



CITY OF SWEET HOME LIBRARY BOARD AGENDA

April 10, 2025, 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:

Call to Order

EnterTextHere

Review & Approval of Minutes

- a) [2025-01-09 Library Board Meeting Minutes](#)
- b) [2025-03-13 Library Board Meeting Minutes](#)

Report of the Library Services Director

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

Statistics

- a) [Library Statistics for March 2025](#)

Fiscal Report

- a) [FY 2025-2026 Proposed Budget](#)

Old Business

New Business

- a) [Library Talking Points for reference & discussion](#)

Adjournment

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.

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CITY OF SWEET HOME LIBRARY BOARD MINUTES

January 09, 2025, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Call to Order

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

Roll Call

PRESENT

Chair Eva Journey
Vice Chair Kelsey Hicks
Board Member Jim Corley
Board Member Caryn Wise

ABSENT

Board Member Jen Castaneda

STAFF

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

Review & Approval of Minutes

- a) 2024-12-12 Library Board Meeting Minutes

Board Member Corley moved to approve the minutes of the December 12, 2024 Library Board meeting. Board Member Wise seconded the motion. The motion carried by the following vote:

AYE: Journey, Hick, Corley, Wise

ABSENT: Castaneda

Report of the Library Services Director

- a) Library Director Report Dec 2024/Jan 2025

Director Dazey stated that staff was considering the creation of a collection targeted for 8-13 year olds. She noted that shopping carts were no longer allowed on the library property due to ongoing access issues. She highlighted a \$2,000 donation from the Singing Christmas Tree's audience donation that was used in part to purchase a new gaming table for the teen room. She noted that the library hosted almost one program per day on average. She highlighted the popularity of two upcoming sourdough classes. She provided an update on the Winter Bingo contest. She stated that the library received a donation from a trust for a total of over \$800,000 in donations towards a new library location. She noted that she was accepted to be part of the Libraries Advancing Community Learning to Reduce Substance Abuse national forum in May 2025.

No action was required for this item.

Statistics

- a) Library Statistics Dec 2024

Director Dazey stated that she added a column with percentages showing year-over-year changes. She highlighted the work of staff who contributed to improved statistics in almost all categories. She noted that the Library Operating Levy would be on a future ballot for voter approval.

No action was required for this item.

Fiscal Report

Director Dazey stated that expenses were right around 50% for the year.

No action was required for this item.

Old Business

- a) Final Strategic Plan 2025-2030

Director Dazey asked for any additional feedback on the proposed Strategic Plan.

There was consensus to move forward with the Strategic Plan as proposed.

New Business

- a) SHPL January 2025 Newsletter

Director Dazey provided a copy of the latest newsletter.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 5:00 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board



CITY OF SWEET HOME LIBRARY BOARD MINUTES

March 13, 2025, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Call to Order

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

Roll Call

PRESENT

Chair Eva Journey

Vice Chair Kelsey Hicks

Board Member Jim Corley

Board Member Caryn Wise

ABSENT

Board Member Jen Castaneda

COUNCIL

Councilor Chelsea Augsburger, Council Liaison

STAFF

Megan Dazey, Library Services Director

Cecily Hope Pretty, Assistant City Manager Pro Tem

Chair Journey welcomed Councilor Augsburger as the new Council liaison to the Board. The Board Members introduced themselves and their backgrounds.

Councilor Augsburger introduced herself and shared her library-related interests.

Review & Approval of Minutes

- a) 2025-01-09 Library Board Meeting Minutes

The Minutes were not included in the agenda packet. There was consensus to consider them at the following meeting.

Report of the Library Services Director

- a) Director Report – February/March 2025

Director Dazey stated that Mayor Coleman visited the Library of Congress and selected books that were shipped to the Sweet Home Public Library. She noted that Senator Ron Wyden's office shipped additional books. She stated that staff were planning a reduction in the Western collection and the area would be dedicated to junior high-level materials. She added that she would be applying for grants to supplement the area. She stated there were no building maintenance issues in the past month. She highlighted the donation of several books from authors. She reviewed popular events in February and March. She stated that the University of Oregon Museum of Natural and Cultural History's Native Innovations display would be hosted in the library lobby for two weeks in April.

