



PUBLIC LIBRARY BOARD AGENDA



Tuesday, January 23, 2024

At 5:15 p.m.

This meeting includes in-person and virtual participation.
Conference Room, Albany Public Library, 2450 14th Avenue SE
or join on [Zoom](#)

Phone: +1 253-215-8782 | Meeting ID: 889 6564 4728 | Passcode: 115761

1. Call to order
2. Roll call
3. Business from the public
 - 1- *Email written comments to elise.schuh@albanyoregon.gov, including your name, before **noon on the day of the meeting**.*
 - 2- *To comment virtually during the meeting, register by emailing elise.schuh@albanyoregon.gov before **noon on the day of the meeting**, with your name. The chair will call upon those registered to speak.*
 - 3- *Appear in person at the meeting and register to speak.*
4. Approval of October 24, 2023, minutes. [Pages 2-3]
5. Scheduled Business
 - Rules of Conduct 19.1 [Pages 4-7]
6. Business from the members
7. Staff updates
 - Director - Eric Ikenouye
8. Next meeting date: Tuesday, February 27, 2024
9. Adjournment

This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at: elise.schuh@albanyoregon.gov or 541-917-7590. Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the city website.

cityofalbany.net





MINUTES

October 24, 2023

5:15 p.m.

Hybrid

Approved: **DRAFT**

Call to Order

Chair Steve Borst called the meeting to order at 5:15 p.m.

Roll Call

Members present: Amanda Blaisdell, Steve Borst, Bob Brown, Jaci Eiquihua, Linda Hart, Karen Messer, Amy Roberts

Staff present: Eric Ikenouye, Library Director; Elizabeth Sonstegaard, Supervising Librarian; Elise Schuh, Administrative Services Coordinator

Approval of September 26, 2023 Minutes:

5:17 p.m.

MOTION: Board Member Jaci Eiquihua moved to approve the minutes as written. Board Member Karen Messer seconded it and it passed (7-0).

Staff update

5:18 p.m.

Library Director Eric Ikenouye provided an update on the recent smoke incident in the bathroom near the Children's area. A light in the downstairs restroom malfunctioned, creating floor-to-ceiling smoke in the meeting room lobby and children's area, covering both areas in soot. A cleaning and restoration company has started the cleaning process.

In answer to several questions from the Board, Ikenouye states that a forensic investigator checked the soot levels, and an insurance agent is coming to look at the source of the fire. The Children's room is closed for the time being while the space and toys are being cleaned; there is no timetable for when it will reopen. In the meantime, staff are all working on other projects.

All the scheduled programs have been canceled or postponed. The Day of the Dead celebration is being hosted by Young Roots Oregon. Responding to a question from Eiquihua, Ikenouye states that none of the programs usually hosted at the Main Library are being moved to the Carnegie Library.

Ikenouye shared that one open part-time position still needs to be filled. About half the staff are first aid and CPR certified, and the Library is looking into more training later for the remaining staff.

Supervising Librarian Elizabeth Sonstegaard shared some highlights from Adult Services: a new all-ages chess club and upcoming tournament, a new monthly anime night for adults, an upcoming puzzle race, a houseplant swap, and new furniture in the Sharon Kanopa Garden Room. The Library has also partnered with WorkSource Oregon to provide patrons with career and job search support.

In answer to a question from Borst, Sonstegaard states that generally, 2-6 people a week use the service provided by WorkSource.

Ikenouye will provide an update on the Strategic plan process in November.

Borst encourages everyone to attend a city council meeting and walk through all areas of the Library.

Board member Amanda Blaisdell thanked Ikenouye for his work.

Adjournment

Hearing no further business, Borst adjourned the meeting at 5:52 p.m.

Respectfully submitted,

Reviewed by,

Elise Schuh
Administrative Services Coordinator

Eric Ikenouye
Library Director

**Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cityclerk@cityofalbany.net*

MISSION STATEMENT

The Albany Public Library is an essential resource promoting community, life-long learning, and quality services in a safe, welcoming space.

