



## Library Board Meeting Agenda

June 11, 2020

6:30 PM

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**Chairperson:** Cassandra Barney  
**Board Members:** Jayne Detering, Violet Stone, James Blake and Anita McClure  
**Meeting Location:** Harrisburg Municipal Center @ 354 Smith St

### **PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
7. ***This meeting will be held in the main room of the Municipal Center. The room is disinfected prior to use, and all tables and chairs are placed a minimum of 6' apart.***
8. ***If you are currently experiencing a heavy cough, a fever, having shortness of breath, or if you have had close contact with someone experiencing these symptoms, then we ask that you do not attend this meeting.***
9. ***All attendees will be required to sign in at the door.***

**CALL TO ORDER AND ROLL CALL**

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**APPROVAL OF MINUTES**

- 1. MOTION TO APPROVE THE MINUTES FOR JANUARY 9, 2020**

**NEW BUSINESS**

- 2. THE MATTER OF FILLING A LIBRARY BOARD VACANCY**

**STAFF REPORT: EXHIBIT A: APPLICATIONS FOR ANITA MCCLURE AND JAMES BLAKE**

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT ANITA MCCLURE AND JAMES BLAKE TO NEW FOUR-YEAR TERMS THAT RUN FROM 7/1/2020 TO 6/30/24**

- 3. THE MATTER OF RE-OPENING THE LIBRARY**

**STAFF REPORT:**

Exhibit A: Statewide Reopening Guidance for Libraries

**ACTION: FOR DISCUSSION**

- 4. THE MATTER OF... REVIEWING LIBRARY PROGRAMS**

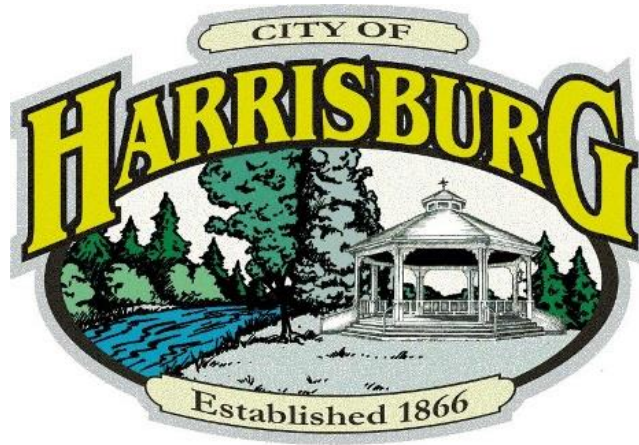
**STAFF REPORT:**

Exhibit A: Harrisburg Public Library Program Proposal Worksheet

Exhibit B: March Library Summer Activities Suggestions

**ACTION: MOTION TO APPROVE THE HARRISBURG PUBLIC LIBRARY PROGRAM PROPOSAL WORKSHEET AS PRESENTED OR AS AMENDED.**

**ADJOURN**



Library Board Meeting Minutes  
 Harrisburg Municipal Center Jury Room – 354 Smith St.  
 January 9, 2020

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The Harrisburg Library Board met on this date at the Harrisburg Municipal Center, at the hour of 6:32pm. Presiding was Chairperson Cassandra Barney. Also present were board members Jayne Detering, Violet Stone, and James Blake. Staff present were City Recorder/Asst. City Administrator Michele Eldridge, and Librarian’s Amanda Pelkey and Cheryl Spangler. Joining us in the audience was board candidate Anita McClure, and Holly Bea Jones.

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** None were present other than those for agenda items.

**APPROVAL OF MINUTES**

Motion to Approve the Minutes of November 14, 2019. Barney **motioned to approve the minutes;** Detering **seconded the motion. The Library Board voted unanimously to approve the minutes of November 14, 2019.**

**THE MATTER OF FILLING A LIBRARY BOARD VACANCY**

- Barney noted that there were two candidates, Anita McClure, and Samantha Hansen. Both had been invited to the meeting, but only Anita was present. Spangler thought Samantha might have had to work tonight. Barney had four questions to ask the present candidates. 1. Why do you want to serve; 2. Have you followed any of the Library Programs; 3. What kind is your favorite program; and 4. What kind of programs do you see yourself advocating for.
- Anita McClure said that she loves our Library and uses it almost daily. She loves kids’ programs; her daughter was running the LEGO program on Saturdays. She could help teach crocheting and knitting, and is good at donations, as well as securing volunteers. She has been in Harrisburg for 62 years, and really knows the community.
- Spangler commented that Samantha has already offered to volunteer to lead the adult D&D program, and possibly could also do the crocheting and knitting class.
- Barney then **motioned to recommend to the Council that they appoint Anita McClure to the term vacated by Heather Long, ending June 30, 2020.** She was **seconded** by Stone, and the **Library Board voted unanimously to have Anita**

