



## Library Board Meeting Agenda

May 23, 2022

5:30 PM

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**Chairperson:** Kristi Prozialeck  
**Vice-Chairperson** Katherine Hansen  
**Board Members:** Angela Christensen, Desri Hansen, and Lori Pelkey  
**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. *Facemasks are not required at this time. The City does ask anyone who is running a fever, having an active cough or respiratory difficulties, 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 MINUTES FOR THE MARCH 10, 2022 LIBRARY BOARD MEETING.**

**NEW BUSINESS**

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

**STAFF REPORT:**

**EXHIBIT A: Kristi Prozialeck Application**

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT KRISTI PROZIALECK TO THE LIBRARY BOARD WITH A TERM ENDING JUNE 30, 2026.**

- 3. THE MATTER REVIEWING LIBRARY STATS FOR THE END OF THE FINE FREE TRIAL PERIOD**

**STAFF REPORT:**

**EXHIBIT A: Albany Public Library is Fine Free**

**EXHIBIT B: Springfield Public Library is Going Fine Free**

**ACTION: INFORMATION ONLY**

**OLD BUSINESS**

- 4. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

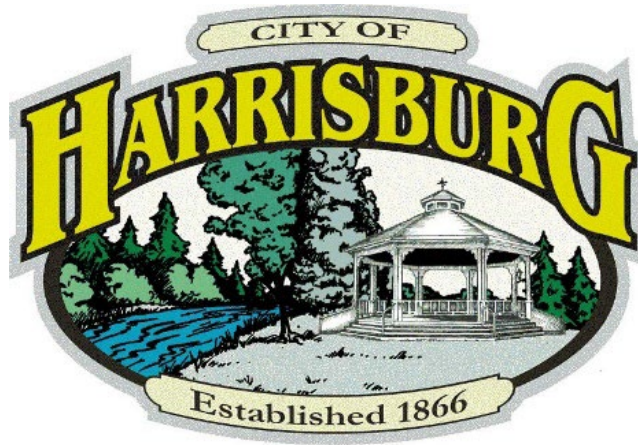
**No Exhibits**

**ACTION: DISCUSSION ONLY**

**OTHERS:**

1. **Update on Status of the Mural**
2. **4<sup>th</sup> of July Parade**
3. **Sharing Libraries**
4. **News Flyer**

**ADJOURN**



Library Board Meeting Minutes  
March 10, 2022

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**Pro-Tem Chairperson:** Desri Hansen  
**Board Members:** Catherine Hansen, Lori Pelkey and Kristi Prozialeck  
**Board Member Absent:** Angela Christensen  
**Staff Present:** Library Supervisor, Lori Ross, Finance Officer Cathy Nelson and Librarians Cheryl Spangler and Amanda Pelkey  
**Meeting Location:** Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL** by Pro-Tem Chairperson Desri Hansen at the hour of 6:03pm

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

**APPROVAL OF MINUTES**

- C Hansen motioned to approve the minutes for January 19, 2022 and was seconded by Prozialeck. The Library Board then voted unanimously to approve the minutes for January 19, 2022.

**THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

- Crafting Club: Prozialeck stated that the Crafting Club is going well, and the group would like to meet more often. It was decided to add the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday, from 5pm to 7pm to the schedule starting in April. Prozialeck to make a new flyer to be distributed.
- Story Time: C Hansen stated that attendance has been picking up. Lego Club was added for the older kids at the same time, and they seem to be enjoying it. She recommended no changes. Ross informed the Board that there is a conflict with the Municipal Center for the March 25<sup>th</sup> Story Time program. D. Hansen commented that it was spring break week, so we would just cancel it.
- Lego Club: Pelkey stated that attendance has been low, and she thinks the patrons are confused whether or not the program is still happening. Pelkey said she would call patrons who have attended previously. Ross suggested advertising at the Library all week on the sandwich sign. D. Hansen said she would post on the Harrisburg Uncensored Facebook page.
- Adult Book Club: C Hansen stated that all of the books for the first program are checked out and she will update us at the next meeting.

