



Library Board Meeting Agenda
January 14, 2021
6:00 PM

Chairperson: Cassandra Barney
Board Members: Jayne Detering, Violet Stone, Anita McClure and Desri Hansen
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
7. *This meeting is held in a facility that requires face masks, and contact tracer sign-in. All board members, staff, and citizen attendees are 6' apart from each other.*
8. *If you wish to provide testimony, and don't want to attend the meeting; please contact the City Recorder. You can provide written testimony, or audio testimony if you wish to be called during the meeting.*

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 FOR NOVEMBER 12, 2020

OLD BUSINESS

- 1. THE MATTER OF... FINALIZING A PROPOSAL REQUESTING THE LIBRARY INSTITUTE A SIX MONTH "FINE FREE" PILOT PROGRAM.**

STAFF REPORT:

Exhibit A: 2021 Harrisburg Public Library "Fine Free" Proposal

Exhibit B: City Administrator Memo

Exhibit C: Library Policy Pg. 9

Exhibit D: Linn County Consortium Fine Policies

ACTION: MOTION TO AMEND THE PROPOSAL AS DISCUSSED

ADJOURN



Library Board Meeting Minutes November 12, 2020

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

CALL TO ORDER AND ROLL CALL at 6:12pm

CONCERNED CITIZEN(S) IN THE AUDIENCE. No citizens present, other than the candidate (Dez Hansen) for the Library Board position.

APPROVAL OF MINUTES

- Detering motioned to approve the minutes and was seconded by Barney. The Library Board then voted unanimously to approve the minutes for October 8, 2020.

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

- Barney motioned to recommend that the City Council appoint Dez Hansen to the vacant library term ending June 30, 2024, at the December City Council Meeting. She was seconded by Detering, and the Library Board voted unanimously to recommend that the City Council approve Dez Hansen to be appointed to a term ending June 30, 2024.

THE MATTER OF ADDRESSING THE CITY ADMINISTRATORS MEMO REGARDING THE 'NO FINE' LIBRARY PROPOSAL

Staff Report: Eldridge reviewed briefly the memo that City Administrator John Hitt had provided to the board on what they needed to consider if they wanted to pursue the Fine Free policy for the Library. Eldridge noted that while she understood the Library Board wanted to move forward quickly, they would need to answer the questions in the staff report, in order to provide the

information that Council would need to consider in order for their policy to move forward. The Library Board is scheduled to attend the City Council work session scheduled for January 26, 2021.

- Ross said that 46 patrons currently have outstanding library fines. January to November 2020 has had \$735.59 in fines forgiven. Library fines forgiven since 2019 comes to a figure of \$2,196.70. Hitt is quite concerned about the dollar amount that has been forgiven. She then had brought a few policies for other libraries in our region, which she shared with the board. (Please see Addendum No. 1) Albany allows a four-day grace period before the patron is fined, and they actually allow up to \$15 in fines to be accumulated before the patron is prevented from checking out more books. At LBCC, they allow up to \$10 to be accumulated in fines, before checkout privileges are blocked. In Lebanon, they block checkout privileges at \$5 in fines. Sweet Home does not allow any materials to be checked out if any delinquent fines and fees show on a patrons account.

The Board briefly discussed that it is hard to determine whether or not a book is comparable, if a book is lost, and a patron brings in a different book to replace it. Spangler said that they apply an estimate based on whether it's a paperback, or hardback book. That comparable book then replaces the one that was lost, and the fine is removed from the account. Pelkey noted that the ALA (American Library Association) encourages Libraries to go fine free. They explain that it's felt that it's discriminatory to people who are poor, because they often can't afford to pay for fines. They suggest that it's more important that a Library builds relationships with patrons, because they provide literary advantages to the kids that need them the most.

Eldridge suggested that they focus on getting policies and finding out if other city owned libraries, or small independent libraries, are following a fine free policy. Larger City Libraries, or County Library systems wouldn't be comparable to our City Library. Dez Hansen commented that in Monroe, and Corvallis (both are Benton County Libraries), that they don't charge fines for children's books; only those for adults. Spangler added that at the annual conferences, they recommend that Libraries in Oregon go fully fine free. Pelkey agreed and said that she would prefer a fully fine free policy. Eldridge noted that for example, you could ask to change the policy so that children's books are exempt from being charged fines as long as lost books are replaced. Barney believed that children's books should always be fine free. She added that she could rewrite her original proposal, but she felt that the Library should focus on being fully fine free. She would get the policy from Roseburg, who already has that policy in place. She would also like the Librarians to find out if there is an auto renewal function.

The Board briefly discussed whether or not a homeless person could be kicked out of the Library if they aren't using any resources; McClure didn't think that was right, especially if it's bad weather. Spangler said she usually doesn't have them, but she gets a lot of teenagers. With the Library being closed to people for the most part it wasn't really a problem. Eldridge said that we could ask the City Attorney that question. Hansen also said after looking at the policy in Exhibit F that she felt that we should allow kids under 10 to have at least 10 books.

- Detering said that it sounds like if we want to be fine free, that we need to see what other Libraries our size are doing. She was ok too with the policy allowing younger kids to have up to 10 books at a time.
- Hansen asked what happens with a parent who can't afford to replace a book?
- Ross said that there really isn't anything concrete in the policy about what kind of a book could be a replacement; it's up to a Librarian as to what they will accept in replacement.

- Pelkey said that there are lots of nice books at St. Vincent de Paul, etc. Once a book is brought back, the debt is forgiven. She added that they will sometimes forgive a fine if you have a 7-year-old child who has been blocked from checking out a book because their dad isn't working.
- Barney summarized then that she would like to continue to recommend to the City Council that we go completely fine free, and that they all had homework to do to bring to the January meeting.

ADJOURN: With no further business, the Library Board adjourned at the hour of 7:20pm.

Chairperson

City Recorder

Loans and Renewals

Fines (<https://library.cityofalbany.net/fines/>)

Fines are charged for overdue materials based upon the current fee schedule.

Rates

- Fines for overdue library materials are \$.20 per item, per day.
- Fines per item will accumulate to a maximum of the item cost or \$5.00, whichever is lower.

Four-day grace period

- If overdue items are returned before the fifth day overdue, the patron will not be fined for the first four days.

