



CITY OF SWEET HOME LIBRARY BOARD AGENDA

October 09, 2025, 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) [2025-09-11 Library Board Meeting Minutes](#)

Report of the Library Services Director

- a) [Library Director's Report October 2025](#)

Statistics

- a) [Library Statistics September 2025](#)

Fiscal Report

Old Business

New Business

- a) [October 2025 Library Newsletter](#)
- b) [Donor Naming Rights - Rough Draft - Proposal](#)

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 MINUTES

September 11, 2025, 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 Journey
Vice Chair Kelsey Hicks
Committee Member Jen Castaneda
Committee Member Caryn Wise

ABSENT

Committee Member Jim Corley

STAFF

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

Review & Approval of Minutes

- a) 2025-07-10 Library Board Work Session Minutes
- b) 2025-07-10 Library Board Meeting Minutes

Committee Member Wise moved to approve the minutes as presented. Committee Member Castaneda seconded the motion. The motion carried by the following vote:

AYE: Journey, Hicks, Castaneda, Wise

NAY: None

ABSENT: Corley

Report of the Library Services Director

- a) Director's Report – September 2025

Director Dazey stated that the library's Saturday hours would change to 10:00 AM to 3:00 PM effective in October to standardize opening times and coincide with the Community Market's season. She noted that the summer reading program had concluded and staff was still collecting final counts. She stated that the winner would be named "Kid Librarian" and would be allowed to select a collection for display. She noted that the Teen Clothing Drive was underway and asked for additional donations before the giveaway on September 29th. She added that it was open to any teens, not just Sweet Home residents. She stated there were no updates regarding a new building for the library but she was a participant in a group

discussing a new building for the school district and was gathering information. She highlighted the receipt of a final check from the Alheit Trust toward the library. She stated that the Delivery System Transformation Committee and the Regional Planning Council of IHNCCO approved the library's 2025 New Partner Engagement proposal for funding in the amount of \$15,000 for harm reduction materials, which would be shared with Lebanon and Albany Public Libraries. She noted that she was elected Treasurer of the Association of Rural and Small Libraries effective January 2026 to December 2028. She stated she would be attending and presenting at the Association of Rural and Small Libraries conference in Albuquerque, New Mexico from September 17th to 20th.

Chair Journey asked if Director Dazey anticipated a decrease in patronage due to the beginning of the school year. Director Dazey replied that it typically remained steady. Chair Journey asked if the library planned to do Battle of the Books. Director Dazey replied that one of the local schools planned to do one so the library would find out what the school was using and host the other available program.

No action was required for this item.

Statistics

- a) Statistics – September 2025

Director Dazey

No action was required for this item.

Fiscal Report

There was no fiscal report to be heard.

Old Business

- a) New Library Building – Potential Work Session

Director Dazey stated that there was a new 2.7 acre property available with an entrance off Main Street and suggested an additional Work Session to discuss the new library location.

Chair Journey suggested that the Work Session be held November 13th due to her planned absence at the October meeting.

There was consensus to hold the Work Session at 3:00 PM on November 13th.

New Business

- a) Library Newsletter – September 2025

The newsletter was available in the agenda packet.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 4:49 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board

Report of the Library Director for Sept/Oct 2025 Activities

Collection updates:

We continue our constant weeding process to make room for new materials.

We received another 6 boxes from Senator Wyden and the Library of Congress. These boxes are all kid and teen materials.

Building issues:

We are needing to replace the light fixtures in the staff area and will take this opportunity to upgrade to LED. We are also getting estimates for replacing the front porch window (the one behind the bench).

In building updates:

New bean bags are on the way for the teen area.

Our newly updated hours started on October 4th. We shifted our hours to 10am-3pm on Saturdays. We had more people in that first hour than we typically did from 3-4pm and Harvest Festival is typically a very low use day.

In-person Programming:

We saw well over 200 + kids at Harvest Festival. We gave out over 60 pounds of candy and prizes and watched kids decorate 150 trick or treat bags.

We had over 70 teens attend our clothing giveaway and gave away 80% of our donations. The leftovers were passed along to another group. We will be doing a Kid's clothing drive after Thanksgiving, with a giveaway in January, TBD.

We have a DnD group that formed over the summer that is playing together once a month. Sunshine Industries visits once a month and alternates craft time and movie time each month.

New Building:

Work session at 3pm before our meeting in November. There are a few more pieces of property for sale currently off of Main, just past City Hall.

Other updates:

We are waiting for deposits from several of our recent grants before spending money on the necessary items.

We are still waiting for parts for our Handicap access door for that grant funded work to move forward.

We will be receiving a grant for STEM kits. I am just waiting for the final paperwork to announce.