March 10, 2022

- **D & D:** Patron Quinton Sheridan addressed the Board about the Dungeons and Dragons program. He stated that he attended the previous program before it was shut down due to Covid and he would like to bring it back. He would like to hold it at the Municipal Center every other Monday from 4pm-5pm. He has 7 participants so far with age group of 15-20 and hopes to expand to younger and older age groups as well. Librarian Spangler has joined the group previously.
  - Ross asked who was going to be the volunteer and Quinton said himself.
  - L. Pelkey commented that she likes the program as it helps teenagers become creative and to use their imagination.
  - Ross asked about a backup volunteer and Quinton said that Sef Robin would like to volunteer as well as Tristan.
- **Smash Bro's:** Quinton informed the Board that he would like to start a Smash Bro Program, which is Mario Brothers. He will not be running the program but would like to volunteer. Jeremiah Jonson will be running the program which is currently being held at the high school. He would like the program to be held on the opposite Mondays from D & D.
  - Ross informed him that the Municipal Center will not be available due to other Committee meetings on at least one of the Mondays.
  - Spangler commented that the program would not take place until after the school year.
  - Quinton stated that they would like to use the TVs for the program and would like the Library to provide snacks.
  - C Hansen asked what Smash Bro's was and Quinton explained that Smash Bro's came out in the 90's and it's all of Nintendo characters coming together. You can have up to 8 players at a time and play against your friends.
  - Prozialeck asked about the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday and Ross stated that it was available. Ross commented that someone would need to approach the City Administrator or the Public Works Director about using the TV's and suggested both Librarians accompany Quinton.
  - Prozialeck said that she could also volunteer for the program.
  - C Hansen asked if it was the same age as the D & D group? Quinton said he was shooting for high school age.
  - Prozialeck asked if girls were welcome, and Quinton answered yes.

## **THE MATTER OF NOMINATING A CHAIRPERSON AND A VICE-CHAIRPERSON FOR THE LIBRARY BOARD**

**STAFF REPORT:** Ross asked if anyone has any questions about the responsibilities of the Chairperson or Vice-Chairperson.

- D. Hansen commented even though she has been the Pro-Tem Chairperson if anyone wants the position as she will be having a baby in July.
- Prozialeck said she would like to but didn't want to take it away from D. Hansen because she thinks she has been doing an amazing job.
- Spangler commented that she thought either Prozialeck or C Hansen would do a great job.
  - C Hansen **motioned to appoint Kristi Prozialeck as the Library Board Chairperson effective March 10, 2022 and for Fiscal Year 2022/2023 and was seconded by D. Hansen. The Library Board voted unanimously to approve the motion.**

March 10, 2022

- D. Hansen **motioned to appoint Catherine Hansen as the Library Board Vice Chairperson effective March 10, 2022 and for Fiscal Year 2022/2023 and was seconded by Prozialeck. The Library Board then voted unanimously to approve the motion.**

### **THE MATTER OF THE LIBRARY GETTING THEIR OWN FACEBOOK PAGE**

**STAFF REPORT:** Chairperson Prozialeck pointed out **Addendum 1** HIP 22-1.1 Library Facebook Media Policy and asked the Board to briefly review.

- Ross informed the Board the Library was able to have their own Facebook page and there would be some training involved before we go live. One requirement is that all post will need to be approved prior to posting. The only people able to post on the Facebook page are the Librarian's, the Library Supervisor, and the City Administrator. Ross informed staff that when a post is created, they would need to notify both the Library Supervisor and the City Administrator that a post is waiting for approval. Once it's approved, it will go live.
- Chairperson Prozialeck commented that you can create a post for approval or schedule a post for approval. Once the scheduled post has been approved, it will go live when the date and time has arrived.
- Ross asked about the Facebook page as shown in Exhibit A. Spangler wasn't sure where that page came from. Spangler commented that she changed the name from the previous Library Facebook page to "No Longer the Harrisburg Public Library" Facebook page.
- Nelson commented that there is the Harrisburg Public Library, The Harrisburg Central Public Library, and the Harrisburg Library Guild. She said she didn't know if they were pages or just location pages.
- The Board agreed on the *Harrisburg Oregon Library* Facebook page for the name.

### **THE MATTER OF A MURAL FOR THE LIBRARY**

**STAFF REPORT:** Quinton Sheridan handed out **Addendum 2** which showed two mural designs. He stated he liked the 1<sup>st</sup> option for the mural, and local artist, Jerry Dame was going to paint the mural. Jerry has stated that the cost of the mural is \$2000. The second page of **Addendum 2** reflects the location and the amount donated in collection bottles around town for a total of \$368.57. He hopes for the Library to raise around \$3000 and will be mailing donation letters (**ADDENDUM 3**) to local businesses around town and in Junction City.

- Spangler stated that she commented on her Facebook page about the mural and people wanted to donate. She is hoping to get approval of the donation letter and include the mural drawing.
- C Hansen asked if the drawings were from the artist? Quinton replied they were from Mr. Dame and his daughters.
- D. Hansen said that she like option one with the walkway leading to the door.
- Quinton commented that Spangler would like to have an actual picket fence pointing towards the door to bring in fantasy.
- Spangler commented about putting titles on the books or to place the donors' names on the books.
- Quinton liked the idea of putting the Community of Harrisburg up on the mural to thank them for all of their support.

