

## Library Board Meeting Agenda

July 11, 2019

6:30 PM

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**Chairperson:** Cassandra Barney  
**Board Members:** Violet Stone, Heather Long and James Blake  
**Meeting Location:** 120 Smith St.

### **PUBLIC NOTICES:**

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

**CALL TO ORDER AND ROLL CALL**

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

**APPROVAL OF MINUTES**

1. Motion to Approve the Minutes of June 13, 2019

**NEW BUSINESS**

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

**STAFF REPORT:**

Exhibit A: Application for Jayne Detering

**ACTION:** Motion to recommend the Mayor of Harrisburg appoint Jayne Detering to the Library Board with a term ending June 30, 2023

**OLD BUSINESS**

**3. THE MATTER OF REVIEWING LIBRARY POLICY**

**STAFF REPORT:**

Exhibit A: Staff Amended Draft of Library Policy

**ACTION:** TBD

**4. THE MATTER OF DISCUSSING AN AMNESTY PROGRAM FOR LATE FINES AND LOST BOOKS**

**STAFF REPORT:**

Exhibit A: Jane Sandberg's email on fines

Exhibit B: Articles on food for fines

Exhibit C: Library stats email from Jeremy Miller; last 12 months

Exhibit D: Library stats email from Jeremy Miller; all time

**ACTION:** *I move to recommend the City Council approve an amnesty program for late and lost books.*

**5. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibit A: Board Member Cassie Barney's Program Suggestions

Exhibit B: Board Member Heather Long's Program Suggestions

Exhibit C: FY 2019/2020 Library Budget

**ACTION:** No Motion Necessary

**ADJOURN**



## *Harrisburg Library Board Minutes*

### *June 13, 2019*

The Harrisburg Library Board met on this date at City Hall, located at 120 Smith St., at the hour of 6:33pm. Presiding was Chairperson Cassandra Barney. Also present were as follows:

- Jayne Detering
- Violet Stone
- Heather Long
- James Blake
- Librarian Cheryl Spangler
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Pending Library Supervisor, Lori Ross

#### **The matter of Approving the Previous Meeting Minutes.**

- Barney motioned to approve the minutes, and was seconded by Blake. The Library Board then voted unanimously to approve the Minutes from May 9, 2019.

#### **OLD BUSINESS:**

#### **The matter of Reviewing Library Policy.**

- Eldridge provided the staff report, and summarized the information in the agenda bill. The copy of the Library Policy, as provided by Chairperson Barney, was provided in this agenda to the Library Board members. In addition, Eldridge has started the City review of the Library policy. She outlined the resources she was using as she analyzed the policy, and compared to City policies already in place. Staff would be working on amendments for the rest of the policy.
- Latta noted that we will try to have the policy review completed by the 22<sup>nd</sup>, and to the board for their review, prior to the policy appearing in the next agenda.

#### **NEW BUSINESS:**

#### **The matter of Accepting a Revised Job Description for the Librarian.**

- Latta summarized his staff report in relation to the job description, and noted that he had been asked to change the requirement for a master's degree in Library Sciences, to a bachelor degree instead. He also related that the education and experience requirements do not apply to either of our librarians, as they are existing employees.
- Stone asked him about the and/or statement in education and experience, and why he had that.
- Latta explained the purpose behind it, mainly to give the City more flexibility on finding a better fit for a prospective employee.

- Chairperson Barney then **motioned to accept the revised job description for the Librarian, and was seconded** by Long. **The Library board then voted unanimously to accept the revised job description for the Librarian.**
- Latta noted that the description would apply to both librarians. When asked, he also provided information that the Library opening would be extended beyond the original timeframe that had been planned. The contract for the Library/City Municipal Court remodel was extended, due to when the library bookshelves would be arriving. It will now likely be the end of July before we will be able to open the Library.

### **The matter of Discussing the Summer Reading Program.**

**Librarian Report:** Spangler said that she was offering the same as in past years, with \$5 gift cards being given to the kids who complete reading logs. The kids could submit handwritten reading logs, if they weren't able to download, or drop by City hall for a copy. She wasn't sure about when they should do the kickoff for the program, as they had thought that they would coincide it with the grand opening of the Library.

After discussion, the Board and staff decided to kick it off now, and to put it on Facebook. Latta said that both Spangler, and Pelkey have access to Facebook. Spangler also asked about the possibilities of fitting in special programs in with other things the City is doing, such as the concerts, or movies in August. She would like to offer a free book program as well, for the littlest kids. There are grants available for those types of promotions. Latta suggested that they communicate to their patrons in multiple ways, through all the systems the City has available to it.

### **The matter of Discussing Library Programs**

Chairperson Barney had put together a calendar and listing of possible Library programs, which she handed out. (Please see Addendums No. 1 and 2.) She asked who decides where the money goes in relation to Library Programs. Latta told them that you suggest to the Librarians what kinds of programs you'd like to have offered. Barney then asked who purchases the books? Spangler told her that they (the librarians) do, but the board can suggest books that they think would work well in our collection. Latta suggested that they use Evergreen to find out how the current collection is being used. They might see that certain books are being checked out on a consistent basis. Perhaps we need more of those.

Spangler expressed some worries about what they will be doing when they run certain promotions, such as an adult book club, that may not be able to be held while the Library is open. Latta told her that you would talk to your supervisor, about flexing your time. Barney said that she would make changes to the calendar to coincide with the program changes that they will be making. Stone said that she had asked some kids what they wanted to see offered, and some of them said that having books read in Spanish would be popular, for those kids who are taking Spanish classes, and that they also had suggested that sign language be used as well.

Latta said that this is exactly what they need to be providing. If they want a new program, submit a template, that shows the time, what do they want as a program offering, etc., and send it to Ross. Ross will delegate the research on the project to the librarians. They will do the research, and will bring their findings to the board. Barney said that she wasn't sure about some of the details that they needed, such as when she talked to Michele, who reminded her that the people volunteering needed to have a background check done and go through

training. Latta told her that when she sends the information to Lori, and Lori assigns it to a Librarian, then they will need to follow through on all the details. For instance, if you need a snack or a craft, they need to determine how much that will cost, and how much of it you will need. For the Lattes at the Library, as an example, they would need to research all the costs, including obtaining a machine, before implementing the program. Once they complete their research, it will come to the board for consideration. If the board has consensus that the program is what they are looking for, then they'll give you permission to follow through with it. Barney thought that made sense. Latta continued and said that you might give her a week or more to look into something. Perhaps they will need to recruit volunteers, or someone needs to ask for donations from businesses. Lori balances the Librarians workloads, so that they can get the information you need to make a good decision.

Barney said that for some of these, the start up costs might be more to start, but then will lessen over time. Latta said that he will take this list and will give it to Lori. She will assign those; right now, only to Cheryl until the beginning of the fiscal year. The board and staff talked a little more about some of the prospective programs, and Latta said that they didn't need to provide any additional information for the Spanish and sign language topics because the Librarians have the information they need to proceed on that subject. Spangler added that scary story night has fizzled.

### **The matter of Library Board Training on Serial Meetings, Board Duties, Effective Board Meetings and Staffing.**

**Staff Report:** Latta reviewed the information in the staff report, in relation to board duties. The Library closing down for a while gave us a good opportunity to recharge and revitalize what we are doing with the Library Board. As you already know, you've been operating and acting as a regular government board, but you haven't been given analysis and information in the same way we give the other governing bodies. That is now going to change. He related the reason that he made Lori supervisor of the Library, because she is organized, and has good ideas, and has more time to give to the organization than what he has had. He took some things off of her plate, in order to give her these duties. He explained that the chair should be setting the agenda, with the ultimate say in what is being brought before the board. The chairperson should be asking for motions, rather than making them themselves. If one of the board members has an idea for a program, then they should contact the chairperson, who will then contact the Library Supervisor about assigning that research to someone.

When staff identifies that something needs to be on the agenda, then they will ultimately submit that through our workflow to Eldridge, who then places it into the agenda. Detering asked how they were supposed to handle someone who comes to the board because they want something? Latta told her that legally, the chairperson doesn't have to allow public comment. We like hearing from the public, so generally, we will like hearing their ideas or holding a discussion. The chair can say yes or can also determine when they want testimony from the public. It's not as formal as what we do in the Planning Commission. Hopefully, if it's a member of the board, they will communicate with the chair, what they'd like to discuss.

Latta then reviewed further the information in relation to serial meetings, and how it would look and feel like if the board were doing it. He also reviewed that social gatherings were fine for them to all be together at, as long as they didn't discuss any board/library business.

**OTHER:**

- Barney said that she agreed that we should wait on doing the trial for the fine free program. We will have lots of people at the grand opening that we can speak with. We need to do our research on it some more.
- Blake said that he thought it was a good idea; and an opportunity to ask the consortium members what they are doing.
- Latta said that they can contact Sweet Home, who is doing a program in relation to kid's books. Since they are part of the consortium, it would be worth it to talk with them. We will investigate it, and talk to Sweet Home, and see if there is something we can do on a limited basis.
- Barney said that we might all start doing some research again on what programs are out there.
- Latta noted that he's not a big fan of the fine free program. He thinks starting smaller is a good approach. If we collectively wrote everyone off, he doesn't think it would be a good approach.
- Spangler asked him why?
- Latta told them that it's about accountability. The research that you've done so far is in relation to much larger library systems than what we have. We are extremely small in relation to those. We should be holding people responsible and make them accountable.
- Barney said that in relation to altering the amnesty suggestion; what did he think about a 2 – month program. For instance, if you bring in a book that has been missing, then you can get to wipe your slate clean?
- Detering thought it was something we should try. She knew that if she had a book for 6 months, and didn't take it back, that a year and a half later, she would likely still have it. If she knew it would be ok, then she would be more inclined to bring it back.
- Spangler said it was common for people to say that they had it in their car for a month and a half.
- Latta said that he was opposed to wiping fines without someone bringing back a book. But he wants to know how much money we have outstanding, and how many books are still out. Is it \$1 that the book costs or is it \$2 in materials? He's open to an amnesty period if we receive our resources back from patrons. He's in favor of getting rid of fees for people who actually return missing books. Likewise doing a program, like in November, in which people could bring in non-perishable food in place of a missing book.
- Spangler liked getting books back; not necessarily money.
- Detering said that if the Council thinks we are going to lose revenue on it, then they need to realize that we wouldn't likely get it back anyway without offering a program.
- Latta suggested that they write down their ideas and give it to staff to research. Here is one of this ideas: 1. If they return any book that has late fees on it, then we will wipe those fees out. 2. If they say that they can't find anything or have anything in their possession then we give them 2 months to return the item. If they return it, there will be no fines. 3. Give people an option of providing certain types of foods in place of fees. For instance, maybe a can of food is worth x amount; like we give someone \$5 off their fees for each offering of non-perishable food. If we start out the program with 163

outstanding books or materials, and still have 50 at the end of the program, then maybe we offer the program every year. We don't tell them that of course; maybe we have a threshold we can come up with, or some kind of metric. He told the board that we will do a staff report in July and will make a recommendation to you. The Council doesn't meet until July 22<sup>nd</sup>. Your meeting is held on the 11<sup>th</sup> of July. Staff report deadlines for the Council meeting is the 15<sup>th</sup> of July. We should be open in the Library by the 29<sup>th</sup>, or perhaps August 5<sup>th</sup>, so that will give us time before we re-open.

- Eldridge had one additional other for the Board. Detering's term ends on June 30, 2019. The deadline for submission of any application has now passed by, with none provided. Detering has offered to run again, so we'll need her application to be turned in to be considered by the board at the next meeting. She cautioned, however, that we will need to ensure a quorum will be present. Technically, Detering will not be able to vote at the next meeting, until the Mayor appoints her, and the City Council ratifies the vote.

**With no further business to discuss, the board adjourned at the hour of 8:31pm.**

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Chairperson

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City Recorder



## Library Programs

Come to the newly remodeled library and get involved in some amazing programs! We are hoping to make the library a place where all members of the community feel welcome and accommodated.

Love, The Harrisburg City Library Board



| Sunday | Monday | Tuesday | Wednesday | Thursday   | Friday   | Saturday                              |
|--------|--------|---------|-----------|--|--|---------------------------------------|
|        | 1      | 2       | 3         | 4  | 5<br>9:40 am: Baby Story Time<br>10:00 am: Toddler Story time<br>2:00 pm: Fitness Friday<br>7:00 pm: D&D and Scary Stories | 6<br>1:30 pm: Yarn Club               |
| 7      | 8      | 9       | 10        | 11<br>6:00 pm: Adult Book Club<br>7:00 pm: D&D and Scary Stories | 12<br>9:40 am: Baby Story Time<br>10:00 am: Toddler Story time   | 13<br>10:00 am: Lego Club             |
| 14     | 15     | 16      | 17        | 18<br>7:00 pm: D&D and Scary Stories                             | 19<br>9:40 am: Baby Story Time<br>10:00 am: Toddler Story time<br>2:00 pm: Fitness Friday                                  | 20<br>11:30 am: Lattes at the Library |
| 21     | 22     | 23      | 24        | 25<br>6:00 pm: Adult Book Club<br>7:00 pm: D&D and Scary Stories | 26<br>9:40 am: Baby Story Time<br>10:00 am: Toddler Story time   | 27<br>10:00 am: Lego Club             |
| 28     | 29     | 30      | 31        |  |  |                                       |

## Library Program Details

### D&D (Dungeons and Dragons) Club:

- Time: Every Thursday at 7:00pm
- Location: Back room???
- Target Audience: Teens and adults?
- Description: Come learn how to play or use your existing knowledge! Snacks are provided!
- Budget: Only need a budget for snacks? Do we need to purchase the game or do kids bring their own materials?
- Assigned Supervisor: Cheryl Spangler

### Scary Stories at the Library:

- Time: Every Thursday at 7:00pm
- Location: Front room???
- Target Audience: Teens and Adults?
- Description: Come enjoy taking turns telling or reading short scary stories. They can be well known, personal experiences, or something you have come up with yourself. Snacks provided!
- Budget: Only need a budget for snacks, and will be the same snacks served as the D&D club.
- Assigned Supervisor: Cheryl Spangler

### Adult Book Club:

- Time: Every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month at 6:00pm
- Location: Front room???
- Target Audience: Adult Men and Women
- Description: Bring your favorite treat to share while we discuss the chosen book for that week.
- Budget: Basic snacks, but hopefully everyone will provide most of it.
- Assigned Supervisor: Cheryl Spangler and Mandy Pelkey

### Baby Story Time:

- Time: Every Friday at 9:40am
- Location: Children's Section???
- Target Audience: Babies 12 months and younger, accompanied by parents or guardians. Siblings of babies are also welcome.
- Description: Come and bond with your baby as you assist them in singing, making music, and exposing them to reading.
- Budget: 24 piece egg shakers (\$12), rhythm scarves (\$9), floor cushions (\$210), bluetooth speaker for songs (~\$26), Books for babies (\$100) **Total Start-up cost = \$357**
- Assigned Supervisor: Mandy Pelkey?, and Cassandra Barney (who buys this stuff, when, how does reimbursement work?)

### Toddler Story Time:

- Time: Every Friday at 10:00am

- Location: Children's Section???
- Target Audience: Children 1-4 years old. Siblings of other ages welcome also.
- Description: Bring your toddler to learn fun songs, discover amazing books and also take part in educational activities. Snacks are provided!
- Budget: \$244.32 for one-year supply of snacks (~\$20.36/month), Kid's musical instruments set(~\$25), Books for Toddlers (\$200), magnet building tiles (\$17), craft supplies (~20/month=\$240/year). **Total Start-up Cost= \$282.36 Total for 1st full year=\$726.32, total cost for continuing years= \$484.32**
- Assigned Supervisor: Cassandra Barney and Kathrine Mcabery

#### Fitness Friday:

- Time: Every 1<sup>st</sup> and 3<sup>rd</sup> Friday at 2:00pm???
- Location: Auditorium?
- Target Audience: Family? Or Adult?
- Description: Come learn about different types of exercises, get fitness and health tips, and meet others in your community.
- Budget: ?
- Assigned Supervisor: Mandy Pelkey

#### Lego Club:

- Time: Every 2<sup>nd</sup> and 4<sup>th</sup> Saturday at 10:00am
- Location: Children's Section???
- Target Audience: Children and their parents?
- Description: Come learn how to express your inner self with legos!?
- Budget: ?
- Assigned Supervisor: Mandy Pelkey and Woman?

#### Lattes at the Library:

- Time: Every 3<sup>rd</sup> Thursday at 11:30am?
- Location: Kitchen?
- Target Audience: Teens and Adults
- Description: Come enjoy a latte as chat with the librarians, they're really cool!
- Budget: Latte Machine (~50.00) Espresso, Foamed Milk, Flavored Syrup, mugs (~\$3/mugX15=\$45)??,
- Assigned Supervisor: Mandy Pelkey

#### Yarn Club:

- Time: Every 1<sup>st</sup> Saturday at 1:30pm?
- Location: Front room??
- Target Audience: Everyone
- Description: Come teach each other the skill of knitting, crocheting, or anything else you can do with yarn! Bring any extra yarn and needles to share.

- Budget: ?Tea for a treat (Electric Tea Kettle \$12.88) Tea bag variety (\$50/year), use mugs from Lattes at the Library expense.
- Assigned Supervisor: Mandy Pelkey

**Family Movie Night:**

- Time: ? Can we do movie nights when the library is supposed to be closed? Can people enter the auditorium without walking through the library? How would we staff this for after hours? Maybe every 5<sup>th</sup> Saturday of the month and during holidays and breaks from school at 5:00pm?
- Location: Auditorium
- Target Audience: Everyone
- Description: Come enjoy a family movie and some pop corn! Bring blankets, pillows, or camping chairs to make yourself comfortable.
- Budget: ? Popcorn, Popcorn bags, Movie License
- Assigned Supervisor: ?