Chair Journey asked of the success of newly added free little libraries. Director Dazey replied that they were all being well-used.

No action was required for this item.

Statistics

a) Library Statistics – February 2025

Director Dazey stated that statistics were on track to meet or exceed prior years' statistics and highlighted additional volunteer hours. She noted that there was a near-record number of new library cards.

No action was required for this item.

Fiscal Report

There was no fiscal report to be heard.

Old Business

a) Final Strategic Plan 2025-2030

Assistant City Manager Pro Tem Pretty stated that there were no changes to the Strategic Plan since it was previously considered in January but that a formal vote was required to approve it.

Chair Journey expressed support for the inclusion of defining the library as a "learning organization." She provided some grammatical suggestions. She asked of a prior program utilized for skills training. Director Dazey replied that LinkedIn Learning was previously funded through the Oregon State Library but due to high costs and low usage, the City discontinued its use, and the State Library redirected funds to enhance the catalog through the Libby app.

Board Member Corley suggested including the goal of updated facilities in the monthly newsletter. He expressed support for the goal of enhancing literacy through partnership with the School District.

Councilor Augsburger asked if the stained glass in the current library could be preserved for use in a future building. Director Dazey replied that it could be.

Board Member Wise moved to adopt the 2025-2030 Strategic Plan. Board Member Corley seconded the motion. The motion carried by the following vote:

AYE: Journey, Hicks, Corley, Wise

ABSENT: Castaneda

New Business

a) History Jamboree & SHPL March 2025 Newsletter

Director Dazey stated that the History Jamboree was seeking volunteers and invited the Board Members to attend.

No action was required for this item. Item c was addressed at this time.

c) Overview of Public Library Standards

Director Dazey presented a condensed version of State and Local Public Library Standards. She stated that compliance was required to take advantage of grants and programming. She highlighted the inclusion of a comprehensive checklist rating the library's compliance and provision of services and noted that the Strategic Plan would enhance its scoring.

No action was required for this item. Item b was addressed at this time.

b) Oregon State Library Dataset for 2024

Director Dazey stated that the dataset included public libraries receiving public dollars and that reporting was required annually. She reviewed several of the dataset categories.

Chair Journey asked of comparisons to other libraries in Linn County. Director Dazey stated that the Sweet Home Public Library was doing well but additional funding was desired to upgrade the catalog system.

Board Member asked of the current square footage of the building. Director Dazey stated that the library needed to double its square footage based on the current population.

Chair Journey asked of the Seed Library. Director Dazey stated that over 2,000 seed packets had already been distributed and more were available.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 5:06 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board

DRAFT

Report of the Library Director for March/April 2025 Activities

Collection updates:

We have received even more boxes of books from the Library of Congress and Senator Wyden. These books are being added to the collection, or added to the Little Free Libraries around town, if we already have a copy.

We have moved the Western Fiction and the Large Print Mystery collections to make way for a brand new Tween section. Many of our new books are for a Tween audience and will be going directly to this section, other books will be pulled from the Young Adult and juvenile collections and relabeled as tween, depending on their suggested targeted audience age. The collection will have Fiction, Graphic Novels and Non-Fiction. Many of our current Tweens are super excited about this and have been giving us input on what they want in the space!

Building issues:

We have received a \$10,00 grant from the American Library Association to replace our automatic door opener, and potentially some other adaptive resources within the building. The check should arrive after May 1st, then we can get quotes and move forward on the project. The front bench and picnic table are back for the season!.

In building updates:

We have rearranged several things to make room in our lobby area for a display.

In-person Programming:

The Native Innovation traveling exhibit from the UO's Museum of Natural and Cultural History is now on display in our lobby area until May 6th. This is an interactive museum quality display for all ages.

Our Dogman party attracted over 45 kids and adults to watch Dogman and party!

Our Lego Creator Club continues to grow, with an average of 18 kids every week.

Storytime is holding steady at around 20 kids at each session every week.

The Seed Lending Library has given out thousands of packets of seeds.

New Building:

No new updates this month. After the Library Operating Levy election we can focus on this potential project again.