Conference wrap up-

I attended the Association for Rural and Small Libraries Annual conference in Albuquerque September 17-21. I co-presented a session on: Reducing Substance Abuse through Community Learning and Bibliotherapy. We had a packed room and lots of good questions. I attended sessions on :

Building up our communities: leveraging community partnerships to enhance library services
Emergency Management in Libraries

Directors, Managers and Administrators group discussion

Navigating New building projects

From Anxiety to Action how the sustainable libraries certification program builds stronger communities (we will be receiving a 1 year membership to the Sustainable Library program)

There's always something happening at the library: becoming a daily destination for your community

Speaking with Legislators: making your voice heard

Empowering communities through partnerships

Film Screening of "The Librarians" (during lunch)

Community Webs Workshop (attendance paid for my airfare and hotel and will give us access to several of their products for digital collections)

Plus keynote speakers and networking activities.



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

Sweet Home Public Library

Statistics

September 2025	This month Sept 2025	Last month August 2025	Previous year 2024	Year to date 2025
Patron Activity				
Door count	3,877	3,907	45,620	34,247
Program participants (all ages)	269	650	3,697	3,604
Total programs (all ages)	24	34	323	259
Circulation and Renewals				
Checkouts & renewals	6,080	6,404	72,250	56,117
E-audio & E-book checkouts	758	817	8,860	6,753
Total items checked out	6,838	7,221	81,110	62,870
Public Computers				
Logins	267	269	3,016	2,136
Resource Sharing Savings				
Cost savings	\$4,889.40	\$4,679.60	\$63,565.22	\$48,195.56
Items borrowed by consortium libraries	390	402	4,300	3,519
Items borrowed from consortium libraries	457	482	5,127	4,266
Volunteer Hours				
Hours worked by volunteers	49.25	56.5	450.50	294.50
New Library Patrons				
New patron cards issued	34	36	620	377

Events this month: Our teen clothing giveaway had over 70 people come to shop for clothes and hygiene products. September is fairly quiet for programs as we wind down and take a step back after summer reading programs.

Building updates: The light fixtures in the staff area are starting to go bad and will be replaced soon (most of the fixtures in the public area were replaced around 5 years ago).

SWEET HOME PUBLIC LIBRARY NEWSLETTER

OCTOBER
2025

October Programs

Storytime

Baby & Toddler time every
Thursday at 10am
Preschool time every Thursday at
11am

Wednesday Afternoon Movie

All Movies are G or PG and start
at 3pm
10/1 Hotel Transylvania
10/8 Addams Family Values
10/15 Paranorman
10/22 HalloweenTown
10/29 Hocus Pocus

Inkslingers Writing Group

Every Tuesday at 11am

Lego Creators Club

Every Tuesday at 4pm

Teen Game Night

Friday October 10 6-8pm

Teen Movie Night

Friday October 24 6-8pm

Sourdough Class

Saturday October 11 2pm
Sign-up at the Library

Harvest Festival

Visit us at the 2025 Harvest
Festival in Sankey Park on
Saturday October 4th from 11am-
4pm.

We will have tons of games and
prizes for all the kids!
Over 80 vendors will be selling
food, crafts, art, and so much
more!

Halloween

Join us on October 31st at 2:30 pm for
our annual Pre-Trick or Treat
Storytime with the Sweet Home
Police Department at 1950 Main St.
An officer will read a few "scary"
stories then talk about Trick or Treat
safety. The Library will also be part
of the Downtown Trick or Treat event
starting at 3pm

New Hours

Starting October 4th
Our Saturday Hours will be
10am-3pm

Scary Stories

For Kids

The Spooky Express Oregon: A Halloween Thrill Ride by Eric James

Find out what happens aboard the Spooky Express as it hurtles around Oregon on Halloween Night. For ages 4-10

For Tweens

Read this Book in the Dark: Scary Campfire Stories for kids.

Grab your flashlight and gather 'round for ghostly tales that frighten and excite. 15 never-before-told chillers sure to give you goosebumps. For ages 8-12

For Teens

Zombie Burrito by Exploding Kittens

A dodgeball card game where survivors team up against Zombies. Perfect for a teen game night! For ages 7+

For Adults

The October Film Haunt by Michael Wehunt

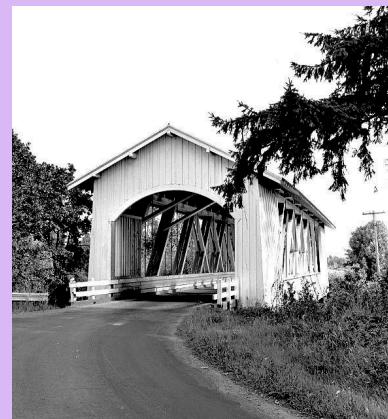
A novel about a horror movie loving woman pulled into a cult horror film that is determined to have a sequel and her as the star.

Digital Collections

If you are interested in the history of the Pacific Northwest, have you looked at the Northwest Digital Heritage collection online?

<https://northwestdigitalheritage.org>

Libraries across the PNW have digitized, photographs, books, newspapers, flyers and more!