January 9, 2020

**McClure appointed to the vacant position, dependent upon approval by the City Council.**

**THE MATTER OF REVIEWING LIBRARY PROGRAMS**

- **Dungeons and Dragons:** Spangler talked about the teen D & D Program, and that it was being ran well by Tristan, the volunteer in charge of the program. She hoped that *Adult D & D* would start soon, as she had 4 or 5 people interested in the program. Samantha will oversee that program, which will be held on Thursday nights from 6:00 to 8:00pm.
- **Lego Club:** The Lego Club was on hold, but Mandy will start running that on every other Saturday until Crystal Falk was able to return. While there is a curriculum for Lego Club, Mandy will be holding free lance Lego.
- **New Program Suggestion:** McClure would like to start a support class or system for care givers. She talked about the need for people in the local community who worked with family members who had severe dementia, or people who were seriously ill.
  - Barney said that Anita could be in charge of that program. But she would need to look at and suggest how often they would like to meet, and dates, and times for it. McClure said that it's social support, so talking and sharing resources; and mostly respite from their care job. Barney reiterated that McClure should look at days, and time, and they would also need to find some support books, or workbooks that they could use. She could have other group leaders for this group too. She suggested that McClure look at Friday's after story time, which is roughly noon to 5:30.
- **General New Program Suggestions:** Spangler would like to start an *Ancestry* type of class but didn't know what days or times she would hold it, other than they can use the four computers, and/or bring in their own laptops or pads. She would also like to start a six to eight-week class for *adults on how to use computers*. It would be similar to the grant that Eldridge wrote for the Library.
  - Barney thought it should be a medium priority for the computer class; Spangler needs to find someone willing to take that on.
  - Mandy also would like to start a *physical fitness class* in the future.

**THE MATTER OF RECOMMENDING TO THE CITY COUNCIL THAT THE LIBRARY BOARD WILL ALLOW LIBRARY STAFF TO CONTRACT WITH HOLLY BEA JONES TO PROVIDE A MURAL IN THE LIBRARY FOR \$150.**

**Staff Report:** Eldridge remarked that because the Library Board reviews and recommends terms for contracts and working relationships with public agencies regarding library services, she felt that the Library Board should be making a recommendation to the City Council about approval for this project.

- The Board started discussing the mural and thought it would be a great project. They were worried about that money for the paint, at \$25, wouldn't be adequate. However, McClure said that it was, as she was a painter herself. The next time the Library wants a mural, they should ask her, because she and other artists might be able to do a mural for free. She also suggested that the Library start looking at a program allowing local artists to have their works displayed for free.
- Blake **motioned to recommend to the City Council that the Library Board will allow Library Staff to Contract with Holly Bea Jones to Provide a Mural in the Library for \$150.00 and was seconded** by Barney. **The Library Board then**

**voted unanimously to approve the recommendation to City Council that they allow a contract to be established with Holly Bea Jones.**

**OTHERS:** Eldridge invited the Library Board to attend, or if they felt so inclined, to assist the Harrisburg Library Guild at the Sweetheart Tea, being held on Saturday, February 15, 2020. Jayne will be there, as she is one of the organizers of the event.

**ADJOURN:** The meeting was adjourned at the hour of 7:50pm.

Agenda Bill  
**Harrisburg Library Board**  
Harrisburg, Oregon

**THE MATTER OF FILLING A LIBRARY BOARD VACANCY**

**STAFF REPORT:**

**EXHIBIT A: APPLICATIONS FOR ANITA MCCLURE AND JAMES BLAKE**

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT ANITA MCCLURE AND JAMES BLAKE TO NEW FOUR-YEAR TERMS THAT RUN FROM 7/1/2020 TO 6/30/24**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – June 11, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
NO	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommends that the Library Board recommend to the City Council that they appoint these candidates to the City Council.**

**BACKGROUND INFORMATION:**

The Library Board has two terms that will end on June 30<sup>th</sup>, 2020. The City has posted the openings for the last month and a half, but there have been no applications received by the City, except by the incumbents, James Blake, and Anita McClure.