Patron Behavior and Rules of Conduct

To serve our mission, the Albany Public Library is open to everyone. All are welcome to use the Library's services and resources. Everyone is expected to behave in a way that does not unreasonably interfere with others' use of the Library.

The Library's Rules of Conduct are intended to maintain a considerate and orderly atmosphere, preserve easy access to Library services and resources, and to protect Library property. People who willfully violate these rules are subject to exclusion from the Library. Egregious violations may result in immediate exclusion or in a longer exclusion than indicated in these guidelines at the Library's sole discretion.

Individuals who repeatedly violate these Rules of Conduct after having been previously excluded for Library rule violations may face a longer exclusion than indicated in these guidelines. Repeat offenders need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

RULES OF CONDUCT

Any person who violates rules 1–7 while on Library premises will be immediately ejected and excluded from both Albany Public Library locations without first being given a warning. Any person so excluded shall lose all Library privileges for a period of up to three years, and the incident will be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that violates any federal, state, or local criminal statute or ordinance.
 2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
 3. Engaging in sexual conduct or lewd behavior.
 4. Possessing, selling, distributing, consuming, or being under the influence of any controlled substance or alcohol.
 5. Damaging, defacing, or destroying Library property.
 6. Use of hate speech or symbols in the Library or on its social media platforms.
 7. Possession of a weapon, except as permitted by ORS 166.370
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Any person who violates rules 8–19 while on Library premises may be asked to leave for the day. Subsequent offenses will result in that person’s immediate ejection and exclusion from either Albany Public Library location for a period of up to one year.

8. Engaging in conduct that disrupts or interferes with the normal operation of the Library, disturbs Library staff or patrons.
9. Using foul, abusive, or threatening language or gestures.
10. Using Library materials, equipment, furniture, fixtures, or buildings in a manner inconsistent with customary use.
11. Disobeying the reasonable direction of a Library staff member.
12. Soliciting, petitioning, or distributing written materials or canvassing for political, charitable, monetary, or religious purposes inside a Library building.
13. Leaving personal belongings unattended.
14. Any interference with the free passage of Library staff or patrons on Library premises, including, but not limited to, placing objects such as bicycles, skateboards, backpacks, or other items in a manner that interferes with free passage or negatively affects the orderly atmosphere of the Library.
15. Bringing prohibited items into the Library, including but not limited to bicycles, shopping carts, or similar devices.
16. Operating roller skates, skateboards, or similar devices on Library premises.
17. Smoking or other tobacco use, including cigarette rolling and use of electronic vapor devices.
18. Covered beverages and snacks are permitted throughout the Library, except near electronic equipment or other expensive equipment and materials. Patrons are responsible for any damage to Library property caused by their food or drink.
19. Bringing non-service animals or animals not for the express intention of Library programming into Library buildings. Similarly, leaving animals unattended outside the Library in a way that impedes others’ access to the Library.

Any person who violates rules 20–25 while on Library premises may be asked to leave for the day. Subsequent offenses by that person will result in that person’s immediate ejection and exclusion from either Albany Public Library premises for a period of up to six months.

20. Violating the Library’s Internet Access Policy.
 21. Improperly using Library restrooms, including but not limited to, bathing, shaving, changing clothes, and unreasonable length of use. Attending medical issues must be done in a private and hygienic manner.
 22. Lying down, sleeping, or appearing to sleep inside the Library or on Library grounds.
 23. Using personal electronic equipment at a volume that disturbs others.
 24. Leaving children under the age of ten unattended.
 25. Neglecting to provide proper supervision of children in your care.
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Any person who violates rules 26 or 27 while on Library premises will be excluded from the premises until the problem is corrected.

26. Shoes and a shirt must be worn in Library buildings at all times. Clothing must cover underwear and private body parts. An exception is made for breastfeeding.
27. Emitting pervasive body odor including but not limited to, odors caused by perfume or cologne, that unreasonably interferes with other patrons' ability to use the Library.

