

Library Board Meeting Agenda
Harrisburg Municipal Center Jury Room – 354 Smith St.
November 14, 2019
6:30 PM

Chairperson: Cassandra Barney
Board Members: Jayne Detering, Violet Stone, and James Blake
Meeting Location: Harrisburg Municipal Center located at 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*

CALL TO ORDER AND ROLL CALL

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

APPROVAL OF MINUTES

[Motion](#) to Approve the Minutes of August 8, 2019

OLD BUSINESS

2. THE MATTER OF REVIEWING LIBRARY POLICY

STAFF REPORT:

Exhibit A: FINAL DRAFT OF THE LIBRARY POLICY

HANDBOOK

Exhibit B: AMENDED DRAFT OF HMC 2.20

ACTION: ***MOTION TO RECOMMEND TO THE CITY COUNCIL THE FOLLOWING:***

- 1. TO REPEAL RESOLUTION NO. 800;***
- 2. TO ADOPT THE POLICY HANDBOOK VIA RESOLUTION (AS AMENDED, IF APPLICABLE); AND***
- 3. TO APPROVE THE SUGGESTED AMENDMENTS TO HMC TITLE 2.20 VIA AN ORDINANCE AMENDMENT.***

3. THE MATTER OF REVIEWING LIBRARY PROGRAMS

STAFF REPORT:

Exhibit A: November 2019 Program Calendar

Exhibit B: Prioritized Library Programs List

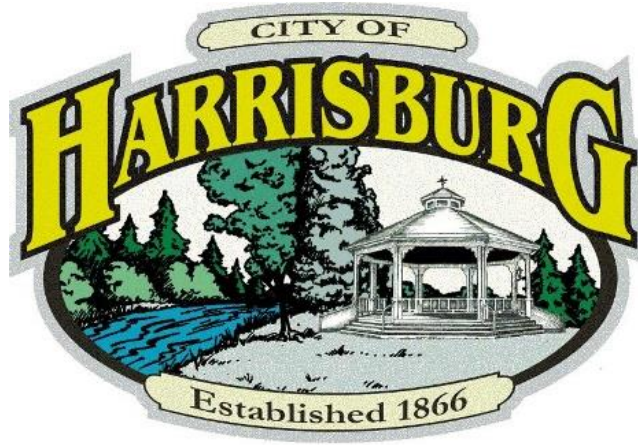
ACTION: N/A

NEW BUSINESS

4. THE MATTER OF FILLING A LIBRARY BOARD VACANCY

ACTION: **NO MOTION REQUIRED**

ADJOURN



Library Board Minutes August 08, 2019

The Library Board met on this date at City hall, located at 120 Smith St., at the hour of 6:34pm. Chairperson Cassandra Barney opened the meeting. Present were board members Jayne Detering, and James Blake. Absent was board member Violet Stone. Staff members present were Library Supervisor Lori Ross, plus Librarians Cheryl Spangler and Mandy Pelkey. (Board member Heather Long had tendered her resignation after the agenda was released.)

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

APPROVAL OF MINUTES

James motioned to Approve the Minutes for July 11, 2019, seconded by Jayne. The board then voted unanimously to approve the minutes of July 11, 2019.

THE MATTER OF DISCUSSING AND FINALIZING DETAILS OF LIBRARY PROGRAMS

The Library Board wanted to continue the D & D program, as well as the Story time, and Lego club.

D & D: Is to take place in the Auditorium every Thursday at 7pm. Cheryl was asking if a volunteer needed to be present if the Library was open. Lori informed her that if the program is not going to be held in the Library, but the Auditorium, that an approved adult volunteer would need to be present. She was going to ask one of her adult participants to see if they would get the background check. Cost of the program is just for snacks. Cheryl says about \$10.

Baby & Toddler Story Time: Katherine is on board for running this program. Baby time is a new addition. Cassie will assist with this program when she is able to. During the program they will read two books and do some crafts. It is about a 50-minute program involving singing, interaction with parent and child. There are some startup costs for materials, and \$20 a month for snacks.

Mandy suggested a healthy snack segment for story time, plus a focus on healthy snacks. Casandra will investigate advertising the story times; possibly at Life Bible during their Mom's group program. Cheryl mentioned the Ready to Read Grant and the need to use it since the Library hasn't been opened. She suggested about one time per month, giving a free book to children for attending the story time.

Lego Club: Will start in October and be run by Crystal Falk.

Crochet & Knitting Club: Cheryl thinks that she knows two volunteers who would like to run the program. Program can be held in the Library. No cost should be involved.

Spinning Club: Mandy will look into the cost and will need to purchase dowels and hooks.

Scary Story Time: Cassie said to be held at the same time as D & D but at a different location; inside the Library. Thursdays at 7pm. Cheryl will run the program. Snacks would be the same as D & D. Will start Thursday, October 1st.

Yarn Club: Mandy said to start in October and run every Saturday at 1:30pm. Program would be run by Mandy. Mandy mentioned advertising on the City website/Social Media and flyers.

Cassandra said to focus on other programs after the Library re-opens and suggested no September meeting.

THE MATTER OF DISCUSSING THE ADVERTISING OF THE APPROVED 2019 LIBRARY AMNESTY PROGRAM.

