



*Where Life is Sweet*

## CITY COUNCIL

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### Work Session Meeting Minutes August 14, 2023

Mayor Drotzmann called the regular meeting to order at 6:00pm. Present were Councilors Barron, Duron, Linton, Hardin, McCarthy, and Myers. Councilor Peterson was excused. In attendance was City Staff to include: City Manager Byron Smith, City Attorney Rich Tovey, Chief Edmiston, Planning Director Clint Spencer, Court Administrator Jillian Viles, Library Director Mark Rose, Assistant City Recorder Heather La Beau, and City Recorder Lilly Alarcon-Strong.

#### **Library Budget**

Library Director Mark Rose presented information and answered Council questions regarding the operations of the Library (PowerPoint presentation and handout attached), to include: customers served, materials offered for use both in hard copies and electronic formats, programs offered for different age groups, current building resources, staff duties and responsibilities, and more.

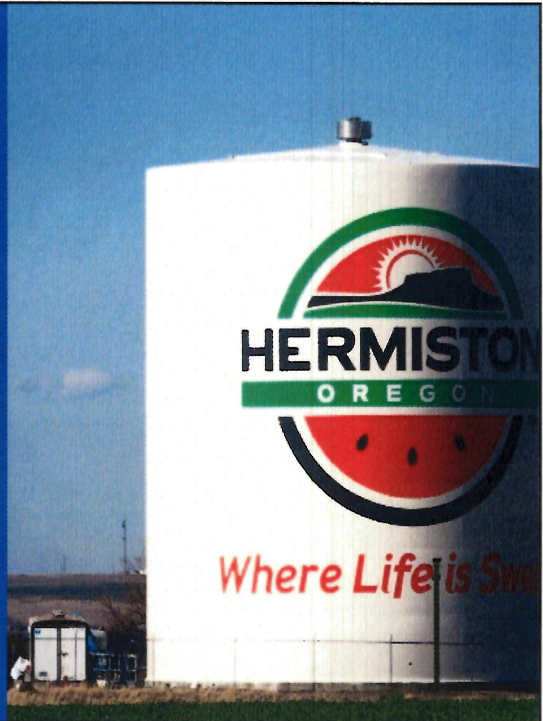
#### **Adjournment**

Mayor Drotzmann adjourned the work session meeting at 7:00pm and stated the Council will take a short break before starting the regular City Council meeting at 7:03pm.

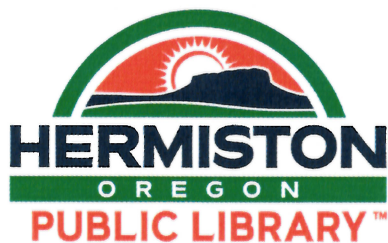
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# Hermiston Public Library