March 10, 2022

- L Pelkey likes the concept. She thinks the bear should be named and that the second option should be used on letter head or on the Facebook page. Spangler commented that we could reach out to the school about naming the bear.
- D. Hansen asked which way the walkway part would go? She thought it would make more sense to have it reversed and have the animals towards the front of the building as mentioned by Spangler.
- Quinton said they would like to begin by May and have the mural finished by the 4<sup>th</sup> of July. They would like to have Mr. Dame attend for the unveiling and to have Miss Oregon attend.
- D. Hansen asked if Mr. Dame had given them a time frame of how long it would take? Quinton commented that he has not, but they gave him a time frame from May to September.
- Ross informed the Board that City Council asked that a colored approved drawing be included in the fundraising letter.
  - Chairperson Prozialeck **motioned to recommend to the City Council option #1 for the Library Mural and was seconded by D. Hansen. The Library Board voted unanimously to recommend to the City Council option #1 for the Library Mural.**
- Quinton commented that once approved by Council he would like to include the mural with the fundraising containers around town. He would also like to come back and give updates to the Library Board throughout the process. The Board thanked Quinton and the other members for participating.
- Nelson commented that we will need to get authorization from the artist before we can use his art. Ross noted that we would need to have Mr. Dame sign some paperwork before the project can take place.

**OTHERS:**

- Ross introduced Cathy Nelson as the Finance Officer and pointed out **Addendum 4** which shows the status of the Library Budget through March 1<sup>st</sup>. Ross also informed the Board that management discussed using some Library funds towards the cost of the mural.
- Ross asked what items we were needing for the Summer Program which is typically the most expensive program. Pelkey stated that they wanted to get some supplies for rock painting.
- Spangler commented that she would like to get some half tents for the reading log prizes.
- D. Hansen liked the idea of a book bag kit that you could check out that includes things like books, puppets, DVD's. L Pelkey commented that you could have different themes and try to incorporate materials for the bag. D. Hansen stated there is a checklist with the bag to verify all materials have been returned. Chairperson Prozialeck thought maybe a theme for every season. Ross thought we should think of ideas at the next meeting after we see where our funds are.
- D. Hansen asked when we will go to Council for the fine free trial period. Ross stated we will discuss it at the next meeting, and it will go to Council at the May work session.
- Spangler stated that there were about five books that have been lost since we started the program. Ross suggested having Jeremy, with Albany Public Library, run a report from July 2021 to current of all materials lost and lost and paid for.
- Pelkey stated that the Library Card applications have increased this year. Ross asked for her to get that number for the next meeting.

March 10, 2022

- Chairperson Prozialeck asked who needs to come to the meeting for the Mural. Ross answered the Board and Library Staff.

**ADJOURN at the hour of 7:16pm**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
City Recorder

UNAPPROVED



## CITY OF HARRISBURG

### HIP 22-1.1 Library Facebook Media Policy

#### Approved:

#### 22-1.1.010 Purpose

The library Facebook page is intended to create a welcoming online space where library users will find useful and entertaining information and opportunities to interact with staff and other users. A social media account serves as the digital face of the library and should maintain the same level of customer service provided in the physical library. This policy provides guidelines for staff and to protect the library when interacting with users online.

The Library Facebook page is not a public forum and is monitored and managed by City staff. Comments, posts, and messages are allowed on the library's Facebook page, as long as they conform to the library's policy.

#### 22-1.1.020 Policy

Harrisburg Public Library Staff will utilize social media tools to encourage community involvement and to create a dialog between the library and its patrons regarding library services, resources, events, programs, and community information.

- **All posts must be approved by the Library Supervisor prior to release.**
- Only authorized staff will be allowed to post on the library Facebook page.
- All staff responsible for contributions to the library Facebook page are to remain neutral in library-related posts and in response to questions.
- Staff can offer information resources that answer any questions and help people to make informed decisions. Any questions that cannot be answered, are referred to the Library Supervisor or City Administrator to be investigated further with a more detailed response.
- Social media content should be written from the point of view of the "we," which represents the library as a whole and not as an individual staff member.
- Stay on topic. All comments and posts must be library related. Don't include personal information about yourself or others.
- Staff members should remain professional at all times and should refrain from expressing their personal views when posting on the library's behalf.
- Library staff should protect patron privacy and confidentiality whenever possible. Information shared by patrons on the library's Facebook page, should not be kept by the library or used for other purposes.
- Staff must have a signed release form from a parent or guardian of a minor child before posting any pictures on social media.

#### 22-1.1.030 Records Management

- Social media posts, made on an official media account, are considered public record. The city must maintain and preserve social media records in compliance with the Oregon Public Records Law. Social media content shall be retained by SMARSH services.
- No posts or comments may be deleted by City staff.