For phase one of the Amnesty program we don't need to advertise because it's already in effect. Cassie suggested advertising on Facebook and can make a flyer that can be uploaded. Phase two and three will start when the Library re-opens. Lori mentioned that the program is only for patrons who have late fines for Harrisburg materials. She received a report that shows that only 21 Patrons are affected by non-Harrisburg materials. Of those, 5 patrons have lost materials totaling 11 items. She said this is good information to have because on the flyer that Cassandra made, we did indicate that certain restrictions do apply.

Cassie liked the idea of yard signs to get the word out about the program and the Library re-opening. She said that she could contact the school about making some flyers for the students. We could also advertise in the Friday update that Brian puts out weekly.

THE MATTER OF REVIEWING LIBRARY POLICY

Cassie asked if the IGA with the consortium had expired. Lori said that she had received an email from Ed Gallagher with the Albany Library and he sent her the signed 2017 agreement. However, Brian did not sign it. Brian said that we most likely didn't have one because it would have had to go to City Council for approval. Ed was going to investigate it further and see if he could find a signed agreement.

The Library Board reviewed the Library Policy. In the circulation policy, the board wanted to change the loan period of 4 days for DVD's instead of videocassettes. The current policy doesn't have any limits on the number of materials a patron can check out. However, Evergreen allows a limit of 99 books; after discussion, the board wanted the limit to be 40 books. In addition, under the limit for children under 10 years of age, there should be no more than 3 items checked out at a time. Under fines and charges, the board decided that the 4-day grace period should be added to the Library Policy; and if materials are returned prior to the 5th day, then an overdue fine will not be charged. The Board agrees that the Library should follow the policy and not allow patrons to check out materials if they have overdue fines.

The Library Board reviewed the complaint policy clarifying that any complaints pertaining to procedure would be addressed to the Board and any complaints in regard to personnel, would be addressed to the Library Supervisor, and then the City Administrator.

The Library Board asked staff to bring the revised policy back for final review at the next Library Board meeting.

ADJOURN: The meeting was adjourned at the hour of 7:38pm. The next meeting is scheduled for October 10, 2019, in the Library.

Chairperson

City Recorder

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

2.

THE MATTER OF REVIEWING LIBRARY POLICY

STAFF REPORT:

Exhibit A: FINAL DRAFT OF THE LIBRARY POLICY
HANDBOOK

Exhibit B: AMENDED DRAFT OF HMC 2.20

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THE FOLLOWING:

- 1. TO REPEAL RESOLUTION NO. 800;**
- 2. TO ADOPT THE POLICY HANDBOOK VIA RESOLUTION (AS AMENDED, IF APPLICABLE); AND**
- 3. TO APPROVE THE SUGGESTED AMENDMENTS TO HMC TITLE 2.20 VIA AN ORDINANCE AMENDMENT.**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

STAFF RECOMMENDATION:

Staff recommends the Library Board recommend the proposed changes to the City Council.

BACKGROUND INFORMATION:

By-laws: The By-Laws were adopted in 2004, without going through any kind of staff review in relation to City ordinances or policies at the time. The by-laws have now been replaced by the Policy Handbook. Therefore, the Library Board should recommend that the City Council repeal Resolution No. 800.

Final Policy Review and Recommendation for Adoption by the City Council.

The Library Board has extensively reviewed and made changes to the policy, which should now be complete. Last minute changes can still be made if desired. If the Library Board is satisfied with the final product, then they should approve the document, and recommend that the City Council adopt the policy handbook through a resolution. If a minor amendment is made to the language in the policy handbook, it will not need to come back to the board for approval.

The finalization of the Policy Handbook also creates the need to amend the Harrisburg Municipal Code, (HMC) Chapter 2.20. Some of the language has been cleaned up and updated due to recent changes and are self-explanatory. HMC 2.20.110 includes the code in relation to the detention of, and damage to library materials. The board has decided that the entire household shouldn't be penalized due to one person's transgressions. In addition, it's time to update the fine itself, which is completely exorbitant, and was one of the highest fee's that could be found in the City code. Staff is recommending that the fine should be lowered to \$50 per violation. If a patron has the five books missing, and chooses to ignore the warnings of violation, then they would be charged \$250 in court as a fine. If the Board agrees with the changes as proposed, then they can recommend to the City Council that it update HMC 2.20 accordingly.

The City Council will review the Library Policy Handbook, and the amendments to HMC Chapter 2.20 in the month of December.

MOTION (If necessary):

Motion to recommend to the City Council the following:

4. To repeal Resolution No. 800;
5. To adopt the Policy Handbook via resolution (as amended, if applicable); and
6. To approve the suggested amendments to HMC Title 2.20 via an ordinance amendment.

