



REQUEST FOR COUNCIL ACTION

Title: Discussion Only: Library Needs Assessment

Preferred Agenda: May 25, 2021

Submitted By: Ray Towry, Interim Library Services Director/City Manager

Reviewed By:

Type of Action: Resolution ____ Motion ____ Roll Call ____ Other __X__

Relevant Code/Policy: Goal #1: Infrastructure

Towards Council Goal: Goal 1: Infrastructure. Develop Specific Steps for implementation of the adopted infrastructure master plans.

Attachments: Sweet Home Public Library Needs Assessment

Purpose of this RCA:

To review the Sweet Home Public Library Needs Assessment with conceptual drawings produced by FAA and discuss/decide whether to move forward with a process regarding an upgrade.

Background/Context:

The Library is a department of the City of Sweet Home and is funded by a five-year levy with a tax rate of \$1.17 per thousand of assessed property value. The Library levy is dedicated to staffing, operational expenses and the maintenance of the library building. The Library Advisory Board is appointed by the City Council as the Library's policy-advising body.

When the library moved to the basement of the current City Hall in 1954, the library area expanded to 1200 square feet. The Sweet Home Public Library moved from the basement of City Hall to current location on 13th Avenue in 1969. With the move the building size expanded to 5,825 square feet and was planned to serve the community for 20 years. Since 1969, the demand for library service – e.g. circulation, programs, meeting space, and public computer use, has grown steadily, outpacing the library's ability to provide services from a physical standpoint.

Per the City's purchasing policy and to garner Citizen input and make us more competitive for grants, an RFP for a needs assessment was issued and three qualified consultants responded. RFP's were emailed and followed up with a mailing to Ruth Metz, Penny Hummel and the Metropolitan Group. Advertisements were placed in the Daily Journal of Commerce and the New Era. We received a phone call on April 11, 2019 from Ruth Metz stating she would not be submitting an RFP. We had no response from the Metropolitan Group after phone calls and emails requesting a proposal.

City Council approved a contract with FAA for a needs assessment at their April 23, 2019, meeting. FAA began to fulfill their obligations and were then placed on hold with the outbreak

of the COVID-19 pandemic. In the past few months, they have completed their report and submitted to the City for review.

The Library Advisory Board reviewed the needs assessment over the month of April and subsequently recommended Council adoption at their May 13 meeting.

The purpose of this study is to serve as a steppingstone in the ultimate development of new library building for the City of Sweet Home. Community leaders will review the recommendations and options presented by this study and consider the best option with which to move forward with additional programming, concepts and more detailed cost estimates. When that more detailed conceptual process is complete, the community will consider possible funding mechanisms to make the project a reality. Next steps in the process could include the process to engage with an architect to design a building or remodel the building based on the needs assessment and Council directives.

The Challenge/Problem:

How do we work with stakeholders to improve the functions of the Sweet Home Public Library building to meet the demands of the citizens and upgrade it to meet their needs for the 21st century and beyond?

Stakeholders:

- City of Sweet Home Residents. Residents are the main funding source, we work with the money they invest to operate the community government at a level of service they determine. This community is politically conservative; however, they do demand a high level of service.
- Nonresidents of Sweet Home. We have many nonresident patrons who also invest their money into the Library by purchasing a nonresident library card.
- Sweet Home City Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible. They must balance leadership with representation. They tend to be fiscally very conservative.
- Library Advisory Board. As an advisory board to the City Council, they have discussed and made recommendations to the Council to begin the initial planning and process.
- Business Community/Chamber of Commerce. Local organization comprised of business owners. As employers and property owners they can be very influential with the Council members. Having a vibrant public library can attract new businesses.
- Friends of the Sweet Home Library. As a 501c3 their advocacy, support and efforts to raise funds will be integral in securing grants.

Issues and Financial Impacts:

The cost of an architect is generally 10% of the cost of the building. Appendix 6 indicates costs between \$10 million and almost \$12 million for about 13,000 sq. ft. facility.

Elements of a Stable Solution:

A decision on the continued process for the library.

Options:

1. Do Nothing – Nothing changes.
2. Adopt the Needs Assessment as presented and determine a procedure/path forward.
3. Reject the Needs Assessment –

Recommendation:

Council needs to have a discussion regarding the future of the Library...