22-1.1.040 Enforcement

- The comments and opinions expressed by friends, fans, and followers, are theirs alone and do not reflect the City of Harrisburg. Comments that are deemed inappropriate, including but not limited to:
  - Profane or vulgar language or content that degrades others on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
  - Threatening or harassing postings
  - Personal attacks against other public users
  - False information that causes harm to an individual or organization
  - Inappropriate sexual contents or links to inappropriate sexual content
  - Private or confidential information
  - Inappropriate photographs
  - Conduct or encouragement of illegal activity
- If one or more of these guidelines are violated, the posts will be hidden from view by administration.
- Any staff member in violation of this policy is subject to disciplinary action, pursuant to the City's personnel manual, up to and including termination of employment.

22.1.1.050 Review and Update

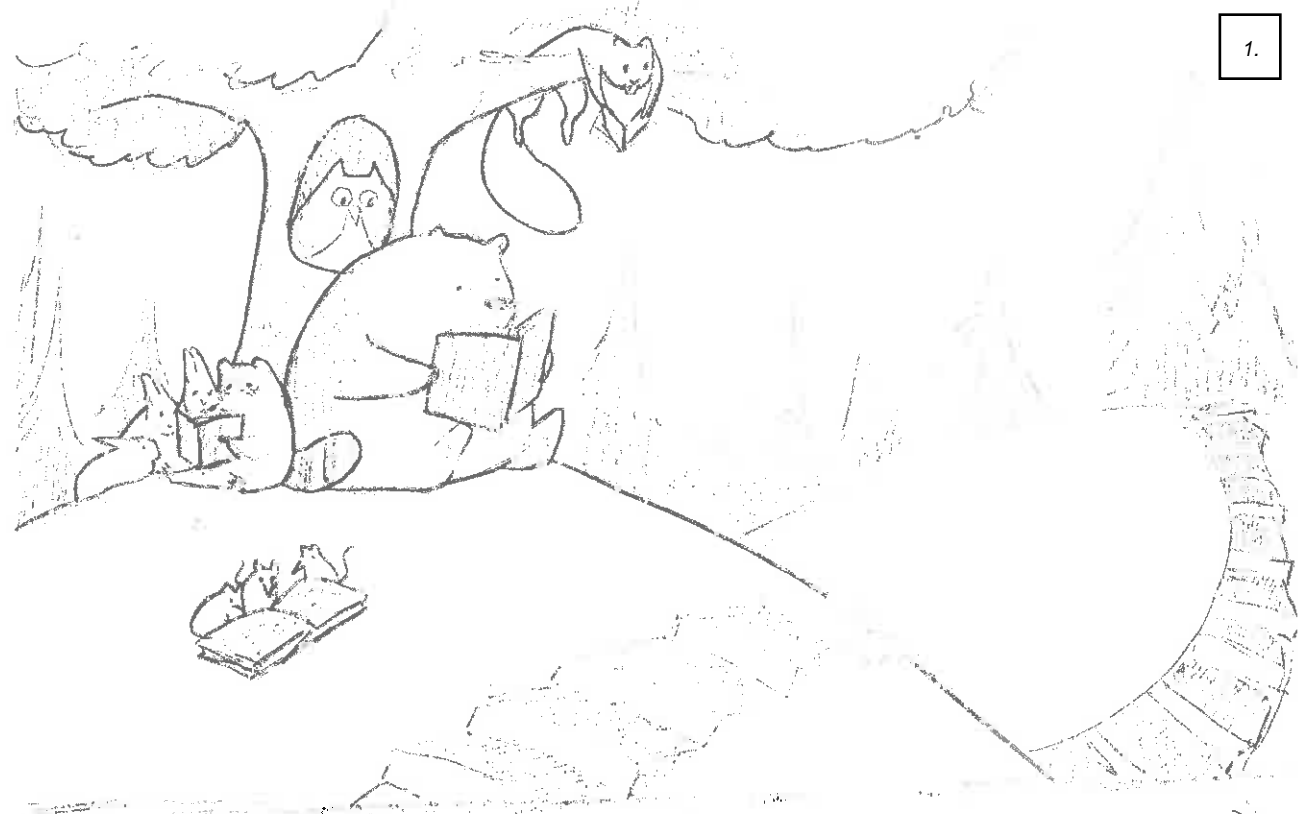
This policy shall be reviewed at any time by the City Administrator.

Review and Approval:

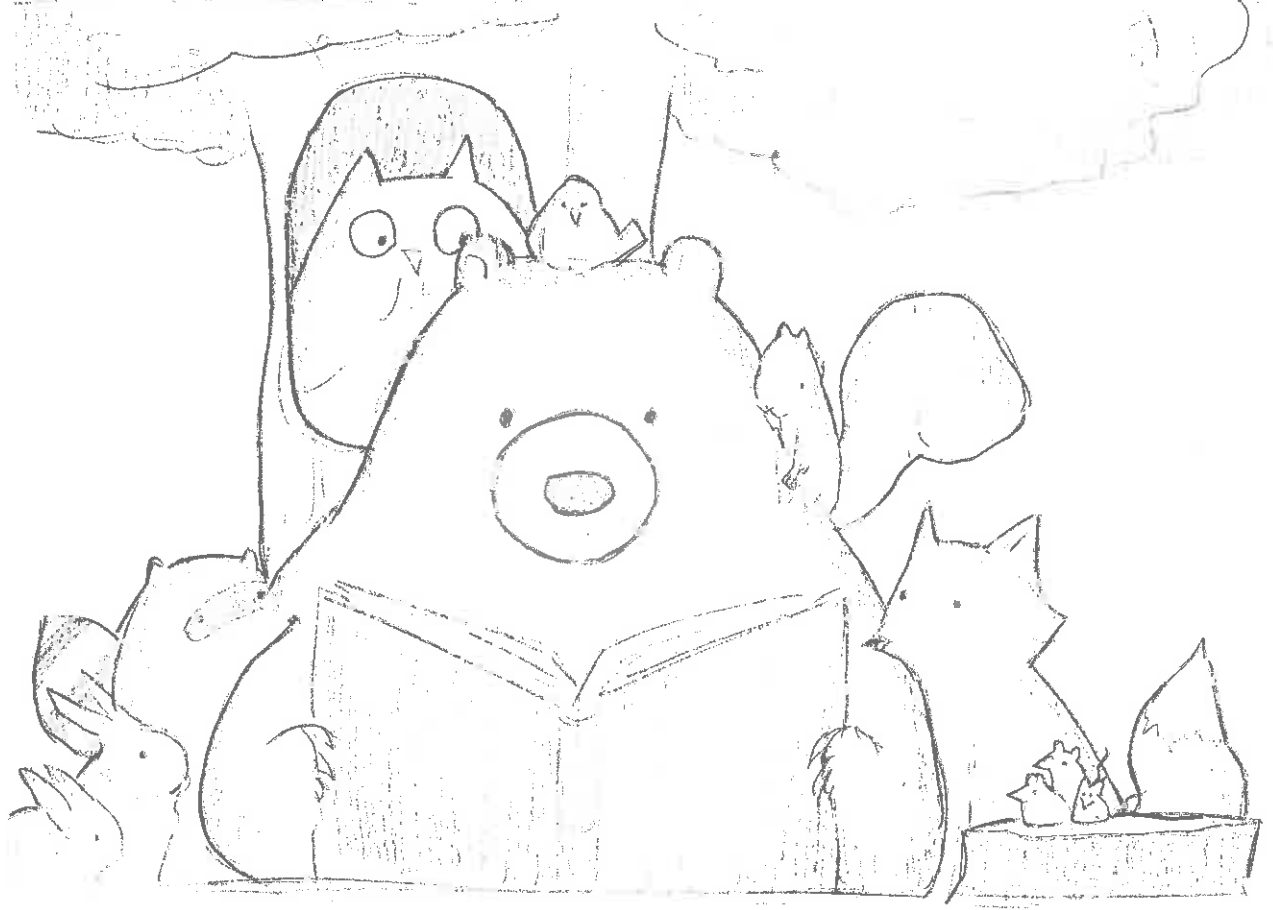
\_\_\_\_\_  
Michele Eldridge  
City Administrator

1.

Option #1



Option #2



Name of contributor	Amount
Doug and Colleen Snyder	20
Angie And Mike	50
American Market	52.01
Subway	14.37
Thai	1
Chop Stix	27.63
Voo	1.5
Dave Parker	200
99 Grill	2.06
Lions Club	

\$368.57

Citizens Name/Business Name

Address here

Dear Name,

The Harrisburg Library is a great place to be! We've worked hard over the last few years to improve the Library. We've remodeled, and improved the Library layout, added new Library Programs, and expanded materials. Then the pandemic started, and since we've been re-opened, we've struggled to bring back the programs that were approved. We are on our way again, so please watch for added programs!

One of the comments we've heard and seen mentioned frequently, is that citizens in our community don't know where the Library is located. The Library Board started to discuss adding a mural to the outside walls of the Library, to make it more distinctive and easier to find. (We want a little personality on the outside to fit the personality of the inside). This will be a mural that everyone will enjoy and that will bring some attention to our fabulous Library, as well as beautifying the City and its facilities.

Jerry Dame is a local artist who lives in our community. He has agreed to paint the mural for the Library and we would like to raise \$3000 in order to make sure that he is compensated adequately for his generosity, his talent, and his time. We are therefore raising money, to be able to afford this project. We are asking for your tax-deductible monetary donation at this time.

The Library Board will be making a recommendation(s) to the City Council, who will need to approve the design, as well as the location of the mural on the City facility. Our goal is to raise these funds and have the mural painted this summer in time for the 4<sup>th</sup> of July Parade. Our very own, Miss Oregon, Arielle Freytag, will be there for the unveiling as part of the Harrisburg Festivities.