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

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

**STAFF REPORT:**

Exhibit A: Application for Jayne Detering

**ACTION:** Motion to recommend the Mayor of Harrisburg appoint Jayne Detering to the Library Board with a term ending June 30, 2023

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

| <b>BUDGET IMPACT</b> |           |                 |
|----------------------|-----------|-----------------|
| COST                 | BUDGETED? | SOURCE OF FUNDS |
| n/a                  | n/a       | n/a             |

**STAFF RECOMMENDATION:**

**Staff recommends the Library Board recommend Jayne Detering to serve on the Library Board.**

**BACKGROUND INFORMATION:**

Jayne Detering's term expired on June 30, 2019. As per normal practice, a notice was posted for the public to apply for the new term, which runs from July 1, 2019 to June 30, 2023. The City did not receive any applications, other than that of Jayne Detering.

Jayne Detering has been a Library Board member since October 10, 2012. She was appointed to her first full term as a Library Board Member from July 1, 2015 to June 30, 2019. HMC 2.20.020 states that no one can be a member for more than two full consecutive terms. Therefore, Jayne is eligible to be appointed for one more full term. At the end of 2023, she will need to be off the board for a minimum of one year, before she is eligible again.

**MOTION (If necessary):**

*I move to recommend the Mayor of Harrisburg appoint Jayne Detering to the Library Board with a term ending June 30, 2023.*

**REVIEW AND APPROVAL:**



Brian Latta, City Administrator

07/01/19

Date



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

### APPLICATION FOR CITY COMMITTEES

Planning Commission, Public Works Committee, Budget Committee, and  
Parks and Recreation Committee.

Name: Jayne Detenig

Address: [Redacted]

Phone Number: [Redacted]

Email: [Redacted]

Are you a Harrisburg resident? Yes  No

Employment: Sell Beauty Shop

Which position are you interested in?\*

Library Board

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

I enjoy being active - I have been on the Board since 2012 and Guild from 2009. I love Harrisburg. I have lived in Harrisburg most of my life.

Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to these committees.

High School - Beauty School - working in my yard

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

Name: Jessica Detering

Address: 

Phone Number: 

Relation to you: Daughter

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 Michele Eldridge, City Recorder/Assistant City Administrator.

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

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**THE MATTER OF REVIEWING LIBRARY POLICY**

**STAFF REPORT:**

Exhibit A: STAFF-AMENDED DRAFT OF LIBRARY POLICY

**ACTION:**           TBD

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

| <b>BUDGET IMPACT</b> |           |                 |
|----------------------|-----------|-----------------|
| COST                 | BUDGETED? | SOURCE OF FUNDS |
| n/a                  | n/a       | n/a             |

**STAFF RECOMMENDATION:**

**Staff recommends the Library Board consider the proposed changes to the policy and discuss any amendments to the proposed language.**

**BACKGROUND INFORMATION:**

As noted at the previous meeting, the Library Board has been discussing changes to the Library policy since last fall. Staff has now completed the analysis of the policy shown in Exhibit A, by comparing it to the following resources:

- Harrisburg Municipal Code Chapter 2.20 – Public Library
- State & Federal Laws
- City of Harrisburg Personnel Manual
- City Internal Policies
- Safety/Risk Management Policies
- American Library Association/Oregon Library Association/State Library of Oregon

Terminology has also been changed to reflect the recent reorganization of City employees, as well as to remove language that doesn't apply to the Library Board (such as the word Trustee).

Many of the changes you'll find in the policy are simple, and won't require any discussion. An example of this is the updated language from the USDA and federal civil rights law. Staff will review the changes, with particular emphasis on the issues below.

**Prohibited Conduct:** The City Buildings Code of Conduct Policy was reviewed by the Library Board, who suggested some amendments to the policy. These were



subsequently adopted by the City Council. Prohibited activities for any City facility, including the Library, are in the policy, and library staff is trained on how to implement the policy. Serious or repeated violations could result in expulsion from the Library. The City Administrator is now the person who will hear the appeals of patrons who are excluded from the Library.

By-laws: In 2004, By-laws were approved by the Library Board, and were adopted by the City Council. However, these by-laws did not go through any kind of a legal analysis at the time. Staff has verified that almost every single section of the by-laws is a repeat of the language in the Harrisburg Municipal Code (HMC). There were four differences in the by-laws compared to the HMC. One example is the Library Board was allowed to be present during a disciplinary hearing for the Librarian. This bylaw is not in line with current practices, because the Board is not the supervisor of library staff. Instead, the Board's purpose is to set policies and programs to help guide the Library. Staff believes that the Library should use these policies that they have worked on for some time, to be the overall policy of the Library outside of HMC 2.20. When the review of this policy is complete, staff recommends the board make a recommendation to the City Council to repeal the by-laws.

Volunteer Policy: The suggested changes will now match the City's volunteer policy and the requirements as set forth by the City's insurance carrier.

Personnel Policy: As noted above, Library staff is City employees, and therefore, subject to the City's employment policies and practices. As per HMC 2.20.040, the Library Board can review finalist applications. In addition, while following the internal policy for hiring of employees, the City Administrator and HR staff can recommend that a person such as the Chairperson of the Board could be included on the interview panel.

Materials Selection/Collection Development Policy – Interlibrary Loans: Staff were surprised to find that the Intergovernmental Agreement (IGA) for the Linn Libraries Consortium, is now outdated. The agreement on file that expired on June 30, 2017, was approved by both the Library Board, and the City Council. Staff is unclear on whether or not there was an extension of the IGA that didn't get approved by either the Board, or the Council, or if we are still honoring the terms of the agreement? Because the consortium is still a valid organization, and the principles behind the consortium's creation are sound, staff is recommending we change the language in the policy to refer to them. However, staff recommends the Library Board clarify the continued existence of the consortium agreement and pursue the IGA and relationship with the Linn Library Consortium at a later date, if needed.

In addition, the language in relation to the Oregon Library Passport Program was not in the policy previously. Harrisburg is actually shown as a member on-line with the state, and the state's policy is that all patrons must comply with the policies of individual libraries when their materials are being used.

Materials Selection/Collection Development Policy – Challenged Materials: HMC 2.20.040 states that the Library Board should review complaints received from Library patrons as set forth within the Library collections policy (this document.) In addition, there should be appeal procedures. Previously, appeals weren't formally addressed by the Library Board. Because the assets of the Library are technically owned by the City of Harrisburg, patrons should have the ability to appeal to a higher body. The Library Board minutes, and therefore, their reasons for rejecting a request, would be provided to the City Council in relation to any appeals.

Circulation Policy ~ Overall notes: The board is addressing several things right now, including an amnesty period, and a change to late fees and fines. It's important to follow our own laws, so this policy should do so, recognizing that it will change in the future. Once the Library Board makes a decision to change how the Library handles lost books and fines, then they will make a recommendation to the City Council. If the City Council agrees with the changes, the policy will need to be amended; as well as HMC Chapter 2.20.

Circulation Policy ~ Loan Periods: The Library Board will need to decide on how many items a patron can check out at any one time, and what limits should be placed on the total number of materials that are checked out. The board should also find out from Library staff whether the limitations are correct within the Evergreen system.

Circulation Policy ~ Fines and Charges: This section needs to match the terminology that is specified in HMC Chapter 2.20. Staff advises that the board should verify if the Evergreen Software has been programmed to properly charge a patron based upon the correct terminology. In addition, when staff was writing this report, it was discovered that the last sentence of HMC 2.20.110, actually stipulates that the penalty of not being allowed to check out library materials applies to ALL members of the household.

Circulation Policy ~ Damaged and Lost Materials: The previous policy addressed damaged books, but didn't address lost library materials. The suggested language matches what is shown in HMC 2.20.110. The damaged notice has been moved to Appendix D.

Circulation Policy ~ Confidentiality: Staff believes that the original policy was written on the basis that our Library was considered a special district. Because the Library is part of a municipality, the City's public records policy will apply to the public records that are kept there. Any patron requesting a copy of records of any kind should be directed the public records official for the City of Harrisburg. The Attorney General of the State of Oregon has very specific guidelines, including fines to a government body, if the law is not adhered to, or certain time frames are not met.

Public Relations & Complaints Policy: As mentioned previously, HMC Chapter 2.20.040 says that the Library Board should "*review any complaints received from Library patrons*

as set forth within the Library collections policy, convene to discuss said complaints, and provide a report of disposition and appeal procedures.” Other than complaints about challenged materials, there was no other mechanism set up to collect any other kinds of complaints. There can be complaints about many different functions of the Library, other than the types of materials carried. Library staff should be able to adequately explain policies to patrons of the Library, and will likely prevent many patrons from proceeding directly to the Library Board or the City. Those patrons, who don’t feel that their needs have been met, now have the mechanism in place to convey their concerns to the Library Board, and the ability to appeal that decision. Personnel complaints should always be made to the direct supervisor of library staff, and then proceed to the City Administrator.


Disasters/Emergency Incident Policy: The previous policy was written as though the library was a stand-alone library, or in a special district. Because the Library is a City department, it’s not necessary for it to have separate policies from the City. The information listed simply reflects this fact. The Emergency Incident Plan and Procedural information will be kept in the front of the library at the circulation desk.

Appendixes have been added to include most of the policies and information referred to within the policy itself. (The Emergency Incident Policy is too large to be added to the end of the Library policy).

Once the policy has been fully reviewed and agreed upon, the final document will be reformatted, and updated in appearance. The board will then be able to recommend the adoption of the policy by the City Council. City Staff encourages the involvement of the Board; Library Board members are welcome to contact us at any time in order to ask questions.

MOTION (If necessary):  
N/A

REVIEW AND APPROVAL:

  
\_\_\_\_\_  
Brian Latta                      07/01/19  
City Administrator                      Date

# I. Mission and Goal Statements

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

# II. Who May Use the Library

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

~~The use of the library may be denied for due cause. Such cause may be failure to return library materials or destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.~~

**Comment [ME1]:** The USDA provides the wording here, based on accordance with federal Civil Rights Law, and USDA civil rights regulations and policies. This kind of wording is required by our section 504 compliance requirements.

**Comment [ME2]:** Section III below states the reasons and refers to the policy that can cause a patron to be removed.

# III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. The City of Harrisburg Buildings Use Code of Conduct Policy (Appendix A) states that citizens

**Comment [ME3]:** The Harrisburg Public Library is a City facility, and as such, the Code of Conduct Policy, that was previously reviewed by the Library Board, actually sets forth the steps that can cause a library patron to be trespassed, or removed from the Library. The appeal of this action by Library Staff, will now be heard by the City Administrator.

have the responsibility to use city buildings in a manner that doesn't interfere with the rights of other individuals to access or use city materials, resources and services, doesn't limit the ability of city staff to effectively conduct city business, and doesn't threaten the secure and comfortable environment of city facilities.

Prohibited conduct can include any illegal activity, and includes, but isn't limited to the prohibited conduct list in the City Buildings eCode of eConduct policy (see Appendix A). Library patrons may be asked to leave the Library, or they may be removed by the Linn County Sheriff's Office. Serious or repeated violations of the rules may result in a Library patron being excluded from the Library for a designated period of time. Exclusions may be appealed to the Harrisburg City Administrator.

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

~~If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.~~

### Young children:

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

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

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

## IV. Services of the Library

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

- ❖ Select, organize, and make available necessary books and materials.
- ❖ Provide guidance and assistance to patrons.

**Comment [ME4]:** Libraries are very sensitive to the rights of free speech, and censorship of materials. These elements are addressed in the Library Bill of Rights, and in the Freedom to Read Statement. As the Library Board knows, privacy filters have been installed on all patron computers. This should help in eliminating complaints from patrons about accidentally viewing materials that are offensive to them. The viewing of child pornography, on the other hand, is an illegal activity.

**Comment [ME5]:** Please note that the Library Board will no longer be responsible for hearing appeals of a ban from the public library. The need for the letter example at the end of this policy has been eliminated.

**Comment [ME6]:** This language is directly from the code of conduct in public buildings, which the Library Board previously reviewed.

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

## V. Responsibilities and Authorities of the Library Board

~~1. Public Library Trustee Manual, and individual library bylaws to provide basis and framework for the responsibilities and authority of the library board and individual trustees.~~

~~2. [Bylaws are rules governing the internal affairs of an organization. Every library board needs to have a set of bylaws, but they may differ to fit local situations. Bylaws should be updated at least every five years. Included in the bylaws should not only be the composition of the board, officer's responsibilities, and information regarding meetings and committees, etc., but also terms of office, number of reappointments allowed, action taken for frequent absences, and procedures for securing, appointing, and orientating new board members.]~~

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

**Comment [ME7]:** The language in this section was likely taken from the ALA site more than 25 years ago. The Handbook for Trustees of Oregon Public Libraries was last used in 2005, and is now archived in the State Archive Division. The responsibilities & authority of the Library Board are defined in the Harrisburg Municipal Code.

**Comment [ME8]:** There are By-Laws that were adopted in 2004. However, after reviewing the by-laws, I've found that these are substantially a repeat of HMC 2.20. There were four differences in the by-laws. A couple of the line items were eliminated through amendments to Title 2.20. I suggest that the by-laws be repealed. As stated in last month's report, the board has worked for some time on this policy, which should be the overall policy for the governance of the Library.

## VI. Volunteers and Friends

1. [The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Harrisburg Public Library.](#)

a) [Volunteer policies and procedures are provided by the City of Harrisburg. Librarians and the Library Board may recruit volunteers to work specifically in the Library. All volunteers are subject to the City's volunteer policies, which require background checks, and orientation. No volunteer can work in the Library, or on Library Programs, without first going through this process.](#)

Training and orientation must take a place a minimum of two weeks prior to a volunteer running any library program.

b) Volunteers must keep track of their time on city supplied timecards specific for this purpose. The Librarians are responsible for tracking the volunteer roster, and keeping time cards.

c) Volunteers are not allowed to be in ~~city facilities~~ the Library without an employee being present.

a)d) In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

**Comment [BL9]:** A volunteer may run a program by themselves if the program is run in the municipal center auditorium or small meeting room. They cannot be in the library portion of the building by themselves.

4.2. The Harrisburg Library Guild (HLG) is a 501 (c) (3) non-profit group who united to plan and execute fundraisers and other events that benefit the Library. The Library Board and HLG both promote the goals of the Library. The Library Board is the only organization that has the ability to recommend to the City Council any Library policy changes or modifications to City code in relation to the Library. Only the City Council has HLG does not have the legal authority, ~~or ability~~ to set policy for the Harrisburg Library.

## VII. Personnel Policy

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

## VIII. Materials Selection/Collection Development Policy

### A. Objectives

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

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

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

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

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

### B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with ~~the library director~~ staff that operates within the framework of the policies determined by ~~the Harrisburg Public Library Board and by the City of Harrisburg of Trustees.~~ ~~This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.~~

**Comment [ME10]:** The term trustees is not anywhere within the HMC 2.20, nor is it in the by-laws.

**Comment [ME11]:** This sentence is confusing. The Librarians should have the ability to purchase library materials according to patron needs, and many different variables. If someone should dislike any part of the library collection, then the process to object against materials is below.

### C. Criteria for Selection

1. The main points considered in the selection of materials are:
  - ❖ a. ~~I~~ndividual merit of each item
  - ❖ b. ~~P~~opular appeal/demand
  - ❖ e. ~~S~~uitability of material for the clientele
  - ❖ d. ~~E~~xisting library holdings
  - ❖ e. ~~B~~udget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews are Ingram, Barnes and Noble, Children’s Reference.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

### D. Interlibrary Loan

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



In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Harrisburg Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, ~~and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state. The policies and terms of agreement in relation to interlibrary loans are defined in the Intergovernmental Agreement for the Linn Libraries Consortium, of which the Harrisburg Public Library is a member.~~

**Comment [ME12]:** The current agreement we have on file expired on June 30, 2017. No other agreement has been brought before the City Council. Are we still honoring the terms of the agreement?

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

### E. Gifts and Donations

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

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

### F. Weeding

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

### G. Potential Problems or Challenges

The Harrisburg Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of

anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

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

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

### H. Challenged Materials

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

## IX. Circulation Policy

### A. Registration

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

### B. Lost or forgotten cards

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

### C. Loan periods

1. 3 weeks for books.

**Comment [ME13]:** Is this time period still valid, and does it agree with Evergreen policies?

- 2. Interlibrary loans are due the date indicated by the lending library.
- 3. Books may be renewed twice if there is not a waiting list for the title.
- 4. Three weeks for audiobooks, and compact discs.
- 5. Four days for videocassettes.
- 6. Audio Visual materials are nonrenewable.

~~The director~~ **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.

There is no limit on the number of items a patron can borrow at one 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 5 items at a time.

**Comment [BL14]:** I feel there needs to be limits. The Library Board should make recommendations on the number of items a patron can check out at any one time, and total number of materials checked out.

**Comment [ME15]:** Are all these limitations still valid, and are they part of the Evergreen system?

#### D. Reserves

Reserves for Library materials may be placed by patrons either in person ~~or~~ over the phone or on-line. 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. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material and plus an administrative fee, service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges, applicable to the entire household, until those overdue materials are returned or paid for if lost and/or damaged.

**Comment [ME16]:** When this policy was sent to the Library Board last week, staff had missed the statement at the very end of HMC 2.20.110. The penalty of not being allowed to check out library materials actually applies to ALL members of the household.