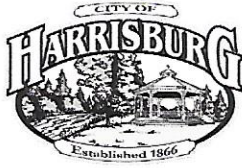
The Library Board makes recommendations for candidates to the City Council, who as the governing board for the City, makes the final appointments.

**REVIEW AND APPROVAL:**



06.05.20

Michele Eldridge                      Date  
City Recorder/ Assistant City Administrator



City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Phone (541) 995-6655  
[www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us)

**BOARD & COMMITTEE APPLICATION FORM**  
Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident?      Yes       No

Employment:

In which position are you interested?\*

Tell us why you would like to be included on the Board or Committee of your choice and what you will contribute:

Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to the Board or Committee.



Please list a personal/professional reference that we may contact:

Name:

Address:

Phone Number:

Relation to you:

By providing your signature below, you acknowledge that you are the applicant for the committee position and authorize the City to contact your references.

\*Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Michele Eldridge, City Recorder/Assistant City Administrator.





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## BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident?      Yes       No

Employment:

In which position are you interested?\*

Tell us why you would like to be included on the Board or Committee of your choice and what you will contribute:

*There is an opening. My hus band + I love the Library + use it constantly.*

Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to the Board or Committee.

*I am an artist and inventor + advocate for Rural Homeless. Love our Community and want to serve wherever I am needed. I was on the Harrisburg Planning Commission*

Please list a personal/professional reference that we may contact:

Name:

Address:

Phone Number:

Relation to you:

By providing your signature below, you acknowledge that you are the applicant for the committee position and authorize the City to contact your references.

\*Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Michele Eldridge, City Recorder/Assistant City Administrator.

# Agenda Bill Harrisburg Library Board Harrisburg, Oregon

**THE MATTER OF RE-OPENING THE LIBRARY**

**STAFF REPORT:**

Exhibit A: Statewide Reopening Guidance for Libraries

**ACTION:                   FOR DISCUSSION**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – June 11, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$500-\$700	Yes	General Fund

**STAFF RECOMMENDATION:**

**Staff would like to have discussion about the standards that the Harrisburg Library should put in place to protect employees and patrons.**

**BACKGROUND INFORMATION:**

The City reopens to the public on Monday, June 8, 2020. Phase II requirements of the Coronavirus pandemic are still somewhat restrictive, especially in relation to keeping the 6’ physical distancing requirement. The Library has been open only for curbside service since May 1<sup>st</sup>.

The City has a disinfection requirement for all City facilities, which includes the Library. This includes being required to clean surfaces frequently touched by staff on a daily basis. In addition, the Librarians have a system already in place for the disinfection of materials, prior to materials being checked in, and then being returned to the bookshelves. These protocols will continue until the Oregon Health Authority determines that it is not required.

In order to protect both our employees, as well as our patrons, the City has the following requirements that will apply to the Library when it re-opens.

- Only 6 patrons will be allowed in the Library at one time. (In addition to the Librarian(s) on duty.)
- Plexi-screens are being added to the circulation desk, one on each side. Books being checked in and out, as well as requests for information, will only be done at the screens.
- There is a swinging door (with a fastener from the inside) that has been added to the circulation desk, so that staff can keep children or patrons from going into the space.
- Taped X’s, signifying 6’ of physical separation, will be on the floor to control how more than one patron will approach the circulation desk, or where someone should stand if they are waiting to use the bathroom.

- Only two patron computers will be available for use at any given time. The chairs for the other two will be removed to a separate location.
- The couch will be removed, as well as the toddler table. (They will be stored in the same locations as the other furniture.)
- Chairs will be positioned in the Library so that they are 6’ apart; limited toddler chairs will be placed in the Library as well.
- Arrows on the floor will be placed in the Library stacks, directing traffic to limit how many patrons are in one aisle at a time.
- Staff have been instructed that when they work at the same time, that only one person can be inside the circulation desk area, while the other person is outside this area.
- Curbside delivery and pickup will still be offered, and emphasized, during Phase II operations.