If we are unable to achieve our goal, all monetary donations will be put in a designated fund until the project can take place. If you have any questions or for more information about this project, please call the Library at (541)995-6949.

Thank you so much for your kind consideration and support,

The Harrisburg Public Library

Cheryl Spangler, Librarian  
Amanda Pelkey, Librarian  
Quinton Sheridan, Patron

Please make any check contributions out to the City of Harrisburg, with Library Mural Donation written on the information line on your check. You can drop your payment off at the Library, (354 Smith St.), or at City Hall (120 Smith St.), or you can also mail your payment to PO Box 378, Harrisburg, OR 97446. Your copy of your check is your receipt, or more sizeable donations can be received for you. Call the Library at 541-995-6949 for more information.

CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
24-60-2000 BOOKS	5,635.44	5,635.44	9,000.00	3,364.56	62.6
24-60-2300 LIBRARY EQUIPMENT MAINTENANCE	230.00	230.00	200.00	( 30.00)	115.0
24-60-2500 LIBRARY TELEPHONE	201.68	201.68	350.00	148.32	57.6
24-60-2525 WI-FI INTERNET	1,174.80	1,174.80	1,765.00	590.20	66.6
24-60-2700 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
24-60-2800 MISC EXPENSE	1,823.99	1,823.99	3,700.00	1,876.01	49.3
24-60-3050 LIBRARY PROGRAMS	643.64	643.64	4,000.00	3,356.36	16.1
24-60-3200 ODLC	4,486.57	4,486.57	5,500.00	1,013.43	81.6
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>14,196.12</b>	<b>14,196.12</b>	<b>25,515.00</b>	<b>11,318.88</b>	<b>55.6</b>
<u>CAPITAL OUTLAY</u>					
24-70-7400 COMPUTER RESERVE ACCOUNT	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>.0</b>
<u>CONTINGENCY</u>					
24-91-9900 LIBRARY CONTINGENCY	.00	.00	6,205.00	6,205.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>6,205.00</b>	<b>6,205.00</b>	<b>.0</b>
<u>UNAPPROPRIATED ENDING FD BAL</u>					
24-95-9900 UNAPPROPRIATED FUND BALANCE	.00	.00	62,878.00	62,878.00	.0
<b>TOTAL UNAPPROPRIATED ENDING F</b>	<b>.00</b>	<b>.00</b>	<b>62,878.00</b>	<b>62,878.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>46,183.85</b>	<b>46,183.85</b>	<b>162,050.00</b>	<b>115,866.15</b>	<b>28.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>26,350.16</b>	<b>26,350.16</b>	<b>( 74,850.00)</b>	<b>( 101,200.16)</b>	<b>35.2</b>

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

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

**STAFF REPORT:**

**EXHIBIT A: KRISTI PROZIALECK APPLICATION**

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT KRISTI PROZIALECK TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2026.**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda May 23, 2022

<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 appointment of Kristi Prozialeck to the City Council.**

**BACKGROUND INFORMATION:**

Kristi Prozialeck was appointed to the Library Board on September 9, 2021 for a term ending June 30, 2022. Since that time, she has been actively involved in Library Programs and is responsible for organizing and volunteering for the Crafting Club Program, which has turned out be a success.

On March 10, 2022 she was appointed as the Library Board Chairperson. She has graciously reapplied for the Library Board for a term ending June 30, 2026. **(Exhibit A)**. Kristi noted that she has enjoyed her time on the board and would like to continue with her appointment.

**REVIEW AND APPROVAL:**

<i>Lori Ross</i>	05/16/2022
Lori Ross	Date
City Recorder	





City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Phone (541) 995-6655  
[www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us)

## BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident?      Yes       No

Employment:

In which position are you interested?\*

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

I have enjoyed being on the board and want to continue with my appointment. I enjoy the library and the programs we are developing to bring our community together. I would love to continue to serve on the library board.

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

I have my Masters in Public Administration. I love to work with any type of fiber and enjoy teaching my craft to others. I work as an instructional designer and corporate trainer.

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

Name: [Redacted] Moore

Address: [Redacted]

Phone Number: 541-9 [Redacted]

Relation to you: Friend

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



\*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

**THE MATTER REVIEWING LIBRARY STATS FOR THE END OF THE FINE FREE TRIAL PERIOD**

**STAFF REPORT:**

**EXHIBIT A: ALBANY PUBLIC LIBRARY IS FINE FREE**

**EXHIBIT B: SPRINGFIELD PUBLIC LIBRARY IS GOING FINE FREE**

**ACTION: NONE. INFORMATION ONLY**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda May 23, 2022

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
?	YES	LIBRARY BOOK FUND

**STAFF RECOMMENDATION:**

**Staff recommends that the Library Board review the Library stats provided for FY 2021-2022 and decide which information should be presented to Council.**

**BACKGROUND INFORMATION:**

On March 23, 2021, City Council approved a one-year trial period for the Library to become fine free. A condition of the approval was there would need to be a tracking system in place and it would be reviewed by Council after one year. Some of the concerns were accountability, loss of revenue and the length the materials would be check out.