Maximum fines

- Patrons may continue to check out library materials until they have accumulated \$15.00 in fines.
- Once a patron accumulates \$15.00 in fines, library privileges will not be permitted until fines are brought below \$15.00.

Interlibrary Loan (ILL) requests (<https://library.cityofalbany.net/interlibrary-loans/>)

(more...) (<https://library.cityofalbany.net/interlibrary-loans/#more-335>)

New checkout period (<https://library.cityofalbany.net/new-checkout-period/>)

All items checked out on or after September 1 will be due 30 days from check out, regardless of the type of item. Books, audiobooks, CDs and kits can be renewed up to two times, 30 days per renewal. DVDs, games, and magazines will have NO renewals and must be returned before the 30-day due date. Due dates for e-books and e-audiobooks will remain the same.

You can renew your loans by logging into your account online; or calling the library at 541-917-7582, for staff help. If you do not return your items by the end of the loan period, you will get overdue notices.

Items that you place on hold and receive notice are ready for pickup, will expire after 21 days, if no pickup appointment has been made.

Renewing items (<https://library.cityofalbany.net/renewals/>)

- Renewals may be requested at the Circulation Desk in the Library, over the telephone, or through the “My Account” feature in the Catalog.
- Items may be renewed two times for their normal checkout period.
- The renewal period begins on the day the item is renewed.
- No item with an outstanding reserve may be renewed.
- No item overdue more than seven days can be renewed except when searching for a lost item.
- Nonrenewable items must be reshelved before they can be checked out again.

Renewing items online

- [Login to your library account](https://libweb.cityofalbany.net/eg/opac/myopac/main) (<https://libweb.cityofalbany.net/eg/opac/myopac/main>) using your library card number and birth date as shown, and click “LOG IN.” ([need help](http://library.cityofalbany.net/help/) (<http://library.cityofalbany.net/help/>)?)
- Click on the “Items Checked Out” tab.
- Click on the box to the left of each title you wish to renew.
- At the top of the list of your checkouts, click the “Go” button next to the “Renew Selected Titles” drop down menu. A pop-up message will appear asking if you’re sure you want to renew; select “OK” or cancel.
- A message will appear at the top of the list of check-outs stating how many items were successfully renewed, and/or how many items failed to renew (in red).

Calendar

VIEW FULL CALENDAR ([HTTP://LIBRARY.CITYOFALBANY.NET/ABOUT-APL/CALENDAR/](http://library.cityofalbany.net/about-apl/calendar/))

November 2020						
«						»
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Upcoming Events:

Family Story Time! (<https://cityofalbany.libcal.com/event/6820287?hs=a>)
Tue Nov 3rd 2020 10:30am

Craft Kit Pick Up: Origami (<https://cityofalbany.libcal.com/event/7243715?hs=a>)
Tue Nov 3rd 2020 4:00pm

Read to the Dogs! (<https://cityofalbany.libcal.com/event/7088198?hs=a>)
Wed Nov 4th 2020 11:00am

Craft Day Kit Pick Up (<https://cityofalbany.libcal.com/event/7243720?hs=a>)

Main Library

2450, 14th Avenue SE

[MAP / DIRECTIONS](http://maps.google.com/maps?f=q&hl=en&geocode=&q=ALBANY+PUBLIC+LIBRARY&sll=44.633207,-123.074341&sspn=0.012888,0.026436&ie=UTF8&ll=44.629359,-123.073182&spn=0.012888,0.026436&z=15) (<http://maps.google.com/maps?f=q&hl=en&geocode=&q=ALBANY+PUBLIC+LIBRARY&sll=44.633207,-123.074341&sspn=0.012888,0.026436&ie=UTF8&ll=44.629359,-123.073182&spn=0.012888,0.026436&z=15>)

☎ **541-917-7580**

✉ AskAlbany@cityofalbany.net
(<mailto:AskAlbany@cityofalbany.net>)
📖 [Staff Directory \(/staff-directory\)](/staff-directory/)

Carnegie Library

302 Ferry Street SW

[MAP / DIRECTIONS](http://g.co/maps/uawnk) (<http://g.co/maps/uawnk>)

☎ **541-917-7585**

✉ AskAlbany@cityofalbany.net
(<mailto:AskAlbany@cityofalbany.net>)
📖 [Staff Directory \(/staff-directory\)](/staff-directory/)

More

Albany Library Foundation (<https://library.cityofalbany.net/category/support/>)

City of Albany, Oregon (<http://cityofalbany.net/>)

Friends of the APL (<https://library.cityofalbany.net/friends-of-the-library/>)

Library Board (<http://www.cityofalbany.net/city-council/bcc/lib>)

Linn Genealogical Society (<http://www.lgsoregon.org/>)

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📘 (<https://www.facebook.com/albanypubliclibrary>) 🐦 (<http://www.twitter.com/cityofalbany>)

Circulation Policy | LBCC

The Linn-Benton Community College Library ("the Library") provides access to its collections, without any charge, to students, employees, and community members. Some items are only available to certain users, including:

- Interlibrary loans - reserved for LBCC students and employees
- Laptops and hotspots - reserved for LBCC students
- Course textbooks - reserved for LBCC students

See our [Access Policy](#) for more details about services to the public.

All library users may renew their checkouts twice. Reserve materials cannot be renewed. You may renew online by using the "My Library Account" link on the library's webpage, in person at the library's circulation counter, or by phone. During the Library's open hours, please feel free to call the Circulation Counter at (541) 917-4638 for assistance.

Step-by-Step Instructions to Renew Library Materials

Step 1: [Go to the library homepage.](#)

Step 2: Click on the "Check my Library Account" button.

Step 3: Log into your account using your X number as the user ID and your 4-digit year of birth for your password (unless you've reset your password to something else.) Click "Log In" button.

Step 4: Click on the link "Items Checked Out."

Step 5: Check the box on the left-hand side of each title that you would like to renew check out.

Step 6: Click on the box that says GO.

Step 7: Check YES on the pop-up menu that ask if you would like to renew selected items.

Step 8: Confirm that the due date has been revised for the items you requested be renewed.

Late Materials

Late Fines

2hr Reserves - \$.50 an hour

3 day Reserves - \$2.00 a day

Materials obtained through Interlibrary Loan - \$2.00 a day

Laptops and hotspots - \$2.00 a day

All other library items - \$.25 a day

To avoid late charges, please make sure to renew your materials - online, by using the "My Library Account" link on the top right corner of the page, or by calling the LBCC Library Circulation Desk at (541) 917-4638.

