



MEMO



TO: Albany Public Library Board

FROM: Eric Ikenouye, Library Director

DATE: January 23, 2024

SUBJECT: Director's Report

Board Members,

Happy New Year!

Since we were unable to hold a meeting in November, the January agenda will remain the same. If we have time, I would also like to look at the Registration Policy. This policy lays out who can get cards and what type of cards they can receive, and it has been long overdue for an update.

Again, I don't have a staff member scheduled to attend this month as we have a few topics that may require more discussion. Attached this month for your input is the Operational Plan (aka Strategic Plan); this living document was born from the years-long Strategic Plan process that was delayed and sometimes derailed by COVID and staffing changes. The Operational Plan takes the Library's Mission, Vision, and Values and puts actions and initiatives behind those concepts. The Library Operational Plan is tied to the City's Strategic Plan.

I also have the Library Patron Conduct Policy for your consideration. The Policy was last updated in 2018. Library Staff, the Albany Police Chief, and the City Attorney have vetted the revised Policy. The Policy was updated to provide more clarity about what is expected of patrons in the library. These policies also help to guide staff as they interact with patrons.

The Friends of the Library have started the early bird drawing for library uncorked: For every \$50 donation made by February 13, you will be entered to win a special Valentine's Day Drawing! Donate early, and you can win roses, chocolates, and a special bottle of wine to enjoy on Valentine's Day. The Early Bird Valentine drawing will be on Tuesday, February 13, at noon. The winner can pick up their prize on Tuesday, February 13, or Wednesday, February 14. tinyurl.com/Library-Uncorked

February 22: Staff Development Day; the Library Board is invited to attend for lunch.

March 2: Library Uncorked Fundraiser

March 22 & 23: Friends of the Library Booksale

Thank you for your time and your service,
Eric

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In order to borrow materials from the Library, patrons will have to have a library card.

There are eight general classifications of library cards.

1. Resident - For those living within the Albany city limits. The card is valid for two years.
2. Nonresident - For those living outside the Albany city limits. There is a 80.00 nonrefundable annual fee or \$40 for 6 months. All members of the household living at that address can receive a card.
3. Taxpayer - For those (including members of the household living at that address) living outside the Albany city limits but owning property within the city limits and paying Albany city property taxes. The card is valid for two years.
4. Business Card - For businesses located within the Albany city limits. The card is valid for **one** year.
5. City Card - Employees of the City of Albany will be issued a library card upon request. The card is valid for two years.
6. GAPS Card-Students and employees of Greater Albany Public School District will be issued library accounts. Accounts are valid until they are no longer in the district.
7. Community Card – Limits the patron to three checkouts on account at any given time. Cards will renew every 3 months as long as the account is in good standing.
8. Passport Card- Anyone presenting a library card from another Oregon Library that is participating in the Passport program can register for a Passport Card that is valid for one year. This does not include Linn Library Consortium libraries. Those patrons may use their home library card here.

Proper current identification is required at the time the application is made.

1. An applicant must have one of the following: an acceptable photo ID (a driver's license, Passport, State ID card, Military ID, Mexico Consulate cards and Tribal ID cards). If the current address is not on the photo ID, a utility bill, piece of first-class mail, or a rent receipt not more than 30 days old may be shown .

The same Policy is to be followed when a renewal application is made.

Should a library card be lost or destroyed, a new card can be issued upon request and payment of the proper fee. Photo ID must be presented before issuing a replacement card. If a youth card is being replaced, the person legally responsible must present photo ID.

Patrons should notify the Library of any change of address, phone number, or email address while holding an active card.

The Library should be immediately notified if a patron's card is stolen.

Information required on an application card is:

- a. Name
- b. Address
- c. Phone Number
- d. Email Address

- e. Date of Birth
- f. Driver's License or ID number
- g. Parent's signature and identification are required for a minor's card under 16 years of age

Any outstanding fines shall be paid before a new card is issued.

Cards will be issued immediately upon receiving information on the application and is verified by staff member.