**Disinfection Station/Sign in:** There is also a disinfection station set up for patrons when first entering the Library. Masks will be provided at no-cost if needed, and hand sanitizer is available for general use. This station will also include a sign-in sheet, asking for patron’s names and telephone numbers. The sign-in sheet is set up for contact tracing, if someone visiting the Library should be diagnosed with COVID-19. The City’s stance on the sign-in sheets is that we are protecting both the public, as well as our employees, therefore, if someone refuses to sign the form, they will not be allowed to use city services. (This information is exempt from public disclosure, other than what is required by the Oregon Health Authority).

**Face Masks:** The use of facemasks by citizens is optional in City Hall, and at public meetings, as long as the 6’ physical separation factor is met. In the Municipal Court, facemasks will be required. Face masks for City employees is optional, unless the 6’ physical separation factor can’t be met.

City employees with frequent exposure to citizens were asked about their comfort levels in relation to whether citizens should be required to wear facemasks in city facilities. The Librarians should determine their own comfort levels in relation to patrons being required to wear face masks. The Library Board should be prepared to discuss this as well. As noted in the attached Oregon Governor/State Library of Oregon ‘Specific Guidance for Libraries’ (**Exhibit A**) on the last page, there is a note in Face Coverings about consulting with Counsel if the Library should decide that it wishes face coverings to be required. This question has been relayed to the City Attorney, and staff will bring that information to the meeting.

In the meantime, considering that we are waiting to receive the newest physical protection devices to arrive, we are being optimistic that we will be able to open to the public with the restrictions stated above, on July 7<sup>th</sup>, 2020. Library programs may or may not be possible during Phase II, due to physical separation restrictions. That information will be provided and discussed in a separate staff report.

REVIEW AND APPROVAL:

\_\_\_\_\_  
 Michele Eldridge                      Date  
 City Recorder/ Assistant City Administrator



## State Library of Oregon

250 Winter St. NE

Salem, OR 97301

503-378-4243

Fax 503-585-8059

[www.oregon.gov/library](http://www.oregon.gov/library)

### Statewide Reopening Guidance

#### Sector: Libraries

#### Specific Guidance for Libraries

Libraries have unique challenges to address in the context of this public health crisis. Libraries provide access to materials that are checked out to individuals and then returned and made available to others. In addition to library materials, library facilities provide shared resources such as study spaces, computers and equipment, programming spaces, and seating areas that are used by multiple people every day. This sharing of resources is at the heart of library service.

Libraries will make decisions regarding reopening their buildings to the public based on guidance from local health authorities and local jurisdictions. Any applicable statewide, phase 1, phase 2, or phase 3 [state-issued health and safety guidance](#) must be followed. The following recommendations provide libraries with reopening guidance to inform decision-making and operations.

## Recommendations:

### Physical Distancing Measures

- Limit the number of patrons in the library building and focus on maintaining at least six (6) feet of distance between all individuals. Each library should determine maximum occupancy to maintain at least six (6) feet of physical distancing, considering areas of the library prone to crowding and limit admittance accordingly. The U.S. Fire Administration has provided information about [social distancing and occupancy](#) that may be helpful in determining your maximum occupancy.

Libraries may need to consider closing or rearranging areas of the library building where people gather and required physical distancing cannot be maintained such as:

- Meeting rooms
- Study rooms
- Seating areas
- Public computers
- Children's play areas

Libraries that cannot maintain at least six feet of distance between people should not open the building to the public and may instead want to consider services such as partial or appointment-based access, holds pick-up, curbside/contactless service, or mail delivery of materials.

- Consider placing clear plastic or glass barriers at service desks or in other places where maintaining six (6) feet of physical distance between employees and patrons is more difficult.

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- Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
- Use signs and tape on the floor to maintain physical distancing while waiting for assistance at service desks or outside the facility when timed access or curbside/contactless services cause a line to be formed.
- Consider offering alternative order ahead and pick up options, such as curbside/contactless pickup as appropriate and applicable.

**Signage**

- Post [clear signs](#) listing COVID-19 symptoms, asking employees and patrons with symptoms to stay home, and listing who to contact if they need assistance.
- Use [clear signs](#) to encourage physical distancing.

**Cleaning**

- Frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both public and employee areas of the library following the [CDC Guidance for Cleaning and Disinfecting](#). This includes the following:

“Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.” In libraries, surfaces such as self-check equipment and public access computer equipment may need to be cleaned between each use.

Libraries without adequate cleaning supplies should not open the building to the public.