**Comment [ME17]:** Are these valid and in-line with Evergreen?

**Comment [ME18]:** Lost books have not been addressed in the Library Policy previously, but are addressed in HMC 2.20.110.4

**Comment [ME19]:** This matches the code in HMC 2.20.110.

**Comment [ME20]:** Library policy should be addressing both damaged and lost materials. We recognize that the Library Board is researching changes to the late fines and lost books policy. However, this section needs to match what the code currently states.

#### 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 of the value of the lost or damaged item. A notice (Appendix D) of these charges will be sent to the borrower; ~~a sample of the notice follows:~~

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 entire household, and can result in a civil infraction for which the person can be cited and charged a fine in Municipal Court.

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

When the Library Board makes a decision on how they want to handle lost books and fines, then we anticipate that they will want to revise the policy. That will result in a recommendation to the City Council, and eventually, an amendment to HMC Chapter 2.2

§

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

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

~~Sincerely,~~

*[The board and ~~director Librarians~~ need to determine whether patrons who damage and pay for materials owned by the library will be allowed to have those materials once payment has been received. It is a question that will be raised by patrons and it is best to have decided in advance what your practice will be.]*

**Comment [ME21]:** This looks like it was previous recommendation, and is not necessarily part of the policy. However, it raises a good point. If the item is damaged and beyond the point of being used in the collection, then does the Library Board want to allow them to keep the item? Or does it come to the Library, and get thrown away following City policies?

### G. Confidentiality

~~Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."~~

Public Records exempt from disclosure under ORS 192.355 (23) include the records of a library, as follows:

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

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

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

### X. Reference Service Policy

The Harrisburg Public Library:

- ❖ ~~W~~will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;

- ❖ ~~W~~ill assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- ❖ ~~W~~ill provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- ❖ ~~M~~ay refer library users to other agencies and libraries in pursuit of needed information; and,
- ❖ ~~M~~ay use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

## XI. Programming Policy

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

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

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

## XII. Public Relations & Complaints Policy

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

- ❖ ~~I~~To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- ❖ ~~I~~To promote active participation in the varied services offered by the library to people of all ages.

~~A. B.~~The Board recognizes that public relations involves every person who has connections with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

B. Patrons who have complaints about general library procedures, other than the collections policy, should relate those complaints to library staff. If they feel that their needs have not been addressed, then they will submit their complaint in writing to the Library Supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the Library Board, who will hear said complaint at the next regularly scheduled Library Board meeting. Appeals about decisions made by the Library Board may be submitted in writing within a ten day period following their decision to the City Recorder of the

City of Harrisburg, who will schedule the issue to be heard at the next regular City Council business meeting.

B.C. Patrons who have complaints about library staff should submit their complaint in writing to the Library supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the City Administrator. The decisions of the City Administrator are made according to the City's personnel policy, and are therefore final.

C. ~~The director~~Library staff will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the ~~director~~library supervisor.

### XIII. Equipment Use Policy

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

Patrons using a library computer are required to sign in at a log kept at the front desk. ~~their names and times.~~

Patrons will be charged for the use of any printers, or copiers, according to a fee schedule set by City Council Resolution.

~~A printer is available. Printer paper will cost \$.15 per black and white and \$.30 for color sheet and must be paid for at the conclusion of the session.~~

~~A photocopy machine is available to patrons who wish to copy materials at the rate of \$.10 per black and white page, .30 for color.~~

**Comment [ME22]:** Normal practice is to refer to where the fee schedule is, rather than listing fees within a policy. (It's typical for fees to change more frequently than a policy.)

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

### XIV. Internet Use Policy

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

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

#### Expectations:

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

#### Warnings:

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

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

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

#### Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in sixty (60) minute sessions on a first-come, first-served basis; each user is allowed one session—except in the case of using it for research, job search or home work.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet

- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

## XVII. Public Notice Bulletin Board Policy

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

## XVIII. Disasters/Emergency Incident Policy

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

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

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

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

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



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

*Fire*

- ~~Do not panic, but do not underestimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.~~
- ~~The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.~~

*Health emergencies*

~~Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.~~

~~The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.~~

~~No medication, including aspirin, should ever be dispensed to the public.~~

*Bomb threats*

~~Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.~~

~~If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.~~

~~Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.~~

~~Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.~~

~~Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.~~

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

## XIX. Revision of Library Policies

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

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

**Comment [ME23]:** This section is very similar to what is on the 'statement of concern about library resources' form. I think it likely was an editing error and should have been erased.

### Appendixes:

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

Appendix A:

**Harrisburg City Buildings Use Code of Conduct**

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

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

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

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

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

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

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

Appendix B:

## *Library Bill of Rights*

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

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

Adopted June 19, 1939.

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

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

**Library Bill of Rights**

~~Library Bill of Rights Library Bill of Rights the American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas. V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views. VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council~~

## Appendix C:

### The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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



**Appendix D: Damaged Materials Letter**

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

----- \$----- Current Value of Book  
  
\_\_\_\_\_ \$ \_\_\_\_\_ (25%) Administrative Fee

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

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

Sincerely,

Library Staff Member's name

**Comment [ME24]:** This example of the letter sent has been moved from section F of the Materials Selection/Collection Policy.

**Harrisburg Public Library**

**354 Smith St.**

**PO Box 378**

**Harrisburg, OR. 97446**

**TO:**

**On \_\_\_\_\_ at approximately \_\_\_\_\_ you were observed at the \_\_\_\_\_ Library.**

**At that time, you were:**

- \_\_\_\_\_ INTOXICATED**
- \_\_\_\_\_ LOUD AND DISTURBING**
- \_\_\_\_\_ IN THE LIBRARY DESPITE BEING PREVIOUSLY BANNED UNTIL \_\_\_\_\_**
- \_\_\_\_\_ OTHER CONDUCT (As set forth below)**

**COMMENTS:**

**Comment [ME25]:** This letter/example is no longer needed. If a person is trespassed for a period of time due to extreme misconduct, the individual will receive a letter from the City on a form approved by the City Administrator & City Attorney.

~~Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at the Harrisburg Public Library, you are banned from all Harrisburg Public Library activities until the date listed below. If you enter any Library activity before the return date listed below, you will be asked to leave, then escorted off the premises. Police will be called and you will subject to being arrested for trespassing under Harrisburg City Ordinance. You may file a written request to the Director, PO Box 378 Harrisburg OR 97446 to reconsider this ban from the library. Your written request shall set forth your reasons for reconsideration of the ban. THE LENGTH OF THIS BAN FROM THE HARRISBURG PUBLIC LIBRARY SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.~~

~~BANNED FROM LIBRARY ON: \_\_\_\_\_~~

~~RETURN DATE: \_\_\_\_\_~~

~~STAFF INITIALS: \_\_\_\_\_~~

## Appendix E:

### **Internet Use Policy**

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

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

#### ADMINISTRATIVE MONITORING

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

#### DISCLAIMER OF LIABILITY AND RELIABILITY

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

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

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

#### DISCLAIMER OF DAMAGES

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

INDEMNIFICATION

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

DISCLAIMER OF ASSOCIATION

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

DISCLAIMER OF ENDORSEMENT

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

JURISDICTION AND VENUE

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

SEVERABILITY

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

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

Appendix F:

Form: Statement of Concern About Library Resources

Harrisburg Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Resource on which you are commenting:

|                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Book      | <input type="checkbox"/> Audio-visual Resource      |
| <input type="checkbox"/> Magazine  | <input type="checkbox"/> Content of Library Program |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other                      |

Title: \_\_\_\_\_

Author/Publisher or Producer/Date: \_\_\_\_\_

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

~~Letter to complainant~~

~~Dear \_\_\_\_\_,~~

~~We appreciate your concern over the of (title) \_\_\_\_\_ in our library. The Library has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made. To help you understand the selection process we are sending:~~

**Comment [ME26]:** This letter is from the previous policy. There is no longer a section entitled 'Procedures for Handling Objections'. Section H –Challenged Materials, states that an inquiry will be placed on the agenda of the next regular meeting of the Harrisburg Public Library Board.

After the receipt of the form, Library Staff will be required to write a staff report that will include as an exhibit, a copy of the form provided by the patron, plus any other information that the Library Board will need to make an informed decision.

Library Staff should be sending a letter to the patron who is making the challenge, but it should notify them of the next Library Board Meeting along with a copy of their staff report, and the agenda for the meeting. That letter doesn't need to be in this policy.

1. ~~“Collection Development Policy” which includes “Procedures for Handling Objections~~
2. ~~“Request for Reconsideration of Library Resources” form.~~

~~Of you are still concerned after you review this material, please complete the “Request for Reconsideration of Material” form and return it to the Librarian. You may be assured of prompt attention to your request. If we have not heard from you within 2 weeks, we will assume you no longer wish to file a formal complaint.~~

Sincerely,

Cheryl Spangler  
Harrisburg Public  
Library Director  
354 Smith St.  
PO Box 378  
Harrisburg, OR. 97446

**Comment [ME27]:** I deleted another copy of the Library Bill of Rights below this area. It has now been moved up to the correct location in the Appendix's.

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

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**THE MATTER OF DISCUSSING AN AMNESTY PROGRAM FOR LATE FINES AND LOST BOOKS**

**STAFF REPORT:**

- Exhibit A: Jane Sandberg's email on fines
- Exhibit B: Articles on food for fines
- Exhibit C: Library stats email from Jeremy Miller; last 12 months
- Exhibit D: Library stats email from Jeremy Miller ; all time

**ACTION:** *I move to recommend the City Council approve an amnesty program for late and lost books.*

---

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda Information

| BUDGET IMPACT |           |                 |
|---------------|-----------|-----------------|
| COST          | BUDGETED? | SOURCE OF FUNDS |
| ?             | NA        | Library Fund    |

**STAFF RECOMMENDATION:**

**Staff recommends the Library Board work out the specific details regarding an amnesty program for late fines and lost library materials.**

**BACKGROUND INFORMATION:**

Staff believes the likelihood of retrieving overdue and lost materials from patrons is minimal. Therefore, if we institute an amnesty program it would allow patrons the ability to once again revisit our library, and give them the opportunity for returning overdue materials without embarrassment or consequence.

The following are few different sets of statistics including the numbers of patrons with overdue materials and the amount of fines owed to the library.

**Library Stats for 2018: (Exhibit A)**

- 892 unique patrons check out at least one library item. Fines not yet paid off from 2018 totals \$154.40 from 28 unique patrons.
- 1500 patrons had active library cards.

**Library Stat the Last 12 Months: (Exhibit C)**

- 24 overdue library items
- 111 lost materials
- 23 items that were lost and paid for.



- 9 materials that are lost by patrons that belong to other libraries
- 1 material lost by patrons that belong to other libraries and paid for.

### Library Stats All Time: (Exhibit D)

- 1006 all-time lost materials totaling \$15,360.35 price and \$15,181.35 cost to replace.
- Since 2014, there are 320 lost items totaling about \$4358.00
- There are 118 patrons who have a balance of \$50 or more; 325 patrons with a balance between \$10 and \$50 and 259 patrons with a balance between \$0 and \$10 for a total of 701 patrons.
- Total for late fees only from 407 patrons is \$7061.58.

Given the amount of patrons with late fines, and the total amount of the fines, staff believes a three phased approach to the amnesty program would be best. The following is a description of each of those phases, with a few questions for the Library Board to consider.

### Proposed Amnesty Program

The program would have three phases, as follows:

1. Patrons who have no outstanding materials, but only late fines, will have their late fines wiped away.

#### *Questions for the Board:*

- Will patrons need to approach the library before we wipe fines away or should it be automatic?
- When should we start phase one?

2. Patrons who have overdue materials and return their overdue materials will have the late fines wiped away.

#### *Questions for the Board:*

- When should we start phase two?

3. Patrons who have lost their overdue materials can either pay the replacement cost in cash or provide non-perishable food in exchange for the replacement cost of the overdue materials (**Exhibit B**).

#### *Questions for the Board:*

- How much will each item of non-perishable food be worth? Other libraries have used one item equals one dollar.
- Do we want to assign the replacement cost of the overdue material or some other fixed amount? If the Board wishes to do a fixed amount, staff

recommends \$13.60 per item, which is the average amount of lost materials from our Library **(Exhibit D)**.

- When should we start phase three, and for how long? Other libraries usually do this certain time of the year.

**Advertise Program**

Some of the ways we will advertise will be through the City webpage and Facebook page, water bills, reader board, newspaper and Harrisburg Schools.

MOTION (If necessary):

*I move to recommend the City Council approve an amnesty program for late and lost books.*

REVIEW AND APPROVAL:

|   |                 |
|---|-----------------|
|  | <u>06/28/19</u> |
| Brian Latta   | Date            |
| City Administrator  |                 |

**Lori Ross**

---

**From:** Cheryl Spangler  
**Sent:** Wednesday, June 19, 2019 4:14 PM  
**To:** Lori Ross  
**Subject:** Fw: Stat questions for Lori and Brian

---

**From:** Jane Sandberg <[sandbej@linnbenton.edu](mailto:sandbej@linnbenton.edu)>  
**Sent:** Wednesday, June 19, 2019 4:35 AM  
**To:** Cheryl Spangler  
**Subject:** Re: Stat questions for Lori and Brian

Yep, I got that email:

- 1a) For fines not yet paid off: \$154.40, with 28 unique patrons.  
Total (including paid and outstanding fines): \$175.30, with 98 unique patrons.
- 2. 892 unique patrons checked out at least one library item. And you can find statistics for other services they might have used. :-)
- 5. ~1500 active library cards, depending on when in the year you look.

On Tue, Jun 18, 2019 at 3:03 PM Cheryl Spangler  
 <[cspangler@ci.harrisburg.or.us](mailto:cspangler@ci.harrisburg.or.us)> wrote:

- >
- > Hey Jane,
- >
- > Regret answering your phone the other day, yet?
- >
- > Did I already send this message to you?
- >
- > My email went down and I don't ,now how many of my emails didn't make it out.
- >
- > Cheryl
- >
- >
- >
- >
- >
- > .What were the fines that accumulated for just 2018 and how many people made up those fines?
- >
- > 2. How many people in 2018 checked out library material or used library resources?
- >
- > 5.how many people had an active library card in 2018?
- >
- >

Jane Sandberg



# Food for Fines Returns!



The Sherwood Public Library is partnering with Helping Hands, Willowbrook Food Pantry and St. Francis Food Pantry to bring you "Food for Fines" Dec 1-7. Library fines may be paid with donations of non-perishable food items. Each food item accepted is equal to \$1 of overdue fees, up to \$20. Please note: charges for lost or damaged items are not eligible. Foods most in demand are canned meats (i.e. tuna, chicken, salmon), canned and boxed meals (i.e. soup, chili, stew, macaroni and cheese), peanut butter, canned or dried beans, pasta, rice, cereal, canned fruits and vegetables and 100% fruit or vegetable juice (canned, plastic or boxed).



Search the City Website



## Library

Do you frequent Sherwood businesses? We want to

BOOK CORNER

## Food for Fines: Libraries Across the Country Will Let You Pay Overdue Fees With Donated Food

BY MICHELE DEBCZAK  
APRIL 10, 2019



ISTOCK.COM/IDEABUG

National Library Week is a great time to check out a book from your local library, or if you owe any debts, pay off your late fees. For a limited time this month, libraries across the country will be accepting an alternative form of payment from patrons with overdue books.

Bring pantry goods into a library with a Food for Fines program and you can pay your fines without further opening your wallet. Libraries will donate any unopened, nonperishable foods they collect to local food banks, and they typically waive \$1 worth of fines per item. Some libraries even accept pet food to give to animal shelters in their area.

The Spokane Public Library in Washington, the Lompoc Public Library System in California, and the Thomas Beaver Free Library in Pennsylvania are just a handful of the libraries participating in the charity event this April. Some libraries are accepting food donations in place of cash payments only through National Library Week, April 7 through 13. Others are extending the program by two or three weeks into late April.

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MORE FROM BOOK CORNER



10 Amazing Facts About Harriet Beecher Stowe



Sacramento Has Renamed a Local Park After Reading Rainbow



The Mental Floss Summer Reading List: 27 Books to Read in Summer

SUBSCRIBE &amp; SAVE

GIVE A GIFT

MENU

IT WASN'T ALL BAD

## Libraries are letting patrons pay off their fines by donating canned goods

April 11, 2019



**Libraries are letting patrons pay off their fines by donating canned goods**

April 11, 2019



**Hyde Amendment stopped 29% of Louisiana abortion seekers from getting one, study finds**

5:24 p.m.



**MLB's Tampa Bay Rays might move to Montreal — and stay in Tampa Bay**

4:17 p.m.



**Iran's foreign minister is using a hand-drawn map to explain why America's drone was shot down**

4:10 p.m.



**Roy Moore announces 2020 Senate run, vows to 'make more personal contact with people'**

3:53 p.m.



**Apple recalls a 'limited number' of MacBook Pros over 'fire safety risk'**

2:33 p.m.



iStock

It's National Library Week, and to mark the occasion, libraries across the United States are giving patrons with unpaid late fees a charitable way to get rid of their debts.

The [Food for Fines program](#) is simple: Bring a nonperishable canned food item to a participating library, and get credit toward your fine while filling the shelves at a local food pantry. Most libraries **waive \$1 worth of fees for every canned item**, and some are also accepting pet food to donate to animal shelters.