Exhibit A

RESERVE MATERIALS CANNOT BE RENEWED.

Suspension of Borrowing Privileges

When a user's account accumulates \$10.00 or more in fines, her/his checkout privileges will be "blocked" and remain suspended until the user does the following:

1. Check in all materials on which fines are accumulating. (e.g. If one has a reserve item out, privileges will not be unblocked until the item has been checked in).
2. Pay the bill for overdue fines (this bill is generated at the library's circulation counter) at the LBCC Business Office and bring the receipt back to the circulation counter.

Blocked users can appeal their bills by filling out an appeal form and submitting it to library circulation staff. A librarian will review the appeal and reply directly to the user. Contact libcirc@linnbenton.edu to initiate this process.

How can I avoid being fined/billed?

Here are a few tips to avoid accumulating fines and being billed for "LOST" books:

1. Pay attention to due dates (this will be printed on your receipt)
2. Renew your checkouts (with the exception of Reserve materials, calculators, hotspots, and laptops)
3. Read your LBCC email - you will receive the following email reminders before you are actually billed for "LOST" items:
 - 3 days before materials are due
 - The day after materials become overdue
 - 14 days after materials become overdue
 - 21 days after materials become overdue

Remember, you can renew checkouts of most library items (except Reserves, calculators, and laptops) up until they are marked "LOST." While this does not erase any accumulated fines, you can save yourself the expense of replacing a book!

Significant or repeated failure to return library items (including technology) may result in suspension of a library user's borrowing privileges.

"Lost" or Long Overdue Items

Billing for LOST or Long Overdue Materials

The library's checkout software automatically marks checkouts as "LOST" 40 days after their due date if they have not been checked in. At this point, you will receive an email notifying you of a pending bill; billing will be done by the LBCC billing office. You will be billed the cost of item plus fines and processing fees for each lost item. Please make sure to return materials on time or to renew your loans.

Delinquencies/Fines

By checking library materials out, the borrower enters into an agreement with the library to return the items on or before the due date as indicated on the checkout receipt. Materials returned after the due date are subject to overdue fines of \$.20 per item per day up to a maximum of \$5.00 per item.

The object of fining patrons for materials returned overdue is twofold:

1. To encourage the prompt return of library materials so that they may be made available to other borrowers.
2. To recoup a portion of the costs incurred by the library in the attempt to secure the return of library property

Notices:

Patrons who provide an e-mail address will be sent a courtesy reminder by e-mail three (3) days before materials are due.

A late notice will be sent by e-mail when library materials are one (1) week overdue.

A final notice with replacement costs will be sent when items are four (4) weeks overdue. Materials not returned at that point will be considered "Lost," and the patron will be blocked until lost items are returned and fines paid or the lost items are paid for.

Payment for Lost/Damaged Items

When a patron pays for a lost or damaged item, he/she will not be charged overdue fines for that item.

An item must be paid for if it's deemed damaged to the point of being unusable by subsequent patrons. This determination will be made by the Library Director or designee.

Suspension of Borrowing Privileges

Patrons who accrue fines in excess of \$5.00 will have their borrowing privileges suspended (will be "blocked") until payment is made to reduce the amount to no more than \$5.00.

Where circumstances warrant, the Library Director or designee may also suspend the borrowing privileges of household members (family or other individuals residing at the same address). Borrowing privileges for household members will be reinstated when the delinquent patron again becomes eligible to borrow.

A patron who owes in excess of \$25.00 in fines may make a one-time payment of \$25.00 to clear off all fines under his/her name. Lost and/or damaged items are excluded. Any lost/damaged items must be paid for in full.

Overdue Material and Fines

At checkout, the Sweet Home Public Library provides date due slips listing all the items borrowed by the patron. ***By checking the item out, the patron enters into an agreement with the library to return all materials borrowed, on or before the due date.***

Materials returned to the Library after the close of business, will be checked in the following morning. Books and magazines may be returned in the drive-up book return. Videos, DVDs, Books on CD and Books on tape are to be returned in the outside slot by the front door. All materials can be returned to the inside drop box at the Circulation desk during open hours. *The patron will be responsible for any fines per the city fee schedule.*

Patrons will receive 2 courtesy reminder phone calls when items are one day overdue and when items are two weeks overdue. Patrons without a valid phone number will receive a written notice and the library will suspend patron privileges to check out materials and computer use until a valid phone number can be verified.

After 15 days overdue, patrons who have not returned library materials will be contacted by letter. This letter will quote the Oregon Revised Statutes (ORS) 357.975 Willful Detention of Library Property and ORS 357.990 Penalties.

Prohibited Actions and Penalties

It shall be unlawful for any person willfully or maliciously to detain any library materials belonging to the Sweet Home Public Library, of the City of Sweet Home, for 30 days after notice in writing from the Library Director that the library material is past due. The notice shall bear upon its face a copy of Oregon Revised Statutes (ORS) 357.975 Willful Detention of Library Property and ORS 357.990 Penalties.

Oregon Revised Statutes

357.975 Willful detention of library property.

It shall be unlawful for any person willfully or maliciously to detain any library materials belonging to a publicly supported library or privately supported school, academic or research library or incorporated library for 30 days after notice in writing from the librarian of such library, given after the expiration of time which by regulations of such library such materials may be kept. The notice shall bear upon its face a copy of this section and of ORS 357.990.

357.990 Penalties.

Violation of ORS 357.975 is a Class B violation. Such conviction and payment of the fine shall not be construed to constitute payment for library material nor shall a person convicted under this section be thereby relieved of any obligation to return to the library such material.

The Library will suspend all patron privileges to check out materials and computer use of a family/household residing at the same address when a member of the family/household owes delinquent fines and fees per the city fee schedule. Privileges will be reinstated for all individuals at such time as the delinquent borrower again becomes eligible for borrowing and computer use privileges.

Lost, Partial Returns, Damaged Materials

Items not recovered using the stated methods covered in the Overdue Material and Fines section will be declared lost after 45 days of the due date. A billing notice will be sent to the patron notifying them of all the fines and fees. *Borrowing and computer use privileges will be suspended for patrons who have items declared lost until all fines and fees are paid in full. **Delinquent accounts may be referred to a collection agency.***

When a patron knows that he/she has lost library materials and so informs the library, he/she will be informed of the replacement cost of the item plus the processing fee.