**Collection Handling**

- Follow collection safe handling recommendations from [Institute of Museum and Library Services \(IMLS\) study](#) (results expected by August 2020). Pending results of the IMLS study, the following recommendations are emerging:
  - At this time, public health and conservation experts agree that the quarantine of library materials is an effective method of disinfection.
  - There is a range of advice about the length of time needed for quarantine that depends primarily on material type. Given the variety of materials (paper and non-paper) and the resources needed to keep materials separated, many libraries are using a standard period of 72 hours to hold all materials in quarantine.
  - Libraries may consider setting up a quarantine area of the building as a materials isolation zone for returned items.

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### Programming

- Remote programming options such as online and radio are recommended. Strictly follow social distancing guidelines for any in-person programming offerings. Refer to [state-issued gathering size limitations](#) when offering in-person programming. Consider limiting in-person youth programming to a maximum of 10 participants. Do not allow children to share items such as craft supplies, toys, or books during youth programming and only use items that can be easily sanitized. Refer to guidance on [summer camps](#) for youth programming that is similar in nature.
- Remove all toys from children’s areas.

### Face Coverings

- Encourage or require all employees to wear cloth, paper, or disposable face coverings depending on local jurisdiction policy.
- Encourage all patrons to wear cloth, paper, or disposable face coverings. If a library sets a policy that all patrons are required to wear cloth, paper, or disposable face coverings, library management should consult with their legal counsel to determine whether such a requirement can be enforced.

### Other Recommendations

- Review and implement [General Guidance for Employers](#) as applicable.
- **Contact tracing:** Libraries are encouraged to adopt policies consistent with the recommendations of the American Library Association Office of Intellectual Freedom and with libraries’ core values of privacy and confidentiality. In relation specifically to contact tracing, the ALA Office of Intellectual Freedom states:

“Collection and sharing of information about library users for purposes other than the delivery of library resources, services, and programming — such as information collected for contact tracing — is inconsistent with that mission and may violate laws protecting user privacy if done without the full and informed consent of the library user. In all cases, access to, and delivery of, library resources and services should not be conditioned on the user’s consent to the collection and use of their information for contact tracing or other purposes unrelated to library service.” – from [“Protecting Privacy in a Pandemic: A Resource Guide”](#)

### Additional Resources:

- [Signs you can post](#)
- [Mask and Face Covering Guidance for Business, Transit and the Public](#)
- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)

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Agenda Bill  
**Harrisburg Library Board**  
Harrisburg, Oregon

**THE MATTER OF... REVIEWING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibit A: Harrisburg Public Library Program Proposal Worksheet  
Exhibit B: March Library Summer Activities Suggestions

**ACTION:                    MOTION TO APPROVE THE HARRISBURG PUBLIC LIBRARY PROGRAM PROPOSAL WORKSHEET AS PRESENTED OR AS AMENDED.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – June 11, 2020

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
?	Yes	Library Programs

**STAFF RECOMMENDATION:**

**Staff recommends reviewing and approving the attached Library Program Proposal Worksheet, and to determine which programs can be offered during current restrictions by the Oregon Health Authority (OHA).**

**BACKGROUND INFORMATION:**

When the budget was created to support Library Programs, there was certain protocol that both the City and the Library Board wanted in place when considering programs, because it supported all of our combined goals.

Library Board members and staff have had a somewhat difficult time remembering what kinds of things needed to be included when considering a new program. Therefore, Staff recognized that it might be helpful to have a Library Program form (**Exhibit A**) as a resource for the Library Board and Staff. The attached form was approved by the Library Supervisor, and by the City Administrator. The Library Board is now being asked to review the form, and if they agree with the information included, to adopt it as a form that the Library can use and provide to anyone who has program ideas. The Library Board can make amendments if they feel that more information is needed in order to make a decision about a program.

In the meanwhile, Library and City Staff, as well as the Library Board and patrons, are eager to re-start Library programs. Many of the programs that the Library was operating prior to the pandemic will not be possible during the restrictions imposed by the 6' physical distancing requirements. Therefore, the Library Board can examine which

library programs are possible with the restrictions currently in place, and which can be resumed later in the year when restrictions are eased further.

Librarian Cheryl Spangler and Chairperson Cassandra Barney will have details to provide to the board in relation to the Summer Reading Program, which staff understands will follow the requirements imposed on us by the Oregon Health Authority. In addition, board member Anita McClure had also proposed a new program in January. She was provided with a copy of the worksheet and might have information to share with the Library Board at this meeting.

