



LIBRARY BOARD

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

Where Life is Sweet

February 28, 2024 at 5:00 PM

AGENDA

1. CALL TO ORDER
2. READING OF MINUTES
 - A. January 24, 2024
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - A. Policy Update - Technology and Internet Access
5. NEW BUSINESS
6. LIBRARIANS REPORT
 - A. Director's Report
 - B. Oregon Community Foundation Endowment Statement
7. OTHER MATTERS TO COME BEFORE THE BOARD
8. NEXT MEETING
 - A. March 27, 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

January 24, 2024

1. CALL TO ORDER

The meeting was called to order at 5:02 pm by Casey Hinkley, with Erick Peterson and Lori Davis, present to form a quorum. Also present was Maria Duron City Counsel Liaison, and Mark Rose, Library Director.

2. READING OF MINUTES

A. November 29, 2023

The minutes were approved with corrections.

3. PUBLIC COMMENT

4. UNFINISHED BUSINESS

5. NEW BUSINESS

A. Policy Update – Technology and Internet Access.

No action is requested at this time. Staff, legal counsel, and the IT department have been asked to offer input on this policy. Changes will be assembled and presented at the next board meeting.

6. LIBRARIANS REPORT

A. January Directors Report

Mr. Rose also explained an idea Michelle Munroe of the Friends of the Library suggested at their last meeting. It is a way of honoring donors by placing name plates on the vertical portion of the new interior stairs. While unusual some examples can be found and preserves other space for more books.

B. 2024 2nd Quarter Statistics

It's great to see a 20% increase in circulation this is still below pre-covid numbers. E-Books/Audio numbers are an unexpected increase, however, with the renovation we hope to offer many more E items which we hope our customers will want to use. Interlibrary loan items will likely change considerably during renovations. Door counts show minor increase in activity when considering circulation.

Programming numbers are down largely to reduces hours and programming. Budget expenditures are in a good position, with the changes of the renovations some additional flexibility will be planned for.

7. OTHER MATTERS TO COME BEFORE THE BOARD

8. NEXT MEETING

A. February 28, 2024

9. ADJOURN

The meeting adjourned at 5:49 pm.

Technology and Internet Access

I. The Hermiston Public Library offers public computer and internet access to our community. Privacy in a public place is not possible. Others may see what is displayed on computer monitors or have access to records of what someone has viewed on library computers or accessed via the library's wireless service.

II. Computer Services:

a. The library provides general use computers in its public access computer area. These computers provide general office application software and Internet access.

b. The library does not control information found on the Internet and cannot be held responsible for its content. Be aware that you may find objectionable or offensive material on the Internet.

III. Public Access Computers:

a. Users sign in for access to library computers at the main service desk by presenting their library card or a government issued photo ID, with DOB, to library staff.

b. As a limited resource the amount of time a library computer is available is determined by library management. Additional sessions may be granted by library staff if there is not a waiting list for computer use. No more than two sessions per day are permitted.

c. The library does not filter the internet, therefore, minor children, aged 17 and under, require a parent or legal guardian's permission. This permission is noted on the minor's library card when the parent and minor are both present.

d. Children of elementary school age or younger must be accompanied and directly supervised by an adult or child 16 years or older to use a public access computer.

IV. Wireless Internet Access:

Policies of the Hermiston Public Library – Technology and Internet Access

a. The library provides wireless access to the Internet for those with equipment/devices to access it. The library works to be current, however, changing technology, funding, and other reasons may limit the library's ability to provide preferred services.

b. Staff will provide pertinent access information. Patrons are responsible for updating or changing settings on their equipment to access the library's wireless service.