One card is issued per applicant.

Patrons are responsible for all material checked out on their card regardless of who uses the card. Should the card be stolen or lost, the patron is responsible for those items until the day the Library is notified concerning the loss or theft of the card.

Parents or legal guardians are responsible for what their minor children read and for any loss or damage to library material checked out by minors for whom they are legally responsible.

Lost material charges over five years old that total less than \$100 will be removed from patron accounts annually. Charges over \$100 will be reviewed by staff.

Fines may be forgiven at the discretion of the staff person or the Librarian-in-Charge in the event of illness, death in the family, or other extraordinary circumstances.

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1. Resident - For those living within the Albany city limits. The card is valid for two years.
2. Nonresident - For those living outside the Albany city limits. There is a 80.00 nonrefundable annual fee or \$40 for 6 months. All members of the household living at that address can receive a ~~borrower's~~ card.
3. Taxpayer - For those (including members of the household living at that address-) living outside the Albany city limits but owning property within the city limits and paying Albany city property taxes. The card is valid for two years.
4. Business Card - For businesses located within the Albany city limits. The card is valid for **one** year.
5. City Card - ~~Each Department Employees~~ of the City of Albany will be issued a library card upon request. The card is valid for two years.
6. GAPS Card-~~Students and employees of Greater Albany Public School District will be issued library accounts. Card Accounts issued to every GAPS student, cards~~ are valid until they are no longer ~~a student of in~~ the district.
7. ~~Restricted-Community~~ Card – Limits the patron to three checkouts on account at any given time. Cards will renew every 3 months as long as the account is in good standing.
8. Passport Card- Anyone presenting a library card from another Oregon Library that is participating in the Passport program can register for a Passport Card that is valid for one year. This does not include Linn Library Consortium libraries. Those patrons may use their home library card here.

~~Age Consideration~~

- ~~1.Children must be four years old or older to obtain a library card. Parents or legal guardians are responsible for what their minor children read and for any loss or damage to library material checked out by minors for whom they are legally responsible.~~

Proper current identification is required at the time the application is made.

1. An applicant must have one of the following: an acceptable photo ID (a driver's license, Passport, State ID card, Military ID, Mexico Consulate cards and Tribal ID cards). If the current address is not on the photo ID, a utility bill, piece of first-class mail, or a rent receipt not more than 30 days old may be shown . ~~The current address must be shown on the identification.~~
2. ~~For new patrons presenting an interim drivers license, they may receive a library card. For patrons renewing their privileges, the interim ID will be accepted. Existing patrons with an address change will also need to present a piece of first class mail for address verification.~~

The same Policy is to be followed when a renewal application is made.

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Patrons should notify the Library of any change of address, phone number, or email address while holding an active card.

The Library should be immediately notified if a patron's card is stolen.

Information required on an application card is:

- a. Name
- b. Address
- c. Phone Number
- d. Email Address
- e. Date of Birth
- f. Driver's License or ID number
- g. Parent's signature and identification are required for a minor's card under +16 years of age

Any outstanding fines shall be paid before a new card is issued.

Cards will be issued immediately upon receiving information on the application and is verified by staff member.

One card is issued per applicant.

Patrons are responsible for all material checked out on their card regardless of who uses the card. Should the card be stolen or lost, the patron is responsible for those items until the day the Library is notified concerning the loss or theft of the card.

Parents or legal guardians are responsible for what their minor children read and for any loss or damage to library material checked out by minors for whom they are legally responsible.

~~At the end of each calendar year missing material charges over five years old may be dropped except those \$100 and over. Missing material charges over five years will be reviewed by the Library Director, Assistant Director, or Head of Circulation prior to being dropped.~~

Lost material charges over five years old that total less than \$100 will be removed from patron accounts annually. Charges over \$100 will be reviewed by staff.

Fines may be forgiven at the discretion of the staff person or the Librarian-in-Charge in the event of illness, death in the family, or other extraordinary circumstances.