REVIEW AND APPROVAL:



11.08.2019

Michele Eldridge Date
City Recorder/Asst. City Administrator

THE HARRISBURG PUBLIC LIBRARY

POLICY HANDBOOK

Contents

I. Mission and Goal Statements	3
II. Who May Use the Library	3
III. Patron Responsibilities and Conduct.....	3
Young children:	4
IV. Services of the Library	4
V. Responsibilities and Authorities of the Library Board	5
VI. Volunteers and Friends.....	5
VII. Personnel Policy	5
VIII. Materials Selection/Collection Development Policy.....	6
A. Objectives	6
B. Responsibility for Selection	6
C. Criteria for Selection	6
D. Interlibrary Loan.....	7
E. Gifts and Donations.....	7
F. Weeding.....	7
G. Potential Problems or Challenges.....	8
H. Challenged Materials	8
IX. Circulation Policy	8
A. Registration.....	8
B. Lost or forgotten cards	8
C. Loan periods	8
D. Reserves.....	9
E. Fines and charges.....	9
F. Damaged and Lost materials.....	9
G. Confidentiality	9
X. Reference Service Policy	10
XI. Programming Policy.....	10

XII. Public Relations & Complaints Policy.....	10
XIII. Equipment Use Policy.....	11
XIV. Internet Use Policy	12
Expectations:.....	12
Warnings:	12
Guidelines:	12
XVII. Public Notice Bulletin Board Policy.....	13
XVIII. Disasters/Emergency Incident Policy.....	13
XIX. Revision of Library Policies	14
Appendixes:	15
Appendix A:	16
Harrisburg City Buildings Use Code of Conduct.....	16
Appendix B:	18
Library Bill of Rights:	18
Appendix C:.....	19
The Freedom to Read Statement.....	19
Appendix D:.....	22
Damaged Materials Letter	22
Appendix E:.....	23
Internet Use Policy.....	23
Appendix F:	25
Form: Statement of Concern About Library Resources	25

I. Mission and Goal Statements

1. The mission of the Harrisburg Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.
2. The general library goals of the Harrisburg Public Library shall be:
 - ❖ To serve all residents of the community and the surrounding region.
 - ❖ To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
 - ❖ To acquire the means to provide the most frequently requested material locally and upon demand.
 - ❖ To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
 - ❖ To strive consistently to discover new methods and improvements for better service for the library's customers.
 - ❖ To review, and if needed, revise the goals of the Harrisburg Public Library every five years in the light of new developments.

II. Who May Use the Library

The library will serve all residents of the community and the public library system area. Service will not be denied because of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. The City of Harrisburg Buildings Use Code of Conduct Policy (Appendix A) states that citizens have the responsibility to use city buildings in a manner that doesn't interfere with the rights of other individuals to access or use city materials, resources and services, doesn't limit the ability of city staff to effectively conduct city business, and doesn't threaten the secure and comfortable environment of city facilities.

Prohibited conduct can include any illegal activity, and includes, but isn't limited to the prohibited conduct list in the City Buildings Code of Conduct policy (**see Appendix A**). Library

patrons may be asked to leave the Library, or they may be removed by the Linn County Sheriff's Office. Serious or repeated violations of the rules may result in a Library patron being excluded from the Library for a designated period of time. Exclusions may be appealed to the Harrisburg City Administrator.

Library Staff are trained and given staff guidelines on how to implement this policy in the Library. In most cases, patrons will be given one warning, and will be asked to behave in an appropriate manner. Library staff should contact their supervisor in order to report that they have either given a warning or have asked a patron to leave the Library for the rest of the day.

Young children:

The Harrisburg Public Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age ten must be accompanied at all times by a responsible individual. A responsible individual must be at least 12 years old. (Exceptions may be made at the discretion of Library personnel if the responsible individual is in the building). If the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

The policy in relation to young children is based on both the City's Building Use Code of Conduct policy, (Appendix A) as well as Oregon Revised Statutes: <https://www.oregonlaws.org/ors/163.545>

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

- ❖ Select, organize, and make available necessary books and materials.
- ❖ Provide guidance and assistance to patrons.
- ❖ Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- ❖ Cooperate with other community agencies and organizations.
- ❖ Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- ❖ Lend to other libraries upon request.
- ❖ Develop and provide services to patrons with special needs.
- ❖ Maintain a balance in its services to various age groups.
- ❖ Cooperate with, but not perform the functions of, school or other institutional libraries.
- ❖ Provide service during hours which best meet the needs of the community, including evening and weekend hours.
- ❖ Regularly review library services being offered.

- ❖ Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

The Harrisburg Library Board is an advisory board to the Harrisburg City Council. The general powers and responsibilities of the Library Board are defined through Harrisburg Municipal Code (HMC) Chapter 2, and specifically in HMC 2.20.040. The Library Board should review and recommend updates to this language every few years.

VI. Volunteers and Friends

1. The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Harrisburg Public Library.
 - a) Volunteer policies and procedures are provided by the City of Harrisburg. Librarians and the Library Board may recruit volunteers to work specifically in the Library. All volunteers are subject to the City's volunteer policies, which require background checks, and orientation. No volunteer can work in the Library, or on Library Programs, without first going through this process. Training and orientation must take a place a minimum of two weeks prior to a volunteer running any library program.
 - b) Volunteers must keep track of their time on city supplied timecards specific for this purpose. The Librarians are responsible for tracking the volunteer roster, and keeping timecards.
 - c) Volunteers are not allowed to be in the Library without an employee being present.
 - d) In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.
2. The Harrisburg Library Guild (HLG) is a 501 (c) (3) non-profit group who united to plan and execute fundraisers and other events that benefit the Library. The Library Board and HLG both promote the goals of the Library. The Library Board is the only organization that has the ability to recommend to the City Council any Library policy changes or modifications to City code in relation to the Library. Only the City Council has the legal authority to set policy for the Harrisburg Library.

VII. Personnel Policy

Library staff is city employees, and as such, are subject to the employment policies as adopted in the Harrisburg Employee Manual. HMC 2.20.040 allows the Library Board to assist in the selection process of hiring new Librarian(s) by allowing them to review finalist applications. City Administrative staff as designated by Harrisburg internal policy shall conduct applicant interviews.

VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Harrisburg Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Harrisburg Public Library Board of Trustees and are integral parts of the policy. These are attached as Appendix B and C respectively.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised every five years.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with library staff that operates within the framework of the policies determined by the Harrisburg Library Board and by the City of Harrisburg.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - ❖ Individual merit of each item
 - ❖ Popular appeal/demand
 - ❖ Suitability of material for the clientele
 - ❖ Existing library holdings
 - ❖ Budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews are Ingram, Barnes and Noble, Children's Reference.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, loans through the Linn Library Consortium are used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Harrisburg Public Library agrees to lend its materials to other libraries through the same interlibrary loan network. The policies and terms of agreement in relation to interlibrary loans are defined in the Intergovernmental Agreement for the Linn Libraries Consortium, of which the Harrisburg Public Library is a member.

The Harrisburg Library also participates in the Oregon Library Passport Program. Cardholders from libraries throughout the state are allowed to receive a complimentary library card from other libraries that participate in this program. Patrons using this program in Harrisburg are required to comply with all policies of the Harrisburg Library, as though they were a regular library card holder.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if needed. If they are not needed because of duplication, condition, or dated information, then library staff will dispose of them as required by city policy. The same criteria of selection which is applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted. It is desirable for gifts of or for specific titles to be offered after consultation with library staff. Book selection will be made by library staff if no specific book is requested. The Harrisburg Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. All materials donated become the property of the City of Harrisburg Library. Library staff reserve the right to sell surplus books in formal book sales as needed to remove excess donations and materials from storage, following city policies.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of library staff and is authorized by the Library Board. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials, and as required by City policy.

G. Potential Problems or Challenges

The Harrisburg Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Harrisburg Public Library Board. Appeals of the decisions of the Library Board may be made to the Harrisburg City Council. Applicants must contact the Harrisburg City Recorder within ten (10) days following the Library Board Meeting to request to have their appeal heard by the City Council at the next regularly scheduled business meeting.

IX. Circulation Policy

A. Registration

1. All borrowers must be registered and must have a valid local or system patron card to borrow library materials.
2. Patrons must fill out an application form to register for a new library card.
3. Materials cannot be checked out until a library card is issued.
4. All library cards expire after one year. Patrons outside of city limits will need to pay for their cards after they have expired. In city limits, library cards will be renewed when the patron comes in requesting books.

B. Lost or forgotten cards

1. If a patron loses their library card, they should notify the library as soon as possible and request a replacement.
2. Although presenting a card is a considerate and efficient way of checking out books, it is not necessary.

C. Loan periods

1. 3 weeks for books.
2. Interlibrary loans are due the date indicated by the lending library.

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 5th 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:

- ❖ Circulation records, showing use of specific library material by a named person;
- ❖ The name of a library patron together with the address or telephone number of the patron; and
- ❖ The electronic mail address of a patron.

Persons requesting a copy of records of any kind should be directed to the City Recorder of the City of Harrisburg, who is the public records official for the City.

The Harrisburg Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users

X. Reference Service Policy

The Harrisburg Public Library:

- ❖ Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- ❖ Will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- ❖ Will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- ❖ May refer library users to other agencies and libraries in pursuit of needed information; and,
- ❖ May use not only the Library's resources in printed form but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XI. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities on no-school days, summer library programs for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with library staff, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XII. Public Relations & Complaints Policy

A. Public relations goals of the Harrisburg Public Library are:

- ❖ To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
 - ❖ To promote active participation in the varied services offered by the library to people of all ages.
1. The Board recognizes that public relations involves every person who has connections with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.
 2. Patrons who have complaints about general library procedures, other than the collections policy, should relate those complaints to library staff. If they feel that their needs have not been addressed, then they will submit their complaint in writing to the Library Supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the Library Board, who will hear said complaint at the next regularly scheduled Library Board meeting. Appeals about decisions made by the Library Board may be submitted in writing within a ten-day period following their decision to the City Recorder of the City of Harrisburg, who will schedule the issue to be heard at the next regular City Council business meeting.
 3. Patrons who have complaints about library staff should submit their complaint in writing to the Library supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the City Administrator. The decisions of the City Administrator are made according to the City's personnel policy and are therefore final.
 4. Library staff will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the library supervisor.

XIII. Equipment Use Policy

A computer is available to patrons on a first-come, first-served basis. Patrons will sign in to use computer. Instructions for operating hardware are displayed near the computer. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 60 minutes. An extended time will be allowed for patrons doing research, job searches and homework. Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

Patrons using a library computer are required to sign in at a log kept at the front desk.

