



MEMO

TO: Library Board

FROM: Eric Ikenouye

DATE: February 17, 2022

SUBJECT: Directors Report

First, thank you for your flexibility with our meetings lately.

We have two policies for discussion at this meeting, one is regarding Fines and Fees and the possibility of ending late fees for the library patrons. Procedurally, the decision to end Library Late Fees would need to be officially decided by the City Council. If you feel comfortable with the attached update to the policy, you can vote for approval at this meeting or if you have edits, I can bring the updated policy for your consideration at the March meeting.

The second policy is the patron Registration policy; most changes here are housekeeping. For example, at the last update in 2016, the Library did not have a relationship with GAPS for student cards.

One item not in the policy, but is a part of our procedures, is regarding the required age of patrons getting cards. Our current procedure reads as follows:

Children 17 years of age and under may obtain a Library card with the approval of their parent or guardian.

The parent or guardian must sign the card as the responsible party and provide required identification. Children must be at least four years of age and present to be registered.

In talking with library staff, many feel that this age limit is too high. I want to engage the board in a discussion on this topic. I will take your guidance and provide a final policy for your approval in March.

In our discussion about the Collection Development Policy, I mentioned that our staff was working with staff members from GAPS and LBCC regarding Intellectual Freedom issues. Below is a statement that they crafted:

The Oregon Library Association has released a statement regarding Materials Challenges and Intellectual Freedom in Oregon libraries, which can be found [here](#). The libraries of the greater Albany community — Albany Public Library, Greater Albany Public Schools Libraries, and Linn-Benton Community College Library — stand together as a collective to ensure that libraries are accessible to all, support the free exchange and exploration of ideas, and affirm curiosity and

the pursuit of information. Albany Libraries are for everyone, and we stand in support of the OLA position on these issues.

The Oregon State Library allows libraries to send staff and board members to various trainings. On March 8th, there is a virtual training for Board Members with subjects around:

- Governance / Board Meetings
- Board Recruitment
- Library Policies
- Board & Director Working Effectively Together
- Intellectual Freedom & Challenges

If you would like to attend, let Sheena or myself know, I would be happy to register you.

On Friday, February 25, we will have Staff In-service day, the Library will be closed to patrons. The In-service day is an opportunity for staff to get together for training and team building.

February 22, 2022, marks the start of virtual Library Uncorked. Starting today, you can visit the library website to enter the Library Uncorked raffle. The Early Bird Uncorked raised over \$3,000! Many thanks to the Friends of the Library for continuing their support in these complex times.

One of my goals for this upcoming year is to provide you with a director's report prior to each meeting with a summary of items and actions. I would also like to use the report to highlight upcoming library events and report on the events from the previous month.

As I prepare the report, I would like to know what data and information you would like to see and what would help you represent the Library in the community.

Thank you again for your time and service.

Eric

EI:smd

Attachment 1: Fees & Fines Policy 7.1 & Attachment 2: Registration Policy 18.1

c: Library Board

SUBJECT: FINES AND FEES

REVISION DATE: 5/23/17 02/22/22

Overdue Materials

The Albany Public Library does not assess fees for Overdue Materials.

- ~~1. It shall be the policy of the Albany Public Library to charge a fine (nonrefundable) for overdue materials.~~
- ~~2. Fines are charged for overdue materials based upon the current fee schedule. Patrons may continue to check out library materials until they have accumulated \$10.00 in charges. Patrons with more than \$10.00 in charges will not be permitted library privileges until the fines are paid such that the total charge is less than \$10.00. If overdue items are returned before the fifth day overdue, the patron will not be fined for the first four days. Charges for days 1-4 will be removed from the balance.~~
- ~~3. A library card renewal will not be processed until all overdue materials are returned and/or fines paid.~~
- ~~4. Fines for overdue library materials are:
 - ~~a. All materials (except those listed below): \$.20 per item per day; to a maximum cost of material or \$5.00, whichever is lower, including patrons sent to collections.~~
 - ~~1) Paperbacks (uncatalogued) — no fines charged.~~
 - ~~2) 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.~~~~