National Library Week runs through April 13, but some libraries are offering the program all month. At the [Thomas Beaver Free Library in Danville, Pennsylvania](#), people who don't even have fines are dropping off canned goods and pet items, director Kathleen McQuiston said. "We wanted to do something to contribute to the community, since the community has been very supportive of us," [she told the Danville News](#).  
—Catherine Garcia

Lori Ross

From: Cheryl Spangler  
Sent: Tuesday, June 25, 2019 11:14 AM  
To: Lori Ross  
Subject: FW: Daily Sharing Status - Circ at LINN

-----Original Message-----

From: Jeremiah Miller <apladmin@apl-util-01.apl.cityofalbany.net>  
Sent: Tuesday, June 25, 2019 7:31 AM  
To: jeremym@cityofalbany.net; slibrary@smt-net.com; Cheryl Spangler <cspangler@ci.harrisburg.or.us>; rpeda@ci.sweet-home.or.us; sandbej@linnbenton.edu; kantila@ci.lebanon.or.us; ed.gallagher@cityofalbany.net  
Subject: Daily Sharing Status - Circ at LINN

ITEMS CURRENTLY OUT, INCLUDING LOST WITHIN 12 MONTHS (To local patrons)

Owner | Checked Out | Overdue | Lost | Lost and Paid

| Owner   | Checked Out | Overdue | Lost | Lost and Paid |
|---------|-------------|---------|------|---------------|
| APL     | 18011       | 1094    | 1050 | 572           |
| HPL     | 0           | 24      | 111  | 23            |
| LBCC    | 145         | 56      | 86   | 0             |
| LBCCHOC | 2           | 2       | 1    | 0             |
| LPL     | 4698        | 274     | 358  | 101           |
| SCIO    | 222         | 6       | 19   | 4             |
| SHPL    | 1687        | 114     | 109  | 10            |

ITEMS CURRENTLY OUT, INCLUDING LOST WITHIN 12 MONTHS (Shared with consortium patrons)

Owner | Checked Out | Overdue | Lost | Lost and Paid

| Owner | Checked Out | Overdue | Lost | Lost and Paid |
|-------|-------------|---------|------|---------------|
| APL   | 104         | 9       | 8    | 3             |
| LBCC  | 29          | 4       | 8    | 0             |
| LPL   | 71          | 4       | 3    | 2             |
| SCIO  | 25          | 1       | 0    | 1             |
| SHPL  | 57          | 2       | 1    | 0             |

ITEMS OVERDUE OR LOST WITHIN 12 MONTHS (By consortium patrons)

| item           | owner    | loaner  | patron         | title             | status  | checkout | due        | howlong    |
|----------------|----------|---------|----------------|-------------------|---------|----------|------------|------------|
| IALBO10336182M | DOWNTOWN | SHPLLIB | 20379000051288 | The book thief    | Overdue |          | 2019-05-02 | 05-23   33 |
| IALBO10296398- | DOWNTOWN | SHPLLIB | 20379000131528 | Killing Monica    | Overdue |          | 2019-05-24 | 06-14   11 |
| IALBO10331838P | DOWNTOWN | LEBANON | PLEB0000391075 | Target Alex Cross | Overdue |          | 2019-05-31 | 06-21   4  |

T 1008297 | HPLIB | MAIN | PALBO000811448 | Die trying | Overdue | 2017-02-26 | 03-19 | 8  
38813001210485 | LBCCLIB | HPLIB | IHPLO00012802W | Quickbooks 2018 for | Overdue | 2019-04-04 | 4  
04-25 | 61  
38813001161951 | LBCCLIB | LEBANON | PLEB000052990A | Setting limits with | Overdue | 2019-05-09 | 05-  
30 | 26  
38813000954828 | LBCCLIB | SCIO LIB | 2SPLO00001133 | Boundaries : where y | Overdue | 2019-06-03 | 06-  
24 | 1  
38813001221227 | LBCCLIB | MAIN | PALBO001228774 | Money : master the g | Overdue | 2019-06-03 | 06-  
24 | 1  
ILEB0000947648 | LEBANON | MAIN | PALBO001551183 | Radical acceptance : | Overdue | 2019-05-25 | 06-  
15 | 10  
ILEB0000971162 | LEBANON | MAIN | PALBO000992297 | The hidden gallery | Overdue | 2019-05-30 | 06-  
20 | 5  
ILEB0001243963 | LEBANON | MAIN | PLEB0000435489 | Eight dates : essent | Overdue | 2019-05-31 | 06-  
21 | 4  
ILEB0000974705 | LEBANON | MAIN | PALBO001154343 | A discovery of witch | Overdue | 2019-06-01 | 06-  
22 | 3  
IALBO10289757. | MAIN | HPLIB | IHPLO00012802W | QuickBooks 2015 : th | Overdue | 2019-04-04 | 04-  
25 | 61  
IALBO10325616M | MAIN | HPLIB | IHPLO00012802W | QuickBooks i½ 2018 all | Overdue | 2019-04-04 |  
04-25 | 61  
IALB001008436\$ | MAIN | SHPLLIB | 20379000105951 | The feminine mystiqu | Overdue | 2019-05-16 | 06-  
06 | 19  
IALBO10273623M | MAIN | LEBANON | PLEB0000437616 | Slightly spellbound | Overdue | 2019-05-18 | 06-  
08 | 17  
IALBO10244883S | MAIN | SHPLLIB | 20379000130827 | It starts with food | Overdue | 2019-05-23 | 06-13 |  
12  
IALBO10291270K | MAIN | LEBANON | PLEB0000527166 | The enneagram made e | Overdue | 2019-05-28 |  
06-18 | 7  
3SPLO00010800 | SCIO LIB | MAIN | PALBO000992297 | Pax | Overdue | 2019-06-06 | 06-20 | 5  
30379100256470 | SHPLLIB | MAIN | PALBO001413228 | Jewels of the sun | Overdue | 2017-07-22 | 08-12  
| 682  
30379100511387 | SHPLLIB | MAIN | PALBO001518505 | Harry Potter and the | Overdue | 2019-05-22 | 06-  
12 | 13  
30379100542119 | SHPLLIB | MAIN | PALBO001533652 | The summer I turned | Overdue | 2019-06-03 |  
06-24 | 1  
IALBO10252053G | DOWNTOWN | SHPLLIB | 20379000108583 | Goldilocks and the t | Lost | 2017-03-02 |  
03-23 | 824  
IALBO10319609R | DOWNTOWN | LEBANON | PLEB0000505173 | The dark prophecy | Lost | 2018-05-04 |  
05-25 | 396  
IALBO02152136I | DOWNTOWN | SHPLLIB | 20379000116016 | Frog and toad are fr | Lost | 2019-02-04 |  
02-25 | 120  
IALBO10331253G | DOWNTOWN | SCIO LIB | 2SPLO00001032 | What if it's us | Lost | 2019-04-11 | 05-02 |  
54  
38813000763591 | LBCCHOC | LBCCLIB | 999050002 | | Lost | 2017-07-17 | 08-07 | 687  
38813000946717 | LBCCLIB | MAIN | 0311586 | The witches | Lost | 2016-11-12 | 12-03 | 934  
38813001196981 | LBCCLIB | MAIN | PALBO001485291 | Korean made simple : | Lost | 2017-01-27 | 02-17  
| 858  
38813000791345 | LBCCLIB | HPLIB | P63 | The power of positiv | Lost | 2018-06-14 | 07-05 | 355  
38813001067521 | LBCCLIB | HPLIB | P654 | The Guernsey Literar | Lost | 2018-08-10 | 08-31 | 298  
38813000778508 | LBCCLIB | HPLIB | IHPLO00006286+ | How to incorporate a | Lost | 2018-09-15 | 10-06  
| 262  
38813001210873 | LBCCLIB | MAIN | PALBO001464239 | Between the world an | Lost | 2019-03-03 | 03-  
25 | 92



38813001284803 | LBCCLIB | MAIN | PALBO001464239 | Between the world an | Lost | 2019-03-03 | 03  
25 | 92

38813001189101 | LBCCLIB | MAIN | X00459067 | Miss Vera's cross ge | Lost | 2019-03-27 | 04-17 |  
69

38813001235201 | LBCCLIB | MAIN | X00459067 | The joy of gay sex | Lost | 2019-03-27 | 04-17 | 69

38813000900706 | LBCCLIB | MAIN | PALBO001505726 | The sociopath next d | Lost | 2019-03-28 | 04-18  
| 68

ILEB0000952778 | LEBANON | MAIN | PLEB000037933A | Breathless : a novel | Lost | 2015-11-27 | 12-18 |  
1285

ILEB000021782+ | LEBANON | MAIN | PALBO001411743 | The once and future | Lost | 2018-05-03 | 05-24  
| 397

ILEB0000419675 | LEBANON | MAIN | PALBO001537315 | Outlander | Lost | 2018-10-31 | 11-21 |  
216

ILEB0000857558 | LEBANON | MAIN | PALBO001488113 | The pillars of creat | Lost | 2019-05-02 | 05-23 |  
33

IALBO10303857P | MAIN | SHPLLIB | 20379000104566 | A torch against the | Lost | 2017-02-27 | 03-20 |  
827

IALBO02141460G | MAIN | HPLIB | PHPL000000788P | Demolition angel | Lost | 2018-01-10 | 01-31 |  
510

IALBO10293304K | MAIN | HPLIB | PHPL000000788P | Soundless | Lost | 2018-01-10 | 01-31 |  
510

IALBO02240181G | MAIN | HPLIB | PHPL000000788P | The stranger I marri | Lost | 2018-01-10 | 01-31 |  
510

IALBO10299260R | MAIN | HPLIB | PHPL000000788P | Unmade | Lost | 2018-01-10 | 01-31 |  
510

IALBO10253965T | MAIN | HPLIB | PHPL000000788P | Unspoken | Lost | 2018-01-10 | 01-31 |  
510

IALBO02324949V | MAIN | LBCCLIB | X00463827 | White oleander : a n | Lost | 2018-03-08 | 04-02 |  
449

IALBO10296319T | MAIN | HPLIB | IHPLO00012482- | The Demon King | Lost | 2018-08-15 | 09-05 |  
293

IALBO102828410 | MAIN | LEBANON | PLEB0000519437 | Back to you | Lost | 2019-04-09 | 04-30 |  
56

IALBO10309731M | MAIN | LEBANON | PLEB0000519437 | Return of the bad bo | Lost | 2019-04-09 | 04-  
30 | 56

IALBO10290602I | MAIN | LEBANON | PLEB0000437616 | Darkness raging | Lost | 2019-04-19 | 05-10 |  
46

IALBO10336107J | MAIN | SHPLLIB | 20379000132492 | Jonathan Livingston | Lost | 2019-05-24 | 06-14 |  
11

3SPLO00008627 | SCIO LIB | MAIN | PALBO001377142 | Miss Peregrine's Hom | Lost | 2016-06-17 | 07-01 |  
1089

3SPLO00000118 | SCIO LIB | MAIN | PALBO001439967 | Harry Potter and the | Lost | 2017-02-26 | 03-12 |  
835

3SPLO00000612 | SCIO LIB | MAIN | PALBO001491794 | Winter | Lost | 2017-09-01 | 09-15 | 648

30379100531898 | SHPLLIB | MAIN | PALBO001377142 | Red queen | Lost | 2016-06-01 | 06-22 |  
1098

30379100434937 | SHPLLIB | MAIN | PALBO001452630 | A stolen life : a me | Lost | 2016-06-27 | 07-18 |  
1072

30379100123258 | SHPLLIB | MAIN | PALBO001456110 | It | Lost | 2017-08-18 | 09-08 | 655

30379100567033 | SHPLLIB | MAIN | PALBO001301050 | Medical medium : sec | Lost | 2017-10-06 | 10-27  
| 606

30379100377763 | SHPLLIB | LEBANON | PLEB000055858G | Debt of bones | Lost | 2018-04-20 | 05-11 |  
410

ILEB0000709936 | LEBANON | MAIN | PALBO001450634 | Enchantress from the | Lost and Paid | 2018-07-09-06 | 292 4.  
 ILEB0000667243 | LEBANON | SHPLLIB | 20379000035711 | Touching Spirit Bear | Lost and Paid | 2018-09-11 | 10-02 | 266  
 IALBO10283470N | MAIN | LBCCLIB | X00373847 | The three-body probl | Lost and Paid | 2016-08-30 | 09-21 | 1007  
 IALBO02322515I | MAIN | SHPLLIB | 20379000110126 | The sword of the lad | Lost and Paid | 2016-09-09 | 09-30 | 998  
 IALBO10278217Q | MAIN | LEBANON | PALBO001436740 | The chronicles of Na | Lost and Paid | 2016-10-01 | 10-08 | 990  
 IALBO02300261C | MAIN | LBCCLIB | PALBO001279868 | The caryatids | Lost and Paid | 2016-11-21 | 01-09 | 897  
 IALBO10265457B | MAIN | LBCCLIB | X00474082 | The 5 love languages | Lost and Paid | 2017-04-23 | 05-14 | 772  
 IALBO02082278R | MAIN | SHPLLIB | 20379000105951 | The Sermon on the mo | Lost and Paid | 2017-07-11 | 08-01 | 693  
 IALBO10320744J | MAIN | SHPLLIB | 20379000041362 | Binti | Lost and Paid | 2018-08-13 | 09-04 | 294  
 IALBO10317535N | MAIN | LEBANON | PLEB000025756A | The whispering room | Lost and Paid | 2018-09-29 | 10-20 | 248  
 3SPLO00001638 | SCIO LIB | HPLIB | P812 | The reptile room | Lost and Paid | 2017-09-18 | 10-02 | 631  
 3SPLO00014449 | SCIO LIB | LBCCLIB | X00467273 | Burned | Lost and Paid | 2019-02-15 | 03-01 | 116  
 30379100500828 | SHPLLIB | MAIN | PALBO001204940 | Ender's game | Lost and Paid | 2016-09-21 | 10-12 | 986  
 30379100151770 | SHPLLIB | MAIN | PALBO001488865 | Arrow's fall | Lost and Paid | 2017-07-18 | 08-08 | 686  
 30379100151739 | SHPLLIB | MAIN | PALBO001488865 | Arrow's flight | Lost and Paid | 2017-07-18 | 08-08 | 686

ITEMS CURRENTLY OUT, INCLUDING LOST WITHIN 12 MONTHS, BY MONTH APL Status Changed | Checked Out Local | LINN | Overdue Local | LINN | Lost Local | LINN | Lost and Paid Local | LINN

| Month   | Checked Out Local | LINN | Overdue Local | LINN | Lost Local | LINN | Lost and Paid Local | LINN |
|---------|-------------------|------|---------------|------|------------|------|---------------------|------|
| 2019-06 | 17875             | 104  | 642           | 0    | 98         | 4    | 47                  | 0    |
| 2019-05 | 105               | 0    | 445           | 7    | 167        | 1    | 45                  | 0    |
| 2019-04 | 7                 | 0    | 2             | 2    | 71         | 1    | 49                  | 0    |
| 2019-03 | 24                | 0    | 0             | 0    | 71         | 0    | 65                  | 0    |
| 2019-02 | 0                 | 0    | 0             | 0    | 56         | 0    | 37                  | 1    |
| 2019-01 | 0                 | 0    | 1             | 0    | 84         | 0    | 30                  | 0    |
| 2018-12 | 0                 | 0    | 0             | 0    | 56         | 1    | 23                  | 1    |
| 2018-11 | 0                 | 0    | 1             | 0    | 75         | 0    | 42                  | 0    |
| 2018-10 | 0                 | 0    | 0             | 0    | 75         | 0    | 34                  | 0    |
| 2018-09 | 0                 | 0    | 1             | 0    | 44         | 0    | 46                  | 1    |
| 2018-08 | 0                 | 0    | 0             | 0    | 108        | 0    | 49                  | 0    |
| 2018-07 | 0                 | 0    | 1             | 0    | 73         | 1    | 68                  | 0    |
| 2018-06 | 0                 | 0    | 1             | 0    | 72         | 0    | 37                  | 0    |

LPL

Status Changed | Checked Out Local | LINN | Overdue Local | LINN | Lost Local | LINN | Lost and Paid Local | LINN

| 2019-06 | 4681 | 71 | 123 | 1 | 45 | 1 | 7  | 0 |
|---------|------|----|-----|---|----|---|----|---|
| 2019-05 | 9    | 0  | 133 | 3 | 17 | 0 | 12 | 0 |
| 2019-04 | 5    | 0  | 16  | 0 | 30 | 0 | 1  | 0 |
| 2019-03 | 1    | 0  | 0   | 0 | 28 | 0 | 14 | 0 |
| 2019-02 | 0    | 0  | 0   | 0 | 29 | 0 | 8  | 0 |
| 2019-01 | 1    | 0  | 0   | 0 | 22 | 0 | 6  | 1 |
| 2018-12 | 0    | 0  | 0   | 0 | 20 | 1 | 6  | 0 |
| 2018-11 | 0    | 0  | 0   | 0 | 39 | 0 | 7  | 1 |
| 2018-10 | 1    | 0  | 0   | 0 | 16 | 0 | 11 | 0 |
| 2018-09 | 0    | 0  | 0   | 0 | 49 | 0 | 17 | 0 |
| 2018-08 | 0    | 0  | 1   | 0 | 39 | 0 | 3  | 0 |
| 2018-07 | 0    | 0  | 1   | 0 | 15 | 0 | 2  | 0 |
| 2018-06 | 0    | 0  | 0   | 0 | 9  | 1 | 7  | 0 |

