



Library Board Meeting Minutes November 12, 2020

Chairperson: Cassandra Barney, Presiding
Board Members Present: Jayne Detering, and Anita McClure
Board Members Absent: Violet Stone
Staff Present: Librarians Cheryl Spangler and Mandy Pelkey, Library Supervisor Lori Ross and Asst. City Administrator/City Recorder Michele Eldridge
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL at 6:12pm

CONCERNED CITIZEN(S) IN THE AUDIENCE. No citizens present, other than the candidate (Dez Hansen) for the Library Board position.

APPROVAL OF MINUTES

- Detering motioned to approve the minutes and was seconded by Barney. The Library Board then voted unanimously to approve the minutes for October 8, 2020.

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

- Barney motioned to recommend that the City Council appoint Dez Hansen to the vacant library term ending June 30, 2024, at the December City Council Meeting. She was seconded by Detering, and the Library Board voted unanimously to recommend that the City Council approve Dez Hansen to be appointed to a term ending June 30, 2024.

THE MATTER OF ADDRESSING THE CITY ADMINISTRATORS MEMO REGARDING THE 'NO FINE' LIBRARY PROPOSAL

Staff Report: Eldridge reviewed briefly the memo that City Administrator John Hitt had provided to the board on what they needed to consider if they wanted to pursue the Fine Free policy for the Library. Eldridge noted that while she understood the Library Board wanted to move forward quickly, they would need to answer the questions in the staff report, in order to provide the

information that Council would need to consider in order for their policy to move forward. The Library Board is scheduled to attend the City Council work session scheduled for January 26, 2021.

- Ross said that 46 patrons currently have outstanding library fines. January to November 2020 has had \$735.59 in fines forgiven. Library fines forgiven since 2019 comes to a figure of \$2,196.70. Hitt is quite concerned about the dollar amount that has been forgiven. She then had brought a few policies for other libraries in our region, which she shared with the board. (Please see Addendum No. 1) Albany allows a four-day grace period before the patron is fined, and they actually allow up to \$15 in fines to be accumulated before the patron is prevented from checking out more books. At LBCC, they allow up to \$10 to be accumulated in fines, before checkout privileges are blocked. In Lebanon, they block checkout privileges at \$5 in fines. Sweet Home does not allow any materials to be checked out if any delinquent fines and fees show on a patrons account.

The Board briefly discussed that it is hard to determine whether or not a book is comparable, if a book is lost, and a patron brings in a different book to replace it. Spangler said that they apply an estimate based on whether it's a paperback, or hardback book. That comparable book then replaces the one that was lost, and the fine is removed from the account. Pelkey noted that the ALA (American Library Association) encourages Libraries to go fine free. They explain that it's felt that it's discriminatory to people who are poor, because they often can't afford to pay for fines. They suggest that it's more important that a Library builds relationships with patrons, because they provide literary advantages to the kids that need them the most.

Eldridge suggested that they focus on getting policies and finding out if other city owned libraries, or small independent libraries, are following a fine free policy. Larger City Libraries, or County Library systems wouldn't be comparable to our City Library. Dez Hansen commented that in Monroe, and Corvallis (both are Benton County Libraries), that they don't charge fines for children's books; only those for adults. Spangler added that at the annual conferences, they recommend that Libraries in Oregon go fully fine free. Pelkey agreed and said that she would prefer a fully fine free policy. Eldridge noted that for example, you could ask to change the policy so that children's books are exempt from being charged fines as long as lost books are replaced. Barney believed that children's books should always be fine free. She added that she could rewrite her original proposal, but she felt that the Library should focus on being fully fine free. She would get the policy from Roseburg, who already has that policy in place. She would also like the Librarians to find out if there is an auto renewal function.

The Board briefly discussed whether or not a homeless person could be kicked out of the Library if they aren't using any resources; McClure didn't think that was right, especially if it's bad weather. Spangler said she usually doesn't have them, but she gets a lot of teenagers. With the Library being closed to people for the most part it wasn't really a problem. Eldridge said that we could ask the City Attorney that question. Hansen also said after looking at the policy in Exhibit F that she felt that we should allow kids under 10 to have at least 10 books.