When a patron returns an item before the 45 days, he/she will still be liable for the overdue charges *per the city fee schedule.*

Materials lost or damaged may be replaced by the patron within the 45 days with another identical item in new condition at the discretion of the Library Director or designated library staff. If a patron wishes to replace a book (or other item) they have lost or damaged, they must replace it with a **NEW, in excellent condition, free of stains, loose pages or any other kind of damage.** The replacement item will usually have the exact ISBN as the copy that is being replaced. Newer editions of a title may be accepted. Should hardcover editions no longer be in print, Trade Paperback will be accepted, as long as it is the same or newer edition. (Note – this type of exchange would most often be in the case of non-fiction material). Replacements for lost or damaged audio/visual materials must be in the original “sealed” container. Used video store items are NOT acceptable. Patrons should keep all their receipts until they have been notified that the material they have purchased meets the library’s requirements.

Patrons will still have the \$5.00 processing fee and overdue fines.

Some library materials have multiple parts, such as CDs or DVDs. If a part is missing upon return, the library will notify the patron by phone. The item will not be checked in until the missing part is returned. If the missing part is not returned, the patron will be charged the full cost of replacement and a \$5.00 processing fee and fines per the city fee schedule.

Lost material charges may be forgiven at the discretion of the Library Director in extraordinary circumstances.

GENERAL FEES	
<i>Sweet Home</i>	
Photograph Postage	
Postage per photo CD	\$5.00
Postage min to 10 printed pages	\$5.00
Per pages after 10	\$0.10
Record Checks	
Letters of Clearance (per individual)	\$15.00
Location/Person overview per individual	\$10.00
Postage for records checks minimum to 10 pages	\$2.00
Per page after 10	\$0.10
License Investigations	
Second Hand Dealer License Processing	\$20.00
Texas Hold-Em License (annual)	\$200.00
Social Games	\$25.00
LIBRARY SERVICES FEES	
Photocopies Black and white 8.5 X 11 (self service)	.15 per side
Color 8.5 X 11 (self service)	.50 per side
Overdue Library Materials	
Books, Magazines, Books on CDs per item per day	.10 (maximum 3.00/item)
Videos, DVD's, per item/per day	1.00 (maximum 5.00/item)
Out of City Library Card	
Per household and/or single card per year issued	\$35.00
Lost/Destroyed Library Materials	Actual replacement cost plus 5.00 processing fee
FINANCE DEPARTMENT	
Miscellaneous Service and Research Fees	
Budget Document (bound copy) Available online	\$15.00
Audit/CAFR Document (bound copy) Available online	\$15.00
Municipal Lien Search Fee per Tax Lot Exhibit A	\$25.00
Reconveyance Fee	\$160.00

Agenda Bill Harrisburg Library Board Harrisburg, Oregon

THE MATTER OF... FINALIZING A PROPOSAL REQUESTING THE LIBRARY INSTITUTE A SIX MONTH “FINE FREE” PILOT PROGRAM.

STAFF REPORT:

- Exhibit A: 2021 Harrisburg Public Library “Fine Free” Proposal
- Exhibit B: City Administrator Memo
- Exhibit C: Library Policy Pg. 9
- Exhibit D: Linn County Consortium Fine Policies

ACTION: MOTION TO AMEND THE PROPOSAL AS DISCUSSED

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda - January 14, 2021

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
TBD	TBD	TBD

STAFF RECOMMENDATION:

Staff recommends that the Library Board finalize the “Fine Free Proposal” (EXHIBIT A) to be submitted to City Council at the January 26, 2021 work session meeting.

BACKGROUND INFORMATION:

At the November 12, 2020 Library Board Meeting, the Board, Library Staff and Supervisor reviewed the prior proposal to go “fine free” that was considered and ultimately denied at the June 11, 2019 Council Meeting. The Council was not able to make an informed decision at that time due in insufficient information provided.

City Administrator, John Hitt, submitted a memo (**EXHIBIT B**) to the Library Board and Supervisor recommending that the unanswered questions be addressed prior to submitting a new proposal to Council. Since that time, Library Board President, Cassandra Barney, created the new proposal (**EXHIBIT A**) including new information as well as answers to the questions requested by the City Administrator.

At this meeting, the Library Board and Staff will finalize the proposal which will be presented at the January 26, 2021 work session meeting. There are a few things that need to be addressed in the proposal:

- Average Budget for the Library.

Harrisburg Oregon City Library



Fine-Free Trial Proposal



By: Harrisburg City Library Board

Members: Cassandra Barney, Jayne Detering, Violet Stone, Anita McClure, and Desria Hansen

Submitted: January 19, 2021

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“Overdue fines are not distinguishing between people who are responsible and who are not. They're distinguishing between people who can and cannot use money to overcome a common oversight.”

~Curtis Rogers, ULC’s communications director

Overview: We, The Library Board of Harrisburg City, Oregon, propose our library to participate in a six-month trial of eliminating fines related to late-fees (July 1, 2021 – December 31, 2021).

To define the fines we are wanting to eliminate, they are for *returned*, overdue materials. This proposal is not to eliminate the fines accumulated from lost or unreturned materials. There will still be fines collected for those and for; card replacement, damaged items, and paper copies. This proposal is for adopting a successfully proven, fine-free program for overdue materials that have been returned.

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

Patrons see overdue fines as being punitive and are more inclined to return items and continue using library resources when overdue fines have been removed.

Background Information: Libraries have been using fines for decades to avert patrons from bringing library materials back late. But many libraries across the country are eliminating their fees and adopting a fine-free system. Research has shown that overdue fees tend to drive away the very citizens who might benefit the most from having access to free library materials. After examining the effects library fines have on patrons, it was found that they disproportionately discourage low-income residents and children.

In her article "Penny Wise, Pound Foolish," Caywood (1994) emphasized this point: Some librarians argue that fines teach children responsibility. This is an ironic view since it often is the parent--if not the child--who decides if they can return to the library by the due date. I have watched some parents become so incensed over a child's fines that they forbade library use. I don't know whether these kids are learning responsibility, but I'm certain they are not learning to regard the library as a welcoming place (p. 44).

Dropping fines has been proven to increase library resource use. There are statistics that show that enforcing fines does not bring materials back sooner, and they don't bring in much, if any, revenue. But they do have a negative impact on not only the patrons, but the librarian-patron relationship.