LBCC

Status Changed | Checked Out Local | LINN | Overdue Local | LINN | Lost Local | LINN | Lost and Paid Local | LINN

| 2019-06 | 128 | 29 | 13 | 2 | 3  | 0 | 0 | 0 |
|---------|-----|----|----|---|----|---|---|---|
| 2019-05 | 7   | 0  | 37 | 1 | 1  | 3 | 0 | 0 |
| 2019-04 | 1   | 0  | 6  | 1 | 16 | 2 | 0 | 0 |
| 2019-03 | 0   | 0  | 0  | 0 | 2  | 0 | 0 | 0 |
| 2019-02 | 1   | 0  | 0  | 0 | 8  | 0 | 0 | 0 |
| 2019-01 | 8   | 0  | 0  | 0 | 0  | 1 | 0 | 0 |
| 2018-12 | 0   | 0  | 0  | 0 | 14 | 0 | 0 | 0 |
| 2018-11 | 0   | 0  | 0  | 0 | 3  | 1 | 0 | 0 |
| 2018-10 | 0   | 0  | 0  | 0 | 2  | 1 | 0 | 0 |
| 2018-09 | 0   | 0  | 0  | 0 | 3  | 0 | 0 | 0 |
| 2018-08 | 0   | 0  | 0  | 0 | 8  | 0 | 0 | 0 |
| 2018-07 | 0   | 0  | 0  | 0 | 21 | 0 | 0 | 0 |
| 2018-06 | 0   | 0  | 0  | 0 | 5  | 0 | 0 | 0 |

SHPL

Status Changed | Checked Out Local | LINN | Overdue Local | LINN | Lost Local | LINN | Lost and Paid Local | LINN

| 2019-06 | 1685 | 57 | 33 | 1 | 8  | 0 | 4 | 0 |
|---------|------|----|----|---|----|---|---|---|
| 2019-05 | 1    | 0  | 70 | 1 | 15 | 0 | 1 | 0 |
| 2019-04 | 0    | 0  | 6  | 0 | 13 | 0 | 3 | 0 |
| 2019-03 | 0    | 0  | 1  | 0 | 7  | 0 | 0 | 0 |
| 2019-02 | 0    | 0  | 0  | 0 | 1  | 0 | 1 | 0 |
| 2019-01 | 0    | 0  | 0  | 0 | 5  | 0 | 0 | 0 |
| 2018-12 | 1    | 0  | 1  | 0 | 3  | 0 | 0 | 0 |
| 2018-11 | 0    | 0  | 1  | 0 | 11 | 0 | 0 | 0 |
| 2018-10 | 0    | 0  | 0  | 0 | 9  | 0 | 0 | 0 |
| 2018-09 | 0    | 0  | 1  | 0 | 4  | 0 | 1 | 0 |
| 2018-08 | 0    | 0  | 0  | 0 | 16 | 0 | 0 | 0 |
| 2018-07 | 0    | 0  | 1  | 0 | 10 | 0 | 0 | 0 |
| 2018-06 | 0    | 0  | 0  | 0 | 7  | 1 | 0 | 0 |

HPL

Status Changed | Checked Out Local | LINN | Overdue Local | LINN | Lost Local | LINN | Lost and Paid Local | LINN

|         | Status Changed | Checked Out Local | LINN | Overdue Local | LINN | Lost Local | LINN | Lost and Paid Local | LINN |
|---------|----------------|-------------------|------|---------------|------|------------|------|---------------------|------|
| 2019-06 | 0              | 0                 | 0    | 0             | 27   | 0          | 0    | 0                   | 0    |
| 2019-05 | 0              | 0                 | 5    | 0             | 4    | 0          | 1    | 0                   | 0    |
| 2019-04 | 0              | 0                 | 1    | 0             | 5    | 0          | 0    | 0                   | 0    |
| 2019-03 | 0              | 0                 | 18   | 0             | 6    | 0          | 4    | 0                   | 0    |
| 2019-02 | 0              | 0                 | 0    | 0             | 27   | 0          | 3    | 0                   | 0    |
| 2019-01 | 0              | 0                 | 0    | 0             | 6    | 0          | 2    | 0                   | 0    |
| 2018-12 | 0              | 0                 | 0    | 0             | 3    | 0          | 0    | 0                   | 0    |
| 2018-11 | 0              | 0                 | 0    | 0             | 2    | 0          | 4    | 0                   | 0    |
| 2018-10 | 0              | 0                 | 0    | 0             | 6    | 0          | 0    | 0                   | 0    |
| 2018-09 | 0              | 0                 | 0    | 0             | 8    | 0          | 1    | 0                   | 0    |
| 2018-08 | 0              | 0                 | 0    | 0             | 7    | 0          | 6    | 0                   | 0    |
| 2018-07 | 0              | 0                 | 0    | 0             | 10   | 0          | 0    | 0                   | 0    |
| 2018-06 | 0              | 0                 | 0    | 0             | 0    | 0          | 2    | 0                   | 0    |

SCIO

Status Changed | Checked Out Local | LINN | Overdue Local | LINN | Lost Local | LINN | Lost and Paid Local | LINN

|         | Status Changed | Checked Out Local | LINN | Overdue Local | LINN | Lost Local | LINN | Lost and Paid Local | LINN |
|---------|----------------|-------------------|------|---------------|------|------------|------|---------------------|------|
| 2019-06 | 222            | 25                | 5    | 1             | 7    | 0          | 0    | 0                   | 0    |
| 2019-05 | 0              | 0                 | 1    | 0             | 0    | 0          | 0    | 0                   | 0    |
| 2019-04 | 0              | 0                 | 0    | 0             | 0    | 0          | 1    | 1                   | 0    |
| 2019-01 | 0              | 0                 | 0    | 0             | 3    | 0          | 0    | 0                   | 0    |
| 2018-11 | 0              | 0                 | 0    | 0             | 4    | 0          | 1    | 0                   | 0    |
| 2018-07 | 0              | 0                 | 0    | 0             | 2    | 0          | 1    | 0                   | 0    |
| 2018-06 | 0              | 0                 | 0    | 0             | 3    | 0          | 1    | 0                   | 0    |

**Lori Ross**

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**From:** Miller, Jeremy <Jeremy.Miller@cityofalbany.net>  
**Sent:** Wednesday, June 26, 2019 6:19 PM  
**To:** Lori Ross  
**Subject:** Various reports

Here is a count of all of your items (including those that have been deleted), by status, all time:

| count | status           | price     | cost      |
|-------|------------------|-----------|-----------|
| 744   | In process       | 311.98    | [null]    |
| 107   | Missing          | 1263.89   | 1242.90   |
| 1     | Canceled Transit | 0.00      | [null]    |
| 27    | Checked out      | 112.95    | 70.95     |
| 16    | In transit       | 148.00    | 128.00    |
| 13    | Reshelving       | 57.00     | 57.00     |
| 14504 | Available        | 197360.67 | 192069.70 |
| 32    | Cataloging       | 0.00      | [null]    |
| 1006  | Lost             | 15360.35  | 15181.35  |
| 4     | Damaged          | 31.00     | 31.00     |
| 138   | Lost and Paid    | 1730.97   | 1656.97   |

Here is the same thing, but only items that have had a status change since Jun 1 2014:

| count | status           | price    | cost     |
|-------|------------------|----------|----------|
| 743   | In process       | 311.98   | [null]   |
| 107   | Missing          | 1263.89  | 1242.90  |
| 1     | Canceled Transit | 0.00     | [null]   |
| 25    | Checked out      | 90.00    | 48.00    |
| 16    | In transit       | 148.00   | 128.00   |
| 13    | Reshelving       | 57.00    | 57.00    |
| 7390  | Available        | 75812.22 | 70521.25 |
| 32    | Cataloging       | 0.00     | [null]   |
| 320   | Lost             | 4737.59  | 4558.59  |
| 4     | Damaged          | 31.00    | 31.00    |
| 138   | Lost and Paid    | 1730.97  | 1656.97  |

Now, there is a caveat here. I know that some of those items don't have any price or cost in the record, so these figures aren't 100% accurate.

Here are the ones with neither:

| count | status     | price  | cost   |
|-------|------------|--------|--------|
| 1     | In transit | [null] | [null] |
| 4     | Available  | [null] | [null] |

30 | Cataloging | [null] | [null]  
7 | Lost | [null] | [null]  
3 | Lost and Paid | [null] | [null]

And here are the ones with a price of zero:

| count | status           | price | cost   |
|-------|------------------|-------|--------|
| 719   | In process       | 0.00  | [null] |
| 13    | Missing          | 0.00  | [null] |
| 1     | Canceled Transit | 0.00  | [null] |
| 15    | Checked out      | 0.00  | [null] |
| 3     | In transit       | 0.00  | [null] |
| 4     | Reshelving       | 0.00  | [null] |
| 2191  | Available        | 0.00  | 0.00   |
| 2     | Cataloging       | 0.00  | [null] |
| 111   | Lost             | 0.00  | 0.00   |

So, looking specifically at Lost items... there are 320, with a total price of \$4737.59. 111 of those have a price of zero, and 7 have no price at all.

So that \$4737.59 only accounts for 202 of those items, for an average of appx \$24. Which doesn't seem quite right.

Turns out there is one lost item with an obviously fake price/cost of \$2000. If I take that out... then we have 2737.59 accounting for 201 items. That's an average of \$13.60... which sounds more likely.

With that, we can extrapolate the actual value of those 320 Lost items to probably be closer to \$4358.

As for items lost by your patrons that belonged to other libraries... not many at all.

6 from APL, 3 from LBCC, and one from SCIO. The one from SCIO has already been paid for.

Finally, here is that list of 118 patrons with a balance of \$50 or more.

| username | family_name | first_given_name | total_paid | total_owed | balance_owed |
|----------|-------------|------------------|------------|------------|--------------|
| PHPL0000 |             |                  | 9.10       | 2017.20    | 2008.10      |
| P455     |             |                  | 0.0        | 1500.00    | 1500.00      |
| P1284    |             |                  | 0.0        | 353.00     | 353.00       |
| P1775    |             |                  | 0.0        | 295.60     | 295.60       |
| P1678    |             |                  | 0.0        | 222.80     | 222.80       |
| P1910    |             |                  | 0.0        | 191.60     | 191.60       |
| P941     |             |                  | 0.0        | 189.00     | 189.00       |
| P773     |             |                  | 0.0        | 187.30     | 187.30       |
| P1946    |             |                  | 1.00       | 179.40     | 178.40       |
| P1438    |             |                  | 0.0        | 172.30     | 172.30       |
| P2018    |             |                  | 0.0        | 168.80     | 168.80       |
| P1239    |             |                  | 0.0        | 165.00     | 165.00       |
| P1908    |             |                  | 0.0        | 164.10     | 164.10       |
| P1838    |             |                  | 0.0        | 164.10     | 164.10       |

|            |       |        |        |        |
|------------|-------|--------|--------|--------|
| P1665      | 0.0   | 149.95 | 149.95 |        |
| P1018      | 0.0   | 145.70 | 145.70 |        |
| PHPL000000 |       | 0.0    | 136.95 | 136.95 |
| P1379      | 0.0   | 135.00 | 135.00 |        |
| P605       | 0.0   | 129.60 | 129.60 |        |
| P1248      | 0.0   | 125.80 | 125.80 |        |
| P1992      | 0.0   | 124.59 | 124.59 |        |
| P2313      | 0.0   | 121.80 | 121.80 |        |
| P166       | 0.0   | 120.95 | 120.95 |        |
| PHPL000000 |       | 25.00  | 145.92 | 120.92 |
| P825       | 0.0   | 117.95 | 117.95 |        |
| P1863      | 0.0   | 116.15 | 116.15 |        |
| P199       | 0.0   | 113.00 | 113.00 |        |
| P812       | 86.00 | 198.90 | 112.90 |        |
| P1642      | 0.0   | 109.50 | 109.50 |        |
| P817       | 0.0   | 107.00 | 107.00 |        |
| P1433      | 0.0   | 105.80 | 105.80 |        |
| P810       | 0.0   | 102.00 | 102.00 |        |
| P2000      | 0.0   | 100.00 | 100.00 |        |
| P827       | 0.0   | 99.60  | 99.60  |        |
| P1247      | 6.00  | 105.20 | 99.20  |        |
| P1475      | 0.0   | 98.20  | 98.20  |        |
| P2026      | 0.0   | 98.00  | 98.00  |        |
| P1631      | 0.0   | 98.00  | 98.00  |        |
| P1628      | 0.0   | 97.00  | 97.00  |        |
| P1319      | 0.0   | 96.00  | 96.00  |        |
| P178       | 0.0   | 94.70  | 94.70  |        |
| PHPL000000 |       | 9.10   | 99.10  | 90.00  |
| P1039      | 0.0   | 88.00  | 88.00  |        |
| P1873      | 0.0   | 88.00  | 88.00  |        |
| P1831      | 0.0   | 87.00  | 87.00  |        |
| PHPL000000 |       | 42.50  | 129.50 | 87.00  |
| P1140      | 0.0   | 85.00  | 85.00  |        |
| P1864      | 0.0   | 83.00  | 83.00  |        |
| P764       | 1.00  | 81.30  | 80.30  |        |
| P818       | 0.0   | 80.00  | 80.00  |        |
| P2165      | 0.0   | 80.00  | 80.00  |        |
| P74        | 0.0   | 79.60  | 79.60  |        |
| PHPL000000 | on    | 63.70  | 142.70 | 79.00  |
| P2082      |       | 0.0    | 77.20  | 77.20  |
| PHPL000000 | th    | 0.0    | 77.00  | 77.00  |
| PHPL000000 |       | 45.50  | 122.50 | 77.00  |
| P1914      | 0.0   | 76.00  | 76.00  |        |
| P1281      | 1.00  | 76.90  | 75.90  |        |
| P1596      | 0.0   | 75.40  | 75.40  |        |
| P844       | 0.0   | 75.00  | 75.00  |        |
| P769       | 0.0   | 74.00  | 74.00  |        |
| P1507      | 0.0   | 73.10  | 73.10  |        |
| P1500      | 0.0   | 72.00  | 72.00  |        |
| P1668      | 0.0   | 72.00  | 72.00  |        |
| P1615      | 0.0   | 70.00  | 70.00  |        |
| P1446      | 0.0   | 70.00  | 70.00  |        |
| P521       | 0.0   | 70.00  | 70.00  |        |
| P1894      | 0.0   | 69.00  | 69.00  |        |

|          |  |       |        |        |       |
|----------|--|-------|--------|--------|-------|
| P1028    |  | 0.0   | 69.00  | 69.00  |       |
| P1978    |  | 0.0   | 67.50  | 67.50  |       |
| P1891    |  | 0.0   | 65.80  | 65.80  |       |
| P1858    |  | 0.0   | 65.00  | 65.00  |       |
| PHPL0000 |  |       | 15.20  | 80.00  | 64.80 |
| P857     |  | 0.0   | 64.00  | 64.00  |       |
| P1655    |  | 0.0   | 63.70  | 63.70  |       |
| P855     |  | 0.0   | 63.00  | 63.00  |       |
| P2079    |  | 0.0   | 62.00  | 62.00  |       |
| P2045    |  | 0     | 62.00  | 62.00  |       |
| P1577    |  | 0     | 61.80  | 61.80  |       |
| P984     |  | 0     | 60.00  | 60.00  |       |
| P449     |  | 0.0   | 60.00  | 60.00  |       |
| P487     |  | 0.0   | 60.00  | 60.00  |       |
| P594     |  | 0     | 59.95  | 59.95  |       |
| P1465    |  | 0.0   | 59.10  | 59.10  |       |
| PHPL0000 |  |       | 54.60  | 113.60 | 59.00 |
| P1458    |  | 61.05 | 119.95 | 58.90  |       |
| P373     |  | 0     | 58.55  | 58.55  |       |
| P1251    |  | 0.0   | 58.50  | 58.50  |       |
| PHPL0000 |  |       | 84.50  | 142.60 | 58.10 |
| PHPL0000 |  |       | 45.50  | 103.50 | 58.00 |
| PHPL0000 |  |       | 45.50  | 102.45 | 56.95 |
| P1210    |  | 0     | 56.00  | 56.00  |       |
| P1796    |  | 0     | 56.00  | 56.00  |       |
| P681     |  | 0     | 55.40  | 55.40  |       |
| PHPL0000 |  |       | 27.30  | 82.30  | 55.00 |
| P1906    |  | 0.0   | 55.00  | 55.00  |       |
| P705     |  | 0.0   | 54.60  | 54.60  |       |
| P1570    |  | 0.0   | 54.00  | 54.00  |       |
| PHPL0000 |  |       | 18.20  | 71.20  | 53.00 |
| P559     |  | 0.0   | 53.00  | 53.00  |       |
| PHPL0000 |  |       | 0.0    | 53.00  | 53.00 |
| PHPL0000 |  |       | 18.20  | 71.20  | 53.00 |
| P1490    |  | 0.0   | 53.00  | 53.00  |       |
| P1976    |  | 50    | 52.50  | 52.00  |       |
| P2156    |  | 8.20  | 70.20  | 52.00  |       |
| PHPL0000 |  |       | 0.0    | 51.90  | 51.90 |
| P1078    |  | 0.0   | 51.60  | 51.60  |       |
| P1645    |  | 0.0   | 51.60  | 51.60  |       |
| P653     |  | 0.0   | 51.10  | 51.10  |       |
| P719     |  | 0.0   | 51.00  | 51.00  |       |
| P2314    |  | 0     | 50.80  | 50.80  |       |
| P518     |  | 0.0   | 50.20  | 50.20  |       |
| PHPL0000 |  |       | 18.20  | 68.20  | 50.00 |
| P418     |  | 0.0   | 50.00  | 50.00  |       |
| P2162    |  | 0.0   | 50.00  | 50.00  |       |
| P520     |  | 0.0   | 50.00  | 50.00  |       |
| PHPL0000 |  |       | 27.30  | 77.30  | 50.00 |
| P63      |  | 0.0   | 50.00  | 50.00  |       |

There are 324 more with balances between \$10 and \$50, and 259 with a balance between \$0 and \$10.