- Detering said that it sounds like if we want to be fine free, that we need to see what other Libraries our size are doing. She was ok too with the policy allowing younger kids to have up to 10 books at a time.
- Hansen asked what happens with a parent who can't afford to replace a book?
- Ross said that there really isn't anything concrete in the policy about what kind of a book could be a replacement; it's up to a Librarian as to what they will accept in replacement.

- Pelkey said that there are lots of nice books at St. Vincent de Paul, etc. Once a book is brought back, the debt is forgiven. She added that they will sometimes forgive a fine if you have a 7-year-old child who has been blocked from checking out a book because their dad isn't working.
- Barney summarized then that she would like to continue to recommend to the City Council that we go completely fine free, and that they all had homework to do to bring to the January meeting.

ADJOURN: With no further business, the Library Board adjourned at the hour of 7:20pm.

Chairperson

City Recorder

Loans and Renewals

Fines (<https://library.cityofalbany.net/fines/>)

Fines are charged for overdue materials based upon the current fee schedule.

Rates

- Fines for overdue library materials are \$.20 per item, per day.
- Fines per item will accumulate to a maximum of the item cost or \$5.00, whichever is lower.

Four-day grace period

- If overdue items are returned before the fifth day overdue, the patron will not be fined for the first four days.

Maximum fines

- Patrons may continue to check out library materials until they have accumulated \$15.00 in fines.
- Once a patron accumulates \$15.00 in fines, library privileges will not be permitted until fines are brought below \$15.00.

Interlibrary Loan (ILL) requests (<https://library.cityofalbany.net/interlibrary-loans/>)

(more...) (<https://library.cityofalbany.net/interlibrary-loans/#more-335>)



New checkout period (<https://library.cityofalbany.net/new-checkout-period/>)

All items checked out on or after September 1 will be due 30 days from check out, regardless of the type of item. Books, audiobooks, CDs and kits can be renewed up to two times, 30 days per renewal. DVDs, games, and magazines will have NO renewals and must be returned before the 30-day due date. Due dates for e-books and e-audiobooks will remain the same.

You can renew your loans by logging into your account online; or calling the library at 541-917-7582, for staff help. If you do not return your items by the end of the loan period, you will get overdue notices.

Items that you place on hold and receive notice are ready for pickup, will expire after 21 days, if no pickup appointment has been made.



Renewing items (<https://library.cityofalbany.net/renewals/>)

- Renewals may be requested at the Circulation Desk in the Library, over the telephone, or through the “My Account” feature in the Catalog.
- Items may be renewed two times for their normal checkout period.
- The renewal period begins on the day the item is renewed.
- No item with an outstanding reserve may be renewed.
- No item overdue more than seven days can be renewed except when searching for a lost item.
- Nonrenewable items must be reshelved before they can be checked out again.

Renewing items online

- [Login to your library account](https://libweb.cityofalbany.net/eg/opac/myopac/main) (<https://libweb.cityofalbany.net/eg/opac/myopac/main>) using your library card number and birth date as shown, and click “LOG IN.” ([need help](http://library.cityofalbany.net/help/) (<http://library.cityofalbany.net/help/>)?)
- Click on the “Items Checked Out” tab.
- Click on the box to the left of each title you wish to renew.
- At the top of the list of your checkouts, click the “Go” button next to the “Renew Selected Titles” drop down menu. A pop-up message will appear asking if you’re sure you want to renew; select “OK” or cancel.
- A message will appear at the top of the list of check-outs stating how many items were successfully renewed, and/or how many items failed to renew (in red).



Calendar

VIEW FULL CALENDAR ([HTTP://LIBRARY.CITYOFALBANY.NET/ABOUT-APL/CALENDAR/](http://library.cityofalbany.net/about-apl/calendar/))

November 2020						
«						»
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Upcoming Events:

Family Story Time! (<https://cityofalbany.libcal.com/event/6820287?hs=a>)
Tue Nov 3rd 2020 10:30am

Craft Kit Pick Up: Origami (<https://cityofalbany.libcal.com/event/7243715?hs=a>)
Tue Nov 3rd 2020 4:00pm

Read to the Dogs! (<https://cityofalbany.libcal.com/event/7088198?hs=a>)
Wed Nov 4th 2020 11:00am

Craft Day Kit Pick Up (<https://cityofalbany.libcal.com/event/7243720?hs=a>)