Patrons will be charged for the use of any printers, or copiers, according to a fee schedule set by City Council Resolution. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XIV. Internet Use Policy

The Harrisburg Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The City of Harrisburg has established the Internet Use Policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet. All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Harrisburg Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet. The use of WIFI in the Harrisburg Library requires the user to confirm compliance with the Internet Use Policy/Disclaimer Notice (**Appendix E**) as required by the City of Harrisburg.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- ❖ Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- ❖ Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals

- ❖ Internet use is offered in sixty (60) minute sessions on a first-come, first-served basis; each user is allowed one session—except in the case of using it for research, job search or homework.
- ❖ Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- ❖ Users will respect the rights and privacy of others by not accessing private files
- ❖ Users agree not to incur any costs for the library through their use of the Internet service
- ❖ Users shall not create and/or distribute computer viruses over the Internet
- ❖ Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

XVII. Public Notice Bulletin Board Policy

- ❖ Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. Library staff must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.
- ❖ Each item posted must be dated and signed. A request for return of items, along with name and telephone number of people to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

XVIII. Disasters/Emergency Incident Policy

The Harrisburg Library is a public facility that is operated by the City of Harrisburg. As such, responses by library staff to emergencies in the Library are defined in the City's Emergency Incident Plan. Library staff is required to be trained on all emergency incident procedures and are responsible for evacuating the Library and municipal center, if they are directed to do so by the City Administrator, or incident coordinator.

The following are the main types of potential emergencies that can occur at our facilities:

- Fire
- Medical Emergency due to accidents or illness
- Environmental Emergency: windstorm, flood, earthquake, extreme temperatures
- Chemical Spills or Releases
- Bomb Threat
- Violence, including Robbery
- Terrorism as defined by the Homeland Security

Library staff and patrons evacuated due to an emergency are directed to gather on the sidewalk located on the west side of the fire station.

If staff are dealing with a localized emergency incident in the Library facility, then they should call 911 to engage emergency personnel if needed. Library staff is directed to contact their supervisor or City Hall in order to report an incident or emergency. Non-emergency incidents should be immediately reported to their supervisor.

Library staff can be directed by the supervisor, City Administrator, or City Recorder/Asst. City Administrator (HR) to complete a statement with details of any incident that occurs in the Library that has the potential of escalating into workplace violence, harassment, or that could result in complaints against the Library or the City of Harrisburg.

Please refer to City's Emergency Incident Plan, provided at the front desk, for more information. Or visit, <https://www.ci.harrisburg.or.us/administration/page/natural-hazard-mitigation-plan>

XIX. Revision of Library Policies

The preceding statements of Harrisburg Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Date the Current Version was Adopted by the Library Board: _____

Appendixes:

- A. Harrisburg City Buildings Use Code of Conduct Policy
- B. Library Bill of Rights
- C. The Freedom to Read Statement
- D. Damaged Materials Letter
- E. Internet Use Disclaimer
- F. State of Concern about Library Resources Form

Appendix A:

Harrisburg City Buildings Use Code of Conduct

The purpose of this Citizen Code of Conduct is to maintain a safe and pleasant environment, and an efficient operation of City business in City buildings – including the Harrisburg City Hall, Library, and Justice Center. It also ensures the access for all citizens to City buildings, the safety of all users and staff, and the protection of the materials, resources, equipment and facilities.

Citizens have the responsibility to use the City buildings in a manner that:

- Does not interfere with the rights of other individuals to access or use City materials, resources and services;
- Does not limit the ability of City staff to effectively conduct City business; and
- Does not threaten the secure and comfortable environment of City facilities.

Prohibited conduct includes any illegal activity and includes, but is not limited to, the following:

- Willfully annoying, harassing, intimidating or threatening another person.
- Damaging a City building, furnishings or equipment or using furniture or equipment in a manner that could cause harm to self, others or personal or public property.
- Soliciting, campaigning, fundraising or selling, unless allowed pursuant to an executed rental agreement.
- Posting notices, posters or flyers unless on authorized bulletin boards.
- Behaving in a loud, boisterous, offensive, indecent or disruptive manner, using abusive or threatening language or gestures, fighting or threatening to fight, running, pushing, shoving or throwing things.
- Children under the age of 10 years of age must be accompanied at all times by a responsible individual who is at least 12 years old (*exceptions may be made at the discretion of City personnel if the responsible individual is in the building*). Responsibility for the safety and behavior of children while in a City building belongs to the parent or caregiver. The City staff will not act as babysitters and will assume no responsibility for children left unattended on City premises.
- Using a cell phone or other electronic device in a manner that is disruptive.
- Impeding access to the building or an area of the building or blocking passageways, doorways or aisles.
- Bringing animals into buildings, except service animals, without prior written approval of the City Administrator or designee.
- Leaving unattended personal items in the building. The City assumes no responsibility for lost, stolen, or unattended personal items. Items left longer than 5 minutes or suspicious packages, bags or materials that, in the opinion of staff, are a potential threat, may be removed from the premises without notice.

- Entering non-public areas unaccompanied by a staff member or without prior authorization from a staff member.
- Failing to exit the building at closing or not following directions from staff.
- Relocating or tampering with tables, chairs, equipment or other furniture without staff permission.
- Failing to wear appropriate clothing including footwear and shirts.
- Sleeping or loitering in public spaces without prior written approval of the City Administrator or designee.
- Eating or drinking, unless as part of an approved program, meeting room event or in designated areas.
- Using public restrooms for bathing, shaving, washing hair, changing clothes or other activities without prior written approval from the City Administrator or designee.

Anyone whose actions are prohibited conduct may be asked to leave the City facility or they may be removed from the building by the Linn County Sheriff's Office. Serious or repeated violations of the rules may result in a person being excluded from the specific City building or buildings for a designated period of time. Exclusions may be appealed to the City Administrator.

