



CITY OF SWEET HOME LIBRARY BOARD AGENDA

May 21, 2026, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

The City of Sweet Home does not typically utilize a live-stream for its meetings but can upon request; please contact cpretty@sweethomeor.gov to request a link at least 24 hours in advance of the meeting.

Call to Order

Roll Call

Review & Approval of Minutes

- a) [2026-04-09 Library Board Meeting Minutes](#)

Report of the Library Services Director

- a) [Director's Report – April/May 2026](#)

Statistics

- a) [Statistics – April 2026](#)

Fiscal Report

Old Business

- a) [Laptop Lending Policy 2026](#)

New Business

- a) [SHPL Newsletter May 2026](#)

Adjournment

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 MEETING MINUTES

April 09, 2026, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Call to Order

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

Roll Call

PRESENT

Chair Eva Jurney
Vice Chair Kelsey Hicks
Board Member Jen Castaneda
Board Member Jim Corley
Board Member Caryn Wise

STAFF

Megan Dazey, Library Services Director
Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects Manager

Review & Approval of Minutes

- a) 2026-02-12 Library Board Meeting Minutes

Board Member Wise moved to approve the minutes of the February 12, 2026 Library Board meeting. Board Member Castaneda seconded the motion. The motion carried by the following vote:

AYE: Jurney, Hicks, Castaneda, Corley, Wise
NAY: None

Report of the Library Services Director

- a) Director's Report – March & April 2026

Director Dazey stated that the library received additional children's books from Senator Ron Wyden's office. She highlighted the availability and use of the Free Little Pantry and Seed Library. She stated that staff was finalizing the Summer Reading Program and anticipated releasing the schedule mid-May. She noted that the Teen Movie Night would now include tweens. She reviewed some new and renewed grants, including support for teen programs and a technology grant that would replace existing laptops and allow the purchase of new laptops and tablets that could be checked out by the public.

No action was required for this item.

Statistics

a) Statistics – March 2026

Director Dazey stated that e-books and e-audio use continued to increase.

No action was required for this item.

Fiscal Report

a) Library Proposed Budget FY26-27

Director Dazey reviewed the proposed budget and its approval process. Discussion ensued regarding various line items.

Board Member Corley moved to recommend the budget as proposed to the City Budget Committee. Board Member Wise seconded the motion. The motion carried by the following vote:

AYE: Journey, Hicks, Castaneda, Corley, Wise

NAY: None

Old Business

There was no old business to be heard.

New Business

a) Laptop Lending Policy – Draft

Director Dazey stated that a laptop lending policy was required by the technology grant. She reviewed the proposed policy.

Chair Journey asked of the proposed process for the City's IT consultant to review returned laptops for damage since they were not based in Sweet Home. Director Dazey replied that staff would note any potential damage and the consultant would inspect further during their weekly visits. Chair Journey expressed with concern with the City's ability to recoup costs for overdue or damaged laptops. She suggested requiring the borrower themselves to return the device and mandating that they wait until staff has examined the device. She expressed concern that a \$25 per day late return fine was not sufficient to deter late returns. Deputy City Manager Pretty noted that the fine would have to be adopted separately as part of the City's fee schedule and it may be better to leave an exact amount out of the policy, but that staff could take the Board's recommendation of the amount to City Council. There was consensus to recommend \$25 per day.

Director Dazey stated that she would bring the policy back to the Board for consideration with edits.

No action was required for this item.

b) SHPL April 2026 Newsletter

Director Dazey stated that the newsletter was included in the agenda packet. She noted that she wanted to highlight the Library Board members in the newsletter.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 5:10 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board

DRAFT

Report of the Library Director for April-May 2026 Activities

Collection updates:

We put in a request for a State Parks pass. We should find out soon if we will be getting one for patrons to check out (only a limited number are available to libraries statewide).

Building issues:

No new issues this month!

In building updates:

New furniture purchases via grant funds, will be added as it comes in (see other updates for grant information!) We need more table space for those studying or having meetings.

In-person Programming:

The combining of Teens & Tweens for game and movie nights has worked out well, with over 20 participants in the last game night!

The Safety Fair/Summer Reading kickoff event is coming to Sankey Park on June 13th 9am-Noon.

Movies in the Park start June 12th with Zootopia 2!

New Building:

Nothing new to report today

Other updates:

This morning (Tuesday) I signed papers for our OBDD ARPA CPF DCTP grant with a final amount of \$39,160.00. This grant will reimburse us for purchases of new technology (as outlined in the contract)

I was at the ARSL Board Leadership in Birmingham retreat the first week of May. We worked on updating the strategic plan for the organization and toured the conference center to finalize the contract for the national conference in September.

