



Library Board Meeting Minutes January 03, 2023

Chairperson: Katherine Hansen, Presiding
Vice-Chairperson: Angela Christensen, Present
Board Members Present: Desri Hansen (arrived at 5:33pm) and Lori Pelkey
Staff Members Present: Library Supervisor Cathy Nelson, City Recorder Lori Ross
Librarian Amanda Pelkey and Librarian Cheryl Spangler
(arrived at 5:39pm)
Meeting Location: Harrisburg Municipal Court Located at 354 Smith St

Nelson informed the board that Chairperson Kristi Prozialeck has submitted her resignation, effective December 29th, 2022 and that Vice-Chairperson, Katherine Hansen will be the new Chairperson. Nelson entertained nominations for the new Vice-Chairperson. Christensen volunteered to be the new Vice-Chairperson.

CALL TO ORDER AND ROLL CALL at the hour of 5:30pm by Library Supervisor Cathy Nelson

CONCERNED CITIZEN(S) IN THE AUDIENCE. None present.

APPROVAL OF MINUTES

- L. Pelkey motioned to approve the minutes for the November 1, 2022 Library Board Meeting and was seconded by Christensen. Motioned passed by a vote of 3-0. (Yes: Hansen, Christensen, and L. Pelkey)

D. Hansen arrived at 5:33pm after the motion.

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

Book Club: K. Hansen stated they have picked up a few more people. They are still meeting on the 4th Thursday of each month at 6:30pm.

Crafting Club: A. Pelkey stated that Alley Bennett will be taking over the program.

D & D: K. Hansen stated the program is on hold currently and they are waiting for the next campaign.

Game Night: A. Pelkey stated the next program is Thursday, but they need a volunteer to run the program or change the time, so a Librarian can. Currently it is from 6:30pm to 7:30pm on the 1st Thursday. D. Hansen recommended the card game, "Throw Throw Burrito Game" for the next game night.

Sowing Class: Nelson stated the last program is scheduled for January 9th. Spangler arrived at 5:39pm and confirmed that was the last day for the program at this time.

Storytime: D. Hansen stated the last program was great success with about 20 patrons in attendance. L. Pelkey suggested that next time, they reach out to local businesses, Java Joy, about donating the hot chocolate.

Lego Club: A. Pelkey stated it's still small and that she needs to reach out to the School and hand out flyers. She commented on the New Year's Lego ball drop, that is currently on display in the Library.

Karaoke Club: A. Pelkey stated it's currently on hold.

Dance: No new dance planned at this time.

Computer Club: Spangler stated it starts in January; however, she needs to speak with Kristi Prozialeck as she was the one who was going to run the program. Spangler suggested volunteer, Kathy Sapp to run the program.

Others:

Student Cards:

- Spangler stated she would like to offer free Library cards for school kids, that are out of the City limits, but in our district and referred to **Addendum 1** which listed members of our consortium who participate in this program.
- D. Hansen asked what the Board would have to do to make this happen and Nelson and Ross replied they would need to create a proposal, submit to Council for approval and then make a policy change. Nelson suggested presenting at the January 24th City Council meeting.
- D. Hansen asked what ages this would be for, and Spangler replied 5-18 years old. D. Hansen commented that she knows several families that would benefit from this. She suggested limiting the items to 10 per card and it will include Libby, but no DVD rentals.
- Ross asked about how many students that would include. Christensen to get that information and forward to Nelson.
- Spangler commented that anyone over 12 can get their own card. Younger kids would need to have parents apply.
- D. Hansen asked about proof of enrollment. Nelson suggested staff verifying with the School District.

Tutoring:

- Spangler stated they have had students coming in, even with the holidays. She noted that one of her tutors hasn't been able to attend due to health issues. Spangler suggested hiring an Independent Contractor.
- Nelson commented that if it was over, \$600 per year, they would be required to fill out a 1099 and would need to be an Independent Contractor and would have to have contract in place with a business name. Nelson stated we had worked out a deal with the School to have the Honor Society tutor but have only had two students participate.

