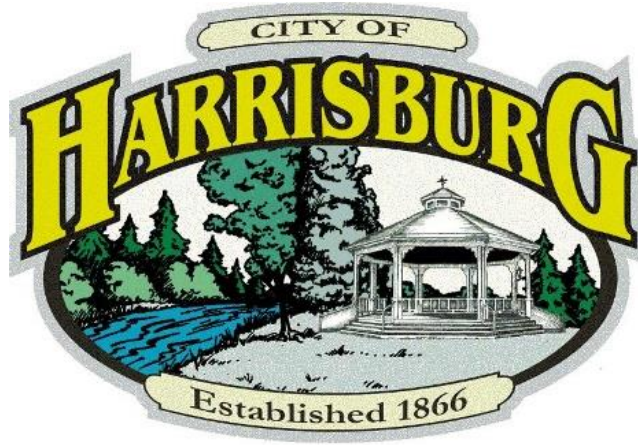




Library Board Agenda
November 04, 2025
5:30 PM

Chairperson: Alexandria Bennett
Vice-Chairperson: Lori Pelkey
Board Members: Danielle Pedersen, Madison Stepherson and Pat Rufo
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *The Harrisburg Municipal Center is handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices, sign language assistance or interpreter services are requested to contact the City Recorder, 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 does not apply to an emergency meeting as per ORS 192.630(5).*
3. *If you wish to testify, and are unable to attend, please contact the City Recorder to be placed on a conference call list during the meeting.*
4. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
5. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at lross@ci.harrisburg.or.us.*

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 SEPTEMBER 2, 2025 LIBRARY BOARD MINUTES

NEW BUSINESS

2. THE MATTER OF APPROVING A LIBRARY VOLUNTEER POLICY

STAFF REPORT:

Exhibit A: HIP 25-1.1 Library Volunteer Policy

Exhibit B: Volunteer Application

**ACTION: MOTION TO APPROVE HARRISBURG INTERNAL POLICY (HIP) 25-1.1
LIBRARY VOLUNTEER POLICY**

3. THE MATTER OF DISCUSSING THE LIBRARY BUDGET

STAFF REPORT:

Exhibit A: The 2025/2026 Library Budget

ACTION: DISCUSSION ONLY

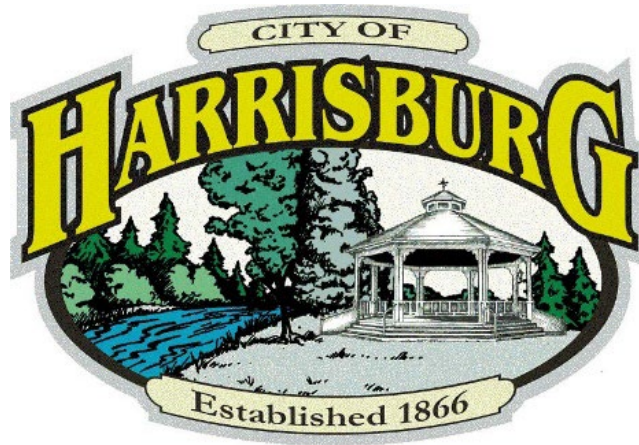
4. THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

Exhibits: None

ACTION: DISCUSSION ONLY

ADJOURN



Library Board Minutes September 02, 2025

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

CALL TO ORDER AND ROLL CALL by Vice-Chairperson Lori Pelkey at the hour of 5:32pm.

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

APPROVAL OF MINUTES: No comments or concerns.

- Rufo motioned to approve the May 6, 2025 Library Board Minutes and was seconded by Pedersen. The motion passed unanimously by a vote of 3-0. (Yes: Rufo, Pedersen and Pelkey. No: None.)