From July 1, 2021 through May 5, 2022, there are only six patrons, who have a total of 18 materials considered lost for a total value of \$257.74. Of those six patrons, all but two have had their accounts blocked and will not be able to check out materials until the replacement cost is paid, For fiscal year, 2020/2021 there were 19 patrons, who had a total of 53 materials considered lost, for a total of \$664.44. (This report was not provided but will be updated and included when presented to Council.)

Other stats provided include:

- Number of items checked out:
  - FY 2021-2022: 3,178 (This is through March 18, 2022 and keep in mind, that the Library does now offer digital books which are not included in this report.)
  - FY 2020-2021: 4,172
  - FY 2019-2020: 2,706

- Average Days from Checkout to Check-in:
  - FY 2021-2022: 21.8 Days (Through March 18, 2022.)
  - FY 2020-2021: 23.8 Days
  - FY 2019-2020: 26.3 Days
- New Cards Created for Patrons:
  - FY 2021-2022: 90 Cards (Through March 17, 2022.)
  - FY 2020-2021: 55 Cards
  - FY 2019-2020: 104 Cards

When our fine free trial period first began, there were no Libraries in our area, that were implementing a fine free program. Harrisburg was the first that we know of. Since that time, Albany Public Library (**EXHIBIT B**) has become fine free and soon Springfield Public Library will be too (**EXHIBIT C**)! Staff recommends that the Library Board gather information for a proposal to be presented to Council at the June 14, 2022 City Council Business Meeting.

REVIEW AND APPROVAL:

Lori Ross                      05/16/22  
Lori Ross/City Recorder      Date

Go back: [Home](#)

- [Elizabeth Sonstegaard](#)
- [15 Apr 2022](#)
- Comments Off on APL is now FINE FREE!



**Albany Public Library  
is now fine free!**



**Start a new chapter! Return overdue  
items and late fines will be waived.**

As of April 15th, we are happy to announce the Albany Public Library is no longer charging late fines for overdue items!

We strive to provide access and information to all members of our community. By eliminating late fines, we hope to improve access to many people who benefit the most from what public libraries offer.

# Springfield plans to eliminate library fines, Eugene already has for youth items



Springfield plans to join dozens of other libraries across Oregon in eliminating late fines.

And as part of a five-year levy renewed in 2020, Eugene has eliminated late fees for children and teen books as it seeks to increase access and deliver on other promises.

Libraries have pivoted to serve the public more equitably and be a community center as the coronavirus pandemic has impacted many financially and socially, directors told officials during recent meetings.

“Since the library closed in March of 2020 because of the coronavirus, we’ve not been charging library fines,” said Emily David, director of Springfield Public Library.

Eugene’s libraries have been a “lifeline for the community,” said Will O’Hearn the city’s director of library services.

“On the first day we opened the library, fully, physically back in August of 2020, we had someone who couldn’t access their bank account since March of 2020 ... and we also had an unhoused individual share they were so relieved to be able to check back with their family online because they’d only been able to check in once or twice since March of 2020,” O’Hearn said.

Officials praised the libraries, with Springfield officials largely supporting the library advisory

board's wish to go fine-free and Eugene officials giving staff a "choir of kudos" for their work during the pandemic.

## Fines 'undermine a library's purpose'

A lot of libraries around Oregon and across the country have stopped charging fines, David said.

In fact, around half of the state's public libraries have gone fine-free, said Clyde Miller, a member of the library advisory board who served as chair until the beginning of the year. That includes the Fern Ridge library district, the Lane library district in Creswell and the Siuslaw public library district.

One fundamental characteristic of libraries is to create equitable access to basic information, Miller said.

Because of that, he said, while fines are common, they "actually undermine a library's purpose."

Fines cause inequity and loss of patrons, materials and availability of items and lead people to have antagonistic relationships with the library, he said.

There's a higher risk of people not returning items with fines, he said, and "even when items are returned, fees make them come back slower, not faster."



Fines account for less than 1% of the library's budget, Miller added, and it actually costs more in staff time. It takes the equivalent of one-quarter of a full-time staff position in time to deal with fines, he said.

And it's taxing on staff members to deal with irate patrons, he said.

Miller's presentation quoted unnamed library staff saying that a hostile interaction over fines can "affect a staff person for the rest of the day and make them wary of interacting with that patron in the future" and that it's been "such a relief" not to deal with fines during the pandemic.

The library board has proposed a "happy medium," Miller said, where the library would automatically renew checked-out materials three times then give a 30-day grace period before revoking access. The library wouldn't renew a held item, he said.