Goals and Objectives: One goal of a library is to provide resources to the public, at the expense of the city. The library should then reach as many people as possible, with more resources, while trying maintain costs. We hope to make our library more accessible to everyone by removing barriers to Library Use that are created by late

fines. Our Harrisburg library has hardly been able to be used the past two years because of the remodel and COVID-19. Because of this, we hope to offer as many resources and a sense of community once we are able to open our doors to the public again. We also hope to create a more peaceful environment for our librarians to work with the public by decreasing the tension that arises between them and patrons involving late fees and lost library privileges.

Rational and Economics: The libraries we have researched who have gone fine free in any way, have had the number of borrowers increase by approximately 10%. Research shows that library fines and fees aren't a sustainable or dependable form of revenue. They also do not bring materials back faster. The libraries that have eliminated overdue fines get their materials back at the same rate, or even faster.

Examples of Fine-Free Libraries in Oregon:

1. All the libraries in the Benton County Public Library System (Alsea Community Library, Corvallis Public Library, Monroe Community Library, and Philomath Community Library).
2. Roseburg Public Library

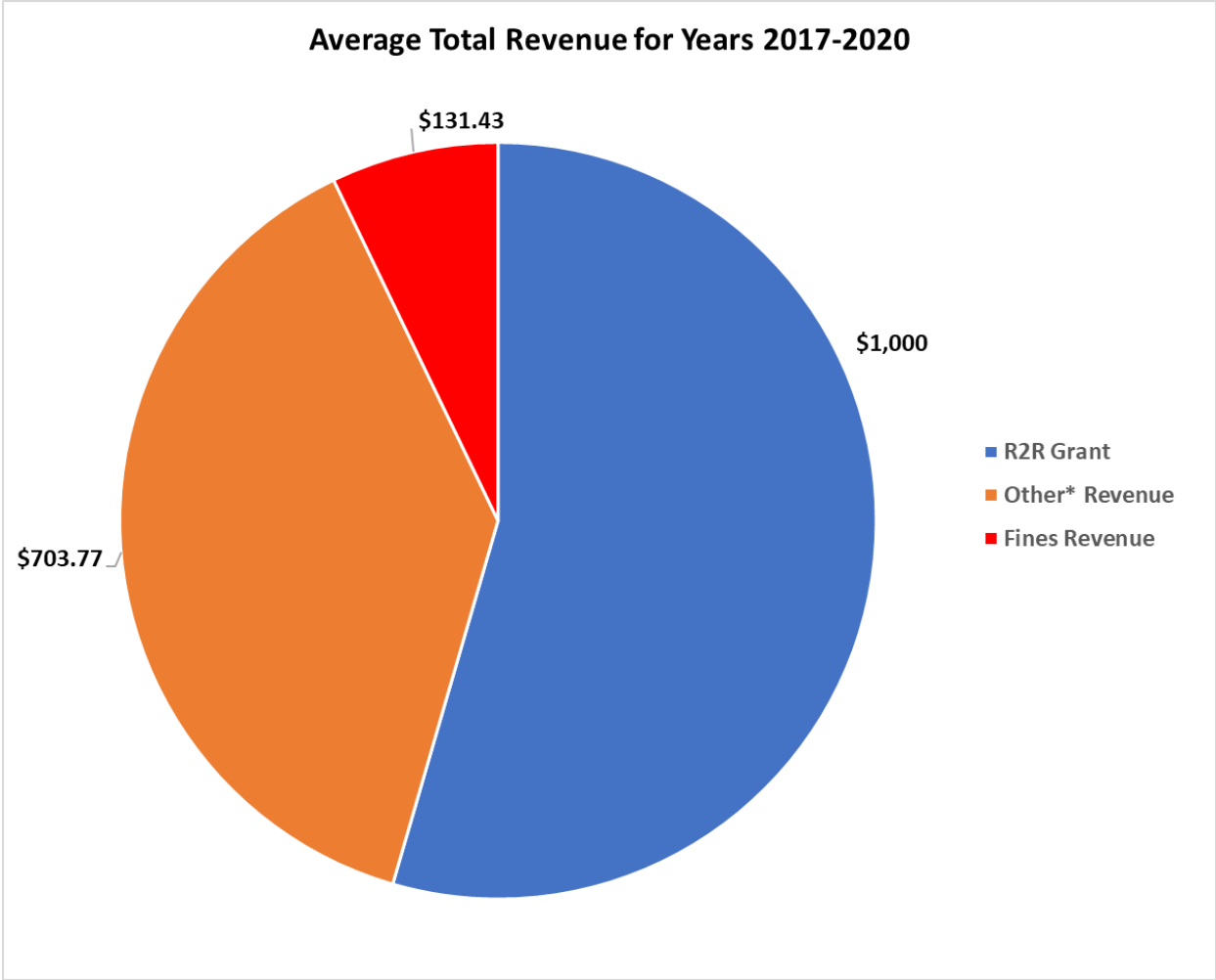
Reasons to go fine free include:

1. We'd be removing a barrier to access; therefore, more people will be able to use the library
2. The library could provide equitable service; consider that unpaid fees, and therefore blocked library cards, are more often a burden of lower income families.
3. Fees penalize children and their future success.
4. Fine-free supports early literacy which is key to future academic and economic success.
5. All three of our local schools score below Oregon's average, and substantially below state grade-level expectations in English Language Arts.
 - Harrisburg Elementary only has 45% of students meeting grade-level expectations, to Oregon's 51%.
 - Harrisburg Middle School has 43% compared to Oregon's 56%.
 - Harrisburg High School has 65% to Oregon's 70%.