THE MATTER OF DISCUSSING A LIBRARY POLICY OR PROCEDURE FOR VOLUNTEER RECRUITMENT'S: Ross reviewed the staff report confirming that all volunteers listed are still active. Some discussion and guidelines for a Library Volunteer/Procedure Policy included:

- If there is no immediate need for a volunteer, inform applicants at that time. The application will be held onto and processed, including the background check, once a position is available and it's confirmed they are still able to volunteer.
- Orientation will take place once a month unless the need is dire.
- Application will include where they are wanting to volunteer. It will also state the application being processed when there is a need.
- Carter suggested speaking with applicants about where they want to volunteer and find out if there is a need rather than just giving patrons an application. The Librarians will determine if there is a need at the time of submission and who would be a good fit for that program based on criteria requirements.
- The consensus is to have a maximum of eight active volunteers.
- Definition of what defines an active volunteer.

September 02, 2025

- Policy to include timekeeping requirements. A. Pelkey to work on an updated volunteer log.
- Definition of a volunteer vs. helper. Ross to confirm with CIS.
- Background checks to be performed every three years as recommended by CIS for active volunteers.
- Background check standards. Any reason an applicant would not be approved.
- Have code of conducts wording included in policy or on application informing applicants of the Library right not to utilize a volunteers. Have the volunteer sign off on the code of conduct at orientation.
- Include reference that volunteers follow personnel policies pertaining to conduct.
- Include age requirements. Ross to find out from CIS.

A draft policy/procedure to be presented at the November meeting.

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

Crafting Club: Program is going well. It was discussed to possibly postpone during the summer months next year due to summer events.

Teen Book Club: A. Pelkey informed the board that the program is no longer active. Pelkey would like to give the program another chance with school starting. Some suggestions to improve the program included:

- Reaching out the High School English Teachers.
- Inquiring about the students receiving extra credit.
- Stressing how the program works including no reading aloud.
- Prizes including notebooks and gel pens.

Story Time: Program has dropped off since the end of summer. Ross suggested using the sandwich sign once again to promote the program for people walking/driving by the Library.

Baby Story Time: No changes. Some weeks have more attendance than others.

Grief Support: No updates available.

Lego Club: A. Pelkey to check the volunteer status for Nolan Malpass for this program since graduating.

Others:

- Rufo inquired about having Nelson review the Library Budget and how it works at the November meeting.
- The Holiday Bazaar will be held November 14th -15th. Review details at the November meeting. Pedersen to create a Google Document to help with the bazaar.
- Next meeting is scheduled for November 4, 2025.

With no further discussion, the Library Board Meeting adjourned at the hour of 6:36pm.

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF APPROVING A LIBRARY VOLUNTEER POLICY

STAFF REPORT:

Exhibit A: HIP 25-1.1 Library Volunteer Policy

Exhibit B: Volunteer Application

**ACTION: MOTION TO APPROVE HARRISBURG INTERNAL POLICY
(HIP) 25-1.1 LIBRARY VOLUNTEER POLICY**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda November 4, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
NO	N/A	N/A

STAFF RECOMMENDATION:

Staff recommends that the Library Board review the Library Volunteer Policy and make recommendations if needed.

BACKGROUND INFORMATION:

At the September 2, 2025, Staff and the Library board discussed creating a Library Policy as a guideline for all staff when onboarding Library Volunteers. Staff and Board members made suggestions as noted in the September 2, 2025 minutes on page no.3 of the agenda.

As per Harrisburg Municipal Code 2.20.040(5), the Library Board shall have the power to recommend policies and procedures conducive to efficient and effective operations of the Library. Staff believes this policy will ensure an adequate use of library funds and also staff time.

The Library Board and Staff should review the policy and recommend any changes needed. One area to be determined, as highlighted on page no.7, is the minimum age for a volunteer. As per the Bureau of Labor and Industries (BOLI), the minimum age is 14 years old. Because of stricter guidelines for 14 and 15 year olds, staff believes it may be best to have the minimum age of a volunteer to be 16 years of age.

If any changes are made to the suggested policy, those changes should be noted, and the motion would be stated as amended.

REVIEW AND APPROVAL:

Lori Ross

Lori Ross/City Recorder 10/29/2025
Date

CITY OF HARRISBURG

HIP 25-1.1 Library Volunteer Policy

25-1.1.010 Purpose

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in the Library. It's to be used as a guideline to understand what a volunteer is, the process for on boarding a volunteer, the process for training the volunteer and the requirements of the volunteer and staff.

