



CITY OF OREGON CITY

LIBRARY BOARD WORK SESSION

AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City

Wednesday, October 25, 2023 at 5:00 PM

Remote attendance for this meeting is available via Zoom; please contact Denise Butcher (dbutcher@orccity.org) for the meeting link.

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

1. 2023 Summer Reading Program Review
2. Library Tactical Plan Update
3. Behavior Policy Update

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

When a public comment period is included on a meeting agenda, members of the public are allowed up to three minutes to address the Library Board on any topic. Members of the Library Board do not generally engage in dialogue with those making comments but may refer any questions or issues raised to the Library Director. Any written comments or materials must be provided to the Library Operations Manager at least 48 hours prior to the meeting; please contact Denise Butcher (dbutcher@orccity.org, 503-657-8269, x1028) for more information.

ADA NOTICE

The location is ADA accessible. Individuals requiring hearing devices or other assistance must make their request known 48 hours preceding the meeting by contacting Denise Butcher, Library Operations Manager (dbutcher@orccity.org, 503-657-8269, x1028.).

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Regular meetings and work sessions of the full Library Board are generally streamed live on Oregon City's website at www.orccity.org and available on demand following the meeting. Most

meetings of the full Library Board may also be viewed on Willamette Falls Television channel 28 as a rebroadcast; please contact WFMC at 503-650-0275 for a programming schedule. Meetings of Library Board committees are generally not streamed/rebroadcast.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Library Board
From: Library Director Greg Williams

Agenda Date: 10/25/2023

SUBJECT:

2023 Summer Reading Program Review

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

Adult Services Librarian Blake Kincaid, Teen Services Librarian Sabrina Tusing, and Youth Services Librarian Barratt Miller will provide a review of the Oregon City Public Library's 2023 Summer Reading Program.

BACKGROUND:

Adult Services Librarian Blake Kincaid, Teen Services Librarian Sabrina Tusing, and Youth Services Librarian Barratt Miller will review this year's Summer Reading Program (SRP), present selected participation data and participant feedback, and discuss how this year's experiences may influence future SRP planning.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: \$14,391

FY(s): FY 22-23, 23-24

Funding Source(s): Approved FY 21-23, FY 23-25 Library Biennial Budgets, Ready to Read Grant. Additional in-kind support from sponsors (Friends of the Library, Mike's Drive-in).



FIND YOUR VOICE!

SUMMER READING REPORT 2023

CHANGES FOR 2023

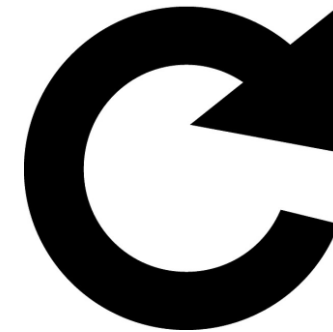
Item #1.



Created separate challenges for children (age 0-11) and teens (age 12-17) for the first time since 2019



Reinstated teen bingo card due to upgrades to Beanstack software that now support this style of reading log



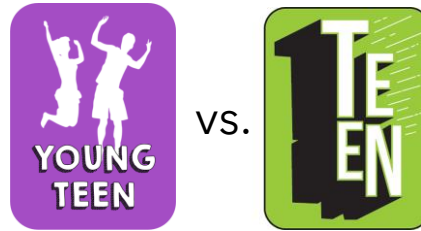
No major changes to Adult SRP in 2023 due to Adult Services Librarian 2 vacancy from late February to late May

CHALLENGES

Item #1.



Partial reinstatement of countywide incentives for Children's SRP was not announced until mid-May and official # of incentives allocated not received until early June



Many teen readers split their reading between Young Teen & Teen collections, which meant we had to offer signups at both Children's & Reference desks, cross-train staff



Limited Adult Services staffing during peak planning time and loss of graphic design expertise during ASL2 transition

BUDGET

Item #1.

\$9,337

Source: Ready to Read

Kids Prize Books \$3,663
Kids Prize Drawing \$829
Kids Creative Kits \$768
Family Events \$1650
Beanstack Software \$2195

Source: Library Budget

Staff Shirts \$232

\$1,303

Source: Ready to Read

Teen Prize Books \$611
Teen Prize Drawing \$315
Teen Book Boxes \$377

\$3751

Source: Friends of the Library

Book Prizes - donated
Book Store Coupons - donated

Source: Library Budget

Adult Prize Baskets \$687
Book Bags \$2964
Weekly Prizes \$100
3 Events - No charge

TIMELINE

Item #1.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	★ 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

June 2023

registration for all challenges
began June 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	★ 31	1	2	3

August 2023

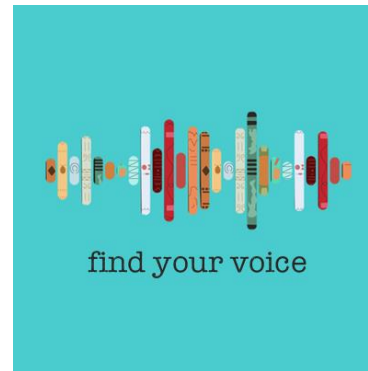
last day to log reading and
enter tickets in a prize
drawing was August 31

PROGRAM OVERVIEW

Item #1.



Children's Summer Reading Challenge (Age 0-11) Set a daily reading goal and keep track of how many days you reach your goal, with bonus weekly activities



Teen Summer Reading Challenge (Age 12-17) Bingo card of books/activities in categories selected by library staff



Adult Summer Reading (Age 18+) Log books and complete activities to earn prize drawing tickets

INCENTIVES

Item #1.

KIDS

- **Free book** at sign up
- **Mike's Drive-In token (or eraser)**, Trail Blazers ticket, and State Fair ticket at 42 days
- **Prize drawing tickets** for every 7 days of reading plus 13 weekly activities for grand prize drawing for gift cards and prize baskets