In the meanwhile, these were the four programs that had been operated prior to the pandemic. **Exhibit B** contains the summer program suggestions that would have been reviewed at the March meeting.

- Crochet & Knitting Club was held every Wednesday at 1pm in the Library. The program is run by Cheryl.
- Dungeons & Dragons was held every Thursday at 4pm in the Harrisburg Municipal Center. The program is run by Tristan Kucera.
- Baby-Time was held every Friday at 9:40am followed by Toddler Story-Time at 10am in the Library. The program is run by Kathryn McAbrey and Mandy Pelkey. Cassandra Barney will also help when time allows. (Update: Chairperson Barney has been holding a terrific on-line replacement for story time and can explain more at this meeting.)
- Lego Club was held the second and fourth Saturday of each month at 10:30am. The program was held in the Library and is currently run by Amanda Pelkey.

As a reminder for the board, all Library Volunteers are required to go through a background check and must attend volunteer orientation a minimum of two weeks prior to operating any program or assisting in the Library. This is a requirement by the City’s insurance provider.

MOTION (If necessary):  
*For discussion only.*

REVIEW AND APPROVAL:

\_\_\_\_\_  
Michele Eldridge                      Date  
City Recorder/ Assistant City Administrator

# Harrisburg Public Library Program Proposal

The Harrisburg Library Board appreciates all suggestions for programs that benefit our citizens and Library patrons. As such, if you have an idea for a program we can offer, please provide us with the requested information in this worksheet. The Library Board will consider your request at the next regularly held meeting.

The use of the Library itself can only be during regular Library hours. The Municipal Center can be utilized, and volunteers are allowed to run the programs in the center, as long as the required background checks are completed a minimum of two weeks ahead of any proposed program start. City volunteer program training can be provided as late as the day before the program starts.

Programs must benefit the community of Harrisburg, and especially patrons of the Library. The programs must be held in town. Any Library programs are not allowed to use city resources without the express approval of the Librarians, Library Supervisor, and City Administrative Staff. Any programs are subject to review by Administrative Staff, shall not cause any danger to any participants, and cannot use items prohibited by the City, or that aren't allowed inside city facilities. (Such as alcohol appreciation classes, or dog obedience classes, to name just a couple.) Any software purchases must be approved by the City's IT Department, prior to the purchase.

1. What type of program is this? Please explain what kind of service this will provide to Library and Community Patrons.

Example: I want to provide a class to help people determine whether or not websites are safe, how to tell which websites they should avoid, and how to research an issue to determine if something is true news or fake news.

2. Use of Library Resources means that your proposal should be using some form of media that can be used in the Library. Please find books, workbooks, software, audio books, DVD's, or something that can be checked out of the Library, or that you will give to people who use the program; or ideally both. Please research and list the type of Library resources you will need to run the program with. (Specific book, series of workbooks, audio book, etc.) Feel free to ask your friendly Librarian for help in research!

Example: I will buy 2 books for Library patrons to check out, entitled "Hey, does the Internet ever tell the Truth?" by author "Ima Good Writer", along with the purchase of ten workbooks from the author's website, [www.imacoolteacher.com](http://www.imacoolteacher.com), to handout to patrons taking the class.

3. Ideally, this program should run during Library Hours. Please list a day of the week, and timeframe that you think the program would be popular in. If the program is proposed to run after hours, then specific use is by volunteers, who must pass a background check, and go

through training before starting the class. (The program would also need to be held in a location other than the Library.)

Example: My class will be held on Thursday afternoons at 7:00pm and will use the 4 computers that are in the Library, from the hours of 7:00pm to 8:00pm. The class can hold more than 4 people, if patrons bring their own laptops or pads.

4. Who will run this program? Will you use volunteers, or will this program be running in the library during regular hours? If you are proposing the use of Library staff, please be prepared to also provide volunteers to help run and staff the program.

Example: I will teach this class, and plan on developing a curriculum using the workbook that we purchase. The Librarians working can assist people who need it if my hands are too full. I won't allow more than 7 people to take the class.

5. Will you need additional supplies? If so, please list any kind of equipment or supplies that you think you might need. If you are suggesting items the Library doesn't already have, please tell us where we can find them, such as a website, or store. (Please keep in mind that if the program is running during open hours, that other patrons must be able to use the facility, and ADA standards must be kept at all times.)