An example of the success that Salt Lake City Library obtained by switching:

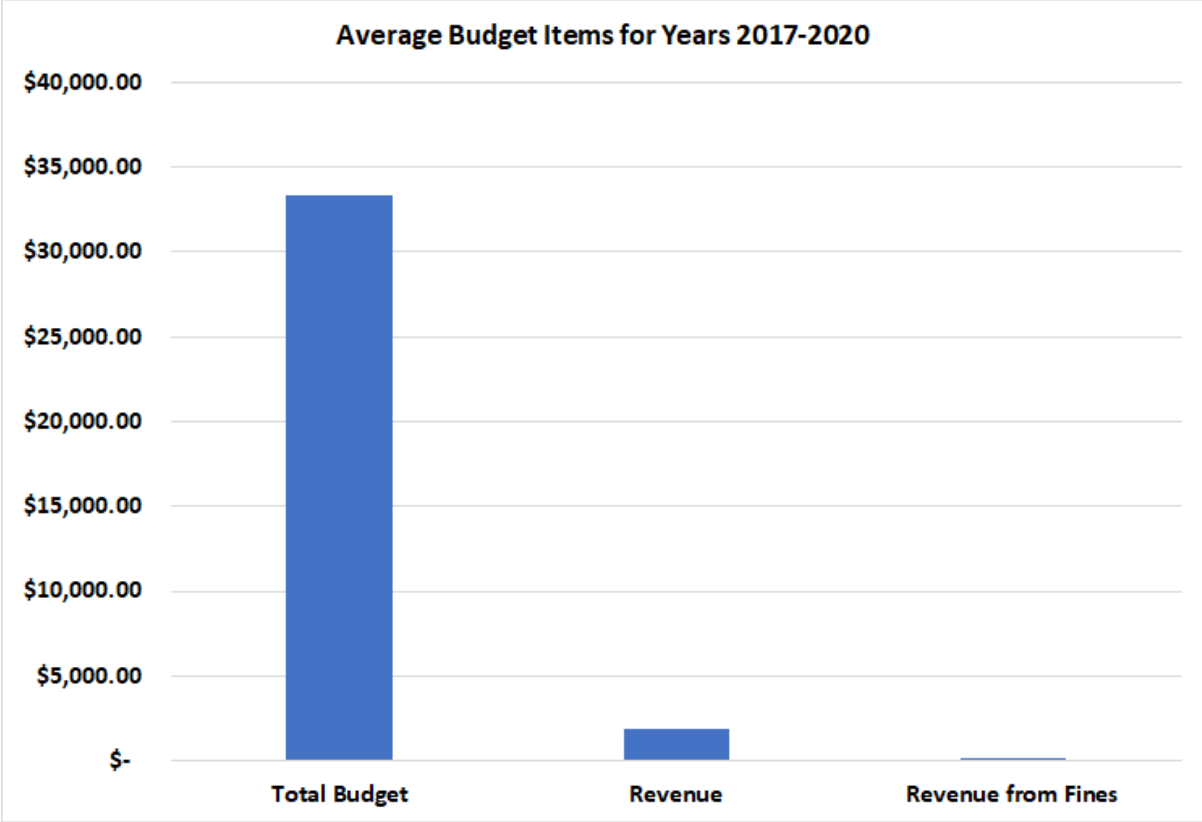
Compared to the previous 3 years: Checkouts up were 11.3%, borrowers up 11.3%, new cards up 3.5%, and finally gate count increased 12.5% from 2015 to 2016, but increased 27.1% from 2016 to 2017 after starting fine free program.

Below is a graph that shows the average, Yearly Total Revenue our library brings in.



*The "Other Revenue" from the chart above includes the library Book Sale, copies, and library cards.

The late fees are 7.2% of the total revenue. If we don't include our Ready to Read Grant, then it's 16% of the revenue brought in. Below is another graph to show how insignificant the late fees have been when compared to the average total yearly budget that the library has had the last four years.



Monitoring and Evaluation: Patrons will still be expected to return items on their due date. Any materials, lost or damaged will be fined. There will be precautions taken to encourage returning library material, but not fine patrons for overdue, but returned items. Below is an example of our action plan:

1. If a loaned item is not returned on time, it can be auto-renewed twice by the library if there are no holds.
2. After 2 auto-renewals, the item is now considered late at the end of the second renewal period.
3. A notification will be sent out, informing the patron the item is out of renewals and needs to be returned as soon as possible.
4. If the item is not returned 14 days after last due date, it will be marked as **lost**, and the patron will be billed a \$10 replacement fee.
5. If a book is lost or damaged, the patron has the option to replace the book instead of paying the fine.
6. If the patron finds the book after it's marked **lost** and it's in good condition, the \$10 replacement fee will be cleared.

- 7. If a patron’s account reaches a balance of \$20 in fines for lost or damaged books that haven’t been replaced, their borrowing privileges will be frozen until the balance comes below the \$20 limit. Patrons can still check out library material if they have a balance less than \$20.

Current Statistics:

- X patrons have late fines on their account sufficient enough to lose their library privileges.
- The city would write off \$X by following the fine-free proposal.
- The amount, in fines, forgiven by library staff for 2019 was \$2196.70 and for 2020 was \$861.59.
- The total amount of late fees/fines collected in 2019 was \$20.40 and in 2020 was \$136.10. Which is almost insignificant.
- Since we are part of the Linn Library Consortium, any material borrowed by patrons from another library in the consortium will be subject to the late fees of that specific library. This proposal is for material borrowed directly from our library.
- The average replacement cost for items lost or significantly damaged for our library is \$10, which is what will be charged for lost books.

Conclusions: As library board members, it is our mission 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.” As members of this community, we work to create a space void of shame or discrimination. And as parents and grandparents to the children in this town, we strive to set a solid, literary foundation and to build up this community for their future.

We believe that making our library free of late fines will increase the number of patrons that use the library, break barriers to access for the lower-income population and children, and provide a welcoming environment for all to participate.

Statements from Harrisburg Residents:

“I have 5 kiddos and we are so so busy that we almost always end up with overdue books. Being fine-free would make it much easier for us to borrow books without worrying about fines” ~Carlie Easterday Davis

“When we are a day late with a stack of books it adds up quickly. Once I get a fine, I am more reluctant to check out books for a while. I worry about getting more fines

and then it takes away the joy of checking out the book. I only worry about getting it back in time.” ~Megan Talmadge

“I am willing to pay for lost or damaged books. But I feel like the ten cents per book per day adds up very quickly as I have every intention on bringing the book back and typically no one is waiting for the book. The fines have also been confusing, because I am sometimes charged for a book I already returned.” ~Kathryn McAbery

Emails from Other Libraries:

~I was hired in July 2018 to open the former Douglas County Library System headquarters building as Roseburg Public Library. We were creating a new library essentially from scratch. Yes, we are City funded, and yes, we are fully fine free for all of our patrons.

One of my questions to the City Manager during my interview was whether he would be agreeable to opening as a fine free library, and he was. That made it simple. No one voiced objections to that policy when we opened in December 2018, and no one has since.