DRAFT

It is the Library's mission to provide free and easy access to its facilities, resources, and services for all people of Albany. To this end, the Library has established rules of conduct that promote a safe, comfortable, healthy, and barrier-free environment. Library staff shall make every effort to apply these rules in a fair, humane, and positive manner for the benefit of all. The Rules of Conduct cover activities inside and outside the Library building, including the Library grounds and parking lots. We ask your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

While at the Library we encourage you to:

1. Ask for help when you need it.
2. Give us your suggestions about how we can improve our services, collections, and facilities.
3. Enjoy the time you spend here.
4. Have the expectation of reasonable privacy to read, view, and listen to library materials.

So that everyone may have a safe and enjoyable experience, the following are prohibited:

1. Using E-Cigarettes/vaporizing/ smoking on either Library property. This includes inside vehicles. **(Per City Council Policy updated October 12, 2016.)**
2. Using tobacco or Marijuana products in the Library or near the front door. Use may include: chewing, spitting, etc.
3. Eating - except in approved areas by authorized groups.
4. Sleeping, loitering, or lying on the floor.
5. Being in the Library without shoes, shirts, or other appropriate clothing. Children too young to walk do not need shoes.
6. Violating other user's expectation of reasonable privacy.
7. Bringing pets or other animals, except service animals, into the Library.
8. Bathing or washing clothes.
- *9. Being under the influence of, consuming, or possessing alcohol or illegal substances.
10. Leaving children ten years and younger unattended.
- *11. Bringing into the Library anything that is unsafe, including firearms or other weapons, unless the individual is licensed to carry a firearm, or anything that creates an obstacle or takes up seating, including bicycles, carts, or large backpacks.
12. Running.
13. Talking or playing audio equipment at a volume that disturbs others.
- *14. Being disruptive, disorderly, or harassing patrons and/or staff or otherwise interfering with any person's comfort or safety.
15. Cell phone use in the Library.
16. Disturbing others because of poor personal hygiene.
17. Conducting surveys or distributing printed material.
18. Panhandling or soliciting for sales or charity.
- *19. Destroying, defacing, or abusing Library property.

In addition to the above, violation of any federal or state statute or local ordinance will be regarded as a violation of Library rules. The City of Albany reserves the right to eject or refuse further admission to those individuals who violate Library rules, create disorder, or engage in illegal activity, immediately and may have violators trespassed for one month, six months, or a year at both Library locations. The Library's procedure, in most cases, will consist of a verbal warning first, but conduct listed under numbers 9., 11., 14, and 19., may immediately warrant a year trespass. Violators are subject to arrest for trespass under Section 7.40.040 of the Albany Municipal Code. These sanctions are not exclusive and any other remedies available by law or equity to obtain compliance with these rules will be pursued. Patrons may appeal their trespass to the Library Board. The trespass will remain in effect during the appeal process.

LIBRARY



Operational Plan



Albany
PUBLIC LIBRARY

Letter from the Director

At the Albany Public Library, we are lucky that daily, we get to see a young face light up when they find their new favorite book or have their world shifted by something in the Maker Space. We also realize that the sense of wonder tends to disappear as we age and our lives get more complicated. At the library, we want to reconnect patrons of all ages and backgrounds with that perfect book, that inspiring program, the rewarding resource, and that sense of wonder.

We strive to provide excellent services and welcoming spaces for all the citizens of Albany. The library will have something for everyone, from bestsellers to Summer Reading and computer classes to teen movie nights.

I am infinitely proud of the library staff and their dedication to serving our patrons and working to create a connected and diverse Albany that celebrates curiosity, knowledge, and possibility.

A handwritten signature in black ink, appearing to read "Eric Ikenouye". The signature is stylized with a large initial "E" and "I".