25-1.1.020 Definitions:

Volunteer: A volunteer is a person approved by the City Recorder, who without compensation or expectations of compensation performs a task at the direction of a Librarian or the Library Supervisor on behalf of the Library. Volunteers typically commit to regular or ongoing involvement with the Library, contributing to its mission and operations. Volunteers often take on specific tasks or responsibilities based on their skills and interest. Volunteers are often seen as members of the organization, contributing to its overall success and goals.

Examples of a volunteer would include:

- A Board Member
- An Activity/Program Advisor
- Tutors
- Coaches
- Field Trip Chaperones

Helper: A helper has short term or infrequent involvement. Helpers often assist for specific events or tasks, often on an as needed basis. Helpers work under the direct supervision of a staff member or an approved volunteer. Helpers can provide assistance with specific tasks, activities or events such as a celebration, a program or a sale

Examples of a helper would include:

- Reading to Patrons
- Collecting or distributing Items
- Participating in an event under the direction of Staff
- Providing one-time support for a program.

A volunteer is a dedicated individual who contributes significantly to an organization, while a helper provides assistance for a specific task or event, working under the guidance of staff or an approved volunteer.

Even though there is an obvious difference between the two, they are both acting as agents of the City, therefore, *it is the recommendation of CIS that both volunteers and helpers complete the volunteer process.*

Active Volunteer: Any volunteer who has volunteered at least once in the previous 6 months.

25-1.1.030 On-Boarding

Librarians: To ensure that both library funds and staff time are being used effectively, the Librarians will make the determination if there is a current need for a new volunteer.

- Volunteer is Needed: If there is a current need for a volunteer position, the Librarians will follow the process below:
 - The volunteer will complete an application, including the background authorization form, and supply photo identification.
 - If the volunteer is a minor, the waiver for minor volunteers must also be completed by a parent or guardian. (Minimum age requirement for a volunteer is 16 years of age.)
 - The completed application will be returned to the Librarian. The Librarian will indicate, in the designated area, the date it was submitted, their complete name and the program/area designated for this volunteer.
 - Once completed, applications will be returned to the City Recorder to be processed for the background check.
- No Volunteer is Needed: If it is determined there is no need for a new volunteer and a patron would like to apply, the Librarian will follow the process below:
 - The patron will still fill out a complete application.
 - The Librarian will inform the applicant their application will be held onto until a position becomes available.
 - The application will be forwarded to the City Recorder for future openings and stored in a locked file cabinet.

City Recorder: The City Recorder will review all applications for completion. If all the required information has been submitted, the background check will be performed and expensed from the Library program fund.

- Once the background check has been completed successfully, the City Recorder will schedule the applicant for orientation.
- If a new volunteer position does become available, and at the direction of the Librarians, the City Recorder will reach out to any previous applicant(s) to verify they are still interested in becoming a volunteer. If interested, the application will be processed for the background check at that time.

25-1.1.040 Background Check Standards:

All volunteers must complete a background check. Approval will be based on the following:

- No felony convictions.
- No convictions for crimes committed against persons including but not limited to assault, adultery, sexual crimes, indecency, kidnapping or contributing to the delinquency of a minor.

- No convictions for crimes against property including but not limited to burglary, forgery, fraud, theft, malicious destruction of property or embezzlement.
- If the volunteer has not been adjudicated on a pending arrest, the application will be denied until the outcoming of the sentencing.

Background checks will be performed every three years for active volunteers.

25-1.1.050 Orientation:

Once the background check has been approved, applicants will need to attend orientation prior to volunteering. The City Recorder or the Library Supervisor will be the persons responsible for administering orientation. Orientations will take place once per month based on staff availability. An exception can be made at the discretion of the person administering the orientation to accommodate the urgency for a library program.

Orientation will consist of reviewing the following:

- Harrisburg Public Library Policy & Procedures Manual including the Harrisburg City Buildings Use Code of Conduct.
- Employee Manual Policies 105; 106; 120; 123; 124; 126; 132 and 138.
- The City of Harrisburg Safety & Health Policy Statement.
- Emergency Incident Plan including the Emergency Checkpoint List and the Emergency Exit Buildings Map.
- Personal Protective Equipment Plan
- Bloodborne Pathogen Exposure Control Plan
- Ladder Safety Program
- Slips, Trips and Falls.
- Safety Incident Procedures and Forms.
- Municipal Center Program Rules
- Timekeeping
- Waiver of Responsibility.