Appendix B:

Library Bill of Rights:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix C:

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Appendix D:

Damaged Materials Letter

Dear _____ At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----- \$----- Current Value of Book

_____ \$ _____ (25%) Administrative Fee

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

Library Staff Member's name

Appendix E:

Internet Use Policy

WIFI users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet or other electronic resources. Users are expected to abide by library policies, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

The Internet is a decentralized, unmoderated global network; the Harrisburg Public Library has no control over the content found there. The Library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

ADMINISTRATIVE MONITORING

The City of Harrisburg ("City") reserves the right to administratively monitor this service at all times and by using this service, you expressly consent to such monitoring. Additionally, the City's system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. If you do not wish to consent to such monitoring, exit this system now.

DISCLAIMER OF LIABILITY AND RELIABILITY

This service is provided on an "as is" basis. The City does not guarantee, nor make any warranties regarding, the condition or functionality of this service, its suitability for use, or that it will be uninterrupted or error-free. The City reserves the right to make changes to this service at any time without notice.

This service operates on an unsecured network connection and it may be possible for others using this service to access your computer. By agreeing to this and other statements in this agreement, you agree to hold the City harmless for any and all damage that may occur due to the use of this service.

Because this service connects to the World Wide Web, once you agree to the terms and conditions of this agreement, the City cannot control the information you access. Each individual web site has its own set of policies about what information is appropriate for public access, by which you agree to follow.

DISCLAIMER OF DAMAGES

By using this service, you assume all risks associated with its use, including any risk to your computer, software or data being damaged by any virus, software, or any other file that might be transmitted or activated via access to the service. The City shall not be liable for any special, incidental, or consequential damages, including, without limitation, lost revenues or lost profits, resulting from the use or misuse of this service.

INDEMNIFICATION

As a condition of use of this service, you agree to indemnify the City, its elected officials, officers, employees and agents against any and all liability, expenses (including reasonable attorney fees) and damages arising out of claims resulting from your use or misuse of this service.

DISCLAIMER OF ASSOCIATION

You acknowledge that no joint venture, partnership, employment or agency relationship exists between you and the City as a result of this agreement or use of this service. You agree that you will not hold yourself out as a representative, employee or agent of the City and the City shall not be liable for any representation, act or omission on your part.

DISCLAIMER OF ENDORSEMENT

References to any specific commercial products, process or service by trade name, trademark, manufacturer, provider or otherwise that are obtained through use of this service do not constitute or imply an endorsement or recommendation by the City. Views and opinions referenced in any document accessed through use of this service do not necessarily state or reflect those of the City and shall not be used for advertising or product endorsement purposes.

JURISDICTION AND VENUE

This agreement is governed by the laws of the State of Oregon and venue of any litigation arising under this agreement shall be in the circuit court of Linn County, Oregon.

SEVERABILITY

If any provision of this agreement is determined to be illegal, invalid or unenforceable, that provision shall be enforced to the maximum extent possible to most closely match the intent of the original provision and the legality, validity and enforceability of the remaining provisions shall not be affected or impaired.

BY CLICKING 'CONTINUE'; YOU ARE HEREBY AGREEING TO THESE TERMS AND CONDITION

Appendix F:

Form: Statement of Concern About Library Resources

Harrisburg Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Resource on which you are commenting:

_____ Book	_____ Audio-visual Resource
_____ Magazine	_____ Content of Library Program
_____ Newspaper	_____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. To what do you object? Please be as specific as possible.
2. Have you read or listened or viewed the entire content? If not, what parts?
3. What do you feel the effect of the material might be?
4. For what age group would you recommend this material?
5. In its place, what material of equal or better quality would you recommend?
6. What do you want the library to do with this material?
7. Additional comments:

Chapter 2.20

PUBLIC LIBRARY

2.20.010 Public Library reestablished.

The City Library is reestablished under the provisions of ORS 357.400 through 357.621. It shall continue to be known as the City of Harrisburg Public Library. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 1, 1996.]

2.20.020 Library Board members – Terms.

1. The Library Board shall consist of five members. At the expiration of the term of any member of the Library Board, the Mayor and Council shall appoint a successor for a term of four years. In case of vacancy on the Library Board, the Mayor, with the Council concurring, shall appoint a new member to fill the unexpired term of the member whose office is vacant. Terms of members shall be on a rotation basis to expire one each year, except the fourth year when two shall expire.

2. Succeeding appointees shall hold office from July 1st in the year of their appointment.

3. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again after an interval of one year.

4. Patrons of the library who are nonresidents of the City may be appointed to the Board. However, not more than two members shall be nonresidents.

5. Library Board members shall submit names of proposed Board members to the City Council and Mayor for their approval. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 2, 1996.]

2.20.030 Duties of officers.

1. Chairperson. The chairperson shall preside at all meetings of the Board, set the agenda, and conduct all business brought before the Board.

2. Vice Chairperson. The vice chairperson shall serve in the absence of, and assume all duties of, the chairperson and any other duties as may be assigned by the chairperson.

3. Secretary. The City Recorder/Assistant City Administrator shall serve as secretary to the Board and keep the record of its action. [Ord. 964 § 1 (Exh. A), 2018; Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 3, 1996.]

