



REQUEST FOR COUNCIL ACTION

Title: Adoption of 2022 Sweet Home Public Library Policy Manual

Preferred Agenda: January 11, 2022

Submitted By: Megan Dazey, Library Services Director

Reviewed By: Megan Dazey, Library Services Director

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: 2022 Library Policy Manual
2021 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. The Library Advisory Board reviewed the manual at their last meeting, December 9, 2021, and unanimously voted to recommend adoption by the City Council.

The Challenge/Problem:

How to continue to provide excellent service and meet the needs of changing community while keeping a policy manual updated

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 the previous updates in early 2021. However, with the hiring of a new Library Director, new updates needed to be put in place to continue to move the library forward.
- 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, 2021 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. 2 for 2022, A Resolution Adopting the 2022 Library Policy Manual as presented.