Mid Valley STEM Hub:

- L. Pelkey informed the Board of the Mid Valley STEM Hub which is a mobile tech unit that visit libraries in Linn and Benton Counties that provide craft projects that are

technology related. She stated it's a free service for Pre-K and Elementary age children. She asked the Board to visit their website at midvalleystem.org for more information.

- D. Hansen suggested having it on a Friday instead of Storytime. She suggested advertising and to reach out to the School District.

Misc.:

- A. Pelkey suggested a care package for Prozialeck from the Library Board.
- A. Pelkey commented on an experience she had with a patron about the wording on the late notices and how she was offended. She suggested making them softer instead of "matter of fact". A. Pelkey also suggested sending electronic notices only and not paper. Ross suggested having a place on the application asking the patron if they prefer paper or electronic notifications as not everyone has an email.
- Spangler did confirm that D & D is on hold currently and she is aware of interest for an adult, all male program.
- Hansen reminded the board of the vacancy and if anyone knows of someone, to please have them apply.

With no further discussion, the Library Board meeting adjourned at the hour of 6:13pm.

Albany

Go through GAPS which is a system with the schools.

The schools are giving cards at the first of the year.

If a parent doesn't want to do it, they need to opt out at the school.

They can check out up to 10 items.

Each account is under Student, not youth.

Students cannot check out books if they have any late fees on any other account.

Sweet Home

Kids take registration cards home and parents fill them out. Cards are then issued from Library to kids at school

Elementary students are limited to 2 items, teens 3 items. If students want more, the parent needs to come to the library with the student then 5 items may be checked out.

TEACHER card. All teachers use a card and kids check out on that. The teacher is responsible for seeing books get returned and they do not leave the classroom.

Lebanon

Students must have a parent or legal guardian show proper ID unless student has driver's license or permit, they may register without a parent

Allowed to check out anything and have access to Libby except DVD's, Music CD's, games, kits or Wonderbooks

No interlibrary loans

DOWN SIDE

Problems with getting cards figured out at the school.

What to do with Home Schoolers

What about late fees on family card

Alternatives

Leave the school out of this program

Allow Homeschoolers the same chance at using the library

We have no late fees so that will not be a problem.

What Can I Do With My Student Card?

In an effort to ensure all students have access to print and digital library resources, we offer a no-cost limited-use Student Card for students (ages 5-18) who reside outside of Lebanon city limits but within the Lebanon School District area.

The Student Card will allow students to check out up to 5 items:

- Books
- Magazines
- audiobooks

Access e-books and online resources

The Student Card will NOT allow students to:

- Check out DVDs, Music CDs, Games, Kits, or Library of Things items, Wonderbooks
- Request inter-library loans

Limited-use Student Cards are able to place eligible items on hold from other libraries within the consortium, but are not able to visit the other libraries in the consortium. Use their cards to access materials inside these buildings.

STUDENT CARDS

Lebanon Public Library

Students who are 5 to 18 years of age and live outside city limits, but within the boundaries of the Lebanon School District, are eligible for a limited-use Student Card.

Students must have a parent or legal guardian present to show the proper I.D. and sign a registration card. (Patrons 15-17 years old with a current driver's license or permit may register without a parent present).

To apply for a library card, please provide current photo I.D. at the front desk (i.e. driver's license or state I.D. card).

If your photo I.D. does not have your current address, please provide a utility bill or rent receipt not more than 30 days old as proof of residence.



GIVING KIDS A FREE CARD THAT GO TO SCHOOL BUT ARE OUT OF DISTRICT

We have kids from our local school come into the library quite often that are out of district but go to school here. If they cannot get access to a library card, they are pretty much out of luck being able to get information they may not have at school to finish homework or just read. We know how important reading time is to kids, but the school has limited availability to many books, and we have access from 6 libraries they can find something to read or study. Kids cards now are 12.50 and they are only for kids' books. But if a parent isn't in the library with them, we usually never hear from them again and it ends a kid's chance at bettering their reading or education.

