

Library Board Meeting Agenda  
November 12, 2020  
6:00 PM

---

**Chairperson:** Cassandra Barney  
**Board Members:** Jayne Detering, Violet Stone, 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. *The Harrisburg Municipal Center is disinfected, and all seating is 6' apart. Masks are required to be worn at this location.*

**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 OCTOBER 8, 2020**

**OLD BUSINESS**

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

**STAFF REPORT:**

**EXHIBIT A: APPLICATION FOR DESRIA (DEZ) HANSEN**

**ACTION: MOTION TO RECOMMEND THAT THE CITY COUNCIL APPOINT DEZ HANSEN TO THE TERM ENDING JUNE 30, 2024, AT THE DECEMBER CITY COUNCIL MEETING.**

- 3. THE MATTER OF ADDRESSING THE CITY ADMINISTRATORS MEMO REGARDING THE 'NO FINE' LIBRARY PROPOSAL**

**STAFF REPORT:**

Exhibit A: Memo from City Administrator

Exhibit B: 2019 Library Board Proposal

Exhibit C: Staff Report for City Council 06.11.19

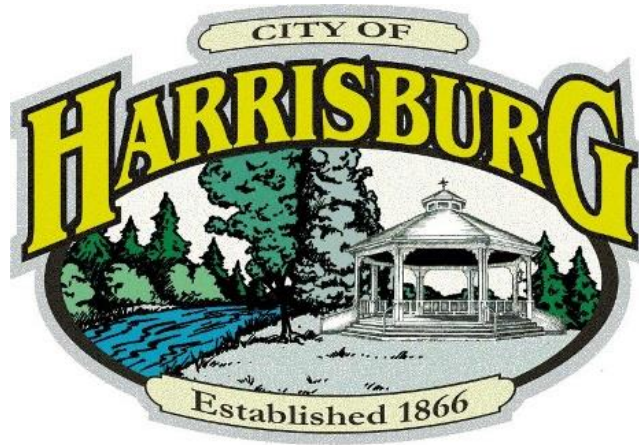
Exhibit D: Patron Payments for 2020

Exhibit E: Outstanding Library Fines and Materials

Exhibit F: Harrisburg Library Policy

**ACTION: NO MOTION - FOR DISCUSSION**

**ADJOURN**



Library Board Meeting Minutes  
October 08, 2020

---

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

**CALL TO ORDER AND ROLL CALL at the hour of 6:32pm**

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** Everyone present were there for items on the agenda.

**APPROVAL OF MINUTES**

- Stone **motioned to approve the minutes from June 11, 2020. She was seconded** by President Barney. **The Library Board then voted unanimously to approve the minutes from June 11, 2020.**

**OLD BUSINESS**

**THE MATTER OF... REVIEWING A LIBRARY PROGRAM PROPOSAL**

Eldridge shared that unfortunately, Library Programs were still considered a social gathering by the state, therefore, the City wasn't able to allow any programs to be held at this time. The Library Board decided after some discussion, that it would be premature to discuss a new Library Program if they weren't able to hold a program. The subject was tabled until the next meeting.

**NEW BUSINESS**

**THE MATTER OF SUBMITTING AN APPLICATION FOR THE OREGON DIGITAL LIBRARY CONSORTIUM**

October 08, 2020

**STAFF REPORT:** Ross went over the details of the program, as stated in the agenda report. The total possible fees for this program are \$5,500, but will likely be less, although the cost of the program in the next fiscal year will increase slightly. Therefore, it will be budgeted in the next fiscal year. She went over the conditions of membership, which will be completed by the City over the next few months. The Linn Library Consortium votes in April, and if accepted, an agreement will be signed by all, and the Library will be invoiced for its share.

The Library Board and staff agreed that this will be a great program to offer our patrons, especially when it's something that can be done during a pandemic. The Library plans on dropping the genealogy subscription, which will help pay for the program, and plans on requesting some additional funds from the City, as well as the Harrisburg Library Guild.

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

**STAFF REPORT:** Eldridge shared that there had been no applications turned in so far and recommended that the board members talk to their friends, family, and neighbors, and to advocate for new board members. She would be sharing a Facebook Posting, in addition to the website alert board. There would be an extended deadline of November 5, 2020.

**OTHERS:** President Cassie Barney related that a patron had complained to her in tears, because they were being faced with Library fees, and didn't feel that they could use Library services anymore. They had taken this to the City Council last year, who had turned down the proposal, although they did allow the fines for food program (amnesty program) to proceed. She still felt strongly that the Library should not charge fines for late books and wanted to take it to the City Council again. Both Spangler and Pelkey shared that many people were upset about the fines, and often didn't want to use Library Services while they had them. Some patrons had actually stated that they wouldn't use Library services again unless the Library changed its policy.

Both Eldridge and Ross reminded the Library Board that if they wanted to bring this to the City Council again, that they could; however, they suggested that they will need to do new research about a fine free program. In particular, Eldridge emphasized that there needed to be Libraries that are regional/local that are offering the program, and that they shouldn't look at any of the county run libraries when making comparisons. A large Library shouldn't be compared to the small City or district ran Libraries. President Barney said that she would do some more research, as would the Librarians, and would provide it to Ross in time for discussion at the November meeting.