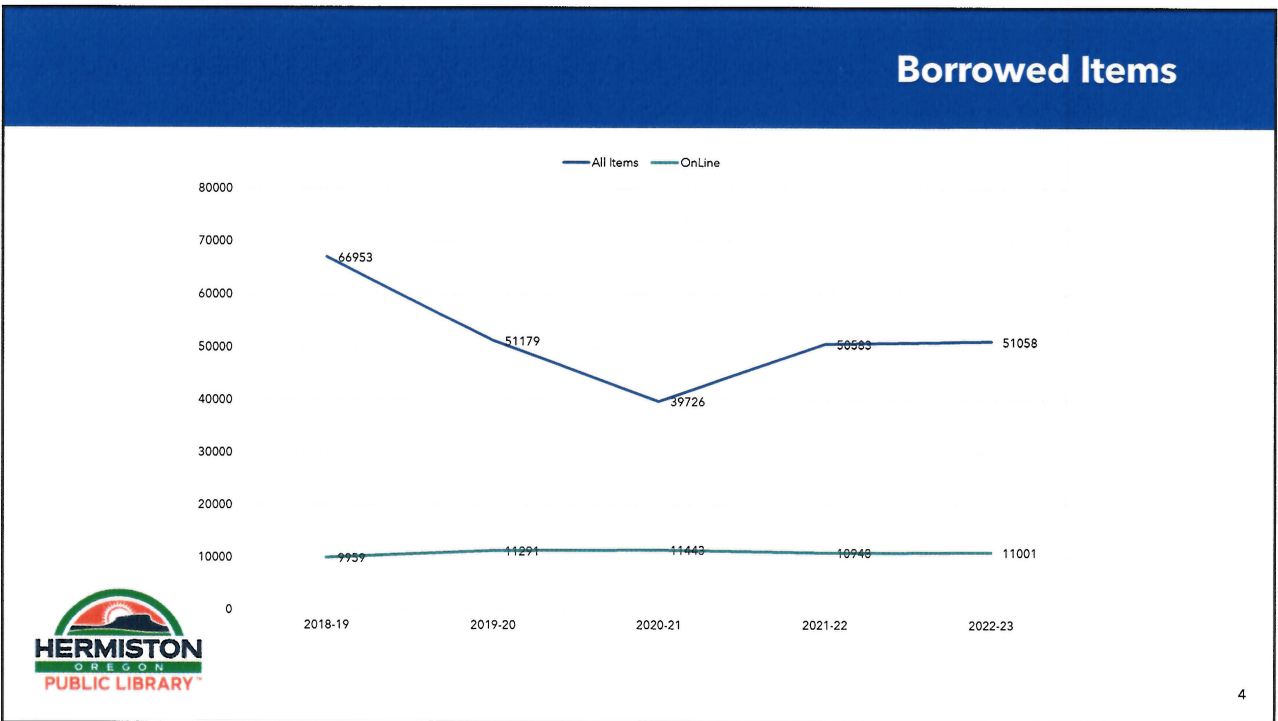
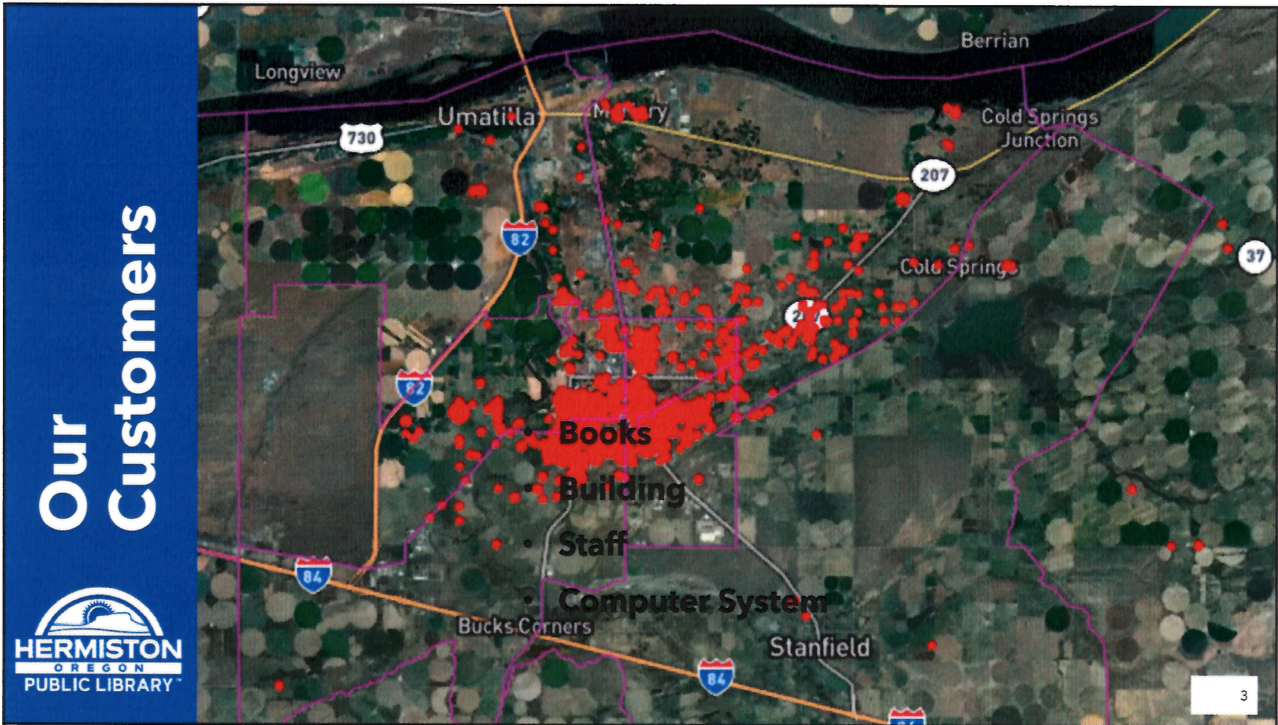
Director, Mark Rose



