



LIBRARY BOARD

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

Where Life is Sweet

April 26, 2023 at 5:00 PM

AGENDA

1. **CALL TO ORDER**
2. **READING OF MINUTES**
 - [A.](#) January 25, 2023
 - [B.](#) February 22, 2023
 - [C.](#) March 29, 2023
3. **PUBLIC COMMENT**
4. **UNFINISHED BUSINESS**
 - A. Review of Collection Development Policy
5. **NEW BUSINESS**
 - [A.](#) Rules of Conduct
6. **LIBRARIANS REPORT**
 - [A.](#) Quarterly Statistical Report
 - [B.](#) Directors Report April 2023
7. **OTHER MATTERS TO COME BEFORE THE BOARD**
8. **NEXT MEETING**
 - A. May 24, 2023 5:00 pm
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 25, 2023

Call to Order

The meeting was called to order at 5:01 pm by Chair Casey Hinkley, with Lori Davis, Lisa Depew, and Erick Peterson present to form a quorum. Also present was Library Director Mark Rose.

Reading of Minutes

- A. Minutes, October 26, 2022
- B. Minutes, November 30, 2022

The minutes were approved as written.

Public Comment

Unfinished Business

- A. Calendar for 2023

The calendar for 2023 is different in that Christmas eve and New Years eve fall on a Sunday in 2023, these are days that the library typically closes early. The Board Meeting date for March is the 5 Wednesday rather than the 4th, this accommodates a known absence of a board member.

The Calendar was approved as published.

New Business

Librarians Report

- A. Mr. Rose has prepared evaluations for staff and will begin scheduling one on one meetings with each before the end of the month if possible.
- B. Mr. Rose discussed the acquisition of 2 new services to help improve library operations. Library IQ is a service that can assist in collecting information from the Sage system, materials and patron information. It is hoped that the collection of library work statistics will be robust enough to reduce the dependence on excel spreadsheet statistics collections, it was noted that this can become quite convoluted and prone to problems. The other service is Niche Academy, a training product for both staff and the public. A more standard training opportunity for staff is envisioned. For the public the ability to know that quick training on electronic resources is available will increase use of those resources.
- C. Mr. Rose presented a list of all Library policies approved by the Library Board. Best practices ask that policies be updated every 2 to 3 years. Policies beyond that timeframe were highlighted. A few of the policies may be rescinded if the City has created an ordinance addressing the issue, those

that will be reviewed for this condition are Patron Behavior and Fines and Fees. The Board indicated that Mr. Rose should proceed at his discretion in updating policies in a timely manner.

- D. The number of incidents with the homeless has increased, the police have been called a number of times on these kinds of issues. Staff are having to adjust and become more diligent in posting and enforcing rules that have long been in place. The city has had an increase in these issues, they are preparing a new city ordinance to address the problem. The new ordinance will likely apply to the Library as well, I have already offered my issues, and staff are also preparing a list of issues they see with the proposed code.

- E. 2nd Quarter Statistical Report – Mr. Rose reviewed the report line by line. The reduction in circulation by 6.8% continues to be a concern. Staff feel that the increased presence of the homeless may be impacting that number, other factors on the report show increasing strength. Volunteer hours are returning to the report with the absence of COVID restrictions. Program numbers and attendance are showing a marked increase and budgetary spending is in good shape.

Other Matters to come before the board

Adjournment

The meeting adjourned at 5:51 pm.

Next Meeting

February 22, 2023, 5:00 pm in the Library Meeting Room

HERMISTON LIBRARY BOARD

Regular Meeting

February 22, 2023

1. CALL TO ORDER

A quorum was not formed. At 5:15 Lori Davis was present, also present were Maria Duron, City Council liaison and Heavenly Coleman, Youth Councilmember, and Mark Rose Library Director.

Those present discussed the director's library background, the advisory nature of the board, and policies to be considered by the board.

2. READING OF MINUTES

A. Minutes, January 25, 2023

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Review of Collection Development Policy

5. UNFINISHED BUSINESS

6. LIBRARIANS REPORT

7. OTHER MATTERS TO COME BEFORE THE BOARD

8. NEXT MEETING

A. March 29, 2023

9. ADJOURN

HERMISTON LIBRARY BOARD

Regular Meeting

March 29, 2023

1. CALL TO ORDER

A quorum was not expected the meeting was cancelled.