The Library Board then briefly discussed services that were available for patrons of the Library, and it was decided that the Librarians would post on Facebook to remind students that we have computers available, but more importantly, that a student could bring their own computer/tablet to the Library, and could use the WIFI system to do school work. This offers another service to the community, and in particular to a family that may not have strong WIFI services in their home.

October 08, 2020

Eldridge also asked the Librarians and the Library Board if they would like to hold a Halloween event of some sort. The Mayor in particular wanted something to be done on Halloween for the kids in the community. She said that if they were willing, that the City could buy candy out of the general fund, rather than Library funds. She suggested that they could hold a costume contest, which could be posted to Facebook if the parents give permission for the pictures to be shared. They would need a volunteer to stand at the Library entrance, who could hand out candy, and the pavement could be marked with 6' markings. Everyone joked about some of the creative ways we could make the marks for 6' separation, such as using spider webs, or as Spangler suggested, body contours. The Librarians and Board were somewhat non-committal, although everyone thought it would be a nice idea. They would consider it over the next week or so.

**ADJOURN: The Board adjourned at the hour of 7:22pm.**

---

**President**

---

**City Recorder**

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

**THE MATTER OF FILLING A LIBRARY BOARD VACANCY  
STAFF REPORT:**

**EXHIBIT A: APPLICATION FOR DESRIA (DEZ) HANSEN**

**ACTION: MOTION TO RECOMMEND THAT THE CITY COUNCIL  
APPOINT DEZ HANSEN TO THE TERM ENDING JUNE 30, 2024, AT THE  
DECEMBER CITY COUNCIL MEETING.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – November 12, 2020


<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
n/a	N/A	N/A

**STAFF RECOMMENDATION:**  
**Staff recommends that the Library Board recommend the appointment of Dez Hansen to the City Council.**

**BACKGROUND INFORMATION:**  
James Blake moved out of the area and had to resign from his barely served new four-year term, which expires on June 30, 2024. Although the position had been advertised through the website, newsletters, Facebook, and through the Library, the City hadn't received any applications, and extended the original search through November 5, 2020.

On November 5, 2020, the City received an application (**Exhibit A**) from Desria (Dez) Hansen, who is a citizen of Harrisburg. She is a regular patron, who visits the Library quite often. This is the only application the City has received, therefore, staff recommends that the Library Board approve the motion above.

**REVIEW AND APPROVAL:**



\_\_\_\_\_  
11.05.20  
Michele Eldridge                      Date  
Assistant City Administrator/City Recorder



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:

I love the library! I have been taking my kids there since before the remodel. We love getting new books each week, and before COVID-19 we loved going to story time. I believe reading to kids at an early age can play a huge part in their development and education.  
I would love to contribute ideas to further involve the community, especially the youth, in the library.

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

I really don't have any schooling or prior experience regarding this, but I love to read and I have a passion for books and for our community. I would love to be included in decisions that are important for the library, and add ideas to help make our awesome little library more awesome.

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

Name: Cheryl Spangler

Address: [redacted] rrsiburg, OR

Phone Number: [redacted]

Relation to you: Friend

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

[redacted signature]

\*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 ADDRESSING THE CITY ADMINISTRATORS MEMO REGARDING THE “NO FINE” LIBRARY PROPOSAL**

**STAFF REPORT:**

- Exhibit A: Memo from City Administrator
- Exhibit B: 2019 Library Board Proposal
- Exhibit C: Staff Report for City Council 6.11.19
- Exhibit D: Patron Payments for 2020
- Exhibit E: Outstanding Library Fines and Materials
- Exhibit F: Harrisburg Library Policy

**ACTION: NO MOTION. FOR DISCUSSION**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – November 12, 2020

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

**STAFF RECOMMENDATION:**

**Staff recommend that the Library Board review the memo (Exhibit A) from City Administrator, John Hitt, regarding questions that need to be addressed prior to submitting a proposal to the City Council to be fine free.**

**BACKGROUND INFORMATION:**

On May 9, 2019, the Library Board created a proposal (**Exhibit B**) for the City Council requesting the Library be granted permission to participate in a six-month trial of eliminating late-fees and fines for patrons. The proposal was submitted to the Council at the June 11, 2019 meeting (**Exhibit C**). The Council was not able to make an informed decision at that time due to insufficient information provided and the proposal was not considered.

At the October 8, 2020 Library Board meeting, the Board and Library Staff decided they once again would like to submit a proposal to go “fine free.” At the November 12, 2020 meeting the Board had planned on gathering our information and putting it into a proposal for the next Council meeting. Instead of submitting a proposal at this time, Library Board and Library staff should address the unanswered questions from our previous attempt.