## Our Mission

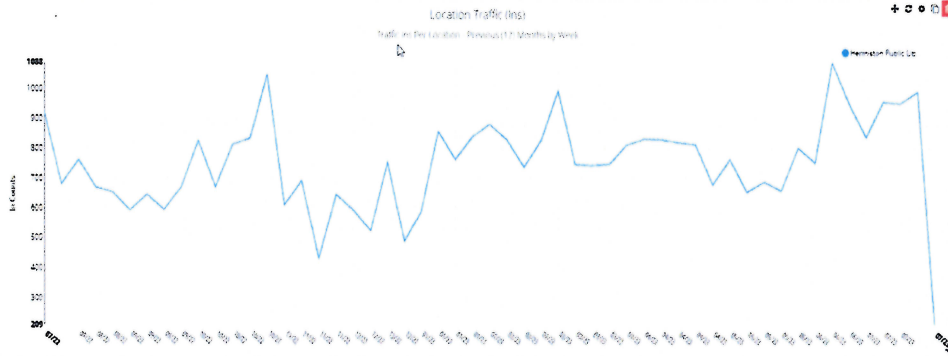


**To provide to the public, in a friendly and courteous manner, timely access to information, and exposure to cultural events, for the purpose of learning, self-development, or life enhancement.**



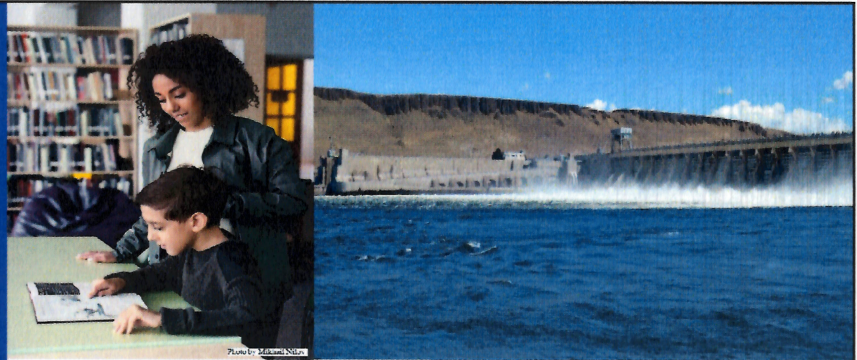


# Visits

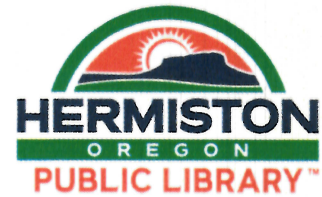




# A Library Is



- **Books**
- **Building**
- **Staff**
- **Computer System**



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## Materials

### Physical

- Books
- Newspapers
- Magazines
- DVDs
- Audio

### Electronic

- Books
- Audio
- Newspapers
- Magazines
- Video



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# Building

## Stores the collection of materials and allows public use

- Welcoming
- Community living room
- Gather place
- Space for programs & activities
- Staff workspace
- Seating
- Tables
- Computers
- Shelving