Lori Ross

**From:** Miller, Jeremy <Jeremy.Miller@cityofalbany.net>  
**Sent:** Thursday, June 27, 2019 3:24 PM  
**To:** Lori Ross  
**Subject:** RE: Quick Question

>The report showing the balances of patrons who owe \$50 or more, does that include lost materials and late fines?

It does... that's the entire balance.

>If not, could I get a separate report for all time late fines only?

Can do that anyway...

| barcode       | last | first | overdues_owed | paid | balance |
|---------------|------|-------|---------------|------|---------|
| P1284         |      |       | 240.00        | 0.0  | 240.00  |
| P1775         |      |       | 194.60        | 0.0  | 194.60  |
| P941          |      |       | 180.00        | 0.0  | 180.00  |
| P1438         |      |       | 172.30        | 0.0  | 172.30  |
| P1908         |      |       | 164.10        | 0.0  | 164.10  |
| P1946         |      |       | 147.40        | 0.0  | 147.40  |
| P773          |      |       | 137.30        | 0.0  | 137.30  |
| P1018         |      |       | 123.70        | 0.0  | 123.70  |
| P1910         |      |       | 121.60        | 0.0  | 121.60  |
| P1239         |      |       | 120.00        | 0.0  | 120.00  |
| P1992         |      |       | 114.60        | 0.0  | 114.60  |
| P1433         |      |       | 95.80         | 0.0  | 95.80   |
| P178          |      |       | 94.70         | 0.0  | 94.70   |
| P1475         |      |       | 91.20         | 0.0  | 91.20   |
| P2000         |      |       | 90.00         | 0.0  | 90.00   |
| P1319         |      |       | 90.00         | 0.0  | 90.00   |
| PHPL000000790 |      |       | 80.00         | 0.0  | 80.00   |
| P2165         |      |       | 80.00         | 0.0  | 80.00   |
| P74           |      |       | 79.60         | 0.0  | 79.60   |
| P1596         |      |       | 75.40         | 0.0  | 75.40   |
| P1615         |      |       | 70.00         | 0.0  | 70.00   |
| P827          |      |       | 69.60         | 0.0  | 69.60   |
| P1248         |      |       | 68.80         | 0.0  | 68.80   |
| PHPL000000066 |      |       | 67.00         | 0.0  | 67.00   |
| P1281         |      |       | 66.90         | 1.00 | 65.90   |
| P1247         |      |       | 70.20         | 6.00 | 64.20   |
| P1655         |      |       | 63.70         | 0.0  | 63.70   |
| P1863         |      |       | 63.20         | 0.0  | 63.20   |
| P2079         |      |       | 62.00         | 0.0  | 62.00   |
| P1140         |      |       | 60.00         | 0.0  | 60.00   |
| P769          |      |       | 60.00         | 0.0  | 60.00   |
| P984          |      |       | 60.00         | 0.0  | 60.00   |

|              |                       |
|--------------|-----------------------|
| P1914        | 60.00   0.0   60.00   |
| P449         | 60.00   0.0   60.00   |
| P810         | 60.00   0.0   60.00   |
| P1251        | 58.50   0.0   58.50   |
| P1642        | 58.50   0.0   58.50   |
| P1864        | 55.00   0.0   55.00   |
| PHPL0000007  | 53.60   0.0   53.60   |
| P764         | 53.30   1.00   52.30  |
| P1577        | 51.80   0.0   51.80   |
| P1078        | 51.60   0.0   51.60   |
| P1815        | 92.50   46.25   46.25 |
| P1891        | 45.80   0.0   45.80   |
| P1838        | 44.10   0.0   44.10   |
| P982         | 42.00   0.0   42.00   |
| P1631        | 40.00   0.0   40.00   |
| P1268        | 39.60   0.0   39.60   |
| P1923        | 39.20   0.0   39.20   |
| P799         | 37.80   0.0   37.80   |
| PHPL00000013 | 35.50   0.0   35.50   |
| P1143        | 35.00   0.0   35.00   |
| P1978        | 34.50   0.0   34.50   |
| P796         | 34.00   0.0   34.00   |
| P1550        | 32.90   0.0   32.90   |
| P628         | 32.50   0.0   32.50   |
| P681         | 32.40   0.0   32.40   |
| P1656        | 31.80   0.0   31.80   |
| P1511        | 41.10   10.00   31.10 |
| P1556        | 30.80   0.0   30.80   |
| P697         | 30.50   0.0   30.50   |
| P518         | 30.20   0.0   30.20   |
| P251         | 30.00   0.0   30.00   |
| P1796        | 30.00   0.0   30.00   |
| P276         | 30.00   0.0   30.00   |
| P1210        | 30.00   0.0   30.00   |
| P398         | 30.00   0.0   30.00   |
| P394         | 30.00   0.0   30.00   |
| P1650        | 0.00   0.0   30.00    |
| P1534        | 30.00   0.0   30.00   |
| P143         | 30.00   0.0   30.00   |
| P705         | 29.60   0.0   29.60   |
| P2152        | 29.10   0.0   29.10   |
| P1458        | 90.00   61.05   28.95 |
| PHPL00000048 | 28.80   0.0   28.80   |
| PHPL00000033 | 71.50   44.10   27.40 |
| P1976        | 27.50   0.50   27.00  |
| P1445        | 27.00   0.0   27.00   |
| P1440        | 26.60   0.0   26.60   |
| P965         | 24.90   0.0   24.90   |
| P1989        | 24.80   0.0   24.80   |
| P1759        | 24.30   0.0   24.30   |
| P693         | 23.30   0.0   23.30   |
| P1371        | 22.50   0.0   22.50   |
| P1428        | 22.00   0.0   22.00   |
| P1678        | 21.80   0.0   21.80   |

|                |                       |
|----------------|-----------------------|
| P1836          | 21.70   0.0   21.70   |
| PHPL0000001291 | 21.60   0.0   21.60   |
| P2078          | 21.40   0.0   21.40   |
| P1699          | 20.80   0.0   20.80   |
| P1810          | 20.40   0.0   20.40   |
| P1906          | 20.00   0.0   20.00   |
| P2031          | 20.00   0.0   20.00   |
| P2046          | 20.00   0.0   20.00   |
| P2093          | 20.00   0.0   20.00   |
| P1059          | 19.60   0.0   19.60   |
| P1700          | 19.60   0.0   19.60   |
| P2310          | 19.50   0.0   19.50   |
| P1572          | 19.50   0.0   19.50   |
| P762           | 18.40   0.0   18.40   |
| P931           | 18.00   0.0   18.00   |
| PHPL0000001418 | 18.00   0.0   18.00   |
| P1892          | 18.00   0.0   18.00   |
| P1214          | 18.40   1.00   17.40  |
| P1456          | 17.30   0.0   17.30   |
| P2350          | 17.10   0.0   17.10   |
| P2072          | 16.90   0.0   16.90   |
| P2259          | 16.40   0.0   16.40   |
| PHPL0000000174 | 16.20   0.0   16.20   |
| P1814          | 15.80   0.0   15.80   |
| PHPL0000000858 | 15.80   0.0   15.80   |
| P1645          | 15.60   0.0   15.60   |
| P2243          | 14.80   0.0   14.80   |
| P1521          | 14.40   0.0   14.40   |
| PHPL0000000866 | 14.20   0.0   14.20   |
| P1343          | 14.20   0.0   14.20   |
| PHPL0000000196 | 14.20   0.0   14.20   |
| P1837          | 14.20   0.0   14.20   |
| hpl11          | 14.20   0.0   14.20   |
| P1465          | 14.10   0.0   14.10   |
| P1464          | 14.10   0.0   14.10   |
| P732           | 13.80   0.0   13.80   |
| P1702          | 13.60   0.0   13.60   |
| P2139          | 13.60   0.0   13.60   |
| P672           | 12.90   12.90   12.90 |
| P1234          | 12.40   0.0   12.40   |
| P1444          | 12.40   0.0   12.40   |
| P792           | 12.00   0.0   12.00   |
| P1665          | 12.00   0.0   12.00   |
| PHPL0000000782 | 12.00   0.0   12.00   |
| P1385          | 11.70   0.0   11.70   |
| P1551          | 11.60   0.0   11.60   |
| P1304          | 11.60   0.0   11.60   |
| P819           | 11.50   2.00   11.50  |
| P1532          | 11.40   0.0   11.40   |
| P653           | 11.10   0.0   11.10   |
| PHPL0000000859 | 10.80   0.0   10.80   |
| P935           | 10.40   0.0   10.40   |
| P207           | 10.20   0.0   10.20   |
| P285           | 10.10   0.0   10.10   |

|                 |                        |
|-----------------|------------------------|
| P185            | 10.10   0.0   10.10    |
| PHPL000000153   | 10.00   0.0   10.00    |
| P926            | 10.00   0.0   10.00    |
| P1441           | 9.90   0.0   9.90      |
| P1173           | 9.90   0.0   9.90      |
| P1601           | 9.80   0.0   9.80      |
| PHPL000000369   | 9.60   0.0   9.60      |
| P770            | 9.60   0.0   9.60      |
| P1758           | 9.50   0.0   9.50      |
| P1454           | 9.40   0.0   9.40      |
| PHPL000000368   | 9.40   0.0   9.40      |
| P1918           | 9.40   0.0   9.40      |
| P1027           | 9.30   0.0   9.30      |
| P1228           | 9.10   0.0   9.10      |
| IHPL00000021806 | 9.00   0.0   9.00      |
| P2263           | 21.40   12.50   8.90   |
| P712            | 8.90   0.0   8.90      |
| P2004           | 8.80   0.0   8.80      |
| P2037           | 8.70   0.0   8.70      |
| Hplib           | 8.60   0.0   8.60      |
| 1011            | 8.60   0.0   8.60      |
| P605            | 8.60   0.0   8.60      |
| IHPL0000002948I | 8.40   0.0   8.40      |
| PHPL548700000   | 8.40   0.0   8.40      |
| P598            | 8.30   0.0   8.30      |
| P1123           | 8.20   0.0   8.20      |
| PHPL000000795   | 8.10   0.0   8.10      |
| P325            | 8.10   0.0   8.10      |
| PHPL000000789   | 8.10   0.0   8.10      |
| 1227            | 8.00   0.0   8.00      |
| P105            | 8.00   0.0   8.00      |
| PHPL000000871   | 8.00   0.0   8.00      |
| P1926           | 8.70   0.80   7.90     |
| PHPL000000429   | 7.70   0.0   7.70      |
| P845            | 7.70   0.0   7.70      |
| P1100           | 7.60   0.0   7.60      |
| PHPL000000004   | 7.50   0.0   7.50      |
| P514            | 7.50   0.0   7.50      |
| PHPL000000181   | 7.40   0.0   7.40      |
| PHPL000000974   | 7.30   0.0   7.30      |
| P1591           | 7.20   0.0   7.20      |
| P1546           | 7.20   0.0   7.20      |
| P24             | 9.00   1.80   7.20     |
| P1507           | 7.10   0.0   7.10      |
| P359            | 7.00   0.0   7.00      |
| PHPL000000259   | 7.00   0.0   7.00      |
| P1841           | 6.90   0.0   6.90      |
| P2216           | 6.90   0.0   6.90      |
| PHPL000000301   | 6.90   0.0   6.90      |
| P1587           | 6.80   0.0   6.80      |
| PHPL000000180   | es   6.80   0.0   6.80 |
| P2262           | 6.60   0.0   6.60      |
| P1915           | 6.60   0.0   6.60      |
| P1378           | 6.60   0.0   6.60      |

|               |  |      |  |       |  |             |
|---------------|--|------|--|-------|--|-------------|
| PHPL000000527 |  | 6.40 |  | 0.0   |  | 6.40        |
| P1592         |  | 6.40 |  | 0.0   |  | 6.40        |
| P1196         |  | 6.40 |  | 0.0   |  | 6.40        |
| P496          |  | 6.40 |  | 0.0   |  | 6.40        |
| P109          |  | 30   |  | 0.0   |  | 6.30        |
| P148          |  | 6.20 |  | 0.0   |  | 6.20        |
| P1153         |  | 0    |  | 0.0   |  | 6.00        |
| P1605         |  | 5.90 |  | 0.0   |  | 5.90        |
| PHPL000000042 |  |      |  | 11.80 |  | 6.00   5.80 |
| P2169         |  | 5.70 |  | 0.0   |  | 5.70        |
| PHPL000000143 |  |      |  | 5.70  |  | 0.0   5.70  |
| PHPL000000772 |  |      |  | 5.70  |  | 0.0   5.70  |
| P1911         |  | 5.60 |  | 0.0   |  | 5.60        |
| PHPL000000443 |  |      |  | 5.60  |  | 0.0   5.60  |
| PHPL000000669 |  |      |  | 5.60  |  | 0.0   5.60  |
| P2070         |  | 5.60 |  | 0.0   |  | 5.60        |
| P443          |  | 5.60 |  | 0.0   |  | 5.60        |
| P1335         |  | 5.60 |  | 0.0   |  | 5.60        |
| IHPL000000091 |  |      |  | 5.60  |  | 0.0   5.60  |
| P1038         |  | 5.60 |  | 0.0   |  | 5.60        |
| P159          |  | 5.60 |  | 0.0   |  | 5.60        |
| P367          |  | 5.60 |  | 0.0   |  | 5.60        |
| P2296         |  | 5.60 |  | 0.0   |  | 5.60        |
| P562          |  | 5.50 |  | 0.0   |  | 5.50        |
| P2087         |  | 5.40 |  | 0.0   |  | 5.40        |
| P1064         |  | 5.30 |  | 0.0   |  | 5.30        |
| P168          |  | 5.20 |  | 0.0   |  | 5.20        |
| P2024         |  | 5.20 |  | 0.0   |  | 5.20        |
| P2136         |  | 5.10 |  | 0.0   |  | 5.10        |
| PHPL000000024 |  |      |  | 5.10  |  | 0.0   5.10  |
| IHPL000006297 |  |      |  | 9.20  |  | 4.20   5.00 |
| P291          |  | 5.00 |  | 0.0   |  | 5.00        |
| PHPL000000841 |  |      |  | 5.40  |  | 0.40   5.00 |
| P1125         |  | 5.00 |  | 0.0   |  | 5.00        |
| P1721         |  | 5.00 |  | 0.0   |  | 5.00        |
| P1998         |  | 4.80 |  | 0.0   |  | 4.80        |
| PHPL000000170 |  |      |  | 11.40 |  | 6.60   4.80 |
| PHPL000000840 |  |      |  | 4.80  |  | 0.0   4.80  |
| P1126         |  | 4.70 |  | 0.0   |  | 4.70        |
| PHPL000000302 |  |      |  | 4.60  |  | 0.0   4.60  |
| P723          |  | 4.60 |  | 0.0   |  | 4.60        |
| PHPL000000345 |  |      |  | 4.50  |  | 0.0   4.50  |
| P2107         |  | 4.50 |  | 0.0   |  | 4.50        |
| P589          |  | 4.50 |  | 0.0   |  | 4.50        |
| PHPL000000537 |  |      |  | 4.40  |  | 0.0   4.40  |
| PHPL000000732 |  |      |  | 5.60  |  | 1.20   4.40 |
| P1419         |  | 4.30 |  | 0.0   |  | 4.30        |
| P1903         |  | 5.20 |  | 1.00  |  | 4.20        |
| P1261         |  | 4.20 |  | 0.0   |  | 4.20        |
| IHPL000000050 |  |      |  | 4.20  |  | 0.0   4.20  |
| PHPL000000028 |  |      |  | 4.10  |  | 0.0   4.10  |
| P1804         |  | 4.00 |  | 0.0   |  | 4.00        |
| P1232         |  | 4.00 |  | 0.0   |  | 4.00        |
| P977          |  | 4.00 |  | 0.0   |  | 4.00        |