The volunteer will also participate in the required online training provided by CIS The Learning Center.

25.1.1.060 Review and Update

This policy shall be reviewed by the Library Board, the Library Supervisor and the City Recorder every three (3) years.

Review and Approval:

City Recorder Date
On Behalf of the Library Board

Library Supervisor Date

City Administrator Date



Volunteer Application and Placement Form

Return completed application to: The City of Harrisburg, Attn: Lori Ross, City Recorder, PO Box 378, Harrisburg, OR 97446

Name		Daytime Phone	
Address		Evening Phone	
City/Zip		Email	

Are you under 18 years of age? YES ☐ NO ☐

Current Employer or School Phone

Education, Work, or Volunteer Experience

Skills or Certifications

Languages that you speak:

Languages that you write:

List the hours you are available or prefer:

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Personal Reference (not related)

Name Phone Relationship
 Address City/State/Zip

Volunteer or Employer Reference

Name Phone Relationship
 Address City/State/Zip

I give my permission for the named references to be contacted either verbally or in writing. I also understand that information obtained will be used only in conjunction with a City of Harrisburg volunteer position. All of the information on this application is true to the best of my knowledge.

Signature:

Date:

For Internal Use Only

2.

Volunteer Name:

Volunteer
Positions
Available
Y/N

Department & Staff Accepting Application

Volunteer Position/Program

Date Received

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Enter Date Completed (if applicable)

Application Received

Interview (If applicable)

Reference Check

Job Description Provided

OSP Background Check

Volunteer Orientation &
Certification

Parental Consent Form

Comments



HARRISBURG VOLUNTEER BACKGROUND CHECK AUTHORIZATION

I. I understand that an investigative report may be generated on me that may include information as to my character, general reputation, personal characteristics, or mode of living; work habits, performance or experience, along with reasons for termination of past employment/professional license or credentials; financial/credit history; or criminal/civil/driving record history. I authorize any person, business, organization or agency to provide requested information to the City of Harrisburg.

II. IF APPLICABLE, medical and worker's compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws.

III. According to the **Fair Credit Reporting Act** (FCRA, Public Law 91-508, Title VI), I am entitled to know if my offer to volunteer is denied because of information obtained from a consumer reporting agency. If so, I will be notified and be given the name of the agency providing that report.

IV. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.

V. Upon proper identification, you have the right to make a request to the City of Harrisburg, within a reasonable period of time, as to the nature and substance of all information in its files on you at the time of your request, including the sources of information and the recipients of any reports on you that The City of Harrisburg has previously furnished. Communications with The City of Harrisburg should be directed to PO Box 378, Harrisburg, OR 97446, or at 541-995-6655.

VOLUNTEER CANDIDATE TO COMPLETE THE FOLLOWING:

Signature

Today's Date

Please print full name

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Month, Day and Year of Birth

Social Security Number

Home Address

City

State

Zip

Driver's License Number and State

Name as it appears on License

Have you ever been convicted of a crime? ☐ No ☐ Yes If yes, please provide city and state of conviction and details of conviction.

FAIR CREDIT REPORTING ACT NOTICE:

In accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI), this information may only be used to verify a statement(s) made by an individual in connection with legitimate business needs. The depth of information available varies from state to state. Status of updates are available on request. Although every effort has been made to assure accuracy, General Information Services, Inc. cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. General Information Services, Inc.'s policy requires purchasers of these reports to have signed a Service Agreement. This assures General Information Services, Inc. that users are familiar with and will abide by their obligations, as stated in the **FCRA**, to the individuals named in these reports. If information contained in this report is responsible for the suspension or termination of an employee or the application process, have the Candidate/employee contact General Information Services, Inc.

Volunteers under the age of 18 must have a parent or guardian sign a waiver allowing the background search to be conducted. Background checks will be obtained regardless of the age of volunteers.



