



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 7 for 2026 – Adopting the Library Laptop Lending Policy & Amending the Library Policy Manual

Preferred Agenda: May 26, 2026

Submitted By: Jason Ogden, City Manager / Police Chief

Reviewed By: Cecily Pretty, Deputy City Manager

Type of Action: Motion Resolution Reading

Relevant Code/Policy: SHMC 2.12
Library Policy Manual

Towards Council Goal: Economic Strength

Attachments: Resolution No. 7 for 2026
Sweet Home Public Library Policy Manual – markup version

Purpose of this RCA:

The purpose of this RCA is to request City Council approval of a new Laptop Lending Policy for adoption into the Library Policy Manual.

Background/Context:

The Sweet Home Public Library (SHPL) has received a conditional grant award in the amount of \$39,160 for technology upgrades, including laptops that can be borrowed by SHPL patrons. Acceptance of this award requires an active Laptop Lending Policy by the recipient.

The Challenge/Problem:

SHPL currently does not have a Laptop Lending Policy. The Library Advisory Board considered a draft policy on April 9, 2026 and May 21, 2026 and recommended the proposed policy for adoption by the City Council so that SHPL will be eligible for the full grant award.

Issues and Financial Impacts:

Failure to adopt a Laptop Lending Policy will result in the loss of grant funds related to acquisition of laptops.

Elements of a Stable Solution:

Adoption of a policy that will allow the acquisition of laptops and their fair use and protection by Library patrons.

Options:

1. Do nothing: The City will not adopt a policy and will decline the portion of the grant related to acquisition of laptops for public lending.
2. Move to approve Resolution No. 7 for 2026 as proposed: Adopt the Resolution to incorporate the Laptop Lending Policy into the Library Policy Manual.
3. Move to approve Resolution No. 7 for 2026 with amendments: Adopt the Resolution with modifications to the policy as directed by City Council.

Recommendation:

Staff recommends option #2: Move to approve Resolution No. 7 for 2026 as proposed.