ERIC IKENOUYE

Mission, Vision, and Values

Mission

<p>CITY OF ALBANY MISSION: Providing quality public services for a better Albany community.</p>	<p>DEPARTMENT MISSION: The Albany Public Library is an essential resource promoting community, life-long learning, and quality services in a safe, welcoming space.</p>
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Vision

<p>CITY OF ALBANY VISION: A vital and diverse community that promotes a high quality of life, great neighborhoods, balanced economic growth, and quality public services.</p>	<p>DEPARTMENT VISION: A connected and diverse Albany that celebrates curiosity, knowledge, and possibility.</p>
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Department Value Statements

Service – We jump up and serve at every opportunity to respond to the needs of our patrons and the Albany community.

Respect – We see all people as individuals and treat staff and patrons with dignity.

Diversity – We celebrate and respect the many backgrounds and cultures that make up our community and reflect them in our collections and services.

Privacy – We defend your right to explore, learn, and read anonymously.

Access – We remove barriers in order to provide resources and services to the community widely and equitably.

Fun – We take play, discovery, joy, and humor seriously.

Department Overview

The Albany Public Library encompasses the Historic Carnegie Library and the Main Library.

The Downtown Carnegie Library has been in continuous use as a library since its dedication in 1914. It currently houses nearly 23,000 titles for public use, provides public internet access, public workstations, a special Historic Preservation book collection, and a Children's Room in the lower level. It is included as a landmark contributing property in the Monteith National Register Historic District of Albany.

The Main Library moved into its new 40,000 sq. ft. home in early 2009. The Main Library is a flexible space wired to meet the needs of our patrons. Most of the Children's, Teen, and Spanish Collections are also housed at Main. The Children's area is an ample space with a variety of for all youngsters, including a Maker Space that the Mid-Valley STEM-CTE HUB funded. The Main Library also includes meeting rooms for library and community programming.

Besides the library's funding from the City, financial support comes from The Friends of the Albany Public Library, The Albany Public Library Foundation, and various donors, including the Scharpf Family Foundation.

The library features programming at both libraries for patrons of all ages and backgrounds.

Department Initiatives

YOUR DEPARTMENT INITIATIVE	STRATEGIC PLAN THEME
<i>Build Community / Welcome Diversity</i>	Great Neighborhoods/Safe City
<i>Inspire Life-Long Learning</i>	Great Neighborhoods/Healthy Economy/ Effective Government
<i>Outreach of Access and Services</i>	Great Neighborhoods/Healthy Economy

Each initiative aligns with at least one of the strategic plan themes. Like the strategic plan, these initiatives are long-term and have subordinate strategies and actions that will be required to accomplish them. This plan identifies short-term strategies and actions for each initiative.

Initiative 1

Build Community/ Welcome Diversity

STRATEGY 1

Provide spaces that welcome all cultures, abilities, and communities.

Description: The Library facilities and services should be open and accessible to all residents of Albany. The emphasis will be on the physical spaces, services offered and the training of library personnel.

Target: *Evaluate the physical library spaces to ensure accessibility. Offer programs geared toward a variety of citizens. Provide at least four trainings for staff around areas of safety and emergency preparedness.*

Actions:

- Prioritize building design and public spaces that are welcoming, intuitive, and accessible.
- Rework the Patron Code of Conduct.
- Training for Library Staff in areas of safety.
- Develop staff training that supports Equity, Diversity, Inclusion and Accessibility (EDIA) and a safe environment.
- Provide staff development opportunities in areas of EDIA.

STRATEGY 2

Create inclusive and intergenerational programs.

Description: Determine locations for library programs and resources based on community needs, expected community growth, and demographics.

Target: *Library Programs will be established with a wide range of interests and activities in mind. Bilingual programs will be offered for a variety of ages.*

Actions:

- Emphasize artistic and creative expression with a focus on community skills and resource sharing.
- Promote creative thinking and problem solving (escape rooms, life size board games, competitions)
- Encourage imagination and education (college and vocational preparation, reading education, short story contests)
- Cross cultural communication, celebration of diversity, international exploration
- Collaborate with community partners to extend services beyond library walls, especially regarding vulnerable and underserved.

STRATEGY 3

Ensure collections (physical and digital) are equitable and inclusive.