|                |  |      |      |      |
|----------------|--|------|------|------|
| PHPL000000828  |  | 4.00 | 0.0  | 4.00 |
| P33            |  | 0.0  | 3.90 |      |
| P244           |  | 0.0  | 3.80 |      |
| PHPL000000271  |  | 3.80 | 0.0  | 3.80 |
| P1282          |  | 3.80 | 0.0  | 3.80 |
| P373           |  | 3.60 | 0.0  | 3.60 |
| P568           |  | 3.60 | 0.0  | 3.60 |
| P155           |  | 3.60 | 0.0  | 3.60 |
| P545           |  | 3.60 | 0.0  | 3.60 |
| Hpl            |  | 0.0  | 3.50 |      |
| P1619          |  | 3.40 | 0.0  | 3.40 |
| PHPL000000734  |  | 3.40 | 0.0  | 3.40 |
| P1658          |  | 3.40 | 0.0  | 3.40 |
| PHPL000000312  |  | 3.40 | 0.0  | 3.40 |
| P1980          |  | 3.0  | 0.0  | 3.30 |
| PHPL000000901  |  | 6.60 | 3.30 | 3.30 |
| P1486          |  | 3.30 | 0.0  | 3.30 |
| P1853          |  | 3.30 | 0.0  | 3.30 |
| PHPL000000758  |  | 3.30 | 0.0  | 3.30 |
| P1352          |  | 3.20 | 0.0  | 3.20 |
| P2115          |  | 3.20 | 0.0  | 3.20 |
| P97            |  | 3.0  | 0.0  | 3.10 |
| P1329          |  | 3.10 | 0.0  | 3.10 |
| P1725          |  | 3.00 | 0.0  | 3.00 |
| P1919          |  | 3.00 | 0.0  | 3.00 |
| IHPLO000004124 |  | 3.00 | 0.0  | 3.00 |
| IHPLO000005844 |  | 3.00 | 0.0  | 3.00 |
| PHPL0000000500 |  | 3.00 | 0.0  | 3.00 |
| PHPL0000000010 |  | 3.20 | 0.20 | 3.00 |
| PHPL0000000791 |  | 4.10 | 1.10 | 3.00 |
| P208           |  | 3.00 | 0.0  | 3.00 |
| PHPL0000000190 |  | 3.00 | 0.0  | 3.00 |
| P1709          |  | 3.00 | 0.0  | 3.00 |
| P1010          |  | 3.0  | 0.0  | 2.90 |
| P509           |  | 3.90 | 1.00 | 2.90 |
| P2235          |  | 2.90 | 0.0  | 2.90 |
| P2313          |  | 2.80 | 0.0  | 2.80 |
| P510           |  | 2.80 | 0.0  | 2.80 |
| P2132          |  | 2.80 | 0.0  | 2.80 |
| IHPLO000004549 |  | 2.80 | 0.0  | 2.80 |
| P1738          |  | 2.80 | 0.0  | 2.80 |
| 1104           |  | 2.80 | 0.0  | 2.80 |
| PHPL0000000159 |  | 3.60 | 0.92 | 2.68 |
| P1961          |  | 2.60 | 0.0  | 2.60 |
| P1418          |  | 2.60 | 0.0  | 2.60 |
| P1483          |  | 2.50 | 0.0  | 2.50 |
| P663           |  | 2.50 | 0.0  | 2.50 |
| P1451          |  | 2.50 | 0.0  | 2.50 |
| P309           |  | 2.40 | 0.0  | 2.40 |
| P1541          |  | 2.40 | 0.0  | 2.40 |
| IHPL0000003432 |  | 2.40 | 0.0  | 2.40 |
| P1459          |  | 2.40 | 0.0  | 2.40 |
| P306           |  | 2.40 | 0.0  | 2.40 |
| P1231          |  | 2.40 | 0.0  | 2.40 |

|                |       |      |      |
|----------------|-------|------|------|
| P1964          | 2.40  | 0.0  | 2.40 |
| P2071          | 2.40  | 0.0  | 2.40 |
| P1689          | 6.10  | 3.80 | 2.30 |
| P2088          | 2.30  | 0.0  | 2.30 |
| P1414          | 3.30  | 1.05 | 2.25 |
| P2101          | 2.20  | 0.0  | 2.20 |
| P1931          | 2.20  | 0.0  | 2.20 |
| P2082          | 2.20  | 0.0  | 2.20 |
| P2113          | 2.20  | 0.0  | 2.20 |
| P1732          | 2.10  | 0.0  | 2.10 |
| IHPLO00001296  | 2.10  | 0.0  | 2.10 |
| P2064          | 2.00  | 0.0  | 2.00 |
| PHPL000000031  | 2.00  | 0.0  | 2.00 |
| PHPL000000075  | 3.90  | 1.90 | 2.00 |
| P1842          | 2.00  | 0.0  | 2.00 |
| P1861          | 2.00  | 0.0  | 2.00 |
| PHPL000000074  | 2.00  | 0.0  | 2.00 |
| PHPL000000096  | 3.50  | 1.60 | 1.90 |
| PHPL000000034  | 1.90  | 0.0  | 1.90 |
| P2018          | 1.80  | 0.0  | 1.80 |
| P1865          | 1.80  | 0.0  | 1.80 |
| P1457          | 1.80  | 0.0  | 1.80 |
| IHPLO000012468 | 1.80  | 0.0  | 1.80 |
| IHPL0000000484 | 1.70  | 0.0  | 1.70 |
| P1982          | 1.60  | 0.0  | 1.60 |
| PHPL000000024  | 1.60  | 0.0  | 1.60 |
| PHPL000000034  | 1.60  | 0.0  | 1.60 |
| P1360          | 1.60  | 0.0  | 1.60 |
| P1773          | 1.60  | 0.0  | 1.60 |
| P1947          | 1.60  | 0.0  | 1.60 |
| 123            | 2.90  | 1.40 | 1.50 |
| IHPLO000006568 | 1.50  | 0.0  | 1.50 |
| P939           | 1.50  | 0.0  | 1.50 |
| PHPL0000000160 | 3.50  | 2.00 | 1.50 |
| P2267          | 1.50  | 0.0  | 1.50 |
| P501           | 1.40  | 0.0  | 1.40 |
| P1893          | 1.40  | 0.0  | 1.40 |
| P328           | 1.40  | 0.0  | 1.40 |
| PHPL0000000049 | 1.40  | 0.0  | 1.40 |
| P2051          | 1.30  | 0.0  | 1.30 |
| IHPLO000012802 | 10.00 | 8.75 | 1.25 |
| PHPL0000000040 | 1.20  | 0.0  | 1.20 |
| P1348          | 1.20  | 0.0  | 1.20 |
| P1821          | 1.20  | 0.0  | 1.20 |
| P2099          | 1.20  | 0.0  | 1.20 |
| PHPL0000000511 | 1.20  | 0.0  | 1.20 |
| P2121          | 1.20  | 0.0  | 1.20 |
| P1334          | 1.10  | 0.0  | 1.10 |
| IHPL0000002951 | 1.10  | 0.0  | 1.10 |
| P397           | 1.10  | 0.0  | 1.10 |
| PHPL0000000444 | 1.10  | 0.0  | 1.10 |
| P1359          | 1.10  | 0.0  | 1.10 |
| P2110          | 1.10  | 0.0  | 1.10 |
| P1199          | 1.00  | 0.0  | 1.00 |

|              |                            |
|--------------|----------------------------|
| P2339        | 0.0   1.00                 |
| P1040        | 00   0.0   1.00            |
| PHPL00000023 | ,Ijha   5.00   4.00   1.00 |
| IHPLO0000584 | 1.00   0.0   1.00          |
| P272         | 00   0.0   1.00            |
| Jon          | 00   0.0   1.00            |
| P1434        | 1.80   0.80   1.00         |
| P2144        | 00   0.0   1.00            |
| P1313        | 90   0.0   0.90            |
| PHPL00000015 | dy   0.90   0.0   0.90     |
| P1707        | 0   0.0   0.90             |
| PHPL00000085 | 0.90   0.0   0.90          |
| P2276        | 0.90   0.0   0.90          |
| PHPL00000036 | 0.80   0.0   0.80          |
| P1600        | 0   0.0   0.80             |
| PHPL00000020 | 0.80   0.0   0.80          |
| P2359        | 0.0   0.80                 |
| P1764        | 0.80   0.0   0.80          |
| P2314        | 80   0.0   0.80            |
| P1916        | 80   0.0   0.80            |
| P2331        | 0.80   0.0   0.80          |
| PHPL00000037 | 1.50   0.75   0.75         |
| P1708        | .70   0.0   0.70           |
| P1756        | 0.70   0.0   0.70          |
| P1834        | 70   0.0   0.70            |
| P1726        | 0.70   0.0   0.70          |
| P1586        | 0.70   0.0   0.70          |
| P1685        | 0.0   0.70                 |
| P1607        | 0.70   0.0   0.70          |
| P1407        | 60   0.0   0.60            |
| PHPL00000066 | 0.60   0.0   0.60          |
| P1328        | 0.60   0.0   0.60          |
| P1488        | 0.60   0.0   0.60          |
| P1522        | 0.60   0.0   0.60          |
| P1611        | 0.50   0.0   0.50          |
| P1638        | 0.50   0.0   0.50          |
| P112         | 50   0.0   0.50            |
| P2009        | 50   0.0   0.50            |
| P1316        | 50   0.0   0.50            |
| P462         | 40   0.0   0.40            |
| P1363        | 40   0.0   0.40            |
| P349         | 70   0.40   0.30           |
| P1387        | 0.20   0.0   0.20          |
| P1606        | 20   0.0   0.20            |
| P1612        | 10   0.0   0.10            |
| P1822        | 0.10   0.0   0.10          |
| P1314        | 0.10   0.0   0.10          |
| P1875        | 0.10   0.0   0.10          |
| P1104        | 0.10   0.0   0.10          |
| P107         | 0.10   0.0   0.10          |



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

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**THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

- Exhibit A: Board Member Cassie Barney’s Program Suggestions
- Exhibit B: Board Member Heather Long’s Program Suggestions
- Exhibit C: FY 2019/2020 Library Budget

**ACTION: NO MOTION NECESSARY**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda Information

| <b>BUDGET IMPACT</b>    |           |                 |
|-------------------------|-----------|-----------------|
| COST                    | BUDGETED? | SOURCE OF FUNDS |
| 0-\$1000.00 per program | Yes       | Library Budget  |

**STAFF RECOMMENDATION:**

**Staff recommends incorporating more programs.**

**BACKGROUND INFORMATION:**

Staff and Library Board have been looking into making the library a little more of a hub for the community. Libraries have changed over the years in the way people perceive them. Instead of a place to just come for books, it is used for job search, school research, group meetings, ancestry research, social times for people of likeminded groups meet, etc.

With the opening of the library, we would all like to see the community have access to more library programs **(Exhibit A and B)**.

With these (great) programs, we need to discuss:

- Prioritizing the list of easiest to most ambitious
- Dates and times. Programs will need to coordinate with library hours, librarians work schedules and maximum hours allowed.

**Library Hours:**

- Monday    Closed
- Tuesday    1pm-5pm
- Wednesday 1pm-5pm
- Thursday    1pm-8pm

Friday 9am-5pm  
Saturday 10-3:30pm  
Sunday Closed

Librarian Work Schedules

Cheryl: Tuesday 1pm-5pm  
Wednesday 1pm-5pm  
Thursday 3pm-8pm  
Friday 9am-2pm  
Mandy: Thursday 1pm-6pm  
Friday 9am-5pm  
Saturday 10am-3:30pm

- Looking at real time pricing.
- Where should they be held? Auditorium; Library; Jury Room?
- Volunteers are needed to run programs effectively and as per library procedures.
- Are they ongoing programs or just short programs.

**Advertise Programs**

Some of the ways we will advertise will be through the City webpage and Facebook page, water bills, reader board, newspaper, find out if the schools have a way to get some of these programs out to the kids.

MOTION (If necessary):

No motion needed at this time

REVIEW AND APPROVAL:

 06/28/19  
\_\_\_\_\_  
Brian Latta Date  
City Administrator

## Library Program Details

### D&D (Dungeons and Dragons) Club:

- Time: Every Thursday at 7:00pm
- Location: Back room???
- Target Audience: Teens and adults?
- Description: Come learn how to play or use your existing knowledge! Snacks are provided!
- Budget: Only need a budget for snacks? Do we need to purchase the game or do kids bring their own materials?
- Assigned Supervisor: Cheryl Spangler

### Scary Stories at the Library:

- Time: Every Thursday at 7:00pm Starting October 3rd
- Location: Front room???
- Target Audience: Teens and Adults?
- Description: Come enjoy taking turns telling or reading short scary stories. They can be well known, personal experiences, or something you have come up with yourself. Snacks provided!
- Budget: Only need a budget for snacks, and will be the same snacks served as the D&D club.
- Assigned Supervisor: Cheryl Spangler

### Adult Book Club:

- Time: Every 2nd and 4<sup>th</sup> Wednesday of the month at 5:00pm and Friday at 12:30pm
- Location: Front room???
- Target Audience: Adult Men and Women
- Description: Bring your favorite treat to share while we discuss the chosen book for that week.
- Budget: Basic snacks, but hopefully everyone will provide most of it.
- Assigned Supervisor: Cheryl Spangler

### Baby Story Time:

- Time: Every Friday at 9:40am
- Location: Children's Section???
- Target Audience: Babies 12 months and younger, accompanied by parents or guardians. Siblings of babies are also welcome.
- Description: Come and bond with your baby as you assist them in singing, making music, and exposing them to reading.
- Budget: 24 piece egg shakers (\$12), rhythm scarves (\$9), floor cushions (\$210), bluetooth speaker for songs (~\$26), Books for babies (\$100) **Total Start-up cost = \$357**
- Assigned Supervisor: Mandy Pelkey?, and Cassandra Barney (who buys this stuff, when, how does reimbursement work?)

### Toddler Story Time:

- Time: Every Friday at 10:00am

- Location: Children's Section???
- Target Audience: Children 1-4 years old. Siblings of other ages welcome also.
- Description: Bring your toddler to learn fun songs, discover amazing books and also take part in educational activities. Snacks are provided!
- Budget: \$244.32 for one-year supply of snacks (~\$20.36/month), Kid's musical instruments set(~\$25), Books for Toddlers (\$200), magnet building tiles (\$17), craft supplies (~20/month=\$240/year). **Total Start-up Cost= \$282.36 Total for 1st full year=\$726.32, total cost for continuing years= \$484.32**
- Assigned Supervisor: Cassandra Barney and Kathrine Mcabery

#### Fitness Friday:

- Time: Every 1<sup>st</sup> and 3<sup>rd</sup> Friday at 2:00pm???
- Location: Auditorium?
- Target Audience: Family? Or Adult?
- Description: Come learn about different types of exercises, get fitness and health tips, and meet others in your community.
- Budget: ?
- Assigned Supervisor: Mandy Pelkey

#### Lego Club:

- Time: Every 2<sup>nd</sup> and 4<sup>th</sup> Saturday at 10:00am
- Location: Children's Section???
- Target Audience: Children and their parents?
- Description: Come learn how to express your inner self with legos!?
- Budget: ?
- Assigned Supervisor: Mandy Pelkey and Woman?

#### Lattes at the Library:

- Time: Every 3<sup>rd</sup> Thursday at 11:30am?
- Location: Kitchen?
- Target Audience: Teens and Adults
- Description: Come enjoy a latte as chat with the librarians, they're really cool!
- Budget: Latte Machine (~50.00) Espresso, Foamed Milk, Flavored Syrup, mugs (~\$3/mugX15=\$45)??,
- Assigned Supervisor: Mandy Pelkey

#### Yarn Club:

- Time: Every 1<sup>st</sup> Saturday at 1:30pm?
- Location: Front room??
- Target Audience: Everyone
- Description: Come teach each other the skill of knitting, crocheting, or anything else you can do with yarn! Bring any extra yarn and needles to share.

- Budget: ? Tea for a treat (Electric Tea Kettle \$12.88) Tea bag variety (\$50/year), use mugs from Lattes at the Library expense.
- Assigned Supervisor: Mandy Pelkey

#### **Family Movie Night:**

- Time: ? Can we do movie nights when the library is supposed to be closed? Can people enter the auditorium without walking through the library? How would we staff this for after hours? Maybe every 5<sup>th</sup> Saturday of the month and during holidays and breaks from school at 5:00pm?
- Location: Auditorium
- Target Audience: Everyone
- Description: Come enjoy a family movie and some pop corn! Bring blankets, pillows, or camping chairs to make yourself comfortable.
- Budget: ? Popcorn, Popcorn bags, Movie License, Popcorn Machine
- Assigned Supervisor: ?

#### **Youth Spanish Story Time:**

- Time: Every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 4:00pm? So that kids can come to this after school who want to work on Spanish?
- Location: Teen Area?
- Target Audience: Ages 7-18 wanting to improve their language
- Description: ?
- Budget: After school snack?
- Assigned supervisor: ? Someone who can speak and teach Spanish

#### **ASL Club:**

- Time: Every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 4:00pm? So that kids can come to this after school who want to work on American Sign Language
- Location: Teen Area?
- Target Audience: Ages 7-18 wanting to improve their language
- Description: ?
- Budget: After school snack?
- Assigned supervisor: ? Someone who can sign and teach ASL

#### **Ancestry Night:**

- Time: ?
- Location: Computers
- Target Audience: All ages encouraged
- Description: Come learn how to use Ancestry to discover your past relatives and feel more connected to your roots.
- Budget: ? Do we off to pay for an Ancestry account for each person that comes in? How does this work?
- Assigned Supervisor: Someone that is proficient in Ancestry.com

- Time:
- Location:
- Target Audience:
- Description:
- Budget:
- Assigned Supervisor:



**From:** heather long <cinnistix99@hotmail.com>  
**Sent:** Monday, June 17, 2019 5:18 PM  
**To:** Lori Ross  
**Subject:** Re: Library Programs

Hi Lori! One program I thought may be beneficial is a tutoring night where maybe a group of high schoolers could come and tutor elementary/middle schoolers and help with homework projects and such.

Homework help night  
Tuesdays 4 to 5 pm.  
Need 3 or 4 willing high schoolers  
Cost should be free although snacks would likely be appreciated by the high schoolers 😊. Estimated cost of snacks \$5.00

Thank you! Have a wonderful day.