Other updates:

We have several new volunteers that are working with us weekly or biweekly!

Our Operating Levy will be on the May 20th ballot for Sweet Home City residents.

We will be having a Library Open House on May 7th from 5-7pm to give residents a chance to come into the library and ask questions and see what has changed and what we do!

The Community Market starts the first weekend of May and goes through the end of September.



Sweet Home Public Library

Statistics

March 2025	This month March 2025	Last month Feb 2025	Previous Year 2024	Year to date 2025
Patron Activity				
Door Count	3723	3190	45,620	11,167
Program participants (all ages)	328	293	3,697	921
Total programs(all ages)	25	23	323	78
Circulation and Renewals				
Checkouts & renewals	6169	5840	72,250	18,482
E-audio & E-book checkouts	710	676	8,860	2135
Total items checked out	6879	6516	81,110	20617
Public Computers				
Logins	225	198	3,016	632
Resource Sharing Savings				
Cost savings	5968.14	4908.26	63,565.22	16,366.67
Items borrowed by consortium libraries	368	345	4,300	1181
Items borrowed from consortium libraries	535	431	5,127	1471
Volunteer Hours				
Hours worked by volunteers	26	17	450.50	59
New Library Patrons				
New patron cards issued	50	42	620	128

Events this month: We ended the month with the Green Peter & Foster History Jamboree.

Building updates: We are in the midst of creating a separate space for Tweens. Unfortunately, this means that the Western Novels needed to move to a new location. Tweens are super excited about having their own space.

Items of note: We have several new volunteers that are getting in to the swing of things and working independently. We have a few more that will start in April.

Library Fund (202)

LIBRARY FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
201-000-000-300	Beginning Balance	484,246	601,803	554,000	1,539,000		
201-000-000-302	Property Tax - Current	595,701	624,559	607,000	648,000		
201-000-000-303	Property Tax - Past	942	8,476	5,000	10,000		
	Total Taxes	596,643	633,035	612,000	658,000		
201-000-000-333	Grants	7,333	30,120	50,000	13,000		
201-000-000-350	Fees	4,638	4,261	1,000	4,000		
201-000-000-380	Interest	4,000	5,000	5,000	6,000		
201-000-000-381	Miscellaneous	8,739	6,297	394,000	12,000		
	Total Miscellaneous	12,739	11,297	399,000	18,000		
201-000-000-309	Transfer	0	0	500,000	0		
	TOTAL RESOURCES	1,105,599	1,280,516	2,116,000	2,232,000		
201-000-000-504	Wages	181,446	326,207	316,000	324,000		
201-000-000-505	Overtime	0	34	1,000	1,000		
201-000-000-506	Insurance	38,080	46,580	49,000	59,000		
201-000-000-507	Retirement	24,397	35,606	43,000	44,000		
201-000-000-508	Taxes	14,208	24,405	25,000	27,000		
201-000-000-509	Other	3,031	4,472	13,000	13,000		
	Total Personal Services	261,162	437,125	447,000	468,000		
201-000-000-510	Operating Supplies	38,787	21,078	15,000	11,000		
201-000-000-511	Uniforms & Equipment	50	193	1,000	0		
201-000-000-512	Utilities	22,784	26,112	20,000	22,000		
201-000-000-513	Computer Maintenance	0	0	3,000	0		
201-000-000-514	Public Information	364	0	0	0		
201-000-000-515	Insurance - General	4,800	5,173	8,000	7,000		
201-000-000-516	Professional Development	2,745	2,657	2,000	2,000		
201-000-000-517	Professional Services	11,671	22,176	10,000	15,000		
201-000-000-519	Projects & Programs	14,424	1,395	8,000	12,000		
201-000-000-528	Fuel	108	0	0	0		
201-000-000-529	Facility Maintenance	3,604	683	5,000	5,000		
201-000-000-530	IT Charges	7,417	4,112	0	0		
201-000-000-533	Support Service Charges	73,114	141,000	55,000	55,000		
201-000-000-534	Equipment Maintenance	3,081	5,195	4,000	5,000		
201-000-000-546	Books & Periodicals	21,274	0	0	0		
201-000-000-547	Print Materials	28,676	46,039	40,000	40,000		
201-000-000-548	Non-Print Materials	7,420	13,024	10,000	20,000		
	Total Materials & Services	240,320	288,842	181,000	194,000		
201-000-000-555	Capital Outlay	20,000	0	866,000	850,000		
201-000-000-585	Contingency	0	0	300,000	350,000		
201-000-000-595	Unappropriated	0	0	322,000	370,000		
	TOTAL EXPENDITURES	521,482	725,966	2,116,000	2,232,000		