## MEMO

November 4, 2020

TO: Lori Ross and Harrisburg Library Board

FROM: City Administrator

RE: "No Fine" Library Proposal

I would like to recommend to you and the Library Board that they consider the following questions as a follow-up to Brian Latta's June 4, 2019 Staff Report:

1. The number of patrons with late fees in sufficient amount to lose their library privileges.
2. How much in fines was forgiven by library staff either in 2019 or 2020?
3. The total amount of late fees/fines now pending?
4. The total amount of late fees/fines collected the last two years (fiscal or calendar)?
5. What is the Consortium's policy with us regarding items we do not return or are returned late to the Consortium?
6. How does our Library Policy compare to other Libraries in our consortium regarding late fines and lost materials?
7. Can you provide an estimate of the approximate (average) replacement cost to us for materials that are lost or significantly damaged?

I suggest that the Board and Library Staff try to find answers to these and perhaps related questions, and then plan on coming to the January 26<sup>th</sup>, 2021 City Council Work Session. This is the ideal time for the Board to informally discuss with the City Council possible changes and or improvements to the current, written Library Policy Manual.

Then, if the City Council seems favorable to possible changes, the Board could draft one or more amendments to the Policy Manual and present those at the February 9<sup>th</sup> City Council Regular Meeting for consideration of formal adoption.

City staff should work with advisory boards to help prepare recommendations to the City Council that are consistent with City Council goals and are likely to be adopted by the City Council. I think if these steps are followed, we are more likely to achieve an end result satisfactory to the Board, City Council, and most importantly our citizens.

We, The Library Board of Harrisburg City Oregon, propose our library to participate in a six-month trial of eliminating late-fees and fines (July 1, 2019 – December 31, 2019). An amnesty period of two weeks will take place once the library is re-opened, announcing to the public that all fines and fees will be wiped clean from their record and to bring in any material they might still have, no matter how long it's been past due.

Over the years, libraries have found that the due date has as much impact as overdue fines when it comes to customers returning library items.

Customers see overdue fines as being punitive and are more inclined to return items when overdue fines have been removed.

There will still be precautions taken to encourage returning library material:

- If a customer keeps library items three weeks after the due date, their account is automatically charged \$5.00 as a replacement fee for each item.
- Charges on their account will prevent them from checking items out.
- As soon as the items are returned in good condition, the charges come off their account, allowing them to check out again – great incentive to return items.

Our goal is to help our community feel more comfortable using the library as a regular resource for books, entertainment, and education.

EXHIBIT C  
Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

---

**THE MATTER OF REQUESTS BY THE LIBRARY BOARD TO INSTITUTE AN AMNESTY PROGRAM TO WIPE AWAY ALL EXISTING LATE FINES, AS WELL AS A SIX MONTH 'FINE FREE' PILOT PERIOD ONCE THE LIBRARY REOPENS.**

**STAFF REPORT:**

- Exhibit A: Memo from Library Board
- Exhibit B: Minutes from May 9, 2019 Library Board Meeting

**ACTION:** TBD

---

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
TBD	TBD	TBD

STAFF RECOMMENDATION:

**Staff recommends the Council not consider the two requests from the Library Board until additional information is gathered and outstanding questions are answered.**

BACKGROUND INFORMATION:

The Library Board met on May 9, 2019, and discussed a written proposal (**Exhibit A**) to institute an amnesty program to remove all existing late fines from library patron accounts (**Exhibit B**).

The proposal also included pilot program to have the library become a 'fine free' library, meaning the library would no longer charge fines for overdue materials, with one exception. Instead of fines, the library would put a hold on patron's account preventing them from checking out any new books until the overdue materials are returned. The lone exception for a fine would be for materials that are more than 3 week overdue. In this scenario, a \$5.00 replacement charge would be applied to the patron account in addition to the hold on the account. Once the \$5.00 charge was paid or the book was returned, then the patron could again check out materials. (**Exhibit A**)

EXHIBIT C

STAFF ANALYSIS FOR AMNESTY PROGRAM

The amnesty program as proposed would give patrons a clean slate and a second chance at using the library with no consequences for past behaviors. This may result in generating some extra excitement about the re-opening of the library and increase patron use.

Staff has the following questions regarding the need for the amnesty program:

- How many library patrons have late fines on their account?
- How much money would the city write off with the proposal?
- Are there a few major violators, or many small violators?
- How does the amnesty program apply to the consortium’s materials, and does this proposal need their approval?

The City Administrator has requested the from the Librarian reports from the library software to answer some of these questions. However, the Librarian has not generated these reports at this time. As such, the preceding questions cannot be answered with any level of certainty.

The following are a few of the concerns staff has with the amnesty program:

- If the city writes off all of the existing fines, there is no incentive for patrons to return overdue library materials.
- The implementation of this type of an amnesty program effectively means the city is okay with writing off not only the fines, but also writing off all of the overdue materials.