TEENS

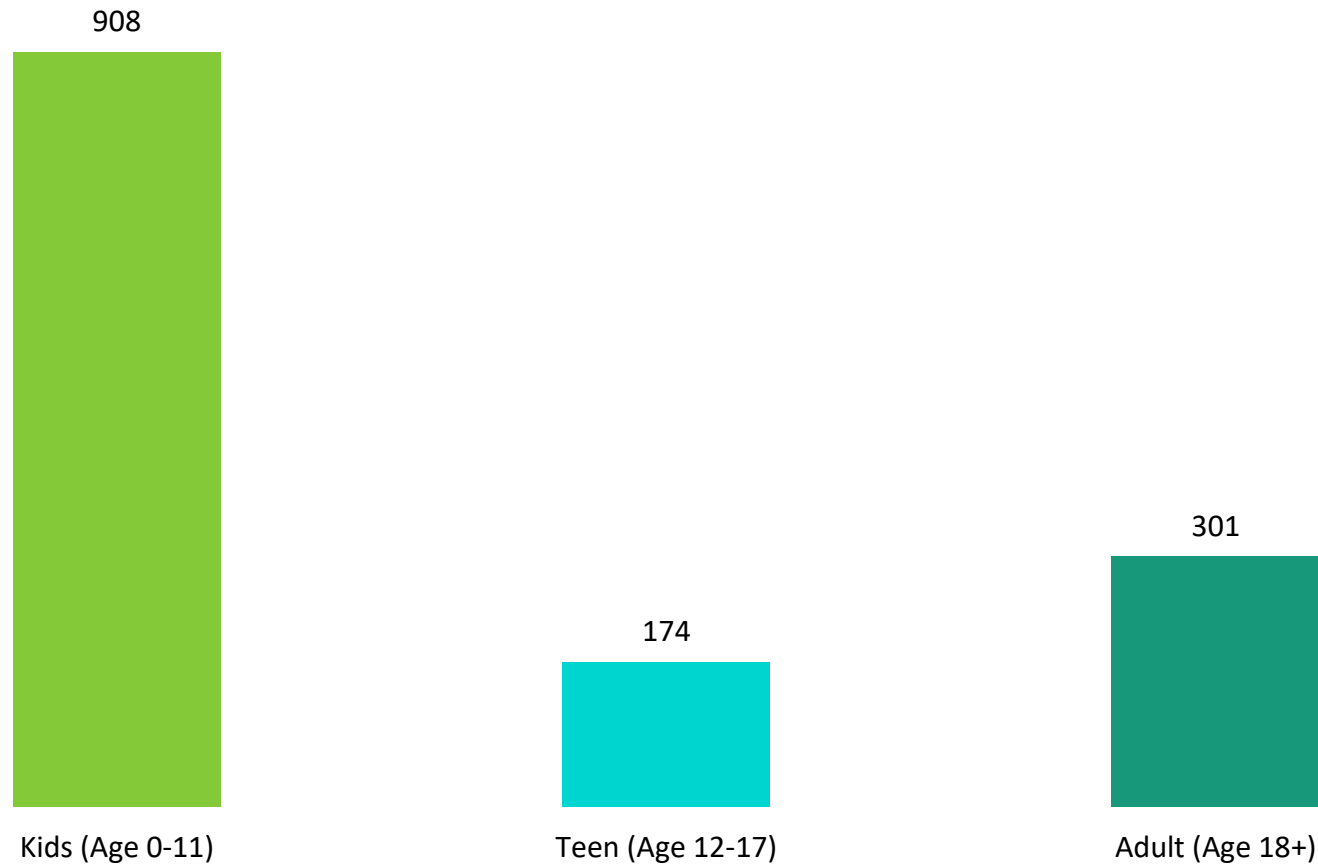
- **Free book** and Egyptian papyrus bookmark at sign up
- **\$5 Friends bookstore gift certificate** for 5-in-a-row
- **Mike's Drive-In token (or eraser)** for bingo blackout
- **Prize drawing tickets** for each completed bingo square, with bonus tickets for 5-in-a-row and blackout for grand prize drawing for gift cards or prize basket

ADULTS

- **Free tote bag** at sign up
- **Prize drawing tickets** for each completed book review, word search, cryptogram, and bingo card
- **Weekly prize drawings** of free book, gift card, and treasure chest prize
- **Grand prize drawing** of prize baskets

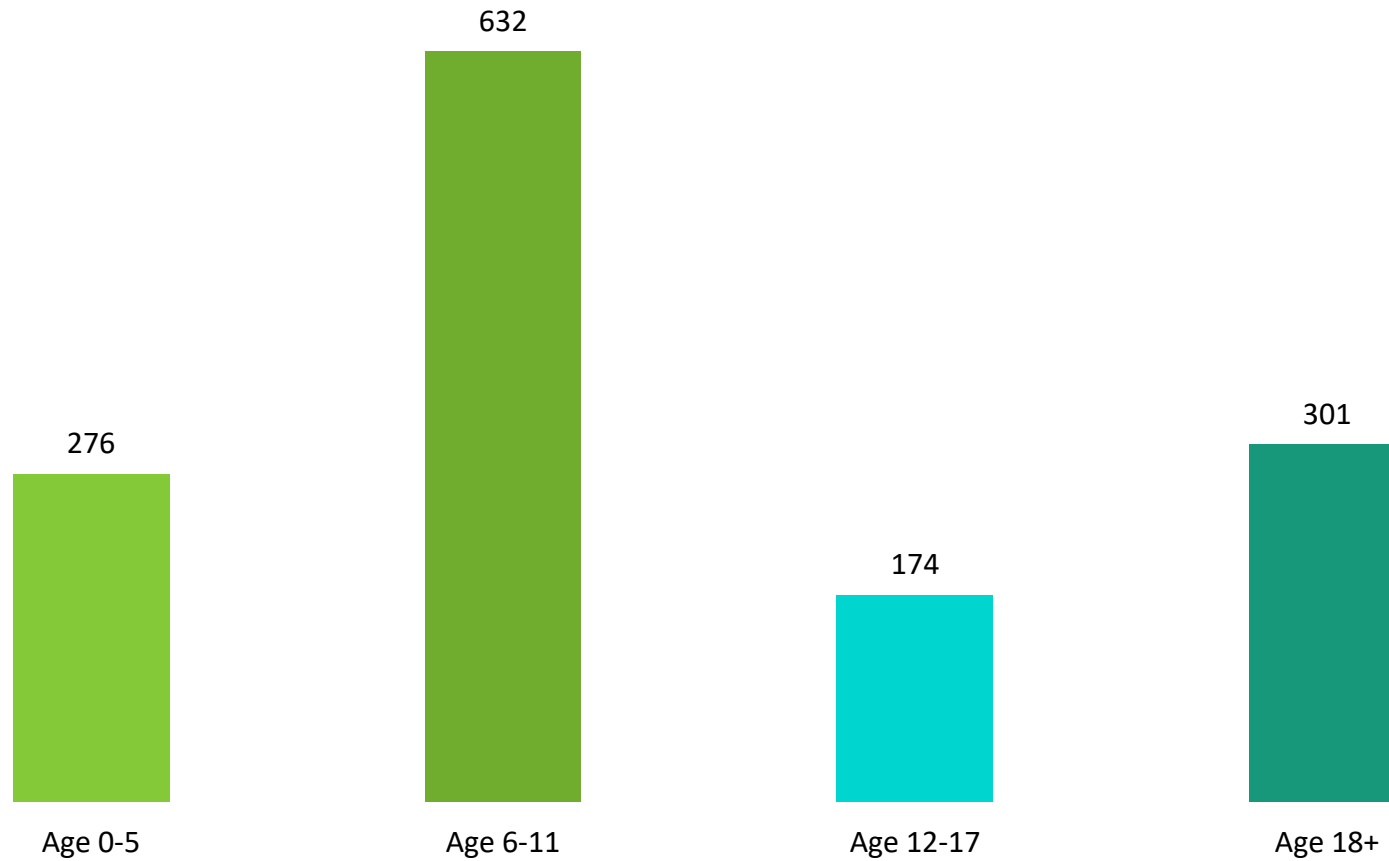
REGISTRATION BY CHALLENGE

Item #1.



REGISTRATION BY AGE

Item #1.



KIDS SUMMER READING CHALLENGE

Item #1.

Set a daily reading goal. You can choose 1 story, song, or rhyme each day (best for kids age 4 and younger), 25 minutes of reading/listening each day (best for kids age 5 and older), or your own goal.

