



PUBLIC LIBRARY BOARD

AGENDA



Tuesday, May 26, 2026
At 5:15 p.m.

This meeting includes in-person and virtual participation.
Conference Room, Albany Public Library,
2450 14th Avenue SE

Or join the meeting here: [Zoom](#)

1. Call to order

2. Roll call

3. Public Comment:

Persons wanting to provide comments may:

1- *Email written comments to the 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 who have registered to speak.*

3- *Appear in person at the meeting and register to speak.*

4. Approval of April 28, 2026, minutes. [Pages 3 - 4]

5. Scheduled business

- Internet Access Policy Update [Pages 5 – 8]
- Material Loans Policy Update [Pages 9 -11]

6. Business from the members

7. Staff updates

- April Spisak, Supervising Librarian
- Eric Ikenouye, Library Director

albanyoregon.gov



8. Next meeting date: Tuesday, June 23, 2026

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.



MINUTES

April 28, 2026

5:15 p.m.

Hybrid

Approved: **DRAFT**

Call to Order

Chair Amy Roberts called the meeting to order at 5:15 p.m.

Roll Call

Members present: Steve Borst, Jaci Eiquihua, Linda Hart, Douglas Hambley (virtual), Scott Kniefel, Amy Roberts, Jane Sandberg

Staff present: Eric Ikenouye, Library Director; LaRee Dominguez, Library Resources Coordinator; Elise Schuh, Library Administrative Coordinator

Approval of March 24, 2026, Minutes:

5:15 p.m.

MOTION: Board Member Steve Borst moved to approve the minutes as written. Board Member Jane Sandberg seconded it and it passed (5-0).

Board Member Linda Hart and Douglas Hambley arrive at 5:16 p.m.

Staff update

5:16 p.m.

Library Resources Coordinator LaRee Dominguez provided an update on the ongoing grant application process and recent awards. In response to several questions from the Board, Dominguez shared that grants are currently being explored for the Summer Reading Program, Homebound services, Evergreen updates, and other smaller programs. The Summer Reading Program also has additional funding from other sources.

Two recent grants received include:

- \$1,500 for the Makerspace from the Siletz Tribal Charitable Contribution Fund
- \$2,200 for the Noon Book Club from the Linn County Cultural Coalition

Dominguez also shared results from the Uncorked Fundraiser, hosted by the Friends of the Library.

Library Director Eric Ikenouye provided an update on the strategic planning process, including a community survey, focus group results, and preparation for individual interviews. He also shared several staff updates, including a promotion and an upcoming retirement, as well as the recent installation of the Solar Spectrum Rainbow Art in the entrance by artist Peter Erskine.

In response to a question from Borst about recent Carnegie Foundation funding, Ikenouye stated there are no updates at this time, and that any considerations regarding the funding will be discussed with the Albany Public Library Foundation.

Business from the Commission

5:39 p.m.

Roberts shared an update about the upcoming library foundation sponsored book swap.

Adjournment

Hearing no further business, Roberts adjourned the meeting at 5:40 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*

As part of its mission to share information, culture, and knowledge, the Albany Public library provides free access to the Internet.

Library policies regarding *privacy, intellectual freedom, and confidentiality* apply equally to electronic resources and traditional media.

Internet Content

The internet offers access to a broad range of information beyond the library's own collection. However, the internet is an unregulated space and may include content that is offensive, inaccurate, illegal, or incomplete. Availability of a website or online resource does not imply the library endorses its content.

Library users are responsible for evaluating the accuracy and usefulness of the information they access online.

Children and Internet Use

The library does not act in place of a parent. Library staff do not supervise or monitor children's internet activity.

- Children under 10 years of age must be accompanied by an adult when using the library.
- Older children may use the internet independently.
- Parents or guardians are responsible for what minors' access on the internet.
- Filtered search engines are not required for children's use.

Computer Use Rules

To maintain a safe and fair computing environment, the following conditions apply:

- Installation of software or updates on library computers is prohibited.
- Patrons may download files only to personal USB flash drives.
- Altering or damaging, library hardware, or software, including changing settings or preferences, is not allowed.
- Only legal copies of software or data may be made.
- Use of the library's computers for unlawful activity is strictly prohibited.

As outlined in ORS 167.060 to 167.095, displaying obscene materials to minors is a crime and may result in prosecution. Additionally, transmitting or receiving material that is obscene, harassing, or related to child pornography is not permitted. Disruptive activities – such as spreading viruses, sending unsolicited advertising, or attempting unauthorized access to other systems – are also forbidden.

Usage Guidelines

- Staff can assist with logging in and basic troubleshooting but are not available for in-depth internet instruction.
- Time limits may be implemented, depending on demand.
- All computer and internet use must comply with the *Library Rules of Conduct*.

Violation of this policy may result in loss of Internet access privileges.

Version Change Log

Version	Date	Description of Change
1.0	5/26/2026	Plain language and formatting update

Acceptable Use Policy

As part of our mission to serve as a free, open archive of culture and knowledge and an ever-changing repository of information in varied formats, we are pleased to provide information resources through the Internet in both Library branches and to recommend sites on our Web pages. Library staff will provide on-site log-on and log-off procedures and basic troubleshooting tips but are not available for in-depth Internet instruction.