2. READING OF MINUTES

A. Minutes, January 25, 2023

B. Minutes, February 22, 2023

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Review of Collection Development Policy

5. UNFINISHED BUSINESS

6. LIBRARIANS REPORT

7. OTHER MATTERS TO COME BEFORE THE BOARD

8. NEXT MEETING

A. April 26, 2023

9. ADJOURN

Rules of Conduct

1. Hermiston Code (HMC) 96.04: Rules of Conduct for City Property, applies to the Hermiston Public Library. In addition, as authorized by that code, the library adds the following rules.
2. The HERMISTON PUBLIC LIBRARY (HPL) welcomes every member of the community to use and enjoy the library's facilities and services. To protect each individual's access to information and library services, the following rules are established. These rules are for the protection of the library as a resource and all those who use the library and are as follows:
 - a. Ask for help when you need it.
 - b. Let us know if the library does not have the item or service you want.
 - c. Beverages are allowed in covered containers.
 - d. Ensure that children under the age of 10 are supervised by an adult.
 - e. Be courteous to other customers and staff.
 - f. Do not be disruptive, disorderly or, harass or other customers.
 - g. Keep your conversations and personal devices at a volume that does not disturb others. Please use headsets or headphones with your personal electronic devices.
 - h. Wear appropriate clothing, including shoes and shirts.
 - i. Do not sleep, loiter, bath, or launder clothing.
 - j. Do not distribute materials or display signs anywhere except in designated areas.
 - k. Food is not allowed in public areas of the library unless permitted as a part of library programming.
 - l. Do not bring beverages near computers, unless permitted as part of library programming.
 - m. Do not be intoxicated.
 - n. Do not disturb other library customers or staff through extremely strong odor or personal hygiene.
 - o. Do not run.
 - p. Do not litter.
 - q. No open flames.
3. If you observe inappropriate behavior, please inform HPL staff.
4. At closing time please leave the building promptly.

Policies of the Hermiston Public Library – Rules of Conduct

Approved:

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5. HPL staff are authorized to remove and exclude individuals who violate the library behavior policy. The Library Director is authorized to determine what constitutes a violation of this policy. In the absence of the Library Director the senior staff member present at the time of the incident has that authority.
6. Failure to comply with HMC 96.04, Rules of Conduct for City Property or the library behavior policy as requested by HPL Staff will begin the following process.
 - a. Offender/s will be instructed to leave for the remainder of that day.
 - b. If the offender/s refuse to leave, the police will be called to remove the individual or group, and the offenders will not be permitted access to the library for a period of 24 hours.
 - c. Staff will complete an incident report each time a customer is removed from the library.
 - d. Repeat offenders, those ejected on separate occasions, may be referred to the City Manager for a longer exclusion at the discretion of the library director pursuant to HMC 96.05.
7. Administrative Review:
 - a. City Property Exclusions, HMC 96.05 will apply.

Hermiston Municipal Code

96.04 Rules of Conduct for City Property

(Bolding is added to guide the reader to the correct section)

(A) To maintain an environment that promotes orderly administrative and business operations, and to take reasonable and prudent actions to protect the health, welfare, and safety of all persons at City Property, the Rules of Conduct in this Section apply and are to be enforced at all City Property except where specific rules of conduct or prohibitions have been adopted for designated real property the City owns or has a property interest or property management responsibilities.

(B) The Rules of Conduct for City Property are as follows:

(1) No person shall engage in any activity that would constitute a **violation** of federal, state, or local **law or regulation**.

(2) No person may deface, damage, or destroy City **Property** or City-owned personal property.

(3) No person shall enter, attempt to enter or remain in any areas of City Property designated as secured or restricted, or **closed to public access**.

(4) No person shall engage in activity that **disrupts or interferes with the normal operation** or administration of City business at City Property; lawful use by City employees and authorized users at City Property; or City permitted activities.

(5) No person shall **refuse or fail to obey any reasonable direction** of a Person-in-Charge of a City Property. A direction of a Person-in-Charge is reasonable: if it directs a person to obey or to cease a violation of any rule of conduct, law, or regulation; if it is otherwise reasonably related to the protection of the health, welfare or safety of the person or any other person at the City Property, or to the prevention of damage to property; or if it is reasonably necessary to preserve the peace or to prevent the disruption of City operations or permitted activities, including dangerous or threatening behavior as defined in the Code.

(7) No person shall smoke or carry any lighted smoking instrument at City Property. **Smoking instrument** additionally includes inhalant delivery system that delivers nicotine in the form of vapor or aerosol, and electronic cigarette, personal

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vaporizer, or electronic nicotine delivery system. Smoking additionally includes inhaling or exhaling from a smoking instrument.

(8) No person shall make **use of facility** materials, equipment, furniture, or fixtures of a City Property in a manner inconsistent with their customary or designated uses, or in a manner likely to cause property damage or personal injury to the actor or others.

(9) No person shall interfere or **obstruct free passage** of City employees or authorized visitors in or on City Property, including but not limited to placing objects that impede free passage.

(10) No person shall use City Property for **unauthorized storage of personal property** or leave personal property unattended.

(11) No person shall make or continue a **noise disturbance** as defined under HMC 92.23 or operate sound producing device or sound producing equipment except as permitted by the property manager of the City Property. Bullhorns and megaphones are not permitted in the interior of any building on City Property, or within the loggia or portico of any structure on City Property, except as permitted by the property manager for the City Property.

(12) No person shall use, sell, distribute or deliver any **alcoholic beverage** on City Property, except as permitted by the property manager for the City Property.