People could get access back by returning the item, providing a replacement or paying to replace the item, Miller said. That might mean fees, he said, but those would be to cover actual costs rather than being punitive.

The library will be clear and transparent about the new policy, he said.

Officials generally supported the idea but had some concerns.

Councilor Marilee Woodrow said it’s “a good way to go” but confessed that, for her, automatic renewals are a rationale for being lazy about returning a book.

The new policy “might allow some people to take advantage,” Councilor Damien Pitts said, saying he’s also worried people might check out books about race, gender or other topics surrounding diversity and equity and not bring them back as a form of protest.

“I hope people are courteous enough to return things if they are physically able to do so,” Pitts said.

David said people try to take books from the library even with fines as a possibility.

She also assured other councilors that there will be plenty of notice about the new policy and said the staff tries to have “multiple touchpoints with patrons.”

## **Eugene library 'showed up through the pandemic for our community'**

Eugene library staff also have shifted to adapt during the pandemic, O’Hearn said.

City Manager Sarah Medary gave staff kudos for “how they showed up through the pandemic for our community,” saying the library has been “involved in so many things that keep us going.”

The library used funding through a five-year levy approved in 2016 to offer more programs and services, more hours and access and more materials and technology as promised, O’Hearn said. The levy was set at \$2.7 million for 5 years, he said, and the library budgeted and spent \$2.2 million in the most recent fiscal year.

That fiscal year, which ended June 30, 2021, was the final year of the original levy, but voters renewed it for another five years in 2020.

From the first day, he said, the library increased hours at the Bethel and Sheldon branches and restored Sunday morning hours at the downtown library. That’s meant an additional 40 hours of hours per week, he said.

Library staff also increased access by:

- Making cards available for free to all 4J and Bethel school district students
- Eliminating fines for youth items
- Installing a special type of sound system for use by people with hearing aids and automatic door openers
- Using bilingual communications
- Adding Wi-Fi tables and charging stations
- Offering counter service

The library also has, with the exception of the pandemic, increased programming by a third, O’Hearn said.

The collection is back to pre-recession levels, too, he said.

Between July 1, 2020, and June 30, 2021, the library added more than 75,000 new materials, O’Hearn said.

That puts the collection size at 1.28 million items, he said, with around 38.8% available in



person and the rest housed online.

Staff now are focused on maintaining and diversifying the collection and expanding digital resources, he said.

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As a crucial service to the community that became more important during the pandemic, the library has offered 500 mobile hotspots, O’Hearn said. Half of those are in circulation and “almost all continuously checked out,” he said, and the others are loaned to organizations that help people in the unhoused community and other marginalized groups.

That’s more than any other library in the state has available, he said.

Officials praised the library and the public for supporting services by approving and renewing the levy.

“I think this is a great investment,” Councilor Emily Semple said. “It was a really wise decision on the part of the public, and it’s paying off in so many ways.”

Others praised staff’s ability to think outside the box and the host of services offered and otherwise joined in on what Councilor Alan Zelenka called a “choir of kudos.”

*Contact city government watchdog Megan Banta at [mbanta@registerguard.com](mailto:mbanta@registerguard.com). Follow her on Twitter @MeganBanta\_1.*

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

**THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

No Exhibits

**ACTION: FOR DISCUSSION ONLY**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda-May 23, 2022

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.

Here is a list of all programs currently available:

- **Crafting Club:** This program is held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday and the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month from 5pm to 7pm at Municipal Center. The program is instructed by Board Member, Kristi Prozialeck, and 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 Board Member, Dez Hansen and Board Member, Lori Pelkey. Librarians Cheryl Spangler and Amanda Pelkey assist alternating Fridays. This program includes interaction between parent and child, story time, crafts, and a lot of fun!
- **Lego Club:** Lego Club is held the 2<sup>nd</sup> and 4<sup>th</sup> Saturday of each month from 11am to noon, in the Library, and is instructed by Librarian Amanda Pelkey. This program is designed to assist young children learn fine motor skills, develop problem solving techniques while having some fun on the way! Lego Club also meets every Friday in the Library at 10am for older siblings attending Story Time.
- **Adult Book Club:** This program is held on the 4<sup>th</sup> Thursday of each month from 6:30pm to 8pm. This program is led by Board Member, Katherine Hansen, and is held in the Municipal Center. It's a great way to meet new friends, read a great book and be able to share your opinion. A new book will be discussed each month.
- **Dungeons & Dragons (D & D):** This program is held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month from 4pm to 6pm at the Municipal Center. Program volunteers are Quinton Sheridan and Sef Robin.

Summer is right around the corner and our reading programs will be beginning soon. Librarians Cheryl Spangler and Amanda Pelkey will update the board about this summer's programs.

**REVIEW AND APPROVAL:**

Lori Ross 05/17/2022  
Lori Ross/City Recorder    Date