



Library Board Meeting Agenda

July 11, 2022

5:30 PM

Chairperson: Kristi Prozialeck
Vice-Chairperson: Katherine Hansen
Board Members: Angela Christensen , Desri Hansen and Lori Pelkey
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

PUBLIC NOTICES:

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

CALL TO ORDER AND ROLL CALL

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

APPROVAL OF MINUTES

- 1. MOTION TO APPROVE THE MINUTES FOR THE MAY 23, 2022 LIBRARY BOARD MEETING.**

NEW BUSINESS

- 2. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

STAFF REPORT:

No Exhibits

ACTION: FOR DISCUSSION ONLY

- 3. THE MATTER OF DISCUSSING USE OF GRANTS FOR SUMMER LIBRARY PROGRAMS**

STAFF REPORT:

No Exhibits

ACTION: FOR DISCUSSION ONLY

OTHERS:

- 1. LIBRARY FLOAT FOLLOW-UP**
- 2. MURAL UPDATE**
- 3. SHARING LIBRARIES**
- 4. QUARTERLY FLYER**

ADJOURN



Library Board Meeting Minutes
May 23, 2022

Chairperson: Kristi Prozialeck
Vice-Chairperson: Katherine Hansen
Board Members: Angela Christensen, Desri Hansen (arrived at 5:39pm)
Board Members Absent: Lori Pelkey
Staff Present: Library Supervisor Lori Ross, Librarians Cheryl Spangler, and Pelkey
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Chairperson Kristi Prozialeck at the hour of 5:31pm

CONCERNED CITIZEN(S) IN THE AUDIENCE. None Present

APPROVAL OF MINUTES

- K. Hansen **motioned to approve the minutes from March 10, 2022 and was seconded** by Christensen. **The Library Board then voted unanimously to approve the minutes from March 10, 2022.**

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT:

- K. Hansen **motioned to recommend to the City Council that they appoint Kristi Prozialeck to the Library Board for a term ending June 30, 2026 and was seconded** by Christensen. **The Library Board then voted unanimously to recommend to the City Council that they appoint Kristi Prozialeck to the Library Board with a term ending June 30, 2026.**

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

STAFF REPORT: Ross reminded the Board that the fine free trial period was coming to an end June 30, 2022 and part of the condition of approval for the trial was we would report back to Council in one year with a stat tracking system in place. Ross reviewed the stats as shown in the staff report, and added that as of last week, there were 668 digital books check out through the Oregon Digital Library Consortium (ODLC). Ross commented that since our trial period began, other Library's in our consortium have become fine free as well as Eugene and Springfield. Ross

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referred to Addendum 1, which shows Library revenue for the last three fiscal years and stated that other library revenue has increased over the last two years, so we are not losing revenue by becoming fine free which was also a concern for Council.

- Prozialeck asked how many days a book can be checked out, and Ross replied that a book can be checked out 21 days and renewed twice if there is no waiting list. Prozialeck would like the checkout time averages to be included in the staff report to Council.
- Ross stated this proposal would go to Council in June and she would send out a notification to the Board.

D Hansen left the meeting at 5:58pm

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

- **Crafting Club:** Prozialeck stated that Crafting Club was going well. They only had three participants last week, they typically have around 10.
- **Story Time:** D Hansen stated that Story Time was going well and there have been about 10 to 15 children attending. She commented that Lego Club is at the same time, and she doesn't think it's working well as they are not getting enough participation to make it worthwhile.
 - Pelkey said she could hold Lego Club on Wednesdays throughout the summer starting June 22 at 3pm. She would continue to have her Saturday program as well.
- **Lego Club:** Pelkey stated that Saturdays have been hit and miss and thinks that making it every Saturday might be less confusing for patrons. She will start having the program every Saturday effective immediately.
- **Adult Book Club:** K. Hansen stated she had three in attendance at the last Book Club plus herself. She is excited about it the program and commented that the books are getting read. Prozialeck to make a flyer for the June Book Club.
- **Dungeon & Dragons:** Spangler stated there were 12 in attendance at the last club, and she believes it will get bigger.
- **New Program Suggestions:** Spangler stated that she would like to have a different foods of the world program, where they look up the history of the food item. Ross asked Spangler to forward her some information about the program.
 - Pelkey thought this type of program would be a good fit for the System of Care Grant.
 - Prozialeck asked if we had summer programs for teens? Spangler responded that we do not, but they are always welcome to attend any program.
 - Pelkey stated that Monroe has a teen night, and she would like to start a game night possibly with some of the grant money.
 - Ross suggested having a First Aide/CPR program and to have someone reach out to the Fire Department . Prozialeck mentioned that she might know somebody who could teach the class and she would look into it.
 - Spangler informed the Board of this year's summer programs as shown in Addendum 2. Christensen asked what age the summer programs are for, and Spangler responded all ages are welcome.
 - Christensen feels that grades 5-8 are overlooked and would like to have a program for them. C Hansen commented about a stary night program where they set up telescopes, or dance parties. Other ideas were