908

registered for
challenge

281

readers read
on 42 days

23

read on all 91
days

26

average days
read by each
reader

23,999

total days read
by all readers

KIDS SUMMER READING CHALLENGE

Item #1.

Most popular weekly activities:



**Visit a Park
(400)**



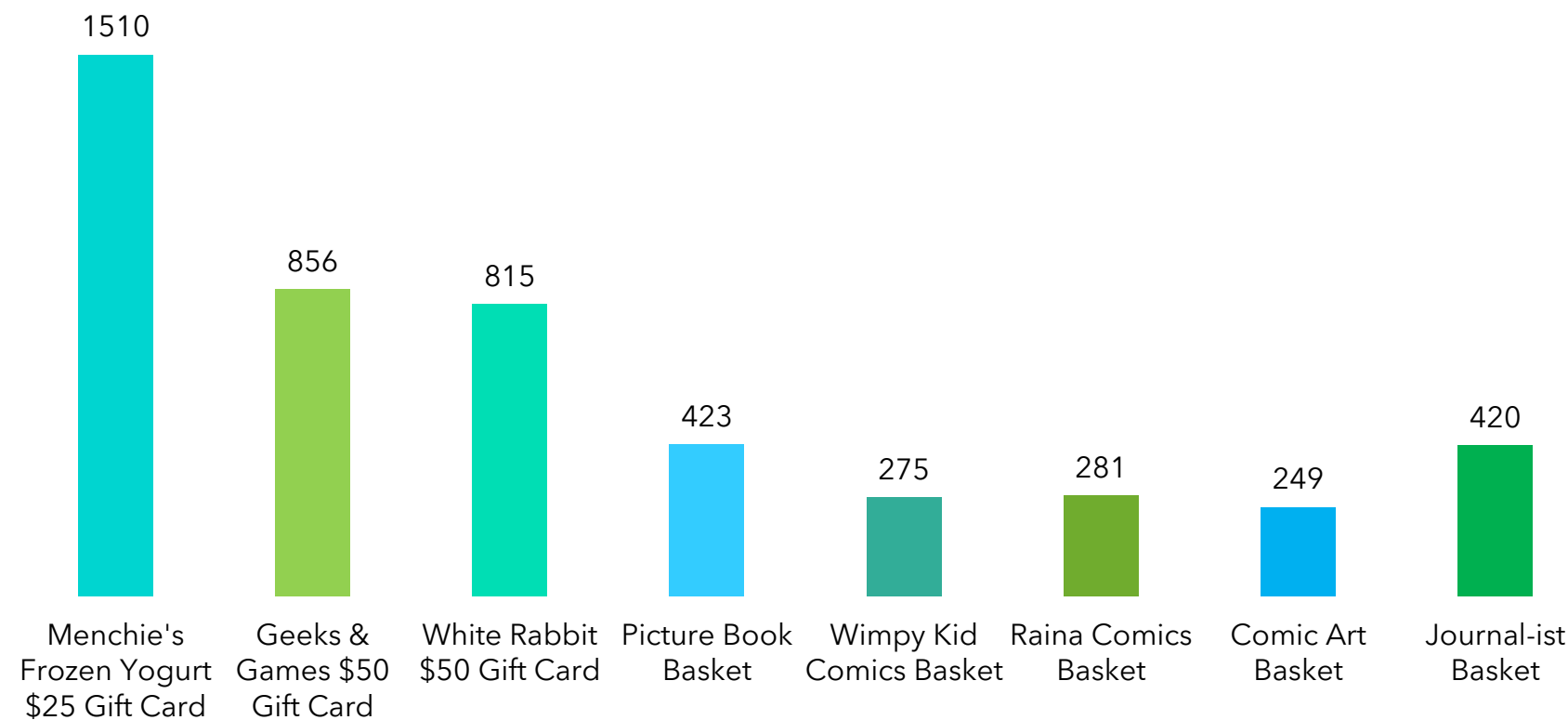
**Write a Letter
(314)**



**Read Outside
(294)**

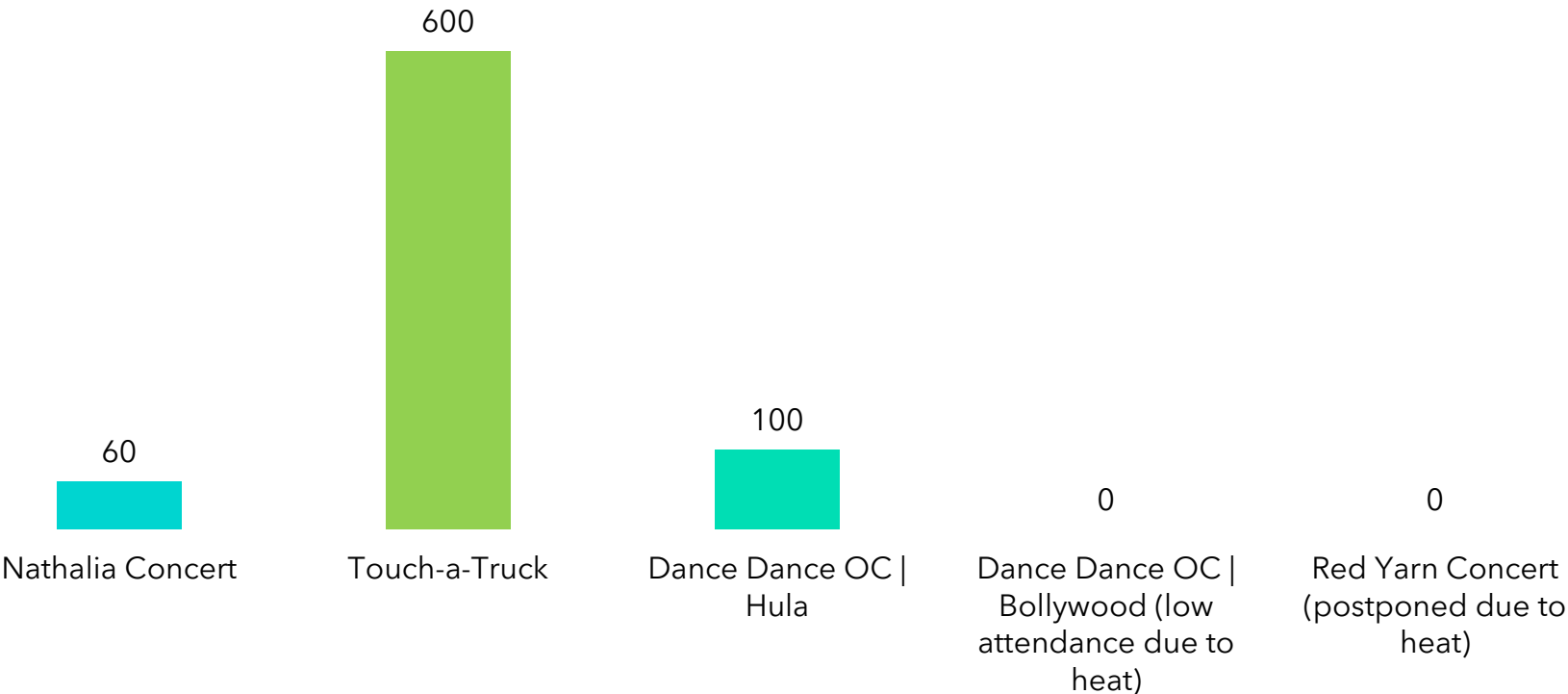
KIDS SUMMER READING CHALLENGE

4,829 tickets entered in 8 prize drawing categories:



KIDS SUMMER READING CHALLENGE

Special Event participation (doesn't include year-round programs like storytime, Creative Kits, Art Lab, LEGO Lab:



TEEN SUMMER READING CHALLENGE

Item #1.

