



REQUEST FOR COUNCIL ACTION

Title: Adoption of 2021 Sweet Home Public Library Policy Manual

Preferred Agenda: March 23, 2021

Submitted By: Ray Towry, City Manager/Interim Librarian

Reviewed By: Ray Towry, City Manager/Interim Librarian

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: [SHMC 2.12](#), Library Policy Manual

Towards Council Goal: **Vision Statement**
I. WE ASPIRE to have an effective and efficient local government.
BE AN EFFECTIVE AND EFFICIENT GOVERNMENT
Update and streamline processes
Develop transparency in all communication.
Continue to implement financial “best” practices

Attachments: 2021 Library Policy Manual
1993 Library Policy Manual

Purpose of this RCA:

For Council to review and adopt an updated policy manual for the Sweet Home Public Library.

Background/Context:

Staff and Library Advisory Board have been working to update the Library Policy Manual for several months. The current policy manual was completed in 1993 with the last major update in 2013. The Library Advisory Board reviewed the manual at their last meeting, March 11, and unanimously voted to recommend adoption by the City Council.

The Challenge/Problem:

How do we continue to provide excellent service and meet the needs of the community with an outdated policy manual?

Stakeholders:

- Citizens – Citizens fund the library with a self-imposed Operations Levy or \$1.17/\$1000 of assessed valuation and use the library. Further, libraries are in a continual state of evolution as they are embracing the digital landscape and need policies that allow their growth into this space.
- Library Advisory Board – The Library Advisory Board reviewed and worked on this manual with the former librarian over the course of several months and approved this final draft at their last meeting on March 11, 2021.

- Council – City Council has set goals regarding the updating and streamlining of processes.
- City Staff – Staff are more successful and provide a more consistent level of public service with clear, updated policies to follow and abide by.

Issues and Financial Impacts:

None

Elements of a Stable Solution:

Clear, concise and updated policies allow better and more consistent public service.

Options:

1. Do Nothing – Doing nothing would maintain the current, 1993 policy manual as the effective guidance for staff.
2. Adopt the updated policy manual – Adopting the updated policy manual would permit staff to give better, more consistent public service.
3. Adopt the updated policy manual with changes – Council could recommend changes for the manual.

Recommendation:

Option 2, Motion to Adopt Resolution No. 11 for 2021, A Resolution Adopting the 2021 Library Policy Manual as presented.