



CITY OF SWEET HOME LIBRARY BOARD AGENDA

November 13, 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) [2025-10-09 Library Board Meeting Minutes](#)

Report of the Library Services Director

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

Statistics

- a) [Library Statistics – October 2025](#)

Fiscal Report

Old Business

- a) [Library Donor Naming Rights](#)

New Business

- a) [Policy Manual Change Proposal – Internet Use – DRAFT](#)
- b) [2025 Oregon Public Library State Statistical Report – SHPL](#)
- c) [SHPL Newsletter – November 2025](#)

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

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.

Call to Order

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

Roll Call

PRESENT

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

ABSENT

Chair Eva Journey

STAFF

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

Review & Approval of Minutes

- a) 2025-09-11 Library Board Meeting Minutes

Board Member Corley moved to approve the minutes of the September 11, 2025 Library Board meeting. Board Member Wise seconded the motion. The motion carried by the following vote:

AYE: Hicks, Castaneda, Corley, Wise

NAY: None

ABSENT: Journey

Report of the Library Services Director

- a) Library Director's Report October 2025

Director Dazey stated that six additional boxes of books were received from Senator Wyden's office. She stated that any books not added to the local collection would be donated to Halsey's public library. She noted that light fixtures were being replaced in the staff area. She stated that she was gathering estimates to replace a front window due to its poor condition. She noted that the library's new Saturday hours had begun to open at 10 AM, consistent with the rest of the work week. She highlighted the success of the recent teen clothing giveaway and stated a future children's clothing giveaway would take place in the new year. She spoke of her recent experiences at the Association for Rural and Small Libraries Annual conference in Albuquerque.

No action was required for this item.

Statistics

- a) Library Statistics September 2025

Director Dazey stated that statistics were largely on par with the prior year but attendance at programs had increased and e-book usage had also increased.

No action was required for this item.

Fiscal Report

There was no fiscal report to be heard.

Old Business

There was no old business to be heard.

New Business

- a) October 2025 Library Newsletter

Director Dazey provided the most recent newsletter and spoke of upcoming events.

No action was required for this item.

- b) Donor Naming Rights – Rough Draft – Proposal

Director Dazey provided a draft proposal regarding donor naming rights for the future new library and noted that it was based on other libraries. She asked the Board to consider the proposal for future action and referral to the City Council for consideration.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 4:52 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board

Report of the Library Director for Oct/Nov 2025 Activities

Collection updates:

We are looking at having some mobile shelving built to potentially replace some of our current shelving. The idea is that this shelving will allow us to move some collections when more space is needed for certain programs.

Building issues:

The lights in the staff area and office have been replaced with LED.
The front porch window has been replaced with an energy efficient window.
The public bathrooms are having issues with air in the pipes. A plumber has been contacted.

In building updates:

One of our public computers continues to be down and is currently with IT being rebuilt. We are switching our phone company and upgrading our system. The work should be completed this month. We should finally be able to offer Faxing services. (fingers crossed). The demand for faxing has been going up due to lots of changes in medical coverage and changes to government benefits.

In-person Programming:

Halloween Storytime with a Cop saw over 50 participants at the SHPD. Having that much space for a storytime was great!
Trick or Treat downtown continues to be popular, even when we are slightly off Main & Long streets.

New Building:

Discussed in Work Session prior to this meeting.

Other updates:

We received a grant of \$2,500 from the Roundhouse Foundation for STEM kits. The kits have been purchased. Boxes/cases to circulate them have been ordered (we had to measure sizes before ordering.) We expect to start having them circulate after Thanksgiving.

We are closed 11/27-29 for **Thanksgiving** holiday.

We will have changed hours for the **Christmas/New Year's** holiday:

12/24 open 10-3pm

12/25 closed

12/26 & 12/27 open 10-3pm

1/1 closed



Sweet Home Public Library

Statistics

| October 2025 | This month Oct 2025 | Last month Sept 2025 | Previous year 2024 | Year to date 2025 |
|--|------------------------|-------------------------|--------------------------|-------------------------|
| Patron Activity | | | | |
| Door count | 4533 | 3,877 | 45,620 | 38,780 |
| Program participants (all ages) | 590 | 269 | 3,697 | 4194 |
| Total programs (all ages) | 31 | 24 | 323 | 290 |
| Circulation and Renewals | | | | |
| Checkouts & renewals | 6480 | 6,080 | 72,250 | 62,597 |
| E-audio & E-book checkouts | 876 | 758 | 8,860 | 7,629 |
| Total items checked out | 7,356 | 6,838 | 81,110 | 70,226 |
| Public Computers | | | | |
| Logins | 306 | 267 | 3,016 | 2,442 |
| Resource Sharing Savings | | | | |
| Cost savings | \$5995.58 | \$4,889.40 | \$63,565.22 | \$54,191.14 |
| Items borrowed by consortium libraries | 431 | 390 | 4,300 | 3,950 |
| Items borrowed from consortium libraries | 488 | 457 | 5,127 | 4,754 |
| Volunteer Hours | | | | |
| Hours worked by volunteers | 43 | 49.25 | 450.50 | 337.50 |
| New Library Patrons | | | | |
| New patron cards issued | 40 | 34 | 620 | 417 |

Events this month: We started the month by running the kid’s activity area at the harvest Festival and ended the month with Halloween Storytime with a Cop and downtown trick or treating.

Building updates: The lighting in the staff area has been upgraded to LED (one of the fixtures needed to be replaced, so we decided to upgrade). We also replaced the front window on the porch with a new energy efficient window. This should help with sound, smells and drafts coming in through the window into the staff space and library.

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

Internet Access by Children and Teens

The Library affirms parents or legal guardians' right and responsibility to determine and monitor their own children's use of Library materials and resources. The Library recommends that parents or legal guardians accompany their children to the Library. Parents or legal guardians are responsible for what their child views on the Internet.

Children, 43 **12** years of age and under, must be accompanied by a parent or legal guardian while using the computer **or have prior parental/guardian permission to use the computer.**

Youth, 44 **13** years of age or older, must present a library card, current photo identification, or school I.D., to use the computer. ~~If youth have no I.D., the parent or legal guardian shall come to the Library and provide permission for their child to use the PAC's.~~ **Those 13 and older will be opted in to having computer access when issued their library card. A parent/guardian can opt the youth out of computer access by talking with Library staff.**

Use of TV/Game Console

Children 12 years of age and under, must be accompanied by a parent or guardian in the teen room while using the TV/game console.

Youth 13 years of age or older can use the equipment without parent or guardian being present.

All users must be respectful to each other and the equipment at all times and follow all instructions from library staff.

DRAFT

2025 Oregon Public Library Statistical Report

2025 Oregon Public Library Statistical Report

Sweet Home Public Library

Megan Dazey
1101 13th Avenue
Sweet Home, OR 97386

mdazey@sweethomeor.gov
O: 541-367-5007

Megan Dazey

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Application Form

Part 1 - General Information

Question 111 Was there a (geographic) boundary change in the legal service area in the last year?*

Examples of boundary changes include:

- a municipality, county, or district annexes land
- when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography
- an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents)

No

Question 113 New branches, bookmobiles, or change of location?*

Has your library or any of its branches moved location (or otherwise changed physical address), *OR* did your library open a new branch or bookmobile during the last fiscal year?

No

Question 118 Registered Users*

3361

Question 119 Registered Users Added*

526

Part 2 - Staff & Volunteers

Question 201 Librarians with ALA/MLS (in FTE)*

Include all Librarian positions at your library for which a Master's of Library Science degree (or equivalent) is a requirement or an expectation for the position.

Note: 1.0 FTE = 1 position at 40 hours per week (on average). For example, one position that is budgeted for 30 hours per week = $1 \times (30/40) = 0.75$ FTE.

2.0

Question 203 Total Librarians (in FTE)*

Include all librarians (as FTE) working at your library here regardless of a MLS requirement, and *including* all FTE reported in Question 201 above.

Note: 1.0 FTE = 1 position at 40 hours per week (on average). For example, one position that is budgeted for 30 hours per week = $1 \times (30/40) = 0.75$ FTE.

2.0

Question 204 All other paid staff (in FTE)*

Include all other library staff **not** reported in Questions 201 or 203 above.

Note: 1.0 FTE = 1 position at 40 hours per week (on average). For example, one position that is budgeted for 30 hours per week = $1 \times (30/40) = 0.75$ FTE.

2.7

FTE Staffing Notes

If any of your FTE numbers in Questions 201, 203, or 204 have changed since last year's report, please provide a brief explanation.