HARRISBURG VOLUNTEER

Waiver for Minor Volunteers

The Harrisburg Volunteer policy states the following:

1. A volunteer must complete an application form for the City of Harrisburg. The person's background, experience, and skills should be reviewed to match the volunteer's appropriate assignments.
2. Background checks are required for all volunteers. Volunteering cannot begin until the background check has been completed.
3. Volunteers must be at least 18 to work without supervision in any City department.
4. Volunteers under the age of 18 must have a waiver signed by their parent or guardian and must be supervised.
5. Volunteers under the age of 14 shall be limited to volunteering no more than two hours after school hours, no more than six hours on Saturdays and Sundays, and no more than 18 hours per week.
6. Volunteers are provided appropriate training for their assignments, including orientation and appropriate paperwork, indicating their understanding of safety protocol.

I hereby allow _____, whose date of birth is _____, and who is my child or a minor for whom I am a legal guardian, to volunteer at the City of Harrisburg. I understand that an application form must be filled out, along with a criminal background check with the Oregon State Police, and I give my child/minor for whom I am a legal guardian permission to sign these documents. I understand that there will be supervision as stated in the policy. Appropriate age restrictions will be applied for limitation of hours volunteered as stated above.

In addition, I allow my child or minor for whom I am a legal guardian to have orientation and minimal safety training. Orientation will cover issues such as harassment, and hostile work environments. I understand that these are policies and measures set to protect volunteers and employees of the City of Harrisburg.

Parent or Legal Guardian – Print

Parent or Legal Guardian - Signature

Address

Date

Agenda Bill

Harrisburg Library Board

Harrisburg, Oregon

THE MATTER OF DISCUSSING THE LIBRARY BUDGET

STAFF REPORT:

Exhibits: The 2025/2026 Library Budget

ACTION: DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda November 4, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	Library Fund

STAFF RECOMMENDATION:

Staff recommends that the Library Board discuss the Library Budget for FY 2025/2026.

BACKGROUND INFORMATION:

At the September 2, 2025 Library Board meeting, board members had several questions about the budget for the library. The Finance Officer was not in attendance. The current budget for the Library Fund is found as **Exhibit A** and will be explained and discussed along with answers to any questions.

Below is a summary of the FY 2025/2026 Library Budget:

- The total budget for the library is \$218,900.
- The library had \$117,370 from last year in the Beginning Fund Balance, expected grant revenue of \$11,000. The ready-to-read grant is \$1,000 and any other grants applied for should be around \$10,000. These revenues can only be spent on programs that the grant covers. The General Fund transfers \$87,500 to the library to help cover departmental costs.
- The library expects to pay \$63,045 in Personnel cost in the form of wages, PERS, taxes and longevity bonuses. We have budget \$12,000 for book purchases and \$20,000 for programs costs. \$10,000 of this cost is covered through grants and will not be spent if grants are not secured.
- The library has budget \$11,000 for contingency. These are expenses that might happen, but we don't know about them yet. There are very specific requirements for these funds to be used.
- Per Oregon Budget Law every fund, including the library, is required to set aside funds for the next budget year which will cover a minimum of 4 months of expected total costs. We have set aside \$85,605 to meet this requirement. These funds cannot be used for any reason without going through the Supplemental Budget Process.

REVIEW AND APPROVAL:

3.