Read one book in each of the categories listed on the bingo square (e.g. fantasy or science fiction book, a book that makes you smile, a poem, etc.). Print books, e-books, audiobooks, and graphic novels all count as reading.

174

registered for
challenge

42

earned 5-in-a-
row on bingo
card

42

Earned
blackout on
bingo card

6

average books
read by each
reader

1,050

total books
read by all
readers

TEEN SUMMER READING CHALLENGE

Item #1.

Most popular bingo categories:



**Music From a
Different
Decade (55)**



**Book Made
Into a Movie
(54)**



**Read Outside
(52)**



**Graphic Novel
(50)**

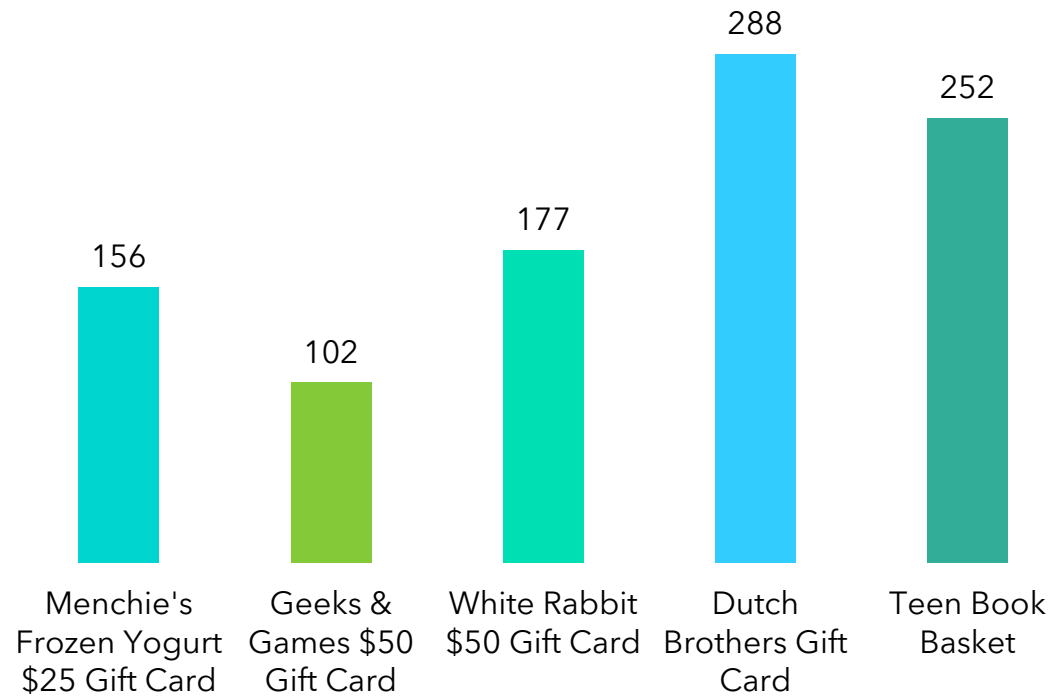


**Adventure
Book (48)**

TEEN SUMMER READING CHALLENGE

Item #1.

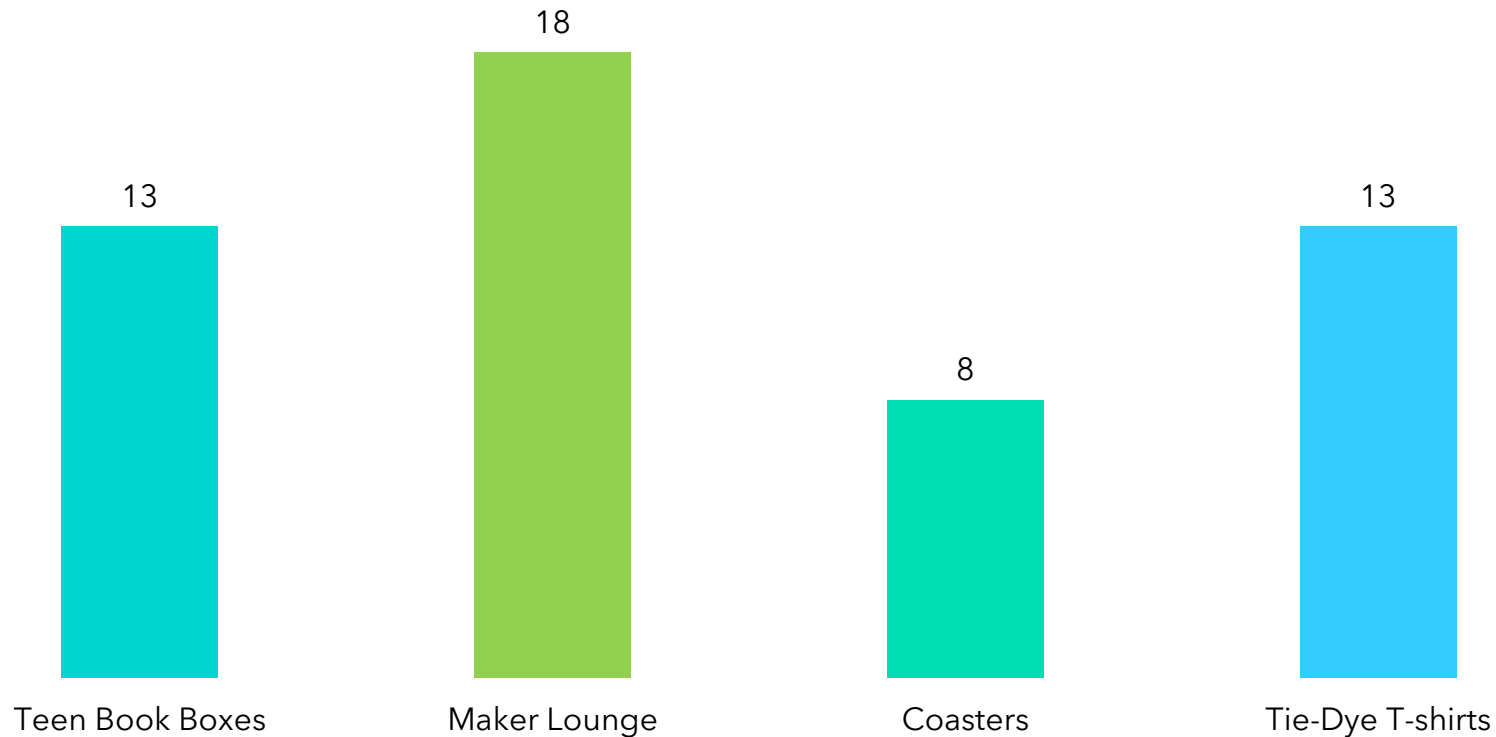
975 tickets entered in 5 prize drawing categories:



TEEN SUMMER READING CHALLENGE

Item #1.