Main Library

2450, 14th Avenue SE

[MAP / DIRECTIONS](http://maps.google.com/maps?f=q&hl=en&geocode=&q=ALBANY+PUBLIC+LIBRARY&sll=44.633207,-123.074341&sspn=0.012888,0.026436&ie=UTF8&ll=44.629359,-123.073182&spn=0.012888,0.026436&z=15) (<http://maps.google.com/maps?f=q&hl=en&geocode=&q=ALBANY+PUBLIC+LIBRARY&sll=44.633207,-123.074341&sspn=0.012888,0.026436&ie=UTF8&ll=44.629359,-123.073182&spn=0.012888,0.026436&z=15>)

☎ **541-917-7580**

✉ AskAlbany@cityofalbany.net
(<mailto:AskAlbany@cityofalbany.net>)
📖 [Staff Directory \(/staff-directory\)](/staff-directory/)

Carnegie Library

302 Ferry Street SW

[MAP / DIRECTIONS](http://g.co/maps/uawnk) (<http://g.co/maps/uawnk>)

☎ **541-917-7585**

✉ AskAlbany@cityofalbany.net
(<mailto:AskAlbany@cityofalbany.net>)
📖 [Staff Directory \(/staff-directory\)](/staff-directory/)

More

[Albany Library Foundation \(https://library.cityofalbany.net/category/support/\)](https://library.cityofalbany.net/category/support/)

[City of Albany, Oregon \(http://cityofalbany.net/\)](http://cityofalbany.net/)

[Friends of the APL \(https://library.cityofalbany.net/friends-of-the-library/\)](https://library.cityofalbany.net/friends-of-the-library/)

[Library Board \(http://www.cityofalbany.net/city-council/bcc/lib\)](http://www.cityofalbany.net/city-council/bcc/lib)

[Linn Genealogical Society \(http://www.lgsoregon.org/\)](http://www.lgsoregon.org/)

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📘 (<https://www.facebook.com/albanypubliclibrary>) 🐦 (<http://www.twitter.com/cityofalbany>)



Circulation Policy | LBCC

The Linn-Benton Community College Library ("the Library") provides access to its collections, without any charge, to students, employees, and community members. Some items are only available to certain users, including:

- Interlibrary loans - reserved for LBCC students and employees
- Laptops and hotspots - reserved for LBCC students
- Course textbooks - reserved for LBCC students

See our [Access Policy](#) for more details about services to the public.

All library users may renew their checkouts twice. Reserve materials cannot be renewed. You may renew online by using the "My Library Account" link on the library's webpage, in person at the library's circulation counter, or by phone. During the Library's open hours, please feel free to call the Circulation Counter at (541) 917-4638 for assistance.

Step-by-Step Instructions to Renew Library Materials

Step 1: [Go to the library homepage.](#)

Step 2: Click on the "Check my Library Account" button.

Step 3: Log into your account using your X number as the user ID and your 4-digit year of birth for your password (unless you've reset your password to something else.) Click "Log In" button.

Step 4: Click on the link "Items Checked Out."

Step 5: Check the box on the left-hand side of each title that you would like to renew check out.

Step 6: Click on the box that says GO.

Step 7: Check YES on the pop-up menu that ask if you would like to renew selected items.

Step 8: Confirm that the due date has been revised for the items you requested be renewed.

Late Materials

Late Fines

2hr Reserves - \$.50 an hour

3 day Reserves - \$2.00 a day

Materials obtained through Interlibrary Loan - \$2.00 a day

Laptops and hotspots - \$2.00 a day

All other library items - \$.25 a day

To avoid late charges, please make sure to renew your materials - online, by using the "My Library Account" link on the top right corner of the page, or by calling the LBCC Library Circulation Desk at (541) 917-4638.

Exhibit A

RESERVE MATERIALS CANNOT BE RENEWED.

Suspension of Borrowing Privileges

When a user's account accumulates \$10.00 or more in fines, her/his checkout privileges will be "blocked" and remain suspended until the user does the following:

1. Check in all materials on which fines are accumulating. (e.g. If one has a reserve item out, privileges will not be unblocked until the item has been checked in).
2. Pay the bill for overdue fines (this bill is generated at the library's circulation counter) at the LBCC Business Office and bring the receipt back to the circulation counter.

