and Renewals</b>				
Checkouts & renewals	6000	5560	40,626	62,060
E-audio & E-book checkouts	769	786	5241	6971
Total items checked out	6769	6346	45,867	69,031
<b>Public Computers</b>				
Logins	268	201	1516	2597
<b>Resource Sharing Savings</b>				
Cost savings	4874.30	5151.38	38,759.32	59,496.76
Items borrowed by consortium libraries	374	347	2501	4266
Items borrowed from consortium libraries	434	448	3012	3871
<b>Volunteer Hours</b>				
Hours worked by volunteers	48	47	296.50	671.75
<b>New Library Patrons</b>				
New patron cards issued	43	87	391	623

**Events this month:** Our summer events continue to be popular for all ages. We are offering activities for all ages from 0-100+. Having a wide variety to choose from gives everyone and opportunity to participate. Summer Reading participation is up for all ages (in addition to the program attendance). The Summer Reading Program ends at the end of August.

**Items of note:** We had 2 days this month with over 500 checkouts each. This is close to 2% of our collection checking out in a single day. Tuesdays and Thursdays continue to be our busiest days, but all days are gradually getting busier.