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Halloween parties, Christmas in July, science nights and bingo nights.
Prozialeck to look into programs for the older kids to bring back to the next meeting.

Others:

- **Mural:** Ross informed the Board, that as of Friday we have raised \$1418.00 for the mural. She has not heard from the artist, Jerry Dame, for several weeks and has not received a proposal.
- **4th of July:** C Hansen stated she would like the Library to participate in the 4th of July parade by having a float. Prozialeck stated she would register for the parade and C Hansen would look into getting a trailer. Pelkey to make flyers to be handed out. Ross to contact the Board regarding a meeting for decorating the float.
- **Sharing Libraries:** Board to discuss once Board Member Pelkey is in attendance.
- **Flyer:** Ross suggested a quarterly flyer for the Library and stated we could possibly pay to have it inserted in the utility bill a few times a year.
- **Backpacks:** Spangler stated backpacks will be available for patrons in June and are while supplies last.
- **Next Meeting:** Ross stated the next meeting is scheduled for July 14 and asked if we could change the day of the week from a Thursday due to the Library being open. Ross to email the Board and find out what day will work for everyone.
- **Change is supervisor:** Ross informed the Board, that effective July 1st, Cathy Nelson will be the new Library Supervisor. She will forward her contact information to the Board.
- **Budget:** Ross referred to Addendum 3 which shows the balance of the Library Fund.

ADJOURN at the hour of 6:41pm

Report Criteria:

Accounts to include: With balances or activity

Print Fund Titles

Total by Fund

Print Source Titles

Total by Source

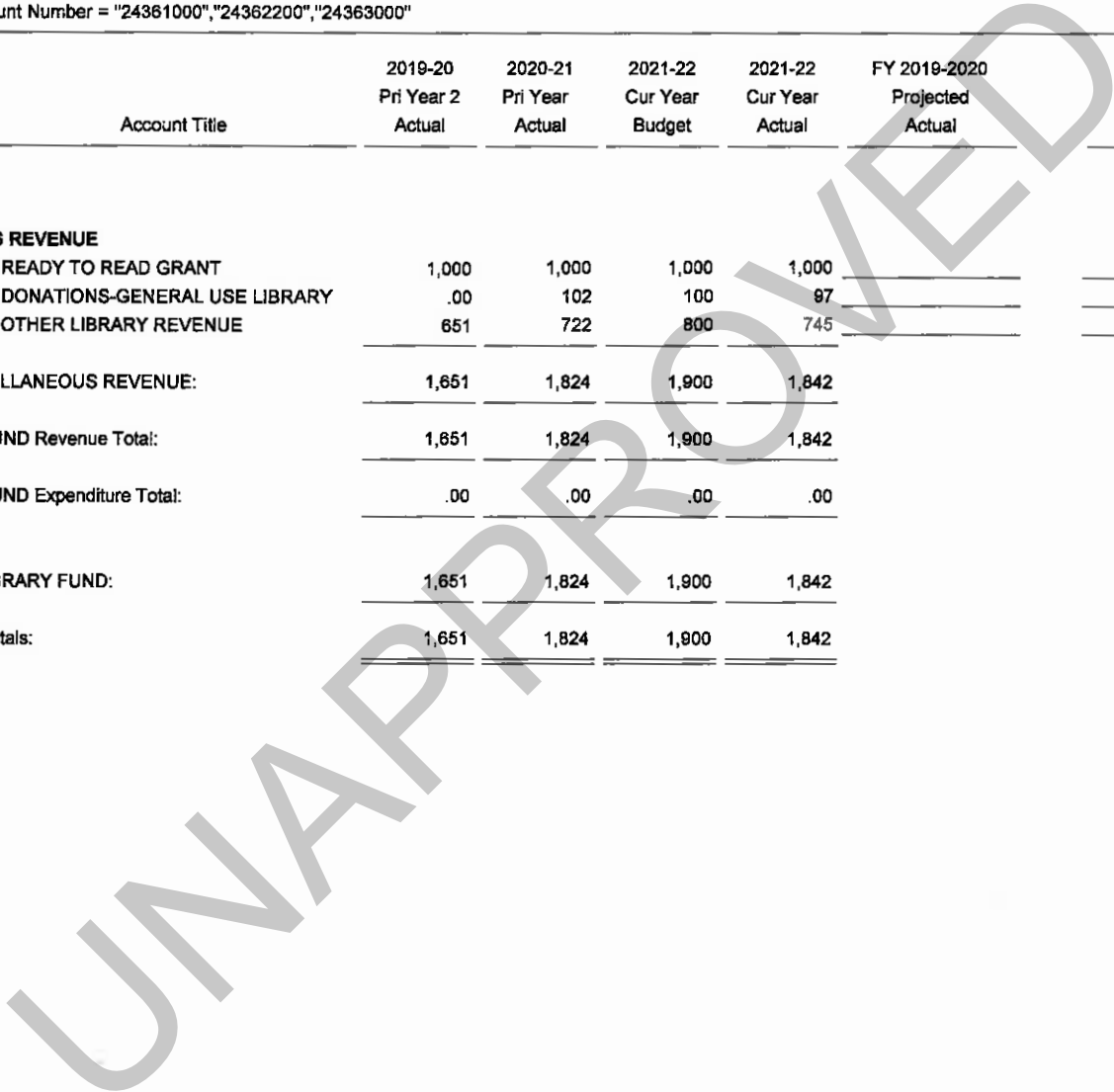
Print Department Titles

Total by Department

All Segments Tested for Total Breaks

Account.Account Number = "24361000","24362200","24363000"

Account Number	Account Title	2019-20 Pri Year 2 Actual	2020-21 Pri Year Actual	2021-22 Cur Year Budget	2021-22 Cur Year Actual	FY 2019-2020 Projected Actual	FY 2020-2021 Desired Budget
LIBRARY FUND							
MISCELLANEOUS REVENUE							
24-36-1000	READY TO READ GRANT	1,000	1,000	1,000	1,000		
24-36-2200	DONATIONS-GENERAL USE LIBRARY	.00	102	100	97		
24-36-3000	OTHER LIBRARY REVENUE	651	722	800	745		
Total MISCELLANEOUS REVENUE:		1,651	1,824	1,900	1,842		
LIBRARY FUND Revenue Total:		1,651	1,824	1,900	1,842		
LIBRARY FUND Expenditure Total:		.00	.00	.00	.00		
Net Total LIBRARY FUND:		1,651	1,824	1,900	1,842		
Net Grand Totals:		1,651	1,824	1,900	1,842		





Come and join the Harrisburg Library on our Summer reading program adventure this year. As well as our annual reading logs where readers can receive two five-dollar gift certificates to Barnes and Nobels, we also are planning some fun summer outings that get our readers to explore beyond the beaten path. Young Patrons may also receive a backpack full of goodies that are interactive to our program activities, so hold on tight and don't lose them. Here is a list of our upcoming program activities. Our program dates as listed below:

6-17-22: Building bird houses

6-24-22: Going on a rock hunt down by the river

7-1-22: Painting rocks and hiding them around town

7-8-22 make instruments and go on parade

7-22-22: Bear hunt

7-30-22: guest star Balloonist

UNAPPROVED

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
24-60-2000 BOOKS	7,328.76	7,328.76	9,000.00	1,671.24	81.4
24-60-2300 LIBRARY EQUIPMENT MAINTENANCE	230.00	230.00	200.00	(30.00)	115.0
24-60-2500 LIBRARY TELEPHONE	317.31	317.31	350.00	32.69	90.7
24-60-2525 WI-FI INTERNET	1,615.35	1,615.35	1,765.00	149.65	91.5
24-60-2700 READY TO READ GRANT	392.50	392.50	1,000.00	607.50	39.3
24-60-2800 MISC EXPENSE	1,823.99	1,823.99	3,700.00	1,876.01	49.3
24-60-3050 LIBRARY PROGRAMS	908.40	908.40	4,000.00	3,091.60	22.7
24-60-3200 ODLC	4,813.84	4,813.84	5,500.00	686.16	87.5
TOTAL MATERIALS & SERVICES	17,430.15	17,430.15	25,515.00	8,084.85	68.3
<u>CAPITAL OUTLAY</u>					
24-70-7400 COMPUTER RESERVE ACCOUNT	.00	.00	5,000.00	5,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	.0
<u>CONTINGENCY</u>					
24-91-9900 LIBRARY CONTINGENCY	.00	.00	6,205.00	6,205.00	.0
TOTAL CONTINGENCY	.00	.00	6,205.00	6,205.00	.0
<u>UNAPPROPRIATED ENDING FD BAL</u>					
24-95-9900 UNAPPROPRIATED FUND BALANCE	.00	.00	62,878.00	62,878.00	.0
TOTAL UNAPPROPRIATED ENDING F	.00	.00	62,878.00	62,878.00	.0
TOTAL FUND EXPENDITURES	60,885.77	60,885.77	162,050.00	101,364.23	37.5
NET REVENUE OVER EXPENDITURES	20,352.44	20,352.44	(74,850.00)	(95,202.44)	27.2

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

No Exhibits

ACTION: FOR DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda-July 11, 2022

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

STAFF RECOMMENDATION:

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

BACKGROUND INFORMATION:

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

Here is a list of all programs currently available:

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

Librarians Cheryl Spangler and Amanda Pelkey will update the board about this summer's programs.

REVIEW AND APPROVAL:

07/06/2022

Lori Ross/City Recorder Date

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF DISCUSSING USE OF GRANTS FOR SUMMER LIBRARY PROGRAMS

STAFF REPORT:

No Exhibits

ACTION: FOR DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda-July 11, 2022

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$17,300	Yes	Library Fund

STAFF RECOMMENDATION:

Staff recommend a discussion about how to use grant funding for Summer Library Programs.

BACKGROUND INFORMATION:

Staff recommends a discussion on how to use the two (2) grants that the Harrisburg Library has received. One if for \$2,300 and can only be used on programs geared towards older kids and the other is for \$15,000 that can be used in many ways for Summer Programs for all aged children. The larger \$15,000 grant required a higher level of insurance and will have \$1,000 reserved for that additional cost. Part of this grant can also be used to offset the cost of additional hours for librarians above what was budgeted to oversee the programs, which is an unknown cost at this time. Staff recommends setting aside an additional \$1,000 to cover payroll.

Here is a list of suggested uses:

SOC Grant for teens, funds coming more towards the fall: \$2,300

- 1) Family Board game night
- 2) Teen Dance
- 3) Cuisine Club
- 4) Karaoke

Summer Grant \$15,000 - insurance \$1,000 - \$1,000 payroll = \$13,000

- 1) Camp Harlow
- 2) Wildlife Safari
- 3) Oregon coast aquarium
- 4) Early literacy toys for teaching reading at Storytime
- 5) Video gaming night.
- 6) Movie night
- 7) TV for games and movies
- 8) Nintendo Switch & games
- 9) Rent Bus for field trips
- 10) Staff extra hours
- 11) Junction city plays
- 12) Prehistoric gardens
- 13) Park passes to rent out to patrons

- 14) **Free** Elkton Butterfly exhibit
- 15) Mentoring from High school kids (paid by contract)
- 16) Art of writing workshops
- 17) Supplies for Community Service for High school aged kids.

Librarians Cheryl Spangler and Amanda Pelkey will update the board about research on suggested summer programs.

REVIEW AND APPROVAL:

07/05/2022
Cathy Nelson/Library Supervisor Date