



PUBLIC LIBRARY BOARD

AGENDA



Tuesday, October 27, 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 September 22, 2026 minutes. [Pages 3-4]

5. Scheduled business

- **Registration Policy Update**
 - Proposed Update [Pages 6-8]
 - Current Policy [Pages 9-10]
- **Fees Policy Update**
 - Proposed Update [Pages 11-12]
 - Current Policy [13-14]

6. Business from the members

albanyoregon.gov



7. Staff updates

- Eric Ikenouye, Library Director

8. Next meeting date: Tuesday, December 8, 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.



PUBLIC LIBRARY BOARD

MINUTES

September 22, 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, Douglas Hambley, Linda Hart, Amy Roberts, Jane Sandberg

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

Approval of August 25, 2026, Minutes

5:16 p.m.

MOTION: Board member Linda Hart moved to approve the minutes as written. Board Member Jaci Eiquihua seconded it, and it passed, with Board Members Douglas Hambley and Jane Sandberg abstaining (4-0).

Business from the Commission

5:17 p.m.

Roberts provided an update on the recent Albany Public Library Foundation meeting and shared information about upcoming programs.

Hambley shared that he will be presenting on the Albany Civic Theater at an upcoming Friends of the Library program.

Staff Updates

5:19 p.m.

Supervising Librarian April Spisak provided an overview of the completed Summer Reading Program, which saw a record number of registrants, numerous popular programs, and the introduction of a new mascot and trading cards.

In response to questions from the Board, Spisak shared that partner agencies for this year's program included GAPS, the YMCA, the Boys & Girls Club, and Jackson Street Youth Services. In the Children's Department, approximately 8% of participants are non-

residents. Spisak noted that no discussion or decision has taken place regarding potential restrictions on participant eligibility in future years.

Sandberg congratulated Spisak on an amazing year of Summer Reading.

Library Director Eric Ikenouye provided an update on recent and upcoming programs, including Festival Latino, Comic Book Day, the Model Train Show, and the Fall Seed Swap.

In response to questions from the Board, Ikenouye reported that the Library of Things remains very popular.

There were no new updates regarding the vacant Library Board position.

In response to a question from Board Member Steve Borst, Ikenouye shared that a decision has not been made regarding the recent \$10,000 grant from the Carnegie Foundation. One consideration is using the funds for facility repairs.

Roberts reminded the Library Board of the upcoming Citizens Advisory Group Appreciation event.

Next Meeting Date

The next regularly scheduled meeting is on October 27, 2026.

Adjournment

Hearing no further business, Roberts 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 cityrecorder@albanyoregon.gov.*



TO: Albany Public Library Board

FROM: Eric Ikenouye, Library Director

DATE: October 27, 2026

SUBJECT: Director's Report

Board Members,

First, I'm excited to welcome our two new Youth Advisory Members, **Liberty and Elia**, to the Library Board! Both will be joining us for their first meeting this month.

We also have two Library policies on the agenda for review: **Fines and Fees** and **Library Registration**. Most of the proposed changes are intended to bring the policies in line with our current practices, clarify language, and ensure consistency. Both policies have a direct impact on the day-to-day work of our Circulation staff, so **Senior Library Assistant Felipe Marquez** will be joining us to provide some context, and answer questions.

Our next meeting will be **Tuesday, December 8, at 5:15 p.m.**

Finally, don't forget to stop by the **Friends of the Library Book Sale on Friday, November 6, and Saturday, November 7**. It's a great opportunity to find some books and support the Friends and all they do for the Library.

Thank you for your time,

Eric

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

There are several different types of library cards.

