

## Library Board Agenda

July 07, 2026

5:30 PM

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Chairperson: Alexandria Bennett  
Vice-Chairperson: Lori Pelkey  
Board Members: Pat Rufo and Vacancies  
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. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodation, including assisted listening devices, sign language assistance or interpreter services, are requested to contact the City Recorder, 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 does not apply to an emergency meeting as per ORS 192.630(5).*
3. *If you wish to testify, and are unable to attend, please contact the City Recorder to be placed on a Conference Call list during the meeting.*
4. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
5. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).*

**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 MAY 5, 2026 LIBRARY BOARD MINUTES.**

**NEW BUSINESS**

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

**STAFF REPORT:**

Exhibit A: Application for Arlene Butchko

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT ARLENE BUTCHKO TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2027.**

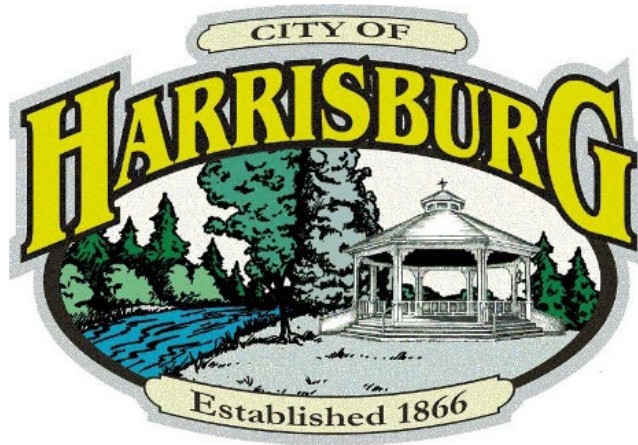
- 3. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibits: None

**ACTION: DISCUSSION ONLY**

**ADJOURN**



Library Board Minutes  
May 5, 2026

Chairperson: Alexandria Bennett  
 Vice-Chairperson: Lori Pelkey  
 Board Members: Pat Rufo  
 Staff Members: Library Supervisor Cathy Nelson, Librarian Amanda Pelkey  
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL** by Chairperson Alexandria Bennett at the hour of 5:31pm.

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

**APPROVAL OF MINUTES:** No comments or concerns.

- Bennett motioned to approve March 3, 2026, Library Board Minutes and was seconded by Rufo. The motion passed unanimously by a vote of 3-0. (Yes: Rufo, Bennett, and Pelkey. No: None.)

**THE MATTER OF REAPPOINTING AN EXPIRING LIBRARY BOARD TERM:** Board reviewed application for Alexandria Bennett.

- Rufo motioned to recommend to the City Council that they reappoint Alexandria Bennett to the Library Board for a term ending June 30, 2030 and was seconded by Pelkey. The motion passed unanimously by a vote of 3-0. (Yes: Rufo, and Pelkey. Abstained: Bennett. No: None.)

**THE MATTER OF DISCUSSING LIBRARY PROGRAMS:** The following programs were discussed:

- Crafting Club:** Program is going well. They have some new members.
- Story Time:** Slowing down but still going. Expect it to pick back up over summer.
- Baby Story Time:** Being led by Lori Pelkey. It is a hit and growing every week.
- Lego Club:** Still growing. Still looking for volunteer to lead.
- Movie Night:** Talked about concessions and when to start. Still in discussion. Staff will research if a food handlers permit is needed to hand out food.
- Summer Reading Program:** Mandy handed out schedule and asked for volunteers for the carnival being held on August 7<sup>th</sup>.

**Others:**

- Library will hold it's Annual Book Sale on the 4<sup>th</sup> of July from 10am – 2pm. Volunteers needed to help set up and tear down from 8:30am – 2:30pm.
- Rufo asked about the budget process for the library. Nelson explained how it was created and approved through the City Council.
- Next meeting is scheduled for July 7, 2026.

**With no further discussion, the Library Board Meeting adjourned at the hour of 6:03pm.**

UNAPPROVED

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

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

**STAFF REPORT:**

Exhibit A: Application for Arlene Butchko

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT ARLENE BUTCHKO TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2027.**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda July 7, 2026

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

**STAFF RECOMMENDATION:**

**Staff recommends that the Library Board recommend the appointment of Arlene Butchko to the City Council.**

**BACKGROUND INFORMATION:**

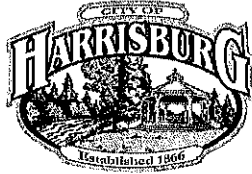
Library Board Member, Danielle Pederson, resigned leaving a vacant position for a Board Member Term ending June 30, 2027.

The City received only one application for the open position which was from Arlene Butchko (**Exhibit A**). Butchko commented in her application that she brings her grandson to story time every week.

The term for this vacancy expires on June 30, 2027. If recommended, the request will go before City Council for Mayor appointment on August 11, 2026.

**REVIEW AND APPROVAL:**

*Catherine Nelson*      6/23/26  
 \_\_\_\_\_  
 Cathy Nelson      Date  
 Library Supervisor



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[www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us)

## BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name: ARLENE BUTCHKO

Address: [REDACTED], HARRISBURG

Phone Number: [REDACTED]

Email: [REDACTED]

Are you a Harrisburg resident? Yes  No

Employment: RETIRED

In which position are you interested?\*

LIBRARY BOARD

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

I'm very much interested in the library as I bring my Grandson to story time every week. Being an avid reader my whole life I love books.

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

As listed above I love to read.

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

Name: YVETTE LEWIS

Address: SPRINGFIELD OR

Phone Number: [REDACTED]

Relation to you: FRIEND / PAST CO WORKER

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

[Signature]  
[REDACTED]

\*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 Lori Ross, City Recorder.

\*\*Please submit completed applications to PO Box 378, Harrisburg, Oregon 97446 or in person at 354 Smith St or by emailing to [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).

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

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**THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibits: None

**ACTION: DISCUSSION ONLY**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda July 7, 2026

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$?	Yes	Library Fund

**STAFF RECOMMENDATION:**

**Staff recommends a discussion about present Library Programs and possible new programs in the future.**


**BACKGROUND INFORMATION:**

Staff recommends a discussion on how the programs provided below are doing in attendance and if there are any suggestions that could improve attendance and/or the program.

**Programs currently available:**

- **Crafting Club:** This program is held every Thursday from 5pm to 7pm in the Municipal Center. All ages are welcome to attend.
- **Story Time:** Story time is held every Friday, from 10am to 11am in the Municipal Center. The program is instructed by Librarian Amanda Pelkey. This program includes interaction between parent and child, story time, craft, and a lot of fun!
- **Baby Story Time:** This program is held every Wednesday at 11am in the library.
- **Lego Club:** Lego Club is every Friday from 3pm – 4pm, in the library, and is looking for a volunteer to lead.
- **Movie Night:** Discuss upcoming event on July 11th.
- **Summer Reading Program:** Replaces the story time every Friday from 10am – 11am and lasts now through August 7<sup>th</sup>. Librarian Amanda Pelkey leads and is looking for volunteers, especially for the Carnival held on August 7<sup>th</sup>, 2026.

**REVIEW AND APPROVAL:**


6.23.26  
 \_\_\_\_\_  
 Cathy Nelson Date  
 Finance Director/Library Supervisor