2.20.040 Library Board general powers.

The Library Board shall be an advisory board and shall have no executive or administrative powers or authority, and this chapter shall not be construed as depriving elected or appointed

officials of the City of any power they have under the laws of the State or the Charter of the City. The Board shall have powers and duties as follows:

1. Assist in the selection process of selecting and appointing a librarian. The Library Board shall review all finalist applications. City administrative staff as designated by Harrisburg internal policy shall conduct applicant interviews and in making a recommendation to the City Administrator;
2. Formulate rules and policies for the governance of the library;
3. Advocate for the library budget, as well as for library events and programs;
4. Recommend types of library services for the City and its vicinity;
5. Recommend policies and procedures conducive to efficient and effective operation of the library;
6. Review any complaints received from library patrons as set forth within the library ~~collections~~ policy handbook, convene to discuss said complaints, and provide a report of disposition and appeal procedures;
7. Review and recommend terms for contracts and working relationships with other public agencies regarding library services. [Ord. 944 § 1 (Exh. A), 2016; Ord. 817, 2004; Ord. 711 § 4, 1996.]

2.20.050 Meetings.

The meetings of the Board shall be held every other month. Special meetings of the Board may be called at the request of the chairperson ~~or librarian's, library supervisor, City Administrator, or their designee~~. All members will be notified in advance of any special meeting date. ~~A quorum shall be three voting members of the Board. Business may be conducted by a majority vote of those present at meetings where a quorum is present.~~ All Board members are considered eligible to vote. [Ord. 944 § 1 (Exh. A), 2016; Ord. 938 § 1 (Exh. A), 2015; Ord. 711 § 5, 1996.]

Commented [ME1]: A quorum shouldn't be stated as a specific number unless the board members are various in number. ORS defines what a quorum is, based upon elected and appointed officials.

2.20.060 Vacancies and removal.

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed upon a decision of the Library Board, with approval of the City Council after hearing, for misconduct, ~~misfeasance, malfeasance~~, or nonperformance of duty. A member who is absent from three consecutive meetings or more than one-half of the scheduled meetings during a one-year period without an excuse approved by the chairperson or ~~vice chair~~ city staff is presumed to be in nonperformance of duty and the City Council may declare the position vacant unless extenuating circumstances are determined at a hearing. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 6, 1996.]

2.20.070 Conflict of interest.

A member of the Board shall not participate in any vote of the Board in which any of the following has a direct or substantial financial interest: the member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the member; any business in which the member is then serving or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting of the Board where the action is being taken. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 7, 1996.]

2.20.080 Gifts and bequests.

The Board may solicit and receive gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library.

All property or funds shall be held in the name of the City, and each donation shall be administered by the City in accordance with its terms. Funds donated to the library shall be turned over to the City immediately upon receipt and be placed in a general donation account or as designated by the donor to the designated donation account. Funds in these accounts may only be expended after they have been properly budgeted or approved by the City.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the City general fund. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 8, 1996.]

2.20.090 Internal administrative policies and procedures.

The City Administrator shall be the fiscal and internal administrative agent for the Harrisburg Public Library and the library shall operate in conformance with City administrative procedures, including those pertaining to the following:

1. Receipt, disbursement, and accounting for monies.

2. ~~The Library Board shall elect a chairperson and vice-chair at the beginning of each fiscal year. Officers. Library Board members shall elect the following officers during the June Board meeting, to serve for one year: chairperson, vice chairperson, and secretary.~~ [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 9, 1996.]

Commented [ME2]: With an every other month schedule starting in July, the typical meeting year would end in the month of May. The board has the ability to request additional meetings. It makes better sense to simply elect the new officers at the beginning of each fiscal year.

2.20.100 Library rules and regulations.

In accordance with area libraries, the Library Board of the City of Harrisburg shall establish fines and dues. These fines and dues shall be adopted by the City Council by resolution. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 10, 1996.]

Commented [ME3]: The secretary is now the City Recorder, who doesn't need to be appointed.

2.20.110 Detention of, or damage to, library materials.

1. If library materials are checked out and not returned by the due date, a fine shall be imposed for each past due item each day until returned. The amount of the fine shall be established by City Council resolution.

2. If any library materials are detained more than 30 days past the due date, a notice shall be emailed, mailed or delivered to the person responsible stating:

a. The name or description of library materials that need to be returned;

b. The date the materials must be returned by, which shall be a minimum of five days after mailing or delivery of the notice; and

~~c. That failure to return the library materials by the date stated will result in a civil infraction for which the person can be cited and charged a fine of up to \$500.00 per item per day.~~

Commented [ME4]: Moved below.

3. Payment of a fine or civil infraction penalty for overdue materials shall not relieve the responsible person of their obligation to return the library materials.

4. In the event that library materials are lost or damaged, the responsible person shall pay the replacement cost of the item, plus an administrative fee equal to 25 percent of the value of the lost or damaged item. Materials that are damaged/lost and paid for become the property of the library patron who has paid the replacement charge. If the person does not wish to keep the Library materials, then it may be disposed of by Library staff.

~~5. 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.~~

Commented [ME5]: The Library Board has decided that one patron shouldn't be responsible for everyone else in the household. (Should the 8-year old be responsible for the actions of the 15 year old child or adult who doesn't return their overdue materials?) Parents doing the right thing will generally want their child to have their borrowing privileges intact, and will typically pay

~~No person residing at a dwelling where a person is responsible for past due library materials or unpaid fines shall be allowed to check out any library materials until all past due materials are returned or paid for and fines paid.~~ [Ord. 944 § 1 (Exh. A), 2016; Ord. 906 § 1, 2012; Ord. 711 § 11, 1996.]