We were in a different situation than libraries who have had fines forever and are trying to go fine free. I was the director at New Ulm (Minnesota) Public Library and tried for a couple of years to go fine free without success. As I was leaving, the Board discussed and since has implemented a gradual shift to fine free. I think it was kids cards first or children's materials first and then adults.

I have a couple of arguments:

- Fines generated very little revenue (at New Ulm it was about 1 percent of all revenue), and that revenue was more than offset by the staff time it took to collect fines and talk with patrons who questioned their bill.
- Fines overwhelmingly affect the economically disadvantaged, who may not get a library card because they are afraid of incurring fines or who incur fines and lose their privileges because they are unable to pay. Those are some of the folks who would benefit most from public library services.
- We still charge for the material if it is not returned after a certain period of time (30 days in our case).
- The goodwill alone is worth it. People are pleasantly surprised to hear about our policy and leave with a smile on their face.
- For folks who say we're teaching responsibility by assessing fines, I say that's not our role as librarians.

During my campaign, I included pro and con articles for going fine free in the Library Board packet and included discussion time on the agenda. It was a matter of getting people comfortable with a whole new way of thinking about library lending.

I think I would have an easier time today because so many huge libraries are wiping the slate clean - Multnomah County and St. Paul (Minnesota) Public, among the largest.

I'm happy to chat about this more with you. Don't hesitate to follow up by phone or email.

Good luck! Your efforts will be worth it for the library and the community.

Kris Wiley
Roseburg Public Library
541-492-7051

~My staff passed along your question about going fine free.

Albany Public Library is not currently fine free, and with the current finances of the City it may be awhile before we can entertain the idea.

At my last library (in Colorado) we were looking going fine free and were almost ready to make the call, but again the City finances made keeping every penny possible the top priority.

My professional opinion is that going fine free is the right direction to move, especially as those that rely on library services the most are likely to be dealing with tougher economic situations now.

Please feel free to contact me with any questions, I don't know but I believe most of the libraries in Linn county do still have fines.

That means Harrisburg could be doing some yeomen's work here!

Best,

Eric

Eric Ikenouye
Library Director
541-917-7589 office

Albany Public Library
City of Albany, Oregon
2450 14th Avenue SE, Albany, Oregon 97322
541-917-7580

library.cityofalbany.net

Resources

1. <https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-braries-scrap-late-fines-to-alleviate-inequi>
2. <http://www.cde.state.co.us/cdelib/removingbarrierstoaccess>
3. <https://www.bloomberg.com/news/articles/2019-10-02/are-library-late-fees-useful-chicago-says-no>
4. <https://www.glenridgelibrary.org/finefree.html>
5. <https://cbcpubliclibrary.net/fine-free/>
6. <https://stories.opengov.com/frvpld/published/pysWqCQFs>

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 26th, 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 9th 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.

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:

Loans and Renewals

Fines (<https://library.cityofalbany.net/fines/>)

Fines are charged for overdue materials based upon the current fee schedule.

Rates

- Fines for overdue library materials are \$.20 per item, per day.
- Fines per item will accumulate to a maximum of the item cost or \$5.00, whichever is lower.

Four-day grace period

- If overdue items are returned before the fifth day overdue, the patron will not be fined for the first four days.

Maximum fines

- Patrons may continue to check out library materials until they have accumulated \$15.00 in fines.
- Once a patron accumulates \$15.00 in fines, library privileges will not be permitted until fines are brought below \$15.00.

Interlibrary Loan (ILL) requests (<https://library.cityofalbany.net/interlibrary-loans/>)

(more...) (<https://library.cityofalbany.net/interlibrary-loans/#more-335>)

Delinquencies/Fines

By checking library materials out, the borrower enters into an agreement with the library to return the items on or before the due date as indicated on the checkout receipt. Materials returned after the due date are subject to overdue fines of \$.20 per item per day up to a maximum of \$5.00 per item.

The object of fining patrons for materials returned overdue is twofold:

1. To encourage the prompt return of library materials so that they may be made available to other borrowers.
2. To recoup a portion of the costs incurred by the library in the attempt to secure the return of library property

Notices:

Patrons who provide an e-mail address will be sent a courtesy reminder by e-mail three (3) days before materials are due.

A late notice will be sent by e-mail when library materials are one (1) week overdue.

A final notice with replacement costs will be sent when items are four (4) weeks overdue. Materials not returned at that point will be considered "Lost," and the patron will be blocked until lost items are returned and fines paid or the lost items are paid for.

Payment for Lost/Damaged Items

When a patron pays for a lost or damaged item, he/she will not be charged overdue fines for that item.

An item must be paid for if it's deemed damaged to the point of being unusable by subsequent patrons. This determination will be made by the Library Director or designee.

Suspension of Borrowing Privileges

Patrons who accrue fines in excess of \$5.00 will have their borrowing privileges suspended (will be "blocked") until payment is made to reduce the amount to no more than \$5.00.

Where circumstances warrant, the Library Director or designee may also suspend the borrowing privileges of household members (family or other individuals residing at the same address). Borrowing privileges for household members will be reinstated when the delinquent patron again becomes eligible to borrow.

A patron who owes in excess of \$25.00 in fines may make a one-time payment of \$25.00 to clear off all fines under his/her name. Lost and/or damaged items are excluded. Any lost/damaged items must be paid for in full.

Circulation Policy | LBCC

The Linn-Benton Community College Library ("the Library") provides access to its collections, without any charge, to students, employees, and community members. Some items are only available to certain users, including:

- Interlibrary loans - reserved for LBCC students and employees
- Laptops and hotspots - reserved for LBCC students
- Course textbooks - reserved for LBCC students

See our [Access Policy](#) for more details about services to the public.

All library users may renew their checkouts twice. Reserve materials cannot be renewed. You may renew online by using the "My Library Account" link on the library's webpage, in person at the library's circulation counter, or by phone. During the Library's open hours, please feel free to call the Circulation Counter at (541) 917-4638 for assistance.

Step-by-Step Instructions to Renew Library Materials

Step 1: [Go to the library homepage.](#)

Step 2: Click on the "Check my Library Account" button.

Step 3: Log into your account using your X number as the user ID and your 4-digit year of birth for your password (unless you've reset your password to something else.) Click "Log In" button.