V. User Agreement (Rules of Use)

a. Use of library computers or wireless service implies agreement with the following:

- i. Abide by the library's Rules of Conduct.
- ii. Abide by the library's Technology and Internet Access Policy.
- iii. Comply with system security and stay within the designated programs available on library computer/device desktops, start menus, or always-on programs.
- iv. Not misrepresent yourself on the Internet or to library staff.
- v. Do not damage, alter, or install equipment, systems, or software.
- vi. No hacking, spamming, display/printing or sending any material that is obscene, libelous, threatening, harassing, or otherwise illegal as defined by current law.
- vii. No deliberate downloading, installing or creating harmful programs.
- viii. No violating intellectual property laws or software licensing agreements.
- ix. No viewing material that could reasonable be considered pornography as determined by library staff.

x. Not hold the Hermiston Public Library and the City of Hermiston liable for any loss or damage to your data, software, or hardware, or for any damage or injury arising from invasion of privacy in your computer accounts, programs, or files. The library assumes no responsibility for damages, direct or indirect, arising from connections to Internet services.

b. Failure to comply with the library’s Technology and Internet Access Policy may result in revocation of computer use privileges, wireless access privileges, or in loss of all library privileges, or possible legal action.

(Approved: November 28, 2018)

Directors Report

February 2024



Building Design Process – I continue to meet with the architects, builder, the cities representatives, and the city manager as decisions are made about the library building. I very much appreciate that the architects have experience with building libraries and the knowledge they have of library operations.

I have recently discussed with the city manager and our construction manager the need to use the Carnegie building as a temporary service location during the renovation. There are several shuffles that will be going on during the coming months. Staff from the ARC Center will move into the basement of Harkenrider Center when that construction is complete. The Police Department will then occupy the ARC Center until their building has completed its renovation, part of which I believe is seismic. ARC Center staff will then return to the ARC Center, and Parks and Rec will begin operating programs in the basement of the Harkenrider Center. The basement in City Hall will be finished for the IT Department currently working in the Carnegie building. Once they have moved out the library will begin to occupy the Carnegie building returning to the renovated library upon completion. The city will determine through an RFP like process how the Carnegie building will be used.

With the help of library staff, I have begun the process of measuring the Carnegie building so that we can plan for the services that can be provided. We hope to offer 3 computer stations along with the printer copier. We hope to offer a portion of the current collection and are working on plans for storing the remaining portion of the collection. This is a challenge because storing books in unconditioned space (heating and cooling) can cause mold to grow, it will be devastating to find any of the collection unusable because of mold.

There will continue to be any number of issues to address as we move forward with this renovation. It will require both patience and action at different times.

OCF Statement – The OCF endowment has shown good growth in the past few years. I believe it is approaching the point at which it can regularly contribute to the success of the library. This is of course good news and use needs to be considered. I considered a number of approaches and consulted with the city legal counsel, the city manager, and plan to talk with the cities new financial director when he is fully on board. The process needs to be a part of the general budgeting routine, it should have influence of the library board, and it should balance fund growth with fund use. There are other departments that have boards with fund advisory responsibilities which could serve as an pattern for our purpose. I will bring some of these ideas forward as we move forward.

To: Mark Rose
Hermiston Public Library

**Hermiston Public Library Endowment Fund of Oregon Community
Foundation**

**Statement of Changes in Fund Balance
October 1, 2023 through December 31, 2023**

Current Period Activity

Beginning Balance	\$77,307.22
Interest and Dividend Income	290.83
Realized Gain/(Loss) on Investments	372.59
Unrealized Gain/(Loss) on Investments	3,533.14
Investment Management Expense	(103.69)
Net Investment Return	<u>4,092.87</u>
Contributions	0.00
Other Income	0.00
Repayments	0.00
Total Fund Additions	<u>0.00</u>
Distributions Paid	0.00
OCF Fee	(97.66)
Legal Fees	0.00
Broker Fees	0.00
Other Expenses	0.00
Total Expenses	<u>(97.66)</u>
Fund Transfers	<u>0.00</u>
Ending Balance	<u>81,302.43</u>
Pending Transactions	
Distributions Approved, Unpaid	0.00
Fund Expenses, Unpaid	<u>0.00</u>
Net Ending Balance	<u><u>\$81,302.43</u></u>
Amount Available for Distribution as of 2/13/2024	<u><u>\$3,107</u></u>

For questions about this statement please contact: Valarie Rundquist vrundquist@oregoncf.org 503.552.3510

Detailed investment return information is available on OCF website (www.oregoncf.org).