The spending deadline for our ALA LTC2 grant for accessibility was at the end of April. We were able to update our handicap access door, bathroom door locks, signage, obtain new lounge chairs, purchase a new height adjustable computer desk, and get lots of adaptable art supplies for all ages.

Kira attended the OLA annual conference in Portland at the end of April. She brought back some great ideas that we will be using for future programs and summer reading, so stay tuned.



City of Sweet Home
 Sweet Home Public Library
 1101 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

April 2026	This month April 2026	Last month March 2026	Previous year 2025	Year to date 2026
Patron Activity				
Door count	4243	4355	45,306	16,862
Program participants (all ages)	161	191	4,414	845
Total programs (all ages)	16	24	322	84
Circulation and Renewals				
Checkouts & renewals	6085	5931	73,684	23,319
E-audio & E-book checkouts	873	866	9,233	3,486
Total items checked out	6958	6,797	82,920	26,805
Public Computers				
Logins	277	283	2,932	1,115
Resource Sharing Savings				
Cost savings	\$4987.92	\$4842.37	\$64,434.93	\$19,536.32
Items borrowed by consortium libraries	331	406	4,616	1,456
Items borrowed from consortium libraries	376	446	5,662	1,643
Volunteer Hours				
Hours worked by volunteers	22	46	401	189.75
New Library Patrons				
New patron cards issued	26	29	449	139

Events this month: Updating our teen Movie Nights and Game Nights to include tweens has lead to a dramatic increase in the number of participants! We also had 1 week of minimal programming due to Conferences/Trainings/Vacations.

Building updates:

Items of note:

Laptop Lending Policy

The Sweet Home Public Library makes laptops and tablets available to library card holders to directly enable work, education, and health monitoring activities. Laptops are provided according to availability and must be used in accordance with this Laptop Lending Policy. *(The word "Laptop" also refers to Tablets for the purposes of this Policy)*

In-Library Use

The following rules and regulations apply when laptops are used in the Library building:

- 1) Laptops may be borrowed by library card holders, both residents and non-residents, in good standing (i.e. users with fines/fees are blocked). Restricted to those 18+ only.
- 2) The loan period for in-Library use is 2 hours. All laptops must be returned to the Check Out Desk before the Library closes.
- 3) In-Library use laptops will be checked out on a first come, first served basis. And will not be checked out the last hour of the day that the library is open.
- 4) Each laptop is equipped with basic operating software and is Wi-Fi enabled. No additional software may be installed or downloaded. Use of the laptop within the library does not require an access code. In addition, each laptop comes equipped with an electrical cord, for which the user is responsible.
- 5) The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users wishing to save files they have created must back them up to disks, USB sticks, or personal cloud based accounts. All created files will be wiped clean after a session ends or when the computer is turned off by software that is in use on the laptop.
- 6) The user assumes full responsibility for the cost of repair or replacement of the laptop and electrical cord, in the event that the laptop, or electrical cord are lost, stolen, or damaged. Library staff, in conjunction with the Library's IT Consultant, will assess laptops upon return and charge the user for loss or damage accordingly. Determinations about whether equipment must be repaired or replaced and the resulting charges for repair or replacement are final.
- 7) Laptop user will comply with the Library Code of Conduct at all times while in the Library building.
- 8) Laptops cannot print directly to the Library printer.

Home Use

The following rules and regulations apply when laptops are checked out and used at home or outside of the Library building:

1. Laptops may be borrowed by resident library card holders ages 18 and up in good standing (i.e. users with fines are blocked). Current valid government issued photo identification in addition to a library card is required.
2. The loan period is seven days for home use.
3. Laptops check out on a first come first served basis and cannot be reserved ahead of time.
4. Each laptop is equipped with operating software and is Wi-Fi enabled. No additional software may be installed or downloaded. In addition, each laptop comes equipped with an electrical cord, and carrying case for which the user of record is responsible.
5. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users wishing to save files they have created must back them up to disks, USB sticks, or personal cloud based accounts. All created files will be wiped clean after a session ends or when the computer is turned off by software that is in use on the laptop.
6. Laptops may not be renewed. Users must wait at least 1 business day between checkouts of laptops.
7. Laptops must be returned in person by the borrower to a library staff member. Borrowers must wait until the laptop is checked for damage and completeness by the library staff member.
8. Fines for overdue home use laptops are \$25.00 per day, not counting days the library is closed. An "on-time" return is defined as a laptop that is returned prior to closing on the seventh day of check out. Users who have on two separate occasions returned the laptops late will lose laptop borrowing privileges for a period of six months.
9. The user assumes full responsibility for the cost of repair or replacement of the laptop, electrical cord and case, in the event that the laptop, electrical cord, or case are lost, stolen, or damaged. Library staff, in conjunction with the Library's IT Consultant, will assess laptops upon return and charge the user for loss or damage accordingly. Determinations about whether equipment must be repaired or replaced and the resulting charges for repair or replacement are final.
10. The Library's Computer and Internet Safety Policy applies to laptop use. Users attest that they have read and will adhere to the policy.

