



LIBRARY BOARD COMMUNICATION

DATE: June 2, 2025

FROM: Laura Klenke, Library Director

AGENDA ITEM: Discussion and possible action on adopting a new notary service policy

SUMMARY:

- There has been increased patron demand to offer notary services to the public. I have been in the process of researching the process with the intent of offering the serving next fiscal year on a trial basis.
- After speaking with other area libraries, about their experiences we thought it would be in our best interest to have a policy to address many of the issues other libraries have reported.
- After 6 months, we would like to evaluate this service and have an opportunity to review the policy and make any necessary changes to the service.
- The library board approved the policy on 5/22/25. The City Manager and City Attorney reviewed the policy on 5/22/25.

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: \$0.00

GL Account:

RECOMMENDED MOTION OR ACTION:

Staff recommends adopting the new policy on a 6 month trial basis starting next fiscal year.

ATTACHMENTS:

Notary Service Policy 5-22-25 FINAL.docx