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# Staff

## Hours of operation

- More staff = more open hours
- Process new materials for lending
- Assistance in finding what is needed
- Evaluate services
- Plan to engage the public

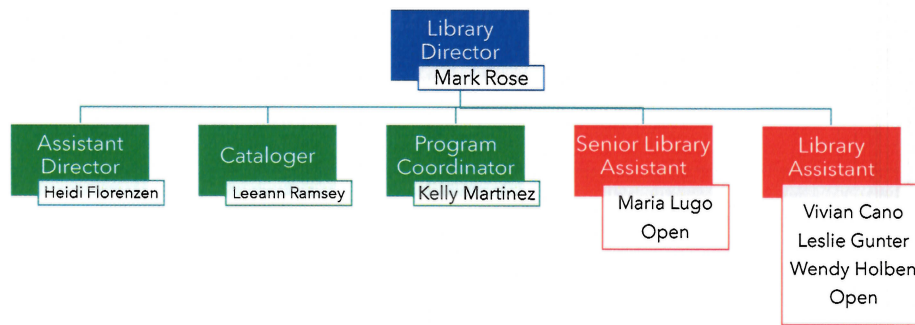
## Program/Activities

- Weekly Story times
- Teen activities
- Book Club
- Adult Game night
- Materials displays
- Social Media
- Newsletter



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## Staff Organization Chart



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## Staff

### Director

1. Researches, evaluates, develops and recommends programs, techniques, and procedures to improve the services and effectiveness of the library.
2. Responds to inquiries from the public, clubs, and other community organizations regarding library objectives, policies and services; researches and responds to various research/reference requests.
3. Attends local, state, regional, and national conference of library associations.
4. Directs the daily work of the library and its staff; hires, trains, counsels and evaluates staff. Takes necessary disciplinary action, resolves employee complaints.
5. Selects print materials to be added to the library collections; reviews materials periodically for replacement, repair, discard, and collection adequacy.
6. Plans, with staff, future activities and programs. Develops and coordinates special library programs and projects; prepares news releases.
7. Develops and manages the financial aspects of operating the library, including the library budget; prepares grant applications to increase revenue for library programs and materials; researches and seeks other funding support for library.
8. Prepares periodic internal and external reports and correspondence related to area of responsibility.
9. Serves as member of management team; coordinates with state regulatory agencies; works with Umatilla County Special Library District to insure compliance with MOU and its funding.
10. Engages professionally with Oregon State Library, Oregon Library Association, and American Library Association to insure use of current best practices.
11. Develops short- and long-term departmental goals; works with Board of Trustees, Friends of the Library, and community groups to insure library is responsive to needs of the community.



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# Staff

## Assistant Director

1. Directs the daily work of the library and its staff; Prepares all work schedules, approves all leave requests, and assigns appropriate duties as necessary; participates in hiring, training, and resolving of employee complaints.
2. Assists Library Director; Researches, evaluates, develops and recommends programs, techniques and procedures to improve the services and effectiveness of the library.
3. Responds to inquiries from the public, clubs and other community organizations regarding library objectives, policies and services; researches and responds to various research/reference requests.
4. Selects print materials to be added to the library collections; reviews materials periodically for replacement, repair, discard, and collection adequacy.
5. Responsible for acquisition of all computer software, hardware, and electronic technology. Coordinates the troubleshooting and maintenance of these technologies.
6. Plans, with staff, future activities and programs. Develops and coordinates special library programs and projects; prepares news releases.
7. Assists in developing and managing the financial aspects of operating the library, including the library budget; prepares grant applications to increase revenue for library programs and materials; researches and seeks other funding support for library.
8. Prepares periodic internal and external reports and correspondence related to area of responsibility.
9. Coordinates with state regulatory agencies; works with Umatilla County Special Library District to insure compliance with MOU and its funding.
10. Attends local, state, regional, and national conferences of library associations. Engages professionally with Oregon State Library, Oregon Library Association and American Library Association to insure use of current best practices.
11. Assists Library Director in developing short and long term departmental goals; works with Board of Trustees, Friends of the Library and community groups to insure library is responsive to needs of the community.