Heather Long

Get [Outlook for Android](#)

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**From:** Lori Ross <lross@ci.harrisburg.or.us>  
**Sent:** Monday, June 17, 2019 10:06:39 AM  
**Subject:** Library Programs

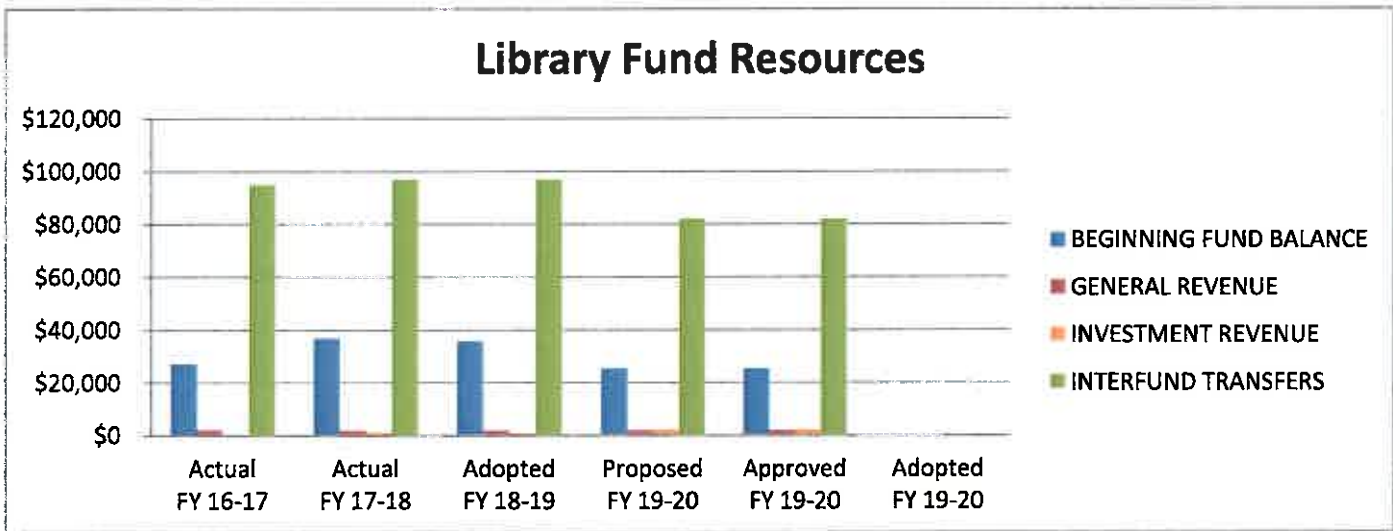
Good Morning Everyone!

I hope you all had a great weekend. I wanted to take a minute to remind you to submit any new Library Programs ideas to me by June 24th so we can get them on the agenda.

Please let me know if you have any questions. I look forward to hearing from you. Enjoy your week. 😊



Lori Ross  
Utility Billing Supervisor; Municipal Court Clerk; Code Enforcement  
City of Harrisburg  
120 Smith St  
PO Box 378  
Harrisburg, OR 97446  
(541)995-6655  
Fax (541)995-9244  
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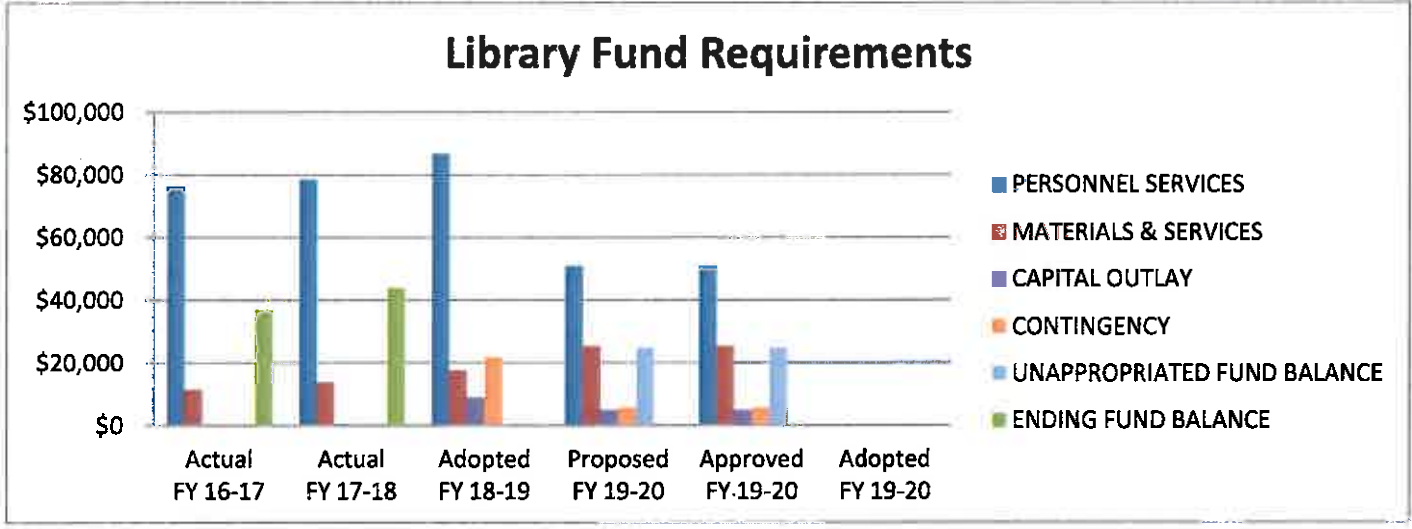
**LIBRARY FUND (24): Resources**

| Resource Description   | Actual FY 16-17 | Actual FY 17-18 | Adopted FY 18-19 | Proposed FY 19-20 | Approved FY 19-20 | Adopted FY 19-20 |
|------------------------|-----------------|-----------------|------------------|-------------------|-------------------|------------------|
| BEGINNING FUND BALANCE | \$27,206        | \$36,846        | \$35,600         | \$25,400          | \$25,400          | \$0              |
| GENERAL REVENUE        | \$2,177         | \$1,821         | \$1,950          | \$1,950           | \$1,950           | \$0              |
| INVESTMENT REVENUE     | \$322           | \$1,189         | \$950            | \$2,200           | \$2,200           | \$0              |
| INTERFUND TRANSFERS    | \$95,000        | \$97,000        | \$97,000         | \$82,000          | \$82,000          | \$0              |

**CITY OF HARRISBURG  
Library Fund (24)**

**LIBRARY FUND (24): RESOURCES**

| Historical Data                    |                                   |                      |                      | RESOURCE DESCRIPTION              | Budget for Next Year FY 2019-2020 |                                 |                              |
|------------------------------------|-----------------------------------|----------------------|----------------------|-----------------------------------|-----------------------------------|---------------------------------|------------------------------|
| Actual                             | Actual                            | Adopted Budget This  | Actual Budget This   |                                   | Proposed by<br>Budget Officer     | Approved By Budget<br>Committee | Adopted By<br>Governing Body |
| Second Preceding<br>Year 2016-2017 | First Preceding<br>Year 2017-2018 | Year<br>FY 2018-2019 | Year<br>FY 2018-2019 |                                   |                                   |                                 |                              |
| 27,206                             | 36,848                            | 35,600               | 43,901               | BEGINNING FUND BALANCE            | 25,400                            | 25,400                          | 0                            |
| <b><u>GENERAL REVENUE</u></b>      |                                   |                      |                      |                                   |                                   |                                 |                              |
| 1,050                              | 1,000                             | 1,000                | 1,000                | 1,000 READY TO READ GRANT         | 1,000                             | 1,000                           | 0                            |
| 0                                  | 0                                 | 50                   | 50                   | 0 DONATIONS - DESIGNATED/LIBRARY  | 50                                | 50                              | 0                            |
| 0                                  | 21                                | 100                  | 100                  | 0 DONATIONS-GENERAL USE LIBRARY   | 100                               | 100                             | 0                            |
| 1,127                              | 800                               | 800                  | 800                  | 636 OTHER LIBRARY REVENUE         | 800                               | 800                             | 0                            |
| 2,177                              | 1,821                             | 1,950                | 1,950                | TOTAL GENERAL REVENUE             | 1,950                             | 1,950                           | 0                            |
| <b><u>INVESTMENT REVENUE</u></b>   |                                   |                      |                      |                                   |                                   |                                 |                              |
| 322                                | 1,188                             | 950                  | 950                  | 1,924 INTEREST                    | 2,200                             | 2,200                           | 0                            |
| 322                                | 1,188                             | 950                  | 1,924                | TOTAL INTEREST REVENUE            | 2,200                             | 2,200                           | 0                            |
| <b><u>TRANSFERS IN</u></b>         |                                   |                      |                      |                                   |                                   |                                 |                              |
| 95,000                             | 97,000                            | 97,000               | 97,000               | 97,000 TRANSFER FROM GENERAL FUND | 82,000                            | 82,000                          | 0                            |
| 95,000                             | 97,000                            | 97,000               | 97,000               | TOTAL TRANSFERS IN                | 82,000                            | 82,000                          | 0                            |
| 124,705                            | 136,856                           | 135,500              | 144,461              | TOTAL RESOURCES                   | 111,550                           | 111,550                         | 0                            |



**LIBRARY FUND (24): Requirements**

| Requirement Description     | Actual FY 16-17 | Actual FY 17-18 | Adopted FY 18-19 | Proposed FY 19-20 | Approved FY 19-20 | Adopted FY 19-20 |
|-----------------------------|-----------------|-----------------|------------------|-------------------|-------------------|------------------|
| PERSONNEL SERVICES          | \$76,388        | \$78,574        | \$86,932         | \$50,848          | \$50,848          | \$0              |
| MATERIALS & SERVICES        | \$11,471        | \$13,908        | \$17,700         | \$25,300          | \$25,300          | \$0              |
| CAPITAL OUTLAY              | \$0             | \$473           | \$9,000          | \$5,000           | \$5,000           | \$0              |
| CONTINGENCY                 | \$0             | \$0             | \$21,868         | \$5,578           | \$5,578           | \$0              |
| UNAPPROPRIATED FUND BALANCE | \$0             | \$0             | \$0              | \$24,824          | \$24,824          | \$0              |
| ENDING FUND BALANCE         | \$36,846        | \$43,901        | \$0              | \$0               | \$0               | \$0              |

**CITY OF HARRISBURG  
Library Fund (24)  
BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

**LIBRARY FUND (24): REQUIREMENTS**

| Actual                                |                                   | Historical Data                             |  | REQUIREMENTS FOR:<br>ADMINISTRATION        | Budget for Next Year: FY 2019-2020 |                                 |                              |
|---------------------------------------|-----------------------------------|---|--|--|------------------------------------|---------------------------------|------------------------------|
| Second Preceding<br>Year 2016-2017    | First Preceding<br>Year 2017-2018 | Adopted Budget This<br>Year<br>FY 2018-2019 | Actual Budget This<br>Year<br>FY 2018-2019 |  | Proposed by<br>Budget Officer      | Approved By Budget<br>Committee | Adopted By<br>Governing Body |
| <b>PERSONNEL SERVICES</b>             |                                   |   |  |  |                                    |                                 |                              |
| 35,269                                | 35,880                            | 38,051                                      | 30,619                                     | LIBRARY FUND WAGES                         | 38,809                             | 38,809                          | 0                            |
| 4,412                                 | 5,170                             | 6,901                                       | 3,421                                      | LIBRARY ASSISTANT                          | 0                                  | 0                               | 0                            |
| 42                                    | 41                                | 45  | 34   | LIBRARY UNEMPLOYMENT TAXES                 | 39                                 | 39                              | 0                            |
| 3,112                                 | 3,141                             | 3,516                                       | 2,604                                      | LIBRARY FD SOCIAL SECURITY TAX             | 2,969                              | 2,969                           | 0                            |
| 24,195                                | 24,911                            | 27,180                                      | 21,812                                     | LIB FD MEDICAL INSURANCE                   | 0                                  | 0                               | 0                            |
| 7,733                                 | 8,812                             | 9,591                                       | 7,520                                      | LIBRARY FLAND PERS                         | 8,675                              | 8,675                           | 0                            |
| 272                                   | 267                               | 290   | 203  | LIB FD LIFE & DISABILITY                   | 0                                  | 0                               | 0                            |
| 1,000                                 | 0                                 | 1,000                                       | 0  | LIBRARY LONGEVITY                          | 0                                  | 0                               | 0                            |
| 28                                    | 27                                | 33  | 20   | LIB FD WORK COMP QUARTERLY                 | 31                                 | 31                              | 0                            |
| 325                                   | 325                               | 325   | 325  | LIB FD WORK COMP PREMIUM                   | 325                                | 325                             | 0                            |
| <b>76,388</b>                         | <b>76,574</b>                     | <b>86,532</b>                               | <b>66,559</b>                              | <b>TOTAL PERSONNEL SERVICES</b>            | <b>50,848</b>                      | <b>50,848</b>                   | <b>0</b>                     |
| 1.25                                  | 1.25                              | 1.25  |  | Total Full-Time Equivalent (FTE)           | 1.25                               | 1.00                            | 1.00                         |
| <b>MATERIALS &amp; SERVICES</b>       |                                   |   |  |  |                                    |                                 |                              |
| <b>PROFESSIONAL IMPROVEMENT</b>       |                                   |   |  |  |                                    |                                 |                              |
| 0                                     | 0                                 | 700   | 722  | ROOM & BOARD                               | 1,500                              | 1,500                           | 0                            |
| 0                                     | 230                               | 400   | 414  | SCHOOLS                                    | 1,000                              | 1,000                           | 0                            |
| 0                                     | 64                                | 200   | 331  | MILEAGE                                    | 300                                | 300                             | 0                            |
| <b>0</b>                              | <b>294</b>                        | <b>1,300</b>                                | <b>1,466</b>                               | <b>TOTAL PROFESSIONAL IMPROVEMENT</b>      | <b>2,800</b>                       | <b>2,800</b>                    | <b>0</b>                     |
| <b>MISC. MATERIALS &amp; SERVICES</b> |                                   |   |  |  |                                    |                                 |                              |
| 7,600                                 | 7,399                             | 8,000                                       | 5,976                                      | BOOKS                                      | 10,000                             | 10,000                          | 0                            |
| 109                                   | 160                               | 200   | 0  | LIBRARY EQUIPMENT MAINTENANCE              | 200                                | 200                             | 0                            |
| 314                                   | 0                                 | 0   | 0  | LIBRARY SUPPLIES & POSTAGE                 | 0                                  | 0                               | 0                            |
| 527                                   | 526                               | 600   | 427  | LIBRARY TELEPHONE                          | 600                                | 600                             | 0                            |
| 654                                   | 1,017                             | 1,000                                       | 680  | WI-FI INTERNET                             | 1,000                              | 1,000                           | 0                            |
| 304                                   | 801                               | 1,000                                       | 125  | READY TO READ GRANT                        | 1,000                              | 1,000                           | 0                            |
| 753                                   | 2,461                             | 4,300                                       | 3,010                                      | MISCELLANEOUS EXPENSES                     | 4,300                              | 4,300                           | 0                            |
| 1,210                                 | 1,250                             | 1,300                                       | 1,306                                      | GENEALOGY WEB SITE                         | 1,400                              | 1,400                           | 0                            |
| 0                                     | 0                                 | 0   | 0  | LIBRARY PROGRAMS                           | 4,000                              | 4,000                           | 0                            |
| <b>11,471</b>                         | <b>13,814</b>                     | <b>18,400</b>                               | <b>11,823</b>                              | <b>TOTAL MISC MATERIALS &amp; SERVICES</b> | <b>22,600</b>                      | <b>22,600</b>                   | <b>0</b>                     |
| <b>11,471</b>                         | <b>13,936</b>                     | <b>17,700</b>                               | <b>12,989</b>                              | <b>TOTAL MATERIALS &amp; SERVICES</b>      | <b>25,400</b>                      | <b>25,400</b>                   | <b>0</b>                     |

**LIBRARY FUND (24): REQUIREMENTS**

| Historical Data   |                                |                     |                    | REQUIREMENTS FOR ADMINISTRATION         | Budget for Next Year FY 2019-2020 |                              |                           |
|---|--------------------------------|---------------------|--------------------|---|-----------------------------------|------------------------------|---------------------------|
| Actual  |                                | Adopted Budget This | Actual Budget This |   | Proposed by Budget Officer        | Approved By Budget Committee | Adopted By Governing Body |
| Second Preceding Year 2016-2017                           | First Preceding Year 2017-2018 | Year FY 2018-2019   | Year FY 2018-2019  |   |                                   |                              |                           |
| <b>CAPITAL OUTLAY</b>                                     |                                |                     |                    |   |                                   |                              |                           |
| 0   | 473                            | 4,000               | 0                  | EQUIPMENT & CONSTRUCTION                | 0                                 | 0                            | 0                         |
| 0   | 0                              | 5,000               | 0                  | COMPUTER RESERVE ACCOUNT                | 5,000                             | 5,000                        | 0                         |
| 0   | 473                            | 9,000               | 0                  | TOTAL CAPITAL OUTLAY                    | 5,000                             | 5,000                        | 0                         |
| <b>87,859</b>   | <b>92,955</b>                  | <b>113,632</b>      | <b>79,548</b>      | <b>TOTAL ORG./PROG. REQUIREMENTS</b>    | <b>81,148</b>                     | <b>81,148</b>                | <b>0</b>                  |
| <b>NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM</b> |                                |                     |                    |   |                                   |                              |                           |
| 0   | 0                              | 21,868              | 21,868             | CONTINGENCY                             | 5,578                             | 5,578                        | 0                         |
| <b>0</b>  | <b>0</b>                       | <b>21,868</b>       | <b>21,868</b>      | <b>TOTAL REQUIREMENTS NOT ALLOCATED</b> | <b>5,578</b>                      | <b>5,578</b>                 | <b>0</b>                  |
| 48,649  | 43,951                         | 0                   | 0                  | ENDING FUND BALANCE                     | 0                                 | 0                            | 0                         |
| 0   | 0                              | 0                   | 0                  | UNAPPROPRIATED ENDING FUND BALANCE      | 24,824                            | 24,824                       | 0                         |
| <b>124,705</b>  | <b>136,856</b>                 | <b>138,560</b>      | <b>101,416</b>     | <b>TOTAL REQUIREMENTS</b>               | <b>111,550</b>                    | <b>111,550</b>               | <b>0</b>                  |