- **Resident**- For people living within the Albany city limits. Valid for two years.
- **Nonresident** - For people living outside the Albany city limits, including all household members.
- **Taxpayer** - For people who live outside the city limits but own property within Albany and pay Albany city property taxes. All household members at that address are included. Valid for two years.
- **Business Card** - For businesses located within the Albany city limits. Valid for two years.
- **City Card** - Available to employees of the City of Albany, including all household members, upon request. Valid for two years.
- **APL Employee Card** - Available to employees of APL. Nonresident employees are eligible to maintain their account after retirement.
- **GAPS Card** - Available to students and staff of the Greater Albany Public School District. Accounts remain active as long as the user is part of the district.
- **Community Card** – For people living in Albany who do not have a permanent address. Allows up to three items checked out at one time, limitations apply. Renews every six months as long as the account remains in good standing.
- **Passport Card**- Available to anyone with a library card from another Oregon library participating in the Passport Program, limitations apply. Valid for one year.
- **Linn Libraries Consortium**- Cardholders from participating consortium libraries may use their home library card to check out Albany Public Library materials, limitations apply.

Identification Requirements

Current, valid identification is required at the time an application is made. Applicants must provide one of the following:

- Driver's license
- Passport
- State ID card
- Military ID
- Mexico Consulate card
- Tribal ID card

If the current address is not listed on the photo ID, one of the following documents dated within the last 30 days must also be provided:

- Utility bill
- First-class mail
- Rent receipt

Updating Personal Information

- The Library must be notified of any changes to address, phone number, or email.
- The Library must be notified immediately if a library card is stolen

Lost or Replacement Cards

- If a library card is lost or destroyed, a replacement card may be issued upon request.
- Photo ID must be presented before a replacement card is issued. For youth cards, the parent or legal guardian must present photo ID>

Information Required on a Library Card Application

- Name
- Address
- Phone number
- Email (if available)
- Date of birth
- Driver's license or ID number
- Parent's signature and ID for applicants under age 16

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

Cards are issued immediately once the application is complete, information is verified by staff, and the terms and conditions have been signed.

Library Terms and Conditions

By using Albany Public Library, I agree to the following:

1. I will return all borrowed items on time.
2. If I don't return an item, I will pay the cost to replace it, as determined by the Library.
3. If I damage Library items, I will pay for the repair or the cost of replacement.
4. If I don't return items, my account may be sent to a collection agency, and I will be responsible for paying any collection agency fees.
5. The City of Albany is not responsible for any injuries or damage that may happen while using Library materials.
6. I will follow the Library's Rules of Conduct.
7. If I don't follow these terms or the Library rules, my Library privileges may be suspended or taken away.
8. If legal action is needed to enforce these terms, the winning party can recover attorney's fees.

Version Change Log

Version	Date	Description of Change
1.0	10/27/26	Plain language and formatting update

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.

CURRENT POLICY

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.

The Albany Public Library does not charge late fines for overdue materials. All fees are nonrefundable.

Lost Materials

- Items not returned within 30 days of the due date are considered lost.
- The replacement cost for the lost item is its original retail price.
- Receipts are provided for lost material payments. Patrons may also pay online through their library account, where payment history is available.
- Replacement copies are not accepted, except at the discretion of the staff.
- Fees may be forgiven at the discretion of the staff.
- Lost material fees over five years old that total less than \$100 are eligible for removal during account updates.

Damaged Materials

- Items damaged beyond repair will be charged with the replacement cost.
- Patrons may keep items that they have paid for due to damage.

Suspension of Library Privileges

- Library privileges are suspended when a patron has a bill for any lost items.
- Accounts with \$50 or more in assumed lost materials will be referred to the library's collection agency.
- A \$10 collection fee will be added to any account referred to the collection agency.
- Privileges are restored once all charges are paid.

Nonresident

- People who live outside Albany city limits may purchase a nonresident card in lieu of paying the city property taxes that support the library.
- The fee is \$80 per year or \$40 per six months.
- All household members at the same address receive a card with the same privileges as resident borrowers.

Interlibrary Loans (ILL)

- A nonrefundable \$3 fee is charged for each ILL request.
- If the lending library charges additional fees, the patron will be notified.

Printing and Copying

The Library charges for printing and copying services at posted rate.

Version Change Log

Version	Date	Description of Change
1.0	10/27/26	Plain language and formatting update

Overdue Materials

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

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 items are more than three months overdue, the borrower will be charged both replacement charges and processing fee.
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. The material may then be kept by the patron.

Fees - Suspension of Library Privileges

The library privileges of any patron having \$15.00 or more in lost or damaged items 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: \$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.

CURRENT POLICY

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.