Cathy Nelson

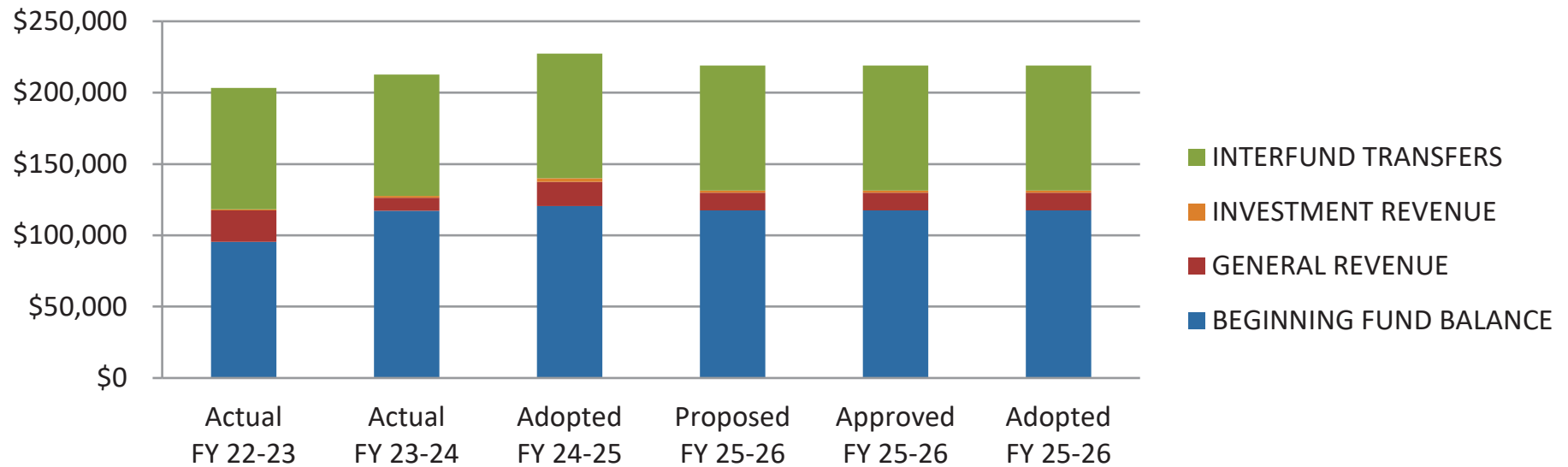
10/29/2025

Cathy Nelson

Date

Finance Director/Library Supervisor

Library Fund Resources



LIBRARY FUND (24): Resources

Resource Description	Actual FY 22-23	Actual FY 23-24	Adopted FY 24-25	Proposed FY 25-26	Approved FY 25-26	Adopted FY 25-26
BEGINNING FUND BALANCE	\$95,324	\$117,183	\$120,565	\$117,370	\$117,370	\$117,370
GENERAL REVENUE	\$22,172	\$9,088	\$16,900	\$12,600	\$12,600	\$12,600
INVESTMENT REVENUE	\$792	\$1,429	\$2,485	\$1,430	\$1,430	\$1,430
INTERFUND TRANSFERS	\$85,000	\$85,000	\$87,500	\$87,500	\$87,500	\$87,500

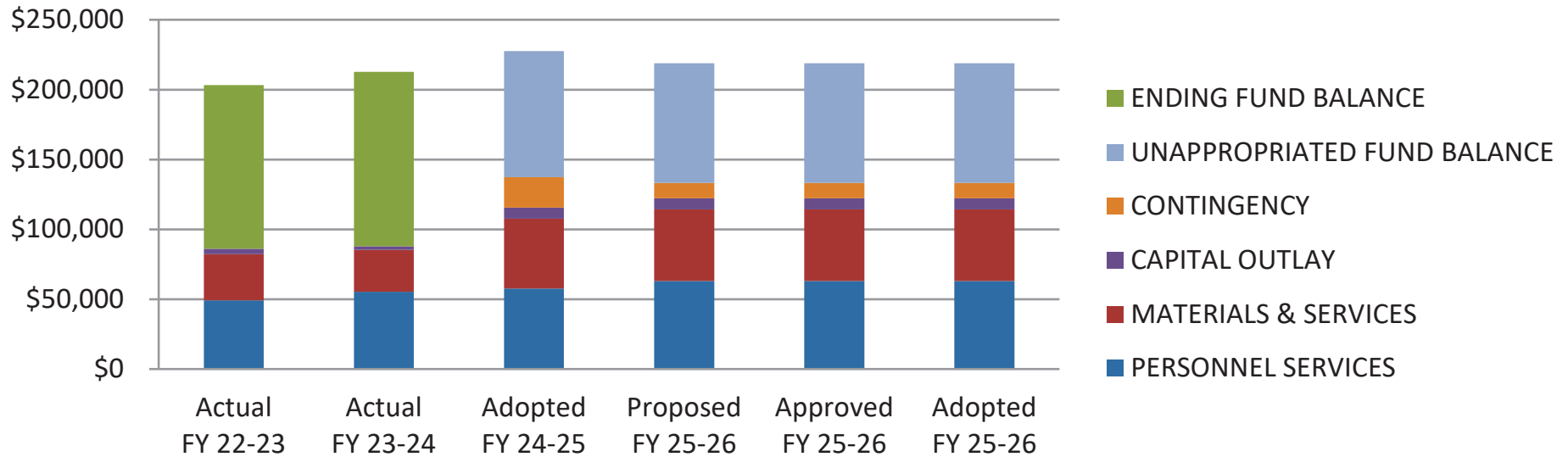
CITY OF HARRISBURG
Library Fund (24)