Staff does not believe writing off overdue materials that may be sitting in houses of Harrisburg residents is appropriate. A true amnesty program incentivizes patrons with overdue materials to return them in exchange for a realized benefit. For example, the city could implement a waiver of fines for patrons who have returned overdue materials, and then have a period of time where patrons with overdue materials could return them to the library in exchange for overdue fines for these materials to be waived. For patrons who have lost materials or do not participate in the amnesty program would continue to be responsible for their overdue fines. In this example, patrons are rewarded for returning materials and the library does not have to write off fines and materials.

Staff recommends the City Council not consider an amnesty program until the unanswered questions and concerns identified above are resolved.

EXHIBIT C

STAFF ANALYSIS FOR 'FINE FREE' LIBRARY PILOT PROGRAM

The Library Board feels that customers see overdue fines as being punitive and are more inclined to return items when overdue fines have been removed. As such, the Board recommends the City Council approve a 6-month pilot program to not impose late fines for overdue materials, with the following safeguards:

- If a customer keeps library items 3 weeks after the due date, their account is automatically charged \$5.00 as a replacement fee for each item.
- Charges on their account will prevent them from checking items out.
- As soon as the items are returned in good condition, the charges come off their account, allowing them to check out items again.

Similar to the analysis for the amnesty program above, staff feels like there are unanswered questions that need to be answered before the City Council can make an informed decision on this program. A few of those questions are:

- Is \$5.00 an adequate replacement value for all library resources? Many resources cost significantly more than \$5.00.
- Will a \$5.00 replacement cost incentive bad patron behaviors? For example, a patron may check out expensive library items only to sell them online for profit and then pay the \$5.00 fee to continue their money making venture.
- How does this policy affect the library's participation in the Linn Library Consortium? Are the other libraries okay with their materials being lost and only receiving a \$5.00 replacement fine?
- What is the purpose of the three week grace period? This appears to simply extend the checkout period with no consequences. This appears to have a negative effect on patron who have placed a hold on these overdue materials?

Again similar to the amnesty program, staff do not feel there is enough information for the Council to make an informed decision at this time. Staff recommends the Council not consider the 'Fine Free' pilot program until the unanswered questions and concerns listed above are resolved.

MOTION (If necessary):

TBD

REVIEW AND APPROVAL:


06/04/19  
 \_\_\_\_\_  
 Brian Latta Date  
 City Administrator



**From:** [Miller, Jeremy](#)  
**To:** [Lori Ross](#)  
**Subject:** HPL patron payments 2020 to date  
**Date:** Wednesday, November 4, 2020 3:04:50 PM

---

And here is this one:

payment_type	sum
account_adjustment	133.70
cash_payment	86.20
check_payment	15.60
credit_card_payment	11.70
forgive_payment	735.59

Here's how I get it, for my own future reference.

```

SELECT pay.payment_type, sum(pay.amount) FROM money.payment_view pay
JOIN action.circulation circ ON (circ.id = pay.xact)
JOIN actor.usr u ON (u.id = circ.usr)
WHERE u.home_ou = 104 AND pay.payment_ts > '2020-01-01'
GROUP BY pay.payment_type;

```

**DISCLAIMER:** This email may be considered a public record of the City of Albany and subject to the State of Oregon Retention Schedule. This email also may be subject to public disclosure under the Oregon Public Records Law. This email, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you have received this communication in error, please notify the sender immediately and destroy all copies of the original message.

From: [Miller, Jeremy](#)  
 To: [Lori Ross](#)  
 Subject: RE: Outstanding bills  
 Date: Wednesday, November 4, 2020 12:06:23 PM

Yep.

Oct 1 2019 to current: **LATE FINES**

username	transaction	checked_out	billing_type
total_owed	total_paid	balance_owed	itemlibrary
IHPLO00004009W	6416242	2020-01-03	Overdue materials
0.90	0.0	0.90	HPLIB
IHPLO00004009W	6416245	2020-01-03	Overdue materials
0.90	0.0	0.90	HPLIB
IHPLO00004009W	6416244	2020-01-03	Overdue materials
0.90	0.0	0.90	HPLIB
IHPLO00004009W	6416243	2020-01-03	Overdue materials
0.90	0.0	0.90	HPLIB
IHPLO00008253.	6591782	2020-08-20	Overdue materials
2.60	0.0	2.60	HPLIB
IHPLO00008253.	6591781	2020-08-20	Overdue materials
2.60	0.0	2.60	HPLIB
IHPLO00008253.	6553709	2020-05-18	Overdue materials
2.60	0.0	2.60	HPLIB
IHPLO00008253.	6553710	2020-05-18	Overdue materials
2.60	0.0	2.60	HPLIB
IHPLO00016350Y	6586491	2020-08-11	Overdue materials
2.90	0.0	2.90	HPLIB
IHPLO00016350Y	6586494	2020-08-11	Overdue materials
3.90	0.0	3.90	HPLIB
IHPLO00016350Y	6586495	2020-08-11	Overdue materials
2.90	0.0	2.90	HPLIB
IHPLO00016350Y	6586496	2020-08-11	Overdue materials
2.90	0.0	2.90	HPLIB
IHPLO00016350Y	6586492	2020-08-11	Overdue materials
3.90	0.0	3.90	HPLIB
IHPLO00016350Y	6586493	2020-08-11	Overdue materials
3.90	0.0	3.90	HPLIB
P109	6533444	2020-03-04	Overdue materials
2.60	0.0	2.60	HPLIB
P109	6533443	2020-03-04	Overdue materials
2.90	2.60	0.30	HPLIB
P1584	6588893	2020-08-17	Overdue materials
0.50	0.0	0.50	HPLIB
P1709	6373373	2019-12-07	Overdue materials
1.40	0.0	1.40	HPLIB
P1709	6373372	2019-12-07	Overdue materials
1.40	0.60	0.80	HPLIB
P1734	6636292	2020-10-23	Overdue materials
0.30	0.0	0.30	HPLIB
P1736	6624313	2020-10-07	Overdue materials
0.50	0.0	0.50	HPLIB
P1736	6624314	2020-10-07	Overdue materials
0.50	0.0	0.50	HPLIB
P1821	6625938	2020-10-09	Overdue materials
0.30	0.0	0.30	HPLIB
P2096	6553714	2020-05-18	Overdue materials
2.60	0.0	2.60	HPLIB
P2096	6553715	2020-05-18	Overdue materials

