



CITY OF SWEET HOME LIBRARY BOARD AGENDA

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.

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) [2026-02-12 Library Board Meeting Minutes](#)

Report of the Library Services Director

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

Statistics

- a) [Statistics – March 2026](#)

Fiscal Report

- a) [Library Proposed Budget FY26-27](#)

Old Business

New Business

- a) [Laptop Lending Policy - Draft](#)
- b) [SHPL April 2026 Newsletter](#)

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

February 12, 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 Journey
Vice Chair Kelsey Hicks
Committee Member Jen Castaneda
Committee Member Jim Corley

ABSENT

Committee Member Caryn Wise

STAFF

Megan Dazey, Library Services Director
Adam Leisinger, Special Projects Manager

Review & Approval of Minutes

- a) 2025-11-13 Library Board Meeting Minutes
- b) 2025-11-13 Library Board Work Session Minutes

Committee Member Corley moved to approve the minutes of the November 13, 2025 Library Board Work Session and Meeting. Vice Chair Hicks seconded the motion. The motion carried by the following vote:

AYE: Journey, Hicks, Castaneda, Corley

NAY: None

ABSENT: Wise

Report of the Library Services Director

- a) Report of the Library Director February 2026

Director Dazey discussed the popularity of the DVD collection and changes to the puzzle section to accommodate new STEM kits. She noted that the ADA-compliant door was now functional. She highlighted the addition of a fax line for public use. She highlighted the attendance of over 30 “shoppers” at the recent kids’ clothing giveaway. She stated that the library would receive a grant to provide items for teens, including hygiene kits and food.

No action was required for this item.

Statistics

- a) Library Statistics February 2026
- b) SHPL Circulation Stats by Collection for 2025

Director Dazey reviewed the annual collection statistics.

No action was required for these items.

Fiscal Report

There was no fiscal report to be heard.

Old Business

There was no old business to be heard.

New Business

- a) February 2026 Newsletter
- b) SHPL Year End Highlights

Director Dazey stated that she would be highlighting all staff and Library Board Members in future editions of the newsletter. She noted that volunteers were needed to sort seeds for the Seed Library. She added that the free little pantry was currently empty and donations were needed.

Chair Journey asked of the status of the next fiscal year’s budget. Director Dazey replied that staff would be meeting with administration the following week to develop the budget. She added that staff planned to include funding for another summer teen intern.

No action was required for these items.

Adjournment

There being no further discussion, the meeting was adjourned at 4:50 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board



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

Sweet Home Public Library

Statistics

March 2026	This month March 2026	Last month Feb 2026	Previous year 2025	Year to date 2026
Patron Activity				
Door count	4355	4096	45,306	12,619
Program participants (all ages)	191	234	4,414	684
Total programs (all ages)	24	21	322	68
Circulation and Renewals				
Checkouts & renewals	5931	5156	73,684	17,234
E-audio & E-book checkouts	866	795	9,233	2,613
Total items checked out	6,797	5951	82,920	19,847
Public Computers				
Logins	283	240	2,932	838
Resource Sharing Savings				
Cost savings	\$4842.37	\$4333.37	\$64,434.93	\$14,548.40
Items borrowed by consortium libraries	406	302	4,616	1,125
Items borrowed from consortium libraries	446	378	5,662	1,267
Volunteer Hours				
Hours worked by volunteers	46	59	401	167.75
New Library Patrons				
New patron cards issued	29	44	449	113

Events this month: We have been getting more authors inquiring about doing book signings at the Library. Our seed library continues to be popular with over 500 packets of seeds going out every week.

Items of note: We received a grant from Samaritan's System of Care geared towards offerings for rural teens.

LIBRARY FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2023/24</u>	<u>Actual</u> <u>2024/25</u>	<u>Adopted</u> <u>2025/26</u>	<u>EST. YEAR</u> <u>END</u>	<u>Proposed</u> <u>2026/27</u>	<u>Approved</u> <u>2026/27</u>	<u>Adopted</u> <u>2026/27</u>
201-000-000-300	Beginning Balance	601,803	551,550	1,539,000	1,483,000	1,535,000		
201-000-000-302	Property Tax - Current	624,559	641,016	648,000	648,000	667,000		
201-000-000-303	Property Tax - Past	8,476	11,152	10,000	10,000	10,000		
Total Taxes		633,035	652,168	658,000	658,000	677,000	0	0
201-000-000-333	Grants	30,120	20,537	13,000	30,000	20,000		
201-000-000-350	Fees	4,261	4,875	4,000	4,000	4,000		
201-000-000-380	Interest	5,000	5,000	6,000	6,000	6,000		
201-000-000-381	Miscellaneous	6,297	399,068	12,000	10,000	10,000		
Total Miscellaneous		11,297	404,068	18,000	16,000	16,000	0	0
201-000-000-390	Transfer	0	500,000	0	0	0		
TOTAL RESOURCES		1,280,516	2,133,197	2,232,000	2,191,000	2,252,000	0	0