Teen event participation:



ADULT SUMMER READING

Item #1.

Log books and complete activities to earn prize drawing tickets. Participants earn one drawing ticket for every book they read or activity they complete.

301

Registered

563

Weekly Raffle
entries

530

Music Prize
entries

543

Art Prize entries

676

Writing Prize
entries

Activities that earn you prize drawing tickets:

Activities that

Bingo

Name: _____

Contact Info: _____

For contact, location, or digital bingo card and more information, please email info@thebookbunch.com or visit our website thebookbunch.com

©2015 The Book Bunch. All rights reserved. Permission is granted to reproduce this card for personal use.

A book made only of pictures and no words	True Crime	A novel that is not fiction	A book about a person or animals	A book about a book or to read
A book that is often read aloud and not for school	A book that is a local author	A book that will scare you	A book about a town	A book featuring a clever writing
A book that is about a different genre	A book with a picture on the cover	Free Bingo Bunch		A humorous book
A book written from a first person point of view	A book that is a nonfiction or nonfiction	A book that is the same as the one you are you	A book with an angry cover	A book set in the desert or in the night
A book for new authors	Read a chapter or novel	A practical survival book		Read a book with a summertime theme

[illegible]

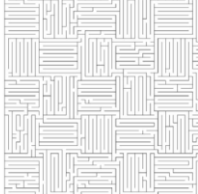
Maze

Name: _____
Current Ratio: _____

This is a completed maze for an additional grade seven assignment.

Start

Finish

[illegible]

1,997 Books
Read

11 Bingo Card Blackout Winners

313 Activities completed
(Bingo + Cryptogram + Word Search + Maze)

CHANGES TO NOTE

Item #1.

22%

increase in
elementary
student
participation
(age 6-11)

71%

increase in the
number of
books read by
teens

24%

decrease in
youth prize
drawing ticket
entries

8%

decrease in
adult entries

13%

Increase in
adult prize
entries

COMMUNITY FEEDBACK

Item #1.

My daughter has always loved reading, that was easy and having opportunities to win prizes was just an extra. But this truly motivated my son and he's reading independently now.

A great way to encourage my early reader (going into 1st grade) to keep up her reading skills during summer break.

[An additional activity that would motivate Summer Readers would be] getting to talk to other kids about the books they are reading.

I loved the Adult Bingo game, it got me to read things I would have never considered.

TAKEAWAYS

Item #1.



Explore alternate children's "incentive" to measure community reading progress similar to 2017's Race of the Chiefs



Find creative ways to meet demand for more varied youth programs using our limited staffing resources



Offer all-ages End of Summer Reading Party(ies) for additional socialization, celebration, and incentive to bring in completed reading logs



Implement hybrid Adult Summer Reading program to offer both online and paper participation options (with possibly volunteer support for paper data collation)



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Library Board
From: Library Director Greg Williams

Agenda Date: 10/25/2023

SUBJECT:

Library Tactical Plan Update

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director will share the current draft of the Tactical Plan developed by staff, as well as present an update on progress on suggested tactical plan items.

BACKGROUND:

At the April 13, 2022 Library Board meeting, the Library Board recommended development of a Tactical Plan to supplement the Library Strategic Plan. The Library Board Strategic Plan Committee subsequently met on April 29, 2022 and July 8, 2022 to develop and refine a format/framework for the Tactical Plan. The Committee also developed a basic framework for an associated Project Plan which would provide additional information on certain tactical plan initiatives.

At the July 27, 2022 Library Board meeting, the Library Board approved a Tactical Plan format/framework, and at the December 21, 2022 Library Board Work Session, the Library Director brought a draft of the Library's FY23-25 Tactical Plan to the Library Board for discussion. The Director also brought a suggested timetable for future Tactical Plan discussion/updates, namely:

- **July 1** - New Tactical Plan commences
- **October** – Tactical Plan progress update provided to Library Board
- **January** – Tactical Plan progress update provided to Library Board
- **April** – Tactical Pan progress update provided to Library Board. Initial review and discussion of draft version of following year's Tactical Plan

- **June** – Tactical Plan Progress update provided to Library Board. Presentation and approval of following year's Tactical Plan.

Upon researching past meeting history, the Library Director realized that the draft Tactical Plan had not been brought to the Library Board for formal approval during a regular meeting. The Library Board will discuss the current version of the tactical plan, and will bring the plan forward for formal approval at the Library Board's next scheduled meeting.

In the meantime, the Library Director will share the latest draft of the plan, as well as a simplified, sample quarterly update report (as staff have been working on the initiatives identified in the draft Tactical Plan).

OPTIONS:

n/a – Discussion only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

STATUS KEY AND COUNTS

	Y1	Y2
Not Yet Started	4	5
On Hold	0	0
In Progress (Research/Planning)	7	0
In Progress (Implementation)	1	0
Completed	0	0
TOTALS	12	5

FOCUS	GOAL	ACTIVITY	STATUS
1 Create and support young readers	1.1 All K-12 students enrolled in the Oregon City School District will have library cards.	1.1.1 (Y1) By June 30, 2024, develop and implement administrative and technological prerequisites to facilitate use of OCSD student data to create and maintain library card accounts for all enrolled students.	In Progress (Research/Planning)
		1.1.2 (Y2) By December 31, 2025, implement annual process to automatically create library card accounts for all K-12 OCSD students.	Not Yet Started
2 Meet the information needs of our entire service area	2.1 Library staff will better understand the needs of residents in the unincorporated portion of the Library service area.	2.1.1 (Y1) By March 31, 2024, Library staff will have approached CPOs (Community Planning Organizations) in the Library service area to share results of statistically valid survey and collect additional feedback from CPO members.	In Progress (Research/Planning)
	2.2 Improve access to physical library materials for homebound residents within the Library’s service area.	2.2.1 (Y1) By June 30, 2024 implement a formal Books By Mail program to accommodate up to 50 active homebound participants.	In Progress (Implementation)
3 Ensure collections, programs, services, and staff reflect and engage our diverse community	3.1 Better understand the diversity and makeup of the Oregon City Library service area.	3.1.1 (Y1) By June 30, 2024 complete a demographic analysis of the Library’s entire service area in order to better understand the makeup and diversity of our service area population.	Not Yet Started
		3.1.2 (Y1) By June 30, 2024 complete an inventory of community groups and support agencies located or operating within the Library service area.	Not Yet Started
	3.2 Ensure that the Library’s physical collections reflect the diversity and needs of our entire service area.	3.2.1 (Y1) By June 30, 2024 complete an analysis and recommend implementation of collection diversity audit tools/services.	In Progress (Research/Planning)
	3.3 Library staff will be able to recognize and incorporate the perspectives and needs of diverse populations into all aspects of library services.	3.3.1 (Y1) By June 30, 2024, establish a mechanism to regularly assess and identify staff cultural competency/DEI training needs.	Not Yet Started
		3.3.2 (Y2) By June 30, 2025, based on regular assessments, implement annual training calendar and resource archive to meet identified needs.	Not Yet Started
	3.4 Library patrons will be able to access information about services and offerings in multiple languages.	3.4.1 (Y1) By June 30, 2024, all Library policies and guidelines (existing and new) will be translated into Spanish.	In Progress (Research/Planning)
3.4.2 (Y2) By June 30, 2025, all website content (including calendar events) and Library handouts will be translated into Spanish.		Not Yet Started	
4 Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area	4.1 Facilitate after-hours and off-site access to physical materials.	4.1.1 (Y1) By June 30, 2024, develop an implementation plan for deploying remote smartlockers within the Library service area.	In Progress (Research/Planning)
		4.1.2 (Y2) By June 30, 2025, deploy at least one remote smartlocker within the library service area.	Not Yet Started
	4.2 Improve capability to conduct in-person outreach throughout service area.	4.2.1 (Y1) By June 30, 2024, assess needs and assemble specifications and cost estimates (initial and ongoing) for a Library outreach vehicle.	In Progress (Research/Planning)
5 Ensure appropriate and sustainable funding for operational and capital needs	5.1 Increase use of data in operational and budgetary evaluation and decision-making processes.	5.1.1 (Y1) By June 30, 2024, in conjunction with the Library Board, staff will review, refine, and update the monthly metrics and statistics that are shared with the Library Board.	In Progress (Research/Planning)
		5.1.2 (Y1) By June 30, 2024, implement collection usage reports which can be used to inform collection budget allocation decisions.	Not Yet Started
	5.2 Evaluate the long-term needs funding, operational, and governance needs of the Clackamas County Library District.	5.2.1 (Y2) By June 30, 2025, in conjunction with all LINCC libraries, engage a consultant to perform the analysis and prepare recommendations originally envisioned as part of the Library District Task Force.	Not Yet Started

