



Library Board Agenda
September 02, 2025
5:30 PM

Chairperson: Alexandria Bennett
Vice-Chairperson: Lori Pelkey
Board Members: Danielle Pedersen, Madison Stepherson and Pat Rufo
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 Lori Ross, at 541-995-6655*
7. *The City does ask anyone running a fever, having an active cough or other respiratory issues not to attend this meeting.*
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

1. MOTION TO APPROVE THE MAY 6, 2025 LIBRARY BOARD MINUTES

NEW BUSINESS

2. THE MATTER OF DISCUSSING A LIBRARY POLICY OR PROCEDURE FOR VOLUNTEER RECRUITMENT'S

STAFF REPORT:

Exhibits: None

ACTION: DISCUSSION ONLY

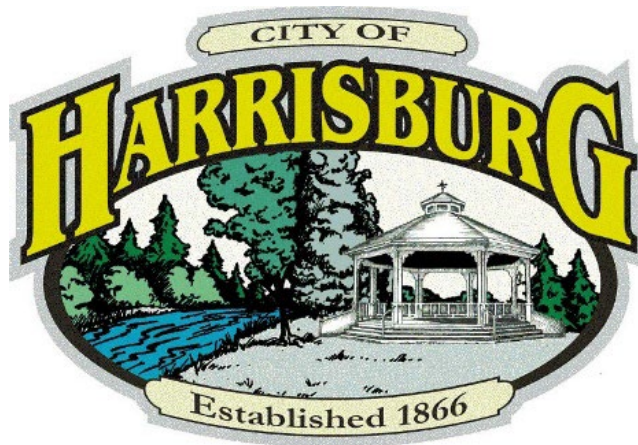
3. THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

Exhibits: None

ACTION: DISCUSSION ONLY

ADJOURN



Library Board Minutes May 06, 2025

Chairperson: Alexandria Bennett
Vice-Chairperson: Lori Pelkey
Board Members: Danielle Pedersen, Madison Stepherson and Pat Rufo
Staff Members: City Recorder Lori Ross Librarians Amanda Pelkey and Edie Carter
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

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

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

APPROVAL OF MINUTES: No comments or concerns.

- Stepherson **motioned to approve the minutes for March 4, 2025 and was seconded by Rufo. The motion passed unanimously by a vote of 5-0.** (Yes: Stepherson, Rufo, Bennett, Pelkey and Pedersen. No: None.)

THE MATTER OF REAPPOINTING EXPIRING LIBRARY BOARD TERMS: Ross informed Council that even though Rufo was appointed at the last meeting, her term expires at the end of this fiscal year, therefore she needs to be reappointed by City Council.

- Bennett **motioned to recommend to the City Council that they reappoint Pat Rufo to the Library Board with a term ending June 30, 2028 and was seconded by Stepherson. The motion passed unanimously by a vote of 5-0.** (Yes: Bennett, Stepherson, Pelkey, Pederson and Rufo. No: None.)

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

Story Time: A. Pelkey stated the program is going strong. June 13th is the kick off of the summer reading programs. Bennett asked about attendance and if it's going up. A. Pelkey stated that unless it's a bigger activity, six patrons is good.

Cooking Class: Carter stated the cooking class is going well. Attendance ranges from 2 to 5 patrons. Program is held on Friday's at 1:30pm and will resume in the fall. Ross suggested having

May 06, 2025

a fall themed sessions, like caramel apples or popcorn balls. Pedersen suggested posting pictures to help with getting more attendance for the fall.

Lego Club: A. Pelkey stated the program is small but still going. Patron ages range from 5-9 years old .

Crafting Club: A. Pelkey stated the program is steady but is smaller with about 3 in attendance. There was a suggestion for pausing for the summer. Rufo suggested having the activity outside during the summer months. Ross to ask about placing a picnic table at the municipal center.

Grief Support: No information on attendance . Bennett to check on the status of the attendance sheets. A. Pelkey mentioned a having waiver to protect the library. Bennett asked if we could put a waiver statement at the top of the sign in sheet to keep it simple. Ross to discuss with Nelson.

Teen Book Club: No attendance for the last program, therefore, status is unclear at this point. Program is held on the 1st Thursday, from 4pm to 4:30pm as shown in **Addendum 1**. A. Pelkey thinks if the program occurred more often, it might help with attendance. Pederson suggested starting the program in the summer. Bennett suggested they could discuss books students are working on in school. Madison suggested looking in to the summer reading requirements for students and maybe including those books.

Summer Reading: A. Pelkey referred to the summer program flyer as shown in **Addendum 2**. Rufo suggested reaching out to the school district with program flyers.