~~6. That failure to return the library materials by the date stated will result in a civil infraction for which the person can be cited and charged a fine of up to \$500.00 \$50 per each violation.~~

Commented [ME6]: The fine of \$500 is completely exorbitant, and should be reduced to the lowest fine the City has. A violation applies to each piece of library materials that are checked out by the patron.

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

3.

THE MATTER OF REVIEWING LIBRARY PROGRAMS

STAFF REPORT:

Exhibit A: November 2019 Program Calendar

Exhibit B: Prioritized Library Programs List

ACTION: N/A

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
?	Yes	?

STAFF RECOMMENDATION:

Staff recommends reviewing Library Programs currently in effect and to discuss some possible new programs for December and 2020.

BACKGROUND INFORMATION:

At our last meeting in August, we discussed some possible new Library Programs. Since the Library is now open, it is the perfect time to hopefully finalize some new and exciting programs and then add them to our calendar.

The November Calendar (**Exhibit A**); shows that currently the Library has four programs operating:

- Crochet & Knitting Club is held every Tuesday at 1pm in the Library. The program is run by Cheryl.
- Dungeons & Dragons is held every Thursday at 4pm in the Auditorium. The program is run by Tristan Kucera.
- Baby-Time is 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 permitted.
- Lego Club, which was held on the second and forth Saturday of the month, will start again after the first of the year. This program will take place in the Auditorium and will be run by Crystal Falk.

At the last meeting, we discussed high, medium and lowest priority programs; (**Exhibit B**). High means the program is already in effect and lowest means it needs to be

organized the most. If we want to continue going forward with these programs and other programs, we will need to discuss:

3.

- What is the cost associated with these programs?
- Where would they be held?
- Who would run the program? Staff? Volunteer?

For all programs we will need to keep in mind that if the program is going to be run by a volunteer; meaning a City staff member will not be present, they will be required to have a completed background check.

MOTION (If necessary):

No motion necessary

REVIEW AND APPROVAL:

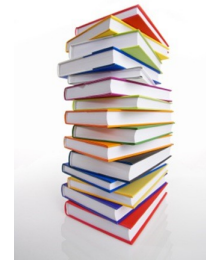


11.08.19

Michele Eldridge Date
City Recorder/ Assistant City Administrator

Harrisburg Public Library

NOVEMBER 2019



Current Library programs in effect. More to follow! We hope to see you there!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 1pm: Crochet & Knitting Club	6	7 4pm: Dungeons & Dragons	8 9:40am: Baby Story Time 10am: Toddler Story Time	9
10	11	12 1pm: Crochet & Knitting Club	13	14 4pm: Dungeons & Dragons	15 9:40am: Baby Story Time 10am: Toddler Story Time	16
17	18	19 1pm: Crochet & Knitting Club	20	21 4pm: Dungeons & Dragons	22 9:40am: Baby Story Time 10am: Toddler Story Time	23
24	25 Library Open 1pm to 8pm	26 1pm: Crochet & Knitting Club	27	28 Thanksgiving Library Closed	29 9:40am: Baby Story Time 10am: Toddler Story Time	30

Prioritized Library Program List

High Priority Programs: These programs were already running before the library closed, so should continue and will be fairly simple to manage. They already have volunteers and a set schedule.

1. D&D (Dungeons and Dragons) Club- Every Thursday, 7pm, in auditorium.
2. Baby and Toddler Story Time- Every Friday, 9:40am for Baby, 10am for Toddler, in library.
3. Lego Club- Every 2nd and 4th Saturday, 10am, in library.

Medium Priority Programs: These programs are already mostly organized and assigned, they just need set start dates and concrete volunteers. These programs can be started any time. They can even just run for certain times of the year.

4. Adult Book Club- this one is basically already set up. Just needs a little more organization and structure. Held every 2nd and 4th Thursday, 5pm?, at the salon Jayne Detering owns?
5. Yarn Club- This one should be super easy to do; we just need a volunteer to lead it. Every 1st Saturday at 1:30pm, in library
6. Ancestry Night- Every 1st and 3rd Thursday?, 6pm?, in library
7. Scary Stories at the Library (can run only in October?) Every Thursday night in October at 7pm?

Lowest Priority Programs, but possibly the most fun...: These programs will be great, but they need the most supplies, the most planning and the hardest to find volunteers.

8. Lattes at the Library
9. Family Movie Night
10. Youth Spanish Story Time- Ask high school students to volunteer?
11. ASL Club- Ask high school students to volunteer?
12. Fitness Friday

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

4.

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT:

ACTION: NO MOTION REQUIRED

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda Information—No action

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

STAFF RECOMMENDATION:

Staff recommends that the Library Board reach out to friends and family in hope of recruiting a new Board Member.

BACKGROUND INFORMATION:

As everyone knows, Heather Long resigned from the Library Board this last September. Since that time, the City has been advertising on the City website for a new Board Member as well as advertising in the City Utility Bill. As of today, we have not received any applicants.

The meetings are typically held six times a year; more if needed. The next meeting would be January 2020 and every other month after that. Please spread the word and consider recruiting any friends or family members to this position.

MOTION (If necessary):

No motion necessary

REVIEW AND APPROVAL:



11.08.19

Michele Eldridge Date
City Recorder/ Assistant City Administrator