P319	2.60	0.0	2.60	HPLIB
		6590779	2020-08-19	Overdue materials
	1.30	0.0	1.30	HPLIB
P319		6619897	2020-10-01	Overdue materials
	0.90	0.0	0.90	HPLIB
P319		6590784	2020-08-19	Overdue materials
	1.60	0.0	1.60	HPLIB
P863		6428566	2020-01-10	Overdue materials
	7.90	0.0	7.90	HPLIB
PALBO001427822		6616388	2020-09-27	Overdue materials
	0.50	0.0	0.50	HPLIB
PALBO001577576		6548171	2020-03-12	Overdue materials
	6.30	0.0	6.30	HPLIB
PALBO001577576		6548170	2020-03-12	Overdue materials
	6.30	0.0	6.30	HPLIB
PHPL0000000046		6562583	2020-06-25	Overdue materials
	2.40	1.90	0.50	HPLIB
PHPL0000000046		6562585	2020-06-25	Overdue materials
	2.40	1.90	0.50	HPLIB
PHPL0000000046		6562586	2020-06-25	Overdue materials
	2.40	1.90	0.50	HPLIB
PHPL0000000349		6607682	2020-09-15	Overdue materials
	2.10	0.0	2.10	HPLIB
PHPL0000000349		6535358	2020-03-05	Overdue materials
	2.60	0.0	2.60	HPLIB
PHPL000000046C		6604541	2020-09-10	Overdue materials
	2.40	0.0	2.40	HPLIB
PHPL000000046C		6604542	2020-09-10	Overdue materials
	2.40	0.0	2.40	HPLIB
PHPL0000001418		6598893	2020-09-01	Overdue materials
	1.20	0.0	1.20	HPLIB
PHPL0000001418		6598894	2020-09-01	Overdue materials
	1.20	0.0	1.20	HPLIB
PHPL0000001418		6598892	2020-09-01	Overdue materials
	1.20	0.0	1.20	HPLIB
PHPL0000001418		6598891	2020-09-01	Overdue materials
	1.20	0.0	1.20	HPLIB
PHPL0000001418		6598890	2020-09-01	Overdue materials
	1.20	0.0	1.20	HPLIB
PHPL0000001418		6598889	2020-09-01	Overdue materials
	1.20	0.0	1.20	HPLIB
PHPL0000001418		6598888	2020-09-01	Overdue materials
	1.20	0.0	1.20	HPLIB
PHPL0000001418		6598887	2020-09-01	Overdue materials
	1.20	0.0	1.20	HPLIB
PHPL000000249H		6588218	2020-08-14	Overdue materials
	3.00	0.0	3.00	HPLIB
PHPL000000249H		6588212	2020-08-14	Overdue materials
	3.00	0.0	3.00	HPLIB
PHPL000000249H		6588213	2020-08-14	Overdue materials
	3.00	0.0	3.00	HPLIB
PHPL000000249H		6588214	2020-08-14	Overdue materials
	3.00	0.0	3.00	HPLIB
PHPL000000249H		6588215	2020-08-14	Overdue materials
	3.00	0.0	3.00	HPLIB
PHPL000000249H		6588216	2020-08-14	Overdue materials
	3.00	0.0	3.00	HPLIB
PHPL000000249H		6588217	2020-08-14	Overdue materials
	3.00	0.0	3.00	HPLIB
PHPL000000249H		6588219	2020-08-14	Overdue materials
	3.00	0.0	3.00	HPLIB
PHPL000000251A		6417614	2020-01-04	Overdue materials
	10.00	0.0	10.00	HPLIB
PHPL000000252B		6417607	2020-01-04	Overdue materials
	2.30	0.0	2.30	HPLIB