Question 206 Total number of volunteers (individuals)*

12

Question 207 Total volunteer hours*

354

Question 209 Friends of the Library*

Yes

Question 210 Library Foundation*

No

Question 211 Number of full-time permanent positions (37.5 hours/week or more)*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled for 37.5 hours per week or more (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

2

Question 212 Number of part-time permanent positions between 20 and 37.5 hours/week*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled between 20 and 37.49 hours per week (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

4

Question 213 Number of part-time permanent positions (less than 20 hours/week)*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled for less than 20 hours per week (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

1

Question 214 Number of temporary or on-call positions*

Report the number of temporary or on-call positions your library has. A *Temporary* position could be any limited-duration position (e.g., for grant-funded projects) that is not included in your library's regular staffing budget year-to-year. *On-call* positions are those that do not typically work a set number of hours per week or month.

0

Staffing notes (general)

Optional.

One staff is .125 FTE for a janitor position

Part 3 - Revenue

Local Government Operating Revenue

Please report your library's operating revenue, broken out by source (city, county, and/or district). Please round to the nearest dollar.

| | |
|---|--------------|
| Question 301 City Revenue | \$590,000.00 |
| Question 302 County Revenue | \$0.00 |
| Question 303 District Revenue | \$0.00 |
| Question 304 Total Local Government Revenue | 590000 |

Local Government Operating Revenue Notes

If any local government revenue source has experienced a change from the previous fiscal year +/-10%, please leave a note here.

State Operating Revenue

Please round to the nearest dollar.

| | |
|--|------------|
| Question 305a Ready to Read Grant | \$1,744.00 |
| Question 305b All Other State Revenue (excluding Ready to Read grant) | \$0.00 |
| Question 305 Total State Revenue | 1744 |

Federal Operating Revenue

Please round to the nearest dollar.

| | |
|---|--------|
| Question 306 LSTA Grants | \$0.00 |
| Question 308 All Other Federal Revenue (excluding LSTA Grants) | \$0.00 |
| Question 309 Total Federal Revenue | 0 |

State Operating Revenue Notes

If you have received funding from any Oregon state agency (other than from the State Library) as reported in Question 305b, please describe here. Ready to Read grant revenue will be pre-filled by the State Library.

Federal Operating Revenue Notes

If you have received funding from any federal agency (other than via a LSTA grant from the State Library) as reported in Question 308, please describe here. LSTA grant revenue will be pre-filled by the State Library.

0

Question 310 Other Operating Revenue*

Report all operating revenue other than that reported on the local, state, and federal lines. Include fines and fees, non-capital monetary gifts and donations from local library foundations, businesses, corporations, or the public, interest from endowments, and grants from private sources. Count fines and fees even if the revenue is passed through to a different unit of government.

Round to the nearest dollar.

\$385,815.00

Capital Revenue

Please report any capital revenue by source in the categories below.
Round to the nearest dollar.

| | |
|--|-------------|
| Question 312 Local Government Capital Revenue | \$0.00 |
| Question 313 State Government Capital Revenue | \$0.00 |
| Question 314 Federal Government Capital Revenue | \$0.00 |
| Question 315 Other Capital Revenue | \$10,000.00 |
| Question 316 Total Capital Revenue | 10000 |

Capital Revenue Notes

If you have reported any amounts in Questions 312-315, please provide a brief description of what capital projects are planned or are underway at your library.

ALA LTC round 3 grant

Question 320 Local option levy?*



Did your library receive operating funds from a local option levy during this fiscal year? Please answer *Yes* for any levy funding, whether it is specifically for library services or for a number of local services.

Yes

Question 321 Year levy was established?



If you answered *Yes* to Question 320, please report the year in which the levy was first approved by voters. Format: YYYY.

If you do not have a levy, leave this field blank.

1985

Question 322 Year levy expires?



If you answered *Yes* to Question 320, please report the year that the current levy expires.

Format: YYYY.

If you do not have a levy, leave this field blank.

2030

Question 330 Bond measure?*



Does your library currently receive capital funding through a bond measure?

No

Question 331 Bond amount?



If you answered *Yes* to Question 330, what is the original bond amount that was passed (not including interest)?

Question 332 Bond expiration date?



If you answered *Yes* to Question 330, what year does the current bond expire? Please enter the four-digit year.