Blocked users can appeal their bills by filling out an appeal form and submitting it to library circulation staff. A librarian will review the appeal and reply directly to the user. Contact libcirc@linnbenton.edu to initiate this process.

How can I avoid being fined/billed?

Here are a few tips to avoid accumulating fines and being billed for "LOST" books:

1. Pay attention to due dates (this will be printed on your receipt)
2. Renew your checkouts (with the exception of Reserve materials, calculators, hotspots, and laptops)
3. Read your LBCC email - you will receive the following email reminders before you are actually billed for "LOST" items:
 - 3 days before materials are due
 - The day after materials become overdue
 - 14 days after materials become overdue
 - 21 days after materials become overdue

Remember, you can renew checkouts of most library items (except Reserves, calculators, and laptops) up until they are marked "LOST." While this does not erase any accumulated fines, you can save yourself the expense of replacing a book!

Significant or repeated failure to return library items (including technology) may result in suspension of a library user's borrowing privileges.

"Lost" or Long Overdue Items

Billing for LOST or Long Overdue Materials

The library's checkout software automatically marks checkouts as "LOST" 40 days after their due date if they have not been checked in. At this point, you will receive an email notifying you of a pending bill; billing will be done by the LBCC billing office. You will be billed the cost of item plus fines and processing fees for each lost item. Please make sure to return materials on time or to renew your loans.

Delinquencies/Fines

By checking library materials out, the borrower enters into an agreement with the library to return the items on or before the due date as indicated on the checkout receipt. Materials returned after the due date are subject to overdue fines of \$.20 per item per day up to a maximum of \$5.00 per item.

The object of fining patrons for materials returned overdue is twofold:

1. To encourage the prompt return of library materials so that they may be made available to other borrowers.
2. To recoup a portion of the costs incurred by the library in the attempt to secure the return of library property

Notices:

Patrons who provide an e-mail address will be sent a courtesy reminder by e-mail three (3) days before materials are due.

A late notice will be sent by e-mail when library materials are one (1) week overdue.

A final notice with replacement costs will be sent when items are four (4) weeks overdue. Materials not returned at that point will be considered "Lost," and the patron will be blocked until lost items are returned and fines paid or the lost items are paid for.

Payment for Lost/Damaged Items

When a patron pays for a lost or damaged item, he/she will not be charged overdue fines for that item.

An item must be paid for if it's deemed damaged to the point of being unusable by subsequent patrons. This determination will be made by the Library Director or designee.

Suspension of Borrowing Privileges

Patrons who accrue fines in excess of \$5.00 will have their borrowing privileges suspended (will be "blocked") until payment is made to reduce the amount to no more than \$5.00.

Where circumstances warrant, the Library Director or designee may also suspend the borrowing privileges of household members (family or other individuals residing at the same address). Borrowing privileges for household members will be reinstated when the delinquent patron again becomes eligible to borrow.

A patron who owes in excess of \$25.00 in fines may make a one-time payment of \$25.00 to clear off all fines under his/her name. Lost and/or damaged items are excluded. Any lost/damaged items must be paid for in full.

Overdue Material and Fines

At checkout, the Sweet Home Public Library provides date due slips listing all the items borrowed by the patron. ***By checking the item out, the patron enters into an agreement with the library to return all materials borrowed, on or before the due date.***

Materials returned to the Library after the close of business, will be checked in the following morning. Books and magazines may be returned in the drive-up book return. Videos, DVDs, Books on CD and Books on tape are to be returned in the outside slot by the front door. All materials can be returned to the inside drop box at the Circulation desk during open hours. *The patron will be responsible for any fines per the city fee schedule.*

Patrons will receive 2 courtesy reminder phone calls when items are one day overdue and when items are two weeks overdue. Patrons without a valid phone number will receive a written notice and the library will suspend patron privileges to check out materials and computer use until a valid phone number can be verified.

After 15 days overdue, patrons who have not returned library materials will be contacted by letter. This letter will quote the Oregon Revised Statutes (ORS) 357.975 Willful Detention of Library Property and ORS 357.990 Penalties.

Prohibited Actions and Penalties

It shall be unlawful for any person willfully or maliciously to detain any library materials belonging to the Sweet Home Public Library, of the City of Sweet Home, for 30 days after notice in writing from the Library Director that the library material is past due. The notice shall bear upon its face a copy of Oregon Revised Statutes (ORS) 357.975 Willful Detention of Library Property and ORS 357.990 Penalties.