PHPL000000252B	6417608	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000252B	6417609	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000252B	6417610	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000252B	6417611	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000252B	6417612	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000252B	6417606	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000252B	6417605	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000252B	6417604	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000252B	6417603	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000252B	6417602	2020-01-04	Overdue materials
2.30	0.0	2.30	HPLIB
PHPL000000262C	6405077	2019-12-27	Overdue materials
0.90	0.0	0.90	HPLIB
PHPL000000262C	6405076	2019-12-27	Overdue materials
0.90	0.0	0.90	HPLIB
PHPL000000262C	6373365	2019-12-07	Overdue materials
0.90	0.0	0.90	HPLIB
PHPL000000262C	6373363	2019-12-07	Overdue materials
0.90	0.0	0.90	HPLIB
PHPL000000262C	6365529	2019-12-03	Overdue materials
1.30	0.0	1.30	HPLIB
PHPL000000262C	6365527	2019-12-03	Overdue materials
1.30	0.0	1.30	HPLIB
PHPL000000272D	6319325	2019-11-07	Overdue materials
1.00	0.0	1.00	HPLIB
PHPL000000513B	6567614	2020-07-07	Overdue materials
4.80	0.0	4.80	HPLIB
PHPL000000513B	6567612	2020-07-07	Overdue materials
4.80	0.0	4.80	HPLIB
PHPL000000513B	6567613	2020-07-07	Overdue materials
4.80	0.0	4.80	HPLIB
PHPL000000513B	6620698	2020-10-02	Overdue materials
0.30	0.0	0.30	HPLIB
PHPL000000517F	6601767	2020-09-05	Overdue materials
2.70	0.0	2.70	HPLIB
PHPL000000517F	6533131	2020-03-04	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000517F	6601770	2020-09-05	Overdue materials
2.70	0.0	2.70	HPLIB
PHPL000000517F	6601765	2020-09-05	Overdue materials
2.70	0.0	2.70	HPLIB
PHPL000000517F	6601766	2020-09-05	Overdue materials
2.70	0.0	2.70	HPLIB
PHPL000000517F	6533130	2020-03-04	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000517F	6533129	2020-03-04	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000517F	6533128	2020-03-04	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000517F	6533127	2020-03-04	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000517F	6533126	2020-03-04	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000517F	6533125	2020-03-04	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000517F	6601768	2020-09-05	Overdue materials

2.70	0.0	2.70	HPLIB
PHPL000000517F	6601769	2020-09-05	Overdue materials
2.70	0.0	2.70	HPLIB
PHPL000000517F	6601764	2020-09-05	Overdue materials
2.70	0.0	2.70	HPLIB
PHPL000000541C	6553706	2020-05-18	Overdue materials
3.80	0.0	3.80	HPLIB
PHPL000000541C	6601772	2020-09-05	Overdue materials
0.50	0.0	0.50	HPLIB
PHPL000000792K	6601788	2020-09-05	Overdue materials
0.50	0.0	0.50	HPLIB
PHPL000000792K	6584453	2020-08-06	Overdue materials
0.70	0.50	0.20	HPLIB
PHPL000000792K	6600824	2020-09-03	Overdue materials
0.70	0.0	0.70	HPLIB
PHPL000000792K	6584459	2020-08-06	Overdue materials
0.70	0.50	0.20	HPLIB
PHPL000000792K	6601790	2020-09-05	Overdue materials
0.50	0.0	0.50	HPLIB
PHPL000000796O	6567753	2020-07-07	Overdue materials
5.40	0.0	5.40	HPLIB
PHPL000000803D	6347408	2019-11-22	Overdue materials
2.50	0.0	2.50	HPLIB
PHPL000000814F	6552984	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6552992	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6552991	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6552990	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6552989	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6552988	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6552987	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6552986	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6552985	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6552983	2020-05-06	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6534899	2020-03-05	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6591765	2020-08-20	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6591766	2020-08-20	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6591767	2020-08-20	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6534898	2020-03-05	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000814F	6534897	2020-03-05	Overdue materials
2.60	0.0	2.60	HPLIB
PHPL000000824G	6497451	2020-02-14	Overdue materials
10.00	0.0	10.00	HPLIB
PHPL000000852H	6584429	2020-08-06	Overdue materials
2.70	0.0	2.70	HPLIB
PHPL000000852H	6584430	2020-08-06	Overdue materials
3.20	0.0	3.20	HPLIB
PHPL000000881J	6539119	2020-03-07	Overdue materials
2.00	0.0	2.00	HPLIB
PHPL000000909K	6624326	2020-10-07	Overdue materials
0.50	0.0	0.50	HPLIB