Part 4 - Expenditures

Staffing Expenditures

Please round to the nearest dollar.

| | |
|---------------------------------------|--------------|
| Question 401 Salaries and Wages | \$308,000.00 |
| Question 402 Employee Benefits | \$132,000.00 |
| Question 403 Total Staff Expenditures | 440000 |

Collections Expenditures

Please round to the nearest dollar.

| | |
|---|-------------|
| Question 406 Print materials expenditures | \$40,000.00 |
| Question 407 Electronic materials expenditures | \$6,131.00 |
| Question 408 Other materials expenditures | \$10,000.00 |
| Question 409 Total Collection Expenditures | 56131 |

Question 410a All Other Operating Expenditures*

Round to the nearest dollar.

\$68,000.00

Question 410b Internal service charges

Select all that apply.

- Administration
- Facilities
- Human Resources
- Information Technology
- Legal
- Finance

Operating Expenditures Notes

Optional

Capital Expenditures

Please round to the nearest dollar.

| | |
|---|------------|
| Question 412 Library Construction Expenditures | \$5,000.00 |
| Question 413 Capital Equipment Expenditures | \$0.00 |
| Question 414 Other Capital Expenditures | \$0.00 |

| | |
|--|------|
| Question 415 Total Capital Expenditures | 5000 |
|--|------|

Capital Expenditures Notes

If you reported any capital expenditures in Questions 412-414, please describe.

Start of upgrade of accessible door from ALA LTC grant.

Part 5 - Collections

Question 501 Print Items*

23712

Question 502 Print Items Added*

3100

Question 503 Physical Audio Items*

1090

Question 504 Physical Audio Items Added*

34

Question 505 Physical Video Items*

4356

Question 506 Physical Video Items Added*

655

Question 507 Other Physical Library Materials*

328

Question 508 Other Physical Library Materials Added*

123

Question 533a Number of Physical Spanish language items*

Please report the total number of *physical* items in the library's collection in Spanish. This should include all physical material types (print, audio, video).

110

Question 533b Number of Digital Spanish language items*

Please report the total number of *digital* items in the library's collection in Spanish. This should include all digital material types (e-books, audio, video).

0

Collections notes

Optional.

Part 6 - Circulation & Collection Use

Physical Item Circulation

For Questions 609-619, please report on the circulation of *physical* materials only.

Question 609 Automatic Renewal of Physical Materials*

Does your library automatically renew physical materials?

Yes

Question 610 First time Circulation of Adult Materials*

If your library does not differentiate materials circulation between age categories, enter *-1* here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

22781

Question 611 Renewals of Adult Materials*

If your library does not differentiate materials circulation between age categories, enter *-1* here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

16438

Question 612 First time Circulation of Young Adult Materials*

If your library does not differentiate materials circulation between age categories, enter *-1* here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

1825

Question 613 Renewals of Young Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

1317

Question 614 First time Circulation of Childrens Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

19601

Question 615 Renewals of Childrens Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

12619

Question 616 First time Circulation of Other library materials*

If your library does not differentiate materials circulation, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

-1

Question 617 Renewals of Other library materials*

If your library does not differentiate materials circulation, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

-1

Question 618 First time Circulation of Physical Materials not separated into above categories*

0

Question 619 Renewals of Physical Materials not separated into above categories*

0



The following four questions essentially replace Questions 630 and 631 in previous Statistical Reports. For all **Oregon Digital Library Consortium (ODLC/Library2Go) member libraries**, the ODLC Chair will provide you with circulation numbers for each applicable format. These questions should include circulation of

both ODL and Overdrive Advantage titles, as well as any circulation you may have from other platforms (such as Kanopy, Hoopla, New York Times, for example).

Question 641 - E-book Circulation*



The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. If unknown, report -1.

3069

Question 642 - E-serials Circulation*



The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. If unknown, report -1.

-1

Question 643 - E-audio Circulation*



The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. If unknown, report -1.

5691

Question 644 - E-video Circulation*



The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device. If unknown, report -1.

0

Question 650 Items loaned to other libraries within resource-sharing network*

-1

Question 651 Interlibrary Loans - Items Loaned to All Other Libraries*

Number of true ILLs loaned to libraries outside of your shared catalog or resource-sharing network.

0

Question 653 Items borrowed from libraries within resource-sharing network*

-1

Question 654 Interlibrary Loans - Items Borrowed from All Other Libraries*

Number of true ILLs borrowed from libraries outside of your shared catalog or resource-sharing network.

0

Question 660 Circulations Made to Non Residents without Charge*

4585

Circulation notes

Optional.

Linn Libraries Consortium

Part 7 - Programs & Services**Question 701 Reference Transactions***

If you do not track the number of reference transactions at your library, please enter -1.