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

Lost Material

1. Generally, the replacement charge for a lost item is the retail price of the item plus a nonrefundable processing fee of \$5.00 per item. If replacement charges are paid for a lost or damaged item within three months of the due date, no late fees will be charged. If items are more than three months overdue, the borrower will be charged both replacement charges and any applicable fines.
2. To determine the retail price of items online sources will be consulted.
3. Receipts are to be given on all lost or damaged material transactions.
4. No replacement copies will be accepted, except at the discretion of the Library Director, or designee.
5. Lost book charges may be forgiven at the discretion of the Library Director, or designee, in the event of extraordinary circumstances.

Damaged Materials

1. Materials that have been damaged beyond repair or use to the Library are charged at replacement cost, as listed below. The material may then be kept by the patron after the barcode is removed and

material stamped "withdrawn from collection" by the Technical Services Librarian, or designee.

~~2. Damaged materials that may still be circulated will be subject to the following charges:~~

Cigarette burns	50¢/page or price of book if more than 10 pages
Page torn	25¢/page if it can be mended
Ink marks significant	50¢/page or price of book if significant
Pages missing	Price of book
Water marks/water damage significant	25¢/page or price of book if significant
Lost or cut periodicals	50¢/page up to \$7.50 if significant

Fees - Suspension of Library Privileges

The library privileges of any patron having \$10.00 or more in ~~fines~~, any unreturned material, ~~and~~ any returned checks will be suspended until the charges are cleared.

Fees - Nonresident

Nonresident: Those living outside the Albany city limits who wish to borrow materials from the Albany Public Library may purchase a borrower's card in lieu of the property tax assessed to the residents of Albany for the support and operation of the Library.

Fee: ~~\$5~~80.00/year. All members of the household living at that address receive a borrower's card valid for one year and enjoy the full privileges of a resident borrower.

Fees - Interlibrary Loans

Basic Request A nonrefundable \$3.00 fee is assessed in advance for each item requested. Occasionally, the loaning library will charge extra costs, in which case the patron will be so notified.

Microfilm A microfilm loan is the same as the basic interlibrary loan except for microfilm borrowed from the American Genealogical Lending Library. The loan fee is \$3.25 plus \$3.00 postage in a check or money order made payable to American Genealogical Lending Library and any additional charges after microfilm has been received. All fees for basic requests are to be paid when ILL request is submitted.

SUBJECT: REGISTRATION
1/20/2022

REVISION DATE: ~~4/26/2016~~

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

There are seven 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 an \$80.00 nonrefundable annual fee. All members of the household living at that address receive a borrower's card.
3. Taxpayer - For those (~~including members of the household living at that address including family members~~) living outside the Albany city limits but owning property within the city limits and paying Albany city property taxes. The card is valid for one year.
4. Business Card - For businesses located within the Albany city limits. The card is valid for **one** year.
5. City Card - Each Department of the City of Albany will be issued a library card upon request. The card is valid for two years.
6. ~~School Card—For schools located within the city limits of Albany. The card is valid for **one** year.~~
GAPS Card—Card issued to every GAPS student, cards are valid until they are no longer a student of the district.
7. Restricted Card – Limits the patron to ~~five~~three checkouts on account at any given time.
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: a photo ID (acceptable IDs: a driver's license, Passport, State of Oregon ID Card, or state ID card, Military ID, Mexico Consulate cards and Tribal ID cards, ; and if the current address is not on the photo ID, a utility bill, or a rent receipt not more than 30 days old. The current address must be shown on the identification.
2. For new patrons presenting an interim drivers license, they may receive a library card. ~~will be asked to wait until they receive the permanent license from the Department of Motor Vehicles.~~ 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.

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, the person legally responsible must present photo ID.

Patrons should notify the Library of any change of address or phone number 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. Date of Birth (~~If patron wishes to give the information~~)
- e. Driver's License or ID number
- f. Parent's signature and identification are required for a minor's card under 18 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.

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

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.