3.

LIBRARY FUND (24): RESOURCES

Historical Data			RESOURCE DESCRIPTION	Budget for FY 2025-2026		
Actual		Adopted Budget This Year FY 2024-2025		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2022-2023	First Preceding Year 2023-2024					
95,324	117,183	120,565	BEGINNING FUND BALANCE	117,370	117,370	117,370
<u>GENERAL REVENUE</u>						
1,000	1,000	1,000	READY TO READ GRANT	1,000	1,000	1,000
20,083	5,982	15,000	GRANTS	10,000	10,000	10,000
0	0	100	DONATIONS - DESIGNATED/LIBRARY	100	100	100
549	1,027	100	DONATIONS-GENERAL USE LIBRARY	500	500	500
540	1,079	700	OTHER LIBRARY REVENUE	1,000	1,000	1,000
22,172	9,088	16,900	TOTAL GENERAL REVENUE	12,600	12,600	12,600
<u>INVESTMENT REVENUE</u>						
792	1,429	2,485	INTEREST	1,430	1,430	1,430
792	1,429	2,485	TOTAL INTEREST REVENUE	1,430	1,430	1,430
<u>INTERFUND TRANSFERS</u>						
85,000	85,000	87,500	TRANSFER FROM GENERAL FUND	87,500	87,500	87,500
85,000	85,000	87,500	TOTAL INTERFUND TRANSFERS	87,500	87,500	87,500
203,288	212,700	227,450	TOTAL RESOURCES	218,900	218,900	218,900

Library Fund Requirements



LIBRARY FUND (24): Requirements

Requirement Description	Actual FY 22-23	Actual FY 23-24	Adopted FY 24-25	Proposed FY 25-26	Approved FY 25-26	Adopted FY 25-26
PERSONNEL SERVICES	\$49,118	\$55,343	\$57,745	\$63,045	\$63,045	\$63,045
MATERIALS & SERVICES	\$32,999	\$29,879	\$49,890	\$51,250	\$51,250	\$51,250
CAPITAL OUTLAY	\$3,987	\$2,545	\$8,000	\$8,000	\$8,000	\$8,000
CONTINGENCY	\$0	\$0	\$21,800	\$11,000	\$11,000	\$11,000
UNAPPROPRIATED FUND BALANCE	\$0	\$0	\$90,015	\$85,605	\$85,605	\$85,605
ENDING FUND BALANCE	\$117,184	\$124,933	\$0	\$0	\$0	\$0

CITY OF HARRISBURG
Library Fund (24)

3.

BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LIBRARY FUND (24): REQUIREMENTS

