



LIBRARY BOARD

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

Where Life is Sweet

January 24, 2024 at 5:00 PM

AGENDA

1. CALL TO ORDER

2. READING OF MINUTES

A. November 29, 2023

3. PUBLIC COMMENT

4. UNFINISHED BUSINESS

5. NEW BUSINESS

A. Policy Update - Technology and Internet Access

6. LIBRARIANS REPORT

A. January Directors Report

B. 2024 2nd Quarter Statistics

7. OTHER MATTERS TO COME BEFORE THE BOARD

8. NEXT MEETING

A. February 28, 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

November 29, 2023

1. CALL TO ORDER

The meeting was called to order at 5:03 pm by Chair Lisa Depew, with, and Lori Davis, present to form a quorum. Also present was Mark Rose, Library Director.

2. READING OF MINUTES

A. September 27, 2023

The minutes were approved as written.

3. PUBLIC COMMENT

4. UNFINISHED BUSINESS

5. NEW BUSINESS

A. Calendar 2024 approved as presented.

6. LIBRARIANS REPORT

Patron Count While compiling the annual Library statistics with the State Library a variable in the method of counting patrons became apparent. Three different reports of library patrons reported significantly different numbers. Upon closer examination this is due to the method of counting those with fines or lost items. This will become apparent in the next statistical report.

District Audit The library received a letter from an auditing company on the distribution of funds by the Umatilla County Special Library District to the Hermiston Public Library. The request for information was reviewed with Mr. Krawczyk, the City Finance Director. The library replied that we do not record the receipt of funds in the format presented and that our total receipts were higher than stated, but that we would be open to further discussion if needed.

7. OTHER MATTERS TO COME BEFORE THE BOARD

8. NEXT MEETING

A. January 24, 2024

9. ADJOURN

The meeting adjourned at 5:26 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 front 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 Patron Behavior Policy.
 - 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.

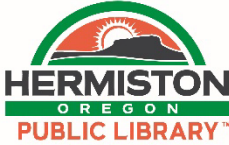
x. Not hold the Hermiston Public Library and the City of Hermiston liable for any loss or damage to your data, software, or hardware, or for any damage or injury arising from invasion of privacy in your computer accounts, programs, or files. The library assumes no responsibility for damages, direct or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

January 2024



Budget – City Council has added additional revenues so that the library budget, and staffing, can return to previous levels. Because of the building renovation I do not think it wise to change staffing at this time. For the 2024/25 budget, staffing will adjust for the time the renovation is expected to be complete.

Homeless situation - The District Library is offering, at no cost, Narcan, to all district libraries. After consulting with the Hermiston Police Chief, I have determined that a few doses will be accepted for use by staff. The Hermiston Police now have Narcan available for use, though it is intended for use on other police officers should they be overcome by the presence of drugs. My instruction to staff is the same, I've chosen to acquire it to insure their safety, should they choose to use Narcan with a member of the public they will not be faulted, however, there is not expectation that such action be taken.

Grant – I am working with a grant writer in LaGrande to pursue funding for a variety of improvements to our services. One element will include contracting with a by-lingual story teller to present and teach in English and Spanish. Another element will secure additional electronic resources to bulk our offering during construction. The final element will be to develop an oral history program that can be a partnership with the Hermiston Historical and Cultural Association. The grant is due at the end of February and may change in some details.



2st Quarter 2023-24

	2022-23		2023-24		
Circulation		24,304		29,094	19.7%
E-Books/Audio		4,825		6,548	35.7%
Interlibrary Loan					
In Bound		1,492		1764	18.2%
Out Bound		1,601		1034	-35.4%
Items in the Collection		37,420		36,926	-1.3%
Added this Year		1,125		1156	2.8%
Computer Use		1,953		1248	-36.1%
WiFi Use		2,026		2190	8.1%
Patrons		7,736		6666	-13.8%
Door Count		18,538		18967	2.3%
Reference		218		656	200.9%
Volunteer Hours		87		74	-14.9%
Programs	Events	Attendance	Events	Attendance	
Children	64	1950	60	1567	
Teen	19	397	15	201	
Adult	56	784	45	255	
Budget	2023-24		Budget		
Personnel		364,947		750,562	48.6%
Operating		36,438		103,450	35.2%
Materials		18,322		40,000	45.8%
TOTAL		419,707		894,012	46.9%