-1

Question 701b Reference Transactions Reporting Method*

N/A (we do not track reference transactions)

Question 702 Does your library offer digital literacy instruction sessions?*

Please report *Yes* if your library provides digital literacy instructional sessions that are:

- at least 15 minutes in duration; and
- scheduled (by appointment), one-on-one technical assistance in using a device, an application; or
- other online service as well as formal instruction by way of workshops, classes, etc.

Please report *Yes* if sessions enhance digital literacy skills in the areas of:

- o basic computer skills
- o navigating the Internet
- o using email
- o essential software skills in the areas of word processing, spreadsheets, and presentations
- o Internet safety and privacy
- o using social media.

Please do not count informal reference or informational transactions that only focus on the use of library services or online resources.

No

Question 711 Meeting Room Usage*

0

Question 712 Does your library provide a Summer Reading Program*

Yes

Question 751 Live Program Sessions for Children Ages 0 to 5*

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children.

74

Question 752 Attendance at Live Programs for Children Ages 0 to 5*

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

1509

Question 753 Live Program Sessions for Children Ages 6 to 11*

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children.

71

Question 754 Attendance at Live Programs for Children Ages 6 to 11*

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

1539

Question 755 Live Program Sessions for Young Adults Ages 12 to 18*

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years.

31

Question 756 Attendance at Live Programs for Young Adults Ages 12 to 18*

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

155

Question 757 Live Program Sessions for Adults Age 19 or Older*

An adult program session is any planned event for which the primary audience is adults age 19 or older.

102

Question 758 Attendance at Live Programs for Adults Age 19 or Older*

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

519

Question 759 Live General Interest Program Sessions*

A general interest program session is any planned event that is appropriate for any age group or multiple age groups.

36

Question 760 Attendance at Live General Interest Programs*

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

625

Question 765 Number of Live, Virtual Program Sessions*

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming).

0

Question 766 Live, Virtual Program Attendance*

The count of live attendance at virtual program sessions.

0

Question 767 Total Number of Recorded Program Presentations*

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming).

0

Question 768 Total Views of Recorded Program Presentations within 30 days*

The count of views of asynchronous program presentations for a period of 30 days the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year).

0

Question 780 Number of self-directed activities

Optional. Estimates are fine. Please report the number of self-directed activities your library created throughout the year. Self-directed activities are program-like activities the library produces that do not necessitate direct staff interaction with patrons in real time. Report activities aimed at any age group. Activities can be onsite at the library, or elsewhere in the community. These may include, but are not limited to:

- Take-&-make kits
- Passive programs
- White board, magnetic poetry, and/or sticky-note prompts (for example, Question of the Week)
- Guessing jars
- Crafting corners
- Games and puzzles
- Scavenger hunts

20

Question 781 Number of participants in self-directed activities.

Optional. Please report the approximate number of patrons participating in self-directed activities. Estimates are totally OKAY. For take-&-make kits, assume a 1-kit to 1-participant ratio, unless activities were designed for families/multi-generational interaction.

1000

Programs & Services Notes

Optional.

Part 8 - Technology & Facilities**Question 801 Number of Sessions of Public Internet Computers and Devices***

If you do not track the number of public computer sessions at your library, please enter *-1*.

2953

Question 801b Reporting Method for total number of Internet computer sessions*

Actual count (we track each transaction as it happens)

Question 802 Number of Public Internet Computers and Devices*

6

Question 803 Tell us about your library WiFi*

Wi-Fi extends outside building (left on through evening hours after library closes)

Question 804 Wireless Sessions*

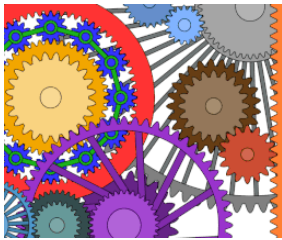
If you do not track the number of Wi-Fi sessions at your library, please enter -1.

-1

Question 804b Reporting Method for Wireless Sessions*

N/A (we don't track computer usage)

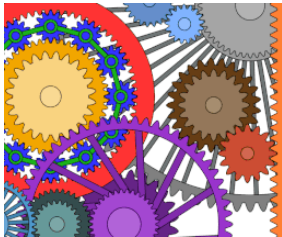
Question 805a Advertised Internet Download Speed*



Please report the top download speeds available to your library *as advertised by your Internet Service Provider* with your service plan (please report in Mbps).

29.0

Question 806a Advertised Internet Upload Speed*



Please report the top upload speeds available to your library *as advertised by your Internet Service Provider* with your service plan (please report in Mbps).

72.0

Question 805t Type of Internet Connection*



Please select the type of Internet service connection at your library. If you are unsure, please select *Other* and leave a note at the end of Part 8 in *Technology & Facilities Notes*. For multi-branch systems, please report the connection type for the main/central library here as applicable.

Fiber

Question 830 Does your library circulate devices for use outside of the library?*

Please report whether your library circulates computers/tablets/devices to patrons for use outside of the library building. Please include device that can be used to establish a connection to the Internet (hotspot or phone) or can be used to access digital information or online services (tablet, laptop, phone).

No

Question 807 Name of Shared ILS Consortium*

Linn Libraries Consortium

Question 808 Name of Integrated Library System (ILS) product*

Evergreen

Library Open Hours

Using a typical week, please report the number of open hours scheduled at your library. For libraries with multiple outlets, please report a typical week of hours at your central or main location.

Please separate the number of hours by:

- Weekday (Monday - Friday) daytime hours (before 5pm)
- Weekday (Monday - Friday) evening hours (after 5pm)
- Weekend (Saturday - Sunday) daytime hours (before 5pm)
- Weekend (Saturday - Sunday) evening hours (after 5pm)

Please round all hours reported to whole numbers.

| | |
|--|----|
| Question 810 - Weekday Daytime Open Hours (open-5pm) | 28 |
| Question 811 - Weekday Evening Open Hours (5pm-close) | 3 |
| Question 812 - Weekend Daytime Open Hours (open-5pm) | 5 |

| | |
|---|----|
| Question 813 - Weekend Evening Open Hours (5pm-close) | 0 |
| Question 814 - Total Open Hours in a Typical Week | 36 |

Question 815 Number of Weeks Library Was Open*

For multi-outlet libraries, report only the weeks open for the main/central branch.

52

Question 816 Total Number of Open Hours*

For multi-outlet libraries, report only the total hours for the main or central library.

1872

Question 817 Library Visits*

If you do not track the number of library visits, please enter *-1*.

95572

Question 817b Library Visits Reporting Method*

Actual count (we track each visit as it happens)

Question 822 Date of Most Recent Structural Remodel of Building*

Please enter the year of your library's most recent structural remodel. For multi-outlet libraries, report on the main/central branch. If unknown, report *0000*.

1969

Question 825 Are you planning for a major capital project?*

Is your library currently planning to build a new building, or to undertake a significant renovation of an existing building? If both (for multi-outlet systems), please select *Yes - Both*.

No

Change in Square Footage?*

Did any of your library's facilities gain or loose square footage during this period?

No

Technology & Facilities notes

Optional.

Part 9 - Fines, Fees, & Salary Survey

Question 901 Overdue Fines for Adult Materials*

Does your library charge overdue fines on adult materials?

No

Question 902 Overdue Fines for Childrens Materials*

Does your library charge overdue fines on children's materials?

No

Question 903 Overdue Fines for Young Adult Materials*

Does your library charge overdue fines on materials for young adults (YA)?

No

Question 904 Notes on fines

Question 905 Fee for Interlibrary Loans*

We don't offer ILL at our library

Question 906 Annual fee for nonresident patrons*

\$35.00

Question 950 Director Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$39.76

Question 951 Director Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$46.50

Question 952 Supervisory Librarian Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$0.00

Question 953 Supervisory Librarian Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$0.00

Question 954 Non Supervisory Librarian Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$25.88

Question 955 Non Supervisory Librarian Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$30.27

Question 956 Library Assistant Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$20.04

Question 957 Library Assistant Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$23.43

Question 958 Library Clerk Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$0.00

Question 959 Library Clerk Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$0.00

Part 10 - Admin Information & Policies

Question 1001 Population Served

Completed by the State Library.

10088

The following **Questions 1009 - 1013** are required and will be used to help determine whether your library meets the Minimum Conditions for Public Libraries in Oregon as established by HB2243. For more information on these minimum conditions, please [refer to this guide](#).

Question 1009 The Webpage with the Link to Statewide Gale Resources*

Please include the URL [on your library's website](#) that links to the statewide databases provided by the State Library.

<https://www.sweethomeor.gov/library/page/online-resources>

Question 1011 The Webpage with the Link to Your Library's Collection Management Policy*

Please include the URL [on your library's website](#) where this policy is publicly posted, or the URL from your library's website which links to a centrally hosted, publicly accessible policy document.

<https://www.sweethomeor.gov/media/16826>

Question 1012 The Webpage with the Link to Your Library's Circulation Policy*

Please include the URL [on your library's website](#) where this policy is publicly posted, or the URL from your library's website which links to a centrally hosted, publicly accessible policy document.

<https://www.sweethomeor.gov/media/16826>

Question 1013 The Webpage with the Link to Your Library's Patron Confidentiality Policy*

Please include the URL [on your library's website](#) where this policy is publicly posted, or the URL from your library's website which links to a centrally hosted, publicly accessible policy document.

<https://www.sweethomeor.gov/media/16826>

Policies notes

Optional.

Reporting Burden / Branch and Bookmobile Report

Branches/Bookmobiles

If your library has a bookmobile and/or multiple branches, please click on the 'globe' icon or copy & paste this URL to complete the data needed for each branch/bookmobile.

If this field is blank, your library only has one service location and you can ignore this question!

Reporting Burden (in hours)*

Please report the total number of hours spent collecting and reporting this data for your library. Include all staff and/or volunteer time involved, as well as any time spent throughout the year compiling these statistics. Round to the nearest hour.

8

File Attachment Summary

Applicant File Uploads

No files were uploaded



SWEET HOME PUBLIC LIBRARY NEWSLETTER



DOGMAN WEEK

We are Celebrating Children's Book Week and the new Dogman book by giving a free copy of one of the Dogman books to the first kid to come in each day and talk about Dogman to us! November 4-8th only! We also have some other fun Dogman items to hand out to everyone, while supplies last!

STUDENT LIBRARY CARDS

All students of the Sweet Home School District can receive a FREE student Library Card, no matter where they live. Home School and Charter School students also qualify. With this card, they can check out up to three books at a time. If the student lives within City limits and has a parent signature, they can get a regular library card with unlimited checkouts. Stop in and get your library card today!

NOVEMBER 2025

HOLIDAY CLOSURES

We will be closed:

Tuesday November 11th for Veteran's Day

Thursday - Saturday November 27-29 for the Thanksgiving Holiday



CONTACT US

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FOLLOW US ON:
FACEBOOK AND INSTAGRAM



THANKFUL FOR YOU

In the spirit of Thanksgiving, we want to express our heartfelt gratitude for each and every one of you!

Whether you borrow books through the Libby app, check out movies each week, use the library computers, or visit daily to find your next great read, we appreciate your continued support of the Sweet Home Public Library.



COOKBOOKS

We are highlighting some of our cookbooks this month:

Eat Jewish: Over 100 recipes that blend Jewish heritage, modern flavors & family traditions.

By Melinda Strauss

Sourdough: Recipes for rustic fermented breads, sweets, savories, and more. By Sarah Owens

Star Wars The Life Day Cookbook: Official holiday recipes from a galaxy far, far away.

By Jenn Fujikawa

Foolproof Freezer: 60 fuss-free dishes that make the most of your freezer. By Rebecca Woods

Holiday Cookies: 100+ fun and festive treats. By Good Housekeeping

The Official Stardew Valley Cookbook. By Ryan Novak

Break Bread on a Budget: Ordinary ingredients, extraordinary meals. By Lexy Rogers

The Official DC Super Hero Cookbook: 60+ simple, tasty recipes. By Matthew Mead

My Very First Cookbook: Joyful recipes to make together! By Danielle Kartes

Budget Family Food: Delicious money saving meals for all the family. By Rebecca Wilson

AND SO MANY MORE!



COMING SOON

After the Thanksgiving holiday we will begin collecting donations of kid's clothes for a kid's clothing giveaway to take place on January 26th 2026. We will accept donations of new or lightly used clothing appropriate for kids from birth to age 12.



STEM KITS

THANKS TO A RECENT GRANT, WE WILL BE ADDING SEVERAL STEM KITS TO OUR COLLECTION. THESE WILL BE FOCUSED ON ENGINEERING, MATH, PHONICS, SCIENCE, AND MORE!



LITTLE FREE PANTRY

We have set up a space in our lobby to drop off food donations and to take what you need. Only pre-packaged items are allowed, no home cooked or home packaged items are allowed. We can accept perishable and non-perishable items that are still sealed! You can drop off one item at a time or a whole case. Take only what you will use. By the community for the community.

