



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 1 for 2026 – Adopting the Sweet Home Public Library Donor Naming Rights Policy

Preferred Agenda: February 10, 2026

Submitted By: Megan Dazey, Library Services Director

Reviewed By: Jason Ogden, City Manager / Police Chief

Type of Action: Motion Resolution Reading Roll Call

Relevant Code/Policy: Resolution No. 32 for 2016

Towards Council Goal: Desirable Community, Effective Government, Infrastructure, Essential Services, Economic Strength

Attachments: Resolution No. 1 for 2026
Sweet Home Public Library Donor Naming Rights Policy
Resolution No. 32 for 2016

Purpose of this RCA:

The purpose of this RCA is to adopt the Sweet Home Public Library Donor Naming Rights Policy as an addendum to the City's existing naming policy for publicly owned facilities. This RCA will only apply to Donations earmarked for the SHPL and will supplement Resolution 32 for 2016.

Background/Context:

In anticipation of a potential new facility or relocation of the Sweet Home Public Library, and in light of several recent memorial donations, the Library has identified the need to establish a Donor Naming Rights Policy to ensure that all donations are recognized and administered in an equitable and consistent manner. The Library Advisory Board and City Attorney have reviewed the proposed policy and approved it as currently written.

The Challenge/Problem:

In recent years, the Library has received both large and small donations. While some donors request specific forms of recognition or benefits and others do not, the Library seeks to establish a fair and equitable framework for acknowledging and managing all donations, particularly in anticipation of future fundraising efforts related to a potential new facility.

Issues and Financial Impacts:

There are no impacts associated with approval of this policy. Guaranteed recognition of donors tied to established donation levels will ensure clear and consistent treatment of donations.

Elements of a Stable Solution:

Adoption of a plan to ensure Library's continued mission to treat all members of the community equally.

Options:

1. Do nothing: The Library's will continue to take in donations as they are received.
2. Move to approve Resolution No. 1 for 2026 as proposed: Library staff will implement the Sweet Home Public Library Donor Naming Rights Policy as written.
3. Move to approve Resolution No. 1 for 2026 with amendments: City Council may propose revisions to the policy for approval.

Recommendation:

Staff recommends option #2: Move to approve Resolution No. 1 for 2026 as proposed.