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2023/24</u>	<u>Actual</u> <u>2024/25</u>	<u>Adopted</u> <u>2025/26</u>	<u>EST. YEAR</u> <u>END</u>	<u>Proposed</u> <u>2026/27</u>	<u>Approved</u> <u>2026/27</u>	<u>Adopted</u> <u>2026/27</u>
201-000-000-504	Wages	326,027	312,289	324,000	324,000	355,000		
201-000-000-505	Overtime	34	0	1,000	0	0		
201-000-000-506	Insurance	46,580	44,727	59,000	51,000	91,000		
201-000-000-507	Retirement	35,606	40,743	44,000	44,000	47,000		
201-000-000-508	Taxes	24,405	23,497	27,000	26,000	29,000		
201-000-000-509	Other	4,472	8,217	13,000	11,000	12,000		
Total Personal Services		437,125	429,472	468,000	456,000	534,000	0	0
201-000-000-510	Operating Supplies	21,084	37,949	11,000	11,000	11,000		
201-000-000-511	Uniforms & Equipment	193	149	0	0	1,000		
201-000-000-512	Utilities	26,112	26,845	22,000	26,000	28,000		
201-000-000-515	Insurance - General	5,173	5,955	7,000	7,000	8,000		
201-000-000-516	Professional Development	2,657	2,582	2,000	2,000	2,000		
201-000-000-517	Professional Services	22,176	28,106	15,000	30,000	20,000		
201-000-000-519	Projects & Programs	1,395	3,589	12,000	10,000	12,000		
201-000-000-529	Facility Maintenance	683	2,476	5,000	8,000	5,000		
201-000-000-530	IT Charges	4,112	0	0	0	0		
201-000-000-533	Support Service Charges	141,000	55,000	55,000	55,000	55,000		
201-000-000-534	Equipment Maintenance	5,195	5,274	5,000	5,000	5,000		
201-000-000-547	Print Materials	46,039	44,236	40,000	40,000	42,000		
201-000-000-548	Non-Print Materials	13,024	7,904	20,000	6,000	5,000		
Total Materials & Services		288,842	220,065	194,000	200,000	194,000	0	0
201-000-000-555	Capital Outlay	0	0	850,000	0	50,000		
201-000-000-585	Contingency	0	0	350,000	0	1,150,000		
201-000-000-595	Unappropriated	0	0	370,000	0	324,000		
TOTAL EXPENDITURES		725,967	649,537	2,232,000	656,000	2,252,000	0	0

Remaining **554,549** **1,483,660** - **1,535,000** - - -

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 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 to a library staff member. Borrowers are advised to 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 responsible for damage to this system 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

APRIL 2026

SWEET HOME PUBLIC LIBRARY NEWSLETTER

Little Free Seed Library

Our seed library offers free seeds to grow food, support community sharing, preserve biodiversity, encourage sustainability, and empower people to learn gardening and save seeds. We have seeds for vegetables, fruits, herbs, and flowers. Stop in and get some today!

Kids Computers

Did you know that the Library has two computers just for kids? They are safe and internet-free for kids to learn new skills or practice old skills with over 4000 educational STEM related computer games. For ages 2-12

April Tween/Teen Events

- April 3 6-8pm Tween/Teen Game Night ages 10-19
- April 10 3:30pm Teen Craft - Button Making
- April 17th 6-8pm Teen/Tween Movie Night ages 10-19
- April 23 4pm Anime Club
Ages 10+

April Events

Every Tuesday at 4pm - Lego Creators Club- ages 6+
Every Wednesday at 3pm - Afternoon Movie - All ages
Every Thursday at 10am- Baby and Toddler Storytime
Every Thursday at 11am - Preschool Storytime
April 25th at 2pm - Author Talk with Sue Demarinis- The Station Master's Wife: A Scandalous Life Exposed



New Books

Hiking Oregon's Fire Lookouts by Cheryl Hill

Your guide to 45 current and former Fire Lookouts in Oregon. Included are driving directions, trail maps, GPS coordinates, elevation details, permit info, and notes on wildflowers, wildlife, and wildfire history.

The Momster at the End of This Book by Grover

Grover and his friends learn all about the loving characteristics of a momster, who is waiting at the end of the book.



Contact Info

shpl@sweethomeor.gov

541-367-5007

sweethomeor.gov/library

1101 13th Ave Sweet Home
OR 97386

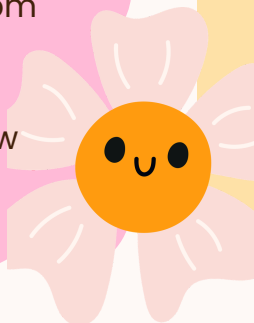
Hours

Tuesday-Thursday 10am-6pm

Friday 10am-5pm

Saturday 10am-3pm

1st Monday 1pm-2pm for Low
Sensory hour



Staff spotlight

Tawyna

What's your favorite snack at work?
Donuts, all flavors and styles! I love everything except pickles.

What is the favorite part of your job?
Helping all the littles with crafts during storytime and just interacting with everyone in the community!

Why did you move to Sweet Home?
My parents retired here and I loved the town everytime I visted them here, especially Foster Lake. Oregon is so much greener than Southern California.

What do you do when you aren't at work?
I take care of my chickens, dogs and garden at my new house!



Tawyna working at a Summer Reading Event at Sankey Park last year. We love our events in the park, fresh air, books, kids and fun!



Tawyna wanted to show off her pups and chickens to everyone.