Step 4: Click on the link "Items Checked Out."

Step 5: Check the box on the left-hand side of each title that you would like to renew check out.

Step 6: Click on the box that says GO.

Step 7: Check YES on the pop-up menu that ask if you would like to renew selected items.

Step 8: Confirm that the due date has been revised for the items you requested be renewed.

Late Materials

Late Fines

2hr Reserves - \$.50 an hour

3 day Reserves - \$2.00 a day

Materials obtained through Interlibrary Loan - \$2.00 a day

Laptops and hotspots - \$2.00 a day

All other library items - \$.25 a day

To avoid late charges, please make sure to renew your materials - online, by using the "My Library Account" link on the top right corner of the page, or by calling the LBCC Library Circulation Desk at (541) 917-4638.

RESERVE MATERIALS CANNOT BE RENEWED.

1.

Suspension of Borrowing Privileges

When a user's account accumulates \$10.00 or more in fines, her/his checkout privileges will be "blocked" and remain suspended until the user does the following:

1. Check in all materials on which fines are accumulating. (e.g. If one has a reserve item out, privileges will not be unblocked until the item has been checked in).
2. Pay the bill for overdue fines (this bill is generated at the library's circulation counter) at the LBCC Business Office and bring the receipt back to the circulation counter.

Blocked users can appeal their bills by filling out an appeal form and submitting it to library circulation staff. A librarian will review the appeal and reply directly to the user. Contact libcirc@linnbenton.edu to initiate this process.

How can I avoid being fined/billed?

Here are a few tips to avoid accumulating fines and being billed for "LOST" books:

1. Pay attention to due dates (this will be printed on your receipt)
2. Renew your checkouts (with the exception of Reserve materials, calculators, hotspots, and laptops)
3. Read your LBCC email - you will receive the following email reminders before you are actually billed for "LOST" items:
 - o 3 days before materials are due
 - o The day after materials become overdue
 - o 14 days after materials become overdue
 - o 21 days after materials become overdue

Remember, you can renew checkouts of most library items (except Reserves, calculators, and laptops) up until they are marked "LOST." While this does not erase any accumulated fines, you can save yourself the expense of replacing a book!

Significant or repeated failure to return library items (including technology) may result in suspension of a library user's borrowing privileges.

"Lost" or Long Overdue Items

Billing for LOST or Long Overdue Materials

The library's checkout software automatically marks checkouts as "LOST" 40 days after their due date if they have not been checked in. At this point, you will receive an email notifying you of a pending bill; billing will be done by the LBCC billing office. You will be billed the cost of item plus fines and processing fees for each lost item. Please make sure to return materials on time or to renew your loans.

Overdue Material and Fines

At checkout, the Sweet Home Public Library provides date due slips listing all the items borrowed by the patron. *By checking the item out, the patron enters into an agreement with the library to return all materials borrowed, on or before the due date.*

Materials returned to the Library after the close of business, will be checked in the following morning. Books and magazines may be returned in the drive-up book return. Videos, DVDs, Books on CD and Books on tape are to be returned in the outside slot by the front door. All materials can be returned to the inside drop box at the Circulation desk during open hours. *The patron will be responsible for any fines per the city fee schedule.*

Patrons will receive 2 courtesy reminder phone calls when items are one day overdue and when items are two weeks overdue. Patrons without a valid phone number will receive a written notice and the library will suspend patron privileges to check out materials and computer use until a valid phone number can be verified.

After 15 days overdue, patrons who have not returned library materials will be contacted by letter. This letter will quote the Oregon Revised Statutes (ORS) 357.975 Willful Detention of Library Property and ORS 357.990 Penalties.

Prohibited Actions and Penalties

It shall be unlawful for any person willfully or maliciously to detain any library materials belonging to the Sweet Home Public Library, of the City of Sweet Home, for 30 days after notice in writing from the Library Director that the library material is past due. The notice shall bear upon its face a copy of Oregon Revised Statutes (ORS) 357.975 Willful Detention of Library Property and ORS 357.990 Penalties.

Oregon Revised Statutes

357.975 Willful detention of library property.

It shall be unlawful for any person willfully or maliciously to detain any library materials belonging to a publicly supported library or privately supported school, academic or research library or incorporated library for 30 days after notice in writing from the librarian of such library, given after the expiration of time which by regulations of such library such materials may be kept. The notice shall bear upon its face a copy of this section and of ORS 357.990.

357.990 Penalties.

Violation of ORS 357.975 is a Class B violation. Such conviction and payment of the fine shall not be construed to constitute payment for library material nor shall a person convicted under this section be thereby relieved of any obligation to return to the library such material.

The Library will suspend all patron privileges to check out materials and computer use of a family/household residing at the same address when a member of the family/household owes delinquent fines and fees per the city fee schedule. Privileges will be reinstated for all individuals at such time as the delinquent borrower again becomes eligible for borrowing and computer use privileges.

Exhibit D
GENERAL FEES

1.

Additional pages	\$0.50
Report postage minimum up to 10 pages	\$3.00
Additional pages	.10/each

Evidence Recording (digital audio)

Digital Audio	\$30.00
Video (minimum up to 2 hours maximum)	\$50.00
Each additional 2 hours	\$50.00
Recording postage per CD/DVD	\$5.00

Evidence Photographs

Film converted to digital	\$50.00
Photos per case CD/DVD or sent electronically	\$25.00
Digital printed photos per sheet (max 4/sheet)	\$10.00

Photograph Postage

Postage per photo CD	\$5.00
Postage min to 10 printed pages	\$5.00
Per pages after 10	\$0.10

Record Checks

Letters of Clearance (per individual)	\$15.00
Location/Person overview per individual	\$10.00
Postage for records checks minimum to 10 pages	\$2.00
Per page after 10	\$0.10

License Investigations

Second Hand Dealer License Processing	\$20.00
Texas Hold-Em License (annual)	\$200.00
Social Games	\$25.00

LIBRARY SERVICES FEES

Photocopies Black and white 8.5 X 11 (self service)	.15 per side
Color 8.5 X 11 (self service)	.50 per side

Overdue Library Materials

Books, Magazines, Books on CDs per item per day	.10 (maximum 3.00/item)
Videos, DVD's, per item/per day	1.00 (maximum 5.00/item)

Out of City Library Card

Per household and/or single card per year issued	\$35.00
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