LIBRARY FY 23-25 TACTICAL PLAN - Q1 UPDATE

1.1.1 (Y1) - *By June 30, 2024, develop and implement administrative and technological prerequisites to facilitate use of OCSD student data to create and maintain library card accounts for all enrolled students.*

- Meeting between OCPL Staff, OCSD Staff, and LINCC Library Services staff held on 10/19. Staff consensus on which data must be shared and how data can be shared. Tentative timeline developed. Currently researching/reviewing MOA/MOU language, developing parameters of pilot program.

2.1.1 (Y1) - *By March 31, 2024, Library staff will have approached CPOs (Community Planning Organizations) in the Library service area to share results of statistically valid survey and collect additional feedback from CPO members.*

- Basic presentation re: survey results has been created.
- Specific active CPOs partially/fully within Library Service Area verified with Clackamas County GIS and Clackamas County PGA (Central Point – Leland – New Era, Clarkes – Highland, Hamlet of Beaver Creek, Holcomb – Outlook, Mulino/Mulino Hamlet, Redland – Fischers Mill – Viola).

2.2.1 (Y1) - *By June 30, 2024 implement a formal Books By Mail program to accommodate up to 50 active homebound participants.*

- Circulation Dept has ID-ed preferred mailer bags and desired initial quantity (100) and approximate budget (\$1,500).
- Funding request has been submitted to local community group.

3.2.1 (Y1) - *By June 30, 2024 complete an analysis and recommend implementation of collection diversity audit tools/services.*

- Staff and Library Board members attended a demo of CollectionHQ, which includes collection diversity audit tools.
- OC Staff met with staff from another LINCC library which currently uses CollectionHQ to learn more about capabilities and usage.

3.4.1 (Y1) - *By June 30, 2024, all Library policies and guidelines (existing and new) will be translated into Spanish.*

- Staff have started researching how other local libraries and schools handle translation of more formal policy documents.

4.1.1 (Y1) - *By June 30, 2024, develop an implementation plan for deploying remote smartlockers within the Library service area.*

- Staff from multiple LINCC libraries have viewed/attended demos from multiple smartlocker demos.

4.2.1 (Y1) - *By June 30, 2024, assess needs and assemble specifications and cost estimates (initial and ongoing) for a Library outreach vehicle.*

- Library Management have been researching information/recommendations from other libraries.

5.1.1 (Y1) - *By June 30, 2024, in conjunction with the Library Board, staff will review, refine, and update the monthly metrics and statistics that are shared with the Library Board.*

- Library Board Data Committee has met once. Additional meetings to be scheduled.
- Some Library Board Data Committee members attended recent vendor demo of collection management software.
- Library Director has obtained license for Microsoft PowerBI (data analytics/dashboards/presentations)
- Clackamas County LINCC Library Services is working with Clackamas County GIS on regular production of GIS-based library-usage data.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Library Board
From: Library Director Greg Williams

Agenda Date: 10/25/2023

SUBJECT:

Behavior Policy Update

STAFF RECOMMENDATION:

1. n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Board will consider updates to the Library's Behavior Policy.

BACKGROUND:

The Library Board has a goal of reviewing and updating (as necessary) the Library's Behavior Policy every three years. The last update was approved by the Library Board in January, 2020.

The Library Director will present the latest draft update of the Behavior. Much of the updated policy retains language from the prior version (although some reorganization has been done). The more significant proposed updates include:

- Additional problem behaviors (based on Library staff experience) have been incorporated in the policy
- Revised categories (mild, moderate, severe) of violation levels, with clearer exclusion periods for each
- Excluding a broader scope of weapons from being brought into the Library.
- Simplifying the exclusion appeal process
- Adding information pertaining to sharing of information about incidents and alternative enforcement options for minors

In addition to the updated behavior policy, we have included the current policy with this report for the convenience of Library Board members.

OPTIONS:

n/a – Discussion only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Behavior Policy Governing the Use of Oregon City Public Library

Summary

To achieve the Oregon City Public Library's mission of providing materials and services to all members of the community, the following behavior rules are enforced by library staff. These rules are in place to protect your rights and safety as a library patron, as well as the rights and safety of other patrons and staff members. These rules also help preserve and protect library materials, facilities, and property. Persons who violate the following rules may be asked to leave the premises and may be excluded from the library.

Classification of Violations and Progression of Corrective Efforts

Depending on the nature of the prohibited conduct, violations are classified into three levels: Level 1 (Minor), Level 2 (Moderate), and Level 3 (Severe).

- For Level 1 or Level 2 violations, exclusion periods are determined based on the total number of violations within the previous 6 months. Violations need not be for the same rule to be subject to stricter enforcement.
- For Level 3 violations, any previous patron behavior may be used when determining the cumulative number of violations and associated exclusion period.

In general, staff corrective efforts for prohibited conduct will follow the progressions noted below. Please see "Behavior Violations by Minors" section below for further considerations/options when Level 1 or Level 2 violations are committed by minors.

- **Level 1 (Minor)**

1 st	2 nd	3 rd	4 th	5 th	6 th +
Warning / education	1 day	3 days	7 days	14 days	30 days

- **Level 2 (Moderate)**

1 st	2 nd	3 rd	4 th	5 th	6 th +
Warning / education (at staff discretion) up to 1 day	7 days	14 days	30 days	60 days	90 days

- **Level 3 (Severe)**

1 st	2 nd	3 rd +
Permanent exclusion, may request exclusion be lifted after 1 year.	Permanent exclusion, may request exclusion be lifted after 2 years.	Permanent exclusion, may request exclusion be lifted after 3 years.