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# Staff

## Cataloger

1. Records all purchased materials in the library catalog.
2. Inspects existing bibliographic and item records for errors and makes corrections as needed.
3. Complies with standards set by the Sage Library consortium.
4. Requests assistance of the USCLD cataloger should an issue be unclear.
5. Collects and manages all money receipts from library customers in coordination with the City Finance Department.
6. Assists in the activities and operations of the circulation desk; performs circulation duties which include checking materials in and out, collecting fines/fees, reviewing materials returned for damages and arranging materials for re-shelving.
7. Provides training to, and answers questions from, library assistants, volunteers and job training workers regarding library procedures, policies and practices.
8. Reviews and makes recommendations of operating procedures for circulation and other related library activities; accepts and acknowledges library donations.
9. Provides information on library services and materials to library patrons and assists them in the use of the library. Responds to customer concerns and complaints.
10. Recommends procedural changes or enhancements to the computerized circulation system. Completes special projects and tasks as assigned. Maintains files, records and statistics.
11. Makes repairs to damaged library materials. Assists with shelving and straightening of materials.
12. Attends professional conferences and reads professional literature; participates in staff meetings.



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# Staff

## Program Coordinator

1. Oversees the activities and operations of library programming; coordinates dates, personnel assigned and applicable audience.
2. Advises in the selection of books. Creates displays and promotional materials for children's and teen collections.
3. Provides training to, and answers questions from, library assistants, volunteers and job training workers regarding library procedures, policies and practices.
4. Works with Children's programmer in preparation and presentation of programs and services for children and teens.
5. Assists in the activities and operations of the circulation desk; performs circulation duties which include checking materials in and out, collecting fines/fees, reviewing materials returned for damages and arranging materials for re-shelving.
6. Reviews and makes recommendations of operating procedures for circulation and other related library activities; accepts and acknowledges library donations.
7. Provides information on library services and materials to library patrons and assists them in the use of the library. Responds to customer concerns and complaints.
8. Recommends procedural changes or enhancements to the computerized circulation system. Completes special projects and tasks as assigned. Maintains files, records and statistics.
9. Attends professional conferences and reads professional literature; participates in staff meetings.



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# Staff

## Senior Library Assistant

1. Oversees the activities and operations of the circulation desk; performs circulation duties which include checking materials in and out, collecting fines/fees, reviewing materials returned for damages and arranging materials for re-shelving.
2. Advises in the selection of books. Creates displays and promotional materials for children's and teen collections.
3. Provides training to, and answers questions from, library assistants, volunteers and job training workers regarding library procedures, policies and practices.
4. Reviews and makes recommendations of operating procedures for circulation and other related library activities; accepts and acknowledges library donations.
5. Provides information on library services and materials to library patrons and assists them in the use of the library. Responds to customer concerns and complaints.
6. Provides interlibrary loan service; maintains records for interlibrary loan service; uses online library databases to update and edit records.
7. Recommends procedural changes or enhancements to the computerized circulation system. Completes special projects and tasks as assigned. Maintains files, records and statistics.
8. Makes repairs to damaged library materials. Assists with shelving and straightening of materials.
9. Attends professional conferences and reads professional literature; participates in staff meetings.



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# Staff

## Library Assistant

1. Works at the circulation desk which includes checking library materials in and out, collecting fines/fees, reviewing materials returned for damages and arranging materials for re-shelving.
2. Responds to inquiries from the public (in person and by phone) individually and in groups regarding use of the library; explains the use of library facilities, including public catalog computers, photocopy and FAX machines and audio-visual equipment; assists patrons with basic reference and other library-related questions.
3. Reviews/prepares applications and library cards for new users.
4. Places books and materials on reserve and notifies patrons when available.
5. Shelves books and other library materials.
6. Makes minor repairs to damaged library materials.
7. Opens and closes library as assigned.
8. Types and photocopies correspondence, schedules, reports, minutes and other materials; maintains library related files.
9. Coordinates inter-library loan requests through correspondence with other libraries.
10. Operates computer to increase, verify, and maintain information and data on collection.
11. Assists with summer reading programs for children and other special library programs or projects.
12. Prepares periodic reports regarding library activities and department time sheets.
13. May translate English-Spanish for patrons in person or written materials