(13) No person shall use, sell, distribute or deliver any **controlled substances** on City Property. This does not prohibit a person from providing caretaking functions or assisting another in taking legally prescribed medication. Controlled substance shall have the meaning provided in Chapter 475 of the Oregon Revised Statutes.

(14) No person may bring animals onto City Property, or leave **animals** tethered or unattended at City Property, except as permitted by the property manager for the City Property. This does not preclude entry by service animals defined under the Americans with Disabilities Act while performing services or task the animals are trained to do, animals employed in official performance of police or rescue activities, or animals authorized for entry by the property manager for the City Property.

(15) No person shall **solicit** for or conduct business at City Property except as permitted by the City Manager, or designee.

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(16) No person shall use any **wheeled devices**, including but not limited to unicycles, bicycles, skateboards, roller skates, motorized or non-motorized scooters, inside the property boundary of City Property. All persons must dismount at City Property boundary. No bicycles and motorized wheel devices are allowed in the interior of any building on City Property except as permitted by the property manager of the City Property. The prohibition in this Paragraph does not apply to persons with mobility devices for mobility disability or medical purposes, child strollers or baby carriages.

(17) No person shall use City Property for housing or **camping** except as permitted by the City Manager, or designee, and provided such use conforms with land use, zoning, building and other property regulations.

(18) No person shall **misuse** or **damage** the City's **technology systems** or network, including its telecommunication equipment and data.

(19) No person shall enter, attempt to enter or remain in any areas of City Property for purposes other than to conduct legitimate business with City offices or tenants located at City Property, to enjoy the publicly accessible amenities at a City Property when the City Property is open to the public, or to lawfully assemble for social or public interaction at portions of City Property specifically designated for such assembly. The City Manager or director of the department with property management responsibility for the City Property may adopt space use policy to manage conditions for property use including but not limited to establishing a reservation protocol, priority regarding uses and users, hours of use, and fees for use.



3rd Quarter 2021-22

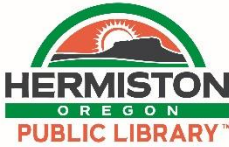
	2021-22	2021-2022	
Circulation	38,219	37,121	-2.9%
E-Books/Audio	8,049	7,952	-1.2%
Interlibrary Loan			
In Bound	2,182	2,180	-0.1%
Out Bound	1,675	1,594	-4.8%
Items in the Collection	38,274	36,751	-4.0%
Added this Year	1,336	1,441	7.9%
Computer Use	1,020	2,056	101.6%
WiFi Use	739	2,190	196.3%
Patrons	9,352	7,872	-15.8%
Door Count	21,126	28,138	33.2%
Reference	551	824	49.5%
Volunteer Hours	37	87	135.1%

Programs	Events	Attendance	Events	Attendance
Children	76	2397	101	3010
Teen	34	489	30	569
Adult	81	901	91	1226

Budget	2022-23	Budget	
Personnel	586205	845215	69.4%
Operating	81122	143300	56.6%
Materials	24761	40000	61.9%
TOTAL	692088	1028515	67.3%

Directors Report

April 2023



Annual Budget The annual budget process will be completed on May 11, 2023. With the growth of our community the demand on all services is increasing while the funding does not increase as easily. General fund budgets, like the library, have been asked to keep a tight budget, which we have done. I have been clear in stating that with a new service area in the basement, hours will need to reduce or staffing increased. Some will be tempted to say the floor may not require staffing, my experience tells me that will not bring anything but trouble, for our staff and our community members.

Renovation Project Completion of library improvements are moving forward. During the week of our meeting will be the preliminary meetings and tours of facilities for potential architects. Shortly after that a selection will be made and the process will continue forward. Funding from the county is secure, however, the Endowment for the Humanities Grant has been awarded to other applicants. Other state level organizations will be approached for funding as well.

Community Involvement As the president of Kiwanis this year I had the opportunity to participate in an adult version of the Oregon Battle of the Books on March on March 14th sponsored by Altrusa. Teams from Lions, Catholic Ladies, and Altrusa also participated. I lead the Kiwanis team in a round against the Lions in which their ringer (she'd read all the books 6 times!) was able to help them win the big prize. Many children who participate in the actual contest were also there and I think everyone had a good time.

Friends The Friends of the Hermiston Public Library will be holding a spring book sale on May 13th from 10 am to 3 pm.

Training Staff training is an important part of good library service. As we no longer send all staff to district training, I propose that the library hold inhouse training on the same day the city holds its annual staff recognition lunch, which was March 21st this year. Because we close the library so that staff can attend the lunch, I

propose that we close for the morning for training and then join the rest of city staff of the recognition lunch.

I plan to continue attending the district trainings unless another staff member would be a better fit with the planned training subject. I have also offered the opportunity to attend district training to one or two staff members as well. Recently the library has acquired a training product known as Niche Academy. The training they offer is for both staff and the public. We hope this will help both groups and better use the services of the library.

IT Support I believe the support we are receiving from the new city IT department is serving the library well. We have a reasonably good communication process in place, and an understanding of library goals. This is a significant change for library staff and needs to be a positive and productive relationship.