PHPL000000926J	6520042	2020-02-26	Overdue materials
10.00	0.0	10.00	HPLIB
PHPL000000926J	6520045	2020-02-26	Overdue materials
10.00	0.0	10.00	HPLIB
PHPL000000926J	6520044	2020-02-26	Overdue materials
10.00	0.0	10.00	HPLIB
PHPL000000975N	6616007	2020-09-26	Overdue materials
1.50	0.0	1.50	HPLIB
PHPL000000975N	6616009	2020-09-26	Overdue materials
1.50	0.0	1.50	HPLIB
PHPL000000975N	6616008	2020-09-26	Overdue materials
1.50	0.0	1.50	HPLIB
PHPL000000985O	6369765	2019-12-05	Overdue materials
0.50	0.0	0.50	HPLIB
PHPL000000985O	6369764	2019-12-05	Overdue materials
0.50	0.0	0.50	HPLIB
PHPL000000985O	6369763	2019-12-05	Overdue materials
0.50	0.0	0.50	HPLIB
PHPLO00001007Y	6314200	2019-11-05	Overdue materials
0.60	0.0	0.60	HPLIB
PHPLO00001007Y	6314201	2019-11-05	Overdue materials
0.60	0.0	0.60	HPLIB
PHPLO00001016Y	6583729	2020-08-05	Overdue materials
0.70	0.0	0.70	HPLIB
PHPLO00001029	6605072	2020-09-11	Overdue materials
2.30	0.0	2.30	HPLIB
PHPLO00001029	6605071	2020-09-11	Overdue materials
2.30	0.0	2.30	HPLIB
PHPLO00001032W	6608730	2020-09-16	Overdue materials
1.00	0.80	0.20	HPLIB
PLEB000047466C	6623400	2020-10-06	Overdue materials
0.50	0.0	0.50	HPLIB
pandama427	6630884	2020-10-15	Overdue materials
0.90	0.0	0.90	HPLIB
pandama427	6630886	2020-10-15	Overdue materials
0.90	0.0	0.90	HPLIB
peaceandlove	6601854	2020-09-05	Overdue materials
0.30	0.0	0.30	HPLIB
peaceandlove	6619849	2020-10-01	Overdue materials
0.90	0.0	0.90	HPLIB
peaceandlove	6601845	2020-09-05	Overdue materials
0.30	0.0	0.30	HPLIB
peaceandlove	6601857	2020-09-05	Overdue materials
0.30	0.0	0.30	HPLIB
sfisher	6521650	2020-02-27	Overdue materials
2.80	0.0	2.80	HPLIB
trisorfa	6610013	2020-09-17	Overdue materials
0.60	0.0	0.60	HPLIB
trisorfa	6553711	2020-05-18	Overdue materials
2.60	0.0	2.60	HPLIB
trisorfa	6591842	2020-08-20	Overdue materials
0.50	0.0	0.50	HPLIB

2017 to current: **LOST MATERIALS**

username	transaction	checked_out	billing_type
total_owed	total_paid	balance_owed	itemlibrary
IHPLO00005912	4931463	2017-12-21	Lost Materials
23.10	9.10	14.00	HPLIB
IHPLO000085964	5537134	2018-10-09	Lost Materials

P214	34.10	9.10	5233485	25.00	HPLIB	2018-05-16	Lost Materials
P2146	30.10	9.10	4195224	21.00	HPLIB	2017-01-05	Lost Materials
P90	36.10	9.10	5015209	27.00	HPLIB	2018-02-01	Lost Materials
P90	21.10	9.10	5015210	12.00	HPLIB	2018-02-01	Lost Materials
P90	19.10	9.10	5015208	10.00	HPLIB	2018-02-01	Lost Materials
PHPL0000000428	19.10	9.10	4931450	10.00	HPLIB	2017-12-21	Lost Materials
PHPL000000139F	29.10	9.10	5221867	20.00	HPLIB	2018-05-10	Lost Materials
PHPL0000001407	19.10	9.10	5565123	10.00	HPLIB	2018-10-23	Lost Materials
PHPL0000001407	19.10	9.10	5565135	10.00	HPLIB	2018-10-23	Lost Materials
PHPL0000001407	27.10	9.10	5565134	18.00	HPLIB	2018-10-23	Lost Materials
PHPL0000001407	25.10	9.10	5565129	16.00	HPLIB	2018-10-23	Lost Materials
PHPL0000001407	14.10	9.10	5565128	5.00	HPLIB	2018-10-23	Lost Materials
PHPL0000001407	19.10	9.10	5565125	10.00	HPLIB	2018-10-23	Lost Materials
PHPL0000001407	19.10	9.10	5565124	10.00	HPLIB	2018-10-23	Lost Materials
PHPL000000159H	19.10	9.10	4517916	10.00	HPLIB	2017-06-07	Lost Materials
PHPL000000159H	21.10	9.10	4517914	12.00	HPLIB	2017-06-07	Lost Materials
PHPL000000193F	35.10	9.10	5586074	26.00	HPLIB	2018-11-02	Lost Materials
PHPL000000238F	29.10	9.10	4764335	20.00	HPLIB	2017-09-28	Lost Materials
PHPL000000238F	18.50	14.20	4764333	4.30	HPLIB	2017-09-28	Lost Materials
PHPL000000238F	12.50	9.90	4764334	2.60	HPLIB	2017-09-28	Lost Materials
PHPL000000249H	18.50	14.20	5099195	4.30	HPLIB	2018-03-13	Lost Materials
PHPL0000003319	23.10	21.10	4618222	2.00	HPLIB	2017-07-20	Lost Materials
PHPL0000003319	29.10	17.40	4618223	11.70	HPLIB	2017-07-20	Lost Materials
PHPL000000508F	29.10	17.40	5349229	11.70	HPLIB	2018-07-10	Lost Materials
PHPL000000508F	33.09	9.10	5349230	23.99	HPLIB	2018-07-10	Lost Materials
PHPL000000508F	19.10	9.10	5349232	10.00	HPLIB	2018-07-10	Lost Materials
PHPL000000732E	22.05	9.10	4517881	12.95	HPLIB	2017-06-07	Lost Materials
PHPL000000732E	29.10	9.10	4517880	20.00	HPLIB	2017-06-07	Lost Materials
PHPL000000755J	27.10	9.10	4236467	18.00	HPLIB	2017-01-25	Lost Materials
PHPL000000755J	17.10	16.10	4236466	1.00	HPLIB	2017-01-25	Lost Materials
PHPL000000757L	23.10	9.10	4374703	14.00	HPLIB	2017-03-28	Lost Materials
PHPL000000782J	33.10	31.10	4703873	2.00	HPLIB	2017-08-29	Lost Materials
	28.50	8.50		20.00	HPLIB		

