



# CITY OF SWEET HOME LIBRARY BOARD AGENDA

July 10, 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.

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## 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](mailto: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) [2025-06-12 Library Board Meeting Minutes](#)

## Report of the Library Services Director

- a) [Director's Report June/July 2025](#)

## Statistics

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

## Fiscal Report

## Old Business

## New Business

- a) [Board Communication Policy](#)
- b) [SHPL July 2025 Newsletter](#)

## Adjournment

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*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

June 12, 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.

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## Call to Order

The meeting was called to order at 4:31 PM.

## Roll Call

### PRESENT

Chair Eva Journey  
Vice Chair Kelsey Hicks  
Board Member Jen Castaneda  
Board Member Jim Corley

### ABSENT

Board Member Caryn Wise

### COUNCIL

Councilor Chelsea Augsburger, Council Liaison

### STAFF

Megan Dazey, Library Services Director  
Cecily Hope Pretty, Deputy City Manager

## Review & Approval of Minutes

- a) 2025-05-08 Library Board Meeting Minutes

Board Member Corley moved to approve the minutes of the May 8, 2025 Library Board meeting minutes. 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 for May/June 2025

Director Dazey stated that she would not provide a verbal report to allow more time for other agenda items.

No action was required for this item.

b) LACL Conference Summary

Director Dazey stated that she recently attended the Libraries Advancing Community Learning to Reduce Substance Use national forum. She noted that activities at the forum would result in documentation and support substance use reduction and general harm reduction activities in libraries. She reviewed some of the recommendations generated from the forum. She stated that she applied for a grant with the libraries in Lebanon and Albany to obtain harm reduction materials.

Vice Chair Journey asked of the impact of substance use on library operations. Director Dazey stated that staff typically had interactions with individuals on substances at least hourly.

Discussion ensued regarding implementation of new potential programs.

Board Member Castaneda asked of the use of the Free Little Libraries. Director Dazey stated that they were well-used and were refilled every two to three weeks.

No action was required for this item.

**Statistics**

a) Statistical Report May/June 2025

Director Dazey stated that statistics were slightly down but that was typical when the weather first improves.

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) SHPL June 2025 Newsletter

Director Dazey presented the latest library newsletter.

No action was required for this item.

b) Library Needs Assessment Discussion

Director Dazey stated that a larger library was needed to accommodate growing programs. She noted that there was no current funding for a combined library/low-income housing building. She highlighted the receipt of a \$10,000 grant to upgrade the library's ADA entrance and noted that a community survey was required as a condition of the grant. She requested feedback regarding potential future library sites.

Chair Journey asked of utilizing the current site of the former City Hall. Director Dazey stated that an architectural firm offered that as an option but noted that the costs for a new build were significantly more than a remodel. Chair Journey noted the importance of sufficient parking.

Board Member Castaneda expressed support for obtaining the currently vacant former pizza place if it came available. She asked of available land close to downtown to consider for a new build. Director Dazey replied that there were a few available lots off of Highway 20.

There was consensus to hold a Work Session regarding the future library site selection.

**Adjournment**

There being no further discussion, the meeting was adjourned at 5:27 PM.

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Chair

ATTEST:

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Library Services Director, Secretary to the Board

DRAFT

## Report of the Library Director for June/July 2025 Activities

### Collection updates:

Fiscal year 24/25 wrapped up, and we are awaiting final invoices. Ordering of books is typically slower in June because of this. We continue to check out around 2000 DVDs every month as our highest circulating collection!

### Building issues:

No new issues to report.

### In building updates:

Our large screen tv met an unfortunate and accidental end. A replacement tv was donated to us and our weekly movies & video game usage will resume this week!

### In-person Programming:

Summer Reading has kicked off! Both Friday events we have held so far have been well attended with lots of fun happening! We have events/programs happening almost every day this summer with multiple events on some days. Our most popular rewards for completing summer reading tasks are the 3-d printed animals, Pokémon cards and Minecraft inflatable swords!

The Oregon Coast Aquarium will be visiting on July 18<sup>th</sup> for a summer program presentation. This is the first time we have had them to Sweet Home for a summer reading event.

Our 2 year walking group study with OHSU has ended. OHSU anticipates have their paper ready to publish in the Fall. The walking group is now open to all that would like to walk on Friday mornings.

### New Building:

Discussion happened in our work session. I assume there will be action items happening from there!

### Other updates:

We have moved on to the next round for a large grant that will assist with digital equity for residents.

The Community Market is doing very well this year. We are combining with the Sweet Home Community Singing Christmas Tree Craft & vendor event at the High School this weekend. This allows for there to be more available parking downtown for the Sportsman's Holiday



Sweet Home Public Library

**Statistics**

June 2025	This month June 2025	Last month May 2025	Previous Year 2024	Year to date 2025
<b>Patron Activity</b>				
Door Count	3,587	3,566	45,620	22,325
Program participants (all ages)	539	347	3,697	2,102
Total programs(all ages)	27	33	323	165
<b>Circulation and Renewals</b>				
Checkouts & renewals	5763	6,239	72,250	37,203
E-audio & E-book checkouts	788	745	8,860	4,372
Total items checked out	6,551	6,984	81,110	41,575
<b>Public Computers</b>				
Logins	211	217	3,016	1,313
<b>Resource Sharing Savings</b>				
Cost savings	5023.45	6,274.66	63,565.22	33,070,24
Items borrowed by consortium libraries	334	347	4,300	2,252
Items borrowed from consortium libraries	445	442	5,127	2,833
<b>Volunteer Hours</b>				
Hours worked by volunteers	15	27.25	450.50	154.25
<b>,New Library Patrons</b>				
New patron cards issued	36	47	620	255

**Events this month:** Summer Reading has officially started! Our first two big Friday events have taken place and were smash hits!