Description: The library will strive to ensure that the collection offers community members the opportunity to engage with a wide range of materials and explore varying perspectives and experiences. Ensuring collections contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Target: *Develop Collection Development Plans that keep our collections fresh and inviting.*

Actions:

- Diversity audit of library collection (Initial audit completed in 2022).
- Collection Development staff will update plans to keep collections areas refreshed on a regular basis.
- Pursue all available funding methods to maintain collections.

Initiative 2

Inspire Life-Long Learning

STRATEGY 1

Create a Library of Things

Description: A library of things is any collection of objects loaned to patrons outside of traditional library materials. Items can range from tools to cookware to crafting necessities.

Target: *Complete an analysis and budget for a library of things by early 2024. Target launch of starter collection by end of 2024.*

Actions:

- Poll community to begin a wish list of desired items.
- Establish budget and research funding sources.
- Determine location for a prototype collection, plan circulation and cataloging strategies.
- Build a starter collection, assess usage and any challenges that arise.
- Establish permanent location such as a flexible technology lab/Maker Space, expand collection.

STRATEGY 2

Technology Services

Description: Position the library as an innovative community leader by offering current technology and digital services

Target: *Library staff will set up recurring computer classes in both English and Spanish.*

Actions:

- Provide computer classes and technology assistance in English and Spanish
- Work with community partners to provide classes in their areas of expertise.

STRATEGY 3

Inspiring Young Thinkers

Description: The Library prioritizes youth services that inspire and challenge young learners, providing myriad opportunities for them to view the world in new ways.

Target: *The Library will continue to provide a variety of programming for our young citizens, with an emphasis on adding Tween programming in the coming biennium.*

Actions:

- Continue to foster and develop relationships with multiple community partners.
- Establish Tween Programming.
- Evaluate the teen space and look to create a more teen friendly area for the library.

Initiative 3

Provide Quality Services/ Access and Services

STRATEGY 1

Outreach Vehicle

Description: At the library we must look to expand our services to those beyond our current physical spaces. Outreach of library services is a key component to keeping the library engaged in the community and keeping the library vital.

Target: *In this biennium will purchase a library outreach vehicle and begin to offer library services using the vehicle.*

Actions:

- Purchase and equip a vehicle for library outreach.
- Work with community partners to establish an outreach schedule of services.
- Maintain a presence at community events.

STRATEGY 2

Centralized Library Cataloging

Description: Explore hosting system wide cataloging for all Linn Library Consortium members. This will ensure that the items in the library catalogs are of the highest standards.

Target: By July 2024 start pilot cataloging program for all interested Linn Libraries.

Actions:

- Determine cost of cataloging.
- Create intergovernmental agreements with participating libraries for cataloging services.

STRATEGY 3

Evaluate the Virtual Presence of the Library

Description: Continue to develop a user-friendly website that can act as a virtual library location.

Target: In this biennium we will evaluate our library website, library social media platforms and our digital collections.

Actions:

- Evaluate our website.
- Examine the usage of our digital collections.
- Evaluate how the library uses social media.

Key Performance Indicators

- First-time circulation of adult materials:
- Renewals of adult materials:
- First-time circulation of young adult materials:
- Renewals of young adult materials:
- First-time circulation of children's materials:
- Renewals of children's materials:
- Visits to Library Locations
- Programs Held on-site
- Programs held off site
- # of community partners
- Grant Funding Received

	FY21	FY22	FY23
First-time circulation of adult materials	47,609	130,101	108,015
Renewals of adult materials	12,193	18,585	62,858
First-time circulation of young adult materials	5,922	21,948	20,004
Renewals of young adult materials	2,202	2,812	13,403
First-time circulation of children's materials	38,591	141,091	119,469
Renewals of children's materials	12,387	16,362	77,256
Visits to Library Locations	12,110	88,139	142,341
Programs Held on-site	35	131	490
Programs held off site	0	6	6
Grant Funding Received	100,563	198,380	201,801