In-Library and Home Library Laptop users must agree to and sign this form for every laptop checkout.

Acceptable Use Agreement

I agree that:

I will not use this computer for illegal activities.

I will not modify the hardware of this computer.

I will not bypass the security on this system to gain unauthorized access.

I will be held financially responsible for damage to the laptop/tablet while it is in my care.

I understand the laptop location is tracked at all times.

I read and understood the information presented in this loan agreement form.

	Print	Signature
Laptop name		X
Laptop Barcode		X
Library user name		
Library staff name		
Date		X

Sweet Home Public Library Newsletter

May 2026

May Events

- Every **Tuesday** @ 4:00 PM:
Lego Creators Club (all ages welcome)
- Every **Wednesday** @ 3:00 PM:
After School Movies (all movies rated G or PG)
- Every **Thursday** @ 10:00 AM:
Lapsit Storytime (ages 0–2)
- Every **Thursday** @ 11:00 AM:
Preschool Storytime (ages 2–5)
- Every **Friday** from 9:00 – 9:45 AM:
Walking Group (all ages welcome)
- **Friday** May 1st 6–8pm
Tween/Teen Game Night (ages 10–19)
- **Friday** May 15th 6–8pm
Tween/Teen Movie Night (ages 10–19)
- **Saturday** May 2nd 10am–2pm
Beginners Computer Building
- **Saturday** May 23rd Closed for Memorial Day Holiday
- **Saturday** May 30th 11am–1pm
Crow Party: Trinket Exchange

Games at the Library

Did you know that the Library has dozens of board games available to check out? We have games for all ages and skill levels. Want to try a game before you buy it? Need a game for family game night? What to get to know your family better? Want to increase math & vocabulary skills? We have a game for that!

Games available include:
Catan, Operation, Trivial Pursuit, Ticket to Ride, Spelligatgor, Dog-Man, Memory Game, Chutes and Ladders, Apples to Apples, Dungeons and Dragons, Castle Panic, and so much more!

Coming Soon...

The Summer Reading Program schedule for all ages will be in next month's newsletter! Our Kickoff Party will be on June 13th from 9am–Noon at Sankey Park as part of the Jim Bean Safety Fair!

Contact Information

1101 13th Ave Sweet Home
541-367-5007
shpl@sweethomeor.gov
www.sweethomeor.gov/library

New Books

I Am Not Boring: The True-Life Story of a Log by Lena Podesta
The funniest (and totally not boring) picture book about a log that has ever existed, full of scientific facts and delightfully silly storytelling. For ages 3–6.

Jeff the Land Shark: Friends and Rivals by Kelly Thompson
Join Jeff the Land Shark as he teams up with many of the friends he's made over the years and outsmarts more than a few rivals ...For ages 7–10.

Ja-Purr-Nese: Adorable Cat-Shaped Recipes from Sushi to Soup by Laure Kie
A collection of adorable Japanese themed and inspired recipes, all shaped like cats.

American Rambler: Walking the Trail of Johnny Appleseed by Isaac Fitzgerald
A moving blend of memoir, history, and travelogue, American Rambler is at once an ode to the American heartland, a meditation on escaping the breakneck pace of modern life, and a clear-eyed look at the myths at the very core of American identity and history.

Staff Spotlight

Joy

Favorite part of your job? Being the first one to open the boxes of new books. It is like Christmas every day.

Favorite snack at work? Tootsie Rolls

How long have you worked at the Library? 11 years at the Sweet Home Library.

What do you do when not at work?

Local sports and Duck games.
Hiking with the dogs.



Need something we don't have?

If there is a book or movie that you would love to read or watch and we don't have it at the Library, don't worry, we can likely get it for you!

Your Sweet Home Library card gives you access to the collections at the Albany Public Library, Lebanon Public Library, LBCC Library, Scio Library and the Harrisburg Library. We have a courier that brings items to the Library twice a week, so you don't even have to go somewhere else to gain access to thousands more books and movies!

If we still don't have what you are looking for, we can likely purchase it for you! Any purchase will depend on cost, quality and availability!