

Sweet Home  
Public Library

Annual Report  
2012



January 2012

### Our Library

Sweet Home has had a library since 1942 and has been serving the community on the corner of 13th and Kalmia Street since 1969.

The mission of the Library is to obtain, organize and make available to all the people of the community, informational and recreational materials.

Following is a brief synopsis of activities for 2012

Thank you.

Rose Peda  
Library Services Director  
Sweet Home Public Library

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## Sweet Home Public Library Year End Report: 2012

- Issued 160 pro-rated Library cards to un-served county residents through the LSTA grant from the State Library in collaboration with Lebanon and Scio Public Libraries.
- Registered over 280 children and teens for the Summer Reading program.
- Volunteer tax preparers served over 290 Sweet Home citizens.
- Applied for and received a Trust Management Services Grant in the amount of \$7,659 for early literacy materials, computer timing software, classic book replacements, books on CD, DVDs, and Eyewitness books.
- Continued collaboration with the Friends of the Library.
- Participated in the “Day 5” enrichment program in collaboration with the Sweet Home School District

## Facts and Figures 2012

### USE

Population Served 1,836	8,900
Total Circulation 58	48,948
Renewals 1,184	7,304
Holds processed	2,186
Registered borrowers 5,393	4,017

### SERVICES

Public Service Hours	
Programs offered	
Program attendance	
Interlibrary loans	75
Computer sessions	

### COLLECTIONS

Print Materials	35,185
DVDs, CDs and other Media	3,312
Total	38,497



## Strategic Themes

1. Improve the visibility and awareness of library services, programs, and collections.
2. Expand relationships that build community and support the Library's mission.
3. Provide resources, programs and services that inform, entertain, and enrich.
4. Make the Sweet Home Public Library more inviting, more accessible, and easier to use.

## Goals

### Goal A: Build strong advocates for the Library.

- Continue the positive relationship with the Sweet Home Public Library Advisory Board.  
*The Board examined the Library Budget and made recommendations. The Board reviewed and made modifications to the Library Policy Manual including the “patron code of conduct”.*
- Work in collaboration with the Friends of the Library to expand the membership and activities including programming.  
*From the earnings of the bookstore, the Friends allocated \$5,000 for books, \$2,000 for equipment, \$2,000 for children and \$1,000 for the Summer Reading Program.*
- Continue to involve volunteers as an important part of the library team.  
*The Library volunteers donated over 600 hours to the Library. This includes the hours for the teen volunteers during the Summer Reading Program.*
- Equip library users and advocates with information about library issues and funding.  
*This continues to be ongoing.*

### Goal B: Connect more closely with various interest groups.

- Improve communication with education partners such as Sweet Home School District, day care providers, and local Head Start groups.  
*Library staff presented “Early Literacy” programs at the Kidco and Sunnyside HeadStarts. Children from the HeadStarts were brought to the Library for a “library orientation program.” The Library participates in the Day5 Enrichment program and meets regularly with the school and other partners involved. Summer Reading presentations were made at each elementary school and the Jr. High. The library also worked closely with the Boys and Girls Club and Little Promises to make sure the children had an opportunity to participate in the Summer Reading program.*
- Work with local service organizations and community groups to develop awareness of library resources and programs.  
*Rose attended the Chamber of Commerce after hours events during the year and the Library hosted the event in January, 2012. After Hours brings together local businesses and community groups.*

Goal C: Strengthen ties with local business community.

- Reach out to local businesses to promote library awareness.  
*Local businesses continue to support the library by donating prizes and gifts for the Summer Reading program and other items throughout the year.*
- Enhance the connection with the Sweet Home Chamber of Commerce.  
*The Chamber assists the Library by getting the word out about library events. The Chamber also provided tables for many of the summer reading programs. Rose regularly attends the Chamber of Commerce after hours events and the Library hosted the “after hours” event in January, 2012.*

Goal D: Continue with cooperation with other City departments.

- Collaborate with City management and departments to inform residents about city services.  
*Rose keeps the City Departments informed of programs and changes that are happening at the Library. The billing clerks are the “front line” staff and Rose provides the information they need to feel comfortable answering questions about the location of the AARP tax preparation, how to get Federal tax forms and Oregon State tax forms. Additionally, information regarding the Library program and meetings are provided and posted on the City’s webpage.*

Goal E: Create a more customer-friendly library experience.

- Improve directional and site-specific signage.  
*The Library purchased new Plexiglas sign holders to put at the end of the shelving units and new signs were made.*
- Manage the arrangement of the collection so the materials are well-spaced and within reach.  
This is an ongoing project and continues to be a work “in progress”.
- Improve the browse-ability of the collection.  
This is an ongoing project and continues to be a work “in progress”.
- Continue to make safety and security within the library a priority.  
*The Library participates in the City of Sweet Home safety checks and take corrective action against any noted safety issues. Staff and volunteers are reminded to work safely.*



## Looking forward

As the recession continues, the Sweet Home Public Library will continue to be an essential resource for residents. With materials for research, entertainment, and careers, and access to technology, story times and programs for children, teens and adults, the Sweet Home Public Library is an important cultural and educational institution for the City of Sweet Home. Next year, the library will continue to focus on its vision to provide the community with superior library services and collections. With our participation in the Oregon Library Passport Program, we see an added value to having a Sweet Home Library Card.