Libraries provide free access to books, technology, and other resources, leveling the playing field for individuals regardless of their socioeconomic status.

The average adult hardback costs \$27 and the average picture book is \$19. Several of our patrons check out 25+ kid's picture books at a time, 3 novels at a time, 3 graphic novels at a time or 10 DVDs a day. This adds up quickly in cost savings.

Libraries are vital for promoting literacy, supporting education, and fostering a love of learning at all ages.

We offer library cards to everyone that lives in Sweet Home City limits, and to every kid that is in the Sweet Home School District (including the Charter School and homeschool). Out of City cards are just \$35 for 1 year. This supports continued education, access to books and other library materials for all ages. Access to books offers the opportunity to practice reading and develop a habit of reading that can last a lifetime.

Our 1000 Books Before Kindergarten program promotes family time and literacy. Sweet Home has one of the highest enrollment rates in Oregon for Dolly Parton's Imagination Library.

Libraries serve as safe and welcoming spaces for people to gather, connect, and participate in community events.

All are welcome at the Library, even without a library card. We do not limit who can participate in our programs and events (other than for space reasons). Our summer reading events regularly attract 50+ kids each Friday. This includes local kids that come every week and even grandkids that are visiting for the summer or the week. Kids are meeting, socializing and learning new things.

Libraries contribute to local economies by supporting job creation, attracting tourists, and fostering a skilled workforce.

We help people weekly with resumes and job applications. We see many out of town visitors at the Library, either looking for information or needing to use a computer or printer, or sometimes they just stop by to talk and hang out. We see an increase of tourists during the summer season, especially around Sportsman's and Jamboree.

Libraries provide free access to computers, internet, and digital resources, bridging the digital divide and empowering individuals to participate in the digital world.

We provide internet access through our desk top computers and with Wi-Fi. People of all ages in Sweet Home (and surrounding areas) do not have internet access at home. Either it is not physically available or they cannot justify the cost of it (especially satellite

internet). Many others simply cannot afford the monthly cost. People visit daily to connect online to friends and family either on social media, emails or with Wi-Fi calling.

Libraries host a variety of events and programs, including book clubs, workshops, and cultural events, enriching community life.

We offer events/programs almost every day that we are open. These can range from one participant to 100s of participants. All local authors are welcome to host a signing event for free at the library, we even have author events scheduled for November already.

Libraries serve as safe havens for underserved populations, providing access to resources and services.

As a rural, lower-income community we are all an underserved population. The library provides access to books, entertainment and computers to all that come through our doors. In the summer we help connect kids with free meals. We help connect newly homeless with shelter services, We help connect people with food insecurity with local food banks.

Libraries are essential for promoting civic engagement, providing access to information about elections, government services, and community issues.

We are a neutral provider of information. We provide information about elections (via voter's pamphlets or connecting individuals with online voter's information provided by vetted non-partisan sources. We provide tax forms at no cost to anyone that asks for one. This year we provided free tax assistance from the Oregon Department of Revenue. We helped to host the recent Green Peter & Foster History Jamboree.

Stories:

We have older individuals that visit the library regularly that bring their visiting families in to meet us because they see library staff as friends. These families are often relieved to know that their family member has connections in the community and a social space outside of their home.

We have one kid that has repeated the 1000 Books Before Kindergarten program 3.5 times because he loves books and visiting the library (and free books!).

We are the community's living room, you can come hang out, talk to friends and neighbors and meet new friends or neighbors. We are often the second stop in town for new residents. They stop at City Hall to have their water turned on, then visit the Library for their library card.