



CITY OF SWEET HOME LIBRARY BOARD AGENDA

November 10, 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) [Library Director's Report October/November 2022](#)

Fiscal Report

- a) No report available this month

Statistics

- a) [Monthly Statistics Report October 2022](#)

Unfinished Business

- a) Agenda topics from previous meetings in Sept and Oct 2022 (see meeting packets)

New Business

Next Regular Library Board Meeting - ENTER DATE HERE

- a) December 8, 2022

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 October/November Activities

Unfinished Business:

Discussion about Collection Development policy and Request for Reconsideration (delayed from cancelled September & October meetings) *To be discussed later in agenda.*

New Business:

Introduction of new City Manager (*if available*)

Collection updates:

The City is still under a temporary spending freeze. We are doing a linear feet analysis to determine how many feet of shelving we have in use currently.

Building issues:

The building's gutter have been cleaned and sealed.

In building updates:

We are continuing to find the right locations for a few of our small but growing collections. We are looking at technology options to be able to offer faxing for the public.

Passive Programming:

We are handing out Take and Make kits again, with over 50 going out in October for yarn pumpkins. Our craft table is also back with over 80 scary eyeball nightlights being made in October.

November is a paper turkey. Our in library craft table is coloring bookmarks and pages.

In-person Programming:

Community Reads "Deep River" discussions had over 15 participants in the discussions and over 50 books handed out.

Story time has started up again in the building. Thursdays at 10:30! We are averaging around 15 participants each week, which is perfect for the space that we have for story time.

We are offering a Teen Afternoon Gaming and Snack option for teens after school on Wednesdays and Thursdays where teens can play games together and have a snack.

Read Around the World reading challenge ended Nov.3. This is for all ages and encourages readers to read something related to each continent.

New Building:

City Manager Young and I continue to brainstorm potential ideas and locations for a new library. We are also looking at partnerships and potentially co-locating with local non-profits.



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 October 2022 | Last month September 2022 | Year to date 2022 | Previous year 2021(total) |
|--|--|--|------------------------------|--|
| Patron Activity | | | | |
| OPAC Logins | 224 | 180 | 2007 | 3081 |
| SIP2 Logins | 550 | 481 | 5524 | 6775 |
| Main Door Count | 2500 | 2358 | 24822 | n/a |
| Circulation and Renewals | | | | |
| Checkouts | 4377 | 4817 | 38349 | 28723 |
| Renewed items | 121 | 241 | 5114 | 9125 |
| E-audio & E-book checkouts | 560 | 501 | 4670 | 5491 |
| Total items checked out | 5058 | 5559 | 48133 | 43339 |
| Holds Requested | | | | |
| Holds by Staff | 147 | 178 | 1315 | 1683 |
| Holds by OPAC | 117 | 161 | 1205 | 1495 |
| Item Counts | | | | |
| Total items in library | 29006 | 29110 | 29006 | 32879 |
| Public Access Computers | | | | |
| Logins | 208 | 233 | 2066 | 2104 |
| Resource Sharing Savings | | | | |
| Cost savings | 4253.53 | 4907.83 | 37442.11 | n/a |
| Items borrowed by consortium libraries | 267 | 294 | 2491 | n/a |
| Items borrowed from consortium libraries | 229 | 337 | 2496 | n/a |
| Volunteer hours | | | | |
| Hours worked by volunteers | 47 | 37 | 421.5 | 260 |

Events

Community Reads “Deep River” discussions had over 15 participants in the discussions and over 50 books handed out.

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We are handing out Take and Make kits again, with over 50 going out in October for yarn pumpkins. Our craft table is also back with over 80 scary eyeball nightlights being made in October.

We are offering a Teen Afternoon Gaming and Snack option for teens after school on Wednesdays and Thursdays where teens can play games together and have a snack.

The Library Director participated in Career Day at the High School, with mock interviews for 6 Seniors and over 50 teens (Freshman-Senior) learning about careers in libraries, museums and archives.

Read Around the World reading challenge continues. This is for all ages and encourages readers to read something related to each continent.

Projects ongoing

Looking at cost for potentially adding the option for faxing for the public. Looking at options for adding Notary services at the library.

Items checked out from our collection will now automatically renew three times, unless there is a request from another patron,

New Library update

Many discussions between the City Manager and the Library Director have occurred in regards to options for the library. Planning is beginning for a workshop with the City Council. After the earthquake the needs has become a bit more urgent since the brickwork is not reinforced in the current building.

Fine Free Library update

Background:

In 2021 the library averaged \$40 per month in overdue fines for all materials.

Staff were sending out an average of 90 overdue letters per month (*more than 30 days past due*). This was after phone calls were made or emails had been sent as reminders of overdue items.

Staff were spending 30 minutes per day exclusively handling these payments or contacts with patrons.

Staff also had to reconcile payments that came in everyday, even if just \$.15 Staff time can be averaged at \$20/hour.

The Library paid postage for each letter sent. Paid for an envelope, paper and printing for each letter.

It cost us more to contact patrons and to take payments than we took in each month.

At the end of 2021, with Library Board approval, the Library did a three month trial period of being Fine Free.

During the last month we sent 3 overdue letters. More items were returned on time and more long, long overdue items were returned (some over 2 years overdue).

Now:

The Library Advisory Board voted to remain a Fine Free Library in February 2022.

Staff have fewer negative interactions with patrons.

Staff time can be spent on other projects and programming.

Circulation is up, especially for kid’s materials since kid’s are not blocked from checking out due to fines.

We inspired both Lebanon and Albany to become at least partially Fine Free.

Patrons are billed the full cost of an item when it is not returned 30 days after the due date, which happens significantly less now.

Library fines are known to disproportionately harm low-income households the most. They are most in need of services that a library offers. The most likely to be impacted by even a minimal fine. The least likely to be able to afford to pay a fine. Sweet Home has a 19.8% poverty rate. Being Fine Free is an asset to our community.