Example: Lectern to put my laptop on, and a small table to put the three people who will bring their own laptop or pads....one or two could simply sit in the chairs in the Library. I propose that we buy sturdy wooden TV trays, which are easy to store, and can be used with the chairs. Target or Amazon typically has them on sale for \$30 each. (They will be usable by the Library after this program ends.) Patrons are still able to check out books; I chose the time of the day so the computers could still be available from 5 to 7.

6. Please provide us with the total cost of your proposed program:

Example: Lectern: \$0; Sturdy Wood TV Trays, 3 @ \$35 ea.; Books, 2 @ \$29 ea.; 8 workbooks @ \$15 ea., with \$7 shipping. Total program cost: \$290.

7. Do you feel that there should be a charge for people to take this class, to help cover expenses? If so, how much do you feel is fair? Expensive materials or materials that can't be used by the

Library at the end of your proposed program will often be a candidate for a charge to participants. The Library Board reserves the right to decide if a program should cost participants money. Administrative staff will make a recommendation as to the amount of any shared cost.

Example: My program is low priced, and fun for participants, and should be useful for senior citizens or anyone who doesn't regularly use a computer. I don't think that there should be a charge for taking the class.

8. How long do you propose this program to run, and when do you feel you'd be able to start the program?

Example: We could start the program in 3 weeks, after we receive the workbooks, and get people interested in attending. The workbooks have 10 chapters, so the class will run for ten weeks, with the class being held once every week.

9. What is the proposed name of the program?

Example: The Good, the Bad, and the Ugly – Learning the truth about whether everything you hear on the Internet is true!

Please remember that if you plan on having friends or family who will assist you with this class on a regular basis, that they will also need to have a background check, and go through training.

Please provide us with your contact information, so that we can get in touch with you if there are any questions, or if we need to set you up for training.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Please note:** The Harrisburg Municipal Center is available for City use, as well as use as a rental by citizens. If you are using the center, please be prepared to have an alternate location in mind, if your program clashes with City facility use. Please be aware that the Municipal Center is never available on Tuesday nights, and some Mondays as well. In addition, any use of the center needs to be sensitive to the use of the building as a public facility, and shouldn't damage any part of the facility, its furniture, or any of its contents. The rolling chairs, TV's and sound systems are solely for the use of city meetings, or governmental agencies, and are not available for program use without the presence of a City employee trained in that use, and present during the entire program.

## **Harrisburg Library Summer Activities**

We're wanting to have a special event at the library every first and second Wednesday at 11am during the summer once school gets out. A list of possible activities is:

- Balloon Artist Guy
- Fun Run at the track
- Science Days (volcano experiment, exploding lunch sack, tornado in a bottle, oobleck, dinosaur bone digging, toothpick/marshmallow challenge)
- Community Field Trip Days (Visit fire station, city hall, have police come do demonstration with dog, pay for children to eat pizza at Gridiron Pizza, Create Family Fire Drills fir their Home.)
- Write Your Own Story Days (Print off pictures for kids to write the story to, have a Writing Contest
- Noah's Ark Picnic at the Park
- Raptor Center Demonstration at Park
- Writer's Workshop (Learn about outlining a book, self-publishing, and editing)
- Teddy Bear Picnic with fun Field Games in the Park

### **Summer Reading Program**

This year, instead of giving kids the requirement of reading 8 books to get the \$5 gift certificate to Barnes and Nobel, we want to recommend that they fill out a reading log with the time they spend reading books. Each reading log will have a box for the kids to mark the number of minutes that they read each day. Once a child has read 10 days on their log for at least 20 minutes, they don't have to be consistent days, then they can come in and get the \$5 gift card. They have the opportunity to do this twice for a total of \$10 worth of gift cards for each child to Barnes and Nobel.

Then, to keep the kids and community reading, the library will purchase 3 bigger prizes (Possibly: Movie tickets, coffee gift cards, Lego set, Art Set, Splash tickets, etc.). Each prize will have a box that patrons can put their raffle ticket into for a chance to win one of the prizes. They get a raffle ticket each time they bring their reading log in that has at least 14 days of reading for 20 minutes. We hope this will incentivize children, teens and adults to read as much as possible during the summer.