Others:

- Pedersen asked if the Library gets more involvement after attending events like National Night Out. A. Pelkey said they do for a while. Carter said they had several students visit the Library for new library cards after the 1st grader visit last year. The librarians will pass out the summer reading information to the students this year.
- Pelkey suggested offering teachers that live outside of the City Limits, but in the school district, free library cards. Ross to ask Council at the next meeting if this needs to be brought back to council or if staff can approve.
- Pelkey suggested delivering a book box to teachers based on a certain topic of study to get the circulation numbers up and entice other teachers to get involved. A. Pelkey thinks theme based it hard due to our circulation. Pelkey likes the idea of a variety and not a topic.
- Pedersen asked if we had an option to get some free material from Scholastic and give to young students. A. Pelkey to look into Barnes and Noble website to see if they have free material options.
- L. Pelkey suggested reaching out to the Library Guild again. Bennett suggested asking the Guild to hold an activity with us, would be a great way to get things started again.
- Ross suggested placing a full page flyer in the monthly utility bill. Pelkey to email Nelson about the timeline requirements and the cost.
- *Consensus was for the board not to have a float in this years parade but to focus on the book sale and decorations.*
- Ross informed the board, she was told by CIS that it's the best practice to have background checks and orientation for all volunteers.
- Ross to check if the Library Guild would need to have background checks and orientation since they are their own organization and might have their own insurance policy. Ross informed the board that the fee for background checks will begin coming out of the library program fund.
- Ross suggested talking about a policy procedure for volunteers going forward.
- Next meeting is scheduled for July 1st.

With no further discussion, the Library Board Meeting adjourned at 6:22pm.



Harrisburg Library

Teen Manga/Graphic Novel Club

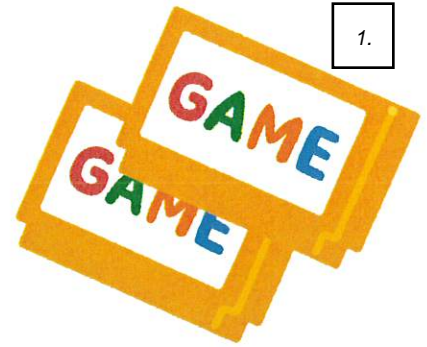
Every 1st Thurs. 4pm-4:30 pm

Come and read manga and graphic novels together.

Hang with friends and eat cup of noodles and mochi.

Get a free book when attending book club meeting.





1.

Harrisburg Library Summer Reading Program 2025

"Level Up at Your Library "

Event Schedule

Friday 6-13-25 10am: Storytime & Summer Reading kick-off

Friday 6-20-25 10 am: parachute games bring your favorite teddy bear

Friday 6-27-25 10 am: Scavenger Hunt

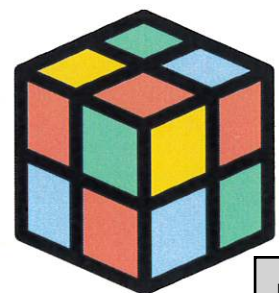
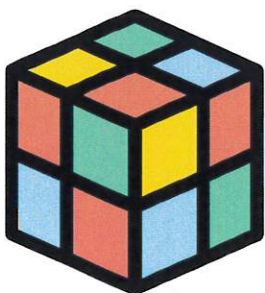
Friday 7-11-25 10 am: Power Play for the Planet Museum of Natural and Cultural History

Friday 7-18-25 10 am: Slime Storytime, Activity: Slime making

Friday 7-25-25 10 am: Make your own board game

Friday 8-1-25 10 am: Race cars

Friday 8-8-25 10am: Carnival



Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF DISCUSSING LIBRARY PROGRAMS
STAFF REPORT:

Exhibits: None

ACTION: FOR DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – September 2, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$?	Yes	Library Fund

STAFF RECOMMENDATION:
Staff recommend a discussion about present Library Programs and possible new programs in the future.

BACKGROUND INFORMATION:
Staff recommends a discussion on how the above programs 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 at the Municipal Center. All ages are welcome to attend.
- **Teen Book Club:** This program is starting back up, discuss current school year.
- **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, crafts, and a lot of fun!
- **Baby Story Time:** This program is back and held every Wednesday at 11am in the library. Program is led by Madison Stepherson.
- **Lego Club:** Lego Club is every Friday from 3pm-4pm, in the library, and is instructed by Nolan Malpass and Edith Carter.
- **Grief Support:** Held the 1st and 3rd Mondays in the Municipal Center.

REVIEW AND APPROVAL:

Cathy Nelson 8/25/25
Cathy Nelson-Library Supervisor

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

**THE MATTER OF DISCUSSING A LIBRARY POLICY OR PROCEDURE
FOR VOLUNTEER RECRUITMENTS**

STAFF REPORT:

Exhibits: None

ACTION: DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda September 2, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Yes	Yes	Library Program Fund

STAFF RECOMMENDATION:

Staff recommends that the Library Board discuss the criteria for a Library Volunteer Policy or Procedure for recruiting volunteers.

BACKGROUND INFORMATION:

At the May 6, 2025 Library Board meeting, the Board, Librarians and staff discussed creating a policy procedure for volunteers due to the rising cost of background checks, the necessity and staff time required.

Below is a summary of the volunteer status as of this report:

- The Library currently has nine active volunteers which include all Board members; Emmanuel Ruiz Cortes, Joann Smith, Abigail Pelkey and Nolan Malpass.
- There have been five Library Volunteer Applications submitted this year, and five background checks completed at a cost of \$165.00. This cost is covered by the Library Program fund.
- Of the five background checks, only two of the applicants completed volunteer orientation to be eligible to become a volunteer.

As per Harrisburg Municipal Code 2.20.040(5), the Library Board shall have the power to recommend policies and procedures conducive to efficient and effective operations of the library. Staff believes creating a policy or procedure will ensure not only adequate usage of Library Program funds, but also efficient use of staff time involved in completing the onboarding process.

REVIEW AND APPROVAL:

Lori Ross 08/25/2025
Lori Ross Date
City Recorder