



# LIBRARY BOARD

Library's Downstairs Meeting Room- 235 E. Gladys Ave

*Where Life is Sweet*

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April 24, 2024 at 5:00 PM

## AGENDA

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1. **CALL TO ORDER**
2. **READING OF MINUTES**
  - A. [March 27, 2024](#)
3. **PUBLIC COMMENT**
4. **UNFINISHED BUSINESS**
  - A. [Policy Update - Privacy and Confidentiality of Library Records](#)
5. **NEW BUSINESS**
  - A. [Policy Update - Debt Collection](#)
6. **LIBRARIANS REPORT**
  - A. [Statistical Report for 3rd Quarter](#)
7. **OTHER MATTERS TO COME BEFORE THE BOARD**
8. **NEXT MEETING**
  - A. [May 22, 2024](#)
9. **ADJOURN**

**\*\* AMERICANS WITH DISABILITIES ACT NOTICE\*\***

Please contact Hermiston City Hall, 235 E Gladys Ave, Hermiston, OR 97838 (Phone No. 541-

567-5521) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TTY and TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900 or 711.

# HERMISTON LIBRARY BOARD

Regular Meeting

March 27, 2024

**1. CALL TO ORDER**

The meeting was called to order at 5:00 pm by Lisa Depew, with Casey Hinkley, Erick Peterson, and Lori Davis present to form a quorum. Also present was Mark Rose, Library Director.

**2. READING OF MINUTES**

A. February 28, 2024

The minutes were approved as written.

**3. PUBLIC COMMENT**

**4. UNFINISHED BUSINESS**

**5. NEW BUSINESS**

A. Policy Update – Privacy and Confidentiality of Library Records.  
Mr. Rose has reviewed the policy with Library staff and has sent it for review by city legal counsel. No action is requested currently.

**6. NEW BUSINESS**

**7. LIBRARIANS REPORT**

Mr. Rose presented the latest drawings from Hacker Architects on the library renovation. Many questions and answers were discussed, the reception was largely positive.

Mr. Rose informed the Board that he has contacted the City Manager and the Director of Parks and Recreation offering the 3 park benches, 2 at the front of the building and 1 at the rear for placement in a city park as needed. Mr. Artz, Director of Parks and Recreation is agreeable to using them in city parks when needed. I would like to see them go when renovations begin.

Mr. Rose has begun to talk with moving companies about hiring the work of boxing the library collection and moving them into storage. Because of labor laws, and that the move is within Oregon, we will be required to hire an Oregon firm, so far one local firm has indicated that they are not interested in this work, there are others to contact, however, we may need to hire a firm from the Portland area.

One aspect of storing books is the opportunity for mold to grow thus destroying the usability of the book. Unconditioned space can allow this to happen, this is most likely what we are going to be able to find here in Hermiston.

Mr. Rose will notify the Library Board if it is desirable that they attend the planned City Council Workshop on April 8th.

**8. OTHER MATTERS TO COME BEFORE THE BOARD**

**9. NEXT MEETING**

A. April 24, 2024

**10. ADJOURN**

The meeting adjourned at 6:03 pm.

DRAFT

## Privacy and Confidentiality of Library Records

- I. The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written. Confidentiality of patron records is the primary means of providing First Amendment protections.
- II. The Hermiston Public Library is subject to Oregon Public Records Law. In keeping with the 1st Amendment, Oregon Public Records Law requires libraries to exempt certain records from general Public Records Requests.

ORS 192.355. The following public records are exempt from disclosure under ORS 192.311 to 192.478:

- (23) The records of a library, including:
  - (a) Circulation records, showing use of specific library material by a named person;
  - (b) The name of a library patron together with the address or telephone number of the patron; and
  - (c) The electronic mail address of a patron.

- III. In accordance with this law, Library records that will be broadly interpreted as exempt from disclosure include:
  - Any records showing the use of specific library materials or resources, analog or electronic, consulted, borrowed, acquired, or transmitted, by a named person; or
  - Any records showing the name of a patron together with the person's address, email address, telephone number, or other personally-identifiable information.