Behavior Violations by Minors

At the discretion of the Library Director or their designee, minors who commit Level 1 or Level 2 violations may, in lieu of exclusion, be required to be accompanied by a parent or legal guardian when in the Library for a period of up to 180 days.

LEVEL 1 VIOLATIONS (MINOR)

- 1.1 Making any loud or unreasonable noise, including disruptive use of electronic devices.
- 1.2 Consuming food inside the library.
- 1.3 Sleeping in the library.
- 1.4 Library users must wear upper and lower body coverings and footwear while inside the library.
- 1.5 Entering the library with excessively wet or actively dripping clothing, belongings, or person.
- 1.6 Emitting pervasive odors that disturb others or damage library property.
- 1.7 Requests or demands whose frequency or nature prevent staff from assisting other patrons or fulfilling their responsibilities.
- 1.8 Adults seated in the children's room or teen area without the accompaniment of a child or teen. Browsing of children and teen collections by all ages is permitted.
- 1.9 Failure to check out library materials before exiting the library.
- 1.10 Soliciting, petitioning, distributing written materials, conducting surveys, or canvassing inside Library or outside the library in a manner that interferes with access to the library.

LEVEL 2 VIOLATIONS (MODERATE)

- 2.1 Using library spaces, materials, equipment, furniture, or building in a manner inconsistent with intended use, or in a destructive or potentially damaging manner.
- 2.2 Blocking or obstructing furniture, aisles, doorways, stairways, elevators, ramps, or otherwise impeding access to and free flow of traffic within the library.
- 2.3 Any action or activity which interferes with free passage into and within the library or interferes with the use of the library by staff or patrons.
- 2.4 Improper or unreasonable use of library restrooms, including, but not limited to, bathing, washing hair, washing items, or clogging plumbing.
- 2.5 Monopolizing library space, equipment, or outlets to the exclusion of others.
- 2.6 Noncompliance with reasonable direction of a library staff member.
- 2.7 Use of any tobacco product, inhaled nicotine, or consumption of cannabinoid product in the library, as well as any use of the same outside the library in a manner that affects the library or is in violation of the Indoor Clean Air Act.
- 2.8 Noncompliance with Library, City, State, or Federal public health and safety requirements.

- 2.9 Bringing in any personal items or property that appear to be infested or have a foul odor that disturbs other persons.
- 2.10 Bringing bicycles or motorized vehicles into the library except as required for compliance with Americans with Disabilities Act.
- 2.11 Operating bicycles, roller skates, skateboards, collapsible scooters, or other similar equipment in the library or on library walkways in a manner that interferes with access to the library.
- 2.12 Bringing non-service animals into the library except as allowed at a library approved event. Service animals must remain within the control of the person they are with.
- 2.13 Tethering animals or leaving animals unattended outside the library.
- 2.14 Fraudulent or unauthorized use of another patron's library card and/or account number for any purpose.
- 2.15 Unauthorized presence in designated staff-only areas.
- 2.16 Refusing to leave the library during an emergency evacuation or emergency drill.
- 2.17 Other conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons.

LEVEL 3 VIOLATIONS (SEVERE)

- 3.1 Committing or attempting to commit any activity that would constitute a violation of any federal or state criminal statutes or city ordinance.
- 3.2 Engaging in harassment as defined in ORS 166.065.
- 3.3 Conduct that involves the use of abusive, obscene, sexual, or threatening language or gestures.
- 3.4 Directing a threat of violence or a threat of physical harm against an individual, group, or property.
- 3.5 Bringing a dangerous weapon, deadly weapon, or firearm or other weapon (As defined in ORS 166.360(10)) into the library, unless otherwise permitted by state or federal law.
- 3.6 Using (without a prescription), possessing, selling, or distributing alcohol or other controlled substances (as defined in ORS 475.005).
- 3.7 Engaging in sexual conduct, as defined under ORS 167.060, including but not limited to indecent exposure or physical contact through clothing for sexual gratification.
- 3.8 Violating another person's reasonable expectation of privacy as defined in ORS 163.700 (2)(d).
- 3.9 Entering or remaining in the library after posted closing hours without authorization.
- 3.10 Engaging in physical altercations including assaults and fighting.
- 3.11 Depositing bodily fluids on library property, including library collections, equipment, and furnishings.

All sections of this behavior policy are subject to exceptions at the discretion of the Library Director or designee.

Information Sharing

Records of violations compiled by the Library may be shared with other City departments, other local governments, responding agencies, other libraries, and other community service organizations. Information shared will be limited to patron name (if known), patron physical description/image, specific policy violation(s), description or account of prohibited conduct, and length of exclusion.

Multiple violations

When determining length of exclusion due to multiple violations, the longest exclusion time warranted will predominantly be used.

Other Consequences/Penalties

Exclusion by the library does not preclude or supersede other consequences or penalties that may be prescribed or imposed by City ordinance, County ordinance, state rule or law, or federal rule or law.

Appeal of Notice of Exclusion Issuance

Staff will make reasonable attempts to provide all individuals who are excluded from the library for more than 7 days with a printed Notice of Exclusion which outlines the appeal process (please see Appendix A for a sample of the Notice of Exclusion).

Request to Lift Permanent Exclusion

Those subject to a permanent exclusion for a Level 3 violation may request to have the permanent exclusion lifted after the appropriate time period noted above. Any such request must be sent in writing to the Library Director, must include current contact information (phone number, mailing address, or email address), and should include any relevant information which demonstrates why the permanent exclusion should be lifted. The Library Director, or their designee, shall respond in writing to all requests.

APPENDIX A – NOTICE OF EXCLUSION

[paste sample here when complete]

Behavior Policy Governing the Use of Oregon City Public Library

To achieve the Oregon City Public Library's mission of providing materials and services to all members of the community, the following Behavior Rules are enforced by library staff. These rules are in place to protect your rights and safety as a library patron, as well as the rights and safety of other patrons and staff members. These rules also help preserve and protect library materials, facilities, and property. Persons who violate the following rules may be asked to leave the premises and excluded from the library.

The following conduct is prohibited on library property. Persons who violate rules 1-16 will be given a warning. If the person continues the behavior, they will be asked to leave for the day. Subsequent offenses may result in immediate removal from premises and loss of all library privileges based on the library's progression scale. Engaging in more than one of the behaviors listed in rules 1-16 or directing a behavior towards a child under 18 may be cause for immediate exclusion.