During the summer we have kids that come to our programs and are all excited about the library, but maybe won't go home and ask their parents for a card so they never come back. I have thought about giving out summer only cards to families that are for 4 months, but then you get into some murky water.

The rest of the consortium already have programs set up

Albany:

Jeremy

Years ago we started a program with GAPS (the school district here) where all students in the district (city residents or not) get a library account, associated with their Student ID number, and their Student ID card could be used as a library card.

On the back end, we fetch updated student account info from their student management system (Banner) daily. The process for that is almost identical to how LBCC's patrons are created/updated from their Banner system, also daily. The biggest difference is no birthdates, so we use an obvious fake for all of them.

They have a limit on number of materials, but none by type.

There were some bumps getting started... the program was intended to be "opt out" from the get-go, but GAPS made a mistake on the form the first year, and didn't give us an opportunity to review it before it went out, as we were told would happen. (To be fair, they had some major turnover in their IT dept in the middle of this, and the knowledge transfer there missed quite a few things.) This was corrected for the second year, and since.

The first year, all of the schools ordered their own Student ID cards with no central guidance from the district. Some of them handled their data in a way that lost digits. The second year, all Student ID cards were handled centrally, and it mostly went fine. (Though I'm told by Mardi this may no longer be the case, and something we need to investigate again.) There have also been issues with some schools not actually issuing cards, or doing it promptly, and so on. (Usually elementary schools.)

There are also matters related to some students technically having two cards available to them (one regular APL card, one student card). Of course, there will be some that abuse that fact... Mardi handles those by various strategies, as already detailed in her email. 🤖

Mardi:

All GAPS students should already have a library card in the Albany Public Library system. When we first started our program, we thought it would only be middle school & high school students. Some schools gave their grade schoolers cards to use also, and some didn't. At first, parents had to opt in – usually at registration. We have since made it that all students are able to use their ID and parents have to opt out if they don't want their child involved. (These are renewed each year until they have graduated from high school.) They will need to bring their card with them to check out up to 10 items. We don't check out items to them without the card (this was put in place when we worked with GAPS to set up this partnership). We have been a little more lenient with that because of the covid years. They can check out anything. Some already have an APL card. We have some students who want an APL card because they can check out more items. I tell them that's fine & issue a card & also tell them not to opt in at school and that acct. will close. We may try to merge them in the future. Their ID card should have photo, name, barcode & number, and then whatever else that GAPS requires. Any changes in information in the account would need to be taken care of at the school. Each student has an account with the status of Student. The schools wouldn't give us the birthdates for any of the students, so Jeremy put in 7/4/1776. The only change we're allowed to make in their accounts is their password. With GAPS, it is the first 3 letters of their first name followed by the last 3 numbers of their student ID number. We change it to the year of birth, if requested. Parents will need to give us that info if they want it changed. If we have mail or an email returned, I block their account with a note saying it must be changed at the school.

We have had problems with the actual ID card. Schools have not been consistent in handing out the ID. Some waited until the end of the school year. The person I have contact with at GAPS has been really good about trying to correct things on their end. We recently had a parent who wanted to let their child use their ID card but their school didn't give them one. She went to the school a number of times to request one, but they refused to give her one. Some years, they didn't put a zero in front of the ID number, so students always had to come to the front desk to check out. A couple of years ago, cards did not have the ID number on the card. Because of that, we have gotten a number of phone calls and emails from parents trying to get into their child's account to place holds. The current cards do not have 0 at the beginning of the student ID.