The Library will protect every patron's library records as follows:

- a. Under a court order, the Library may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the Library may or may not be allowed to disclose to the patron or anyone else, excepting legal counsel, that the records were released.
- b. To ensure the protection of patron records, when a court order requesting library records is received, the Library will first consult legal counsel to verify that the subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All such requests must be made through the Library Director.
- c. To further protect patron privacy the Library shall purge or shred the patron records when they are no longer needed for regular library operations.

### **Policies of the Hermiston Public Library – Privacy and Confidentiality of Library Records**

- d. The Library has the right to use library records only for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative actions and communications.
  - e. In all contracts with third-party agents, the Library will protect patron privacy to the greatest extent reasonable under the circumstances.
  - f. We respect the privacy and confidentiality of all library users, no matter their age. Parents or guardians of a child under age 18 who wish to obtain access to their child's library records must provide the child's library card or card number.
- IV. The Library Director is the custodian of library records and is the only party authorized to receive or comply with public records requests. The Director may delegate this authority to designated members of the library's management team. The Director confers with the City Attorney before determining the proper response to any request for records. No library records will be made available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. Library staff are trained to refer any law enforcement record inquiries to the Library Director.
- V. Nothing in this policy prevents the Library from exercising its right to enforce its Patron Behavior Policy, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes.

## DEBT COLLECTION

The Library is responsible for safeguarding library resources so that all library users may have use as desired. As defined below, HPL will use the services of a collection agency to encourage the return of materials or secure payment for lost or damaged materials and other fees. All customers sign the Customer User Agreement on the application as defined in the Borrower Policy and noted below.

1. When library materials are checked out and become overdue, 2 notices are sent to remind the customer to return or renew the item(s). If the items are not returned after 21 days, the customer is sent a 3<sup>rd</sup> and final notice with a charge for the replacement cost of the item.
2. Debt collection is considered for materials that are, 60 days overdue, and the borrower and family owes \$50.00 or more in fines and fees.
3. When an individual account is referred to collections all linked family members accounts are also suspended until the debt is resolved.
4. Lost items and fines/fees incurred on the account of a minor remain the responsibility of the parent or guardian, even after the minor becomes an adult.
5. Patrons who have had been sent to collections on multiple occasions, who have declared bankruptcy, or those no longer collectible are subject to a one year probation limit of 2 items on their borrowing privileges.

### **CUSTOMER AGREEMENT:**

Individual Library accounts and families with combined fees which are \$50.00 or more in arrears and are more than 60 days past due will be turned over to a collection agency, for collection services. The account will have a 30% fee added to the past due amount to cover the cost of collection service fees. Thus if \$100.00 is owed, a fee of \$30.00 will be added. This amount will increase to 50% if additional collections actions are required. Once the account is turned over for Collection the library considers the borrowed materials as purchased by the customer and billed not paid. Materials dropped at the library by patrons in collections will be considered as donations and handled accordingly.

### **Policies of the Hermiston Public Library – Debt Collection**

Approved: February 24, 2021

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**3rd Quarter 2023-24**

	<b>2022-23</b>	<b>2023-24</b>	
Circulation	37,121	42,395	14.2%
E-Books/Audio	7,818	9,745	24.6%
Interlibrary Loan			
In Bound	2,180	2,588	18.7%
Out Bound	1,594	1,699	6.6%
Items in the Collection	36,751	36,129	-1.7%
Added this Year	1,441	1,537	6.7%
Computer Use	2,056	1,851	-10.0%
WiFi Use	2,190	2,988	36.4%
Patrons	7,872	6,864	-12.8%
Door Count	28,138	27,705	-1.5%
Reference	824	953	15.7%
Volunteer Hours	87	88	1.1%

Programs	Events	Attendance	Events	Attendance
Children	101	3010	85	2159
Teen	30	569	21	269
Adult	91	1226	71	574

Budget	<b>2023-24</b>	<b>Budget</b>	
Personnel	547825	750562	73.0%
Operating	57737	98950	58.3%
Materials	24124	41000	58.8%
TOTAL	629686	890512	70.7%