Historical Data			REQUIREMENTS FOR: ADMINISTRATION	Budget for FY 2025-2026		
Actual		Adopted Budget This Year FY 2024-2025		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2022-2023	First Preceding Year 2023-2024					
<u>PERSONNEL SERVICES</u>						
42,755	48,191	48,980	LIBRARY FUND WAGES	53,550	53,550	53,550
43	48	50	LIBRARY UNEMPLOYMENT TAXES	55	55	55
3,271	3,687	3,690	LIBRARY FD SOCIAL SECURITY TAX	4,020	4,020	4,020
2,527	2,939	3,900	LIBRARY FUND PERS	4,550	4,550	4,550
0	0	250	LIBRARY LONGEVITY	0	0	0
21	23	50	LIB FD WORK COMP QUARTERLY	25	25	25
276	-27	350	LIB FD WORK COMP PREMIUM	325	325	325
225	482	475	OFPLA	520	520	520
49,118	55,343	57,745	TOTAL PERSONNEL SERVICES	63,045	63,045	63,045
1	1	1	Total Full-Time Equivalent (FTE)	1	1	1
<u>MATERIALS & SERVICES</u>						
<u>PROFESSIONAL IMPROVEMENT</u>						
0	0	2,000	ROOM & BOARD	2,000	2,000	2,000
0	0	1,000	SCHOOLS	1,000	1,000	1,000
0	0	500	MILEAGE	500	500	500
0	0	3,500	TOTAL PROFESSIONAL IMPROVEMENT	3,500	3,500	3,500
<u>MISC. MATERIALS & SERVICES</u>						
7,078	9,943	12,000	BOOKS	12,000	12,000	12,000
226	101	300	LIBRARY EQUIPMENT MAINTENANCE	300	300	300
277	474	390	LIBRARY TELEPHONE	500	500	500
2,943	3,442	3,200	WI-FI INTERNET	3,450	3,450	3,450
600	200	1,000	READY TO READ GRANT	1,000	1,000	1,000
5,465	2,627	4,500	MISCELLANEOUS EXPENSES	4,500	4,500	4,500
11,842	7,506	20,000	LIBRARY PROGRAMS	20,000	20,000	20,000
4,568	5,586	5,000	OREGON DIGITAL LIBRARY CONSORTIUM	6,000	6,000	6,000
32,999	29,879	46,390	TOTAL MISC MATERIALS & SERVICES	47,750	47,750	47,750
32,999	29,879	49,890	TOTAL MATERIALS & SERVICES	51,250	51,250	51,250

LIBRARY FUND (24): REQUIREMENTS

3.

Historical Data			REQUIREMENTS FOR: ADMINISTRATION	Budget for FY 2025-2026		
Actual		Adopted Budget This Year FY 2024-2025		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2022-2023	First Preceding Year 2023-2024					

CAPITAL OUTLAY

3,987	2,545	8,000	COMPUTER RESERVE ACCOUNT	8,000	8,000	8,000
3,987	2,545	8,000	TOTAL CAPITAL OUTLAY	8,000	8,000	8,000
86,104	87,767	115,635	TOTAL ORG./PROG. REQUIREMENTS	122,295	122,295	122,295

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

0	0	21,800	CONTINGENCY	11,000	11,000	11,000
0	0	21,800	TOTAL REQUIREMENTS NOT ALLOCATED	11,000	11,000	11,000
117,184	124,933	0	ENDING FUND BALANCE	0	0	0
0	0	90,015	UNAPPROPRIATED ENDING FUND BALANCE	85,605	85,605	85,605
203,288	212,700	227,450	TOTAL REQUIREMENTS	218,900	218,900	218,900

Agenda Bill

Harrisburg Library Board

Harrisburg, Oregon

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

Exhibits: None

ACTION: DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda November 4, 2025

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

STAFF RECOMMENDATION:

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

BACKGROUND INFORMATION:

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

Programs currently available:

- **Crafting Club:** This program is held every Thursday from 5pm to 7pm at the Municipal Center. All ages are welcome to attend.
- **Teen Book Club:** This program is starting back up. Discuss current school year.
- **Story Time:** Story time is held every Friday, from 10am to 11am in the Municipal Center. The program is instructed by Librarian Amanda Pelkey. This program includes interaction between parent and child, story time, craft, and a lot of fun!
- **Baby Story Time:** This program is held every Wednesday at 11am in the library. Program is led by Madison Stepherson.
- **Lego Club:** Lego Club is every Friday from 3pm – 4pm, in the library, and is instructed by Nolan Malpass and Edith Carter.
- **Grief Support:** Held the 1st and 3rd Mondays in the Municipal Center.
- **Holiday Bazaar:** November 14-15, 2025 at the Municipal Center.

REVIEW AND APPROVAL:

Cathy Nelson 10/29/2025
 Cathy Nelson Date
 Finance Director/Library Supervisor