The following progression scale will be used to determine the length of exclusion except for certain violations which require exclusion until the issue is resolved (i.e. odor):

First violation: education/warning

First violation after warning –excluded for remainder of day

Second violation – excluded up to one week

Third violation – excluded up to one month

Fourth violation – excluded up to 6 months

Fifth violation – excluded up to 1 year

1. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or patrons, including, but not limited to, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior.
2. Using library materials, equipment, furniture, fixtures, or building in a manner inconsistent with customary use, including obstructing use of furniture though storage of large personal items; or in a destructive, abusive, or potentially damaging manner.
3. Refusing to comply with the reasonable direction of a library staff member.
4. Soliciting, petitioning, distributing written materials, conducting surveys, or canvassing inside the library building, or in a manner that unreasonably interferes with or impedes access to the library.
5. Bringing bicycles, grocery carts, large pieces of personal items, or other similar equipment inside the library building, or interfering with free passage into and in the library or interfering with the use of the library by staff or patrons.
6. Operating bicycles, roller skates, skateboards, or other similar equipment in the library or library walkways.
7. Consuming food, except in specifically designated areas, or drink, except non-alcoholic beverages in closed or re-sealable containers.
8. Bringing non-service animals into the library except as allowed at a library approved event. Tethering animals near a library entrance is prohibited and may result in a phone call to Animal Control.
9. Violating the posted Computer Use Policy.
10. Sleeping in the library.
11. Improperly using library restrooms, including, but not limited to, bathing, washing hair, or doing laundry.
12. Using personal electronic equipment at a volume that disturbs others.-
13. Leaving personal items unattended.

14. Entering the Library with bare feet or a bare chest. Footwear with soles must be worn while in the library.
15. Having extremely strong or offensive odor which disturbs others. Patron may be readmitted to the library when the odor issue is resolved.
16. Smoking, chewing, other tobacco use, or vaping in library facilities.

Persons who violate rules 17-23 will be immediately excluded from the library's premises without being given a warning. Any person being so excluded shall lose all library privileges for a period of time between 1 week and permanent exclusion, dependent on the severity of the violation.

17. Committing or attempting to commit any activity that would constitute a violation of any federal or state criminal statutes or city ordinance.
18. Engaging in harassment as defined in ORS 166.065, or conduct that involves the use of abusive, **sexual**, or threatening language or gestures.
19. Directing a specific threat of physical harm against an individual, group, or property.
20. Bringing a weapon into the library. No weapons are allowed in the library as per Oregon City Municipal Code 9.24.020.
21. Selling, using, distributing, or possessing alcohol or controlled substance. Controlled substance is defined in ORS 475.005. Alcoholic beverages are allowed only at library-approved events.
22. Engaging in sexual conduct, as defined under ORS 167.060, including but not limited to indecent exposure or physical contact through clothing for sexual gratification, or disregarding another person's reasonable expectation of privacy as otherwise defined in ORS 163.700.
23. Entering or remaining in the library after posted closing hours other than authorized by staff.

Please note: the Children's Room and Teen Room were created to be utilized by particular age groups, ages 0-12 and 12-18 respectively, and their caretakers. While all ages are welcome to browse for materials in these areas, adults without children or teens should use other areas for seating. Adults seated in the children's room or teen area without the accompaniment of a child or teen will be asked to move.

Repeat Offenses

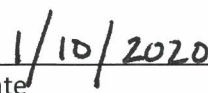
Individuals who repeatedly violate these Behavior Rules after having been previously excluded for library rule violations will face longer exclusions. Repeat offenders need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

Appeal

All individuals who are excluded from the library for one week or longer will be presented with a *Notice of Exclusion*, which outlines the appeal process.

Authorized by:


Anthony J. Konkol III, City Manager


Date

DRAFT

OREGON CITY PUBLIC LIBRARY
**NOTICE OF EXCLUSION
and Notice of Right to Appeal**

Police Incident Rep

Item #3.

RECIPIENT	Name: Last First Middle			Library Card # or Driver's License/ID #
	Res. Address:	State	Zip	Phone:

Under the authority of Oregon City Public Library, you are hereby notified that you are prohibited from entering in or using all City of Oregon City Library facilities.

The basis for this Notice of Exclusion is that on _____, you violated # _____ of the Patron Behavior Policy.
Notes:

This exclusion is effective beginning on _____, and shall remain in effect until _____.

This is an immediate exclusion.

You are prohibited from entering or using any City of Oregon City Public Library facility during the effective period of this Notice. If you violate this exclusion notice, you will be reported as trespassing to law enforcement.

As used herein, "City of Oregon City Public Library" includes the Main Library located at 606 John Adams and all Library parking lots and walkways, other than public right of ways.

You are entitled to appeal this Notice. To request a reconsideration, a written appeal must be submitted in writing by 5:00 PM on the fifth calendar day following issuance of the Notice of Exclusion. The appeal must include current contact information (phone number, mailing address, or email address). Appeals may be sent to the following address: Oregon City Public Library, 606 John Adams St, Oregon City, OR 97045 Att: Denise Butcher, Library Operations Manager or at **dbutcher@orc.org**.

This Notice shall remain in effect while the appeal is being reviewed. A written response from the Library Director or their designee will be sent within 5 calendar days of the receipt of the appeal.

This Notice of Exclusion was delivered to the person named at the top of this Notice at the date and time shown below by:

(Signature of person issuing/delivering notice)

DATE: _____

TIME: _____

I hereby acknowledge receipt of the above Notice on the date and time indicated above. **Signing is not an admission of guilt, only affirming receipt of the notice.**

(Signature of person being issued the notice)

☐ Patron refused to sign
Staff signature and date _____

Witness _____

CURRENT

OREGON CITY PUBLIC LIBRARY
**NOTICE OF EXCLUSION
and Notice of Right to Appeal**

Police Incident Report

Item #3.

RECIPIENT	Name: Last First Middle			Library Card # or Driver's License/ID #
	Res. Address:	State	Zip	Phone:

Under the authority of Oregon City Public Library, you are hereby notified that you are prohibited from entering in or using all City of Oregon City Library facilities.

The basis for this Notice of Exclusion is that on , you violated _____ of the Patron Code of Conduct. To wit, you:

This exclusion is effective beginning on the date that it is served, and shall remain in effect until days after.

This is an immediate exclusion

If you enter in or use any City of Oregon City Public Library facility during the effective period of this Notice, you may be arrested and charged with criminal trespass.

As used herein, "City of Oregon City Public Library" includes the Main Library located at 606 John Adams and all Library parking lots and sidewalks.

Pursuant to the enforcement provisions of the Oregon City Public Library Rules you are entitled to an informal proceeding to contest this Notice. A request for an informal proceeding must be made in writing, must include current contact information (phone number, mailing address, email address, or the name of an individual or agency where a message could reliably be left), and be filed with the Oregon City Public Library Director or designee within 48 hours (exclusive of weekends) of receipt of this Notice at the following address:

The Library Director shall schedule a time and place for the informal proceeding to be conducted, which shall be not more than 72 hours (exclusive of weekends) of receipt of the request for hearing. The Library Director shall assure the proceeding is conducted fairly and expeditiously. At the informal proceeding the Library Director will **only** consider testimony from you or your legal representative, City personnel involved in the incident that resulted in this Notice, and other witnesses to the incident. The Library Director may exclude anyone, other than you and your legal representative, and those presenting testimony, from the informal proceeding. **This Notice shall remain in effect pending any requested proceeding.**

This Notice of Exclusion was delivered to the person named at the top of this Notice at the date and time shown below by:

(Signature of person issuing/delivering notice)

DATE: _____

TIME: _____

I hereby acknowledge receipt of the above Notice on the date and time indicated above.

(Signature of person being issued the notice)