Another problem we have run across is that the student and/or their family may have APL cards with big fines. All of a sudden, we were having students with huge fines in their GAPS account (some even several hundred dollars) who also had huge fines in their APL account. I keep a list of those and block everyone in the family – their APL and/or GAPS accounts. As we discover these, I go in & block their GAPS card with a note saying they have to pay the large fines on their APL card before the GAPS card can be used. These have been anywhere from \$20-400+. Some now have large fines on both accts. ☹ I also do this if any of the other family members have large APL fines (if the accounts are attached thru alt id). I put notes in all the GAPS & APL accts. Jeremy sends me a report that is a list of all the GAPS accounts with lost items. I go in monthly and put notes in the accounts. We discovered a student who had over \$300 in fines on their GAPS card and over \$200 on their APL card and that made me start thinking about some way to get that info

Overall, it's been a great program. I wish more students took advantage of using this account. We started this so that students who live outside city limits would be able to use the library at no charge. Lots of very happy little kids who can check out books by themselves!

Sweet Home:

Sweet Home has recently been experimenting with this idea of issuing library cards to out of city limits students.

If the students are visiting the library as a field trip, we will issue a limited access card to the student if the teacher would like that to be a part of the visit.

The student takes a registration card home, parents fill it out and return it to the teacher. We collect these before the class visit, make the cards and hand them out when they arrive.

For elementary we limit 2 items, teens 3 items. If teens want more items, we ask that the parent come to the library and give permission for 5 items.

This is how we get the parent e-mail, and direct contact info. If needed to get items returned. If the student has 2 item limit, we try to use the teacher as a contact to return checked out items.

This is different from SRP which allows 10 item check out. But.....that was with a parent present to acknowledge they are financially responsible for the 10 items. SRP cards are free for the summer, to anyone under 18, or still in school. They usually expire a week after school starts.

Summer or 2022, Sweet Home school district used the high school as a summer school site for the whole district. This is a short walk from us.

Summer school classes k-9th, started visiting the library, and asking how kiddos could check out books. SO.... for SRP without a parent, we went through the same registration process above, limiting 2 items per check out, for everyone.

If students wanted more, the parent needed to visit the library in person, and acknowledge they would be financially responsible for 10 items, during the SRP. (fill out new registration)

This was successful, we had the same number of unreturned items as we do most years, so out of pocket loss wasn't affected. We had a lot of kids that didn't know Sweet Home had a library and visited for the first time ever. We also were able to network with teachers, that didn't usually utilize the library.

We also have a "TEACHER" card we keep at the circ desk. Generally this is for any district teacher that wants to check out items for classroom use. We have the teacher sign the back of a check out receipt with name, school, and phone. We keep that in an envelope along with the card. This lets any Sweet Home teacher no matter where they reside, to have access to our collection. The understanding is these items will stay in the classroom. During a field trip, if the student didn't return a registration, we let the teacher check out the students 2 items on the teacher card, leaving the books in the classroom. This way everyone gets to carry books out the door, ☺ just not take them home.

Our director is currently working with the school district to find a way to pay for students out of city, within school district boundaries. Our fee is only \$35.00 per household, we are hopeful this will be available soon.

Lebanon

Kendra

Because we don't have a county library system, those who reside outside Lebanon city limits aren't taxed for library services and have to pay out-of-pocket. The cost is prohibitive for many. We wanted to do what we could to promote literacy and equity of access for Lebanon area children.

The limited-access student library card is free for children ages 5 to 18 who reside within the Lebanon School District but outside city limits.

The limited-access card allows them to check out up to 5 items (books, magazines, and audiobooks only) and also allows access to our online resources, including Library2Go.

Limited-access cards do not allow students to check out DVDs, music CDs, games, kits, library of things items, or inter-library loans

Implementation:

We could get hold of the schools and see if they have a program.

If not, we can come up with rules for kids to go by.

Only 5 or 10 books max checked to student etc.

Disadvantages?

Not sure what your homeschool population is there, Cheryl, but we have a big one in Lebanon and that's why we decided not to coordinate with the schools. Mardi told me they got complaints from homeschool families because they weren't included and that was helpful when we were deciding what to do.

Do we want to explore other schools' paperwork?

So, how do we answer the question of homeschooled kids?

How many would we allow checked out?

What ages?