The Albany Public Library applies the same standards of intellectual freedom, privacy, and confidentiality that are incorporated into Albany Public Library policies for traditional media to electronic media as well.

The Internet, as a global information resource, enables the Library to provide access to material beyond the confines of its own collection. However, the Internet is currently an unregulated medium, and some material may be offensive, inaccurate, illegal, or incomplete. The availability of information does not constitute endorsement of the content by the Albany Public Library. Users themselves are encouraged to evaluate the validity of all Internet information.

Because the Library does not serve *in loco parentis* (in place of a parent), librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. Library staff will not require that children utilize filtered search engines for their research. As with private usage of all other Library materials, monitoring a child's access to the Internet is the responsibility of the parent or guardian.

Conditions of Library Computer Use

1. Users may not install ANY program or software updates onto the Library computers. Files may be downloaded onto patron's USB flash drive. Ask a librarian if you need assistance.
2. Users may not alter or damage existing hardware or software, including but not limited to changing configurations, settings, and preferences.
3. Users may make only authorized copies of copyrighted or licensed software or data.
4. It is not acceptable to use Internet access for any purposes that violate U.S. or state laws. As per ORS 167.060 to 167.095, it is a crime to display obscene material to minors. Violators will be prosecuted. Nor is it acceptable to transmit or receive material that is threatening, obscene, harassing, child pornography; or to interfere with or disrupt network users, services, or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
5. Children under ten years of age must be accompanied by an adult when using any of the public computers, including the Internet. Older children may use the Internet independently; however, monitoring what a child views on the Internet remains the responsibility of the parent or guardian.
6. Due to space limitations and considerations of noise and convenience, we strictly limit the number of persons who may share one Internet station to two individuals.

CURRENT POLICY

7. Procedures governing the terms of use at either Library depend upon demand placed on Internet resources. In an effort to fairly distribute access to all, users may encounter limitations on turns and/or time restrictions.
8. The “Library Rules of Conduct” policy also applies to the use of the Internet and failure to comply with the policies defined in these documents may result in the revocation of all Internet use privileges at both branches of the Library. (See Procedures Manual, Violations of Internet Acceptable Use Policy.)

For all full-access library cardholders:

1. Borrowing Limits

- **Books:** Up to 99
- **CDs, DVDs, Magazines:** Up to 10 total
- **Puppets, Talking Books, Kits:** Up to 2 total
- **Video Games, Library of Things items:** Up to 2 total

2. Loan Period

- **Books, CDs, Puppets, Kits, Board Games, Video Games:** 3 weeks
 - *Note: Some high-demand books may have a 1-week loan period.*
- **Magazines, DVDs, Library of Things items:** 1 week

3. Holds

- A maximum of 10 items may be placed on hold at a time.

4. Renewals

- Renewals are automatic, unless another patron is waiting for it, it has already been renewed twice, or it is past the due date.

5. Vacation Loans

- Patrons may request an extended loan period for upcoming travel:
 - Items with a 3-week loan period may be checked out for 6 weeks
 - Items with a 1-week loan period may be checked out for 2 weeks

6. Library Card Use

- To borrow items on another person’s account, their physical library card must be presented.

Version Change Log

Version	Date	Description of Change
1.0	5/26/26	Loan periods and formatting update

1. Borrowing Limits

a. All Patrons

- 1) Books - As soon as a library card has been issued, the patron may check out as many items as they wish with the exception of the following:
 - a) Same Dewey Classification number - five books only.
 - b) CDs, videos/DVDs, and magazines – ten.
 - c) Puppets, talking books, and kits - five only.
 - d) Video games are limited. (2)
- 2) If the patron does not have their library card with them, they are limited to five items.

2. Time Limits for Circulation

- a. Books - three weeks. (Exceptions are one week loan period for high demand books, which may be renewed once if not on reserve.)
- b. Periodicals - one week.
- c. CDs - three weeks.
- d. Puppets - three weeks.
- e. Videos - one week.
- f. Young reader kits - three weeks.
- g. Young adult kits - three weeks.
- h. Games –one week.

3. Holds

- a. A patron may place their own holds.

4. Renewals

- a. All items may be renewed two times. Renewals may be accepted up to one week after the original due date. Patrons are still liable for any overdue fines incurred within that one week overdue period. Items with reserves waiting cannot be renewed.

5. Vacation Loans

- a. Patrons going on vacation may have a special vacation loan period. A vacation loan period is one check out and one automatic renewal. Three-week materials go out for six weeks and one week materials go out for two weeks.

6. Overdue Items

CURRENT POLICY

Refer to Policy No. 7.1, Fines and Fees.

Damage Disclaimer

The Albany Public Library makes every effort to ensure that all library materials are in excellent condition when the materials are loaned. The Library assumes no responsibility for any damage to patrons' equipment incurred through the use of library materials.

No one will be allowed to borrow library materials on another person's library card number unless they have the card in hand.