Oregon Revised Statutes

357.975 Willful detention of library property.

It shall be unlawful for any person willfully or maliciously to detain any library materials belonging to a publicly supported library or privately supported school, academic or research library or incorporated library for 30 days after notice in writing from the librarian of such library, given after the expiration of time which by regulations of such library such materials may be kept. The notice shall bear upon its face a copy of this section and of ORS 357.990.

357.990 Penalties.

Violation of ORS 357.975 is a Class B violation. Such conviction and payment of the fine shall not be construed to constitute payment for library material nor shall a person convicted under this section be thereby relieved of any obligation to return to the library such material.

The Library will suspend all patron privileges to check out materials and computer use of a family/household residing at the same address when a member of the family/household owes delinquent fines and fees per the city fee schedule. Privileges will be reinstated for all individuals at such time as the delinquent borrower again becomes eligible for borrowing and computer use privileges.

Lost, Partial Returns, Damaged Materials

Items not recovered using the stated methods covered in the Overdue Material and Fines section will be declared lost after 45 days of the due date. A billing notice will be sent to the patron notifying them of all the fines and fees. *Borrowing and computer use privileges will be suspended for patrons who have items declared lost until all fines and fees are paid in full. **Delinquent accounts may be referred to a collection agency.***

When a patron knows that he/she has lost library materials and so informs the library, he/she will be informed of the replacement cost of the item plus the processing fee.

When a patron returns an item before the 45 days, he/she will still be liable for the overdue charges *per the city fee schedule.*

Materials lost or damaged may be replaced by the patron within the 45 days with another identical item in new condition at the discretion of the Library Director or designated library staff. If a patron wishes to replace a book (or other item) they have lost or damaged, they must replace it with a **NEW, in excellent condition, free of stains, loose pages or any other kind of damage.** The replacement item will usually have the exact ISBN as the copy that is being replaced. Newer editions of a title may be accepted. Should hardcover editions no longer be in print, Trade Paperback will be accepted, as long as it is the same or newer edition. (Note – this type of exchange would most often be in the case of non-fiction material). Replacements for lost or damaged audio/visual materials must be in the original “sealed” container. Used video store items are NOT acceptable. Patrons should keep all their receipts until they have been notified that the material they have purchased meets the library’s requirements.

Patrons will still have the \$5.00 processing fee and overdue fines.

Some library materials have multiple parts, such as CDs or DVDs. If a part is missing upon return, the library will notify the patron by phone. The item will not be checked in until the missing part is returned. If the missing part is not returned, the patron will be charged the full cost of replacement and a \$5.00 processing fee and fines per the city fee schedule.

Lost material charges may be forgiven at the discretion of the Library Director in extraordinary circumstances.

GENERAL FEES	
Sweet Home	
Photograph Postage	
Postage per photo CD	\$5.00
Postage min to 10 printed pages	\$5.00
Per pages after 10	\$0.10
Record Checks	
Letters of Clearance (per individual)	\$15.00
Location/Person overview per individual	\$10.00
Postage for records checks minimum to 10 pages	\$2.00
Per page after 10	\$0.10
License Investigations	
Second Hand Dealer License Processing	\$20.00
Texas Hold-Em License (annual)	\$200.00
Social Games	\$25.00
LIBRARY SERVICES FEES	
Photocopies Black and white 8.5 X 11 (self service)	.15 per side
Color 8.5 X 11 (self service)	.50 per side
Overdue Library Materials	
Books, Magazines, Books on CDs per item per day	.10 (maximum 3.00/item)
Videos, DVD's, per item/per day	1.00 (maximum 5.00/item)
Out of City Library Card	
Per household and/or single card per year issued	\$35.00
Lost/Destroyed Library Materials	Actual replacement cost plus 5.00 processing fee
FINANCE DEPARTMENT	
Miscellaneous Service and Research Fees	
Budget Document (bound copy) Available online	\$15.00
Audit/CAFR Document (bound copy) Available online	\$15.00
Municipal Lien Search Fee per Tax Lot Exhibit A	\$25.00
Reconveyance Fee	\$160.00