**Building updates:** Our tv went out of commission in late June, necessitating the cancelation of several programs. We also had to move one of our Summer Reading Programs inside the building due to rain.

**Items of note:** We attended the Safety Fair and signed over 150 kids up for our summer reading program! And it was raining almost the entire time.



**City of Sweet Home**  
3225 Main Street  
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## CITY MANAGER'S OFFICE MEMORANDUM

**To:** City Boards, Committees & Commissions  
**From:** Cecily Hope Pretty, Deputy City Manager  
**CC:** Jason Ogden, City Manager / Chief of Police  
Board, Committee & Commission Staff Liaisons  
**Date:** June 27, 2025  
**Subject:** Board, Committee & Commission Media Communication Policy

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**Purpose:**

To ensure that all public communications reflect the City of Sweet Home's goals, policies, and official positions, this policy provides guidance for committee members and chairs regarding inquiries from the media.

**OFFICIAL POLICY:**

**1. Official Spokesperson**

The City Manager, Jason Ogden, is the designated spokesperson for the City of Sweet Home. All official inquiries from the press or media should be directed to:

Jason Ogden  
City Manager  
Phone: 541-367-8969  
Email: [jogden@sweethomeor.gov](mailto:jogden@sweethomeor.gov)

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**2. Committee Members and Chairs**

- Members and chairs of city boards and committees are not authorized to speak on behalf of the City to the media unless expressly designated to do so by the City Manager.
  - Committee members may speak to the media in a personal capacity but must clearly state they are not representing the City of Sweet Home or its official position.
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**3. Media Inquiries Procedure**

- If approached by a reporter, committee members should politely decline to comment and refer the journalist to the City Manager.
  - If the inquiry concerns an item recently discussed by the committee, do not attempt to summarize or interpret the discussion. Refer to official minutes or direct to the City Manager.
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#### 4. Open Records Laws and Social Media

Be aware that social media posts and comments may be considered public records and subject to disclosure under Oregon's public records laws. Committee members and chairs should use caution when engaging on social media platforms regarding City-related matters.

When in doubt about whether a post or comment may be a public record, consult with the City Manager or City Attorney to ensure compliance with applicable laws and City policy.

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##### **Approved Verbiage for Committee Use:**

Here are approved scripts for responding to media inquiries:

##### **Standard Response (for Committee Members or Chairs):**

"Thanks for your interest, but I'm not the appropriate person to speak on behalf of the City. All press inquiries should be directed at the City Manager, Jason Ogden. You can reach him at 541-367-8969 or [jogden@sweethomeor.gov](mailto:jogden@sweethomeor.gov)."

##### **If Pressed for an Opinion or Statement:**

"I'm just serving as a committee member, and I'm not authorized to speak for the City or comment on behalf of the committee outside official meetings. Please contact the City Manager, Jason Ogden, for any statements or clarifications."

##### **If the Reporter Asks about a Committee Discussion or Vote:**

"Our discussions and votes are part of the public record, and official minutes are available. For further information or context, I'd encourage you to contact City Manager Jason Ogden at 541-367-8969 or [jogden@sweethomeor.gov](mailto:jogden@sweethomeor.gov)."

# SWEET HOME PUBLIC LIBRARY NEWSLETTER

July 2025

## July Events

July 11 10am Fun in the Sun - Water fight at Sankey Park (plus non-water games and activities)  
All Ages

July 11 4pm Kid's Game Day in the Library

July 11 6-8pm Teen Game Night at the Library

July 25 10am Library Field Day at Sankey Park - All Ages

July 25 6-8pm Teen Movie Night at the Library

July 26 2pm Author signing with Jim Corley and Madalyn Coleman for "The Water Speaks"

**July 18th**

Oregon Coast

Aquarium

at Sankey Park

10am



OREGON COAST  
AQUARIUM

The Oregon Coast Aquarium presents The Art of Conservation! Learn about the causes of plastic pollution, impacts on the ocean, and ways you can help! Then create something beautiful out of everyday trash. This program connects with the Aquarium's new temporary exhibit, "Washed Ashore," that opened in May 2025!

### MOVIES IN THE PARK

**July 18th** Treasure hunt  
**7:30pm** and free  
snacks before  
the movie!

**The Goonies**

# A Space for Tweens

Our special space for tweens is ready for you!

Books in this area are geared towards those age 9-12 years old. We have fiction books, tons of graphic novels, and non-fiction books in the area. We have also had donations of a modular couch, pillows, and a fun rug for the space. New books are added weekly, and sometimes daily! Stop in and hang out!

## Tween book highlights

**Sunny Figures it Out by Jennifer Holm**  
Book 6 in the Sunny series

A sweet, funny, and silly story with a serious message at its core about being yourself. Check out this graphic novel series today!

**Link + Hud Sharks & Minnows by Jarrett Pumphrey**

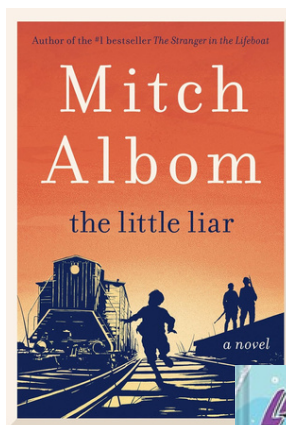
Deep sea treasure hunting. Supersonic water walking. Swimming with sharks. Two brothers with active imaginations that love swimming and using their imaginations go on summer adventures!

## STAFF PICKS

**Tawyna recommends:**

A Little Liar by Mitch Albom

This book is a captivating and quick read that can be finished in a day! A Little Liar tells the story of a boy that always tells the truth, but was fed a lie to have people get on a train during WW2. Inspired by a true story



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