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# Computer System

## Database

- Data for all Materials
- Data for all Patrons
- Linking both data types as required
- Operating Rules
- Staff

## Hardware

- Computers
- Communications systems
- Staff



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# Oregon Comparables

	Population Served	Users	Total Paid Staff	Full time Staff	Total Operating Revenue	Materials/ Books Budget	Items	Building Size	Total Loans	Annual Open Hours	Visits
NEWBERG PUBLIC LIBRARY	25376	10579	11.87	9	1723982	109620	87452	22500	291209	1956	65646
MOLALLA PUBLIC LIBRARY	25402	5869	8.5	5	1038476	99260	58154	10000	169271	2450	28493
CROOK COUNTY LIBRARY	25482	6599	10.65	9	1947224	119964	50009	17430	125760	2550	66902
WOODBURN PUBLIC LIBRARY	26250	8613	8	5	1117325	62892	57451	21878	120171	1907	35562
ONTARIO LIBRARY DISTRICT	26805	4189	10	3	742354	110447	122421	55000	54373	2080	10200
HERMISTON PUBLIC LIBRARY	27144	9399	9.05	4	870709	33777	35098	14000	54977	2808	29619
TILLAMOOK COUNTY LIBRARY	27628	11572	26	26	3626600	312600	239888	30000	240765	2080	142048
COOS BAY PUBLIC LIBRARY	28817	n/a	12.7	12	1373048	99116	110983	25872	267949	1938	61446
WILSONVILLE PUBLIC LIBRARY	28908	13929	16.36	7	2027405	166562	111931	28677	374081	3172	115572
FOREST GROVE CITY LIBRARY	29578	13200	12.32	9	1327391	86830	85615	24700	309697	2407	65759
WEST LINN PUBLIC LIBRARY	30268	13620	14.95	10	2953819	152242	93267	28000	458932	2609	106298
			11.4		\$ 1,512,173	\$ 104,071	81238		222642	2388	

As Tillamook County Public Library has 5 Branches and 26 full time staff I have removed it from the averages



# How to get a Hermiston Public Library card

You must be a Hermiston resident and at least 18 years old to register for a library card.

Children 17 years old and younger must be registered by a parent or legal guardian.

## Identification required to get a library card:

Valid Oregon driver's license or ID card with current local physical address.

or

## Valid picture ID and current Proof of Residence such as:

Voter Registration card, utility bill, bank statement, or rental agreement.

*If you reside outside of Hermiston, please visit your city library to obtain a card.*

*We do accept library cards from other libraries in Eastern Oregon that are part of the Sage system.*

## Cómo obtener una tarjeta de la Biblioteca Pública de Hermiston

Usted debe tener por lo menos 18 años de edad para registrarse para una tarjeta de la biblioteca.

Menores de edad hasta los 17 años deben ser registrados por un padre o tutor legal.

### Identificación requerida para obtener una tarjeta de la biblioteca:

Licencia válida de conducir de Oregon ó tarjeta de identificación con la dirección actual.

Tarjeta de identidad consular, Pasaporte de los Estados Unidos de América,

Pasaporte Internacional o Identificación militar de Estados Unidos.

O

### Identificación con fotografía válida y prueba de residencia como:

Credencial de elector o factura de servicios públicos, contrato de alquiler o cualquier identificación dado por el Gobierno Federal de los Estados Unidos de América.

*Si usted reside fuera de Hermiston, por favor visite la biblioteca de su ciudad para obtener una tarjeta.*

*Aceptamos tarjetas de otras bibliotecas en el este de Oregon que forman parte del Systema Sage.*