This picture shows Weddle (Devaney) Bridge in 1964 before it moved to Sankey Park

Contact Info

Email: shpl@sweethomeor.gov

Phone: 541-367-5007

Location: 1101 13th Ave



Sweet Home Public Library Naming Rights Policy

Purpose:

The Sweet Home Public Library (SHPL) seeks to recognize persons who have supported the Library through substantial financial contributions towards a new facility. The SHPL provides naming opportunities in recognition of individuals and corporations for significant financial contributions. These naming opportunities may include, but are not limited to naming the new building, rooms or designated areas in the building, furnishings, equipment, library collections (whole collections or individual items) by way of a designated plaque or nameplate.

Only individuals and organizations whose action and/or programs are compatible with the mission, policies, goals and values of the SHPL will be considered in naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate.

General Definitions:

The Naming Rights Policy includes exterior and internal features, which may be naming the building, rooms in a building, furnishings, equipment, library collections (whole collections or individual items) by way of a designated plaque or nameplate. Other items may be recommended for naming after consultation with the Library Director, Library Advisory Board, and Sweet Home City Council.

1. The *building* will encompass the entire exterior of the “new” building and will include the name of the Library itself, i.e. “*The O'Brien Memorial Library*”
2. A *room* in a building may include an enclosed rooms, designated areas such a story-time corner, or interior wall.
3. A *designated plaque or nameplate* may include a inscribed commemorative thin, flat plate or tablet of metal, porcelain, etc., intended for ornament, as on a wall, or set in a piece of furniture, or a name plate affixed to a book.
4. A *collection* is groups of books, media, and other library collection items.
5. *Furnishings and equipment* include furniture, computers, and similar articles that are not a fixed part of the building and have a short life span.
6. *Financial contributions* include outright gifts of money, securities, in kind donations and endowments.

Naming Regulations

1. A naming opportunity must be consistent with the Library's mission and goals.
2. The naming of a building, room in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall be finalized only after the financial commitment by the individual or corporation has been honored in full and not on the basis of a pledge for future funds.
3. Recognition will be for 7 years, or for the life of the room, or 20 years for the building, unless the individual or corporation provides continuing or additional support.
4. The Library will recognize a major financial contribution for the purchase of furnishings and equipment, library collections or other by placing the name of the benefactor on a designated plaque or nameplate within the facility.
5. Name/Donation recognition in individual books will be for the life of the book. Books may be de-accessioned with no circulation in 3 years or more.

Request Procedures

1. Proposals for naming the building, rooms in a building, furnishings, equipment, library collections, may be submitted at any time during the year to the Library Director for review via the CoSH Naming Application.
2. The Library Director will submit applications to the Library Advisory Board, and if approved will submit applications to the CoSH City Council for final approval.
3. The Library Advisory Board and Library Director will approve the design, wording, and placement of any permanent plaques, inscriptions or other recognitions.

Recognition of Gift Levels/Sponsorships

- Small Study Room (2-4 person) \$15,000
- Medium Study Room (4+person) \$20,000
- Public Service/Circulation Desk (x2) \$7,000
- Shelf Range (8-10 foot section- multiple available in public areas) \$5,000
- Staff Area \$75,000
- Director's Office \$25,000
- Librarian's Office (x2) \$15,000
- Tween Area \$75,000

- Teen Area \$100,000
- Adult Area \$150,000
- Large Meeting Room \$200,000
- Children’s Area \$400,000
- Furniture \$50 + cost of item
- Books \$5 + cost of item
- Building \$1,000,000

Other areas will be determined by the Board according to the amount of donation.

Monetary gifts (other than those associated with naming rights and sponsorships) of \$50,000 or more may be recognized on a designated plaque or nameplate.

These monetary guidelines will be reviewed as needed.

Gifts/Donations

Donations of materials/equipment and funds to purchase materials/equipment will be accepted with the understanding that SHPL reserves the right to determine if, and in what manner, the donated items will be used. SHPL will make a good faith effort to use monies in accordance with the wishes of the donor(s) and the instructions of the Gift/Donations Form. SHPL may refuse proposed gifts if restrictions are counter to SHPL or CoSH policies.

Gifts of materials/equipment and items donated become the property of SHPL, and are accepted with the understanding that they are subject to the same selection criteria as purchased materials/equipment. Items not selected for the collection may be passed on to another institution or library, or to the Friends of the Library for sale. All proceeds from the sale of donated materials will go to the Friends of the Library to benefit SHPL. Acknowledgement of gifts for tax records may be provided, but appraisal of the value of donated items is not made.

Morality Clause

SHPL is a public-serving institution whose mission is dependent on maintaining the trust and goodwill of the community. In the event that the Donor/Named Individual, or any principal or public representative thereof, engages in, or is credibly alleged to have engaged in, any act or conduct involving moral turpitude, is convicted of a felony, or is otherwise involved in any situation or controversy that in the reasonable judgment of SHPL, Library Advisory Board, or CoSH may cause public disrepute, contempt, scandal, or otherwise harm the reputation of SHPL, SHPL shall have the right, upon written notice to the Donor to terminate this Agreement and immediately remove the

Donor/Named Individual's name. In such event, SHPL shall have no obligation to return any portion of the donation.

DRAFT