PHPL000000782J	28.50	4703877	2017-08-29	Lost Materials
	8.50		20.00	HPLIB
PHPL000000782J	23.50	4703878	2017-08-29	Lost Materials
	8.50		15.00	HPLIB
PHPL000000782J	18.50	4703868	2017-08-29	Lost Materials
	8.50		10.00	HPLIB
PHPL000000782J	18.50	4703870	2017-08-29	Lost Materials
	8.50		10.00	HPLIB
PHPL000000789Q	2009.10	5133880	2018-03-28	Lost Materials
	9.10		2000.00	HPLIB
PHPL000000790I	19.10	4931459	2017-12-21	Lost Materials
	9.10		10.00	HPLIB
PHPL000000795N	20.50	4774081	2017-10-03	Lost Materials
	19.40		1.10	HPLIB
PHPL000000841F	24.60	4816936	2017-10-24	Lost Materials
	8.60		16.00	HPLIB
PHPL000000848M	25.10	5234404	2018-05-17	Lost Materials
	9.10		16.00	HPLIB
PHPL000000901C	22.10	4931465	2017-12-21	Lost Materials
	21.40		0.70	HPLIB
PHPL000001016Y	19.10	5790670	2019-02-19	Lost Materials
	10.70		8.40	HPLIB
PLisaHPL000000856L	20.00	5106634	2018-03-16	Lost Materials
	9.10		10.90	HPLIB

**From:** Lori Ross <lross@ci.harrisburg.or.us>  
**Sent:** Wednesday, November 4, 2020 11:45 AM  
**To:** Miller, Jeremy <Jeremy.Miller@cityofalbany.net>  
**Subject:** RE: Outstanding bills

[External Email Notice: Avoid unknown attachments or links, especially from unexpected mail.]

Jeremy,

Would it be a problem to run the same reports with a different date range?

Could you do October 1, 2019 to current on overdue fines?

On lost materials, could we have the date range be 2017 to current?

Lori Ross  
 Supervisor; Municipal Court Clerk; Code Enforcement  
 City of Harrisburg  
 120 Smith St  
 PO Box 378  
 Harrisburg, OR 97446  
 (541)995-6655



3. Books may be renewed twice if there is not a waiting list for the title.
4. Three weeks for audiobooks, and compact discs.
5. Four days for videocassettes.
6. DVD materials are nonrenewable.

Library Staff may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

Library Patrons are limited to 40 books at a time; with one exception-two items on a subject is the limit for a known school assignment and children under 10 years of age can check out no more than 3 items at a time.

## D. Reserves

Reserves for Library materials may be placed by patrons either in person, over the phone or online. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

## E. Fines and charges

There is a fine for overdue materials. A first notice is sent after the material is due, in 30 days. If the material is not returned within a 4-day grace period, then on the 5<sup>th</sup> day, a bill will be sent for the material with the cost of replacement of the material plus an administrative fee. Patrons who have been sent an overdue notice shall be denied borrowing privileges, until those overdue materials are returned or paid for if lost and/or damaged

## F. Damaged and Lost materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost plus an administrative fee equal to 25 percent (25%) of the value of the lost or damaged item. A notice (**Appendix D**) of these charges will be sent to the borrower. Any materials damaged and paid for become the property of the library patron who has paid the replacement charge. If the patron does not wish to keep the library materials, then it may be disposed of by library staff.

Failure to return or pay replacement costs for lost or damaged books will result in the loss of the use of library patron privileges for the patron and can result in a civil infraction for which the person can be cited and charged a fine in Municipal Court.

## G. Confidentiality

Public Records exempt from disclosure under ORS 192.355 (23) include the records of a library, as follows: